

**PREFACE**

**పుస్తక ఆవశ్యకత:** పుస్తక ఆవశ్యకత: ఉన్నత పాఠశాల స్థాయి విద్యార్థులకు కీలకమైన subject ఇంగ్లీషు. పుస్తకం మారిన నూతన పాఠ్యపుస్తకాలలో గల సిలబస్ అత్యంత కఠినత్వంతో కూడి ఉన్నది. ప్రాథమిక స్థాయి నుండి గల సిలబస్లో వివిధ రకాల Discourses పరిచయం చేశారు. వీటిని అధ్యయనం చేయటానికి అవసరమైన material అందుబాటులో లేకపోవడం, అదే సమయంలో ఈ ప్రచురణ ముందుకు రావడం సంతోషించాల్సిన విషయం.

**రచయిత పరిచయం:** మా మిత్రుడు, శ్రీయోబిలాపి అయినటువంటి హరినాథ్ వేముల ఉన్నతమైన విషయ పరిజ్ఞానం కలవారు. వీరు గతంలో విడుదల చేసిన సైకాలజీ material ఎందరో ఉపాధ్యాయులు కావడానికి ఉపకరించింది. ఆ అనుభవాన్ని ఉపయోగించుకుని నేడు పాఠశాల విద్యార్థులలో నూతన English Syllabus పై గల భయాన్ని పోగొట్టి, అత్యుత్తమ Grades తెచ్చుకునే విధంగా Material ను అందించారు.

**ప్రాముఖ్యత:** ముఖ్యంగా 10వ తరగతి విద్యార్థుల కొరకు ఎంతో శ్రమకొర్చి, Qualityతో కూడిన Materialను రాజీ పడకుండా, ఉదాహరణలను సరళ పదాలతో వివరణాత్మకంగా పొందుపరిచారు.

ఈ పుస్తకం పాఠశాల స్థాయి విద్యార్థులందరి వద్ద డవలసినది. ఇది పదవ తరగతి విద్యార్థులకు భవిష్యత్ లో సందానకర్త వలె ఉపయోగపడుతుంది. అంతేగాకుండా Englishను పాఠశాల స్థాయి విద్యార్థులకు భేదించే వారికి ఒక కరదీపిక వలె ఈ పుస్తకం ఉపయోగపడుతుందని భావిస్తున్నాను. ఈ Materialకి ముందు మాట వ్రాసేందుకు అవకాశం కల్పించిన రచయిత హరినాథ్ వేముల గారికి ధన్యవాదాలు తెలియజేస్తూ, పాఠకులు ఆదరిస్తారని ఆశిస్తున్నాను. మరింత సమాచారం గురించి లాగ్ ఆన్ అవండి <http://www.english1437.blogspot.com>

మీ

**బాస రాజగోపాల్**

ప్రధానోపాధ్యాయులు

జిల్లా పరిషత్ ఉన్నత పాఠశాల సాతారం, మల్లాపూర్.

**INDEX**

SL.NO.	CONTENT	PAGE NO.
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1	DISCOURSE	2
2	DESCRIPTION	4
3	NOTICE	7
4	DIARY	9
5	MESSAGE	11
6	BIOGRAPHICAL SKETCH	13
7	EMAIL	14
8	SPEECH	16
9	LETTER	17
10	DEBATE / DISCUSSION	20
11	STORY / NARRATIVE	22
12	POSTER	24
13	CONVERSATION	28
14	PROFILE	30
15	REPORT	32
16	PLAY / SKIT / DRAMA	33
17	ESSAY	35
18	INVITATION	37

### DISCOURSE

Discourse: communication in speech or writing (Cambridge advanced learner's dictionary)

We can understand that a discourse is a mode of communication either in written or spoken form. (Discourse అనేది ఒక భాషా రూపం. అది వ్రాత లేదా వాచక రూపంలో ఉంటుంది)

There are about 19 kinds of discourses selected for language learners of secondary school. They are ... (గుర్తించినవి సుమారుగా 19 అవి ...)

- |                       |                                 |
|-----------------------|---------------------------------|
| 1. Conversations      | 7. Message/email/SMS            |
| 2. Descriptions       | 8. Notice/poster/invitation/ads |
| 3. Rhymes/songs/poems | 9. Slogans/placards             |
| 4. Narrative/story    | 10. Skit/drama/play             |
| 5. Diary              | 11. Compeering                  |
| 6. Letter             | 12. Choreography                |

- |                        |   |
|------------------------|---|
| 13. Essay(all types)   | 17. Debate/discussion                           |
| 14. News report/report | 18. Biographical sketches/profile/autobiography |
| 15. Speech             | 19. Interview                                   |
| 16. Review             |   |

They are categorized into two groups (major and minor) for each paper.

Sl. No.	Paper I (13E)(Paper I) Group A (10 marks)	Paper II (14E) (Paper II) Group B (10 marks)
1	Story/Narrative	Biography
2	Conversation	Essay
3	Description	Letter
4	Drama script/Play	Report/News report
5	Interview	Speech (script)
6	Choreography script	-

Sl. No.	Paper I (13E)(Paper I) Group A (5 marks)	Paper II (14E) (Paper II) Group B (5 marks)
1	Message	Poster
2	Notice	Invitation
3	Diary	Profile

Major discourses carry 10 marks in each paper and there is an internal choice. The answer must be written in about 120 to 150 words. (Major discoursesకు 10 మార్కులు మరియు ఒక ఐచ్ఛికం ఉంటుంది. సమాధానము కనీసం 120 నుండి 150 పదాలలో రాయాలి.)

Minor discourses carry 5 marks in each paper and there is no choice. The answer must be written in about 50 to 80 words. (Minor discoursesకు 5 మార్కులు మరియు ఐచ్ఛికం లేదు. సమాధానము 50 నుండి 80 పదాలలో రాయాలి.)

### DESCRIPTION:

A description is something that tells you what, who, how something or someone is like (చిత్రణ, వర్ణన లేదా వివరణ)

There are different kinds of descriptions. Title is a common feature of the description. Let's have a look into some descriptions.

- Description of a person (వ్యక్తి)
- Description of a place (స్థలం)
- Description of an object/animal (వస్తువు/జంతువు)
- Description of an event (సంఘటించే పని)
- Description of a process (క్రమము లేదా పద్ధతి)

A. **Description of a person (వ్యక్తి):**

In description of a person we describe the details such as who and what the person is, the physical appearance, character, societal status, personal impressions, achievements, style of behavior, facial complexion etc. (ఒక వ్యక్తి గురించి అతను ఎవరు, శారీర ఆకృతి, సాంఘిక హోదా, గుర్తింపు, సాధించిన విజయాలు, ప్రవర్తనా రీతులు, ముఖవర్చస్సు మొదలైనవి వర్ణనూ రాస్తాము)

**Physical appearance:**

When describing physical appearance you should give details in the following order:

- A. height / build / age  
B. facial features  
C. hair  
D. clothes

**Height / build / age:**

Height of people: short, medium height, tall, small (children)  
Build of people: thin, slim, well-built (muscular), plump, overweight, crooked etc.  
Age of people: young (child, teenager), middle – aged, old

**Facial features:**

Face: round, oval, square etc.  
Eyes: slanting, almond – shaped  
Nose: crooked, upturned, and curved  
Lips: thin, full, pink  
Complexion: tanned, pale, wrinkled, and freckled,

**Types of faces:** Faces: round, oval, diamond and square.

**Hair:** Short curly brown hair or straight long blond hair

**Haircuts and styles:** parting, in a ponytail, spikey, bobbed

**Clothes & special features:** elegant, formal, casual

**Character (personality):** While describing character and behaviour we may use: reserved, verbose, aggressive, sensitive, rude, fresh, elegant, cool, sarcastic etc.

E.g. 1.

**SHRAVAN KUMAR**

Shravankumar is a tall slim man. He has got an oval face, black eyes and an upturned nose. He wears a bowler hat under that his long curly hair parted slightly to the left. He has got blue eyes with a lovely look in them. He wears always smile on his face. I've never seen him angry. In everyday life he is often casually dressed in a pair of trousers and T-shirt. He is aggressive sometimes but looks very cool many times. You will be happy with him while speaking to him. He is a well-mannered person.

B. **Description of a place (స్థలం):**

While describing a place concentrate on the images, sensory perceptions, location etc. (స్థలం గురించి వర్ణించునపుడు దానిని కళ్ళకు కట్టినట్టుగా images వాడుతూ రాయాలి.)

**USEFUL EXPRESSIONS:**

This city is well known for ...  
The views are ...  
It's got ...  
The atmosphere is ...  
You can see ...  
You shouldn't miss ...  
It's located in ...  
It's close to ...  
It's far away from ...  
What I don't like about it is ...  
The good thing about this place is ...  
A popular tourist attraction is ...  
It's popular with tourists because ...

E.g. 1.

**WARANGAL**

Warangal is the well-known city for the bravery of Kakatiya dynasty. It's not far away from Hyderabad, just 120 kilometers. The views are Fort Warangal which is called as Ekashilanagar as it consist of a solitary rocky mountain along with a temple and a small lake on it. One shouldn't miss the Thousand Pillars Temple, Musical Garden, Ramappa Temple and the Lake in Palampet. The good thing about this place is the people of this city are really warm hearted.

E.g. 2.

**MY OLD HOUSE**

He stood on the grass verge by the side of the road and looked over the garden wall at the old house. It hadn't changed much. The old house built with solid blocks of granite wasn't altered at all. But there was a new outhouse, and there were fewer trees. He was glad to see that the jackfruit tree still stood at the side of the building casting its shade on the wall. He remembered his grandmother saying: "A blessing rests on the house where the shadow of a tree falls. And so the present owners must also be receiving the tree's blessings. At the spot where he stood there had once been a turnstile, and as a boy he would wing on it, going round and round until he was quite dizzy. Now the turnstile had gone, the opening walled up. Tall hollyhocks grew on the other side of the wall.

C. **Description of an object/animal (వస్తువు/జంతువు):**

In description of an object we describe where it is, how it looks like (shape, size, colour), what it is used for etc. (వస్తువును గురించి వర్ణించునపుడు ఆ వస్తువు ఎక్కడ వుంది, దాని రంగు, ఆకారం, దేనికోరకు దానిని ఉపయోగిస్తామో రాయాలి)

E.g.

**MY BUREAU**

It's a beautiful bureau having four little lion hind legs to bear the burden, painted grey and silver combination. The entire bureau is made up of the original teak wood which was taken from the local forest. It brings beauty to my hall in the centre occupying exactly 5x5 square shaped area, on the top with some beautiful designs drawn. Between the top and the legs some designed shelves,

some colourful sketches here and there. Everyone who witnesses my bureau asks for the information where and how I bring it to home.

#### D. Description of an event (సంఘటింపే పని):

Use details of that event such as what the event is, where it is taking place, the persons or things involved, the order of events to describe an event. (ఎక్కడ జరుగుతుంది, ఎవరెవరు పాల్గొనుకుంటారు మొదలగునవి వరుస క్రమంలో రాయాలి) (Helping words: first, then, next, after that, finally and time indicators)

E.g.

##### Observing Children's Day

It's really enthusiastic to observe the Children's Day Celebrations in the school on 14<sup>th</sup> of November of every year. It's also called the Self Governance Day in schools as children themselves run the school acting as teachers and other staff of the school. First the children who participate as teachers and other officers come to school in colours according to their positions. Then the real teachers just observe the event that is going on and supports the children whenever necessary. After that there will be a meeting recollecting the greatness of the first Prime Minister of India with songs, speeches and other cultural activities in the presence of the first citizen of the village and the villages. Finally by prize distribution with sweets, ends the event with National Anthem.

#### E. Description of process (క్రమము లేదా పద్ధతి):

While describing a process the sequence of the process is important and the details to be involved. (వరుసక్రమాన్ని రాయాలి) (Helping words: first, then, next, after that, finally)

E.g.

##### Banana milk shake

If you love to make your loved ones to taste the Banana milk shake prepared by you, it's simple, just follow the process. First take the banana peel and slice them into a bowl. Then pour the slices into the mixer grinder jar. Next add some ice and yogurt to the slices in the jar. After that run the juicer for some time until it gets smoother. Finally pour it into a glass and then add some tiny pieces of different dry fruits. That's all the Banana milk shake is ready.

#### **NOTICE:**

A notice is a formal means of communication. It's used to announce something important in schools or public places. A notice must be put in a box. Draw some designs to the box if possible. (Notice ఒక సమాచార సాధనం. ఒక ముఖ్య కార్యమును గురించి తెలియపర్చుటకు Noticeను కార్యాలయాల్లో,

పాఠశాలల్లో లేదా జనం ఎక్కువగా తిరుగాడే ప్రాంతాలలో పెడతారు. దీని చుట్టు ఒక అందమైన బార్డర్ గీయడం మరువరాదు.)

Format for the Notice: (There is no restricted format but let's follow some common features)

Name of the office or organization	
<b>NOTICE</b>	
Heading (subject of the Notice)	
Body of the Notice	
Signature	
Date:	Name: (In block letters)
Place:	Designation:

#### What to mention in the Notice (body):

According to the demand of the Notice and its importance we have to give some data such as date, time, venue, occasion, eligibility, contents, identification marks (If missing notice), entry fee, agenda, purpose, who to attend, contact address and some other specific instructions if needed must be mentioned in the Notice. Along with these data around the Notice a **border must be drawn**.

#### Useful phrases or sentences to be written:

On the occasion of ....

It has been decided to conduct .....

It will be inaugurated by .....

All are welcome.

It's happy to bring your notice that .....

It's happy to announce that .... Etc.

E.g. 1. You are the president of the English Literary Club of your school. Write a notice to the office bearers to attend the meeting to discuss on the arrangements on the Children's Day celebrations. Mention time, date and other important details.

#### **ENGLISH LITERARY CLUB ZP HIGH SCHOOL SATHARAM**

##### **NOTICE**

##### **Meeting of the ELC**

On the occasion of 'Self Governance Day' the ELC has decided to organize the celebrations in the order of the honourable Head Master. All the office bearers are requested to attend a meeting in the 'English Corner Chamber' on 12<sup>th</sup> of November 2014 at 10.15 am to discuss the arrangements for the day. The Head Master and the Teacher of English will preside the meeting.

Signature

Date: 10<sup>th</sup> Nov'14

Name: MR. ANILKUMAR V

Place: ZPHS Satharam	Designation: President ELC
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E.g.2. The Loins Youth Organization of Koratla is going to organize a 'Holi Celebrations' in the local college grounds. As the president of the association, draft a notice. Give other essential details too.

<b>THE LIONS YOUTH ORGANIZATION, KORATLA</b>	
<b><u>NOTICE</u></b>	
<b>HOLI CELEBRATIONS</b>	
The Lions Youth Organization of Koratla is organizing "Holi Celebrations" in the city as per the following details.	
Date: 12 <sup>th</sup> of February, 2014	
Time: 8.30 am to 4.30 pm	
Venue: College grounds	
Inauguration by: Hon' M.L.A.	
Lunch: 12.30 pm	
All the citizens of the city are heartily welcome to the programme and requested to come along with their families and friends and make it a grand success by adding colour to it.	
Date: 10 <sup>th</sup> Feb'14	Name: Mr. SRIKANATH
Place: Koratla	President 'The Lions Youth Koratla'

E.g. 3. You are the Head Master of your school. Give a notice to declare the Term-I holidays to the school.

<b>ZILLA PARISHAD HIGH SCHOOL SATHARAM MALLAPUR</b>	
<b><u>NOTICE</u></b>	
<b>TERM I (DASSERAH) HOLIDAYS</b>	
According to the instructions of the Directorate of School Education of our state it has been declared the term-I holidays from 21 <sup>st</sup> September, 2014 to 05 <sup>th</sup> October, 2014. The school reopens on 6 <sup>th</sup> October, 2014. The School Management Committee wishes all the students and the staff happy Dasserah.	
	Signature
Date: 20 <sup>th</sup> September, 2014	Name: Miss SHIVANI
Place: ZPHS Satharam	Designation: Head Mistress

### **DIARY ENTRY:**

It's a kind of self-expression. It is used to write personal experiences usually in a separate book. Now-a-days many publishers are trying to make it different from one another. But there are some common features of the diary as day, date, salutation and signature. There mustn't write the routine works. Writing the diary usually takes place in the night before bed. A diary must be put in a box. Draw some designs to the box if possible. It is written in first person. (దీనిని దినచర్య అని పిలుస్తాము. ఇందులో ఆ దినం జరిగిన ముఖ్యాంశాలు అనగా మన వ్యక్తిగత భావనలు రాసుకుంటాము. దీని చుట్టూ ఒక అందమైన బార్డర్ గీయడం మరువరాదు.)

Common format for the diary:

Date	<b>Year</b>
Day	
Dear diary,	Body of the diary
	Signature

#### **Useful phrases or sentences:**

I am really so happy today that ....  
 It was really amazing to observe .....  
 It's actually cruel to behave like that ....  
 I am so sorry today for what I have done ...  
 It's really shocking to me that .....  
 I never believe that it would happen in my life ....  
 I am very thankful to .....  
 It was the wonderful day in my life ....  
 It mustn't happen again that ....  
 I never expected to be like this but the fate made me ....

E.g. 1.

12 <sup>th</sup> of November	<b>2014</b>
Wednesday	
My dear Diary,	
It's really happened to day. I am so happy for what I got today as a gift from my parents on my birth day. It is the Carl Davison Motor Cycle from The US. I asked my parent to buy a bike. But it is amazing to me that they provided the world's famous one. I love my parents. It's not for the bike but	

every bit of love that they shower on me that I think no parent on this beautiful earth like my parents. It might be my father's choice.

I still cannot believe that it happened on my birth day. Thank you Mom and Papa.

-Vishal

E.g. 2.

13th November

**2014**

Thursday

Dear Diary,

Amazing!! There happened it today in my school. For many year I have been waiting to participate in the celebrations of Self Government Day on the auspicious day Children's day. Finally I am selected as one of the teacher participant tomorrow to teach class 6 and the subject is my favorite English. I prepared some teaching learning material to teach tomorrow with the help of my teacher of English. Thank you sir.

Still I can't believe that things have been changed. I hope I'll be successful teacher.

-Swagath

E.g. 3

3rd January

**2014**

Friday

Dear Diary,

It's really unforgettable thing that happened today in the morning. While I was returning home from school. I saw an old woman who is trying to cross the road at the traffic signals. As her old age she was unable to cross the road as fast as others do. While she was crossing the road it happened. A drunken idiot knocked her out and went away. The old woman screamed. I was terrified with that.

Luckily she was safe but injured a little. The traffic police officer said that it was recorded by the CC cameras at the junction.

Thank God. She is safe.

-Srujana

E.g. 4

15<sup>th</sup> April

**2014**

Friday

Dear Diary,

Today I am so happy at the same time I felt nervous. Because I have success fully completed my SSC Examinations. But I miss my friends. The school life ends today. I have some kind of emotion for all our future. How it would be? Whether my friends follow me in the next years or they choose anything different to me. I have been with these friends since I was in class 2.

When I joined the school Rachana comforted me with her nice friendship. I never forget the beauty of this greenery school and the teachers always lending their helping hand to the children.

Still I have not believed that my school life has been completed. I love to continue all my friend after the school and I feel until the end of my life.

-Srujana

### **MESSAGE:**

A message is either formal or informal based on the person to whom you are writing. Most commonly it happens in the absence of the reader at the moment. It looks like a letter but not a letter. (చూడ్డానికి ఇది ఒక letter మాదిరి కనిపిస్తుంది. మనం సమాచారం ఇవ్వడం దలచిన వ్యక్తి అక్కడ లేనప్పుడు messageను ఉపయోగించుకుంటాము.)

#### **General Instructions for message writing:**

1. A message does not need an address.
2. The message must be put in a box.
3. The key points are to be very brief and precise.

#### **Format of the message:**

MESSAGE	
Date	Time
Salutation,	
Body of the message	
Signature	

E.g.1. You have attended your father's phone call. He asked to pass to attend your father at a café with some material for agreement. Write a message to your father as you are going to night class at your school.

**MESSAGE**

17<sup>th</sup> July, 2014 5.30 p.m.

My dear father,

Your friend Mr. Narayana called up to say that he will await you at the Swagath Cafe at 6.20 p.m. today and asked you not to fail to attend. He asked you to come along with the material that you have prepared for the agreement with the team you are going to meet. I am going to night class to my school.

-Ashwath

E.g.2. Read the conversation between Shivani and Srujana. Shivani was going out so she left a message for her Mother. Write the message.

Srujana: Can I speak to Mrs. Bharathi?

Shivani: I am sorry. She is out of station.

Srujana: When is she expected back?

Shivani: She will be home by today night.

Srujana: Could you please tell her that Amulya's wedding is on 15<sup>th</sup> April. We had planned to go together but since my father arrived at my home I will not be going for the wedding. Malathi is going and she joins her. Tell her to give me a ring when he comes back.

Shivani: Sure aunt.

Srujana: Thank you.

#### MESSAGE

13<sup>th</sup> April, 2014 5.30 p.m.

My dear Amma,

Your friend Mrs. Srujana called up to say that as her father came to visit her from Mumbai after a long timeshe will not attend the wedding of Amulya. She said that Ms. Malathi will accompany you to the marriage. She asked you to call her back when you come home. I've to go out immediately. Bye mom.

-Shivani

#### BIOGRAPHICAL SKETCH

Biographical sketch means an account of the life and activities of an individual or family. It would include information about the person's name, place of residence, education, occupation, life and activities and other important details. A biographical sketch is always written by someone else except the person on whom it is written. It provides the pen picture of that person. A bio-sketch presents the facts about the person's life including what the person did and how he/she influenced the world. It should describe the person's personality and provide an explanation for why he or she acted in certain ways. ఇందులో ముఖ్యంగా వ్యక్తి యొక్క సమగ్ర చరిత్ర సంక్షిప్తంగా రాయాలి.)

Points to remember:

1. It's written in third person illustration.
2. It has a title and caption (if possible).

E.g.1

## GANDHI

(The father of Nation)

Mohandas Karamchand Gandhi was born on 2<sup>nd</sup> October, 1869, in Porbandar Gujarat, India. Mohandas was from the social cast of tradesmen. His mother's religious devotion had a lasting impact on Gandhi's character. As a youngster, Mohandas was a good student, but the shy young boy displayed no signs of leadership. Mohandas travelled to England to gain a degree in law. He became involved with the Vegetarian society. He was fascinated to Bhagavath Geetha.

On completing his degree in Law, he returned to India, where he was soon sent to South Africa to practice law. In South Africa, Gandhi was struck by the level of racial discrimination and injustice often experienced by Indians. It was in South Africa that Gandhi first experimented with campaigns of civil disobedience and protest; he called his nonviolent protests – *Satyagraha*. After 21 years in South Africa, Gandhi returned to India in 1915. He became the leader of the Indian nationalist movement campaigning for home rule or *Swaraj*. In 1947 India got independence. He was the fore leader to make India free from Britain and known as 'Father of India'. He was shot by Nathuram Godse in 1948.

E.g. 2 Use the information given below and complete the biographical sketch.

Name: P T Usha

Parents: Paithal, Laxmi

DOB: born on June 27, 1964 at Payyoli in Kerala

1973: discovered by a dedicated physical education teacher

1975: badly injured while practicing for sub- junior district level athletics, participated in 100 meters , 200 meters , long jump , high jump-first in all four events

1982: two silver medals in New Delhi Asian Games

1984: fourth place in 400 m at Los Angeles Olympics

1985: best female Athlete in Jakarta Asian Meet 30

1986: Four gold and one silver medal at Seoul Asian games

Awards: 1984 Arjuna award, 1984 Padma Shri award.

## P.T USHA

(The queen of Indian track and field athlete)

P T Usha, who is the queen of Indian track and field athlete, was born on 27<sup>th</sup> June 1964 in Payyoli, Kerala, India in a poor peasant family. Her parents are Paithal and Laxmi. Her full name is Pilavullakandi Thakkevarambil Usha.

In 1973 she was discovered by a dedicated Physical Education Teacher. In 1975, she was badly injured while practicing for sub- junior district athletics. She participated in 100m, 200m, long jump and high jump. She bagged the first position in all the four events.

In 1982, she got two silver medals in New Delhi Asian Games. In 1984, she came fourth in 400m at the Los Angeles Olympics. In 1985, she won the award for best female athlete in Jakarta Asian Meet. In 1986, she was awarded with four gold and one silver medal at Seoul Asian Games.

She runs the Usha School of Athletics in Kerala. She was honoured by the Government of India in 1984 with Arjuna award, which is conferred to the best Indian player, and Padma Shri. She is one of the most inspirational women around the globe.

### **E-MAIL:**

E-mail, also known as Electronic Mail is a method exchanging digital messages across the globe on the internet or other computer networks. It is the quickest way to communicate in writing. (ఇది ఒక ఎలక్ట్రానిక్ సమాచార సాధనం. ఉత్తరాలే కాక అనేకమైనవి అనగా ఫోటోలు, మొదలగునవి అత్యంత వేగంగా computer లేదా internet సౌకర్యం గల సాధనాలతో పంచుకోవడానికి ఉపయోగపడుతుంది.)

#### **Format:**

Date :  
From :  
To :  
CC :  
BCC :  
Subject :

Salutation,

Body of the E-mail (information)

Leave taking,  
-Name

#### **To be remembered:**

1. While composing an e-mail Subject should be brief. It might be a clue to the message and need not be a complete sentence.
2. Salutation is used as in the letters i.e., Dear sir/Sir/Madam/Ramesh etc.
3. CC (Carbon Copy) or BCC (Blind Carbon Copy) is optional
4. Use simple language in the body and organize it into paragraphs.
5. Must conclude along with courteous leave taking i.e., Yours sincerely, Yours cordially, Yours truly, Respectfully yours etc.)

E.g.1 Write an E-mail to your friend requesting him to send subject material through mail.

Date : 12<sup>th</sup> February, 2014  
From : harry1437@gmail.com  
To : garry1347@yahoo.co.in  
CC : --  
BCC : --  
Subject : please send the notes immediately

My dear Garry,

Love to know that you have collected the notes for the Mathematical Solutions for the final year our degree examination. I really happy to know that you are in front of the row who collected the material.

Please Garry! Mail me the material. It's important to go through the material but I have no time to collect it personally. I'll be thankful to you.

I hope I'll receive it today night itself. Thank you. Awaiting your reply.

Sincerely Yours,

Harry

E.g. 2 Write an E-mail to 'Deccan Chronicle' stating your views on the pollution in the city.

Date : 19<sup>th</sup> March, 2014  
From : sagarika.chitti@gmail.com  
To : deccanchronicle@hotmail.com  
CC : --  
BCC : --

Subject : views on pollution by a little girl

Dear Sir,

I am scared to breathe the truth that our city has been polluted by many reasons. I've come to know that many children in our school have been suffering from lung diseases. Teachers said that the polluted air is the major cause of the problem and they complained to the officials. But unfortunately it is not solved. As a child I could not understand why it happens.

If the government of the city takes a firm decision on using outdated motor vehicles and the over loaded heavy vehicles and planting either sides of the internal roads, it will be a little control over the pollution.

Thanking you sir.

Yours faithfully,  
Sagarika

### SPEECH WRITING

It is used to express views in the public on a dais. There are some features of a good speech. Before getting on to the dais one has to plan it. It is important to deviate sensibly to another topic.

#### Features of a good speech:

##### 1. Salutation or greeting

###### Useful Phrases:

- Respected Principal, teachers and my dear friends .... ( in a school)
- Honourable Sarpanch, SMC Chairman, Respected Principal, teachers and my dear friends
- His highness Minister of Finance, Honourable Sarpanch, Chairman, Respected Head Master, teachers and my dear friends ... (etc.)

##### 2. Disclosure of topic

###### Useful Phrases:

- Today as we are observing the children's day that is ....
- As to day we are gathered here to observe .....
- It's happy to tell you that ....
- I wish you all .....
- It would be happy to me to be the part of this occasion ... (etc.)

##### 3. Narration of facts, presentation of data, relevant examples, etc.

##### 4. Draw conclusion in an innovative and imaginative way.

###### Useful phrases:

- I am really thankful to you for giving me such an opportunity
- Thank you one and all
- Thank you... Jai Hind
- It's really proud to be here with you... thank you. (etc.)

E.g. Write a speech to deliver on the dais on Teacher's Day Celebration in your school.

Honourable Sarpanch, SMC Chairman, Respected Head Master and my dear friends good morning one and all. First of all I wish you everyone a happy teacher's day.

It would be happy to me to be the part of this occasion of the teacher's day celebrations. Teacher's Day is celebrated as a tribute to the valuable contribution made by teachers to the society by imparting knowledge and enlightening and shaping the career of students. Celebration of Teacher's Day is fairly popular in many countries across the world.

In India 5<sup>th</sup> September is observed as Teacher's Day on the birth day of Dr. Sarvapalli Radhakrishnan. As a mark of token to the contribution of Dr. Sarvapalli Radhakrishnan, who was a staunch believer of education, and was the well-known diplomat, scholar, President of India and above all a Teacher.

On this auspicious day we owe to the nation to be the best citizens. I am really thankful to you for giving me such an opportunity.

Thank you ...  
Jai Hind.

### LETTER WRITING:

- Letters are written in two ways in nature i.e., formal and informal.
- Formal letters are Business letters, Official letters, Applications and Letters of complaint or to the newspapers.
- Informal letters are letters to friends, parents, relatives and acquaintances.

Features/Format of a letter:

#### I. Heading:

- Sender's address with comma at the end each line and a period at the end. It was written either right top corner or left. Heading is common to all kinds of letters. There is date with some space given. (అన్ని రకాల ఉత్తరాలకు Heading తప్పకుండా రాయాలి. ఇది పేపరు కుడి లేదా ఎడమ వైపు మూలలో రాయాలి. తరువాత కొంత స్థలం వదిలి తేదీ రాయాలి.)

16-74/2-a,  
Hanuman Temple Road,  
Near Veg market,  
Huzurabad,  
Karimnagar.

Date: 31<sup>st</sup> May, 2014

(Or)

16-74/2-a,  
Hanuman Temple Road,  
Near Veg market,  
Huzurabad,  
Karimnagar.

Date: 31<sup>st</sup> May, 2014

- b. In formal letters the heading consists the addressee's address after the date a bit lower and always written to the left indent. (ఎడమ వైపు తేదీకి కాస్త కిందగా To Address రాయాలి)

<p>Near Veg market, Huzurabad, Karimnagar.</p> <p>Date: 31<sup>st</sup> May, 2014 To The Head Master, Govt. High School, Huzurabad, Karimnagar.</p>	<p>16-74/2-a, Hanuman Temple Road,</p>
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II. **Subject and reference:**

Subject and reference is written in formal letters especially in official letters only.

The subject is the main idea of the letter and reference is the supporting information why you write the letter.

III. **Salutation:**

Salutation is a formal greeting ends with a comma written to the left indent. (దీనిని formal

letter లో అయితే To address తరువాత, informal letter లో అయితే తేదీ తరువాత ఎడమ వైపు

రాయాలి. చివరన కామా ఉండాలి.)

**Formal salutations:**

1. Sir/madam,
2. Dear sir/madam,
3. Respected sir/madam, etc.

**Informal salutations:**

1. Dear Rakesh,
2. My dear father,
3. My dear Amma,
4. Shankar, etc.

IV. **Body of the letter:**

The body of the letter is actual communication which is to be conveyed to the recipient. It is written in formal language for formal letters. And optional for informal letters. The body of the letter organized in three paragraphs i.e., introduction, actual message and closing. (ఇదే

అసలు ఉత్తరం. సంపూర్ణ సమాచారం ఇక్కడే రాయాలి. దీనిని కనీసం 3 పేరాలుగా విభజించుకోవాలి.)

V. **Subscription:**

Subscription is the courteous leaving. A comma is put at the end of the phrase. There will be a signature of the sender under the subscription. The first letter of the subscription must be in capital. (subscription వ్రాసి కామా ఉండాలి. దాని క్రిందగా సంతకం చేయాలి)

VI. **Superscription or Address on the envelope:**

Superscription or address on the envelope which is written at the end of the letter for formal letters only following punctuation. (ఇది formal letter లో మాత్రమే రాయాలి)

E.g. Write a letter to the editor of a reputed newspaper explaining your views on your new textbook "Our world through English."

<p>Date: 31<sup>st</sup> May, 2014</p> <p>To The Editor, The Hans India, Hyderabad.</p> <p>Subject: Views – New English text book for class X – reg.</p> <p>Sir,</p> <p>I am a regular reader of your esteemed newspaper. I am very much interested in reading the news in "Reader's Choice." Every time when I have some feeling I bring to your notice. I am very much excited to be promoted to class X and having new syllabus and books as well.</p> <p>It's really happy to be the first batch of the new textbooks. The English text book is designed handy and full of colourful pictures. It has organized by eight units of different themes. Each unit is compiled with three reading sections. Exercises after every section are more applied ones. The projects are a bit difficult but we love to do them.</p> <p>Thanks to the SCERT for compiling such a beautiful handy colourful "Our World through English."</p> <p>Thanking you sir.</p> <p>Yours faithfully, V. Shivani Govt. High School Huzurabad</p>	<p>16-74/2-a, Hanuman Temple Road, Near Veg market, Huzurabad, Karimnagar.</p>
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Karimnagar Dist.

E.g. Write a letter to your father requesting him to send the term-ii fee Rs. 5000/-

16-74/2-a,  
MG Jr. College,  
Hyderabad.

Date: 10<sup>th</sup> Sep, 2014

My dear father,

I am fine here. I hope that all of our family members are fine too. I am studying well in all subjects. I am very proud to have such lovely parents that no one can find all around the world.

It's a bit difficult for me to write you this time. It's time to pay my term-ii fee Rs. 5000 to the college. It would be a pleasure for me if you send me the money immediately. The Principal has ordered me to pay the amount by 16<sup>th</sup> itself without fail.

Hope my lovely sister is fine and going to school. Do convey my regards to Mom and grandfather.

Yours loving son,  
Swagath

To  
Mr. V. Shrivankumar,  
H.No. 16-74,  
Huzurabad,  
Karimnagar – 505468

### DEBATE OR DISCUSSION

A debate or discussion is a kind of formal discussion, or an argument on a subject on which people have different opinions. The main purpose of the debate is to show skills and ability of presenting in an argument either supporting or opposing the subject. (దీనిని తర్కము, చర్చ, వ్యాఖ్యము అంటారు. ఇందులో ఏదో ఒక అంశముపై అనుకూలముగా కానీ లేదా వ్యతిరేకముగానీ వాదించవలసియుంటుంది.)

#### Format:

- **Salutation:** The debate starts with a salutation like 'Respected chairperson, honorable judges and all present...'
- **Introduction:** Introducing your support or oppose to the subject.
- **Body:** Actual subject of your debate as your views, facts, illogicality of opponent's argument, disproving the statement, questions etc.

- **Conclusion:** It is the clarification of your stand made which side you are.

#### Useful phrases:

May I have your attention towards.....  
I'd like to raise the argument ....  
In my opinion.....  
Nothing could be more illogical than ...  
I strongly believe that.....  
I really believe that...  
I strongly support that...  
I would like to draw attention to.....  
I am sorry! I fail to understand.....  
I humbly submit that.....  
May I ask you a question.....  
I strongly oppose.....  
I solemnly oppose that.....  
On the contrary.....

E.g. 1. Write a debate opposing to "TV is bad for children."

**TV IS BAD FOR CHILDREN**

Respected Chairperson, honourable judges, teachers and all present ...

Many of you have agreed to the statement that is "TV is bad for children". But I strongly oppose that statement. Because there are many things even the elders are learning through this visual media. If a parent makes his children to use the television in a proper way, they will learn a lot. For instance if you take some kind of quiz programs, they might be encouraged themselves towards acquiring general knowledge. Children can imitate many actors and actresses with their dialogues so that they may enhance their speaking and listening ability. If the children are allowed to watch some programs which are designed only for them as CN, NGC etc., they make themselves better learners. Nowadays children are acquiring the knowledge of the ancient culture and history of their own country and others as well by such programs. They have been educated to the contemporary issues by the televisions and internet only.

Hence I quietly oppose that "TV is bad for children" and I request one and all to make the children watch the organized programs for their better future.

Thank you.

E.g. 2 Write a debate supporting to "Home task is needed."

**Is home task needed?**

Respected Chairperson, honourable judges, teachers and all present ...

In my opinion homework should only be unfinished classwork. This then assures that everyone in the class is at the same point when the next lesson starts. This also makes it less likely the student will encounter anything that has not been covered already in the class so reducing the chance of having problems completing the assignment.

On the other hand a complete ban on homework would mean that there is not a possibility of time for low proficiency students to catch up with the work of their peers. So that they get further and further behind. The alternative is having the faster ones either doing more or doing nothing neither of which is a good option.

Hence I would like to say that there would be some home task but it should not be burden to them and would be a different for low proficiency students.

Thanking you one and all.

### **STORY WRITING or NARRATIVE:**

A story or narrative is narration of a set of fictitious events often used to convey a moral message. Write the story or narrative either in first person or in third person. Usually past tense is preferable in stories. Use some dialogues wherever necessary. (ఇవి కల్పిత కథలు. సందర్భానుసారంగా కథను past tense and third/first person లో రాస్తూ కొన్ని సార్లు పాత్రల సంభాషణలు కూడా రాయాల్సి ఉంటుంది. ఎక్కువగా కథలు చదవడం వలన లాభం ఉంటుంది.)

#### **Format:**

**Introduction of characters:** It is done through dialogues or narration.

**Plot:** Description of an event/accident/incident i.e., what is going to happen.

**Climax:** This is the end of the story must be most interesting and unpredictable.

**Theme:** What is the message or theme the writer is trying to communicate with the story or narrative.

#### **Steps:**

- Set the context
- Introduce characters
- Develop plot(s)
- Reach climax
- End the story

#### **Useful phrases:**

1. 'Once upon a time...'
2. 'It happened so...'
3. 'Long, long ago...'

E.g. 1. Write a story or a narrative using the hints given under.

Hints: Two cats – quarrelling for a cake – went to a monkey – broke cake into two pieces – not equal – monkey – bites larger piece – It becomes small – bites another piece – ate piece by piece completely – cats go away disappointed.

#### **FOOLS LOSE EVER**

Once upon a time there lived two foolish cats. Once they found a cake, which is round and hot. They started quarrelling for the cake. They failed to share it equally. So they went to a monkey to get the matter settled.

The monkey was very clever and it wished to have the cake by making the two cats fool. It wanted to eat the whole cake. It intentionally divided the cake into two unequal parts. It bit the larger piece. It became very small. Then it bit the other piece saying that it was large. It happened many times.

The monkey ate all the cake piece by piece. Nothing of the cake was left for the cats. They became sad and went away disappointed.

E.g. 2. Write a narrative using the hints given below.

Hints: A small grey mouse – old and wise – lives in a large grey house – a black cat in the same house – mouse goes to kitchen – meets cat – cat happy – mouse agrees to go with cat for dinner – wants to put on red Sunday coat before going – cat agrees to wait – mouse runs into a hole – never comes back.

#### **THE WISE MOUSE**

Long ago in a large grey house there lived a small grey mouse. It was old but wise. In the same house along with the mouse lived a black cat. The cat tried many a time to catch the mouse but failed to do that.

One day the mouse went into the kitchen. Unfortunately it met with the cat. The cat felt happy. It thought of a good plan to catch the mouse to make its dream come true. It invited the mouse for dinner outside the house. The mouse accepted the invitation of the cat.

The mouse had some thought before it went to the dinner. It predicted some danger from the cat. It asked the cat to wait until he put on Red Sunday coat. It crept into a hole. The foolish cat waited outside the hole. The mouse didn't turn up.

### **POSTER or ADVERTISEMENT:**

A poster or an advertisement is a strong mode of visual i.e., pictorial and verbal communication. It influences the viewer easily by its attractive nature of colourful figures and brevity.

#### **Features:**

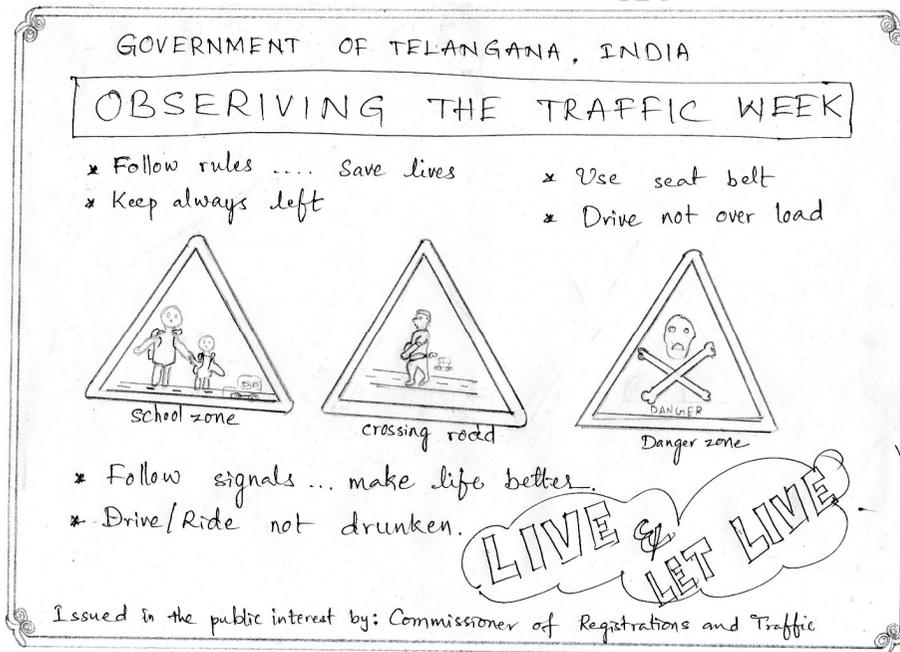
1. Attractive and appropriate pictures

- Brevity with rhythmic and slogan type language (తక్కువ పదాలతో rhythmic గా slogans ఉపయోగించాలి.)
- A minimum lay out with some border (చక్కని బార్డర్ తో తయారు చేయాలి)

**Details to be shown in a poster or advertisement:**

- Heading (Title, caption etc.)
- Venue
- Date
- Time
- Programme details
- Who issued the poster
- Suitable pictures etc., whatever necessary to the context.

E.g.



**CONVERSATION:**

It is a real communication in general. It generally appears as a part of other discourses like stories, dramas, novels etc. But many a time it is a casual talk on something among two or more persons or characters. It must be developed by using polite way of speaking. And sometimes impoliteness is excusable when the situation demands but should not be too rude or fresh in nature. Conversations should be usually developed in three stages.

- Introduction
- Actual conversation or topic
- Leave taking

Introduction:

Introduction is the initiation for a new conversation. One should start with greeting each other is a formal thing.

**Useful phrases:**

- Hello or Hi or Good morning or Excuse me etc.
- How are you?
- How about you?
- How do you do?
- What have you been up to?
- It's been long time since we met how are you man?
- I'm fine thank you, how are you?
- I'm OK and you?
- Hey, ..... it's good to see you, what are you doing here?
- What a pleasant surprise?
- It's pleasure to meet.
- It's really happy to me to be with you again.
- Meet my friend .....
- Pardon me! etc.

E.g. 1

**Asking for directions**

Srujana: Hi Shivani.

Shivani: Hi Srujana.

Srujana: It's long since we met. How are you?

Shivani: I'm fine thank you. What about you?

Srujana: I feel better. Thank you. Could you mind giving me some piece of information?

Shivani: It's my pleasure, if I could. Tell me how can I help you?

Srujana: I'm looking for the new bus-stop. Can you tell me how to get there?

Shivani: Not certainly. But once I've gone through the way. Let me recall it.

Yeah! I got it.

Srujana: Tell me.

Shivani: It's a long way to new bus-stop I think. Do you know the old one?

Srujana: Yes. Of course.

Shivani: Then it's easy to find the new one. Just go the old bus-stop. Walk a while on the Warangal high way until you reach a traffic signal corner.

Srujana: Aaaaa! And then?  
 Shivani: Won't you wait until I tell you?  
 Srujana: I beg your pardon.  
 Shivani: It's OK. Then take a left turn and go till you reach the Diamond Restaurant. There you have to  
                   take another turn to the immediate right. That's all you could see the board of the new bus-stop.  
 Srujana: Thank you very much.  
 Shivani: You are welcome. Where are you going to?  
 Srujana: It's my grandparent's home town Koratla.  
 Shivani: When do you come back?  
 Srujana: Soon after I met my grandpa, I just return to home in the evening.  
 Shivani: Oho!  
 Srujana: I've to leave quickly otherwise it'd be late for me to return. Will meet you again, bye...  
 Shivani: Bye. Have a nice journey.  
 Srujana: Thank you. Bye...

E.g. 2 There happened an accident. Prabhas is enquiring someone to know what happened. Write some conversation between Prabhas and the other.

Prabhas: Excuse me sir.  
 Witness1: Yes. Please.  
 Prabhas: What happened?  
 Witness1: An accident  
 Prabhas: I am a reporter. Would you like to tell me that clearly what happened?  
 Witness1: While my friend and I were going to school ....  
 Prabhas: Who is your friend?  
 Witness1: Ramu. He is my best friend.  
 Prabhas: Then... while you were going .....

Witness2: Excuse me sir ... I'll tell you ... that while we were going to school, we heard a shriek and suddenly we looked at that side where a bike was coming speed towards this side.

Witness1: And there a boy was enjoying an ice-cream.  
 Witness2: We called out loudly that boy to look out.

Witness1: But unfortunately it was far away to us and the bike knocked him violently. The boy was injured seriously. And then we called for 108.

Witness2: They responded well and reached within a short time and take him to hospital.

Prabhas: What happened to that boy who was riding the bike?

Witness1: Nothing happened to him moreover he was drunken that a policeman had taken him to the station.

Prabhas: Thank you. I've to take some photographs and report it.

### **PROFILE:**

A profile is a brief description of a particular person including his educational qualifications etc. It is not a Curriculum Vitae. It is a vital part of ones Curriculum Vitae and it is a short statement outlining one's personal characteristics. It tells the reader what kind of a person he/she is, the attributes and qualities that one possess and the experience he/she has. It must be written in a paragraph mode. (ఇది CV మాదిరి రాయకూడదు. Profile ఒక Description of a person లాగా ఉండాలి. కానీ ఇక్కడ క్రింది వివరాలు తెలుపుతూ రాయాలి.)

#### **Personal Qualities**

- Educational Qualifications
- Goals and plans
- Insight about you
- Any other detail

#### **Skills**

- Management skills
- Communication skills
- Problem-solving skills
- Design skills

#### **Experience**

- 10 years in management...
- Excellent track record...
- Extensive background...
- Wide experience in...

E.g. 1 (for executive post)

### **Profile**

"I am an award-winning Senior Sales Executive with over eight years managerial and client handling experience. An effective communicator, I have a proven track-record of combining a strong

product knowledge with excellent negotiation skills to identify and maximize sales opportunities and deliver results in high-pressured target-based environments.”

E.g. 2 (for management accountant)

#### Profile

“I am a commercially-aware Business Analyst and qualified Management Accountant with over 14 years of experience working with high-profile global organizations. Analytical with strong systems skills, I specialize in structuring, standardizing and streamlining financial reporting processes to provide more accurate and productive systems that enhance data visibility and facilitate better business decisions.”

E.g. 3 (for sales executive post)

#### Profile

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I enjoy learning new things, I can work very well under pressure and I have the sales experience to handle customer complaints and solving problematic situations.

E.g. 4 (for primary teacher post)

#### Profile

I am a loyal, talented and caring person who loves making a difference into the lives of young children. I am open-minded, patient and supportive towards other people, especially towards children or those who suffer from disabilities. I have an excellent ability to remain good-humored and unflappable under pressure.

### NEWS REPORT OR REPORT

A news report or report is a description of an incident or something that happened. It has some features explained below. (ఇది ఒక Description of an incident లాంటిది. దీనిని క్రింది పద్ధతులు

పాటిస్తూ రాయాలి.)

#### Format:

1. **Head line:** Usually written in words or phrases to attract the reader towards the content.
2. **By-line:** It tells that who wrote the article.
3. **Introduction:** It summarizes the main points of the article i.e., who, what, when, where.
4. **Body:** It is the complete illustration of the incident or something that has been done.

E.g. 1 Write a news report on a Clean and Green in your school.

#### Swach Bharath ... Swach Vidhyalaya

**Times News bureau, 20<sup>th</sup> Nov, Koratla:** Today students at Government High School collaborated with the environmental club to improve the school ground by the making the garden and picking up litter in the name of “Swach Bharath ... Swach Vidhyalaya.”

‘Not only do trees benefit our environment,’ says student volunteer Ramu ‘but they also improve the visual quality of our school.’ Indeed the high school area looks like the sense of community spirit. Prakruthi Nursery of Ailapur donated 25 brooms, 30 trees, soil and seeds for this project. ‘I was supposed to have so many donations and student volunteers,’ says environmental club leader Rajesham, ‘It’s amazing to know we have this community support and a keen sense of environmental awareness.’

The benefits of this project do not end at environmental friendly. The school also had a fundraiser, where every student would participate in a rally in groups around the city to raise funds to make it an endless programme. The head master, Sarpanch, MPTC, all other community leaders participated and appreciated children.

E.g. 2 A teenager wins an award for her bravery. She rescued two children who were drown in the flood water last month. Write a news report.

#### SAGARIKA WON BRAVERY AWARD

**New report: 17<sup>th</sup> July:** Sagarika, a teenager, won the Bhagathsing National Bravery Award for her bravery action. It is to be awarded by the President of India on the Independence Day Celebrations in New Delhi. She is a secondary school child who is studying class IX in ZP High School Ramapur. “On the day” said the Head Master in elegance, “while she was returning home from school there was a heavy rain fall and flood hit our village as our village is located on the banks of the river Godavari. Two primary school children were skid and slithered into the river. They were in a danger and crying for help. There happened the miracle. This teenaged girl child had shown her bravery and jumped into the river and rescued the three children.”

“It’s the real gratitude for Sagarika and usreally proud of her” said a villager. One of the rescued boy said, ‘we are really thankful to her and we don’t know how to show our thanks to her.’ ‘Many has to know how to be brave and helpful to others by the inspiration of Sagarika’ said the Sarpanch, Narayana.

### SKIT or DRAMA or PLAY (Script)

A script is a piece of writing in the form of drama. It is intended to be performed.

#### Elements of script:

1. **A title:** A script must be given a title apt to the concept or theme. (కథకు తగిన పేరు పెట్టాలి.)
2. **Introduction to the characters:** There must be some introduction to the characters in the script who is who. (Characters పేర్లు కొద్దపాటి వర్ణన ఉండాలి.)
3. **Setting:** The setting is the location where the action takes place. (సన్నివేశం జరిగే ప్రాంతపు వర్ణన)
4. **Dialogues:** These are the spoken words of the characters. (సంభాషణలు)
5. **Stage directions:** These are the instructions to the reader where there is some action without any dialogue or with dialogue and how the characters behave on the stage or what is happening. These are written in brackets only. (కొన్ని సూచనలు పాత్రల కదలికలు చోచబావాలు మొదలగునవి)

E.g. Read the following passage carefully.

One day, a courtier entered the court with a glass jar in his hands. "What is there in that jar?" asked the emperor.

"Your Majesty, Mixture of sand and sugar," replied the courtier.

"What for?" asked Akbar again. "Excuse me, your majesty!" asked the courtier. "We want to test Birbal's intelligence. We want him to separate each and every grain of sugar from the sand."

"Look, Birbal, almost every day there is a new challenge before you." Akbar smiled and said, "You have to separate the sugar from the sand without dissolving."

"No problem, your majesty" said Birbal. It's just a child's play.

Birbal took the jar and went out of the court. The courtiers followed him. Birbal went to the garden and scattered the sand and sugar mixture on the ground near the trunk of a mango tree.

"Why have you done this?" asked a courtier. "We will know the result by tomorrow," replied Birbal.

The next day, they went near the mango tree in the garden and found that there were only sand grains lying on the ground. The sugar grains had been carried home by innumerable ants of the nearby ant hill! A few ants could be seen still busy carrying sugar grains to their ant hill.

"But where has all the sugar vanished?" asked the courtier.

"Separated," whispered Birbal in his ear. All of them laughed.

"If you want to find the sugar, follow the ants into their homes!" said the emperor and all the courtiers began to laugh loudly.

Solution:

### **BIRBAL'S INTELLIGENCE**

#### **Characters:**

1. Akbar : The king of the country
2. Birbal : The intelligent minister

3. Courtiers : Who present in the court of Akbar

**Setting:** The mighty king Akbar's court. Some courtiers wanted to test the intelligence of Birbal.

**Scene1:** Curtain raises there sat on his majesty Akbar and either side of him his ministers and other courtiers in their chairs including Birbal. A courtier enters the court with a glass jar in his hands ...

**Akbar:** (In a commanding voice) What is there in that jar?

**Courtier:** Your Majesty, mixture of sand and sugar.

**Akbar:** What for?

**Courtier:** Excuse me, your majesty!

**Courtier:** We want to test Birbal's intelligence. We want him to separate each and every grain of sugar from the sand.

**Akbar:** (Looking at Birbal with smile on his face) Look, Birbal, almost every day there is a new challenge before you. And you have to separate the sugar from the sand without dissolving.

**Birbal:** (Immediately) No problem, your majesty. It's just a child's play.

(Birbal took the jar and went out of the court. The courtiers followed him. Birbal went out the garden and scattered the sand and sugar mixture on the ground near the trunk of a mango tree.)

**Courtier:** (Surprisingly) Why have you done this?

**Birbal:** We will know the result by tomorrow.

**Scene2:** The next day again the court of the mighty king Akbar. There sat on his majesty Akbar and either side of him his ministers and other courtiers in their chairs including Birbal.

**Courtier:** Your majesty, may I ask Birbal if he had separated the sugar?

**Akbar:** (turning to Birbal) What happened Birbal?

**Birbal:** Your majesty, I've separated the sugar.

**Akbar:** Then show it us.

**Birbal:** Your majesty, we have to go there into the garden.

**Akbar:** Let's!

(All went to the garden near the mango tree and found that there were only sand grains lying on the ground. The sugar grains had been carried home by innumerable ants of the nearby ant hill! A few ants could be seen still busy carrying sugar grains to their ant hill.)

**Courtier:** (Astonished) But where has all the sugar vanished?

**Birbal:** (Leaning to him whispered) Separated.

(All of them burst into laugh)

**Akbar:** If you want to find the sugar, follow the ants into their homes!

(All of them burst into laugh again)

**Akbar:** (Looking at Birbal) You won again Birbal!

**Birbal:** Thank you your majesty.

THE END

### ESSAY:

There are different styles writing an essay. i.e., descriptive, explanatory, illustrative, analytical argumentative, evaluative, interpretative and more.

Structure:

- Introduction:** There must begin the essay with some introduction which leads to the main essay.
- Argumentation:** The actual essay where one could explain or give his argumentation towards the theme of the essay.
- Conclusion:** The conclusion is the end of an essay which ends with some conclusion of the theme of the essay.

E.g. 1

#### PART TIME JOB FOR HIGH SCHOOL STUDENTS

Part time employment for students is a highly speculated and interesting topic. I feel every student should have a part time job in high school. To begin with it allows students to earn a type of income. Secondly it gives students a sense of independence to be out in the work force. Finally I feel it would be a good idea to earn work experience which will better their chances of getting a decent job in the future.

As a teenager, having money at my disposal is very important and also required to have a social life. This comes into effect if I would like to go to a movie or out to dinner with a friend. Without money, in our society, we are very limited to the activities we can pursue. Furthermore, if I wish to have a certain type of clothing, my parents will only pay so much. If I wish to purchase a more expensive brand, it must come out of my pocket. Thus, in order to fit the student's needs without the parents having to pay, a part time job is an ideal resource.

Along with the material items you receive from money, you also are being self-sufficient, which is a satisfying feeling. Having our own job helps us to feel and experience maturity and learn valuable lessons along the way. If we have a commitment to keep, if we don't want to let ourselves and our employers down, we must stay true to our work. Furthermore, we are not reliant on our parents for everything we would need our like. This aspect not only teaches responsibility but the feeling of accomplishment we got cannot be beat.

Finally, apart from a fiscal viewpoint, we are receiving valuable work experience. This will be great to put on a resume, and employers seek it. For example, two people rightly out of

University with the same credentials and qualifications as you could be fighting for a job. If you have more work experience, you will most likely to get the position. Plus you now know what you like about jobs, how to handle yourself and developing people skills.

Many teenagers today can definitely benefit from the aspects of a job. Whether or not they enjoy the job is irrelevant, but I feel the positives they can receive from it are infinite. I also feel more teens should soon begin to consider this as an option, not only for their immediate benefit but to assist in their future hopes.

E.g. 2

#### Cellphones necessary in teenagers' lives

Yes cellphones are necessary in teenagers' lives. They are necessary because there are many advantages for having a cellphone. Without cellphones, teenagers wouldn't be able to communicate easy with their family, peers and in emergency situations.

Cellphones are necessary in teenagers' lives because, it is an easy way of contacting your family. If you have to stay at college longer for a specific reasons or your family is looking for you and you are out. Cellphones make it easy to communicate. Without cellphones, your family would be worried sick, they wouldn't know exactly where you are, and how much longer you would be. With cellphones, they could contact you right away, without having to worries about anything.

Cellphones are also necessary for teenagers to contact each other. That is necessary because it is important to talk with your peers, and find out if you have any homework. It is also important to contact you peers because, it is good to go out and get fresh air and exercise, instead of staying home and playing video games and going on the computer. Cellphones make it easier to contact one another, to make plans.

Another reason why cellphones are necessary in teenagers' lives is for emergency reason. If you are alone and walking somewhere, and suddenly have been attacked or have an allergic reaction or have fallen down and broken something, it would be life threatening, not having a cellphone. If you don't have a cellphone you couldn't call for help and could be at risk.

So that is why it is essential for teenagers' to have cellphones, because without them, it would be very difficult to enjoy life, and it could even be a short life, if something bad happens and you don't have a phone.

### INVITATION:

Invitation is a mode of formal communication in written form. Nowadays it is common for a simple birth day programme to send invitation card to near and dears.

Important point to be mentioned:

1. Name of the programme/Invitation
2. Venue
3. Date and time
4. Name of the inviter
5. Border with some design

**Useful phrases:**

1. You are cordially invited to ...
2. We request the pleasure of your company at the celebrations ....
3. Request you honour of presence at ....
4. We would be delighted if you would join us on ....
5. We are happy to announce the wedding of ...
6. Because you have been very important in their lives ...and...request your presence at their wedding on...at...

E.g. 1 Prepare an invitation for Independence Day celebrations at your school.

**ABCD HIGH SCHOOL**

**65<sup>TH</sup> INDEPENDENCE DAY CELEBRATIONS**

We are delighted to welcome you to the 65<sup>th</sup> Independence Day Celebrations at our school grounds. **The Chief Guest Honourable Judge Sri V Srikanth** will inaugurate the function.

Date & Timings: 15<sup>th</sup> Aug'14 at 8.00 am

Venue: ABCD High School Grounds

**Programs:**

8.00 am Flag hoisting by the Head Master  
8.20 am Felicitations of the guests, teachers and children  
9.00 am Cultural programs by children  
9.30 am Sweet distribution

-The Head Master  
ABCD HIGH SCHOOL

E.g. 2 Prepare an invitation for birth day celebrations.

**INVITATION**

We would like to announce the birth day celebrations of our only daughter

**Kum. Deepthi Prasanna**

And

We request the pleasure of your company at the celebrations and your blessing showered on our baby.

Date & Timings: 7th Jul'14 at 8.00 p.m.

Venue: Srirama Function Hall, Koratla.

**Dinner follows:**

-Anitha Prasad (Cell: 90000 12345)

**INTERVIEW**

Interview is a meeting in which someone asks you questions to see if you are suitable for a job or a course or asks questions about yourself for a newspaper article, television show etc. (Interview కూడా ఒకరకమైన conversation. ఇందులో మిమ్మల్ని ప్రశ్నలడుగుతారు మీరు సమాధానం చెప్పాలి.)

E.g. 1 An interview for a job selection.

**INTERVIEW FOR A JOB SELECTION**

**Rohan:** Good morning Sir.

**Officer:** Good morning. Please sit down, Mr. Rohan. Well! I am Swadesh the Managing Director.

**Rohan:** So glad to meet you Sir.

**Officer:** Good to meet you too. Your CV is very impressive. You have done well in your academics and have got through with flying colours!

**Rohan:** Thank you very much Sir.

**Officer:** Well! Bright students like you generally proceed to foreign universities for higher studies. How come you didn't opt for it?

**Rohan:** First of all, my parents couldn't afford it. Secondly, I didn't want to as I believe Indian institutions offer quality education and it depends on the students to make the best use of it.

**Officer:** Well! You have done B.E. in Computer Engineering and have proceeded to do MBA and specialised in marketing instead of doing Masters in the same under graduation subject. Is there any particular reason for it?

**Rohan:** Well! I felt a technical degree along with Master in marketing would help me move upwards in my career.

**Officer:** That is good thinking! Certainly that's why you are here for this interview. We are looking for fresher with such an educational combination to take on as trainees.

**Rohan:** Thank you very much Sir. Well! May I know how long the training will be?

**Officer:** Training will be for six months. Initially it will be held in Mumbai. Later, trainees will be shifted to the regional offices for on-the-job training for another six months. Afterwards they will be placed in anyone of the regional offices.

**Rohan:** Is there any exam to be passed at the end of the training sir?

**Officer:** No. No exam as such. But you will be assessed for your performance through the entire training period.

**Rohan:** Sir, when will I get to know the result of this interview?

**Officer:** Say, within two weeks. You see, we have scheduled a number of interviews for this week.

You have a bright chance Mr. Rohan. Best of luck!

**Rohan:** Thank you very much Sir. You're very kind.

**Officer:** You're welcome!

E.g. 2 An interview in the classroom.

**Interview by a teacher to know the reasons for absent to school:**

**Children:** Good morning sir.

**Teacher:** Very good morning children. How are you?

**Children:** We are fine sir. How are you?

**Teacher:** Feeling good today. Sit down.

**Teacher:** Let me have your attendance.

**Teacher:** Ramu

**Ramu:** Present sir!

**Teacher:** Nagaraj...

**Nagaraj:** Present Sir.

**Teacher:** Why were you absent for three days?

**Nagaraj:** I attended my sister's marriage.

**Teacher:** Why did you not send a leave letter?

**Nagaraj:** Because I was in a hurry to marriage.

**Teacher:** Where was the marriage held?

**Nagaraj:** It was held in Hyderabad.

**Teacher:** Who is the bridegroom?

**Nagaraj:** He is Santhosh, a software engineer in Google

**Teacher:** What about your sister?

**Nagaraj:** She is a post graduate in English from Kakatiya University.

**Teacher:** When was the function over?

**Nagaraj:** The function was over at 12.30 p.m. the day before yesterday

**Teacher:** You could have attended the school yesterday.

**Nagaraj:** Sorry sir. I could not. Because I had to go with the couple.

**Teacher:** Hereafter I will punish you for not sending leave letter.

**Nagaraj:** Sir, I will not do so hereafter. Please excuse me.

**Teacher:** Ok. Sit down.

**Nagaraj:** Thank you sir.

E.g. 3 An interview by a police officer.

**An interview by a police officer to know the robbery**

**Police:** Were you around when the robbery happened?

**You:** Yes, I was.

**Police:** Could you explain what you have seen?

**You:** I was in the bank at the time of the robbery.

**Police:** What did you see?

**You:** I saw a man come in with a gun.

**Police:** Did you see his face?

**You:** No. He had a mask on.

**Police:** Did he come in with anyone else?

**You:** He came with a woman.

**Police:** Could you remember her?

**You:** I can't, because she wore the monkey cap too.

**Police:** Can you tell me the about them.

**You:** Yes sir, they might be wife and husband as I understood by their talk while the robbery.

**Police:** How are they?

**You:** He was tall and lean to strong enough because he punched me.

**Police:** And she?

**You:** She was slender. And both they were in blue.

**Police:** Would you come down to the station for further questioning?

**You:** Yeah sure! That shouldn't be a problem at all.