



SYLLABUS

Class: - III Year

Subject: - ENGLISH

S. NO.	TOPICS
Unit-1	Reading, Writing and Interpretation Skills (Text Based) 1.The Express - Stephen Spender 2.The World is Too Much With Us – William Wordsworth 3.My Financial Career - Stephen Leacock 4.Running for Governor - Mark Twain
Unit-2	Essay Writing - Topical Essays: Terrorism, Covid - 19, Pandemic India and the Modern World, The Role of Women in the New Era, The Global World
Unit-3	(a) Communicative Skills: Words often Confused, Misused, Idiomatic Expressions and Proverbs, etc. (b) Essential Conversations: Introducing Yourself, Introducing Other Persons, Meeting Someone First Time, At the Airport, Ordering Food in a Restaurant, Talking about a Movie, etc. (c) Filing an F.I.R., Writing a Resume, E-mail Writing, Blog Writing on a given topic. Key Words: Manifesto, Self-Possession, Streamline, Rage, Meteors, Fierce, Perjury, Intent, Campaign, Malicious, English Communication, Competence, Soft Skills, Practical Knowledge, Resume, CV, Blog, Blog Writer and E-mails.



UNIT-1

1.The Express - Stephen Spender

After the first powerful plain manifesto
The black statement of pistons, without more
fuss But gliding like a queen, she leaves the
station.

Without bowing and with restrained unconcern
She passes the houses which humbly crowd
outside, The gasworks and at last the heavy page
Of death, printed by gravestones in the
cemetery. Beyond the town there lies the open
country Where, gathering speed, she acquires
mystery, The luminous self-possession of ships
on ocean.

It is now she begins to sing—at first quite low
Then loud, and at last with a jazzy madness—
The song of her whistle screaming at curves,
Of deafening tunnels, brakes, innumerable bolts.
And always light, aerial, underneath
Goes the elate metre of her wheels.

Steaming through metal landscape on her lines
She plunges new eras of wild happiness
Where speed throws up strange shapes, broad curves
And parallels clean like the steel of guns.
At last, further than Edinburgh or Rome,
Beyond the crest of the world, she reaches
night Where only a low streamline brightness
Of phosphorus on the tossing hills is white.
Ah, like a comet through flame, she moves entranced
Wrapt in her music no bird song, no, nor bough
Breaking with honey buds, shall ever equal.

About the author- Stephen Spender:

Stephen Spender (1909-1995) was an influential English poet, novelist, and essayist. He was born in London to a literary family and was educated at University College, Oxford. His contemporaries included W.H. Auden, Christopher Isherwood, and Louis MacNeice, with whom he formed part of what became known as the Auden Group.



Early Life and Education: Born on February 28, 1909, in London,

England. Educated at University College School in London and later at University College, Oxford.

Literary Career- Spender's early poetry was heavily influenced by his social and political views. His work often reflected themes of social injustice, war, and human suffering.

Notable Works: - Poems (1933): His first collection., The Still Centre (1939), The Edge of Being (1949): Another poetry collection dealing with existential questions, The Temple (1988): A novel depicting Berlin's bohemian life in the late 1920s and early 1930s, World Within World (1951): An autobiography that provides insight into his life and the literary circles he was part of.

Awards and Honors- He was knighted in 1983 for his contributions to literature, Fellow of the Royal Society of Literature, T.S. Eliot Award for Creative Writing.

Later Years and Legacy- Spender continued to write and engage in literary criticism until his death in 1995. His legacy is one of a deeply engaged and thoughtful poet who brought personal and political themes into the foreground of English literature.

Stanza 1

After the first powerful plain manifesto

The black statement of pistons, without more fuss

But gliding like a queen, she leaves the station.

Without bowing and with restrained unconcern



**She passes the houses which humbly crowd outside,
The gasworks and at last the heavy page
Of death, printed by gravestones in the cemetery.**

The poet begins by stating that the poetry begins with a strong and clear announcement. "The black statement of pistons" refers to how the express train pulls away from the station without showing any interest in its surroundings. The poet compares the departing express train to a queen. According to this metaphor, the train has royal characteristics like grace and magnificence. The train pulls away from the station with a lack of interest in its surroundings.

"She" here refers to the train (personification) by personifying the train, the poet is able to give it human traits and attributes. Along the railway tracks, the train passes along homes as it heads out. These homes are regarded as being "humbly crowded," which suggests that they are plain and simple. The train travels past a variety of settings, including a gasworks and a cemetery. The reference to the cemetery and the gravestones implies a contrast between the energy of the train and the graveyard's sad reminder of deaths. The train speeds up as it enters the vast countryside after leaving the city. This shift in pace and setting gives the poet a sense of mystery and interest. The poet's perspective of the train changes. Now, the train is compared to a ship cruising the sea, radiating confidence and brilliance.

Stanza 2

**Beyond the town there lies the open country
Where, gathering speed, she acquires mystery,
The luminous self-possession of ships on
ocean. It is now she begins to sing—at first
quite low Then loud, and at last with a jazzy
madness— The song of her whistle screaming
at curves,
Of deafening tunnels, brakes, innumerable bolts.**

The train speeds up and takes on a more mysterious quality as it exits the town and approaches the wide open countryside. It indicates that the train now exudes confidence and brilliance by making comparisons to ships on the ocean. It starts to produce noise, first gently, then louder and more stirring as it proceeds. This sound represents the whistle of the train as well as the sound of numerous mechanical components as well as the sound of the train screeching at curves and echoing through tunnels.

**Stanza 3**

**And always light, aerial, underneath
Goes the elate metre of her wheels.
Steaming through metal landscape on her lines
She plunges new eras of wild happiness
Where speed throws up strange shapes, broad curves
And parallels clean like the steel of guns.**

The sound and motion of the train's wheels as it travels produce an upbeat and energizing rhythm. The train nearly appears to be flowing softly beneath the tracks. Industrial metal structures make up the majority of the landscape as the train travels through it. This journey represents the beginning of fresh, thrilling phases of enjoyment or excitement. The fast train causes interesting and distinctive patterns and curves to develop. These patterns emphasize the elegance and precision of the train's motion and are as smooth and exact as the steel used to make guns.

Stanza 4

**At last, further than Edinburgh or Rome,
Beyond the crest of the world, she reaches
night, Where only a low streamline brightness
Of phosphorus on the tossing hills is white.
Ah, like a comet through flame, she moves entranced
Wrapt in her music no bird song, no, nor bough
Breaking with honey buds, shall ever equal.**

The train travels far beyond cities like Edinburgh or Rome, eventually arriving at a position where it is nighttime. The sole source of light in this pitch-black area is a weak, phosphorescent glow on the rolling, moving hills. The way the train moves through this sight is compared to a comet gliding over fire while lost in its own music; neither the voice of a bird nor the blooming branches dripping with honey can compare to its elegance.

Key Points about "The Express":

1. **Modernity and Progress:** The poem celebrates the power and speed of the modern train, symbolizing human progress and technological advancement.
2. **Imagery:** Spender uses vivid imagery to describe the train and its journey, likening it to a living entity that moves gracefully through the landscape.
3. **Nature vs. Technology:** The poem juxtaposes the natural world with the mechanical world, highlighting both the harmony and the tension between the two.
4. **Personification:** The train is personified, described with human-like qualities, emphasizing its significance and almost divine presence.
5. **Tone:** The tone is one of awe and admiration for the capabilities of modern engineering, while also reflecting a sense of nostalgia for the simpler, natural world.



6.Symbolism: The express train symbolizes the unstoppable force of modernity and the future, while also raising questions about what is lost in the pursuit of progress.

Analysis:

- Opening Lines: The poem opens with a powerful description of the train, setting the stage for the exploration of its symbolic meaning.
- Movement and Speed: Spender captures the dynamic movement of the train, conveying a sense of excitement and urgency.
- Contrast: Throughout the poem, there is a contrast between the swift, metallic train and the serene, organic countryside.
- Conclusion: The poem concludes with a reflection on the transformative power of technology, acknowledging its impact on human perception and the environment.

Practice Questions

1. How does Spender describe the train's movement in "The Express"?
 - Fluid and powerful.
2. What is the central symbol in "The Express" by Stephen Spender?
 - The train.
3. What theme is primarily explored in "The Express"?
 - Industrial progress.
- 4.How does Spender convey a sense of speed in "The Express"?
 - Through vivid imagery.
5. Which literary device is predominantly used to depict the train in "The Express"?
 - Metaphor.
6. How does Spender contrast nature and technology in "The Express"?
 - By juxtaposing the train against natural landscapes.
7. What form of figurative language personifies the train in "The Express"?
 - Personification.
8. What is Spender's attitude toward modernity in "The Express"?
 - Appreciative.



9. What does the train symbolize in the context of the 20th-century industrial era in "The Express"?

- Technological advancement.

10. How does the poem's structure enhance its overall impact in "The Express"?

- By mirroring the train's rhythm.

2.The World is Too Much With Us – William Wordsworth

The world is too much with us; late and soon,
Getting and spending, we lay waste our powers;—
Little we see in Nature that is ours;
We have given our hearts away, a sordid boon!
This Sea that bares her bosom to the moon;
The winds that will be howling at all hours,
And are up-gathered now like sleeping flowers;
For this, for everything, we are out of tune;
It moves us not. Great God! I'd rather be
A Pagan suckled in a creed outworn;

So might I, standing on this pleasant lea,
Have glimpses that would make me less forlorn;
Have sight of Proteus rising from the sea;
Or hear old Triton blow his wreathèd horn.

About the author- William Wordsworth

William Wordsworth (1770-1850) was a major English Romantic poet who, along with Samuel Taylor Coleridge, helped launch the Romantic Age in English literature with their joint publication "Lyrical Ballads" in 1798.

Early Life- Born on April 7, 1770, in Cockermouth, Cumberland, England.. His mother died when he was eight, and his father died when he was thirteen, leaving him and his siblings under the care of relatives.

Career and Major Works- Lyrical Ballads (1798): Co-authored with Coleridge; marked the beginning of the English Romantic movement. Notable poems include "Tintern Abbey."

- Poems in Two Volumes (1807): Includes famous poems such as "I Wandered Lonely as a Cloud" and "Ode: Intimations of Immortality."

- The Prelude (1850): An autobiographical poem published posthumously, considered his masterpiece, exploring the development of his poetic consciousness.

Personal Life- Close relationship with his sister, Dorothy Wordsworth, who was also a poet and diarist.. Married Mary Hutchinson in 1802, with whom he had five children. Moved to Dove Cottage in Grasmere, where he wrote much of his poetry.

Themes and Style- Nature: Central theme, reflecting his belief in nature's spiritual and moral power. Common Man: Emphasis on ordinary people and rustic life.. Emotion and Memory: Explored emotions and memories as sources of inspiration.



Awards and Recognition- Poet Laureate of the United Kingdom from 1843 until his death in 1850.
- Though not awarded during his lifetime, his work received posthumous acclaim and has been highly influential in English literature.

Legacy

- Wordsworth's poetry has had a lasting impact on the Romantic movement and English literature as a whole.

- His home in the Lake District, Dove Cottage, is now a museum dedicated to his life and work.

William Wordsworth passed away on April 23, 1850, leaving behind a rich legacy of poetry that continues to inspire and resonate with readers around the world.

Stanza 1

**The world is too much with us: late and soon, Getting and spending, lay
waste our powers**

Little we see in Nature that is ours;

We have given our hearts away, a sordid boon!

Wordsworth begins with a powerful critique of contemporary society, suggesting that humanity is overly consumed with materialism ("getting and spending"). This focus on material wealth and consumption depletes our abilities and potential ("we lay waste our powers"). "Late and soon" indicates that this issue is pervasive, affecting both the past and the present. - The poet laments that humanity has lost its connection with nature, seeing little in it that resonates with us. The phrase "we have given our hearts away" implies a betrayal of our natural selves, exchanging our intrinsic values for a "sordid boon" (a morally corrupt or unworthy benefit).

Stanza 2

This Sea that bares her bosom to the moon;

The winds that will be howling at all hours,

And are up-gathered now like sleeping flowers;



The speaker talks about how most people are missing out on the beauty of nature. He describes the wind, the flowers, and the sea. He uses personification in his descriptions of various elements of nature to make each one more relatable to the reader. The phrase "bares her bosom to the moon" implies a close relationship between the moon and the sea. "Howl" is the sound made by the winds. This gives the wind emotional depth. Flowers are said to "sleep". Giving these natural phenomena human characteristics makes it easier for the reader to experience this bond with nature. By giving the reader a vision of nature, it enables him to realize what he is missing out on by being engrossed in materialistic things and desire.

Stanza 3

**For this, for everything, we are out of tune;
It moves us not. — Great God! I'd rather
be A Pagan suckled in a creed outworn;**

The speaker concludes by declaring that because we are so preoccupied with material things, we are out of touch with nature. The speaker makes a promise in this passage that he would rather be a poor pagan than be so preoccupied with material success that he is unable to appreciate the true joys of life. He prays to God and even declares that he would prefer to be a pagan to being separated from nature.

Stanza 4

**So might I, standing on this pleasant lea,
Have glimpses that would make me less forlorn;
Have sight of Proteus rising from the sea;
Or hear old Triton blow his wreathèd horn.**

Instead of being wealthy and powerful and cut off from nature, he would prefer to be a pagan who is poor and powerless and in touch with it. He makes reference to two pagan gods in the last two sentences. Although it was believed that Proteus could predict the future, he tried to stay far away from doing so. According to the speaker, if he had been a pagan, he might have been able to picture himself interacting with Proteus or even catching a glimpse of him as he looks at the ocean. The pagan god Triton was credited with having the power to control ocean waves. Thus, it appears that the speaker takes a long, unhurried look at the water while enjoying nature in order to see Triton and Proteus. After praying to

God, the speaker makes reference to these two pagan gods, declaring that he would rather be a pagan than be cut off from nature.

Key Themes

- **Nature vs. Materialism:** The poem critiques the materialism of the Industrial Revolution, emphasizing humanity's disconnection from nature.



- **Spiritual Disconnect:** Wordsworth laments that people have lost touch with the spiritual and natural world.

- **Romanticism:** Reflects the Romantic era's focus on emotion, nature, and individualism.

Literary Devices:

- **Imagery:** Vivid descriptions of nature, such as "The Sea that bares her bosom to the moon."

- **Personification:** Nature is personified, giving it human qualities, e.g., "The winds that will be howling at all hours."

- **Allusion:** References to Greek mythology, like Proteus and Triton, to emphasize the loss of a **mythical and natural connection.**

- **Contrast:** The contrast between the natural world and the industrialized, materialistic society.

- **Diction:** Use of powerful, emotive words to convey a sense of urgency and loss, such as "getting and spending."

Structure:

- Octave: The first eight lines present the problem of humanity's disconnection from nature.

- Sestet: The final six lines propose a longing for a return to a simpler, more connected time, referencing pagan beliefs.

Interpretation:

- Critique of Modernity: Wordsworth criticizes how the industrial age has led to a loss of appreciation for nature.

- Call to Action: An implicit call to reconnect with nature and rediscover the spiritual joy it offers.

These points highlight the central concerns and literary features of Wordsworth's sonnet, emphasizing its relevance to both his time and contemporary discussions on nature and materialism.

Practice Questions

1. What is the main theme of the poem?

Answer: Materialism.

2. What era does the poem reflect?

Answer: Romanticism.

3. What literary form is the poem?

Answer: Sonnet.

4. What is the rhyme scheme of the poem?

Answer: ABBAABBA CDCDCD.

5. Who is lamented for losing touch with nature?

Answer: Humanity.



6. What does Wordsworth use to describe nature?

Answer: Imagery.

7. Which mythology is referenced in the poem?

Answer: Greek.

8. What term describes giving human qualities to nature?

Answer: Personification.

9. Which two mythological figures are mentioned?

Answer: Proteus and Triton.

10. What does Wordsworth criticize in the poem?

Answer: Industrialization.

3. My Financial Career - Stephen Leacock

When I go into a bank I get rattled. The clerks rattle me; the wickets rattle me; the sight of the money rattles me; everything rattles me. The moment I cross the threshold of a bank and attempt to transact business there, I become an irresponsible idiot. I knew this beforehand, but my salary had been raised to fifty dollars a month and I felt that the bank was the only place for it. So I shambled in and looked timidly round at the clerks. I had an idea that a person about to open an account must needs consult the manager. I went up to a wicket marked "Accountant." The accountant was a tall, cool devil. The very sight of him rattled me. My voice was sepulchral. "Can I see the manager?" I said, and added solemnly, "alone." I don't know why I said "alone." "Certainly," said the accountant, and fetched him.

The manager was a grave, calm man. I held my fifty-six dollars clutched in a crumpled ball in my pocket. "Are you the manager?" I said. God knows I didn't doubt it. "Yes," he said.

"Can I see you," I asked, "alone?" I didn't want to say "alone" again, but without it the thing seemed. The manager looked at me in some alarm. He felt that I had an awful secret to reveal. "Come in here," he said, and led the way to a private room. He turned the key in the lock. "We are safe from interruption here," he said; "sit down." We both sat down and looked at each other. I found no voice to speak. "You are one of Pinkerton's men, I presume," he said. He had gathered from my mysterious manner that I was a detective. I knew what he was thinking, and it made me worse. "No, not



from Pinkerton's," I said, seeming to imply that I came from a rival agency. "To tell the truth," I went on, as if I had been prompted to lie about it, "I am not a detective at all. I have come to open an account. I intend to keep all my money in this bank." The manager looked relieved but still serious; he concluded now that I was a son of Baron Rothschild or a young Gould. "A large account, I suppose," he said. "Fairly large," I whispered. "I propose to deposit fifty-six dollars now and fifty dollars a month regularly." The manager got up and opened the door. He called to the accountant. "Mr. Montgomery," he said unkindly loud, "this gentleman is opening an account, he will deposit fifty-six dollars. Good morning." I rose. A big iron door stood open at the side of the room. "Good morning," I said, and stepped into the safe. "Come out," said the manager coldly, and showed me the other way. I went up to the accountant's wicket and poked the ball of money at him with a quick convulsive movement as if I were doing a conjuring trick. My face was ghastly pale. "Here," I said, "deposit it." The tone of the words seemed to mean, "Let us do this painful thing while the fit is on us." He took the money and gave it to another clerk. He made me write the sum on a slip and sign my name in a book. I no longer knew what I was doing. The bank swam before my eyes. "Is it deposited?" I asked in a hollow, vibrating voice. "It is," said the accountant. "Then I want to draw a cheque."

My idea was to draw out six dollars of it for present use. Someone gave me a chequebook through a wicket and someone else began telling me how to write it out. The people in the bank had the impression that I was an invalid millionaire. I wrote something on the cheque and thrust it in at the clerk. He looked at it.

"What! are you drawing it all out again?" he asked in surprise. Then I realized that I had written fifty-six instead of six. I was too far gone to reason now. I had a feeling that it was impossible to explain the thing. All the clerks had stopped writing to look at me.

Reckless with misery, I made a plunge.

"Yes, the whole thing."

"You withdraw your money from the bank?"

"Every cent of it."

"Are you not going to deposit any more?" said the clerk, astonished.



"Never."

An idiot hope struck me that they might think something had insulted me while I was writing the cheque and that I had changed my mind. I made a wretched attempt to look like a man with a fearfully quick temper.

The clerk prepared to pay the money.

"How will you have it?" he said.

"What?"

"How will you have it?"

"Oh"—I caught his meaning and answered without even trying to think—"in fifties."

He gave me a fifty-dollar bill.

"And the six?" he asked dryly.

"In sixes," I said.

He gave it me and I rushed out.

As the big door swung behind me I caught the echo of a roar of laughter that went up to the ceiling of the bank. Since then I bank no more. I keep my money in cash in my trousers pocket and my savings in silver dollars in a sock.

About the author- Stephen Leacock

Early Life

- Birth: December 30, 1869, in Swanmore, Hampshire, England.
- Family: He was the third of eleven children.
- Emigration: Moved to Canada with his family in 1876, settling in Ontario.
- Education: Attended Upper Canada College; graduated from the University of Toronto in 1891; earned a Ph.D. in Political Economy from the University of Chicago in 1903.

Career

- Academic: Became a professor of political economy at McGill University in 1903 and later the head of the department.
- Humorist and Writer: Known for his witty and humorous writings, which often satirized social and political issues.



Major Works

- Literary Contributions: - "Literary Lapses" (1910): A collection of humorous essays and stories, marking his rise to fame. - "Nonsense Novels" (1911): Satirical short stories parodying popular literary genres.- "Sunshine Sketches of a Little Town" (1912): Perhaps his most famous work, depicting life in the fictional town of Mariposa. - "Arcadian Adventures with the Idle Rich" (1914): A satirical look at the lives of the wealthy. - "The Unsolved Riddle of Social Justice" (1920): A serious work on economic theory.

Awards and Honours

- Lorne Pierce Medal: Awarded by the Royal Society of Canada in 1937 for his contribution to Canadian literature. Governor General's Award: Received posthumously in 1947 for "My Discovery of the West."
Stephen Leacock's wit and keen observations on society, politics, and human nature continue to be celebrated and studied, securing his place as a literary giant in Canadian history.

Summary:

The hilarious and lighthearted tale *My Financial Career* captures the author's constant fear of theft anytime he entered a bank. He was irritated and alarmed by everything relating to the bank. He turned into a careless moron. Once, when his pay was increased to \$50, he decided to put that money in the bank because it appeared like a secure place. He entered the bank out of fear and inquired about the management with the accountant.

The writer told the manager he wanted to speak with him alone when the accountant brought him to the manager. The manager became concerned and escorted the writer into a different room after glancing at him with considerable apprehension. He mistook the writer for a member of the investigative agency Pinkerton, thought he had some terrible secret to share, and locked the door after learning this information. He was told by the writer that he was merely there to establish an account and that he was not from any top-secret organization.



The manager wanted him to make a significant deposit in the bank since he believed him to be a successful businessman. He was unhappy to learn that the writer only intended to deposit \$55.60 into the bank. The manager told the account holder to open an account for the writer and then bade the writer farewell. The writer discovered an open door in that chamber and went through it, thinking about how to get out, but it was secure.

When told to leave, the writer was escorted outside by the accountant. The accountant refunded the remaining money after depositing \$56 into his account. The author suddenly realized he needed six dollars for daily expenses. He scribbled \$56 instead of \$6 on the check as he signed it and addressed it to the accountant. When the accountant saw everything, he was taken aback and asked the man if he wanted to withdraw the entire sum that had been put.

Although the author was aware of his error, he did not want to be made fun of. In that bank, he thought he had been insulted. He wasn't planning to put the money in the bank. His money of \$56 was refunded to him by the accountant. When the author exited the bank, he overheard laughter behind him. The writer stopped going to the bank after that and instead began stashing cash in his pocket and saving money in his socks.

Practice Questions

1.: What does the narrator immediately feel upon entering the bank?

Answer: The narrator feels an overwhelming sense of nervousness and intimidation.

2. What sum of money does the narrator initially wish to deposit in the bank?

Answer: The narrator wishes to deposit fifty-six dollars.

3. How does the narrator's anxiety manifest when speaking to the manager?

Answer: The narrator's anxiety leads him to incoherently request to see the manager without a clear reason.

4. What is the manager's initial assumption about the narrator's visit?

Answer: The manager initially assumes that the narrator might be a prominent customer or someone with a large sum to deposit.

5. How does the narrator further embarrass himself in front of the accountant?

Answer: The narrator embarrasses himself by mistakenly asking to withdraw his deposit right after making it.

6. What critical mistake does the narrator make while filling out the deposit slip?

Answer: The narrator mistakenly writes the amount he wishes to withdraw instead of the amount to deposit.

7. How does the bank staff react to the narrator's behavior?

Answer: The bank staff becomes increasingly bewildered and skeptical of the narrator's competence.

8. What ironic action does the narrator take upon leaving the bank?

Answer: Ironically, the narrator withdraws all the money he deposited, rendering his visit pointless.



9. How does the narrator's financial ineptitude affect his future dealings with banks?

Answer: The narrator resolves to keep his money at home, avoiding banks entirely due to his embarrassing experience.

10. What literary device does Leacock primarily use to highlight the narrator's incompetence?

Answer: Leacock uses irony and humor to emphasize the narrator's incompetence and anxiety.

4. Running for Governor - Mark Twain

A few months ago I was nominated for Governor of the great state of New York, to run against Mr. John T. Smith and Mr. Blank J. Blank on an independent ticket. I somehow felt that I had one prominent advantage over these gentlemen, and that was--good character. It was easy to see by the newspapers that if ever they had known what it was to bear a good name, that time had gone by. It was plain that in these latter years they had become familiar with all manner of shameful crimes. But at the very moment that I was exalting my advantage and josting in it in secret, there was a muddy undercurrent of discomfort "riling" the deeps of my happiness, and that was--the having to hear my name bandied about in familiar connection with those of such people. I grew more and more disturbed. Finally I wrote my grandmother about it. Her answer came quick and sharp. She said:

You have never done one single thing in all your life to be ashamed of--not one. Look at the newspapers--look at them and comprehend what sort of characters Messrs. Smith and Blank are, and then see if you are willing to lower yourself to their level and enter a public canvass with them.

It was my very thought! I did not sleep a single moment that night. But, after all, I could not recede. I was fully committed, and must go on with the fight. As I was looking listlessly over the papers at breakfast I came across this paragraph, and I may truly say I never was so confounded before.

PERJURY.--Perhaps, now that Mr. Mark Twain is before the people as a candidate for Governor, he will condescend to explain how he came to be convicted of perjury by thirty-four witnesses in Wakawak, Cochin China, in 1863, the intent of which perjury being to rob a poor native widow and her helpless family of a meager plantain-patch, their only stay and support in their bereavement and desolation. Mr. Twain owes it to himself, as well as to the great people whose suffrages he asks, to clear this matter up. Will he do it?

I thought I should burst with amazement! Such a cruel, heartless charge! I never had seen Cochin China! I never had heard of Wakawak! I didn't know a plantain-patch from a kangaroo! I did not know what to do. I was crazed and helpless. I let the day slip away without doing anything at all. The next morning the same paper had this--nothing more:

SIGNIFICANT.--Mr. Twain, it will be observed, is suggestively silent about the Cochin China perjury.

[Mem.--During the rest of the campaign this paper never referred to me in any other way than as "the infamous perjurer Twain."]



Next came the Gazette, with this:

WANTED TO KNOW.--Will the new candidate for Governor deign to explain to certain of his fellow-citizens (who are suffering to vote for him!) the little circumstance of his cabin-mates in Montana losing small valuables from time to time, until at last, these things having been invariably found on Mr. Twain's person or in his "trunk" (newspaper he rolled his traps in), they felt compelled to give him a friendly admonition for his own good, and so tarred and feathered him, and rode him on a rail; and then advised him to leave a permanent vacuum in the place he usually occupied in the camp. Will he do this?

Could anything be more deliberately malicious than that? For I never was in Montana in my life.

[After this, this journal customarily spoke of me as, "Twain, the Montana Thief."]

I got to picking up papers apprehensively--much as one would lift a desired blanket which he had some idea might have a rattlesnake under it. One day this met my eye:

THE LIE NAILED.--By the sworn affidavits of Michael O'Flanagan, Esq., of the Five Points, and Mr. Snub Rafferty and Mr. Catty Mulligan, of Water Street, it is established that Mr. Mark Twain's vile statement that the lamented grandfather of our noble standard-bearer, Blank J. Blank, was hanged for highway robbery, is a brutal and gratuitous LIE, without a shadow of foundation in fact. It is disheartening to virtuous men to see such shameful means resorted to to achieve political success as the attacking of the dead in their graves, and defiling their honored names with slander. When we think of the anguish this miserable falsehood must cause the innocent relatives and friends of the deceased, we are almost driven to incite an outraged and insulted public to summary and unlawful vengeance upon the traducer. But no! let us leave him to the agony of a lacerated conscience (though if passion should get the better of the public, and in its blind fury they should do the traducer bodily injury, it is but too obvious that no jury could convict and no court punish the perpetrators of the deed).

The ingenious closing sentence had the effect of moving me out of bed with despatch that night, and out at the back door also, while the "outraged and insulted public" surged in the front way, breaking furniture and windows in their righteous indignation as they came, and taking off such property as they could carry when they went. And yet I can lay my hand upon the Book and say that I never slandered Mr. Blank's grandfather. More: I had never even heard of him or mentioned him up to that day and date.

[I will state, in passing, that the journal above quoted from always referred to me afterward as "Twain, the Body-Snatcher."]

The next newspaper article that attracted my attention was the following:



A SWEET CANDIDATE.--Mr. Mark Twain, who was to make such a blighting speech at the mass-meeting of the Independents last night, didn't come to time! A telegram from his physician stated that he had been knocked down by a runaway team, and his leg broken in two places--sufferer lying in great agony, and so forth, and so forth, and a lot more bosh of the same sort. And the Independents tried hard to swallow the wretched subterfuge, and pretend that they did not know what was the real reason of the absence of the abandoned creature whom they denominate their standard-bearer. A certain man was seen to reel into Mr. Twain's hotel last night in a state of beastly intoxication. It is the imperative duty of the Independents to prove that this besotted brute was not Mark Twain himself. We have them at last! This is a case that admits of no shirking. The voice of the people demands in thunder tones, "WHO WAS THAT MAN?"

It was incredible, absolutely incredible, for a moment, that it was really my name that was coupled with this disgraceful suspicion. Three long years had passed over my head since I had tasted ale, beer, wine or liquor or any kind.

[It shows what effect the times were having on me when I say that I saw myself, confidently dubbed "Mr. Delirium Tremens Twain" in the next issue of that journal without a pang--notwithstanding I knew that with monotonous fidelity the paper would go on calling me so to the very end.]

By this time anonymous letters were getting to be an important part of my mail matter. This form was common

How about that old woman you kiked of your premises which was beging. POL. PRY.

And this:

There is things which you Have done which is unbeknowens to anybody but me. You better trot out a few dots, to yours truly, or you'll hear through the papers from HANDY ANDY.

This is about the idea. I could continue them till the reader was surfeited, if desirable. Shortly the principal Republican journal "convicted" me of wholesale bribery, and the leading Democratic paper "nailed" an aggravated case of blackmailing to me.

[In this way I acquired two additional names: "Twain the Filthy Corruptionist" and "Twain the Loathsome Embracer."]

By this time there had grown to be such a clamor for an "answer" to all the dreadful charges that were laid to me that the editors and leaders of my party said it would be political ruin for me to remain silent any longer. As if to make their appeal the more imperative, the following appeared in one of the papers the very next day:

BEHOLD THE MAN!--The independent candidate still maintains silence. Because he dare not speak. Every accusation against him has been amply proved, and they have been indorsed and reindorsed by his own eloquent silence, till at this day he stands forever convicted. Look upon your candidate, Independents! Look upon the Infamous Perjurer! the Montana Thief! the Body-Snatcher! Contemplate your incarnate Delirium Tremens! your Filthy Corruptionist! your Loathsome Embracer! Gaze upon him--ponder him well--and then say if you can give your honest votes to a creature who has earned this



dismal array of titles by his hideous crimes, and dares not open his mouth in denial of any one of them!

There was no possible way of getting out of it, and so, in deep humiliation, I set about preparing to "answer" a mass of baseless charges and mean and wicked falsehoods. But I never finished the task, for the very next morning a paper came out with a new horror, a fresh malignity, and seriously charged me with burning a lunatic asylum with all its inmates, because it obstructed the view from my house. This threw me into a sort of panic. Then came the charge of poisoning my uncle to get his property, with an imperative demand that the grave should be opened. This drove me to the verge of distraction. On top of this I was accused of employing toothless and incompetent old relatives to prepare the food for the foundling' hospital when I

warden. I was wavering--wavering. And at last, as a due and fitting climax to the shameless persecution that party rancor had inflicted upon me, nine little toddling children, of all shades of color and degrees of raggedness, were taught to rush onto the platform at a public meeting, and clasp me around the legs and call me PA!

I gave it up. I hauled down my colors and surrendered. I was not equal to the requirements of a Gubernatorial campaign in the state of New York, and so I sent in my withdrawal from the candidacy, and in bitterness of spirit signed it, "Truly yours, once a decent man, but now

"MARK TWAIN, LP., M.T., B.S., D.T., F.C., and L.E."

About the author- Mark Twain

Mark Twain remains a towering figure in American literature, beloved for his distinctive voice and enduring contributions to the literary world.

- **Birth and Early Life:** Born Samuel Langhorne Clemens on November 30, 1835, in Florida, Missouri. He grew up in Hannibal, Missouri, which would later become the setting for many of his stories.

- **Family:** Married Olivia Langdon in 1870. They had four children, though only one, Clara, survived to adulthood.

- **Career:** Before becoming a writer, Twain worked as a riverboat pilot on the Mississippi River, which greatly influenced his writing. He also tried his hand at various other jobs, including gold mining and journalism.

- **Financial Troubles:** Despite his success as a writer, Twain faced significant financial difficulties due to poor investments, particularly in a failed typesetting machine. To repay his debts, he undertook extensive lecture tours.

- **Death:** Twain passed away on April 21, 1910, in Redding, Connecticut.

Works:

1. "The Adventures of Tom Sawyer" (1876): A novel about a mischievous young boy growing up along the Mississippi River.

2. "The Prince and the Pauper" (1881): A tale of two boys who switch places, exploring themes of identity and social inequality.

3. "Adventures of Huckleberry Finn" (1884): Considered one of the greatest American novels, it follows the adventures of Huck Finn and the escaped slave Jim.



4. "A Connecticut Yankee in King Arthur's Court" (1889): A time-travel novel blending satire and social criticism.

5. "The Innocents Abroad" (1869): A travel book documenting Twain's travels in Europe and the Holy Land, showcasing his keen observation and humor.

Writing Style:

- Humor and Satire: Twain is renowned for his humor, wit, and sharp satire. He often used humor to critique social norms and injustices.
- Dialect and Vernacular: He employed regional dialects and vernacular speech in his characters' dialogue, bringing authenticity to his settings and making his characters more relatable.
- Social Commentary: Twain's works often include pointed social commentary, addressing issues such as racism, inequality, and human nature.
- Narrative Voice: His narrative style is conversational and engaging, often employing a first-person perspective that draws readers into the story.

Awards and Honors

- While Twain did not receive formal literary awards during his lifetime, his work was widely celebrated and influential.
- Mark Twain Prize for American Humor: Established in 1998, this prestigious award is given annually to individuals who have had an impact on American society in a manner similar to Twain, through their humor and social commentary.
- **Legacy:** Twain's legacy endures through his timeless works, which continue to be studied and cherished for their humor, social critique, and vivid portrayal of 19th-century American life.

Aspects of story

Writing Style

- Satirical and Humorous: Twain employs his signature humor and satire to critique the political process and the nature of political campaigns.
- First-Person Narrative: The story is written from the perspective of Twain himself, providing a personal and conversational tone.
- Exaggeration: Twain uses hyperbole to emphasize the absurdity of political campaigning and the expectations placed on candidates.

Themes

- Political Corruption: The story highlights the corruption and dishonesty often associated with political campaigns.
- Public Perception: Twain explores how public perception and media influence play a critical role in the success of political candidates.
- Irony: The use of irony underscores the contrast between the idealized image of political leaders and the reality of their behavior and actions.

Setting

- Campaign Trail: The narrative is set against the backdrop of a fictional presidential campaign, depicting various stages of the campaign process.
- Public Spaces: Twain describes speeches, rallies, and public appearances, highlighting the interactions between the candidate and the electorate.



Tone

- Mock-Serious: Twain adopts a mock-serious tone, presenting absurdities in a way that mimics serious political commentary.
- Critical: Despite the humor, the underlying tone is critical of the political system and the superficiality of election campaigns.
- Reflective: Twain reflects on the nature of leadership and the qualities that are often valued (or overlooked) in political candidates.

Plot Highlights

- Candidacy Announcement: Twain humorously announces his candidacy, presenting himself as an honest man who will openly admit to all his past wrongdoings.
- Campaign Promises: He makes outlandish and exaggerated promises, satirizing the unrealistic promises often made by real political candidates.
- Confessions: Twain comically "confesses" to various minor and major infractions, poking fun at the expectation that candidates must appear flawless.

Practice Questions

1. What is the primary theme of the story?
A: Political corruption.
2. Who is the narrator of the story?
A: Mark Twain.
3. What tone does Twain use in the story?
A: Mock-serious.
4. How does Twain present his candidacy?
A: Humorously.
5. What literary device is heavily used?
A: Satire.
6. What does Twain admit to in his campaign?
A: Past wrongdoings.
7. What is the setting of the story?
A: Campaign trail.
8. What is Twain's ultimate decision about running?
A: Withdrawal.



9. What does Twain criticize in the story?

A: Political system.

10. What is the writing style?

A: Exaggeration.

Assignment Question

1. Analyze Stephen Spender's poem "The Express" focusing on its themes, imagery, and structure. Additionally, connect the poem's depiction of modernity and industrialization with a real-world example of technological advancement and its impact on society.
2. Write a reflective essay inspired by William Wordsworth's poem "The World Is Too Much with Us." Your essay should adopt Wordsworth's style and thematic concerns while addressing a contemporary issue or personal reflection.
3. Discuss about "My Financial Career," focusing on its satirical elements, characterization, and thematic exploration of financial anxiety.
 4. How does Mark Twain use satire in "Running for Governor" to critique political ambition and electoral campaigns?



UNIT-2

Essay Writing - Topical Essays: Terrorism, Covid - 19, Pandemic India and the Modern World, The Role of Women in the New Era, The Global World

Introduction to Topical Essays

A topical essay focuses on a specific subject or theme. Unlike personal essays or narratives, topical essays delve deeply into a particular topic, exploring it from various angles to provide a thorough analysis.

Basics of Topical Essay Writing

1. Understanding the Topic: - Grasp the essence of the topic.
 - Research thoroughly to gather relevant information.
 - Identify key points and arguments related to the topic.
2. Planning and Outline: - Create a clear outline to organize thoughts and structure the essay.
 - Break down the essay into introduction, body, and conclusion.
 - List main points to be covered in each section.
3. Introduction: - Start with a hook to grab the reader's attention.
 - Provide background information on the topic.
 - State the thesis statement clearly, outlining the main argument or focus of the essay.
4. Body Paragraphs:- Each paragraph should cover a single point supporting the thesis. - Use topic sentences to introduce the main idea of each paragraph.
 - Provide evidence, examples, and analysis to back up claims.
 - Ensure logical flow and coherence between paragraphs.
5. Conclusion:- Summarize the main points discussed in the essay. - Restate the thesis in light of the evidence presented. - Offer concluding thoughts or suggest further areas of exploration.



Major Points to Take Care of While Writing

1. Clarity and Precision:- Use clear and concise language.
 - Avoid jargon or overly complex sentences.
2. Coherence and Flow:- Ensure smooth transitions between paragraphs and ideas.
 - Maintain a logical progression of arguments.
3. Evidence and Examples:- Support arguments with credible sources and real-world examples. - Cite sources properly to avoid plagiarism.
4. Critical Analysis: - Analyze different perspectives on the topic.
 - Evaluate the strengths and weaknesses of various arguments.
5. Originality: - Provide unique insights and personal analysis.
 - Avoid simply summarizing existing information.
6. Grammar and Style:- Proofread for grammatical errors and typos. Maintain a consistent tone and writing style.

Format of Essay Writing

1. Title Page:- Include the title of the essay, student's name, course, and date.
2. Introduction:- Hook
 - Background information
 - Thesis statement
3. Body Paragraph - Topic sentence
 - Supporting evidence
 - Analysis
 - Transition to next paragraph
4. Conclusion:
 - Summary of main points
 - Restated thesis
 - Concluding thoughts



5. References/Bibliography:- List all sources cited in the essay.

- Follow a specific citation style (e.g., APA, MLA, Chicago).

Types of Topical Essays:

1. Expository Essays:

- Explain or describe a topic using facts, statistics, and examples.
- Focus on providing a clear and comprehensive explanation.

2. Argumentative Essays:

- Present a clear argument on a controversial topic.
- Use evidence to support the argument and refute opposing views.

3. Analytical Essays:

- Break down a topic into its components and analyze each part.
- Examine relationships and implications within the topic.

4. Comparative Essays:

- Compare and contrast two or more subjects.
- Highlight similarities and differences to draw conclusions.

5. Cause and Effect Essays: - Explore the causes of a particular event or situation and its effects.-

Analyze the relationship between causes and consequences.

Additional Details:

- Topic Selection: Choose a relevant and engaging topic. Ensure it is specific enough to allow for in-depth analysis but broad enough to find ample research material.
- Research: Use a variety of sources such as books, academic journals, and reputable websites. Take notes and organize information effectively.
- Drafting: Start with a rough draft to organize thoughts and ideas. Focus on getting ideas down without worrying about perfection.



- Revising: Refine the essay by improving clarity, coherence, and logic. Check for consistency in argument and evidence.
- Editing: Correct grammatical, punctuation, and spelling errors. Ensure proper citation and adherence to the required format.

By following these guidelines, students can write effective topical essays that are well-structured, thoroughly researched, and clearly articulated. This approach will help them develop strong analytical and writing skills essential for academic and professional success.

Terrorism

Introduction

Terrorism, an insidious and pervasive issue, affects countries and communities worldwide, creating a climate of fear and uncertainty. It involves the use of violence and threats to intimidate or coerce, often for political purposes. Understanding terrorism's multifaceted nature, its causes, impacts, and the measures to combat it is crucial in the modern world. This essay explores terrorism in detail, offering a comprehensive analysis of this global menace.

Definition and Overview

Terrorism is the unlawful use of violence and intimidation, especially against civilians, to achieve political aims. It manifests in various forms, including bombings, hijackings, cyber-attacks, and mass shootings. Terrorist groups operate with different motivations, such as political, religious, ideological, or economic reasons.

Historical Context

The history of terrorism dates back centuries, with early instances including the Zealots in ancient Judea and the Assassins in medieval Persia. In the modern era, notable examples include the anarchist movements of the late 19th century, the nationalist and separatist groups of the 20th century, and the rise of radical Islamist terrorism in the 21st century.

Causes of Terrorism

Several factors contribute to the rise of terrorism:

1. Political Factors:

- Oppression and lack of political representation often drive individuals towards extremist ideologies.
- Conflicts and wars can create power vacuums that terrorist groups exploit.

2. Socioeconomic Factors:

- Poverty and unemployment can make individuals susceptible to radicalization.
- Inequality and lack of access to education can breed discontent.

3. Religious and Ideological Factors:

- Misinterpretation of religious texts and extremist ideologies can fuel terrorism.
- Propaganda and recruitment by radical groups play a significant role.

4. Psychological Factors:

- Personal grievances and perceived injustices can lead individuals to join terrorist groups.



- The search for identity and purpose can also drive radicalization.

Impacts of Terrorism

1. Human Impact:

- Loss of life and injury to civilians are the most immediate and tragic consequences.
- Psychological trauma affects survivors and communities, leading to long-term mental health issues.

2. Economic Impact:

- Terrorist attacks can devastate economies, causing loss of property and infrastructure.
- Tourism, investment, and trade often suffer in the aftermath of attacks.

3. Political Impact:

- Governments may implement stricter security measures, sometimes at the expense of civil liberties.
- Political instability and changes in leadership can occur as a result of terrorist activities.

4. Social Impact:

- Terrorism can exacerbate social divisions and foster distrust among different communities.
- It often leads to the stigmatization of certain groups, creating a cycle of alienation and radicalization.

Combating Terrorism

1. Military Measures:

- Direct action against terrorist groups through military intervention can dismantle their operations.
- Intelligence and surveillance play a critical role in preventing attacks.

2. Political Measures:

- Addressing the root causes of terrorism, such as political oppression and lack of representation, is crucial.
- International cooperation and treaties can enhance efforts to combat terrorism globally.

3. Socioeconomic Measures:

- Economic development and poverty alleviation can reduce the appeal of extremist ideologies.
- Education and social programs can foster resilience against radicalization.

4. Ideological Measures:

- Counter-radicalization programs and deradicalization efforts can rehabilitate individuals.
- Promoting dialogue and understanding between different religious and cultural groups is essential.

Conclusion

Terrorism remains one of the most pressing issues of our time, with far-reaching impacts on human lives, economies, and societies. While military and security measures are necessary, addressing the underlying causes of terrorism through political, socioeconomic, and ideological interventions is equally important. By fostering a comprehensive and multi-faceted approach, the global community can work towards reducing the threat of terrorism and creating a safer, more secure world for all.



The Role of Women in the New Era

Introduction

The role of women in society has undergone a significant transformation in recent decades, marking the advent of a new era characterized by greater gender equality and female empowerment. This essay delves into the evolving role of women, exploring the historical context, the driving forces behind this change, and the impact on various sectors of society. It also examines the challenges that persist and the way forward to ensure continued progress.

Historical Context

Historically, women's roles were largely confined to domestic spheres, with limited access to education, employment, and political participation. The women's suffrage movement of the late 19th and early 20th centuries marked the beginning of significant changes, leading to the right to vote and increased visibility in public life. The feminist movements of the 1960s and 1970s further propelled women's rights, advocating for equality in all aspects of life.

Driving Forces Behind Change

1. Education:

- Increased access to education for women has been a pivotal factor. Educated women are more likely to participate in the workforce, pursue leadership roles, and advocate for their rights.
- Education has also played a crucial role in changing societal attitudes towards women's capabilities and contributions.

2. Economic Empowerment:

- Women's participation in the workforce has surged, contributing significantly to economic growth and development.
- The rise of entrepreneurship among women has led to the creation of businesses that cater to diverse markets and needs.

3. Legislative and Policy Changes:

- Governments and organizations worldwide have implemented policies to promote gender equality, such as equal pay acts, maternity leave, and anti-discrimination laws.
- International frameworks like the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) have provided a global standard for women's rights.

4. Technological Advancements:

- The digital revolution has opened new avenues for women, allowing them to work remotely, start online businesses, and access global markets.
- Social media and online platforms have also enabled women to voice their opinions, share experiences, and mobilize for social change.

Impact on Society

1. Workforce and Economy:

- Women's increased participation in the workforce has diversified and strengthened economies.
- Companies with greater gender diversity tend to perform better financially, benefiting from varied perspectives and innovation.



2. Political Participation:

- Women are increasingly occupying political positions, influencing policy decisions, and advocating for gender-sensitive legislation.
- The presence of women in leadership roles has led to more inclusive governance and policy-making.

3. Social Change:

- Women's empowerment has contributed to societal changes, challenging traditional gender roles and stereotypes.
- Issues such as domestic violence, reproductive rights, and gender-based discrimination have gained more attention and action.

4. Education and Health:

- Improved access to education and healthcare for women has led to better outcomes in literacy, maternal health, and child welfare.
- Educated women are more likely to invest in their children's education and health, creating a positive cycle of development.

Challenges and the Way Forward

1. Gender Pay Gap:

- Women continue to earn less than men for the same work, reflecting persistent inequalities in the labor market.
- Efforts to enforce equal pay laws and promote transparency are essential.

2. Representation in Leadership:

- Women are still underrepresented in top leadership positions in politics, business, and other sectors.
- Mentorship programs, leadership training, and policies that support work-life balance can help bridge this gap.

3. Violence and Discrimination:

- Gender-based violence and discrimination remain pervasive issues, hindering women's full participation in society.
- Comprehensive legal frameworks, awareness campaigns, and support services are crucial to address these issues.

4. Cultural Barriers:

- Deep-rooted cultural norms and biases continue to limit opportunities for women in many parts of the world.
- Promoting gender equality through education, media, and community engagement is vital to changing these attitudes.

Conclusion

The role of women in the new era is marked by remarkable progress and transformative change. Women are making significant contributions across all sectors of society, driving economic growth, influencing political decisions, and spearheading social change. However, the journey towards full gender equality is ongoing, requiring continued efforts to address persistent challenges. By fostering an environment that supports and empowers women, society can harness the full potential of all its members, paving the way for a more inclusive and equitable future.

Practice Questions

1. What is the primary structure of a topical essay?

A: Introduction, Body, Conclusion.



2. What should the introduction include?

A: Thesis statement.

3. What type of evidence is crucial in a topical essay?

A: Credible sources.

4. What maintains the flow between paragraphs?

A: Transitions.

5. What is the purpose of the conclusion?

A: Summarize and restate thesis.

6. Which part of the essay provides detailed analysis?

A: Body paragraphs.

7. What should be avoided to maintain clarity?

A: Jargon.

8. What enhances the essay's credibility?

A: Proper citations.

9. What is essential for coherence?

A: Logical progression.

10. What tool can help organize thoughts before writing?

A: Outline.

Assignment Question

Write a 2000 words essay on any one of the topic

1. Pandemic India and the Modern World

2. The Global World,

3. Covid – 19.

Essay should be based on topical essay format.



UNIT-3

(a) Communicative Skills: Words often Confused, Misused, Idiomatic Expressions and Proverbs, etc.

Communication skills are crucial in the English language for several reasons. Firstly, effective communication enables individuals to convey ideas clearly and coherently, fostering understanding and avoiding misunderstandings. In academic and professional settings, strong communication skills aid in presenting arguments persuasively and engagingly, thereby influencing others positively. Moreover, proficiency in English communication enhances opportunities for collaboration and networking on a global scale, as English is widely used in international contexts. Overall, mastering communication in English empowers individuals to express themselves adeptly, build relationships, and achieve success in diverse personal and professional endeavors.

Words often confused

Some words look the same, while others sound the same. Knowing the difference between these similar words can be very tricky. In this handout we have provided some of the most commonly confused word pairs, with definitions for each and sentences showing them in context. This is by no means a comprehensive list, but it should hopefully help you begin to recognize the particular differences between different words.

Here are what we consider to be the top ten most confusing word pairs, organized in alphabetical order:

Affect vs. Effect

Affect is a verb meaning to influence. **Effect** is a noun meaning result.

While the student didn't see how studying **affected** his test-taking, the positive **effects** soon became clear.

Lie vs. Lay

Lie is a verb meaning to recline or rest on a surface. **Lay** is a verb meaning to put or place.

Kim **lies** down to take a nap every day at 3:30 p.m. Before falling asleep, Kim **lays** her bracelet on the table.

Lose vs. Loose

Lose is a verb meaning to misplace. **Loose** is an adjective meaning slack, moveable, or weak. I always manage to **lose** my **loose**-fitting tank top.



One Word vs. Two Word combos

People often confuse similar words that appear as one word, or two words. They are used in separate contexts, however, and so learning when to use each will improve your writing's quality. Examples of one word/two word pairs include altogether vs. all together; anyway vs. any way; and everyday vs. every day. Here's an example of the difference between them:

Anyway vs. Any way

Anyway is an adverb meaning regardless. **Any way** is a phrase meaning any manner or method. I don't want to go to the party, **anyway**. We could take **any way** we want to get to the party.

Than vs. Then

Than is a conjunction used to compare two things. **Then** is usually an adverb indicating time. Do you think that Pepsi Cola is better **than** Coca Cola? We went to the store, and **then** to a movie.

That vs. Which

That is used when the phrase or clause that follows it is necessary in the sentence. **Which** is used when the phrase or clause that follows it is not necessary.

Students **that** fail to thoroughly proofread often miss unnecessary points. Procrastinated papers, **which** students write often, fail to lead to the desired grades for their classes.

Their vs. There vs. They're

Their is a pronoun that is plural possessive. **There** is a word that means place. **They're** is a contraction that means they are.

Their dog is over **there** digging through the trash. **They're** not the most responsible pet owners.

To vs. Too vs. Two

To is a preposition indicating direction. **Too** is an adverb meaning in addition or also. **Two** is a number.

Too many times, students go **to** their adviser **to** set up their classes, but only have **two** of their five classes picked out.

Who vs. Whom

Who is a pronoun used as the subject of a sentence. **Whom** is a pronoun used as a direct object.

Who is responsible for the research on this group project? We assigned research to **whom** for this group project?

NOTE: As a general rule, if you can substitute "she" then "who" is the appropriate choice. If you can substitute "her" then "whom" is the appropriate choice.

Your vs. You're

Your is a pronoun that is second person possessive. **You're** is a contraction that means you are.

Your clothes will wrinkle if **you're** not careful with the drying cycle you choose.

Other Confusing Word Pairs

Accept vs. Except Allusion vs. Illusion Appraise vs. Apprise Capital vs. Capitol Climactic vs. Climatic
Complement vs. Compliment Compose vs. Comprise



Elicit vs. Illicit Emigrate vs. Immigrate Ensure vs. Insure Farther vs. Further Imitated vs. Intimated Its vs. It's

Passed vs. Past Set vs. Sit

MISUSED WORDS

1) "Skim" and "scan"

"Skimming" and "scanning" are two different reading techniques. If you're trying to get the gist of something, you "skim" it by quickly looking over the main sections and keywords.

If you're trying to find a specific detail, on the other hand, you "scan" the document.

In a Sentence:

"I skimmed your company's SEC filings to get a better sense of your financial history." "I scanned the meeting notes to find where we discussed payment."

2) "Proceed" and "precede"

To "proceed" is "to continue," whereas "precede" means "to go before."

In a Sentence:

"Thanks for pausing -- we can proceed." "Can we go back to the preceding point?"

3) "Due diligence"

"Due diligence" is a legal term for the investigation into a company or person before signing a contract or entering a business agreement.

The expression can also mean "doing research." Just make sure you say "do due diligence," *not* "do diligence" (which doesn't mean anything).

In a Sentence:

"I did some due diligence to make sure her company checks out." "After doing some due diligence, I don't think they're a good fit."

4) "Rein" and "reign"

"Rein" refers to the straps you use to guide a horse -- which explains its second meaning, "to keep under control or restrict."

To "reign," on the other hand, is "to rule or command a kingdom."



In a Sentence:

“Let’s pull in the reins on the spending -- we’ve already blown through half our monthly budget, and it’s only June 5.”

“She reigns over the HR department.”

5) **“Supposably”**

“Supposably” isn’t a real word: It’s a cross between “presumably” and “supposedly.” Letting this one slip can make you sound silly.

In a Sentence:

“Supposedly, they’re acquiring Pied Piper next month.” “Richard will presumably continue as CEO.”

6) **“Ensure” and “insure”**

They might sound similar, but “ensure” means “to make certain,” while “insure” refers to buying insurance.

In a Sentence:

“We ensure all of our suppliers meet OSHA regulations.” “My company insures its most expensive equipment.”

7) **“Deep-seeded”**

According to typo-proofing tool [Correctica](#), even the *Washington Post* and White House have gotten this one wrong. The correct version is “deep-seated,” as in “firmly established” or “ingrained.”

In a Sentence:

“Your deep-seated presence in the local community is impressive.”

8) **“Piece of mind” and “peace of mind”**

When you give someone a “piece of your mind,” you’re letting them know why you’re angry. “Peace of mind” is very different: It’s a calm, relaxed state you enter when you know nothing’s wrong.

In a Sentence:

“If Jane still can’t get a sales engineer for the call, she’s going to give Sarah a piece of her mind.” “Mind if I look over the deck for typos one last time? It’ll give me peace of mind.”

9) **“Sneak peak”**

“Peak” and “peek” might only be one letter off, but the former refers to the top of a mountain, while the latter means “to look quickly.”



Unless you have a mountain range stashed away, you can't give people a "sneak peak" -- you can only give them a "sneak peek."

"We just rolled out a new feature. Want a sneak peek?"

10) **"For all intensive purposes"**

People use this phrase all the time to say "virtually" or "for all practical purposes." It's actually "for all intents and purposes" -- you can blame faulty hearing for the confusion.

In a Sentence:

"I'll follow up today, but for all intents and purposes, the deal is dead."

11) **"Tongue-and-cheek"**

No, the joke your prospect just told wasn't "tongue-*and*-cheek" -- it was "tongue-*in*-cheek." The difference is subtle, but it's an important one to get right.

In a Sentence:

"They were pretty serious when we started the call, but being tongue-*in*-cheek helped them loosen up."

12) **"Slight" versus "sleight"**

You "slight" someone when you insult or snub them. However, "sleight" means "deceitful craftiness."

In a Sentence:

"Jan slighted Michael by not inviting him to the corporate dinner." "The pickpocket managed to grab my wallet by sleight of hand."

13) **"By in large"**

When you want to say "on the whole," or "everything considered," make sure you don't accidentally say "by *in* large." The correct phrase is "by *and* large."

In a Sentence:

"By and large, the discovery call went well."

14) **"Principle" and "principal"**

A "principle" is a belief, philosophy, or fundamental truth. Hopefully, you're a person of principle. "Principal" can mean many things. First, it can mean "main," or "major." It can also refer to capital before interest. Finally, "principal" is the title of the primary (sometimes the only) investor in a business.



In a Sentence:

“The offer was tempting, but I had to reject it based on principle.”

“The principal returned my email, but I think her agency might be too small to use our services.”

15) **"Adverse" and "averse"**

An "adverse" effect prevents your success or progress toward a goal, while "averse" means something you're strongly opposed to.

In a Sentence:

"I just got adverse news from my customer champion." "I'm not averse to offering her a free trial."

16) **"Appraise" and "apprise"**

To determine the value of an item, you "appraise" it. To inform someone, you "apprise" them.

In a Sentence:

"According to the firm who appraised the property, it will be worth more once the community playground is finished."

"I'll apprise you as soon as I hear back from my finance director."

17) **"Beggars the question"**

People commonly use "begs the question" to mean "clearly makes you wonder" or "obviously leads to this next question." However, it actually means "assumes what it should be proving. Use it to refer to circular reasoning.

In a Sentence:

"The website says their product boosts productivity by making you more efficient, but that begs the question."

18) **"Dichotomy," "discrepancy," and "disparity"**

There is a "dichotomy" between two different or entirely opposite things. There is a "discrepancy" between two things that should be identical -- but are not. A "disparity" means a significant difference for something you can measure, like salary, age, or access to a resource.

In a Sentence:

"There's a dichotomy between your recruiting and retention goals."

"I noticed a discrepancy between the numbers you forwarded me versus the ones you told me on the

19) **"New age"**

Beware of calling your solution "New Age" -- in general, this term means "mystical" or "spiritual" and stems from the [New Age movement](#) that spread through niche communities in the 1970s and '80s. It *doesn't* mean "modern," "cutting-edge," or "futuristic."



In a Sentence:

"Some scholars say the New Age movement hit its apex in the '80s."

20) **"Opportunistic"**

Are you opportunistic? Perhaps, but you might not want to brag about that. An opportunistic person will exploit any opportunity that arises even if it's immoral, unfair, or unplanned.

In a Sentence:

"Keenan opportunistically took Hooli's acquisition offer, even though he'd already committed to a merger with a Dutch VR startup."

Idiomatic Expressions and Proverbs

Idiomatic expressions and proverbs are both forms of figurative language used in everyday communication, but they serve slightly different purposes and have distinct characteristics.

Idiomatic Expressions

- Definition: Idiomatic expressions are phrases whose meanings cannot be deduced from the literal definitions of the individual words. They often convey a particular meaning that is culturally specific and understood by native speakers of a language.
- Characteristics: Idioms are often colorful, metaphorical, and commonly used in casual or informal contexts. They add vividness and imagery to language.
- Example: "Kick the bucket" means to die, but it has nothing to do with actually kicking a bucket. Another example is "raining cats and dogs," which means it's raining heavily.

Proverbs

- Definition: Proverbs are short, traditional sayings that offer advice or wisdom based on common sense or experience. They often provide a moral or a lesson in a succinct and memorable way.
- Characteristics: Proverbs are typically handed down through generations and are part of a culture's oral tradition. They are widely recognized and frequently used to illustrate a point or to emphasize a belief.
- Example: "A stitch in time saves nine" advises that it's better to deal with a problem promptly rather than waiting, which could lead to more work later. Another example is "Too many cooks spoil the broth," warning against too many people trying to manage or control something.

Difference between Idioms and Proverbs

1. Meaning: Idioms have meanings that are often obscure and not directly related to the literal meanings of the words used. Proverbs, on the other hand, typically convey a straightforward message or moral lesson.
2. Usage: Idioms are used to add color and expressiveness to everyday language. They are more about imagery and cultural understanding. Proverbs, however, are used to impart wisdom or advice in a concise and memorable way.
3. Cultural Context: Idioms can vary widely between cultures and languages, whereas proverbs are often more universal and transcend specific cultural boundaries, though they may have regional variations.



4. Purpose: Idioms serve to make language more vibrant and vivid, while proverbs serve to impart wisdom and lessons learned over time.

In summary, idiomatic expressions and proverbs are both important elements of language that enrich communication by adding depth, wisdom, and cultural insight, albeit in slightly different ways

Idioms

1. On the ball

- Meaning: Alert, competent, and efficient.
- Example: Sarah is always on the ball during meetings, never missing a detail.

2. Throw in the towel

- Meaning: To give up or surrender.
- Example: After hours of arguing, they finally threw in the towel and agreed to compromise.

3. Turn a blind eye

- Meaning: To ignore something intentionally.
- Example: The teacher decided to turn a blind eye to the student's minor rule violation this time.

4. Spitting image

- Meaning: An exact resemblance, usually to a family member.
- Example: The child is the spitting image of her grandmother when she was young.

5. Skeletons in the closet

- Meaning: Painful or embarrassing secrets from the past.
- Example: Everyone has skeletons in the closet, but he was determined to keep his hidden.

6. Beat around the bush

- Meaning: To avoid addressing a topic directly.
- Example: Instead of answering the question directly, he kept beating around the bush.

7. Fish out of water

- Meaning: Feeling uncomfortable or out of place.
- Example: At the formal event, he felt like a fish out of water in his casual clothes.

8. Fit as a fiddle

- Meaning: In very good health and physical condition.
- Example: Despite his age, Grandpa exercises daily and is fit as a fiddle.

9. Make a mountain out of a molehill

- Meaning: To exaggerate a small problem and make it seem larger or more important than it actually is.
- Example: Yes, the coffee machine broke, but let's not make a mountain out of a molehill; we can easily fix it.

10. See eye to eye

- Meaning: To agree with someone.
- Example: They don't always see eye to eye on political issues, but they respect each other's opinions.



11. A dime a dozen
 - Meaning: Very common, easy to find.
 - Example: In that area, antique shops are a dime a dozen; you can find them on every street.
12. Hold your horses
 - Meaning: Wait a moment, be patient.
 - Example: Hold your horses! We need to double-check everything before we proceed.
13. Let the cat out of the bag
 - Meaning: To reveal a secret.
 - Example: Sarah accidentally let the cat out of the bag about the surprise party.
14. Raining buckets
 - Meaning: Raining heavily.
 - Example: We had to postpone the match because it was raining buckets all morning.
15. Straight from the horse's mouth
 - Meaning: Information that comes directly from the authoritative source.
 - Example: I heard the news straight from the horse's mouth; the CEO confirmed the merger.
16. Through thick and thin
 - Meaning: Through good times and bad times.
 - Example: They've been best friends for years, supporting each other through thick and thin.
17. Turn the tables
 - Meaning: To reverse a situation, often to one's advantage.
 - Example: With a sudden change in strategy, they turned the tables and won the game.
18. Up in arms
 - Meaning: Very angry or outraged about something.
 - Example: The community was up in arms about the proposed construction of the new highway.
19. A watched pot never boils
 - Meaning: Time seems to pass more slowly when you're waiting for something to happen.
 - Example: Stop checking your email every five minutes; a watched pot never boils!
20. You can't judge a book by its cover
 - Meaning: You shouldn't judge someone or something based solely on appearance.
 - Example: The new employee may seem quiet, but you can't judge a book by its cover; she's incredibly skilled.
21. Bite the bullet
 - Meaning: To endure a painful or difficult situation bravely.
 - Example: She decided to bite the bullet and confront her fears head-on.
22. Break the ice
 - Meaning: To initiate conversation or friendship in a social setting.
 - Example: At the party, he told a joke to break the ice with the new guests.
23. Costs an arm and a leg



- Meaning: Very expensive.
 - Example: The new car costs an arm and a leg, so we're looking at cheaper options.
24. Cry over spilled milk
- Meaning: To lament a past event that cannot be changed.
 - Example: There's no use crying over spilled milk; let's focus on fixing the problem.
25. Cutting corners
- Meaning: Doing something in a cheaper or quicker way, often sacrificing quality.
 - Example: By cutting corners, they managed to finish the project ahead of schedule but with many errors.
26. Don't put all your eggs in one basket
- Meaning: Do not risk everything on one single venture.
 - Example: She invested in various stocks because she knows not to put all her eggs in one basket.
27. Hit the nail on the head
- Meaning: To describe exactly what is causing a situation or problem.
 - Example: John hit the nail on the head when he pointed out the main flaw in the proposal.
28. It's raining cats and dogs
- Meaning: It's raining very heavily.
 - Example: We had to postpone the picnic because it was raining cats and dogs all afternoon.
29. Piece of cake
- Meaning: Something very easy to do.
 - Example: The exam was a piece of cake for him because he had studied so much.
30. Spill the beans
- Meaning: To disclose a secret.
 - Example: Sarah accidentally spilled the beans about the surprise party before the guests arrived.
31. Take with a grain of salt
- Meaning: To be skeptical about the truth of something.
 - Example: His excuse for being late should be taken with a grain of salt; he's often unreliable.
32. Under the weather
- Meaning: Feeling ill or sick.
 - Example: She's feeling under the weather today, so she won't be able to attend the meeting.
33. Break a leg
- Meaning: Good luck.
 - Example: Before going on stage, the actors wished each other to break a leg.
34. Caught between a rock and a hard place
- Meaning: To be in a dilemma with no good options.
 - Example: She was caught between a rock and a hard place when both job offers required her to move.
35. A blessing in disguise
- Meaning: Something that seems bad initially but turns out to be good.



- Example: Losing that job was a blessing in disguise; it pushed me to start my own business.

36. Burn the midnight oil

- Meaning: To work late into the night.

- Example: She burned the midnight oil to finish the project before the deadline.

37. Don't judge a book by its cover

- Meaning: Don't judge someone or something based on appearance alone.

- Example: The old car may not look like much, but don't judge a book by its cover; it runs perfectly.

38. Every cloud has a silver lining

- Meaning: There is something positive in every negative situation.

- Example: Losing his job was difficult, but every cloud has a silver lining; he found a better position soon after.

39. Jump on the bandwagon

- Meaning: To join a popular trend or activity.

- Example: Many companies are jumping on the bandwagon of sustainability to attract environmentally-conscious consumers.

40. Kill two birds with one stone

- Meaning: To accomplish two things with a single action.

- Example: By taking the train to work, she kills two birds with one stone: saving money and avoiding traffic.

Proverbs

1. Actions speak louder than words

- Meaning: What people do is more important than what they say.

- Example: He promised to help, but actions speak louder than words; he never showed up.

2. A picture is worth a thousand words

- Meaning: A visual image can convey more information than words.

- Example: The photograph of the devastation left by the storm was worth a thousand words.

3. Better late than never

- Meaning: It's better to do something late than not do it at all.

- Example: She finally apologized for her mistake—better late than never.

4. Birds of a feather flock together

- Meaning: People with similar interests or characteristics tend to associate with each other.

- Example: It's no surprise that those two are friends; birds of a feather flock together.

5. Don't count your chickens before they hatch

- Meaning: Don't assume you'll get something before it happens.

- Example: You may get the job, but don't count your chickens before they hatch.

6. Don't put all your eggs in one basket

- Meaning: Don't risk everything on a single venture.

- Example: She invested in multiple stocks because she knows not to put all her eggs in one basket.



7. Every cloud has a silver lining
 - Meaning: Every difficult situation has a positive aspect.
 - Example: Losing that job was tough, but every cloud has a silver lining; he found a better one soon after.
8. A stitch in time saves nine
 - Meaning: Taking care of problems early prevents bigger problems later.
 - Example: Fix the leak now; a stitch in time saves nine.
9. Haste makes waste
 - Meaning: Acting too quickly can result in mistakes.
 - Example: He rushed through the project and had to redo it. Haste makes waste.
10. Honesty is the best policy
 - Meaning: It's best to always tell the truth.
 - Example: He admitted his mistake because he believes that honesty is the best policy.
11. If it ain't broke, don't fix it
 - Meaning: Don't try to improve something that already works well.
 - *Example:* The old system works fine, so let's not change it. If it ain't broke, don't fix it.
12. It's the tip of the iceberg
 - Meaning: What is seen or known is just a small part of a much larger problem.
 - Example: The financial loss reported is just the tip of the iceberg; the company is in deeper trouble.
13. Let sleeping dogs lie
 - Meaning: Avoid interfering in a situation that is currently causing no problems.
 - Example: Don't bring up past arguments; let sleeping dogs lie.
14. No pain, no gain
 - Meaning: Effort and hard work are required to achieve something worthwhile.
 - Example: He worked out every day to get fit. No pain, no gain.
15. Practice makes perfect
 - Meaning: Repeated exercise or performance leads to proficiency.
 - Example: She practices the piano every day because practice makes perfect.
16. Rome wasn't built in a day
 - Meaning: Important work takes time to complete.
 - Example: Be patient with your progress. Rome wasn't built in a day.
17. The early bird catches the worm
 - Meaning: Those who start or arrive early have an advantage.
 - Example: She arrived at the sale an hour early; the early bird catches the worm.
18. Too many cooks spoil the broth
 - Meaning: Too many people involved in a task can ruin it.
 - Example: Let's keep the team small; too many cooks spoil the broth.
19. Two heads are better than one



- Meaning: Two people working together can solve a problem better than one person alone.
- Example: They collaborated on the project because two heads are better than one.

20. When in Rome, do as the Romans do

- Meaning: Adapt to the customs and behaviors of the place you are in.
- Example: While traveling in Japan, she tried to follow local customs. When in Rome, do as the Romans do.

(b) Essential Conversations: Introducing Yourself, Introducing Other Persons, Meeting Someone First Time, At the Airport, Ordering Food in a Restaurant, Talking about a Movie, etc.

(A) INTRODUCING YOURSELF

A personal commercial (also known as an elevator speech, personal introduction, 30-second commercial, etc.) is a quick, effective way to make an impressive introduction. You will use your personal commercial when introducing yourself to a potential employer at a job fair, an interview, or anytime you are asked to introduce yourself professionally. It is also helpful when responding to the popular statement, “**Tell me about yourself.**”

Introducing yourself in a standard format is a common practice in various professional and social settings. Here's a standard format you can follow:

1. Greetings

Start with a polite and friendly greeting appropriate to the context.

- Formal: "Good morning/afternoon/evening, everyone."
- Informal: "Hi/Hello, everyone."

2. Name and Position/Role

Clearly state your full name and your current position or role.

- Example: "My name is Rahul Sharma, and I am a third-year BBA student at XYZ University."

3. Educational Background

Briefly mention your educational background to give context.

- Example: "I have completed my higher secondary education from ABC School, where I specialized in commerce."

4. Current Studies

Discuss your current academic pursuits and areas of interest within your BBA program.

- Example: "Currently, I am in my third year of the BBA program, focusing on marketing and finance."

5. Professional Experience

If you have any relevant work experience, internships, or projects, highlight them.

- Example: "I have interned at DEF Company, where I gained hands-on experience in market research and customer analysis."

6. Skills and Strengths

Mention key skills and strengths that are relevant to your field.

- Example: "I have strong analytical skills, proficiency in data analysis tools like Excel and SPSS, and effective communication skills."



7. Achievements

Highlight any significant achievements or recognitions.

- Example: "I was awarded the 'Best Intern' award during my internship at DEF Company."

8. Goals and Aspirations

Share your future goals and aspirations to give your introduction a forward-looking perspective.

- Example: "In the future, I aim to pursue a career in digital marketing and eventually start my own marketing consultancy."

9. Personal Interests

Including a bit about your personal interests can make your introduction more relatable and memorable.

- Example: "In my free time, I enjoy reading business journals, playing basketball, and volunteering at local NGOs."

10. Closing Statement

Conclude with a polite closing statement, expressing your pleasure in meeting the audience.

- Example: "Thank you for giving me the opportunity to introduce myself. I look forward to learning and growing with all of you."

(B) INTRODUCING OTHER PERSON

1. Greetings

Start with a polite and friendly greeting appropriate to the context.

- Formal: "Good morning/afternoon/evening, everyone."

- Informal: "Hi/Hello, everyone."

2. Context of the Introduction

Briefly explain the context or occasion for the introduction.

- Example: "Today, I have the pleasure of introducing our guest speaker for the seminar."

3. Name and Position/Role

Clearly state the full name of the person you are introducing and their current position or role.

- Example: "Please welcome Mr. Arjun Patel, the Chief Marketing Officer at XYZ Corporation."

4. Educational Background

Provide a brief overview of their educational background.

- Example: "Mr. Patel holds an MBA from ABC University and a Bachelor's degree in Business Administration from DEF College."

5. Professional Experience

Highlight their key professional experiences and career achievements.

- Example: "He has over 15 years of experience in the marketing industry, having worked with top firms like GHI Ltd. and JKL Inc. At XYZ Corporation, he has successfully led several high-profile marketing campaigns."

6. Skills and Strengths

Mention their key skills and strengths relevant to the field.

- Example: "Mr. Patel is known for his strategic thinking, innovative marketing approaches, and exceptional leadership skills."

7. Achievements and Recognitions



Highlight any significant achievements or recognitions they have received.

- Example: "He was recognized as 'Marketing Leader of the Year' by Marketing Association in 2022 and has been a keynote speaker at numerous industry conferences."

8. Personal Attributes

Include a bit about their personal attributes to make the introduction more relatable.

- Example: "In addition to his professional accomplishments, Mr. Patel is known for his dedication to mentoring young professionals and his passion for community service."

9. Current Focus or Projects

If relevant, mention their current focus or ongoing projects.

- Example: "Currently, Mr. Patel is leading an innovative digital marketing initiative aimed at leveraging AI to enhance customer engagement."

10. Closing Statement

Conclude with a polite closing statement, expressing enthusiasm about their contribution.

- Example: "We are honored to have Mr. Patel with us today, and I am confident that we will all benefit greatly from his insights. Please join me in welcoming Mr. Arjun Patel."

(C) MEETING SOMEONE FOR THE FIRST TIME

1. Greetings

- Use a polite and friendly greeting.
- Example: "Hello, nice to meet you."

2. Introduce Yourself

- State your full name.
- Example: "My name is Sudhansh Mishra."

3. Share Basic Information

- Mention your role or position.
- Example: "I am a third-year BBA student at XYZ University."

4. Ask Their Name

- Politely ask for their name.
- Example: "May I know your name?"

5. Express Interest

- Show genuine interest in the other person.
- Example: "What do you do?" or "What brings you here today?"

6. Listen Actively

- Pay attention to their responses.
- Use body language to show you are engaged (nod, smile).

7. Common Ground

- Find a topic or interest you both share.



- Example: "I see you're interested in marketing as well. Have you attended any recent marketing seminars?"

8. Compliment or Comment

- Give a sincere compliment or comment on something relevant.
- Example: "I heard great things about the project you led. It must have been challenging and rewarding."

9. Ask Open-Ended Questions

- Encourage conversation by asking questions that require more than a yes/no answer.
- Example: "What inspired you to pursue a career in finance?"

10. Share Relevant Information

- Share some relevant information about yourself.
- Example: "I'm currently working on a project related to digital marketing trends."

11. Be Positive and Polite

- Maintain a positive attitude and be respectful.
- Example: "It's fascinating to hear about your experiences."

12. Summarize and Close

- Summarize key points from the conversation.
- Example: "It's been great talking with you and learning about your work in finance."

13. Exchange Contact Information (if appropriate)

- Suggest exchanging contact details if it seems appropriate.
- Example: "Could we exchange email addresses? I'd love to continue this conversation."

14. Thank and Part Politely

- Thank them for their time and end the conversation politely.
- Example: "Thank you for the conversation. I hope we can catch up again soon."

(D). ORDERING FOOD IN A RESTAURANT

1. Greet the Server

- Use a polite greeting when the server approaches.
- Example: "Good evening."

2. Ask for Menu (if not already provided)

- Politely request the menu.
- Example: "Could I please have the menu?"

3. Review the Menu

- Take your time to look through the menu.
- Decide on your preferences.

4. Ask for Recommendations (if unsure)

- Seek the server's suggestions if you need help deciding.
- Example: "What do you recommend here?"



5. Specify Dietary Preferences/Restrictions

- Inform the server of any dietary needs or preferences.
- Example: "I am vegetarian. Do you have any vegetarian options?"

6. Place Your Order Clearly

- State your order clearly and confirm any details.
- Example: "I would like to order the grilled chicken salad, please."

7. Ask Questions About the Dish (if needed)

- Inquire about ingredients, preparation, or portion sizes if necessary.
- Example: "Can you tell me how the salmon is prepared?"

8. Request Modifications (if necessary)

- Politely ask for any modifications to your order.
- Example: "Could you please hold the onions on my burger?"

9. Order Drinks

- Include your drink order.
- Example: "I'd like a glass of iced tea, please."

10. Confirm the Order

- Repeat the order to ensure accuracy.
- Example: "So that's one grilled chicken salad and a glass of iced tea."

11. Thank the Server

- Show appreciation for their assistance.
- Example: "Thank you very much."

12. Be Patient and Polite

- Wait patiently for your food and be polite throughout.
- Example: (Smile and wait calmly)

13. Follow Up (if necessary)

- Politely inquire if your order is taking too long.
- Example: "Excuse me, could you please check on my order?"

14. Request the Check

- When finished, ask for the bill.
- Example: "Could I have the check, please?"

15. Thank the Server Again

- Thank the server once more when leaving.
- Example: "Thank you for your service."

(E). TALKING ABOUT A MOVIE

1. Introduce the Movie



- Mention the title of the movie.
- Example: "Have you seen the movie 'Inception'?"

2. Provide a Brief Synopsis

- Give a brief overview of the movie's plot without spoilers.
- Example: "It's a sci-fi thriller about a thief who enters people's dreams to steal secrets."

3. Mention the Genre and Director

- State the genre and who directed the movie.
- Example: "It's a science fiction film directed by Christopher Nolan."

4. Discuss the Cast

- Mention the main actors and their roles.
- Example: "The movie stars Leonardo DiCaprio, Joseph Gordon-Levitt, and Ellen Page."

5. Share Your Opinion

- Give your personal opinion about the movie.
- Example: "I thought the movie was mind-bending and brilliantly executed."

6. Highlight Key Aspects

- Talk about specific aspects like the storyline, acting, cinematography, or special effects.
- Example: "The special effects were incredible, and the storyline kept me on the edge of my seat."

7. Mention Memorable Scenes

- Point out any memorable or favorite scenes.
- Example: "The scene where the city folds in on itself was visually stunning."

8. Discuss Themes and Messages

- Talk about the underlying themes or messages in the movie.
- Example: "The movie explores themes of reality, dreams, and the subconscious mind."

9. Compare with Other Movies

- Compare the movie with similar films if relevant.
- Example: "If you enjoyed 'The Matrix,' you'll probably like 'Inception' as well."

10. Mention the Music/Score

- Comment on the soundtrack or score if it stands out.
- Example: "Hans Zimmer's score added a lot to the movie's intense atmosphere."

11. Discuss Reception and Awards

- Mention how the movie was received by critics and any awards it won.
- Example: "The movie received critical acclaim and won several awards, including Oscars for Best Cinematography and Best Sound Editing."

12. Ask for Their Opinion

- Invite the other person to share their thoughts or ask if they've seen it.
- Example: "What did you think of the movie?" or "Have you seen it?"



(C). Filing an F.I.R., Writing a Resume, E-mail Writing, Blog Writing on a given topic:- Key Words: Manifesto, Self-Possession, Streamline, Rage, Meteors, Fierce, Perjury, Intent, Campaign, Malicious, English Communication, Competence, Soft Skills, Practical Knowledge, Resume, CV, Blog, Blog Writer and E-mails.

1.Filing an First Information Report (FIR)

A First Information Report (FIR) is a written document prepared by the police when they receive information about the commission of a cognizable offense. It is a critical document as it sets the criminal justice process in motion.

Components of an FIR

An FIR must contain the following details:

1. Personal Details of the Complainant

- Name
- Address
- Contact Number
- Occupation

2. Details of the Incident

- Date and time of the incident
- Place of occurrence
- Nature of the offense
- Description of the incident

3.Details of the Accused (if known)

- Name
- Address
- Physical description
- Any other identifiable information

4. Witnesses

- Names and contact details of any witnesses

5. Preliminary Investigation

- Actions taken by the complainant or any immediate response

6. Signature

- Signature of the complainant



- Signature of the police officer receiving the complaint

FIR Filing Format

1. Personal Details of the Complainant

To,
The Officer-in-Charge,
[Name of the Police Station],
[Location].

Date: [DD/MM/YYYY]

Subject: Filing of First Information Report

Respected Sir/Madam,

I, [Full Name], residing at [Full Address], would like to lodge an FIR regarding an incident that occurred on [Date] at [Time] at [Location].

My contact details are as follows:

Mobile Number: [Your Contact Number]

Occupation: [Your Occupation]

2. Details of the Incident

On [Date], at around [Time], while I was at [Place of Occurrence], the following incident took place: [Provide a detailed description of the incident, mentioning the nature of the offense, any conversation or confrontation, and any actions taken by you immediately after the incident. Include any injuries or damage to property if applicable.]

3. Details of the Accused

The accused, [Name, if known], residing at [Address, if known], was involved in the incident. The physical description of the accused is as follows:

- Age: [Approximate Age]
- Height: [Approximate Height]
- Build: [Physical Build]
- Clothing: [Description of clothing worn during the incident]
- Other identifiable features: [Any scars, tattoos, etc.]

If the accused is not known, provide any other identifiable information that might help the police in their investigation.

4. Witnesses

The following individuals witnessed the incident:



1. [Witness 1 Name], residing at [Address], Contact Number: [Contact Number]
 2. [Witness 2 Name], residing at [Address], Contact Number: [Contact Number]
- [Include more witnesses if there are any]

5. Preliminary Investigation

Immediately after the incident, I [describe any actions you took, such as calling for help, trying to apprehend the accused, seeking medical attention, etc.].

6. Signature

I request you to kindly register this FIR and take necessary legal action.

Thanking you,

Yours faithfully,

[Your Signature]

[Your Full Name]

Additional Points to Remember

- Always ensure that the FIR is written in a clear and concise manner.
- Provide as much detail as possible to aid the police in their investigation.
- Ensure that you receive a copy of the FIR for your records.
- It is the right of every citizen to file an FIR, and the police are obligated to register it without delay.

(2). RESUME WRITING

A resume is a formal document that provides an overview of your professional qualifications, including your education, work experience, skills, and accomplishments.

Components of a Resume

1. Contact Information
2. Objective or Summary Statement
3. Education
4. Work Experience
5. Skills
6. Certifications and Trainings
7. Projects
8. Extracurricular Activities

9. Languages
10. References

Detailed Resume Format

1. Contact Information

[Your Full Name]

[Your Address]



[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile] (optional)

[Professional Website or Portfolio] (optional)

2. Objective or Summary Statement

Objective Statement:

A brief statement outlining your career goals and how you aim to contribute to the organization.

Objective: Highly motivated student with strong analytical skills and a passion for business management, seeking an internship opportunity at [Company Name] to apply theoretical knowledge and gain practical experience in [specific area or department].

Summary Statement:

A brief summary highlighting your key qualifications and achievements.

Summary:

Detail-oriented and results-driven BBA student with hands-on experience in [specific areas, e.g., marketing, finance, etc.]. Proven ability to manage multiple projects, collaborate effectively with teams, and deliver exceptional results. Proficient in [specific skills or software]. Seeking to leverage academic background and practical experience in a challenging role at [Company Name].

3. Education

Education:

[Degree Name] in Business Administration

[University Name], [City, State]

[Month, Year] - [Expected Graduation Month, Year]

- Relevant coursework: [Course 1], [Course 2], [Course 3]

- GPA: [Your GPA] (if 3.0 or above)

- Honors/Awards: [Any academic honors or awards]

4. Work Experience

Include internships, part-time jobs, and any relevant work experience.

Work Experience:

[Job Title]

[Company Name], [City, State]

[Month, Year] - [Month, Year]

- [Responsibility or achievement 1]

- [Responsibility or achievement 2]



- [Responsibility or achievement 3]

[Job Title]

[Company Name], [City, State]

[Month, Year] - [Month, Year]

- [Responsibility or achievement 1]

- [Responsibility or achievement 2]

- [Responsibility or achievement 3]

5. Skills

Highlight technical and soft skills relevant to the job you are applying for.

Skills:

- Technical: [Skill 1], [Skill 2], [Skill 3] (e.g., Microsoft Excel, SAP, etc.)

- Soft: [Skill 1], [Skill 2], [Skill 3] (e.g., leadership, teamwork, problem-solving)

- Language: [Languages you speak, indicating proficiency level]

6. Certifications and Trainings

List any certifications or professional training programs you have completed.

Certifications and Trainings:

- [Certification Name], [Issuing Organization], [Month, Year]

- [Training Program], [Institution], [Month, Year]

7. Projects

Describe academic or personal projects that are relevant to your career goals.

Projects:

[Project Title]

[Institution/Organization], [Month, Year]

- [Brief description of the project, highlighting your role and contributions]

- [Key achievement or result]

[Project Title]

[Institution/Organization], [Month, Year]

- [Brief description of the project, highlighting your role and contributions]

- [Key achievement or result]

8. Extracurricular Activities

Include leadership roles, volunteer work, or participation in student organizations.

Extracurricular Activities:

[Position]

[Organization Name], [City, State]

[Month, Year] - [Month, Year]

- [Responsibility or achievement 1]

- [Responsibility or achievement 2]



[Position]

[Organization Name], [City, State]

[Month, Year] - [Month, Year]

- [Responsibility or achievement 1]

- [Responsibility or achievement 2]

9. Languages

List the languages you speak and your proficiency level.

Languages:

- [Language 1]: [Proficiency Level] (e.g., native, fluent, conversational)

- [Language 2]: [Proficiency Level]

10. References

Provide details of individuals who can vouch for your qualifications and character. Make sure to obtain their permission before listing them.

References:

Available upon request.

Additional Tips

- Tailor Your Resume: Customize your resume for each job application to highlight the most relevant experiences and skills.

- Keep It Concise: Ideally, a resume should be one page long for students and recent graduates.

- Use Action Verbs: Begin each bullet point with an action verb (e.g., "Developed," "Managed," "Coordinated").

- Proofread: Ensure your resume is free from grammatical errors and typos.

- Formatting: Use a clean, professional layout with consistent fonts and spacing.

(3).E-mail Writing: Writing professional emails is a crucial skill for students, as it is often the primary mode of communication in the business world. A well-structured email can convey your message clearly and create a positive impression. Below is a detailed format for writing an email, including the essential components and examples to guide you.

Components of an Email

1. Subject Line

2. Salutation/Greeting

3. Introduction

4. Body of the Email

5. Closing/Conclusion

6. Sign-off

7. Signature

Detailed E-mail Format



1. Subject Line

The subject line should be concise and clearly indicate the purpose of the email. It helps the recipient understand the context before opening the email.

Subject: Request for Meeting to Discuss Marketing Strategy

2. Salutation/Greeting

The salutation should be formal and appropriate for the recipient. Use "Dear" followed by the recipient's title and last name.

Dear Mr. Smith,
Dear Dr. Johnson,
Dear Ms. Davis,

If you are on a first-name basis with the recipient, you can use their first name.

Hi John,
Hello Sarah,

3. Introduction

The introduction should provide context for the email and briefly state the purpose.

I hope this email finds you well. My name is [Your Name], and I am a third-year BBA student at [Your University]. I am writing to discuss [specific topic or request].

4. Body of the Email

The body of the email should be well-organized, with each paragraph covering a single point. Use clear and concise language.

First Paragraph: State the main purpose of the email.

I am writing to request a meeting to discuss the upcoming marketing strategy for the new product launch. I believe that a detailed discussion will help us align our goals and ensure a successful launch.

Second Paragraph: Provide necessary details or background information.

As you know, the new product is set to launch in the next quarter, and we need to finalize the marketing plan by the end of this month. I have prepared a draft strategy that includes market analysis, target audience identification, and proposed promotional activities.

Third Paragraph: Outline any specific actions or requests.

I would appreciate it if we could schedule a meeting next week to review the draft strategy and gather your valuable feedback. Please let me know your availability so that we can arrange a convenient time for this



discussion.

5. Closing/Conclusion

The closing should reiterate the main point and express appreciation or anticipation.

Thank you for considering my request. I look forward to your response and hope to discuss this further with you soon.

6. Sign-off

Choose a professional sign-off, followed by your name.

Best regards,
Sincerely,
Yours faithfully,

7. Signature

Include your full name, title, and contact information in the signature.

[Your Full Name]
[Your Title/Position]
[Your Department/Organization]
[Your Email Address]
[Your Phone Number]
[LinkedIn Profile] (optional)

8. Recipient's Email Address:

Double-check the recipient's email address to ensure accuracy.
Add email addresses in the "To," "CC," or "BCC" fields appropriately.

9. Sending:

Review the email one final time to ensure it contains all necessary information.
Click "Send" or the equivalent action in your email client.
Remember to adapt the format and tone of your email based on the recipient and the purpose of the email. Professionalism, clarity, and courtesy are key principles in effective email communication.

Additional Tips

- Proofread: Ensure your email is free from grammatical errors and typos.
- Keep It Concise: Be clear and to the point to respect the recipient's time.
- Professional Tone: Maintain a professional and respectful tone throughout the email.
- Attachments: If you are attaching documents, mention them in the body of the email.

(4).BLOG WRITING: Blog writing allows you to share your thoughts, insights, information, or stories with an online audience. Here's a standard format for writing a blog post:

Title:

- Create a compelling and descriptive title that captures the essence of your blog post.



Introduction:

- Begin with an engaging hook or an intriguing question to grab the reader's attention.
- Provide a brief overview of what the blog post will cover.
- Explain why the topic is relevant or important.

Body:

- Organize your content into paragraphs or sections with subheadings for clarity.
- Develop your main points and arguments logically.
- Use examples, data, or anecdotes to support your points.
- Include bullet points, numbered lists, or bold text for emphasis when needed.
- Keep paragraphs relatively short for online readability (3-5 sentences per paragraph).
- Use transition sentences to smoothly move from one point to the next.
- Cite sources if you're referencing external information or data.

Images and Media (if applicable):

- Incorporate relevant images, videos, or infographics to enhance the content.
- Ensure media files are properly attributed and optimized for web viewing.
- Add captions or alt text to describe images.

Subheadings:

- Use subheadings to break up long sections of text.
- Subheadings should provide an overview of the content in the following section.

Engagement Elements:

- Encourage reader engagement through calls to action (e.g., "Leave a comment," "Share your thoughts," "Subscribe").
- Include links to related articles or resources within your blog post.

Conclusion:

- Summarize the main points made in the blog post.
- Reiterate the importance or relevance of the topic.
- End with a strong concluding statement or thought.

Author Bio (Optional):

- Include a brief author bio at the end of the blog post.
- Mention your name, expertise, and a link to your website or social media profile.

Sharing Buttons:

- Add social media sharing buttons to make it easy for readers to share your content.

Comments Section:

- Enable comments to allow readers to provide feedback and engage in discussions.

Proofreading:

- Proofread your blog post for spelling, grammar, and formatting errors.
- Ensure that all links and media work correctly.

Tags and Categories (if applicable):

- Categorize and tag your blog post to help readers find related content on your website.

Publish Date:

- Display the publication date to indicate the freshness of the content.

References (if applicable):

- If you've referenced other sources, provide a list of citations or references at the end of your blog post.



Preview and Optimization:

- Preview your blog post to see how it will appear to readers.
- Optimize your blog post for search engines by using relevant keywords.

Publish:

- After ensuring that everything is in order, publish your blog post on your website or blogging platform.

Remember that your writing style, tone, and formatting may vary depending on your target audience and the nature of your blog (e.g., personal blog, business blog, educational blog). Consistency in style and voice is important for building a loyal readership.

BLOG: MANIFESTO

Title: Crafting a Personal Manifesto: Your Roadmap to Purpose and Fulfillment Introduction

In the hustle and bustle of our daily lives, we often find ourselves navigating through a fog of to-do lists, obligations, and societal expectations. We rush from one task to another, sometimes losing sight of what truly matters to us. This is where a personal manifesto can be a guiding light, illuminating the path to a more purposeful and fulfilling life.

What is a Manifesto?

A manifesto is a declaration of your core beliefs, values, and intentions. It's a written statement that reflects who you are, what you stand for, and the principles that guide your actions. Manifestos have been used throughout history by various groups and individuals to express their vision and mission. Think of it as your personal constitution, outlining the rules that govern your life.

Why Create a Personal Manifesto?

1. **Clarity of Purpose:** A personal manifesto helps you gain clarity about what truly matters to you. It forces you to pause, reflect, and articulate your values and goals.
2. **Alignment:** It ensures that your actions are aligned with your values and beliefs. When you live in accordance with your manifesto, you experience a sense of authenticity and integrity.
3. **Focus:** Manifestos provide focus. In a world filled with distractions, having a clear set of principles can help you make decisions and prioritize effectively.
4. **Motivation:** Your manifesto serves as a source of motivation. It reminds you of your aspirations,

pushing you to persevere even in the face of challenges.

How to Craft Your Personal Manifesto

Creating a personal manifesto is a deeply personal and introspective process. Here's a step-by-step guide to help you get started:

1. **Self-Reflection:** Take time to reflect on your life, values, beliefs, and goals. Consider the experiences and moments that have shaped you.
2. **Identify Core Values:** What values are most important to you? These could include honesty, creativity, kindness, or adventure. List them out.
3. **Define Your Beliefs:** What do you believe in? Your beliefs can be about various aspects of life, from spirituality and ethics to work and relationships.
4. **Set Intentions:** Think about what you want to achieve in different areas of your life, such as personal growth, career, relationships, and health.
5. **Write Your Manifesto:** Use your reflections to draft your personal manifesto. Keep it concise,



clear, and inspiring. Use "I" statements to make it personal and affirming.

6. Revise and Refine: Your manifesto doesn't need to be perfect from the start. It's a living document that can evolve over time. Review and revise it periodically to ensure it remains relevant.

Conclusion

Crafting a personal manifesto is an act of self-discovery and empowerment. It's your compass, guiding you through life's twists and turns. When you live in alignment with your manifesto, you'll find greater purpose, authenticity, and fulfillment in your journey. So, take a moment to reflect, write your own manifesto, and embark on a path that's true to you. Your future self will thank you.

Example of a Personal Manifesto:

Manifesto of Authenticity I believe in the power of authenticity. I will always be true to myself and honor my core values, even when it's challenging. I value honesty and open communication in all my relationships, and I will nurture connections that encourage growth and authenticity. I will pursue my passions with dedication and enthusiasm, knowing that they bring purpose to my life. I am committed to lifelong learning and personal growth, embracing challenges as opportunities for development. I will prioritize self-care and well-being, recognizing that a healthy body and mind are essential for a fulfilling life. I will show kindness, empathy, and compassion to others, knowing that we are all on our own unique journeys. I will seek adventure and new experiences, embracing the unknown as a source of growth and discovery. This is my manifesto. It guides my actions, reminds me of my values, and leads me toward a life of authenticity and fulfillment.

BLOG: SELF-POSSESSION

Title: The Journey to Self-Possession: Embracing Your True Self Introduction

In a world filled with noise, distractions, and external pressures, the concept of self-possession is like a precious gem—a quality that, when cultivated, can lead to a sense of inner peace, authenticity, and resilience. But what exactly is self-possession, and how can we embark on this transformative journey? Join me as we explore the art of self-possession and discover how it can enrich our lives.

Understanding Self-Possession

Self-possession is the state of having control over one's own thoughts, emotions, and actions. It's about being firmly grounded in your identity, values, and purpose, regardless of external circumstances.

When you're self-possessed, you're less susceptible to the sway of others' opinions or the turbulence of life's challenges. Instead, you navigate life with a calm and confident demeanor.

The Benefits of Self-Possession

- 1. Inner Peace:** Self-possessed individuals tend to experience a profound sense of inner peace. They are less likely to be tossed about by the turmoil of daily life because they have a strong anchor in their core selves.
- 2. Authenticity:** When you're self-possessed, you're more in touch with your true self. This authenticity shines through in your interactions with others, fostering genuine connections.
- 3. Resilience:** Self-possession bolsters resilience. It helps you bounce back from setbacks and adapt to change with grace and composure.
- 4. Effective Decision-Making:** Clear thinking and sound decision-making are natural byproducts of self-possession. You're less likely to make impulsive choices driven by fear or external pressure.
- 5. Empathy and Compassion:** Ironically, self-possession often leads to a greater capacity for empathy and compassion. When you understand and accept yourself, you're more open to understanding and



accepting others.

The Journey to Self-Possession

1. **Self-Reflection:** Begin your journey by looking inward. Ask yourself: Who am I? What are my values and beliefs? What brings me joy? What are my strengths and weaknesses?
2. **Emotional Awareness:** Develop emotional intelligence by becoming more aware of your emotions and their triggers. Practice mindfulness to observe your thoughts and feelings without judgment.
3. **Set Boundaries:** Establish healthy boundaries in your relationships. Know your limits and assert them when necessary. This is an essential part of self-care.
4. **Practice Self-Compassion:** Be kind to yourself. Self-possession doesn't mean perfection; it means accepting your imperfections and learning from them.
5. **Seek Guidance:** Consider seeking guidance from a therapist, counselor, or coach. They can provide valuable insights and tools for your journey.

Embracing Self-Possession

As you progress on your journey to self-possession, you'll likely encounter challenges and setbacks. It's important to remember that self-possession is not a destination but an ongoing process. Be patient with yourself and stay committed to the path of self-discovery.

Conclusion

Self-possession is a state of being that empowers us to lead more authentic, resilient, and fulfilling lives. It's a journey that requires introspection, emotional awareness, and self-compassion. By embracing self-possession, we can navigate life's twists and turns with grace and emerge as the best versions of ourselves—truly possessing our own lives. So, take that first step on this transformative journey today, and may you find the profound sense of self you've been seeking.

PRACTICE QUESTIONS

1. What should a blog post always include?
A: Engaging content.
2. What is the primary purpose of a blog?
A: Inform/Entertain.
3. How should you address someone in a formal email?
A: Dear [Name].
4. What should the subject line of an email be?
A: Concise.
5. What is the first step in writing an FIR?
A: Personal details.
6. What must an FIR include about the incident?
A: Description.
7. What is the primary objective of a resume?
A: Employment.
8. What should be highlighted in a resume?



A: Skills.

9. How long should a professional email typically be?

A: Brief.

10. What is a crucial section in a resume?

A: Experience.

ASSIGNMENT QUESTIONS

1. Write a blog post on a topic of your choice related to sustainable tourism. Focus on engaging the reader with informative content, personal insights, and call-to-action elements.

2. Compare and contrast the key elements and structure of an email, a blog post, an FIR, and a resume. Highlight the unique purposes and audience considerations for each type of writing.

3. Draft a formal email to a potential employer expressing your interest in a job position and highlighting your relevant qualifications and experience. Ensure the email is professional and concise.

4. Imagine you lost your luggage at the airport. Write a conversation between you and an airport authority where you explain the situation, describe your luggage, and inquire about the next steps for recovering it.

5. Write a brief review of a movie you recently watched. Include the title, genre, main plot points, your opinion on the performances, direction, and overall impact of the film.



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college of commerce & management

B.B.A./B.COM/BAJMC II Year

Subject: ENGLISH
