

1.DISCIPLINE IS A GREAT TEACHER

JOHN HOLT

John Holt, an American writer cum teacher was a pioneer in youth rights theory. He has written many books regarding needed reform in the traditional school system. 'Discipline is a Great Teacher' is an extract from his book 'Freedom and Beyond.' In this lesson, he discusses about the limit of discipline and force, in the upbringing of a child. According to John Holt, there are three kinds of disciplines, which can mould a child as it grows. The three kinds of disciplines are a) Discipline of Nature b) Discipline of Society and c) Discipline of Superior Force.

Discipline of Nature:-

John Holt says that at schools children should be permitted to do their activities of their own. When they fail in the given tasks, more chances must be given to them, to measure properly, to fit, to fly, and to float so that they can correct their mistakes themselves. They can find solutions by their regular practice. It will teach them to learn everything with interest and without any disappointment.

Discipline of Society:-

Usually children sense around them. They learn to do what the elders around them do. Children want to do right unless they become convinced they cannot do the right. Therefore, those children rarely misbehave in church. They sit quietly and absorb the behavior of the elders. Once they followed, it cannot be

changed whether it is good or bad. Holt says society plays a vital role in framing the character of a child.

Discipline of Superior Force:-

It is necessary to protect the life, health, safety or well-being of children or other living creature. At the same time, we should not assume ourselves that a child cannot understand the real nature of the danger. Actually, a child can learn everything faster than we think. For example, in Mexico, children not older than five or four understood about cars, so they walk unattended on the street. In the name of discipline if we threaten the child often there is no way for him to grow up or to learn anything for his life and acts. Sometimes the Superior Force make them feel Merits and Demerits of the Superior Force.

2. DEMOCRACY IS A FAITH

Dr.S.Radha Krishnan

Dr.S.Radha Krishnan was a reputed and renowned scholar who adorned the post of the president of India. He defines in this lesson, democracy and fixes the goals for both the rulers and the citizens. He envisions a hard task to that goal and hopes that achieving this will bring India a bright future.

After Independence administering India in a clean and decent way is formidable task. Because this needs a selfless leadership with experts in all fields to support him. Every one including the rulers should have civic sense and patriotism. But this cannot be achieved in a day, unwanted this happen in a

country where pure and clean administration is Needed, sense of belonging is wanted to develop the nation. Democracy has different sides, political and economical.

All the eligible individuals of a particular age have the right to vote. But we still lay behind many aspects because of the invasion of many foreigners who exploited the wealth of our nation. Moreover, we are proud to be a pious nation but do not pay due weightage to the religion to enter our hearts. Political democracy, today has no boundaries. We should respect the human individual for his human nature for his possibilities, as each one is a potential candidate for the highest life.

The constitution of India has a target for universal education, to promote the standard of living of its citizens. Radha Krishnan is of the opinion that we should not allow the individuality of human beings to be crushed or even diminished by the assaults of science and technology, by the mechanization of life.

Equalization of the abilities of all the individuals in socialism is not possible. All men are not equal, but should be given equal opportunities, to grow. When we say that all individuals should be given food, shelter and clothing, the economic aspect of democracy speaks here. The difference between wealth and poverty should be diminished to raise the standard of living of the ordinary man. If any individual does not get food or shelter or clothing, it's a challenge to us. If our nation is to be called a democratic nation, we should abolish poverty.

In India democracy is still an ideal where we try to put some social and economic content into it. In the wake of keeping economic aspect of democracy we tried to keep the body and soul together. To achieve economic democracy five year plans were devised and unfortunately our rural areas are neglected largely. The rulers have failed to rouse the enthusiasm of our people. Democracy is a faith. Democracy asks us to adopt persuasion, restraint consent in the settlement of our problems. But we have not realized the indications of these aspects. Because dissent is not reason, opposition is not rebellion and we must try to settle our problems with reason and without bitterness.

Radha Krishnan speaks about loss of the face (identity) by many nations as a greater danger than the destruction as civilized values. While the life of humanity is at stake, many people stand on their vanity and pride. The problems of our nation should be settled amicably. We should not become a victim to religious conflicts, jealous and biased feelings. Whatever is the caste, creed and race of religion, all are citizens of this country. If we do not follow this patriotic feelings our future will be bleak.

Dr. Radha Krishnan was influenced by the democratic concept of the American President Abraham Lincoln as democracy is by the people; for the people; of the people; According to him democracy is the only and the most powerful weapon to attain the highest social benefits in a country.

3. THE CHALLENGE OF OUR ERA

Arrold Toynebee.

Arrold Toynebee (1889 – 1975), a British historian in this lesson points out the modern man's responsibility to the society. He wants the maintenance of a balanced state between freedom and justice. According to him, the future of the modern world will be more dangerous, if it does not find a remedy for the social and the international problems on war footing.

The danger of the future is not the eruption of the third world war, but the degradation of our civilization. The advent of the atomic weapons and the mass production of arms will destroy the human race. It is now the right time to think about the rise and the fall of our civilization. The abolition of war does not mean the eradication of tension, strife and trouble. These evils were not abolished by the abolition of slavery in the Nineteenth century. They are the ever growing of the 'Original sin', which is in - born in human nature.

The problem of over world population was already warned by Malthus. Public hygiene will be very much affected by the population growth. Toynebee says that population growth is more dangerous than the nuclear arms race. To stop this menace, the self – control of a man is the best remedy. The modern man, through his animal behaviour becomes a real enemy to his own fellow beings. Of course, science in no way helps a man to lead a civilized and a disciplined life. So, the twentieth century man should have the real quant to recover the religion. The religion with its holy doctrines will lead a man to a rights path. But the

question before us is which is a true religion). Here the touch stone of a true religion is its capacity to deal with the problem of a man's suffering. But our sufferings, according to Toynee may be very great in the near future, if we are not awakened to reality.

To conclude, when Toynee really praises the achievement of science he also advises the modern man to match his 'gigantic technological stature with the 'recovery of religion'.

4. ARGUING - Robert Lynd

Robert Lynd is a modern essayist. He was a journalist. He became the literary editor of the "News Chronicle". Hewrote articles to famous journals like "New Statesman".

Lynd describes man's arguing nature in a detailed way in this essay. He respects human race for "it goes on arguing". There are so many controversies on any subject. People argue so hotly even though they cannot convince or convert others.

People enter into thousands of arguments. The argument takes place at anytime with anyone. Boys and girls argue in schools. Adults argue in colleges. Children argue with parents, uncles and aunts with great-uncles and great-aunts with friends and relatives, with all men and women. The argument takes place everywhere "in your and other people's homes, in offices, in restaurants, in the streets, perhaps in public houses".

Path of argument is powerless. You cannot convert anyone by arguing, "people never change their opinions". A man forms his opinion accidentally, all on a sudden. It is a mystery. Lynd

became a socialist in his terms. After that he argued vehemently with his friends for socialism.

Lynd was a man from Ireland. He had thought that the English Government and the people of England were doing a lot "for improving the land systems and the education system" in Ireland. Later he found out that the English people had their own problems and they even thought that Ireland was taken care of with their tax money. Then Lynd thought Ireland should be ruled by the Irish People and not by the English people. This is the beginning of his nationalism. He became a powerful nationalist all on a sudden when he saw syngé's one act play "Riders to the sea". Then he tried to convert others to nationalism. But he failed since "The human being is all but argument proof".

Lynd explains public debates in his essay. You cannot convince others through debates. In the House of Commons, there are many debates. But no party is convinced by such debates. Atheists and Christians never change their opinions even though they patiently listen to the debates of others. Lynd suggests to have referees at debates as there are referees in football and boxing matches. They will decide the victory of one group. Only open minded people became convinced by public debates. They are wobblers. They are called turncoats by the other party.

Lynd concludes saying that even though people are not convinced they argue boldly. By such argument they are very clear about their beliefs, opinions and ideas, secondly the ideas

are spread every where finally Lynd calls it a very good sport, it referee will decide the victory of a party.

5. MY EARLY DAYS

- Dr.A.P.J. Abdul Kalam

Dr. Abdul Kalam was (1931 – 2015) an Indian Scientist, who served as the 11th President of India from 2002 to 2007. He was mainly responsible for projecting India's capability in missile technology. He was a recipient of India's highest civilian award Bharat Ratna.

In this lesson taken from his autobiography 'Wings of Fire', he recalls his early days spent in his native town Rameswaram. In this fond recollection of his past, he shows his love for his father and teachers who moulded his personality. The lesson also shows his secular outlook steeped in the Indian tradition.

Abdul Kalam was born on 15 October 1931 to a Tamil family in Rameswaram in then Madras state. His father Jainulabdeen was a boat owner and priest of a local mosque. His mother Ashiamma was a home maker. His father started his day at four a.m in the prayers, he used to go for walking everyday and returned with a dozen coconuts from his coconut grave before he had his breakfast.

When Abdul Kalam was about six years old, his father owned a boat that took pilgrims from Rameswaram to

Dhanuskodi also Known as Sethukkarai. Abdul Kalam was the youngest of four brothers and one sister in his family.

Abdul Kalam tried to understand the fundamental truths revealed to him by his father. His father convinced him that there exists a divine power that can lift one up from confusion, misery, melancholy and failure and guide one to one's true place.

When his father was doing good business with the boat, one day, a heavy cyclone took away his boat, along with some of the landmass of sethukkarai. The Pamban Bridge collapsed with a train full of passengers on it. This event revealed the destructive side of nature to him.

When he was in the fifth standard at the Rameswaram Elementary school, a new teacher asked him to go and sit on the back bench. Lakshmana Sastry, the high priest in the Rameswaram temple told the young teacher not to spread the poison of social inequality and communal intolerance in the minds of innocent children and ultimately reformed him.

The influential relatives during his childhood were samsuddin and Ahmed Jallaluddin. The elder always spoke to him about educated people, of scientific discoveries, of contemporary literature and of the achievements of medical science. Samsuddin was his first cousin. He was the newspaper distributor in Rameshwaram. When the second world war broke out in 1939, the newspapers were thrown from the morning train on the Rameswaram Road between Rameswaram and

Dhanushodi. As a eight year old boy, he gave a helping hand to arrange the bundles of newspaper and earned his first wages.

Sivasubramania Iyer, his science teacher was an orthodox Brahmin with a very conservative wife. He was a rebel who tried his best to break social barriers. He invited Abdul Kalam to his home and sat down beside him to eat his meal. He inspired him for the growth of his education.

At the end of the second world war, Abdul Kalam asked for the permission from his father to study at Schwartz High School in Ramanathapuram. His father also encouraged him to continue his studies in Ramanathapuram. Thus with the help of his best teachers, he attained the greater heights in the journey of his self-discovery.

II - NON – DETAILED STORIES

1. The Three Hermits by. Leo Tolstoy

About the author:

Count Leo Tolstoy was one of the greatest Russian writers who had won recognition both in his own country and abroad. He had written many word famous novels like war and peace and Anna Karenina which had been translated into other languages. Each of his stories contains a clear cut message.” The Three Hermits” too illustrates Tolstoy’s fine belief that real faith which gives one spiritual strength comes from within and it does not depend an mechanical repetitions of prayers.

What is the moral of the story “The Three Hermits” and how is it emphasized?

Tolstoy emphasizes that there is no point in mechanically repeating certain words from the religious texts. It is only a show and it cannot be called piety. One must have true religious feeling and we can't please gods that way. This moral has been illustrated through the three hermits in this story. Even the Bishop was completely changed after his meeting the hermits in the island.

A Bishop along with many pilgrims was sailing from Archangel to the Solovetsk monastery in a vessel. The Bishop happened to see a fisherman pointing to an island and telling the pilgrims something. The fisherman related that island was seen at a distance. There lived three hermits. He added that they were silent and spoke only rarely. The Bishop wanted to land on the island and see the godly men. The captain dissuaded. The Bishop was adamant and they reached the island through a boat. The Bishop and the hermits exchanged greetings. The Bishop came to know of the way in which they prayed. He taught them the Holy Trinity and to pray God in the exact way shown in the Holy Scriptures. They repeated the prayer after the priest and the Bishop trained them by correcting their mistakes then and there. They left the hermits on the island and they sailed towards their country.

The Bishop could see the hermits running after them on the water. They must be really godly men since no man could run on water. They approached the ship and asked the Bishop to teach them the prayers. They forgot the prayers. The Bishop told

them not to brother. God does not mind the errors. What matters is the deep and sincere faith. He asked the hermits to pray for sinners like him who use vain repetitions in their prayers. The Bishop and his men say their prayers without inner faith and conviction.

2. The Christmas Tree and The wedding (Fyodor Dostoevsky)

The unknown narrator of Fyodor Dostoevsky's "The Christmas Tree and the wedding" tells a story about neither of these topics. Instead, the sight of a wedding reminds him of a New Year's party. This in turn comes full circle five years later.

Parties are supposed to be fun. People socialize, drink too much, eat too much, or even make connections. In his short story, "The Christmas Tree and the wedding", Fyodor Dostoevsky Features a New Year's party as a backdrop as the events change into a dangerous proposal.

An unnamed narrator begins the story looking at a church. A wedding is taking place. Rather suddenly, he remembers a Christmas tree and party, and decides this new thought makes for a more interesting story. He will return to the wedding almost as an afterthought at the end of the tale.

The wedding become a frame, literary term used to describe how one story serves as an introduction and conclusion for the embedded story. In this story, the emphasis falls on the story about party, while the wedding opens and closes that story.

The narrator describes the events and people at the party, which ends up being a commentary about society. Although the party is primarily for the children, the adults use it as an excuse to converse openly and freely. Since the narrator claims not to know anyone, he fades into the background and begins his narrative.

The narrator watches how social status plays an important part in how people relate to one another. Those with law financiers tend to stand around and listen, while those with money become the center of attention.

This gap also appears in the gifts given to the children. When the presents are passed out "they decrease in value in accordance with the decrease in the social rank of the parents of all these happy children. "A Poor boy's is a" book of stories... without pictures or even a tail - piece."

The narrator watches this boy and sees that he would like to play with the other kids. He can't, because "he already felt and understood his position. "even the children were already aware of their social status. He wanders off and finds a young girl, a girl who has a large dowry, playing with her new doll. He joins her.

Julian Mastakovich happens to be one of the more popular guests at the party, yet he holds himself aloof from others. He knows he's the center of much attention and loves every minute of it. When he hears that a young girl's dowry is 300,000 rubles, he becomes interested to know who that girl is.

When he finds her, he talks with her and chases the boy. But the children stay together. Yulian tries to kiss the girl, but the boy sees the girl about to cry, and he caught her hand and sobbed out loud in sympathy. Yulian is angry and chases the boy about: so strong was his dislike (or perhaps or jealousy) of the child that he actually began to carry on like a madman.

After being threatened by the other richer boys, the poor boy gaps to another room where he and the rich daughter play happily with the doll. Julian Matsakovich also leaves from the rest of the crowd to observe the rich daughter, who already had a dowry set aside of 300,000 rubbles. As Mastakovich observes the girl, he calculates what her dowry (with interest) would be at age sixteen, and he comes up with the surprising sum of 500,000 rubbles, and she looks to her playmate for protection. Mastakovich tries to scare the poor boy away while trying to get a promise of love from the young girl. At the End he causes a scene where he chases the poor boy around the party, whipping at him with his handkerchief. The wedding that the narrator saw five years later was indeed the wedding between Julian mastakovich and the rich girl, now sixteen.

3. THE JEWELLERY

Guy de Maupassant

Guy de Maupassant (1850 – 1893) is a French author of the naturalistic school who is generally considered the greatest French short story writer. He was probably born at the Chateau de Miromesniel, Dieppe on August 5, 1850. In 1869 Maupassant

started to study law in Paris, but soon, at the age of 20, he volunteered to serve in the army during the Franco-Prussian War. He was one of the major literary figures at the end of the nineteenth century to help move short fiction away from the primitive folk tale form to the short story of psychological realism.

When a beautiful, modest, and respectable young lady moves to Paris with her month in hopes of getting married. M. Lantin immediately recognizes her as a great catch and marries her. They live together happily for many years. He admires her loving playfulness, and how adept she is with the family's economics.

The only things about her that he finds irritating are her love for the theater and the gaudy fake jewellery she wears. Eventually, he is able to convince her to go to the theater with friends so that he doesn't have to endure it. However, he can't convince her to stop wearing the jewelry even though he tells her, 'My dear, when one has not the means to afford real jewelry, one should appear adorned with one's natural beauty and grace only - and these gifts are the rarest of jewels.' She begs him to tolerate this one idiosyncrasy.

One night after the Opera, she gets pneumonia and dies eight days later. Lantin is beside himself with grief. To make things Worse, he does not seem to be able to stretch the household budget as his wife did and finds himself in debt. He decides to sell off some of her fake jewelry, hoping he can get about 8 francs for a necklace. He is surprised to learn that it is worth

about 15,000 francs. Immediately, the shopkeeper assumes he has stolen it and Lantin assumes his wife might be having an affair.

Lantin brings the rest of his wife's jewellery to the store and makes a total of about 2,00,000 francs. The first thing Lantin does is resign from his position, telling his supervisor that he has inherited 3,00,000 francs. After celebrating with a fine meal, he tells a man at the restaurant he has inherited 4,00,000 francs. That night he enjoys the theater for the first time. Six months later, he marries an uptight, angry woman who makes his life miserable.

4. ROMANCE OF A BUSY BROKER

O.Henry

William Sydney Porter (1862-1910) is the pen name O.Henry. He was an American Short story writer who is even to day considered as one of the greatest masters of the art of short story. His short stories are known for wit, word play and clever twist endings. He has written countless stories about life in America.

“Romance of a Busy Broker” is a love story with a twist.

The central character in the story is a busy New York broker called Harvey Maxwell. He is such a busy man that the author refers to him as a machine. Every day, as soon as he enters the office, he dashes to his desk and plunges into the many letters and telegrams waiting for him.

He has a secretary, a young beautiful lady called Miss Leslie. On the morning of the story, Maxwell was blushing and looking happy. Unlike her usual routine, this morning, she kept hovering around Maxwell's desk, trying to get his attention. But Maxwell, surrounded by his mail and telegrams, and bombarded by phone calls, was so busy that he hardly paid any attention to her.

The previous day, he had asked his Clerk Pitcher to hire another secretary. But when his clerk brought in a candidate, Maxwell dismissed the candidate and told Pitcher that he was losing his mind. He announced that he did not have any intention of hiring another secretary, as he was perfectly satisfied with the services of Ms.Leslie. The clerk quietly declared that Maxwell passed.

As the day progressed, the speed of business grew faster, and Maxwell was working like a machine. He was lost in the world of finance — stocks, bonds loans, shares and securities. In the middle of his busy day, suddenly a sweet smell of lilac came in through the window. He recognized the smell as belonging to Ms. Leslie, and suddenly he forgot the world of finance. He could only think about her. In the spur of the moment, he decided to propose marriage to her. He dashed into her office and asked her to marry him.

Miss Leslie acted Strangely. At first, she was totally surprised. Then tears flowed from her eyes and she smiled at him. She then put her arms around his neck and told him that they had already got married the previous evening. The story thus ends with a surprise, in classic O.Henry style.

Give the Synonyms of the following words.

- | | |
|------------------|----------------------|
| 1. decline | 26. romance |
| 2. lucky | 27. addiction |
| 3. suggestion | 28. frightened |
| 4. sufficient | 29. delicate |
| 5. necessity | 30. strangely |
| 6. vanished | 31. deference |
| 7. chunk | 32. benefaction |
| 8. ceased | 33. anthropology |
| 9. dangling | 34. exasperating |
| 10. anxiously | 35. embodies |
| 11. chattels | 36. recollection |
| 12. whining | 37. esteem |
| 13. invaded | 38. grudge |
| 14. interminable | 39. demeanor |
| 15. confidential | 40. prospect |
| 16. flattery | 41. malady |
| 17. reverie | 42. scoff |
| 18. encounter | 43. indiscriminately |
| 19. lonely | 44. rationable |
| 20. startled | 45. condemned |
| 21. benign | 46. perceive |
| 22. forswears | 47. Ivy |
| 23. impunity | 48. preserve |
| 24. palatable | 49. strive |
| 25. providence | 50. infinite |

Give the antonyms of the following:

- | | |
|----------------|-------------------|
| 1. Spending | 26. reached |
| 2. rejoined | 27. prompt |
| 3. question | 28. Cheerfully |
| 4. engaged | 29. ordinary |
| 5. remember | 30. strangely |
| 6. captivity | 31. exagggregated |
| 7. reality | 32. legal |
| 8. vanished | 33. equipment |
| 9. frightened | 34. justice |
| 10. indeed | 35. adventure |
| 11. perished | 36. frequently |
| 12. ecstasy | 37. advanced |
| 13. elderly | 38. sorrowed |
| 14. spend | 39. respect |
| 15. innocent | 40. exactly |
| 16. seemed | 41. antibiotic |
| 17. resist | 42. punishment |
| 18. aloud | 43. aware |
| 19. darkness | 44. accept |
| 20. gathered | 45. aspect |
| 21. eminent | 46. quarrels |
| 22. particular | 47. acquired |
| 23. superior | 48. mortal |
| 24. existence | 49. inhabit |
| 25. suddenly | 50. mutually |

Analyse the following sentences into their constituent elements like S.V.O.C and A :

1. The Tajmahal looks beautiful.
2. My father gave me money.
3. I showed my friends the album.
4. They presented her a watch.
5. The judge found him guilty.
6. They elected Ram as a captain.
7. He appointed me a manager.
8. I ate an apple yesterday.
9. My mother gave me a pen yesterday.
10. I went to school to get my T.C.
11. English is spoken all over the world.
12. Science affects the average man and woman in two ways already.
13. You sent your poem by post.
14. But everyone knows her.
15. Once he was tired
16. Raju is a Teacher.
17. Our Problem cannot De solved by a man.
18. The secretary acted very strangely.
19. She was an interesting girls.
20. They called Raju a fool.

Punctuate the following passages :

1. but I have passed the London matriculation with latin as my second language, true but we want a graduate.
2. no never mind it I l be over by and by may be dont call anybody.
3. I for give your everything sid groan everything you ve ever done to me when i am gone.
4. above all other railway travellers i every the mighty sleepers descendants of the seven of epherus.

5. i did not see you either i said but i heard you come in.
6. she was an interesting girl i said can you tell me did she keep her hair long or short.
7. a schoolboy who lays as im indisposed i want to be let off will have his ear twisted for his precocioumers.
8. lady from the secretary agency to see about the job said pitcher.
9. by heaven i ll do it now said Maxwell half aloud ill ask her now.
10. when i met her 24 years later i told her that she was my greatest benefactor.
11. on the other hand i know that i shall remember all my life that told over me a dollar.
12. and i paid certainly is a dollar enough.
13. in this regard i have two epiodes to quote.
14. there are few earthly things more beautiful than a university wrote John masefield in his tribute to English universities and his words are equally true here.
15. what kind of peace do i mean what kind of peace do we seek.

Fill in the blanks with articles :

1. I came across.....advertisement in the paper.
2. The case was not likely to last longe than.....day.
3. When Aunt polly reached bed side she gaped out.
4.moment later they go out alert and refreshed.
5. I turned from.....window and faced..... girl.
6. It is short journey.
7.train gathered speed,wheels took up their song,.....carriage ground and shock.

8. In any normal household, one can see.....variety of headaches.
9. In her neat black hat was.....golden feather of parrot.
10. He dashed into..... inner office.
11. One reason forchoice was difference to my father's wish.
12. The law moves on.....different plane.
13. There may be list of them.
14. We are in age of defensive medical practice.
15. There are few earthly things more beautiful thanuniversity.

Fill in the blanks with appropriate prepositions:

1. a time, I even lost the sense of shame, I learnt to think that it was fashionabledoze in the High Court.
2. Gandhiji heartenedthe court not knowing whether his client won or lest the case.
3. The groans ceased..... the pain vanished..... the toe.
4. Sid shook torn and looked..... his face anxiously.
5. More..... my taste are the innocent who always find themselves in the wrong train.
6. They called their goodbyes.....the train pulled outthe station.
7. I would stay.....me for the rest of the journey.

8. Headache gives the sufferer a touch importance.
9. The would is not yet ripe outspokenness.
10. Her arms slid tenderly..... the broker's neck.
11. Tears flowed her eyes.
12. Todd came back three weeks.
13. a time, patients are unawarethe intricacies of the insurance policy.
14. I try to educate patients.....side effects by misusing various drugs.
15. The tide of time.....events will often bring surprising charges in the relations.....variousneighbours.

LETTER WRITING

Letters are perhaps the most commonly used forms of written communication. We write letters for a variety of purposes.

We write letters to

- a) Communicate with people who are away from us. (friends & relatives)
- b) Apply for jobs.
- c) The heads of institutions.
- d) The business centres.

Letters are broadly classified into two types. They are:

1. Personal Letters (Informal letters)
2. Business Letters (Formal letters)

In letter writing not only the body or content of the letters butthe layout or format is also important.

Informal Letters

An informal letter has six parts besides the address on the envelope. These six parts are :

1. The address of the sender or heading.
2. The date.
3. The salutation or greeting.
4. The body of the letter (communication)
5. The subscription or complimentary close.
6. The signature.

LETTER WRITING

1. Write a letter to your friend describing your favourite hobby.
2. Write a letter to the Municipal Commissioner about the insanitary condition of your locality.
3. Write a letter to the station master requesting him to reserve two coaches for your school excursion.
4. Write a letter to the principal requesting him to issue a testimonial (conduct certificate).
5. Write a complaint letter to the sub-Inspector of police about the theft of your cycle.
6. To the editor of a newspaper complaining about the loud speaker nuisance.
7. Write a letter to your brother advising him to pay more attention to his studies.
8. Write a letter to a friend inviting him to spend the summer holidays with you.
9. Write a letter to your mother/ father thanking her/him for the gift.
10. Write a letter to your friend advising him about how he can improve his English.
11. Write a letter to your friend describing a football match in which you also took part.
12. It is only a week to your examination and you are prepared. Write to your friend about your difficulty.
13. Write a letter to your cousin, requesting him the loan of a camera during your holidays.
14. To a school-fellow who has been absent from school for a week.
15. To a friend who has recently lost his mother.

Affixes

Words are made up of parts. Besides roots, there are pre-fixes and suffixes, divide the word into its parts and conquer them, pre-fixes are those letter combinations that can be affixed before a root, (eg) anti-, in-, im- antiseptic, innumerable, impolite
Suffixes are added at the end of a root.

(eg) -tion, -ous, -ly - generation, generous, generously

Roots carry the basic meaning of a word and are combined with

Prefixes and suffixes to create new words with related meanings,

(eg) phone(sound) - telephonic

mob(move) - automobile

If one has a little knowledge of these roots, pre-fixes and suffixes, one will get a clue to the meanings of thousands of words,

(eg) pathos - feeling

sympathy (n) - fellow - feeling

sympathise (v) - feel pity for some one

antipathy - strong dislike

apathy - indifference, lack of any interest,

emotion

empathy - not only share the feelings of another but also identify with him/her and experience the feelings like the other person.

pathetic - arousing pity or sympathy

Following is a list of word parts with their meanings which will go a long way in enriching one's vocabulary.

Word Study

Wordpart	Meaning	Example
Prefixes :		
1. Ambi	both	ambivalent
2. Ante	before	anteroom
3. anti	against	anti-government
4. arch	chief, first	archbishop
5. bi	two	bilateral, bicycle
6. cata	down	catastrophe
7. circum	around	circumference
8. contra, contro,	against	contradict
9. de	away from, down	detract
10. dis, di	not, away from	dislike
11. ex, e, ef	from, out	ex-serviceman
12. extra	outside, beyond	extra-curricular
13. fore	before, previous	forecast
14. homo	same, like	homophone
15. hyper	too much, over	hypertension
16. in, il, ig, im, ir	no, not, without	incorrect, illegal
17. intra, into	within, inside	intrastate
18. mega	great, million	megacycle
19. micro	small	micro-organism
20. mis	badly, wrongly	misunderstand
21. mono	single, one	monoact
22. multi	many	multinational
23. neo	new	neologism
24. non	not	nonentity
25. poly	many	polygon

26. post	after	postmortem
27. pre	before, earlier than	preudice
28. prim	first	primary
29. pro	in favour of	pronoun, pro-chancellor
30. re	back, again	rethink
31. retro	backward	retrospect
32. semi	half	semi-conscious
33. sub	under, less	subway
34. super	over, greater	superman
35. syn	with, together	synchronise
36. tele	far	television
37. ultra	beyond, excessive	ultramodern
38. un	not	uninformed
39. uni	one	unicorn, uni-polar

Root or Stem

40. agog	leader	demagogue
41. agri, agrari	field	agraria, agricul-
42. alt	high	altimeter, altitude
43. anthrop	man	anthropology
44. ann, enn	year	annual, biennial
45. aqua	water	aquatics
46. audi	hear	audible, audience
47. auto	self	automobile
48. belli	war	belligerent
49. bibli	book	bibliography
50. bio	life	biology
51. carn	flesh	carnivorous
52. cent	hundred	century
53. chron	time	chronology
54. cord	heart	cordially
55. corp	body	corporal
56. derm	skin	dermatology
57. di, diurn	day	diary, diurnal
58. fin	end, limit	finish, final
59. from	shape	formation

60. fort	(i)strong (ii)luck, chance	fortify fortunate
61. fug	flee	refugee
62. mob,mot,mov	move	mobile, movable
63. morph	shape	anthropomorphic
64. nat	born	native
65. omni	all	omni present
66. oper	work	operate
67. path	disease, feeling	apathetic,pathology
68. phon	sound	symphony
69. phot	light	photosynthesis
70. sci, scio	know	science
71. scrib, script	write	describe
72. term	end	terminal
73. therm	heat	thermos
74. tract	pull, draw	attract
75. vac	empty	vacuum
76. able, ible	capable of (adj)	protable, legible
77. acious, icious	full of (adj)	audacious
78. ary	like, with (adj.or noun)	connected dictionary,honorary
79. ation	that which is (noun)	irritation
80. cy	state of being (noun)	accuracy
81. eer, er, or	person who (noun)	actor, pioneer
82. fie	making, doing (adj)	scientific
83. fy	to make (verb)	simplify
84. ism	doctrine, belief(noun)	fanaticism
85. ist	dealer, doer (noun)	artist
86. ive	like (adj)	expensive
87. ize, ise	make (verb)	victimise
88. osis	condition (noun)	neurosis