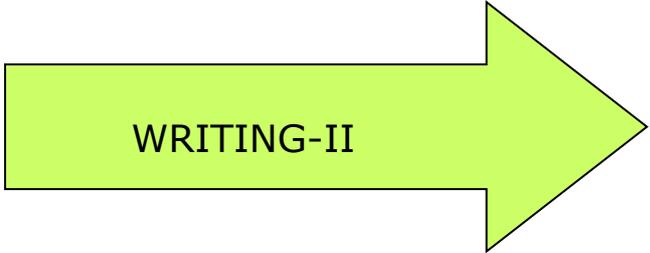


Lesson 11



WRITING-II

HIGHLIGHTS OF THE LESSON:

- Pre-Writing Exercise
- Look for the Errors in the Message 11.1
- Decode the Message 11.2
- Paraphrase in a Summarized Form 11.3
- Write an Article from the Key Words 11.4
- Translate from Hindi into English 11.5
- What Have You Learnt?

ANTICIPATED LEARNING OUTCOMES:

- You will learn how to remove errors from a given message so that the message is meaningful for the intended receiver.
- Decoding a message will seem easy to you.
- You will also understand how to write a summary of a given passage by picking out the main points and writing it again in fewer words, i.e. paraphrasing a given passage.
- You will develop skills to write an article from the given key words.
- You will get practice in translating sentences from Hindi into English.

WRITING II

TOTAL TIME: 60 MINS

PRE-WRITING EXERCISE

Time: 5
mins

You must be familiar by now with the value of good writing skills and should also be able to identify the differences between speech and writing.

Here are a few points that you can think over before we start with a new unit on writing. The intended outcomes of this Unit on writing are as follows:

- You will be able to understand the importance of first listening to a message carefully so that if asked to put it down in words, you can do it with the minimum errors. This ensures that the flow of message occurs without any errors and that the final message that is written down is the same as the source message.
- You will also learn how to decode a message when clues are given in the form of some words. This enables you to see how well you can implement your writing skills in expressing yourself clearly.
- Summarizing by paraphrasing will help you to see the essential features of a paragraph, so that when you read a long paragraph you know how to sum it up by focusing on the key points.
- If you are given a few ideas, you will be able to express your thoughts by writing a full-fledged article on it, if asked to do so.
- Translating from Hindi to English is another exercise under this unit which will motivate you to keep a bilingual dictionary which will simplify your work if you need to translate sentences from one language to another. Thus as you move between two languages you will strengthen your command over both.

**LOOK FOR THE ERRORS
IN THE MESSAGE (11.1)**

Time: 10
mins

Often we face problems in understanding some message that a person received on our behalf from the source but did not convey it correctly. This can lead to a misunderstanding. Here's an exercise that deals with a message that a girl has received on the telephone, on her father's behalf. She did not write the details down correctly

Try to remove all the errors from it so that the message is meaningful for the intended receiver, in this case her father.

**Exercise
11.1**

Look at the message taken by Aditi for her father Mr Sharma. What is wrong with the message? If it is incomplete, what other details should she have noted down?

Daddy, someone named Mr Gupta called and asked for you. He had something urgent to tell you. I forgot to take down his mobile number. He said he had to meet you before leaving town.

One Possible
Answer
11.1

Here is the message that fills in the details that are required and that Aditi failed to give.

Daddy, Mr Gupta called you up in the evening while you were away. He said he had to meet you urgently to discuss the schedule of the meeting to be planned next week, since he said he would be out of town for the next two days. He also asked you to contact him as soon as you get back on the following mobile number, 9895462378.

**DECODE THE MESSAGE
(11.2)**

Time: 10
mins

In the box given below are some clues from which you have to decode the secret message that someone wants to give. Try to follow the clues given in the box carefully and decode the message.

**Exercise
11.2**

Here is the box with clues for the secret message. Decode it.

Cash and valuables; suitcase; outside a bank; Mr Khanna; businessman; daring robbery; looted; some men on a motorcycle; police; has been informed; 19th January; 11: 30; in the morning; he received minor injuries; trying to trace the miscreants; worth 10,000 Rupees; retrieve the lost cash and valuables

One Possible
Answer
11.2

In the morning of 19th January, around 11:30 some men on a motorcycle looted Mr. Khanna, a businessman of his suitcase with cash and valuables worth 10,000 rupees outside a bank. He received minor injuries. The police has been informed and is trying to trace the miscreants and retrieve the lost cash and valuables.

PARAPHRASE IN A SUMMARIZED FORM (11.3)

Time: 10 mins

You have been given a paragraph in this section. Write a summary of it by picking out the main points in about half the number of words. Try as far as possible to summarize it in your own words, i.e., try and paraphrase it.

Exercise 11.3

The role of participative government where more than one kind of political party or group can participate in the governing process is central to the inclusive growth model that India has formed so effectively for good governance. It has led to a growth-oriented, investor-friendly and suitable climate for doing business, one that encourages individual creativity and promotes new ideas.

According to Niall Fergusson, there is a good and positive connection between economic freedom and political freedom. India inherited the institutions of democracy at independence and went on to strengthen and add force to them in a dedicated manner. This has allowed multiple perspectives to emerge, and enabled each citizen to be an active participant in governance. Today, free and fair elections with more than one party contesting for elections are routine at all levels, almost every year several states go to the polls.[...]

Participatory governance is most evident in local self-government at the village level, termed 'panchayat'. Across the country, several hundred thousand panchayats that represent local voters, develop plans for social and economic development, manage funds and undertake projects. As per the Constitution of India, they are able to directly work in 29 demarcated areas. A key feature is that the government has given official instruction to one-third of panchayat members to be women, with the result that one million women have thus been empowered. Initially viewed with suspicion, women panchayat members have taken up the development agenda in a committed manner, relevant to their own particular body of qualified voters also known as electorates.

Adapted from an article published in The Times of India, New Delhi, 22/01/2011, p.20.

GLOSSARY: Panchayat: a village council in India
[Hindi, from Sanskrit *panch* five, because such councils originally consisted of five members.]

One Possible
Answer
11.3

SUMMARY

Participative plural governance, modelled on India's inclusive growth encouraging individual freedom and innovation has given a growth oriented, investor- friendly and sustainable climate for doing business.

Niall Ferguson identifies a positive correlation between economic and political freedom. India has strengthened its inherited democratic institutions to conduct free and fair multiparty elections at all levels.

Participatory governance is seen in the village panchayats where the elected members develop plans and projects for social and economic development and manage funds at the local levels. Importantly, the government has directed one third of panchayat members to be women. These empowered women have committedly undertaken the development agenda.

(The original is around 220 words and the summary above is about 104 words.)

WRITE AN ARTICLE FROM
THE KEY WORDS (11.4)

Time: 15
mins

Now that you have gone through several exercises that would have built up your confidence in writing, take up this exercise of using the key words given in the help-box to write a paragraph.

Exercise 11.4

Compose a paragraph or a short essay from the hints given in the box below on improving your performance in studies.

- Innovation, creativity
- Group discussions
- Not to be hesitant to ask doubts
- Participation
- Taking tests regularly
- Application of knowledge
- Look up Thesaurus
- Be inquisitive
- Connect your ideas
- Reading newspapers, books of interest

One Possible
Answer
11.4

Note: The directions given in the exercise explicitly say, " use the hints given in the box to write a paragraph on improving your academic performance". Hence the paragraph below is with reference to 'me'

I needed to better my academic performance to gain greater self-confidence. With diligence and hard work I could perform well. It definitely entails perseverance to achieve academic excellence. I should start reading extensively since good reading helps to write better. I must begin with reading newspapers or books that interests me. In the classroom I have to participate actively in discussions, for group discussions help to gain new ideas from fellow participants. I should not hesitate to seek clarification of all doubts when a topic is being taught, even if it means waiting till the lecture is over. It is essential to devise my own unique approach to studies commensurate with my ability and understanding. In that way I will discover unexplored terrains and gain new and wide-ranging knowledge. It is a good idea to consult Thesaurus whenever required to enrich my vocabulary and use appropriate language. It certainly pays to remain inquisitive to acquire more knowledge. I must take care not to miss a test given at the end of a lesson to know my weakness and strength. It will also help me to assess where I need to work more. It will also show me whether I connect my ideas with logic and cogency. I also recognize the need to learn new subjects and accumulate new knowledge for in the long run no knowledge goes waste

TRANSLATE FROM HINDI
INTO ENGLISH (11.5)

Time: 10
mins

If you compare any two languages, you will find that they have different rules, structures and conventions. But since most of us are at least bilingual it helps if we master at least those two languages well and do an in- depth study of their structures, grammar and conventions. It helps to keep a bilingual dictionary at hand so that we know what a thing is called in two different languages. Now do the exercise given below in which you have to translate the sentences given in Hindi into English.

Exercise
11.5

1. Main kal wahaan gaya tha.
2. Aap kahaan rahte hain?
3. Woh kis ka ghar hain?
4. Main dilli vishwavidyalya main padhta hoon.
5. Kya aap ne khana khaya?
6. Mujhe kaam karna pasand hai.
7. Woh kidhar gaye hain?
8. Aap kis sheher se hain?
9. Mujhe kisi se milna tha.
10. Kya main andar aa sakti hoon?

Answers
11.5

1. I had gone there yesterday. ('had gone' has been used for 'gaya tha'. 'I went there yesterday' will be equivalent to 'main kal wahan gaya')
2. Where do you stay? (when you ask questions, add the auxiliary verb 'do'- in the present tense and 'did' in the past tense)
3. Whose house is that?
4. I study in Delhi University. ('I am studying in DU' is grammatically all right, but it is elegant to say 'I study in DU')
5. Have you eaten your food?
6. I like to work.
7. Where has he/she/they gone?
8. Which city are you from? ('Which city do you come from?' is also correct)
9. I had to meet someone. (Note the difference- 'mujhe' and not 'main' in Hindi)
10. May I come in, please? (In English, it is polite to use 'please')

WHAT HAVE YOU LEARNT?

Some of the things that you should have learnt by the end of this Unit are given/listed below:

- ✚ In writing an error can imply a wrong interpretation of the message. So by searching for errors in a given message you must have also learnt how to identify errors.
- ✚ Now you would be able to decode a secret message by reading between the given words.
- ✚ You would have also learnt how to pick up the key ideas that are stated in a paragraph by attempting the exercise on paraphrasing.
- ✚ You would also be able to attempt the reverse of paraphrasing, i.e. given a few key words you would be able to write an article, an essay or even a paragraph in more words than those that are given, which would be a clear indicator of your advanced writing skills.
- ✚ Translating from Hindi to English would have equipped you to first find the equivalent words of one language in another language, thereby making it easy for you to translate from Hindi to English, in the process also making you familiar with the rules of both the given languages.