

LUMINOUS-III

III Semester B.A./B.S.W/B.A,(Music)

GENERIC ENGLISH

Under the National Education Policy (NEP-2020)

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LUMINOUS-III: Generic English Textbook for III Semester B.A/B.S.W/B.A (Music) and other courses coming under Faculty of Arts, is prepared by the Members of the Textbook Committee, Bengaluru City University (BCU).



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FOREWORD

Luminous-III, the Generic English Textbook for the third semester B.A/ B.S.W/ B.A (Music) and other courses coming under faculty of Arts, Bengaluru City University (BCU), is designed to reinforce and develop linguistic skills, which help students in academic writing and employability.

The text book for the third semester students of Arts comes under the Ability Enhancement Compulsory Course language (AECC) of the New Education Policy (NEP). It is based on the aims of the Learning Outcome Curriculum Frame Work (LOCF) and is prepared by the textbook committee.

I congratulate the Chairperson, all the Members of the textbook committee and the BoS members for their efforts in the selection and preparation of materials to improve communication and linguistic skills. I thank the Director of BCU Press and their personnel for bringing out the text book on time.

I hope the teachers and the students make the best use of the text book to improve LSRW skills and communication skills.

Prof. Lingaraja Gandhi
Vice-Chancellor Bengaluru City
University Bengaluru- 560001.

PREFACE

Luminous-III, the Generic English Textbook for the Third semester B.A and other courses under the faculty of Arts (BCU), has Receptive skills like Reading and Listening skills. A play and certain speeches by well known personalities have been included.

The extensive exercises give the students practice to enhance their linguistic skills in academic writing and career options in the job market.

I thank the chairperson and the members of the textbook committee for their efforts in the preparation of this text to meet the objectives of the Learning Outcome Curriculum Framework (LOCF) of the New Education Policy syllabus. I also thank the members of the BoS for their constant support.

I would like to thank the Vice Chancellor and the Registrar of BCU for their consistent support. I also thank the publishers and the printers who helped to bring out the textbook neatly and on time.

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Note to the Teacher

Luminous-III is the Generic English text book for III Semester B.A/B.S. W/ B.A(Music) and other courses coming under the faculty of arts. The text book comes under the AECC in the NEP which aims at honing the skills of the learner.

The text book is prescribed for the Third Semester under NEP and includes Receptive Skills like Reading and Listening Skills with a view to enhance LSRW skills in the students. Further, Productive Skills like Speaking and Writing Skills have been incorporated to develop presentation skills and acquire a proficiency in writing.

The text book has a play and speeches which will help students to critically analyze, interpret and appreciate literature. It will also help sensitize students about social, cultural, religious and ethnic diversities.

The technical skills will ensure employability in emerging sectors such as content writers, interpreters, translators and transcribers.

Interpersonal communication skills will invest students with the much needed confidence to operate in a highly competitive society.

The teachers can guide and facilitate learning by providing more exercises, conducting presentations, and other resources.

The course carries 3 Theory Credits and is assessed at the end semester exam for 60 marks. And the formative assessment (Internal assessment) carries 40 marks.

It is hoped that the textbook helps the students improve their language and communicative skills and enables to inculcate a liking for literature.

Dr. Rekha Kowshik.P.R

Chairperson

Textbook Committee

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Pre Reading activity

1. How important is goal setting?
2. Freedom is essential for progress. Discuss the importance with relation to an Individual as well as a country.
3. Science and technology are invaluable to a country's progress. Discuss



Avul Pakir Jainulabdeen Abdul Kalam (15th October 1931– 27 July 2015) was an Indian aerospace scientist and statesman who served as the eleventh President of India from 2002 to 2007. He was born and raised in Rameswaram, Tamil Nadu. His father Jainulabdeen Marakayar was a boat owner and imam of a local mosque; his mother Ashiamma was a homemaker. Kalam was the youngest of four brothers and one sister in his family. In his school years, Kalam had average grades but was described as a bright and hardworking student who had a strong desire

to learn. He spent hours on his studies, especially mathematics and went on to study physics and aerospace engineering.

He spent four decades as a scientist and science administrator, mainly at the Defence Research and Development Organization (DRDO) and Indian Space Research Organisation (ISRO) and was intimately involved in India's civilian space programme and military missile development efforts. He thus came to be known as the Missile Man of India for his work on the development of ballistic missile and launch vehicle technology. He also played a pivotal organisational, technical, and political role in India's Pokhran-II nuclear tests in 1998, the first since the original nuclear test by India in 1974.

Kalam was elected as the eleventh president of India in 2002 with the support of both the ruling Bhartiya Janata Party and the then-opposition Indian National Congress. Widely referred to as the "People's President", he returned to his civilian life of education, writing and public service after a single term. He was a recipient of several prestigious awards, including the Bharat Ratna, India's highest civilian honour, Padma Bhushan, Padma Vibhushan, numerous honorary doctorates etc.

While delivering a lecture at the Indian Institute of Management Shillong, Kalam collapsed and died from an apparent cardiac arrest on 27th July 2015, aged 83.

This chapter is a transcript of one of Dr A P J Abdul Kalam's finest speeches delivered at the Indian Institute of Technology, Hyderabad, where he articulated his visions for India.

I have three visions for India. In 3000 years of our history, people from all over the world have come and invaded us, captured our lands, conquered our minds. From Alexander onwards. The Greeks, the Portuguese, the British, the French, the Dutch, all of them came and looted us, took over what was ours. Yet we have not done this to any other nation. We have not conquered anyone. We have not grabbed their land, their culture, or their history and tried to enforce our way of life on them. Why? Because we respect the freedom of others.

That is why my first vision is that of FREEDOM. I believe that India got its first vision of this in 1857, when we started the war of independence. It is this freedom that we must protect and nurture and built on. If we are not free, no one will respect us.

My second vision for India is DEVELOPMENT. For fifty years we have been a developing nation. It is time we see ourselves as a developed nation. We are among the top 5 nations of the world in terms of GDP. We have a 10 per cent growth rate in most areas. Our poverty levels are falling, our achievements are being globally recognized today. Yet we lack the self- confidence to see ourselves as a developed nation, self-reliant and self-assured. Isn't this, right?

I have a third vision. India must stand up to the world. Because I believe that unless India stands up to the world, no one will respect us. Only strength respects strength. We must be strong not only as a military power but also as an economic power. Both must go hand-in- hand. My good fortune was to have worked with three great minds. Dr Vikram Sarabhai of the Dept. of space, Professor Satish Dhawan, who succeeded him, and Dr Brahm Prakash, father of nuclear material. I was lucky to have worked with all three of them closely and consider this the great opportunity of my life.

I see four milestones in my career:

Twenty years I spent in ISRO. I was given the opportunity to be the project director for India's first satellite launch vehicle, SLV3. The one that launched Rohini. These years played a very important role in my life as a Scientist. After my ISRO years, I joined DRDO and got a chance to be a part of India's guided missile program. It was my second bliss when Agni met its mission requirements in 1994. The Dept. of Atomic Energy and DRDO had this tremendous partnership in the recent nuclear tests, on May 11th and 13th. This was the third bliss. The joy of participating with

my team in these nuclear tests and proving to the world that India can make it. That we are no longer a developing nation but one of them. It made me feel very proud as an Indian. The fact that we have now developed for Agni a re-entry structure, for which we have developed this new material. A very light material called carbon-carbon.

One day an orthopedic surgeon from the Nizam Institute of Medical Sciences visited my laboratory. He lifted the material and found it so light that he took me to his hospital and showed me his patients. There were these little girls and boys with heavy metallic callipers weighing over three Kg. each, dragging their feet around. He said to me: Please remove the pain of my patients. In three weeks, we made these Floor reaction Orthosis 300-gramcalipers and took them to the orthopedic centre. The children didn't believe their eyes. From dragging around a three kg. load on their legs, they could now move around! Their parents had tears in their eyes. That was my fourth bliss!

Why is the media here so negative? Why are we in India so embarrassed to recognize our own strengths, our achievements? We are such a great nation. We have so many amazing success stories but we refuse to acknowledge them. Why? We are the second largest producer of wheat in the world. We are the second largest producer of rice. We are the first in milk production. We are number one in Remote sensing satellites. Look at Dr. Sudarshan, he has transferred the tribal village into a self-sustaining, self-driving unit.

There are millions of such achievements but our media is only obsessed with the bad news and failures and disasters. I was in Tel Aviv once and I was reading the Israeli newspaper. It was the day after a lot of attacks and bombardments and deaths had taken place. The Hamas had struck. But the front page of the newspaper had the picture of a Jewish gentleman who in five years had transformed his desert land into an orchid and a granary.

It was this inspiring picture that everyone woke up to. The gory details of killings, bombardments, and deaths, were inside in the newspaper, buried among other news. In India, we only read about death, sickness, terrorism, and crime. Why are we so negative?

Another question: Why are we, as a nation so obsessed with foreign things? We want foreign TVs, we want foreign shirts. We want foreign technology. Why is this obsession with everything imported? Do we not realize that self-respect comes with self-reliance? I was in Hyderabad giving this lecture, when a 14-year-old girl asked me for my autograph. I asked her what her goal in life is: She replied: "I want to live

in a developed India." For her, you, and I will have to build this developed India.

You say that our government is inefficient. You say that our laws are too old. You say that the municipality does not pick up the garbage. You say that the phones don't work, the railways are a joke, the airline is the worst in the world, and mails never reach their destination. You say that our country has been fed to the dogs and is the absolute pits. You say, say and say. What do you do about it?

Dear Indians, I am echoing J.F. Kennedy's words to his fellow Americans to relate to Indians... "ASK WHAT WE CAN DO FOR INDIA AND DO WHAT HAS TO BE DONE TO MAKE INDIA WHAT AMERICA AND OTHER WESTERN COUNTRIES ARE TODAY.

Glossary

Self-reliant: having confidence in and exercising one's own power or judgement

ISRO: Indian Space Research Organization

DRDO: Defence Research and Development Organization

I. Answer the following questions in a paragraph:

1. What are the four milestones in Kalam's career, as mentioned in his speech?
2. Discuss the many things that we should be proud of as told by Kalam.
3. What are the things that we often complain about according to Kalam?
4. Elucidate briefly the three visions of kalam.
5. How has India withstood the invasions? Explain

Pre Reading Activity

1. Values are important for the progress of society.
2. Decision makers should also be good problem solvers.
3. Accountability is an interesting attribute in the West but not in India. Do you agree?



Nagavara Ramarao Narayana Murthy was born on 20th August 1946. He is an Indian billionaire businessman. He is the founder of Infosys and has been the chairman, chief executive officer (CEO), president, and chief mentor of the company before retiring and taking the title of chairman emeritus. Narayana Murthy was born and raised in Shidlaghatta, Mysore, (present-day Chikkaballapura district) Karnataka. He graduated from the National Institute of Engineering, University of Mysore with a bachelor's degree in electrical engineering and a master's degree from the

Indian Institute of Technology Kanpur. At first, he worked as a research associate under a faculty at IIM Ahmadabad and then later as the chief systems programmer. He started a company named Softronic. When that company failed after about a year and a half, he joined Patni Computer Systems in Pune.

Narayana Murthy mentions that being arrested and expelled for no good reason during the communist era of 1974 in a border town between the Yugoslav-Bulgarian border, turned him into a "compassionate capitalist" from a "confused leftist/communist", leading him to create Infosys. Narayana Murthy and his six software professionals founded Infosys in 1981 with an initial capital investment of Rs. 10,000, which was provided by his wife Sudha Murthy. He was the CEO of Infosys for 21 years from 1981 to 2002. For his service, he has been honoured with numerous awards, important among them are Padma Shri in the year 2000 by the Government of India, Honorary Commander of the Order of the British Empire (CBE) 2007 by the Government of United Kingdom, Officer of the Legion of Honour in the year 2008 by Government of France, Padma Vibhushan in 2008 by the Government of India etc.

This chapter is a speech delivered by Mr. N R Narayana Murthy, Chairman of the Board, Infosys at Lal Bahadur Sastry Institute of Management on October 02, 2002.

Ladies and Gentlemen

It is a pleasure to be here at the Lal Bahadur Shastri Institute of Management. Lal Bahadur Shastri was a man of strong values and he epitomized simple living. He was a freedom fighter and innovative administrator who contributed to nation building in full measure. It is indeed a matter of pride for me to be chosen for the Lal Bahadur Shastri Award for Public Administration and Management Sciences. I thank the jury for this honour.

When I got the invitation to speak here, I decided to speak on an important topic on which I have pondered for years - the role of Western values in contemporary Indian society. Coming from a company that is built on strong values, the topic is close to my heart. Moreover, an organization is representative of society, and some of the lessons that I have learnt are applicable in the national context. In fact, values drive progress and define quality of life in society.

The word community joins two Latin words *com* ("together" or "with") and *unus* ("one"). A community, then, is both one and many. It is a unified multitude and not a mere group of people. As it is said in the Vedas: Man can live individually, but can survive only collectively. Hence, the challenge is to form a progressive community by balancing the interests of the individual and that of the society. To meet this, we need to develop a value system where people accept modest sacrifices for the common good.

What is a value system? It is the protocol for behaviour that enhances the trust, confidence and commitment of members of the community. It goes beyond the domain of legality - it is about decent and desirable behaviour. Further, it includes putting the community interests ahead of your own. Thus, our collective survival and progress is predicated on sound values.

There are two pillars of the cultural value system - loyalty to family and loyalty to community. One should not be in isolation to the other, because, successful societies are those which combine both harmoniously. It is in this context that I will discuss the role of Western values in contemporary Indian society.

Some of you here might say that most of what I am going to discuss are actually Indian values in old ages, and not Western values. I live in the present, not in the bygone era. Therefore, I have seen these values practiced primarily in the West and not in India. Hence, the title of the topic. I am happy as long as we practice these values - whether we call it Western or old Indian values. As an Indian, I am proud to be part of a culture, which has deep-rooted family values. We have tremendous loyalty to the family. For instance, parents make enormous sacrifices for their

children. They support them until they can stand on their own feet. On the other side, children consider it their duty to take care of aged parents.

We believe: Mathrudevo bhava - mother is God, and Pithrudevo bhava - father is God. Further, brothers and sisters sacrifice for each other. In fact, the eldest brother or sister is respected by all the other siblings. As for marriage, it is held to be a sacred union - husband and wife are bonded, most often, for life. In joint families, the entire family works towards the welfare of the family. There is so much love and affection in our family life.

This is the essence of Indian values and one of our key strengths. Our families act as a critical support mechanism for us. In fact, the credit to the success of Infosys goes, as much to the founders as to their families, for supporting them through the tough times. Unfortunately, our attitude towards family life is not reflected in our attitude towards community behaviour. From littering the streets to corruption to breaking of contractual obligations, we are apathetic to the common good. In the West - the US, Canada, Europe, Australia, New Zealand - individuals understand that they have to be responsible towards their community.

The primary difference between the West and us is that, there, people have a much better societal orientation. They care more for the society than we do. Further, they generally sacrifice more for the society than us. Quality of life is enhanced because of this. This is where we need to learn from the West.

I will talk about some of the lessons that we, Indians, can learn from the West. In the West, there is respect for the public good. For instance, parks free of litter, clean streets, public toilets free of graffiti - all these are instances of care for the public good. On the contrary, in India, we keep our houses clean and water our gardens everyday - but, when we go to a park, we do not think twice before littering the place.

Corruption, as we see in India, is another example of putting the interest of oneself, and at best that of one's family, above that of the society. Society is relatively corruption free in the West. For instance, it is very difficult to bribe a police officer into avoiding a speeding ticket.

This is because of the individual's responsible behaviour towards the community as a whole on the contrary, in India, corruption, tax evasion; cheating and bribery have eaten into our vitals. For instance, contractors bribe officials, and construct low-quality roads and bridges. The result is that society loses in the form of substandard defence equipment and infrastructure, and low-quality recruitment, just to name a few impediments. Unfortunately, this behaviour is condoned by almost everyone.

Apathy in solving community matters has held us back from making progress, which is otherwise within our reach. We see serious problems around us but do not try to solve them. We behave as if the problems do not exist or is somebody else's. On the other hand, in the West, people solve societal problems proactively. There are several examples of our apathetic attitude. For instance, all of us are aware of the problem of drought in India.

More than 40 years ago, Dr. K. L. Rao - an irrigation expert, suggested creation of a water grid connecting all the rivers in North and South India, to solve this problem. Unfortunately, nothing has been done about this. The story of power shortage in Bangalore is another instance. In 1983, it was decided to build a thermal power plant to meet Bangalore's power requirements. Unfortunately, we have still not started it. Further, the Milan subway in Bombay is in a deplorable state for the last 40 years, and no action has been taken.

To quote another example, considering the constant travel required in the software industry; five years ago, I had suggested a 240-page passport. This would eliminate frequent visits to the passport office. In fact, we are ready to pay for it. However, I am yet to hear from the Ministry of External Affairs on this.

We, Indians, would do well to remember Thomas Hunter's words: Idleness travels very slowly, and poverty soon overtakes it. What could be the reason for all this? We were ruled by foreigners for over thousand years. Thus, we have always believed that public issues belonged to some foreign ruler and that we have no role in solving them.

Moreover, we have lost the will to proactively solve our own problems. Thus, we have got used to just executing someone else's orders. Borrowing Aristotle's words: We are what we repeatedly do. Thus, having done this over the years, the decision-makers in our society are not trained for solving problems. Our decision-makers look to somebody else to take decisions. Unfortunately, there is nobody to look up to, and this is the tragedy.

Our intellectual arrogance has also not helped our society. I have travelled extensively, and in my experience, have not come across another society where people are as contemptuous of better societies as we are, with as little progress as we have achieved. Remember that arrogance breeds hypocrisy. No other society gloats so much about the past as we do, with as little current accomplishment.

Friends, this is not a new phenomenon, but at least a thousand years old. For instance, Al Barouni, the famous Arabic logician and traveler of the 10th century, who spent about 30 years in India from 997 AD to around 1027 AD, referred to this trait of

Indians. According to him, during his visit, most Indian pundits considered it below their dignity even to hold arguments with him. In fact, on a few occasions when a pundit was willing to listen to him, and found his arguments to be very sound, he invariably asked Barouni: which Indian pundit taught these smart things!

The most important attribute of a progressive society is respect for others who have accomplished more than they themselves have, and learn from them. Contrary to this, our leaders make us believe that other societies do not know anything! At the same time, every day, in the newspapers, you will find numerous claims from our leaders that ours is the greatest nation. These people would do well to remember Thomas Carlyle's words: The greatest of faults is to be conscious of none.

If we have to progress, we have to change this attitude, listen to people who have performed better than us, learn from them and perform better than them. Infosys is a good example of such an attitude. We continue to rationalize our failures. No other society has mastered this part as well as we have. Obviously, this is an excuse to justify our incompetence, corruption, and apathy. This attitude has to change. As Sir Josiah Stamp has said: It is easy to dodge our responsibilities, but we cannot dodge the consequences of dodging our responsibilities.

Another interesting attribute, which we Indians can learn from the West, is their accountability. Irrespective of your position, in the West, you are held accountable for what you do. However, in India, the more 'important' you are, the less answerable you are. For instance, a senior politician once declared that he 'forgot' to file his tax returns for 10 consecutive years - and he got away with it. To quote another instance, there are over 100 loss-making public-sector units (central) in India. Nevertheless, I have not seen action taken for bad performance against top managers in these organizations.

Dignity of labor is an integral part of the Western value system. In the West, each person is proud about his or her labor that raises honest sweat. On the other hand, in India, we tend to overlook the significance of those who are not in professional jobs. We have a mind-set that reveres only supposedly intellectual work.

For instance, I have seen many engineers, fresh from college, who only want to do cutting-edge work and not work that is of relevance to business and the country. However, be it an organization or society, there are different people performing different roles. For success, all these people are required to discharge their duties. This includes everyone from the CEO to the person who serves tea - every role is important. Hence, we need a mind-set that reveres everyone who puts in honest work.

Indians become intimate even without being friendly. They ask favors of strangers

without any hesitation. For instance, the other day, while I was traveling from Bangalore to Mantralaya, I met a fellow traveler on the train. Hardly 5 minutes into the conversation, he requested me to speak to his MD about removing him from the bottom 10% list in his company, earmarked for disciplinary action. I was reminded of what Rudyard Kipling once said: A westerner can be friendly without being intimate while an easterner tends to be intimate without being friendly.

Yet another lesson to be learnt from the West, is about their professionalism in dealings. The common good being more important than personal equations, people do not let personal relations interfere with their professional dealings. For instance, they don't hesitate to chastise a colleague, even if he is a personal friend, for incompetent work.

In India, I have seen that we tend to view even work interactions from a personal perspective. Further, we are the most 'thin-skinned' society in the world - we see insults where none is meant. This may be because we were not free for most of the last thousand years. Further, we seem to extend this lack of professionalism to our sense of punctuality. We do not seem to respect the other person's time.

The Indian Standard Time somehow seems to be always running late. Moreover, deadlines are typically not met. How many public projects are completed on time? The disheartening aspect is that we have accepted this as the norm rather than the exception. In the West, they show professionalism by embracing meritocracy. Meritocracy by definition means that we cannot let personal prejudices affect our evaluation of an individual's performance. As we increasingly start to benchmark ourselves with global standards, we have to embrace meritocracy.

In the West, right from a very young age, parents teach their children to be independent in thinking. Thus, they grow up to be strong, confident individuals. In India, we still suffer from feudal thinking. I have seen people, who are otherwise bright, refusing to show independence and preferring to be told what to do by their boss. We need to overcome this attitude if we have to succeed globally.

The Western value system teaches respect to contractual obligation. In the West, contractual obligations are seldom dishonored. This is important - enforceability of legal rights and contracts is the most important factor in the enhancement of credibility of our people and nation. In India, we consider our marriage vows as sacred. We are willing to sacrifice in order to respect our marriage vows. However, we do not extend this to the public domain. For instance, India had an unfavorable contract with Enron. Instead of punishing the people responsible for negotiating this, we reneged on the contract - this was much before we came to know about the illegal activities at Enron.

To quote another instance, I had given recommendations to several students for the nationalscholarship for higher studies in US universities. Most of them did not return to India even though contractually they were obliged to spend five years after their degree in India.

In fact, according to a professor at a reputed US university, the maximum default rate for student loans is among Indians - all of these students pass out in flying colors and land lucrative jobs, yet they refuse to pay back their loans. Thus, their action has made it difficult for the students after them, from India, to obtain loans. We have to change this attitude.

Further, we Indians do not display intellectual honesty. For example, our political leaders use mobile phones to tell journalists on the other side that they do not believe in technology! If we want our youngsters to progress, such hypocrisy must be stopped. We are all aware of our rights as citizens. Nevertheless, we often fail to acknowledge the duty that accompanies every right. To borrow Dwight Eisenhower's words: People that values its privileges above its principles soon loses both. Our duty is towards the community as a whole, as much as it is towards our families.

We have to remember that fundamental social problems grow out of a lack of commitment to the common good. To quote Henry Beecher: Culture is that which helps us to work for the betterment of all. Hence, friends, I do believe that we can make our society even better by assimilating these Western values into our own culture - we will be stronger for it.

Most of our behavior comes from greed, lack of self-confidence, lack of confidence in the nation, and lack of respect for the society. To borrow Gandhi's words: There is enough in this world for everyone's need, but not enough for everyone's greed. Let us work towards a society where we would do unto others what we would have others do unto us. Let us all be responsible citizens who make our country a great place to live. In the words of Churchill: Responsibility is the price of greatness. We have to extend our family values beyond the boundaries of our home.

Finally, let us work towards maximum welfare of the maximum people – Samasta janaanaam sukhinobhavantu. Thus, let us - people of this generation, conduct ourselves as great citizens rather than just good people so that we can serve as good examples for our younger generation.

Glossary

Epitomized: a typical or ideal example

Apathy: lack of interest or concern

Contemporary: living, existing or happening during the same period

Graffiti: unauthorized writing or drawing on a public surface

Impediment: blocking, hindrance or obstacle

Contemptuous: expressing deep hatred or disapproval

Hypocrisy: behaviour that contradicts what one claims to believe or feel

Dodge: an artful device to evade, deceive or trick

Reneged: to go back on a contract or make a denial

I. Answer the following questions in a paragraph each:

1. What is the value system that Narayana Murthy talks about in his speech?
2. We do not try to solve the serious problems around us. Bring out the examples that are discussed in the speech.
3. Discuss how our decision-makers are not trained in problem-solving skills according to Narayana Murthy.
4. Explain how progress can be achieved as a society.
5. What is the requirement to succeed globally?
6. Explain how the Indian value system is different from the West.
7. Arrogance breeds hypocrisy. Discuss this with reference to the essay.
8. Accountability is an interesting attribute in the West but not in India. Do you agree? Discuss.

'I'M A PRODUCT OF OPPORTUNITIES', A POLICE CHIEF WITH A DIFFERENCE

- KIRAN BEDI

Pre Reading activity

1. Women, face lots of societal pressure that at times becomes a big hurdle in achieving what they plan in life. But one must never stop and should keep fighting against the odds. Discuss.
2. Be it work, education, or sports, women have proved that they are not inferior to men and are capable to achieve anything and everything in life. Read more on inspirational Indian women, who have motivated you. Have a discussion in the class.
3. What qualities need to be developed to be a successful leader? Discuss.
4. "What is the value of Education which does not inculcate passion and fearlessness for setting right what is not". Kiran Bedi -Discuss.



Kiran Bedi (Born 9th June 1949) is an Indian social activist, former-tennis player who became the first woman in India to join the officer ranks of the Indian Police Service (IPS) in 1972 and was the 24th Lieutenant Governor of Puducherry from 28th May 2016 to 16th February 2021. She remained in service for 35 years before taking voluntary retirement in 2007 as Director General, Bureau of Police Research and Development.

Kiran Peshawaria was born on 9th June 1949 in Amritsar, East Punjab, Dominion of India, into a well-to-do Punjabi business family. She is the second child of Prakash Lal Peshawaria and Prem Lata. She has three sisters: Shashi, Reeta, and Anu. Her great-great-grandfather Lala Hargobind had migrated from Peshawar to Amritsar, where he set up a business. Bedi's upbringing was not very religious, but she was brought up in both Hindu and Sikh traditions. Prakash Lal helped with the family's textile business, and also played Tennis. Bedi's grandfather Muni Lal controlled the family business and gave an allowance to her father. He cut this allowance when Bedi's elder sister Shashi was enrolled in the Sacred Heart Convent School, Amritsar. Although the school was 16 km away from their home, Shashi's parents believed it offered a better education than other schools. Muni Lal was opposed to his grandchild being educated in a Christian school. However, Prakash Lal declared financial independence and enrolled all his daughters, including Kiran, in the same school. Bedi started her formal studies in 1954, at the Sacred Heart Convent School in Amritsar. She participated in National Cadet Corps (NCC), among other extra-curricular activities. At that time, Sacred Heart did not offer science; instead, it had a subject called "household", which was aimed at grooming girls into being good housewives. When she was in Class 9, Bedi joined

Cambridge College, a private institute that offered science education and prepared her for matriculation exam. By the time her former schoolmates at Sacred Heart cleared Class 9, she cleared the Class 10 (matriculation) exam. Bedi graduated in 1968, with a Bachelor of Arts (Honours) in English, from Government College for Women at Amritsar.

The same year, she won the NCC Cadet Officer Award. In 1970, she obtained a Master's degree in Political Science from Panjab University in Chandigarh. 1970 to 1972, Bedi taught as a lecturer at Khalsa College for Women in Amritsar. She taught courses related to political science. Later, during her career in the Indian Police Service, she also earned a Bachelors of Law degree from the Faculty of Law, University of Delhi in 1988 and a Doctorate of Philosophy from the Indian Institute of Technology - Delhi's Department of Social Sciences in New Delhi in 1993.

Now I'm going to give you a story. It's an Indian story about an Indian woman and her journey. Let me begin with my parents. I'm a product of this visionary mother and father. Many years ago, when I was born in the '50s -- '50s and '60s didn't belong to girls in India. They belonged to boys. They belonged to boys who would join business and inherit business from parents, and girls would be dolled up to get married. My family, in my city, and almost in the country, was unique. We were four of us, not one, and fortunately no boys. We were four girls and no boys. And my parents were part of a landed property family. My father defied his own grandfather, almost to the point of disinheritance, because he decided to educate all four of us. He sent us to one of the best schools in the city and gave us the best education. As I've said, when we're born, we don't choose our parents, and when we go to school, we don't choose our school. Children don't choose a school. They just get the school which parents choose for them. So, this is the foundation time which I got. I grew up like this, and so did my other three sisters. And my father used to say at that time, "I'm going to spread all my four daughters in four corners of the world." I don't know if he really meant [that], but it happened. I'm the only one who's left in India. One is a British, another is an American and the third is a Canadian. So, we are four of us in four corners of the world.

And since I said they're my role models, I followed two things which my father and mother gave me. One, they said, "Life is on an incline. You either go up, or you come down." And the second thing, which has stayed with me, which became my philosophy of life, which made all the difference, is: 100 things happen in your life, good or bad. Out of 100, 90 are your creation. They're good. They're your creation. Enjoy it. If they're bad, they're your creation. Learn from it. Ten are nature-sent over

which you can't do a thing. It's like a death of a relative, or a cyclone, or a hurricane, or an earthquake. You can't do a thing about it. You've got to just respond to the situation. But that response comes out of those 90 points. Since I'm a product of this philosophy, of 90/10, and secondly, "life on an incline," that's the way I grew up to be valuing what I got. I'm a product of opportunities, rare opportunities in the '50s and the '60s, which girls didn't get, and I was conscious of the fact that what my parents were giving me was something unique. Because all of my best school friends were getting dolled up to get married with a lot of dowry, and here I was with a tennis racket and going to school and doing all kinds of extracurricular activities. I thought I must tell you this. Why I said this, is the background.

This is what comes next. I joined the Indian Police Service as a tough woman, a woman with indefatigable stamina, because I used to run for my tennis titles, etc. But I joined the Indian Police Service, and then it was a new pattern of policing. For me the policing stood for power to correct, power to prevent and power to detect. This is something like a new definition ever given in policing in India -- the power to prevent. Because normally it was always said, power to detect, and that's it, or power to punish. But I decided no, it's a power to prevent, because that's what I learned when I was growing up. How do I prevent the 10 and never make it more than 10? So, this was how it came into my service, and it was different from the men. I didn't want to make it different from the men, but it was different, because this was the way I was different. And I redefined policing concepts in India. I'm going to take you on two journeys, my policing journey and my prison journey. What you see, if you see the title called "PM's car held." This was the first time a prime minister of India was given a parking ticket. (Laughter) That's the first time in India, and I can tell you, that's the last time you're hearing about it. It'll never happen again in India, because now it was once and forever. And the rule was, because I was sensitive, I was compassionate, I was very sensitive to injustice, and I was very pro-justice. That's the reason, as a woman, I joined the Indian Police Service. I had other options, but I didn't choose them.

So, I'm going to move on. This is about tough policing, equal policing. Now I was known as "here's a woman that's not going to listen." So I was sent to all indiscriminate postings, postings which others would say no. I now went to a prison assignment as a police officer. Normally police officers don't want to do prison. They sent me to prison to lock me up, thinking, "Now there will be no cars and no VIPs to be given tickets to. Let's lock her up." Here I got a prison assignment. This was a prison assignment which was one big den of criminals. Obviously, it was. But 10,000 men, of which only 400 were women -- 10,000 -- 9,000 plus about 600 were men. Terrorists, rapists, burglars, gangsters -- some of them I'd sent to jail as a police officer outside. And then how did I deal with them? The first day when I went in, I

didn't know how to look at them. And I said, "Do you pray?" When I looked at the group, I said, "Do you pray?" They saw me as a young, short woman wearing a pathan suit. I said, "Do you pray?" And they didn't say anything. I said, "Do you pray? Do you want to pray?" They said, "Yes." I said, "All right, let's pray." I prayed for them, and things started to change. This is a visual of education inside the prison.

Friends, this has never happened, where everybody in the prison studies. I started this with community support. Government had no budget. It was one of the finest, largest volunteerism in any prison in the world. This was initiated in Delhi prison. You see one sample of a prisoner teaching a class. These are hundreds of classes. Nine to eleven, every prisoner went into the education program -- the same den in which they thought they would put me behind the bar and things would be forgotten. We converted this into an ashram -- from a prison to an ashram through education. I think that's the bigger change. It was the beginning of a change. Teachers were prisoners. Teachers were volunteers. Books came from donated schoolbooks. Stationery was donated. Everything was donated, because there was no budget of education for the prison. Now if I'd not done that, it would have been a hellhole.

That's the second landmark. I want to show you some moments of history in my journey, which probably you would never ever get to see anywhere in the world. One, the numbers you'll never get to see. Secondly, this concept. This was a meditation program inside the prison of over 1,000 prisoners. One thousand prisoners who sat in meditation. This was one of the most courageous steps I took as a prison governor. And this is what transformed. You want to know more about this, go and see this film, "Doing Time, Doing Vipassana." You will hear about it, and you will love it. And write to me on KiranBedi.com, and I'll respond to you. Let me show you the next slide. I took the same concept of mindfulness, because, why did I bring meditation into the Indian prison? Because crime is a product of a distorted mind. It was distortion of mind which needed to be addressed to control. Not by preaching, not by telling, not by reading, but by addressing your mind. I took the same thing to the police, because police, equally, were prisoners of their minds, and they felt as if it was "we" and "they," and that the people don't cooperate. This worked.

This is a feedback box called a petition box. This is a concept which I introduced to listen to complaints, listen to grievances. This was a magic box. This was a sensitive box. This is how a prisoner drew how they felt about the prison. If you see somebody in the blue -- yeah, this guy-- he was a prisoner, and he was a teacher. And you see, everybody's busy. There was no time to waste.

Let me wrap it up. I'm currently into movements, movements of education of the under-served children, which is thousands -- India is all about thousands. Secondly is

about the anti-corruption movement in India. That's a big way we, as a small group of activists, have drafted an ombudsman bill for the government of India. Friends, you will hear a lot about it. That's the movement at the moment I'm driving, and that's the movement and ambition of my life.

Thank you very much. (Applause) Thank you. Thank you very much. Thank you. Thank you. Thank you. Thank you.

Source: https://www.ted.com/talks/kiran_bedi_a_pol...

Glossary

Product:	A result of
Visionary:	having a vision or foresight
Disinheritance:	To exclude from inheritance, to disown
Unique:	unusual, rare quality
Dolled up:	to dress oneself or another in formal clothing as if for a special occasion.
Redefined:	to define again or differently
Compassionate:	having, feeling or showing compassion, empathy
Indiscriminate:	without care or making distinction, thoughtless
Volunteerism:	reliance on volunteers to perform a social or educational function; a tendency to volunteer,
Petition:	A formal, written request made to an official person.

Comprehension:

I. Answer the following questions in a paragraph

1. Explain briefly Bedi's philosophy of life.
2. Why does Kiran Bedi say that she is a product of opportunities?
3. What kind of new policing was introduced in Indian Policing system?
4. How was Kiran Bedi's policing different from men?
5. Write a brief note on Bedi's two journeys? How was it a turning point in her life.
6. What reason does Bedi give for joining I.P.S?
7. Explain in detail Bedi's Prison assignment.
8. How did Kiran Bedi redefine policing concept in India.
9. How was Kiran Bedi successful in breaking the stereotypical mind sets of Indians.
10. What was the most courageous steps taken by Bedi as a prison governor.
11. Write a note on the pioneering work done by Kiran Bedi.

Sachin Tendulkar's farewell speech at Wankhede Stadium

Pre Reading Activity

1. Practicing the gratitude principle is a key factor for success.
2. Dreams shape our future .
3. Upbringing is crucial in the development of our personality.

Discuss the above statements in groups.

Sachin Ramesh Tendulkar (born 24 April 1973) is an Indian former international cricketer who captained the Indian national team. He is regarded as one of the greatest batsmen in the history of cricket. He was a right-handed top-order batsman in the Indian Cricket Team. He is known for his batting skills, technique, vision and game reading. He is all time most run- scorer in both ODI and Test Format with more than 18000 runs and 15000 runs respectively in total. Tendulkar took up cricket at the age of eleven, made his Test match debut on 15 November 1989 against Pakistan in Karachi at the age of sixteen, and went on to represent Mumbai domestically and India internationally for close to twenty-four years. In 2002, halfway through his career, *Wisden* ranked him the second-greatest Test batsman of all time, behind Don Bradman, and the second-greatest ODI batsman of all time, behind Viv Richards. Later in his career, Tendulkar was part of the Indian team that won the 2011 Cricket World Cup, his first win in six World Cup appearances for India. Tendulkar received the Arjuna Award in 1994 for his outstanding sporting achievements, the Khel Ratna Award, India's highest sporting honour, in 1997, and the Padma Shri and Padma Vibhushan awards in 1999 and 2008, respectively. A few hours after the end of his last match in November 2013 Tendulkar received the Bharat Ratna, India's highest civilian award. He is sometimes referred to as "*The God of Cricket*" in India. He retired from all forms of cricket in November 2013 after playing his 200th Test match. Tendulkar played 664 international cricket matches in total, scoring 34,357 runs.



All my friends. Settle down let me talk, I will get more and more emotional (the crowd gets louder as he composes himself). My life, between 22 yards for 24 years, it is hard to believe that that wonderful journey has come to an end, but I would like to take this opportunity to thank people who have played an important role in my life. Also, for the first time in my life, I am carrying this list, to remember all the names in

case I forget someone. I hope you understand. It's getting a little bit difficult to talk but I will manage.

The most important person in my life, and I have missed him a lot since 1999 when he passed away, my father. Without his guidance, I don't think I would have been standing here in front of you. He gave me freedom at the age of 11, and told me that [I should] chase my dreams, but make sure you do not find shortcuts. The path might be difficult but don't give up, and I have simply followed his instructions. Above all, he told me to be a nice human being, which I will continue to do and try my best. Every time I have done something special [and] showed my bat, it was [for] my father.

My mother, I don't know how she dealt with such a naughty child like me. I was not easy to manage. She must be extremely patient. For a mother, the most important thing is that her child remains safe and healthy and fit. That was what she was most bothered and worried about. She took care of me for the last 24 years that I have played for India, but even before that she started praying for me the day I started playing cricket. She just prayed and prayed and I think her prayers and blessings have given me the strength to go out and perform, so a big thank you to my mother for all the sacrifices.

In my school days, for four years, I stayed with my uncle and aunt because my school was quite far from my home, and they treated me like their son. My aunt, after having had a hard day's play, I would be half asleep and she would be feeding me food so I could go again and play tomorrow. I can't forget these moments. I am like their son and I am glad it has continued to be the same way.

My eldest brother, Nitin, and his family, have always encouraged me. My eldest brother doesn't like to talk much, but the one thing he always told me is that whatever you do, I know you will always give it 100%, and that I have full faith and confidence in you. His encouragement meant a lot to me. My sister, Savita, and her family, was no different. The first cricket bat of my life was presented to me by my sister. It was a Kashmir willow bat. But that is where the journey began. She is one of those many who still continue to fast when I bat, so thank you very much.

Ajit, my brother, now what do I talk about him? I don't know. We have lived this dream together. He was the one who sacrificed his career for my cricket. He spotted the spark in me. And it all started from the age of 11 when he took me to Archrekar sir, my coach, and from there on my life changed. You will find this hard to believe but even last night he called to discuss my dismissal, knowing that there was a remote chance of batting again, but just the habit we have developed, the rapport we have

developed, since my birth, has continued and it will continue. May be when I'm not playing cricket, we will still be discussing technique.

Various things we agreed upon, my technique, and so many technical things which I didn't agree with him, we have had arguments and disagreements, but when I look back at all these things in my life, I would have been a lesser cricketer.

The most beautiful thing happened to me in 1990 when I met my wife, Anjali. Those were special years and it has continued and will always continue that way. I know Anjali, being a doctor; there was a wonderful career in front of her. When we decided to have a family, Anjali took the initiative to step back and say that 'you continue with your cricket and I will take the responsibility of the family'.

Without that, I don't think I would have been able to play cricket freely and without stress. Thanks for bearing with all my fuss and all my frustrations, and all sorts of rubbish that I have spoken. Thanks for bearing with me and always staying by my side through all the ups and downs. You are the best Partnership I've had in my life.

Then, the two precious diamonds of my life, Sara and Arjun. They have already grown up. My daughter is 16, my son is 14. Time has flown by. I wanted to spend so much time with them on special occasions like their birthdays, their annual days, their sports day, going on holidays, whatever. I have missed out on all those things. Thanks for your understanding. Both of you have been so, so special to me you cannot imagine. I promise you [that] for 14 and 16 years I have not spent enough time with both of you, but the next 16 years or even beyond that, everything is for you.

My in-laws, Anand Mehta and Annabel, both have been so, so supportive [and] loving and caring. I have discussed on various things in life, generally with them, and have taken their advice. You know, it's so important to have a strong family who is always with you and who are guiding you. Before you start clapping, the most important thing they did was allowing me to marry Anjali, so thank you very much.

In the last 24 years that I have played for India I have made new friends, and before that I have had friends from my childhood. They have all had a terrific contribution. As and when I have called them to come and bowl to me at the nets, they have left their work aside to come and help me. Be it joining me on holidays and having discussions with me on cricket, or how I was a little stressed and wanting to find a solution so I can perform better.

All those moments my friends were with me. Even for when I was injured, I would wake up in the morning because I couldn't sleep and thought that my career was over

because of injuries, that is when my friends have woken up at 3 o'clock in the morning to drive with me and make me believe that my career was not over. Life would be incomplete without all those friends. Thanks for being there for me.

My cricket career started when I was 11. The turning point of my career was when my brother (Ajit) took me to Achrekar sir. I was extremely delighted to see him up in the stands. Normally he sits in front of the television and he watches all the games that I play. When I was 11/12, those were the days when I used to hop back on his scooter and play a couple of practice matches a day. The first half the innings I would be batting at Shivaji Park, the second half, at some other match in Azad Maidan. He would take me all over Mumbai to make sure I got match practice.

On a lighter note, in the last 29 years, sir has never ever said 'well played' to me because he thought I would get complacent and I would stop working hard. Maybe he can push his luck and wish me now, well done on my career, because there are no more matches, sir, in my life. I will be witnessing cricket, and cricket will always stay in my heart, but you have had an immense contribution in my life, so thank you very much.

My cricket for Mumbai started right here on this ground, the Mumbai Cricket Association (MCA), which is so dear to me. I remember landing from New Zealand at four o'clock in the morning, and turning up for a game here at eight o'clock just because I wanted to be a part of Mumbai cricket, and not that somebody forced me. That was for the love of Mumbai cricket, and thank you very much. The president is here so thank you very much, along with your team, for taking care of me and looking after my cricket.

The dream was obviously to play for India, and that is where my association with BCCI started. BCCI was fantastic, right from my debut they believed in my ability and selecting me into the squad at the age of 16 was a big step, so thanks to all the selectors for having faith in me and the BCCI for giving me the freedom to express myself out in the middle. Things would have been different if you had not been behind me, and I really appreciate your support. Especially when I was injured, you were right with me and making sure that all the treatments were taken care of, and that I got fit and fine and playing [right] back for India.

The journey has been special, the last 24 years, I have played with many senior cricketers, and even before that there were many senior cricketers with whom I watched on television. They inspired me to play cricket, and to play in the right way. Thanks to all those senior cricketers, and unfortunately, I have not been able to play with them, but I have high regards for all their achievements and all their contributions.

We see it on the mega-screen, Rahul, Laxman, Sourav, and Anil, who is not here, and my team-mates right here in front me. You are like my family away from home. I have had some wonderful times with you. It is going to be difficult to not be part of the dressing room, sharing those special moments. All the coaches for their guidance, it has been special for me. I know when MS Dhoni presented me the 200th Test match cap on Day One morning. I had a brief message for the team. I would like to repeat that. I just feel that all of us are so, so fortunate and proud to be part of the Indian cricket team and serving the nation.

Knowing all of you guys, I know you will continue to serve the nation in the right spirit and right values. I believe we have been the lucky ones to be chosen by the Almighty to serve this sport. Each generation gets this opportunity to take care of this sport and serve it to the best of our ability. I have full faith in you to continue to serve the nation in the right spirit and to the best of your ability, to bring all the laurels to the country. All the very best.

I would be failing in my duties if I did not thank all the doctors, the physios, the trainers, who have put this difficult body together to go back on the field and be able to play. The amount of injuries that I have had in my career, I don't know how you have managed to keep me fit, but without your special efforts, it would never have happened. The doctors have met me at weird hours. I mean I have called them from Mumbai to Chennai, Mumbai to Delhi, I mean wherever. They have just taken the next flight and left their work and families to be with me, which has allowed me to play. So a big thank you to all three of you for keeping me in good shape.

My dear friend, late Mark Mascarenhas, my first manager. We unfortunately lost him in a car accident in 2001, but he was such a well-wisher of cricket, my cricket, and especially Indian cricket. He was so passionate. He understood what it takes to represent a nation and gave me all the space to go out and express myself, and never pressurised me to do this ad or promotion or whatever the sponsors demanded. He took care of that and today I miss him, so thank you Mark for all your contribution.

My current management team, WSG, for repeating what Mark has done, because when I signed the contract, I exactly told them what I want from them, and what it requires to represent me. They have done that and respected that.

Someone who has worked closely with me for 14 years is my manager, Vinod Nayudu. He is more like my family and all the sacrifices, spending time away from his family for my work, has been special, so big thank you to his family as well for giving up so much time for my work with Vinod.

In my school days, when I performed well, the media backed me a lot. They continue to do that till this morning. Thank you so much to the media for supporting and appreciating my performances. It surely had a positive effect on me. Thank you so much to all the photographers as well for those wonderfully captured moments that will stay with me for the rest of my life, so a big thank you to all the photographers.

I know my speech is getting a bit too long (crowd roars with 'noooo'), but this is the last thing I want to say. I want to thank all the people here who have flown in from various parts of the world, and have supported me endlessly, whether I scored a 0 or a 100-plus. Your support was so dear to me and meant a lot to me. Whatever you have done for me.

I know I have met so many guys who have fasted for me, prayed for me, done so much for me. Without that life wouldn't have been like this for me. I want to thank you from the bottom of my heart, and also say that time has flown by rather quickly, but the memories you have left with me will always be with me forever and ever, especially "Sachin, Sachin" which will reverberate in my ears till I stop breathing. Thank you very much. If I have missed out on saying something, I hope you understand. Goodbye.

GLOSSARY

Terrific:	huge, tremendous
Complacent:	self-satisfaction
Debut:	first performance
Laurels:	award, praise
Reverberate:	echo, resound

I. Answer the following in about a paragraph each:

1. What did Sachin learn from his parents?
2. Bring out the relationship between Sachin and his brother Ajit.
3. How does Sachin value family bonds with his wife and children?
4. How Sachin's friends helped him overcome his stress?
5. Bring out Sachin's association with BCCI.
6. What does Sachin tell his fellow teammates in his farewell speech?
7. How did Sachin's managers help him with his contracts?

Pre Reading activity

- What is public speaking? Have you taken part in any public speaking event? Have a discussion on the importance of public speaking in a student's life.
- What is the difference between Oration and Expository Speech have a discussion in the class.
- Apart from Gandhiji and Martin Luther King Jr; are you aware of any influential leaders who choose non-violent ways of protest.
- What was the cause of African-Americans' discontent? Discuss the issues faced by black Americans.
- What kind of society did Martin Luther King, Jr. envision in his "I Have a Dream" speech? Have a discussion in the class.
- Why did Martin Luther King Jr.'s "I Have a Dream" speech become so famous?

Find out and make a presentation in the class.

Martin Luther King Jr.

Martin Luther King, Jr., (January 15, 1929-April 4, 1968) was born Michael Luther King, Jr., but later had his name changed to Martin. His grandfather began the family's long tenure as pastors of the Ebenezer Baptist Church in Atlanta, serving from 1914 to 1931; his father has served from then until the present, and from 1960 until his death Martin Luther acted as co-pastor. Martin Luther attended segregated public schools in Georgia, graduating from high school at the age of fifteen; he received the B. A. degree in 1948 from Morehouse College, a distinguished Negro institution of Atlanta from which both his father and grandfather had graduated.



After three years of theological study at Crozer Theological Seminary in Pennsylvania where he was elected president of a predominantly white senior class, he was awarded the B.D. in 1951. With a fellowship won at Crozer, he enrolled in graduate studies at Boston University, completing his residence for the doctorate in 1953 and receiving the degree in 1955. In Boston he met and married Coretta Scott, a young woman of uncommon intellectual and artistic attainments. Two sons and two daughters were born into the family.

In 1954, Martin Luther King became pastor of the Dexter Avenue Baptist Church in Montgomery, Alabama. Always a strong worker for civil rights for members of his

race, King was, by this time, a member of the executive committee of the National Association for the Advancement of Colored People, the leading organization of its kind in the nation. He was ready, then, early in December, 1955, to accept the leadership of the first great Negro nonviolent demonstration of contemporary times in the United States, the bus boycott described by Gunnar Jahn in his presentation speech in honor of the laureate. The boycott lasted 382 days. On December 21, 1956, after the Supreme Court of the United States had declared unconstitutional the laws requiring segregation on buses, Negroes and whites rode the buses as equals. During these days of boycott, King was arrested, his home was bombed, he was subjected to personal abuse, but at the same time he emerged as a Negro leader of the first rank.

A group established to offer fresh leadership for the now-emerging civil rights movement, the Southern Christian Leadership Conference, elected him president in 1957. He borrowed Gandhi's operating methods and Christianity's guiding principles for this organisation. King appeared everywhere there was injustice, protest, and action over the eleven-year period between 1957 and 1968, travelling more than six million miles and giving over 250 speeches. In the meantime, he produced five books and a plethora of articles. He provided what he called a coalition of conscience during these years, leading a major protest in Birmingham, Alabama, that attracted the attention of the entire world. and providing inspiration for his "Letter from a Birmingham Jail," a Negro revolution manifesto; he organised the drives in drives in Alabama for the registration of Negroes as voters; he directed the peaceful march on Washington, D.C., of 250,000 people to whom he delivered his address, "I Have a Dream", he conferred with President John F. Kennedy and campaigned for President Lyndon B. Johnson; he was arrested upwards of twenty times and assaulted at least four times; he was awarded five honorary degrees; was named Man of the Year by *Time* magazine in 1963; and became not only the symbolic leader of American blacks but also a world figure.

At the age of thirty-five, Martin Luther King, Jr., was the youngest man to have received the Nobel Peace Prize. When notified of his selection, he announced that he would turn over the prize money of \$54,123 to the furtherance of the civil rights movement.

On the evening of April 4, 1968, while standing on the balcony of his motel room in Memphis, Tennessee, where he was to lead a protest march in sympathy with striking garbage workers of that city, he was assassinated.

Martin Luther King, Jr., begins "I Have a Dream" with a discussion of American history. He points out the significance of the place and time of the protest: the Lincoln Memorial, one century after Lincoln delivered the Emancipation

Proclamation. King notes the enormous progress set into motion by Lincoln's proclamation, but states that one hundred years later, black Americans are still not free of segregation, discrimination, and poverty. The country's founding documents promise all Americans the right to "life, liberty, and the pursuit of happiness," but for black Americans this promise has proven to be a "bad check." By King's account, civil rights activists refuse to believe that equality and justice are limited resources, and so have come to cash that check regardless.

Martin Luther King Jr.'s 'I Have a Dream' speech

Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity.

But 100 years later, the Negro still is not free. One hundred years later, the life of the Negro is still sadly crippled by the manacles of segregation and the chains of discrimination. One hundred years later, the Negro lives on a lonely island of poverty in the midst of a vast ocean of material prosperity. One hundred years later the Negro is still languished in the corners of American society and finds himself in exile in his own land. And so, we've come here today to dramatize a shameful condition. In a sense we've come to our nation's capital to cash a check.

When the architects of our republic wrote the magnificent words of the Constitution and the Declaration of Independence, they were signing a promissory note to which every American was to fall heir. This note was a promise that all men — yes, Black men as well as white men— would be guaranteed the unalienable rights of life, liberty and the pursuit of happiness.

It is obvious today that America has defaulted on this promissory note insofar as her citizens of color are concerned. Instead of honoring this sacred obligation, America has given the Negro people a bad check, a check which has come back marked insufficient funds.

But we refuse to believe that the bank of justice is bankrupt.

We refuse to believe that there are insufficient funds in the great vaults of opportunity of this nation. And so we've come to cash this check, a check that will give us upon demand the riches of freedom and the security of justice.

We have also come to his hallowed spot to remind America of the fierce urgency of now. This is no time to engage in the luxury of cooling off or to take the tranquilizing drug of gradualism.

Now is the time to make real the promises of democracy. Now is the time to rise from the dark and desolate valley of segregation to the sunlit path of racial justice. Now is the time to lift our nation from the quick sands of racial injustice to the solid rock of brotherhood. Now is the time to make justice a reality for all of God's children.

It would be fatal for the nation to overlook the urgency of the moment. This sweltering summer of the Negro's legitimate discontent will not pass until there is an invigorating autumn of freedom and equality. 1963 is not an end, but a beginning. Those who hope that the Negro needed to blow off steam and will now be content will have a rude awakening if the nation returns to business as usual.

There will be neither rest nor tranquility in America until the Negro is granted his citizenship rights. The whirlwinds of revolt will continue to shake the foundations of our nation until the bright day of justice emerges.

But there is something that I must say to my people who stand on the warm threshold which leads into the palace of justice. In the process of gaining our rightful place, we must not be guilty of wrongful deeds. Let us not seek to satisfy our thirst for freedom by drinking from the cup of bitterness and hatred.

We must forever conduct our struggle on the high plane of dignity and discipline. We must not allow our creative protest to degenerate into physical violence. Again and again, we must rise to the majestic heights of meeting physical force with soul force. The marvellous new militancy which has engulfed the Negro community must not lead us to a distrust of all white people, for many of our white brothers, as evidenced by their presence here today, have come to realize that their destiny is tied up with our destiny.

And they have come to realize that their freedom is inextricably bound to our freedom. We cannot walk alone. And as we walk, we must make the pledge that we shall always march ahead. We cannot turn back.

There are those who are asking the devotees of civil rights, when will you be satisfied? We can never be satisfied as long as the Negro is the victim of the unspeakable horrors of police brutality. We can never be satisfied as long as our bodies, heavy with the fatigue of travel, cannot gain lodging in the motels of the highways and the hotels of the cities.

We cannot be satisfied as long as the Negro's basic mobility is from a smaller ghetto to a larger one. We can never be satisfied as long as our children are stripped of their selfhood and robbed of their dignity by signs stating: for whites only.

We cannot be satisfied as long as a Negro in Mississippi cannot vote and a Negro in New York believes he has nothing for which to vote.

No, no, we are not satisfied, and we will not be satisfied until justice rolls down like waters, and righteousness like a mighty stream.

I am not unmindful that some of you have come here out of great trials and tribulations. Some of you have come fresh from narrow jail cells. Some of you have come from areas where your quest for freedom left you battered by the storms of persecution and staggered by the winds of police brutality. You have been the veterans of creative suffering. Continue to work with the faith that unearned suffering is redemptive. Go back to Mississippi, go back to Alabama, go back to South Carolina, go back to Georgia, go back to Louisiana, go back to the slums and ghettos of our Northern cities, knowing that somehow this situation can and will be changed.

Let us not wallow in the valley of despair, I say to you today, my friends.

So even though we face the difficulties of today and tomorrow, I still have a dream. It is a dream deeply rooted in the American dream. I have a dream that one day this nation will rise up and live out the true meaning of its creed: We hold these truths to be self-evident, that all men are created equal

I have a dream that one day on the red hills of Georgia, the sons of former slaves and the sons of former slave owners will be able to sit down together at the table of brotherhood.

I have a dream that one day even the state of Mississippi, a state sweltering with the heat of injustice, sweltering with the heat of oppression will be transformed into an oasis of freedom and justice.

I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character. I have a dream today.

I have a dream that one day down in Alabama with its vicious racists, with its governor having his lips dripping with the words of interposition and nullification,

one day right down in Alabama little Black boys and Black girls will be able to join hands with little white boys and white girls as sisters and brothers. I have a dream today.

I have a dream that one day every valley shall be exalted, every hill and mountain shall be made low, the rough places will be made plain, and the crooked places will be made straight, and the glory of the Lord shall be revealed, and all flesh shall see it together.

This is our hope. This is the faith that I go back to the South with. With this faith, we will be able to hew out of the mountain of despair a stone of hope. With this faith we will be able to transform the jangling discords of our nation into a beautiful symphony of brotherhood. With this faith we will be able to work together, to pray together, to struggle together, to go to jail together, to stand up for freedom together, knowing that we will be free one day.

This will be the day when all of God's children will be able to sing with new meaning: My country, 'tis of thee, sweet land of liberty, of thee I sing. Land where my fathers died, land of the pilgrims' pride, from every mountainside, let freedom ring.

And if America is to be a great nation, this must become true. And so let freedom ring from the prodigious hilltops of New Hampshire. Let freedom ring from the mighty mountains of New York. Let freedom ring from the heightening Alleghenies of Pennsylvania. Let freedom ring from the snowcapped Rockies of Colorado. Let freedom ring from the curvaceous slopes of California. But not only that, let freedom ring from Stone Mountain of Georgia. Let freedom ring from Lookout Mountain of Tennessee. Let freedom ring from every hill and molehill of Mississippi. From every mountainside, let freedom ring.

And when this happens, and when we allow freedom ring, when we let it ring from every village and every hamlet, from every state and every city, we will be able to speed up that day when all of God's children, Black men and white men, Jews and Gentiles, Protestants and Catholics, will be able to join hands and sing in the words of the old Negro spiritual: Free at last. Free at last. Thank God almighty, we are free at last.

Glossary:

Emancipation: the fact or process of being set free from legal, social, or political restrictions; liberation

Proclamation: public or official announcement dealing with a matter of great importance

Decree: official order that has the force of law

Withering: intended to make someone feel humiliated; scornful

Crippled: severely damaged or malfunctioning

Manacle: one of two metal bands joined by a chain, for fastening a person's hands or ankles, confine

Segregation: the action or state of setting someone or something apart from others

promissory note: a signed document containing a written promise to pay a stated sum to a specified person or the bearer at a specified date or on demand.

Tranquilizing: (of a drug) having a calming or sedative effect.

Gradualism: policy of gradual reform rather than sudden change or revolution.

Desolate: uninhabited and giving an impression of bleak emptiness.

Degenerate: having lost the physical, mental, or moral qualities considered normal and desirable; showing evidence of decline.

Ghetto: a poor urban area occupied primarily by a minority group or groups.

Inextricably: in a way that is impossible to disentangle or separate.

Stagger: walk or move unsteadily, as if about to fall.

Comprehension:

I. Answer the following questions in about a paragraph each:

1. Explain Martin Luther King's dream briefly?
2. What was the occasion of his speech, 'I have a dream'?
3. What is an American Dream?
4. What discrimination between the White and the Black does Martin Luther King find?
5. What do you mean by American Civil Rights Movement?
6. What does Martin Luther mean by non-violent movement?
7. Why does Luther say, "We cannot walk alone" in his speech, 'I have a Dream'?
8. Why does the speaker want to make the promises of democracy real?
9. Why was Emancipation Proclamation expected to be significant to the Negro? Had the condition changed 100 years later?
10. In what sense is Luther's speech, "I Have a Dream" a call for freedom and equality for the Black people in America?
11. What, according to Luther, are the ways of achieving freedom and equality for the blacks?
12. Why does Luther emphasise on peaceful and non-violent movement for freedom and equality for the blacks?
13. Luther's speech, 'I have a Dream' is a fine piece of oratory appealing to human heart. Explain.
14. What is Luther's dream in his speech "I have a Dream" and how is it connected with the 'American Dream'? Discuss.
15. What is the main message of the speech "I Have a Dream"?

Tyagraj Paramasiva Iyer Kailasam (1884–1946), was a playwright and prominent writer of Kannada literature. His contribution to Kannada theatrical comedy earned him the title *Prahasana Prapitamaha*, "the father of humorous plays" and later he was also called "*Kannadakke Obbane Kailasam*" meaning "One and Only Kailasam for Kannada".



Kailasam was born in a Tamil brahmin family in southern Karnataka. Kailasam had a good education and was supported by the Maharaja of Mysore to study geology in Royal College of Science London. Soon after his return, he joined the government geology service. He became disillusioned with a government job and quit to write plays and live a bohemian life.

Kailasam's life was dedicated to local theatre and his contributions revolutionised it. His humour left an impression on Kannadigas. He opposed the company theatre's obsession with mythology and stories of royalty and shied away from loading his plays with music. Instead, he introduced simple, realistic sets. Kailasam was initially criticised for modern use of the Kannada language in his plays, but his work became very popular and is considered among the best in Kannada theatre, known for wit and satirical commentary on society. Kailasam chaired the Kannada Sahitya Sammelana held at Madras in 1945.

Some of the major plays of Kailasam are:

Tollu Gatti or Makkaliskool Manelalwe?

Poli Kittu, The Story of a born scout

Bahishkara

HomeRoolu

Vaidyana Vyadhi

Ammavra Ganda

Seekarne Saavitri

Fulfilment

Purpose

The Brahmin's Curse

About the Play: The Purpose:

The play 'Purpose' by T P Kailasam is a story is based on Adiparva from the Mahabharata, moving around Ekalavya and Arjuna and their purpose behind learning archery. The play dramatizes the events that occurred in the Mahabharata involving Drona, Arjuna, and Ekalavya. Kailasam has dealt with the caste conflict of the society of his time, unfolding the youthful idealism of Ekalavya as he highlights the character in such a way that we can deeply feel the pain of Eklavya. Hence, the marginal character of Mahabharata is furnished in a very convincing way by Kailasam that Ekalavya actually suits as a hero/the central character of the play.

Period:

The Aadi Parva of THE MAHAABHAARATA

ACT I

Place: THE ROYAL ATHLETIC GROUNDS: HASTINA

DISCOVERED: In the Background: *Stalwart Youths at Mace and Sword exercise in*
The Mid-Ground: *Arjuna practising with bow, his target swung by a tree-branch*
In The Fore-Ground: *Dronacharya with Nakula and Sahadeva; the former with a riding whip and the latter with a bow taller than his own self.*

Sahadeva:(*With a wry face*) Gurujee! I cannot use this bow! It is too big for me! I c a n n o t even lift it!

Drona:(*Feigning astonishment*) Bow too big for you? But my little man, you seem to forget you are a Kshatriya! Why, no bow in the world is really too big for a Kshatriya -- not only to lift, but to bend, string, and shoot with!

Sahadeva:(*With a more pinched face*) I AM remembering I am a Kshatriya, Gurujee! But (*Straining at the bow*) this is too big and I canNOT lift it!

Drona:Oh! You mean YOU are not big enough to lift it? Sahadeva: (*Puzzled*) It is the same thing, I suppose?

Drona:"Same thing"? By no means! For, if it is the bow that is too big for you, no one can make that BOW smaller; but if it is YOU that is not big enough and strong

enough to lift and use that bow... you can make yourself big enough and strong enough... can you not?

Sahadeva:(*Stragglingly*) I s u p p o s e I can.

Drona: "Suppose"? Why, of course you can: Look at your big brother yonder! Last week he made out that his GADA was too big for him. But now it turns out it was HE that was not strong enough then to lift it! For look, he is wielding the SAME gada as it were a flower! And you know where Bheemasena has been these past eleven days?

Sahadeva:I know! The Vyayaamasaala!

Drona: Yes. And and that is where you will spend your next eleven days. (*Looks at Nakula for a moment and looks away*) YOU will do the same too, Nakula!

Nakula:(*Startled*) I, Gurujee! Why?

Drona:(*Still looking away*) You thought perhaps that I was not watching you this morning whilst you were riding at day- break! But I was!...The MANE of a horse, Nakula!... (*Nakula bites the tip of his tongue guiltily*) is not meant for the rider to hold on to... unless he be a... (*meeting Nakula's eyes*) FRIGHTENED HORSEMAN!

Nakula:(*Scandalised*) "FRIGHTENED"! I was NOT frightened,Gurujee! It was not fright that made me...do...what...I...did.

Drona:What was it then made you...do...what...you...did?

Nakula:I held on to the mane because...I did not want to slip off that very very big horse!...the horse was really much too big for me, Gurujee!

Drona:(*Feigning disgust and anger*) "Horse much too big"! And you are a Kshatriya! And to think I have just told your little brother that...I mean...

Nakula:(*Interrupting*) I KNOW what you mean...Gurujee...! Drona: And what do I mean?

Nakula:You mean, Gurujee. I must never forget I am a Kshatriya! And that no bow in the world...I mean, no HORSE in the world is really too big for a Kshatriya to lift...I mean, to RIDE without holding the mane; that it was not the horse that was too big...as no one can make that horse smaller...but it was I that was not big enough and strong enough...so a MANDALA for me too in the Vyaayaamasaala...and when I come back...

Drona:(*Suppressing a smile*) Yes...It is chathurthee today; and even as you can watch the MOON wax bigger and brighter every night—so must you watch your limbs and frame grow bigger and stronger everyday... and on, poornima day—when your Royal Grandsire comes to visit us—you, Nakula, will be riding his big big, very very big, but—“never never much TOO big” war-horse DEERGHAKESHA, (*adding significantly*)—without holding the mane! And you, (*to Sahadeva*)—my little hero, will not only be lifting this bow, but bending it, stringing it and shooting with it!

Sahadeva:(*Clapping his hands*) Will I, Gurujee!?

Drona: Of course you will. Now, my little men, run away and start your saadhanaas this very now!

(*The two start to leave by the exit on the right*)

Nakula:(*Out of ear-shot of Drona, looking over his shoulder at Drona...speaks in sulky notes*) "FRIGHTENED" am I? Why, poornima day will show what I really AM! Whilst riding Thaathaajee's Horse I shall make Gurujee gaze aghast!

Sahadeva: Why, are you going to ride—(*dropping his voice*)—without holding the mane?

Nakula:(*Indignantly*) "The Mane"! Why you silly! I am going to ride without holding the REINS! "Frightened", ...AM I?

ENTERS BHEESHMA ON THE LEFT

Bheeshma: (*With palms together and interlaced fingers*) Prostrations Aachaarya!

Drona:(*Slightly inclining his head*) God's Blessings on you, Gaangeya! Out at this hour? Why, what brings you away from the Sabhaa so early?

Bheeshma: What was there ever in the Sabhaa to keep me in at all! (*Casting a look at the fore and mid grounds*) How are your pupils? Learning?

Drona:M' yes; S'steadily...but...S'slowly...

Bheeshma: (*In a sudden fit of impatience*) "Slowly"? But it must not be "slowly"! Forgive me, Aachaarya but the sooner they are fitted for the purpose which is no more than a haze to me, the sooner shall we both earn the rest that I at least crave for! I am tired, Aachaarya, tired of body, mind and soul! I want rest! A long and final rest!

Drona: *(With knit brows)* The p u r p o s e of all this training, no more but a "haze"?

Bheeshma: Aye, a "haze"...what else? To realise the purpose is to realise HIM... *(Raises his eyes aloft)* for He knows the PURPOSE of it all, not we! We know but the USE of all this training. As for the FINAL PURPOSE of it all...we can only guess!

Drona: "Use"? "Purpose"? "Guess"? I do not understand!

Bheeshma: You do not? *(Sweeping the mid and fore grounds with his arm)* Then look, I beseech you! Only a few more years under you, Aachaarya, and those soft little shoulders of SUYODHANA and BHEEMASENA will in time turn to mighty masses of muscle ever itching to crush the skulls of thousands! Only a few more years under you, Aachaarya, and those creeper-soft arms of Arjuna, will turn to bands of steel ever thirsting to send out fiery shafts to slake their thirst in the blood of thousands! Thus under your care and training, each one of these tender striplings will in time turn to potent powers of DESTRUCTION! THIS and only this, is the USE of all this training! As for the Purpose, the final PURPOSE of it all, we may only guess! And in guessing, fear to guess aright!

Drona: "Fear"!, to guess aright? And what does your guess foretell?

Bheeshma: Aachaarya, it foretells EXTINCTION! The total extinction of the whole House of Kuru at its OWN hands! You are amazed, Aachaarya! Then list, I beg of you: "GNATISCHET-ANALENA KIM?" is a saying which truthfully foretells the fate of every house on earth! And of my House too! with these poor children cursed with the cradle- doom of cousinly hate...with their forebears and fathers taking sides in this fatal feud, with the sabhaa itself serving but to sever and not secure their bond of blood, to inflame and not to insume the embers of their jealousy!, and over all these, with this training of yours fitting them but to give free vent to their feelings of hate,...What else may my guess foretell, Aachaarya, but the total extirpation of the whole Clan of the Kurus...at the hands of its own scions! Brooding night and day over this dreaded end, my one prayer now is to realise how far, I, whose ONE task in a long life has been the protection of my House—whose one plea for a dragged out life has been the perpetuation of my House, have none the less been a conscious helper in this holocaust that hangs over my house! *(Hangs his head down and buries his agonized face in his hands)*

Drona:*(Consolingly)* But, Gaangeya, this is all but a guess! And this disaster...this danger that you speak of is by no means a certainty?

Bheeshma:*(Bitterly)* No, Aachaarya, it is by no means a certainty! And yet, it is the very uncertainty of it leaves one standing helpless, inert. In the noontide of certitude one can calmly face the direst peril, for danger has least terrors when it is seen, known, understood: what dread one feels, dies out when at death grips with danger—burns out in the fire of fight! In the darkness of nescience even with the danger unseen and unknown, one can still sally forth bravely in blind faith and desperate Hope! But what chills one's blood—numbs one's limbs and deadens one's WILL to fight—is the helpless hopeless groping in the gloaming of uncertainty in which the danger neither reveals its true form, nor shuts itself fully out of sight, nor does it yet refuse to assume whatever shapes our fear gives it! This, Aachaarya, is the "haze" I spoke of...The haze of uncertainty in which is shrouded the PURPOSE of all this training, the USE of which alone, we know! *(In a tone of summing up)* We are play-acting in scenes, Aachaarya, whose every line we KNOW without knowing the PURPORT of THE PLAY! We are walking on paths, Aachaarya, every step of which we KNOW without knowing the purpose of the journey!

Drona:And yet, Gaangeya, it is not for ME to remind YOU that before all *(raising his eyes aloft)*—HE knows the Purpose of it all, not we! We may, at very best, but labour...no more...and leave the rest to HIM!

Bheeshma: *(In impassioned tones)* I was not forgetting it, Aachaarya! But feeling as I do, that the fulfilment or frustration of MY object in my life's labour...the sweetness or bitterness of the fruit of My labour...runs hand in hand with HIS PURPOSE IN MY LABOUR...it is hard Aachaarya, to stifle my qualms for the one and my fears of the other...and give my heart and mind to my labour alone! As for labour by itself! I am no stranger to work...hard work! You do not know my life, Aachaarya!, you are young yet! But you mayhap know OF it: It has been nothing but work, work, work, all my life! Work of no PROFIT to my own self, work of no JOY to my own self—and even the frail delusion that my work has at least been of use to my House—even that is broken!

The arduousness of my task hath never yet deterred my hand from my work: The joylessness of it hath never yet abated my ardour in my work; And now even the helplessness of all my efforts ever averting the carnage of cousins that awaits the Kuru Clan, cannot by itself hold me back from my work! But to have inordinately dragged out a hapless life with the avowed purpose of placing my house on a permanent plinth, only to realise at this stage, that every single brick

I lay to strengthen the plinth serves but to DISLODGE several others already laid—and to have yet to continue a task which can end only in razing my House to the ground—is hard, Aachaarya, hard! to feel that one's labour is in itself the very cause that embitters the fruit of one's labour and still to have to continue to labour—is hard, Aachaarya, hard! And yet I somehow feel, that hard as it all is...I must blind my mind to the end of it all and... work... work... work to the very last! You did well in reminding me what I had NOT forgotten: that before all...he knows the purpose of it all! Not we! And now, I will do well to remember what I had forgotten; that after all... BITTER OR SWEET, THE FRUIT OF ALL MY LABOUR IS HIS; not mine! and what has been—what to the very last will be—really mine is but the labour... no more! I am now clear, Aachaarya, that it was the pre-assumed ownership of the fruit of my labour—my fancied right to the harvest of my toils, that harboured in me these feelings of joy & sorrow, hope & fear, pride and despair—feelings that have now perished of themselves...since I have discovered that, it is his and his alone to reap and mine but to till and sow! no more! But whatever be the end of it all, Aachaarya, let it be soon! Do expedite your part of the task! I am tired and want a long and final rest! Now you know, why I was irritated at the tardy progress of your pupils! *(His eyes wander and suddenly alight on Arjuna; In a tone of annoyance)* Look at Little Arjuna! With his trunk still and stiff as wood he will never shoot without tiring soon! He *(Checks himself and smiling apologetically to Drona)* Forgive me, Aachaarya, for decrying the efforts of him whom my grandchild SUYODHANA speaks of as your FAVOURITE PUPIL!

Drona:*(Smiling but obviously disturbed)* "My Favourite pupil"? But I have no favourite pupil! I have never given the others the least cause to... but... Gaangeya... you understand!

Bheeshma: I understand, Aachaarya, but I did mention it to point out to you the difficulties in YOUR task! *(Laughs and Drona joins)*

Drona: Quite so Gaangeya. you did right!

Bheeshma: I am wondering, Aachaarya, what upset me this morning! I seemed to have quite lost my temper this morning!

Drona: *(Smiling and feigning astonishment)* "Lost your temper"? I did never know that you ever did possess a temper to lose at all!

Bheeshma: Nor did I, Aachaarya! Yet I seemed to have suddenly grown one and lost it quite as suddenly too! *(Both laugh boisterously)* I suspect it was The Sabhaa that disturbed my mind this morn!

Drona: What happened in the Sabhaa this morning?

Bheeshma: What is it does happen EVERY morning? Talk, talk; nothing but talk; ceaseless senseless, talk and all out of ONE mouth all the time! Aachaarya, when a sightless man ever intent on making up for his failing by ceaseless talk insists on his hearers being dumb just when they want to be deaf, it provides an excuse even for a very very old man like me to newly grow a temper and to lose it before he ever makes it his own! *(Both laugh)*

Drona: Yes, Gaangeya, that is the Sabhaa today!!

Bheeshma: *(Sighing sadly)* Yes, Aachaarya, that is the Sabhaa TODAY! *(Stepping back, brings his palms together)* Prostrations, Aachaarya and with your permission, I shall join my little ones for a while!

Drona: *(Bowing)* Certainly, Gaangeya. You know you are welcome!

Bheeshma moves to the mid-ground and joins Arjuna

Arjuna: *(Turning round advances and prostrates himself before Bheeshma)* Prostrations, Taataajee!

Bheeshma:*(Raises the boy; throwing both arms round him draws him to himself; kissing his forehead holds him at arm's length, looks him in the eyes and addresses him in breezy notes)* Blessings, my budding bowman! But you will never bloom into a better until you better the bearing of your body whilst at bowcraft! How long have you been at it to day? All the morn?

Arjuna:I started practice but a few ghatikas ago.

Bheeshma: What? A few ghatikas of practice, and you are gasping for breath already! *(Admonishingly)* This will never do, Paartha?

Arjuna: Perhaps Taataajee, I am not strong enough yet to practise longer without tiring! I am sure I'll do better and better each day!

Bheeshma: No. You will not! At least not while you lay the brunt of your work on just your arms! That's what wearies you so soon!

Arjuna:But, Taataajee, surely it is the arms that do the work at archery!?

Bheeshma: Yes, little one, the arms do the work, but not unaided; You must use the weight of your body to save your arms from the full strain of your work.

Arjuna:(*Musing aloud*) "Use the weight of my body"? I wonder how?... (*With a sudden light of enlightenment in his eyes*) I seem to remember Gurujee telling me something about it! But I could not follow him...

Bheeshma: "Could not follow your Guru"? Perhaps you did not listen to him as closely as you should have done. Do not forget to ask him again, for he can explain far better than I even can! Anyhow, the way to use the weight of your body is not to stand still and stiff as you do whilst at work: you must swing, little one, you must swing, (*Taking Arjuna by his shoulders and suiting action to word, swings the boy to and fro*) to and fro! The perfect archer's body—whilst at work— swings apace with each draw of string and throw of shaft, as gracefully as a lotus nods sympathy with each breath of wind that sighs across the lake! You will remember this, will you not?

Arjuna: Yes, Taataajee! Why, I shall have to remember it, as it is my personal ambition to be the most famous archer of all time!

Bheeshma: (Startled at the word "Personal": With pained face and stern voice) My child, you must avoid altogether all ambitions of a "personal" kind! The man with a personal ambition, brings OUT OF HIMSELF only such and so much of the POWERS WITHIN HIM as will serve to achieve his selfish ends—leaving the rest of the powers within himself to lie still, to lie behind, to lie waste!: He limits, bounds, the work of powers within him, the possibilities of which for the world's good are really boundless limitless! But a thirst for achievement, without any "personal" ambition, when fully staked, brings out all the powers within one's self into full play and to the full profit of the world! The "PERSONALLY" ambitious man, while enriching himself by but a little that will not be his for long, doth really rob the world of MUCH that is the World's own by right! And that, Paartha, you know, is unrighteous! Is all this clear to you?

Arjuna: Yes, Taataajee, quite clear. Perhaps I should have been right if I had said that I want to attain perfection at archery?

Bheeshma:(*Smiling*) No. you would still have been in the wrong! One never ATTAINS perfection, Paartha! One becomes perfection itself

! If perfection existed as something without you, outside you...you would be right in wanting to run after it to overtake to grasp it, to attain it! but perfection, Paartha, is within you, within me, within every one of us living beings! And knowledge, true knowledge, is the means to realize this perfection, to become it, in fact! And the one one man in this WHOLE whole world who can educate this... perfection out of you—lead this perfection OUT of you—into your fully becoming it and to the full profit to the world... is your guru! (*Pointing at Drona*) Love HIM; Obey HIM; hang on HIS lips; follow HIS lead! true knowledge is too vast and too deep an ocean, Paartha, to fully tread and to fully traverse unaided and unguided by a GURU! Hence, never forget that love to one's guru is the sole way to becoming perfection! Am I clear,Paartha?

Arjuna: Aye, Taataajee!

Bheeshma: (*Stroking the boy's head*) That's right, little one! And in the meanwhile, what you do learn... you must learn quickly! And here again love to one's guru, whilst it widen sand deepens one's learning, also hastens the learning of it! So you will so love your Guru as to lose your own self in him,will you not?

Arjuna: Yes, Taataajee, I will.

Bheeshma: That's right, my little one; now I must leave you to your work and see what my other little ones are doing!

Arjuna:(*Prostrating*) Prostrations, Taataajee!

Bheeshma: God's Blessings on you, Little one! (*Raises the boy; kisses his forehead; sighing deeply and smiling sadly, releases the boy; turning slowly round, stalks dignifiedly towards the background where he is lost to sight amid the crowd of royal youths there.*)

Arjuna:(*Raising his voice*) GURUJEE! Drona: What is it Paartha?

Arjuna:(*Dolefully*) I am in trouble, Gurujee!

Drona:(*Irritated*) You usually are! What trouble is it this time?

Arjuna: The old old trouble, Gurujee! Tiredness of my arms very soon after start of practice! Taataajee Bheeshma said something about using the weight of my body to hold my arms...

Drona:(*Stepping up to Arjuna addresses him in a strident voice*) "Taataajee Bheeshma said..."! Why, you forgetful boy, I have been dinning the very same thing into your unheeding ears all these months and spent whole days together explaining it all to you and you forget every bit of it and stand before your target just as much of a novice as you were the day you started your archery!

Arjuna:(*Plaintively*) Forgive me Gurujee, but I really cannot make out how all the lessons you so kindly teach me... slip out of my mind...

Drona: you cannot... Paartha! But i can! The true trouble with you is that yourAIM is wrong, altogether wrong!

Arjuna: "My aim wrong"? But I always aim at my target, Gurujee, straight at it!

Drona: Oh! I am not talking of your aim at your target! I mean the AIM... the MAIN AIM... the MAIN PURPOSE with which you are learning... THAT is what is at fault!

Arjuna: "My main aim in learning Archery"?... Well...!

Drona: Your AIM, Paartha, is just this: to attain fame as an archer! no more! every moment you spend at work, your mind is fuller of thoughts of the day when you'll be acclaim'd as the very greatest archer of all

TIMES, than of thoughts of the work itself! Be honest now, and confess that I am right!

Arjuna:(*Dropping his eyes*) Yes, Gurujee, you are right.

Drona: And that is why you're making poor progress: Your mind brimful of thoughts of but the guerdon for your work has little room for thoughts of your work itself! In sooth, you are a "KAARMI" in the adhama sense of the word!

Arjuna:(*Reiterating*) "Kaarmi"...in the adhama sense! What sense, is that Gurujee?

Drona: KARMANAA SWAARTHAHA... a man whose labour is no more but MEANS to GAIN HIS SELFISH ENDS! If I had started MY bowcraft at the feet of my Guru with that aim... I should have never learnt to lift a bow, let alone how shoot a bolt!

Arjuna: But Gurujee, I seem to remember having heard you speak of your own self as a "Kaarmi" too?

Drona: Yes, but that was in the 'madhyama sense'! KARMA EVA ARTHAHA; He whose labour IS IN ITSELF THE END AND AIM of his labour!

Arjuna: And even that is only the madhyama sense? Is there then, an uttama sense to the word, Gurujee?

Drona: Yes! KARMANAA PARAARTHAHA: He whose one aim in his labour is that others might reap the harvest of his toils without the least profit to himself! This, Paartha, is the righteous aim.

Arjuna: I quite understand, Gurujee! And yet I cannot but feel and think that for one to toil and moil all one's life only that others might reap the harvest WITHOUT THE LEAST PROFIT TO ONE'S OWN SELF...however righteous it sounds...seems so unreasonable...cruel...does it not, Gurujee?

Drona:(*Shocked*) "Unreasonable"? "Cruel"?Paartha... righteousness is ruled neither by kindness nor reason! (*stares at arjuna for fully a moment, sighs deeply and resumes in a most earnest voice*) perhaps it is yet too early in your life for me to speak to you of this... but... but... nevertheless mark my words and indite them indelibly in your mind! if ever in your after life it is given to you to creep close enough to righteousness, you will then realise, paartha, that when righteousness rules rampant, reason grovels in the dust! when righteousness sits the throne... a king!,... reason starves, shamed and unmanned: an exile! you will then realise, paartha, that righteousness is neither right nor yet wrong: neither kind nor yet cruel... but that righteousness is but just strong—impreguably... inexorably strong!

(*Carried away by the intensity of the emotion that has apparently mastered him for the moment, he grasps Arjuna by the shoulders and shaking him in the manner of a lion...an impudent... fox... thunders out*) you poor self- obsessed child, you will then realise that righteousness is god!

(*Overwhelmed by Drona's outburst, Arjuna shudders in fear: Drona gradually recovers his equanimity, releases hold of Arjuna and steps back a pace; Affected by Arjuna's object and cowed mien, resumes in a palliative tone*) I am sorry, Paartha, if I have bewildered and overwhelmed you! But then, it teaches you the sacrilege of speaking lightly of subjects far far above your yet young head! Now, let us to work. If you have grasped now at least that to excel in archery... you must give your ears entirely to my words, your eyes to your target, your frame

and limbs to your bow and shaft, and your unruffled mind to all the three... all this talk of mine will not have been in vain! Now, let me watch you shoot as you have been doing all this morning... that I may see all your errors that want correcting. And once again, do not forget: your whole mind is drowned in archery; your eyes are riveted to the target and your ears glued to my voice and your frame and limbs feel but your bow-bowstring-and shaft! Now start!

[Arjuna starts on his task, his torso and limbs as stiff and taut as before; Drona is engrossed in closely watching him; UNNOTICED BY EITHER, EKALAVYA enters on the left at the foremost part of the fore-ground]

Ekalavya:*(Looking all around him)* This DOES look like the place Mother spoke of: "A wide vast grassy play ground with bejeweled and beautifully dressed handsome young princes at bow sword and mace exercises... being taught their lessons by a tall and noble looking Brahmana" is how SHE described it! And it all fits in every bit!

(His eyes rest on Drona and Arjuna; Startled at the sight, he speaks to himself in notes of consternation) Oh! Surely THAT cannot be the Great Dronaachaarya who is to help me become the greatest archer in the world! Why, his pupil is shooting in worse style than even a novice, and the tutor is watching him without a murmur of protest. No no! He IS saying something!!

(Inclines his ear to catch Drona's words to Arjuna)

Drona: As you are now shooting, Paartha, you are holding your body stiff; toe to neck, stiff... inert... as IRON! whilst most of the time it must be pliant... supple as steel! Now listen: With your feet fixed firmly on the ground, but your heels off it your two legs must pass and re-pass the weight of your body from foot to foot which while your frame should swing fore, back, and fore again timing ITS swings with throw of body weight, draw of string, and release of shaft. Now try and put my words into practice. *(Arjuna tries with but indifferent success; Drona watches him with an annoyed look on his face)*

Ekalavya:*(With a fascinated look)* Oh! Wonderful! It might be HE after all! *(Stops and stoops to listen again)*

Drona: No, Paartha, you are not righted yet! Let me go over it all once again in detail!

(Approaches his pupil and resumes in a slow and convincing manner particularising each practical detail at length) Now first stand with your left foot in front!

(Ekalavya in the foreground—out of earshot of the other two—still unnoticed by them, follows the whole series of the movements as dictated by Drona as faithfully as Arjuna himself)

Raise the heels of both feet: now rest the whole of your weight on on your fore foot – the left; and now bend your head, neck and body forward that is right! Extend your left arm, the hand grasping the bow firmly; extend the right arm, the thumb grasping the string firmly, the fingers gripping both the string and the butt of the shaft placed in position on the string. Now retain that position until you have fully memorised it.*(Pauses for fully a minute)* You have? Now then, instead, as you have hitherto been doing, of bending JUST your right arm to draw the string, swing back your trunk, neck and head as you are drawing the string—timing both these movements with the passing of your weight from your fore-foot – the left to your hind foot –the right! *(Arjuna—before Drona's eyes, and Ekalavya— behind Drona's back strictly follow Drona's instructions)* That is correct! Now repeat the movements over and over again till you have mastered every detail and made it all your very very own!*(Arjuna does accordingly)*

Ekalavya:*(As he—unnoticed—follows the movements; in tones of ecstasy)* of course, this must be the great dronaachaarya! Who else could in a few moments and with a few words turn a novice into a archer! That boy, Paartha, looks a skillful archer already! Why, I am better myself for listening to him and following his w o r d s! *(Instinctively following Arjuna's suit, goes once again through the movements... desisting... with a ring of conviction in his voice)* how easy he makes it all! yes, the swinging of one's body does help the arm and tires it less!! One can shoot almost a whole day without tiring! Hark! The great man speaks! I must not miss a word!

Drona:*(Watching Arjuna with a satisfied look)* Yes, that is faultless. Now, tell me, Paartha, how big is the tree that your target is swung from?

Arjuna:*(Without looking up and still going through his movements)* Tree? I see no tree! I only see a black spot... the centre of my target.

Drona: Does the clash of swords from your far side disturb you at all?

Arjuna:(*Still intent on his work*) Clash? I hear no clash I only hear a voice... your voice...

Drona: Is this strong Sunshine tiring You?

Arjuna:(*Still absorbed in his work and without looking up*) I do not know! I cannot tell! I only feel the smarting rub of the bowstring on my arm!

Drona:(*Clapping his hands*) This is splendid! You can stop now and rest awhile!
(*Arjuna leaves his practice*)

Arjuna: But tell me, Gurujee, what made the tree invisible to my eyes whilst I was practising? I can now see both the trees and the target!

Drona:(*Smiling*) Do you not yet know? Well then, what made you deaf to the loud clash of swords from yonder? You can hear them now! Again, what made you callous to the powerful sun rays that are scorching the very ground we stand upon? it is no less a thing than concentration; an absolutely necessary element to one's progress in any study. And the perfect archer, if he is really concentrating can see nothing but his target; hear nothing but the swish of his shaft; feel nothing but the rub of bowstring on his arm; think nothing but thoughts of his Guru! this is concentration! Paartha!

Ekalavya:(*Reiterating with effort*) CON... CEN... TRA... TION... is it? I must remember that! He speaks! (*Listens again*)

Drona: Now that you have mastered the correct movements in archery and also proved your ability to concentrate, I am more hopeful of making a useful archer of you than I ever was!

Arjuna: "Useful Archer"? Why, Gurujee, I want to become the greatest archer in the world!

Ekalavya:(*Sotto Voce*) what, he too? What is his reason... I wonder?

Drona:I do not see why you should not become the greatest archer in the world, Paartha!, as hereafter, it is all in your own hands.

Ekalavya:(*Sotto Voce*) If in his own hands... perhaps in mine own too!

Arjuna: You mean, Gurujee, that with correct movements and with ability to concentrate, anyone can become the greatest archer in the world!

Drona: No, Paartha, a deep and fervent love for one's guru is also an essential element!

Arjuna: Of course, you know I love you, Gurujee!

Ekalavya: *(Unhesitatingly)* And I adore him too!

Drona: In your own interests, Paartha, I hope that you do love me!

Arjuna: Then Gurujee, these three things ensure perfection in archery, do they not?

Drona: By no means, Paartha! There is yet another element equally essential; but in your own case it goes without saying that you fully possess it!

Ekalavya: *(Bewildered)* yet another element? And that boy fully possesses it? I wonder what it is! Perhaps I possess it too!

Arjuna: What is the fourth element, Gurujee?

Drona: The fourth necessary factor, Paartha, is a whole-hearted willingness on the part of the guru to teach his pupil! In your case you have fully possessed it since the very moment you started tuition under me; *(stroking Arjuna's head)* You know, I love to teach you! Now that you are equipped with a complete mastery over the GROUNDWORK of archery, a full command of concentration whilst at work, a fervent devotion to your Guru and his love to teach you... practice, assiduous practice, will complete your bowmanship!

Ekalavya: *(Dolefully)* So it is not all in my hands after all! His love to teach me! That is the 'element' I want! "A whole-hearted willingness on the part of the guru to teach his pupil" is how he described it! Hark! *(Listens again)*

Arjuna: Oh yes, "Practice" of course! And in the manner that you taught me just now!... Is that what you call "the groundwork" of archery, Gurujee?

Drona: Yes, the groundwork! the foundation to be prescribed for the pupil and instilled into him under the guidance of his Guru; and it involves: a correct stance of the body at the outset; a correct mode of addressing the target; a correct sequence of movements of the trunk head and limbs in drawing the bowstring; and lastly a correct poise of delivering in the aiming

and release of the shaft, there, you have it all! And you have laid for yourself the necessary foundation by your work this morning.

Ekalavya: *(With a wry face)* so have I... for that matter! But of what use is it all to me if I do not win his love to teach me! "Necessary Element" he called it!

Arjuna: Now that I possess all the elements necessary, you will make me the greatest archer in all the world, will you not, Gurujee?

Drona: *(Smiling)* I will, Paartha!

Arjuna: Is that a promise, Gurujee?

Drona: Why, of course it is!!

Arjuna: *(Clapping his hands)* That is splendid! I must run away and tell the good news to everybody! *(Prances triumphantly away towards the crowd of boys in the background)*

Ekalavya: *(Sotto Voce)* His "love to teach me"! That is the "element" I lack! The rest is all in my hands!

(A look of doubt overspreads his face) But I fear he will never take me as his pupil! He will maybe think that I am not fit to be a fellow-pupil of these princes! *(Looks around and watches the princes who are all departing for their mid-day ablutions by an egress in the background)* Why, I myself feel too ragged and small for this big beautiful place! And I am sure I look it too! amidst these gay-dressed and jeweled princes! But somehow, I must win his love to teach me! Frightened as I am, I must walk up to him and ask him! *(Looking tremulously at Drona)* I wonder how I DARE! He looks so big and so noble! *(His face gradually assumes a determined look and his eyes harden)* but I must dare! I must dare anything to save my poor little fawns! *(With a sudden gleam in his eyes)* I HAVE IT! I shall tell him WHY I want to become the greatest archer in the world! He has a kind face and I am sure he loves poor harmless and helpless animals! Who does not? The reason of that boy Paartha, whatever it is, cannot be nobler than mine! *(In a decisive voice)* I shall speak to him! He is alone...and fortunately... smiling!

(Approaches Drona somewhat "gingerly"; on Drona's turning his way prostrates himself at Drona's feet) Prostrations to you, sir!

Drona: *(Bending and raising the boy)* God's Blessings on you, little man!
What can I do for you?

Ekalavya: *(Encouraged to almost elation)* a small favour, sir! Are you not the great Dronaacharya, Sir?

Drona: I am Dronaacharya; but why "The Great"? *(Smiles broadly)*

Ekalavya: I do not know, Sir. But my mother called you "Great"!

Drona: "Your mother"?... Well, what is this "small favour" that you spoke of?

Ekalavya: Will you kindly help me become the greatest archer in the world, sir?

Drona: *(Startles at the question; the palpable naivety of the boy amuses him)*
What? A rival to Paartha? *(Laughs outright)* It seems to me that every boy on earth wants to become the greatest archer in the world!!! *(Bursts into a loud guffaw)*

Ekalavya: *(With earnest eyes and tremulous lips)* Why do you laugh, Sir, may I ask?

Drona: You may, little man! I am laughing at the easy, simple manner you are asking for what certainly is not the small favour you first spoke of! Surely you are not serious?

Ekalavya: But, Sir, I am serious! most serious!!

Drona: *(Studying the boy for fully a minute)* I daresay you are! But anyhow who are you? What is your name? Who is your father? Of what caste are you?

Ekalavya: *(Draws up his little form proudly)* My name is Ekalavya, Sir. My father was Hiranya Dhanus, the chief... the great chief... the greatest chief that ever was of all the Nishadas...

Drona: *(In an undertone)* The chief of Nishadas? So you are a Nishada? No wonder you are serious about your bowman ship! *(Casting a casual glance almost unconsciously at the mid and backgrounds)* But my little man... *(Shaking his head unmistakably)* I am afraid I cannot...

Ekalavya: *(Suddenly interrupting him... and in a piteous tone)* Forgive me, Sir, but I think I know what you are afraid of! You are afraid, Sir, that because I am a Nishada, I want to hurt innocent people for plunder and kill innocent

creatures for my food... with the archery that you may teach me! But believe me, Sir, ever since father was killed, Mother and I live in a lone forest and though it is full of birds, deer and fawns... we live only upon grains, milk and fruit!

Drona: *(In a kindly tone)* No, my little man, I was not thinking of quite all that! *(Affected by the boy's woe-begone face approaches him and stroking his head gently)* Poor little man! So, you lost your father so early in life! And you live alone with your mother in a forest? Poor little man! But then why ARE you so anxious to become the greatest archer in the world? You spoke of your father as having been killed! Is this archery you want to learn, by any means to help you avenge his death?

Ekalavya: no, sir, not at all! Father was killed in fair fight whilst battling bravely for his king! everybody says he died a gallant warrior's death!... But I, Sir, I must become the greatest archer in all this world... because... because... *(Looking into Drona's eyes with pleading light in his own)* It is all a long... long... sad... sad story sir... and you seem and speak so kindly. Sir, that I feel I must tell it all to you, Sir... if... if you will only give me a few moments of your time! It means... much... so very much to me, Sir!

Drona: *(Overcome by the boy's manner)* Why certainly, my little man, tell me your story by all means. But first let me, see?

(Looks around and notices the NOW empty playground) Yes, my forenoon's work is over and my time is my own for quite a while... and it is all yours too... but first, let us find a shady place to sit *(Leads the boy to a neighbouring shady tree and seats himself)* Sit down, little man! *(as Ekalavya squats on his knees)* There, that's better! NOW, for your long, long, sad, sad, story, little man! *(Smiles benevolently)*

Ekalavya: *(Anxious and excited)* It is all like this, Sir... *(sotto voce)* Where was I?... *(Aloud)* Oh, yes! As I told you before, sir, mother and I live by our two selves in a little forest a long long way from here... three days and three nights of walking, to be exact. Now, next to our forest sir, is another little forest in which in a hermitage lives a Rishi. And wolves, sir, hundreds of them cruelly maul and slay the deer and fawns in our forest and meanly run for shelter into the Rishi's forest; and there, sir, would you believe it Sir... Instead of killing and hurting the deer and fawns THERE, they actually play with the fawns and suckle them too! When I spoke to mother of the

cruelty of the wolves to OUR deer and fawns and their KINDNESS to the deer and fawns in the Rishi's hermitage... mother said that all this was through no kindness at all of the wolves whose cruel nature was always the same, but that it was the power of the "tapas" of the Rishi that curbed the cruel nature of the wolves for just the time the wolves were in his forest! And when I wondered if this Rishi could be begged of, to use his power in our forest to free OUR deer and fawns from hurt, mother said that his power could not act outside his own hermitage! And when I again asked her... *(suddenly dropping his voice)* Am I boring you, Sir?

Drona:*(Starting... and striking Ekalavya's head)* No no! you are not! Go on! I am interested! Do go on!

Ekalavya:*(Sighing relieved)* Thank you, Sir! You are very kind! But where was I? Oh. Yes! And when I asked mother how I could myself acquire this wonderful power... she said "not in this life of yours... as you are a Nishada by birth! But if you live this life of yours as befits your caste... then you may in some future life be born as an Arya like our neighbour – and acquire Tapas like him"! And when I asked her if the deer and fawns in our forest should keep on being killed until I was born an Arya in some future life – she said "No! You may, if you can, in this life of yours protect your deer and fawns as befits your caste by slaying the wolves... and you will be storing Tapas as well"... RAKSHAA YOGA – she called it sir... the merit of protecting the helpless weak against hurt and death from the strong and cruel! she explained it to mean, Sir! Then, Sir, a wonderful thought came into my head and I said "Why then, if in this life alone, I slay all the wolves in all the forests in the whole world... then all the deer and fawns and all other innocent creatures will be free from fear of hurt and death; and besides I shall in THIS life even as a Nishada, be greater than any Aryan rishi who can protect the weaklings ONLY in his forest!!" She said: "You will! But to be able to kill all the wolves in all the forests in all this world, you will surely have to be the very greatest archer of all men on earth! And there is only ONE MAN that can help you become that! And that is the GREAT DRONAACHARYA"! And she told me too, Sir! how to get here to get at you! Now you see Sir, why I want to... Will you... help me... sir?

Drona:*(As Ekalavya relates his story, Drona's face assumes successive looks of: Curiosity-interest-solicitude-pity- admiration-amazement, love and finally of deep reverence! As the boy comes to the end of his story Drona gazes for*

moments together into Ekalavya's eyes... and mumbles under his breath)
KARMANAA PARAARTHAHA! and he, a nishaada! wonderful!!!!

Ekalavya:*(Overhearing the last two words)* Yes, Sir, I AM a nishaada! What is there wonderful in it, sir? *(On getting no reply from Drona)* Forgive me, Sir, but may I ask what you are thinking of?

Drona: You may, little man! I am thinking of you... your caste... and your ambition!

Ekalavya:*(In tearful despair)* Do not think of ME sir! For if you only think of me... and my low caste... and my ambition as being above my blood and birth, sir... you may perhaps not want to teach me! but think of the poor fawns, Sir! Think of them... night and day in terror of the wolves! They go hungry many a day as they dare not go far in search of grass for fear of the wolves! When they are parched with thirst, they dare not go near the brooks for fear of the wolves that lie in wait! Even at night, sir, the wolves steal into their midst under cover of darkness and steal away the little ones! Mother and I hardly rest at nights as the death cries of the fawns and the helpless groans of the mothers keep us awake all nights! *(Breaks down in grief; looks away for a few moments and manfully driving away his tears, resumes)* It was all different Sir, when father was alive! he could kill the wolves and keep them all away! But he died, Sir, before he could teach me to use a bow! i have tried hard... ever so hard, sir, to learn by myself... but it does seem not possible, sir, to learn all by one's own self! IF you will only think of the poor poor deer and fawns, Sir, I am sure you will make up your mind to teach me! Besides, I have forgot to tell you Sir, that when I told mother that you may not like to teach me, a nishaada, when you had rich princes for your pupils, she said that you would gain more by teaching me than you would by teaching the princes... as a good part of the "TAPAS" I would be storing all my life, would of right go to you as my Guru... and that being a Brahmana, you would prefer "TAPAS" as fee to all the rich jewels and wealth your prince-pupils may give you! *(Anxiously)* So... will... you...? *(Seeing a thoughtful look in Drona's face lie leaves the question unfinished; at this stage unnoticed these & unnoticed by these, Arjuna enters and resumes his work with bow and shafts.)*

Drona:*(Sighing deeply and in a tone of intense regret)* I am very sorry, my little man, but I have now well over a hundred pupils on my hands! And I

have undertaken their training! Perhaps when I have finished here...

Ekalavya: *(Whose eyes have been wandering over the mid-and back- grounds suddenly interrupts Drona in a cry almost of despair)* Finish here! But, sir, you never will finish here! Why, look at that boy you called Paartha! *(Points at Arjuna)* He has got his heels DOWN!!, while they should really be off the ground!

Drona: *(Startled, looks round and annoyed at sight of Arjuna)* Yes, you are right! But why do YOU think the heels should be off the ground!?

Ekalavya: Why else, Sir, but to pass and re-pass the weight of the body from foot to foot... this wise! *(Goes through the movements)*

Drona: *(Amazed at the boy's performance)* Why, my little man, you are well-grounded in archery already! You certainly are not the novice you made yourself out to be! Now, if your poor father was slain in battle before he could teach you archery you surely did not learn all this by your own self?

Ekalavya: No, Sir, of course not! I did not know any of it when I came here a while ago! I came in while you were teaching that boy Paartha... and over-hearing your words I almost unknowingly followed the movements – *(anxiously)* I... hope... I have done no wrong Sir!

Drona: *(Sotto Voce)* wonderful! *(Aloud)* Wrong? No, No, not at all!

Ekalavya: *(Pointing out Arjuna again)* Look, Sir, he is bending far enough back! And besides... well... you will never finish here, Sir, for the boy Paartha will never improve!

Arjuna: *(Reiterating what he heard of Ekalavya's words)* "The boy Paartha will never improve"!!! *(Looking around)* Who said that?

Ekalavya: Why, I said it!

Arjuna: *(Walking up to Ekalavya)* How do you know that I will never improve?

Ekalavya: *(Smiling)* Why, easily! Your Gurujee said that CON-CEN- TRA-TION is necessary to improve in archery! And you were NOT concentrating!

Arjuna: How do YOU know I was not concentrating?

Ekalavya: Easily again! Your Guru said, if an archer is really con-cen- tra-ting

he can hear nothing but the "swish" of his shaft! If you had been concentrating, you could not have heard my words! (*Arjuna winces*) And besides you have forgotten all he said about the groundwork of archery! Why, you kept your heels DOWN whilst they should have been raised UP!...besides when you went back, your weight was still on your forefoot...and besides...

Arjuna:(*Peevishly*) OH! STOP IT! (*To Drona*) Who is he, Gurujee? And what does he want here!

Drona:(*Dryly*) Ask him! (*Recedes a few steps and turns his face away*)

Arjuna:(*Curtly to Ekalavya*) Who are you? And what do you want here?

Ekalavya: I am a nishaada. I came here to beg of your Guru to help me become the greatest archer in the world.

Arjuna:(*Laughs outright; Derisively*) "Become the greatest archer in the World", indeed! How can you even for a moment think it possible for a NISHAADA to become what is almost impossible even for an ARYA?!

Ekalavya:(*Unperturbed by Arjuna's Laughter*) What does it matter if I am a nishaada? How does it help you in your archery that you are an Arya? If you will only give up this silly laugh of yours and recall with care all that your Guru said, you will remember that FIVE, and ONLY FIVE "elements" are necessary to help any man of any caste to become the greatest archer in all the world: (*As he reels off the "elements" he ticks them off on his fingers*) a perfect mastery of the ground work of archery; a power to concentrate; a deep and fervent love to one's guru; his whole-hearted willingness to teach; And lastly, assiduous practice! Now, I am well-grounded in archery; I can concentrate; I love and adore him; I shall practise day and night! I only want his love to teach me! AND when I have won that I KNOW I WILL become the greatest archer in all the world! He said nothing about an Arya's chances at archery being greater than a nishada's! It seems to me to think that being an arya is a sixth necessary element is but a sign of your silly pride in your caste and your mean scorn for mine!

Arjuna:(*Stung to the quick*) What do you mean by my "Silly pride" in my caste?

Ekalavya:(*Calm and smiling*) "What do I mean"? Why, just what I said! When I spoke of your pride in your caste as being silly, I meant that you are

proud of your caste without knowing what there is in your caste to be really proud of!

Arjuna: *(Sneeringly)* How do you know that I do not know it?

Ekalavya: Well then, if you really do know what there is to be proud of in being an Arya that there is not in being a nishaada... tell me!...I am a nishaada and you are an Arya; And yet I am as strong as you; I can become as great an archer as you ever can – if your Guru wills it; and I have all that I want in my beautiful forest as you have all you want in this big city of yours!...Tell me how you are any better than I for being an Arya ?

Arjuna: *(Cogitates for a minute; a confused and unequal to a coherent and cogent reply, snaps back sardonically)* You may be all this and even perhaps become as good as I in archery – if Gurujee takes you on as his pupil! And yet, after all is said and done... an arya is an arya! and a nishaada is only a low-born nishaada!

Ekalavya: *(Bursts out laughing)* You make me laugh!

Arjuna: *(Curtly)* What is there to laugh at?

Ekalavya: I am laughing because it seems to me that according to you the only thing that one has to be proud of in being an Arya is THAT ONE IS NOT ANISHAADA! If then, there were no nishaadas at all in this world... you poor Aryans would have nothing to be proud of in being born as Aryas?

Arjuna: Is that what you really think?

Ekalavya: Of course not! I know what there is to be proud of in being an Arya! It is you that do not! If you care to hear me and learn I shall tell you! In the forest I live in, cruel wolves maul and kill harmless deer and fawns; and the only way that I can save the deer and fawns is by killing the wolves! In the forest next to mine lives an Aryan Rishi and he protects his deer and fawns by the power of his "tapas" without killing the wolves! Now MY way of guarding my deer and fawns spells not only the death of the wolves, but also makes little wolf-cubs who have as yet done no harm, become fatherless and motherless!! And I who know both the loss of a father and love of a mother can feel for the poor little cubs! Thus, you see, that the power an Arya has, of doing the same thing as a nishaada but without harm or hurt to anyone, is a thing to be really proud of! YOUR silly pride in your

caste only because you were born an arya is but a sure sign of your weak head!

Arjuna:(*Scandalised; and with ill suppressed rage*) My "weak" head?!

Ekalavya:(*Smiling*) What else? Mother always says that pride in one's caste more than in one's power to do good is the surest sign of a weak head! Why, the very manner in which you said: "a nishaada is only a low-born nishaada" shows that you are not only weak-headed, but faint- hearted too! Mother always says that contempt for another's caste is born only of cowardice!

Arjuna:(*Boiling over with impotent rage*) "Weak-headed"? "Cowardice"? "Faint-hearted"? I am not weak-headed! I am not a coward! I am not faint-hearted!

Ekalavya:(*Decisively*) Of course you are! every one of these! If you are not really faint-hearted..., why are you afraid of me?

Arjuna:(*Sneeringly*) "Afraid of you"? I AM NOT!

Ekalavya: You are not? Then do you mean you... really... like me?

Arjuna:(*With disgust in his face and voice*) "Like you"? i do not like you! i dislike you! verymuch!

Ekalavya:(*Laughing triumphantly*) There you are! Your dislike shows that you fear me! Mother says HATE IS ONLY ANOTHER NAME FOR FEAR! (*Softens face and voice and resumes suavely*) Now, I do not dislike you at all! I really like you; and I am so sorry for you too!

Arjuna: You!? "Sorry" for ME? Whatever for?

Ekalavya: Why, sorry for you that you should have had the Great Dronaachaarya for your Guru all these months and that you should still be...what...you...!

Arjuna:(*Snapping at Ekalavya*) It is nothing to YOU what I "Still AM"! (*Turning to Drona and with a wild gesture of his arms pointing to Ekalavya*) What is all this, Gurujee!!?

Drona:(*Taciturn of face and dry of voice*) What is all what, Paartha?

Arjuna:(*Upset beyond all control, speaks in incoherent spasms*) All this...I mean...this...mad talk...of this...this...forest...person! (*Raising his voice almost*

to a frenzied shriek) Who is he, Gurujee? And what does he want here?

Ekalavya: Why do you ask him? I have told you who and what I want here!!!

Arjuna: Yes, but have you told him!?

Ekalavya: Of course, I have! And I have begged of him too to take me as his pupil!

Arjuna:(*Leering at Ekalavya*) Gurujee!...to take you!, a nishaada!!...as a fellow- pupil of US ROYAL PRINCES! You must be mad to think of it! Why, silly impudent boy, you do not know how great and noble our Gurujee is! He has refused tuition to many hundreds of princes who would have given him many jewels and much wealth! And now, would he take as his pupil a ragged nishaada urchin, too poor to give him any dakshina?

Ekalavya: It is you that is silly! And it is you that does not know how great and noble your Guru is! Why, whatever Dakshina he wants, he can teach his pupil to get it for him! (*To Drona*) You easily can, can you not, Sir? (*Suppressing a smile Drona turns away without replying; Ekalavya continues...to Arjuna:*) I may be ragged and poor, and yet if the Great Aachaarya takes me as his pupil, a good part of the "TAPAS" I shall be storing all my life by saving the weak and helpless from hurt and fear of death, will go to him for fitting me out for my work! And being a Brahmana, He will always prefer "TAPAS" for his DAKSHINA, to mere gold and jewels! (*To Drona*) You will, will you not, Sir?

Drona:(*To Arjuna*) Do you recognise him, Paartha?

Arjuna:"Recognise him"? Why, Gurujee, I have never seen him before!

Drona: Never "seen" him, perhaps! but we both spoke of him only a while ago! (*Coming forward*) Why, Paartha, this is the "KAARMI" in the "UTTAMA" sense of the word! This is a little man who wants to become the greatest archer in all this world as his one aim in life is to slay all the beasts of prey in all the forests on this earth in order that all the deer, fawns and other innocent creatures may live free from fear of death and hurt!!!

Arjuna:(*Sulkily*) But that is all very, well, Gurujee! With your mindfull of "Noble aims", "Forests and fawns", "Kaarmis", "Nishaadas", "uttama senses" and wolves...you seem to have altogether forgotten your PROMISE?

Drona:(*Startled for the moment*) "Promise"? What promise?

Arjuna: There you are! You HAVE forgotten it! Wrapped in thoughts of this

rude nishaada boy and his impudent ambitions, you have f o r g o t t e n your promise to make me the greatest archer in the world! If you are going to take him as your pupil...he...do you...not see...Gurujee?

Drona: Surely, Paarth, my promise to you need not deter me from helping him fulfil his Noble purpose?

Arjuna: But you cannot both help him and keep your promise, Gurujee! With you as his Guru, he may perhaps become as good or at least almost as good an a r c h e r as I myself shall...!

Ekalavya:(*Laughingly mimicking*) "as good"! "at least almost as good"! "May perhaps"! (*To Arjuna*) It is very kind of you to try and argue how much of an archer I "MAY PERHAPS" become!... If the Great Aacharya will only take me as his pupil, there is no "MAY PERHAPS" about what I shall become, as I am CERTAIN that I SHALL AND WILL become the greatest archer in the world!!

Arjuna:(*In a frenzy*) There, Gurujee! hark at his impudence! (*Sulks in silence for a few moments swallowing many a word he would have liked to utter; resuming, addresses Drona in a voice fraught with a note of warning*) Gurujee! I have just heard from my brothers and cousins that taataajee Bheeshma, as he left the Grounds, commanded every one of us to make the most of every moment of your time! As it is, you have not enough time to teach all of us...and if you are taking...another pupil...

Ekalavya:(*To Arjuna...in pathetic appeal*) I shall not rob any of you of EVEN A SINGLE MOMENT OF YOUR GURU'S TIME! If, with his permission, you will only be good enough to let me come here every day...I shall do nothing more than just watch you all at work and without your losing a moment of your Guru's Time...learn all I want...and...

Arjuna:(*Interrupting sharply completes the sentence for Ekalavya*)...BECOME GREATER THAN I AT BOWCRAFT...! NO!

Ekalavya:(*Holding back the tears that are welling up to his eyes*) You see, when I beg of you for a chance of learning archery, I am not thinking of myself but of hundreds of poor helpless fawns and deer that are killed by wolves! Do you not love fawns? Perhaps, living in this city, you have not seen one! If you did but come with me to my forest and heard their helpless bleats and looked into their soft pleading eyes. I am sure you would want to join me in my life's AVOWED WORK! What harm will it do to you if I

do NO MORE but WATCH you all at practice? and...

Arjuna: The very harm I do not want to come to pass! Why, watching us all at practice and hearing Gurujee's teaching...I somehow feel that you are sure to learn more than all of us! Why, the very way in which you stealthily picked up all about the groundwork of archery, warns me of the danger of letting you come here again! *(To Drona)* Gurujee you seem to have forgotten all about the promise you have made to TAATAAJEE not to take in any more pupils until you have finished training us! Having sent away many princes on that very score, if you now take this nishaada boy as another pupil...TAATAAJEE may not like it...if I tell...I mean...if he hears of it!

Drona: You are right, Paartha! He may not like it.

(Going up to Ekalavya, stroking the boy's head with his left hand, he lifts up Ekalavya's face by the chin with his right hand; and looking into the boy's eyes, speaks in a voice of intense regret) You see, my little man, there is a great and noble prince... the UNCROWNED KING OF ALL OUR LAND... whom I love and revere. And to him I have made a promise not to receive anyone else as my pupil until... *(sweeping the mid-and foregrounds with his left arm)* ... these his grand- children have all finished their training under me! Now, you would not have me break my promise...would you?

Ekalavya:*(His breath coming in short and laboured pants and tears welling his eyes looks into Drona's eyes and breathes his words out in a husky voice)* I understand, Sir, I quite understand! Believe me, Sir, I love and adore you far too well to want to be because of your breaking your promise to this other great man whom YOU love and adore! *(After a pause, his anguish getting the better of him...he tearfully resumes)* But it does seem hard on the poor fawns, does it not, Sir? But that of course cannot be helped! *(He hangs his head down and ruminates half aloud to himself)* My poor fawns!... but after all...WHAT DO I REALLY WANT...*(As he reels off the "ELEMENTS", ticks them off on his fingers)* He has told me I am well-grounded! I can concentrate! I love and adore him! I shall practise night and day assiduously! it is his love to teach me that I still want! his "whole-heartedwillingness to teach" is the one "element" I want! *(Thinks hard for a moment and his eyes suddenly gleam)* But his love to teach me does not mean that I must be here with him. all the time I practise! Of course not! *(Smiles through his tears)* I only want his "willingness"! I shall beg that of

him; but I must be wary! (*Aloud to Drona in anxious notes*) Forgive me, Sir, but if you HAD HAD the time and were free to teach me, would my being a nishaada be in the way...?

Drona: My little man, that would not count with me at all! I love all little men of all castes alike.

Ekalavya: I know it, Sir, and need not have asked! And you think well, Sir, of my reason for wanting to learn archery?

Drona: "Think well of your reason"!? Why, little man, I RESPECT it!!

Ekalavya:(Obviously encouraged... but yet tremulously) Then, Sir, will you kindly answer me this my last question, Sir? It means so much...why, EVERYTHING to me, Sir?

Drona:(*Smiling benevolently*) Ask, little man, ask! Ask what you will!

Ekalavya:(*"Serving out" his words slowly and deliberately in a tone of utmost apprehension*) IF you HAD HAD the time, Sir, and WERE FREE to teach me, Sir, WOULD YOU HAVE LIKED, the least bit, LIKED to teach me?

Drona:(*With his hands resting on Ekalavya's shoulders; bends down and speaks in a tone of utmost love and admiration*) "Liked"? "The least bit liked"? Why, my little man, if only I had the least chance, I should LOVE to teach you!

Ekalavya:(*His eyes gleam, but only for a moment; an almost cautious look comes over his face; in an anxious tone*) But would your "love to teach me" be the same thing as "A WHOLE- HEARTED WILLINGNESS ON YOUR PART", Sir, to teach me?

Drona:(*Puzzled but still smiling*) Why, of course it would!

Ekalavya:(*In a voice of jubilation*) That is good enough, Gurujee! I must get home and start my practice forthwith! Prostrations, Gurujee, and give me leave to go home! (*Prostrates himself at Drona's feet*)

Drona: God's Blessings on you... (*raises the boy and noticing his NOW happy face*) What does this sudden gladness of yours mean?

Ekalavya:(*Triumphantly*) IT MEANS, GURUJEE, from almost this very moment, my fawns and deer are safe! (*Walks away towards the exit left.*)

Drona:(*Following the boy with his eyes*) farewell, little man!!

Ekalavya:(*Turning round for a moment and with confidence in voice and delight on his face*) it will never be "farewell" between us both, gurujee!
(*Exits by the egress on the Left*)

Drona:(*Still looking after the departing Ekalavya; With knit brows*) What did the child mean?

Arjuna:(*Who is, and has this while been practising in the mid-ground*) Have you turned him away, Gurujee?

Drona: Turned whom away?

Arjuna:(*Releasing a shaft and bending forward*) Whom else, Gurujee, but that bold, bad barbarian boy!

Drona:(*Turning round and stretching his arms out; indignantly*) PAARTHA! Is this CONCENTRATION?

Arjuna:(*Dropping his bow and quiver to the ground and hanging his head down*) Forgive me, Gurujee, but somehow, I cannot put that little nishaada boy out of my mind!

Drona:(*Turns round and with his eyes fixed at the spot where he last saw Ekalavya, sighs deeply, and his words slowly straggle out of his lips*) nor can I, paarth, nor can I!

The Curtain Drops Slowly.

ACT II

[SIX YEARS LATER]

Place: A GLADE IN THE FOREST
DISCOVERED: *Drona aacharya and Arjuna on a path which runs Right to Left along the foreground.*

Time: SIX YEARS AFTER THE LAST ACT

Arjuna:(*Elatedly*) Now that you assure me, Gurujee, that I have completed my training, may I take it that you have kept your promise and that I am the greatest archer in the world, now?

Drona:(*Palpably disrelishing Arjuna's "Gush"*) M'yes, I suppose so.

Arjuna: Then, Gurujee, I shall be able to vanquish anybody in the whole

whole world, shall I not? In a bout of archery, I mean?

Drona: In a "Pariksha", yes.

Arjuna:"Pariksha"? Not only in a "Pariksha", Gurujee...but in a serious fight too! Being the best bowman in the world, I should be surely able to vanquish and slay ANYBODY I might fight against? At archery of course!

Drona: In a pariksha, Paartha, you would vanquish your adversary. But in a seriousfight, one may hardly say the same with certainty! (*In slow deliberate accents*) Skill, Paartha, skill alone it is that decides the victor in a 'pariksha'! But in a serious combat, with lives at hazard and principles at issue, other elements come into play and control the end with scant respect to the mere skill-at-arms of the combatants.

Arjuna:(*In notes of consternation*) But, Gurujee, in a serious...fair fight...under equal conditions...surely the greater archer MUST win!...MUST slay his adversary?

Drona:(*In decided tone*) Nay, Paartha, Nay! 'Twere best you realised that no fight if serious at all can be a fair fight and under equal conditions! For in a serious, earnest, grim combat...even as the combatants, thirsting each for the other's life, are at variance with each other...so too are they at variance with the RIGHTEOUS or WRONG side of the cause at issue! And no superior skill-at-arms may ward off defeat and death...the inevitable lot of him who eschews therighteous and espouses the wrong side of the cause! Is this clear to you, Paartha?

Arjuna:(*Dropping his eyes*) Aye, Gurujee, quite clear.

Drona: Then let not your pride in your prowess blind your power to discern the righteous from the wrong!

(Suddenly the high-pitched yell of a wild beast is heard) Hark! What is that?

Arjuna: The shriek of an animal! A wild one! Perhaps making for here! (*In a trice fixes an arrow to his bow and disappears on the left of the mid ground. He re-enters almost at once, and in a highly excited manner and voice*) Gurujee, it is a wolf! It is flitting here for very life! Someone is chasing it and sending shaftbehind shaft through just the base of the beast's skull! There it is! Look, Gurujee! Look! (*A wolf flashes past LEFT to RIGHT of*

the Mid Ground; a continuous line of arrows pierces through the head of the fleeing beast as Arjuna has described. Both look on spell bound.)

Drona:*(Beside himself with admiration)* Look, Paarth, Look! Whoever this marvellous archer is, he hates the wolf so very much that in lieu of mercifully slaying the beast outright with single shaft as he easily can...he is torturing the beast to prolong its agony by SAWING THROUGH ITS BRAIN! Look! He has sent over a hundred shafts ere the beast has covered a bare thirty paces! amazing! Paarth, this is bow-craft beyond the wildest stretch of my imagination!

Arjuna:*(Sotto Voce)* "Beyond the wildest stretch of Gurujee's imagination"! *(Aloud)* Why then, Gurujee, he is not perhaps far behind EVEN ME at archery!?

Drona:*(In pitiful contempt)* "Perhaps not far behind even you in archery"! Why, you self-obsessed child, whoever he is, he is not only not behind you in archery but so far ahead of you and me too...that we shall never in this life come within yojanas of his bowmanship! Who can he be!? Not a human!?

Arjuna:*(To himself)* Ahead of me! Ahead of Gurujee himself! *(Aloud)* Whoever he be!...must see this archer! *(Strides precipitately towards the source of the stream of arrows)*

Drona:*(Dragging Arjuna back)* Come back! You foolhardy child! Do you not see it is certain death to anyone who faces him when he is in this mood!? *(Points to the stream of shafts that are still flashing past)* Hark! The shafts are hissing sharper and he is nearing us every moment! Let us watch him from behind this tree as he goes past! *(the two step back behind cover of a neighbouring tree. EKALAVYA enters on the left by the mid-ground almost running and breathing hard; he halts in the centre of the mid-ground and faces and watches the line of exit of the wolf with blazing eyes. The shrieks of the fleeing wolf continue to be heard.)*

Ekalavya: Shriek, you beast! Shriek your loudest! And if your shrieks of pain are bringing back to you the dying groans of the fawn you mauled all yesternoon, you have suffered enough to deserve the end of your agony! I shall slay you now! *(Fixes an arrow to his bow and trains it on the right exit; when about to release the shaft, holds his hand for a moment and in a soft voice)* Perhaps you have young cubs awaiting in your lair... *(hardens his voice)*

again) But then, you should not have hurt and killed the young ones of the deer! (*Discharges his shaft; the dying yell of the wolf is heard behind the scenes. Ekalavya gives out a shout of elation and*) one more wolf! but one only wolf! when that is slain my forest will be free of wolves! and then on to the next and the next, and the next, until all the forests on this earth are cleared of these marauding wolves... (*The sound of the "Crunching" of dry leaves on which Arjuna and Drona have inadvertently stepped makes Ekalavya instinctively fix an arrow to his bow and wheel round on the two and train his bow on there; noticing them clearly, lowers his bow*) Oh! 'Tis you ! I thought for a moment, it was the other wolf! (*Approaches the Two; Bowing to Drona*) Prostrations to you, Sir! (*Smiling at Arjuna*) Greetings, young Sir! I regret I did not notice your presence! It was my eagerness to make certain of slaying that wolf that made me deaf and blind to everything else! I could have slain the beast easily but the brute sat on the back of a tender fawn and with the poor little thing alive all the time, gnawed away at its brain all yester-afternoon! I wanted the wolf to suffer all the agonies that the poor little helpless fawn must have suffered! (*Smiles and changes his tone*) But forgive my tongue running away with me and making me forget what I owe to mother's guests! But then it always does when I speak of my forest, my Guru, my father and mother, my deer and fawns, and the birds and kine in our forest! You must have walked quite a long way to get here! If you will only walk a few bow-lengths further... mother will welcome you to our homely home and offer you fruit and milk... ripe fruit off our own trees and fresh milk off our own kine! (*Drona and Arjuna stare at each other in amazement at the naivete of Ekalavva*)

Arjuna: (*The first to find his tongue*) You are a wonderful archer!

Ekalavya: (*Ingenuously*) "Wonderful Archer"...am I? I do not know! I cannot tell! I only know that I can hit with my arrow, any thing I want to hit!

Arjuna: But this last feat of yours, sending shaft behind shaft through only the skull of that wolf... (*Enthusiastically*)...and at such a speed too...over a hundred arrows before the beast had hardly covered thirty paces!...surely THAT WAS WONDERFUL?!

Ekalavya: (*Artlessly*) You call THAT wonderful! why, I can easily send out twice as many arrows in half the time! (*Pointing at Arjuna's bow*) I can see you are an archer too! But you surely cannot be very much of an archer

if you call this simple feat wonderful! (*Noticing Arjuna wincing*) Forgive me, I was not decrying your bowmanship in foolish pride of mine...because you could have been just as great an archer...as, as you take me to be...if you had had as great a guru to teach you as I have had to teach me! (*Drona and Arjuna look at each other significantly*) Arjuna: Who is this Guru of yours!?, "GREAT" as you call him?!

Ekalavya:"GREAT"? No! He is the GREATEST archer in all this world! And I SHALL BE THAT TOO...the moment he wills it!

Drona:(*Sotto Voce*) His Guru? "Greatest in the world"?! I wonder who it can be!

Arjuna:(*Sotto Voce*) His Guru...the greatest archer in the world! I thought I was THAT! (*Aloud; and brusquely*) Who is this Guru..."Greatest archer in the world" as you are pleased to call him?

Ekalavya: If you know anything of bow-men or bow-manship...you surely ought to know that one and only one in all this world may be rightly called "the greatest archer" and that the great dronaa-chaarya...myloved guru! (*Both Drona and Arjuna are bewildered at this. In indignation at this apparently impossible assertion, Arjuna roars out*)

Arjuna: Dronaachaarya...your guru? you are a liar.

Ekalavya:(*In a flash aiming his shaft at Arjuna's face, with blazing eyes thunders out*) My father did not live long enough to teach me archery! But he DID live long enough to teach me that the very worst thing that one man may say of another man is to call him a LIAR! And that the one way of stopping his mouth forever is to kill him! But mother always warns me to remember before I kill anyone that HIS mother will be sorry to lose Him as my mother will be sorry to lose me! have you a mother???

Arjuna:(*Taken aback for the moment*) yes...I...have...!

Ekalavya: If you have a mother let not my fear of making your mother lose her son... embolden you to call me a liar! Think now! Why should I tell you a lie? Mother always said that one tells an untruth only when one is afraid of the TRUTH! Why should I be? When I tell you that all this archery that you admire and even far more than you have seen...is only what I owe to my loved gurujee...the great

DRONAACHAARYA...I am but telling you the bare bare truth.

Arjuna:(*To Drona...in an undertone*) Why does he lie like this Gurujee? And yet he looks truthful!, sounds truthful! Did you ever teach anybody but us Kuru princes...Gurujee?

Drona: Of course not, you fool! I have never to my knowledge seen him before! (*Studies Ekalavya for a moment*) And yet, as you say, he looks and sounds truthful! But... (*taking another look at Ekalavya's form and features*) I am certain...I have never...to my knowledge...taught him his archery!

Arjuna:(*To Drona*) I know it, Gurujee! I need not have asked you!

(*To Ekalavya*) I do not fear to face you bow in hand...and I will aver that if you are speaking the truth that Dronaachaarya is your Guru...in denying that, it is he that is a liar!

Ekalavya: (*Lost to all reason, poises shaft at Arjuna's heart and with flashing eyes*) To call my Guru a liar is worse than calling me one! I shall kill you now!

Arjuna: Why, 'tis DRONAACHAARYA HIMSELF says he never taught you archery!

Ekalavya:(*Astonished*) My Gurujee says it! TO YOU? When?, Where?

Arjuna:(*With a gloating sneer*) HERE! NOW! BEFORE YOU! Ask him! (*Points to Drona*)

Ekalavya:(*Puzzled*) Ask him? A stranger? I do not know him!

Arjuna:(*Leering*) I thought not! And yet you swore you knew well enough and long enough to have learnt all your archery from him!!

Ekalavya:(*Bewildered*) Learn my archery from him? A stranger? (Looks intently at Drona. Suddenly his eyes flash with a light of recognition. *With a note of apology...to Arjuna*) Forgive my rashness, stranger...'TIS HE! MY BELOVED GURUJEE! (*Throws himself at Drona's feet and hugging his knees*) You will never know Gurujee, how all these years my heart has ached and yearned for you! And longed to see you and thank you for all that you have taught me! (*Rising up, grabs Drona's hand and caressing it*) Mother will be wild with joy the moment she learns that my loved and revered Guru is now in our own forest! You saw me at work now, with my bow and shaft...and do you feel that you have done well in showering your lessons

on poor me? When I tell you that the slaying of just ONE MORE WOLF will fully free this forest from all beasts of prey...you will see how much I have struggled to deserve the lessons you have so kindly given me! (*Pointing to Arjuna*) This young stranger...called me a "Wonderful Archer"! If a simple feat of archery as the one he saw drew wonder from him...why, he will surely gasp for breath when he sees me seriously at work with my bow and shafts! He seems to know you well...and yet not well enough to see that one and only one guru in all this world may teach archery of the kind I showed him...and that one, you! Why, he childishly called me a liar for truthfully owning that I owe all my archery to you! And he called you a liar too! (*In a fury, to Arjuna*) Mother or no mother, guest or no guest...as true as my Guru is watching me I will empty my quiver through the lips that slandered my Gurujee! Now, fetch out your bow...If you know the use of it!

Arjuna:(*Halfheartedly, but none the less readily fixing a shaft to his bow*) If you are hungering for a fight, you shall have your fill of it! But remember it was your gurujee, as you call him, that said that he never taught you archery!

Ekalavya: He did NOT say it! He COULD NOT! Why should he refuse owning me as his pupil after all the lessons he taught me so kindly...so readily...and all without ever being really near me!?

Drona:(*To Ekalavya*) Taught you without ever being near you?! I do not understand you!

Ekalavya:(*Bursts into a loud laugh*) Of course you do not understand, Gurujee! Not now! But soon...you...will! if you will but walk a few steps this way! (*Walks upto a leaf-covered mound nearby; Drona and Arjuna follow him; on their reaching him, Ekalavya delicately removes the leafy twigs from off the mound disclosing a clay image...very coarsely fashioned, but nevertheless unmistakable a true replica of DRONA'S features!*) now, gurujee you understand, do you not?

Drona:(*After a moment's gazing at the image; smiling faintly*) Yes, NOW I understand!!

Arjuna:(*Intrigued and Irritated*) But I do NOT understand, Gurujee?

Ekalavya: I somehow feel I have heard your voice before! And you call my

Gurujee..."Gurujee" too! (*Cogitates for a moment with knit brows watching Arjuna all the time. His eyes suddenly light up; he speaks in amused laughter*) Ha! Ha! Ha! I KNOW NOW!!! You are that Ambitious Arrogant Aryan Boy, Paartha, who was too jealous of me to let me watch you at your lessons for fear of my becoming a greater archer than you! YOU REMEMBER NOW! DO YOU NOT!? (*Pauses for a moment to see recognition and chagrin in Arjuna's face*) And in spite of your refusing me a chance to watch you at work, thanks to my Revered and loved Gurujee... (*Touching his bow and Quiver Significantly*) you have seen what you have seen!

Arjuna:(*Ignoring Ekalavya turns to Drona; Peevishly*) What is it that you understand, Gurujee, by...(Points to the Image)...THIS!

Drona: The sight of this Image helps me understand, Paartha, howl have taught him all the archery he knows without ever leaving hastina!!

Arjuna: And yet, I do not understand, Gurujee! Having been ever before our eyes all these years...how you could have...? (*Ekalavya laughs inordinately*) ...

Drona:(*To Arjuna; Dryly*) Ask him, Paartha, ask him! (*Nods at Ekalavya*)

Ekalavya:(*Breezily*) No need at all to ASK me! I am only too eager to tell you of Gurujee's kindness to me (*Going up to the image puts his arms fondly around it*) Gurujee has perhaps never been out of your sight all, these years...yet he was here all the time with me! Every moment of all these years he has been here, teaching me every bit of the archery that I know! Drona:(*With an incredulouslook in face, eyes and voice*) Do you want me to believe that that clay image taught you your archery?

Ekalavya:(*Hardening his eyes and face*) Be wary of the words you use when you speak of my Gurujee! To you, who do not love and adore Gurujee as I do, this may look but a clay image! But to me who owe my everything to him...THIS is MY Gurujee! If you admire, respect and even envy my archery, you must also respect the Guru...(indicates the image) who taught me all that I can do with my bow and quiver!

Arjuna:(*Impressed by Ekalavya's earnestness...and still curious*) But this clay...I mean this guru of yours...how could it...I mean he...have taught you anything when it...I mean he could not move its...I mean his lips?

Ekalavya:("*Gushing*") Do you know, that's what puzzled me too! Gurujee never spoke a word...and yet I was learning fast all the time! But mother was not surprised at all! Not for a moment! She said, "It is your deep love for your Guru and his love to teach you, that BOTH help you learn off his silent smiling lips"!!

Arjuna:(*Yet not fully convinced*) Yet, I am afraid I do not follow you!

Ekalavya: You do not?? Then let me go on!! (*Placing his hand on the PLINTH of the image, he runs his fingers lovingly in a niche...a coarse cavity open above and before as though made by battering a blunt rod on the clay*) You see this niche? The making of this with just my forehead was truly the only hard part of my task of learning archery from gurujee! The rest was all easy! It was all like this: I used to aim at something and release my shaft; if I did not hit my mark I went upto Gurujee and begged of him to help me! Left him and tried once again; If I failed again...with streaming eyes, I did bang my forehead at Gurujee's feet praying for his help! And my next try never failed! I used then to try harder tasks; and every time I failed, my eyes streamed faster, my prayers more piteous and this NICHE GREW DEEPER! And you who thought my slaying the wolf was a wonderful feat, ought to see me REALLY at work with my bow and shaft!; I CAN SHOOT IN THE DARK!: On the darkest of nights or in the day with my eyes closed...I can shoot anything which I cannot see BUT CAN HEAR THE SOUND OF!! I can even...

Arjuna:(*Interrupting and testily*) Oh! It's nothing to me what YOU can or cannot do! (*Turns round to Drona...and peevishly*) What about your promise, Gurujee?

Drona:(*Who has been hitherto wrapt in Ekalavya, starts as if cut of a trance*) "P'Promise"? W'What P'Promise ?

Arjuna:(*Petulantly*) There you are! Wrapped up in this barbarian's bowmanship and your uncanny manner of teaching it...you seem to have forgotten everything and are lost to the "PROMISE" which but a while ago you assured me that you had kept...your promise to make me the greatest...you know what I mean...Gurujee!

Drona:(*Obviously disconcerted...helplessly*) But, Paartha, having heard and seen what you have...can you not understand?

Arjuna:(*Beside himself*) of course I cannot understand! (*In an ungovernable*

fit of jealousy throws all decorum to the winds and in a high-pitched hysterical shriek) "Understand"? I understand only this: You promised to make me the greatest archer in the world! and you have not kept your promise! and what is far worse, in assuring me as you did a while ago that you had kept your promise, while you had really not kept it...you did not less than tell a lie !

Ekalavya:(*With his shaft aimed at Arjuna's heart thunders out*) take back your word or, i shall kill you!

Arjuna:(*Drawing at his bow*) but not without my trying to stop you!

Drona:(*Coming in between them*) What madness is this Paartha?Calm yourself, Little man!

(Both Lower Their Bows)

Arjuna:(*To Drona*) Did you not promise to make me the greatest archer in the world, Gurujee?

Drona: Yes, I did!

Ekalavya: Of course, he did! I was there years ago when he made that promise! But that does not mean that he will not keep it!

Arjuna: Now, Gurujee, having seen what you have seen of this nishaada's bowcraft...do you still think that you have kept, or will be able to keep, the promise you made?

Drona:(*Restraining the impulsive Ekalavya, and in grave notes*) But, Paartha, you know in your heart that I did mean to keep my promise...when I made it...and believed I had kept it when i assured you that I had kept it ! an unmeant untruth unwittingly uttered... cannot amount to the lie that you irreverently saddle me with!

Arjuna:(*Still querulous*) Meant or unmeant...I only know that you have NOT kept the promise you made! Besides, Gurujee, a moment ago you said, as an archer he is far far ahead of both you and me! If as you both make out, all the archery he knows is only what he learnt off YOU...how can he have learnt from YOU...the archery that has made him a greater archer than YOU...??!

Drona:(*With knit brows*) That is the puzzle, Paartha, I am trying to solve!

Convinced as I am that all the archery that this Little Man knows is what I taught him unknowingly. I cannot see how I could have helped him become a greater archer than my own self!?

Ekalavya:(*Laughing in a joyous ring*) Just what bewildered me at first, Gurujee, and made me ask mother now and again how I could become the greatest archer in the world...when the guru I learnt from, could still wield a bow!? And mother held every time that a pupil can learn more from his guru than what the guru himself knows if the purpose of the pupil for learning is nobler than what the purpose of the guru's was when he learnt from his guru!!

Drona:(*Amazed*) Wonderful!

Arjuna:(*Sardonically*) I daresay it is all wonderful to you, Gurujee!But all this wonder will not save you from your danger!!

Ekalavya:(*Incredulously*) "Danger" to Gurujee!! (*Laughs*) What danger!

Arjuna: Why, the danger of being jeered at by all the world as one who did not keep his promise! (*Scoffingly*) Being a forest- roving nishaada, it would mean nothing to you of course! But to Gurujee, a renowned Aryan Brahmana, it is a serious thing to suffer the ill repute of being sneered at as a liar...

Ekalavya: STOP! (To Drona) Is all he says the truth, Gurujee? Drona: (*Looking away*) Yes, Little Man, every word!

Ekalavya:(*In a grief-struck voice*) But it should not be thus. Gurujee! Some... how... any... how... you MUST keep your promise, Gurujee!

Drona: How can I, Little man? I am helpless in the matter! After all it is but just that I must pay the price for rashly, nay, arrogantly making a promise without forethinking the hardness of the task I was promising to perform!

Ekalavya: But, Gurujee, you who are so great...so wise...?

Drona: "Wise"? Little Man!, no man is wise at all moments of his life! And I must suffer for my unguarded moment of unwisdom!

Ekalavya: But if you could teach me as much as you have with your silent

self?! (nodding at the image)... YOUR LIVING SELF can surely teach him far more than you taught me...and that should help you keep your promise, Gurujee!!?

Drona: Little man, if teaching and learning were all in the hands of the guru only, I could make him greater than you! but as you yourself have shown, the pupil must fulfill his part of the work!

Ekalavya: I think I know what you mean, Gurujee! You mean, of course his love and respect for you! But earnest as he is to excel in archery...I am sure he will revere...

Drona: You do not know all, Little Man! It is not only Love and respect for the Guru that counts... but the PURPOSE... the MAIN PURPOSE with which the pupil learns, decides how much he learns! You have said it yourself a while ago. With his purpose for learning... far beneath yours,...all his efforts and mine to help him even to EQUAL you, will not avail!!

Ekalavya: What then... has been...his purp...?

Drona:(*Looking away*) His purpose from the very outset has been to acquire personal fame as an archer! To be acclaimed the greatest archer of all times! And with you working body and soul, heart and mind... to free harmless creatures from fear of marauding beasts... the hardest of his efforts will not land him within yojanaas of your archery!! And I shall never keep the promise I rashly made!

Ekalavya:(*Hanging his head down*) And I have been the cause of

it all! Drona: You little man? How?

Ekalavya: Why, Gurujee, If only I had never come to you at all! If only I had never practised archery at all... he surely would have been the greatest archer in the world. would he not, Gurujee?

Drona: Yes, but...?

Ekalavya: So you see, 'tis I have been the cause of your not keeping the promise you made!

Drona:(*Mollifying*) Not willingly, little man! Not willingly!

Ekalavya:(*To Arjuna*) I will now promise truly never to handle my bow again

all my life! That ought to make you the greatest archer in the world and help my Gurujee keep his promise to you!!

Arjuna: hardly! Even if you never more handle your bow and shaft for the rest of your life...where ever...and whenever I handle MY bow and shaft...I shall somehow feel that somewhere in some forest-corner of the world there is a nishaada who if he wants to...can wield bow and arrow better than I!! And THAT hardly is REALLY "being" and "feeling" the greatest archer in the world...and will certainly not save Gurujee from the ignominy of being known as a L I A...

Ekalavya:(*Interrupting*) S T O P!

Arjuna:(*In a Frenzy*) "Stop"? Why should I stop? That is the truth! And the whole world shall know of it! You said you were not afraid of the truth! Why fear it now? I shall tell everybody... and no one will stop me!

Ekalavya:(*Wringing his hands helplessly*) somebody somehow must stop him!!!

Arjuna:(*Obsessed by a fit of jealousy*) Stop me!? Stop me from telling the world the truth... that the Great Dronaachaarya failed to keep his promise?... I SHOULD LIKE TO SEE SOMEBODY STOP ME! (*The last words of Arjuna sting Ekalavya into a fit of fury; with jaws set hard and with a wild look in his eyes he thunders out.*)

Ekalavya: YOU will SEE SOMEBODY STOP YOU! (*Sharply to Drona:*) Tell me Gurujee, if I had not learnt archery would he have really been the greatest archer in the world?

Drona: Yes Little Man, but...?

Ekalavya: And you would have kept your promise?
Drona: Yes, little Man, but...?

Ekalavya:(*With flashing eyes and decisive voice*) gurujee! you will keep your promise and I will stop his mouth forever! (*He walks up to the image and lays his right hand on the plinth; with the left he reaches for, and draws a crescent shaped arrow from his quiver; with an unflinching look on his face with one deft Sharp Stroke of his left arm, severs his right thumb; unheeding the gush of blood, picks up his severed thumb and walking back to Drona lays the thumb at his Guru's feet and stands mute! The other two have been too spell-bound to either follow or arrest Ekalavya's movements!*)

Drona:(*Aghast at the maimed hand of Ekalavya*) Little Man! What have you done?

Ekalavya: (*Holding back his tears with great effort and pointing to the severed thumb at Drona's feet*) "Done"?, Gurujee? I have done no more than paid my Dakshina to you in poor token of my love and respect for you! Years ago. Gurujee, when I came to you, this noble Aryan Prince (*points at Arjuna*) said: "You, are only a nishaada...too poor to pay your Guru's dakshina!" (*To Arjuna*) I am still the same poor nishaada! And yet, poor as my dakshina is...it is good enough to stop the mouths of you and such as you from slandering my Gurujee's good name! My Gurujee has kept his promise! And you are now without doubt the greatest archer in the world! (*pointing out his thumbless hand*) you see? even if i want to i cannot shoot any more! (*The effort of controlling his pain and his tears has been enormous; biting into his nether lip he makes a supreme effort to hold his tears back. Drona is so deeply affected that with closed eyes and trembling lips, he turns his face away. Arjuna, also genuinely affected, speaks to Ekalavya with real sorrow and sympathy in his voice.*)

Arjuna:I hope you are not sorry you did this brave noble thing!

Ekalavya:"Sorry"? Why should I be sorry?... It is the least I could do to help my Guru... (*A sudden look of ALARM flashes on his face*).. gods! I have forgot my fawns! sorry!? i shall be sorry every moment of my life i did this mad thing! every time i hear the groan of a deer or the dying shriek of a fawn i shall feel it is the echo of my own death-cry! every time i see the maimed mauled mangled remains of a deer or fawn, i shall feel all the agonies of my own heart being torn alive out of my body! of course i shall be sorry ev'ry moment all the rest of my life I did this mad mad thing!! (*with face buried into his blood begrimed hands sobs convulsively. arjuna approaches him and placing his hand on ekalavya's shoulder, speaks in a soft voice.*)

Arjuna: I am sorry... to... have... been... the cause (*Without looking up, Ekalavya shakes off Arjuna's hand, appeals in a pathetic voice: WITHOUT LOOKING UP*)

Ekalavya: will you all please leave me to my own self? (*Drona drags Arjuna back and pushing him ahead of him crosses over to the exit on the RIGHT and pushing Arjuna OUT OF THE SCENE...turns to Ekalavya...and in the kindest of voice*)

Drona: God's blessings on you, Little Man! Farewell! (*Ekalavya raises his NOW blood-smeared face; intensely anguished in look and in a heart-rending voice.*)

Ekalavya: you know, it will never be farewell between us, GURUJEE. (*DRONA EXITS RIGHT. Left all alone, Ekalavya looks helplessly around him; He then looks himself up and down; the sight of his own thumbless hand brings on fresh sobs! His eyes then instinctively look for and rest on the severed thumb, lying on the ground. Mastering his feelings, his face takes on a determined look; with teeth set hard, he fits an arrow to his bow and tries to draw back the bowstring finding his maimed hand unequal to the task bursts into tears; bow and shaft slip from his hands; with his left hand empties his quiver in his right shoulder shaft by shaft.*)

[SUDDENLY THE HIGH-PITCHED YELL OF A NUMBER OF FAWNS IS HEARD ON THE RIGHT - INSIDE THE SCENES]

Ekalavya: (*In a voice of terror and impotent despair*) gods! my fawns in distress! and i too helpless myself to help them! (*The yell of the fawns continues. Ekalavya resting his eyes on the spot on the Right of the scene where he last saw DRONA before the latter left the scene*) gurujee! do you hear my fawns! do you see what I have done! do you see what your dakshina has cost? I have betrayed my fawns; gurujee! I dare not look in to their eyes now! (*A few fawns rush in and at sight of Ekalavya move towards him, he recedes avoiding their touch and turns his face away to avoid their eyes*) do not touch me! I am stained! I am soiled... in mind and body! I am not fit to touch you! i am not fit to face my own fawns! I have betrayed you all! for one single moment of my life, I put you all out of my mind, out of my very heart. and in my mad love for my guru, gave to him what was never mine to give! what was always yours! one moment of mad love for you all and Forgot too the whole whole purpose of my archery my guru, I forgot ! I never knew what I was doing! I never knew! I never knew! (*His eyes, hitherto blinded by his tears, now clear, and a look of almost mad rage creeps into them; turning again to the spot that Drona left by*) but he knew! gurujee knew! he known! he must must have have stopped me! (*In a mad frenzy turns and walks up to the IMAGE of DRONA; with all the muscle, of his body taut, his fists doubled, and his blazing eyes emitting flashes of rage, takes up a threatening attitude before the image and thunders at it.*) how dared you gurujee? how dared you sit still and watch me without one look of warning! and let me who love you... sacrifice the safety of all the fawns in

the world... to satisfy the selfish whims, to pander to the selfish ambitions of one arrogant pupil of yours? how... dared... yours? *(in blind mad rage raises his maimed fist to strike down the image!... but a something in the face of the image seems to stay his hand at the very last moment! his eyes suddenly assume a look of horror... as if offright at the thought of what he was about to do.)* gods! what am...i doing?*(his limbs suddenly turn limp as if palsied, and his knees give way and he crumples to the foot of the image! hugging the image fondly with his arms... he repeatedly rolls his forehead in the "niche" in the plinth whimpering helplessly to himself amid convulsive sobs.)* forgive me, gurujee! i did not know what I was doing! but yet, how could you! how could you I how could you!
Curtain Drops Slowly

Glossary:

Stalwart: loyal, reliable and hard working

Wry: twisted into an expression of disgust, disappointment or annoyance

Feigning: pretend to be affected by a feeling, state or injury

Straggling: move slowly to keep a distance from people in front

Yonder: there

Wielding: hold and use a weapon

Whilst: old form of while

Mane: long hair around the neck of a mammal (horse)

Scandalized: shocked or horrified

Mandala: Sanskrit word for circles

Chaturthi: fourth day of lunar fortnight

Moon wax: phase of the moon where moon is nearing the full moon day.

Poornima day: Full moon day

Grandsire: Grandfather

Deerghakesha : Long hair

Ear-shot: Range of hearing

Sulky: Resentful, non-cooperative

Thaathajee: Grandfather (Bheeshma)

Aghast: Filled with horror and shock

Achaarya: Teacher (Drona)

Gaangeya: son of Ganga (Bheeshma)

Haze: confusion

Suyodhana: Duryodhana

Fiery: Blazing and burning
slake: satisfy, quench
Tender striplings: young men (kouravas and pandavas)
Aright: Properly, Correctly
Inhume: bury
Extirpation: destroy completely
Scions: descendant of a royal family
Inert: immobile
Direst: Terrible, dreadful
Nescience: unknowing, ignorance
Sally: attack on enemy
Groping: search blindly
Shroud: cover, hide
Purport: meaning, gist
Qualms: doubt, worry or fear – feeling anxious
Frail: Weak, Fragile
Arduousness: Difficult, tiring
Deterred: discourage
Abated: less intense
Avert: prevent
Carnage: massacre
Hapless: unfortunate
Avowed: admit, declare
publiclyPlinth: pedestal
Embitter: bitter, resentful
Expedit : speed up
Tardy: sluggish, slow
Boisterous: energetic and cheerful
Ghatikas : measurement of time
Partha: Another name for Arjuna
Brunt : Impact, Shock
Hastens: speed up
Strident: Loud and harsh
Unheeding: not paying attention
Novice: beginner, learner
Guerdon: reward

Toil and Moil: to work hard
Indite: compose
Indelibly: not to forget
Rampant: uncontrolled
Grovels: crawl
Impregnable: unable to capture
Inexorably: impossible to stop or prevent
Impudent: insolent, rude
Equanimity: calm and composed
Cowed: submit to ones wishes
Sacrilege: violation or misuse of something sacred
Unruffled: calm, smooth, still
Riveted: fixed, rooted
Consternation: anxiety
Pliant: easily bent
Hitherto: until now
Ecstasy: blissful, elated
Desisting: stop doing something, cease
Smarting: sharp stinging pain
Sotto voce: in quite voice, whispers
Fervent: very passionate, intense
Assiduous: meticulous
Dolefully: Moanfully, sorrowful
Prances: high springy steps
Mayhap: perhaps
Egress: departure
Fawns: young deer
Gingerly: cautious, careful
Naivety: innocence
Guffaw: loud and hearty laugh
Tremulous: quivering, shaking
Nishadas: Ancient Indian tribe
Benevolent: kind hearted
Maul: wounded by scratching and tearing
Arya: sir name for indicating a noble man
Solicitude: attentive care and protectiveness
Reverence: deep respect

Winces: flinch, to show pain suddenly
Derisively: expressing lack of respect
Unperturbed: undisturbed
Taciturn: tight lipped, cold
Urchin: raggedly dressed young child
Fraught: full of unpleasant things
Husky: low pitched
Ruminates: think deeply about something
Jubilation: feeling of great happiness
Vanquish: defeat
Twere: It were
Discern: find out, recognize
Lieu: instead
Lair: place where wild animals live
Inadvertently: without intension, accident
Kine: Cow or cattle
Decrying: announce publicly
Embolden: to give courage or confidence to do something
Aver: assert, declare, claim
Quiver: case for carrying arrows
Slandered: accuse, defame someone
Wary: Cautious, careful, alert
Niche: corner, space
Petulantly: bad tempered
Uncanny: strange or mysterious
Jeered: taunt, mock
Marauding: dangerous
Yojanaas: schemes
Unflinching: not showing fear or hesitation
Netherlip: lower lip
Maimed: wound or injure
Begrimed: dirty
Anguished: agony
Whims: impulse, urge
Pander: gratify, satisfy

COMPREHENSION

I. Answer in about a page

1. What are Bhishma's feelings at the beginning of the play?
2. How does Bhishma counsel Arjuna?
3. Explain the three tenets of karma preached by Drona.
4. How does Drona explain the power of concentration?
5. Why does Ekalavya want to be the greatest archer in the world?
6. What are the five elements taught by Drona to learn archery?
7. How did Ekalavya learn Archery?

II. Answer in about two to three pages

1. Compare and contrast the characters of Arjuna and Ekalavya.
2. Is Dronacharya an ideal teacher? Discuss with examples.
3. What are the five elements mentioned by Ekalavya?
4. List out the advices given by Ekalavya's mother.
5. Describe the care and love of Ekalavya towards the fawns.
6. Compare and contrast the PURPOSE of learning archery by Arjuna and Ekalavya.
7. Describe the situation in which Ekalavya cuts his thumb.
8. What are the views of Ekalavya towards 'caste'?

UNIT -2

PRODUCTIVE SKILLS:SPEAKING AND WRITING SKILLS

Presentation Skills

Today, presentation skills are required in almost every field, and most of us are required to give presentations on occasion. Many people feel terrified when asked to talk in public, especially to bigger groups. However, these fears can be reduced by good preparation, which will also lay the groundwork for making an effective presentation.

What is a Presentation?

We define a presentation as a means of communication that can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team. Effective presentations usually require careful thought and preparation. Preparation is the most important part of making a successful presentation.

There are several aspects that you need to consider while preparing a presentation. They include the aim of the presentation, the subject matter, the audience, the venue or place, the time of day, and the length of the talk. All these will affect what you say and how you say it, as well as the visual aids that you use to get your point across.

By the time you come to write your presentation, you should know exactly what you want to say and the order in which you want to say it.

The Aim

Whenever you are asked to give a presentation or speak to a group of people, you need to start by asking about the purpose of the presentation.

The Subject

The subject of your presentation or talk about comes from the aim. They are linked, but they are not necessarily the same thing.

The Audience

Before preparing material for a presentation, it is worth considering your prospective audience. The audience is important and the following points should be considered:

- The size of the group or audience expected.
- The age range - a talk aimed at retired people will be quite different from one aimed at teenagers.
- Gender - will the audience be predominantly male or female?
- Will you be speaking in their work or leisure time?
- Do they know something about your subject already or will it be new to them? Is the subject part of their work?

- Are you there to inform, teach, stimulate, or provoke?
- Can you use humour and, if so, what would be considered appropriate?

The Place

It is important to have as much advanced information as possible about the place where you are going to speak. It can be helpful to arrange to see the venue before the event.

The Time

There will often be no flexibility in the time of day that a presentation is made. However, it does affect what you can do, and how you might organise your presentation, because of the likely state of your audience

Length of Talk

Always find out how long you have to talk and check if this includes or excludes the time for questions. It is important to remember that people find it difficult to maintain concentration for long periods. This is a good reason for making a presentation succinct, well-structured and interesting. Aim for 45 minutes as a maximum single-session presentation, and preferably leave at least 10 or 15 minutes for questions.

Irrespective of whether the occasion is formal or informal, you should always aim to give a clear, well-structured delivery. To do so, you need to organise your presentation material.

Organising the presentation material may include:

Brainstorming your ideas: Keeping your objectives in mind write down all the points you wish to make, irrespective of order.

Selecting the main points: The talk/presentation should be divided into three sections: Introduction (beginning), Main Content (middle), and Conclusion (end)

Deciding whether to illustrate: Most talks benefit from personal anecdotes, real-life situations or hypothetical examples to bring them to life. Illustrations of any type should be relevant and fully explained. Bear in mind that a talk will last longer if visual aids are used.

Introduction and conclusion: The introduction should give a preview of what you are going to say and should gain the attention of the listeners with a statement of purpose.

The conclusion should repeat the main points but this time try to use different words and summarise the main point and argument. End decisively, so that no one is in any doubt that your presentation is finished. This is also the time to ask the audience whether they have any questions.

You also need to decide on your presentation method. Presentations range from formal to informal. Your choice of presentation method will depend on many factors, including the audience, the venue, the facilities, and your preferences. Visual aids can add another dimension to your presentation, helping to hold your audience's attention, and also act as a reminder of what you wanted to say.

The following is an overview of several common types of presentations and their purpose. Each presentation type requires a specific organization technique to assure they are understood and remembered by the audience.

1. Informative:

Keep an informative presentation brief and to the point. Stick to the facts and avoid complicated information. Choose one of the following organizational structures for an informative presentation:

Time: This explains when things should happen. It works best with visual people or people who can see the overall organization or sequence of events. Use words like first, second, and third, to list the order.


Place: It explains where things should happen and works well with people who understand the group or area you are talking about. You should use words like Region 1, 2, 3, or 4 to explain the order

Cause and Effect: It talks about how things should happen. It works best with people who understand the relationship between events. Use phrases like Because of . . . , we now have to . . . etc.

Logical Order: This simply lists the items in their order of importance. It can be explained to people who are accustomed to breaking down complex data into components to digest the material.

Students

An Introduction To Public Speaking



In Session 1 of 10: Introduction to Public Speaking

Public Speaking


Students

What is Public Speaking?

Public Speaking is a **'formal' face-to-face communication method** where a person(s) uses the medium of **speech** to **Inform** and/or **Influence** a group of listeners (an audience).

Why is developing Public Speaking skills important for Class Reps?

Being able to inform and influence both students and university staff members through effective communications is essential for a Class Rep to be able to help improve the learning experience at GCU.



In Session 2 of 10: What is Public Speaking?

Planning & Preparation

Students

All Public Speaking activities require Planning & Preparation!

Public Speaking Time Allocation

90%

On Planning & Preparation

10% on Delivery

Before you can start to plan and prepare the message and the structure for your Public Speaking activity you will need to consider the...

- **Purpose**
- **Audience**
- **Timings**



In Session 3 of 10: Planning & Preparation

Public Speaking

Students

What skills are required for Public Speaking?

The following three skills are required for effective Public Speaking...

- **Planning & Preparation**
- **Positive Non-Verbal Communications**
- **Confidence**

In this session we will be looking at...

- The importance of Planning & Preparation for effective Public Speaking
- The importance of Non-Verbal Communications for effective Public Speaking



In Session 4 of 10: Skills Required for Public Speaking

Non-Verbal Communication

Public Speaking isn't just about what you say; **It's also about how you say it!**

When undertaking any Public Speaking activity you need to be mindful of...

- Your Posture & Body Movements
- Your Facial Movements & Making Regular Eye Contact
- Your Voice Pitch & Tone

Just Another Minute

You have **nine minutes** to plan & prepare the randomly selected topic that you will be asked to **speak on** for a **full 60 seconds** without any...

- **Hesitation**
- **Repetition**
- **Deviation**

You will get **one point** for each second you are able speak on your topic without being successfully challenged by a member of your audience. If you are able to speak for the full 60 seconds on your topic without any successful challenges you will receive **ten extra points**.

Each successful challenger will get **one point**, however each unsuccessful challenger will get **minus one point**.

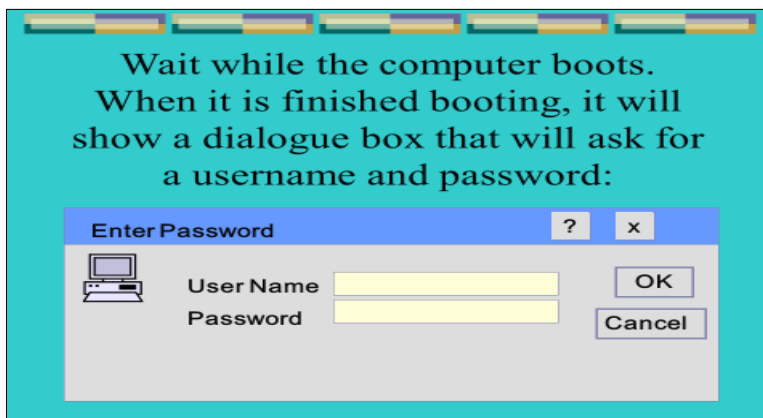
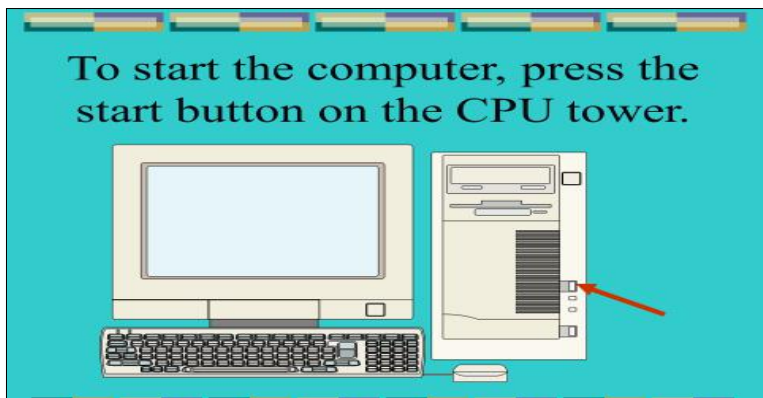
Source-

<https://www.sparqs.ac.uk/upfiles/An%20Introduction%20To%20Public%20Speaking%20Training%20Session.pptx>

2. Instructional

Your purpose in an instructional presentation is to give specific directions or orders. Your presentation will probably be a bit longer, because it has to cover your topic thoroughly. In an instructional presentation, your listeners should come away with new knowledge or a new skill. You need to:

- Explain to the audience why the information or skill is valuable
- Explain the learning objectives of the instructional program
- Have the participants practice the skill
- Provide participants with the opportunity to ask questions, give, and receive feedback from you and their peers
- Connect the learning to actual use
- Have participants verbally state how they will use it



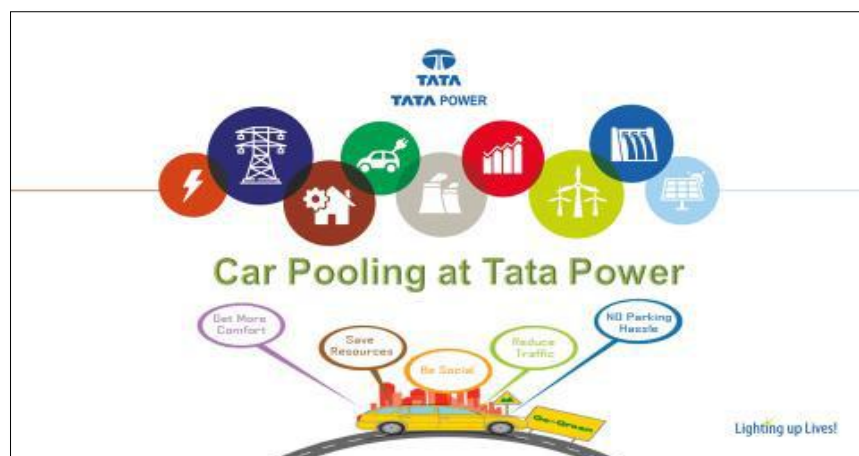



https://www.nc-net.info/ELA/Caldwell/Year_2/Lesson_Plans/StartAndShutDownACom

3. Persuasive


Your purpose in a persuasive presentation is to convince your listeners to accept your proposal. A convincing persuasive presentation offers a solution to a controversy, dispute, or problem. To succeed with a persuasive presentation, you must present sufficient logic, evidence, and emotion to sway the audience to your view point. Create a great introduction because a persuasive presentation introduction must accomplish the following:

- Seize the audience's attention
- Disclose the problem or needs that your product or service will satisfy
- Tantalize the audience by describing the advantages of solving the problem or need
- Create a desire for the audience to agree with you by describing exactly how your product or service will fill their real needs
- Close your persuasive presentation with a call to action
- Ask for the decision that you want to be made
- Ask for the course of action that you want to be followed



TATA POWER **Purpose of Car Pooling** 

- The main idea of Car Pooling is that a group of people can ride in one vehicle instead of having individuals driving their own car or riding in hired cars. They can take turns using their cars so that there is savings in terms of money as well as emissions or else ask for one car to pick and ride so as to reduce number of cars deployed.
- Car pooling is also extended to company officials travelling to outside locations.
- Travelling by company busses is the first option. Cars to be used on need basis only.



Greenolution is changing a habit
Let's save fuel through car pooling and other smart ideas.

Private and Confidential

TATA POWER **Car Pooling Benefits** 

- Reduces the carbon footprint per employee and for the organization
- Cuts fuel costs drastically and saves money
- Reduces potential risks on roads and helps in decongestion of traffic
- Lessens the stress of driving Improves the cultural integration of the organization






Private and Confidential | 01



TATA POWER **Choice is yours** 



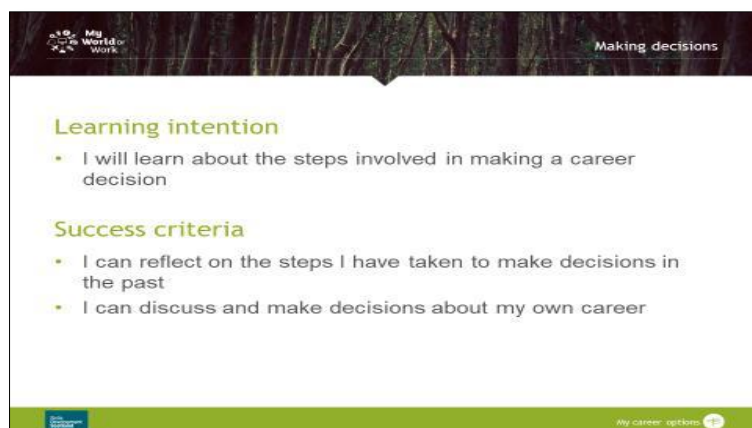
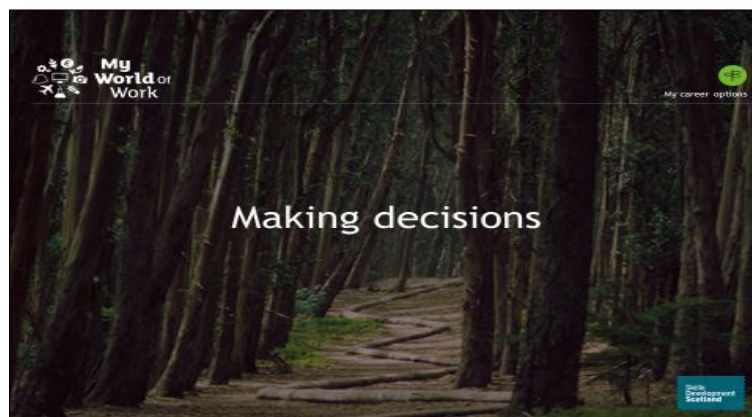
Choice is Yours!

Private and Confidential | 01

4. Decision-making

Your purpose in a decision-making presentation is to move your audience to take your suggested action. A decision-making presentation presents ideas, suggestions, and arguments strong enough to persuade an audience to carry out your requests. In a decision-making presentation, you must tell the audience what to do and how to do it. You should also let them know what will happen if they don't do what you ask.

- Gain attention with a story that illustrates the problem
- Show the need to solve the problem and illustrate it with an example that is general or commonplace
- Describe your solution to bringing a satisfactory resolution to the problem
- Compare/contrast the two worlds with the problem-solved and unsolved
- Call the audience to action to help solve the problem and give them a way to be part of the solution.



My World of Work Making decisions

Introduction to decision making

- Everyday we make decisions
- Some decisions are small and easy to make and some bigger decisions need more time and thought
- Decision making is a process of gathering information to help understand our choices

My career options 11

My World of Work Making decisions

In your groups, start to make a list of the following:

			
Group A	Group B	Group C	Group D
What decisions did you make yesterday?	What decisions did you make last week?	What decisions did you make last month?	What decisions did you make last year?

My career options 12

My World of Work Making decisions

Making career decisions

- Think about the steps described in the decision making journey
- How can these steps be used to help you make a career decision?
- What factors would influence your choices?
- Who can help you with making a decision?
- What are all the possible options?

My career options 13

<https://www.myworldofwork.co.uk/file/33777/download>

5. Demonstrative Presentation


A demonstration speech is a type of presentation in which the speaker's goal is to teach the audience how to complete a task. Students often give demonstration speeches when doing class projects, while professionals may give demonstration speeches to teach colleagues how to perform a task, highlight a new product, showcase a service to potential customers or pitch new products to investors, stakeholders or business leaders. These speeches are effective for showing the process of how something works and portraying the results. Here are some examples to give a demonstrative presentation.

- Showing the members of your team how to navigate new software.
- Teaching students how to perform procedures, solve a problem or use a piece of equipment.
- Highlighting the benefits of using a product for your target audience.
- Proving the effectiveness of a procedure or product in comparison to another.
- Pitching a sellable good or service for production or investment to company leaders and other decision-makers.



Email Basics

- ✓ Send & receive digital messages and content over the internet
- ✓ Productivity Tool
 - ✓ Calendar
 - ✓ Address book
- ✓ Web-based email can be accessed anytime & anywhere



MSL

Email Addresses

- Format:
 - Username
 - @
 - Provider's domain
 - Ex. peter101@yahoo.com
- Free Email Account Providers:
 - Yahoo
 - Microsoft's Hotmail
 - Google's Gmail



MSL

Setting up a Gmail Account



Sign in with your Google Account

Username:

Password:

☐ Stay signed in

[Sign in](#)

[Get Access your Account?](#)

New to Gmail? It's free and easy.

[Create an account](#)

[About Gmail](#) [New features!](#)

Go to: www.gmail.com

Click here to Create your Account

MSL

Creating a Gmail Account

Choose a password: Password strength: **Strong**

Re-enter password:

☐ Stay signed in

☒ Enable Web History [Learn More](#)

Default Homepage: ☒ Set Google as my default homepage

Security question: Write my own question

Answer: What city was I born in?

Recovery email:

Enter a password

Enter or choose a security question or write your own.

MSL

Creating a Gmail Account

Birthdate:

Word Verification:

Terms of Service: ☐ I accept

By clicking on I accept, below you are agreeing to the [Terms of Service](#) above and both the [Privacy Policy](#) and the [Privacy Policy](#).

Type in your birthdate month/day/year

Type in the word in the "word verification" box

Click on the I accept. Create my account button

You can either use Google as your home page or a tab on your home page

MSL

Creating a Gmail Account

Congratulations!

You've successfully signed up for Gmail! Here's a quick run through to help you get comfortable.

[Show me my account](#)

Archive instead of delete

Tidy up your inbox without deleting anything. You can always search to find what you need or look in "All Mail."

Chat and video chat

Chat with your contacts directly within Gmail. You can even talk face-to-face with built-in video chat.

Labels instead of folders

Labels do the work of folders with an extra bonus: you can add more than one to an email.

Congratulations

Click on Show me my account

MSL

Answer the following:

1. Prepare a presentation of 5-6 slides on how to prepare for examinations.
2. Forest conservation is an important issue. Prepare a persuasive presentation on the given topic.
3. Meditation has a lot of health benefits. Help your friends to decide on making it a daily habit with the help of a presentation.
4. How to open a bank account online. Prepare a presentation to demonstrate the process.
1. Prepare a presentation of 5-6 slides on how to install new software.

WRITING SKILLS

Writing skills are the skills you use to write effectively and succinctly. A good writer is someone who can communicate their point to their audience without using too much fluff and in a way that the other person can understand. Writing skills don't just include the physical act of writing. Skills like research, planning and outlining, editing, revising, spelling and grammar, and organization are critical components of the writing process.

There are several types of writing. We shall study few of them:

1. Descriptive writing
2. Narrative writing
3. Reflective writing

Descriptive writing

Descriptive writing deals with appearances- what things look, sound, taste, feel or smell like. A sense of observation and selection are key skills in effective descriptive writing. All senses need to be sharpened to receive impressions from the outside and include them in your writing.

A descriptive paragraph describes a person, an object, an event, or a place in detail. This type of paragraph, which should contain many details, does not bother the reader. This feature is the best feature of the descriptive paragraph type. One of the advantages of this feature is that the details given affect the reader.

A good descriptive paragraph is like a window into another world. Through the use of careful examples or details, an author can conjure a scene that vividly describes a person, place, or thing. The best descriptive writing appeals to multiple senses at once—smell, sight, taste, touch, and hearing—and is found in both fiction and nonfiction.

Three aspects to be considered while writing descriptive paragraphs are: the writer, the reader and the purpose - i.e., who the writer is, who it is written for and why it is written.

A good description aims at creating a single impression. It is also important to use specific and concrete words rather than general or abstract ones.

Eg: *The place was beautiful* (doesn't convey specific details)

The place was a lush green hill side with a sparkling waterfall.(Specific details conveyed)

Descriptions can be of various types. Namely:

- a. describing objects
- b. describing people
- c. describing places
- d. describing process

Describing People

You often need to describe a person for various reasons-- you write to others about people you have met, someone you admire or someone you are going to meet. Descriptions may also be used in stories, stage directions, in police stations, newspaper reports etc.

Description of a person may include the following:

- i. Physical features -- these may include
 - Age- early twenties, mid-sixties, teenager etc.
 - Build - tall, short, stout, well built, slim etc.
 - Face- round, oval, long, plump etc.
 - Hair- black, grey, silver, straight, curly, wavy etc.
 - General features- small eyes, hooked nose, pointed chin, light eyes etc.
 - Dress- well dressed, stylish, casual, shabby, elegant etc.
- ii. Personality traits- This includes qualities like strong, cheerful, calm, insensitive, soft-spoken, easy- going, happy, kind etc.
- iii. Habits- early- riser, frugal-eater etc.
- iv. Comparison- expressions used to mention significant similarities or differences between people.

Eg: He resembles his father

She is more affectionate than her sister.

While writing a description it is good to begin with a topic sentence. There after you can describe the physical appearance of the person followed by his/her personality traits.

He has a thin long face with a pointed chin. He is probably in his late twenties and has big eyes and thick eyebrows. He has stylish straight hair which reaches his neck. He is clean-shaven and has a straight well-defined nose.

Description of People is a biographical sketch of their lives from birth to the present time, highlighting major events and achievements during that span. In short it entails a person's characteristics and events related to his life and their effects on his life.

Sample solved paragraphs.

1. You love your father very much, for he is an ideal father. Describe him in your own words in 100-150 words.

Answer:

Mr. Raj Gupta is my father. He is a very polite and caring person. He loves me very much. Although he is a very busy person, yet he pays full attention to me and helps my mother in household chores. He is an ideal father to me. Once I fell seriously ill. It took four days and five nights to recover. All those days he took leave from his office and did not sleep the whole night while he sat beside me.

When I recovered, he took a sigh of relief. He is a true friend and counsellor to me. Without him I am lost. I pray to God to make him happy throughout the life.

2. One of your friends, Raman, is very gentle and polite to you. You regard him as your best friend. Describe him in 100-150 words.

Answer:

I have many friends. Of them, Raman is my best friend. He is the friend I have always longed for. We are also classmates. He always stood by me in support during misfortunes. He is also a healthy critic as his criticism always helps me improve my behaviour and personality. Being a topper in the class, he also helps me in my studies. To conclude, he has been a boon to me. In the evening, he comes to me. We do homework together. Then we go to the park for playing and workout. Whenever I am wrong he explains to me my mistakes and tells me what to do next? I pray to God to bless upon our company forever.

3. Describe your favourite dancer in 100-150 words.

Answer:

I have come across many dancers in my life and fond of most but Madhuri Dixit is my favourite.

She is an Indian actor. She has been praised by critics for her dancing skills. When she dances, her movements sway the air. I have watched all her movies in which she gave superb dancing performances. She speaks very well through her dance postures. It seems that she has dance in her DNA. She dances collectively but if we go into deep we will discover that every part of her body is dancing individually. In 2008, she was awarded the Padma Shri by the Government of India.

2. Fill in the given blanks choosing appropriate words or expressions from the box.

Yellow ivory, white, knife, flicker of light, beautifully, scowling, pointed, shines, crinkled paper, forehead, pouch, sharp,

My brother Ben's face, thought Eugene, is like a piece of slightly _____ ; his high _____ is knotted fiercely by his old man's scowl; his mouth is like a _____, his smile is like the _____ across a blade. His face is like a blade, and a knife, and a flicker of light: it is delicate and fierce. when he fastens his hard white fingers and his _____ eyes upon a thing he wants to fix, he sniffs with sharp and private concentration through his long, _____ nose...his _____ hair is like that of a young boy.

- Descriptions of people differ in their style depending on different viewpoints and purposes.

3. Read the given set of descriptions in column 'A' and match them with the purpose of description in column 'B'

A	B
i Alliance invited for a fair, beautiful, convent educated girl settled in the U.S. Age 28 years height 5.5" and slim. Belongs to a well-respected family. Girl well-versed in all home related activities, Family-oriented, soft spoken and affectionate.	a Description of a person in a story
ii I have known Mr.Aggarwal for six years. He worked in my team for a project in Bangkok. He has always been enthusiastic and committed in work. He is calm and cheerful by nature, and hence works well with all colleagues. He is an asset to any organization.	b Description of a person in a police-file
iii He was a cheerful, jolly person who constantly cracked witty jokes and made everyone around laugh heartily. He made her laugh too. He found life very amusing and never took anything seriously. He was stout, not very tall and not very striking in his looks, but when she was with him she felt secure, calm and happy. His eyes reflected his genuine affection.	c Description of a person in a matrimonial advertisement
iv The suspect is in his early thirties and is around 5.9" of height. He is well-built, clean-shaven with straight black hair. He wears glasses and has a wheatish complexion. There is a scar on his left check and was last seen wearing a light blue shirt and jeans.	d Description in a reference letter.

Describing Places

Description of a place generally includes the following details.

❖ Factual information

e.g.: *The hotel has five floors with a swimming pool on the roof top. There are three restaurants and a spa in it.*

❖ General impressions

e.g.: *The library was a pleasant well-lit place with lot of natural light. This along with a good collection of classics made the place cozy warm and bright.*

Description of a place could be done for a variety of purposes like descriptions in a travel brochure, a visitor's guide, an article for a magazine, a sequence while narrating a story etc. While describing a place, you need to perceive accurately what you are going to describe. You are actually trying to recreate your experience of the place.

While describing a place there are some important steps :

- Break the description into 2-3 paragraphs.
- Each paragraph should have a topic sentence.
- Describe one aspect of the place in each paragraph.
- It is important to ensure continuity in paragraphs.
- If the description has to be written in one paragraph, then include all the details briefly.

Solved Question

Question 1.

You happen to visit Bhallard in the foothills of Kumaon. You collected details about this place. Write a descriptive paragraph on the basis of the following inputs in 100-150 words.

You Head To Bhallard, In The Kumaon Foothills

Fact File

- Nearest Airport : New Delhi
- Nearest Railway Station : Kathgodam (KKDM). Tickets are always in demand and need to be booked well in advance. By
- Road : From Delhi, NH 24 to Moradabad and Rampur and NH 87 to Kathgodam; via Bhimtal to Ramgarh and from there to Nathuakhan via Talla (lower) Ramgarh; From Nathuakhan, 4 km on the road towards Hartola is Bhallard village.

- Facilities: Tourist attractions abound in several places: Nainital, Bhimtal, Sattal, Ramgarh, Almora. A few home-stay options are available and need to be “identified”.
- Attractions: Natural beauty is witnessed in its abundance in this region. Lakes with boating facilities abound: for example Nainital, Bhimtal and Sattal. The Kumaon hills are wonderful for trekkers, bird watchers, nature enthusiasts and many an unspoilt hill-path beckons you. Orchards and fruit-laden trees abound in the Nathuakhan/Bhallard area.
- Aah ! Himalaya home-stay : The Aah ! Himalaya home-stay package (including breakfast, lunch, dinner and laundry) costs Rs.4, 000/- for a couple per night. Up to two children (under 12) go free; children, older than 12 are charged a supplementary fee of Rs.500 per night. Single home-stays are charged at Rs.2500 per night, Home-Stays are always pre-arranged with the owner!

Answer:

Ballard in Kumaon district is a place where nature’s beauty can be captured. It is close to Kathgodam railway station. The nearest airport is Delhi. From here one can either take a train or go by road. There are many interesting places to stay there including home-stay options at Almora. Nature’s pristine beauty can be seen here. In Nainital, Bhimtal and Sattal boating facilities are available. The Kumaon hills are a wonderful place for bird watchers, nature lovers and trekkers. One can see fruit-laden trees in Ballard. Aah! Home-stay option charge? 4,000/- night per couple with 2 children below 12 free.

Question 2.

You recently visited the city of Jaipur, famous for its Hawa Mahal, the palace and forts. Shopping in Jaipur is also exciting as there are many things to buy. Write a description of the place in 100-150 words.

Answer:

Jaipur, also referred to as the Pink City. The Hawa Mahal here is made of Pink stone. It is the capital of Rajasthan. It is a colourful city with monuments, good food and lots of shopping. By road from Delhi it is about 4 hours drive. By air just about 45 minutes from Delhi. It is a hot place and the best time to visit is December to February. The rest of the months it will be hot. The palaces constructed by erstwhile kings are marvels of architecture. If one has to see all the monuments it will take no less than 3 days.

Apart from forts, shopping in Jaipur is exciting. Things are reasonably priced, marble carvings and objects made out of stone are famous in Jaipur. The typical

Rajasthani cuisine is elaborate and is served with lot of butter and ghee. Some of the dishes are dal, bhatti churma, kachori, etc. The art of tie and dye is very famous in Rajasthan. Fabric, dress material and sarees on which this technique is used are liked by women.

Question 3.

Srinagar with its Dal lake, the snow clad mountain peaks and the Shalimar garden is nothing but a paradise on the earth. You visited this beautiful city sometime back. Write an account of the place in 100-150 words.

Answer:

Kashmir is the paradise on the earth. It is a beautiful place, so scenic with snow clad mountains, beautiful lakes, flowers and fruits all around. Srinagar, the capital of Kashmir, is connected by air with all major metros of India. There is no train facility at Kashmir. The nearest railway station is Katra or Jammu. There are many hotels where one can stay.

In the Dal lake there are houseboats called as Shikaras in which one can stay. Words cannot describe the beauty of this place. One can see apple trees laden with apples. Other main trees are Deodar, Firs and Pines, Chenar, Maple, Birch and Walnut. One should visit Srinagar at least once during one's lifetime.

1. Complete the following description of a college by adding relevant words/expressions from the given box.

wide range, big, several book stands, centre, alphabetical, set-up, entrance, section

My school library is a well___ library. It is a very___ library on the ground floor of the school that consists of___ and cabinets. Books are precisely arranged in___ order in these bookstands and cabinets. It has a_____ of books on diverse subjects, story books, comic books, biographies and magazines. At the___ there is the librarian's desk. There are rows of tables and chairs in the_____ of the library for students to sit. Another_____ is the reference section of the library house for teachers.

Description of places often has spatial order. The details are given in an order first, details regarding location are given, and second, a detail regarding internal features and this is followed by special characteristics of the place.

Descriptions of places often vary in their styles depending on the aim/ purpose of the writer.

3. Read the following set of descriptions given in column A and match the purpose of description in column B.

- | A | B |
|--|--|
| i Located in a well-developed area, 9kms from the airport-2/3 bedrooms, 2 balconies, work area, facilities like jogging track, children's play area, swimming pool, landscape garden, tennis court, solar heaters, underground electrification and drainage system. | a A personal account to a friend |
| ii The college boasts of a sprawling 35-acre campus full of greenery. It has splendid buildings and state-of-the-art facilities. The college has 6 academic blocks, 2 hostel blocks, one library block and 2 blocks for staff quarters. The laboratories are modern and well equipped. The college also has indoor games court, three air-conditioned seminar halls, one auditorium and an amphitheatre. | b Description in travel brochure |
| iii That place was simply magical! The sky seemed a sheet of golden-orange colour and the sun was a huge red ball. The sound of waves lashing against the rocks was inviting. The cool breeze softly touched the face and moved ahead...The sun slowly went down into the sea...The experience was heavenly. | c Description in geography book. |
| iv With an area of about 2.8 million sq. km. Argentina is the 2 nd largest country in South America. Argentina is triangular in shape. It is bordered on the south and west by Chile, on the north by Bolivia, | d Property advertisement in a newspaper. |

Paraguay and Uruguay, on the north-east by Brazil and towards the east by the Atlantic Ocean. The Andes mountains lie all along the western boundary of the country. A major part of Argentina is formed by the low lands lying east of the Andes.

- v A labyrinth of fascinating bazaars, opulent places and historical sites, Jaipur is often called the 'Pink City' because its prominent buildings are washed in this colour. Jaipur's old-walled area has the city palace, an astronomical observatory and bazaars that sell everything from shoes to jewelry. The 'Hawa Mahal' or 'Palace of Winds' a whimsical addition to Rajasthan's rich architecture, with its ornate pink façade, has become the icon of the city.
- e Description in college magazine.

EVENT

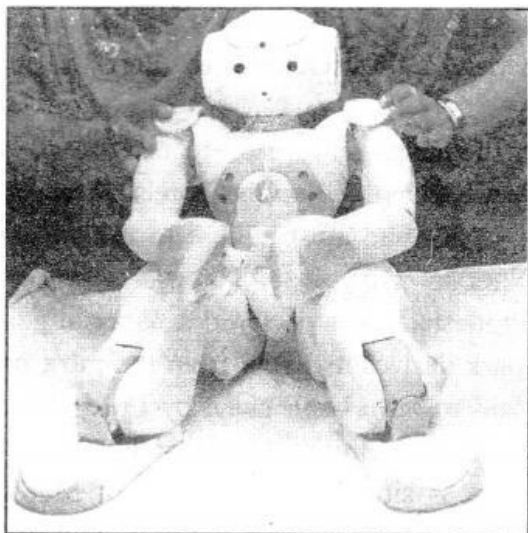
Any description of an event should include factual details. While writing about an event the following points should be kept in mind.

- As the event is being described after its completion, one has to use past tense.
- All the facts about the event have to be included while writing the description.
- It is always better not to include personal opinion or comment while describing an event.

Solved Question

Question 1.

You recently participated in a 'Robot Making' event in your school. Participants from as many as 30 schools in the city took part in the event. Write about the event in 100-150 words describing how many robots were made and who was awarded the best prize, etc



Answer:

Our school organised a Robot Making Competition in which as many as 30 students from 30 schools of the city participated. As a member of the Robotic Club I represented my school in this activity. All the students were given the basic tools and units. All the groups

were given 2 hours for assembling the robot together. Our group consisted of 4 of us, all members of the Robotic Club. We put together Harsh, a robot, which could play the music, do basic activities such as making bed, and washing vessels. One of the participating schools had made a running robot which could take part in running races. This robot was adjudged the best by the judges. Our robot got the second prize. The Chief Guest for the event was a Professor of Robotics from the University of Technology in the city.

Question 2

You recently witnessed the World Cup India-South Africa Cricket match that was played in the city of Nagpur. Start to finish it was a nail-biting match. Describe it in 100-150 words

Answer:

World Cup matches make the Indian public euphoric. Witnessing a match offers a two-fold advantage. One is witnessing the match and the other is seeing the public go mad. I got an opportunity to see the India-South Africa match that was played at Nagpur. I had flown specially from Mumbai to see the match. The stadium was packed to capacity; there was not an inch of space. Each ball bowled by the Indian bowlers and each run scored by the Indians made people hoot, shout, clap and wave the Indian flag.

Master blaster Sachin Tendulkar scored 111 runs. It was an electrifying performance. Watching it was sheer fun. Bowling of Zaheer Khan was also good.

Question 3

The International Women's Day was celebrated in all parts of the world with great gusto. As part of the celebrations, women achievers were given awards by the Rotary Club of your city. Among those honoured included the famous Police Officer Kiran Bedi, Sharmila Tagore and Shabana Azmi.

Write a short description of this event in 100-150 words

Answer:

March 8th is celebrated every year as International Women's day. The reason we celebrate this day is to honour women and to recognise their contribution to the family, society and nation.

Rotary Club of our city organized a celebration to honour some women achievers. Those honoured included Kiran Bedi, the Magsaysay award winner, Sharmila Tagore, the Chairperson of the Censor Board and Shabana Azmi, a woman activist and a great actor.

Ms Bedi exhorted the young girls to repel any untoward advances to them. She further said that the whole state machinery is with them. Ms Tagore asked the girls to study hard, because it is education that will give them confidence. Ms Azmi advised the ladies to

come forward and join the mainstream of the society.

All these women pledged to work for the upliftment of women of this country.

Question 4

Your school celebrated Sports Day on 20th February. The famous cricketer Suresh Raina was the Chief Guest for the occasion.

Write a description about the event in 100-150 words

Answer:

Our school celebrated the Sports Day on 20th February. The famous cricketer Suresh Raina was the Chief Guest on the occasion. He spoke about the dedication and hard work is the cornerstone for any success. He encouraged the youngsters to make any sport a part of their lifestyle as playing a game develops many qualities like team spirit in individuals. Tagore House took the running trophy for scoring highest points in all the sports activities. The day started with March Past and ended with the houses marching back and lowering their flags.

Narrative writing

All of you have to constantly report or narrate past actions or events. Things happen to you and you like to tell others about them. And when they happen to others, you like to hear accounts of them. So, the ability to narrate past events is an important language skill. Generally, when you narrate past events, you tell them in chronological order, that is, the order in which they happened. As past events are narrated, the past tense is normally used in narrative paragraphs. However, the present tense may be used for dramatic effect. When describing what a person does over a period of time, you use pronouns instead of nouns.

Linkers used for narrative writing are those that indicate sequence. A narrative paragraph tells a story, either real or fictional, by introducing a topic, giving more details, and then ending with a reflection or transition to another paragraph. Being able to properly write a narrative paragraph is an essential skill for anyone who wants to write or tell stories, from authors to journalists to advertisers and beyond. Learning the essential elements (an introduction, necessary details, and a conclusion) and how to put them together concisely will enable you to craft brief but complete stories for any audience. Plus, you'll become a better, more confident writer, too!

While writing a narrative paragraph:

- Choose a topic
- Write a topic sentence that introduces the key information. A narrative paragraph often tells a story in order to illustrate or demonstrate a point. Hence, a strong topic sentence is important.

Look at the following topic sentences:

- i. The Raos went on a picnic to Nandi hills.
- ii. The Raos went on an enjoyable picnic to Nandi hills.

The first topic sentence would be considered weak for a narrative because it has not established any purpose for the paragraph. The second topic sentence on the other hand, is more appealing to the reader. It establishes the purpose of the paragraph. It says that the paragraph will tell the story of the family's picnic, and will do so in such a way that will prove that the trip was enjoyable. Further, establishing this topic sentence limits the perspective or angle which will be taken on the subject.

After establishing the topic sentence, brainstorm supporting information with the perspective of the topic sentence in mind. For the above topic sentence, an extensive list of pleasant details of the picnic could be drawn up.

- a. Arrange the details in chronological order.
- b. Use linkers to lead the reader logically forward.
- c. Add a concluding sentence.
- d. Check for spelling, grammar and punctuation error.

Introducing Your Story

Plan to tell your narrative from the first or third person perspective. Use "I," "he," "she," "it," or "they" as the subject to tell your story. While narrative paragraphs are most often told from the first person perspective—relating a story that happened to you—they can also be told from a third person perspective.

You could relate something that happened to someone else, even a fictional person.

Use a consistent tense. Refer to the prompt or guidelines for the assignment, if applicable, to determine which tense you should use. If there are none, you can choose either past or present tense. Just be sure to use 1 tense consistently throughout the entire paragraph, and avoid switching between tenses.

- The exception would be if you were switching between the current discussion of the story's meaning (in present tense) and the narrative of the story's events (past tense).

Present any major characters involved in the story. Introduce any people who will play an important role in the story so the reader understands who is a part of the narrative. You don't need to introduce every character you will talk about, but it's helpful to introduce people who advance the action.

- For the first-person example about picking out a new puppy, you might continue, "My mom drove me to the breeder, which was 45 minutes away."

Set the scene of the story. Provide a setting for your story and orient your reader to the time your story happens. This helps them place themselves in the narrator's shoes and understand their state of mind for the events.

- You might say: "I was 11, so the car ride seemed like an eternity. We lived in Wisconsin at the time, and the breeder was in Chicago."
- All background information after the topic sentence, such as other characters and where the story takes place, should be approximately 1-4 sentences long.

Plan to write a narrative paragraph of at least 9 sentences. Write one topic sentence, 1-4 sentences of background information, 2-4 sentences to start the story, 3-5 sentences to present the conflict, 1-3 sentences to resolve the conflict, and 1-2 sentences to provide a conclusion.

- While the length of your paragraph will vary based on the content, a standard 5-sentence paragraph likely will not provide enough detail to tell a complete narrative.

2. Narrative writing can have many formats:

- a. Historical stories or legends
- b. Biographies
- c. Incidents
- d. An accident or Natural disaster
- e. A journey or a voyage
- f. A story
- g. Personal diaries

While writing a paragraph narrating an incident or a natural disaster.

- Describe the incident
- Say how it happened
- Say why it happened
- Mention the effects of the incident / disaster
- Mention the writer's impressions

While writing a biographical paragraph,

- Collect information
- Arrange the information in chronological order
- Make an outline
- Select required details
- Fill out the details
- Add anecdotes to make the biography interesting.

Exercise:

I. Re-arrange the following sentences in chronological order and rewrite them in the form of a paragraph by using pronouns wherever necessary.

1.
 - a. Water bodies appeared on the earth's surface.
 - b. The sun and the planets revolving around it were created.
 - c. Protozoa appeared in water.
 - d. An enormous cloud of hot gases and dust was formed in space.
 - e. Amphibians came into existence.
2.
 - a. He evolved a system which made use of only six dots in all.
 - b. These books had letters of the alphabet printed in big, raised type.
 - c. Braille lost his sight accidentally as a child.
 - d. But Braille wanted to use raised dots instead of raised letters.
 - e. Nevertheless, he was able to complete his education with special kind of books.
3. Rearrange these sentences in the correct chronological order. Then write a connected paragraph on the life of Kuvempu. While doing so, make use of linkers and pronouns wherever necessary.
 - a. His work Ramayana Darshanam got him Jnanpith Award in 1967
 - b. He was awarded the Karnataka Ratna 1992
 - c. He re-joined Maharaja's college in Mysore in 1946 as a professor
 - d. In 1956 he was selected as the Vice-Chancellor of Mysore University where he served till retirement in 1960.
 - e. Kuvempu was born in Hirekodige, a village in Koppa taluk of Chikmagalur district on 29th December 1904
 - f. Kuvempu began his academic career as a lecturer of Kannada language at the Maharaja's College in Mysore in 1929
 - g. He went on to become the principal of the Maharaja's college in 1955.
 - h. He took his last breath on 11th November 1994
 - i. He worked as an assistant professor in the Central College, Bangalore from 1936.
 - j. Kuvempu married Hemavathi on 30 April 1937
4. On the basis of the information given about the life of Rabindranath Tagore. Write a paragraph on his life in about 150 words.

Born- 1861, Nobel Prize 1913, composer of national anthem, done 102 paintings, founder of Shantinikethan, Wrote Geetanjali, Leader of Brahmo samaj- new religious sect of 19th century, voice of India's spiritual heritage and Bengals great living institution, died in 1941.

5. Rearrange the following sentences in chronological order.

- a. Shockingly he ordered Gandhi to get out.
- b. The incident took place in 1893.
- c. Even though Gandhi had a ticket, he was thrown out of the train at midnight.
- d. Suddenly a white man boarded the first-class compartment that Gandhi was in.
- e. It happened when Gandhi was travelling by train by Durban to Pretoria at night.
- f. This incident introduced Gandhi to Cruel racism.

6. Re-arrange these sentences in the correct chronological order. Then write a connected paragraph narrating the fire accident. While doing so, use pronouns and linkers.

- a. Suresh ran outside and saw thick clouds of smoke coming out of the windows of a neighbor's house.
- b. Many people had gathered, nobody seemed to know what to do.
- c. It was midnight and Suresh was suddenly awakened by the cries of "Fire! Fire!"
- d. The inmates of the house had come out
- e. They were crying and shouting as their 6-year old son was inside the house.
- f. Suresh took courage, went up and brought the terrified boy safely down the ladder.
- g. Somebody had called the fire-brigade.
- h. A gentle wind blew and the building was ablaze.
- i. The firemen succeeded in putting out the fire.

II. 1. Make a list of the things you usually do on a Sunday morning, from the time you get up to mid-day, on these lines:

6 a.m. - get up

6.30 a.m. - go for a walk/run

7 to 8 a.m. - bath and get ready

12 noon – lunch

2. Using the hints given below, write a short paragraph narrating the preparations you made for a college cultural program.

Day 1: Planning the program

Day 2 : Inviting the guests

Day 3: Execution of the program

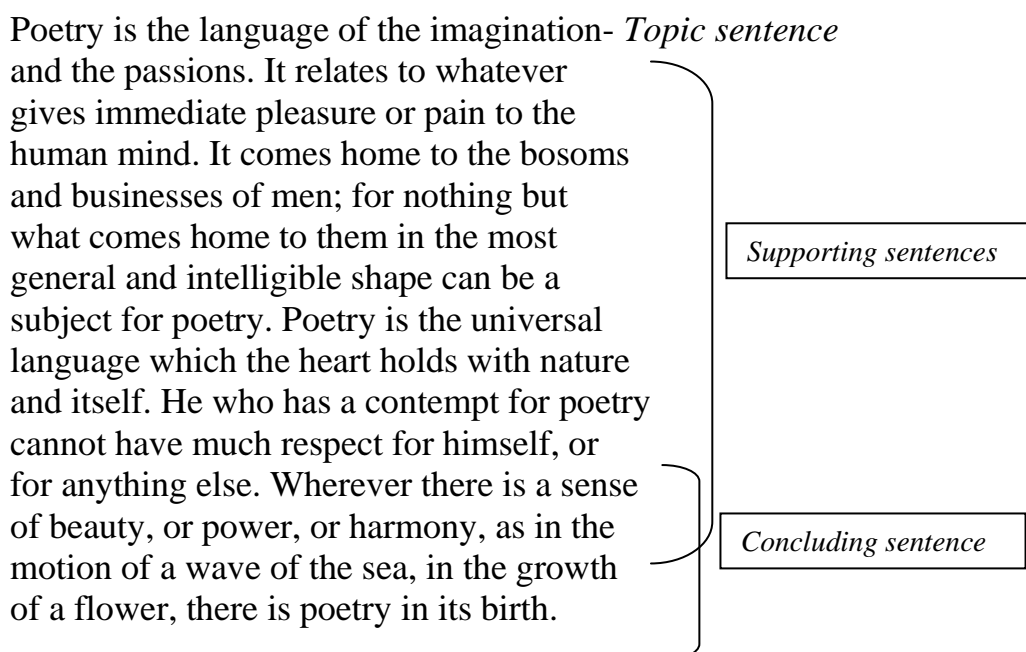
3. Write a narrative paragraph in about 150 words, using the hints given below.

Fox trotting through the forest---sees grape vine--- tries to reach---unsuccessful--- the grapes are sour.

Reflective writing

Reflective writing deals with thoughts, ideas and opinions of the writer. They involve the process of thinking about issues, events, activities and people. Subsequently opinions are formed. Such opinions or justifications are presented in reflective paragraphs.

An example of a reflective paragraph is given below-



The first sentence is the topic sentence. The sentences that follow enforce or restate the statement that “poetry is the language of the imagination and the passions” and the concluding sentence reinforces it by showing that poetry exists wherever men feel a sense of beauty, power or harmony.

The topic sentence can occur in the beginning or at the end of a paragraph.

1. Identify the topic sentence and one supporting detail in each of the paragraphs given below.

- a. Desire for power is inherent in man. The love of power comes from the consciousness of man's mental and moral superiority over other created things. It is instinctive; therefore, man must control and dominate others. The history of the world, so far as man is concerned, is a history of the struggle for power.
- b. We cannot utilize our talents productively in spite of our intelligence. An intelligent person may fail because of lack of discipline. Only he who leads a life of regulation and discipline can make the best use of his abilities and talents to achieve something. Discipline, we all know, is most essential for success in any field.

2. Match the parts of sentences in column 'A' with their appropriate counterparts in column 'B'

A		B	
1	Leisure is basically what differentiates a man..	a	So that his body and mind can get some rest from the stress of everyday life.
2	For a machine can work incessantly.	b	it would not only make us happy but also improve our work and lifestyle
3	He needs some leisure.	c	and also invigorates us by injecting a new life into our work.
4	This is not only provides relaxation.	d	from a machine.
5	If we are able to plan leisurely hours....	e	While man cannot.
6	This would have a positive bearing...	f	but also helps in his work by bringing forth new ideas and thoughts
7	Thus, leisure provides us the much needed	g	on our Health and family life. Change from our daily routine.

3. Read the jumbled sentences given below. Re-arrange the supporting details and compose a single coherent paragraph. The topic sentence is already given below.

Topic sentence –Female chimpanzee ‘Washoe’ was the first non-human to learn human sign language.

- Chimpanzees were chosen for this study because they are intelligent and social animals.
- The gardeners treated Washoe like a deaf human infant.
- Washoe was born in Africa in Sept 1965.
- Washoe passed away on Oct 30th 2007.
- The first word that Washoe said with a sign was tooth brush.
- She was part of a research experiment to teach human language to animals.

4. Using the given hints form and write a coherent paragraph for each of the following:

Eating healthy---hygiene---- vitamins---fruits---vegetables---balanced food—Home made food---health--- exercise---yoga---fight diseases-- long life

Coffee plant---small tree of Africa—Fruit after 2-3 years---reddish in color---residue removed by fermentation, dried in sun—seeds are ground with chicory

Every business whether big or small has to maintain contacts with its suppliers' customers prospects government departments and the like. In his regular work a businessman has to exchange information of varied types with different parties.

Making enquiries placing orders for goods concordat, enlarging the executive orders granting or applying forwarding statements of account to debtors, requesting for settlement of accounts, complaining about delay or mistake in supply of goods making adjustments for customers, giving answers and a lot of such matters required communication.

In case of a very small business letter writing maybe less important but is not unimportant. As and when the business expands its activities increases as also the number of its suppliers and prospects it is difficult to maintain personal contact with all these persons and institutions particularly if the geographical distance between the firm and these outsiders widens. Hence it necessitates confirmation in writing. Besides these media are quite expensive.

Functions of a Business letters

As L. Gartside puts it, there are four main reasons for writing business letters.

1. To provide a convenient and inexpensive means of communication without personal contact
2. To seek or give information
3. To furnish evidence of transactions entered into; and
4. To provide a record for future reference.

There is also important incidental purpose - that of building good will by creating in mind of the reader and impression of writer's organisation as one that is efficient, reliable and anxious to be of service.

Kinds of letters:

Broadly speaking, letters can be can be classified as *personal* and *non-personal*.

Personal letters are informal and are written to exchange news or to seek favours.

Letters to relatives and friends are personal letters. Personal letters are written in a friendly and informal style.

Business letters are non-personal letters.

Kinds of a business letters

For the sake of convenience we can divide business letters into the following kinds:

- A.**
1. Enquiries and replies.
 2. Orders and their execution
 3. Credit and status enquiries
 4. Complaints and adjustments
 5. Collection letters

- B. 1. Circular letters
2. Sales letters
- C. 1. Bank correspondence
2. Insurance correspondence
3. Import - export correspondence
4. Agency correspondence
- D. 1. Application letters
2. Interview letters, references, testimonials letters of Appointment confirmation, promotion, resignation.
- E. 1. The correspondence of a company secretary
2. Correspondence with state and Central Government
- F. Letters to the press.

Essentials of an effective business letter

The importance of an effective business letter

The importance of a good business letter cannot be over emphasized. A good letter can pacify an angry customer as much as a bad one can anger a friendly one. It may sell a new product or spoil the sales of an established one, collect debts without hurting the customer's feelings or lose both the money and customer, refuse a request yet win respect or grant the request yet incur ill will.

A business letter is an important form of **written** communication. The principles of written communication discussed in great detail here which are applicable to business letters also. Here is the short checklist for your guidance.

Promptness

Knowledge of the subject

Appropriateness

Accuracy, completeness and clarity.

Courtesy

Tact

Persuasion

Conciseness

Salesmanship: Every letter going from your desk should be the ambassador of your firm it must carry a message .it must enhance your refutation

Avoid *I* and *we* and include as many as possible **you**

Positive and pleasant approach: Avoid *no's* and *sorry's*. They are unwelcome words. Instead, emphasize pleasant and positive things. Even **no** can be written as *another time* and *sorry* can be reworded as *I'll try*

The language of a business letter

The language of a business letter should be familiar. Many people think that a special language called Business English which is supposed to be somewhat different from everyday spoken English is to be used in business letters. This is a totally false notion. The average business letter is written in the same familiar language as we use all day. Apart from the technical terms, as far as diction and syntax are concerned, business English is no different from the English of daily use.

Parts of a letter

The mechanical structure of a letter constitutes the different parts of a letter that should have their customary place in it. The arrangement of the different parts of a business letter is fixed by custom and makes a world of difference in the impression it conveys. The usual parts of a business letter are as under:

1. Heading
2. Inside address
3. Salutation
4. Body of the letter
5. Complementary close
6. Signature
7. Reference initials
8. Enclosures.

- **LETTERS OF ENQUIRY**
ENQUIRIES:

When a buyer wishes to get some information about the quantity, price, availability, etc. ., of goods to be purchased or about the terms of the sale, etc., he writes a *letter of enquiry* to the seller.

Enquiries may be solicited or unsolicited for some favour or routine enquiry.

Solicited enquiry: An enquiry made in response to the seller's advertisement and publicity.

Unsolicited enquiry: An enquiry made at the buyer's own initiative.

Enquiry for some favour: an enquiry not about goods but about some other information may be about some special price or some favourable terms.

Routine enquiry: An enquiry made by an old buyer in the usual course of business.

A letter of enquiry should be

- 1...Straight forward, compact and courteous.
2. Positive and confident in tone.
3. Brief and to the point, yet clear, complete and correct.

Here are some examples of opening and closing sentences of letters of enquiry.

Opening sentences

- We would be grateful to get details of your prices...
- We should appreciate details of....
- We should be pleased to get information about the prices and terms on which you could supply...
- We are interested in filling our stocks of... Manufactured by you. So could you kindly....

Closing sentences

- We would really appreciate an early response
- Should your terms be favourable, we would be pleased to send our first order immediately.
- Since our stocks are totally exhausted, kindly treat this enquiry as urgent.
- Since we plan to give you regular business, we are sure; you will quote your most favourable terms.

HINTS FOR DRAFTING AN *ENQUIRY*

1. State the purpose of letter whether you need goods, services or information.
2. Request for price- list, catalogue, etc.
3. Ask for samples or demonstration, if needed.
4. Tell the seller how you got his name-whether someone personally recommended him or you learnt about him through an advertisement.
5. State the details of your business and what you are interested in.
6. Ask for relating to discount, credit mode of delivery, packaging etc. This will enable you to prepare the order.
7. Give an idea of the quantity you need in order to enable the supplier to quote the best possible price.

If you are asking for a concession, give reasons- large and continuous orders, your ability to promote more sales in your area, etc.

DON'T S

1. Avoid lengthy and unnecessary statements;
2. Avoid repetition;
3. Avoid apologies - do not say: " we beg you to send" etc.

EXAMPLE

Ask a firm of furniture dealers to send their price list and catalogue.

**MODERN FURNISHERS
43 Ravivar Peth, Belagaum**

25th November, 2022.

Messrs. J.K.S & Co.
1st cross, Vijayanagar
Hubli

Dear Sirs

Kindly send us your latest illustrated catalogue and price list of 'Home Furniture'.

Yours Faithfully
Ramesh
Proprietor

Example 2. Reply to the above Enquiry

**J.K.S & COMPANY
Steel Furniture Manufacturers
1st cross, Vidyanagar, Hubli**

November 28, 2022

The Proprietor
Modern Furnitures
Bangalore

Dear Sir

Thank you for your enquiry of November 25. We are glad to enclose the illustrated catalogue and price list of 'Home Furniture'.

Our furniture is made of high-gauge of steel sheets and pipes and is designed to suit the 'luxury class customers'

Our moral trade discount is 15%, and 5% extra for bulk orders exceeding Rs.75,000

The catalogue and price list will describe our products to your entire satisfaction. However, if you need further details or assistance in meeting your customers, special requirements, you should feel free to write to us.

Yours faithfully
For J.K.S. & Co.
J.K. Shyam
Partner

Encls: 1. Catalogue
2. Price list

REPLIES

Enquiry must be replied promptly. Even when the seller does not stock the goods asked for or even if he cannot agree to the terms mentioned in the letter, a prompt reply, thanking the inquirer, must be sent. A prompt reply suggests that the seller is fully conversant with business etiquette and has a genuine respect for the buyer and his interest.

Reply usually contains prices, quotations and other terms of sale such as discount, credit, delivery etc.

Replies to first enquiries are different from routine replies. They must be drafted in such a way that the enquiry may soon turn into a rewarding order. In other words, they must contain selling points. Such selling points will also have to be included in letters written to promote the sales of products already being marketed or to introduce a new product.

HINTS FOR DRAFTING REPLIES

1. Refer to the date and/or number of the letter.
2. Thank the party for his letter and show the appreciation for his interest in your company, its products or service.
3. Answer, in a cheerful tone, all the questions in the letter of enquiry.
4. State the terms clearly and concisely; time required to execute the order, if placed; place and mode of delivery; terms of payment; discount, packing etc.
5. Use some sales talk to stimulate the interest of the buyer.
6. Show your willingness to serve or help the customer in the form of additional information etc., if needed.
7. State whether the price list, catalogue, samples, etc. are enclosed or they are being sent separately.

EXERCISE

1. Draft a letter to Hindustan Watch Company, Mumbai-1, asking for a copy of their latest Catalogue. State that you propose to stock watches for sale. Ask for their best trade terms for the supply of their watches and clocks.

2. Write a letter, on behalf of Royal Oak Agencies to TIP TOP Furnishers, Patna, asking for quotation of prices for their steel furniture for offices and homes. Enquire also about concession and commission given and about the mode of payment and credit facilities.
3. You are managing partner of a firm, dealing in perfumeries in Bangalore. Draft a reply to an enquirer from Chennai, furnishing quotations for a wide range of goods for middle -class trade.
4. Messers.Gokhale & Sons, Pune, write to paper Box Manufacturing Co., Mumbai asking the letter to quote for fancy boxes in assorted sizes. They state that they require 200 boxes urgently and on a satisfactory quotation would be willing to give a year's contract. Draft the above letter.
5. Write a letter to Ashoka Tools Ltd., giving quotation for supply of electrical pump-sets. Emphasize in your letter the installation service, after sales services and replacement facilities provided to your customers
6. Draft a reply letter to confirm a quotation sent earlier by Telex, expanding the quotation and making the offer 'firm'.

ORDER LETTERS

Practically, all firms use 'order form' or 'order blanks' to place orders. These are standardized order forms printed with columns for necessary information. However, each order form, in all cases, is accompanied with a covering letter which may also make a mention of any special information that is not given in the printed, pre-prepared order form.

HINTS FOR DRAFTING AN ORDER

1. Thank the seller for his quotations especially when special terms have been offered; or add a note of appreciation in the case of a repeat order.
2. Give specifications of the goods.
 - (a) Exact trade name, catalogue number, size, colour, style, design, quality, etc.;
 - (b) Price and discount;
 - (c) Cash to be paid on delivery (C.W.O.);
 - (d) Invoice to be sent by post or through a bank;
 - (e) Bill to be drawn by the seller.
3. Give shipment or forwarding directions- goods to be sent by parcel post, goods are passenger train, truck or ship.

4. Give special instructions, if any, for packing, marking, insurance, etc.
State the mode of payment.
 - (a) Debit to account;
 - (b) Cash sent with order (C.W.O.);
 - (c) Cash to be paid on delivery (C.O.D)
 - (d) Invoice to be sent by post or through a bank;
 - (e) Bill to be drawn by the seller.
6. Close with what you wish to emphasise:
 - (a) quality, (b) prompt execution, (c) discount, (d) time factor, etc.

Placing an order

Example 1.

Place an order for certain goods which you reserve the right to reject if delivered after more than 5 days of the date of order. State that they are to be sent by parcel post.

CAUVERY EMPORIUM
Vijayanagar Main Road, Mysore

27th November, 20...

Messrs. M.P.V & Sons
Bangalore

Dear Sirs

You will find enclosed with this letter our order No. SRY/2719..., which we hope you will able to execute promptly. All the items ordered have been selected from your latest catalogue.

The goods are required urgently by one of our regular and valued customers. They may be sent by parcel post so as to reach us early. The time factor is crucial. We hope you will expedite the dispatch of the goods so that they reach here within five days from the date of this order. We reserve the right to reject the goods if received late.

Encl: The order.

ORDER FORM

Please send the goods by Post – Parcel
Terms: 2% 30 days from the date of Invoice.
Please send Invoice in Duplicate.
Yours faithfully

(Vishakha)

Reply letter for the order

You have received quotations from New Mills Ltd. For high grade woolen suitings. While placing the order make it a point to ask them to accept the order only if they are prepared to reduce the price by 12% since equally good suitings of other companies are available in the market at more favourable prices.

Dear Sirs

Thank you for your quotations of 27th November and the samples of New Mills suitings.

The quality of your suitings is decidedly good but the prices are rather high for our market. Equally good quality suitings of other mills are freely available at prices approximately 15% below yours. In such a situation, it is difficult to persuade customers to purchase your suitings.

We would welcome a consignment of 200 metres of your suitings as per the details given in the enclosed order form provided you can reduce your prices by a minimum of 12%.

You should find a large order exceeding Rs. 80,000 worthy of the concession requested. You can be sure of still larger orders if you can make your offer really competitive.

Approved reply will be highly appreciated.

Yours faithfully

Encl: Order form No. 1649

EXERCISE:

1. Ask a retailer, draft a letter to Rainbow India Private Ltd., Kolkata, placing an urgent order with them for certain goods required for the forthcoming rainy season. Draw their attention to the need for prompt delivery.
2. Draft an order letter to Namdhari Agro seeds Pvt Ltd, Bangalore, Placing an Order with them for 5 tons of Finger Millet required for the upcoming Organic Fair. Draw their attention to the need for prompt delivery.

LETTERS OF COMPLAINT

A Complaint letter is a request for an adjustment. In other words, it is a letter that describes the damage; errors or mistakes that happened to the delivered goods, and therefore claim for compensation are known to be a complaint letter.

Hints for drafting complaints

1. Make a clear statement of the mistake in calm, courteous and matter -of-fact style.
2. The claim should be specific. Clearly identify whether the fault lay with the goods supplied or service rendered. A reference to the order or quotation or date and time of arrival of goods, etc. is also necessary.
3. Explain the nature and extent of inconvenience or damage caused in terms of money, sales, service or goodwill.
4. State the steps necessary to rectify the situation.
5. Appeal to the supplier's sense of fair play and pride. Make a courteous but firm request that the matter should be attended to promptly, be definite about what you are asking for. (If the error is persistently repeated or if the earlier appeals have gone unheeded, it may be necessary to give a threat of legal action.)

Hints for drafting replies:

1. Acknowledge the letter and thank the customer for pointing out to you something that needs improvement.

The customer is right

2. When the customer is right, admit the fault at once, frankly, without making excuses or giving unconvincing explanations, your explanation will only reduce the impact of your frank acceptance.
3. Regret the mistake sincerely and say you will try it does not recur. Don't apologise profusely. Don't create fuss over it. Allow it to be forgotten.
4. Don't start giving unnecessary details of how the mistake occurred. The customer looks for three things:
 - (1) You regret the mistake.
 - (2) You make amends wherever possible.
 - (3) You promise to take steps that the mistake is not repeated. So let your explanation be very brief.
5. If you are setting things right – making corrections or adjustments – don't give the feeling as if you were obliging the customer. You are doing it because it is the only right thing to do. An air of condescension belittles or humiliates the customer and he resents it.

The customer is at fault.

6. Even if you are convinced at heart that the customer is unfair, unreasonable or discourteous, don't react violently. Say that perhaps he is right, he may think so. Then gradually make him look at the situation from your angle.
7. If the customer can be accommodated, do it gracefully. If not, tell him politely why he cannot be accommodated. Your letter must be couched in a courteous language. It must be an ambassador of goodwill.

The carrier is at fault

8. Express your thanks to the customer for bringing to your notice the delay or damage in transit; show your sympathy for the inconvenience caused.
9. State what adjustment you have made – asking the carrier to deliver goods quickly, sending replacements, offering reduction in prices for the damages, etc.
10. Tell the customer how the damaged goods, if any, are to be dealt with, whether they are to be left with the carrier, to be kept by the customer for inspection by your representative or forwarded to you at your cost, etc.

11. Assure the customer that steps will be taken to prevent the repetition of such mistakes in future.

Some other party is at fault

12. Tell the customer politely that investigations at your end reveal the mistake occurred elsewhere. Ask him to get in touch with the postal authorities or the bank at his end or any other agency, do it promptly and inform the customer.

13. try to be helpful. Tell him you are prepared to do all that you can. This will earn you the customer's goodwill.

General

14. Avoid the use of such words or phrases as might suggest that you doubt the customer's integrity or truthfulness.

15. Never say you do not believe the mistake occurred. Mistakes do occur. But if you start pretending surprise over it, it implies that you doubt the customer.

16. Irrespective of who is responsible for the mistake or bad service, send a prompt reply to the customer's letter. It will give him the feeling that you care. If you need time to investigate, acknowledge his letter, tell him that you are on the job and will get in touch with him again. If possible, tell him how soon he may expect your actual reply.

Example 1.

Even though you were assured of delivery of goods within three weeks of placing the order, it is six weeks from the date of order and you have yet to receive them. Write a letter to your supplier, pointing out the delay and specifying a date by which you wish to get the goods. (Delay in the execution of the order)

November 28, 20...

Dear Sirs,

On October 1, we placed our order No. H-75 with you for six dozen No.7AX, 16-gauge, steel plates and 200 feet of NO. 5BZ steel pipes.

When your representative visited us towards the end of October, he assured of

delivery within three weeks, but it is more than six weeks since we ordered these goods and we have received neither the shipment nor any intimation about it.

All the steel plates and pipes ordered are required by a customer to complete a shipment of furniture to complete a shipment of furniture to Chitra Durga. Your delay is causing a great financial loss to him and a loss of considerable goodwill to us.

Please expedite the dispatch of goods ensuring that we receive them not later than Saturday morning Saturday December 03.

Yours faithfully

XYZ

Example 2 Reply to Letter No.1.

5th December 20...

Dear Sirs

We regret that you had to take the trouble of writing to us. Your letter of November 28 must have crossed with ours (No. 4K – 2123 of 27th November) advising you of the despatch of goods.

Owing to a lightning strike in the factory, the production was held up for four days. With a large number of orders on hand, coupled with unexpected suspension of production, it was inevitable that we fall behind the delivery schedule.

We are extremely sorry about this delay, which has caused inconvenience to you and your customer but hope you will realise that it was only due to circumstances beyond our control.

Yours faithfully

Note. The delay may also be caused by scarcity of raw materials, machinery breakdown, and heavy orders on hand, etc. In that case, the appropriate reason may replace the one given above. If goods have not yet been delivered, the probable date by which delivery can be affected should be mentioned with an assurance of despatch by that time.

EXERCISE

1. CHITALE Bros, Pune-9 received from plastic Products, Mumbai -28, and plastic Bags in damaged Condition. Write on behalf of Chitale Bros a letter of Complaint to plastic Products, asking for replacement of the bags. Along with reply letter
2. You have purchased a mobile from Amazon shopping App. You are dissatisfied with the performance of the product. The dealer has refused to look into the matter. Write a complaint letter to the Manufacturing unit, Pune Electronic Corporation, Mumbai-1, requesting them to re-direct the dealer to look into the matter.) along with reply letter
3. One of the 12 cases that you have received from your suppliers contains goods that you did not order. Draft a complaint about it asking for its quick replacement. (Supply wrong goods) along with reply letter
4. Write a letter to your supplier pointing out poor quality of cloth sent by him, which caused loss to you. Ask for the reimbursements of the loss. (Inferior quality goods supplied) along with reply letter

PROMOTION OR SALES LETTER

A promotion letter formally details an employee's new, higher position within your company. Typically, a promotion letter doesn't commence discussions about promotions; instead, it is a follow-up to ongoing conversations you've had with the employee about the promotion. As such, it's less about presenting new information than confirming all of the details you and your employee have discussed relating to their new position, pay, and duties. It's also a chance for you to congratulate them and express your gratitude to the employee.

A promotion letter should include the following:

- **The employee's full name and contact information.** Although a promotion letter should be relatively casual, you should still list your employee's contact information toward the top of your promotion letter.
- **The employee's new title.** In addition to pay and responsibility changes come new titles. You should indicate your employee's new title in the promotion letter so they can include it in their email signature and share it on LinkedIn, if they want to.

- **Relevant pay, work hour and payday changes.** Even though you and your employee have verbally discussed what the promotion will mean for their pay, you should clearly state these details in your promotion letter. You should also indicate any changes in work hours of pay schedules of that accompany the employee's promotion and when these changes take effect.
- **The employee's responsibilities in their new role.** Promotions typically entail added responsibilities, and as your employee transitions between positions, some crucial business needs can go overlooked if the employee is unaware of their requirements. That's why you want to clearly state all of the employee's responsibilities in the promotion letter. In doing so, you hold the promoted employee accountable while keeping your operations on track.

EXAMPLE

To build your promotion letter, copy the below example into your word processor and replace the relevant details as needed:

[Date]

To: [Name]

[New title]

[Address]

Subject: Promotion for [Name of employee]

Dear [Name]:

Congratulations on your promotion to [New title] at [Company name]! Your promotion is effective [date at which promotion takes effect].

Your new salary will be [salary] per year, paid [pay schedule, e.g., semi-monthly, monthly, etc.]. You will report to [Name of new manager and their title] and maintain your 9 a.m. to 5 p.m. weekday work schedule. [Name of new manager] is looking forward to working closely with you.

Your responsibilities will be to [Detail the employee's new responsibilities]. Our employee handbook has additional details on what the [new title] role entails.

Again, congratulations on your promotion. The company and I are very grateful for all of the work you have done to date – and the work you'll do in your new role. If you accept this promotion, please reply to this email and acknowledge your acceptance of the promotion.

Sincerest thanks,

[Your name]

[Your title]

SALES LETTER

Sales Correspondence is a written communication between two parties with the motive of sales. A sales letter is a form of sale correspondence. It is a letter that tries to sell a product. Sales letters are an effective way to communicate with clients.

It may target a specific group to grab their attention. It is like a salesman discussing the purpose but in the form of a letter. A sales letter can be general or particular in nature.

The first sentence has one key function- to attract enough favourable attention to get the reader to continue. This requires a pertinent thought to catch the interest of the reader, a thought that can be tied into the body of the letter without too much explanation. Such pertinent thought arises only through a thorough knowledge of the product and the needs of the reader. For this, the writer should get into the reader's shoes first and look at the situation. A sales correspondent should remember that his letter has to arouse the reader's interest in the product or service, of which the latter does not know or which he never thought of buying.

We give below a few methods of writing opening sentences for sales letters.

1. *A striking statement*

- (a) SAVE 45% ON YOUR ELECTRICITY BILL
- (b) Here is the NEW FUEL That costs of the ordinary fuel but buns twice as long.....
- (c) You can EARN AN EXTRA RS.500 per month if you.....
- (d) A VITAL MESSAGE TO EVERYONE WHO WANTS TO HOLD ON TO HIS MONEY.

2. *A startling offer*

- (a) Here is a book we consider so important that we will send you a copy to read for 10days – AT NO RISK ON YOUR PART.
- (b) Here is a secret that will help you make more money in the next one year than in all life before.....
- (c) Invest Rs.500 a year in these Growth Stocks; Retire with Rs.50, 000 in 10 – 15 years.

3. *Offering a gift – a “bribe for listening”*

- (a) FREE for you – the Reader's Digest Pocket Diary, if you....

(b) Here is your FREE COPY of All that you have to do is to stick the YES Ticket on the enclosed postage – free card and send it TODAY.

(c) A glamorous companion for your Cali-bar shirt -FREE HEMA MALINI HANGER with every Cali-bar Shirt priced at Rs. 160 and above.

SPECIMEN SALES LETTERS

Example 1. A sales letter about lighting equipment.

**KARNATAKA ELECTRICALS (P) LTD.
13/A Central Market, Bangalore.**

10th November 20...

Mr. Ramashekhar
26(2) Rajaji Nagar

Dear Mr. Ramaasekar

What factor is more important in your lighting equipment:

Maximum light output?

Long life?

Trouble – free service?

Minimum maintenance cost?

Karnataka lighting equipment can offer you all.

Maximum light output demands that every component of the lighting equipment functions perfectly. Karnataka Electricals take no chance, for they manufacture all the components required for your equipment at international standards. Since Karnataka Lighting Equipment has to undergo tests far more exacting than normal operational conditions, they are unequalled for performance and long, useful life. As a result, replacements are needed rarely and the maintenance cost is kept at the minimum.

In other words, Karnataka Electricals give you everything you want from lighting equipment – maximum light output, long life, trouble-free service-all at a minimum maintenance cost.

Ask for KARNATAKA Lighting Equipment to ensure ultimate economy. It is efficient and economical in operation and attractive in design. Get today Karnataka Light fittings from your nearest Karnataka Electricals dealer.

Brighteningly yours

For Karnataka Electricals (P) Ltd.

REMEMBER, the best lighting equipment can let you down unless you use the Best Lamps. Always rely On KARNATAKA Lamps – guaranteed for bright light and longer life.

(Source: Newspaper advertisement)

Example 2. A sales letter having an economy appeal.

AKBARALLY DEPARTMENTAL STORES
Jayanagar, 4th Block
Bangalore – 11.

11th November, 20....

Dear Akbar

Why lose Rs. 50 each time you buy a Terene / cotton shirt?

Buy AKBARALLYS SUPERVALUE SHIRT made especially by Coromandel – a unit of Tata Textiles – for Only Rs. 280.

Akbarallys and Coromandel Garments give you SUPER VALUE - made of Tata's Batiste. They are stitched specially for Akbarallys customer – YOURSELF- at an exclusive price, Rs. 280. Anywhere else you would pay Rs. 50 more. Buy the material, have it stitched – it would cost still more.

SUPERVALUE is a quality shirt made of fine material and expert tailoring and is offered at a popular price. It is the result of a cooperative venture of Coromandel Garments and Akbarallys – Just one instance of the social awareness that makes for enlightened business practice.

Look for the exclusive SUPERVALUE counter at Akbarallys: Shirts Rs. 280, Duo shirts Rs. 260 (Excise extra) – in white and pastel colours.

Akbarallys SUPERVALUE Coromandel shirts made from TATA Batiste are offered at this exclusive price only for a LIMITED PERIOD. ACT NOW AND SAVE Rs. 50.

Very truly yours

(Source: Newspaper advertisement)

EXERCISE

1. A sales letter about an electric typewriter.
2. A sales letter about steel tables.
3. A sales letter about tyres

4. Draft a sales letter to promote the sales of any one of the following among the prospect mentioned:
 - (i) A new portable Hindi typewriter, prospects: Newspaper correspondents
 - (ii) A three- wheel car. Prospects: Domestic Gas supplying firms.
 - (iii) An instant sharpener for razor blades. Prospects: Young Business Executives.

5. Draft a sales letter to promote the sales of some new cosmetics. (Assume all the details of the product).

Sources: *Essentials of Business Communication by Rajendra Paul & J.S. Korlahalli*

Commercial Writing

Commercial writing is written with businesses in mind. It's also referred to as copywriting. A copywriter, often known as a freelance commercial writer, creates "copy" or adds language to assist businesses in reaching out to current and, more crucially, potential clients. Every sales letter, brochure, advertising, and any piece of writing that you've ever read was written by a copywriter. As were the phrases in all of the radio and television advertisements you hear, as well as in those charity fundraising letters, catalogue descriptions are kinds of commercial writing.

The field of copywriting is enormous. The following are common tasks that a copywriter may be asked to complete:

- Press release
- Copy for advertisements
- Brochures/posters
- Product manual
- descriptions for catalogues
- business newsletters
- Website material
- On-site promotions
- scripts for radio and television commercials

Advertisement writing

Advertisement is the most effective way of conveying essential information. It is a smart and crisp way of saying something in brief and wittily.

Advertisements can include ads for sale or leasing out property, job vacancies and be related to education. They mainly provide information.

Advertisements are extremely compact. They do not use complete sentences but rely on key words and phrases.

Non-classified advertisements are more creative. They not only provide information but also attempt to influence people.

Look at the two sample advertisements.

SALE

For Sale: Xbox1 with the controllers. In excellent condition.Specifications:500GB Memory, comes preloaded with 2 video games Gods among Us and Tomb Raider 2015
Price: 1500/-

WANT TO GO TO DISNEYLAND

Are you a student below eighteen years who has dreamed of travelling to magical Disneyland? Wanderlust Travel Company brings a unique opportunity for you! Write a 1000 word essay telling us why Disneyland is your dream destination.

One lucky winner gets an all – expense- paid 3 nights 4 days trip to Disneyland, Paris. Send us your entry by 16th June 2020 at wanderlust@aoi.com. Consolation prizes include tickets to amusements parks , museums and more !s

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Many companies advertise in newspapers, magazines or trade journals so as to reach out to a wide, and sometimes specific, market.

- To advertise vacant posts
- To promote products or services
- To announce special events or functions
- To publicise changes in the organisation.

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 - To publicise changes in the organisation.

The classified sections of newspapers categorise advertisements according to subject so that you can find any section quickly.



Classified Advertisements

These advertisements are called classified advertisements as they are divided into categories or classes in the newspaper or magazine according to their subject matter and the function they perform. Classified advertisements are brief and to the point, as the advertiser are charged per word, per column line or per column centimeter.

The main characteristics of classified advertisements are

- They are categorised into columns according to different classes.
- They are brief and occupy less space.
- They are economical.
- They are written in short phrases and words.
- The language is simple and concise, factual and formal.

Points to be Kept in Mind

- Advertisements should always be drafted in such a way that they attract the readers to go through them.
- Advertisements should always be meaningful and interesting so that they can attract the attention of the readers.'
- Advertisements should always have simple and effective language.
- Advertisements should always be brief and to the point.
- The name of the advertiser and the advertised product or service should be properly highlighted.

TIP to develop expertise in drafting classified advertisements, students are advised to read classified advertisement columns of leading newspapers.

Types of Classified Advertisements

- Situations Vacant/Wanted
- Sale and Purchase
- Property
- Vehicle
- Household/Office Goods
- To Let
- Missing (Persons and Pets)
- Lost and Found
- Tours and Travel
- Matrimonial Alliance
- Obituary
- Appeal
- Educational
- Change of Name/Address /Other information

Making Scheme of Classified Advertisement

In the paper, a question on a classified advertisement will test the following value points.

Title Suitable heading/classification e.g. Situation Vacant (in capitals). (1 Mark)

Content Subject matter including a contact address, phone number (2 Marks)

Expression Grammatical accuracy, spelling, suitable style. (1 Mark)

Situations Vacant/Wanted

Details Required

- Give heading 'Wanted', 'Required', or 'Situation Vacant' (as appropriate).
 - Write the name of the organisation/ company, in the case situation Vacant'.
 - Indicate the post and number of vacancies.
 - State the essential qualifications and experience.
 - Give preferences, if any, such as age limits and gender of the candidate (if applicable).
 - Other preferences/ details like pay and perks, mode of applying etc. are optional and may be included where relevant or not obvious.
-
- The contact addresses and phone number of the advertiser is optional.

Format of Situation Vacant/Wanted



Situation Vacant

Wanted a smart, efficient P.A./stenographer for a leading manufacturing company. Qualifications-Graduate, age 25-30 years. Typing speed 60 w.p.m., shorthand 120 w.p.m. Preference to those who can handle computers. Salary negotiable. Apply with complete

bio-data within 10 days to Personnel Manager, Green Bio-Products Ltd., Industrial Area, and Faridabad-18.

Sale/Purchase (Property)

Details Required

- Begin with For Sale/ Purchase or Available/ Wanted
- Type of property/ building
- Brief physical description
- Fittings and fixtures (optional)
- Type of property under consideration (Plot/ Residential / Commercial/ Industrial)
- Contact name, phone number/ address/e-mail
- Financial aspects/cost (optional)
- Area (sq m) and location, size, number of rooms, floors / flat / bungalow etc.
- Location and surroundings
- Facilities – power connection, parking, proximity to business/ shopping area

Format Of Sale/Purchase (Property)

The advertisement is a vertical rectangular box divided into four main sections. The top section is a dark grey rectangle with the word **SALE** in large, white, bold, sans-serif capital letters. The second section is white with black text: **2BHK FLAT** and **1183 SQ ft** in bold, followed by 'at 7th floor, covered car parking, east facing in Kendriya Vihar, Sector-56, Noida' in a smaller font. The third section is a dark grey rectangle with the phone number **90521457XX** in large, white, bold, sans-serif digits. The bottom section is white with the email address **Email : kumar@gmail.com** in a small font. Four labels with lines pointing to the corresponding sections are: 'Category (Sale / Purchase)' points to the top section; 'Type of property (plot / flat / bungalow / commercial / industrial)' points to the second section; 'Brief description (size / area / location / no of rooms etc)' points to the second section; and 'Contact details' points to the third section.

Category (Sale / Purchase)

SALE

2BHK FLAT
1183 SQ ft
at 7th floor,
covered car parking,
east facing in
Kendriya Vihar,
Sector-56, Noida

Type of property (plot / flat /
bungalow / commercial /
industrial)

Brief description (size / area /
location / no of rooms etc)

Contact details

90521457XX
Email : kumar@gmail.com

To Let

Details Required

- Give heading ‘To Let’ or ‘Available’ or other suitable phrases
- Details of accommodation — number of bedrooms, size of rooms, bathrooms, etc.
- Brief description of the accommodation
- Fixtures and fittings (if any)
- Location and surroundings
- Facilities — water/electricity supply, park facing, proximity to market, school, etc.
- Type of construction

- Preference of tenants—small family, company lease, etc. Rent expected, the agreement required, other terms
- Contact address/ e-mail/ phone number

Format Of To Let

The advertisement is a rectangular box with a black header containing the text **TO LET**. Below the header, the text reads: **AVAILABLE 1500 SQ FT Ground Floor of a newly Built house Jagriti Vihar with two bedrooms, attached bathrooms, drawing cum dining room and kitchen.** This is followed by **RENT EXPECTED RS 1000/-**. At the bottom, it says: *Interested persons may please contact* **98975625XX** and *Email rohan2828@gmail.com*. Labels on the right side point to the following parts: 'Heading' points to 'TO LET'; 'Details/Location' points to the house description; 'Terms' points to the rent amount; and 'Contact details' points to the contact information.

Missing (Persons and Pets)

Details Required

- Give heading ‘Missing’
- Contact address / e-mail / phone number

Person

- Name, age, complexion, height and build
- Brief physical description
- Health and mental condition
- Clothes and other identifying features
- Photo (optional)
- Date and place (since when / from where missing)
- Indicate reward, if any

Three sample missing person posters are shown side-by-side. The first poster is in English, titled 'Missing Person', and describes a missing person named Aruna Palsandram, age 33, with a fair complexion, missing from June 20, 2014, at 3:00 pm. The second poster is in Hindi, titled 'गुमशुदा', and describes a missing person named सतीश कुमार मेहता, age 67, with a fair complexion, missing from June 20, 2014, at 3:00 pm. The third poster is in English, titled 'Missing Person', and describes a missing person named Revamma, age 55, with a brown complexion, missing from June 20, 2014, at 3:00 pm. Each poster includes a photo of the missing person and contact information for the finder.

Pet

- Brief physical description
- Name, breed, age, colour of fur / skin etc.
- Identifying features
- Answer to what name etc.



Tours and Travel

Details Required

- Give heading 'Package Available' or another suitable phrase
- State the name of the travel agency
- Specify destinations, duration etc
- Details of package – food! Boarding! Lodging! sight-seeing etc.
- Indicate the cost and special discount, if any
- Contact address? E-mail? phone number

Format Of Tours And Travel

Heading	Tours and Travel Pvt Ltd, Mumbai <i>Attractive Discount on Domestic & Int. Air Tickets with instant door step delivery with gift</i>
Destinations	Thailand ₹ 24999/- 5 Nts
	Sri Lanka ₹ 35999/- 4 Nts
	Exotic Maldives ₹ 57999/- 4 Nts
	China Oriental ₹ 72999/- 6 Nts
	Seychelles ₹ 65999/- 5 Nts
	Mauritius with Singapore ₹ 70999/- 6 Nts
	89792569XX, 93195423XX

Costs & durations

Contact details

Matrimonial Alliance

Details Required

- Give heading 'Wanted', 'Required', 'Available' etc.
- Give personal details such as

Looks and appearance

Age, height, complexion

Educational/ professional qualifications

Family background, community etc.

State your preferences if any

Contact address/ phone number/ PO Box number/ e-mail

Format Of Matrimonial Alliance

The diagram illustrates the format of a matrimonial alliance advertisement. It shows a sample advertisement for a 'BRIDE WANTED' and a table of other matrimonial ads.

BRIDE WANTED (Heading)

Beautiful match for handsome **Kansal boy** 27/5'8" B.Sc., MBA doing own business income 12LPA seeking educated reputed family girl. (Preferences)

988XXXXXXX
email: ksb123@gmail.com (Contact details)

Personal details

Wanted Groom	Wanted Bride
R.C.Goan girl 26/5'3" B.Sc, MBA, fair company's Manager, trustworth, expects suitable qualified intelligent, good personality value oriented	SUITABLE Match for very beautiful, fair, slim, Jat girl (Gotra Kadian Dangi Dalal) 23/5'-7", Pursuing M.A. English, B.Ed., Haryana Jat boy settled
Suitable match for Mahajan Girl, 5'-3", June 1983, Lecturer engineering college near Chandigarh. Upper caste no bar send particular,	Suitable Match for Hindu Sethi (Khatri) Girl (Non-Manglik) MA. Fair. Slim, Beautiful, 5'-3", September 13, 1987 (1:40 AM/ Chandigarh). High
	Vinod jalan, dob: 05.06.1980, time: 7.05 pm, 5'10" fair, bansal, senior software engineer, 9lakh baran : 90XXXXXXX,

Wanted Bride

Gaur Brahmin Nm 28/5'8 Be/ 8- Lpa Working F (Iod) Maharashtra Seeks Working Girl Pref. 9033XXXXXX, 941XXXXXX

Question 1.

You are looking for a suitable match for your smart, good-looking daughter. Draft an advertisement for publication in the newspaper.

Answer:

Groom Wanted

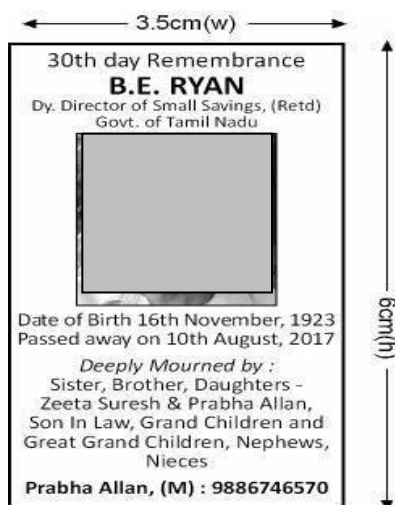
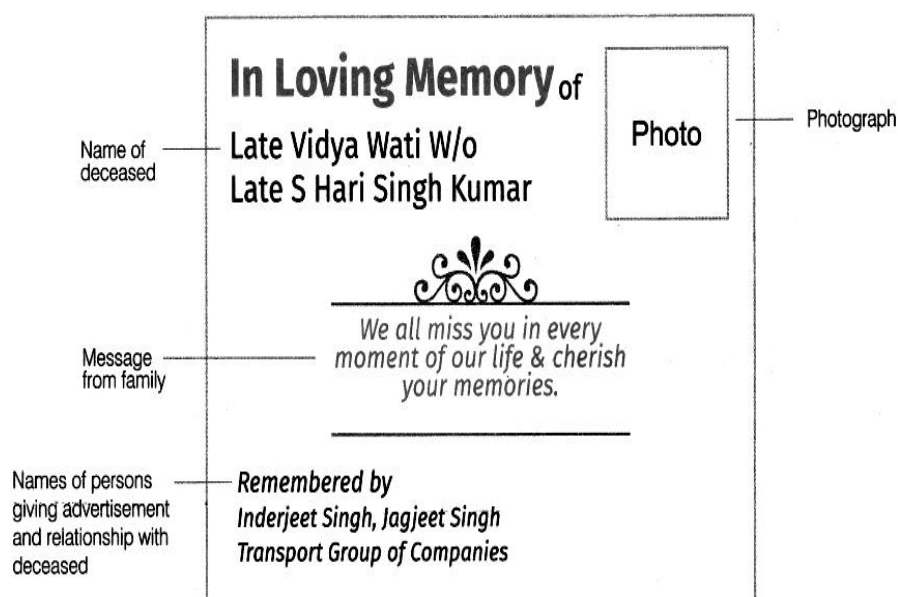
Suitable match for a cultured, smart, good-looking, MBA girl, 23/5'5" daughter of Army Officer. Boy must be well qualified from a good family. Caste no bar. Early marriage. Box No 7252 Hindustan Times, New Delhi.

Obituary/Remembrance

Details Required

- Photograph and name of deceased
- Date and cause of death
- Message from family/company
- Background/accomplishments/a tribute to his/her work
- Names of persons giving obituary with their relationship to the deceased
- Details of any special ceremony being held.

Format Of Obituary/ Remembrance



Educational

Details Required

- Give heading
- Name of the institution
- Courses offered, duration
- Eligibility criteria
- Facilities Fee structure (optional)
- Job prospects after completion/ placement facilities/ features of the training
- Incentive and discount offered
- Last date for registration
- Contact address/ e-mail/ website/ phone number

Format of Educational

The diagram shows a vertical rectangular advertisement layout. At the top, a dark grey box contains the heading "FOREIGN LANGUAGE COURSES AVAILABLE" in white capital letters. Below this, the name of the institution "IIFL" is displayed in large, bold, black capital letters. Underneath "IIFL", the text "announces commencement of Diploma (1 year) and Certificate (6 months) courses in" is written in a smaller font. This is followed by the subjects "JAPANESE, FRENCH AND GERMAN." in bold, black capital letters. Below the subjects, the eligibility criteria "Eligibility - senior secondary. Excellent faculty. Computerised training. Reasonable fees." is listed. At the bottom, the contact details "93505XXXX" are provided. Labels with lines pointing to specific parts of the ad include: "Heading" pointing to the top grey box, "Name of institution" pointing to "IIFL", "Courses offered" pointing to the subjects, "Eligibility" pointing to the eligibility criteria, "Features of training" pointing to the faculty and training details, "Fee details" pointing to "Reasonable fees", and "Contact details" pointing to the phone number.

This is a sample advertisement for "Englishstan". At the top right is the website "www.englishstan.com" and a logo of a person jumping. The main heading "Englishstan" is in large, colorful, stylized letters. Below the heading, there are two columns of text. The left column lists benefits: "Experienced and Dedicated Teachers.", "World Class Infrastructure", "Earn While you Learn (Upto 100% Cashback on your Fees)*", "Free Pick up and Drop Facility*", and "Special Offers for Female Applicants". The right column mentions "Cambridge University Press Resource Partner 2018-2019" and shows a group of five students. Below these columns, there are four boxes labeled "IELTS", "SPOKEN ENGLISH", "PTE", and "LIFE SKILLS". At the bottom, the contact information "M. 95982-95982 | 0181-4650102" and "Garha Road, Opp. PIMS Hospital, Jalandhar" is displayed. A small note at the bottom right says "Terms & Conditions Apply".

TYPES OF ADVERTISEMENT

There are two kinds of advertisement that you may be involved in helping to design: the small ad or line advertisement, and the display ad

Small ads or line ads

In these ads the information is run on from line to line, often using the same font throughout, with no special layout. Charges are made by the line and there is normally a minimum charge for three or four lines. Lots of small ads appear in a relatively small space, so you must try to use an opening which will catch the reader's attention. Then give as much summarised information as possible in as few lines as possible. But make sure you choose the right wording when considering the words to fit in a small space.

<p>R.C.Goan girl 26/5'3" B.Sc, MBA, fair company's Manager, trustworth, expects suitable qualified intelligent, good personality value oriented</p>	<p>BEAUTIFUL Apartments near Shoba Apt 1330sqft 35Lakhs, 1260/1280sqft 40Lakhs + tax on reg. Position in 2 months. Contact : 9880960608</p>	<p>EARN For Doing Easy Tasks On Internet like Updating Forms, Entering Data, Taking Surveys. See 100s of Simple Tasks. Visit www.OnlineFreeTimeJob.com</p>
<p>✓ Suitable match for Mahajan Girl, 5'-3", June 1983, Lecturer engineering college near Chandigarh. Upper caste no bar send particular,</p>	<p>SEMI- Furnished Penthouse Sale at Kaggadasapura, CV Raman Nagar, 3000 Sqft for 1.25 Crores, Call: 9986500501</p>	<p>GET Trained in HR by a prof Trainer. HR crash Course in 1 Mth/ Rs 5000 or HR Management in 2 Month/ Rs 7500. Flexi Batches. Infinity: 9449599200</p>
<p>Suitable Match for Hindu Sethi (Khatri) Girl (Non-Manglik) MA. Fair. Slim, Beautiful, 5'-3", September 13, 1987 (1:40 AM/ Chandigarh). High</p>	<p>✓ Ramgovind Kuruppath, s/o Shri Divakaran Moorkath, Date of Birth April 25, 1982 residing at Flat No. 403, A Wing, Raheja Vihar, Opp</p>	<p>MNC Requires 30 Graduates & PG's who can spare 2hrs/day & earn 5000/week. Housewives /Retired persons also welcome Contact Mr.Sandeep 9886852449</p>

Line Ads

<p>The McLean Center at Fernside</p> <p>Unparalleled treatment for alcoholism, addictions and co-occurring disorders</p> <p>McLean Hospital A HARVARD MEDICAL SCHOOL AFFILIATE Princeton, MA www.mcleanfarnside.org 800.906.9531</p>	<p>LIBERATOR BEDROOM ADVENTURE GEAR</p> <p>www.liberator.com • 1.866.542.7283 A publicly-traded company - LUVU</p>	<p>Teens 15-17 Community & Quaker farmandwilderness.org/tamarackfarm</p>
<p>The Location Jacket™</p> <p>Not your father's safari jacket. Classic, stylish, lightweight linen, perfect in all locations.</p> <p>visit us at: thelocationjacket.com</p>	<p>Tamarack Farm VT Organic Farm Camp Teens 15-17 Community & Quaker Values farmandwilderness.org/tamarackfarm</p>	<p>The Retreat at Sheppard Pratt</p> <ul style="list-style-type: none"> • Treating all psychiatric conditions • Intermediate length of stay • Elegantly appointed environment • NEW: TMS for depression <p>Baltimore, MD 410-938-4040 www.retreatatp.org The Retreat does not accept insurance</p>
<p>PEARL PUDDLES A KATE HINES COLLECTION</p> <p>800 - 561 - 5509</p>	<p>SecondChances For Teens.com Therapeutic Boarding School in the Catskills</p>	<p>SecondChances For Teens Therapeutic Boarding School in the Catskills</p>
	<p>Blazer Sale Blazers for ladies and gentlemen 15 colors. All sizes. Were \$195, Now \$165</p>	<p>Blazer Sale Blazers for ladies and 15 colors. All sizes. Were \$195, Now \$165</p> <p>Hunter and Coggins Asheville, NC 1-800-hunterandcoggins</p>

Display adverts

Display advertisements may incorporate a variety of font styles and sizes. Artwork or colour may be included. Charges will be based on the number of column centimeters, often with a minimum size. Information can be displayed within the advertisement to attract special attention to specific points. When asked to compile an advertisement you must be able to pick out the main points or features of whatever is being advertised and then put them over in an interesting, attractive way. It is essential to aim for your advertisement to be 'seen' when it stands next to lots of other advertisements.

Here is AIDA from the advertising department explaining the technique for meeting this objective:

Attention: you must attract the reader's attention

Interest: get the reader's interest by mentioning something that will appeal to them

Desire: arouse the reader's desire to buy, to attend a function to find out more or to contact the writer

Action: make the audience want to do something as a result of reading the ad

You will achieve these AIDA objectives if you follow these guidelines:

- Use a company logo, prominently displayed
- Compose a catchy headline and display it prominently
- Use spacing to advantage, giving special items prominence
- Categorise the information using sub-headings, bullet points
- Clearly state the action you want the reader to
- Make your advertisement eye-catching
- Aim for your advertisement to stand out from all the others around it.

Exercises:

Question 1

You are General Manager of Orient Export House, Tri Nagar, Delhi. You want to appoint a Stenographer/ PA for your company. Draft an advertisement.

Answer:

Situation Vacant

Wanted a smart, confident PA/ Stenographer for a leading export house. Qualification—graduate, age 20-35 years, typing speed 40 wpm, shorthand 100 wpm. Computer and MS-Office literacy essential. Salary negotiable.

Apply with complete bio-data within two weeks to General Manager, Orient Export House, Tri Nagar, and Delhi-110061. Tel no 011-27345XX

Question 2.

Write a suitable matrimonial advertisement for your divorcee but an educated friend.
Answer:

Bride Wanted

Suitable match for 31 yrs, Iyer boy. Issueless divorcee after three months of marriage. 170 cm, wheatish complexion, lean, modest, M Tech, IT literate, well settled, only child of a well-to-do harmonious family. Requires a smart, educated girl from a good family. Simple early marriage. Caste no bar. Contact Box No 8484, The Indian Express, New Delhi.

Question 3

Draft a classified advertisement announcing crash courses for the preparation of IELTS and TOEFL.

Answer:

Educational

Era Institute offers crash courses for the preparation of IELTS and TOEFL. High scores guaranteed. Highly trained and experienced faculty. Small batches of 10 students. Scholarships are available. Completely air-conditioned and wi-fi enabled campus. Fees – INR 7999. Last date -16th June 20XX. Contact: Era Institute, Phone 011-727472XX

Question 4

Draft a classified advertisement announcing crash courses for the preparation of IELTS and TOEFL.

Answer:

Question 5

An IIT graduate friend of yours wants to launch an IIT-JEE Competition Tutorial Centre. Draft a classified advertisement for him.

Answer:

IIT – JEE Coaching

Sargodha Competition Tutorial Centre, Kalu Sarai, offers 1-year and 2-year coaching courses for IIT-JEE. Headed by IIT graduate Sunil Manchanda with 10 years' experience in coaching. Success guaranteed. Fees are payable in installments. For details contact Reception Phone 011 2651XXXX or after office hours 93540XXXXX

Question 6

Draft a suitable advertisement announcing the death of your uncle to be published in a newspaper in the 'Obituary' column.

Answer:

Obituary

With profound grief and sorrow, we regret to inform the untimely demise of our beloved uncle Mr. Harinder Prakash on 7th June, 20XX. The Uthala/ Chautha ceremony for the departed soul will be held on 11th June, 20XX at Arya Samaj

Mandir, Usha Nagar, Delhi from 3 pm to 5 pm.

Grief-stricken: Family and friends of deceased

Question 7

Write out a classified advertisement remembering your son, Himanshu Kumar on his 27th Birthday.

Answer:

Remembrance

In loving memory of Himanshu Kumar S/o Satish Kumar. Himanshu left for his heavenly abode on 2nd September, 20XX at Bengaluru. He was a lively soul and played the lead singer in his music band. “We all miss you in every moment of our life and cherish your memories.”

Remembered by
Mrs and Mr Satish Kumar
Nakul Kumar
Payal Kumar

Question 8

A US-based NRI wants to let out his three-bedroom independent floor in Green Park, New Delhi. Write an advertisement for publication in the classified columns of a local daily. Provide suitable details.

Answer:

To Let

Available on lease for two years 3BFIK independent floor in Green Park, New Delhi. Park facing with all modern amenities. Well-ventilated and modern construction. 24-hour water supply, power back-up, lift facility, strong security, fully furnished, parking space. Owner US-based NRI.

Contact Milind Oberoi, Phone 998899XXXX

Question 10

You are Advocate TL Gupta. You are looking for an independent shop in Gurgaon on a reasonable rent for your office. Draft a suitable advertisement to be published in a local newspaper.

Answer:

Required Shop On Rent

Independent shop required in Gurgaon main road for lawyer's office, reasonable rent. Contact TL Gupta on phone 098765XXXXX or e-mail details on tig456@gmail.com.

Exercises Questions:

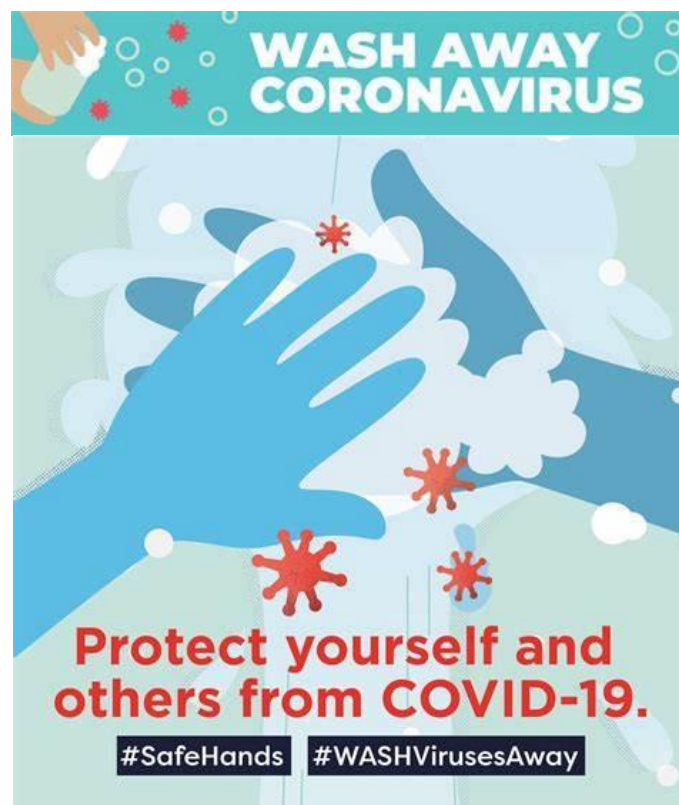
1. You are Mayank. You are leaving for Norway to pursue an engineering course and so wish to sell your high definition motion gaming console with built-in 85 exciting real action wireless games. Draft a suitable advertisement for publication in 'Hindustan Times' advertising the sale of the gaming system, giving features and relevant details.
2. You are Anubhav. You want to purchase a second-hand laptop. Draft a classified advertisement for a local daily giving necessary details.
3. You wish to sell your Kaff chimney along with Kaff gas stove. Draft a suitable advertisement for a local daily, giving all the necessary details. You are Shashi Kumar of 21 A, First floor, Shalimar Bagh.
4. You are Rajat/ Radha and wish to buy a new set of furniture and dispose of the old one. Draft a suitable advertisement in not more than 50 words. Give all the necessary details.
5. You have been transferred to another city. You want to sell certain household goods. Draft a suitable advertisement to be inserted in a newspaper in 50 words.
6. You are the HR Manager of Elephanta Software Services. You require software engineers familiar with ERP Software Oracle with a minimum of 5 years' experience. Draft a suitable classified newspaper advertisement for the same.
7. You want to purchase a 400 sq m or larger plot in Gomti Nagar, Lucknow, for building a bungalow. Write a classified advertisement for a local daily giving your requirements.
8. You are interested in selling your Maruti Eeco Van which has run 10000 km and is 3 years old. Draft a suitable classified advertisement for the 'Vehicle for Sale' column of a local newspaper giving all details.
9. You have changed your job and are leaving the city. You want to sell all your furniture, refrigerator, car, air conditioner etc before moving. Insert a suitable classified advertisement in a local newspaper for the same.

10. Your company, Sarvan Constructions Ltd, requires large flats on rent in Metro cities to serve as guest houses for your touring staff. The flats should preferably be furnished. As Administrative Manager of your company, draft a suitable classified advertisement to be inserted in newspapers in Metro cities.

Poster Writing

A poster is a large picture/painting/cartoon which also carries some message or information. A poster combines visual art with creativity writing. The visual attracts the reader's attention and while they are enjoying it, the message or information is automatically conveyed to them.

Look at the following poster



1. The word WASH and CORONA VIRUS printed in large, Bold letters along with the picture of hand washing and sanitisation immediately convey the subject of this poster.
2. The poster carries the message clearly that it is our responsibility to save ourselves and others from COVID-19. It also uses hash tag to bring in the social media vocabulary and to highlight the key idea of washing hands.
3. The poster mentions several precautions. These precautions are listed using visual elements and words. The text is short and clear.

4. The poster has an interesting layout. It is an extremely well made poster.
5. The logo and the name of the issuing authority are given at the bottom.

Characteristics of a good poster

➤ In a good poster the theme should be stated clearly and precisely. Usually, the theme is suggested through an elegantly-worded slogan

➤ The slogan may be given in a bubble or printed in bold letters so that it stands out.

The message or the information should be given in the fewest possible words. The effectiveness of a poster depends on its brevity.

The name of the issuing authority should be mentioned so that it is clear who is giving the information.

➤ The layout should be interesting and eye-catching.

Exercises:

1. Design a poster on the theme 'say no to crackers' to be issued by the government of your state about a fortnight before the Diwali festival. Include the facts that the crackers pollute the atmosphere, lead to huge damage by fire and involve avoidable wastage of money. You may include other ideas of your own also.

2. Design a poster on the theme play Holi with flowers or with natural colours. Use ideas of your own to design the poster. The poster is issued by the police dept of your state.

3. Design a poster on the theme 'Each one, teach one'; emphasise the importance of making every child educated in order to lead our country to the path of progress.

4. Design a poster to make people aware of the importance of preserving our historical monuments. The poster is to be put up near important monuments.

Brochure

A **brochure** is an informative document, often also used for advertising that can be folded into a template, pamphlet, or leaflet. A brochure can also be a set of related unfolded papers put into a pocket folder or packet.

Brochures are promotional documents, primarily used to introduce a company, organization, products or services and inform prospective customers or members of the public of the benefits.

A brochure is a page or a one-to-four-page piece that informs and describes new customers about a product or service. Brochures are intended to provide customers with additional information on offers, benefits etc. and are used by sales personnel to persuade customers to purchase a product. The brochure – also called a data sheet, product brief or solution brief – describes the main features of the product, specifications for its use and is usually accompanied by either a picture of the product or an architectural design or illustrations. Some brochures resemble more of an advertising piece.

Here are some points to remember when writing a brochure to make it powerful and effective.

1. What is the purpose of the brochure?

Brochures are written to sell an idea, a product, a service, a corporate image. A company may have a number of different brochures for individual products in its product range. However, each product brochure should also build a consistent image of the company that the product comes from. The company's signature line, a paragraph about the company itself, the corporate logo all need to be given due weightage, even in a product brochure.

2. Who is the target audience? Is the brochure a B2B or B2C communication? A different tone is used while talking to different stakeholders, be it shareholders or customers or retailers or employees or business associates.

3. What is the key message?

The features of the product will help develop the key message. What do you want your customers to know? What will encourage the customers to buy your product instead of your competitor's? The content has to be written in an engaging, memorable way that will appeal to your key target audience.

4. Write from the reader's point of view.

Answer questions the reader might have. Overcome objections. Find out the reader/consumers' need and show how the product fulfills them.

5. Write to grab attention and hold interest.

To do this effectively, you need to know your reader. If you're writing to college students, it pays to talk to a few or observe them to find out how they talk, what they're interested in, and then write in a language they are comfortable with.

6. Tell ... Sell... and Tell again.

Tell your consumer about your product benefits, not features. Translate features into benefits to sell the product. “An all-steel body” (feature) translates into “durability” (benefit). You can write about it as “a durable all-steel body”. Highly technical features can be mentioned as features, and then explained as benefits, using terms such as “so that” or “which means that” followed by the benefit associated with the feature concerned. Despite your best efforts to sell, however, people are forgetful. They need to be reminded about your product’s selling points, at different points and perhaps in different words, at different places in the brochure. Create a Good Brochure: Creating an interesting brochure takes some time and reflection. The most important aspect is one needs to know what elements of the business or product have to be highlighted.

The following points are to be borne in mind while designing a brochure:

1. **Focus on a Topic:** You cannot write a brochure about every facet of the company. There’s no room for a lot of information in a brochure narrow it down to a specific topic to write about. What’s your angle? What’s your sales pitch? Most of all, what makes your company unique. Even after you narrow down your choice to one topic, remember that a brochure can’t cover all the information about that topic.
2. **Create a Grabbing Title:** Once you know your direction, it’s time to create an eye-catching title. You don’t have to be exceptional here; you just have to be lucid and inspiring. Try to keep your title limited to about six words.
3. **Be Specific:** No one wants to read a brochure that doesn’t mention specific information. Do some research, never plagiarize? Use this as an opportunity to include exciting details while speaking in your own voice. Your enthusiasm should come through in your words.
4. **Mix Writing Styles:** When people sit down to read a brochure, they’re not expecting a novel. They want the most relevant and important information presented to them, with details on how they can find out more. In the context of a brochure, it’s important to keep the copy short. The goal is to get the reader to take action. Writing one long paragraph about the entire topic will be boring for your reader. Break the topic up into appropriate headers. Use bullet points, numbers, and other lists to highlight the most pertinent information.
5. **Consider Including Testimonials:** Reviews are an important aspect of our lives. We want to see what other people have to say about a certain company, product, or service before we invest our time and money. If you’ve ever received any positive

feedback, ask that person for their permission to include their quote in your brochure. (You don't have to include their full name, or any name, but you should always ask for permission before quoting anyone.) You might also highlight some top reviews or awards from Facebook, and other websites.

6. **Include Pictures:** Brochures are supposed to give important bits of information. However, readers will always gravitate toward the most visual guides. Include photographs wherever possible. Use your own photos.
7. **End With a Call to Action:** Now that you've lured everyone in with your enticing facts, stats, pictures, and blocks of text, it's time to tell them how they can find out more. For example, "Call us today to reserve your seat on one of our glass-bottom boats!" Create a little sense of urgency and give potential customers or clients a direct path to the next step. This is why it's also important to feature your website prominently throughout the brochure.

Dos and Don'ts of Brochure :

Dos

- **Spend time designing the cover.** We mentioned the importance of enticing pictures but, out of all your photos, the cover shot must be the most appealing. You want people to walk past your brochure and feel the need to know more. This is where you'll overlay your clear title atop a captivating image.
- **Maintain a little white space.** The opposite of great photos and alluring content is a crammed or cluttered brochure. Take a look at these sample brochures. Notice no one was afraid of a little white space. Rather, it provides balance.
- **Creative fonts to be used.** Fonts are important because they must be clear. A calligraphy font would not be well-suited for a brochure. But, you can step outside the constraints of Times New Roman for your brochure.

Don'ts

- Try to say it all. Remember our first point. You'll never be able to say it all in one, small brochure. So, be sure to consider your audience requirements
- Be your own proof reader. It can be difficult to spot our mistakes in our own writing. You never want to do is print a brochure with grammatical inaccuracies. Ask a friend or family member with a keen eye for grammar to give your brochure a once-over before going to print. Better yet, hire a professional copy editor!

Sample 01

THREE DAYS NATIONAL WEBINAR LECTURE SERIES ON

“Academic Writing and Research Ethics”

Date: 27th, 28th & 29th June 2020
Time: 2.30-4.00 PM

Organised by:
IOAC – Innata College Kabugan]

Affiliated to Assam University, Silchar
(A Central University) Assam
Email: janatacollegekabugan@gmail.com
Website: <http://janatacollege.in/>

And
Don Bosco College, Itanagar
Arunachal Pradesh

Affiliated to Rajiv Gandhi University
(A Central University) Arunachal Pradesh
Email: dbcitanagar@gmail.com
Website: www.dbcitanagar.com

RESOURCE PERSONS:


Chief Guest: Prof. Ramesh Chandra Gaur
Dean & Director (Library & Information)
Head Kala Bharti Division,
Indira Gandhi National Centre for Arts (IGNCA)
New Delhi


27th June
 Mr. Dhanwantari Prakash Tripathi
Assistant Librarian & AR (Olig.) AC-UG
Raja Parkash Central Library,
National Institute of Technology,
Rourkela, Odisha


29th June
 Dr. F. R. Sumer
Deputy Librarian, North-Eastern Hill University,
Shillong, Meghalaya

**FREE
REGISTRATION**

* e-certificate will be provided

Last Date of Registration: June 26, 2020



CHIEF PATRONS:


Dr. Sime Ghosh
Principal (i/c)
Janata College Kabugan,
Cachar, Assam


Fr. (Dr.) Jesse George
Principal,
Don Bosco College, Itanagar
Arunachal Pradesh

COORDINATORS:


Mr. Pradip Kumar Singh
Librarian
Janata College Kabugan,
Cachar, Assam


Mr. Sur Chandra Singh
Librarian
Don Bosco College, Itanagar
Arunachal Pradesh

Target Audience:

Students
Research Scholars
Academics etc.

Note:
Certificate will be provided to each
participant on completion of the webinar.

Sample 02

About Webinar

The main objective of this webinar is to cover the following topics to explain the important aspect of Redefining the role of HR in the Post-COVID Environment. And how the business transforming from abnormal to a new normal.

Objectives of Webinar

The main objective of this webinar is to cover the following topics

Redefining the role of HR in the Post-COVID Environment. And how the business transforming from abnormal to a new normal.

Registration Fee

No Registration Fee

Eligibility

We invite Academicians, Teaching Faculty, Job Aspirants, and Business people.

Resource person

Mr. Ramchander Maddela
Honorable Secretary-NIPM
Hyderabad Chapter & CHRO

Chief Patrons

Dr. Rajendraprasad Reddy
Chairman, Balaji Group of Institutions

Dr. Rajeshwar Reddy
Secretary, Balaji Group of Institutions

Patrons

Dr. V.S. Hariharan
Principal, BITS

Dr. L. Sampath
Principal, BIMS

Convenor

Dr. K. Prasad
Associate Professor & HoD

One Day Webinar on

“Redefining Strategies and Execute Innovative Approaches for Business & HR during COVID-19 and Post COVID”

(3rd Oct, 2020 at 5:00 pm to 6:30 pm)

Free Registration Link
<https://forms.gle/cn74DFuqIEGYOGJ46>

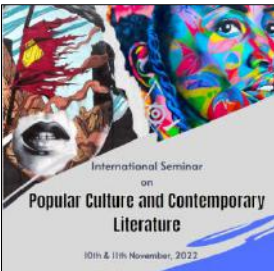
After registration,
Participants are requested to join the Telegram
group by clicking the below link for all types of
communication

***Telegram link*:**
<https://t.me/fdpmababits>

Note: E-Certificate will be provided to all the
participants on the submission of feedback after
the webinar.


Date: _____ Signature of Sponsor _____

Sample03



International Seminar
on
**Popular Culture and Contemporary
Literature**

10th & 11th November, 2022

Organized by

Department of English
Paradipshery University
Paradipshery-605014

The seminar will look at how images and cultural references might transit between essential and popular culture, as well as the dynamics of popular culture in modern literature. It will also take into account popular culture as exemplified by things and items that are well-known to a large audience but have not yet entered the social canon.

Thrust Areas for Discussion

- Multiculturalism and Post culture
- Popular culture, Race, Class and Caste
- Alternative Sexualities and Queer popular culture
- Popular culture and Religion
- Women and Children in popular culture
- Food politics and popular culture
- Film, Music, visual media and popular culture
- Digital media and popular culture
- Impact of pop culture on contemporary literature
- Any other relevant areas

Registration Fee: (For Paper Presenters)
Faculty Members: Rs. 2000
Research Scholars: Rs. 1000
PG Students: Rs. 500

Made of Payment & account details will be shared once the registration is done. Students and Scholars of Department of English, Paradipshery University and Faculty members of Paradipshery University are exempted from Registration fee, abstracts along with the Registration form is to be sent to The Organizing Secretaries before 7th October, 2022 by e-mail.

Travel and Accommodation:
We hope that you will be able to take care of your travel and accommodation. However accommodation will be arranged for isolation paper presenters, if intimated in advance. Working lunch and local hospitality will be provided.


Host Department

The Department of English at Paradipshery University has always been an important educational destination for scholars and students; ever since it commenced functioning in 1988. Over the years, the Department has produced innumerable PhD and M. Phil scholars, in addition to a large number of post graduate students. The faculty of the Department with their different specializations and academic interests are at the forefront of innovative teaching and advanced research varying from contemporary literary, cultural and language studies to theoretical explorations.

The Department also runs the Post Graduate Diploma in Professional Communication in English, an add-on program in much demand among students and employees. Furthermore, the Department has also sought to enhance the language and communication skills of students from across the University through the Functional English and other communication-oriented courses.

Another hallmark of the Department is the Research and Journal Alert Forum (RJAF) which acts as an arena for scholars and students to showcase their research work as well as creative abilities. The Department has also been at the forefront of organizing seminars, workshops and faculty development programs.

This seminar, an international seminar has been planned by the Department of English on the 10th & 11th of November, 2022. It will focus on the dynamics of popular culture in contemporary literature.



Definition

Srinivas works in the IT department of a large XYZ company and is about to implement a new custom software program that will be used by most employees. Since the software is new and proprietary to the company, not only will employees have no experience using it, but also there will be no outside learning aids available.

Consequently, part of Srinivas` job will be to prepare a manual for employees. A **manual** is a document that provides instructions or guidelines on how to perform an activity and serves as a reference book on the activity.

Purpose

Manuals are flexible documents that can be used for different purposes:

- **Policy manuals** explain and outline the principles and rules of an organization. For example, a company's policy manual may address matters such as the company's vision and mission, the company code of ethics, and employee guidelines relating to work activities, compensation and benefits.
- **Procedures manuals** explain how a work activity is to be performed. For example, a company may have a procedure for reporting an incident of sexual harassment or workplace discrimination. Keep in mind that a policy manual tells you what a policy is and perhaps why it's in place, while a procedures manual may tell you how to carry out a policy-related activity.
- **Operations manuals** are similar to procedures manuals, but are focused on daily work activities. For example, a restaurant manager may have a set of activities he must perform before opening for business.
- **User's manuals** and operator's manuals serve as a guide and reference for the use of a particular tool or piece of equipment. The document Srinivas is drafting to provide instruction and guidance for the use of the company's new software falls under this definition.
- **A Service and maintenance manual provides** instructions on how to maintain and repair equipment. For example, a factory may have a service and maintenance manual for its conveyor belts.
- **Training manuals** are written to provide guidance for people new to an organization or specific work activity.
- **Field manuals** are used by workers at remote worksites. These manuals are designed to be self-contained, providing all the policies, procedures and instructions that a worker needs on the jobsite. At the same time, field manuals are designed to be as short and concise as possible because workers don't want to lug a library around with them.

Front Matter

The first part of a manual is known as its **front matter**. The first section is the title page, which should be written in such a way as to notify the reader what the manual is about. A visual of the subject matter of the manual is often included to get this point across. For example, if the manual is about operating a particular copy machine, a visual of the copy machine may be included on the title page. The title page should also be dated with a version number to keep track of revisions. The author of the manual should also be listed. Aside from the title page, a manual may include:

- A section on scope, which tells the reader what the manual covers and, either directly or through inference, what it doesn't cover.
- A table of contents, especially if the manual is more than a few pages long. Equipment, tools and parts list if the manual provides guidance on installation, repair or maintenance.
- And if the manual covers a dangerous subject matter, such as handling of dangerous equipment or chemicals, it will have a section of alerts, warnings and special considerations.

Kinds of Manuals

- **Service manual** — helps technicians and other trained people service, maintain, and repair equipment. It usually contains information on the problems and breakages that may occur and guidelines on how to fix them.
- **User manual** — assists people to use a particular system or device. It provides instructions for both skilled and unskilled users for setup, operation, and maintenance of a product. It may have precautions and problem guidelines.
- **Operation manual** — provides guidance for the staff to perform their functions correctly and efficiently. It describes what and how should be done, which is especially important for the quality of goods and services. Moreover, it contributes to the safety of products and services.
- **Training manual** — contains instructions to improve the quality of performed tasks and processes. It is aimed at teaching and upgrading the skills of employees. It can be used as a reference document in the workplace or by a trainer to revise the material.

- **Policy manual** — contains policy guidelines, rules, resolutions, and procedures of a company. It helps the management run the business and make decisions; it regulates the course of development of a company.
- **Organizational manual** — describes positions in the company, their responsibilities, duties, functions, relations. In other words, it defines job descriptions and functions of all employees in a company, which enables it to perform all the functions in an effective way.
- **Administrative practice manual** — gives standard methods and procedures for the personnel to fulfill the functions and cooperate effectively. It may contain instructions for different departments or guidelines for corporate correspondence. Sometimes, it may contain instructions on how to improve the knowledge and skills of the employee.

Here are the most popular types of manuals that you can meet. Of course, you may come across some other types, but this information is enough for you to have the basic knowledge on the topic. I hope you find it helpful!

A great user manual educates people about a product, while also teaching them how to use product features effectively. As an author, your ultimate goal is comprehension—you want readers to easily **be able to read, reference, and absorb information**

How to write a User Manual?

Writing a user manual is a big responsibility because the finished document will be used by people who are depending on it to provide them with instructions they can follow. Learning how to write a user manual requires a combination of organizational and technical writing skills.

Step 1: Identify the Audience

Understanding who your audience is can be half the battle when writing a user manual. Identifying your audience helps you decide what type of information and how much detail you need to include the manual as well as how the information should be presented.

For example, a user manual for a piece of computer equipment can include technical terms without definitions if the audience is professional computer technicians, but that isn't the case if the audience is end-users.

Step 2: Define the Purpose of the Manual

Make sure you know exactly what the manual's readers need to learn how to do. There is a big difference between writing an instruction manual that focuses on explaining how to use an item versus how to repair one. If you're writing a manual for beauticians who will use a new hair dryer model in a salon, that is very different from creating a manual for the purpose of explaining how to service or repair the hair dryer.

Step 3: Identify the How-To Steps

Start your first draft by making a list of all the steps that someone needs to follow to perform whatever task(s) the manual is supposed to explain. Once you have made a list, use the list of steps you created to try performing the tasks(s) yourself. This will help you determine if the list is sufficient as is or if changes need to be made. Chances are you'll realize that some more steps need to be added or that some of the listed items need to be broken down into multiple steps. Revise as needed and keep working through the instructions until they are easy to follow as written.

Step 4: Formalize the Written Steps

Take your latest draft and use your technical writing skills to translate them into the how-to portion of the manual. Start with a complete list of supplies laid out so it'll be easy for readers to pull together what they need. Bullet points are good for this. The actual steps should be presented as a numbered list that readers can follow step by step.

Step 5: Develop Appropriate Graphics

Once the steps have been laid out, consider where graphic elements can help make it easier for readers to follow and apply them. Develop appropriate charts, graphs or illustrations to include in the text along with the steps. Place them on the page so readers can clearly see what part of the written instructions correlate to each image. If you aren't able to develop the graphics yourself, work with an illustrator or graphic artist.

Step 6: Write Other Sections of the Manual

Once the main part of the instruction manual (the actual instructions) has been written, focus your attention on crafting the other sections of the topic. At a minimum, you'll need an introductory section and a conclusion.

- The introduction of a user manual usually begins with a message of appreciation to users for selecting the product and a general product overview.
- The conclusion usually ends with details on how to contact the company, as well as information about the warranty and any disclaimers that might be needed.

It can also be helpful to include a frequently asked questions section and/or a troubleshooting guide.

Step: 7 Be Brief and Detailed

User manuals need to be brief and detailed. Whatever sections are included, they should be written in a technical writing style, that focuses on conveying maximum information in as few words as possible. Being wordy just to add content and to make the manual longer is never recommended. If a procedure can be answered in just a few sentences then it is best to leave it that way. Be brief by getting to the point and answering all important items that need to be addressed. State the details, but make every word count. Too many words can cause information overload.

Step: 8 Verify Accuracy

Make sure that all of the information in the user manual is accurate. There is no room for error in user manuals. While accuracy is important with all kinds of writing, it is truly critical when writing a user manual. The instructions absolutely have to clearly convey how to use a particular piece of equipment or follow a specific procedure. Check everything for accuracy, including all of the terminology, the order of the steps, and the clarity of the language.

Step 9: Proofread Carefully

Proof read carefully to make sure your document is free of all kinds of errors, including spelling, punctuation and grammar. Typographical mistakes and other errors could cause reader confusion. They also reflect poorly on the brand, company or product.

Step 10: Format for Readability

Covering all the key information readers need is critical for a user manual, but the document also has to be user-friendly and easy to follow. This means formatting the document with readability in mind.

- Choose an appropriate font. It is generally best to opt for a sans serif font such as Arial or Calibri.
- Don't use a font smaller than 10-point type. Depending on your audience, you may need to use a larger font.
- Use headings to highlight transitions from one section to another. Include subheadings within heading sections as needed.
- Present steps that must be followed in order in a numbered list format.
- Use bulleted lists and/or tables to highlight key information.

Advert

Step 11: Include a Table of Contents

A table of contents is key when establishing what tips on writing user manuals you should take into consideration. Most user manuals use a table of contents to show the organization of the manual. The table of contents will help guide readers throughout the

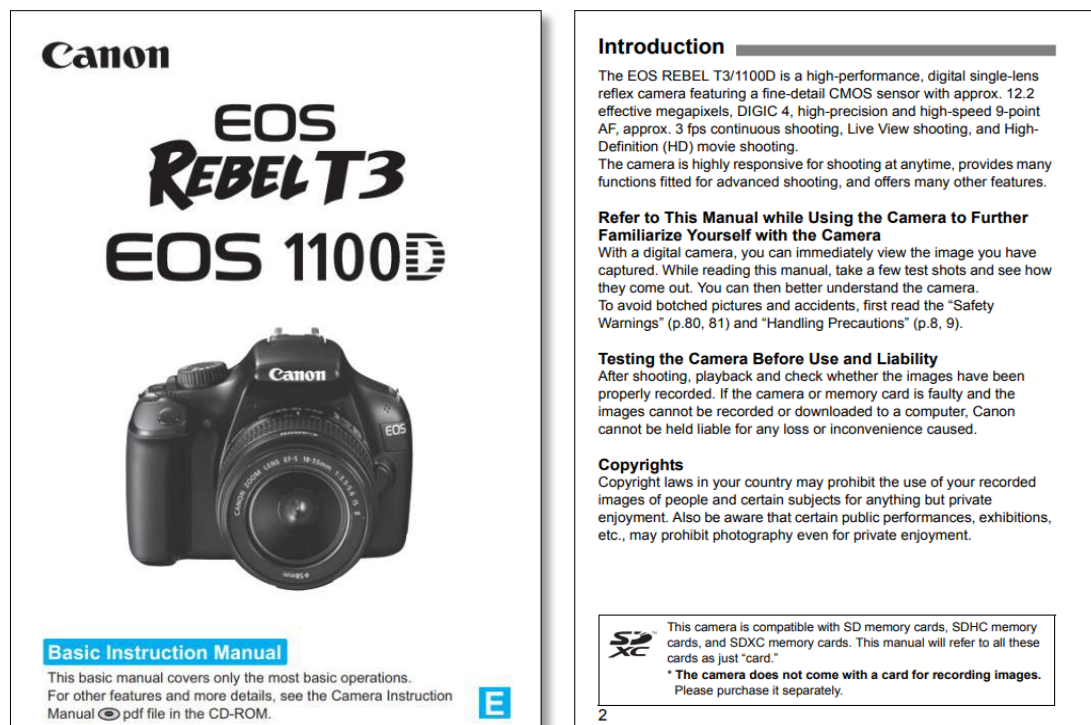
user manual. A table of contents will also help the reader locate answers to the questions they are looking for.

Step 12: Consider Adding an Index

If the user manual is fairly long and detailed, consider adding an index at the end of the document in addition to including a table of contents at the beginning. This will make it easier for readers to quickly locate specific sections of the document related to a question or need they have at a particular time.

Step 13: Get the Document Reviewed

Once you think the document is ready, get someone else to review and edit the document. Have them actually try to follow the instructions as if they were a member of the target audience. Get feedback from them about the content or format of the overall manual and whether the instructions need any adjustments.




Instruction Manuals


This Basic Instruction Manual only explains the camera's basic operations and functions. For more detailed instructions, advanced shooting and playback procedures, printing photos, Custom Functions, and more, see the Camera Instruction Manual CD-ROM.

The EOS REBEL T3/EOS 1100D's instruction manuals consist of the following:

● Camera Instruction Manual



Camera Basic Instruction Manual (this booklet)



Camera Instruction Manual (CD-ROM)


CD-ROM Contents

Camera Instruction Manual (PDF file)
Explains all the camera's functions and operation procedures. Includes also all the contents in this Basic Instruction Manual.


Quick Reference Guide (PDF file)
Simple guide centering on shooting procedures. Its A4 size enables easy printing to carry it around.

See page 74 on how to view the Camera Instruction Manual (PDF) in the CD-ROM.

● Software and Software Instruction Manual



EOS DIGITAL Solution Disk (Software CD-ROM)




Software Instruction Manual (CD-ROM)


See pages 76 to 78 for an overview of the software programs, installation procedure for a personal computer, and how to view the Software Instruction Manual CD-ROM.

Item Check List


Before starting, check that all the following items have been included with your camera. If anything is missing, contact your dealer.




Camera (with eyecup and body cap)




Battery Pack LP-E10 (with protective cover)




Battery Charger LC-E10/LC-E10E*




Wide Strap EW-200D




Interface Cable




Camera Instruction Manual (CD-ROM)



EOS DIGITAL Solution Disk (Software CD-ROM)



Software Instruction Manual (CD-ROM)



Camera Basic Instruction Manual (this booklet)

* Battery Charger LC-E10 or LC-E10E is provided. (The LC-E10E comes with a power cord.)

- If you purchased a Lens Kit, check that the lens is included.
- Be careful not to lose any of the above items.

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Introduction	2
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1 Getting Started	19
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Handling Precautions

Camera Care

- This camera is a precision instrument. Do not drop it or subject it to physical shock.
- The camera is not waterproof and cannot be used underwater. If you accidentally drop the camera into water, promptly consult your nearest Canon Service Center. Wipe off any water droplets with a dry cloth. If the camera has been exposed to salty air, wipe it with a well-wrung wet cloth.
- Never leave the camera near anything having a strong magnetic field such as a magnet or electric motor. Also avoid using or leaving the camera near anything emitting strong radio waves such as a large antenna. Strong magnetic fields can cause camera misoperation or destroy image data.
- Do not leave the camera in excessive heat such as in a car in direct sunlight. High temperatures can cause the camera to malfunction.
- The camera contains precision electronic circuitry. Never attempt to disassemble the camera yourself.
- Use a blower to blow away dust on the lens, viewfinder, reflex mirror, and focusing screen. Do not use cleaners that contain organic solvents to clean the camera body or lens. For stubborn dirt, take the camera to the nearest Canon Service Center.
- Do not touch the camera's electrical contacts with your fingers. This is to prevent the contacts from corroding. Corroded contacts can cause camera misoperation.
- If the camera is suddenly brought in from the cold into a warm room, condensation may form on the camera and internal parts. To prevent condensation, first put the camera in a sealed plastic bag and let it adjust to the warmer temperature before taking it out of the bag.
- If condensation forms on the camera, do not use the camera. This is to avoid damaging the camera. If there is condensation, remove the lens, card and battery from the camera, and wait until the condensation has evaporated before using the camera.
- If the camera will not be used for an extended period, remove the battery and store the camera in a cool, dry, well-ventilated location. Even while the camera is in storage, press the shutter button a few times once in a while to check that the camera is still working.
- Avoid storing the camera where there are corrosive chemicals such as a darkroom or chemical lab.
- If the camera has not been used for an extended period, test all its functions before using it. If you have not used the camera for some time or if there is an important shoot coming up, have the camera checked by your Canon dealer or check the camera yourself and make sure it is working properly.

Exercises

- 1.Prepare a user manuel for an android phone,with the following mandatory features:
 - i. Visual/Picture/cartoon
- 2.Introduction (a brief note about the product)
- 3.Item checklist
- 4.Contents
- 5.Handling Precautions

2.Prepare a user manual for the following products:

- a) Headphones
- b)Alexa Devices
- c)Smart Watch
- d) Laptop
- e)washing machine
- f) Mixer Grinder
- g) Electric rice cooker

MODEL QUESTION PAPER

QUESTION PAPER PATTERN

B.A./B.S.W./ B.A.(Music) and other Courses coming under Faculty of Arts.

III SEMESTER

GENERIC ENGLISH /L2

Time: 2 ½ Hours

Max.Marks:60

Instruction: Answer all the questions

UNIT – 1

RECEPTIVE SKILLS: READING SKILLS AND LISTENING SKILLS

- I. Answer in about a page. (2 questions out of 3)(Play based) 2x5=10
- II. Answer in about 2 – 3 pages (2 questions out of 3)(Play based) 2x10=20
- III. Answer in about a page. (2 questions out of 3)(Speeches based) 2x5=10

UNIT – 2

PRODUCTIVE SKILLS: SPEAKING AND WRITING SKILLS

- IV. Provide 5 slides of the presentation (1 question out of 2) 1x5=5
- V. Paragraph Writing (Attempt any 1 out of 3) 1x5=5
- VI. Write any 1 Letter out of the given 2 Letters 1x5=5
- VII. Poster/Brochure / Advertisement /Product Manual Writing 1x5=5

MODEL QUESTION PAPER

III SEMESTER B.A/ B.S.W/ B.A.(Music)

GENERIC ENGLISH

Language English, Semester – III
(NEP MODEL)

Time: 2 ½ Hours

Max.Marks:60

Instructions: 1. Answer all the questions

2. Mention the question numbers correctly.

PART - 1 (LITERARY SECTION)

40 Marks

- I. Answer any two of the following questions in about a page each. 2X5= 10
1. Explain the three tenets of karma preached by Drona.
 2. How did Ekalavya learn Archery?
 3. List out the advices given by Ekalavya's mother.
- II. Answer any two of the following questions in about two pages each. 2X10= 20
1. Arjuna and Ekalavya have a different purpose in learning archery. Elaborate and Comment.
 2. Discuss Ekalavya as a tragic character.

3. Do you think that class and caste can sometimes have a great influence on the opportunities one has in life? Discuss with reference to the play '*Purpose*'

III. Answer any Two of the following in about a page 2X5=10

1. Why does Kiran Bedi say that she is a product of opportunities?
2. Discuss how our decision-makers are not trained in problem-solving skills according to Narayana Murthy.
3. Elucidate briefly the three visions of APJ.

PART –II (GRAMMAR SECTION)

20 Marks

- a. Prepare five slides for a Power point presentation on 'Reading Habits ' **OR**
b. on 'Plastic use'. Each slide should have a title followed by a sub-heading (5)

IV. Write a paragraph in about 150 words, on a place you visited.

Hints ; Serene, Greenery, Stream, Birds, Splashing water, Cool weather. (5)

OR

Write a paragraph in about 150 words giving an account of how you helped an old man to cross the road .

OR

Write a coherent paragraph in about 150 words on 'Leisure' Using the hints given below:

Differentiates man from a machine, beats stress, makes one happy, Helps one form ideas and thoughts.

V. Draft a letter to Hindustan Furnishing Ltd. Pune, asking for a copy of their latest Catalogue for steel furniture for offices and homes, Quotation of prices and for any concessions and offers. (5)

OR

You have purchased a mobile from Amazon shopping App. You are dissatisfied with the performance of the product. The dealer has refused to look into the matter. Write a complaint letter to the Manufacturing unit, Pune Electronic Corporation, Mumbai-1, requesting them to re-direct the dealer to look into the matter along with reply letter.

VI. You want to rent out a two bedroom house with all civic amenities and a well-placed location. Draft a display advertisement to be sent to a newspaper giving the details about the rent. (5)

OR

From the conversation given below, draw details to write instructions on how to use an oven Also design the cover page of the product with its brand name and a logo for the product manual.

Geetha: Congratulations Suma, your oven is so sleek looking. What are you going to bake today?

Suma:Hi Geetha, I was waiting for you. I am a little unsure as how to use it. Since you have been using an oven from quite some time can you tell me how to use it?

Geetha: Oh yes, I can help you. But why this place is uneven. It should be placed on an even platform with adequate space for proper ventilation. Yes that's a right spot. Now you can plug in the socket and switch it on.

Suma: Ok can I place the baking tray inside now.

Geetha : No wait, you haven't set the timer and temperature and function as yet. See here, there is a control panel displaying all of the functions.

Suma: Oh I see. I can turn this knob it has degree markings on it ...its temperature control I think...and here I see these symbols indicating different functions like toast , bake etc... I need to set it to bake as I am going to bake a cake right?

Geetha: You are sharp. How easily you learn! You will have to set the timer for the time you require to cook the recipe. This cake may need 45 minutes to be baked.

Suma: I am pulling this door with the handle, and it opened. Can I place the tray now? But wait a minute where do I place it? There are three racks here?

Geetha : In the lowest rack . But for now you close the door without placing your baking tray, let it pre-heat for fifteen minutes. Later you can place the tray with food. Then set the timer. After it's done it will sound an alarm and you can switch it off. And take out the cake carefully with your gloves on

Suma: Thank you Geetha for helping me use my new oven. Come let's sit down and chat till it bakes.