

**Centre for Distance & Online Education
(CDOE)**

**Bachelor of Arts
(B.A.) SEM. VI**

ENGC-302

ENGLISH COMPULSORY



**Guru Jambheshwar University of Science &
Technology, HISAR-125001**



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***Syllabus Copy-Must be read by the student (Given as below )**

***Syllabus Copy**

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

ENGLISH (COMPULSORY)

B.A. IIIrd Year 6th Semester

PAPER-A ENGC 302 : English (Compulsory)

Maximum Marks:100 Marks

External Marks:80 Marks

Time :03 hours

Internal Assessment:20 Marks

Note:- 1. The question paper will consist of **nine** questions. The candidate shall attempt **five** questions in all. The Question No. 1 will be **compulsory**. The Candidate shall attempt four more questions selecting at least one from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.

2. The **Compulsory Question No.1** will be short answer type questions containing **ten** questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Prescribed Text: *Interpreting A Play: The Merchant of Venice and Developing Composition Skills* by Deepthi Dharmani, Pankaj Sharma and Umed Singh.

SCHEME OF QUESTION PAPER

- Q 1. This question is compulsory and consist ten questions of two marks each. **20 Marks**
- Q 2. This question will be designed to assess the understanding of the text by the students. The students shall answer any three out of the given five questions in about 150 words each). **$7\frac{1}{2} \times 2 = 15$ Marks**
- Q 3. (a) This question will be based on References to the Context (one out of two). **10 Marks**
- (b) This question will be based on the section of the text: "Introduction to Drama and Types of Drama" given in the text. Students will be required to answer any two out of the given four items. **5 Marks**
- Q 4. (a) Students will be required to write one word substitution of any five expressions out of the given eight. **5 Marks**
- (b) Students will be required to write a précis of the given passage of about 300 words. **10 Marks**
- Q 5. (a) Students will be required to attempt one question on Email/Memo/Circular/RTI out of the given two questions. The question intends to test the understanding of the basic modes of communication. **7 Marks**
- (b) Students will be required to write a business/official letter out of the given two. **8 Marks**



PART-I

(TEXTS / LITERATURE)



Compulsory English— ENG-302	
Sem.-VI	Subject –English Compulsory
Paper code: ENG-302	Author :Dr. Pallavi
The Merchant of Venice- By William Shakespeare	

1.0 Learning Objectives

1.1 Introduction

1.2 Main Body of the Text

1.3 Further Main Body of the Text

1.4 Check Your Progress

1.5 Summary

1.6 Keywords

1.7 Answers to Check your Progress

1.8 Self-Assessment Test

1.9 References/Suggested Readings

1.0 LEARNING OBJECTIVES

- The students will be able to compare and contrast Antonio and Shylock as outsiders in the play.
- To identify and discuss examples of humour used to assert power and humour based on cruelty.
- To define “tragicomedy,” and explain how The Merchant of Venice Exemplifies the Genre.
- To identify Examples of dramatic devices such as asides, active monologues, and dramatic irony and explain their significance in the play.

1.1 INTRODUCTION

Drama comes from Greek words meaning "to do" or "to act." A play is a story acted out. Plays show people going through some eventful period in their lives, seriously or humorously. The speech and



action of a play recreate the flow of human life. On the stage plays combine the talents of the author, director, actor, designer, and many others. Putting on a play is a team effort. The dramatic text presents the drama as a range of verbal imagery. The drama is a play written for enactment by actors on multiple affairs of human beings. The language of drama can range between great extremes: on the one hand, an intensely theatrical and ritualistic manner; and on the other, an almost exact reproduction of real life. Drama as a genre is different from poetry and novel precisely in the sense that they appeal to solitary readers, drama on the other hand is written for the audience. The drama is a play written for enactment by actors on religious, secular or mundane affairs of human beings. There are many vital elements in the action of the play which are conveyed to the audience through symbols, soliloquies and suggestions and through offstage sounds and utterances.

The dramatist uses some sound or light technique to create the desired effects of the dramatic events on the mind of the audience. The female roles in Shakespeare's plays were performed by young boys. We can also notice cross-dressing and gender-bending in Shakespeare's comedies, *Twelfth Night*, *As you like it* and *The Merchant of Venice*.

Characters are important in plays without the character there is no story, no climax, no resolution. The audience watches a play because the characters / actors promise to take the audience on a journey to experience a story's fulfillment. The audience is invested in the characters and cares what happens to them.

Elements of Theatre

The Text: The text is the basic requirement of any theatrical performance.

Performance: This is what the audience witness as they sit in the theatre.

Audience: Drama is an audience centric art and without an audience, it is lifeless and incomplete. Theatre is a living, breathing art form.

Reception: Drama is an art of performance. It is written primarily to be performed. The substance and structure of dramatic texts, is directly influenced by the collaborative efforts of the production team.

Genre: A style or category of art or literature.

Conventions: A dramatic convention is a set of rules which is shared by both the audience and actors.



Dialogue: A play with many other merits cannot survive if the dialogue is hopelessly non-speakable" (Ibid).

Stagecraft: Stagecraft is the technical aspect of theatrical production. Set consists of the design, decoration and scenery on stage during a play performance. Props are articles or objects used on stage.

Rhythm: Plot, character, language and spectacle all have their individual rhythm in time.

Tone and Style: A play's tone is the style or manner of expression.

The Aristotelian Poetics

The first extant piece of critical writing on the origin of theatre is Aristotle's Poetics. . Aristotle's hero is a man of eminence and integrity who commits an error of judgement and after the recognition of the error and the reversal of fortune, undergoes unmerited suffering and finally meets his tragic end.

The origin of English Drama

Comedy originated from Margites and tragedy from Iliad and Odyssey. Greek tragedy flourished in the fifth century B. C. There are no available records which can deny the fact that "... .. Drama in England does not begin until the tenth century (Nicoll 14). The church provided performance and plays were fundamentally religious exercises. The plays would be performed on special days of festivals. The stories of Old and New Testaments presented in the form of drama during festivals like Christmas. This religious tradition of theatre became popular in England by the fourteenth century as Mystery and Miracle plays.

Growth of Elizabethan Theatre

As drama passed into the hands of the common people and included more human affairs on the demand of the audience, comedy, in place of tragedy, became the popular form of entertainment. The renewed interest in classical drama shaped the English drama in its formative years. Seneca influenced the development of English tragedy, and Plautus and Terence directed the growth of comedy.

John Lyly, Thomas Kyd, George Peele, Thomas Lodge, Thomas Nashe and Christopher Marlowe. They contributed significantly to the growth and refinement of English drama as a majority of them were playwrights and actors, and they knew the nuances of the stagecraft and understood the expectations of the audience. Their active involvement with theatre revolutionized the English drama



and made it the most popular form of literature. The scenario changed with the opening of Elizabethan theatres like the Curtain (1177), The Rose (1187) and The Globe (1199).

Tragi-comedy is another form of drama which emerged during this period. It mixes tragic and comic elements. Some of the popular early History Plays are The Troublesome Reign of John, King of England (1190), Tragedy of Richard III (1190-94) and The Victory of Henry V (1188).

Elizabethan theatre owes a lot to William Shakespeare (1164-1616), who single handedly brought and had perfection first-hand to romantic running a comedy.

Types of Drama

Drama is a continuously evolving form of art. Drama operates in a social context.

Tragedy: As a literary form, tragedy dramatizes a serious action through a noble character and examines the existential questions related to human life.

Comedy: As a genre is concerned with the people who are grotesque in appearance and action.

Melodrama: The endings are very abrupt and artificially woven.

The Heroic Play: It deals with the theme of love and style is pompous.

Problem Play: This play depicts some social, political or moral problem of the society.

Comedy of Manners: This play deals with the activities and intrigues of the fashionable men and women of the city.

Comedy of Errors: The comedy is light and satirical in tone.

Sentimental comedy: It works on the philosophical concept that man is inherently good and can come on the right path through and appeal to his noble feelings.

Comedy of Humour: The comedy focuses on a character, who exhibits too or more over riding traits.

Dark Comedy: It combines the Elements of Laughter, grief and despair.

Farce: In this the dramatist makes use of funny situations.

Mime: Mime is silent acting.

The Drama of ideas: The play explores diverse human issues.



Propaganda Play: The primary motive is the impressing of an idea- religious, political or social on an audience.

The History Plays: History has been a perennial source of dramatic material.

Tragedy comedy: A tragic comedy is a play that has feature of both.

Expressionistic drama: This type of drama represents the inner turmoil of the light of human beings.

Epic Theater: To make the audience think critically about the characters.

Verse drama: This drama is also called the drama of poetry.

Dance drama: Here the actor dances out the story through a gesture language.

Radio Play: The radio script is from of Drama.





Introduction: Shakespeare: A Biographical Note

The dramatist was baptized in Holy Trinity Church Stratford-upon Avon on 26 April 1164. His birth is traditionally celebrated on 23 April. His father, John Shakespeare, was a prosperous trade man. His mother, Mary Arden, came from nobility. At the age of 18, on November 28, 1182, he was married to Anne Hathaway. Shakespeare worked hard in London and established himself as an actor and dramatist. Shakespeare's plays got famous through their performance, though the dramatist produced a vast body of literature-38 plays including tragedies, comedies and histories, a series of 114 sonnets and two narrative poems "Venus and Adonis" and "The Rape of Lucrece". When Shakespeare died in 1616, no collected edition of his works had been published. The period of Shakespeare's creative output, which spans 24 years (1188-1612), is divided into the following phases.

The First Phase (1588-96)

The Second Phase (1596-1600)

The Third Phase (1601-08)

The Fourth Phase (1608-13)

1.2 MAIN BODY OF THE TEXT

Summary and Analysis of the Play

Act 1

Scene 1 The play opens with Antonio, the eponymous hero of the play along with two companions, namely Salarino and Solanio. His friends question his melancholic appearance. They guess that maybe Antonio is worried about his investments. They further guess that maybe he is in love. Antonio denies



all these reasons. At this point Bassanio, Gratiano and Lorenzo arrive while Salarino and Solanio take their leave and after a courtesy even Gratiano and Lorenzo leave. Bassanio opens his heart to Antonio about his love for Portia, and shows his inability to court her as he is low on money.

Analysis: The play gives us an idea about Antonio's nature and how he is stressed right now running a big risk. Antonio wants to help his friend Bassanio, but does not have the money. He would like to be a guarantee to Bassanio's loan, which would further develop into the central plot of the drama. The seeds of the subplot of love and marriage of Bassanio and Portia are also revealed here itself.

Scene II

From Venice, the scene shifts to Belmont, where Portia lives. In their discussion, we come to know that up to now, Portia has found all her suitors lacking in one quality or the other. Nerissa suddenly brings up the discussion of a soldier. Portia is very happy and tells Nerissa that it was Bassanio.

Analysis: Shakespeare introduces the object of Bassanio's affection, Portia, and how she is inclined towards Bassanio, though they have met only once. Slowly but in a perfectly weaving design, Shakespeare's art is evident.

Scene III

The scene opens with Bassanio dealing with Shylock. He seeks a loan of three thousand ducats and will have to repay and stand as a guarantee for the loan. Bassanio invites Shylock for dinner where he, along with Antonio, can discuss the terms and conditions of the loan but Shylock refuses to eat with a Christian. Shylock tells the audience, how he hates Antonio because he is a Christian. Antonio then tells Shylock that though he doesn't approve of taking or giving loan on interest, he is willing to break the rule because of his love for Bassanio. Finally, Shylock agrees to loan. He does not charge any interest but as a penalty measure, he keeps the clause of taking a pound of flesh from Antonio. Antonio takes it as a joke. Though, Bassanio is suspicious of this clause by Shylock. His simple heart doesn't allow him to see through Shylock's trap.

Analysis: We are introduced to Shylock and also get an insight into his feelings for Antonio. Bassanio's suspicion over the bond and Shylock's what I would get out of it and Antonio's looking at it as a joke shows their true personalities. Shakespeare wonderfully uses asides to show the audience the intent and the true character of Shylock.



Act II

Scene I. Portia is sitting with Nerissa and many other females and the Prince of Morocco comes to stake his claim. As he hails from Morocco, he is dark complexioned and tells her that he is a brave soldier. He tries to impress Portia and she tells him that she is not going to marry by her own choice as she is bound by her, father's will. He must choose one of the three caskets. If his choice of casket is right and his chosen casket contains the portrait of Portia, Portia will be his wife, but if he chooses wrongly. Before their fate is to be decided by the caskets, Portia and the Prince go for dinner.

Analysis: This scene explains the terms and conditions and especially the clause of never approaching Portia if you lose and to remain a bachelor forever, makes the effort very interesting.

Scene II

The scene opens with Launcelot, Shylock's servant. He is not comfortable with serving the Jew and the other, his own conscience is making him guilty about behaving against his own loyal nature. He is still undecided when he comes across his father Gobbo, who is almost blind and cannot recognise his own son. Launcelot is happy to see his father. After some jest, he tells his father. Launcelot shares his desire to leave Shylock and take Bassanio as his new master and requests his father to offer the gift he has brought for Shylock to his new master only. Bassanio enters, he looks really happy. Launcelot realises the happy mood of Bassanio and to benefit from it, immediately requests him to allow him to serve him as his new master. Bassanio agrees. At this point Gratiano enters the stage and he too requests Bassanio to take him along to Belmont. Gratiano is considered to be very loud and rude. But Gratiano promises to be very courteous and civic and so Bassanio allows his inclusion in the party leaving for Belmont.

Analysis: A close reading of the play overturns the whole text into a racial slur. Shylock and Antonio are mere puppets and the play is about Christianity versus Judaism and raises doubts over Shakespeare's intentions as well.

Scene III The scene takes place T Shylock's home and we are introduced to Shylock's daughter, Jessica. Launcelot has come to bid farewell to Jessica but she is happy at his going. She knows that her "house is hell". Before he finally leaves her, she gives him a letter to deliver to Lorenzo. Once Launcelot goes away, we come to know that Jessica has decided to elope with Lorenzo and to renounce Judaism and become a Christian.



Analysis Jessica calling her home hell actually dents Shylock's image seriously because till now it was outsiders who were calling him names but now it is his own daughter.

Scene IV

The scene is set in a street. Lorenzo, Salarino and Solanio in a group discussion plans for Bassanio's dinner party. While they are still discussing it, Launcelot enters the stage and delivers Jessica's letter to Lorenzo, who is ecstatic to receive his beloved's letter. Lorenzo asks Launcelot to deliver his reply to Jessica. Lorenzo then spills the beans to his friends that Jessica is going to disguise herself as a page and will work as a torch bearer and will elope with a large amount of gold and jewels as well, Lorenzo analyses the situation and feels that it will be a good plan.

Analysis: Masque parties, disguising and females dressing as males are at the centre of this play. Jessica's elopement is a part of the sub plot.

Scene V

Launcelot has actually come to give Lorenzo's confirmation to Jessica but Shylock has no idea about it. Shylock calls Jessica and says that, he will go to Bassanio's dinner. Before going back Launcelot whispers a message to Jessica confirming that Lorenzo has agreed to her elopement plans this evening. When Shylock has left, Jessica conveys her intentions to the audience.

Analysis: Launcelot whispers a suggestive sentence. Jessica's concluding sentence of the scene is very important, where she says:

Farewell; and if my fortune be not crossed,

I have a father, you a daughter, lost.

ACT II, Scene VI

This scene is laid outside Shylock's house. Gratiano and Salarino are waiting there for the arrival of Lorenzo who is late. They are masked Jessica appears above at the window. She is dressed as a boy, and is ready to elope with her lover. Lorenzo tells her that she will have to play the part of a torch-bearer at the masquerade. Luckily, there remains no need for her to act as a torch-bearer. Antonio comes there with the news that the masquerade has been cancelled.

ACT II, Scene VII



The scene is laid in Portia's residence in Belmont. It is the first of the three scenes known as the Casket Scenes. In this scene, the Prince of Morocco tries his luck. He has already taken the oath that he will never speak to any other lady in case of failure. The Prince examines the three caskets. Each casket has an inscription on it.

On the gold casket is written: "Who chooseth me shall gain what many men desire."

On the silver casket is written: "Who chooseth me shall get as much as he deserves."

And on the lead casket are the words: "Who chooseth me must give and hazard all he hath." (i.e. the casket containing her picture), she is bound to wed him. The Prince asks himself what men can desire more than Portia.

The Prince therefore chooses the gold casket. He opens it with a key given by Portia. He sees a human skull with a scroll in one of its eye-sockets. It bears the message: "All that glitters is not gold." After he has gone, Portia says: "Let all of his complexion choose me so."

ACT II, Scene VIII

This scene is laid in a street of Venice. Salarino meets Solanio in a street. Solanio says that on learning of his daughter's elopement, Shylock urged the Duke to search Bassanio's ship. Antonio was at the harbour and he assured the Duke that Lorenzo and Jessica were not on the ship.

The elopement of Jessica with a Christian and the loss of his wealth make the Jew bubble with rage. Solanio wishes that noble Antonio is able to repay his debt in time. But Salarino says he has heard a bad news. A Frenchman has told him about the loss of a Venetian ship in the English Channel. Salarino only hopes that it is not one of Antonio's ships.

ACT II, Scene IX

In this scene, we are back in Belmont. Now Prince Arragon from Spain has come to try his luck. As for the silver casket, it promises it's chooses what he deserves. Feeling sure that he deserves Portia, he chooses the silver casket.

When it is opened, he sees in it the picture of a blinking idiot. The picture bears a mocking message. It tells him that those who are attracted by shadows get only a shadowy happiness.

Arragon is angry that he is fit only for a fool's head. Having made a wrong choice, he cannot criticise the judge. He has failed. Portia is pleased at his departure.



As soon as he is gone, a servant announces the arrival of a messenger who has come laden with costly presents. Portia's thoughts at once turn to Bassanio. She becomes eager to welcome the new arrival.

1.3 FURTHER MAIN BODY OF THE TEXT

ACT III, Scene I

This scene shifts again to a street of Venice. Solanio and Salarino are in conversation. From them, we learn that Antonio has suffered heavy losses. All over Venice, there are rumours about the loss of his ships at sea.

Shylock now enters. He charges the two friends with knowing about the whereabouts of his daughter. Shylock feels pleased that Antonio will go bankrupt. To Salarino, it is unbelievable that Shylock will claim a pound of Antonio's flesh in case he is unable to pay the three thousand ducats. Antonio says that Antonio has been harming his business by lending money without interest. Furthermore, he hates him for being a Jew. Shylock appeals to humanity itself against the grave injustice being done to his race. Tubal, one of the friends of Shylock, arrives on the scene. He tells Shylock that Jessica is in Genoa. He curses his daughter who could prove such a traitor to her father and her religion. "When Tubal tells him that Antonio is in danger of complete financial ruin, Shylock's anger changes into joy. He asks Tubal to engage for him a lawyer, a fortnight before the bond falls due.

ACT III, Scene II

The scene shifts once again to Portia's residence in Belmont. This is the third and last of the Casket Scenes, Bassanio makes his choice of the caskets. Bassanio is anxious to try his luck at once, but Portia urges him to wait. So she asks him to stay a month or two before choosing. In this way, Portia openly expresses her love for Bassanio. She admits that she can tell him which is the right casket to select, but to do so would be to break her vow. In spite of Portia's appeal, Bassanio is eager to make his choice. But Portia is of the opinion that if Bassanio loves her truly, he will definitely make the correct choice. She, therefore, calls for music to be played while he chooses.

As Bassanio goes to make his selection, he thinks deeply in his mind. He knows that one should not judge a thing by its outward appearance. Appearances are often deceptive. It is true in all walks of life. He chooses the lead casket because it is so ordinary and its inscription is so blunt. When he opens it, he finds Portia's portrait in it. There is a message kept with the picture. He asks Portia to confirm if he has



really chosen the right casket. Portia gives the confirmation in a very humble and loving speech. Thus Portia surrenders herself and all her possessions to Bassanio. She gives him a ring as a token of her love, and asks him never to lose it.

Nerissa, then, surprises her mistress with the announcement that she and Gratiano also wish to marry. Nerissa also gives a ring to Gratiano and gets a promise from him that he will never part with it. At this moment, Salarino comes with Lorenzo and Jessica. Salarino gives a letter to Bassanio from Antonio. This letter contains that Antonio has lost all his ships on the sea. Shylock has called upon the Duke to permit him. Jessica confirms their worst fears. She says that she has often heard her father say that he would rather have Antonio's flesh than twenty times the value of the sum. She advises Bassanio to proceed directly to the aid of his friend. But before that, she wants to go to the church and have the marriage ceremony performed. Portia marries Bassanio, and Nerissa marries Gratiano. Gratiano also goes with him.

ACT III, Scene III

This scene is laid in Venice. We see Shylock, Salarino, Antonio and the jailer in front of Shylock's house. Antonio tries to plead with Shylock for mercy, but Shylock is deaf to all his appeals. He says that Antonio has often called him a dog. Antonio follows Shylock with his appeal for mercy. Finally, Antonio decides not to request him anymore. He realises that Shylock hates him and is bent on taking his life. Salarino tries to reassure Antonio by saying that the Duke will not allow such a penalty. But Antonio says that the Duke cannot go against the law. He prays to God that Bassanio may come and see him before his end comes.

ACT III, Scene IV

In this scene, we are back again to Portia's residence. Portia has now got all the details of Antonio's case. She also values him for his friendship with her husband. She at once forms a plan of action. She sends one of her servants. Her cousin, Doctor Bellario, lives there. He is a learned lawyer. Portia asks Balthazar to bring Bellario's reply and the dress of a lawyer. Portia gives out that she is leaving Belmont to visit some monestries. She puts her home in the charge of Lorenzo and Jessica, and goes away with Nerissa. But Portia's actual plan is to disguise herself as a lawyer and her maid as a clerk.

ACT III, Scene V



This scene is laid in Belmont, in the garden of Portia's residence. Launcelot teases Jessica by saying that the sins of fathers always visit upon the children. But Jessica says that she will not suffer because of her father's sins since she has now been converted to Christianity by her husband. Just then, Lorenzo appears on the scene. He tells Jessica that he will grow jealous if she talks to Launcelot so intimately. Lorenzo orders Launcelot to go away and prepare the dinner. Left alone, Lorenzo asks Jessica why she likes Bassanio's wife. In Jessica's opinion, there is no woman in the world equal to Portia. By marrying her, Bassanio would enjoy the blessings of heaven on earth playfully. Lorenzo says that he is an angel as a husband just as Portia is an angel as a wife.

ACT IV, Scene I

This scene is known as the Trial Scene or the Court Scene. The Duke, his great nobles, Bassanio, Gratiano, Salarino and others are assembled in the Court of Venice. Shylock enters the court with a bag containing a knife. The trial begins. First of all, the Duke asks Shylock to be merciful. Bassanio offers to give Shylock twice the amount of money he has lent to Antonio. But Shylock does not accept it. Just then, Portia enters the court with Nerissa. Portia is disguised as a young lawyer and Nerissa as the lawyer's clerk. Portia introduces herself to the Duke as doctor Balthazar. She requests the Duke to let her plead. The Duke readily grants the young lawyer's request. Portia proceeds with great courage and confidence. She says that by the laws of Venice, Shylock has every right to the penalty expressed in the bond. But she makes a passionate plea for mercy. Portia speaks so sweetly that it would soften any heart. But the unfeeling Shylock remains unmoved. So Portia turns to Antonio and says, "Antonio, make ready for Shylock to cut off your pound of flesh. The law awards it to him." Hearing these words, Shylock is filled with joy. Portia says to the Jew, "Shylock, you must have some surgeon by, lest he should bleed to death." So he says, "It is not so named in the bond." And he steps forward to cut off Antonio's flesh. "Wait a little, Jew," says Portia. "The bond gives you only a pound of flesh. It gives you no drop of blood. If in cutting off the pound of flesh, you shed one drop of his blood, the law will have a hold on you. As a punishment, all your property shall go. Finding himself defeated in his cruel intent, he says, "Give me my money and let me go. "Bassanio is beside himself with joy. He steps forward to give the money, but Portia stops him. She says, "The Jew shall have nothing the penalty. And listen, Shylock! You have conspired against the life of a Christian. You will be punished for it. By the laws of Venice, all your property shall go to the State and your life will be at the mercy of the Duke.



The Duke says, "Shylock, I pardon your life. But half of your property goes to Antonio, and the other half comes to the State." When the Duke gives his decision about Shylock's property, Antonio says, "I give up my share of Shylock's wealth if he signs a bond to transfer it to his daughter (Jessica) at his death, "Get thee gone," says the Duke, and Shylock leaves the court, crestfallen. After the trial is over, the Duke invites the learned lawyer. Portia regrets her inability. The Duke leaves, but before leaving, he tells Antonio that he should reward the lawyer handsomely for his pains. Bassanio promptly offers the three thousand ducats. But Portia says, "He is well paid that is well satisfied." Now Portia gets a chance to test her husband. She asks Antonio for his gloves and Bassanio for his ring. Bassanio at first pretends that the ring is of little value. But when Portia urges him to give the ring, he says that it has great sentimental value for him. Portia chides Bassanio for speaking first of giving large sums of money and then refusing to part with a petty ring even. Bassanio says that he got the ring from his wife. Antonio persuades Bassanio to give away his ring for the lawyer who has done them such a great service. So Bassanio sends Gratiano with the ring and asks him to give it to the lawyer.

ACT IV, Scene II

Gratiano gives Bassanio's ring to Portia and she thankfully accepts it. She asks Gratiano to show Nerissa the way to Shylock's house so that she can have the Jew's signature on the deed. Now very cleverly Nerissa, too, manages to get from Gratiano the ring, both Portia and Nerissa set out for their journey to Belmont.

ACT V, Scene I

This scene takes place in the garden of Portia's house. Lorenzo and Jessica are walking in the garden. But while they are yet talking, Launcelot arrives to announce that Bassanio is on his way to Belmont. He asks a servant to send out musicians in the garden. After sometime, Portia and Nerissa arrive on the scene. Portia instructs the inmates of the house not to mention her absence to Bassanio and Gratiano. Music is playing and there is an atmosphere of pleasant joy in the house. Nerissa complains that Gratiano has parted with her wedding ring. Gratiano tries to explain that he gave it to the lawyer's clerk at Venice. She says that he had given the ring to some girl. Portia says she is certain that her husband, Bassanio, would never take her ring off his finger for all the wealth in the world. When Portia learns that Bassanio has parted with her wedding ring, she pretends to be much displeased. He says that he was not at all willing to part with the ring, but the lawyer persisted in having it. Portia accuses her husband



of infidelity. Antonio feels himself guilty for all these quarrels. He says that they were the results of his misfortune s. Bassanio swears to Portia that he will never break an oath with her again. Portia then hands a ring to Antonio, and asks him to give it to Bassanio. Bassanio is amazed to see that it is the same ring that he had given to the lawyer. Portia then explains everything by producing a letter from Bellario, the lawyer. She discloses that she herself was the learned lawyer at the Duke's court and Nerissa was the clerk. A letter meant for Antonio has by chance falls into Portia's hands. This letter contains the news of the safe return of his three ships. For Lorenzo, there is good news that he and Jessica are to get one half of Shylock's estate immediately. They exclaim in joy and gratitude,

"Fair ladies, you drop manna in the way of starved people."

And Antonio thanks Portia saying, "You have given me life and living."

Passages for Explanation

In Belmont is a lady richly left;

And she is fair, and, fairer than that word,

Of wondrous virtues: sometimes from her eyes

I did receive fair speechless messages:

Her name is Portia, nothing undervalued

To Cato's daughter, Brutus' Portia:

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Bassanio to Antonio.

Explanation: In these lines Bassanio tells Antonio about Portia. Describing the beauty of the Lady, she is a woman of virtues. He says that she is no way inferior to that famous Roman heroine Portia who was Cato's daughter and who was the wife of Brutus. So he comes to Antonio to borrow some money.

O my Antonio, had I but the means

To hold a rival place with one of them,

I have a mind presages me such thrift,

That I should question less be fortunate!



Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'.

Explanation: Bassanio wants to marry her. Many suitors are coming from different parts to seek the hand of Portia. Bassanio likes to raise himself to the position of other suitors of Portia. In these lines, Bassanio tells Antonio that if he had the means to take his place as with those suitors, he would certainly win Portia 'hand.

should I not say

'Hath a dog money? is it possible

A cur can lend three thousand ducats? Or

Shall I bend low and in a bondman's key,

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Shylock to Antonio.

Explanation: Antonio has come to Shylock to have a loan of three thousand ducats. Now Shylock reminds him of the insults he has been hurling at him. And now Antonio has come to borrow money from the same Shylock. He satirically asks Antonio if a dog ever has money. He asks Antonio if he should bend low and with a humble and submissive voice remind him how he had spat on him last Wednesday.

(11)

If you repay me not on such a day,

In such a place, such sum or sums as are

Express'd in the condition, let the forfeit

Be nominated for an equal pound

Of your fair flesh, to be cut off and taken

In what part of your body please the me.

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Shylock to Bassanio.



Explanation: Shylock agrees to lend Antonio three thousand ducats. But he states his terms for giving the loan. According to this bond, Shylock would have the right to take Antonio's flesh from any part of his body which he likes. In fact, the cunning Jew wants to have Antonio in his trap.

13

In terms of choice I am not solely led
By nice direction of a maiden's eyes;
Besides, the lottery of my destiny
Bars me the right of voluntary choosing:
But if my father had not scanted me
And hedged me by his wit, to yield myself
His wife who wins me by that means I told you.

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Portia to the Prince of Morocco.

Explanation: The Prince of Morocco is dark in colour. So he asks Portia not to dislike him for his complexion. At this, Portia says that her dead father's will denies her the right to choose her own husband. According to the will, her father has devised a test for her suitors. The man who chooses the right box would be able to marry Portia.

(14)

Certainly my conscience will serve me to run from this Jew my master. The fiend is at mine elbow and tempts me saying to me

"Gobbo, Launcelot Gobbo, good Launcelot, 'or good Gobbo,' or good Launcelot Gobbo, use your legs, take the start, run away.

My conscience says 'No; take heed,' honest Launcelot take heed, honest Gobbo, or, as aforesaid, 'honest Launcelot Gobbo;

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Launcelot in the form of a soliloquy. Launcelot works as a servant in Shylock's house.



Explanation: In these lines, Launcelot is talking to himself. He is thinking deeply whether he should leave Shylock the Jew, and take up service with the Christian Bassanio. He can't decide His conscience doesn't allow him to leave his master and serve a man belonging to another community. But the devil on his shoulder i.e. tempts him with sweet words and incites him to run away. But his noble soul doesn't let him ditch his master.

(17)

All that glitters is not gold;
Often have you heard that told:
Many a man his life hath sold
But my outside to behold:
Gilded tombs do worms enfold.
Had you been as wise as bold:

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Prince of Morocco to Portia.

Explanation: These lines contain a universal truth: All that glitters is not gold. Yet, many man are so attracted by the outside looks of gold that they risk even their life for it. Addressing the chooser, the lines say that if he had been as wise as he is bold, he would not have received the answer written on the scroll.

(20)

If you prick us, do we not bleed?
if you tickle us, do we not laugh? if you poison
us, do we not die? and if you wrong us, shall we not
revenge? If we are like you in the rest, we will
resemble you in that.

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Shylock to Salarino.



Explanation: In these lines, Shylock Says that Antonio hates him simply because he is a Jew. But Jews, says they have the same desires and passions. They bleed like Christians if they are pricked. They die in the same way if they take poison. A Christian will have his revenge of a Jew wrongs him. Thus a Jew is also justified to have his revenge is a Christian wrongs him.

(22)

Therefore, Jew

Though justice be the" plea, consider this:

That in the course of justice none of us

Should see Salvation. We do pray for mercy

And that same prayer doth teach us all to render

The deeds of mercy

Reference to the Context: These lines have been taken from Shakespeare's play. They have been spoken by Portia to Shylock.

Explanation: Portia appears in the court disguises as a lawyer. Praising the quality of mercy, she says that it is the greatest quality even in the most powerful men. Mercy in a man of power lifts him to the status Of God. Shylock requests for justice, he should think about mercy also. She tells Shylock that all of them pray to God for mercy. Portia tries her best to make Shylock merciful towards Antonio.

(1)

Let me play the fool:

With mirth and laughter let old wrinkles come;

And let my liver rather heat with wine,

Than my heart cool with mortifying groans.

Why should a man whose blood is warm within,

Sit like his grandsire, cut in alabaster?

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Gratiano to Antonio.



Explanation: Antonio says that the world is a stage on which every man has to play his part. At this, Gratiano says that He would like to pass his days laughing and making merry. These lines show that Gratiano is a happy-go-lucky fellow. Gratiano comments on people who remain sad and gloomy like Antonio. He fails to understand why one should remain sad unnecessarily. Why should such a man sit still as if he were the marble statue of his dead father?

(10)

If to do were as easy as to know what were good to do, chapels had been churches and poor men's cottages princes' palaces. It is a good divine that follows his own instructions I can easier teach twenty that were good to be done, than be one of the twenty to follow mine own teaching.

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Portia to Nerissa.

Explanation: In these lines, Portia tells Nerissa that it is not easy to do as is to know what is better to be done. She further says that only he is definitely a good priest who himself follows his own teachings and instructions. Portia tells Nerissa that it would not be easy for her to become one of those twenty people who follow their own teachings. Here Portia wants to tell Nerissa that it is easy to have good and high thoughts but it is very hard to implement them in one's life.

(12)

Ships are but boards, sailors but men: there be land-rats and water-rats, water thieves and land thieves - I mean pirates; and then there is the peril of waters, winds and rocks. The man is, notwithstanding, sufficient. Three thousand ducats; I think I may take his bond.

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Shylock to Bassanio.

Explanation: Bassanio asks Shylock for a loan. Shylock finds in it an opportunity to have his revenge on Antonio. He says that Antonio has invested all his wealth in trade. His ships are yet on the sea there are land rats and water-rats, similarly there are land thieves and water thieves. Shylock means to say there are sea pirates. Shylock says that still he will accept Antonio's surety and lend the money.

(11)

Mark you this, Bassanio,



The devil can cite Scripture for his purpose.

An evil soul, producing holy witness

Is like a villain with a smiling cheek;

A goodly apple rotten at the heart;

O, what a goodly outside falsehood hath!

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Antonio to Bassanio about Shylock.

Explanation: Shylock twists a story in the Bible to justify his charging of interest. He says that an evil soul producing arguments from a holy book is like a villain with a smiling face. Antonio exclaims, "What a fine exterior falsehood has!" These lines show that Antonio considers Shylock no less than a devil.

(22) O sinful thought! Never so rich a gem

Was set in worse than gold, they have in England

A coin that bears the figure of an angel

Stamped in gold, but that's insculped upon;

But here an angel in a golden bed

Lies all with in.

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Prince of Morocco to himself.

Explanation: The Prince of Morocco speaks these lines to himself. He examines the three caskets and thinks deeply. According to him, lead is too base to contain the portrait of beautiful princess; He says that a rich gem like Portia could never be enclosed in a worse setting than gold.

(21)

I pray you, tarry: pause a day or two

Before you hazard; for in choosing wrong,

I lose your company: therefore, forbear awhile.



Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by" Portia to Bassanio.

Explanation: Bassanio is one of Portia's suitors. Portia requests him to wait for some time before making his choice. According to the conditions, Bassanio shall have to leave immediately if he makes a wrong choice. Portia loves Bassanio. So she requests him to wait for a while before making the choice.

(28)

O, these naughty times

Puts bars between the owners and their rights!

And so, though yours, not yours. Prove it so,

Let fortune go to hell for it, not I.

Reference to the Context: These lines have been taken from Shakespeare's play, 'The Merchant of Venice'. They have been spoken by Portia to Bassanio.

Explanation: According to her father's will, Portia can marry only that person who chooses the right casket. She tells Bassanio that wicked time has put a bar between her and her rights. Portia says that if it turns out to be so, her fortune, and not she, deserves to be sent to hell. In other words, if Bassanio chooses wrongly she can do nothing but curse her fortune.

PRECIS WRITING

Writing in any form is challenging unless you actually possess the ability to communicate perfectly through the power of your words. It is precis writing, which independently as well as collectively with other writing and presentation assignments, form an important part of your college assignment curriculum.

- **What is Precis writing?**

Precis writing is written in a precise form. It is the summary or the gist of any writing passage. A precis writing is supposed to convey the summary of the passage in concern with the use of minimal words. The motive of precis writing is to introduce the reader with the idea of the passage by disseminating the information in a short form. In precis writing, you are just required to include the important points of the passage and then present it in the form of a summary.



Rules of Precis writing

- **Understand the theme of the passage**

The first and the most important thing is to thoroughly read and comprehend the purpose of the passage. By understanding the theme, you get to clearly perceive the important points.

- **No copying from the passage**

In Precis writing, you need to carefully mould the structure of a sentence. Remember, you cannot copy the same sentences.

- **Clarity and conciseness**

You should always keep into consideration is that a precis writing has to be very clear.

- **A reflection of your intelligence**

The Precis write-up should be every point demonstrate the writing skills you possess.

- **Be original**

While writing, you should always ensure that you write every sentence by yourself.

- **Use of indirect speech**

A Precis writing is done by analyzing the point of view of a third person, so it can not employ the use of direct speech.

- **Use facts**

The numbers and the facts help to maintain the credibility of the text. It also helps to increase the quality of your writing and even builds the interest of the reader in your topic of writing.

- **Size should be one third of the original passage**

The size of the passage should be one third of the original passage, along with maintaining the individuality of the passage. You should make it a point that the very significance of the passage should not be lost.

A Quick Revision

Que- Draw a detailed character sketch of Portia.

Answer- Portia is one of the most famous heroines of Shakespeare. There may be more beautiful female characters like Rosalind in the Shakespearean play "As You Like It" but perhaps there isn't a more developed and rounded female character. She displays a character who is worthy of being called the hero because of her active personality. Portia is an obedient child. Her father is no more but she has



high respect and regard for her father's will. Right in the beginning, in Act 1 Scene II, she confides in Nerissa that her destiny is tied with her father's will. Even when there are suitors like Prince of Morocco and Prince of Arragon, for whom she has no liking at all, she shows all grace and gives a level playfield to all her suitors. She is a true embodiment of a truly obedient child and any parent would feel lucky to have such a child. She remember Bassanio from their only meeting and in her heart, has a liking towards him. She is happy to host him. She requests Bassanio to not hurry in choosing the caskets. If Bassanio makes a wrong choice, the relationship will have a tragic end. She desperately wants Bassanio to choose the right casket. She only drops suggestion through different ways to cryptically convey to Bassanio. She is on the top of the world when Bassanio makes the right choice and devotes herself like a true wife most happily. She offers all her money and wealth the moment she hears about Antonio's condition.

The most outstanding Shakespearean heroine is her brightness, intelligence, tactfulness wrapped into her action oriented approach and her initiation. Portia shows that she has guts of steel when unlike Antonio, she does not leave things to destiny and nor like Bassanio, sits among the audience and watches from the gallery. She has a real leadership quality. Females were not allowed in courtrooms those days but even this does not deter her. We cannot imagine what would have been the fate of Antonio had Portia not acted on her instinct and shown such character and skill as a lawyer.

She realizes that Shylock is adamant on executing the bond and that it was in the larger interest of the society that justice should be delivered, Portia through her intelligence solves this riddle. Portia very states that Shylock has the right to a pound of flesh, and not even any more or less and that not a single drop of blood be dropped. Furthermore, Portia rightly proves that Shylock had intentions of killing a fellow human being and in the eyes of law he should be prosecuted for his attempt to murder. Shylock had a seriously strong case and Antonio is saved only by a timely and intelligent argument by Portia.

The joke that Portia plays with Bassanio by seeking the ring as a token of appreciation, the same ring that Portia gave Bassanio as wife, not only bring comical relief at the end of the play but also shows how Portia is a winner in all walks of life. She proves a great partner who shoulders Bassanio's responsibilities in the courtroom. Portia is a pro-feminist example of Shakespeare's vision.

Que-What makes Shakespeare such a famous playwright? Give a detailed analysis of the prescribed play in this context.



Ans- William Shakespeare is considered the greatest dramatist. Shakespeare has emerged stronger. Shakespeare gained prominence during his lifetime. Shakespeare wrote 37 plays in total and changed the world's opinion about English language and literature.

Shakespeare is considered matchless because of his range, his universality, his coining of phrases, his capability to create memorable villains, his handling of the human psychology and soon. The play *The Merchant of Venice* is a brilliant example of most of these qualities, which adds to the greatness of the Bard.

It is interesting to note that people have lost trace of the original sources and remember only Shakespeare's Works. The same stands true for *The Merchant of Venice*. Christopher Marlowe had written a play called *The Jew of Malta* in 1591-92, and on the same lines. Shakespeare has handled the dramatic situation of how the bond came into being and how it was about to be executed and how the bond came into being and how it was about to be executed and how Portia shows brilliance right in the nick of time and saves the day for Antonio and Bassanio and for the whole of Venice.

The problem presented in *The Merchant of Venice* has a universal appeal. It will be unjust to consider the problem of this play a problem between a Jew and Christian only. Shylock brings the bond issue to a point where if the law permits him to execute it, he would kill Antonio, and if he is denied that, he would declare the legal system of Venice unjust and partial towards Christians and against Jews. Pleadings of mercy from all fall into the deaf ears of Shylock, who says that if the written word authorizes him to take a pound of flesh. The universality lies in the fact that we often fall victim to the written words whenever we are buying a policy or trading in anyway. Portia is beautiful and bright and it is her intelligence that saves Antonio's life. In creating Shylock, Shakespeare has shown remarkable negative capabilities. Negative capability is a writer's capability to create positive and negative characters with same gusto and caliber. Shylock has reasons for becoming what he has become. His "hath not a Jew eyes" speech in Act III scene I, presents him as a human who has been so wronged and ill-treated that he has lost faith in all human values. These are the points that Present Shylock in a complete human light and make us understand his state of mind even when he is making the most illogical demand of seeking a pound of flesh. The 'quality of mercy' speech delivered by Portia has epical dimensions. Shakespeare's contribution in coining new phrases is also evident in this play. All these and many more reasons make Shakespeare the greatest of all times



Que- Give a detailed description of and write about the importance of the Casket Episode.

Ans- Portia's father has died recently. He has left behind him a very curious will by this will Portia has to choose her husband by the lottery of caskets. For this purpose, the father has left three caskets. The first is made of gold, the second of silver and the third of lead. In one of these, there is Portia's portrait. The father has desired in his will that the suitor, who is the first to guess the casket that has in it Portia's portrait, would be Portia's husband. This was a hard condition and many suitors went away without trying their luck. The first to try is the Prince of Morocco. He chooses the gold casket. The following words are written on it: "All that glitters is not gold". The Prince goes away disappointed. The second suitor is the Prince of Arragon. He chooses the silver casket. When he opens it, he finds there the picture of a blinking idiot.

Then comes Bassanio. He carefully reads the words written on each of the caskets. The gold casket bore the words: He who chooses me shall gain what many men desire. Now Bassanio knows that true love demands sacrifice. He opens the lead casket and lo! there he finds Portia's picture in it. Portia loves Bassanio deeply. She is beside herself with joy when Bassanio chooses the right casket. The Casket Episode has a great dramatic importance. It shows that Portia is a devoted daughter and a true beloved. But she follows the condition imposed by her father in letter and spirit. The Casket Episode also serves as a test of character. Morocco and Arragon are vain. They use only their eyes, and not their mind in the choice of caskets, But Bassanio knows the values of sacrifice. However, the choice of the right casket is only a lottery. But the story demanded that luck should favour Bassanio.

Que- Comment on the Trial Scene in 'The Merchant of Venice'?

Ans- Act IV, scene (i) of the play has been called the Court Scene or the Trial Scene Antonio is unable to pay back Shylock's money by the fixed day. The Jew brings the case against them in the Duke's court. The Duke asks Shylock to be merciful and not claim Antonio's pound of flesh. Bassanio offers to give Shylock twice the amount of money. But Shylock is prepared to accept nothing. Just then, Portia enters the court, disguised as a young lawyer. Portia cleverly begins by making a plea in favour of Shylock. She says that by the laws of Venice, Shylock has every right to claim the penalty. She says, "Mercy is a double blessing. It blesses him that gives and also that who receives it. But the cruel Jew remains unmoved. He will have nothing but a pound of flesh from nearest Antonio's heart. At last Portia says, "Antonio, get ready for Shylock to cut off your pound of flesh. The law awards it to him."



Shylock is filled with joy. Portia says, "Wait a little, Jew. The bond gives you only a pound of flesh. It gives you no drop of blood. While cutting off the pound of flesh, you shed one drop of his blood. Thus Shylock is caught in the very trap he has laid for Antonio. This scene also brings out the moral aspect of the play. Thus the moral lesson we can deduce here is that he who digs a pit for others himself falls into it. Besides this, the evils of greed, usury and revengeful spirit have also been underlines.

Que- "Comment on 'The Merchant of Venice' as a tragicomedy.

Ans- In 'The Merchant of Venice', there is a mixture of tragic and comic elements. Moreover, life is a mixture of Joy and sorrows. Shakespeare's comedies are mostly romantic. They deal with romance, comedy, love, adventure, humour, disguise, song, music, etc. In 'The Merchant of Venice'; we find all these things. The love stories of Bassanio and Portia, Gratiano and Nerissa, Lorenzo and Jessica add to the romantic elements. Besides this, the play has an Italian atmosphere. Italy is considered to be a land of love, beauty and romance. The ring story, the disguise, the casket scene, the elopement and the fifth act are all romantic in their content and setting. Antonio is a symbol of true friendship. He is prepared to sacrifice his life for Bassanio's sake. The fifth act is all romantic. Throughout, we read of Greek love stories, music, nature and the moonlit night. The casket story is purely romantic. The ring story is equally romantic. How cleverly Portia and Nerissa take away the rings from their respective husbands! The humour of Portia, Gratiano and Lorenzo is all romantic. Portia's description of her suitors is romantic. Bassanio seems to be romantic as a lover and Portia as a young lawyer. Jessica and Lorenzo are romantic from head to foot. Like all romantic comedies, this play, too, ends happily. All the problems are resolved happily.

Que- Do you think that the title of the play, 'The Merchant of Venice' is an appropriate one? Give reasons for your answer.

Ans- Shakespeare named his plays mostly after the central figure of the play. Shylock, Bassanio and Antonio are the three important male characters in the play. Shylock is means greedy, cruel and revengeful. Even his own daughter hates him. She elopes with a Christian. His servant Launcelot too caves him. He feels suffocated in the Jew's service. His only motive is that Antonio should bleed to death. Some critics say that Bassanio is the hero of the play. It is he who becomes the cause of 'the pound of flesh' bond. But Bassanio never becomes the central figure in the play. In a large number of scenes, he doesn't appear at all. Being the husband of the heroine is not a good claim for being the hero



and that merchant of Venice is none but Antonio. Shakespeare was right in naming the play after Antonio for he is truly the hero of the play. The play opens with an analysis of his melancholy. We are told that his ships are at sea. The play ends with the good news that his ships have returned safely to the harbour.

It is Antonio who signs the dangerous bond for the sake of his friend, Bassanio. It is he who becomes the main object of the Jew's hatred and maliciousness. Thus Antonio is closely connected both with the main plot and the sub-plots of the play. The play has rightly been named after him.

Que- Briefly summarize the opening scene of 'The Merchant of Venice'. Also Discuss its dramatic significance in the play?

Ans- Shakespeare is the master of opening scenes. We come to know about the central conflict in the play. The opening scene of 'The Merchant of Venice' serves all these purposes. The talk between Antonio and Bassanio tells us that they are very friendly with each other. We learn that Bassanio wants money to go to Belmont for which Antonio will have to take loan from Shylock by signing a bond. Antonio's sadness gives us a hint about the misfortune that will Antonio's melancholy (sadness) is a problem in itself. Bassanio is seen as a handsome young man who has wasted all his wealth by spending carelessly. He wants to improve his financial position by marrying the rich Portia. Antonio is introduced as a wealthy merchant. He is ready to do anything for the sake of his friend, Bassanio. The first scene also introduces us to some minor characters. Lorenzo is the hero of Jessica, the daughter of Shylock. They give us necessary information from time to time. Portia is a very beautiful woman. Antonio's sadness has in it the hint of the bond. Antonio's decision to take loan from Shylock hints at the signing of the bond. Thus the opening scene serves all the important dramatic purposes.

Que- Write a critical note on the dramatic importance of Act. V?

Ans- The fifth act has been much criticized. It has been called superfluous. The dramatist, unnecessarily dragged the play up to the conventional length of five acts. This scene restores the atmosphere of comedy and happiness. The love-prattle of Lorenzo and Jessica rubs out the thought of Shylock and his animosity (enmity). The jest about the rings brings the play to an end in merriment and good humour.



Bassanio and Gratiano are absolutely in the dark as to the identity of the lawyer and the clerk who have saved the life of their friend Antonio and got the rings from them. Bassanio is restored to his wife's love, Antonio to his wealth, and Lorenzo to fortune.

Thus, Act V gives the play a happy ending. It ends the play gracefully and happily. Shakespeare gave the play a lyrical movement from tragedy to comedy. It is a shining example of Shakespeare's supreme art. Act V, therefore, is neither superfluous nor an afterthought. It is an essential part of the play.

Que- In what sense is Portia a second Daniel in the play, 'The Merchant of Venice'? Discuss.

Ans- Daniel is a Biblical character known for his wisdom and love of justice. In the play, Shylock gives this name to Portia. Antonio fails to repay Shylock's money in time. The Jew wants to have a pound of Antonio's flesh as provided in the bond. The Duke asks Shylock to be merciful but Shylock doesn't accept it. He says, "The law is on my side. Antonio must pay the penalty that is written in the bond. Just then, Portia comes there disguised as a lawyer. At this, Portia says that the fixed laws of the state can't be changed. He says that they own lawyer is a Daniel who has come to uphold justice. Though at the same time, Portia makes a passionate plea for mercy also. He insists on having nothing but a pound of flesh. Shylock is filled with joy.

But here Portia becomes a second Daniel in the true sense and turns the tables on Shylock.

Now it is impossible for Shylock to cut off the pound of flesh without shedding some of Antonio's blood. He finds himself defeated in his purpose and says, "Give me my money and let me go. She says, "The Jew shall have nothing but penalty. And listen, Shylock! You have conspired against the life of a Christian. You will be punished for it. By the laws of Venice, all your property shall go to the state and your life will be at the mercy of the Duke." The Duke spares his life. With her wit and wisdom, Portia provides an unexpected climax to the trial episode and does full justice to Antonio as well as Shylock. She proves herself to be a second in the play.

1.4 CHECK YOUR PROGRESS

Que 1 What does Shylock think when Antonio goes to him to have a loan for his friend, Bassanio?

Que 2 How does Antonio ill-treat Shylock?

Que 3 What terms does Shylock state for giving loan to Antonio: And why?

Que 4 What shows that Bassanio's love for Antonio is deep and sincere?



- Que-5 How can you say that Portia has not only a sharp intellect, but also a feeling heart?
- Que-6 How does Bassanio choose the right casket and wins?
- Que-7 What does Bassanio's choice of casket prove about his character?
- Que-8 What does Bassanio's request lead to?
- Que-9 How is Shylock a cunning man?
- Que-10 What did Shylock do when Bassanio asked Antonio not to sign the dangerous bond?
- Que-11 What does Antonio want Bassanio to tell Portia?
- Que-12 Why is Antonio willing to die?
- Que-13 What is the penalty imposed upon Shylock?
- Que-14 Who is Old Gobbo?
- Que-15 Describe Portia's speech on mercy in your own words?
- Que 16 Write a brief character-sketch of Portia?
- Que 17 Give a brief character-sketch of Shylock?
- Que 18 How does Portia turn the tables on Shylock?
- Que 19 Which ring is Nerrisa questioning Gratiano about in Act V?
- Que 20 Write a note on the happy ending of the play?
- Que 21 Write a note on Gratiano's wisdom?
- Que 22 Why does Portia appear as Balthazar in the court?
- Que 23 Who is Antonio?
- Que-24 Why does Antonio look sad in Act, I Scene (i)?
- Que 25 Who is Bassanio?
- Que 26 Why didn't Antonio lend money to his friend, Bassanio?
- Que 27 Who is Shylock?
- Que-28 What is Shylock's first reaction when Bassanio asks him for a loan ?
- Que 29 What kind of a lender is Shylock pow?



Que 30 Who is Portia?

Que 31 Who is Nerissa and what role does she play in the text?

Que 32 What was the will of Portia's father about her marriage?

Que 33 Who is Prince Arragon?

Que-34 Who is Lorenzo?

Que-35 Describe the scene of Jessica's elopement.

Que 36 Why did Portia and Nerissa appear in the court under disguise?

1.5 SUMMARY

The play *The Merchant of Venice* is about Antonio, who is a merchant in the Italian city called Venice. Antonio had to borrow some money from another merchant called Shylock. Shylock bears hatred towards Antonio and is looking for some way to cause damage to Antonio. Actually, Antonio needs money for his friend Bassanio, who wants to go and try his luck at a peculiar lottery of winning Portia's hand in marriage. Portia is a rich girl of Belmont, who wishes to get married to the man who can correctly choose one of the three caskets. There are three caskets, one each of gold, silver and lead, and one of these caskets has Portia's picture in it. Bassanio is a man of limited resources and thus he asks his merchant friend Antonio for help. Antonio is an affluent man; his goods are coming loaded on ships. So when Bassanio asks for money, Antonio decides to take a loan from his fellow merchant and money lender, Shylock. Shylock offers Antonio money but keeps a very strange clause in the bond that if Antonio fails to return money by the due date, Shylock can take a pound of flesh from Antonio's body. Antonio is very sure about the return of his ships to return the loan to Shylock. So the bond is signed and Antonio takes money from Shylock and gives it to Bassanio.

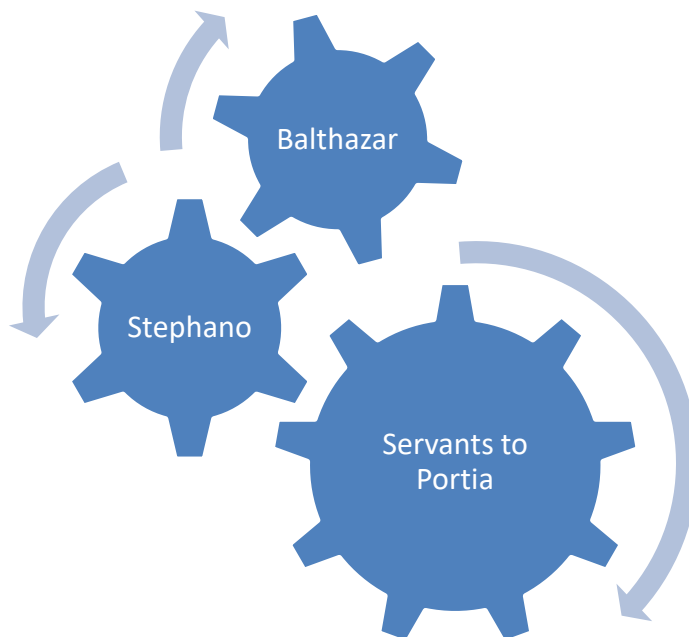




Bassanio goes to Belmont to try his luck, other suitors try their hands but they fail. When Bassanio is about to choose the casket, even Portia is very nervous because in her heart of hearts she would be happy if Bassanio chooses the right casket. On the lead casket is written "Who chooseth me must give and hazard all he hath" and has the picture of Portia in it.

As destiny would have it, Bassanio chooses the lead casket and on opening the casket of his choice finds Portia's portrait in it. Bassanio and Portia both are extremely happy and feel Their flight of fancy is broken when Bassanio gets the news that all the ships ferrying Antonio's goods have drowned in the sea He rushes back to Venice to help his friend Antonio.

In Venice, things have taken an ugly turn. Shylock has approached the court of law and wants his pound of flesh instead of money or penalty. He approaches the court to have his pound of flesh from the chest of Antonio. Everybody tries to reason with Shylock, but he is adamant to take the pound of flesh, which practically means taking Antonio's life.



Finally, Portia appears on the scene dressed like a male lawyer. She initially requests Shylock to show mercy. Portia delivers a great speech but Shylock is completely unmoved. . Portia then traps Shylock through her wisdom. She offers that Shylock may take a pound of flesh from Antonio's chest, but not an ounce more or less. Furthermore, not even a single drop of blood shall come out because the bond



entitles him only one pound of flesh and not any blood. Shylock now feels trapped. Now Shylock ends up on the losing side as the court decides to arrest Shylock and try him on the charges of plotting to kill Antonio. Shylock loses everything, his daughter, his money and now loses a chance to take his revenge. Bassanio feels proud that it is his wife Portia who has come to Antonio's rescue. The good news of ships safely comes as a big relief to Antonio. He gets all his money back and his life is saved.

1.6 KEYWORDS

Duke of Vanice

Prince of Morocco

Prince of Arragon

Antonio

Bassanio

Sonanio

Salarino

Gratiano

Salerio

Lorenzo

Shylock

Tubal

Launcelot Gobbo

Old Gobbo

Leonardo

Balthazar

Stephano

Portia

Nerissa



1.7 SELF-ASSESSMENT TEST

Que-1 What lessons can we learn from The Merchant of Venice?

Que-2 What makes Shakespeare such a famous playwright? Give a detailed analysis of it.

Que-3 Comment on the character of Antonio with example from the text?

1.8 ANSWERS TO CHECK YOUR PROGRESS

Ans.1 Shylock hates Antonio because he is a Christian and he lends money without charging interest. So when Antonio goes to him to have a loan for his friend, Bassanio, Shylock thinks that this would be a fine opportunity of having revenge on Antonio.

Ans.2 Shylock has often called him an 'unbeliever' and a cut-throat dog. Shylock reminds Antonio that he has many times spat on his Jewish garments in public.

Ans.3 Shylock says that if the debt is not cleared by the due date, he would be entitled to a pound of Antonio's flesh from any part of his body which he likes. In fact, Shylock wants to have Antonio in his trap.

Ans.4 Bassanio tries his best to dissuade Antonio from signing the bond. He is prepared to make any sacrifice to save him from the clutches he even breaks the vow. He gives away the ring which his dear wife had given to him.

Ans.5 Portia's father has imposed a very strange and irrational condition in connection with her marriage. She is intelligent enough to twist the words in her father's will very easily. She does it in the case of Shylock's bond.

Ans.6 Bassanio first of all reads the words written on the gold casket. He knows that "All that glitters is not gold." So he rejects the gold casket. Then he reads the words written on the silver casket. He rejects the silver casket also because silver for him is a common metal of exchange. Now he reads the words written on the lead casket. "He who chooses me must give and hazard his all." He knows that true love demands sacrifice. Therefore, he opens the lead casket and finds Portia's picture in it and wins.



Ans.7 Bassanio's choice of the lead casket is a clear proof of his intelligence, wisdom and sincerity in love. Bassanio was a true lover and he was prepared to make any sacrifice for the sake of his beloved.

Ans.8 Bassanio goes to his friend, Antonio, to borrow some money. He wants to marry a rich lady, Portia, to give money. But Antonio, at this time, is without himself. However, he gives Bassanio money by borrowing it from his enemy, Shylock. With this money Bassanio wins Portia's heart and marries her.

Ans.9 When Antonio approaches Shylock to borrow money to help his friend, Bassanio, Shylock sees in this an opportunity to take revenge upon his enemy, Antonio. He decides to trap him by lending him the money at no interest. How cunning Shylock is!

Ans.10 Shylock began to make fun of Bassanio. He said that a pound of a man's flesh would be of no use to him. He made a movement as if he wanted to leave. In the meanwhile, Antonio expressed his readiness to sign the bond. Thus Shylock got the bond signed through his cunningness.

Ans.11 Shylock is allowed to have a pound of flesh. Antonio knows that it will result in his death. He also wants Bassanio to tell Portia how he died.

Ans.12 In the court, all requests by Portia to Shylock to have mercy on Antonio fall on deaf ears. He is hell bent upon having a pound of flesh from near Antonio's heart. Seeing all the pleadings for mercy fail, Antonio becomes willing to die.

Ans.13 Shylock is found guilty of conspiring against the life of a Christian. But the Duke spares his life. As a punishment, half of his property is given to Antonio. The other half goes to the state.

Ans.14 Old Gobbo is Launcelot Gobbo's father. Launcelot Gobbo is the clown or the Fool of this play. Old Gobbo is a little blind and is unable to recognise his son even

Ans.15 Portia calls mercy a double blessing. She says that it blesses both the giver and the taker. Thus she makes a plea that Shylock should show mercy on Antonio and not insist on his pound of flesh.

Ans.16 Portia is the beauty of the play. She is very intelligent. She plays the role of a male lawyer. No one can judge who she really is. She plays her role perfectly.

Ans.17 Shylock is a cruel Jew. He only wants to have Antonio's life. He turns down all appeals for mercy. But then Portia turns the tables on him.



Ans.18 Shylock turns down Portia's all pleas for mercy. At this, she plays her trump card. She says that the law allows him to have a pound of Antonio's flesh. But she says that he must not shed any drop of Antonio's blood. Clearly, Shylock can't do that. Thus Portia turns the tables on him.

Ans.19 Nerrisa is questioning Gratiano about her wedding ring. She starts quarelling with him. Gratiano tries to explain that he gave it to the lawyer's clerk at Venice.

Ans.20 Like all romantic comedies written by Shakespeare this play to ends happily. All the problems are resolved happily. Only the cruel Jew Shylock is left fuming but this is what he truly deserves. Antonio thanks Portia saying, "You have given me life and living." Thus the play ends on a note of joy and friendship.

Ans.21 Gratiano is no clown or like Launce lot. He is an intelligent person. His words in the Trial Scene provide a comic relief to the spectators. Gratiano remarks that the soul of a wolf must have entered the Jew's body when he was lying in the womb of his mother.

Ans.22 Portia wants to help her husband Bassanio whose dear friend Antonio is taken to the court by running Jew, Shylock. Portia appears in the court as a young lawyer dressed as a man. She introduces herself to the Duke as doctor Balthazar. She requests the Duke to let her plead the case in place of doctor Bellario.

Ans.23 Antonio is a rich merchant of Venice. He has a number of ships which carry his merchandise to all parts of the world. He is very popular and is held in high esteem by all. His noble qualities endear him to all those who come in contact with him.

Ans.24 In Act I Scene (i), Antonio admits that he is sad. His friends suggest that he might be worried about the safety of his merchantdise. Then his friends suggest that he might be in love. But Antonio rejects this suggestion as entirely being ridiculous.

Ans-25 Bassanio is a young and handsome man. He is Antonio's close and dear friend. His love for Antonio is deep and sincere. Bassanio is a typical Elizabethan nobleman who loves to lead a gay and care free life. Bassanio is also a true lover. His love for Portia is pure and true. In short, Bassanio is a loveable character.

Ans.26 Antonio had no money at that time. In fact, all his money was tied up in his many different trading ventures. And his ships were still at sea.



Ans.27 Shylock is a powerful character in the play. Though he is mean and heartless, he has very sound reasons to be so. In those primitive days, we couldn't expect him to be a Mahatma Gandhi. If he is heartless, his Christian would against her are equally heartless. The noble Antonio has often abused him in public. And Shylock bears all this with patience. In fact, Shylock is more sinned against than sinning.

Ans.28 Bassanio comes to Shylock for a loan of three thousand ducats. Shylock starts thinking over the matter. First, he expresses doubts about Antonio's financial condition. Therefore, he says that he would like to talk to Antonio before he agrees to lend the money.

Ans.29 Shylock who is a Jew is a notorious money lender. He spared those who fall into his clutches. He is very mean and heartless. He is a greedy-Jew. He charges a very high rate of interest from his borrowers. He hates Antonio because he lends money free of interest and thus spoils his business.

Ans.30 Portia is the heroine of the play. She is a perfect woman. She is cultured, refined, young and beautiful. She is rich and yet not proud at all. She is also self-effacing. She is in every way.

Ans.31 Nerissa is not merely a maidservant of Portia. Nerissa gives moral support to Portia. Her marriage with Gratiano and her parting the Ring Episode make an important contribution to the development of the plot.

Ans.32 The will of Portia's dead father denied her the right to choose her own husband. According to the will, her father had devised a test for her suitors. There were three caskets left by Portia's father - gold, silver and lead. One of these caskets had Portia's portrait hidden in it. According to the will, every suitor would have to choose the casket containing Portia's portrait.

Ans.33 Prince Arragon is one of the suitors who come to Belmont to seek the hand of Portia. He comes from Spain. He rejects the lead casket as he is not prepared to risk anything for such a base metal.

Ans.34 Lorenzo is a typical Italian lover. He is a Christian by faith. He is in love with Shylock's daughter, Jessica. Lorenzo is a dreamer, full of poetry and imagination. He has a keen sense of humour.

Ans.35 One night, Bassanio has invited Shylock to dinner with him. When Shylock prepares to leave to visit home for the dinner, he warns Jessica to lock the doors of the house, But when Shylock goes away, Lorenzo takes the masque raders through the street where Shylock lives, Jessica joins them in the guise of a boy-servant and thus she elopes with Lorenzo.



Ans.36 Portia and Nerissa appeared in the court under male disguise because in those days, women were not allowed in the courtroom. So they had no other option but to go to the courtroom in male disguise.

1.9 REFERENCES/ SUGGESTED READINGS

- Kaplan, M. Lindsay. *The Merchant of Venice: Texts and Contexts*, New York: Bedford/St. Martin's, 2002.
- Spencer, Christopher. *The Genesis of Shakespeare's Merchant of Venice*. Lewiston, New York: E. Mellen Press, 1988.



PART-II

(Exercises/Grammar)



Subject: English Compulsory	
Course code: ENGC-302	Author: Dr. Narsingh Jangra
Lesson: 1	Vetter:
COMPOSITION: DEVELOPING HINTS INTO A PARAGRAPH AND A STORY AND READING AND COMPREHENSION	

Structure

1.1 Learning Objectives

1.2 Introduction

1.3 Paragraph writing using the given hints.

1.3.1 Solved examples of paragraph writing.

1.4 Story writing using the given hints.

1.4.1 Solved examples of story writing.

1.5 Comprehension

1.5.1 Solved examples of comprehension.

1.6 Check your progress

1.7 Summary

1.8 Key Words

1.9 Self-Assessment Test

1.10 Answers to check your progress

1.11 References/Suggested Readings

1.1 Learning Objectives

The objectives of this lesson are to:



- *know about the basics of paragraph writing
- *learn how to develop a paragraph using the given hints with the help of examples.
- *know about the basics of story writing.
- *learn how to develop a story using the given hints with the help of examples.
- *understand the basics of comprehension.
- *learn how to solve an exercise in comprehension with the help of examples.

1.2 Introduction

Paragraph writing and story writing are a part of composition skills. To be able to become a successful writer one must have sound paragraph and story writing skills. In the present times when tweeting and blogging has become equally important means of displaying composition skills to any other form of writing, it has become necessary than ever before to have good composition skills. Certain tips and regular practice can help one to become an accomplished writer.

1.3 Paragraph writing using the given hints.

A paragraph is a group of sentences coherently woven into a structure to express an idea. It begins with a topic sentence and ends with a concluding sentence summarizing what has been said before or conclusively ending off the argument of the entire paragraph. The topic sentence can be followed by facts, evidences or illustration. The language used should be such that the message goes home. A paragraph is either subjective or objective. Words must be chosen according to the nature of the paragraph. Tense of the paragraph must be taken care of as a paragraph can be descriptive, narrative, or reflective. If it is descriptive/defining or reflective, present tense should be preferred and if it narrative then either present or past tense may be used.

The paragraph should be constructed with judicious use of different types of sentence structures. It must be ensured that the argument is logically developed and transition from one sentence to another is smooth and easy and coherence is achieved by the judicious use of inversion, repetition and transitional phrases.

You have been told about transitional phrases and their importance in composition. Transitional phrases connect sentences logically and provide it cohesion. There should be



coherence which means that every sentence must contribute to the main thought or idea of the passage. Each sentence should develop the thought further to process the knowledge and information in the reader or listener. Hence, developing hints into a paragraph must also go by these principles.

1.3.1 Solved examples of paragraph writing

Here are some examples of paragraph:

1. A Visit to a Religious Place

Hints: A chance to visit golden temple...parents...sight of the building...deposited the shoes outside...the sacred tank...drink some palmfuls of water...main building...floor...kirtan...holy book...evening...Holy langar...visit to museum...pictures of gallant Sikh heroes...return...strengthening of faith.

Last month, I got a chance to visit the Golden Temple at Amritsar. I went there with my parents. The very sight of the building filled us with deep reverence. We deposited our shoes outside and entered the temple. The sacred tank round the temple was really grand. Its water is said to have a great healing power. My mother asked me to drink some palmfuls of water from it. We went on towards the main building. It was fenced with a silver railing. The floor was covered with beautiful carpet. The 'Kirtan' was in full swing. The Holy Book was being recited. We sat there and enjoyed the Kirtan. In the evening, my father took us to the holy 'langar'. We respectfully touched the food with our forehead and ate it. It was very delicious. We also visited the museum. There were pictures showing the scenes of bravery performed by the gallant Sikh heroes. We returned after two days. Such visits to the places of worship are very useful to us. We learn to fear God. As we remember God, we keep ourselves away from sin. A visit to these places strengthens our faith in God.

2. If I Were the Prime Minister of India

Hints: If I were the Prime Minister...bring reforms...free education for children of poor...give social security...no undue taxes...root out corruption...communalism...causes of communalism...religious sentiments not to be exploited...reforms in education...vocational education...facilities to industrialists and farmers...selfless service...make the country number one.



If I were to run India as a Prime Minister, I would bring about many changes and reforms. My first work would be to help the poor. Education would be made free for all the children of the poor. They would be given full social security. No undue taxes would be levied. But all tax-evaders would be punished severely. I would do all I can to root out the corruption from the country. The corrupt would be severely punished in whatever position they might be. Communalism is one of the major blocks in the progress of the country. The main causes of communalism are ignorance, intolerance and narrow-mindedness. No party or person would be allowed to exploit the religious sentiments of people for selfish purposes. People would be educated to become tolerable to their attitude towards other faiths. Major reform will be brought about in the field of education also. All education will be employment- oriented. The youth will be given vocational education so that they can become self- dependent and have not to run for government jobs. All facilities will be given to industrialists, but no one will be allowed to hoard and to exploit the poor. And India being an agricultural country, all facilities will be given to the actual farmers and tillers. No big landlord will be allowed to flourish at the cost of poor peasants. In short, I will keep the country above the self and make it the number one country in the world.

3. Compulsory military training

Hints: Military training...compulsory...serve in army...available for emergency situations...security against foreign aggression...preparedness for war...improves the physique...citizens not weaklings...raises the national character...irresponsible youth...physical exercise and stern discipline...hardworking citizens.

Military training should be made compulsory. Every young man should be trained as a soldier and serve in the army for a certain period. Even when he has served his term in the army, he is always available for emergency situations. Compulsory military training confers upon the country a sort of security against foreign aggression. No nation can dare to encroach upon its rights and privileges because it is always prepared for the war. Compulsory military training improves the physique of the nation as a whole. Its citizens do not remain weaklings but become strong and mighty. Lastly, it raises the national character by teaching strict and wholesome discipline. It is true that many an irresponsible youth has been turned into a sturdy and hard working citizen by physical exercise and stern discipline which are a part of military training.



1.4 Story writing using the given hints

A story is a narrative, which may be fictional or nonfictional. There are five essential elements of a story namely beginning, character, plot, conflict, and theme. We may also discuss narrator's point of view as the sixth basic element of the story. The beginning or the introduction of a story is of essential importance. This is the part where you can hook the reader and capture their attention. However, you should give a creative beginning to your story. Next, your story will depend heavily on how well you write your characters. To develop your characters, you can use dialogues as well. But keep the dialogues limited or in shorter format. Also don't include unnecessary secondary characters, every character of the story must have a purpose. Plot is where the actual narration of the story will happen. The events that occur or the description of the situation will be written in the plot. A plot must always have a conflict, which is the focus of any story. The story must be developed on the principle of cause and effect. Action is combined with dialogues and the plot is developed to reach a final resolution at the end of the story. You have read several stories in your previous classes and must have found that some of them had a sting in their tail. Last but not the least essential is uniformity of tense use in narration. Stick to either past or present unless required otherwise.

Developing a story on the basis of hints is not just filling in the blanks. It must be developed keeping in view the principles of cohesion and coherence and the elements discussed above.

1.4.1 Solved examples of story writing

Here are some solved examples of stories:

1. Inviting Death through Smoking

Outline: Sohan—a carefree college student—spent time amongst friends—gossiping, loafing, smoking—puffing out curls of smoke thrilled him—would lie to his parents—father was offended—mother defended—Sohan would always ask for money—turned a chain smoker—spent life with the habit—developed cancer of the tongue—jaw was removed—scared of the mirror—money could do little to save him from pain, misery and death.

Story



Sohan used to be a carefree student during his college days. He never took any interest in his studies and spent most of his time with his friends. He would gossip and keep loafing with them here and there purposelessly. Just for the fun of it, he started smoking also. Puffing out curls of smoke thrilled him as if he had landed in a fairyland. Thus he would spend whole days gossiping, loafing and smoking with his friends. He would come back home only at the fall of night and then tell all sorts of lies to his parents. His innocent parents believed him and never said anything.

However, after some time, his father began to feel offended with Sohan's ways and tried to stop him, but then his mother would step in. She was indulgent mother and always sided with her son, right or wrong. She would give Sohan all the money he would ask for. The father found himself helpless and stopped saying anything to Sohan. There was hardly ever any conversation between the father and the son for days and days.

With no check from any quarter, Sohan turned into a chain-smoker. Now he started smoking at home also in the presence of his parents. The mother would curse herself in her heart, but now things had gone too far. Sohan didn't care a fig for his mother also.

It was no surprise that after a couple of years, Sohan developed cancer of the tongue. To save from imminent death, his jaw had to be removed. His father had to spend a lot of money on him. Sohan was now scared of even looking at himself in the mirror. Cancer had gone deeper into his throat. Money could do little to save him from pain, misery and death. In this way, poor parents lost their only son.

2. The Foolish King

Outline: Once upon a time, there lived a king in a palace. He was very handsome and smart, but he was a great fool. One day, he announced that.....

Story: Once upon a time, there lived a king in a palace. He was very handsome and smart, but he was a great fool. One day, he announced that he wanted to reach the moon and arrangements should be made for that. No one had the courage to tell the king that it was not possible to do that. The clever minister thought a plan. He went to king and said, "Your Majesty, tell the royal carpenter to collect all the barrels in the kingdom fastened together into a tower." You can climb to the top and reach the moon.



At the king's orders, all the barrels were collected and fixed one above the other to make a tower. Every piece of wood, even beds and chairs were added to the tower. At last, the tower was ready and the king managed to reach the tower but couldn't reach the moon.

"Send up another chair or box," he called out.

"There is nothing left," the clever minister said.

"Then take something off the bottom and send it up," said the foolish king.

They pulled a barrel from the bottom of the tower and that finishes the king.

3. Anil's Way to Glory

Outline: Anil in school—an ordinary student—dreamt big—worked hard but failed—could not win a single prize—saddened but not hopeless—wanted to be a soldier—failed in medical examination—became an ordinary clerk—one day became a hero fighting terrorists on a train—lost his arm and leg—returned to his native village—invited as chief guest—cheered on a stage he could not receive a single prize.

Story

Anil used to be a very ordinary student during his school days. But he always dreamt big. He always wanted to do something big in his life. He would work hard at whatever he did. Many a time, he would fail in his exams. He took part in sports, but never won a single prize. He would feel sad, but was never without hope. He decided to become a soldier, and passed the written test. But then he failed in the medical examination. He was found to have flat feet. At last he became a clerk in a private company. It seemed life had closed all doors of success for him.

One day, Anil was going by train on some errand for his company. Three men boarded the train on a wayside station. These people looked suspicious in their movements. While Anil was yet thinking what to do, they took out pistols and started firing. In the twinkling of an eye, Anil sprang up and overpowered one of them from behind. He snatched the man's pistol and fired to the side of the other two. One of them was shot in the head and fell down. The third one was overpowered by the other passengers. When the train stopped at the next station, Anil was already a hero.



Anil had been shot in the arm and the leg during the scuffle, and has to spend a month in hospital. When he left the hospital, he had only one arm and one leg. He came back to his village and was invited to be the chief guest at a function in the same school where he had studied as a child. He was loudly cheered when he was received on the stage. It was the same stage from where he had never received a single prize. But the honour that he was being given now ranked far above all other prizes.

1.5 Comprehension

Comprehension of an unseen passage means a complete and thorough understanding of the passage. The main object of comprehension is to test one's ability to grasp the meaning of a given passage properly and also one's ability to answer, in one's own words, the questions based on the passage.

It is very important to learn the technique of reading a comprehension passage. A technique, so chosen, should be able to enhance the understanding and retention of the facts given in the passage. One such technique is to scan the passage first. Identify the sections to which the author devotes the most amount of space. If you're really hard pressed for time, skip the sections to which the least amount of space is devoted. Read the first sentence of every paragraph more carefully than the rest of the paragraph. Take notes on headings and first sentence of each paragraph before reading the chapter itself. Then close your book and ask yourself what you now know about the subject that you didn't know before you started. Focus on nouns and main propositions in each sentence. Look for the noun-verb combinations, and focus your learning on these.

1.5.1 Solved examples of comprehension

Here are some solved examples of comprehensions:

Passage 1

Boys tend to play outside, in large groups that are hierarchically structured. Their groups have a leader who tells others what to do and how to do it, and resists doing what other boys purpose. It is by giving orders that high status is negotiated. Another way boys achieve status is to



take centre stage by telling stories and jokes of others. Boys' games have winners and losers and elaborate system of rules that are frequently the subjects of arguments. Finally, boys are frequently heard to boast about their skills, likes and possessions, and argue about who is best at what.

Girls, on the other hand, play in small groups or pairs. The centre of a girl's social life is her best friend. Within the group, intimacy is the key: differentiation is measured by relative closeness. In their most frequent games, such as jump rope and hopscotch, everyone gets a turn. Many of their activities (such as playing with dolls) don't have winners or losers. Although some girls are certainly more skilled than others, girls are expected not to boast about it, or show that they think they are better than the others. Girls don't give orders: they express their preferences as suggestions, and suggestions are likely to be accepted.

Exercises

1. Answer the following questions:
 - (a) What do boys frequently argue about?
 - (b) Why does everybody get a turn in girls' games?
2. State whether the following statements are true or false:
 - (a) Boys often boast about their abilities:
 - (b) Girls' activities are highly competitive:
3. Find a word or phrase in the text which, in context, is similar in meaning to:
 - (a) Humorous and funny anecdotes:
 - (b) Abilities:
4. Multiple Choice Questions:
 - (a) Boys gain leadership by
 - (i) caring and sharing
 - (ii) voting democratically
 - (iii) giving orders



(b) Boys often argue about

(i) their skills, likes and possessions

(ii) who wins and loses

(iii) playing with dolls

(c) Girls usually play

(i) in groups

(ii) in twos or not very large groups

(iii) chess because they don't enjoy playing jump rope

(d) Girls

(i) never boast about their skills

(ii) do not often boast about their skills

(iii) are more skilled than boys

Answers:

1. (a) Boys frequently argue about who is best at what.
(b) Everybody gets a turn in girls' games because they are very intimate with their friends and many of their activities (such as playing with dolls) don't have winners or losers.
2. (a) True
(b) False
3. (a) Jokes
(b) Skills
4. (a) (iii)
(b) (ii)
(c) (ii)
(d) (ii)

**Passage 2**

Great deeds make great men. Anyone who excels himself in any sphere of activity sets an example for others. He becomes a leader in his field. If we open the pages of history, we will see that they are full of the biographies of great men. Their lives have not been bed of roses. In fact, they have been full of hardships, struggle and sacrifice. They sacrificed their personal interests for the good of their nations. One common factor in all great men is that they are fired with devotion to one idea and they work ceaselessly to make that idea a reality. Any leader who decides to play god is likely to lead his country to ruin and destruction just as Hitler did. Undoubtedly he possessed qualities of leadership, but he misused them and thus brought his downfall. A wise leader will not isolate himself from the masses. He makes constant efforts to understand the masses and work for their welfare. He weighs every word before speaking, thereby ensuring that public sentiments are not hurt. A leader's path is paved with difficulties, but he walks on undaunted with his eyes fixed on his goals.

Questions:

1. What does history tell us about the lives of great men?
2. Who sets an example for others?
3. What is common in all great men?
4. What are the qualities of a wise leader?
5. Use in meaningful sentences: excel; pave with.

Answers:

1. History tells us that the lives of great men have not been beds of roses. Their lives have been full of hardships, struggle and sacrifice.
2. A person who excels himself in any sphere of activity sets an example for others.
3. All great men have something common in them. They have all been fired with devotion to one idea. Then they work hard to make that idea a reality.
4. A wise leader does not remain aloof from the masses. He utters his statements carefully so that he does not hurt the feelings of his people.



1. (a) Excel: Shubham has excelled in mathematics.

(b) Pave with: This street is paved with stone slabs.

Passage 3

There are three ways in which oppressed people can grapple with their oppression. One method is that of resigning oneself to the fate of oppression. There are those who surrender and find themselves becoming conditioned to things as they are. They feel that it is better to live with these things than to go through the ordeal of changing the old order to the new order. It may be the easy way at times, but it is not the moral way and it is not the courageous way. It is a cowardly way. The individual who adjusts to that evil system is to some extent responsible for the perpetuation of the unjust system. There is the second way that the oppressed people can deal with oppression and that is to rise up with violence and corroding hatred. But violence ends up creating many more social problems. There is another method and that is of non-violent resistance. It is the pursuit of truthful end with moral means. This is the noblest of all the methods because it brings about a spiritual purification not only in the oppressed but also in the oppressor.

Questions:

1. What are the three ways in which people can deal with oppression?
2. Which is the best method of dealing with oppression and why?
3. What can violence and hatred lead to?
4. Use in meaningful sentences: ordeal; perpetuation.
5. Assign a suitable title to the passage.

Answers:

1. People can deal with oppression with three ways. They can surrender themselves to oppression. Secondly, they can rise up in violence and hatred and kill their oppressors. Thirdly, they can adopt the method of peaceful resistance.
2. The best method of dealing with oppression is the method of peaceful and non-violent resistance. It brings about a spiritual purification in the oppressed as well as the oppressor.



3. Violence and hatred lead to more violence and creates many more social problems.
4. Ordeal: Working in this heat is an ordeal.
Perpetuation: Our leaders believe in the perpetuation of this co system.
1. How to deal with oppression?

1.6 Check your progress

Fill in the blanks with the words given at the end of sentences:

- a. A _____ is a group of sentences coherently woven into a structure to express an idea.
- b. A paragraph begins with a _____ sentence and ends with a concluding sentence
- c. A _____ is a narrative, which may be fictional or nonfictional.
- d. Beginning, character, plot, conflict, and _____ are five essential elements of a story.
- e. _____ of an unseen passage means a complete and thorough understanding of the passage.

Theme, paragraph, comprehension, topic, story

1.7 Summary

A paragraph is a group of sentences coherently woven into a structure to express an idea. A story is a narrative, which may be fictional or nonfictional. Both, the paragraph and story have same structure and similar composition techniques. Though they differ in constituent elements, the principles of composition remain the same in both the cases. Comprehension of an unseen passage means a complete and thorough understanding of the passage. The main object of comprehension is to test one's ability to grasp the meaning of a given passage properly and also one's ability to answer, in one's own words, the questions based on the passage. Comprehension also requires some special methods and skills to be solved.

1.8 Key Words

Paragraph: A paragraph is a group of sentences coherently woven into a structure to express an idea.



Story: A story is a narrative, which may be fictional or nonfictional.

Composition: Essay, a work of literature.

Transitional phrase: Transitional phrases are words or phrases that show the relationship between paragraphs or sections of a text or speech. Most of these words or phrases are conjunctions and some others behave as a conjunction. These perform different functions. For example, Accordingly, On the whole, etc.

Cohesion: Grammatical or lexical relationship between different parts of the same text.

Coherence: Semantic relationship between different parts of the same text.

Inversion: Deviation from standard word order by putting the predicate before the subject. It takes place in questions.

Fictional: Imaginative or concerning a work of fiction (Novel).

Narrative: The systematic recitation of an event or series of events.

Character: A being involved in the action of a story.

Plot: The course of a story, comprising a series of incidents which are gradually unfolded, sometimes by unexpected means.

Theme: A subject of a talk or an artistic piece.

Dialogue: A conversation or discourse between two or more individuals.

Comprehension: Thorough understanding.

1.9 Self-Assessment Test

1. What is paragraph writing?
2. What is story writing?
3. What is comprehension?
4. Develop a paragraph in about 110-200 words on the basis of the hints given below:

Smoking is injurious to health...thrill of breathing out curls...a sign of manliness...a stimulant...imitating popular public figures, managing money, bad breath...Chronic



bronchitis...pulmonary diseases...heart attack...vascular problems...silent smokers...prone to other addictions...diminished life span.

1. Develop a story in about 110-200 words on the basis of the hints given below:

life was beautiful—Naina playing in the stadium—Honey threw a bouncer—Naina winced with pain—The doctor bandaged her eye—lost one eye—Honey and Naina left the city—no cricket for Naina—She did not lose hope—excelled in studies—ten years passed—met again in a meeting—Naina presided over as the new chief.

6. Read the following paragraph carefully and answer the questions that follow:

Gandhi is known for his successful efforts to liberate India. Actually, for him the development of the Indian into a free man was more important than the feeling of India. Most of Gandhi's followers in India were not Gandhians and did not share his ideals. They merely accepted his leadership because it smoothed the way to their objective which was an Indian nation without the British but with all the usual attributes of nationhood. For them, national independence was an end, good in itself; for him it was means to a better man and a better life, and because his heart was heavy with doubts whether these purposes would be furthered by the manner in which independence was achieved—two bleeding children torn violently from the body of Modern India. He did not celebrate on August 11, 1947, the day Indian nation came into his own world. He was sad and refused congratulations.

Questions:

1. What is Gandhi known for?
2. What was more important for Gandhi's leadership?
3. Why did his followers accept Gandhi's leadership?
4. Why was Gandhi sad when India became free on 11 August 1947?
5. Use in your own sentences: Attribute, come into one's own.

1.10 Answers to check your progress

- a. paragraph
- b. topic



- c. story
- d. theme
- e. comprehension

1.11 References / Suggested Readings

* New Oxford Advanced Learners Dictionary (2000)

*Awasthi, S. & S. Arya (Eds). A selection of English Grammar and Composition. New Delhi: Oxford University Press, 2001.

* Umed Singh, Pankaj Sharma & Deepti Dharmani (Eds). Interpreting a Play: The Merchant of Venice & Developing Composition skills. Chennai: Macmillan, 2017.



Subject: English(Compulsory)	
Course code: ENGC-302	Author: Dr. Narsingh Jangra
Lesson: 2	
PRECIS WRITING, ABSTRACTING, SUMMARISING, AND PARAPHRASING	

Structure

2.1 Learning Objectives

2.2 Introduction

2.3 Precis Writing

2.3.1 Key features of a precis

2.3.2 Steps and tips for writing a précis

2.3.3 Summarising

2.3.4 Abstracting

2.3.5 Paraphrasing

2.4 Check your progress

2.5 Summary

2.6 Key Words

2.7 Self-Assessment Test

2.8 Answers to check your progress

2.9 References/Suggested Readings

2.1 Learning Objectives

Following are the objectives of this lesson:



- * To learn how to write a précis.
- * To learn to summarise a given piece of prose .
- * To learn to write an abstract.
- * To learn to paraphrase a given piece of poetry or prose.

2.2 Introduction

Exercises in précis writing, summarising, abstracting and paraphrasing aid in developing effective formal communication skills which are otherwise not much required in spoken communication. They are important from examination point of view and are much needed for professional development. It is therefore, advisable and sometimes necessary to have a good knowledge of them.

2.3 Precis Writing

The Oxford Advanced Learner's Dictionary describes précis as, 'unchanged restatement in shortened form of the main points or ideas of a speech or written text'. It is concentrated composition, clear and definite in meaning; precise and exact in the communication of original ideas. In other words, précis leaves out the details, explanations, examples, etc., and reduces the length of a given text to its one-third.

In the present fast paced world of twenty-first century nobody has sufficient time to do things at luxury. E-mail and SMS are increasingly becoming preferred means of communication and more than ever we are going through a time when no one is interested in more than the essential. At such a time précis writing becomes a very important skill to learn. We need précis writing in day-to-day official work. This helps us in making notes and briefings, which are at the heart of all official proceedings. Even students can make use of it in making notes of their subjects. They can make brief and concise notes of the principles, philosophy and ideas which help them in preparing for their examinations. Précis writing is a key skill and once acquired it will help you immensely in writing composition as well. It teaches you how to express your thoughts clearly, concisely and effectively. It helps you to develop logical and terse constructions and imbibe a brief and concise style.

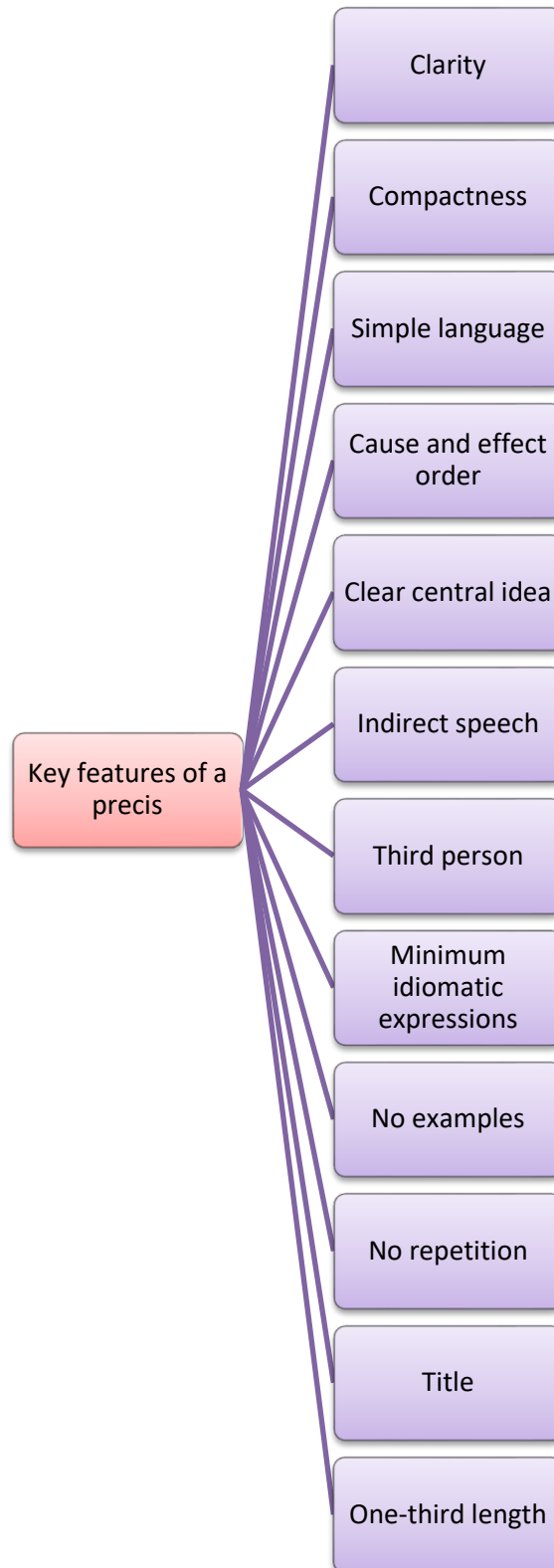
The complete activity of précis writing involves reading the text, understanding it and then rewriting it in your own words reducing it to almost one-third of the original. Précis is not a personal interpretation of a work or an expression of your opinion; it is, rather, an exact reproduction in miniature. The exactness lies in the central or core meaning and not in the exact words.



2.3.1 key features of a précis

Following are the key features of a précis:

1. Clarity: The précis should be clear in thought and expression. The ideas and facts stated in the précis should be clear and the language should be simple.
2. Compactness: The précis should be compact in the sense that it should be able to express all necessary facts and ideas in a fewer words without compromising with the length of the précis. All the unnecessary details should be omitted.
3. Simple language: The language of the précis should be simple and straight forward, but it should be kept in the mind that the original ideas or contents be retained properly and some phrases, clauses, technical terms or specific nouns and verbs be repeated as such.
4. Cause and effect order: In a good précis all the essential ideas and facts should be well-organised and well-knit. They should follow one another logically and with cause and effect order.
1. Clear expression of Central idea: In a good précis the central idea or main idea should be clearly expressed and there should be no dilution of it. The changes should be in size and words but the not in the core idea.
2. Use of indirect speech: While writing a précis, indirect speech should be preferred over the direct speech, so rules of narration should be properly followed.
7. Use of third person: Efforts should be made that while writing a précis, third person should be used in order to keep it free from personal views and comments and make it objective.
8. Minimum idiomatic expressions: The similes, metaphors, hyperbole, paradoxes, conceits, and other stylistic devices used by the writer should not be carried into the précis but idiomatic expressions of serious nature may be used.
9. No examples: Examples in the original passage should be avoided in the précis as they are superfluous and space consuming in it.
10. No repetition: A précis includes only the important information of some facts or ideas in limited words. It is, therefore, required that unnecessary repetitions be avoided.
11. Title: The précis should be given a title such as suits both the précis and the original passage. The title should be brief, clear, and universal in nature. Proverbs and phrases may be used as titles.
12. One-third length: One of the main requirements of a précis is to reduce in it the given passage to its one-third. It should normally be contained in one paragraph.





2.3.2 Steps and tips for writing a précis

While preparing a précis the following steps may be helpful:

- a. Read first
- b. Read again
- c. Make the first draft
- d. Count the words
- e. Add or delete words accordingly
- f. Make sure that all sentences are complete.
- g. Final draft
- h. Assign a suitable title.



Some important tips which will be helpful in reducing a given piece of passage(s) for précis making are as follows:

1. Replace nouns with pronouns.
2. If not necessary, remove adjectives and adverbs.



3. Substitute one word for phrases, phrases for a clause/sentence.
4. Omit illustrations.
1. Compress figures of speech into literal expressions.
2. Refrain from giving your own views or impressions.
7. Reduce the length of adverbs of time and place.
8. Avoid too much use of words.
9. Use punctuation marks wisely.

Examples of Reduction:

1. A very big problem --- a huge problem
2. A lot of--- many.
3. In near future --- soon.
4. Lasting for ever--- eternal
1. The account of Mrs Vandana --- Mrs Vandana's account.

Some solved examples of précis:

(1)

Feminist studies are, today, largely about how women give life, about childbirth, about menstruation, or even about the joys of lesbianism. None of these however can make any contribution, for these themes when not biologically tied to women, are made analogous to the body. Men often enter women's studies as objects of hate. They are wife beaters, burners, cruel fathers, and untrustworthy companions. Every man who has allied himself first with postmodernism in a fit of anti-Marxist euphoria, and then by principle of elective affinity with contemporary feminism, can never be too sure when that slightest slip will show him up as a chauvinist. Such a person is perennially afraid, but there is no way out here! As feminist studies have been the most successful carriers of the 'textual' revolution, men must wear the pained look and carry it off like martyrs.

Title: The direction of feminism



Précis: Feminism has lately taken very extreme positions. Rather than becoming a movement of equality for women, it has become a platform of division between two sexes. Men are viewed only as the objects of hate. Feminism shouldn't break the rubric of society; it should only correct the imbalance of power.

(2)

People moan about poverty as a great evil; it seems to be an accepted belief that if people only had plenty of money, they would be happy and useful and get more out of life. As a rule, there is a more genuine satisfaction in life in the humble cottage of the poor man than in the palaces of rich. I always pity the sons and daughters of rich men, who are attended by servants, and have governesses at a later age. It is because I know how sweet and happy and pure the home of honest poverty is, how free from perplexing care and from social envies and jealousies, how loving and united its members are in the common interest of supporting the family and I sympathise with the rich man's boy and congratulate the poor man's son. It is for these reasons that from the ranks of the poor so many strong, eminent, self-reliant men have always sprung and always will spring. If you will read the list of the 'Immortals who were not born to die,' you will find that most of them have been born poor.

Title: The virtues of poverty

Précis: Crying over poverty is foolish. In comparison to riches, there are more chances of finding satisfaction and contentment in poverty. Governesses bring up the children of rich people and thus right from the beginning they are deprived of familial warmth. The virtue to work hard creates more possibilities of rising up in life among the poor.

2.3.3 Summarizing

Summarizing is a thematic remoulding of a text without caring much for order or style. It is usually taken as a synonym of précis but they are actually dissimilar. Précis writing involves following certain rules, while summarizing is comparatively less restricted as it may involve ideas both important and unimportant, may use examples of the original passage and may be divided into paragraphs. Précis is attempted in some writing that that's not very long, but summaries are



usually required of very long writings, for example, of a book or thesis. Therefore, for practical purposes, summarising is preferred to précis writing.

Both précis and summarizing are concise and compressed forms of the original passage. Both are prepared in full standardised sentences, informal and indirect in form. Précis is usually one-third length of the original passage, while summary can be condensed into more or less than one third. While précis focuses on the main ideas, summary includes all points. In précis, the order of the ideas presented in the passage is not disturbed, whereas summary may not follow the order of ideas in a passage. Précis is primarily written, whereas summary can be written as well as oral.

Some solved examples of summary:

1. A study of Marx and Lenin produced a powerful effect on my mind and helped me see history and current affairs in a new light. The long chain of history and social development appeared to have some meaning, some sequence, and the future lost some of its obscurity. The practical achievements of the Soviet Union were also tremendously impressive. Often I disliked or did not understand some development there and it seemed to me to be too closely concerned with the opportunism of the moment or the power politics of the day. But despite all these developments and possible distortions of the original passion for human betterment, I had no doubt that the Soviet revolution had advanced human society by a great leap and had lit a bright flame which could not be smothered, and that it had laid the foundations for that new civilization towards which the world could advance. I am not too much of an individualist and believer in personal freedom to like much regimentation. Yet it seemed to me obvious that in a complex social structure individual freedom had to be limited, and perhaps the only way to reach personal freedom was through some such limitation in the social sphere. The lesser liberties may often need limitation in the interest of the larger freedom.

Summary: A study of Marx and Lenin greatly influenced the narrator. It helped him not only to revise his view of history, but also to form a clear perception of future. He came to know that the Soviet Revolution had greatly helped the human society. Now he knew that the Soviet Revolution had helped mankind. He believes in personal freedom. So, earlier, he disliked the



curbs on this freedom in the Soviet Union. But now he understood that some limitation on individual freedom is necessary in the interest of the larger benefits of society.

2. Culture is not mere learning. It is discrimination, understanding of life. Liberal education aims at producing moral gifts- as well as intellectual, sweetness of temper as much as sanity of outlook. Into the art of living, the cultured man carries a certain grace, a certain refinement, a certain distinction which redeems him from the sterile futility of aimless struggle. Culture is not a pose of intellect, a code of convention but an attitude of life which finds nothing human alien, common or unclean. An education that brings up a young man in entire indifference to the misery and poverty surrounding him, to the general stringency of life, to the dumb pangs of tortured bodies and the lives submerged in the shadows is essentially a failure. If we do not realize the solidarity of the world passes by as the lowly and the lost, we are not cultured. The most deprived individual has his startling interest and the worst criminal is unique to his thumbprints as he knows to his cost. Great literature shames us out of our complacency and reveals to us something of the immense capacity of the human soul for suffering and isolation. We may suffer, we may fail, we may be forgotten but we have succeeded in the true sense of the term, we refused to be vulgar, mean or squalid. If anything justifies life, it is nobility, greatness. Man notices our failings, but God sees our strivings.

Summary: Culture is discrimination and understanding of life. Liberal education aims at producing gifts like the sweetness of temper and sanity of outlook. The cultured man carries a certain grace in the art of living. He has a certain distinction which saves him from aimless struggle of life. Culture is an attitude of life which finds nothing human alien, common or unclean. The education is futile which brings up a young man in indifference to the misery and poverty surrounding him. We are not cultured if we do not realise our solidarity of the world passes by as the lowly and the lost. Great literature makes us realise our complacency and reveals us to the capacity of the soul for suffering and isolation. In spite of our suffering, we should refuse to be vulgar, mean or squalid. It is only nobility, and greatness which justifies life.

2.3.4 Abstracting

The word 'abstract', which is Latin in origin, means a condensed form of a long piece of writing. Abstracting means condensing a passage into the bare minimum size by highlighting the



essential facts and details woven into a whole. Abstracts are important parts of reports and academic exercises such as research. A good abstract instantly discloses to the readers the theme or the central idea of the passage, and in research, it gives a clear idea about the problem, procedure, findings and conclusion in a manner that enables the readers to decide whether reading the original text is relevant to their purpose or not. A good abstract is a highly condensed, coherent and well-developed paragraph which includes nothing that has not been said in the original text.

Some solved examples of abstract:

1. A study of Marx and Lenin produced a powerful effect on my mind and helped me see history and current affairs in a new light. The long chain of history and social development appeared to have some meaning, some sequence, and the future lost some of its obscurity. The practical achievements of the Soviet Union were also tremendously impressive. Often I disliked or did not understand some development there and it seemed to me to be too closely concerned with the opportunism of the moment or the power politics of the day. But despite all these developments and possible distortions of the original passion for human betterment, I had no doubt that the Soviet revolution had advanced human society by a great leap and had lit a bright flame which could not be smothered, and that it had laid the foundations for that new civilization towards which the world could advance. I am not too much of an individualist and believer in personal freedom to like much regimentation. Yet it seemed to me obvious that in a complex social structure individual freedom had to be limited, and perhaps the only way to reach personal freedom was through some such limitation in the social sphere. The lesser liberties may often need limitation in the interest of the larger freedom.

Abstract: From a study of Marx and Lenin the narrator knew about the past chain of history clearly. Now he knew that the Soviet Revolution had helped mankind greatly. Now he understood that some limitations of individual freedom is necessary in the interest of the larger benefit of society.

2. Culture is not mere learning. It is discrimination, understanding of life. Liberal education aims at producing moral gifts- as well as intellectual, sweetness of temper as much as sanity of outlook. Into the art of living, the cultured man carries a certain grace, a certain



refinement, a certain distinction which redeems him from the sterile futility of aimless struggle. Culture is not a pose of intellect, a code of convention but an attitude of life which finds nothing human alien, common or unclean. An education that brings up a young man in entire indifference to the misery and poverty surrounding him, to the general stringency of life, to the dumb pangs of tortured bodies and the lives submerged in the shadows is essentially a failure. If we do not realize the solidarity of the world passes by as the lowly and the lost, we are not cultured. The most deprived individual has his startling interest and the worst criminal is unique to his thumbprints as he knows to his cost. Great literature shames us out of our complacency and reveals to us something of the immense capacity of the human soul for suffering and isolation. We may suffer, we may fail, we may be forgotten but we have succeeded in the true sense of the term, we refused to the vulgar, means or squalid. If anything justifies life, it is nobility, greatness. Man notices our failings, but God sees our strivings.

Abstract: Liberal education aims at producing sweetness of mind. Culture is an attitude of life which finds nothing human alien, common and unclean. We are not cultured if we do not realise the solidarity of the world. It is only nobility, and greatness which justifies life.

2.3.5 Paraphrasing

In the case of paraphrasing we try to explain the complex text in simple language. Paraphrasing is unlike summary and précis; it is not an attempt at brevity. It is interpretative and is an elaboration of ideas. In paraphrasing, ideas can be extended by even introducing information outside the original text. Hence, instead of abridgement or condensation of a given passage, paraphrasing is a restatement and explanation. It requires clarifying the hidden meanings and language obscurities in simple language. It may also involve converting a stanza of poetry into prose explaining the meaning of the proverbs, phrases and allusions. It is like explanation of a given passage or stanza in 'Explain with reference to the context'. question.

2.4 Check your progress

Fill in the blanks with words given at the end of the following sentences:

- a. _____ is unchanged restatement in shortened form of the main points or ideas of a speech or written text.



- b. _____ is a thematic remoulding of a text without caring much for order or style.
- c. Précis is usually _____ of the original passage,
- d. _____ means condensing a passage into the bare minimum size by highlighting the essential facts and details woven into a whole.
- e. _____ is a restatement and explanation and in it we try to explain the complex text in simple language.

one-third length, Paraphrasing, Précis, Abstracting, Summarising

2.5 Summary

A précis is a concentrated composition, clear and definite in meaning; precise and exact in the communication of original ideas. In other words, précis leaves out the details, explanations, examples, etc., and reduces the length of a given text to its one-third.

Summarising is a thematic remoulding of a text without caring much for order or style. Summarising is comparatively less restricted in conforming to the rules as it may involve ideas both important and unimportant, may use examples of the original passage, may be divided into paragraphs, and may include all points. Summaries are usually required of very long writings.

Abstracting means condensing a passage into the bare minimum size by highlighting the essential facts and details woven into a whole. Abstracts are important parts of reports and academic exercises such as research. A good abstract instantly discloses to the readers the thrust of the passage, and in research, it gives a clear idea about the problem, procedure, findings and conclusion in a manner that enables readers to decide whether reading the original text is relevant to their purpose or not.

Paraphrasing is an interpretation and elaboration of ideas. In paraphrasing, ideas can be extended by even introducing information outside the original text. Hence, instead of abridgement or condensation of a given passage, paraphrasing is a restatement and explanation. It requires clarifying the hidden meanings and language obscurities in a simple language.

2.6 Key Words

Précis: A précis is a summary in brief: a concise or abridged statement or view.



Summarising: It is preparing a summary of something.

Abstracting: Abstracting means condensing a passage into the minimum possible size keeping intact the original facts.

Paraphrasing: Paraphrasing is a restatement and explanation. It clarifies the hidden meanings and language obscurities in a simple language.

Idiom: A manner of speaking, a mode of expression peculiar to a language, person, or group of people.

Simile: A figure of speech in which one thing is compared to another, in the case of English generally using *like* or *as*.

Metaphor: The word or phrase used to invoke a direct similarity between them and the thing described.

Hyperbole: An overstatement, exaggeration.

Paradoxes: A self-contradictory statement.

Conceit: A symbol or image quite removed from the object it expresses.

2.7 Self-Assessment Test

(1) Make a précis of the following passage and assign to it a suitable title:

We glory in the conquests of science but we look upon as merely an agent. Science may be a botanist, but who started the vital fluid in the veins of the herb and the flowers? Science may be a geologist, but who wrote the rock-covered page, whose hieroglyphics he would translate? Science may be an astronomer but who build the worlds, who projected the comets whose mysterious paths he traces? Science may be an agriculturist, he may open the earth's breast and cast in most precious seed but if the fountains of dew are stayed, science will herself die of thirst! Be it observed then, that science is an AGENT, not a CAUSE and that while we rejoice in its agency we are bound to acknowledge the goodness and mercy of the Infinite Intelligence.

(2) Make a summary and an abstract of the following passage:



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

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

2.8 Answers to check your progress

- a. Precis
- b. Summarising
- c. one-third length
- d. Abstracting
- e. Paraphrasing

2.9 References/Suggested Readings

- * New Oxford Advanced Learners Dictionary (2000)
- * Sharma, S. C. A textbook of Grammar and Composition. Delhi: Macmillan, 2010.
- * Umed Singh, Pankaj Sharma & Deepti Dharmani (Eds). Interpreting a Play: The Merchant of Venice & Developing Composition skills. Chennai: Macmillan, 2017.



Subject: English	
Course code: ENGC-302	Author: Dr. Narsingh Jangra
Lesson: 3	Vetter:
ONE-WORD SUBSTITUTION	

Structure

3.1 Learning Objectives

3.2 Introduction

3.3 List of one-word substitution

3.4 Check your progress

3.5 Summary

3.6 Key Words

3.7 Self-Assessment Test

3.8 Answers to check your progress

3.9 References / Suggested Readings

3.1 Learning Objectives

The objective of this lesson is to provide a comprehensive list of important one-word substitutions.

3.2 Introduction

Vocabulary is very important component for expressing our ideas. A strong vocabulary is a sure shot instrument for students. One of the ways for improving vocabulary is one-word substitution. It is a technique of the replacement of long phrases with a single word. These words play a very important role in condensing your expressions and enriching your language. They are an important method in assessing your vocabulary in competitive examinations and help in developing the professional life.



3.3 A list of one-word substitution

1. A book written by hand.	- Manuscript
2. A word no longer in use.	- Obsolete
3. The first attempt or act of its kind e.g. speech.	- Maiden
4. Someone to do something, inexperienced.	- Novice
1. A speech delivered without preparation.	- Extempore
2. One who does not care for art and literature.	- Philistine
3. One who shows off knowledge.	- Pedant
8. A character after whom the book is titled.	- Eponymous
9. A man who is specialist of language.	- Linguist
10. A list of books.	- Catalogue
11. A book which gives information on all subjects.	- Encyclopaedia
12. The study of the origin of words.	- Etymology
13. Repetition of speech or writing word for word.	- Verbatim
14. One who loves books.	- Bibliophile
11. One who reads books eagerly.	- Voracious
12. Something that gives more than one meaning.	- Ambiguous
13. One who does not believe in God.	- Atheist
18. One who believes in God.	- Theist
19. One who worships idols.	- Idolater
20. One who gives up his religion.	- Apostate
21. One who doubts the existence of God.	- Sceptic
22. Prayers offered in the evening.	- Vesper
23. The act of violating the sanctity of a place of worship.	- Sacrilege
24. One who acts against God.	- Heretic



21.	One who is indifferent to passion, pain and pleasure.	- Stoic
22.	The act of speaking disrespectfully about God.	- Blasphemy
23.	One who is given to the enjoyment of the senses.	- Epicure
28.	A person who loves mankind.	- Philanthropist
29.	A person who hates mankind.	- Misanthropist
30.	A measure which is not possible to justify.	- Unjustifiable
31.	Centre of attraction.	- Cynosure
32.	One who hates the institution of marriage.	- Misogamist
33.	That which cannot be heard.	- Inaudible
34.	Someone who cannot be elected or appointed.	- Ineligible
31.	Someone who cannot make a mistake.	- Infallible
32.	A disease which spreads through air.	- Contagious
33.	One who cannot be corrected.	- Incurable
38.	An ink which cannot be effaced.	- Indelible
39.	That which cannot be eaten.	- Inedible
40.	That which cannot be solved.	- Insoluble
41.	A person who cannot pay off his/her debts.	- Insolvent
42.	A medicine to kill insects , germs etc.	- Insecticide
43.	An impression that can never be effaced.	- Ineffaceable
44.	Not to be seen with human eyes.	- Invisible
41.	Something that cannot be understood.	- Incomprehensible
42.	Sound that can be heard clearly.	- Audible
43.	Value that cannot be estimated.	- Inestimable
48.	Value that is beyond all price.	- Invaluable
49.	Something which is certain to happen.	- Inevitable



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| 10. | That which is impossible to describe adequately. | - Ineffable |
| 11. | That which cannot be escaped from. | - Inescapable |
| 12. | Someone who does not pay attention. | - Inattentive |
| 13. | Something that is not important. | - Insignificant |
| 14. | Concealing one's true identity. | - Incognito |
| 11. | One who acts between two or more parties. | - Incognito |
| 12. | The operation of two things on each other. | - Interplay |
| 13. | A system of government headed by a monarch. | - Monarchy |
| 18. | The government of lords and nobles. | - Aristocracy |
| 19. | The rule of officials. | - Bureaucracy |
| 20. | The rule of the rich. | - Plutocracy |
| 21. | The rule of the mob. | - Mobocracy |
| 22. | The rule of the church officials. | - Theocracy |
| 23. | No rule of law. | - Anarchy |
| 24. | A government of the people, for the people, by the people. | - Democracy |
| 21. | The rule of a single person. | - Autocracy |
| 22. | The practice of marrying two wives. | - Bigamy |
| 23. | The custom of having a number of wives. | - Polygamy |
| 28. | The custom of having more than one husband. | - Polyandry |
| 29. | The custom of having only one wife. | - Monogamy |
| 30. | The state of remaining unmarried. | - Celibacy |
| 31. | Marrying within the caste. | - Endogamy |
| 32. | A medicine which removes the effect of some poison or previous medicine. | - Antidote |
| 33. | Something likely to cause death. | - Deadly |



34.	A man who is unmarried.	- Bachelor
31.	Fit to be eaten.	- Edible
32.	A woman who remains unmarried.	- Spinster
33.	Medical examination of a dead body.	- Post Mortem
38.	A building where dead bodies are kept.	- Mortuary
39.	A child born without the marriage of its mother.	- Illegitimate
80.	Practice of having physical relation frequently with different partners.	- Promiscuous
81.	Cutting of a part of body by a doctor.	- Amputation
82.	A place where birds are kept.	- Aviary
83.	A tank for water-plants and fish.	- Aquarium
84.	A place where coins are made.	- Mint
81.	Words engraved on one's tomb.	- Epitaph
82.	One who is very selective in tastes.	- Fastidious
83.	Lasting a short time.	- Transient
88.	Lasting one day.	- Ephemeral
89.	The killing of a brother.	- Fratricide
90.	The killing of a sister.	- Sororicide
91.	The killing of one's wife.	- Uxoricide
92.	The killing of a person.	- Homicide
93.	The killing of a large number of people.	- Genocide
94.	The killing of one's parents.	- Patricide
91.	The killing of a king.	- Regicide
92.	An animal that cannot be tamed.	- Untameable
93.	The killing of an infant.	- Infanticide



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| 98. | To give up one's claim to the kingship of a country. | - Abdicate |
| 99. | Accusation that is most unwarranted, most uncalled for and quite motiveless. | - Gratuitous |
| 100. | Those who merely serve for hire. | - Hirelings |
| 101. | Those who work only for money. | - Mercenary |
| 102. | To do anything against the law. | - Illegal |
| 103. | Someone who advocates the cause of woman. | - Feminist |
| 104. | One who easily believes what others say. | - Credulous |
| 101. | One who works against one's own king or country. | - Traitor |
| 102. | One who lived at the same time. | - Contemporary |
| 103. | Qualities a person gets from parents and forefathers. | - Heredity |
| 108. | A child who is without both parents. | - Orphan |
| 109. | One residing in a country of which one is not yet a full -fledged citizen. | - Alien |
| 110. | A disease commonly caught by touching others. | - Contagious |
| 111. | One who is adverse to mixing in society. | - Unsociable |
| 112. | Someone most inordinately desirous of money. | - Avaricious |
| 113. | A match in which neither party gains victory. | - Drawn |
| 114. | Money given to a wife by her husband after legal separation. | - Alimony |
| 111. | A man who behaves like a woman. | - Effeminate |
| 112. | One who practices some art for pleasure. | - Amateur |
| 113. | One lives on vegetables. | - Vegetarian |
| 118. | That which cannot be understood. | - Unintelligible |
| 119. | Something which cannot be read. | - Illegible |
| 120. | A thing belonging to distant past. | - Antique |



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| 121. One who eats the flesh of its own kind. | - Cannibal |
| 122. An animal that lives on flesh. | - Carnivorous |
| 123. An office with work but no salary. | - Honorary |
| 124. A medicine which can cure all diseases. | - Panacea |
| 121. Rooms in which soldiers live. | - Barrack |
| 122. A word or custom which was used in old times. | - Archaic |
| 123. An instrument which was used by both eyes to see distant objects in an increased size. | - Binocular |
| 128. An instrument which magnifies small objects. | - Microscope |
| 129. An instrument which measures temperatures. | - Thermometer |
| 130. An instrument which foretells weather changes. | - Barometer |
| 131. An instrument which is used by doctors to examine the chest. | - Stethoscope |
| 132. An instrument which carries the voice to a distance. | - Megaphone |
| 133. An instrument which guides sailors on the ocean. | - Compass |
| 134. An instrument to measure the disturbance under the Earth. | - Seismograph |
| 131. Popularly known as a lie detector measure. | - Polygraph |
| 132. Something through which one can easily see. | - Transparent |
| 133. One who is particular about the smallest detail. | - Meticulous |
| 138. Anything through which one cannot see. | - Opaque |
| 139. An animal or plant that lives upon the body of another. | - Parasite |
| 140. The science of gardening | - Horticulture |
| 141. One who is hopeful of the future. | - Optimist |
| 142. One who takes a gloomy view of the future. | - Pessimist |
| 143. One who changes his principles from time to time. | - Opportunist |



144.	One who loves womankind.	- Philogynist
141.	Animals who eat both meat and vegetables.	- Omnivorous
142.	Animals which live in groups.	- Amphibious
143.	One who has all the knowledge.	- Omniscient
148.	One who is present everywhere.	- Omnipresent
149.	Someone who is shy, quiet and unable to make friends easily.	- Introvert
110.	An energetic happy person who enjoys being with other people.	- Extrovert
111.	A person who has negative opinions about other people and things that they do.	- Cynic
112.	One who is all powerful.	- Omnipotent
113.	One who loves his/her country.	- Patriotic
114.	One who wants peace and total abolition of war.	- Pacifist
111.	Someone who loves others.	- Altruist
112.	A writer who steals ideas and passage from another writer.	- plagiarist
113.	One who makes pleasure the main aim of life.	- Hedonist
118.	One who loves talking about oneself.	- Egotist
119.	One who is in love with one's self.	- Narcissist
120.	One who talks continuously.	- Loquacious
121.	One who is good at many different things.	- Versatile
122.	Nations in war.	- Belligerents
123.	Favouring one's own relatives.	- Nepotism
124.	A speech or writing too full of words.	- Verbose
121.	A decision taken with the consent of all.	- Unanimous
122.	One leaves his party and joins another.	- Renegade



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| 123. | A doctor who diagnoses and treats allergic conditions. | - Allergist |
| 128. | A doctor who administers anaesthesia. | -Anaesthesiologist |
| 129. | A person who treats heart diseases. | - Cardiologist |
| 130. | A doctor who treats skin diseases. | - Dermatologist |
| 131. | A doctor who treats diseases of the blood and blood-forming tissues. | - Haematologist |
| 132. | A doctor who treats diseases and disorders of the nervous system. | - Neurologist |
| 133. | A doctor who treats women during pregnancy and childbirth. | - Obstetrician |
| 134. | A doctor who treats diseases of female reproductive system. | - Gynaecologist |
| 131. | A doctor who treats eye defects, injuries and diseases. | –Ophthalmologist |
| 132. | A doctor who preserves and restores the function of the muscular – skeletal system. | - Orthopaedic |
| 133. | A doctor who diagnoses the changes in body tissues and organs which cause or are caused by diseases. | - Pathologist |
| 138. | A doctor who reconstructs and corrects the shape and appearance of body structures, especially the face. | -Plastic Surgeon |
| 139. | A doctor who treats patients with mental and emotional disorders. | - Psychiatrist |
| 180. | A doctor who diagnoses and treats the male and female urinary tract and the male reproductive system. | - Urologist |
| 181. | A person going out of a country. | - Emigrant |
| 182. | A person coming in a country. | - Immigrant |
| 183. | A book published after the death of the author. | - Posthumous |
| 184. | Taking out something so stealthily that none might | |



Observe the action.	- Surreptitiously
181. Accusation that is most unwarranted, most uncalled for and quite motiveless.	- Gratuitous
182. Voluntary renouncement of throne by a king in favour of his son or brother.	- Abdication
183. The original inhabitants of a country.	- Aborigines
188. One who can use either hand with ease.	- Ambidextrous
189. Animals which live both on land and sea.	- Amphibian
190. That which happens once in a year.	- Annual
191. That which happens in two years.	- Biennial
192. Departure from common rule or standard.	- Anomaly
193. That which prevents animal and vegetable substances from rotting and decaying.	- Antiseptic
194. A person chosen by quarrelling parties to settle their differences.	- Arbitrator
191. The life history of a man written by himself.	- Autobiography
192. A person who loves and collects books.	- Bibliophile
193. A person who is fond of fighting.	- Bellicose
198. The life- history of a man written by someone else.	- Biography
199. A roundabout way of expression.	- Circumlocution
200. Gold or silver before coining for manufacture.	- Bullion
201. Persons who work in the same department of an office.	- Colleagues
202. Something which belongs to a person from his birth.	- Congenital
203. A critical judge of any art, particularly fine arts.	- Connoisseur
204. A person who regards the whole world as his country.	- Cosmopolitan



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| 201. | One who easily believes whatever is told. | - Credulous |
| 202. | One who relies on experience and observation. | - Empiric |
| 203. | A speech or short poem addressed to the spectators after the conclusion of a drama. | - Epilogue |
| 208. | A speech which is delivered on the spur of the moment. | -Extempore |
| 209. | One who is filled with excessive and mistaken enthusiasm in religious matters. | - Bigot |
| 210. | A child brought up by a person who is not his natural parents. | - Foster-child |
| 211. | One who depends on and believes in fate. | - Fatalist |
| 212. | Animals which live on herbs. | - Herbivorous |
| 213. | Things which contain elements of same nature. | - Homogenous |
| 214. | Things which contain elements of opposite nature. | - Heterogeneous |
| 211. | Animals which live in flocks. | - Gregarious |
| 212. | One who breaks universal ideas of art. | - Iconoclast |
| 213. | One who does not know reading and writing. | - Illiterate |
| 218. | A formal written charge against a person for some crime or offence. | - Indictment |
| 219. | Murder of an infant. | - Infanticide |
| 220. | Incapable of being imitated. | - Inimitable |
| 221. | Incapable of being wounded. | - Invulnerable |
| 222. | Incapable of being repaired. | - Irreparable |
| 223. | A decision upon which one cannot go back. | - Irrevocable |
| 224. | Animals which give milk. | - Mammals |
| 221. | Matter written by hand. | - Manuscript |



222.	The state of being married.	- Matrimony
223.	One who is very particular about small details.	- Meticulous
228.	A soldier who fights for the sake of money.	- Mercenary
229.	A medicine that induces sleep.	- Narcotic
230.	A new word coined by an author.	- Neologism
231.	A person who looks at the bright side of things.	- Optimist
232.	A person who looks at the dark side of things.	- Pessimist
233.	One who is concerned with correct rules and details.	- Pedantic
234.	An imaginary name assumed by an author for disguise.	- Pseudonym
231.	Walking in sleep.	- Somnambulism
232.	Murder of oneself.	-Suicide
233.	To take place at the same time as another event.	- Synchronise
238.	The passage of soul after death from one body to the another.	-Transmigration
239.	A fault that may be forgiven.	- Venial
240.	Repetition of a writing, word for word.	- Verbatim
241.	A style full of words.	- Verbose
242.	One who has a long experience of occupation.	- Veteran
243.	A truth which is often repeated.	- Truism
244.	A woman whose husband is dead.	- Widow
241.	A man whose wife is dead.	- Widowerphil

3.4 Check your progress

Give one word substitute of the following:

- One who believes in fate.
- One who knows everything.
- A place where coins are made.



- d. A book written by hand.
- e. The killing of a human being.
- f. One who is very particular about small details.
- g. A soldier who fights for the sake of money.
- h. A medicine that induces sleep.
- i. A new word coined by an author.
- j. A person who looks at the bright side of things.

3.5 Summary

One-word substitution is one of the ways of improving vocabulary. It is a technique of the replacement of long phrases with a single word. These words play a very important role in condensing your expressions and enriching your language.

3.6 Key Words

Vocabulary: Word power.

Phrase: A meaningful group of words.

Language: A body of words and set of methods of combining them (called a grammar), understood by a community and used as a form of communication.

3.7 Self-Assessment Test

1. What is one-word substitution?
2. What is the importance of one-word substitution?

3.8 Answers to check your progress

- a. Fatalist
- b. Omniscient
- c. Mint
- d. Manuscript



- e. Homicide
- f. Meticulous
- g. Mercenary
- h. Narcotic
- i. Neologism
- j. Optimist

3.9 References / Suggested Readings

- * New Oxford Advanced Learners Dictionary (2000)
- * Sharma, S. C. A textbook of Grammar and Composition. Delhi: Macmillan, 2010.
- * Umed Singh, Pankaj Sharma & Deepti Dharmani (Eds). Interpreting a Play: The Merchant of Venice & Developing Composition skills. Chennai: Macmillan, 2013.



Subject: English	
Course code: ENGC-302	Author: Dr. Narsingh Jangra
Lesson: 4	Vetter:
CORRESPONDENCE	

Structure

4.1 Learning Objectives

4.2 Introduction

4.3 Correspondence

4.3.1 Types of correspondence

4.3.2 Basic parts of correspondence

4.3.3 Some tips for effective correspondence

4.4 Some frequently used formats of letters

4.4.1. Specimens of various types of important correspondence.

4.5 Check your progress

4.6 Summary

4.7 Key Words

4.8 Self-Assessment Test

4.9 Answers to check your progress

4.10 References/Suggested Readings

4.1 Learning Objectives

This chapter aims to:

- * introduce the world of correspondence to learners.
- * discuss different types of correspondence.



- * enumerate and elaborate various parts of correspondence.
- * give some important tips for effective correspondence to learners.
- * give some specimens of correspondence from every type.

4.2 Introduction

Correspondence is an important means of written and digital communication in personal or professional life. A good correspondence is an asset because it represents you and your message effectively. Even in the present age of information and technology, correspondence in the form of letters remains a primary mode of communication for a large segment of world and they have not lost their value. Though in this age of high tech communication, most letters, instead of being written, are typed and sent electronically; letter writing still holds more validity and popularity. It is, therefore, essential for everyone in the world of cut-throat competition to develop the skill for writing all types of letters.

4.3 Correspondence

Any written or digital communication exchanged by two or more parties is called correspondence. Correspondences may come in the form of letters, Post cards, memos, circulars, notices, emails, or text messages. Letters and emails are the most popular form of correspondence now.

4.3.1 Types of correspondence

The following are the different types of correspondence:

- (1) Personal: The type of correspondence that takes place between relatives and friends is called personal correspondence. It can be done in the form of a letter, a post card, or an email. This kind of correspondence is informal in nature and has subjective elements in it. It may or may not carry the mention of the sender's name and address on it.
- (2) Official: This kind of correspondence relate to official matters. It is professional in nature, and is, therefore, formal and has objective elements in it. It may carry the mention of the source department/ organisation and can be written on letterheads. It is meant to seek or supply official information, instructions, or directions, apart from issuing warnings. It is written in a formal style and has objective elements in it, and may be with or without salutation or complementary end or



close. It can be written in different forms like letters, applications, memos, notices, and circulars. There are several types of official letters, some important of which are:

- (a) Letters of enquiry e.g. seeking information from some office.
- (b) Letters of request e.g. upgrading the village school, change of examination centre.
- (c) Letters of complaints e.g. irregular supply of electricity, complaint against ragging.
- (d) Letters to editor e.g. inviting attention of police to the need of implementing traffic rules, of public to the need of following precautions to contain the spread of covid 19 pandemic.

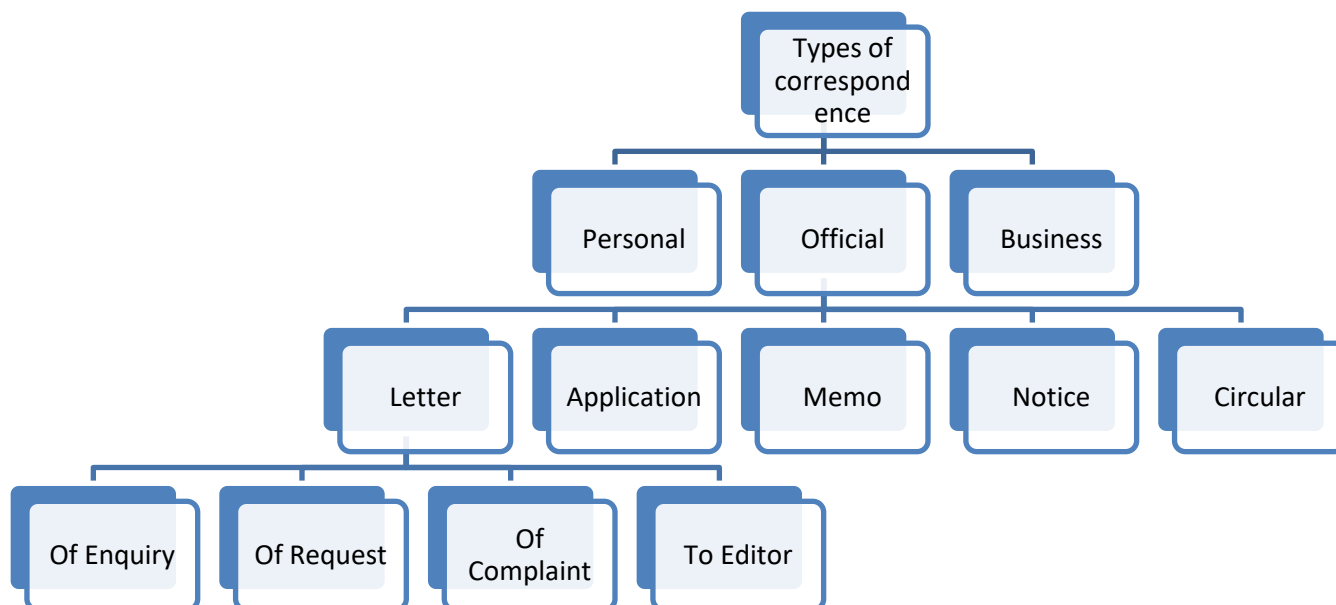
The applications can be for jobs and admissions and are usually available in set formats. It can also be for some seeking some favour or facility e.g. applying for water connection, e-banking facility, etc. Applications under RTI act also fall in this category which has to be drafted in a subtle and discreet manner as the information is supplied only in the form of documents or supposed to be available in the records of an office.

Memos are written to people within a department, organisation, or workplace, while letters may be written to people within and without a workplace.

Notices are written for serving warnings or seeking attention. If a letter or a notice is circulated among a large number of persons within a circle of influence, it is called a circular.

(3) Business: Business correspondence is always written on letterheads and relate to commercial/ business/ trade issues like issues concerning two business groups/ companies, between a company and an individual involved in a kind of business. It is formal and, therefore, highly objective in nature and has the elements of objectivity in it. Salutation and complementary end or close are a must in business correspondence.

All the above given forms can be sent electronically in the form of emails also. But emails are generally preferred for official or business correspondence. Due to speed and ease of use, emails have an advantage over other forms of correspondence.



4.3.2 Basic parts of correspondence

A well made-up letter comprises the following basic parts:

The Heading (Letter head)/ Sender's Name and Address

In official and business letters, letterheads are always used. This information is located at the top of the letter. It generally consists of the sender's/ company's name, postal address, the telephone, telex, and fax numbers. In personal letters sender's address is used instead.

Example: Middle East Oil Company
23, Main Market, Mumbai
Telephone : XXXXXXXX
Fax : YYYYYY

Sometimes, in such letters, letterheads may have 'your ref.' And 'our ref.' Printed on them which comprises initials of the writer and typist. The reference is typed two spaces below the letterhead touching the left hand margin.



Example : Our ref.: RTU/MT Or Your ref.: PYT/TU

The Date

The date is typed in full in the order – Name of the Month Date, Year. It is typed two spaces below the reference. It can also be typed just opposite the reference at the right hand margin. In personal letter it is typed below the sender's address or in the right top corner or opposite the sender's name or signature in the last at the right hand margin.

Example : Our ref.: STU/LT

May 11, 2020

Or

Our ref.: TGH/TY

May 11, 2020

The other formats like date/month/year and date-month-year may be avoided.

The Inside Address/ Recipient's Name and Address

This inside address is the recipient's full address. This includes the name and position of the recipient typed in separate lines with the left hand margin. It should be typed three spaces or more below the date. There are no punctuation marks at the end of the lines.

Example : Mr Jaiprakash
General Manager
Ray Printers
234 Fifth Avenue
New Delhi

An individual's name should always be preceded by a courtesy title, and the spellings of the names should be carefully written. The most common courtesy titles are Mr, Mrs, or Miss. If you are not sure of a woman's marital status, it is generally acceptable to use Ms instead of Miss or Mrs. Some courtesy titles like Prof, Dr, Rev, etc are related to qualifications, professions, or honours and replace the normal courtesy titles.

The Attention Line



It is used only in official or business letters when you cannot address a letter to a particular person.

Example: **Attention: Human Resource Manager**

The Subject Line/ Heading

It uses a brief phrase or keywords to describe the content of an official or business letter. It is not used in personal letters. It is typed two spaces below the salutation.

Example : The Head
 Department of English
 M.D. University
 Rohtak
 Attention: Dr. Kulkarni, Chairman
 Subject: Admission Requirements

The Salutation/ Greeting

The salutation is the part of the letter which is addressed to the person for whom the letter is meant. This adds a personal touch to the letter. The salutation is typed two spaces below the inside address or the attention line evenly with the left hand margin.

Example : Dear Dr. Manmohan
 Dear Sir /Madam
 Dear Mrs. Mehta
 Dr. Ms. Meenu

Body of the Letter

The body or text of the letter constitutes the actual contents. It should be conveyed clearly, precisely and pleasantly. Even unpleasant facts should be written with due politeness. Simple words in short sentences are preferred. The letter should be divided into short paragraphs.

The body of the letter should be in the centre of the sheet with proper margins on both sides. It should be well placed and evenly margined. The first paragraph should be brief and introductory.



The actual contents are contained in the paragraph following the introductory part. The concluding paragraph should be short and solicit the desired response. The letter should end at a positive note.

Never close your letter with the expressions beginning with a participle- ing; for example 'Looking forward to your early visit.' Instead phrases like 'We look forward to your early visit' be used.

The complimentary End or Close

The letter should end with a closing such as:

Yours sincerely

Yours truly

Yours obediently

Yours

Expressions like Sincerely yours, Faithfully yours, Truly yours etc. are also correct.

The Signature/ Sender's Name

The signature of the writer or the concerned official of the organisation/ department/ company follows the complimentary close. The name and the title are typed four to five spaces below the complimentary close.

Example :

Yours sincerely

Ramesh Kumar

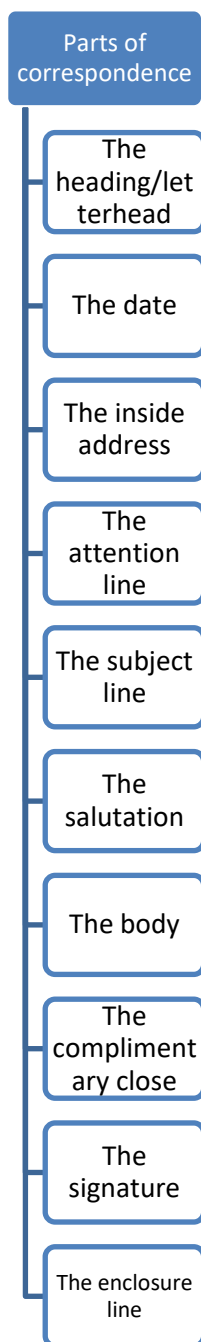
for show Wallace & co.

When a business letter is signed on behalf of an employer it is a usual practice to write 'for' before the name of the company.

The Enclosure



Just below the signature/ sender's name initials are typed as the enclosure reminder. This is a sort of practical courtesy to remind the recipient about the documents enclosed with the letter. 'Enc' or 'Encs' at the bottom of the letter in the in the left hand corner may indicate this.



4.3.3 Some tips for Effective Correspondence



- * The aim of the letter should be clearly stated.
- * Appropriate courtesy words should be used.
- * Active verbs be used in place of Passive verbs.
- * Sentences of average length be used.
- * Simple words should be used.
- * The use of abbreviations be avoided.
- * There should be clarity of thought and expression.
- * Cliches and worn-out phrases should be avoided.
- * The contents should be accurate and complete.

4.4 Some frequently used formats of letters

The following are the most frequently used formats of letters, which can be given electronically, through fax, as jpg through email, by hand, by post, etc.

1. The Indented Style
2. The Block Style
3. The Hanging Indented Style

The Indented Style: It is the oldest and most conventional style in which each paragraph begins after an indent from the left margin. Conventionally, the date and the addressee are mentioned with closed punctuation at the right end. Complementary closing is also placed at the right end with closed punctuation. However, salutation is placed at the left end with closed punctuation.

The Blocked Style: Date, addressee and complementary closing are placed right at the left-hand side without any indenting. The main content of the letter is divided into parts with double spacing to demarcate them. Some people improvise it by mixing it with indented style, specially by aligning the date of the left margin or indenting the beginning of each paragraph. In this case, the style is referred as semi-block style. This style is the most preferred style in the present time.

The Hanging Indented Style: In this style, there is only one variation from the indented style i.e. instead of indenting the beginning line of each paragraph in each content, the first line starts from the



extreme left margin, while the rest of the content of the paragraph will be indented. This is a strange format not usually followed.

Look at a sample format in blocked style

From

Reference:

Date

To

Subject:

Dear Sir/ Madam

I am writing with the intent of _____[asking/ inquiring/ informing] you that the _____[write about the reason of writing the letter].

I wish/ am pleased/ regret to inform you/ to bring into your notice that _____. Your timely response/ action/ participation/ cooperation is highly desired and will be highly appreciated.

Thank you/ Awaiting your acceptance/ collaboration/ cooperation/ Hoping for a quick redressal of the problem/ Hoping you will accede to my request/ Requesting for a prompt action in the matter etc.

Faithfully / Sincerely/ Truly/ or no courtesy closing

[Name and designation, if any]

4.4.5 Specimens of various types of important correspondence.

**~Letter of application**

341, Green Park

Hissar , Haryana

May 12, 2020

The director

Krishi Gyan Kendra

Sirsa

Subject: Application for the post of Project Fellow

Dear Sir/ Madam

With reference to your advertisement in The Tribune dated April 30, 2020 please find enclosed my resume for the subject- cited post.

I am keenly interested in this position because of the scope of research it offers. Working under a senior fellow at the University will sharpen my analytical sensibility. The prospect of joining your staff in this role would be a welcome and exciting challenge.

I have completed my Master's Degree in psychology. Over the past semester, I have had the opportunity to complete my Project Report. My communication and leadership skills have been cultivated through my extracurricular involvement and conducting class group projects and presentations. Through this combination of skills and experience, I am confident that I can be an asset to your organization.

My resume is enclosed for your review.

Thank you

Yours Sincerely

ABC

Enclosure: Resume

~A letter to the editor



S. Gupta

Huda Sector 11

Sirsa

May 13, 2020

The Editor

The Indian Express

Chandigarh

Subject: Deplorable Condition of Roads in Huda Sector 11, Sirsa

Sir,

Through the column of your daily esteemed newspaper, I wish to draw the attention of the authorities to the poor road conditions in the subject cited sector.

Haryana Urban Development Authority developed sector 11 at Sirsa more than a decade ago.

Possession of the plots was given about six years ago after two enhancements. Over the last two years many owners built their houses too. These residents had hoped that they would get the basic amenities which HUDA is supposed to provide in each one of its sectors but to their utter dismay, these expectations have remained distant dreams.

These residents are facing several problems, one major of which is the poor condition of the roads. Roads are the lifeline of any locality. Let alone the by lanes, even the main road of the sector is uneven and bumpy. There are several ruts and dangerous pot-holes in it. During the rainy season the road gets submerged in water as sewerage gets blocked here. Danger of accidents lurks after nightfall. There are very few electricity poles with functional tube lights on them. The condition of other roads is also very bad. Driving on these roads is indeed a nightmare. Several accidents have already taken place here.

Amidst such a sorry state of affairs, the residents approached the local office-in-charge and submitted several complaints. The residents are told the process of tendering is underway but so far nothing concrete has come out. Residents have spent lacks of rupees on their houses only to face grave problems due to poor maintenance of sector roads. Surely they deserve a better deal.



I appeal to the administrator, HUDA, to take immediate steps to improve the condition of roads in this sector.

Yours faithfully

ABC

H. NO.121

Sector-14

Huda, Sirsa

~An RTI Application

The state/ Central Public Information Officer

Department of Panchayati Raj

Govt. Of Haryana

Chandigarh

Date: 11 may, 2020

Subject: Seeking Information under RTI Act, 2001

Sir/ Madam

The undersigned may please be furnished the desired information under RTI Act, 2001. The requisite fees of Rs 10/- deposited vide IPO/ Receipt No_____ dated _____ is attached herewith. The details of information requested are as under:

1. Nature of work: Construction work carried out by Panchayat, Village Sikanderpur
2. Periods of information: 2013-14.
3. Specific information sought:
 - a. A certified copy of the total amount of funds spent on construction of roads in Village Sikanderpur in 2013-14.
 - b. A certified copy of the tender notice.
 - c. A certified copy of the supply order.
 - d. A certified copy of bills submitted by the contractor.



e. A certified copy of the total length of constructed roads.

F A certified copy of the audit report of the aforesaid construction work carried out.

Yours sincerely

ABC

~A complaint letter.

A letter to the Bank Manager complaining against dishonouring a cheque.

Modern Timber Co.

Luxmi Nagar

Panipat

Telephone: xxxxxxxxxx

11 may, 2020

To

The Manager

Canara Bank

Panipat

Sir/ madam

We are really surprised to know that you have dishonoured our cheque no. R203143 dated 10 May 2020 for Rs 40,000 drawn in favour of Krishna Timber Co. with remarks 'Refer to Drawer.' I think this refers to insufficient amount in our account. From our account in your bank you will find that a cheque for Rs 90,000 was deposited in our favour on 30 April 2020 and this amount was more than the amount of dishonoured cheque.

We would be glad if you inform us of the reasons for dishonouring the cheque.

Yours faithfully

Naren

Manager

**~Business Letters**

A letter on behalf of Rama Crockeries, Hissar to a firm in Sonapat placing order for some items of Crockery.

Rama Crockeries

12- Palika Market

Panipat

Ref. No. CP/404-01

May 11, 2020

M/s Naren and Co.

Main Market

Sonapat

Sir /Madam

We shall be glad if you will please send us the following goods by goods train as per rates quoted in your letter no FC/12/34 dated April 23,2020.

1. 10 Doz. Tea Cups and Saucers @ Rs. 100/- per doz.
2. 20 Doz. Coffee Cups and Saucers @ Rs. 110/- per doz.
3. 11 Doz. Dinner Plates @ 200/- per doz.
4. 20 Doz. Small Glasses @ Rs. 90/- per doz.

Please pack the goods carefully as usual and collect the amount of invoice by negotiating the R/R through the Punjab National Bank, Panipat.

Yours faithfully

Rama Crockeries.

Manager

A letter to a firm requesting them to make payment of your dues immediately.



Sylvania & Laxman Ltd.

34 Palika Bazar,

New Delhi

Ref. No. SLL/42-321

May 12, 2020

M/s Prakash Electric Company

112 Rajguru Market

Hissar

Dear sir

Please refer to our bill no.412 dated 21 January, 2020. The payment of this bill has still not been made although more than four months have lapsed.

You are requested to kindly make payment of this bill at an early date.

I hope, immediately you will make payment and send it to me.

Thanking you,

Yours faithfully

for Sylvania & Laxman Ltd.

Manager

A letter to the Librarian of your college for remission of library fine.

May 11, 2020

The Librarian

Govt. College

Sonepat

Subject: A request for remission of library fine.



Sir/Madam

I am a student of B.A. (Hons.) 2nd year of this college. I borrowed two books from the college two months ago. Then there were three holidays in the college. I went to Mumbai to visit my uncle and took the books with me. By mistake I forgot the books there. I came to know of this mistake when I came back to Sonapat. But by that time, my uncle left for America and returned only last week. Then he sent the books to me by post.

Today when I came to library to return the books, I found that a late return fine of rupees 100 on the books is due for me.

Sir, my father is a man of limited means. This fine will be a strain on his sources. So, you are requested to remit this fine.

Thanking you in anticipation.

Yours obediently

Rohan Kapoor

B.A. Hons. 2nd year

~A personal letter

You are 20-years old college going student. Write a letter to your father explaining him why you think you are too young to get married.

Room No. 14

Gandhi Hostel

DN College, Hissar

May 11, 2020

Dear Father,

My respectful regards! I received your letter yesterday. I was surprised to read that you are thinking about getting me married. You have written that you are trying to find a match for me and intend to arrange my marriage soon.



Dear father I am only 20 years old and have not completed even my B.A. studies. I have my aims for future and I think that my early marriage will hinder my plans. I wish to appear for IAS examination after B.A. Secondly, I am still a student and am not earning anything. So it is not proper for me to marry at this stage. I must first stand on my legs before getting married.

Therefore, dear father, you are requested to kindly postpone the plan of my marriage for at least four years.

My respect to dear mother and love to Neha and Romi.

Your loving son

Rohan .

Example of a Memo letter

As a director of a school, write a Memo letter informing the Principal to make all staff to be punctual.

REHAN INTERNATIONAL SCHOOL

14 Hansi Road, Karnal

INTEROFFICE MEMO

Date : May 11, 2020
From : Naren Mishra, Director
To : The Principal
Reference : 210/TN
Subject : Punctuality of all staff

This is to inform you with great anxiety that the authority has noticed some teachers are not punctual and indifferent to their duties. In these circumstances, you all are requested to be more punctual and to take all necessary steps to maintain smooth environment of education in the institution.

Director

Example of a Notice



On the behalf of the Cultural Activity Incharge, write a notice for your College notice board informing the students about Intra- College singing competition in your college.

DESH BANDHU GUPTA COLLEGE

Sector 14, Panipat

NOTICE

11 May 2020 Intra-College Singing Competition

This is to inform you with happiness that we are going to organise an **Intra-College Singing Competition** in our college. More than 11 colleges will participate in this competition. The details of this program are as follows:

Time : 9am to 3pm
 Venue : Main Auditorium Hall of College
 Date : 23 May 2020
 Topic : Patriotism

The students who want to participate in this competition, may give your names to Mr. Manohar Lal, the activity room incharge of our college latest by 14 May 2020. For further information contact :
 xxxxxxxxxx

Cultural Activity Incharge

Dr. Rohan Mishra

Example of an E- Mail

write an E- Mail to the department of Panchayati Raj regarding the Digital Voter Cards of the students studying in the colleges.

To	: directorpanchyat@ gmail. Com	Quick Address Book
Cc	:	
Subject	: Digital Voter Cards	
Attachment	: No Attachment	
Dear sir,		



I am the principal of Dayal Singh College, Karnal. There are about 100 students in our college. Almost all of them have attained the voting age. You are requested to make their digital voting cards. Please intimate us the date on which these cards will be made so that I can inform the students through notice on the college notice board.

Thanking you,

Principal

Dayal Singh College

Karnal.

4.5 Check your progress

Match the following:

a. Any written or digital communication exchanged by two or more parties	1. Official
b. The type of correspondence that takes place between relatives and friends.	2. Business
c. This kind of correspondence relate to official matters.	3. Inside address
d. This type of correspondence relates to commercial/ business/ trade issues like issues concerning two business groups/ companies, between a company and an individual involved in a kind of business.	4. Subject line
e. This information is located at the top of the letter. It generally consists of the sender's/ company's name, postal address, the telephone, telex, and fax numbers.	1. Attention line
f. This is the recipient's full address and includes the name and position of the recipient typed in separate lines with the left hand margin.	2. Personal correspondence
g. This is used only in official or business letters when you cannot address a letter to a particular person.	3. Email
h. This uses a brief phrase or keywords to describe the content of an official or business letter.	4. Correspondence
i. This type of letter is generated electronically.	9. Letter head



4.6 Summary

Any written or digital communication exchanged by two or more parties is called correspondence. Correspondences may come in the form of letters, Post cards, memos, circulars, notices, emails, or text messages. Letters and emails are the most popular form of correspondence now. The different types of correspondence are Personal, Official, and Business. There are several types of official letters, some important of which are letters of enquiry e.g. seeking information from some office, letters of request e.g. upgrading the village school, change of examination centre, letters of complaints e.g. irregular supply of electricity, complaint against ragging, letters to editor e.g. inviting attention of police to the need of implementing traffic rules of public to the need of following precautions to contain the spread of covid 19 pandemic, and the applications which can be for seeking a favour, jobs and admissions and are usually available in set formats. Applications under RTI act also fall in this category. Other types of official correspondence are Memos, Notices, and circulars. All the above given forms can be sent electronically in the form of emails also.

A well made-up letter comprises the following basic parts: The Heading (Letter head)/ Sender's Name and Address, the Date, the Inside Address/ Recipient's Name and Address, the Attention Line, the Subject Line/ Heading, the Salutation/ Greeting, body of the Letter, the complimentary End or Close, the Signature/ Sender's Name, and the Enclosure.

For effective communication, the aim of the letter should be clearly stated, courtesy words should be used, Active verbs be used in place of Passive verbs, Sentences of average length and simple words be used, the use of abbreviations be avoided, the thought and expression should be clear, cliches and worn-out phrases should be avoided, and the contents should be accurate and complete. Some frequently used formats of letters, which can be given electronically, through fax, as jpg through email, by hand, by post, etc. Are the Indented Style, the Block Style, and the Hanging Indented Style.



4.7 Key Words

Vocabulary: Word power.

Phrase: A meaningful group of words.

Language: A body of words and set of methods of combining them (called a grammar), understood by a community and used as a form of communication.

4.8 Self-Assessment Test

1. What is correspondence?
2. What are different types of correspondence?
3. What are different types of official letters?
4. What are different generally used formats of letters?
1. Write a letter to your younger brother asking him to take all precautions related to Covid-19 pandemic.
2. Write a letter to the Manager of a bank, requesting him to provide you with a locker.
3. Write an application for the post of Editor for a National daily.
4. Write a letter to a customer quoting prices and terms of payment in reply to an inquiry.
9. Write a Memo letter for the Marketing Manager to take necessary steps to increase sale of products.
10. Write an e-mail to the manager of a banquet hall for booking it for marriage.

4.9 Answers to check your progress

a. Any written or digital communication exchanged by two or more parties	4. Correspondence
b. The type of correspondence that takes place between relatives and friends.	2. Personal
d. This type of correspondence relates to commercial/ business/ trade issues like issues concerning two business groups/ companies, between a company and an individual involved in a kind of business.	2. Business



e. This information is located at the top of the letter. It generally consists of the sender's/company's name, postal address, the telephone, telex, and fax numbers.	9. Letter head
f. This is the recipient's full address and includes the name and position of the recipient typed in separate lines with the left hand margin.	3. Inside address
g. This is used only in official or business letters when you cannot address a letter to a particular person.	1. Attention line
h. This uses a brief phrase or keywords to describe the content of an official or business letter.	4. Subject line
i. This type of letter is generated electronically.	3. Email

4.10 References / Suggested Readings

- * New Oxford Advanced Learners Dictionary (2000).
- * Sharma, S. C. A textbook of Grammar and Composition. Delhi: Macmillan, 2010.
- * Umed Singh, Pankaj Sharma & Deepti Dharmani (Eds). Interpreting a Play: The Merchant of Venice & Developing Composition skills. Chennai: Macmillan, 2013.
- * Webster, J. Students' Companion. Scotland: G & G, 2002.



NOTE

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NOTE

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