



CONVERGENCE - IV

Additional English Textbook

As per NEP 2020

Semester - IV

Published by:

Bengaluru City University Press
Bengaluru City University (BCU)
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CONVERGENCE - IV: Additional English Textbook for all the IV Semester Courses coming under the Faculty of Arts, Commerce and Science of the Bengaluru City University (BCU) is prepared by the Members of the Textbook Committee, Bengaluru City University.

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FOREWORD

It is a matter of immense pleasure for me to be a part of the Bengaluru City University family as its Vice Chancellor. I take this opportunity to welcome students from all parts of the world, joining the university in undergraduate as well as postgraduate programmes. Most of such students have moved away from the folds of their family and nation to another in their quest for knowledge. One needs to understand that they are just moving away from one family to another. Their teachers, seniors and peers, all together form an extended family to offer timely guidance, support and thereby help each one to move ahead in life as professionals in the field they have opted.

In the continuing task of nation building, Bengaluru City University is trying to promote excellence in higher education for a vibrant and inclusive society through knowledge creation and dissemination. It is making sincere efforts to contribute to the society by providing the right kind of human resources. It is striving hard to impart quality education to meet national and global challenges and accomplish its mission. For students, the degree represents certification of competence, and a passport to advanced education or gainful employment and prosperity. They have an important role to play in the development of the nation and hence have to handle their future with confidence and competence.

The University is pursuing a holistic approach as education bereft of values is meaningless and not worthy of promotion. Education is meant to inculcate right values among students to produce socially sensitive citizens; thus, it encourages not only curricular activities but also co-curricular, extra-curricular and extension activities. I can say with legitimate pride that the university has achieved far more than just the modest target set at the time of its inception by producing trained human resources to serve the country in all walks of life and by contributing to the knowledge base.

The main objective of the university is to provide higher education by global standards. Highly experienced and well-qualified faculty members, continuously engaged in the maintenance and enhancement of a student-centric learning environment through innovative pedagogy, form the backbone of the University.

Bengaluru City University is dedicated to providing a congenial academic environment for nurturing young minds to take on the challenges posed by globalization and advancements in different areas of knowledge. In consonance with the vision of country's top leadership as reflected in the National Education Policy (NEP) 2020, the university focuses on producing trained human resources that have extensive knowledge, modern skills, diverse abilities, leadership qualities, entrepreneurial abilities, and strong cultural and ethical values. Importantly, the courses offered are very carefully designed keeping in view the functionality of output to bridge the gap between higher education and employment.

BCU is now well placed to capitalize on its formative years and we reiterate our endeavour to provide premium quality education accessible to all and an environment for overall personality development.

Being the Vice-Chancellor of Bengaluru City University at this important juncture in its evolution, I take great pleasure in welcoming the students to achieve knowledge and virtue through multidisciplinary learning opportunities, with an emphasis on all-round personality development. Looking forward to the fresh ideas and energy you bring to our campus and I am confident that your stay at BCU will be a rewarding journey.

I congratulate the Text Book Committee on its humongous efforts in the preparation of the material, which includes a variety of language (grammar) components for sharpening conversational skills. My profound thanks to the Director, Bengaluru City University Press and their dedicated personnel for bringing out the text book methodically and promptly. My heartfelt thanks to the Chairperson and all the members of the Text Book Committee who have taken the pleasant pain to explore various themes and grammar components. I hope the text will highly motivate the teachers and the students to make the best use of it and develop literary sensibility as well as linguistic skills.

Prof. Lingaraja Gandhi
Vice-Chancellor
Bengaluru City University

PREFACE

English has the status of the Associate Official Language in India. Simultaneous with the growth of Indian languages after independence, English continues to be a link language between the states and the centre, besides being a vast treasure-house of literature and a purveyor of global information and technology.

It occupies an important place in college curricula, as a language in most states and an optional one in a few. Increasing number of students and many others are voluntarily learning English, several opting to study in English medium schools. With the diversity of learners from different family backgrounds, English teachers need to use a combination of several methods, but not any one method rigidly. While some basic principles of language absorption have to be kept in view, the techniques of imparting communicative skills in English should be as varied as the learners themselves. There is plenty of talk about the importance of English, but very little relevant guidance on how to teach it in these changing times. This text book highlights the fundamental principles and problems of learning English as a later language and outlines several methods of teaching it effectively.

Teachers of English will find the information topical and beneficial in their day-to-day teaching. Extensive guidance is provided on how to organize remedial work and language teaching on up-to-date lines. There are useful and illustrative suggestions on Conversational English and some basic sentence patterns.

To make this edition as accessible and continuously relevant as possible, it is available in both print and electronic formats. We hope this volume will be a valuable reference for teachers, and a useful resource for educators. I feel obliged to share my knowledge, analysis, and conclusions for this edition. The language component is designed to perfect and hone the soft skills of students, pertaining to effective verbal expression and communication. It is hoped that the students would make best use of it and understand the importance of acquiring fine language skills while engaging with a verbal medium like literature.

I thank the Vice Chancellor and Registrar of Bengaluru City University for their consistent support. I thank all the members of this Committee for their humongous effort, and the publisher who helped us to bring out the text book on time.

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Objectives of the Text Book

Under the auspices of Bengaluru City University, Convergence - IV offers Additional English as a second language to students coming from various sections of the country and outside. Considering the ethnic and linguistic diversities of the students taking up this paper, the design is to help students build on their communicative skills in English, which are very much required in a heterogeneous country like ours.

The objectives of the present syllabus are to:

1. preserve India's multiculturalism through multilingualism;
2. invest in the development of Written and Spoken English skills;
3. broaden the general awareness about the world around by exploring various aspects of language.

Text Book Committee

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WHY WE TRAVEL?

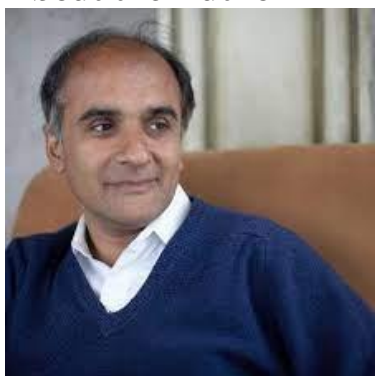
Excerpts from the Essay

- PICO IYER

Pre-reading Activities:

- i. *Do you like travelling?*
- ii. *How does travel change you? Discuss*
- iii. *Do you think travel broadens your perspective about life and people?*

About the Author



Siddharth Pico Raghavan Iyer (born 11 February 1957), known as Pico Iyer, is a British-born essayist and novelist known chiefly for his travel writing. Pico Iyer is one of the most revered and respected travel writers alive today. He was born in England, raised in California, and educated at Eton, Oxford, and Harvard.

His essays, reviews, and other writings have appeared in Time, Conde Nast Traveler, Harper's, the New

Yorker, Sports Illustrated, and Salon.com.

His books include Video Night in Kathmandu, The Lady and the Monk, Cuba and the Night, Falling off the Map, Tropical Classical, and The Global Soul.

They have been translated into several languages and published in Europe, Asia, South America, and North America. He has been a contributor to Time, Harper's, The New York Review of Books, and The New York Times.

He is also a frequent speaker at literary festivals and universities around the world. He delivered popular TED talks in 2013, 2014, 2016 and 2019 [see ted.com] and has twice been a Fellow at the World Economic Forum in Davos. He appeared in a commercial for "Incredible India" in 2007.

About the Text

This article is part of a larger essay which was originally posted on Salon.com, an online magazine on March 18th 2000. In this article, Pico Iyer addresses the question about why humans travel. The writer delves into the reasons that make travelling not only a pleasurable activity but more importantly a way to know the world and ourselves better. Pondering on his personal experiences of travel, Pico Iyer talks about how travel can bring about self-awareness.

We travel, initially, to lose ourselves; and we travel, next, to find ourselves. We travel to open our hearts and eyes and learn more about the world than our newspapers will accommodate. We travel to bring what little we can, in our ignorance and knowledge, to those parts of the globe whose riches are differently dispersed. And we travel, in essence, to become young fools again — to slow time down and get taken in, and fall in love once more. The beauty of this whole process was best described, perhaps, before people even took to frequent flying, by George Santayana in his lapidary essay, “The Philosophy of Travel.” We “need sometimes,” the Harvard philosopher wrote, “to escape into open solitudes, into aimlessness, into the moral holiday of running some pure hazard, in order to sharpen the edge of life, to taste hardship, and to be compelled to work desperately for a moment at no matter what.”

I like that stress on work, since never more than on the road are we shown how proportional our blessings are to the difficulty that precedes them; and I like the stress on a holiday that’s “moral” since we fall into our ethical habits as easily as into our beds at night. Few of us ever forget the connection between “travel” and “travail,” and I know that I travel in large part in search of hardship — both my own, which I want to feel, and others’, which I need to see. Travel in that sense guides us toward a better balance of wisdom and compassion — of seeing the world clearly, and yet feeling it truly. For seeing without feeling can obviously be uncaring; while feeling without seeing can be blind.

Yet for me the first great joy of traveling is simply the luxury of leaving all my beliefs and certainties at home, and seeing everything I thought I knew in a different light, and from a crooked angle. In that regard, even a Kentucky Fried Chicken outlet (in Beijing) or a scratchy revival showing of “Wild Orchids” (on the Champs-Élysées) can be both novelty and revelation: In China, after all, people will pay a whole week’s wages to eat with Colonel Sanders, and in Paris, Mickey Rourke is regarded as the greatest actor since Jerry Lewis.

If a Mongolian restaurant seems exotic to us in Evanston, Ill., it only follows that a McDonald’s would seem equally exotic in Ulan Bataar — or, at least, equally far from everything expected. Though it’s fashionable nowadays to draw a distinction between the “tourist” and the “traveler,” perhaps the real distinction lies between those who leave their assumptions at home, and those who don’t: Among those who don’t, a tourist is just someone who complains, “Nothing here is the way it is at home,” while a traveler is one who grumbles, “Everything here is the same as it is in Cairo — or Cuzco or Kathmandu.” It’s all very much the same.

But for the rest of us, the sovereign freedom of traveling comes from the fact that it whirls you around and turns you upside down, and stands everything you

took for granted on its head. If a diploma can famously be a passport (to a journey through hard realism), a passport can be a diploma (for a crash course in cultural relativism). And the first lesson we learn on the road, whether we like it or not, is how provisional and provincial are the things we imagine to be universal. When you go to North Korea, for example, you really do feel as if you've landed on a different planet — and the North Koreans doubtless feel that they're being visited by an extra-terrestrial, too (or else they simply assume that you, as they do, receive orders every morning from the Central Committee on what clothes to wear and what route to use when walking to work, and you, as they do, have loudspeakers in your bedroom broadcasting propaganda every morning at dawn, and you, as they do, have your radios fixed so as to receive only a single channel).

On the most basic level, when I'm in Thailand, though a teetotaler who usually goes to bed at 9 p.m., I stay up till dawn in the local bars; and in Tibet, though not a real Buddhist, I spend days on end in temples, listening to the chants of sutras. I go to Iceland to visit the lunar spaces within me, and, in the uncanny quietude and emptiness of that vast and treeless world, to tap parts of myself generally obscured by chatter and routine.

We travel, then, in search of both self and anonymity — and, of course, in finding the one we apprehend the other. Abroad, we are wonderfully free of caste and job and standing; we are, as Hazlitt puts it, just the “gentlemen in the parlour,” and people cannot put a name or tag to us. And precisely because we are clarified in this way, and freed of inessential labels, we have the opportunity to come into contact with more essential parts of ourselves (which may begin to explain why we may feel most alive when far from home).

Abroad is the place where we stay up late, follow impulse and find ourselves as wide open as when we are in love. We live without a past or future, for a moment at least, and are ourselves up for grabs and open to interpretation. We even may become mysterious — to others, at first, and sometimes to ourselves — and, as no less a dignitary than Oliver Cromwell once noted, “A man never goes so far as when he doesn't know where he is going.”

So travel, for many of us, is a quest for not just the unknown, but the unknowing; I, at least, travel in search of an innocent eye that can return me to a more innocent self. I tend to believe more abroad than I do at home (which, though treacherous again, can at least help me to extend my vision), and I tend to be more easily excited abroad, and even kinder. And since no one I meet can “place” me — no one can fix me in my RESUME — I can remake myself for better, as well as, of course, for worse (if travel is notoriously a cradle for false

identities, it can also, at its best, be a crucible for truer ones). In this way, travel can be a kind of monasticism on the move: On the road, we often live more simply (even when staying in a luxury hotel), with no more possessions than we can carry, and surrendering ourselves to chance.

The other factor complicating and exciting all of this is people, who are, more and more, themselves as many-tongued and mongrel as cities like Sydney or Toronto or Hong Kong. I am, in many ways, an increasingly typical specimen, if only because I was born, as the son of Indian parents, in England, moved to America at 7 and cannot really call myself an Indian, an American or an Englishman. I was, in short, a traveler at birth, for whom even a visit to the candy store was a trip through a foreign world where no one I saw quite matched my parents' inheritance, or my own. And though some of this is involuntary and tragic — the number of refugees in the world, which came to just 2.5 million in 1970, is now at least 27.4 million — it does involve, for some of us, the chance to be transnational in a happier sense, able to adapt anywhere, used to being outsiders everywhere and forced to fashion our own rigorous sense of home. (And if nowhere is quite home, we can be optimists everywhere.)

Besides, even those who don't move around the world find the world moving more and more around them. Walk just six blocks, in Queens or Berkeley, and you're traveling through several cultures in as many minutes; get into a cab outside the White House, and you're often in a piece of Addis Ababa. And technology, too, compounds this (sometimes deceptive) sense of availability, so that many people feel they can travel around the world without leaving the room — through cyberspace or CD-ROMs, videos and virtual travel. There are many challenges in this, of course, in what it says about essential notions of family and community and loyalty, and in the worry that air-conditioned, purely synthetic versions of places may replace the real thing — not to mention the fact that the world seems increasingly in flux, a moving target quicker than our notions of it. But there is, for the traveler at least, the sense that learning about home and learning about a foreign world can be one and the same thing.

So travel, at heart, is just a quick way to keeping our minds mobile and awake. As Santayana, the heir to Emerson and Thoreau with whom I began, wrote, "There is wisdom in turning as often as possible from the familiar to the unfamiliar; it keeps the mind nimble; it kills prejudice, and it fosters humor." Romantic poets inaugurated an era of travel because they were the great apostles of open eyes. Buddhist monks are often vagabonds, in part because they believe in wakefulness.

And if travel is like love, it is, in the end, mostly because it's a heightened state of awareness, in which we are mindful, receptive, undimmed by familiarity and ready to be transformed. That is why the best trips, like the best love affairs, never really end.

Glossary:

George Santayana - Spanish and US-American philosopher, essayist, poet, and novelist.

Lapidary – elegant and concise, and therefore suitable for engraving on stone

Precede - come before in order or position

Travail - painful or laborious effort

Wild Orchids - a 1929 American silent movie

Champs-Elysees - a place in Paris known for its theatres, cafés and luxury shops

Colonel Sanders - an American businessman, best known for founding fast food restaurant chain Kentucky Fried Chicken

Mickey Rourke - an American actor and former boxer who has appeared primarily as a leading man in drama, action, and thriller films.

Jerry Lewis - an American comedian, actor, singer, filmmaker and humanitarian came to fame in 1940s and 1950s.

Evanston - a city in Cook County, Illinois.

Ulan Bataar - Ulan Bator, is the capital and most populous city of Mongolia

Provisional - arranged or existing for the present, possibly to be changed later

Provincial - concerning the regions outside the capital city of a country, especially when regarded as unsophisticated or narrow-minded

Hazlitt - 18th century English essayist and literary critic

Oliver Cromwell - 17th century English politician and military officer who is widely regarded as one of the most important

Monasticism - a religious way of life in which one renounces worldly pursuits to devote oneself fully to spiritual work

Addis Ababa - the capital and largest city of Ethiopia

Flux - the action or process of flowing or changing

Heir - a person who inherits and continues the work of a predecessor

Emerson - Ralph Waldo Emerson, 19th century American lecturer, poet, and essayist

Thoreau - Henry David Thoreau, 19th century American naturalist, essayist, poet, and philosopher.

Comprehension I:

Short Answer Questions:

1. In essence, why do we travel according to the author?
2. What is the connection between travel and travail according to the essay?
3. How does leaving our beliefs and certainties help us?
4. Give an example mentioned in the essay about how travel turns everything you took for granted upon its head?
5. How does travel set one free, according to the author?
6. Why can't anyone fix the author in a resume?
7. Why do transnationals adapt easily anywhere?
8. Travel results in
 - a) Dimming of mind
 - b) Makes us closed minded
 - c) Heightens the sense of awareness

Comprehension II:

Paragraph Answer Questions:

1. Explain why the author comments that the tourist and the traveler are the same?
2. What makes the author look at everything from a crooked angle?
3. How does travel liberate one from inessential labels?
4. How does travel expose us to the harsh realities of the world according to the author?
5. Explain how travel to his own neighborhood helped the author enrich his perspective about the society?

Comprehension III:

Analytical / Discussion Questions:

1. By travelling, you'll not only understand yourself better, you'll understand other people better as well. Discuss this statement in the context of the essay.
2. Travel sets us into adventure versus the monotony of our lives. How does Pico Iyer's essay explain this?
3. Travel helps us question the fixity of identities. How does Pico Iyer demonstrate this point in his essay?

1. COMPOSING INVITATIONS

Objective/s:

- To effectively communicate the details of an event
- To learn how to create a positive and engaging experience for invitees
- To prepare students for future academic and professional roles

Invitations are verbal or written requests made to invite individuals to specific events. An invitation should include these details:

1. What is the occasion?

For example, if you are organizing a farewell party for the Head of your Department, then this fact should be highlighted.

2. Who is hosting the event?

If your entire department is doing so, then you should mention it. If the members of your Literary Society are organizing it, then you should ensure that that is mentioned.

3. Does the event have multiple sessions?

For instance, will there be two or three people talking? If so you should mention this in the invitation. It is also a good idea to put down the expected timings of these events against them.

4. When & Where?

The date, time, and place are absolutely essential and your invitation will not make any sense unless you mention them.

Tips for composing invitations:

- Keep the language simple and polite.
- Avoid using informal language in invitations.
- Avoid using contractions.
- Always use the correct title when referring to people.
- It is better not to clutter up the main body of the invitation with dates and times.

SAMPLES OF INVITATION

Example 1

The Scientific Society of Delhi University
invites you to the
Annual Science Convention – 2023
on
THE FUTURE OF BIOTECHNOLOGY

Programme

10 a.m.: Welcome address

10.30 a.m.: Keynote address by

DR. JANE SMITH
Professor of Biology, Harvard University

Venue: Main Hall, International Convention Centre

Date: 21 March 2023

Please ensure that you complete the registration process before **10 a.m.**

Example 2

Sports Authority of India (SAI)
cordially invites you to
WALKATHON - 2023
Amity University, New Delhi

Programme

Date: 13 March 2023

9:30 a.m.: Registration

10:00 a.m.: Welcome address

10:30a.m.: Inauguration by the Chief Guest

MR. ABHINAV BINDRA
(Retd. Sport Shooter & Olympic Gold Medallist)

Venue: College Sports Ground, Gate no 4

Please complete the registration process by 10 a.m. on the day of the event to avoid any delays and ensure a smooth entry.

Example 3

The Johnson Family
cordially invites you to celebrate the Wedding of
John Smith & Mary Johnson

Ceremony
Date: Saturday, the 25th of June 2022
Time: 4 p.m.
Venue: St. Mary's Church,
123 Main Street, Frazer Town,
Bangalore

Reception
Date: Saturday, the 25th of June 2022
Time: 6 p.m.
Venue: The Grand Ballroom,
456 Oak Avenue,
Bangalore

TASKS

1. Mr. Irani and his family is going to celebrate their grandfather's birthday. Draft an invitation for this event inviting family and friends.
2. Mr. Smith Jacob's family is going to inaugurate a new ice cream parlor. Draft an invite for family and friends to attend the inauguration.
3. Your college is organising an intercollegiate fest, for which you are inviting students from other colleges. Compose an invitation for the event.
4. The Jayanagar Science Association is organising a 7-day workshop on Artificial Intelligence. Invite research scholars to the workshop.

2. TELEPHONE SKILLS

Objective/s:

- To build effective telephone communication skills that lead to better customer service and productive relationships
- To develop listening skills and speaking skills to answer calls effectively
- To learn the significance of pronunciation
- To help strengthen your rapport with people

Speaking and listening play an important role in any kind of conversation. Speaking and listening are key aspects of forming relationships as well as being a mode through which learning occurs. Speaking is the process through which we communicate our thoughts, ideas and feelings to others. In telephonic conversation, we are alternately listening and speaking where we have a chance to ask for clarification.

Guidelines for speaking skills:

- Be an attentive listener to become an effective speaker. This is the most natural method of learning a language.
- It is important to read good literature if you wish to improve speaking skills. While reading, try and get a feel of the language and the use of words.
- Speak fluently at normal speed, without hesitation or repetition and with the flow of connected speech. Use simple words and short sentences.
- Make sure that your subject matter is relevant.
- Make sure that your voice is audible. Use natural rhythm while speaking, do not be too slow.

Listening is one of the four major skills in language acquisition. Though the other skills such as reading, speaking and writing are essential to develop language proficiency, listening contributes primarily to language expertise. Listening is an active communicative process which requires the listeners to comprehend accurately the meaning of what is said by the speaker. It is not an easy task. One must be an active participant in the communication process. Listening is twice as hard as talking. People need to acquire skills to be good listeners. Listening is one of the most challenging skills that needs to be developed. In active listening, meaning and evaluation of a message take place, before a listener can respond to the speaker.

Guidelines for developing listening skills:

- Be focused on content.
- Avoid emotional involvement. When you are too emotionally involved in listening, you tend to hear what you want to hear – not what is actually said.
- Avoid distractions.
- Concentrate on what is said so that you can process the information into your notes.
- Stay active by asking mental questions.

Telephone call consists of three major parts:

a. Introduction: If the two parties don't know each other, they introduce themselves. If they already know each other, then the call usually starts with a greeting.

b. Purpose: They communicate about a topic or a problem that needs to be addressed.

c. Conclusion: This is where the conversation ends after both parties have discussed the subject of the conversation or have solved the problem.

It is always important to speak clearly and slowly when you are on a call. Let us learn some of the skills that should be developed to become better at answering calls:

1. **Speak in a positive tone:** An important telephonic skill is to speak in a positive tone. As both can't see each other, speaking in a friendly tone becomes important. Always a warm greeting makes the caller comfortable. Starting the conversation with a pleasant greeting is essential as it sets the tone of the entire phone call.
2. **Speaking clearly** lets the caller to fully understand what you are saying and this makes the difference between a productive call and the one filled with confusion and tension.
3. **Listening** is one of the most important communication skills and possessing it will make one a better communicator. Listening to the person makes them feel valued. Without listening effectively, the message will be misunderstood which breaks the conversation down and the caller can become frustrated.
4. **Do not interrupt:** Interruptions will frustrate the caller and discourage the person from continuing. If you interrupt, they won't be able to share their message freely, this leads to ineffective conversation. Speak only after they have completed their message and if, by mistake, you interrupt, apologize politely and ask them to continue. It is important to let each other complete what one has to say and then respond.

5. Acknowledge the caller: When we have a face-to-face conversation, we acknowledge the speaker by nodding our head, smiling, with facial expressions etc. But over phone phrases such as ‘got it’, ‘I understand’, ‘I follow’, ‘alright’ are useful to make the caller realise that you are following them. If you fail to hear the message, clearly ask them politely to repeat expressions such as ‘pardon me!’, ‘sorry!’, or ‘could you please repeat what you said’ would be helpful to ask the person to repeat.
6. Make a note: Writing down phone numbers or information ensures that you will not forget and enables you to prepare a suitable response.
7. End gracefully: People never forget how you made them feel, hence, make it a habit to end calls gracefully by politely saying how you felt talking to the other person.

Here are a few tips for ensuring phone skills that give a good impression:

1. Take a deep breath before you start your conversation over the phone.
2. Identify yourself: Give your full name and designation or the name of your company. Some useful expressions that could be helpful are as follow: ‘Thank you for calling..., this is’, ‘how can I make it a great day for you?’ and ‘how can I help you?’
3. Be sincere so that customers will remember how attentive you were to their needs.
4. Listen attentively: By taking notes you can verify with them as well as yourself.
5. No excuses: Don’t make excuses such as ‘our PCs are down’ or ‘sorry however that is our strategy’, etc.
6. Control the conversation.
7. Avoid mouth noises: Mouth noises disturb and estrange the other individual. While on call, don’t eat, drink, murmur, chew gum, etc.
8. Recap: Ensure that the caller has comprehended the data you have provided, before you hang up. You could summarise the call and ask if the caller needs any more help. “Apart from resolving the billing issue, is there anything else I could help you with?”

The way you speak over the telephone conveys 85 percent of your message, so by focusing on the tips you can make your conversation effective.

EXAMPLES:

1. Develop a conversation that happens between two friends about a New Year's Eve celebration.

Kavya: Hello

Pritvi: Hello

Kavya: Am I speaking to Pritvi?

Pritvi: Yes, may I know who is on the line?

Kavya: This is Kavya. How are you, Pritvi?

Pritvi: I am fine. How about you?

Kavya: I am good. Thank you.

Pritvi: Any plans for the New Year celebration?

Kavya: I called you to ask if it's okay to celebrate it at your house. I am thinking of inviting our batch mates too. What is your opinion on that?

Pritvi: Wow! That's a great idea. We can celebrate on the terrace.

Kavya: Then let us make arrangements for the party.

Pritvi: Okay then, we will discuss it in detail when we meet up. Let's catch up later. Bye.

Kavya: Okay, bye. I'll hang up the call.

2. Book a table for dinner

Riya: Hello

Receptionist: Hello, ABC Restaurant. Good morning madam, how may I help you?

Riya: Good Morning Sir, can you reserve a table for dinner tomorrow?

Receptionist: Yes madam, could you tell me how many people it is for? And what time would you like to?

Riya: Can you make it for 4 people at 8 PM tomorrow?

Receptionist: What name is it to be booked under? Can you spell your name, please?

Riya: It is R i y a.

Receptionist: So, that is a table for four at 8 PM tomorrow.

Riya: Yes, it is.

Receptionist: It is booked madam.

Riya: Thank you sir.

Receptionist: You are welcome, madam. See you tomorrow. Bye.

TASKS:

1. Develop a conversation between two friends about Diwali celebrations.
2. Write a telephonic conversation between a customer and a receptionist regarding an appointment to be made.
3. A store manager is speaking with his customer, Ms. Prerana, who is frustrated that her order is delayed. Develop a conversation.
4. Write a telephonic conversation between a lady and the manager of Tekathlon sports store.
5. Make an appointment with your doctor over the phone. Develop a conversation.
6. Book a taxi over the phone. Write relevant dialogues.
7. Develop a conversation between two business holders.
8. Congratulate your friend over the phone for achieving his goal.
9. Express gratitude over phone for the excellent service provided by the management committee during an insurance dispute.
10. You receive a cold call by a salesperson trying to convince you to buy his product. What kind of conversation could happen between you and the salesperson?

3. PROOFREADING SYMBOLS

Objective/s:

- To learn the meaning of proofreading and various proofreading symbols
- To comprehend proofreading signs indicated in a document

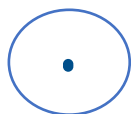
Any document is first prepared in a draft form; then, the draft is read and re-read before sending it for printing. Usually, there will be several/fewer additions, deletions, corrections and so on in the draft. The modifications which are made in the draft are indicated by standard proofreading signs/symbols. So, a proofreader should be skillful and trained in understanding the meaning of these proofreading signs/symbols and should be able to carry out the rectifications in the draft before it is finalised and printed.

In this unit you will be taught the meaning of proofreading, standard proof correction signs/symbols and identification.

Proofreading means correction of errors/inaccuracies in a (given) manuscript, typescript or printed copy before publication. In its broadest sense, proofreading implies every kind of verification, authentication/confirmation of statements appearing in a copy; but more generally the term is applied to the correction of printer's errors. The proofreader will indicate the desired modifications/alterations with an established/standard code of marks which are standardised for general use. Proofreading can also be defined as the means of examining the text carefully to find and correct typographical errors and mistakes in grammar, style and spelling.

Some Proofreading Symbols/Marks are as follows:

Insert period



Insert apostrophe or single quote





Insert semicolon/colon



Insert comma





-  Delete or take out.
-  Insert a phrase, word, or punctuation mark.
-  Transpose letters, words,
-  Move to the right.
-  Move to the left.
-  Use capital letter(s).
-  Use lowercase letter(s).
-  Close up a space.
-  Add a space.
-  Make a new paragraph.

Franklin Covey Style Guide: For Business and Technical Communication, 5th Edition

EXAMPLES:

a. If any word in the document is not clear, it should be encircled and the computer operator should proceed further.

Answer: If any word in the document is not clear, it should be encircled and the

omputer perator should proceed further.

In the above example, the initial letters of a designation/title of a job (noun) 'Computer Operator' has to be capital letters.

b. Why are you standing here

Answer: Why are you standing here



The given example is an interrogative sentence, so at the end a question mark has to be inserted.

c. Every body - the spectators, the players, the umpire - applauded his performance.


Answer: Every body - the spectators, the players, the umpire - applauded his performance.

‘Everybody’ is a singular pronoun which is used to address/refer to a group of people. In this example there is a space between the words ‘Every’ and ‘body’, so we need to delete the space between the words and write it as a single word, it may have split by mistake or may have been a typographical error.

TASK A – Proofread the following sentences using proofreading symbols:

1. The companys policies were rewritten.
2. Today in the meeting we shall discuss regarding the intro duction of NEP courses.
3. The success of a Committee depends upon its Members, so they should be chosen with care.
4. What should do she to improve her efficiency in typewriting documents with proofreading symbols?
5. The need for a sound recruitment policy is very important
6. The living beings on planet earth are grouped into species.
7. In an ecosystem there are
 - living beings
 - natural elements
 - artificial elements
8. Living beings are for example, animals and plants.
9. Environmentaljustice is justice related to environmental issues.
- 10.To ensure food sovereignty, decisions made by the community must respect Mother earth.

TASK B - Answer the following questions:

1. What is proofreading?
2. Why is proofreading a necessity?
3. Which symbol do you use when the position of the words is interchanged in a sentence?
4. Which are the signs used to indicate addition of any punctuation marks?
5. When do we use the signs: 

4. UNDERSTANDING NEWS HEADLINES

Objective/s:

- To learn how to interpret news headlines
- To learn writing effective headlines for articles and reports
- To enhance creative writing skills

To interpret news accurately, it's important that one understands what newspaper headlines are and how they are written. A headline is the main title of a newspaper story usually printed in large letters at the top of a story. It is a very short summary of a news report.

Headlines are designed to grab a reader's attention. A great headline must lure the reader into reading the entire article. It must tell the readers enough to attract their attention, yet leave them wanting to know more so that they read the entire article.

The perfect headline is short, accurate and attention grabbing. A headline should sum up the news story in as few words as possible; every word counts in a headline and any unnecessary words are left out.

Example:

Libya celebrates future after death of Gaddafi

Instead of Libya celebrates **the** future after **the** death of **Colonel** Gaddafi

Baby found alive 2 days after earthquake

Instead of **A** baby is found alive two days after **the** earthquake in **Turkey**





Guidelines for writing and interpreting Newspaper Headlines:

1. Use 5-10 words at the most.
2. Should be accurate and specific, not misleading.
3. Passive voice instead of Active

Passive voice makes the object of the story the main focus. Active voice tells us who does what, the passive voice (be + participle) tells us what happened but often hides the who.

Compare these two sentences:

- **Police arrested protesters at a UK nuclear power plant. (Active)**
- **Protesters arrested at a UK nuclear power plant. (Passive)**

4. Replace Conjunctions with Punctuation

Commas, colons, semi-colons, hyphens and so on, can replace all conjunctions, or some joining verbs, to join clauses. Commas may also be

used to join nouns. In general, commas are used to replace ‘and’, semicolons are used to split multi-sentence headlines.

- **Police arrest serial killer – close case on abductions**
- **Fire in bakery: hundreds dead**

5. Articles and Prepositions (a, an, the) are left out

- **Prime Minister hikes Alps for charity** (The Prime Minister hiked the Alps)
- **Man releases rabid dog in park** (A man released a rabid dog in a park)
- **BUS SET ON FIRE IN BENGALURU** (A bus was set on fire in Bengaluru)
- **PRESIDENT DECLARES CELEBRATION** (The president has declared a celebration.)

6. Shortened forms and Acronyms are used.

Eg., Prof. info. etc.

WHO - World Health Organisation

IISc.- Indian Institute of Science

BCU – Bengaluru Central University

7. Use figures for numbers

- **5 KILLED IN CAB, LORRY COLLISION**
- **7 days to Christmas – shoppers go mad**
- **Kerala floods - over 400 dead**

8. Leave out Auxiliary Verbs

Auxiliary verbs such as *has done, is doing, is done, have, is, be, to be* are not necessary in the passive form. This makes some headlines appear to be in the past tense, when actually the headlines use past participles, not the past simple. Similarly, changing events are represented by the present participle on its own.

- **Man Killed in Accident** (A Man has been killed in an accident.)
- **Tommy the Dog Named Hero** (Tommy the Dog has been named a hero by the mayor).
- **New policy decided by Parliament** (New policy has been decided by Parliament)
- **Lion escapes zoo – 10 killed** (Ten people have been killed / were killed)
- **Four stranded in sudden flood** (Four people have been stranded / were stranded)

- **Temperatures rising as climate changes** (temperatures are rising)
- **HUNT CONTINUES** (A hunt is continuing)
- **PM INAGURATING FUNCTION TOMORROW** (The Prime Minister is inaugurating the function tomorrow)
- **Residents unhappy** (Residents are unhappy about new road...)

9. Leave out “to say”

Reported speech is usually represented by a colon, or a hyphen, with the subject introduced with ‘on...’

- **Mr Jones: “They’re not taking my house!”**
- **Bush on Iraqi invasion: “This aggression will not stand.”**

This includes leaving out other verbs such as comment, tell, argue, announce, shout – unless the act of speaking needs emphasis, for instance to demonstrate a promise or official policy.

- **Warlord decrees “Peace by Spring.”**

10. Use Present Simple Tense for past and continuous events

Simple present tense forms are used for the past events, the events that are happening at the time of reporting and for continuous events, events which happen continuously.

For example, **Brown resigns**. This is used instead of Brown has resigned. Another example would be **PM to visit USA**. This is used instead of The Prime Minister's going to visit the USA.

It helps emphasise the action happening, rather than its completion.

- **Parliament confirms new stray dog policy**
- **Lion escapes zoo**
- **TALK FAILS** (The talks have failed)
- **OPPOSITION REJECTS OFFER** (The opposition rejects the offer)

If we want to demonstrate the result of an action, or that something was completed, we can use perfect tenses (e.g. it has done / it had done), and for changing events, the present continuous may be used (e.g. it is doing). However, these tenses are often shown by using participles alone (e.g. done / doing).

- **Lion recaptured earlier today.**
- **Parliament confirming new policies every day.**

11. Use Infinitives for Future events

Using the infinitive (e.g. to do), a future time is not always necessary to demonstrate the future tense in headlines (and likewise, other future tense verbs are not needed). To refer to planned future action, the infinite form of the verb with 'to' is used.

- **Parliament to decide new policy tomorrow** (Parliament is to decide / will decide a new policy tomorrow)
- **President to visit France for further talks** (President is to visit / is going to visit France for further talks later this week)
- **Mayor to open Shopping Mall** (The mayor is going to open a new shopping mall.)
- **CM TO INAUGURATE SHIKSHAK BHAVAN AT CHAMARAJPET**
(The Chief Minister will inaugurate the Shikshak Bhavan at Chamarajpet tomorrow)

12. Noun Strings

It is common to have a row of nouns in a headline.

For example, **Prime Minister's traffic headache**. This means that the Prime Minister has had some sort of problem with traffic.

Another common headline form is a string of three, four or more nouns together. These can be difficult because the words don't appear related by verbs or adjectives. Here are some examples:

- **Widow Pension Pay Committee**
- **Landscaping Company Disturbance Regulations**
- **Mustang Referral Customer Complaint**

While trying to understand noun strings, it's helpful to try to connect the ideas by reading backward. For example:

Mustang Referral Customer Complaint

By reading backward, I can guess that there is a complaint made by a customer about a referral program for Mustang cars.

13. Noun Phrases

Headlines often contain a noun phrase with no verb. Here are some examples:

- **Under Pressure from Boss**
- **Unexpected Visit**
- **Overwhelming Response of Voters**

When reading these types of headlines, it's useful to ask yourself questions such as: From what? About what? From whom? To whom? etc.

14. Use Alliteration to attract attention

Alliteration is when a sound is repeated, it is often used in poetry; newspapers use it to make the headline more memorable.

For example,

- **MEDIA MAKES MADONNA MAD.**

The 'm' is repeated 4 times.

15. Don't use unidentified pronouns

- **They Win Pennant!**

Sources:

1. Beare, Kenneth. "Understanding English Newspaper Headlines." *ThoughtCo*, Aug. 27, 2020, thoughtco.com/understanding-newspaper-headlines-p2-1211336.

2. <https://spcollege.libguides.com/c.php?g=254319&p=1695321>

3. <https://englishlessonsbrighton.co.uk/8-grammar-rules-writing-newspaper-headlines/>

TASK A - Expand the following newspaper headlines:

1. DECLARING BCU RESULT DECISION TOMORROW
2. KARNATKA RICE QUOTA RAISED
3. CM TO OPEN ATHLETIC MEET
4. PROFESSORS PROTEST PAY CUTS
5. MAN SKATEBOARDS FOR HOMELESS

TASK B - Write a suitable headline for these newspaper extracts:

1.

Qatar's human rights record is under scrutiny as the World Cup takes place in Doha. A lot has been written about the treatment of migrant workers who built the stadiums and hotels, but much less about the foreign maids who work for Qatar's ruling classes. On paper their rights have been strengthened in recent years - but the new rules aren't always followed.

I make contact with Gladys (not her real name) late at night, after her employers from the Qatari elite have gone to bed.

In a brief online conversation she tells me she works from 8am to 11pm every day. She cleans, helps prepare food and looks after the children.

She eats what's left from the family's meals, and says she hasn't had a day off since she started 18 months ago. "Madam is crazy," Gladys, a Filipina woman in her 40s, says about her employer. "She shouts at me every day."

Before Qatar won the competition to host the 2022 World Cup, foreign workers were unable to change jobs or leave the country without their employer's permission. It's still like this in most Gulf states.

Under scrutiny, Qatar began to introduce reforms, but Amnesty International says these have failed to end a pattern of abuses faced by domestic workers. For example, Gladys's employer has held on to her passport, preventing her from leaving without his consent.

But Gladys still feels lucky. At least she has been allowed to keep her phone, she says, unlike some other foreign maids. Also, she is not physically abused. In Qatar, this happens all too often, she says.

There is another reason she wants to stay in her current job - she thinks it's unlikely at her age that she will get a better one. She earns 1,500 rials a month (just under £350) and is able to send it all home to support her family.

<https://www.bbc.com/news/world-middle-east-63851215>

2.

A new law will place a duty on the home secretary to remove anyone who enters the UK by an illegal route.

A bill expected to be introduced on Tuesday would also prevent those arriving illegally from claiming asylum or returning to the UK in future.

Home Secretary Suella Braverman said the bill would push "the boundaries of international law", telling the Express this was needed to "solve this crisis".

Labour leader Sir Keir Starmer has described the plans as "unworkable".

Writing in the Sun, Prime Minister Rishi Sunak said the plans were "fair for those at home and those who have a legitimate claim to asylum".

More than 45,000 people entered the UK via Channel crossings last year, up from around 300 in 2018, leading to pressure on the government to tackle the issue.

Under the plans, the home secretary would have a duty to remove those who arrive in the UK illegally.

<https://www.bbc.com/news/uk-politics-64871193>

3.

A passenger on a United Airlines flight from Los Angeles to Boston was arrested Sunday after he tried to open an emergency exit door while the plane was in flight and then attempted to stab a flight attendant in the neck with a broken spoon, authorities said.

The passenger, Francisco Severo Torres, 33, of Leominster, Massachusetts, was arrested after other passengers tackled him and the flight landed safely at Boston Logan International Airport, authorities said.

Torres was charged with one count of interference and attempted interference with flight crew members and attendants using a dangerous weapon. The charge carries a maximum sentence of life in prison.

He made an initial appearance Monday in US District Court in Boston, and was detained until a hearing Thursday, prosecutors said. The federal public defender who represented him did not immediately respond to a request for comment Monday.

United Airlines said in a statement that “thanks to the quick action of our crew and customers, one customer was restrained after becoming a security concern,” on Flight 2609. No serious injuries were reported, the airline said.

<https://www.deccanherald.com/international/us-man-tries-to-open-emergency-door-during-flight-attacks-crew-member-1197925.html>

**Additional English
Internal Assessment Mark Allotment**

First Test	10
Second Test	10
Assignments	20
TOTAL	40

IV Semester Question Paper Pattern

Time: 2.5 hours

Max. Marks: 60

**SECTION – A (Literary Component – 25 marks)
Prose / Poetry / Short Story**

- | | |
|--|---------|
| I. Answer any five questions in a phrase / sentence (5 out of 6) | 5x1=5 |
| II. Answer any two questions in about 80 to 100 words (2 out of 3) | 2x5=10 |
| III. Answer any one of the following in about 2 pages (1 out of 3) | 1x10=10 |

**SECTION – B (Literary Component – 15 marks)
Novella**

- | | |
|---|---------|
| IV. Answer any one question in about 80 to 100 words (1 out of 3) | 1x5=5 |
| V. Answer any one of the following in about 2 pages (1 out of 3) | 1x10=10 |

SECTION – C (Language Component – 20 marks)

- | | |
|----------------------------------|-------|
| VI. Composing Invitations | 1x5=5 |
| VII. Telephone Skills | 1x5=5 |
| VIII. Proofreading Symbols | 5x1=5 |
| IX. Understanding News Headlines | 3+2=5 |

**IV Semester Additional English
Model Question Paper**

Time: 2.5 hours

Max. Marks: 60

**SECTION – A
(Literary Component - Prose / Poetry / Short Story)**

I. Answer any FIVE questions in a phrase / sentence: 5x1=5

1. What is a Maloca?
2. The cyclic function of the earth's ecology is compared to _____.
3. How do people laugh now as per the speaker in the poem *Once Upon a Time*?
4. What impression do we form of Laura from her interaction with the Marquee men in *The Garden Party*?
5. How does travel set one free, according to the author in the essay *Why We Travel*?
6. Why does Laura want to stop the party? Is she successful?

II. Answer any TWO questions in about 80 to 100 words: 2x5=10

1. Write a note on the Rubber Boom of 1900s and its effects on the tribes of the rainforest.
2. *The Earth is Our Friend* promotes the concept of Biocentrism. Substantiate.
3. Describe the relationship between Laura & her mother as presented in the story *The Garden Party*.

III. Answer any ONE of the following in about 2 pages: 1x10=10

1. Comment on the concept of social propriety as depicted by the poet Okara in *Once Upon a Time*.
2. Comment on the character of Laura and her inability to complete her sentence at the end of the story.
3. Travel helps us question the fixity of identities. How does Pico Iyer demonstrate this point in his essay?

SECTION – B
(Literary Component - Novella)

IV. Answer any ONE question in about 80 to 100 words: 1x5=5

1. What were some of the rules at Moore River that the children had to follow?
2. Discuss the significance of 'the fence' in the story.
3. Neville's official title is 'Chief Protector', yet the children at Moore River seemed to be scared of him. Why?

V. Answer any ONE of the following in about 2 pages: 1x10=10

1. What did Neville believe would happen to 'mixed blood' and 'full blood' Aboriginal people once his plan was implemented? Explain.
2. Explicate the devastating effects of colonization on the Aboriginal tribes based on your reading of *The Rabbit-Proof Fence*.
3. Highlight the role of willpower in *The Rabbit-Proof Fence*.

SECTION – C
(Language Component)

VI. 1. The Literary Club of your college will be staging the play '9 Jakhoo Hill' on 5th December, 2023, in the college auditorium. Draft an invitation, on behalf of your club, to invite students and faculty to the programme. (5)



OR

2. An Adventure Club that you're a part of, is going on a trek to B.R. Hills on 10th June 2023, Saturday. Invite your friends, who are also nature enthusiasts to join you. The group must assemble at 5a.m. at Majestic Bus Stand, Bangalore, on that day. (5)

VII. 1. Smitha bought an exercise bike from Deccan Sports Store last month, and it turned out to be defective. Hence, she needs to have it repaired or replaced. Develop a telephone conversation between Smitha and the Manager of the store. (5)

OR

2. You have planned your college trip with Funday Travel Agency. As a Coordinator, you have to call the agency to enquire certain details about travel, arrangements, hotel booking and so on. Write a telephone conversation between you and the travel agency. (5)

- VIII.** 1. Why is Proofreading a necessity? (1)
2. Which sign is used to indicate to remove a word or letter? (1)
3. The companys policies were rewritten. (Proofread the sentence using appropriate symbols) (1)
4. What do the following symbols/signs indicate?
a.  (1)
b.  (1)

- IX.** 1. Expand the following newspaper headlines: **3x1=3**
a. GOA MINISTER CONDEMNS ATTACK ON TOURIST
b. CM TO OPEN ATHLETIC MEET
c. WORLD’S LARGEST DIAMOND STOLEN

2. Write a suitable headline for the given news article: **1x2=2**

NEW DELHI: The first cricketer to bag an Indian Premier League (IPL) contract from Kota in Rajasthan, Kunal Singh Rathore, is busy preparing himself for the IPL 2023 season. A hard-hitting and stylish left-hander, Rathore was picked by Rajasthan Royals at his base price of Rs. 20 lakhs. The 20-year-old Rathore, who has played 5 first-class, 7 List A, and 7 T20 matches for Rajasthan since 2022, spoke to TimesofIndia.com in an exclusive interview about IPL 2023, meeting Sanju Samson, Rajasthan Royals' title chances, his inspiration and idol... Who is your inspiration and why?

“I just love Quinton de Kock. I like his batting and the way he conducts himself. He is a left-hander and wicketkeeper too. I have followed him closely and admire him. I feel I bat and keep like de Kock. He is an opener and hard-hitting batsman. I watch his videos and follow his game closely. His wicketkeeping gives me a lot of confidence. I try to include those learnings in my keeping too. I just want to meet him and ask a lot of things. He is a legend and my inspiration.”
