

## **BA IV semester**

**(English)**

### **Important topics:**

- 1 Discuss the appropriateness of the title. (THE ENVOY)
- 2 Explain the themes of 'Alienation' and 'Mental Torment' in the play.(THE SWAN SONG)
- 3 Describe the atmosphere and setting of the play .How do these add to Narrate the sequence of events that leads upto Mr White's making his first wish. What was its outcome? (THE MONKEY'S PAW)
- 4 Comment on the appropriateness of the title of the play. (BEFORE BREAKFAST)
- 5 The Play dwells on the comparison between the Indian and American ways of thinking.' Discuss.  
(THE SLEEPWALKERS)

## Practice Transcription

Vowel sounds				Diphthongs		
i:	ɪ	ʊ	u:	ɪə	eɪ	/
sheep	ship	book	shoot	here	wait	
e	ə	ɜ:	o:	ʊə	oɪ	əʊ
left	teacher	her	door	tourist	coin	show
æ	ʌ	ɑ:	ɒ	ee	aɪ	aʊ
hat	up	far	on	hair	like	mouth

  

Consonant sounds							
p	b	t	d	tʃ	dʒ	k	g
pat	boat	tree	dog	cheese	joke	coin	go
f	v	θ	ð	s	z	ʃ	ʒ
free	video	thing	this	see	zoo	sheep	television
m	n	ŋ	h	l	r	w	j
mouse	now	thing	hope	love	run	we	you

## Resume Writing:

**Application for the Post of a Sales Representative (With Bio-data):**

Harish Kumar  
375 Hakikat Nagar  
New Delhi

September 24, 1992

M/s Mirza Ghaffar and Co.  
28 Ballimaran  
Chandni Chowk  
New Delhi

Dear Sirs,

With reference to your advertisement in The Hindu of yesterday for an experienced Sales Representative of your reputed firm, I hereby offer my services for the same. I give below a brief bio-data enumerating the particulars regarding myself:

**RESUME**

Name	: Harish
Father's Name	: Sh Om Parkash
Date of birth	: 30th August, 1992
Nationality	: Indian
Address	: 375, Hakikat Nagar, New Delhi.
Qualification	: (a) Graduation from the Delhi University in 19.... (b) M.A. (Pol. Science) from Agra University, Agra.
Experience	: (a) After passing the M.A. examination I joined M/s. Arjun & Co. a reputed firm dealing in cosmetics. I continued as their Sales Representative for 2 years. (b) I am still working for the above firm but with to leave it as the emoluments are not satisfactory.
Salary Expected	: Rs. 15000 p.m. and other usual perks such as medical relief, house rent allowance and dearness allowance.
Notice Period	: Three months on either side.

References : (a) Sh Arjun Das General Manager, Arjun and Co., New Delhi.  
(b) M/s Ghanshyam Das, Municipal Counsellor, New Delhi.

Sir, I may add here that if you wish to have a preliminary report from my employers, you may do so. My work and conduct have always been quite satisfactory. The copies of testimonials which I am enclosing with the application, speak of my diligence, efficiency and honesty in doing my job.

I hope that after going through the details of the application, you will be kind enough to call me for an interview and judge for yourself as to my abilities.

Hoping to get an early response and thanking you in anticipation.

Yours faithfully,  
Harish Kumar

## Email writing

Short for **electronic mail**, **e-mail** or **email** is information stored on a computer that is exchanged between two users over telecommunications. More plainly, e-mail is a message that may contain text, files, images, or other attachments sent through a network to a specified individual or group of individuals.

9. You have been elected the President of the Students' Union of your college. Send an E-mail to your father announcing your success in the election.

To :	dinanathsaini@gmail.com	Quick Address Book
Cc :		
Bcc :		
Subject :	My success in the election	
Attachment :	No Attachment	

☒ Save a copy in Sent Folder   ☐ Return Receipt   ☐ Add Signature Spell Check

My dear Father,  
The elections of the Students' Union of our college were held yesterday. I contested the election for the post of President. There were five candidates for the post. I had the support of many students. I won the election with a margin of 230 votes.  
Yours affectionately,  
Vikas

10. Draft an E-mail for the editor of the Hindustan Times complaining against the polluted water supply in your area.

To :	editorhindustantimes@ht.com	Quick Address Book
Cc :		
Bcc :		
Subject :	Polluted water supply	
Attachment :	No Attachment	

☒ Save a copy in Sent Folder   ☐ Return Receipt   ☐ Add Signature Spell Check

Sir,  
I wish to draw the attention of the Municipal Corporation of Delhi to the polluted water supply. It is a sad thing that the water supply in the area is either meagre or polluted. For the last one month, the water supplied by the corporation is dirty looking and gives bad smell. It is a great hazard to health. It is feared that it may cause dangerous diseases like jaundice in this area. The residents of this locality have complained to the authorities many times. But no attention has been paid to this problem. We hope that the problem will be solved with the help of your newspaper.  
Thanking you,  
Yours truly,  
Harinder Gill  
335, Paschim Vihar  
New Delhi

**\*Practice translation passages**