

ILLUMINATIONS - IV

Fourth Semester

B.A. / B.S.W. /B. Music/B.F.A. /B.V.A.

Courses coming under the Faculty of Arts



Prasaranga

BANGALORE UNIVERSITY

Jnanabharathi, Bengaluru – 560 056

ILLUMINATIONS - General English Text for the Fourth Semester B.A. and other degree courses coming under the faculty of Arts, prepared by the members of the Text Book Committee, Bangalore University, Bengaluru ; Published by Prasaranga, Bangalore University, Bengaluru. Pp : xiv + 99

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First Edition 2019

Published by :

Dr. B. Gangadhar

Director

Prasaranga and Printing Press

Bangalore University

Bengaluru - 560 056

Price : ₹

Printed at : University Printing Press, Bangalore University, B'lore -56

-BUP- - 2019

Foreword

The General English - Illuminations Text for IV Semester B.A and other courses coming under the Faculty of Arts, has been designed with the dual-objective of inducing literary sensibility and developing linguistic skills among students. Both of these have been combined in a single text instead of two separate texts. This may prove economical to students.

I congratulate the text book committee on its efforts in the selection of the literary pieces and preparation of the material for grammar and usage. I thank the Director of Prasaranga and Printing Press, the Assistant Director of Prasaranga and their personnel for bringing out the textbook neatly and on time.

I hope the text will motivate the teachers and the students to make the best use of it and develop literary sensibility as well as linguistic skills.

Prof. Venugopal K. R.

Vice-Chancellor

Publisher's Note

The General English - Illuminations Text for Fourth Semester B.A., and other courses coming under the Faculty of Arts has a diverse collection of stories, poems and essays from the literary giants. They address different themes and core issues of today's world. Specific texts have been selected to cultivate reading and writing habits among the learners. They also aim at developing critical and creative thinking. These texts provide ample space for the learner to explore linguistic competence and literary sensibilities. They also instill human values.

I thank the members of the BOS, Chairperson and the members of the Text Book Committee and the Chief Editor who have made commendable efforts in creating such a Text.

I thank the Hon'ble Vice Chancellor for his guidance and practical support in bringing out this book.

I am extremely thankful to the Registrar, Bangalore University for extending his whole-hearted co-operation and support.

I also thank the Staff of Prasaranga and Printing Press for the support in bringing out the book so neatly within the stipulated time.

Dr. B. Gangadhar

Director, Prasaranga and Printing Press

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Note to the Teacher

The new General English syllabus for the undergraduate B.A. course of Bangalore University aims to foster the literary sensibilities, communication skills and humanitarian values among the students. The course material manifests this holistic approach.

The fourth Semester textbook has these components: poetry, speech, interview, novella supplemented by components of skills of language and communication.

The selections for this text are chosen, keeping in view of the students’ competencies and required goals. The literary component has a weightage of 40 marks and the language part has a weightage of 30 marks in the final examination. Internal Assessment carries 30 marks.

The varied selections made in this textbook cover the areas of aesthetics and social relevance; and upscaling of skills of language and communication. As in the English textbooks of previous semesters, the aim to sensitize students to different prevailing aspects of society and to improve their logical and literary sensibilities is given significant importance. We hope that these texts taking a new life in the arena of students and the teacher will uphold the idea that participating in life meaningfully is more important than achieving so called material success. The selections, like any good textbook, allow a learner-centric approach where students may easily identify themselves and the prevailing situations with the theme and characters found in the different pieces.

Each selection has a brain storming unit to lead students to the context of the text. The post-reading section consists of

a variety of questions to aid comprehension at factual, inferential and evaluating levels. However, these are primarily teaching questions to stimulate discussions in the classroom and provide scope for expression of multiple perspectives. They are hence to be distinguished from the testing questions.

Suggested activities are meant for extending the understanding of the selection beyond the text. They can be used to develop other related skills like reference skills, interview skills, oral skills and narrative skills.

Suggested reading is useful to provide additional information on the content which stimulates the interest of the students in related reading. A separate workbook is not prescribed. However, the components of linguistic skills incorporated are purported to go beyond the text and provide an opportunity for the teacher to discuss them in detail to suit the needs of their students.

The novella in this unit is a light read intended primarily to act as a medium for training in comprehension. There are questions that aim at understanding the text at varied levels.

The whole text is designed in view of the requirements and strengths of the B.A. students. Efforts are made to make the journey of teaching and learning interesting, informative and useful for both the learners and the teachers.

Different communicative skills are introduced as co-texts. Soft Skills, Report Writing, Presentation Skills, Resume Writing and Interview Skills are going to help the students in practical terms.

Text Book Committee

Preface

I consider it a unique privilege to present the for IV Semester B.A., courses coming under the Faculty of Arts courses of Bangalore University. In the contemporary Indian context, English has emerged as a *sine quo non* for social and cultural empowerment. It is also an indisputable fact that from a pragmatic point of view, English serves as a window to the world. The legacy of English language has left an indelible imprint on the Indian psyche. Therefore, the importance of English Text is to sharpen the creative and communicative skills of the students at the undergraduate level can never be over-emphasized.

The Text Book Committee members have assiduously put together an invaluable compendium of intellectually stimulating literary selections, showcasing an admirable range of issues that espouse progressive, secular, democratic, ecological, anti-racist, feminist, differently abled and other egalitarian ideologies. I congratulate them for this laudatory initiative. The content of these teaching materials has indeed been perspicaciously selected and designed by the Text Book Committee. Another noteworthy inclusion in the curriculum is an innovative component on film analysis/review and advertisements. Furthermore, the components on grammar and usage and the entailing exercises which are intended to strengthen the linguistic skills of the students and sharpen their proficiency have been conceptualized in a productive and efficacious manner.

I am grateful to our Vice – Chancellor, Dr. Venugopal K.R. for his encouraging and meaningful foreword to the Text. I also like to acknowledge my gratitude to Dr. B. Gangadhar, the Director of Prasaranga and his staff for printing the Text.

Dr. K. S. Vaishali
*Editor & Chairperson, Department of English,
Bangalore University*

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1. LINES WRITTEN IN EARLY SPRING

- *William Wordsworth*

Brain storming

- *What is Eco fiction?*
- *Why are environmental issues treated as a top priority today?*
- *Man is both constructive and destructive in nature. Discuss.*

A Note on the Author



William Wordsworth (7 April, 1770 – 23 April, 1850) was an English Romantic poet who, with Samuel Taylor Coleridge, helped to launch the Romantic Age in English literature with their joint publication *Lyrical Ballads* (1798).

He was born in Cockermouth, Cumbria, England to John Wordsworth and Ann Cookson. Wordsworth's mother died when he was eight—this experience shaped much of his later work. Wordsworth attended Hawkshead Grammar School, where his love of poetry was firmly established. After Hawkshead, Wordsworth studied at St. John's College in Cambridge and before his final semester, he set out on a walking tour of Europe, an experience that influenced both his poetry and his political sensibilities. While touring Europe, Wordsworth came in contact with the French Revolution. This experience as well as a subsequent period of living in France, inspired Wordsworth's interest and sympathy for the life, troubles, and speech of the "common man." Wordsworth's earliest poetry was published in 1793 in the collections *An Evening Walk* and *Descriptive Sketches*. Equally important in the poetic life of Wordsworth was

his meeting with the poet Samuel Taylor Coleridge in 1795. It was with Coleridge that Wordsworth published the famous *Lyrical Ballads* in 1798. While the poems themselves are some of the most influential in English literature, it is the preface to the second edition that remains one of the most important testaments to a poet's views on both his craft and his place in the world. In the preface Wordsworth writes on the need for "common speech" in poems and argues against the hierarchy of the period which valued epic poetry above the lyric.

Wordsworth's most famous work, *The Prelude* is considered by many to be the crowning achievement of English romanticism. Wordsworth spent his final years settled at Rydal Mount in England, travelling and continuing his outdoor excursions. Devastated by the death of his daughter Dora in 1847, Wordsworth seemingly lost his will to compose poems. William Wordsworth died at Rydal Mount on April 23, 1850, leaving his wife Mary to publish *The Prelude* three months later.

Theme

Lines Written in Early Spring is a landscape poem that is largely concerned with nature. In it, the poet lounges underneath a tree in the wilderness, and contemplates the changes that society has undergone around him. As the poet sits there and muses on nature, its beauty, and its seamless existence, his thoughts turn briefly to the misery of man, and to the miseries that they wrought on each other. At the time of writing, the French Revolution was raging through France, a cultural shock which was to provide the British literary society with enough fodder to last them for years – and Wordsworth was no

exception to this. Stunned by the cruelty and the callousness of French society, he and other Romantics wrote primarily to try and take back the world from the brink that it had been pushed to during the so-called age of enlightenment.

I heard a thousand blended notes,
While in a grove I sate reclined,
In that sweet mood when pleasant thoughts
Bring sad thoughts to the mind.

To her fair works did Nature link
The human soul that through me ran;
And much it grieved my heart to think
What man has made of man.

Through primrose tufts, in that green bower,
The periwinkle trailed its wreaths;
And 'tis my faith that every flower
Enjoys the air it breathes.

The birds around me hopped and played,
Their thoughts I cannot measure:—
But the least motion which they made
It seemed a thrill of pleasure.

The budding twigs spread out their fan,
To catch the breezy air;
And I must think, do all I can,
That there was pleasure there.

If this belief from heaven be sent,
If such be Nature's holy plan,
Have I not reason to lament
What man has made of man?

Glossary:

- Blended : mixed
Grove : a small area of land with a group of trees
Sate : old fashioned spelling for sat
Recline : lean back in a position of rest
Grieve : mourn or to feel intense sorrow
Primrose : a wild plant with yellow flowers
Tufts : bunches
Bower : a pleasant shady place under trees
Periwinkle : a trailing plant with large blue flowers
Wreaths : an arrangement of flowers in the shape of a circle
Lament : to express sorrow or unhappiness about something

Comprehension

I Answer the following in one or two sentences each

1. _____ did the poet hear when he sat reclined.
2. What did the poet grieve for?
3. What is the faith of the poet?
4. Hopping birds made the poet sad. (True/ false)
5. Why does the poet lament?
6. Nature's holy plan is _____.

II Answer the following in a page each

1. How does Wordsworth describe nature?
2. What brings sad thoughts in the poet's mind?
3. Discuss the holy plan of nature.

III Answer the following in two pages each

1. Analyze Wordsworth's 'Lines Written in Early Spring'.
2. How is the theme of the poem relevant to the present day scenario?
3. The poem sensitizes the readers about the irresponsibility of man. Elaborate.
4. "What man has made of man?" Discuss the relevance of the statement in the poem.

Suggested Reading

- *Silent Spring* by Rachel Carson
- *Great American Desert stories* by Therese Svoboda
- *Parisarada Kathegalu* by Poornachandra Tejaswi

Suggested Activity

- *Collect information about Eco Criticism and Ecological Art*
- *Commence an Eco club in your college*
- *Prepare a collage on 'Destruction of Nature by Man'*

Language Component

SOFT SKILLS

Soft skills are interpersonal skills which are used to describe one's approach to life, work, and relationships with other people. It is a cluster of personality traits which gives a person the competitive edge over others in the workplace and in life.

The alternative expressions to soft skills are: people skills, interpersonal skills, and social skills.

Hard Skills : Hard skills or technical skills are tangible activities, specific abilities, or capabilities that an individual can possess and demonstrate in a measured way.

Example: computer programming, web design, typing, accounting, finance, writing, mathematics, legal and other **skills** that are required for a job.

A survey states that on an average, each corporate job opening attracts around 250 resumes, where only four to six of those candidates get an interview call, and only one gets the job.

What separates the successful candidate from the other job seekers is Employers look for candidates with a strong work ethic, who not only does the job effectively and efficiently, but also stay focused, organized, competitive, dedicated with team spirit and leadership skills.

Knowledge of soft skills helps one to solve the problems creatively, for better business and saves time.

The Soft skills are broadly categorized into two divisions:

- **Inter-personal skills**
- **Intra-personal skills**

Inter-personal skills are abilities and attitudes used in interactions with other people. Interpersonal skills can be differentiated according to the individual's position in the interactive situation.

Intra-personal skills refer to self-regulating characteristics, such as time management and self-management, improvement in learning and performance, awareness of rights and responsibility.

The important soft skills which are deemed to be beneficial in this competitive world are:

1. Communication Skills

Communication skills is a broad soft skills category. It refers to how a person communicates with others. Good communication skills constitute the ability to not only speak confidently but also to make good presentation and the ability to listen and empathize, whenever necessary.

Communication Skill includes:

- Speaking Skills
- Presentation Skills
- Negotiation Skills
- Nonverbal communication skills
- Listening and empathizing
- Persuasion
- Public Speaking

- Storytelling
- Written Communication, etc.

2. Leadership Skills

Leadership skill set is among the most sought-after skill set by employers. Hiring managers look for candidates who have good potential to grow. Such candidates are self-reliant, can work with the team seamlessly, and even put efforts to make the team and their efforts better.

Leadership skills include abilities to lead a team, make decisions and work for the benefit of the company by keeping aside the personal viewpoints, biases, and conflicts. It stems from the experience of handling projects and teams.

Leadership is one of the hard-skills employers look for when hiring c-level or other high ranking executives. However, it is also a very important soft skill for other positions which includes:

- Team Management
- Conflict Management & Resolution
- Decision Making
- Drafting Delegation Strategies
- Drafting Motivation Strategies, etc.

3. Work Ethics

Work ethics is how a person thinks. It is a soft skills which is really hard to teach and even harder to demonstrate during a job interview. Having a strong work ethic means the person

acknowledges his position and does the job assigned to him honestly and diligently with all the accountability.

Some examples of soft skills which come under the work ethics category are:

- Completing tasks on time
- Punctuality
- Being Focused & Organized
- Competitiveness
- Perseverance
- Persistence
- Business Etiquettes, etc.

4. Teamwork

Different jobs have different requirements and some require you to constantly work and communicate with other team members..

Some soft skills required under the team work are:

- Team Player
- Collaborative
- Empathetic
- Influential
- Social skills
- Interpersonal skills

5. Time Management

In this era of limitless work and limited time, the Hiring managers always prefer employees who work efficiently and know how to use time wisely. Almost every employer prefers his employees to have time management skills as it not only saves

them money but also increases the productivity of the organization.

Key phrases used to convey time management skills are:

- Prioritizing
- Goal Setting & Management
- Planning
- Control
- Focus
- Delegation, etc.

6. Critical Thinking

Critical thinking involves a careful observation and analysis of objective information to make a reasonable judgement. It involves evaluation of statistics, facts, observable phenomenon, research findings, and other trustable data to draw reasonable conclusions.

The Hiring managers prefer candidates who can evaluate the situation using logical thought and come up with the best possible solution. Many employers even require candidates to pass a critical thinking test before appearing for the interview.

Key phrases used to convey critical thinking skills are:

- Analytical
- Problem Solving
- Artistic Sense
- Desire to Learn

7. Adaptability

Not everyone in the workplace share similar religion, caste, or other sets of beliefs. Moreover, being adaptable and open-minded is almost a prerequisite soft skill in this rapidly changing technological environment. Adaptability is all about embracing the differences and going with the flow. It's important to maintain a sound professional environment in the organization.

Key phrases used to convey adaptability are:

- Calmness
- Optimism
- Open Minded
- Curiosity, etc.

I. Answer the following Questions:

1. Define Soft Skills.
2. What are Hard Skills?
3. Soft skills are categorized into _____ and _____ skills.
4. Mention any three important soft skills.
5. What is adaptability?

2. THE WEAVER BIRD

-*Kofi Awoonor*

Brain storming

- Have you come across the word colonization?
- What do you know about pre-colonization and post-colonization period?
- Make a list of the colonies of the British

A note on the Author



Kofi Awoonor (1935-2013) was Ghanaian poet and author whose work combined the poetic traditions of his native Ewe people and contemporary and religious symbolism to depict Africa during decolonization. He started writing under the name **George Awoonor Williams**, and was also published as **Kofi Nyidevu Awoonor**. He taught African literature at the University of Ghana. Professor Awoonor was among those who were killed in the September 2013 attack at Westgate shopping mall in Nairobi, Kenya, where he was a participant at the Storymoja Hay Festival.

Theme



The weaver bird is a post-colonial poem by the late Kofi Awoonor from Ghana. It utilises the symbol of the weaver bird to represent the coming of the colonialists to Africa. The language is very simple and this is effective in conveying a deeper meaning. It depicts the invasion of the coloniser and the predicament of the colonised

people. Phrases like "And laid its eggs on our only tree" and "old shrines defiled by the weaver's excrement" show how the coloniser came to establish itself on the African continent, leaving them with nothing. A tone of bitterness and anger is brought out by the use of the word "excrement" which shows how the Africans do not consider the ways forced on them by the West as superior.

The weaver bird built in our house
And laid its eggs on our only tree.
We did not want to send it away.
We watched the building of the nest
And supervised the egg-laying.
And the weaver returned in the guise of the owner.
Preaching salvation to us that owned the house.
They say it came from the west
Where the storms at sea had felled the gulls
And the fishers dried their nets by lantern light.
Its sermon is the divination of ourselves
And our new horizon limits at its nest.
But we cannot join the prayers and
answers of the communicants.
We look for new homes every day,
For new altars we strive to rebuild
The old shrines defiled by the weaver's excrement.

Glossary

Guise	: an external form appearance or manner of presentation
Preaching	: delivery of a sermon or religious address to an assembled group of people.
Salvation	: preservation or deliverance from harm ruin or loss.
Lantern	: a lamp with a transparent case.
Sermon	: a talk on a religion.
Horizon	: the line at which the earth's surface and the sky appear to meet.
Divination	: the practice of seeking knowledge of the future
Shrines	: holy place
Defiled	: spoiled, degraded
Excrement	: waste matter discharged from the bowels.

Comprehension

I Answer the following questions in one or two sentences each

1. Where does the weaver bird build the nest?
2. The bird came from -----..
3. What did the bird lay in the nest?
4. What did the bird preach to the poet?
5. How did the fishermen dry the net?

II Answer the following questions in about a page each

1. Comment on the symbolism used in the poem.
2. What are the reasons for the bird's migration?
3. What are the poetic devices used in the poem?
4. The poet did not want to send the bird away. Why?

III Answer the following questions in about two pages each

1. The weaver bird is an allegory. Discuss.
2. Briefly describe the title 'The weaver Bird'.
3. The Bird's migration is a symbol of colonization/survival. Elaborate.

Suggested Reading

- Migrating Birds by Mónica de la Torre.
- "Birds of Passage" by Henry Wadsworth

Suggested Activity

- 'The weaver bird' by Kofi Awanoor -YouTube.
- 'The Weaver bird' - Wikipedia.

Language Component

REPORT WRITING

Introduction:

Report writing is an essential skill in many disciplines. Report writing is a formal style of writing elaborately on a topic. A report aims to inform and sometimes to persuade the concerned authority to take decisions. Reports are very important records for any organization. They are often the means by which decisions are made on factual data.

What is a report?

A report is:

- A presentation of facts and information rather than a discussion of various opinions.
- Written for a very specific audience
- Structured so that it may be scanned quickly by the reader
- Uses numbered headings and sub-headings with concise paragraph, dot points and graphics
- Continues with abstract (summary), objectives, methodology, findings, table of contents.
- Ends with recommendations, conclusion and bibliography.

A good report should contain

- Clarity of thoughts
- Factual information
- Formal and objective style
- Comprehensive and compact style

Types of Reports:

1. Incident reports
2. Audit reports
3. Expense reports
4. Daily reports
5. Property valuation reports
6. Research reports
7. Executive reports
8. Visit reports
9. Project reports
10. Committees' reports
11. Survey reports
12. Book Review reports
13. Annual reports
14. Action reports
15. Commissions' reports

Format/structure of the Reports:

News report	Research report
<ul style="list-style-type: none">• Headline• Byline• Lead paragraph• Explanation• additional information• conclusion	<ul style="list-style-type: none">• Title• Objective and scope of the study (introduction)• Abstract (summary)• Methodology• Findings• Recommendation/ suggestion• Conclusion• Bibliography

Project progress report	Survey Report
<ul style="list-style-type: none"> • Title • Terms and conditions • Work done so far • Work to be done • Causes of slow work • Completion of work 	<ul style="list-style-type: none"> • Title Page • Table of Contents • Executive Summary • Background and Objectives • Methodology & Results • Conclusion and Recommendations • Appendices

Organization of a Report

There are 3 ways in which a report can be organized

1. Letter form
2. Memorandum form
3. Letter-text combination form

1. Letter form

Simple and informal reports of a page or two are generally made in the form of a letter. A simple letter report with a few headings or titles will resemble an expanded memorandum. It will have date, address, salutation, the body, the complimentary closure and signature. It is written in the first person.

The letter report will have the following parts:

- i. Introduction:* The first paragraph contains the theme of the report.
- ii. Findings:* The results or findings of the inquiry or investigation are recorded in the subsequent paragraphs.

iii. Recommendations: The last paragraph of the letter is generally earmarked for recording the recommendations, if any.

2. Memorandum form:

The formalities pertaining to the letter form are done away with, in a memorandum report. Different types of printed forms meant for sending reports, supplied by various companies serve as examples for this.

The title of the subject is on the top, followed by the name of the author of the report, the date, actual text under various headings and sub-headings and conclusions.

3. Letter-Text Combination form:

Long reports will normally have three main divisions, which are sub-divided into many smaller units as explained below:

I. Introductory Material:

1. Title page
2. Letter of transmittal
3. Table of contents
4. Summary or Synopsis

II. Body:

1. Introduction
2. Textual content
3. Conclusions
4. Recommendations

III. Supplementary Material:

1. Appendix
2. Bibliography (and index when necessary)

It is thus clear that long as well as formal reports are so organized as to have a combination of a letter and textual content in the form of regular essay with a detailed presentation of various parts like introduction, evaluation of the data, recommendations etc.

Long reports are generally submitted in a book form.

An attempt is made to explain each part briefly.

1. **Title Page:** The title sheet or the cover page is set apart for writing the title or the heading of the report, the person(s) or authority to whom it is addressed, the date of submission, the name of the author(s), etc.
2. **Cover letter:** The cover letter formally presents the report and is addressed to the person or authority to whom it is submitted. It serves as a preface to the report.
3. **Table of Contents:** The table of chapters with the title and page mark of each chapter is given on a sheet after the letter of transmittal followed by charts and diagrams, if any.
4. **Summary or Synopsis:** If the report is very lengthy, the author of the report may give a separate summary or synopsis of the report after the table of contents. This is justified when it is felt that the table of contents will become very unwieldy if the synopsis is included under each heading and sub-heading.
5. **Introduction:** It is the first part of the body of the report wherein the terms of reference, the subject of study, its

importance and scope, definition of technical terms used in the report, if any, etc. are stated.

6. **Textual Content:** Also called the text proper, throws light on the central point of the report. It consists of the development or findings. The facts, proceedings of meetings held in connection with the preparation of the report excerpts from published matters or reports etc. are presented in detail in this part. The central theme is presented in an analytical, logical or chronological order.
7. **Conclusions:** The inference drawn by the author is stated under this heading in a systematic way.
8. **Recommendations:** If the particular subject matter of the report calls for any suggestions or recommendations, the author should give a very clear account of his suggestions or recommendations at the end of the text proper.
9. **Appendix:** The data used along with charts and diagrams are generally included as an appendix to the body of the report.
10. **References and Bibliography:** If the report is based on exclusive research, the author is expected to add a list of reference and bibliography so that the readers will get an idea of the books and reports referred to, while drafting the report.
11. **Index:** An index of the citations is given after the bibliography if necessary.
12. **Signature:** A report must be signed by the person(s) submitting it. In the case of important reports all the members of the committee or commission are expected to sign it. Otherwise, the signature of the Chairman is enough.

Report on Natural Calamity

Cyclone Fani toll goes up to 38 in Odisha:

Bhubaneswar: Two days after Cyclone Fani ravaged parts of coastal Odisha, the State on Sunday revised its death count upward to 38 out of which 25 died in Puri district alone including an 18-month old child, who was blown away by strong winds.

The state is still trying to figure out the extent of damage caused by the cyclone, though government sources said that more than Rs. 1,200 crore worth of power infrastructure was destroyed.

More than 1 crore people living in 14835 villages and 46 towns across the districts of Puri, Khurda, Balasore, Bhadrak, Cuttack, Dhenkanal, Gajam, Jagatsinghpur, Jaipur, Kendrapara and Mayurbhanj were affected by Fani, special relief commissioner Bishnupada Sethi said in a report.

All telecommunication channels are down in Puri district while in Bhubaneswar, services have been intermittent. Over 35 lakh people, mainly in Puri and Khurda districts, continue to remain in darkness for the third straight day with the state government hoping to restore power to vital installations such as Capital Hospital and the Biju Patnaik International Airport in Bhubaneswar by Monday morning.

The government is also working overtime to establish road connectivity with Puri, where the cyclone made its landfall on Friday.

-Ashok Pradhan

@timesgroup.com (May 6, 2019, The Times Of India)

Model Report

Raghavanka Scooter Industries Pvt. Ltd.
Marker Street,
New Delhi.
18th November, 2018

The Directors,
Raghavanka Scooter Industries Ltd.
New Delhi

Gentlemen,

Title: Report on the proposed scooter factory at Attibele in the outskirts of Bangalore 'City in Karnataka'.

Objectives:

- To increase the production
- To expand the market in South India
- To reduce the cost of production, transport and marketing

Terms of Reference. The members of the Sub-committee were appointed in accordance with the following resolutions adopted by the Board of Directors on 20th September, 2018:

1. A Sub-committee be appointed to make enquiries into the availability of erecting a new scooter factory at Attibele in Bangalore city, Karnataka state and to present a report thereon.
2. The Sub-committee consists of Smt./Shri S. K. Umapathy, Chairman, and K.N. Digvijay and R.K. Pichumuthu, Directors.

Work done. The Sub-committee held five formal meetings on 24th September, 29th September, 3rd November, 6th November and 10th November, 2018. In addition, they made eight visits to inspect various up-to-date scooter factories throughout the country and examined several possible sites in Bangalore.

Findings. The Sub-committee made a thorough inspection of the present factory, and having in view the ever increasing demand for the company's products, they came to the conclusion that the present accommodations will very soon be inadequate for the company's requirements.

The inspection of the various other works disclosed the fact that our existing machinery is out-of-date and is causing great waste of power and other resources.

A very suitable site for the erection of a new scooter factory has been found in close proximity to the Bangalore Cantonment Railway Station which is served with railway sidings and Bangalore-Madras Highway. The land on the accompanying plan will give a correct picture of its location.

Your Sub-committee believes that the land could be acquired at moderate price. The Government of Karnataka have expressed their willingness to grant the necessary exchange for obtaining the most up-to-date machinery from Czechoslovakia, whose letter of offer is enclosed.

The accompanying correspondence will reveal the facts. As for the labour, there does not seem to be any dearth and skilled labor in adequate numbers is also available. The proposed new scooter factory will require an initial outlay of Rs.50cr, for the factory site, the buildings to be put up and the machinery to be installed.

Recommendations

1. The scooter factory be started at the site above referred to and the negotiations be entered upon for the purchase of the entire land (30 acres) marked on the accompanying plan so that further expansions, constructions of workers quarters may easily be taken up.
2. The machinery from the Czechoslovakia firm be imported at an early date.

3. M/s. Singh and Saran, our Architects, be invited to submit plans for the erection of a new scooter factory upon the new site.

Sd/-

1. (S.K. UMAPATHY)

Chairman

2. (K. SURESH)

Secretary

Sample:

You are the chief engineer of the Abe Construction Pvt. Ltd. You have been entrusted to construct the three towers of the Kusha Developers South India Pvt. Ltd. in Srinagar, Bangalore.

Write a status report in the prescribed format to

- a) The chief marketing manager, Kusha Developers.
- b) Work completed to date
- c) Work in progress
- d) Work to be completed
- e) The problems encountered

Project Status (Progress) Report

The Chief Marketing Manager
The Kusha Developers South India Pvt. Ltd.
Bangalore – 43

Title: Construction of Three Towers in Srinagar, Bangalore
Terms of Reference: The Kusha Developers South India Pvt. Ltd. has made the MOU with the Abe Construction Pvt. Ltd. regarding the construction of Three Towers (approximately 350 luxury flats) in Srinagar, Bangalore in January 2017 at the cost of 130 crores. The project has to be completed in June 2020 without delay.

Work completed to date: The construction work of the Three Towers has almost been completed that includes masonry, the physical structure and plastering.

Work in progress: The remaining works like laying the vetrified tiles to the floors, plumbing, bathroom fittings, fixing the window frames and the doors, drainage and electrical works are going on.

Work to be completed: Besides the works in progress, the landscape with swimming pool, gym, playgrounds, club house, parking and gardening are yet to be completed.

Anticipated problems: During construction, many unprecedented problems have aroused and deterred the work namely

1. incessant heavy rain
2. unexpected death of some laborers in the construction site
3. increasing cost of construction

Despite the anticipated problems the company will complete the construction work within the stipulated period as laid down in the terms of reference of the MOU.

Sd/-

Name: Rajashekar
Designation: The Chief Engineer
Date: 10-06-2019

For Testing

I. News reports:

Exercises:

1. Write the news reports in about 250 words using the following hints on the following events/accidents.
 - a) Environment day celebration in your college – presided by the principal – Welcome speech by the student leader – delivered a speech on (the importance of environment) the symbiotic bond between man and nature – concluded with distribution of saplings and vote of thanks.
 - b) Killed 10 people – injured more than 20 – in a collision between a KSRTC bus and a lorry – hospitalized – cause of the accident by a witness – alarming the road accidents – investigation is on.
 - c) The celebration of Youth Day in your college. Inter – college debate competition organized – the role of youths in nation building – inaugurated by the Secretary – welcome by the principal – distribution of prizes by the president – vote of thanks by the student leader.
 - d) The death of children in Muzaffarpur in Bihar – died of a acute encephalitis syndrome (AFS) disease – data shows the alarming state of PHCs in Bihar – negligence of the administration – lack of skilled doctors – failure of health ministry.

II. Project status reports:

Exercises:

1. You are the chief engineer of the BMRCL. You have been entrusted with the completion of metro work from Yelachenahalli to Nice road. Write a status report in the prescribed format with details
 - a) Work completed so far
 - b) Work to be completed
 - c) Reasons for the slowdown of the work, if it has slowed down
2. You are The Deputy Director of the Health Department, Bihar. You are asked to submit the report on the condition of children who are suffering from encephalitis. Write a survey report on the prevailing situation in a prescribed format to the Central ministry of the Health department with details of
 - a) Causes for the alarming disease
 - b) Measures taken by the state department
 - c) Recommendations, if any
3. You are The PWD engineer asked to supervise the construction of drainage and footpath in the town. Submit a status report in a prescribed format to
 - a) The Chief Executive Engineer, Public Works Department, Bangalore-1
 - b) Work completed to date
 - c) Work to be completed
 - d) Encountered problems
4. You are The BEO entrusted to look after the distribution of free books and uniforms to primary and secondary school children in the town. Submit a status report in a prescribed format to
 - a) The Additional Secretary, The Department of Primary and Secondary Education, Government of Karnataka
 - b) Work completed
 - c) Work to be completed
 - d) Work in progress
5. You are The Chief Civil Engineer assigned the work of supervision of the construction of the check dams in the Cauvery belt. Submit a status report in a prescribed format to
 - a) The Deputy Secretary, Dept. of Small Irrigation, Bangalore-1
 - b) Terms and Conditions
 - c) Work in progress
 - d) Anticipated problems