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Parts of Speech

There are thousands of words in any language. But not all words have the same job. For example, some words express "action". Other words express a "thing". Other words "join" one word to another word. These are the "building blocks" of the language. Think of them like the parts of a house. When we want to build a house, we use concrete to make the foundations or base, we use bricks to make the walls, we use window frames to make the windows, and door frames to make the door ways and we use cement to join them all together. Each part of a part has its own job. The same way while constructing a sentence, we use the different types of words. Each type of word has its own job. We can categorize English words into 8 basic classes. These classes are called "Parts of Speech".

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Noun

Name of a person, place or thing.

- can also be known as a naming word.

(a) Proper Noun

- specific ~~name~~ ~~refers~~ name given to a person or a place
- e.g.: Neha is very beautiful.
 - Delhi is the capital of India

(b) Common Noun

- refers to a general category and is common to all persons, places or things belonging to same category
- e.g.: Nainital is a beautiful city.

Ganga is the holy river.

(c) Collective Noun

- group of persons or objects of the same class when they are considered as a whole.
- e.g.: a class of students.
a flock of sheep.
a bunch of flowers.

(d) Material Noun

- names of material of which the things made.
- also functions as common noun.
- e.g.: Silver, Gold, Wool, Cotton, Silk, etc.
Saris ~~are~~ made of silk are gorgeous.
Shel loves ornaments made of platinum.

(e) Abstract Noun

- names given to various things that we can neither see or touch
- only be felt or thought
- express a quality, a state, a feeling, an action or a general idea
- e.g.: heaven, patience, happiness, honesty, hope, etc.

(1) A will makes its way

(2) Honesty is the best policy

Pronoun

The word used instead of a noun.

a substitute for the noun so that the noun doesn't get repeated in certain context.

- e.g.: I, we, you, she, he, it, they, this, that, these, etc.
- e.g.: Richa prepared a beautiful card. Richa gave the card to her sister. Instead we can say — Richa

a beautiful card

Adjective

The word that modifies or gives ~~more~~ some more info about the noun or pronoun.

- adjective qualifies a noun or pronoun, and adds something more to its meaning.

- e.g.: Most of the youngsters prefer Italian food. (Here the word 'Italian' modifies the word food)

Verb

A word or group of words that describes an action, declaration, or state of being of the subject.

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- e.g.: Akkit runs very fast (action)
- Football is my favourite game. (declaration)
- The painting is a modern art (state of being)

Adverb

Word that modifies or adds something to the meaning of a verb, adjective or adverb.

- most of the adverbs end with suffix -ly.

- e.g.: He left the hall quickly. (Here the word 'quickly' modifies the verb 'left'.)

Preposition

A word which is placed before a noun or a pronoun to show its relation with some other word in the

Sentence

e.g.: He lodged a complaint against the teacher.
The book is in the cupboard.

Conjunction

A word that joins together two words, two phrases or two different clauses.

Conjunctions can also be called as joining or linking words.

e.g.: Roses and violets add to the beauty of the bouquet (Conjunction 'and' joins the two words 'roses and violets')

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Interjections

Words which are used to express various emotions such as joy, surprise, etc.

also used to catch the reader or listener's attention.

an exclamatory sign usually follows them.

e.g.: Ahs! He is no more.

Concord

A verb must agree with its subject in person and number.

The most common error that candidates make in the examination is that they use the verb according to the nearest subject, which is also known as proximity.

The Universal rule for subject - verb agreement is

- singular subject takes singular verb.

- plural subject takes plural verb.

→ noun + s/es → plural

- verb + s/es → singular

When we add s/es with a noun, it becomes plural
when we add s/es with a verb, it becomes singular.

- singular subject - ~~boy~~ boy
- plural subject - boys
- singular verb - plays
- plural verb - play

Rule 1:

When two subjects are joined by 'and', a plural verb is used.

- e.g.: Rohit and Shubham are good friends.
The Narmada and Tapi are west flowing rivers.

• Exception.

→ if 2 subjects suggest or indicate a single idea and are joined by 'and', we use a singular verb.
e.g.: Time and tide waits for no one.

Agreement

Idli and Sambhar is my favourite breakfast.

Slow and Steady wins the race

The ups and downs of life is faced by everyone.

In all these 4 lines, the subjects are joined by 'and' but they are conveying a single idea, so the verb is singular in each case

Rule II:

When 2 subjects are joined by words or phrases like - with, together with, along with, as well as, like, unlike addition to etc. the verb agrees with the first subject. The other subject and the phrases associated with it are assumed to be parenthetical.

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- Priyanka as well as her parents has shifted to Indore.
 - in this sentence, the 2 subjects are joined by as well as.
 - the verb will agree with the 1st subject.
 - 'Priyanka' is a singular subject.
 - it will have a singular verb 'has'.

Rule III: (Article Rule)

When 2 subjects are joined by 'and' and there is an article only before the 1st subject, then we will use a singular verb.

- e.g.: The principal and chairman has resigned.
 - Here, 'the' is used before 'principal' only and it conveys the idea that there is one person who holds two positions (principal and chairman)

→ use ~~very~~ singular verb

• e.g.: The producer and the director are waiting for the actor to arrive.

→ 'the' is used before each of the subjects, which conveys the idea that there are two persons holding two different positions.

Rule IV:

When two subjects are joined by 'either ... or', or, 'neither ... nor', the verb agrees with the nearest subject.

• e.g.: Neither Ankur nor his sisters watch horror movies.

• in this sentence, the verb will be plural (watch) because nearest subject is ~~singular~~ (sisters) is plural.

• ~~either~~ in this sentence, the verb will be plural (watch) because the nearest subject (sisters) is plural.

• e.g.: Either his friends or he is responsible for the error.

• in this sentence, the verb will be singular (is) because nearest subject is singular (he).

NOTE: Do not misinterpret this rule as the verb agrees with the second subject.

• Are your parents or your brother coming to the party?
→ in the given sentence, the verb 'are' is written before the first subject 'your parents' but the rule remains

the same, i.e. the verb agrees with the nearest subject (your parents) is plural.

Rule V:

When a sentence makes use of each, every, someone, somebody, something, everyone, everybody, many a man, etc., they all are singular in meaning, so they will take a singular verb.

- e.g.: 1. Each boy in the class does his homework on time.
- 2. Someone has left the tap open.
- 3. Everybody loves children.
- 4. Many a man has tried to solve this problem.

Rule VI:

When a sentence begins with 'a huge amount of', 'a number of', 'a great number of', or 'a big number of' a plural verb is used.

- e.g.: 1. A large number of people are immigrating to Canada.
- 2. A number of men have tried to raise their voice against the Minister.
- 3. A large number of people were present in PM's Lucknow rally.
- 4. A great number of people were captured in the war.

Rule VII: (One of Rule)

• One of + subject (plural) + verb (singular)

- e.g.: 1. One of his friends lives in Paris.

2. One of the widely spread social evils is dowry.

3. Mary Kom is one of the best boxers in the world.

4. One of my desires is to own a Mercedes.

Rule VIII:

There are some nouns which look plural but singular in meaning.

• so they will take a singular verb.

• e.g.: Physics, Mathematics, Economics, Rabies, Shingles, Billiards, Darts, Mumps, Measles, News, The Arabian Nights (book), Three Idiots (movie), Politics, etc.

• e.g.: 1. Mathematics is my favourite subject.

2. The Arabian Nights is an interesting book.

3. Rabies is a disease caused by the deficiency of Vitamin D.

Rule IX:

There are some nouns which look singular but are plural in meaning. So, they take plural verbs.

• e.g.: police, cattle, infantry, men, children, poultry, cavalry, gentry, etc.

• e.g.: 1. Cattle are grazing in the field.

2. Children have been waiting for their turn for a long time.

Rule X:

Some nouns are accountable. So, they do not have a plural form and always take a singular verb.

e.g.: furniture, money, jewellery, hair, business, scenery, music, electricity, traffic, advice, work, etc.

e.g.: 1. This furniture is old.

2. Music has the power to touch our hearts.

3. They were worried as their luggage was missing.

Rule XI:

Some nouns always exist in plural form. So, they always take plural verb.

e.g.: belongings, goggles, sunglasses, pants, etc.

e.g.: 1. Where are my binoculars?

2. The outskirts of the town have a number of colleges.

3. Their belongings were missing.

Articles

The words a, an, and the are called articles.

- they come before nouns.

Indefinite articles

A or an are called indefinite article.

- it usually leaves indefinite the person or thing spoken of, such as, a doctor, that is any doctor.

- the choice between a and an is determined by sound.

- before a word beginning with a vowel sound 'an' is used, as,
an ass, an enemy, an orange, an umbrella, etc.

- before a word beginning with a consonant sound is used, as,

a boy, a ~~rieto~~ reindeer, a woman, a yard, a horse, etc.

Definite articles

When we talk about a particular person or thing, one already referred to

Use:

1. In its original numerical sense of ~~was~~ one,
 - twelve inches make a foot.
 - not a word - was said
 - a word to the wise is sufficient

2. In the vague sense of a certain;
- a Kishore Kumar (a certain person named Kishore Kumar) is suspected by the police.
 - one evening a beggar came to my door.

3. In the sense of any, to single out an individual as the representative of a class.
- a pupil should obey his teacher.
 - a cow is a useful animal.

4. To make a common noun of a proper noun.
- a Daniel comes to judgement. (A Daniel = a very wise man)

5. Before names of professions.
- He is an MP/MLA/MLC/SDO/FO
 - She is a nurse/teacher/dentist
 - He is a manager/carpenter/cobbler.
 - Mr. Sharma is an engineer/architect.

6. A is used before a hundred, a thousand, a million, a dozen, a couple.
- She has to walk two and a quarter kilometre daily.
 - I have a hundred pens.
 - He has a thousand rupees.

7. In the structure; many/rather/quite/such + singular
- many a woman would welcome such a chance.
 - It is rather a pity, I say.
 - It was quite an impossible task.

8. When an adjective precedes so, as, too, how quite.

- It is too heavy a parcel for me to carry.
- She is as ~~beats~~ beautiful a girl as you are ever likely to meet.
- Ram is not so big a fool as you think.

9. If a proper noun is used as a common noun.

- He is a Kalidas.

10. If two adjectives are joined by 'and' and 'and' used to signify a singular object.

- a black and white cow.
- an honest and intelligence teacher.

11. If two adjectives are joined by 'and' and use before a singular countable noun and it den two different persons or things.

- a red and black shirt.
- a tall and a pretty girl.

Definite article

1. When a singular noun is meant to represent whole class

- the horse is a noble animal.
- the cat loves comfort
- the rose is the sweetest of all flowers

2. Before some proper names, viz., these kinds of place names,

- oceans and seas: e.g.: the Pacific, the Black
- rivers: e.g.: the Ganga, the Nile

- canals, e.g.: the Suez Canal.
- deserts, e.g.: the Sahara
- groups of islands, e.g.: the West Indies
- mountain-ranges, e.g.: the Himalayas, the Alps

3. Before the names of certain books
• the Vedas, the Puranas, the Iliad, the Ramayana.
but we say Homer's Iliad, Valmiki's Ramayana.

4. Before a proper noun when it is qualified by an adjective or a defining adjectival clause,
• the great Caesar, the immortal Shakespeare.
• the Mr. Roy whom you met last night is my uncle.

5. Before names of things unique of their kind,
• the Sun, the ocean,
• the sky, the sea

6. With superlatives
• the darkest cloud has a silver lining.
• this is the best book of elementary chemistry.

7. With ordinals
• he was the first man to arrive in the forest.

8. Before musical instruments,
• He can play the piano.

9. Before an adjective when the noun is understood,
• the poor are always with us.

10. Before a noun (with emphasis) to give force of a Superlative.
- the verb is the word (the chief word) in a sentence.
11. As an adverb with comparatives,
- the more the merrier
 - the more you work, the more you get.
12. With parts of the body
- he was wounded in the arm
 - Rama hit him in the head.
13. When most is used in the sense of very in superlative degree, THE is not used
- this is a most useful reference book.
14. Before a proper noun. (for titles/posts).
- The decision is taken by the Prime Minister.
 - The meeting was presided over by the Executive Director
15. Before nationality
- the english defeated the french
 - The Indian Cricket team has won the match
16. Before the words 'job/profession'
- He likes the banking profession.
 - Do you like the teaching job?
17. Before ordinals (first, second, third)
- He is first to arrive in the meeting
 - The second lesson of this book is very difficult

18. Before names of committee, club, ~~form~~ foundation, etc.

- The Lions Club
- The Rotary Club
- The United Nations
- The WHO
- The Ford Foundation
- The Rajive Gandhi Trust

19. In the sentence structure (The + name + of + ...)

- The Bank of America is a big bank.
- The Tower of London is a great tower.
- The Great Wall of China is a ~~two~~ historical monument.

20. Before East, West, North, South, not when it is used with the name of a place.

- The Sun rises in the east.
- He is going to North America
- Rajasthan is in Western India
- Sweden is in Northern Europe

21. Before referring to the people of a country.

- the Greeks
- the English

Omission

1. School, College, University, Bed, Church, Court, Hospital, Prison, Market - do not use 'the'.

- I go to college at 10 am.
- He went to church on Sunday.
- He went to market to purchase a TV.

NOTE: 'The' is used with these words when we refer to them as a definite, building, or object rather than to

- the normal activity that goes on there.
- the school is very near my home
- I met him at the church
- The bed is broken

2. When words like appoint, made, nominate, elect, declare, select are followed by a noun, is in the sentence they do not ~~write~~ take any article.
- He was nominated secretary
 - We made him monitor
 - He was declared captain of our team.

3. Before names of meals (used in general sense)
- What time do you have lunch?
 - Dinner is ready.

4. Before languages,
- We are studying English
 - They speak Punjabi at home.

5. Before names of relations, like father, mother, aunt, and also cook and nurse, meaning 'our cook', 'our nurse'
- Father has returned
 - Aunt wants you to see her.
 - Cook has given notice.

6. Before predicative nouns denoting a unique position
- He was elected chairman of the Board.
 - Mr. Jagpat Jagtap, became Principal of the College in 1995.

7. Before most proper nouns, namely, names of persons

names of continents, countries, cities, etc., names of individual mountain.

- individual islands, lakes, hills, etc.

8. Before plural countable nouns used in a general sense

- Children like chocolates.

- Computers are used in many offices.

9. Before names of substances and abstract nouns used in a general sense,

- Sugar is bad for your teeth.

- Gold is a precious metal.

- Wisdom is the gift of heaven.

10. Before diseases.

- She is suffering from fever.

- He died of Cholera

- NOTE:- If the names of the diseases are in plural like

- Measles, Mumps, 'the' is applied.

11. Before names of subjects.

- He is learning French.

- I secured 88% marks in English

- He is good at Physics.

12. Before buildings and institutions, where one of the words is that of a person or a place,

- Delhi Airport

- Jaisingh Palace

- Victoria Station

- Indira Gandhi Airport

- London Zoo

- Edinburgh Castle

NOTE:-

Infinitive

In grammar, the infinitive is of the form of a verb but has no inflection to indicate person, number, mood, or tense. By far, the most common form of an infinitive in English language is with the particle 'to', such as 'to walk', 'to cry'. This is known as the 'to-infinitive'. It can function as a subject, direct object, subject complements, adjective, or adverb in a sentence.

Bare infinitive or Infinitive without 'to'

When this particle 'to' is absent, the infinitive is to be a bare infinitive. The bare infinitive and the to-infinitive are not generally interchangeable, but the distinction does not generally affect the meaning of a sentence.

Use:

1. After following modal auxiliaries, infinitive comes without 'to'.

These are **shall**, **will**, **should**, **do**, **did**, **may**, etc.

2. Following verbs when used in active voice, take infinitive without 'to'.

(a) She bade me go.

(b) Let her sing.

(c) I made him sing.

(d) I didn't notice him go.

(In passive, these verbs take infinitive with 'to'.

(a) He was made to sing.

(b) I was bidden to go.

NOTE:- But 'let' always takes infinitive without 'to'.

3. Following words take bare infinitive after them: **had better**, **would rather**, **would sooner**, **sooner than**, **rather than**, **had sooner**, etc.

- He had better withdraw.
- He would sooner resign than fight with the boss.

4. Bare infinitive is used after the conjunction 'than'.

- She is better able to speak than write.

5. 'But' and 'except' take bare infinitive when they follow 'do + nothing/anything/everything'.

- I can do nothing but protest.
- The dog does nothing except bark.

Split infinitive

The general rule is that no word should separate the 'to' of an infinitive from the simple form of the verb that follows. If a word does come between these two components, a split infinitive results. It was used to be seen as a grammatical crime to split an infinitive, although the rationale for this view is not clear.

A. This ban on the splitting infinitive was misguided. There are many adverbs that need to be placed immediately before the verb.

- I ought to flatly refuse.
- We have to always be careful.

B. If you put the adverb somewhere else, you change the emphasis, and the sentence looks awkward.

- I ought ~~to~~ flatly to refuse. (Improper)
- I ought to flatly refuse. (Proper)

- Date
- You ~~also~~ have always to be careful (Improper)
 - You have to be careful always. (Proper)

Whether you put an adverb between the 'to' and the verb is a matter of style and meaning. We have to sometimes revise old grammatical terminology.

Continuous Infinitive

1. After the auxiliary verbs: will/shall/may/can/could/must/would/should, 'continuous infinitive (be + present participle)' is used.

- (a) They'll be playing now.
- (b) He might/may be watching TV.
- (c) He can't/couldn't be playing.
- (d) He can't/couldn't be watching TV.

2. After verbs: appear, happen, pretend, seem, continue, infinitive (to be + present participle)

- (a) I happened to be looking towards the road when their car stopped.
- (b) She seems to be following us.

NOTE:- Continuous infinitive can also be used after the verbs - agree, arrange, decide, determine, hope, want, plan.

• I hope to be earning my livings in a year's time

• I determined to be waiting at the door.

3. After the verbs: believe, consider, suppose, think etc., continuous infinitive is used in passive structure.

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(a) She is believed to be living in France.

(b) He is considered to be supporting the liberals.

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One Word Substitution

Another way to increase your vocabulary would be to know how to use word substitutions, we can express idea in a number another way. Besides that, it provides us the precision that lends brevity and exactness to our expressions.

Let us see how different notions, ideas, and definitions can be substituted by one word expressions.

1. A person who believes in God. — Thiest
2. A student who stays away from school without his/her parents — Traut
3. The short remaining part of a cigarette. — Stub
4. Someone's life history written by another person — Biography.
5. A tendency to favour one's relatives — Nepotism
6. A series of three novels/works of art produced by writer/artist — Trilogy
7. One who takes pleasure in torturing others — Sad
8. A story in which ideas are symbolized as characters — Allegory
9. Killing one's father — Patricide

10. A medicine that cures all ailments — Panacea
11. A person too proud of his/her race, nation, gender, etc. — Chauvinist
12. A place where wild animals/birds are kept in a protected area — Sanctuary
13. One who totally abstains from drinking — Teetotaler
14. One who understands the finer aspects of art, music, etc. — Connoisseur
15. Someone whose philosophy in life is to eat, drink and be merry — Epicurean
16. One who eats indiscriminately and in large quantities — Glutton
17. Someone with an unprejudiced and accommodating nature — Cosmopolitan
18. One who deserts one's religion — Apostate
19. A screen or pen name adopted by an artist or writer — Pseudonym
20. ~~Deliberate~~ Deliberate suffering for one's sins. — Expiation
21. Something that is considered redundant and unnecessary — Superfluous

22. Saying things in a roundabout way —
Circumlocution —
23. Someone who travels with devotion to a sacred place — Pilgrim
24. A person who has beautiful and elegant handwriting — Calligrapher.
25. A woman who never gets married — Spinster
26. Impulsive Stealing — Kleptomania
27. Easily convinced; cheated and gulled — Credulous
28. A person with strange and peculiar habits — Eccentric
29. Someone who is interested in the welfare of women — Feminist
30. Someone who compiles a dictionary — Lexicographer

Sentences and Their

Types

A sentence is a group of words complete sense. It is different from a word, phrase and clause. Look at the following sentence: "The boy sang a song in ^{the} class."

In this sentence, we have as many as eight words which are string together to give complete sense. The whole structure would be called a sentence. It has a subject: the boy and a predicate - sang a song in the class.

Alternatively, look at the expression in the class. Does it make any sense? Yes. But does it make complete sense?

No. It does make some sense but it is not complete.

Moreover, it does not have a subject or a predicate of its own.

Therefore, a group of words that makes partial sense and does not have a subject and predicate of its own is called a phrase.

Moving further, look at the following sentence:

When we reached home, it was midnight.

This sentence can be broken into two parts:

1. When we reached home

2. It was midnight

Both these parts have a subject and a predicate of their own. Of these, the second part - it was midnight makes complete sense. It has a subject (it), a verb (was), and a complement (midnight). The first

- when we reached home - too seems to make complete sense but it is not as complete as the second part - it was midnight - is. Even then, it has a subject (we), a verb (reached), an object (home), and an adverb (when). So, both these parts are clauses.

Therefore, a group of words that forms a part of a sentence and may have a subject and a predicate of its own is called a clause.

Based on Senses

Before venturing further into sentence and its types, let us see how sentences can be divided on the basis of sense and structure. Going by the sense, sentences can be of five types.

1. Assertive / Declarative
2. Negative
3. Interrogative
4. Imperative
5. Exclamatory

Read the following sentences:

1. Cassius does his work on time.
2. Catherine does not do her work on time.
3. Does Brutus do his work on time?
4. Antony, do your work on time.
5. You too Brutus! Then Caesar must die!

The first sentence makes a simple statement, such sentences are known as assertive or declarative sentences.

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The second sentence makes a negative statement, such sentences are called negative sentences.

The third sentence puts a question, such sentences are known as interrogative sentences.

The fourth sentence gives a command, the sentences which express commands, requests, orders, entreaties, etc. are known .

Paragraph Writing

Topics

1. My University
2. My Life After 6 Years.

My University

My university is located on the outskirts of Pune. Our university's name is Pimpri Chinchwad University under the PCET Trust which is the most ~~trust~~ ~~prestigious~~ ~~trust~~ credible trust in Pune. It has recruited the most capable staff and faculty to help struggling students like myself thrive academically. Besides academic guidance, my teachers are also invested in their students' emotional well-being. They make sure to maintain a good and strong relationship with their students and allow us to be open with our opinions in front of them which allows for clear communication and minimizes awkwardness. The facilities and resources provided are also abundant ~~that~~ and help us with understanding concepts practically. The equipment provided for experimentation is also great quality and allows for smooth and efficient processes. The rules set for the students by the University also prevent any form of harassment or ragging. The conduct of my university makes me feel safe and comfortable. Concluding, my university is a great institute for learning and finding yourself.

Name: Akanksha Jharia

Roll No.: 5

Div.: F

My Life After 6 Years

In 6 years, I see myself as financially independent, pursuing my dream career along with side businesses, settling my family and actively participating in creating something to help society. I ~~also~~ look forward to using my financial independence to lead research projects and learn new things that may help the population in some way. It could make lifestyles better, be something entertaining or be something that makes a life aspect (work, life, house life, etc.) easier. I wish to have a balance in my life and be an ideal global citizen. I ~~will~~ will enjoy my work, pursue my personal goals, and ~~have~~ ^{make} time to spend fun and quality time with my family. I would like to stay in touch with all my close friends and build meaningful relationships with people that I meet. Overall, I see myself leading a satisfying and meaningful life in the future.

Name: Akanksha Tharia Roll No.: 5

Div.: F

Art of Condensation

Condensation is writing a summary.

Here, we will look at some principles of art of condensation:

1. Be brief and precise.

Writing a précis is like reproducing the soul of matter. Therefore, it needs to be concise, precise and focused. Normally, the length of the original passage is reduced to a one-third in its précis (summary) version.

2. Be complete

While reproducing an idea, we cannot leave out any of its vital aspects. Therefore, before we launch ourselves into writing a précis, we must carefully read the passage, notice all the important points and incorporate all of them in our précis. A précis should, in fact, be as complete and comprehensive as the original one, albeit it should be expressed in a less number of words.

3. Be choosy

Although it is not possible for us to leave out an important idea from the original, it is required that we carefully choose only the material that is an indispensable part of the whole argument. In order to achieve a good précis of the original, we need to discard all the extraneous and superfluous material present in the form of examples, illustrations, etc.

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quotations, citations, anecdotes, parables, and any other such material that is included in the original to substantiate the basic idea.

4. Be original

A good précis is both creative and original. Of course, while writing a précis, you are not expected to distort or modify the author's view. You are also not expected to add any idea of your own or leave out some important idea of the author, but at the same time, you are required to express the author's views in your own words. Therefore, try to use your own expressions while rewriting what the author has expressed in the original.

5. Be coherent

Normally, while writing a précis, we follow the order the author has chosen to arrange his/her ideas. However, since a précis is not a pale imitation of the original, a good précis always has a coherent structure of its own. In any case, it should not look as though some unrelated and disjointed sentences have been yoked together. Remember, the purpose of a précis is to help the reader gather the whole idea in a compact, complete, and coherent way. An incoherent or incomplete imitation of the original would, therefore, be of little worth to the reader.

6. Be clear.

Just like completeness and coherence, clarity too is an important attribute of a well-written précis. At

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times however, while writing a précis, it is lost and tend to overemphasize, the need to compress the ideas expressed in the original. Since the précis is to serve as a substitute for the original, we cannot afford any type of vagueness to punctuate the reader's comprehension of our précis.

Note Taking and Note Making

Business letter (formal)

1. Need to write

- demand of need to be used even in today's technological era.
- can communicate the same idea through email, messages, etc.

2. Types

- informal. (casual, written to a friend)
- formal (in profession, we cannot use casual language like a business environment)

- can be used for recording purposes.
- when it is signed by an authority, the document letter then has life.
- can be stored for many decades.

• professional outlook.

- piece of conversation by coarse
- generates goodwill of organisation

• great need for writing in this era.

• about 13 elements of a business letter.

- Heading
- Date
- Inside address (receiver address)
- Reference
- Subject (tells what is the gist of the letter.)
- Attention line

- Salutation
- Body
- Complimentary close (saying something before concluding)
- Signature
- Identification marks
- Enclosure (
- Copy notation (the duplicate)

3. Layout

- shows how nicely you can present it
- Format:- (Heading)

Inside address

Reference

Subject

Attention line

Salutation

Body

Complimentary close
Signature

Identification marks

Enclosure

Copy Notation



Right Aligned Layout

Heading

Date

Inside Address

References

Subject

Attention line

Salutation

Body

Complimentary close

Signature

Identification marks

Enclosure

Copy Notation

Left aligned layout

Heading

Date

Inside Address

References

Subject

Attention line

Salutation

Body

Complimentary close

Signature

Identification marks

Enclosure

Copy notation

Heading

• a.k.a. letterhead.

• shows sender's name, full address, fax numbers, e mails, etc!

• when a letterhead paper is not used, header is either aligned to right or left

• punctuation is usually not overlooked in professional letters.

• full punctuation at

• can be referred to as ~~important~~

• ~~business~~ ✓

Date

• The day, the month, and the year given in the upper right hand corner.

25 July, 2024

Result Analysis (Paragraph Writing)

The expected marks and the marks ^{received} are very different. I gained 17 out of 20 marks. The expected marks were 20 as the notes were provided in advance and ample practice was conducted during lectures. The marks total up to 85% whereas the goal was 100%. ~~Right~~ On receiving the notes, I had written them down and analysed them at the same time. The analyses and skimming ~~see~~ led me to secure about 10 marks out of the 17 received. On-campus lectures ~~and~~ allowed Kendre Sir to embed crucial points in our minds by using unique examples and creative scenarios. It helped in securing the remaining 7 marks. My mistake was ~~to~~ not revising after lectures. Therefore, the mistake to be rectified is lack of thorough revision. I shall analyse my ~~weaknesses~~ shortcoming and keep my focus in order to rectify my mistake. Concluding, my aim remains 100% but my efforts and seriousness regarding preparation will increase.

Result Analysis (Precis Writing)

The marks obtained were 17 ~~to~~ out of 20 (85%) whereas the goal was 20 out of 20 (100%). ~~to~~ Out of the 17 marks, ~~the~~ copying and writing down notes while analysing them helped gain around 10 marks. The remaining were gained by important points told in the lectures, live lectures. Overall, if a more thorough revision had been done, 100% mark would've been achieved.

Types of Business Letters (Notes)

Business letters are letters that are written in a formal setting.

Some types are:

1. Acknowledgment letter
2. Goodwill letter
3. Letter of Recommendation
4. Credit and collection letter
5. Appreciation letter
6. Inquiry letter
7. Sales letter
8. Claim letter

Parts of Business Letter (Notes)

SharkCoders

A business letter are letters written in a formal setting. It has many parts that are mentioned as follows.

1. Heading
2. Reference Number
3. Date
4. Inside address
5. Attention line
6. Salutation
7. Subject line
8. Body of the letter
9. Formal Close
10. Signature block/slot
11. Enclosure (Encl.)

12. Post script

13. 'CC' or Carbon Copy Notation

14. Reference initials

The heading

• a.k.a. letterhead

• contains the name of the firm/company and its address.

• generally given at the top centre or top right side of the paper.

• also important to provide details like.

→ telephone

→ fax

→ telegraphic address

→ for example:- BHATIA CHEMICALS Ltd.

Regd. Office: 26, Naraina Estate, New Delhi

- 110027

Phone: 569 8007

Fax: 569 8108

Reference Number

• serves a useful purpose of quick reference and linking up the chain of letters going out of the organization.

• useful for identifying memorios.

• e.g.: 25/PD/671

→ Number of department

→ allotted to the receiver

→ Personal department

Date

usually written on the right hand side of the reference number shown below.

e.g.: 25/PD/67
November 18, 2003

abbreviations of any kind should be avoided
→ leaves a bad impression.

Inside Address

contains the name and address of the recipient (organisation or person)

written below the reference number line, leaving some space.

can be written with closed punctuation or open punctuation with blocked lines.

Mode of address

→ addressing individuals.

o for an individual, we must prefix the addressee.

o Mrs / Shri → a man

o Miss → unmarried woman

o Ms → woman whose marital status is unknown

o Messrs → ~~plu~~ addressing a partnership firm and is plural of Mr.

→ addressing by designation

o when designation is addressed, Ms. and Messrs is not used.

for e.g.: The Personnel Manager Herbertson and Co.

Attention line

- directs his letter to a particular official in an organisation he may use the phrase, 'For the attention of'.

Salutation

- greeting the addressee.

- choose the salutation on the basis of our familiarity with the reader.

- e.g.: sir, madam, Dear sir/Madam, Dear Mr. Smith.

- Your Excellency (for Ambassador or High Commissioner of foreign country)

Punctuation

- when indented paras are used in a letter, it is customary to end the salutation with a comma

Subject line

Layout
(Complaint Letter)

5 March, 2024,

Mr. Siddharth Patel,
The Apple Store, Pune,

Kabirwar Apartment,
Datta Road, Pune,
Maharashtra - 412012

Dear Mr. Siddharth Patel
The Sales Manager,
The Apple Store, Pune.

Dear Sir/Madam,

This letter is concerning the purchase of an iPhone Pro Max from your store. I had purchased a phone, the model iPhone 15 Pro Max along with a charger headphones as a gift to my husband. On the day of purchase, the ~~staff~~ working staff had given me a box, hence I did not open it and check. However, on opening the box, instead of an iPhone, there was Nokena phone inside.

The condition of the Nokena phone was also in poor condition. The ~~case contents~~ other contents of the box were either missing or were in poor shape. I request an exchange along with a discount as I already have its accessories. Please mind what is sold from the store as many customers such as myself buy from your store with a lot of trust and faith to the reputation of the brand. I anticipate

5/3/24

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early reply and swift action.

Thanking you in anticipation.

A

Akanksha Jharia

Enclosure: (Receipt, Invoice, picture attachment of damaged product).

Correction:

~~The condition of the Nokia phone~~

6/3/24

Reply to letter (adjustment letter)

The Apple Store Co.

94/SM/4609

6 March, 2024

Mr. Siddharth Patel

The Sales Manager

The Apple Store, Powai

Dear Madam,

I deeply apologize for the inconveniences and the disappointment you and your husband faced due to our negligence.

Adjustment Letter

The Apple Store Co.
Hiranandani Gardens, BSNL Colony,
Powai, Mumbai, Maharashtra, 40076

6 March, 2024

67/SM/6090

6 March, 2024

Subject: ~~B~~ - Incorrect deliverance of product.

Dear Madam,

I deeply apologize for the inconvenience and disappointment you faced due to our negligence. I feel saddened to hear we contributed to it.

SharkCoders

Adjustment Letter

The Apple Store Co.

~~support@~~

support.apple@gmail.com

67/SM/6090

6 March, 2024

Mrs. Akanksha Tharia

Kohinoor Grandeur,

Dehu Road, Pune

Maharashtra, 412012

SharkCoders

Subject: Incorrect deliverance of product.