

B.A. VI semester (English)

Important topics

The Merchant of Venice

- 1 Give a detailed character sketch of Portia.
- 2 Analyse the portrayal of female characters by Shakespeare in the play.
- 3 Write about the importance of casket scene.
- 4 Comment on the trial scene in the play.
- 5 Do u think the clash of two religions, namely Christianity and Judaism forms the basis of the play? Comment .
6. Attempt a character sketch of Shylock.
- 7 Do you think that the title of the play *The Merchant of Venice* is an appropriate one? Give reasons for your answers.

Short notes on Types of Drama and Literary Terms:

As discussed in the class

One word Substitution

Circular Letters:

Meaning of Circular Letter or, definition of circular letter -A letter that circulates or announces the some information or message to a large number of people at a time is called a circular letter or a circular.

when it is used for external communication for conveying messages to customers and suppliers, it is called a circular letter or a trade circular and when it is used for internal communication or within the organization, it is called an office circular letter.

Sample Letter:

2. Circular About Opening of a New Showroom

Suppose your company is going to open a new showroom in Main Bazaar, Ambala. Draft a suitable circular to be published in a newspaper.

HIND SILK STORE PRIVATE LTD.
Fountain Chowk
Ambala

10 July 20__

Opening a new showroom at Mall Road on 12 July 20__

Dear Silk Lover

We are pleased to announce that Hind Silk Store Private Ltd. are opening a new ultra-modern and fully air-conditioned showroom at 98, Main Bazaar, Ambala. The inauguration will be done on the 12th July at 9.00 a.m. by the city manager, Sh..... . Special discounts will be given to all the customers on the inaugural day. Opening hours of the showroom will be :

10.00 a.m.—08.00 p.m. Monday to Saturday
10.00 a.m.—03.00 p.m. Sunday

The showroom will be of particular interest to silk lovers. You will find a wide range of silk fabrics in numberless designs and patterns.

Our car park has a space for 100 cars and there are no parking charges. Don't miss the grand opening on Monday, the 12th July. Remember there is a special discount waiting for you.

See you at the new showroom.

Yours sincerely
Rakesh Kumar Gupta

Letter to the Editor:

ABOUT IRREGULAR WATER SUPPLY

Write a letter to the Editor of a newspaper about the irregular water supply in your locality.

25 ABC Street

Paharganj

Rohtak

15 April 20--

The Editor

The Hindustan Times

New Delhi

Sir

Through the columns of your esteemed daily, I wish to draw the attention of the authorities to the irregular and inadequate water supply in Paharganj locality. It is the most populated area of the city. The residents hardly get water for more than two hours in the morning and two hours in the evening. The pressure of water is so low that the taps just drip. Long queues can be seen at every public tap. The situation is especially horrible during the summer months.

The authorities need to get up from their slumber before the residents are forced to take some extreme steps.

Yours truly

RTI:

RTI stands for Right to Information. Right to Information Act 2005 mandates timely response to citizen requests for government information. Right to Information empowers every citizen to seek any information from the Government, inspect any Government documents and seek certified photocopies thereof. Right to Information also empowers citizens to official inspect any Government work or to take the sample of material used in any work.

Right to Information is a part of fundamental rights under Article 19(1) of the Constitution. Article 19 (1) says that every citizen has freedom of speech and expression. Even though RTI is a fundamental right, still we need RTI Act to give us this right. This is because if you went to any Government Department and told the officer there, “RTI is my fundamental right and that I am the master of this country. Therefore, please show me all your files”, he would not do that. In all probability, he would throw you out of his room. Therefore, we need a machinery or a process through which we can exercise this fundamental right. Right to Information Act 2005, which became effective on 13th October 2005, provides that machinery. Therefore, Right to Information Act does not give us any new right. It simply lays down the process on how to apply for information, where to apply, how much fees etc.

Objective of RTI Act?

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. An informed citizenry will be better equipped to keep necessary vigil on the instruments of government and make the government more accountable to the governed.

About Delay in Getting Duplicate PAN Card

34 Shastri Nagar

Sirsa

Date : 13 February 20__

The Central Public Information Officer

XYZ Department

Subject : Application under Right to Information Act 2005

Dear Sir

Please provide the desired information under the RTI Act, 2005. The requisite fee of ₹10 has been deposited vide PO/Receipt No. 123 dated 13 Feb 20___. The details of the information requested are given below :

1. I filed an application for a duplicate PAN Card on 20 December 2016. Please let me know the daily progress made on my application so far.
2. According to the rules, my card should have reached me in maximum 21 days. But, it has been more than two months now. Please give the names and designations of the officials who were supposed to attend to my matter, but have failed to do so.
3. What action would be taken against such officials who do not do their work and cause problems for the public ? By when would the action be taken ?
4. By when must I expect to get my duplicate PAN Card ?

Yours sincerely

ABC