

English Composition

Grade 9-12

Government of Nepal
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Sanothimi, Bhaktapur

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Preface

This book is a reference cum self-learning material for teachers and students. It is fully based on the learning outcomes as provisioned in the grade 9-12 English curriculum. It has been structured in such a way that teachers and students find it as comprehensive guideline for all writing items included in this level. Moreover, there are self-practice tasks which are helpful for students to practise and develop the intended learning outcomes.

This book was prepared by a team of English language practitioners that include Mr. Rameshwor Thakur, Mr. Netra Raj Sapkota, Mr. Choodamani Bhattarai, Ms. Kunti Adhikari and Mr. Nabin Kumar Khadka. Director General of Curriculum Development Centre, Mr. Baikuntha Prasad Aryal and Ima Narayan Shrestha provided significant guidance and insight in the process of developing the book in this form. The subject committee chairperson, Prof. Dr. Bal Mukunda Bhandari, and the subject committee members; Dr. Bamdev Adhikari, Dr. Netra Prasad Sharma, Mr. Tukaraj Adhikari, Mr. Basant Raj Dhakal and Mr. Nawaraj Sapkota contributed significantly on the development of this book. Curriculum Development Centre extends sincere gratitude to all of them.

It is, however, true that teacher is the key actor to deliver the curricular contents in the classroom; the introduction and practice tasks included in this book can be adopted or adapted as per the students' needs, level and interest. Moreover, they can also add or design their own tasks for the fulfillment of curricular competency and learning outcomes related to writing skill. An effort has been laid to make the book complete and error-free. However, Curriculum Development Centre always welcomes constructive feedback for the betterment of this publication.

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Sanothimi, Bhaktapur

Table of Contents

Contents	Page No.
Introduction	1
Unit 1: Writing Paragraphs	4
Unit 2: Writing Essays	10
Unit 3: Writing Rules and Regulations	26
Unit 4: Writing News Stories and News Articles	29
Unit 5: Developing Short Stories	37
Unit 6: Composing Dialogues	45
Unit 7: Book Review and Film Review	49
Unit 8: Narratives and Descriptions	56
Unit 9: Recipe and Instructions	63
Unit 10: Diary Entry	67
Unit 11: Note-taking and Summarising	71
Unit 12: Paraorthographic Description	84
Unit 13: Communique and Press Release	93
Unit 14: Writing Letters and Messages	98
Unit 15: Writing Biography	131
Unit 16: Writing a Report	134

Introduction

Writing skills

Writing skill is all about having adequate knowledge and abilities to express our thoughts and ideas in written words. It is one of the four language skills; listening, speaking, reading and writing. Writing is not only a tool for communication as productive or active skill, but also serves as a means of learning, thinking and organizing knowledge or ideas. Writing is not merely about presenting the content; there are some aspects that have to be considered such as language use, tenses, and also choice of words.

Writing various forms of composition require respective writing skills which need to be developed and sharpened by constant practice and patience. For example, paragraph writing requires unity and organization of ideas while essay writing requires effective introduction, well organized body and concluding remarks. Students should improve their writing skills, for which teachers have to motivate them to have good writing skills, by providing instruction in writing processes and rules of writing, such as grammar rules and writing practice.

Writing skills in the curriculum

The major focus of the Grade 9-12 curriculum is on language skills viz. listening, speaking, reading and writing and, thus, it aims to develop communicative competence on the part of students. The students learning English in these grades will develop their linguistic base in English for their studies.

As one of the language skills, the Grade 9-10 curriculum has laid a strong emphasis on writing skill. It has stated the students would be able to achieve the writing skill related competencies as: *Creatively produce a variety of texts for personal, academic and functional purposes.*

Similarly, Grade 11-12 English curriculum, has stated the students would be able to achieve the writing skill related competencies as: *Create a variety of writing for different purposes and audiences with appropriate content, style and accuracy.? Produce a variety of creative and critical writings.*

This competency clarifies that writing is done for an intended purpose and audience, and it includes certain steps to achieve the competency. This competency is further elaborated with learning outcomes. The summary of learning outcomes related to writing in grade 9-10 and Grade 11-12 are presented below:

Grade 9-10	Grade 11-12
1. Describe experiences, feelings and events. 2. Write stories, letters, emails, notes, notices, advertisements, recipe and	1. Composed well-formed paragraphs. 2. Write different kinds of letters and emails with appropriate format and layout.

<p>instructions.</p> <ol style="list-style-type: none"> 3. Write accounts of experiences describing feelings and reactions in simple connected text. 4. Write short descriptive, narrative, expository and persuasive essays. 5. Interpret charts, tables and diagrams. 6. Write short biographies. 7. Write short news articles and news stories. 8. Write short reviews of books and films. 9. Write formal messages of condolence, sympathy and congratulation. 	<ol style="list-style-type: none"> 3. Write well organised essays on the given topics and the topics of own interest. 4. Write news articles on current issues. 5. Write formal reports in an appropriate style and format. 6. Narrate a sequence of events and personal experiences 7. Describe a person or event appropriately. 8. Summarise a text. 9. Write a character sketch. 10. Write a book/film review. 11. Transfer information from tables, graphs and charts to prose and vice versa. 12. Prepare communiqué and press release.
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Basic considerations in using the book

Who is the book written to?

This book is a resource material for teachers; and self-learning and practice material for students studying in Grade 9-12. It is fully based on writing skill included in learning outcomes and scope of sequence for Grade 9-12 English curriculum. It has been structured in such a way that teachers and students find it as comprehensive guideline for all writing items included at this level. Moreover, there are further practice tasks which are helpful for students to practise and develop the intended learning outcomes.

It is, however, true that teacher is the key actor to deliver the curricular contents in the classroom; the introduction, guidance, samples and practice tasks included in this book can be adopted or adapted as per the students' needs, level and interest. Moreover, they can also add or design their own tasks for the fulfillment of curricular competency and learning outcomes.

Presentation of the writing item

Each writing item in the book starts with a short introduction followed by samples. Then, it includes some guiding instructions for that writing item followed by some further practice tasks for students based on the curriculum.

Guidelines for using the book

This book is fully based on writing skills included in Grade 9-12 English curriculum. Therefore, it helps teachers in dealing with these writing items in the classroom systematically. It works as a resource book for teacher. However, it is most important to note that a teacher should follow the process approach for teaching a particular writing item. It means the teacher should teach the process of writing for a certain writing construct, rather than the product.

On the other hand, this book is a self-learning material for students. They can study the guidelines or process and do further practice on the tasks included in the book.

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Unit 1: Writing Paragraphs

A paragraph is an organized and coherent group of sentences about a topic or a single idea. Its main purpose is to organize sentences into a unit to support an idea, and it may vary in length depending on the gravity of the topic and details of information that is included. To write a better paragraph, a writer should have ideas about its main components.

Let's see a sample paragraph:

Important Rules for Acting on Stage

For people who would like to act in the theater, there are several important rules to remember. One rule is to make sure you face your audience when you are on stage. If you turn away from the audience; they cannot speak loudly enough. If your audience has difficulty hearing you, they will quickly lose interest. Another important point is to memorize your lines. Rehearse them often-on the train, in the mirror, or while you are waling to class-so that you remember them. Perhaps the most important rule of all is to remain calm on stage if you forget your lines. Don't panic and stop speaking because the audience will notice. Instead, make up something to say until you remember your next line. As long as you continue speaking and appear relaxed, the audience will probably not realize that you have made a mistake. In conclusion, following these rules will help ensure a successful stage performance.

(source: Academic Writing, 2nd Edition, p. 13)

Let's see different parts in the given paragraph:

Topic/title: Important Rules for Acting on Stage

Topic sentence: 'For people who would like to act in the theater, there are several important rules to remember.'

Controlling idea: several important rules to remember

Major supporting sentences:

- 'One rule is to make sure you face your audience when you are on stage.'
- 'Another important point is to memorize your lines.'
- 'The most important rule of all is to remain calm on stage if you forget your lines.'

Minor supporting sentences:

- If you turn away from the audience; they cannot speak loudly enough. If your audience has difficulty hearing you, they will quickly lose interest.
- Rehearse them often-on the train, in the mirror, or while you are waling to class-so that you remember them.

- Don't panic and stop speaking because the audience will notice. Instead, make up something to say until you remember your next line. As long as you continue speaking and appear relaxed, the audience will probably not realize that you have made a mistake.

Coherence: the order of importance.

Cohesion: using transitions- 'if', 'one'...'another, 'Instead', 'In conclusion'.

Concluding sentence: 'following these rules will help ensure a successful stage performance.'

Structure of a paragraph

A paragraph should have a meaningful title that depicts what is given in the entire paragraph. Apart from the title, the following components should be included in a model paragraph.

1. Topic sentence:

- introduces the topic
- contains an idea or opinion about the topic/controlling idea
- shouldn't be simple fact but an idea/opinion (not too general)
- usually appears as the first or second sentence
- answers 'why' (Autumn is my best season), 'how' (Playing football offers many benefits).

Examples:

- The sun rises in the east. (shows a fact, so can't be a topic sentence)
- Drinking alcohol is bad. (too general, so better to avoid)
- Drinking alcohol can be harmful for personal relationships. (specific idea, so can be a topic sentence)
- A bee can be beneficial for humans. (shows an opinion, so can be a topic sentence)

2. Supporting Sentences:

- support, demonstrate, prove or develop the controlling idea through explanations, reasons, examples, facts, statistics, clarifications, data; etc.
- contain major and minor sentences. The major one explains the main idea and the minor ones help the major one develop the controlling idea.
- maintain unity, coherence and cohesion.

Unity: All the sentences should support one single idea.

Coherence: The idea should have a logical flow and the sentences should have clear relationships to maintain coherence. We can follow time order, spatial order, or order of importance.

Cohesion: We should use vocabulary and grammatical structures to make connection between the ideas. For this, transition words should be used to maintain.

3. Concluding Sentence:

- restates the idea in the topic sentence to reinforce the main idea
- summarizes the idea in the topic sentence.

Some Transition words you can use in writing a paragraph.

Connecting words:	and, but, or, nevertheless, however
Antecedent pronoun:	Pronoun that refers to the noun used previously
Word/phrase:	from the previous paragraph/sentence
Additional detail:	moreover, furthermore, in addition, besides, first, second, third, finally
Comparison:	similarly, here, again, likewise, in comparison, still
Condition:	if, whether, unless, provided that
Contrast:	yet, conversely, whereas, on the other hand, however, nonetheless, although
Cause and effect:	therefore, because, accordingly, thus, consequently, hence, as a result
Summary:	in brief, in short, to sum up
Repetition:	in other words, that is, as I mentioned earlier
Illustration:	for example, in particular, in this case, for instance
Time sequence:	formerly, after, when, while, meanwhile, sometimes
Intensification:	indeed, in fact, in any event

Two more examples of paragraphs are given below. You can reflect on the above mentioned ideas in the following paragraphs.

Specimen 1

Roasting Chicken

Roasting a chicken is very simple. The only ingredients you need for a perfect roasted chicken are: the chicken, some salt, and an onion or lemon to stuff in the chicken. Once you have your ingredients, rub salt on the outside of the chicken and let it sit at room temperature for one hour. Preheat the oven to 450 degrees. After the chicken has been salted for one hour, stuff it with the onion or lemon and put it in the oven. Roast it for 15 minutes per pound. Once the chicken is done, pull it out of the oven and let it rest for at least 10 minutes. After that, you will have a perfect roasted chicken for you and your family to enjoy.

Specimen 2

A better place to live

Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.

(Source: <https://www.examples.com/education/paragraph-writing.html>)

Guiding Instructions/Information

- The title of the paragraph should have a word limit up to 10 for a good range to ensure important ideas. The title must be centralized with content words capitalized.
- A paragraph can have varied numbers of sentences based on the types and gravity of the topic; however, it may have at least five sentences: one-topic sentence, three-major supporting sentences and one- concluding sentence.
- When we use minor supporting sentences, the number may go higher.
- The major supporting sentences support the topic sentence and the minor ones support and expand the major ones. *No sentences showing new ideas should be included.*
- The sentences should be logically coherent.

Tasks for further practice

1. Read the given paragraph and identify different components. Give a suitable title.

People love to live in Kathmandu valley for different reasons. Firstly, the better health facility allows them to get immediate health services as they can easily go to clinics, nursing homes and even hospitals because of their accessibility. Moreover, the hospitals have experienced and qualified doctors and adequate facilities. Secondly, they can find ways to earn money to sustain their lives. Factories, industries and various organizations offer job opportunities to meet their requirements. Likewise, they can manage a good education for their children and themselves as well. Different private and public schools and colleges provide quality education at affordable prices nearby their residence. These are some of the reasons that fascinate people to live in Kathmandu.

Title:

Topic sentence:

Controlling idea:

Major supporting sentences:

.....

 Minor supporting sentences:

 Cohesive devices/Transitions:
 Concluding sentence:

2. Read the given paragraph and identify the topic sentence, supporting sentences and the concluding sentence.

Students require more recreational time in order to better focus on lessons in class. In fact, studies have shown that students who enjoy a recess of more than 45 minutes consistently score better on tests immediately following the recess period. Clinical analysis further suggests that physical exercise greatly improves the ability to focus on academic materials. Longer periods of recess are clearly required to allow students the best possible chances of success in their studies. Clearly, physical exercise is just one of the necessary ingredients for improving student scores on standardized tests.

3. Read the following paragraph and answer the questions.

The most important problem in our city is its poor public transportation system. Thousands of residents rely on the city's buses and taxis to travel throughout this large city, while the City Transportation System's daily schedules are totally unreliable. A bus that should arrive at 6: 30 a.m. may arrive at 7: 00 a.m. or later. Moreover, it is not unusual for a bus driver to pass by groups of people waiting for the bus because he wants to make up for the lost time. Unfortunately, people often end up going to work late or missing important appointments. In order to help people, get to their destinations on time, people must allow for waiting time at the bus stops.

- a. Which is the topic sentence or main idea of the paragraph? Where is it stated?
- b. What details does the writer use to support the main idea?
- c. Underline the conclusion of the paragraph.
- d. What ought to be the topic of this paragraph?

4. Write a paragraph on each of the following topics in about 100 to 150 words. Indicate its different parts.

- a. How to be healthy
- b. Disadvantages of Fast Food on our Health
- c. My School Library
- d. Advantages of Social Media for Secondary Level Students
- e. The idea of 3Rs in Garbage Management

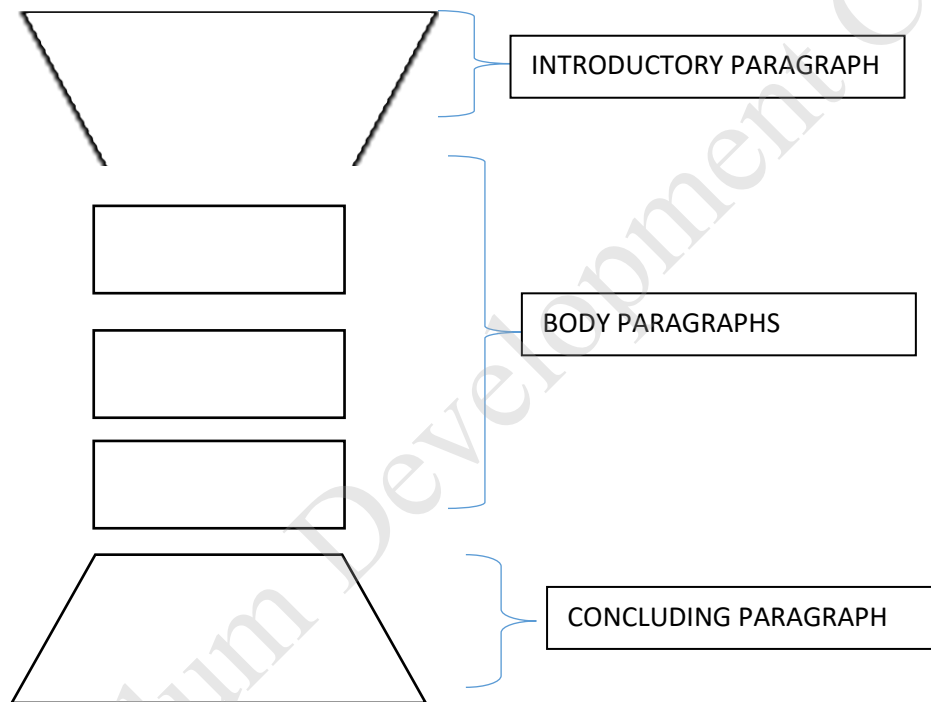
5. Imagine that you are going on a three-day trek during your vacation. What will you do on different days? Write short paragraphs about your plans. Use 'I'm planning to...', 'I'm intending to...', 'I'm going to...', 'I'm thinking of...', 'I'll do...', etc.
6. Write a paragraph on 'Advantages of living in a country or town' in about 100 words.
7. In Nepali culture, there are many occasions where people dance. The Gurung Community has Rodhighars, the Rai Community celebrates Chandi Naach, etc. Write a couple of paragraphs about any one of the dancing cultures or traditions in your community.
8. Write a couple of paragraphs about an interesting dream you have in about 150 words.
9. Write a paragraph narrating an event from your life when you were involved in contagious laughter.
10. Write a paragraph about an important person in your community in about 150 words.

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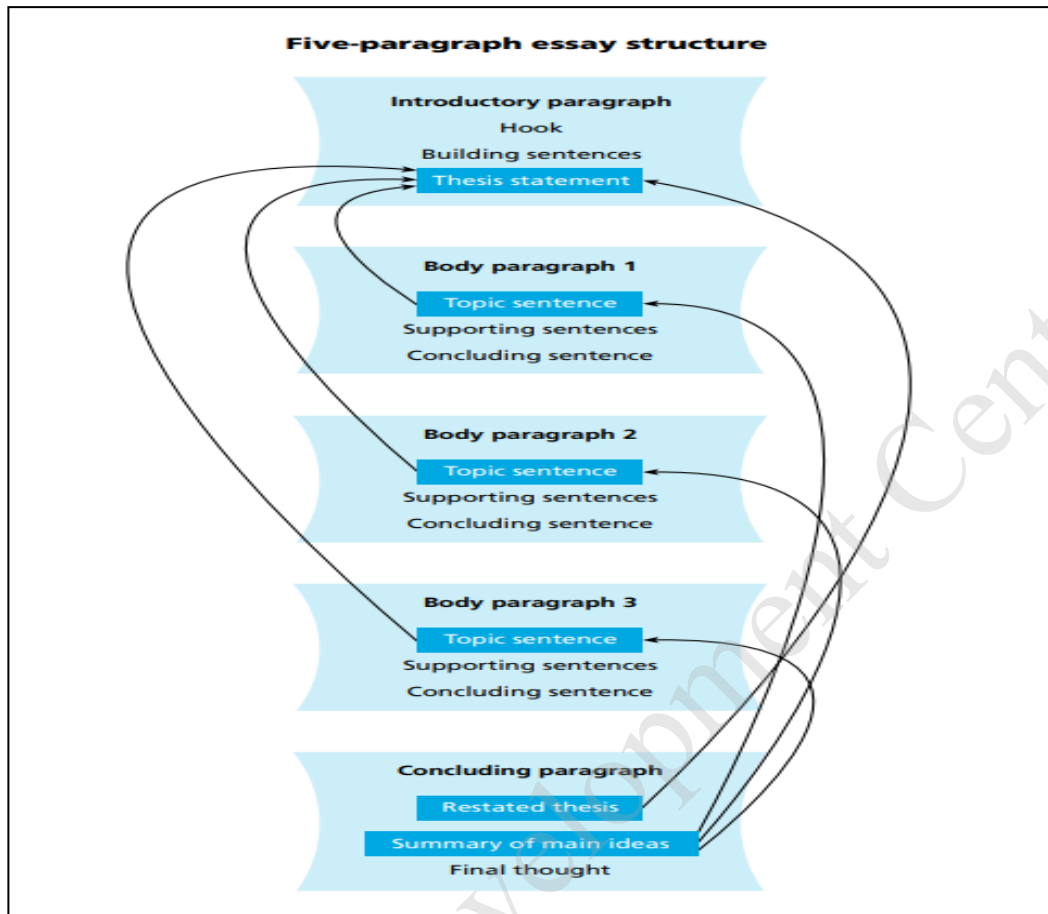
Unit 2: Writing Essays

An essay is an analytic or interpretive literary composition usually dealing with its subject from a limited or personal point of view (<https://www.merriam-webster.com/>). Although the purpose of an essay can vary depending on the context, audience and specific goals, it is written to communicate ideas, insights or experiences to the reader in a clear, coherent and engaging manner.

Structure of an Essay (Smalzer, 2005, p. 70)



An essay moves from general (introduction) to specific (body paragraphs) and then to general (conclusion). This can also be shown through the following diagrams. Each of these components is described with examples hereafter so that the reader can develop the ideas of essay writing in true sense.



1. Introductory paragraph

- a. Progresses from general to specific.
- b. Introduces the topic in a general way and then moves logically towards the thesis statement.
- c. Begins with the opening sentence (hook: can be an anecdote, a quotation, a question) to attract the reader's attention.
- d. Gives background information (building sentences) to help readers understand the topic.
- e. Includes the thesis statement that gives the topic and controlling idea. [The thesis statement shouldn't show a fact but judgement or opinion; and should guide the entire essay].

How we can write a good thesis statement is given below:

- The earth moves round the sun. (The statement shows the fact, so can't be a thesis statement).

The Following statements show opinions, so can be good thesis statements.

- The Celebration of Tihar strengthens bonds between brothers and sisters.
- Practicing Yoga can have more benefits for our health.
- Living in a nuclear family has more benefits for a person/couple.

Let's see a sample of introductory paragraph:

Imagine having a job that fits your class schedule. You do not have conflicts with studying because you only work at night and on the weekends. In addition, you can work in a beautiful room with paintings on the walls, candle lights, and soothing music playing in the back ground. A restaurant job is a convenient choice for a college student for several reasons.

Source: Effective Academic Writing, p. 18

In the given example,

The Hook is 'Imagine having a job that fits your class schedule',

The *Background information* is 'You do not have conflicts with studying because you only work at night and on the weekends. In addition, you can work in a beautiful room with paintings on the walls, candle lights, and soothing music playing in the background' and

The *Thesis statement* is 'A restaurant job is a convenient choice for a college student for several reasons'. The sentences have a good coherence with proper use of transitions: In addition,

2. Body paragraphs

- An essay has at least one body paragraph; but three body paragraphs are thought to be common. (can be more depending upon the thesis statement ideas).
- Each body paragraph should have a topic sentence, supporting sentences (major and/or minor) and a concluding sentence.
- More specific than the introductory paragraph.

Let's see a sample of a body paragraph:

First, restaurant work is a great job for full-time students because the hours are different. Most restaurants are busiest during the weekends or in the evenings. Since students have to go to class during the week and during the day, a restaurant job is an excellent option that gives students time for class

This is an example of the first body/supporting paragraph.

In the given example,

The topic sentence is ‘restaurant work is a great job for full-time students’ that is followed by *supporting sentences* which encompass ‘The hours are different. Most restaurants are busiest during the weekends or in the evenings. Students have to go to class during the week and during the day’.

It is coherent and has transitions (First, because, since) to connect ideas. The topic sentence shows one of the reasons to be included to support the idea of the thesis statement.

The concluding sentence is ‘a restaurant job is an excellent option that gives students time for class’.

Now, let’s see the second body/supporting paragraph.

The second reason why restaurant work suits students is that students can eat at the restaurant. Most students are short on time. They don’t have time to go shopping, cook and clean up, so they need to get meals in a hurry. It is perfect if they can eat at work.

Now, read these supporting paragraphs again and identify how they connect to the thesis statement, then write:

Topic sentence:
Supporting sentences
Transitions
Concluding sentence

3. The concluding paragraph

- a. Briefly lists the main points of support to keep in mind.
- b. Summarizes or restates the main idea in the thesis statement.
- c. Includes restated thesis, a summary of main ideas and a final thought.
- d. More general than body paragraphs.

The concluding paragraph ends the essay by reviewing the main ideas from each body paragraph and leaving the reader with a final thought. The conclusion consists of three elements: a restated thesis, a summary of main ideas, and a final thought.

1. *Restated thesis*: At the start of the conclusion, the thesis is restated in words different from those in the introduction.

2. *Summary of main ideas:* The main ideas from each of the body paragraphs are summarized as a reminder to the reader.
3. *Final thought:* The writer ends the essay by presenting a final thought on the topic – for example, by stating an opinion, a solution, or a prediction. The final thought should leave a strong impression and encourage the reader to think further about the topic.

Source: *Academic Writing Skills 2, p. 3*

Now, let's see a sample of a concluding paragraph.

Students can make money, eat and still have time for class if they work in a restaurant. For this reason, many restaurants are staffed by students. It's a great job for those who need to work while they are in college.

Let's evaluate the given concluding paragraph on the basis of the questions given below:

Does it restate the idea of the thesis statement? If yes/no, how?
Is the paragraph coherent? If yes/no, how?
Is it general or specific than the above mentioned body paragraphs? If yes/no, how?

Types of Essay

1. Descriptive Essay

- Tells about the physical characteristics of a person, place or thing.
- Uses words to build pictures or images in the reader's mind. Images come from sense verbs (sights, sounds, feels, smells or tastes).
- Describes a person, place, object, or even a memory of a special significance.
- Uses of adjectives and adverbs for vivid description; similes/metaphor/personification/modifiers to make writing more descriptive, prepositions and prepositional phrases for location/positions.

Some adjectives to describe senses

Taste: acidic, bitter, burnt, cheesy, creamy, fishy, fresh, hot, salty, sour, sweet, juicy.

Touch: fleshy, freezing, prickly, rigid, rough, rubbery, warm, waxy.

Smell: sweet, fishy, savory, piquant, sharp, strong, faint, confronting.

Sight: bright, small, big, broad, smooth, colossal, colorful, cloudy, glowing, little, low, long

Sound: crackling, audible, ear-splitting, high-pitched, grating, melodic, rhythmic

Here is a sample of a descriptive essay:

The Best Pizza in Town and Maybe the World

I have suffered a great deal because of a terrible addiction to pizza. Basically, I enjoy pizza too much. In fact, I enjoy it so much that I won't share it, not even with my mother. People often think of pizza as junk food, but because you can put almost anything on a pizza, you can make it quite healthy if you want. People in my hometown of Cabimas, Venezuela. Laugh at me and call me the Pizza King of Cabimas. Actually, it is a name that I am proud of. *I have eaten pizza in many places, and none is as good as the pizza of Cabimas.*

The best place to eat pizza in Cabimas is at Papa's. Customers have to wait in line to get a table, but the wait is worth it. Once they are seated, pizza-lovers can choose from many varieties of pizza, such as pizza with shrimp and smoked oysters or pizza with pine nuts and garlic, but my favorite is the sausage and peperoni. First of all, it is big. When the waiter puts it down in front of me, I feel happy because I will get enough to eat. It smells of garlic, oil, and spices. And it looks delicious, too. The sauce oozes out from under a layer of rich melted cheese/ the best part is the first bite. I sink my teeth into a slightly crunchy crust thick tomato sauce, and gooey cheese, and I am in heaven. I can eat two of these pizzas in one night even though I know I will have a stomachache afterwards.

Now that I am in the United States, I am trying different kinds of pizzas here. I have never seen so many different pizza restaurants! I want to try them one by one. So far, one of them is delicious, but I am convinced that the best pizza in the world is still at Papa's restaurant, a couple of blocks from the house where I grew up.

(Source: Effective Academic Writing, p. 34)

Try to identify the hook, background information, thesis statement, body paragraphs, topic sentences in each supporting paragraphs, transitions and concluding sentence.

Note: *A descriptive essay can be about a location, person and event; however, the event can be written in the form of a narrative. Such a description can be dealt with in the form of a couple of paragraphs as well.*

Specimen 1: Describing a place

Describing a location/place

A location is described using descriptive languages. The use of prepositions or prepositional phrases, adjectives, figures of speech (similes, metaphors), comparative degrees, non-defining relative clauses; etc. play vital roles in description.

Description of a place can have the followings:

Paragraph 1 (Introduction):

Includes attention getter, brief information about name, location and population, reason for choosing the place.

Paragraph 2 (General features):

Includes factual information, Use of sensory details (sights, smells, tastes, sounds, touch), - geography/landscape (plain, undulating, hilly, rocky, plateau, desert), climate/weather, buildings/structures, Vegetation, landmarks, facilities etc.

Paragraph 3 (Special features):

Includes factual information, Use of sensory details (sights, smells, tastes, sounds, touch), places to visit, sights to see, things to do/free time activities, particular crops.

Paragraph 4 (History and Culture):

historical background (if any), religions, ethnicity, linguistic aspects, festivals/traditions.

Paragraph 5 (Conclusion):

Summarizes with comments/feelings/opinions/impressions/reactions and/or recommendation (use of adjectives: awe-inspiring, breathtaking, delightful, elaborate, eye-catching, exquisite, majestic, outstanding, overwhelming, picturesque, quaint, spellbinding, superb, tranquil; etc.

London: A Beautiful City

Set in the heart of southern England, London is one of the biggest and busiest cities in Europe. A truly international city, London attracts millions of visitors every year from all over the world, yet never loses its own unique charm.

London has many impressive sights to see, ranging from the historical beauty of St Paul's Cathedral and Big Ben to Buckingham Palace and the Houses of Parliament. In this city of contrasts, you can be walking along one of the busiest streets, yet still be less than a mile from one of the many huge, peaceful parks. London is a great cultural centre, too; the National

Gallery contains one of the finest collections of classical paintings in the world.

London is also well known for other things apart from its monuments and art galleries. Shoppers will enjoy visiting the department stores on Oxford Street or they could try Harrods, the most exclusive shop.

in London. For evening entertainment, the choice of theatres is enormous. From the famous Southbank Theatre complex to the smaller theatres of Covent Garden, there is no end of plays to see. Soho and its pavement cafés are also worth visiting.

London is an exceptional place, a truly modern city that has managed to keep its traditional style and sense of history. You may get exhausted in London, but one thing is certain; you will never get bored because, as Dr Johnson once said, “When a man is tired of London, he is tired of life.”

Source: Evans (2000, p. 12)

Specimen 2: Describing a person

Describing a person

Description of a person can have the followings:

Paragraph 1(Introduction):

Includes attention, brief information about the person with name, reason for choosing the person.

Paragraph 2:

Includes the description of

Physical Features:

Gender: Male/Female/Other

Weight and build: thin, slim, slender, skinny, plump, stout, medium build, heavy built, broad shoulder, lanky

Age: child, young, old, middle-aged, grown-up, adult, in the early/mid/late teens/twenties),

Height: tall, very tall, small, dwarf, medium height, average height),

Face: shapes (square, oval, rectangular, round), colour (fair, white, dark) and others (moustache, beard)

Eyes: Shape (big, small, oval, round), color (blue, brown, green, grey, dark brown, black) and others (vision, eyeglasses, eyebrows)

Mouth: lips (thin, closed, protruded, open) and expressions (smiling, frowning, depressing)

Chin: thin, projected, double, cleft, pointed, sharp

Nose: flat, long, pointed, small

Hair: length (long, short, shoulder-length), colour (dark, black, chestnut, red, blond, gray) quality (shiny, smooth, silky, plaits, and style (curly, straight, wavy, bald)

Clothing: Type (Jeans, T-shirt, sweater, coat, skirt, shoes, boots, saree, pants) and colour.

Qualities:

Character/Personality: optimistic, pessimistic, ambivalent, outgoing, patient, humble, friendly, calm, faithful, honest, lively, energetic, reserved, selfish, generous, hypocritical, polite, sociable)

Emotions/Feelings: Happy, cheerful, anxious, bad-tempered, even-tempered, cool

Education

Paragraph 3

Hobbies, Professions, Contributions, Awards (if any): briefly describe hobbies and professions; and related contributions and their impacts.

Paragraph 4

Conclusion

Summarizes with your comments/feelings/opinions/impressions

My Next-door Neighbour

Mavis has been my neighbour for six years. I first met her when she knocked on my door and asked for a spade because she hadn't yet unpacked hers. She had only moved in two days before.

Physically, Mavis looks younger than most other women in their late sixties. She is of average height, neither fat nor thin. Her plump round face is framed by a mass of wavy white hair and her sparkling blue eyes show her humour and friendliness. She prefers wearing casual, comfortable clothes. I don't think I have ever seen her in a perfectly ironed suit.

As for her personality, Mavis's most striking characteristic is her generosity. My house, as well as most of our neighbours', nearly always has a vase of flowers from her garden in the living room. Mavis is very good-natured and always has time for a chat. She is also patient. She hardly ever gets annoyed about anything, except when children pick her favourite roses and lilies. However, she tends to be quite stubborn — once she has made a decision, nothing can change her mind.

Mavis always seems to be busy doing something. She spends a lot of her time looking after her garden and often participates in local flower shows. When she is not in her garden she is

usually off somewhere raising money for one charity or another.

All in all, Mavis is the perfect next-door neighbour. Since the day she moved in, we have grown very close and I am very fond of her, even if I am woken up by the noise of her lawnmower early in the morning!

Source: Evans (2000, p. 5)

Tasks for further practice

- 1. You have learned about some unusual and interesting customs and cultures of the world. Nepal is also rich in its unique customs and cultures. Write an essay on any one of the unique customs using the given outlines.**

Introduction time to celebrate historical and cultural values community observing it activities of celebration your opinions conclusion. (in about 200 words).

- 2. Write an essay describing a festival which is celebrated in your community in about 200 words. Include its brief history, people involved, major activities, religious or social importance, duration and drawbacks, if any.**
- 3. Write an essay about your village or town. Include: location, people, agriculture, weather, specific features, history, etc.**
- 4. Write an essay about a national hero who fought bravely in the Anglo-Nepal war in about 300 words.**
- 5. Write a description of your favorite comedian explaining his/her personal acting, performance and uniqueness in about 300 words.**

2. Narrative Essay

- Tells a story by presenting a real-life experience or vents in an orderly, logical sequence.
- Usually written in the first person helps engage the reader.
- Histories, biographies and autobiographies follow a narrative form.
- Either events can be presented in chronological order (moving from first event to last) or can begin with the present and then use one or more flashbacks (shifts into the past).

Let's see a sample of a narrative essay.

A Scary Secret

My sister and I made a dangerous mistake one summer. I was thirteen and my sister was fourteen. Our parents had taken us to the city where they grew up. We felt very grown up as we rode to the hotel in a taxi. The hotel was very big, and it had a blur tile floor. After we unpacked our suitcases, our parents wanted to go to the market. My mother told us no to go outside. 'We won't,' my sister promised, but I knew that she was lying. We had already decided to go out and explore this strange and beautiful city by ourselves.

As soon as my parents were out of sight, we got our things and went downstairs. We walked out of the hotel doors and down a narrow street. The sun was setting, and the light was very beautiful. We could hear the noises of traffic nearby, but the little street was quiet. Suddenly, a man with a gun stepped out from a doorway. He said, 'Don't move!' He was short, and he was wearing a dark green jacket and sunglasses. He came very close, and we could smell cigarettes and something terrible in his breath. We were terrified and couldn't say anything. He said, 'Give me your shoes.' So I did. Then he took my sister's purse and her gold ring and ran away.

The horrible man was gone, but we were still afraid. I remember that I fell against my sister. I heard her take a deep breath; she was shaking. We did not feel safe until we got into our room and locked the door behind us.

The man scared us, but he also taught us something important. Before this experience, we did always listen to our parents. We now learned that we should obey them. My sister and I became obedient daughters, and we enjoyed the rest of our vacation. However, we decided not to tell our parents about our adventure. We knew they would punish us even though we had learned our lesson. This dangerous adventure is still a secret that I share with my sister.

(Source: Effective Academic Writing, p. 34)

Note: Try to identify thesis statement, body paragraphs and concluding paragraph. Are events presented in chronological order? Which tenses are used to narrate/describe the events? What is their significance?

Tasks for further practice

- 1. Human life does not pass as one expects. You might have also gone through different but memorable incidents. Write an essay on 'An Unforgettable Event in my Life' in about 300 words.**
- 2. Dreams may have certain meanings in one's life. Write an essay about an interesting dream you recently had in about 200 words.**

3. Write an essay narrating one of the most memorable events of your life in about 200 words.
4. Write an essay about your favorite story from your childhood in about 300 words.
5. Write an essay on ‘The first day in my New School’ in about 300 words.

3. Argumentative Essay

- a. Asserts the soundness of debatable position, belief, or conclusion.
- b. Takes a stand supported by evidence and urges people to share the writer’s perspective and insights (Kirszner and Mandell, 2012, p. 269).
- c. Convinces others to accept the writer’s position; to defend his/her position.
- d. Makes points, supplies evidence, establishes a logical chain of reasoning, refutes opposing arguments, and accommodates the audience’s views.
- e. Tries to convince the reader of a point of view on a controversial issue.

The *thesis statement* presents the writer’s point of view.

The *body paragraphs* support the topic sentence with reasons, facts and explanations but not with the writer’s opinion or viewpoints.

The *final body paragraph* relates with the counter-argument and argues against it in the final body paragraph

Toulmin Argument Model

Claim: The statement being argued (a thesis), what the writer hopes to prove.

Ground/Evidence: The facts or evidence used to prove the claim

Warrants: The general, hypothetical (and often implicit) logical statements that serve as bridges between the claim and the data.

Backing: Statements that serve to support the warrants

Rebuttals: Counter-arguments or statements indicating circumstances when the general argument does not hold true.

Qualifiers: words and phrases that limit the strength of the argument or statements that propose the conditions under which the argument is true.

Let’s see a sample of an argumentative essay.

What can Space Exploration Do for me?

Astronauts have walked on the moon, robots have travelled to Mars and countries around the world have contributed to the International Space Station. These exciting events have

made a difference in ordinary people's lives whether they realize it or not. Space exploration has not only created history; it has also provided benefits for humans here on earth.

The importance of space programs can be seen in the technology we use every day. Satellite technology allows people to make phone calls, watch TV shows, and listen to radio programs from everywhere on Earth. Also, many of the advances in computer technology were first invented to support space exploration. For example, the National Aeronautics and Space Administration has contributed to the creation of software that people use every day in manufacturing and design. Robotic technology is another useful example. Engineers designed robots to work on the International Space Station, but now robots are being developed to do jobs here on Earth.

Even with all these advances, some people say that space exploration is an expensive luxury that takes money away from important programs such as health care and education. However, if they considered how space technology has improved life on Earth, they would see that space exploration is actually important to civilization.

Space exploration creates a need for technological advances. Later, these advances are used in other ways that help people. Wonderful new inventions such as satellites and computers are just a beginning. In the future, space exploration will provide useful and amazing new inventions that we cannot even imagine in the present.

(Source: Effective Academic Writing, p. 111)

In the above essay,

The writer's claim/argument: 'Space exploration has not only created history; it has also provided benefits for humans here on earth'.

The argument is *backed up* with reasons and examples in the second paragraph.

The *counter-argument* (space exploration is an expensive luxury that takes money away from important programs such as health care and educations) is presented and refuted (if they considered how space technology has improved life on Earth, they would see that space exploration is actually important to civilization) in the third paragraph.

Note: Try to identify thesis statements, topic sentences in the body paragraphs, examples to support the claim, transitions and the concluding paragraph.

Tasks for further practice

1. Many people believe that social networking sites such as Facebook and TikTok have negative impacts on both individuals and society while others believe that they have

connected people globally. What do you think? Write an essay expressing your arguments on the impacts of social media in about 200 words.

2. We have private schools and public schools in Nepal. What should be done to make education equal to all citizens of Nepal? Write an essay expressing your views in about 300 words.
3. "Superstition is prevalent in every walk of life." Argue for or against this statement in about 300 words.
4. We can see many countries competing to host the great international sport events like the World Cup Football. But, there are arguments that hosting an event like World Cup Football can have more problems than benefits. What do you think? Write your arguments in favour or against hosting an international sport event in about 300 words.
5. Social media has both positive and negative effects on students. Some claim that they have more benefits whereas some think they are more harmful. Write an essay presenting your argument for or against social media on students of secondary level.

4. Expository Essay

- a. An informative piece of writing that presents a balanced analysis and multiple viewpoints of a topic in a neutral way.
- b. The writer informs, describes, explains or defines a topic using facts, statistics, and examples.
- c. Includes the comparison and contrast essay, pros and cons essay, the cause and effect essay, problem and solution essay and the "how to" or process essay.

Let's see a sample of expository essay [Cause and Effect essay].

Homelessness

The homeless epidemic is a serious problem in nearly every major city across the country. According to the U.S. Department of Housing and Urban Development, there are over 500,000 people experiencing homelessness on any given night. It's a difficult challenge to tackle precisely because it is so multi-faceted, both in terms of its causes and its far-reaching effects. Homelessness affects not only the people who must struggle to survive on the street but also the business owners or residents in the neighborhoods. While many factors have contributed to the rise in homeless rates, one of the most profound is the lack of adequate social support services.

A lack of free or affordable housing could be considered an obvious cause of homelessness. On a purely practical level, if a city can provide enough homeless shelters and other forms of affordable housing, the people who would otherwise sleep on the streets

can sleep far more safely with a consistent roof over their heads. Social support services, whether they are funded publicly or privately, would be able to tackle many of the immediate and long-term challenges that face people experiencing homelessness.

The effects of homelessness are equally complex and can be mirror images of the root causes. Because the person is experiencing homelessness, this may put profound strain on personal relationships. Drug abuse can become an issue, as the person seeks some way of coping with the pain and hardship of living on the streets. This leads to a downward spiral that drives the person deeper and deeper into the depths of crippling poverty and isolation.

Every city, every neighborhood faces unique challenges when it comes to homelessness. While the specific root causes can vary between individuals, the lack of adequate social services is a leading contributor. The right social services can address, reduce, or even remove some of these other underlying causes. With powerful effects for both the individual and society at large, homelessness is a pressing issue and one that must be approached with tact and compassion.

(Source: <https://www.yourdictionary.com/articles/cause-effect-essay-examples>)

Note: Try to identify thesis statement, topic sentences in the body paragraphs, examples to support the claim, transitions and the concluding paragraph.

Tasks for further practice

- 1. Do students need to learn history? Why? Write an essay on ‘The Importance of History’ in about 200 words.**
- 2. People have different hobbies and interests which may lead them to their careers they adopt. Write an essay on your hobbies explaining how they might influence your career.**
- 3. What changes have started to occur in Nepali families in recent days? What impacts will they bring on society? Write an essay in about 300 words.**
- 4. Write an essay on 'The Community Forest in Nepal'. Describe how these community forests have contributed to maintaining ecology in our environment.**
- 5. Highlighting the advantages of walking, Henry David Thoreau says, “An early morning walk is a blessing for the whole day.” Write an essay on the advantages of morning walk in about 300 words.**

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Curriculum Development Centre

Unit 3: Writing Rules and Regulations

Rules and regulations are both sets of guidelines that are developed to establish and maintain order within a particular context. **Rules** are generally more broad and general statements that outline what is expected behavior or conduct. **Regulations** are more specific and detailed guidelines that explain how to implement a rule. They are often created by government agencies, regulatory bodies or institutions and are enforced through inspections by different mechanisms.

Study the given specimens:

Specimen 1

A set of rules and regulations to be followed in the exam hall

1. Students must have their admit card to enter the exam hall.
2. Examinees should bring all the necessary kits (Geometry box, Ruler, eraser, pencil and calculator, etc.) with themselves.
3. Students are not allowed to make noise during the examination time.
4. Cheating or copying is strictly forbidden.
5. Students can't go outside except in emergencies.
6. Students must follow the seat plan.

Specimen 2

School Rules and Regulations

1. Students are not permitted to wear costly or fancy watches, chains, earrings, belts etc.
2. Students must take care of the school property. No scratches, writings or drawings may be made on the school furniture or walls.
3. Students must respect and obey their teachers and School authorities at all times. Running, playing and shouting in the classrooms and corridors during study hours is forbidden.
4. Students must be present in the school at 10.00a.m.
5. It is compulsory for the students to complete 75% of attendance in the year to make them eligible to sit for their final exams.
6. No student should leave the school premises without the permission of school authorities.

5. Guiding instructions for writing rules and regulation

- First, study the question thoroughly and think about what you are allowed to do and not allowed to do at the given place.
- Write complete sentences that express rules and regulations.
- Use concrete words and terms, not abstract ones.
- Place negative words near the beginning of the sentences to tell the reader that something is about to be prohibited or excluded.
- When writing action sentences—sentences that indicate what people should, should not, and may do—be short and direct, even blunt.
- Place action sentences first, before any explanations, lists, or details.
- Use the following patterns while expressing rules and regulations:
 - is/am/are allowed to
 -is/am/are not allowed to.....
 -must/mustn't.....
 - should/shouldn't...
 - strictly forbidden/ prohibited

Tasks for further practice

1. Write a set of rules and regulations for the visitor's in the following school library. You may use the expressions given below.

is/ are (not) allowed to.... strictly prohibited/forbidden to, can/cannot.....is/are required/expected tomust/must not

Sample answer:

Library Rules for Visitors

- a. Consuming food or drinks inside the library is strictly prohibited.
- b. Mobile phones and other electronic devices must be silent or switched off. Headphones must be used responsibly at a low volume.
- c. You must present your student ID to borrow materials.
- d. Students can't make noise in the library
- e. They are expected to concentrate on studies and take more benefit from the library.
- f. Students are responsible for any damage or loss to borrowed materials. Replacement costs may apply.
- g. Students are required to keep the library tidy. Dispose of trash in designated bins and avoid leaving personal items behind.

2. Write a set of rules and regulations for the visitor's in the hospital. You may use the expressions given below:

is/ are (not) allowed to.... strictly prohibited/forbidden to , can/cannot.....is/are required/expected tomust/must not

- 3. Write a set of rules and regulations that visitors should follow at the public park.**
- 4. Write a set of obligations and prohibitions to be followed at the computer lab.**
- 5. Write a set of rules and regulations that visitors should follow at a public library.**
- 6. Write a set of obligations and prohibitions to be followed at the science lab.**
- 7. Write a set of obligations and prohibitions that one should follow at the national zoo.**
- 8. Write a set of obligations and prohibitions to be followed at the hostel.**
- 9. Write a set of obligations and prohibitions to be followed at a museum.**
- 10. Write a set of obligations and prohibitions to be followed at a bus station.**

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Unit 4: Writing News Stories and News Articles

A news story is a written or recorded article or interview that informs the public about current events, concerns, or ideas. News stories are typically presented in a straightforward style and without editorial comment. They are written by journalists who gather information from a variety of sources, including interviews, press releases, and public records. News stories are typically published in newspapers, magazines, on television, or online.

Elements of a News Story

- 1. Headline:** The headline is a short summary of the story that is designed to grab the reader's attention.
- 2. Lead paragraph:** The lead paragraph of a news story should be a concise and informative summary that answers the most important questions: who, what, when, where, and why (and sometimes how). Ideally, it should also be attention-grabbing, using strong verbs and specific details. Imagine it as a compressed version of the entire story, giving readers just enough information to decide if they want to delve deeper.
- 3. Body paragraphs:** The body paragraphs provide more detail about the story. A quote from a source can add credibility and interest to a story.
- 4. Conclusion:** The conclusion summarizes the story and may leave the reader with a question or thought to ponder. News vs. Feature Stories

A news article is a piece of writing that informs readers about current or recent events. It's a factual report written by journalists to inform you about current events. These events can range from groundbreaking scientific discoveries to political decisions that impact your community. News articles aim to be objective, presenting who, what, when, where, and why of a situation without personal bias. They serve as building blocks, giving you the information you need to form your own opinions and engage in discussions about the world.

Differences between News Story and News Article

Features	News Story	News Article
Focus	Current events, breaking news	Can cover current or non-current events
Length	Shorter (100-400 words)	More in-depth (can be thousands of words)
Style	Concise, objective reporting	Can be more analytical or feature-oriented
Purpose	To inform readers quickly about important events	To provide context, analysis, or different perspectives
Examples	Breaking news alerts, headlines	Investigative reports, long-form features

Study the specimens given below:

Specimen I

Yeti Airlines Aircraft Crashes In Pokhara

Kathmandu, January 15, 2023

An ATR 72 aircraft of Yeti Airlines that flew to Pokhara from Kathmandu crashed in Pokhara of Kaski district on Sunday morning. A total of 68 passengers and four crew members were on board the aircraft that crashed between the old airport and the Pokhara International Airport, Sudarshan Bartaula, spokesperson of Yeti Airlines, told the Post. Among the passengers are three infants, three children and 62 adults.

General Manager of Tribhuvan International Airport Premnath Thakur said the aircraft with registration number 9N-ANC took off from Kathmandu at 10:30am. Images and videos posted on social media platforms showed plumes of smoke billowing from the crash site. The details are awaited. Security personnel along with locals are carrying out rescue operations at the crash site.

Meanwhile, Prime Minister Pushpa Kamal Dahal has called an emergency meeting of the Council of Ministers following the crash. The prime minister has directed the Home Ministry, security personnel and all the government agencies to carry out immediate rescue and relief operations.

Source: The Kathmandu Post

Specimen II

T20 World Cup Qualifier: Nepal Defeats Malaysia By 6 Wickets

KATHMANDU, OCTOBER 31

Nepal defeated Malaysia by 6 wickets in the match held today under the ICC Men's T20 World Cup Asia Qualifier final underway in Kathmandu. In the match held at TU International Cricket Ground in Kirtipur, Nepal achieved the victory target of 166 runs set by Malaysia at the loss of 4 wickets in 18 overs. Kushal Malla scored 65 runs in 34 while opener Kushal Bhurtel scored 43 runs to guide the host for a second successive victory. Aasif Sheikh contributed 32 runs while Sandeep Jora scored 18 runs.

For Malaysia, Mohammad Amir took 3 wickets and Pawandeep Singh took one wicket. Earlier, batting first after winning the toss, Malaysia scored 165 runs for the loss of 9 wickets in the scheduled 20 overs. Opener Syed Aziz scored the highest 68 runs while Zubaidi Zulkilfe contributed 24 runs to the Malaysian total. For the bowling side, Abinash Bohora took 4 wickets while Sandeep Lamichhane, Gulsan Jha, Rohit Paudel took one wicket each.

In the first match, Nepal defeated Singapore by 8 wickets. In the qualifier, Nepal is in Group A also including Malaysia, Oman and Singapore. Group B comprises the United Arab Emirates (UAE), Hong Kong, Bahrainn and Kuwait.

Source: The Himalayan Times

Specimen III

Kami Rita Summits Everest 29th Time, Eyes Yet another Climb This Season

SANGAM PRASAIN

KATHMANDU, MAY 12

World record holder Kami Rita Sherpa reached the top of Mt Everest for the 29th time on Sunday, breaking his own record for the most summits of the world's highest mountain.

He also has another climb in his mind. But this year, Kami Rita has no contender. Khim Lal Devkota, the Everest base camp coordinator, told the Post from the Everest Base camp that Kami Rita reached the summit at 7:25 am on Sunday.

Before leaving for Everest, Kami Rita had told the Post that if things go as planned, he may climb Everest twice this year. "It depends on him when he wants to climb again. We don't have any objection," said Mingma Sherpa, chairman of Seven Summit Treks with whom Kami Rita works as a senior guide.

Following Kami Rita is another Sherpa-Pasang Dawa-who has 27 summit titles on the world's highest mountain Dawa Sherpa of Imagine Nepal Trek and Expeditions, with whom Pasang Dawa works as a senior guide, said Pasang Dawa would not be climbing Everest at least for this spring.

"He [Pasang Dawa] has informed us that he is tired of climbing Everest and wants to take a rest. He says he is least bothered about competition," said Dawa. "He is not in favour of competition on Everest."

The Post's attempts to contact Pasang Dawa were unsuccessful.

Last year, Pasang Dawa, now 47, summited Everest for the 27th time, after his double ascent in a single season. Kami Rita climbed Everest twice to reclaim his record.

Records, titles, deaths and crowds are nowadays synonymous with Everest. Japan's Yuichiro Miura and Nepali Min Bahadur Sherchan had their own competition starting in 2008.

That year, Sherchan scaled the peak at the age of 76 years and 340 days and was officially recognised as the oldest to climb the mountain by the Guinness World Records in November 2009.

Sherchan replaced Miura in the Guinness Records. Miura had first climbed Everest in 2003 at the age of 70. He climbed Everest again in May 2008 when he was 75. But this time,

Miura failed to set a record as he reached the summit a day after Sherchan achieved the same feat at 76.

(Source: The Kathmandu Post)

Specimen IV

Supreme Court Dismisses Writs Filed By Worldlink against Government

KIRAN LAMA

KATHMANDU, MAY 12

The Supreme Court (SC) has dismissed the writs filed by WorldLink Communications Ltd against the government.

The joint bench of SC Justices Hari Prasad Phuyal and Nahakul Subedi dismissed eight writ petitions filed by Worldlink.

Following this dismissal, nine internet service providers (ISPs) will now have to pay all their dues, totalling nearly Rs 3.65 billion, to the government, as informed by Santosh Paudel, spokesperson for the Nepal Telecommunications Authority (NTA).

Paudel stated, "All major ISPs, including WorldLink, Vianet, and Classic Tech Mercantile, have to pay around Rs 3.65 billion in dues to the NTA. Among them, WorldLink alone has to pay around two billion rupees."

The ISPS and the government have been at logger heads for a long time after the latter decided to levy taxes on maintenance charges as well.

In response, WorldLink had filed a petition in the Supreme Court against the Ministry of Communication and Information Technology and the NTA, demanding that government roll back its decision mandating the ISPS to contribute to the Rural Telecommunication Development Fund (RTDF) and charge royalty on maintenance.

Due to the non-payment of the outstanding dues, the Ministry of Communication and Information Technology has not yet recommended foreign exchange rates to ISPS. Consequently, the Nepal Rastra Bank has not approved foreign exchange transactions for a year.

As a result, internet services across the country were disrupted for a couple of hours over a week ago as Indian upstream providers' disconnected international links.

Meanwhile, CEO of World- Link Communications Ltd, Keshav Nepal told THT that WorldLink would respond officially after receiving the summary of the verdict.

"I also learnt about the dismissal of the writs via online media. We will issue an official

response after we get a summary of the verdict."

(Source: The Himalayan Times)

Guiding instructions for writing news stories and news report

1. Write a brief and precise newspaper headline. It should be catchy and use just nouns and verbs, not articles. The first letter is generally capitalized.
2. The lead sentence is generally in one sentence and it is the summary of who, what, why, where, when and How. Each and every information related with the event present specifically.
3. It shares the detailed information into a chronological narrative. All the information should be accurate, concise, objective, timely, pertinent and interesting. We can add some information with direct quotation.
4. The reporter concludes with the reaction of the event here but not the opinion.

Tasks for further practice

1. Write a news story using the following clues.

- Vitamin A Capsule Given to Children
- health assistants give Vitamin A capsules, October 19-20
- Children from six months to five years
- deworming tablets to children between 1-5 years
- announced by the Department of Health Services
- Vitamin A program continues since 2050 BS and deworming capsules since 2056 BS

2. Write your own news story using the given outlines.

- Nepal's Yantrika in Online Robot Display
- Yantrika - the human-shaped and advanced robot
- has been put on the international online robot exhibition from Nepal
- developed by a team led by Engineer Roshan Pandey, Nepal Academy of Science and Technology (NAST)
- exhibition organised by Smart Society of Canada, Business Upside, USA and IEM America Corporation
- best innovative technologies from America, Canada, Germany, India, and the UK
- the robot can identify the people wearing a mask from the ones who aren't wearing one gives masks and sanitisers
- can measure body-temperature
- to disseminate information regarding wearing a mask and using sanitiser to the general public - the main objective of the technology

3. Write a news article about Green Energy. Use the following prompts.

natural source of energy - achieved from the Sun, wind, water, etc---perpetual in nature-present status- benefits to human/nature-challenges

4. Write a news story using the outline given below.

Nepali Army (NA) collects 800 kg of garbage from Mt. Ama Dablam
Mt. Ama Dablam clean-up campaign 2075 organised by Sagarmatha Pollution Control Committee (SPCC)
The Shumser Gulma, a company of Nepal Army participates
Financial assistance from Khumbu Village Body
800 kg of garbage collected
Handed over to the local community amid the programme
SPCC Chair Mr. Sherpa expresses his gratitude to NA

5. The use of AI in the technology is not only making people's lives easier but bringing new challenges. Write a newspaper article about the challenges brought by the advancement of AI in technology.

6. Write a newspaper article on "Internet and Cyber Security".

Introduction to the Internet and technology- Use of the internet in our daily lives- The abuses of the internet- Need and ways of data privacy-Conclusion

7. Write a news story based on the given information.

Argentina beat Brazil to win Copa America
by Reuters
RIO DE JANEIRO, July 10
first major title in 28 years
first medal for Lionel Messi in a blue-and-white shirt
Di Maria goal gave them a 1-0 win over Brazil
15th Copa America equal to Brazil
Brazil piled on the pressure but they could not get an equaliser
Brazil - more aggressive in the second half
Argentine defence - outstanding

8. Write a news story with the help of the following outlines.

Nadi meteorologists warn Solomon Islands government of the approach of Cyclone Victor..... .Solomon Islanders themselves warned of approaching cyclone.
.....More than 20 homes destroyed and other buildings sustained considerable structural damage.
.....More than 100 people homeless.....six people killed.eighteen people

treated for minor injuries.Three drowned and three killed by flying debris.

9. Write the newspaper articles for the following headline. Use the clues given below.

- Prime Minister inaugurated school
- Namuna Machhindra School
- Inaugurated by the prime minister with Japanese delegates
- big mass of stakeholder assemble
- financial support from JICA
- construction tenure form 2015- 219
- 25 classrooms with computer lab, science lab and library
- disable friendly classroom
- audience appreciates the task
- wishes the prime minister for quality education

10. Write a news story using the clues given below:

- Bus Mishap at Pepsicola
- headed to Lagankhel to Kamal Bianayak
- A bus slipped on the road and turned upside down on the road in Bhaktapur
- 5 killed and 27 injured
- injured were hospitalized in B&B and KMC Hospital
- cause of accident is over speeding
- drivers and assistant are under police custody

11. Develop a news story based on the following clues.

Anandban Hospital, Lele and Samaj Dental Hospital organize a one day free dental camp.....at Patan High School, Patan... Doctors, Dr. Press Sharma and Dr. Riddhi Shah along with 5 technicians.... awareness session along with free checkup and tooth extractions.... 300 students, 31 teachers and 17 staff benefitted..... free medicine and 17 referred for further treatment.

12. Write a news article based on the following guidelines.

- Workers on Strike
- APZ Industry workers on strike
- demand increase in salary, social security fund and gratitude
- N Narayan as selected as a spokesperson and began strike
- 10days negotiation failed
- hunger strike from tomorrow

13. Develop a news story with help of the following clues.

- Nepal Beat Oman by 39 Runs
- Kathmandu, February 10
- First match of the ICC Men's T20 World Cup Qualifier
- Held in AI Amarat Cricket Ground

- Oman won the toss and chose bowling
- Total 117 runs scored to chase for Oman
- Kushal Bhurtel of Nepal scored a half century off 42 balls
- Oman all out only at 78 runs in the 17th over

14. Construct readable news with the help of given outlines.

A person kidnapped from Suryavinayak Hari Chand (43) Permanently from Bajura... .. CEO of Mega Cooperative..... morning walk..... kidnapped Rs. 5 lakhs ransom – investigation is on.

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Curriculum Development Centre

Unit 5: Developing Short Stories

A short story is a brief work of prose fiction characterized by its concise length, focused plot, and limited characters. It's intended to be read in a single sitting. Unlike novels, short stories don't delve into elaborate narratives or intricate character development. Instead, they prioritize a single, impactful experience for the reader.

Here are the key defining features of short stories:

- ❖ **Length:** While there's no strict definition, most short stories fall within the 300 to 500 words range.
- ❖ **Focus:** Short stories usually center on a single, self-contained incident or a series of tightly linked events. This allows for a focused exploration of a specific theme or experience.
- ❖ **Characters:** The number of characters is determined by the context and content, with the story primarily focusing on a central protagonist and their journey. This allows for deeper character development within the shorter timeframe.
- ❖ **Plot:** The plot in short stories is typically tightly woven and fast-paced, often culminating in a single climax or turning point. This structure ensures a satisfying reading experience despite the limited length.
- ❖ **Setting:** The setting in short stories is usually carefully chosen to enhance the story's mood and atmosphere. It serves as a backdrop for the characters' actions and contributes to the overall impact of the narrative.
- ❖ **Language:** Short stories often utilize concise and simple language. Every word is chosen carefully to create a vivid impression on the reader and convey the intended emotions effectively.

In essence, short stories are miniature masterpieces of the literary world. They offer immense pleasure of storytelling, allowing readers to experience powerful emotions, explore diverse themes, and encounter memorable characters within a short amount of time.

Let's see some specimens of short stories:

Specimen I

The Boy and the Apple Tree

A long time ago, there was a huge apple tree. A little boy loved to come and play around it everyday. He climbed to the treetop, ate the apples, and took a nap under the shadow. He loved the tree and the tree loved to play with him. Time went by, the little boy had grown up and he no longer played around the tree every day.

One day, the boy came back to the tree and he looked sad.

“Come and play with me”, the tree asked the boy.

“I am no longer a kid, I do not play around trees anymore” the boy replied.

“I want toys. I need money to buy them.”

“Sorry, but I do not have money, but you can pick all my apples and sell them. So, you will have money.”

The boy was so excited. He grabbed all the apples on the tree and left happily. The boy never came back after he picked the apples. The tree was sad.

One day, the boy who now turned into a man returned and the tree was excited.

“Come and play with me” the tree said.

“I do not have time to play. I have to work for my family. We need a house for shelter. Can you help me?”

“Sorry, but I do not have any house. But you can chop off my branches to build your house.” So the man cut all the branches of the tree and left happily. The tree was glad to see him happy but the man never came back since then. The tree was again lonely and sad.

One hot summer day, the man returned and the tree was delighted.

“Come and play with me!” the tree said.

“I am getting old. I want to go sailing to relax myself. Can you give me a boat?” said the man.

“Use my trunk to build your boat. You can sail far away and be happy.”

So the man cut the tree trunk to make a boat. He went sailing and never showed up for a long time.

Finally, the man returned after many years. “Sorry, my boy. But I do not have anything for you anymore. No more apples for you”, the tree said. “No problem, I do not have any teeth to bite,” the man replied.

“No more trunk for you to climb on.” “I am too old for that now,” the man said.

“I really cannot give you anything, the only thing left is my dying roots,” the tree said with tears.

“I do not need much now, just a place to rest. I am tired after all these years,” the man replied.

“Good! Old tree roots are the best place to lean on and rest, come sit down with me and rest.”

The man sat down and the tree was glad and smiled with tears.

Morals: This is a story for everyone. The tree is like our parents. When we were young, we loved to play with our Mum and Dad. When we grow up, we leave them; only come to them when we need something or when we are in trouble. No matter what, parents will always be there and give everything they could just to make you happy.

Specimen II

A CLASSICAL STUDENT

BEFORE setting off for his examination in Greek, Vanya kissed all the holy images. His stomach felt as though it were upside down; There was a chill at his heart, while the heart itself throbbed and stood still with terror before the unknown. What would he get that day? A three or a two? Six times he went to his mother for her blessing, and, as he went out, asked his aunt to pray for him. On the way to school he gave a beggar two kopecks, in the hope that those two kopecks would atone for his ignorance, and that, please God, he would not get the numerals with those awful forties and eighties.

He came back from high school late, between four and five. He came in, and noiselessly lay down on his bed. His thin face was pale. There were dark rings round his red eyes.

"Well, how did you get on? How were you marked?" asked his mother, going to his bedside.

Vanya blinked, twisted his mouth, and burst into tears. His mother turned pale, let her mouth fall open, and clasped her hands. The breeches she was mending dropped out of her hands.

"What are you crying for? You've failed, then?" she asked.

"I am plucked. . . . I got two."

"I knew it would be so! I had a presentiment of it," said his mother. "Merciful God! How is it you have not passed? What is the reason for it? What subject have you failed in?"

"In Greek. . . . Mother, I . . . They asked me the future of _phero_, and I . . . instead of saying _oisomai_ said _opsomai_. Then . . . then there isn't an accent, if the last syllable is long, and I . . . I got flustered. . . . I forgot that the alpha was long in it I went and put in the accent. Then Artaxerxov told me to give the list of the enclitic particles. . . . I did, and I accidentally mixed in a pronoun . . . and made a mistake . . . and so he gave me a two. . . . I am a miserable person. . . . I was working all night. . . I've been getting up at four o'clock all this week"

"No, it's not you but I who am miserable, you wretched boy! It's I that am miserable!

You've worn me to a thread paper, you Herod, you torment, you bane of my life! I pay for you, you good-for-nothing rubbish; I've bent my back toiling for you, I'm worried to death, and, I may say, I am unhappy, and what do you care? How do you work?"

"I . . . I do work. All night. . . . You've seen it yourself."

"I prayed to God to take me, but He won't take me, a sinful woman You torment!

Other people have children like everyone else, and I've one only and no sense, no comfort out of him. Beat you? I'd beat you, but where am I to find the strength? Mother of God,

where am I to find strength?"

The mamma hid her face in the folds of her blouse and broke into sobs. Vanya wriggled with anguish and pressed his forehead against the wall. The aunt came in.

"So that's how it is. . . . Just what I expected," she said, at once guessing what was wrong, turning pale and clasping her hands. "I've been depressed all morning. . . . There's trouble coming, I thought . . . and here it's come. . . ."

"The villain, the torment!"

"Why are you swearing at him?" cried the aunt, nervously pulling her coffee coloured kerchief off her head and turning upon the mother. "It's not his fault! It's your fault! You are to blame! Why did you send him to that high school? You are a fine lady! You want to be a lady? A-a-ah! I dare say, as though you'll turn into gentry! But if you had sent him, as I told you, into business . . . to an office, like my Kuzya . . . here is Kuzya getting five hundred a year. . . . Five hundred roubles is worth having, isn't it? And you are wearing yourself out, and wearing the boy out with this studying, plague take it! He is thin, he coughs . . . just look at him! He's thirteen, and he looks no more than ten."

"No, Nastenka, no, my dear! I haven't thrashed him enough, the torment! He ought to have been thrashed, that's what it is! Ugh . . . Jesuit, Mahomet, torment!" she shook her fist at her son. "You want a flogging, but I haven't the strength. They told me years ago when he was little, 'Whip him, whip him!' I didn't heed them, sinful woman as I am. And now I am suffering for it. You wait a bit! I'll flay you! Wait a bit"

The mamma shook her wet fist, and went weeping into her lodger's room. The lodger, Yevtiyh Kuzmitch Kuporossov, was sitting at his table, reading "Dancing Self-taught." Yevtiyh Kuzmitch was a man of intelligence and education. He spoke through his nose, washed with a soap the smell of which made everyone in the house sneeze, ate meat on fast days, and was on the look-out for a bride of refined education, and so was considered the cleverest of the lodgers. He sang tenor.

"My good friend," began the mamma, dissolving into tears. "If you would have the generosity thrash my boy for me. . . . Do me the favour! He's failed in his examination, the nuisance of a boy! Would you believe it, he's failed! I can't punish him, through the weakness of my ill-health. . . . Thrash him for me, if you would be so obliging and considerate, Yevtiyh Kuzmitch! Have regard for a sick woman!"

Kuporossov frowned and heaved a deep sigh through his nose. He thought a little, drummed on the table with his fingers, and sighing once more, went to Vanya.

"You are being taught, so to say," he began, "being educated, being given a chance, you revolting young person! Why have you done it?"

He talked for a long time, made a regular speech. He alluded to science, to light, and to

darkness.

"Yes, young person." When he had finished his speech, he took off his belt and took Vanya by the hand.

"It's the only way to deal with you," he said. Vanya knelt down submissively and thrust his head between the lodger's knees. His prominent pink ears moved up and down against the lodger's new serge trousers, with brown stripes on the outer seams.

Vanya did not utter a single sound. At the family council in the evening, it was decided to send him into business

-Anton Chekhov

Now, let's see a sample of developing a short story based on the given clues.

Sample question and clues:

Develop readable stories based on the given outlines.

a king..... enemies defeat him six times..... hides in a cave..... sees a spider.... climbing the wall..... fails for six times succeeds on the 7th attempt the king learns a lesson. collects courage and attacks enemies..... succeed.... moral

Developed sample story:

The King and the Spider

King Bindhusara, once mighty and proud, had fallen on hard times. His enemies, led by the cunning Nripendra, had defeated him six times, stripping him of his land and his army. Shamefaced and broken, Bindhusara sought refuge in a damp, forgotten cave. Despair gnawed at him, whispering of surrender.

As the days bled into each other, a tiny movement caught his eye. A spider, no bigger than his thumb, was meticulously spinning a web across the cave mouth. Bindhusara watched, mesmerized, as the spider attempted to climb the smooth rock face. Six times it tried, and six times it tumbled down, its silken thread snapping with a sigh.

But the spider did not falter. With unwavering determination, it spun a new thread, thicker and stronger than before. This time, it reached a small crevice, anchored itself, and began to climb again. Inch by painstaking inch, it ascended, its tiny legs a blur of motion. Finally, with a triumphant wiggle, the spider reached the other side.

A wave of shame washed over Bindhusara. He was a king, a warrior, yet this tiny creature had shown him more courage and perseverance than he had displayed in months. He rose, his spirit rekindled. The spider's tenacity had sparked a fire within him, a refusal to give up. He gathered the remnants of his forces, those who still believed in him. They trained harder than ever, fueled by Bindhusara's newfound resolve. He learned from the spider, adopting its adaptability and resilience. He studied the enemy's weaknesses, formulating a plan not of

brute force, but of cunning and strategy.

When the time was right, Bindhusara struck. He led his men in a daring assault, exploiting the enemy's vulnerabilities with precision. The battle raged, but Bindhusara, remembering the spider's unwavering spirit, never faltered. He fought with renewed vigor, his men inspired by his courage.

In the end, victory was theirs. Nripendra's forces were scattered, and Bindhusara reclaimed his throne. But the true victory lay within himself. He had learned the power of perseverance, the importance of never giving up, no matter how daunting the odds. The spider, a tiny creature in a damp cave, had become his unlikely teacher, reminding him that even the smallest spark of determination can ignite the flames of victory.

Moral: Never give up, no matter how many times you fail.

Guiding instructions for developing short stories

1. First of all, use the skeleton story as a guide, but don't be limited. You can add or change details to suit your own creative ideas.
 - Start by generating ideas for your story.
 - Consider the following:
 - Genre:** What type of story do you want to tell? (e.g., adventure, mystery, romance)
 - Theme:** What message do you want to convey?
 - Characters:** Who are the main characters? What are their motivations and goals?
 - Setting:** Where and when does the story take place?
2. Make sure your story has a clear beginning, middle, and end. Use Skeleton Stories to plan your plots and ensure they have a logical flow.
 - Use a visual aid like a graphic organizer or a simple outline.
 - Include the following key elements:
 - Exposition:** Introduce the characters, setting, and initial situation.
 - Rising action:** Introduce the conflict or problem.
 - Climax:** The turning point of the story where the conflict reaches its peak.
 - Falling action:** The protagonist resolves the conflict.
 - Resolution:** The final outcome of the story.
3. Add characters with unique traits and personalities to make your story more interesting. Choose an environment that suits your story and add depth to your narrative.
 - Add details and descriptions to each element of the skeleton.
 - Develop your characters, setting, and plot further.
 - Consider using dialogue to bring your characters to life.
4. Use the details of your senses (sight, hearing, touch, taste and smell) to create vivid and immersive stories.

5. Make sure there are conflicts and problems that your characters need to overcome to create suspense and keep the reader engaged.
6. Connect the unsolved endings and end the story with a satisfying resolution that leaves the reader feeling satisfied.

Be open to making changes and refining your ideas. By using these skeleton stories as a guide, students can focus on developing the characters, settings, plots, and conflicts of their own story while following a clear structure.

Tasks for further practice

1. Develop a readable stories/ story based on the given outlines.

Two friends meet a bear....one climbs a tree ...the other lies down as if dead.... the bear smells his limbs goes away.... the first man comes down and asks.... what the bear said..... "Beware of friends who run away in danger." moral

2. Write a story using the outlines given below.

The Bat, the Birds, and the Beasts

a great conflict between the birds and the beasts ...two armies collected together... the bat refuses to join ...says he is a beast.... beasts request.... says he is a bird... peace made, no battle... rejoicing... bat wishes to join ...both turn against him... threaten to tear into pieces... bat flies away... moral

3. Write a story that begins with the sentence 'one warm summer afternoon an old owl was dozing when a grasshopper disturbed it with a very raspy song.'

4. Write a story in 150-200 words with the help of the following outline:

Tortoise and hare – good friends – tortoise – known for his slow speed – hare has fast speed – makes fun of tortoise – challenges him – referee selected – race starts – hare overconfident – takes a nap – tortoise wins----Moral

5. Develop a story using the skeleton given below. Also give a suitable title to your story.

two frogs live in a marsh — no rain for a long time — marsh dries up — life difficult for the frogs — decide to look for cool and watery place —find a well with water — one frog wants to jump in it — the other stops him — what he will do if the well dries — can't convince —the first one jumps in —the other lives outside with a difficulty —soon the well dries — the one in the well can't jump out — dies there — the other outside survives — the rains come and he starts living happily.—Moral.

6. Write a story with the help of given outlines below. Give an appropriate title and moral, too.

A hermit..... offering prayers at the river bank.... Sees a scorpion... about to die..... feels pity... saves it..... scorpion stings him, ... hermit doesn't get angry..... he gains saves..... a man watching the hermit get surprised. moral.

7. Write a readable story with the help of following guidelines.

A cat grows old.... gets no food... makes a plan to trap rats... wears garland of flowers... ringing bells... hearing the sound rats come to appreciate him... keeps eyes shut up.... a rat asks him.... He replies he commits crime no more..... is devotee to god... rats trust.. the number of rats decreases...moral.

8. Write a short story with the moral 'Failure is the Pillar of Success.'

9. Compose the story that ends at "... I never saw him/her again."

10. Write a story beginning with, "It was a stormy night of winter..."

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Unit 6: Composing Dialogues

A dialogue is a conversation between two or more people. It is a form of communication that involves the exchange of ideas, thoughts, and personal feelings. Dialogues can be spoken or written, and they can take many different forms, such as casual conversations, formal debates, and literary works, etc.

Elements of a dialogue

Topic: The subject matter of the conversation.

Speakers: The people who are involved in the conversation.

Context: The setting and circumstances in which the conversation takes place.

Turns: The individual utterances that make up the conversation.

Let's study some specimen given below:

Specimen I

(Rajesh and his teacher, Smriti are talking about the use and abuse of computers.)

Rajesh: Good Morning Madam. I would like to learn something about computers. Will you make me a favour?

Smriti: Good morning, Rajesh. Of course! Today, we're going to talk about the use and abuse of computers.

Rajesh: What do you mean by "abuse" of computers, ma'm?

Smriti: That's a good question. By "abuse," I mean using computers in a way that is harmful or illegal. This could include things like cyberbullying, online scams, and hacking.

Rajesh: That sounds bad. How can we wisely utilize the computer, madam?

Smriti: It's important to remember that computers can also be a powerful force for good. They can be used to educate people, connect with others, and create art.

Rajesh: So, how can we use computers responsibly?

Smriti: Here are a few tips: Be respectful of others online. Don't say anything that you wouldn't say to someone's face. Think before you post. Once something is online, it's there forever. Be careful about what personal information you share online. Don't open attachments from people you don't know. Use strong passwords and keep them safe.

Rajesh: I'll keep those tips in mind.

Smiriti: That's great. And remember, if you ever see something online that you think is harmful, please report it to an adult.

Rajesh: Thanks for the advice, Ms. Smirit.

Smiriti: Thank you so much.

Specimen II

Imagine that your friend has an eye problem. He is in an ophthalmologist's office. Create a dialogue between a doctor and a patient about an eye problem.

Setting: An ophthalmologist's office

Characters:

Dr. Jones, the ophthalmologist

Mr. Smith, a patient

Dr. Jones: Good morning, Mr. Smith. Please have a seat.

Mr. Smith: Good morning, doctor.

Dr. Jones: So, how can I help you?

Mr. Smith: I've been having trouble with my vision lately. Everything seems a bit blurry, mainly when I'm trying to read or use the computer.

Dr. Jones: I see. How long have you been experiencing these problems?

Mr. Smith: It's been going on for a few weeks now.

Dr. Jones: Have you noticed any other changes in your vision, such as flashes of light or floaters? Okay. Let's take a look at your eyes

Dr. Jones: Your pupils are equal and reactive to light. Your eyes look healthy overall. However, I did notice a slight change in your refractive error.

Mr. Smith: What does that mean?

Dr. Jones: It means that the shape of your eyes has changed slightly. This is a common problem that can cause blurry vision.

Mr. Smith: So, what can be done about it?

Dr. Jones: The most common treatment for refractive errors is glasses or contact lenses. These will help to focus the light properly onto your retina, which will

improve your vision.

Mr. Smith: Okay. I'm willing to try glasses.

Dr. Jones: Great. I'll have my assistant fit you for a pair of glasses. In the meantime, you can try using artificial tears to help with the dryness.

Mr. Smith: Thank you, doctor.

Dr. Jones: You're welcome.

Guiding instructions for composing a dialogue

- ❖ Clarify the situation in which you are creating a dialogue.
- ❖ Brainstorm the content and the context.
- ❖ Fluently express the words, phrases and sentences in a logical order.
- ❖ Begin the dialogue with just like Good Morning/ Excuse me/ May I help you? / How can I assist you? etc.
- ❖ Close the dialogue with Thank you, See you later, it's all right, etc.
- ❖ Students should compose the dialogue in at least 6 exchanges.

Tasks for further practice

1. Write a dialogue between you and your friend about the upcoming Sports Day/ Week in your school. Include the following points in your dialogue.

- Time and venue of the sports day/week
- Types of events
- Participants
- Prize distribution, etc.

Sample answer:

Muna: Hey Jeevan! Did you see the poster for Sports Week? It's finally happening next month!

Jeevan: Oh yeah, totally! I had a copy too. Can you believe it's been two years since the last one? I'm so excited!

Jeevan: Me too! Remember the chaos of the tug-of-war in the last one? Our class almost pulled the teachers off their feet. That was legendary. But seriously, have you seen the schedule?

Muna: I know, right? We have the classic athletics events like track races and long jump, but there's also musical chair, a three-legged race, and even a teachers' relay!

Jeevan: I'm totally down for the musical chair. Remember how Ms. Panta accidentally tricked Mr. Shrestha last time? Hilarious!

Muna: Don't even get me started! But I'm most excited about the swimming competition. I've been practicing my freestyle like crazy.

Jeevan: Good luck with that! I'm more of badminton myself. Maybe I'll join badminton this year.

Muna: Badminton? You? Don't tell me you secretly have tricky skills!

Jeevan: Hey, everyone deserves a chance to shine, right? Besides, who needs athletic talent when you have enthusiasm?

Muna: Haha, true enough. Speaking of shining, did you see the prize list? The winners get medals and trophies, plus bragging rights for the whole year!

Jeevan: Definitely adding some gold to my shelf this year. Just wait and see!

Muna: We'll see about that! But hey, even if we don't win, it'll be a blast to compete and cheer on everyone else.

Jeevan: You know it! Get ready, Sports Week, we're coming for you!

2. Imagine that you and your friend are talking about the preparation of the school anniversary. Now compose a dialogue between them.
3. Compose a conversation between a doctor and a patient about the problem of obesity that the patient has.
4. Imagine that you are at the Departmental Store. You would like to buy a new cell phone. Compose a dialogue between the shopkeeper and a customer regarding its features and price.
5. Write a dialogue between you and your foreign friend talking about the festival that is celebrated in their own community.
6. Compose a dialogue between two classmates about the preparation of their further upcoming examination.
7. Suppose you are at the library. You need to renew the book. Prepare a dialogue between the librarian and the student.
8. You would like to travel to the countryside. Make a conversation between the travel agent and the tourist about the tourist destination and accommodation, etc.
9. Compose a dialogue between two classmates about the preparation of their parents' day celebration at school.
10. Write a dialogue between you and your foreign friend talking about the unique culture that is practiced in their own community.

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Unit 7: Book Review and Film Review

What is a Review?

A review is a **critical evaluation or appraisal** of a text, event, object, or phenomenon. It is an **evaluation** of a publication, product, service, or company or a **critical take** on current affairs in literature, politics or culture. In other words, it is an act of carefully looking at or examining the quality or condition of something or someone (<https://www.britannica.com/dictionary/review>).

A. Writing book review

The book review is an **opinion**, a **critique** and an **encouragement** (Graf, 2015). A well written and comprehensive review can let you know whether that book works as a communication tool between the author and reader or not. Moreover, a book review is ‘the personal reflection of the reviewer’s opinion about the book, in which he/she communicates to the readers; such as was the book good and worth reading? Was it thought-provoking and informative? To whom (audience) it is recommended?’ (Baig and Jawaid, 2017, p. 243). It, therefore, combines the skills of *describing* what is on the page, *analyzing* how the book tried to achieve its purpose, and *expressing* your own reactions.

Characteristics of a good review

It should:

- Be unprejudiced, balanced and professionally written.
- Provide constructive feedback.
- Create interest among the prospective readers about the book.
- Be written in simple language
- Be Specific
- Not Be very long because readers have limited time
- Evaluate the book for its overall worth, thesis, and shortcomings if any.

Approaches to writing a book review

1. Descriptive Review is:

- a. An objective account of the essential information presented within the book.
- b. A brief description of the book by stating the purpose of the book.
- c. Statement of the perceived aims and purposes of the author mentioning striking passages from the text.

2. Critical Review describes and evaluates the book in terms of accepted literary and historical standards, and supports this evaluation with evidence from the text.

Elements of a book review

According to Rebecca Graf, a book review should have the following elements:

1. **Size:** A professional book review length contains 250-450 words in length.
2. **Summary:** It can have a paragraph of three to six sentences long. It can be the very beginning of your review or right after a short introduction with the title of the book and the author's name.
3. **Analysis:** It examines various elements of the story. It answers the questions as: Is the story entertaining and/or informative? Did the plot/storyline keep you hooked? How was the pace of the story? Were the characters **developed**? Was it laid out in a logical and easy to follow manner? Was there anything in the book readers might need to be aware of? Were there any editing/proofreading issues that made it difficult to read?
4. **Conclusion/Opinion:** It includes your impressions about the book. Did you like the book? Why or why not?
5. **Disclaimer:** It is a very important legal and ethical section. (For internet purpose) (I received this book from the publisher/author free of charge with no expectation of a positive review. I purchased this book with my own funds with no expectation of a positive review from the author and/or publisher)
6. **Pictures/Links:** Add a picture of the cover/the author. a link to an online site where they can purchase the book.

How to review fiction books?

1. **Take Notes:** Note important points as you read.
2. **Intro:** Write title, Author, published year, Publisher, mention genre (fiction/non-fiction, biography), pages, gets the reader's attention.
3. **The Plot:** The plot of a book is what drives the story. It involves the people/characters, the actions, and the purpose of the story. What is the story about?
4. **Characters:** Actions (realistic?), speech (location, academic level, age) and depth (feelings/thoughts) of characters.
5. **Dialogue:** Are they true to the character? Do they match the characters' personality and action? Are they easy to understand and follow? Are they smooth?
6. **Theme and Style:** Write if they are conservative, liberal, wild, daring, modest, traditional. Provide personal opinion (reviewer's personal opinions about characters/dialogue/actions). Look for the positive. Be polite
7. **Editing:** Show formatting issues (layout of the book/paragraph breaks/chapters break), editing issues (incorrect character names/extra punctuations/repetition of the same words).
8. **Trigger Warnings:** Give readers the sign about anything that might be offensive (Foul/crude language, Explicit sex scene, Blood/gore/violence, Magic/witchcraft/religion, Abuse)

Let's study these aspects with a sample:

(Intro that gets the reader's attention as well as introduces the name of the book and the author) Are you looking for a good read with chills and sounds that go bump in the night? Then Aiden James' Cades Cove is the book for you.

(Summary so the reader can know what the overall story is about.) A couple heads to the mountains near Gatlinburg, Tennessee to strengthen their marriage and bring a spark back to it. While in Cades Cove, they discover a pouch of trinkets and a partially written name on a tree. That night, noises are heard in the house. The odd happenings follow them home to Colorado where the noises turn into something much more dangerous. Now their lives are in danger as a murdered girl from years ago is out to get revenge.

(Here the review gives an explanation of the overall review so the reader will understand where the reviewer is coming from.) First off, I do not like scary stories. I don't like horror. Why then did I read this book? I'll have to admit that it wasn't the cover, the description, or the title. It was the fact that I had read three other books by Aiden James that I just loved. That led me to Cades Cove which I had gotten during a free giveaway but that doesn't mean I'll read it. I can always delete a book. But being an Aiden James' book I just had to read it. Now saying that....

(Describes the writing style of the author as well as the reaction the reviewer experienced.) This book kept me completely riveted. I had to finish it. I had to know what was happening and why. I couldn't read it at night as the first night I tried I had bad dreams that kept me up all night. I finished it the next day to avoid having to wait another day. Mr. James writes in a manner that captivates you and doesn't let you go. I felt like I was experiencing the ghostly encounters. Mr. James made it extremely real.

(Clears up any potential misconceptions as well as warns the reader of explicit language.) There is no gore in this book. It is not really bloody at all. There is blood but it generally just appears. There is violence and of course the terror of a dead witch. This is not a book for those that don't like to get scared. There are a couple of scenes that are explicit with language, but overall this was not throughout the whole book which I appreciate.

(Describes the plot.) The plot is catching and doesn't let you go. It is written in a manner that never lets you take a breath. It never lets you rest. You are always on the guard to what the ghost will do next. I could easily see this as a movie.

(summarizes with a recommendation) Do you like scary stories? Do you like suspense? Do you like a book that keeps you until the end? Then this is the book for you. Trust me, you will enjoy it. Though the ending drove me nuts. I'm still debating the sequel.

*(Disclaimer)*Note: This book was purchased by me during a free giveaway online.

B. Film Review

The main purpose of a movie review is to inform the reader about the film and its ideas; and recommend whether the readers should watch the movie or not.

How to organize a movie review?

The reviewer can organize the review by thinking of 'ISAOCR'

1. **Introduction(I)**: The introduction part should include

- Title of the movie
- Release date
- Genre (drama/action/suspense/thriller/comedy/romantic)
- Starring (protagonist/antagonists)
- Director's name
- Producer's/s' name/s
- Music director's name
- Budget
- Duration/run time
- Language
- A brief explanation of what the movie is about.

2. **Summary of the story (S)**: a short exposition of movie plot, characters and their interactions.

3. **Analysis of the movie (A)**: it includes plot elements, creative elements and the relevance of the topic.

- Analysis of the plot elements (exposition/beginning, rising action, climax, falling action and resolution/ending). The students of grade 9/10 can focus on rising action, climax and resolution).
- Analysis of Creative elements (dialogues, writing, editing, scenes/locations, characters, use of colors, camera techniques/cinematography, sound, music, choreography, symbols, costumes or anything that contributes or takes away from the overall plot)
- Analysis of the topic and its implementation: viewer's understanding of the topic, relevance of the topic.

4. **Opinion (O)**: it shows the reviewer's opinions about the movie. The reviewer should back up/ support her/his opinions with examples and facts from the story.

5. **Conclusion (C)**: The reviewer should announce whether the filmmaker was successful in his/her purpose. S/he re-states the evidence and explains how the motion picture was helpful for providing a deeper understanding of the topic.

6. **Rating (R)**: The reviewer can rate the movie by giving star. [In case of IMDB (Online Movie Database, the registered users can rate a movie or TV show on a scale of 1 to. 10)]

Study these specimens!

Specimen 1

Film: PASHUPATI PRASAD (Nepali Movie)

Director: Dependra K. Khanal

Producers: Rojina Sitaula

Starring: Rabindra Singh Baniya, Bipin Karki, Khagendra Lamichane, and Barsha Shiwakoti

Duration: 130 minutes

Genre: Social

Language: Nepali

Released date: January 29, 2016

Dependra K. Khanal wrote the story for the movie "Pashupati Prasad". It represents the life of a poor man. The movie has wonderfully shown the struggle done by Pashupati Prasad. The question asked by people is " Why would god let him die so pitifully?"

When Pashupati (Khagendra Lamichhane) loses his family and house of Sindhupalchowk due to the massive earthquake of Baisakh he shifts to Kathmandu. He needs to pay fifty thousand loans of his father (who lost his life in the quake) to the owner. He stays with (Mitt Buwa) who used to cruminate the dead body in Pashupatinath then assemble the coin in Bagmati river and search for gold. Bhasme (Bipin Karki) wishes to stop over the work of Pashupati and a clash arises. He fell in love with Bunu (Barsha Shivakoti). Pashupati Prasad found a gold ring in the river. He went to sell it but the jeweller tricked and killed him.

The overall story is really emotional and sad. This movie reflected the struggles in your life. The man fights as much as he can to earn a little money but he fails. What beautiful cinematography it is! I think artists and their acting with spectacular tones touch the heart of everyone in the cinema hall. Khagendra's natural performance and his role are mesmerising.

This is a considerable movie. Don't forget to watch it.

Source: <https://kullabs.org/class-9/english-1/expressing-congratulations/a-review-of-the-movie-pashupati-prasad>

Specimen 2

Film: BAGHBAN (Hindi Movie)

Director: Ravi Chopra

Producer: B.R. Chopra

Writer: B.R. Chopra, Shafiq Ansari, Satish Bhatnagar, Ram Govind, Achala Nagar
Starring: Amitabh Bachchan, Hema Malini, Paresh Rawal, Aman Verma, Samir Soni, Saahil Chadha, Nasir Khan, Salman Khan, Mahima Chaudhari, etc.
Genre: Drama, Romance
Original Language: Hindi
Release Date (Streaming): Nov 30, 2016
Runtime: 2h 50m
Production Co: B.R. Films
Sound Mix: Surround

The movie depicts the bonding between the parents and children to the sad turn of events at the sunset of the parent's life efficiently with a rich blend of emotions and realities between two generations.

Raj and his wife, Pooja, have been married for 40 years and have four sons of their own: Ajay, Sanjay, Rohit, and Karan. They also have an adopted son, Alok, who falls in love with Arpita. Raj provides the orphaned Alok with money and education, raising him as his own son. Now successful, Alok venerates Raj because of his help. Raj retires and cannot support himself; he and Pooja decide to leave their home. They want to live with their children, who are unwilling. The children decide to split their parents up; each lives with one of the boys for the next six months. They think that their parents will refuse the offer and remain in their home. However, Raj and Pooja reluctantly accept the offer.

They endure separation and poor treatment by their children. Raj stays first with Sanjay, and then with Rohit; Pooja stays first with Ajay, and then with Karan. While he is living with Sanjay, the only affection Raj receives is from his grandson Rahul. Saddened by the way he has been treated by his children, Raj writes about how he fulfilled his children's dreams and his treatment in return; he also writes about his love for his wife, and the pain their separation has caused. Raj's writing eventually becomes a novel. Pooja is abused by Ajay, her daughter-in-law Kiran, and her granddaughter Payal. Payal, however, repents when Pooja saves her from being raped by her boyfriend and showers Pooja with love.

Changing trains after six months, Pooja and Raj spend time together in Vijaynagar. They encounter Alok, who brings them to his home and cares for them far better than how their sons had treated them in their homes. Raj learns that his writings have been published as *Baghban*, named after Hemant (a café owner whom he befriended during his stay with Sanjay). He also befriended two teenagers named Kapil and Nilli who had visited the café often. The novel is successful, giving Raj the money he needs to support himself and Pooja. Knowing that their parents are earning more than them due to the launch success of the novel, the four sons plan to go to their book ceremony event for forgiveness. Everyone goes except Rahul and Payal because of the pain their grandparents went through and that the four sons are only going there just for their money not forgiveness. Their sons ask their parents to forgive them, attending a book ceremony with their wives.

Raj and Pooja refuse to forgive the four sons, however, and disown them for the pain they have caused. Raj and Pooja are then approached by both Rahul and Payal and hug them happily with Alok and Arpita smiling.

Performances of actors and actresses are outstanding. It is a cinema filled with colorful dancing and singing, very unique characteristics that are flawlessly executed. Despite being a serious movie, it has its share of great songs, music, and dancing.

Baghban becomes more of a roller coaster of emotions than just another family oriented movie.

An amazing film with a great cast, it is definitely a must see, if not must own.

Source: [https://en.wikipedia.org/wiki/Baghban_\(2003_film\)](https://en.wikipedia.org/wiki/Baghban_(2003_film))

Task for further practice

Write the review of a movie or a book that you have recently watched or read.

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Unit 8: Narratives and Descriptions

A **narrative** is any account of a series of related events or experiences, whether nonfictional (memoir, biography, autobiography, news report, documentary, travelogue, etc.) or fictional (fairy tale, fable, legend, thriller, novel, etc.). A narrative relies on story elements (plots, characters, setting, theme) and description relies on sense details (sights/sounds/smells/tastes/touch).

Description relates with a detailed description of a particular component (person, place or event) of a narrative. If a narrative is a movie, description is just a photograph/part i.e. a character or place or thing. Likewise, the former has the beginning, middle and ending of a story but the latter doesn't have any certain structures. A narrative essay uses a logical, more often a chronological order, but a descriptive essay does not take time factor into account. Functionally, a description is a subordinate or indice or catalyst to a narrative text.

Sequence of events in narratives

1. **Chronological order:** arranging events from start to finish
2. **Flashback:** start in the present, then backtrack to trace previous events
3. **Flash forward:** start in the present, then jump to the future

Point of view of a narrative (voice of a narrative)

1. **First person point of view:** The story is told from the perspective of the narrator who uses 'I' and 'We'.
2. **Second person point of view:** The writer addresses the reader using 'you' or 'your'. This point of view is rarely used in narrative.
3. **Third person point of view:** The author chooses the narrator's stories from the third person point of view. This is mostly used in narrative writing. In *omniscient* point of view, the narrator talks about all characters with all kinds of details. In *focalized* point of view, the narrator tells the story from one character's perspective.

A narrative can be:

1. **Linear narrative:** The story's events are told in chronological order.
2. **Non-linear narrative:** The story's events are presented in non-chronological order. Emphasize character's emotions and perspectives, highlights key events.
3. **Viewpoint narrative:** It focuses on the narrator's perspectives of the events.
4. **Descriptive narrative:** It focuses on how the story's setting, characters and objects look and feel.

Personal Narrative

Personal narrative (PN) is a prose narrative relating personal experience usually told in first person for self-exploration. It is an account of an event that has occurred in one's life, an experience one has had, for example, an embarrassing job interview; a proud moment as a high school athlete; a frightening childhood encounter with a vicious dog. In other words, personal narrative is the true story that really happened to the writer. WRITE Institute (2014) points out the following features of PN:

1. Introduction

- a. Hook the reader.
- b. Summarize your specific incident. It may include feelings then.

2. Setting

- a. Describe the place where the incident took place.
- b. Include sensory detail and figurative language.

3. Body Paragraph #3

- a. Begin telling your story.
- b. Describe the people and include dialogue.

4. Body Paragraph #4

- a. Continue telling your story.
- b. Describe the people and include dialogue.

5. Add more body paragraphs as needed.

6. Conclusion

- a. Conclude your story.
- b. Tell how you feel about the incident now.

Let's see an example of a short personal narrative.

My First Talent Show

Standing backstage, I could feel my heart thumping in my chest. "Just relax," my friend Jenny whispered. "You're ready for this." I nodded. Jenny was right. I'd been practicing my song for the school talent show for six weeks. Still, picturing an audience packed with kids, parents and teachers made me want to run out the door.

"Too late for that," I thought, as Mr. Peterson announced my song. Jenny gave me a nudge, and suddenly I was on the stage. Standing in the spotlight, I grasped the microphone and belted out the lyrics. I heard my voice pour through the speakers and fill the room. "It's going well," I thought to myself. "Don't mess up."

I looked out at the sea of faces. The auditorium was dark, but I could see hundreds of eyes staring back at me. The smell of candy bars and popcorn filled the room. "I hope Jenny is

saving some for me,” I thought, as I started the chorus one last time.

As I finished the song, the audience began to clap. “Yeah, Katie!” one kid yelled. “You rock!” screeched another. I took a bow and walked offstage with a smile plastered across my face. “How many days until next year’s talent show?” I asked Jenny.

(Source: " My First Talent Show" *Time for Kids*. N.p., n.d. Web. 16 Oct. 2012)

In this narrative,

- The writer describes what happened first. (Introductory paragraph)
- To set the scene, the writer includes details about where the story took place. (Introductory paragraph)
- The writer includes details about what he or she was thinking. (First Body Paragraph)
- The writer includes details about what he or she saw, heard, smelled or felt. (Second Body Paragraph)
- The writer describes what happened next. (Second Body Paragraph)
- The writer includes a detail that shows how he or she felt about this experience in the end. (Concluding paragraph)
- In the conclusion, the writer describes what happened last.

Specimen Personal Narrative

Surviving an Embarrassing Situation

Embarrassing things happen to me all the time. After I made a very silly mistake in PE, I was so embarrassed that I didn't think I would ever go back to school. But my brother convinced me that I could.

PE at our school is competitive. We play games as if our lives depend on them. Sometimes it takes at least an hour to get over a loss.

Last week in PE, was no exception. The basketball game was so close. Red Shirts would take the lead and then the Green Shirts would score and tie it up.

Ms. M. **finally** put me into the game with minutes to go. I was happy on the bleachers and nervous to go out on the court. I didn't want to make a mistake. But I joined the Red Shirts anyway, determined to help them win.

Within seconds I had intercepted a pass and started to dribble down the court. I could hear my teammates screaming and yelling. Their cheers gave me confidence. I neatly laid the ball up and scored.

I was jumping up and down waiting for my teammates to run out and congratulate me. I couldn't understand why the opposing team was as excited as I was. For a minute I thought, jeez they sure are being good sports for a change.

Introduction

Beginning of the story

Middle

Then I realized what I had done.

It finally dawned on me. I had made the shot in the wrong basket, giving the Green Shirts the win!

When I got home that night, my brother, who goes to college, asked me what I was moping around about. I didn't want to tell him, but I blurted out the whole story, sharing all of the details.

I waited for him to laugh and give me a hard time. Instead, he just smiled and said that it could have been a lot worse.

"When I was in junior high, we were playing for the championship game. Same situation-the score was tied and there was a jump ball with five seconds to go. The ball came to me and I

took off and scored the lay-up. I scored the lay-up in the other team' basket and they won the championship," he told me.

"Oh, that must have been awful."

"You know, it was, but only for a little while. Now, my friends and I joke about it."

I didn't really want to go back to school the next day, but with a push from my brother, I made it.

I hated feeling silly. It was hard walking back into the gym for PE class, but now I know that I am not the only one who ever scored a basket for the wrong team.

(Source: Sopris2008, West Educational Services)

End of the story

Conclusion (with a message)

Tasks for further practice

1. **Recall your school days. Write in three or four paragraphs of an event that you always remember.**
2. **Describe a strange dream that you have seen recently.**
3. **Write a short autobiography featuring your childhood life using the following guidelines.**
4. **Date and place of birth Family Background. Daily life School life. Special events of childhood days, etc.**
5. **There can be any event in your life that must have changed your life. Write about such an event.**

Description

Descriptive writing is used to describe something. It provides details about how something looks, feels, tastes, smells or sounds. It can also describe feelings, what something is, or how something happened. A description can be objective and subjective. (*See more in descriptive essay.*)

Describing an event

It relates to writing or talking about something that happened. This can be very similar to a personal narrative when the writer writes about his past event.

Paragraph 1 (Introduction): briefly introduce the event, mention the event's name, date and where it happened, write the tastiest bit or the most interesting information of the event.

Paragraph 2: Mention the preparations leading to the actual event and describe what exactly happened-write who were involved, what activities were done in sequential order, how the specific activities were performed.

Paragraph3: Show impacts either positive or negative or both of the events on you/family/friend/society. Reasons for being memorable for you.

Paragraph 4 (Conclusion): summarizes by communicating your emotions, feelings, impressions, opinions and reactions.

Let's see an example of a describing a personal event:

A Memorable Event in my Life.

We all find ourselves engaging in various events in our daily lives. We tend to forget the majority of these events. But some remain in our memory since they have significant meanings and values for us.

It was around eight years ago, and I had just graduated from high school. And I was still residing with my parents in my hometown at the time. So it was time for me to enroll in college. But I didn't want to get into just any regular college. I had prepared myself, at least I believed so at the time, for entering the best business college in my country. Of course, I needed to pass a difficult and thorough college admission test before I could actually pursue my dream.

As if passing a difficult test wasn't challenging enough, I had a fever and an extremely terrible cough. I took the test in that condition when I could not even think straight. It only seemed normal that I would fail the test with that level of preparation.

Much to my surprise and that of my family, I passed the admission test. I was able to attend the university of my dreams, hundreds of miles from my hometown.

This event stands out in my memory, for it was the stepping stone in my life which made me more confident toward my goals. It felt even more special and emotional because my years of effort finally paid off. Neither my family nor friends thought I would be able to pass the test due to my sickness.

Finally, it allowed me to experience life and the world on my own. I was away from the comforts of my home while attending one of the top colleges in my country.

Source: <https://inkforall.com/ai-writing-tools/event-description/describe-any-event/>

Now, let's study a specimen related to description of a place.

Hong Kong: A busy city

Built around a small peninsula in the south east of China, Hong Kong, now one of the most densely populated places on earth, is a city of extreme contrasts, where East meets West, and the latest technology is equally as important as ancient customs are.

The streets of Hong Kong are a frenzy of activity and deafening noise. The roads are congested with vehicles, from sparkling limousines to dusty rickshaws, while countless hordes of people stream past on the pavements, and in the crowded narrow alleyways, the senses of the pedestrian are bombarded with a bewildering variety of exotic sights and smells. In contrast, not far from the chaotic, cramped city centre lie parks with cool streams, shrines and chirping birds. Meanwhile, tranquil mountains form a breathtaking backdrop to the towering skyscrapers of steel and concrete packed closely around the harbour, where huge modern ships float alongside little Chinese junks.

Below the bright neon lights, garishly advertising every brand name conceivable, visitors will find an endless variety of shops and restaurants competing for space on Hong Kong's manic streets. You can buy anything here, ranging from state-of-the-art computer technology to hand-made silk suits. There are also fish and bird markets all over the city, where heaps of gleaming silver fish can be found displayed next to brilliantly-coloured squawking parrots. Tourists and locals alike flock to the Jade Market, hidden on a side street, with its intricately-carved pieces depicting Chinese icons, Buddhas and dragons made of smooth green stone. For food, Hong Kong is second to none, as it offers a wide choice of dishes in all sorts of eating establishments. The city's nightlife, like its shops and restaurants, caters for all tastes, whether you are searching for the opportunity to serenade your loved one in a karaoke bar or are simply after a beer and a bit of dancing.

Perhaps the strangest thing about Hong Kong is the way all of its dramatically contrasting features co-exist so harmoniously. However, unless you witness it for yourself, you will never know what a pleasant atmosphere this creates. So, for an unforgettably unique experience, try Hong Kong — you won't regret it.

Source: Evans (2000, p. 19)

Task for further practice

- 1. Have you ever faced or witnessed cases of racial or sexual discrimination? Write a short account.**
- 2. Write about your favorite school memory. Who was there? Where was it? How did it happen? How does it end?**
- 3. Select a memory that is focused on a terrible situation. What triggered that situation and what happened? What was the result? For example, this could be a situation where**

you were bullied. Describe what happened, and how it ended for you. Did anyone defend you, or help you? Or did the bullying continue?

4. Write about a scary or frightening moment in your life. What happened? How was it scary? Are you still frightened?

5. A song or piece of music comes on the radio. Immediately the tune reminds you of a particularly happy or sad occasion. Describe in detail the scene you remember (real or imaginary) and your feelings at that time.

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Unit 9: Recipe and Instructions

A recipe is a set of instructions that describes how to prepare or make something. It is especially used to prepare any dishes or complete any particular task. Recipes generally include a list of ingredients and a step-by-step cooking procedures on how to combine them.

Instructions are sets of information that teach us how to do something or use something. The more we use technology to make our lives easier, the more we need to read instructions to help us learn how to use the technology.

Let's see some samples of writing recipe.

Sample 1. A Recipe for Preparing Milk Tea

Ingredients:

- 1 spoon black tea leaves or tea bags
- 4 cups water
- 1/2 cup milk
- 1/4 spoon sugar

Instructions:

How to make a cup of tea?

1. Fill up the kettle with water.
2. Boil the water in the kettle.
3. Place a teabag in your favourite mug.
4. Pour boiling water into your favourite mug.
5. Brew the tea for a few moments.
6. Remove and dispose of the teabag.
7. Add milk.
8. Add sugar.
9. Stir the tea.
10. Enjoy the hot beverage.

Sample 2. Recipe for Preparing a Simple Omelette

Ingredients:

- 2 large eggs
- 1 tablespoon butter
- Salt and pepper to taste
- Optional fillings: chopped vegetables, cheese, herbs, etc.

Instructions:

1. Whisk the eggs together in a bowl until well combined.
2. Melt the butter in a nonstick pan over medium heat.
3. Pour the eggs into the pan and tilt the pan to evenly distribute the eggs.
4. Once the edges of the omelette start to set, use a spatula to gently lift the edges and allow the uncooked egg to flow underneath.
5. Continue cooking until the omelette is set to your liking.
6. Season with salt and pepper to taste.
7. Add your desired fillings to the omelette and fold it in half.
8. Slide the omelette onto a plate and serve hot.

Now, let's see one sample of writing instructions.

- Step 1: Connect your computer to a power source.
- Step 2: Turn on the monitor.
- Step 3: Press the power button on the computer.
- Step 4: Wait for the computer to boot up.
- Step 5: Enter your login credentials.
- Step 6: Start using your computer.

Guiding instructions for writing recipe

1. First of all, make the list of ingredients along with its measurement, temperature and timings.
2. After that, write a set of instructions in a very specific and clear way.
3. Use simple imperative sentences.

Tasks for further practice

- 1. Kwati is a popular Newari food item. Here are the steps of preparing it. Arrange them in the correct order and write the recipe for making it.**

Steps without order:

- a. Put cumin seeds and carom seeds in a pan and fry them.
- b. Add tomatoes, turmeric powder and coriander powder.
- c. Fry until the tomato is tender.
- d. Melt ghee in a pressure cooker.
- e. Add onion, then bay leaves and ginger garlic paste.
- f. Now, add sprouted mix beans (Kwati) and then red chilli powder.
- g. Fry for 5-6 minutes.
- h. Cook for about 4-5 whistles.
- i. Add hot water then salt and garam masala.
- j. Kwati is ready to be served.

Sample answer:

Spicy Sprouted Bean Kwati Recipe

This recipe combines the goodness of sprouted beans with a warm, flavorful spice blend. Enjoy it with rice or roti for a satisfying and healthy meal.

Ingredients:

- 1 cup sprouted mixed beans (such as mung beans, chickpeas, black beans, etc.)
- 1 tablespoon ghee
- 1/2 teaspoon cumin seeds
- 1/2 teaspoon carom seeds
- 1 medium onion, finely chopped
- 2 bay leaves
- 1 tablespoon ginger-garlic paste
- 1 medium tomato, finely chopped
- 1/2 teaspoon turmeric powder
- 1 teaspoon coriander powder
- 1/2 teaspoon red chili powder
- Salt to taste
- 1/2 teaspoon garam masala
- Water as needed

Instructions:

- a. In a pressure cooker, melt the ghee over medium heat. (Step d)
- b. Add the cumin seeds and carom seeds. Fry until fragrant, about 30 seconds. (Step a)
- c. Add the chopped onion and bay leaves. Saute until the onion softens and becomes translucent, about 5 minutes. (Step e)
- d. Add the ginger-garlic paste and cook for another minute, stirring constantly. (Step e)
- e. Add the chopped tomatoes, turmeric powder, and coriander powder. Cook until the tomatoes soften and release their juices, about 5 minutes. (Step b & c)
- f. Add the sprouted mixed beans and red chili powder. Fry for 5-6 minutes, coating the beans with the spices. (Step f & g)
- g. Add enough water to cover the beans by about an inch. Season with salt. Close the pressure cooker lid and cook for 4-5 whistles on medium heat. (Step i & h)
- h. Once the pressure releases naturally, open the lid and check the consistency. If the Kwati is too thick, add some more water. Stir in the garam masala and adjust salt if needed. (Step i)
- i. Your Kwati is ready! Serve it hot with rice or roti and enjoy the delicious blend of

spices and healthy sprouted beans. (Step j)

2. **Prepare a recipe to cook your favourite dish at home. Use the prompts given below.**
 - name of the food item
 - ingredients
 - cooking procedure
3. **Write a recipe for making rice pudding. Mention all the ingredients and note down a complete set of instructions.**
4. **Write a recipe for a cup of coffee.**
5. **How do you make Momo? Prepare its procedures.**
6. **Write a recipe for making mixed vegetables. Mention all the ingredients and note down a complete set of instructions.**
7. **What is your most favourite dish? Mention all the steps to prepare it.**
8. **How do you make mushroom soup? Mention all the ingredients and note down a complete set of instructions.**
9. **Write a recipe for Carrot Halwa.**
10. **How do you make your favourite vegetables? Mention all the ingredients and note down a complete set of instructions.**

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Unit 10: Diary Entry

Diary entry is keeping record of an event (experience, scene, character, narration) in one's daily life that s/he considers valuable. As a diary is a private possession, it is not intended for public reading. Diary writing serves as a multifaceted tool for self-expression, reflection and personal development.

Purpose of Diary Entry

- Record personal thoughts and emotions
- Show changes one is going through
- Keep record of important events
- Vent frustrations
- Help future planning
- Share personal opinions
- Preserve thoughts, memories and stories

Let's have a look at a diary entry of an astronaut.

Monday, 23rd June 2022

9: 15 PM

Dear Diary,

It is day 149 of my space mission. I am missing Earth a lot today, especially trees and gravity! But even though I am homesick, I know I must continue on my important mission.

First, I woke up and put on my special space suit. It is a bit lonely on the spacecraft so next, I talked to my computer and some of the robots who help me. Sadly, they just aren't the same as people!

Then, I tested some of the rocks I had collected the other day on Saturn's moons. They are very interesting, but I will have to wait a long time for the results.

After that, I drove the spacecraft around and looked at the amazing view. There really is nothing like seeing planets from space, the colours are incredible. The most exciting thing I saw was what looked like a flying saucer zooming past one of the spacecraft windows. I was sure I saw two aliens inside but I must be imagining things!

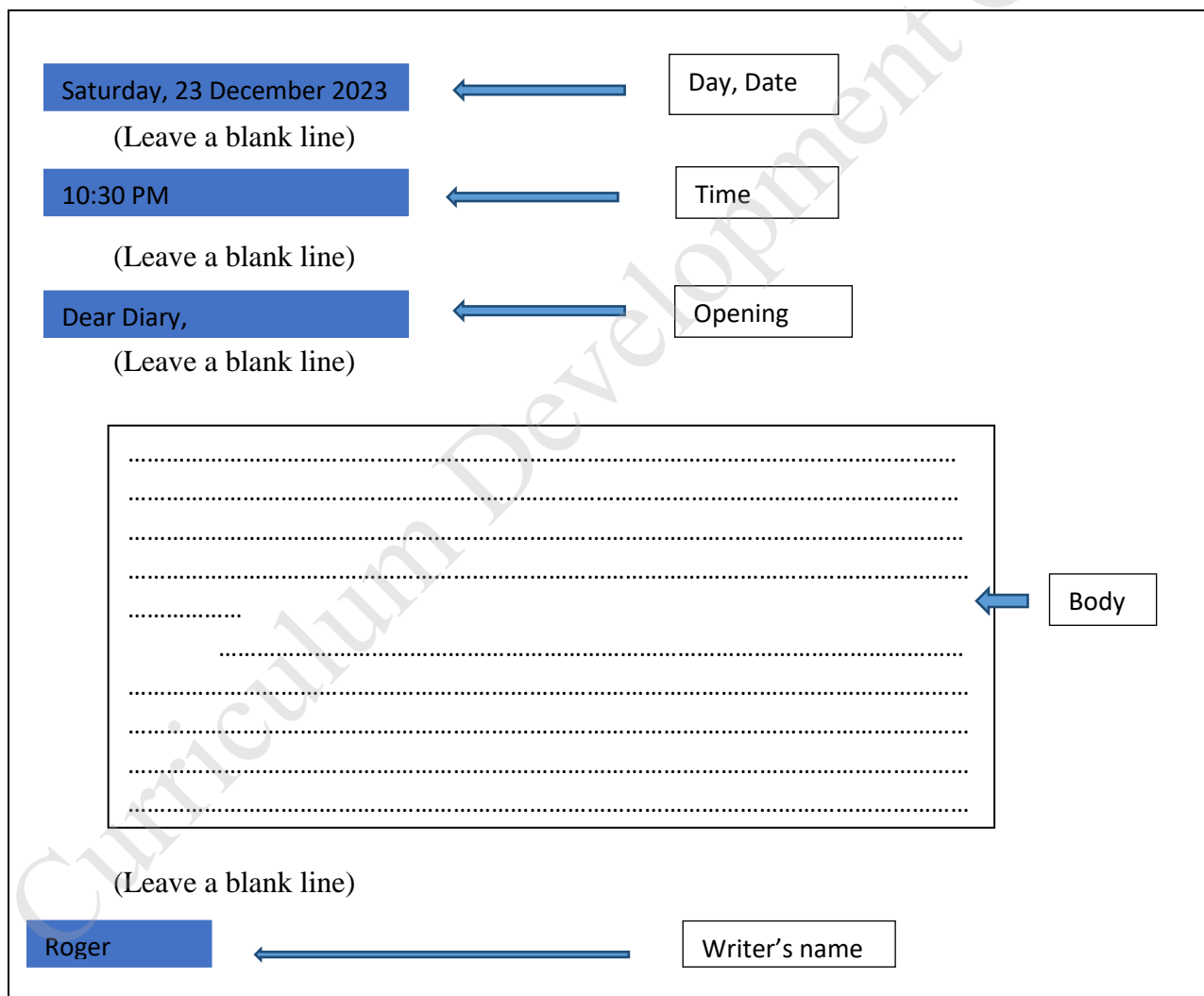
For dinner I ate some freeze-dried food. It doesn't look great, but it tastes OK. One more day of my mission done. I hope it's not too long until I return to Earth!

Bob the astronaut

(Source: <https://www.twinkl.com>)

Let's see different parts in the entry:

- **Day and Date:** Monday, 23rd June 2022
- **Time:** 9: 15 PM
- **Salutation:** Dear Diary,
- **Body:**
 - **Introduction:** It is day 149 of my space mission. I am missing Earth a lot today, especially trees and gravity! But even though I am homesick, I know I must continue on my important mission.
 - **Details:** First, I woke up ... Then, I tested some... After that, I drove the spacecraft
 - **Future thought:** I hope it's not too long until I return to Earth!
- **Signature:** Bob the astronaut



Format of Diary Entry

- **Date, Day, and Time:** the date, day, and time to be mentioned in the top left corner.
- **Heading/Title:** It is completely optional but can be given with a suitable heading.

- **Salutation/Opening:** Dear Diary
- **Content/Body:** Express facts; and feelings, emotions and thoughts. The first paragraph should introduce the events and the feelings, the second paragraph should include the details of events (what happened next) and the last one talks about the thoughts for future/tomorrow.
- **Signature/Writer's name:** Name at the right

Here is another specimen of a diary entry:

[Yesterday it was your first day in your new school. You made new friends, teachers were good to you and you liked the infrastructure of the school. Write about your experiences and feelings about your new school in your diary.]

Sunday, 6th March, 2022

10 pm

Dear Diary,

Yesterday I went to my new school which was amazing but was feeling very nervous because it was my first day of school my new school is very big and I made new friends I sit in 1st bench with my new classmates they are very good and caring and loving. The teachers are also very good they teach us very nicely and are very sweet. We are having 7 periods in our class there are total 41 children.

When we have break we talk to each other play with each other. My new school is very good but then also I remember my old school and friends because I have spent a lot of time with them but now I am studying in my new school so now I have made new friends and I have a few things I need to do to make sure that I also have to be a good disciplined boy in my new school.

I LOVE MY NEW SCHOOL AND MY NEW FRIENDS.

Tony

(Source: <https://www.teachmint.com/tfile/studymaterial/class-8th/english/diarywritingpdf>)

Guiding instructions for writing a diary entry

- The beginning part of the **body/content** should introduce to set the scene by answering the questions who, what, where or when (make clear what the diary is being written about).
- **Chronology:** The events should be mentioned in order they happened, and for this, time conjunctions should be used.
- A diary entry should include only the **important or interesting events**.
- **Style and Tone:** It can be informal and personal.
- **Voice:** A diary should be written in the first person (I, Me, We...)

- **Language convention:** It should be informal, conversational, creative, descriptive to describe facts and emotive for expressing emotions.
- **Tense/Grammar:** Past tenses are used for what happened, present tense is used for the current feelings/emotions and future tenses for what the next step/goal might be. Time conjunctions (before/after that, Later, Then) are used for showing order of events.
- **Sentence type:** Generally simple sentences; but other types of sentences can also be used for special impact.
- **Scribbles, drawing and emoticons** can be used to clarify the idea.
- **Vocabulary:** There should be relevant but simple words.

Tasks for further practice

1. Write a diary of any particular ceremony held in your family. Mention the activities you did during the day. Also express your views and attitudes about a particular incident on each day.
2. Suppose a child who lived in a city with his/her parents accompanied his/her father to visit an elderly grandmother in the village. The grandmother was waiting for her son to come back to the village and look after her, but her son was not willing to do so. Write a diary on behalf of the elderly grandmother describing her feeling of not living with her children and grandchildren.
3. Suppose Yesterday it was your first day in your new school. You made new friends. Teachers were good to you and you liked the infrastructure of the school. Write about your experiences and feelings about the new school in your diary.
4. Recently you visited the old age home in Pokhara. You met old people who were lonely and sick. Their children had left them to fend for themselves. When you talked to them, you felt bad about the fact that they were not living with their children. Write about your experiences in your diary.
5. Suppose You are Ramesh living in Kathmandu. You had to attend a wedding ceremony in Pokhara. Your father took you there in a car. You are very excited as it was your first journey by plane. Write a diary entry in 300 words sharing your experience.

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Unit 11: Note Taking and Summarizing

Summarizing is the process of taking a longer piece of text and creating a shorter version that captures the most important points and essential information. It's like the gist of something and expressing it concisely in your own words.

In the same way, note-taking is the practice of recording key points of information from various sources, such as lectures, meetings, books, or articles. It involves actively engaging with the material, identifying the most important ideas, and organizing them in a way that facilitates understanding and recall.

Purpose of note taking and summarizing

- a. To understand and remember information more effectively
- b. To review and analyze key concepts
- c. To communicate the main ideas of a text to others
- d. To prepare for exams and assignments

Let's study a sample:

Specimen I

1. A good business letter is one that gets results. The best way to get results is to develop a letter that, in its appearance, style and content, conveys information efficiently. To perform this function, a business letter should be concise, clear and courteous.
2. The business letter must be concise: don't waste words. Little introduction or preliminary chat is necessary. Get to the point, make the point, and leave it. It is safe to assume that your letter is being read by a very busy person with all kinds of papers to deal with. Re-read and revise your message until the words and sentences you have used are precise. This takes time, but is a necessary part of a good business letter. A short business letter that makes its point quickly has much more impact on a reader than a long-winded, rambling exercise in creative writing. This does not mean that there is no place for style and even, on occasion, humour in the business letter. While it conveys a message in its contents, the letter also provides the reader with an impression of you, its author: the medium is part of the message.
3. The business letter must be clear. You should have a very firm idea of what you want to say, and you should let the reader know it. Use the structure of the letter—the paragraphs, topic sentences, introduction and conclusion—to guide the reader point by point from your thesis, through your reasoning, to your conclusion. Paragraph often, to break up the page and to lend an air of organisation to the letter. Use an accepted business-letter format. Re-read what you have written from the point of view of someone who is seeing it for the first time, and be sure that all explanations are adequate, all information provided (including reference numbers, dates, and other identification). A clear message, clearly delivered, is the essence of business communication.

4. The business letter must be courteous. Sarcasm and insults are ineffective and can often work against you. If you are sure you are right, point that out as politely as possible, explain why you are right, and outline what the reader is expected to do about it. Another form of courtesy is taking care in your writing and typing of the business letter. Grammatical and spelling errors (even if you call them typing errors) tell a reader that you don't think enough of him or can lower the reader's opinion of your personality faster than anything you say, no matter how idiotic. There are excuses for ignorance; there are no excuses for sloppiness.
5. The business letter is your custom-made representative. It speaks for you and is a permanent record of your message. It can pay big dividends on the time you invest in giving it a concise message, a clear structure, and a courteous tone.

Sample answer of note taking and summarising:

Title: Writing a Business Letter

Notes:

1. Features of a good business letter: Conveys info efficiently to get results, concise, clear, and is courteous
2. How to write a business letter? making letter concise, and introduction should be brief, make your point in precise words and sentences, short letter more effective, style is important, may occasionally have humour, achieving clarity, have a clear idea of what you wish to say
3. Importance of business letter: a representative permanent recorded message.

Summary:

A well-written business letter will help you achieve excellent outcomes. A business letter needs to be effective in its design, style, and substance to achieve these kinds of outcomes. Aside from this, a letter should be polite, succinct, and straightforward. In order to provide the reader a clear impression of you, the business letter should be concise. A letter's structure should consist of a main sentence, an introduction, and several paragraphs that conclude. To prevent insults and sarcasm that could be detrimental to your intentions, go back over the things you have written. Errors in grammar and spelling should also be avoided. (102words)

Key Features of a good summary

- a. **Concise:** A good summary should be significantly shorter than the original text.
- b. **Focused:** It should capture the main ideas and essential information, leaving out irrelevant details.
- c. **Paraphrased:** It should be written in your own words, not simply copied from the original text.

d. **Accurate:** It should faithfully represent the key points of the original text.

Guiding instructions for note-taking

- a. **Choose the right format:** There are various note-taking methods like Cornell notes, mind maps, or outlines. Choose one that best suits your learning style and the material.
- b. **Use keywords and abbreviations:** This helps you capture information quickly and efficiently.
- c. **Include visuals:** Diagrams, charts, and illustrations can enhance your understanding and memory.
- d. **Leave space for annotations:** Add your own thoughts, questions, and connections to the material.
- e. **Review and revise your notes regularly:** This helps solidify your understanding and identify areas you need to focus on.

Guiding instructions for summarizing

- a. **Identify the main ideas:** Ask yourself what the author is trying to convey and what the most important points are.
- b. **Paraphrase the information in your own words:** This ensures you understand the material and helps you remember it better.
- c. **Focus on key facts and figures:** Include important statistics, dates, or names if they are relevant to the main idea.
- d. **Keep it concise and to the point:** A good summary should be a fraction of the original text.

Let's see another specimen.

Specimen II

1. A well-decorated home conveys the individuality of its occupants. First and foremost, it needs to be unique, just as every individual is unique. A house should be cohesive not just across rooms but also throughout. There should be some harmony between the rooms. In particular, the color and style of each room should complement the color and style of the rooms that flow out from it.
2. Attractive home furnishings set the stage for pleasant living. If they are an expression of yourself, you will have a feeling of satisfaction every time you enter your home, and friends will share your enjoyment.
3. However, furnishings and surroundings expressive of just the right note of restfulness, gay informality, or elegant simplicity are not often assembled by accident. Even enthusiasm alone is not enough. For most home decorators, it takes pouring over plans, trying colour schemes, finding ingenious ways to make the best of what you have, and

shopping around to search out just the right purchases at prices you can afford to pay. But there is keen pleasure in striving for the perfect result, and great satisfaction in achieving it.

4. A successful house and successful rooms will depend upon the proper relationship of each element in it to the others and to the whole. Therefore, in selecting each piece it is best to consider the background, the usage, the draperies, the floor covering, the upholstering materials, the woods, shapes, colour scheme, and the “feeling” you prefer for the room.
5. Work and plan to enjoy your house. Limit the expenditures of time, effort and money to the extent of your abilities, so that just running the house doesn’t dominate your life. Elegance and delicate things may be a drain you can afford only in a limited way. If you can’t afford outside help, select a house and furnishings that require less care. Plan your activities so that tumult and upset are limited to a few rooms—an activity room or a bedroom, or a corner of the dining room.
6. You’ll get more pleasure out of a house if you have a hobby connected with it—collecting glass or antiques, gardening or indoor flower growing ceramics, art, cooking, decorating, flower arrangements, etc. And you’ll get more satisfaction and a great deal of help from studying household activities.
7. You can select a pleasing combination of colours from a wallpaper, a fabric, an oriental rug, a flower or scene, or even a picture in a magazine. If you don’t already have the furniture or rugs, it is a good idea to make up a colour scheme in this way. Let one colour predominate. Limit a colour scheme to two or three colours, with white or gray tones.

Title: Decorating One’s Home

Notes:

1. Home reflects personality of home-owner

- unity & harmony between rooms
- colour & styling should match

2. Elements of decoration

- colour schemes
- draperies, rugs, upholstery, woods, shape

3. Plan to enjoy the House

- limit time, effort & money
- select furnishings which require little care
- confine hectic activities to a few rooms
- hobbies connected with the house—great pleasure.

4. Choice of Colours

- one colour should predominate
- one can expect with colours
- calm colours for restfulness; intense for liveliness
- colours should harmonise with furniture, draperies, carpets

SUMMARY

The way the house is maintained shows the character of the people who reside there. Therefore, having a unique adornment is just as crucial as dressing nicely. Only when there is some harmony, color, and style throughout the house's rooms can one perceive unity. A functional method for a comfortable living space is furniture. Every time a person enters their home, they will feel mentally satisfied if they have an expression of who they are. To achieve this kind of satisfaction, one must look through plants, experiment with color schemes, and window shop to find the ideal addition to their house. (103 words)

Steps for paraphrasing

1. Read the text carefully. Note any important subject-specific words.
2. Look up any difficult words and find synonyms for them.
3. Find different ways of expressing the information in the groups of words (phrases).
4. Rewrite sentences. Simplify the sentence structure and the vocabulary without changing the meaning.
5. Put your text out of sight and write your paraphrase from memory.
6. Revise your paraphrase and compare it to the original. Is it written clearly in your own words?
7. Do not forget to use an in-text reference (or footnote) at the start or end of your paraphrase.

Steps for summarising

1. Read the text and make sure you understand the key ideas that you wish you to summarize or paraphrase. You cannot paraphrase or summarize a source if you do not understand it well.
2. Take notes, if you wish. This can be especially useful for longer texts. Taking notes generally results in better absorption of the ideas than highlighting or underlining alone.
3. Now, explain the ideas in writing. It can be useful to set aside concerns about mechanics and word choice and write a rough draft of your explanation, leaving editing for later. As you write, include phrases to indicate that you are explaining someone else's ideas.
4. Once you have a rough draft of your paraphrase/summary, check it for:
 - a. Accuracy: Are you representing the author's ideas accurately?

- b. Signal phrases: Are you making it clear whose ideas these are and giving proper attribution (including citation)?
- c. Mechanics and word choice: Is the grammar and punctuation correct? Is the meaning clear?

Tasks for further practice

1. Summarize the following part of “The Romance of a Busy Broker”.

She looked up at him with a smile. A soft pink crept over her cheek, and her eyes were kind and frank. Maxwell leaned one elbow on her desk. He still clutched fluttering papers with both hands and the pen was above his ear.

"Miss Leslie," he began hurriedly, "I have but a moment to spare. I want to say something at that moment. Will you be my wife? I haven't had time to make love to you in the ordinary way, but I really do love you. Talk quick, please--those fellows are clubbing the stuffing out of Union Pacific."

"Oh, what are you talking about?" exclaimed the young lady. She rose to her feet and gazed upon him, round-eyed.

"Don't you understand?" said Maxwell, restively. "I want you to marry me. I love you, Miss Leslie. I wanted to tell you, and I snatched a minute when things had slackened up a bit. They're calling me on the phone now. Tell 'em to wait a minute, Pitcher. Won't you, Miss Leslie?"

The stenographer acted very queerly. At first she seemed overcome with amazement; then tears flowed from her wondering eyes; and then she smiled sunnily through them, and one of her arms slid tenderly about the broker's neck.

"I know now," she said, softly. "It's this old business that has driven everything else out of your head for the time. I was frightened at first. Don't you remember, Harvey? We were married last evening at 8 o'clock in the Little Church around the Corner."

2. Read the following passage carefully and take notes.

The Earth's forests, once vast and vibrant, are facing a critical threat: deforestation. This large-scale clearing of trees for various purposes, such as agriculture, infrastructure development, and logging, has far-reaching consequences that impact not just the environment, but also human populations and economies.

One of the most immediate and devastating impacts of deforestation is the disruption of the delicate balance of the natural world. Trees act as the lungs of the planet, absorbing carbon dioxide, a key greenhouse gas, and releasing oxygen, vital for life. With reduced forest cover, carbon dioxide levels rise, accelerating climate change and contributing to more extreme weather events like droughts, floods, and wildfires. These events, in turn, further damage ecosystems and displace wildlife.

Furthermore, deforestation disrupts the water cycle. Trees act as natural sponges, absorbing and storing rainwater, which slowly releases back into the environment. Without trees, rainwater rapidly runs off the land, causing soil erosion and reducing groundwater levels. This can lead to water scarcity, affecting both human communities and agriculture. Additionally, deforestation destroys habitats for countless species of plants and animals, leading to loss of biodiversity and potentially contributing to extinction events.

The consequences of deforestation extend beyond the natural world, impacting human populations and economies. Soil erosion caused by deforestation can lead to decreased agricultural productivity and food insecurity. Additionally, deforestation can disrupt local livelihoods, particularly for communities that depend on forests for resources such as food, medicine, and building materials. Furthermore, deforestation can contribute to social unrest and conflict as competition increases for remaining resources.

Addressing deforestation requires a multifaceted approach, involving individuals, communities, businesses, and governments. Sustainable forestry practices, responsible land management, and reforestation initiatives are crucial to restoring healthy forest ecosystems. Additionally, promoting public awareness about the consequences of deforestation and encouraging responsible consumer choices can play a significant role in reducing the demand for products that contribute to deforestation.

Ultimately, tackling deforestation is vital for ensuring the well-being of the planet and its inhabitants. By working together, we can protect our precious forests and create a more sustainable future for all.

3. Read the following paragraph carefully, make notes and write a summary based on your notes.

Albert Einstein, born on March 14, 1879, in Ulm, Germany, was not your typical child. He spoke late, challenged authority, and displayed an insatiable curiosity about the world around him. This independent spirit and deep fascination with science would eventually lead him to become one of the most influential physicists of all time.

Einstein's early education was fraught with tension. He disliked the rigid structure and rote learning methods of traditional schools, but his passion for mathematics and physics blossomed outside the classroom. At 12, he independently discovered Euclidean geometry, sparking a lifelong love for the elegance and structure of mathematics.

Despite his academic struggles, Einstein managed to gain admission to the Swiss Federal Institute of Technology in Zurich. There, he thrived in the more liberal atmosphere and surrounded himself with like-minded individuals. It was during this period that he met Mileva Marić, who would become his first wife and intellectual collaborator.

The year 1905 proved to be a pivotal moment in Einstein's career. He published four groundbreaking papers, each revolutionizing our understanding of the universe. His special theory of relativity challenged the established notions of space and time, while his paper on the photoelectric effect laid the foundation for quantum mechanics. These revolutionary ideas, initially met with skepticism, would eventually reshape the landscape of modern physics.

Following these groundbreaking discoveries, Einstein's career flourished. He held prestigious positions at various universities, including the University of Zurich and the Prussian Academy of Sciences. He continued to push the boundaries of scientific knowledge, developing the general theory of relativity in 1915, which explained gravity as a curvature of spacetime. This work solidified his status as one of the greatest minds of the 20th century.

In addition to his scientific achievements, Einstein was a vocal advocate for peace and social justice. He actively opposed war and militarism, and he used his fame to raise awareness about the dangers of nuclear weapons. His pacifist views, however, made him a target for the Nazi regime, and he was forced to flee Germany in 1933, eventually settling in the United States.

Einstein spent the remaining years of his life working at the Institute for Advanced Study in Princeton, New Jersey. He continued to research and publish papers, but his focus shifted towards finding a unified theory of everything, a single set of equations that could explain all the fundamental forces of the universe. Despite his tireless efforts, he was unable to achieve this elusive goal before his death on April 18, 1955.

Albert Einstein's legacy extends far beyond the realm of physics. He is remembered not only for his groundbreaking scientific discoveries but also for his independent spirit, intellectual curiosity, and unwavering commitment to peace and social justice. His life and work continue to inspire generations of scientists and thinkers, reminding us of the power of independent thinking and the potential of the human mind to unlock the secrets of the universe.

4. Read the following paragraph carefully, make notes and write a summary based on your notes.

Education is a fundamental human right and the cornerstone of a thriving society. It empowers individuals, fuels innovation, and drives economic growth. It is not simply the acquisition of knowledge, but also the development of critical thinking skills, problem-solving abilities, and the capacity for lifelong learning. In a world that is constantly changing and evolving, education is more important than ever before.

Education equips individuals with the knowledge, skills, and confidence to navigate life's challenges and make informed decisions. It opens doors to opportunities, fosters personal

growth, and enables individuals to contribute meaningfully to their communities and the world around them.

Education is the engine that drives innovation and progress. By nurturing creativity, critical thinking, and collaboration skills, education empowers individuals to solve problems, find new solutions, and contribute to advancements in science, technology, arts, and all other fields.

A well-educated population is essential for a strong and prosperous economy. Education equips individuals with the skills and knowledge needed to participate in the workforce and contribute to economic growth. It also fosters entrepreneurship, innovation, and workforce adaptability, all of which are crucial for a competitive economy in the 21st century.

Education teaches individuals how to think critically, analyze information, and form their own opinions. These skills are essential for making informed decisions, solving problems, and navigating the complexities of the world around us. They empower individuals to be discerning consumers, active citizens, and responsible members of society.

Education is a lifelong journey, not a destination. It fosters a love of learning and curiosity, encouraging individuals to continue to learn and grow throughout their lives. This lifelong learning is crucial for adapting to changes in the world, staying competitive in the workforce, and maintaining a healthy and fulfilling life.

In conclusion, the importance of education cannot be overstated. It is the key to individual empowerment, societal progress, and economic prosperity. Investing in education is an investment in the future, ensuring a brighter tomorrow for individuals and communities alike.

5. Read the following paragraph carefully, make notes and write a summary based on your notes.

Climate change and global warming are two closely linked phenomena that pose a significant threat to our planet. Climate change refers to long-term shifts in temperature and weather patterns, while global warming is the specific increase in the Earth's average surface temperature. Both are primarily driven by human activities, such as the burning of fossil fuels, deforestation, and industrial processes.

These activities release greenhouse gases into the atmosphere, where they trap heat, causing the planet to warm. This warming has far-reaching consequences, including rising sea levels, extreme weather events, and disruptions to ecosystems. The melting of glaciers and polar ice caps contributes to rising sea levels, threatening coastal communities and ecosystems. Extreme weather events such as droughts, floods, and

wildfires are becoming more frequent and intense, causing widespread damage and loss of life.

The disruption of ecosystems can have cascading effects, impacting food security, water availability, and biodiversity. The impacts of climate change are already being felt around the world and are expected to intensify in the coming decades. It is crucial to take decisive action to mitigate climate change and global warming by reducing greenhouse gas emissions and transitioning to renewable energy sources. By working together, we can protect our planet for future generations.

6. Read the following paragraph carefully, make notes and write a summary based on your notes.

Born in Stratford-upon-Avon in 1564, William Shakespeare wasn't just a playwright, he was an entire theater unto himself. Though details of his early life are hazy, we know he married young, started a family, and eventually made his way to London, the bustling heart of Elizabethan England.

His rise in the theatrical world was swift. By the 1590s, he was not only acting but also writing plays for the renowned Lord Chamberlain's Men (later the King's Men). His early comedies, like "A Midsummer Night's Dream" and "Much Ado About Nothing," brimmed with wit and wordplay, capturing the Elizabethan spirit.

Shakespeare wasn't afraid to delve into deeper themes. His histories, like "Richard III" and "Julius Caesar," explored the complexities of power and ambition. His tragedies, like "Hamlet" and "King Lear," plumbed the depths of human emotion, showcasing love, loss, revenge, and madness with unmatched intensity.

Beyond plays, Shakespeare penned beautiful sonnets and narrative poems like "Venus and Adonis." His mastery of language was unparalleled, weaving rich imagery, complex metaphors, and unforgettable lines that continue to resonate today.

Shakespeare wasn't just a literary giant; he was a shrewd businessman. He invested in the Globe Theatre, ensuring his plays had a permanent home and solidifying his financial security. By the early 17th century, he had retired to Stratford, a wealthy and celebrated man.

He died in 1616, leaving behind a legacy that continues to captivate audiences worldwide. His plays are performed more than any other playwright's, translated into countless languages, and adapted for film, television, and even operas.

Shakespeare's genius lies not just in his words, but in his ability to capture the human experience in all its messy glory. He explored love, loss, ambition, betrayal, and the very

essence of what it means to be human. His characters, from the witty Falstaff to the tormented Hamlet, feel real, their emotions and struggles timeless.

Though centuries have passed, the Bard of Avon's voice remains clear and powerful, reminding us of the enduring beauty and complexity of the human condition. In 300 words, it's impossible to do him full justice, but hopefully, this glimpse into his life and work inspires you to delve deeper into the world of this literary legend.

7. Summarise the following text in approximately 150 words. Write only the ideas of the original text but do not include your own opinions, interpretations, deductions or comments.

Madhav Prasad Ghimire is a renowned Nepali poet who has given a great contribution to Nepali literature. He is one of the last of the oldest generation of poets in Nepal. He was motivated by the works of Rabindranath Tagore. He is a poet of the romantic tradition. He has written many incredible books such as Gauri, Malati Mangale, Himal Pari Himal Wari, Aswathama, Rajheswari, and Shakuntala and he is well known for his inspiring works. He was honoured as Rashtra Kavi (poet of the nation) of Nepal. He is undoubtedly one of the rare poets in Nepal to gain fame and fortune, and not the unfortunate forgetfulness they normally receive.

But the greatest asset of his life is its simplicity. He is a very simple person with a simple taste, but his verses are varied and complex. However, for some, he is a Himalayan poet and for some the poet of love and harmony. However, this truth cannot be denied: he is a lyric poet and one of the true servants of Nepali literature.

It is also a national treasure associated with the golden age of Nepali literature. He is one of the last of the oldest generation of poets whose contemporaries, Bal Krishna Sama and Laxm Prasad Devkota, have become historical figures in the annals of Nepali literature.

It is known that in his masterpieces such as Gauri and Malati Mangale he portrayed terrible truths of society. This literature was most praised by the Nepali people. Some of his other important literary works include Himal Pari Himal Wari, Rajeshwori, Aswathama, and Shakuntala which are most appreciated.

He is a simple man with a complex and different perception. Rastra Kavi Ghimire was cited as a source of inspiration in the Nepali literary brotherhood. Not only writing but also his will to live has inspired many Nepali people. According to him, there are three mantras to live longer; Easy exercise or yoga, positive thinking, and creativity.

For him, education in his own life is very important, since it takes a person from darkness to light and it is very important that Nepali youth should learn these things from him. He is respected by the people of Nepal.

I think poets should be able to go beyond the social hierarchy and bring visions to humanity, and by using their poetic abilities, they should be able to expand the mind and pursue the truth. This is a great sentence by Madhav Prasad Ghimire.

9. Read the following paragraph carefully, make notes and write a summary based on your notes.

The story of computers begins long before the digital age. Early tools like the abacus, dating back thousands of years, laid the foundation for calculation. In the 17th century, mechanical marvels like Pascal's calculator and Leibniz's Stepped Reckoner emerged, laying the groundwork for more complex devices.

The 19th century saw the dawn of the "computer" era with Charles Babbage's visionary designs. His Difference Engine and Analytical Engine, though never fully built, conceptualized the core components of modern computers: a central processing unit, memory, and control flow.

The 20th century ushered in the digital revolution. The first generation of computers, like the ENIAC, were behemoths powered by vacuum tubes, primarily used for military and scientific calculations. The invention of the transistor in the 1940s miniaturized electronics, paving the way for smaller, faster computers of the second generation.

The third generation, marked by the integrated circuit, saw computers shrink further and become more accessible. Operating systems like DOS and CP/M emerged, and programming languages like FORTRAN and COBOL gained traction. This era witnessed the rise of minicomputers and the birth of personal computers like the Altair 8800.

The fourth generation, fueled by the microprocessor, saw the personal computer boom. The Apple II and IBM PC dominated, ushering in the era of graphical user interfaces, user-friendly software like word processors and spreadsheets, and the rise of the internet.

The fifth generation, our current era, blurs the lines between personal and professional computing. The internet has become ubiquitous, mobile devices like smartphones have surpassed PCs in usage, and artificial intelligence is revolutionizing various fields. Cloud computing and big data offer unprecedented processing power and storage, while machine learning algorithms tackle complex problems previously thought intractable.

The development of computers has been a remarkable journey, driven by innovation and fueled by human ingenuity. From the early dreamers like Babbage to the modern tech giants, countless individuals have contributed to this ongoing evolution, shaping the world we live in today. As we move forward, one thing is certain: the future of

computing promises even more exciting possibilities, pushing the boundaries of what we can imagine and achieve.

10. Read the following paragraph carefully, make notes and write a summary based on your notes.

Jawaharlal Nehru's "The Discovery of India" transcends the label of a simple historical account. Written during his imprisonment in 1942, it's a deeply personal exploration of India's past, present, and future, interwoven with his own evolving political and philosophical views.

The book isn't a dry chronological narrative. It delves into ancient civilizations, philosophical schools, artistic expressions, and social movements, painting a vivid picture of India's rich tapestry. Nehru's personal reflections and introspective questions add another layer, inviting readers to engage with the material on a deeper level. The book overflows with Nehru's love for India's ancient heritage and cultural diversity. However, he doesn't shy away from critiquing societal ills like religious orthodoxy, caste rigidity, and colonial exploitation. This balanced perspective makes the book both inspiring and thought-provoking.

"The Discovery of India" offers a unique window into the intellectual and emotional world of a pivotal figure in Indian history. We see Nehru grappling with his own identity as an Indian steeped in Western education, and his evolving vision for an independent India that embraces its past while forging a modern path. The book's strength lies in its personal and insightful approach. However, its subjectivity can sometimes lead to historical interpretations that might be debated. Additionally, its focus on Nehru's own journey might not resonate with everyone.

"The Discovery of India" is more than just a book about India. It's a personal journey of self-discovery, a reflection on history's complexities, and a vision for a nation's future. While not without limitations, it remains a valuable read for anyone interested in understanding India, its history, and its place in the world.

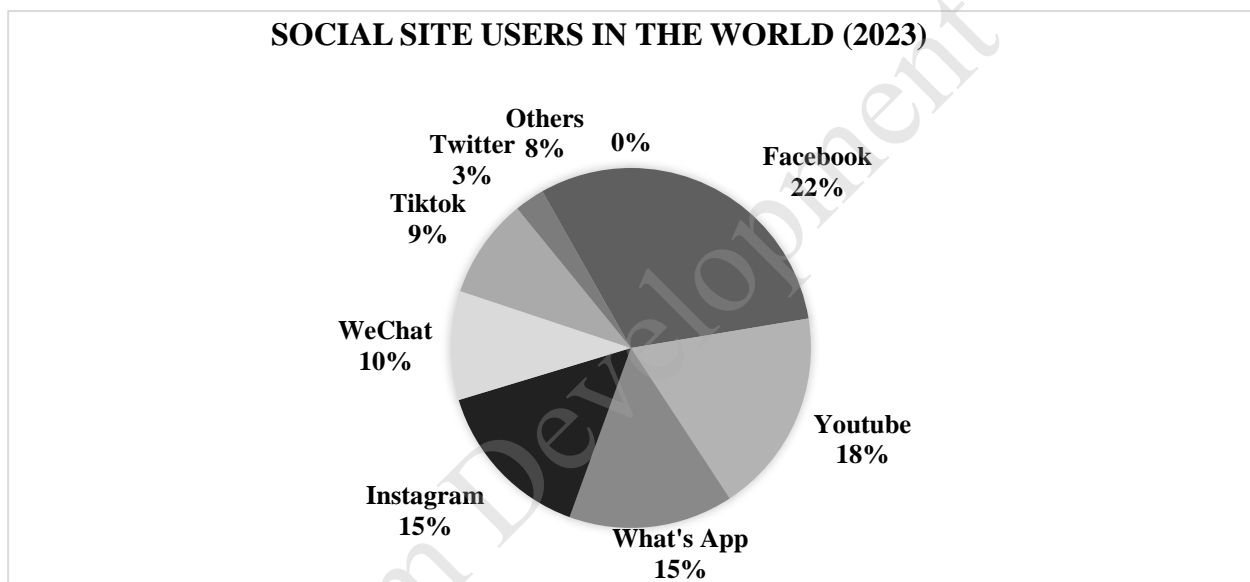
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Unit 12: Paraorthographic Description

A paraorthographic description is a type of description that uses symbols, images, and other visual elements to represent words or concepts. This type of description can be used to communicate information in a more concise and visually appealing way than traditional written text. They can be an effective way to communicate complex information to a wide audience. A map is a description of a particular geographical area. A chart or graph is a description of data. A flow chart is a description of a process. Other examples of paraorthographic descriptions include describing traffic signs, emoji's, pictograms and info-graphics, etc.

Let's study some specimens of descriptions given below:

Specimen I

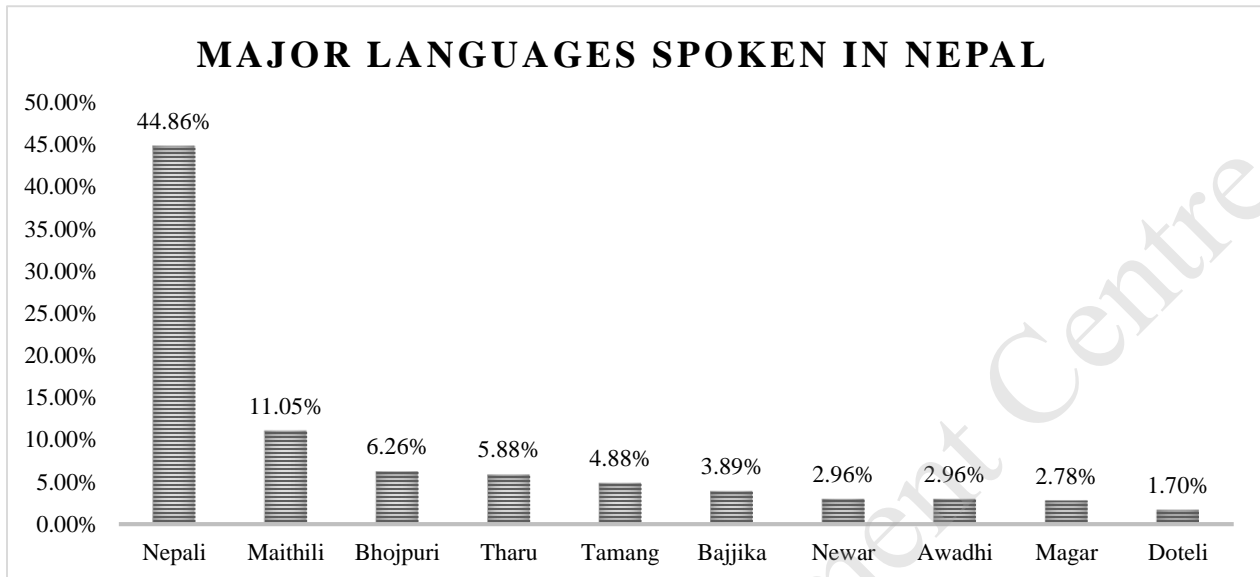


This\ the given pie chart shows the percentage of social media users in the world in 2023. The largest slice of the pie chart is Facebook, with 22%. It reveals that the largest population prefers getting in touch with friends, relatives, etc. This is followed by YouTube, with 18%, to listen to music and watch videos and Instagram and WhatsApp, both with 15%. WeChat with 10%, and Toktok with 9%, Twitter with 3% having others with 8%.

Facebook is the most popular social media platform in the world. It is used by people of all ages and from all walks of life to connect with friends and family, share news and information, and express themselves. YouTube is the second most popular social media platform in the world. Whatsapp and Instagram users are in the same ratio whereas Wechat, tiktok, and twitter have less number of users.

It shows that the number of users in social sites has been developing day by day as the expansion of social media. The influence of social media promotes globalization and assists the global economy.

Specimen II



The bar graph shows the percentage of mother tongues spoken in Nepal, according to the Census 2078. The most spoken language in Nepal is Nepali, with 44.6% of the population speaking it as their mother tongue. Maithili is the second most spoken language, with 11.7% of the population speaking it as their mother tongue. Bhojpuri is the third most spoken language, with 5.98% of the population speaking it as their mother tongue. Tharu language is spoken by 5.88% whereas Tamang 4.88%. Similarly, Bajjika is spoken by 3.89% and Newar is spoken by 2.96% of the total population. Awadhi is spoken by 2.96% of people and Magar is spoken by 2.78% and Doteli 1.70%

According to this bar diagram Nepali language has the highest number of speakers whereas other languages have the lowest number of speakers. Nepali is a multilingual country; many indigenous languages gradually have the lowest number of speakers.

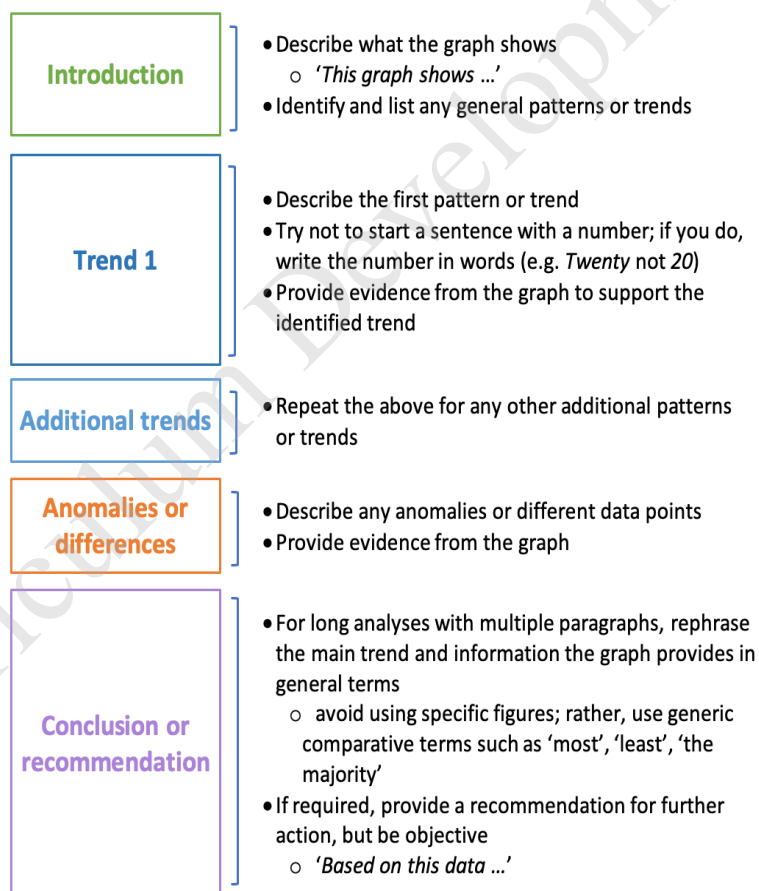
This bar diagram clearly reveals that many languages are gradually on the verge of extinction due to the foreign influence and dominance of Nepali language. So concerned groups think to preserve and promote the language to sustain their own culture and tradition.

Some Guidelines for interpreting the charts

- ❖ **Identify the type of chart or curve line:** Different types of charts, bar diagrams, tables and curve lines are used to represent different types of data. Recognizing the type of chart (e.g., bar graph, line graph, scatter plot) is crucial for understanding how to interpret it.
- ❖ **Read the title, labels, and legends:** These elements provide essential information about the data represented on the chart or curve line. Pay close attention to the units used on the axes, the meaning of symbols and colors, and any additional notes or explanations.

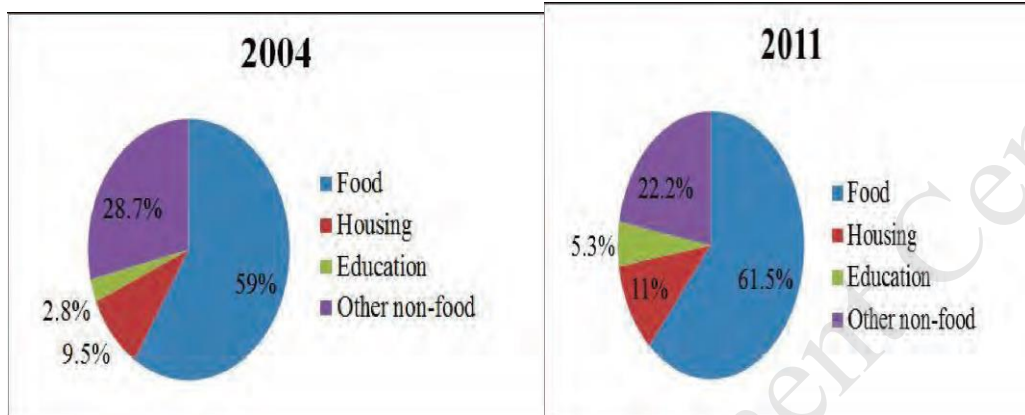
- ❖ **Look for patterns and trends:** Analyze the data for any consistent trends or relationships. Are there any increases, decreases, or peaks? Is there a correlation between different variables?
- ❖ **Identify outliers:** Look for any data points that fall significantly outside the overall pattern. These outliers may be due to errors or unusual circumstances and need to be considered carefully.
- ❖ **Compare and contrast:** If you have multiple charts or curve lines, compare and contrast them to identify similarities and differences. This can help you draw broader conclusions and gain deeper insights.
- ❖ **Do not add data outside the diagram/chart.**
- ❖ **The interpretation should be actual, logical and accurate.**
- ❖ **Sum up the writing with judgment, options and suggestions.**

Frame of data interpretation



Tasks for further practice

1. The pie charts below show the information about household expenditure in Nepal in 2004 and 2011. Write an interpretation of the charts making comparisons where necessary.



Household Expenditure in Nepal

Sample answer:

These pie charts illustrate information about household expenditure in Nepal. These pie charts show the total amount of money spent by households in Nepal in 2004 and 2011. They only show the proportion of expenditure that was allocated to different categories.

Overall, the share of expenditure on food decreased between 2004 and 2011, while the share of expenditure on education increased. In 2004, food accounted for 28.7% of total household expenditure, while in 2011 it accounted for 22.2%. Conversely, education accounted for 59% of expenditure in 2004 and 61.5% in 2011. The share of expenditure on housing remained relatively stable between 2004 and 2011. It accounted for 5.3% of expenditure in 2004 and 5.3% in 2011. The share of expenditure on other non-food items increased slightly between 2004 and 2011. It accounted for 6.8% of expenditure in 2004 and 9.5% in 2011.

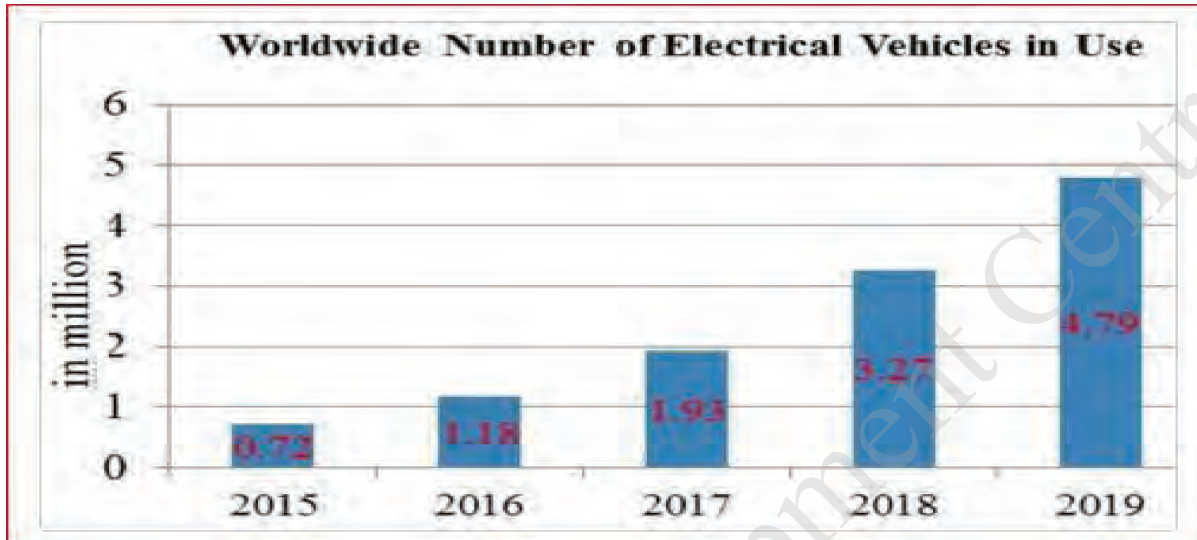
The decrease in the share of expenditure on food may be due to a number of factors, such as economic growth, which led to higher incomes and allowed households to spend more on other items. It could also be due to changes in food prices or government policies.

The increase in the share of expenditure on education may be due to a number of factors, such as a growing awareness of the importance of education, or an increase in the cost of education. The relatively stable share of expenditure on housing may be due to the fact that housing costs are typically a fixed cost for households.

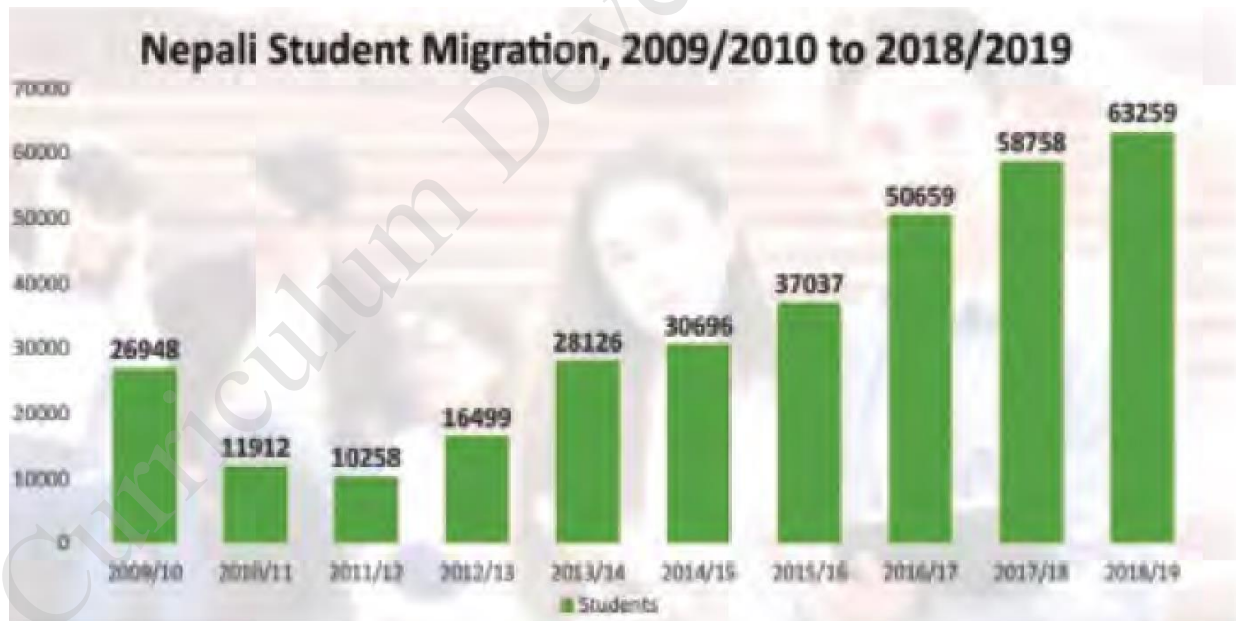
To sum up, the increase in the share of expenditure on other non-food items may be due to a number of factors, such as an increase in the availability of consumer goods, or an

increase in the demand for these goods.

2. The bar chart shows the world trend regarding the use of electrical vehicles from 2015 to 2019. Write an interpretation of the bar chart making comparisons where necessary.

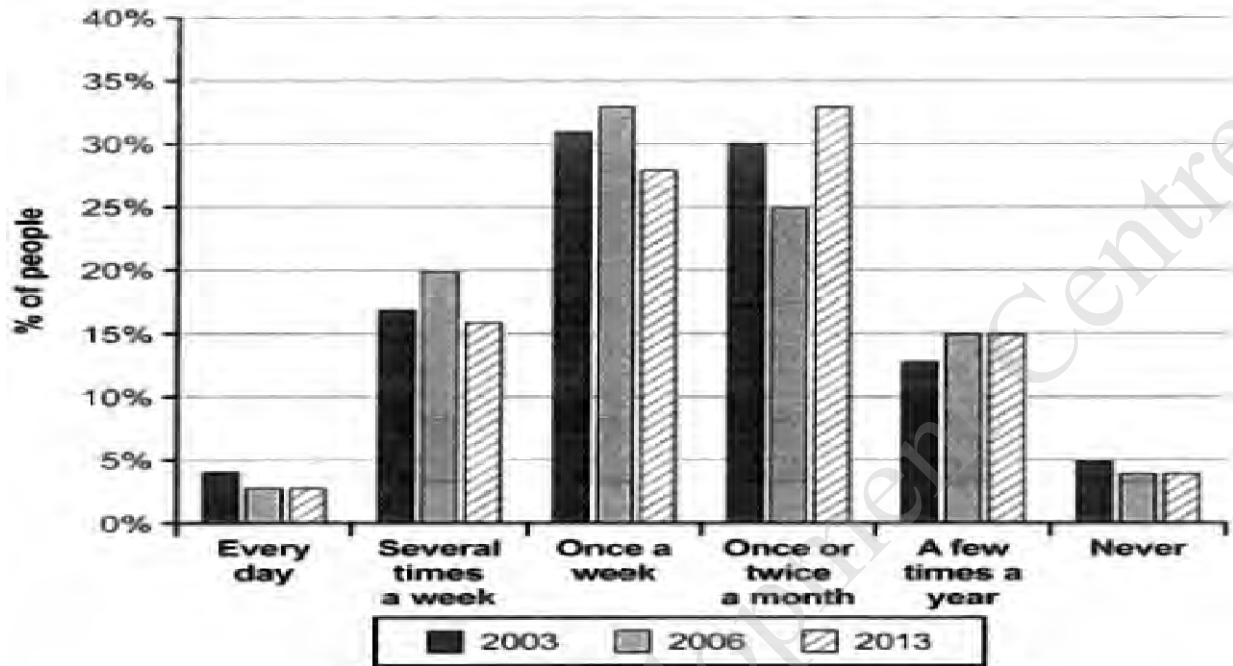


3. Study the graph and chart below and write an interpretation of each of them.

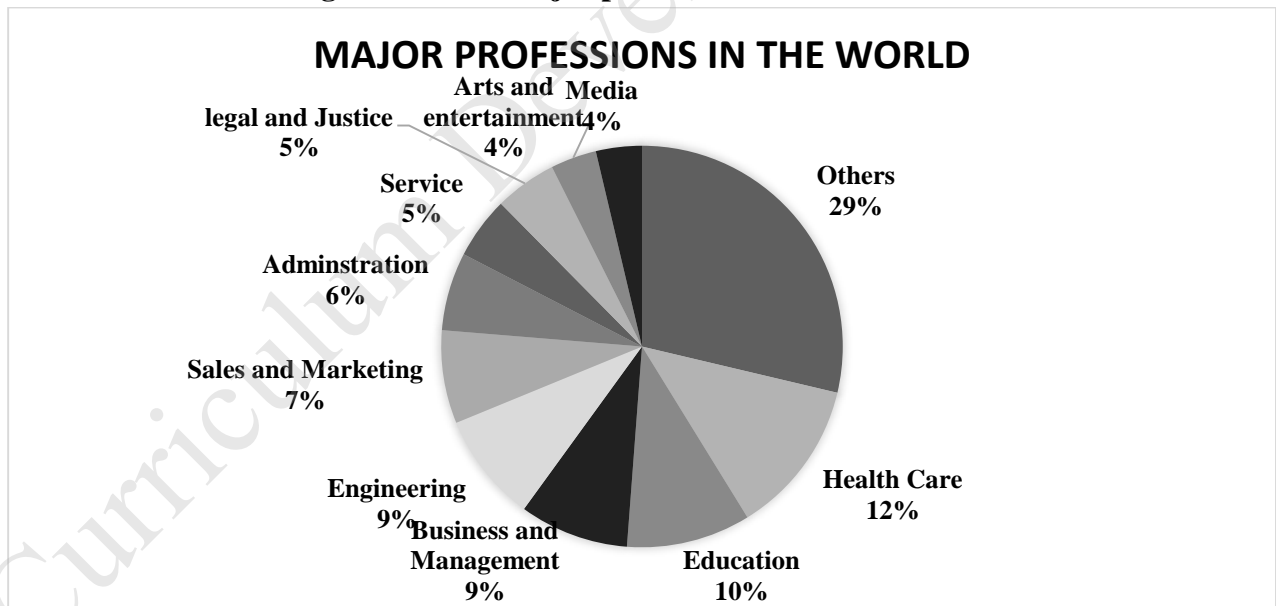


4. Interpret the information given in the following chart.

Frequency of eating at fast food restaurants among people in the USA (2003–2013)



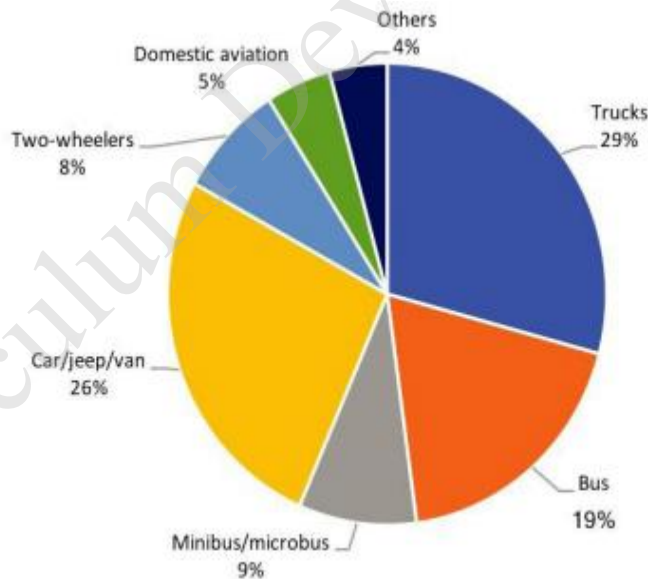
5. Describe the following chart of the major profession of the world.



6. Describe the following table of weather conditions of different major cities of the world.

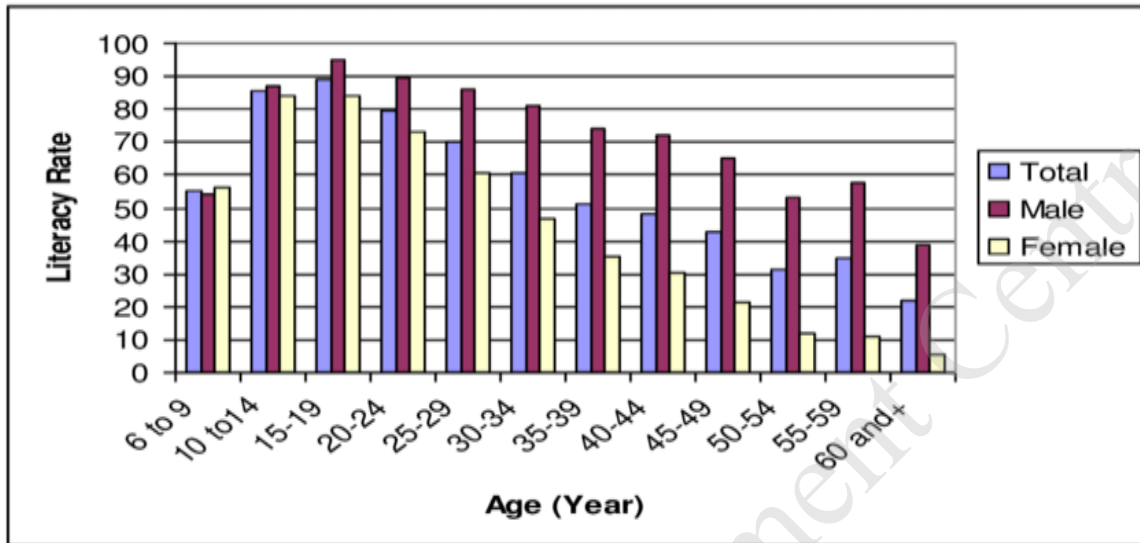
S.N.	City	Minimum Temperature (°C)	Maximum Temperature (°C)	Weather Condition
1	London, England	10°C	14°C	Partly cloudy
2	Paris, France	9°C	13°C	Mostly cloudy
3	New York, USA	8°C	12°C	Cloudy
4	Tokyo, Japan	12°C	16°C	Sunny
5	Sydney, Australia	15°C	22°C	Mostly sunny
6	Rio de Janeiro, Brazil	20°C	28°C	Sunny
7	Beijing, China	10°C	14°C	Partly cloudy
8	Dubai, United Arab Emirates	23°C	30°C	Sunny
9	Mumbai, India	25°C	32°C	Partly cloudy
10	Cape Town, South Africa	15°C	22°C	Sunny

7. Describe the pie chart which present the data of Green House Gas emissions from Nepal’s transport sector

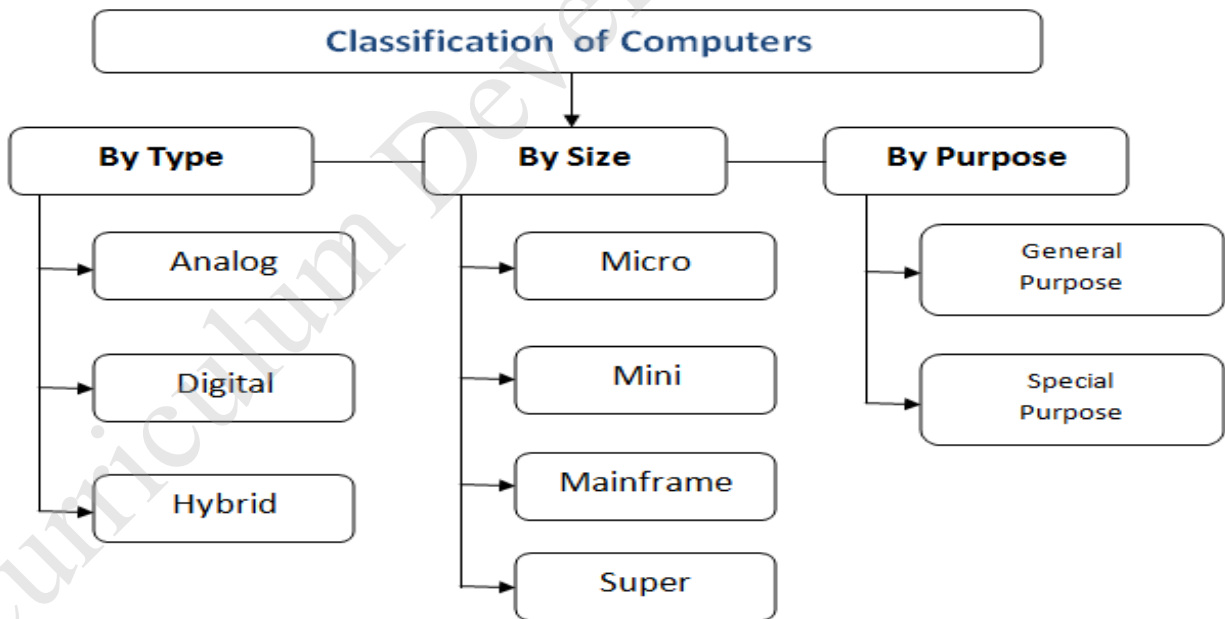


Green House Gas emissions from Nepal’s transport sector

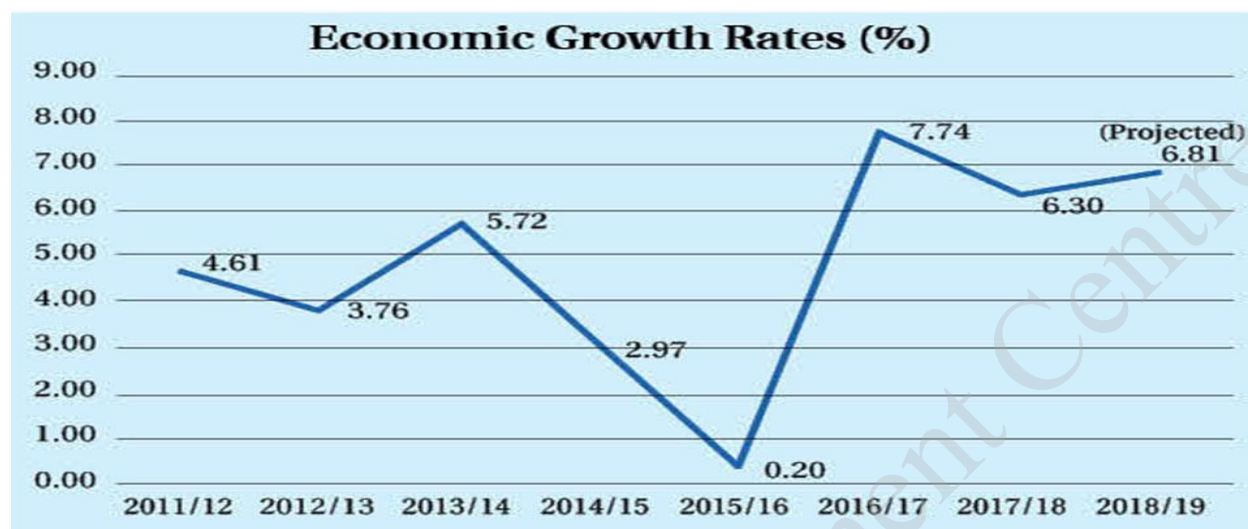
8. Describe the following bar diagram of literacy rate of different age group.



9. Describe the following flow chart of classification of computers.



10. Describe the following curve line chart of economic growth rates of Nepal between 2011/12 to 2018/19.



11. This is the table of students in the management program between 2016/17 to 2020/21. Study the information and describe the table.

Table 1
Students in Management Programs between 2016/17 to 2020/21

University	2016/17	2017/18	2018/19	2019/20	2020/21
Tribhuvan	166113	177537	184457	194608	179871
Purbanachal	8712	8702	15950	15928	16895
Kathmandu	2266	2269	2398	2481	2581
Pokhara	15336	16831	17329	17959	17925
Mid-West	886	1032	1818	3667	3025
Far-Western		1949	4204	3700	5210
Open			680	1659	969
Total	193313	208320	226836	240002	226476

Source: Economic Survey 2021/22

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Unit 13: Communique and Press Release

A communiqué is an official message, usually issued by a government agency, organization, or other authoritative body, to inform the public about a particular event, decision, or situation. Communiqués are typically formal and used to convey important information or make announcements. They are often used in the context of international relations, diplomacy, and military affairs. Likewise, a press release is an official statement issued by an organization to the media to announce something newsworthy. It is a way for organizations to share their news with the public and generate interest in their products, services, or activities.

- ❖ After a meeting between government officials, a joint communique may be issued outlining the key points of discussion and any agreements that were reached.
- ❖ After a natural disaster, a government agency may issue a communique to provide updates on the situation and describe the response efforts underway.
- ❖ If a country is considering taking military action, it may issue a communique outlining its reasons for doing so and its intended course of action.

Let's study some samples:

Specimen I: Communique

UK-Nepal communique on the occasion of the visit of the Prime Minister of Nepal to the United Kingdom, 10-12th June 2019

Posted on June 13, 2019

Joint UK-Nepal communique on the occasion of the visit of the Prime Minister of Nepal to the United Kingdom

On the occasion of the visit to the United Kingdom of the Prime Minister of Nepal, Rt. Hon. K P Sharma Oli, Secretary of State for Foreign and Commonwealth Affairs of the United Kingdom, Rt. Hon. Mr. Jeremy Hunt MP, and Minister for Foreign Affairs of Nepal, Hon. Mr. Pradeep Kumar Gyawali, agreed the following communique.

The United Kingdom and Nepal are long-time partners that have enjoyed diplomatic relations for over 200 years, by far the longest formal relationship Nepal has with any country. Today the relationship is broad, vibrant and diverse. This year we have witnessed progress against our shared objectives, and we commit to continued dialogue on issues of mutual interest.

The Foreign and Commonwealth Office (FCO) of the United Kingdom and the Ministry of Foreign Affairs (MoFA) of Nepal acknowledged the long and distinguished service of Gurkhas in the British Army. The two sides recognised Gurkhas as a vital link in strengthening the bilateral relationship. Going forward, both sides agreed to continue

discussion on Gurkha matters.

Both sides discussed the shared objective to strengthen the trade and investment relationship between Britain and Nepal, in line with Nepal's "Prosperous Nepal, Happy Nepali" agenda. The FCO and MFA agreed on the important contribution the UK makes to supporting Nepal's economic development as the country's largest bilateral donor. Looking ahead, Nepal agreed to seek to further improve the environment for inward investment and the UK will provide support to encourage potential investors to invest in Nepal. To help deliver this, both sides noted the progress made in negotiations on a Double Taxation Avoidance Agreement, and agreed the aim of it entering into force by 2020. Going forward, the UK welcomed Nepal's desire to obtain a sovereign rating working with UK financial institutions.

Both sides acknowledged Nepal's efforts to graduate from least developed country status at an early date and achieve the sustainable development goals by 2030. The FCO agreed to a strong development partnership that continued to support Nepal's development efforts under the new polity. The MFA on behalf of the Government of Nepal appreciated DFID's work to help the Nepali people including after the 2015 earthquakes through the National Reconstruction Authority. Going forward, both governments recognised each other's strong leadership on climate change issues and agreed to work together, both bilaterally and multilaterally, to tackle this challenge.

The FCO and MFA agreed on the importance of supporting the international rules-based system and multilateralism. They reiterated the commitment of their governments to protecting and promoting human rights in line with international norms and standards, noting both countries were on the UN Human Rights Council. Looking ahead, both sides agreed to focus on tackling human trafficking. Nepal acknowledged the British Prime Minister's leadership of, and commitment to, this agenda. The FCO welcomed Nepal's ambition to ratify the Palermo Protocol in 2019 and the two sides agreed they will work together on this issue, including through DFID's work in Nepal. Both sides expressed their commitment to freedom of expression and media freedom in line with their laws and regulations. The UK side informed that UK and Canada would host the Media Freedom conference in London in July 2019 and requested for Nepal's participation.

Both sides reaffirmed their commitment to building on our strong and enduring partnership. They welcomed efforts to bring Nepali and British young people closer together, welcoming the work of the British Council, which they were pleased was celebrating its 60th anniversary in Nepal. They agreed that other educational initiatives, including the work by UK universities offering degrees in Nepal, the Chevening Scholarship Programme and the British Government's Girls Education projects in Nepal, would support Nepal's development. The UK welcomed Nepal's official recognition of UK A-Level qualifications.

The FCO and the MFA celebrated the strong people-to-people ties between the two

countries. They welcomed the Nepal government's work to strengthen its economy by attracting more tourists, including through their VisitNepal2020 Campaign. The FCO also extended its support to make this campaign a success. They were pleased to note the number of visitors to Nepal from the UK had risen to over 60,000. Both sides welcomed the many contributions of the Nepali diaspora to public life in Britain. Both sides appreciated the work of hundreds of civil society organisations and individuals who help keep the relationship between Britain and Nepal vibrant.

The two sides agreed to build on the broad and robust foundation of our past, for an even stronger relationship to tackle the issues that matter to us both in the future.

(Source: <https://mofa.gov.np/>)

Specimen II: Press Release



Government of Nepal

MINISTRY OF FOREIGN AFFAIRS

Kathmandu, Nepal

Press Release

Right Honourable Prime Minister Mr. Pushpa Kamal Dahal 'Prachanda' is leaving for Dubai, the United Arab Emirates on 29 November 2023, leading the Nepali delegation to the 28th Conference of Parties to the United Nations Framework Convention on Climate Change (COP 28) being held in Dubai from 30 November to 12 December 2023.

The Rt. Hon. The Prime Minister is scheduled to attend the High-level Segment of the COP 28-World Climate Action Summit being held from 01-02 December 2023. The Rt. Hon. Prime Minister will deliver a national statement on 02 December 2023.

The Rt. Hon. Prime Minister is also scheduled to attend the 52nd Union Day Celebration of the United Arab Emirates and Zayed Sustainability Prize Awards Ceremony hosted by the UAE.

On 02 December 2023, the Rt. Hon. Prime Minister is hosting a high-level side event entitled "**Call of the Mountain: Who Saves us from the Climate Crisis?**" to raise voice of Nepal on climate change as well as promote mountain agenda in the COP negotiation process.

In the margins of the High-Level Segment, the Rt. Hon. Prime Minister will have bilateral meetings with heads of state, heads of government and other high dignitaries attending the Conference.

The Rt. Hon. Prime Minister is also scheduled to visit the Embassy of Nepal in Abu Dhabi, interact with Nepali community and address the Nepal-UAE Business Summit.

The Rt. Hon. Prime Minister will be accompanied by his daughter Ms. Ganga Dahal, Minister for Forest and Environment Hon. Dr Birendra Prasad Mahato and other senior officials of the

Government of Nepal.

The Rt. Hon. Prime Minister will return on 03 December 2023.

**Ministry of Foreign Affairs
Singha Durbar, Kathmandu
27 November 2023**

(Source: <https://mofa.gov.np>)

Components of press release

1. Heading and official information

(Name of the Organization, Address, Press Contact person, Phone Number, Email, and Website)

2. (centralized and write in all capital letters)

3. Date of Press Release

4. Title of Press Release

5. Body: The first sentence is about what is happening and others should be supporting details. A short summary giving general ideas Who? What? When? Where? Why? How? Remaining Paragraph with all the relevant facts/information. Use Quotations.

6. Indicate the end of the press release with ### marks or The End.

Here are some tips for writing a press release

- ❖ **Use a strong headline:** The headline should be attention-grabbing and accurately reflect the news being announced.
- ❖ **Write a catchy lead paragraph:** The lead paragraph should be interesting and informative, and it should give the reader a reason to keep reading.
- ❖ **Include all the essential information:** Make sure to include all who, what, when, where, why, and how information in the press release.
- ❖ **Use quotes:** Quotes from company executives or other experts can add credibility and interest to the press release. Proofread carefully: Make sure to proofread the press release carefully before submitting it to the media.

Tasks for further practice

1. **Suppose you are the General Manager of Nepal Airlines. Issue a press release on behalf of the airlines about the cancellation of flights to the mountain regions due to the poor weather condition.**

- 2. Suppose you are the secretary of the National Innovation Centre (NIC), Nepal and an innovator from a foreign country had a talk with its chairperson, Mahabir Pun about bilateral cooperation. Write a press release statement.**
- 3. You have recently celebrated the golden jubilee of a reputed company and gradually progressed. Now you want to expand more as a multinational company in upcoming years. Write a communique on the new strategies that your company proceedings.**
- 4. Climate Change and global warming are burning issues these days. Draft a communique on behalf of the Government of Nepal to draw the attention to the international agencies in global warming and climate changes conferences to be held in Nepal.**
- 5. Because of the massive earthquake, many houses have collapsed. Draft a press release on behalf of the Ministry of Home Affairs announcing the temporary settlement in safe place and relief package along with compensation and soft loan.**
- 6. Imagine that you are the secretary of the Ministry of Foreign Affairs, Nepal. Draft a press release on behalf of the ministry about the recent visit of the President of Nepal to the United States of America.**
- 7. During the time of general election, several international organizations observe the process of the election and suggest the government for reformation. Draft a communique inviting foreign delegates to observe the election process.**
- 8. As a member of Non- Aligned Movement and peace loving state in the world, create a communique reinsuring the faith of peace, non-violence and justice.**

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Unit 14: Writing Letters and Messages

A letter is a written or printed message for communication typically conveyed on paper, addressed to a person or organization. The purpose of letter writing is to convey information, express emotions, and facilitate communication between individuals or organizations in a structured and formal manner. It serves as a formal or informal means of communication, expressing thoughts, feelings, information, or requests clearly and naturally.

Letters were one of the earliest forms of communication across family and friends, and it has continued to exist since then. Even today, letter writing has been thought of as a necessary skill that every individual should acquire.

Types of letters

Broadly, there are two types of letters. They are:

- 1. Informal Letters:** They are also known as personal letters or social Letters, more personal and casual, often used for friendly or family communication.
- 2. Formal Letters:** They are also known as business letters or official letters, used for official or business communication, include letters of application, letters to the editor, etc.

Under these informal and formal letters, there are various types of letters on the basis of their format and purpose, including:

- a. Cover Letters:** Accompany job applications, providing more information about the applicant.
- b. Invitation Letters:** Extend invitations for events or gatherings.
- c. Thanks-giving Letters:** Express gratitude for something received or a gesture.
- d. Congratulation letters:** express one's happy feeling on someone's success.
- e. Resignation Letters:** Notify an employer of intent to resign from a position.
- f. Complaint Letters:** Address concerns or dissatisfaction with a product or service.
- g. Recommendation Letters:** Endorse someone for a job, school, or other opportunities.
- h. Condolence/Sympathy Letters:** Offer sympathy and support during times of loss.
- i. Apology Letters:** Apologize for mistakes, misunderstandings, or any wrongdoing.

Parts of letters

Almost all the letters have similar parts:

1. Heading (sender's address + date)

It includes the sender's address where the letter is written from and the date when the letter is written. Address is written at the top of the letter and the date is placed just below it. Address and date are followed by full stop but other words by comma. e.g.

Kirtipur-10, Kathmandu.
January 24, 2024.

The date may be written in any of the following ways:

24th January 2024; January 24, 2024; 24/1/2024; 24-1-2024, 24.1.2024

2 Salutation or Greeting

The Salutation depends on the type of letter (formal and informal) the relationship between the sender and the receiver.

- To members of family and friends, it could be Dear Father, My Dearest Friend, Dear Uncle, Dear Diana /Dear Ram/Sita etc.
- To Business people or any officer of higher rank, it could be Dear Sir, Dear Sirs, Sir/Ma'am, etc.

3 Body/Communication

It is the place where the main content of a message is expressed using simple language. The style, however, depends on the type of letter (formal and informal) you are writing. But there are certain points that apply to both formal letters and informal letters.

It has mainly three parts: Opening, Message, and Closing.

4 Subscription

It includes the words which help the sender to end the letter in a polite and courteous manner e.g.

Yours sincerely	Sincerely yours	Yours faithfully	Faithfully yours
Your sincere friend	Yours truly	Yours very truly	Yours lovingly With love

5 Signature

The signature or the name of the writer should be written just before the subscription.

6. Superscription

It is written outside the envelope. It includes the name and address of the receiver of the letter (to whom the letter is written).

Formal letters include some more parts:

1. Inside Address/ Recipient's Address: In the official letter, there is an inside address (the designation of the official and the official's address) written below the address and the date on the left hand side. e.g.

The manager	The managing director	The principal	The chief
Nepal Bank Ltd.	XYZ Factory	ABC School	XYZ Campus

2. Subject line: The main matter is mentioned in a phrase or clause before the body of the letter which helps the recipients quickly identify the subject of the communication in the letter.

3. Reference line: Specific project/previous correspondence of the letter is mentioned briefly.

4. Enclosures or attachments line: Additional documents and items are included with the letter.

Now, let's study some of the samples.

1. Writing Informal/personal letter

Specimen 1

Write a letter to your younger brother or sister asking him/her not to eat junk food because it is harmful to health.

Banepa 10, Kavre.

24 January ,2024.

Dear Binita,

How are you? I hope everything is alright. Now, I'm writing to you to make you aware of the dangers of junk food.

I'm worried about your growing interest in junk food. As it has a high satisfactory value, many people consume it. But consumption of junk food is harmful to our health. An increase in junk food is directly associated with the increase in obesity, heart diseases, high blood pressure, certain types of cancer and tooth decay. Fats from junk food trigger the brain to want more food. This effect can last for several days. Additives and preservatives can cause children to become more hyperactive and easily distracted than usual. If children eat junk food regularly, it is likely to lead them to violent behaviour later in life.

Finally, I want to suggest that you avoid junk food immediately.

With love,
Shyam

Specimen 2

Letter to a Friend about Summer Vacation

Dhulikhel-2, Kavre

2/10/2024

Dear Simran,

Life has been totally different throughout the summer. It almost feels like living in an alternate world. I get good sleep and literally do not have to wake up to finish the morning chores. Everything is kept ready, and I am allowed to eat whatever I want

whenever I want to. The place I am staying is incredible. It is by a beach, and I enjoy watching the sunset every day. The climate is moderate and the surrounding is calm.

Every day, I get a two-wheeler on which I can go around the place. I visit villages and make acquaintances. The people here are really nice and hospitable. I will be here for two more weeks, and I hope they go on as great as the past few weeks have been.

My time here has been exceptionally peaceful and pleasant, and I have been thinking about making this happen every summer. I would love it if you could join me next summer. I am sure you will love it too. Let me know what you think of it.

With lots of love,
Sanskriti

Guiding instructions for writing personal/ informal letter

Writing a personal or informal letter allows you to express your thoughts, feelings, and experiences in a more relaxed and conversational tone. Here's a guide to help you structure and write a personal or informal letter:

1. Salutation

- Start with a friendly salutation. Use the person's name or an appropriate nickname if you have a close relationship. Examples: "Dear [Friend's Name]," or "Hi [Friend's Name],"

2. Opening

- Begin with a warm greeting to set the tone for the letter. Examples: "I hope this letter finds you well." "How have you been lately?"

3. Introduction

- Introduce the main purpose of your letter in a casual way.
- Examples: i. "I wanted to catch up and tell you about..."
ii. "I've been thinking about our last conversation and wanted to share..."

4. Body

- This is where you elaborate on the main points you want to discuss. It can be one or more paragraphs depending on the content.
- Share updates on your life, events, or experiences.
- Discuss shared memories or reference common interests.
- Ask about the recipient's well-being and show genuine interest.
- Share thoughts, feelings, and opinions in a conversational manner.

5. Closing

- Summarize the main points and lead into any questions or thoughts you want to leave with the recipient. Examples: "I'm looking forward to hearing from you soon." "Take care and looking forward to our next chat."

6. Closing Salutation

- Use a friendly closing salutation that matches the tone of your letter.
- Examples: "Best regards," "Warm regards," "Yours truly,"

7. Signature

- Sign your name at the end. If you're close, you can use a more informal closing, such as "Love," or "Take care."

8. Formatting Tips:

- Use a conversational tone and avoid overly formal language.
- Keep paragraphs short for easy readability.
- Use proper grammar and punctuation but feel free to let your personality shine through.

Tasks for further practice

1. **Imagine that you are living away from home. Your sister at home is rather carefree about food, work and rest and is spoiling her health. Write her a persuasive letter telling her how she can improve her health.**
2. **Write a letter to your father describing the bad effects of smoking.**
3. **Write a Letter to a friend about planning a trip together.**
4. **Write a letter to your parents describing your experience of flight.**
5. **Write a letter to your friend telling him/her what you intend to do after SEE.**
6. **Write a letter to your younger brother about the usefulness of reading newspapers.**
7. **Write a letter to your parents about the annual sports day of your school.**
8. **Write a letter to your friend describing a typical day of your life.**
9. **Write a letter to your friend describing your hobby/aim in life.**
10. **Write a letter to your friend about the aftereffects of coronavirus.**

2. Writing Email

Emails (Electronic Mails) are modern-age letters which need internet connection. Email writing is an essential part of professional communication. The best email communication is the one that is simple and clear. Emails can be casual or professional, just like informal and formal letters. Email letters are written to communicate information, ideas, or sentiments quickly and efficiently between individuals or organizations using electronic messaging platforms. The format of the email changes according to the kind of email.

When you write an email,

- Type the right **email address** of the receiver:
- Consider the Subject line carefully: It motivates people to actually open the email.

- Salute/Greet the receiver to build a rapport with the receiver.
- Form the body of the email: It states what the email is about.
- Sign off the email: The closing should feel genuine that makes the receiver respond.

Let's study different components in the following specimen.

Email Expressing Your Appreciation

To: sanskar123@gmail.com	(Recipient's email address)
Subject: Congratulations!	(Subject Line)
Dear Sanskar (Name),	(Salutation)
My hearty congratulations to you. I was glad to see your name on the merit list. All your efforts were definitely not in vain. I bet everyone at home is so proud of you.	
You have truly honoured the family name, and I am happy that you would get to take up the course in architecture that you had been waiting for. I am waiting to meet you in person to convey all my love and appreciation. Convey my regards to uncle, aunty and grandpa.	(Body)
With best wishes, Sanskriti (Your own name)	(Closing) (Signature)

An email typically consists of the following components:

1. Subject Line: A concise summary of the email's content. (eg., "Congratulations")
2. Salutation: Greeting to address the recipient (e.g., " Dear Sanskar,").
3. Body: The main content of the email, conveying the message or information.
4. Closing: A closing phrase or statement (e.g., " With best wishes,").
5. Signature: Your name and any relevant contact information. (eg., "Sanskriti")

Now, let's see a specimen of a formal email.

Email Informing Your Employees about the change in timing of the work

To: someone123@gmail.com
Subject: Revised Working Hours
Dear Team,
Our company is growing, and there is a good inflow of projects every week. This has been possible with your dedicated and timely teamwork. In order to keep up with this, we have

decided that the working hours would be advanced by 30 minutes. The revised time would be 9:30 am to 5 pm. This will be in effect from July 5, 2024. It would be appreciated if all of you keep up with the timing and abide by it.

Feel free to come up with suggestions, if any.

Warm regards,

Harihar

Manager

Guiding instructions for writing email

Writing an email requires a slightly different approach compared to a formal letter. Here are guiding instructions for crafting effective emails:

1. Subject Line

- Make it clear and concise, summarizing the purpose of your email.
- Examples: "Meeting Request for Next Week," or "Project Update: Action Required."

2. Salutation

- Use a greeting appropriate for the relationship and context.
- Examples: "Dear [Name]," for formal emails, or "Hi [Name]," for more informal ones.

3. Opening

- Start with a brief greeting and a polite expression.
- Examples:
 - "I hope this email finds you well."
 - "I trust you're having a good day."

4. Introduction

- Clearly state the purpose of your email in the first few sentences.
- Be concise and to the point.
- Examples:
 - "I'm writing to discuss the upcoming project deadline."
 - "I wanted to follow up on our recent conversation about..."

5. Body:

- Use clear and organized paragraphs to provide details, information, or requests.
- Keep it focused and avoid unnecessary information.
- Bullet points can be effective for listing items or action points.
- Consider the recipient's perspective and anticipate potential questions.

6. Closing:

- Summarize the main points of your email.
- Clearly state any actions required or the next steps.
- Examples:

- "I look forward to your response and appreciate your attention to this matter."
- "Let me know if you have any questions or concerns."

7. Closing Salutation

- Use an appropriate closing based on the formality of the email.
- Examples: "Best regards," "Sincerely," "Thanks," or even a more casual "Cheers."

8. Signature

- Include a professional signature with your full name, title, and contact information.
- Some email platforms allow for an automatic signature.

9. Formatting tips

- Use a clear and readable font.
- Break up long paragraphs into smaller, digestible chunks.
- Use bold or italic formatting sparingly for emphasis.
- Be mindful of your tone, keeping it professional even in more informal settings.

10. Attachments and Links

- Clearly mention and attach any relevant documents.
- If you're including links, make them clear and clickable.

Tasks for further practice

1. Write an email introducing a new employee to your team.
2. Write an email to your foreign friend mentioning the interesting facts about Kathmandu valley.
3. Write an email to your friend about the impacts and consequences of COVID-19.
4. Write an email to your friend inviting him to visit your country.
5. Write an email letter congratulating your colleague for a new job.

3. Writing Thank-you Note

A thank-you note is a type of correspondence in which the writer expresses gratitude for a gift, service, or opportunity.

Let's see some specimens of thank-you notes.

Specimen 1

Dear Geeta,

Greeting

Thank you so much for the incredible gift of a teddy bear!

Expressing gratitude

I have been playing with it daily and I'm enjoying it a lot! Every time I play with it I think of you and

smile. And information You are an incredible friend and I am constantly amazed by your thoughtfulness.	Additional thoughts
I'm so thankful for the teddy, but even more your friendship.	Restating thanks
Sincerely, Alina	Ending with regards

Specimen 2

Specimen of thank you note for allocating budget for football ground

13-01-2024
Dear Mr. Lama,
I extend my sincere gratitude for your commitment to our community's well-being. Your allocation of the budget for the football ground is a testament to your dedication to sports and the betterment of our town. Thank you for supporting healthy recreation and fostering a sense of unity.
Sincerely, Sushil Basnet

Components and guiding instructions for writing a Thank-you Note

1. Heading/Date

- *When* the note is written.
- *Write* the *date* with the *month, day & year*. For example: 13-01-2024

2. Greeting

- *Who* the note is for?
- *Write* *Dear*, then the *name* of the person you're thanking. For example: Dear Mr. Lama

3. Body

- *What* the note is about.
- **Write** *what you're thanking them for* and *why*. For example: I extend my heartfelt gratitude for your commitment to our community's well-being. Your allocation of the budget for the football ground is a testament to your dedication to sports and the betterment of our town. Thank you for supporting healthy recreation and fostering a sense of unity.

4. Closing

- *How* to end the note.
- Write a *closing word* like: **Sincerely/From/Love/Best regards**

5. Signature

- Who the note is from

- Write your name. For example: Sushil Basnet

Tasks for further practice

1. Write a thank you note to one of your friends who sent a laptop from Japan.
2. Imagine that you've been promoted as the manager of ABC Bank Limited. Write a thank you note addressing the CEO.
3. Imagine that you've been selected for the ANFA CUP starting XI. Write a thank you note to your coach.
4. Write a thank you note to your boss who awarded you a bonus unexpectedly.
5. Write a thank you note to the mayor/chairman of your city/village for allocating for the construction of an overhead bridge in your village/town.

4. Writing Invitation Letter

An invitation letter is a letter written to the host of an event to a guest or a group of guests (company, institutions, etc.) for the purpose of inviting them to the event. Invitation letters are mostly written in the formal tone, but depending on the type of the event or the relationship with the guest, they can also be written in a slightly informal tone.

Essentially, there are two types of invitation letters- formal and informal. Formal invitation letters are written for formal events like graduation ceremonies, business events, or parties.--- On the flip side, informal invitation letters are written to friends or family, for events like dinner, parties, or get-togethers!

Let's see some specimens of formal invitation letter.

Mr. and Mrs. Sumit Sharma
 Request the pleasure of the company of
Mr. and Mrs. Rajan Khanal
 At dinner
 On Monday, the twelfth of November 2023, at 7 pm
 At ABC Party Venue
 Chabahil , Kathmandu.

Phone: 01132344
R.S.V.P.

Let's see different parts in the given specimen:

Host line: **Mr. and Mrs. Sumit Sharma**

Request line: Request the pleasure of the company of

Guest's Information: **Mr. and Mrs. Rajan Khanal**

Event Information: **i. Programme:** Dinner

ii. Date: On Monday, the twelfth of November 2023

iii. Time: 7 pm

iv. Venue: ABC Party Venue Chabhil, Kathmandu

v. **R.S.V.P.**("RSVP" is an initialism of the French phrase, "répondez s'il vous plaît." this directly translates to "Respond, if you please).

Now, let's see a specimen of an informal invitation letter along with its components.

Inviting to attend the wedding party:

Banepa-10, Kavre Dec. 21, 2023	Sender's Address Date
Dear Narayan,	Salutation
I would be delighted if you along with your wife could attend the wedding party of our daughter Radha, at 10 a.m. on Sunday, the second of January 2024 at my own residence.	Occasion, Date, Time And Venue (Body)
I look forward to seeing you on the occasion. Yours Krishna	Complimentary Close Subscription Signature

Guiding instructions for writing a formal invitation letter

1. A formal invitation letter is written to an honoree so it should contain proper information about the venue, date, etc. of the event.
2. Usage of standard phrases (e.g. requesting the pleasure of your company, requesting your gracious attendance) is advised.
3. The purpose of the invitation should be clear.
4. The name of the honoree must be mentioned.
5. The event date and time must be written in letters, do not use abbreviations.
6. Venue Name and Venue's Full Address are important.
7. RSVP (Reply if you like it) Add RSVP - This elegant abbreviation is a French phrase derived from "Répondez, s'il vous Plait"; means "Respond, if you please" in English. RSVP is essential for any party where you need to know exactly who is coming so you can organize things according to your convenience.
8. The host phone or mobile number or address needs to be mentioned so that the receiver can contact the host in any case.
9. Other relevant details should be added.

Guiding instructions for writing an informal invitation letter

- It is written in the first person (I/we).
- The sender's address is written as usual but the receiver's address is not mentioned.
- The date of writing the invitation is given but there is no need to write the year.
- The salutation is Dear + name.

- The complimentary close is 'Yours sincerely'.
- Various tenses of the verb are used, unlike the formal invitation.
- The invitation does not ask for a reply as in the formal invitation. However, it is polite to reply to the invitation.
- The vocabulary is less formal.

Let's see one more specimen of formal invitation and its reply.

Nepal English Language Teachers' Association (NELTA)
Cordially invites
Prof. Dr. Abhi Subedi
To
The annual conference of the association
On Sunday,
Tenth February 2024
At 11 o'clock
At
ABC Hall, Kaushaltar, Bhaktapur

R.S.V.P

Reply 1: Acceptance

Prof. Dr. Abhi Subedi thanks
Nepal English Language Teachers' Association (NELTA)
For
The kind invitation
To the annual conference of the association
On Monday,
Tenth February 2024
At 11 o'clock
At ABC Hall, Kaushaltar, Bhaktapur
And
Has much pleasure in accepting it.

Reply 2: Refusal

Prof. Dr. Abhi Subedi thanks
Nepal English Language Teachers' Association (NELTA)
For
The kind invitation
To the annual conference of the association
On Monday
Tenth February 2024
At 11 o'clock
At ABC Hall, Kaushaltar, Bhaktapur
But
Regrets that owing to a very important meeting, he is unable to accept it.

Tasks for further practice

1. Draft an invitation on behalf of Mr & Mrs Ram Neupane of 41, Biratnagar-10, Morang to invite their friends and relatives on the 7th birth anniversary of their daughter Kopila at their residence on 21st June 2024.
2. You are Krishna Dahal, the Captain of Zenith International School, Bhaktpur. Your school is holding an inter-school football championship from 10th January to 21st January 2024. Write a formal invitation to Mr. Kiran Chemjong, the legendary footballer, to inaugurate the championship on 10th January at 10 a.m. at your school grounds.
3. Suppose you've got an invitation card to attend your friend's marriage ceremony. Write a formal reply.
4. Write a letter to your friend in Australia inviting him or her to your sister's marriage.
5. Write a letter to your brother in Canada inviting him to celebrate Dashain and Tihar.

5. Writing Letter to Editor

A letter to the editor is a formal letter that expresses one's concern over particular issues or to highlight core issues in society. These letters are usually written to the editors of newspapers or magazines.

Here are some specimens of letter to the editor.

Specimen 1

Write a Letter to the Editor about Conduction of Offline Examinations amidst the Increasing COVID Rates.

Mahendranagar, Kanchanpur
2080 Marg, 22

The Editor,
The Rising Nepal,
Kathmandu, Nepal.

Subject: Conduction of offline examinations amidst the increasing COVID rates

Respected Sir/Ma'am,

I am Hira, a member of the Parent-Teacher Association. I am writing in order to emphasize the decision to conduct offline examinations in schools and colleges when there is a huge increase in the number of COVID cases.

It is a matter of great concern that the disease is spreading sooner than ever in the past years of the pandemic, and it is not safe for us to let our children travel to their respective schools and colleges to take up examinations in this situation. We have tried to discuss the issue with the authorities of the academic institutions, but no action or decision has been taken so far. It

is the need to take utmost care and abstain from making any sort of physical contact with anyone in order to keep ourselves safe and healthy.

I request you to kindly understand the seriousness of this issue and highlight it in your newspaper so that the academic institutions consider conducting online examinations so that everyone stays safe.

Thanking you!

Yours sincerely,

Signature

HIRA

Member of the Parent-Teacher Association

Specimen 2

Letter to the Editor to Highlight the Effects of Air Pollution

Kathmandu, Nepal

3rd Feb, 2024

The Editor,
The Himalayan Times,
Kathmandu, Nepal.

Subject: Increase of air pollution

Respected Sir/Ma'am,

I am Prayash, a member of NGO, *Save The Environment*. I am writing to you to bring to your notice the increasing effect of air pollution in our neighbourhood and in the surrounding areas.

Kathmandu has seen a rapid increase in the use of private transportation and the number of industrial sectors that have come up in recent years. This has increased the risks of serious health hazards, including breathing difficulties, chronic diseases, lung damage, nausea, fatigue, etc. The hospitals around the area have already seen an unexpected rise in the number of patients showing symptoms of chronic illness, and it is important that people and government authorities are made aware of this dangerous situation at the earliest.

Owing to the seriousness of this situation, I request you to kindly highlight the issue so that some action can be taken to cure the effect of air pollution and decrease the risk of people being affected by it.

Thanking you!

Yours sincerely,

PRAYASH BHATTARAI

Member of NGO STE

Guiding instructions for writing a Letter to the Editor

Writing a letter to the editor is a great way to express your opinion, share your perspective on an issue, or highlight a matter of public concern. Here are guiding instructions to help you write an effective letter to the editor:

1. Addressing the Editor

Begin with a clear and concise salutation to the editor, such as "Dear Editor" or "To the Editor."

2. Concise introduction

In the opening paragraph, state the purpose of your letter and provide a brief introduction to the issue you're addressing.

3. Clear and focused message

Clearly state your opinion or perspective on the issue. Focus on one main point to maintain clarity.

4. Support your points

Provide evidence, facts, or examples to support your argument. This strengthens your position and makes your letter more convincing.

5. Be respectful and professional

Maintain a respectful and professional tone throughout your letter, even if you strongly disagree with a point of view. Avoid personal attacks.

6. Local relevance

If applicable, relate your letter to local events or issues. Editors often prioritize letters that have a direct connection to the community.

7. Succinct body paragraphs

Use concise paragraphs to develop your ideas. Each paragraph should focus on a specific point.

8. Call to action or give suggestion

End your letter with a clear call to action or a suggestion for addressing the issue. This can encourage readers to think about possible solutions.

9. Signature and contact information

Sign your letter with your full name. Include your city or town and a contact number or email address. Some publications may contact you to verify your letter.

Tasks for further practice

1. **Garbage management is a big problem in most of the cities in Nepal. Write a letter to the editor to be published in the daily newspaper suggesting the ways of "Solving Garbage Problems".**

2. Write a letter to the editor of a reputed newspaper drawing the attention of the parents/concerned authorities about the growing problem of drug addiction among school children.
3. Write a letter to the editor of a reputed newspaper drawing the attention of concerned authority towards the deforestation problem in your village.
4. Write a letter to the editor of a reputed newspaper drawing the attention of concerned authority about child abuse.
5. Write a letter to the editor of a reputed newspaper drawing the attention of concerned authority about environmental pollution.
6. Write a letter to the editor of a reputed newspaper drawing the attention of concerned authority about illegal hunting.
7. Write a letter to the editor of a reputed newspaper drawing the attention of concerned authority about kidnapping of school children for ransom.
8. Write a letter to the editor of a reputed newspaper drawing the attention of concerned authority about brain drain.
9. Write a letter to the editor about conduction of online examinations amidst the Increasing COVID Rates.
10. Write a letter to the editor to highlight the effects of noise pollution.

6. Writing Complaint Letter

A complaint letter is a written document that individuals or businesses use to formally express dissatisfaction, disappointment, or concern regarding a particular product, service, person, or situation. The purpose of a complaint letter is to bring attention to a problem or issue and request a resolution or response from the recipient.

Here are some specimens of the complaint letter.

Specimen 1

Write a letter complaining to the local authority about an issue that is bothering you and your locality.

Tinthana, Kalanki
18th Jan, 2024

The Manager,
Kathmandu, Nepal

Dear Sir/Madam,

I'd like to draw the attention of the local authority and the local people about the growing issue of drug addiction among school children.

Drug addiction is a serious problem. It is increasing day by day. Teenagers have been the

main victims. Mostly drug addiction is found in school children. There are many causes of drug addiction. Children always like to imitate adults. When they see the adults smoke, they do the same. Bad company is another reason. Children don't disobey their friends. If some friends ask them to taste drugs, they easily agree. Similarly, some teenagers feel that they are unloved and unwanted. So, they become pessimists and start taking drugs.

Drug addiction is a social problem. Today drug addiction has been a fashion. So, parents need to be vigilant. They should watch their children. The drug smugglers are freely walking around schools. They are using children to supply drugs. If the future pillars become drug addicts, what will happen?

Thus, the problem is epidemic. So, I request everyone to join hand in hand to root out the problem. Hopefully, the concerned authorities will launch some preventive measures in time.

Yours faithfully
Xyz

Components and guiding instructions for writing of a complaint letter

1. Sender's Information

Your address, contact information, and any relevant details that identify you.

2. Date

The date when the letter is written.

3. Recipient's Information

The name, title, and address of the person or organization you are addressing.

4. Salutation

A formal greeting to the recipient.

5. Introduction

Clearly state the purpose of your letter, briefly explaining the reason for your dissatisfaction.

6. Details of the complaint

Provide a detailed account of the issue or problem you are facing. Include relevant dates, names, and any supporting documentation.

7. Expectations for resolution

Clearly state what you expect in terms of resolution or corrective action.

8. Your Contact Information

Provide your contact information to facilitate communication and resolution.

9. Polite and professional tone

Maintain a respectful and professional tone throughout the letter, even if expressing frustration.

10. Closing

Conclude the letter with a polite closing, expressing hope for a prompt resolution.

Specimen 2

Complaint letter about purchasing a defective sofa

123 Main Street
Hometown, TX 77008

November 12, 2023

Mark Smith
Customer Relations Director
Sofa Showroom
555 Broadway
Cityland, KS 66214

Re: Broken sofa

Order Number: S-7654

Dear Mr. Smith,

On October 1, 2023, I bought a Plush sofa model number 25811 from the Sofa Showroom website. I paid \$650 on my credit card for the sofa and delivery. Sofa Showroom delivered the sofa to my home on October 10, 2023.

Unfortunately, your product has not performed well because the sofa is defective. One of the legs broke off on October 30, 2023. The sofa is unsteady and rocks while I sit on it, so it is not comfortable or relaxing. I have not used this sofa in a way that would cause any damage. I filed reports about this problem on the Sofa Showroom's website Customer Service page on November 5 and 8. I left my email and asked someone to contact me, but no one has written back.

To resolve the problem, I would like your company to pick up this sofa, for free, and refund the \$650 I paid. I have enclosed copies of my records, including my receipt, delivery invoice, and photos of the broken sofa.

I look forward to your reply and a resolution to my problem. I will wait until December 12, 2023 before I contact my state consumer protection office or get other help.

Please contact me at the above address or by phone at 123-456-7890.

Sincerely,
Jane Doe

Enclosures: Receipt, Delivery invoice, Photos

(Source: <https://consumer.ftc.gov>)

Tasks for further practice

1. Write a letter of complaint to the concerned authority about the unmanaged garbage in your locality. Mention the hazards of unmanaged garbage to public health and suggest some measures to solve the problem.
2. Write a letter to the organization complaining that the service you have recently had is not proper.
3. Write a letter to the office complaining that the employees are not responding well.
4. Write a letter to the office complaining that the task you have been promised is undone.
5. Write a letter to the factory complaining that the food item you have recently bought is over dated.

7. Writing Job Application

A job application is a formal document or submission made by an individual seeking employment. It typically includes personal information, educational background, work experience, skills, and other relevant details of applicants related to the job position. Job applications are submitted to employers in response to job openings. A job application is an opportunity to make a positive first impression on the prospective employer.

Let's see the samples given below.

Specimen 1

Write a Letter of application for the post of English Teacher already advertised.

Butwal 3, Rupandehi
24th January, 2024

The Principal
ABC Secondary School, Butwal

Subject: Application for the post of English Teacher

Dear Sir,

With due respect, I'd like to state to you that having none of the post of English teacher lying vacant in your school from The Kantipur dated 18/01/2024, I wish to offer my candidacy for the same post in response to your advertisement considering myself as a capable and worthy candidate.

I'm a young and energetic person of 25 years. I have completed my Post Graduation in English from T.U. and have experience of working as a Secondary School English Teacher for two years. In my teaching experience, I have come across various challenging situations with kids and parents, and I have learnt to handle all of them well. I have enjoyed connecting with the children and being a part of their growth and development as considerate and intelligent

individuals. If you select me for this post, I assure you that I shall leave no stone unturned to serve your school under your kind guidance.

I have attached my resume and experience certificate for your kind perusal and hope to hear from you in this regard.

Yours sincerely,
Zenith

Tasks for further practice

1. Read the following advertisement carefully and write a letter of job application for the advertised post. Consider yourself to be eligible for the post you want to apply.

VACANCY ANNOUNCEMENT

A well established & progressive Electronics & Home Appliances company requires motivated and skilled professional for the post of **Marketing Manager, Marketing Executive and Accountant.**

Location: Kathmandu
Number of Vacancies: 03
Salary: Negotiable

Requirements:

- Bachelor's degree in management from recognized university.
- Minimum 2 years of experience in related field. (i.e. Accounting and financial reporting and tax and VAT system for accountant) (Sales and marketing planning, projection report and reporting)
- Should have Computer Literacy in Words, Excel and other management software with commanding in English and Nepali Language.
- 2 wheeler driving license will be an added advantages for the candidate.

Applying Procedure: Curriculum Vitae (CV) to info@kimatsu.com.np , scan copy of citizenship. **Deadline:** 15 April, 2020.

Only shortlisted candidates will be contacted for Interview. The decision of Company will be final.

2. Imagine that you have passed Bachelors of Education in English from a foreign university. Write an application for the post of Basic Level English Instructor advertised by ABC Language Institute on 25th July in Kantipur.
3. Read the following advertisement carefully and write a letter of job application for the advertised post. Consider yourself to be eligible for the post you want to apply.

Sunkoshi Welfare Society is one of the organizations working for the people in need. The

organization calls applications for the post of **Front Desk Officer** to be fulfilled immediately.

Basic Job Information

Job Category: Secretarial / Front Office / Data Entry

Job Level: Entry Level

No. of Vacancy/s: 1

Employment Type: Full time

Job Location: Bagbazar

Offered Salary: Negotiable

Apply Before(Deadline): Aug. 24, 2024

Job Specification

Education Level: Secondary (+2/A Levels/Ib)

Experience Required: Not Required

Professional Skill Required: Communication, management, organizational and interpersonal skills

Working Hours: 11:30 AM to 6:00 PM

Job Description

- +2 or Bachelor in any faculty
- Should have very charming personality
- You must be able to write in English
- Should have excellent English speaking skills
- Must have general computer skills, Ms word, Ms excel
- Should be honest, polite and friendly

How to apply: Apply online through our website or send it in the office in person.

Note: We eagerly invite serious and genuine applicants for this job-your valuable time and dedication are highly appreciated!

8. Writing CV (Curriculum Vitae) / Resume / Bio-data

A resume (or CV, which stands for curriculum vitae) is a document that provides a summary of your education, work experience, skills, and accomplishments. It is typically used when applying for jobs and serves as a snapshot of your professional background for potential employers.

Resumes are generally concise and tailored for specific job applications. CVs are more comprehensive and common in academic or research fields, detailing a broader range of experiences, publications, and achievements.

Let's see the samples:

American Style Resume

Jessica M. Brown jmbrown@mba.nau.edu

Present Address:
508 Blackbird's Roost

Permanent Address:
50, rue de Vaugirard

Flagstaff, Az USA 86011

Saint-Sulpice, France 75006

Tel +1 929 555 1212

Tel +33 1234 457 890

OBJECTIVE: To obtain an entry-level management position within international hospitality organization.

EDUCATION: Master's in Business Administration (M.B.A), 2011-2013 Northern Arizona University, Flagstaff, Arizona, USA B.A. in international hospitality, 2002-2006 Universite de Savoie, Chambery, France

EXPERIENCE: Travel Agent, Sep. 2011-present

kokopeli Extreme Tours, Sedona, Arizona, USA Organized adventure package tours for large student groups, trained and supervised new staff members, and maintained partner relationships.

Camp Counselor, Jun 2007-Aug 2011 **Voyageurs Summer Camp**, Voglans, France Group leader for children aged 10-15. Developed curriculum for campers and led overnight hiking trips.

HONORS: Agent of the Month, kokopeli Extreme Tours, March 2013 Voted 'Most popular Counselor.' Voyageurs, 2010 & 2011

SKILLS & INTERESTS: Fluent in French and English; conversational Spanish Enjoy web design in HTML and Flash.

Source: [Oxford Advanced Learner's Dictionary, 9th edition, p. WT29]

British Style C.V

Name: Emily Jane Wilson

Address: 29 Greenlands Avenue, London, SW3 6RE

Telephone: 01924786512 **Mobile** 07799238182

Email: em_wilson@atscapenet.com

Objective: To find a role in a films or TV production company

Profile: An outgoing and articulate graduate with work experience both television and teaching.

Education and qualifications

2014-	MA in Media Studies, Bristol University. Expected 2010
2010-2014	BA in Media Studies with French (2:1) Bristol University
2002-2009	Beacon School, London
	3A levels: Drama (A); German (B)
	5 AS levels 9GCSES

Work experience

October 2012-June 2013: Language assistant in secondary school in Franz Taught English to large classes and small groups. Ran a film club and a holiday dance and drama club. Assisted with school drama productions.

September 2009-August 2010: Production assistant Oordman and Associates Filmmakers, London N16. Performed office and on-set duties.

June-September 2009: Tutor for Jacaranda Drama Workshops. Led groups of teenagers of different backgrounds in dance and drama activities.

July-August 2008: Host at Adventure Camping holiday campsite in France Led the children's club for 4-10-year old and performed various practical duties on the campsite.

Skills

Languages French-near native-speaker fluency (CEFR C1); German (B2).
Good keyboard skill. Familiarity with Word, Excel and film editing packages.
Clean driving license.

Interests

Drama, both acting and directing; singing (was member of university choral society).
Regular volunteer of a local center of the homeless.

References - attached

Source: [Oxford Advanced Learner's Dictionary, 9th edition, p. WT29]

Resume/C.V. Writing

Model III: Currently Practiced in Nepal

- 1. Name:** Raj Kumar Lama
- 2. Father's Name:** Chandra Bahadur Lama
- 3. Address:**
Permanent: Aathrai-4, Terathum
Temporary: Dhulikhel-5, Kavre
Ph: 011345678
- 4. Date of Birth:** 2038-08-11
- 5. Place of Birth:** Aathrai-4, Terathum
- 6. Sex:** Male
- 7. Marital Status:** Married
- 8. Nationality:** Nepali
- 9. Religion:** Hindu
- 10. Objective:** *To build a professional career by working with motivated and dedicated people in a very competitive and structured organizational environment.*

11. Education and Qualification

S.N	Level	Year	University Or Board	Major Subjects	Division	Percentage
I.	MA	2066	K.U	Maths	1 st	78.5
II.	BA	2063	K.U	Maths	1 st	77.2
III.	S.L.C	2058	NEB	Science+Maths	Dist.	82.8
IV.	S.E.E	2056	NEB	Science+Maths	Dist.	84.6

12. Work Experience

2070- present: English teacher, Dhulikhel Campus, Dhulikhel
2069-70: English teacher, Saraswati Secondary School, Morang.
2068-69: English teacher, Lin Secondary School, Kavre

13. Additional Information

Language known: English, Nepali, Hindi
Interest: Helping the helpless
Hobbies: Singing, dancing, playing
Sports: Table Tennis, Volleyball, Football, Basketball
Other Achievements:
- valid driving license
- computer operation (basic)

14. References

I. Prof. Dr..... Kafle
Department of English Education
Faculty of Humanities
....University

Tasks for further practice

1. Prepare your resume for applying for the post of Nepali teacher at a Secondary Boarding School.
2. Write a C.V. to apply for the post of manager at Nepal Bank Limited.
3. Suppose you're a lecturer of a college and you want to apply for a scholarship to study Ph.D. Prepare a C.V. for that purpose.

9. Writing Message of Condolence

Condolence messages are written to express sympathy and comfort to someone who has experienced a loss, typically the death of a loved one. It contains an acknowledgment of the mourning. Some memorable features of the person can also be included in it. There are two types of condolence letters. They are: i. Formal letter of condolence, ii. Informal letter of condolence.

i. Specimen of formal letter of condolence

HEARTFELT CONDOLENCE!!!

Photo

Birth: 20th December, 1992 **Demise: 4th December, 2023**

Late Jones Sijapati

We are deeply grieved by the sudden and untimely demise of Mr. Jones Sijapati at his residence due to heart failure. Mr. Sijapati was one of the best footballers of Nepal Football Team and extraordinary striker. He was popular in the team and also among football fans. He had contributed Nepali football team to make three times winner in international football events. His friendly and cooperative behavior was highly appreciated by his teammates and colleagues.

We would like to extend our heartfelt condolences and sympathy to the family and relatives and also express that our thoughts and prayers are with the family and relatives who bear this period of mourning. We would like to pray for the family to have strength to bear the pain of this irrecoverable loss. May his departed soul rest in peace!

Mr. Sijapati will always remain in our hearts and memories.

ANFA, Nepal, Kathmandu

ii. Specimen of informal letter of condolence

Dear Kiran,

I was deeply saddened to hear about the death of Bhawana. I cannot imagine how difficult this must be for you now, but please trust that I care about you. Bhawana was such a kind, gentle soul. She would do anything to help improve the life of a child. I remember the time that we all went camping. I cannot imagine how much you will miss Bhawana and you've always seen the best in everyone you know because of your generous heart. Perhaps you could use your Scrapbooking talent to make a lasting memory book of Bhawana? If you would like, I can come over on Tuesday to help you make the scrapbook. I have some wonderful pictures of Bhawana that I'd love to share with you as well as several personal memories of how she helped children. I will always be here to support you.

Best

Ramesh

Guiding instructions for letter of condolence

Writing a letter of condolence involves expressing your sympathy and offering support to someone who has experienced a loss in a personal and heartfelt manner. Here are some guiding instructions to help you write such a letter:

1. **Start with a heartfelt greeting:** Begin your letter with a warm and personal greeting. Use the recipient's name to show your closeness and concern. For example: "Dear [Recipient's Name],"
2. **Express your condolences:** In the opening paragraph, express your sympathy directly and sincerely. Use gentle and comforting language to convey your heartfelt condolences. For example: "I was deeply saddened to hear about the loss of [Name of deceased]. Please accept my sincerest condolences during this difficult time."
3. **Share a fond memory or acknowledgment:** If appropriate, you can share a fond memory of the deceased or acknowledge their positive qualities. This can provide comfort and support to the grieving individual and help them remember their loved one in a positive light.
4. **Offer support and assistance:** Let the recipient know that you are there for them and willing to offer support in any way they may need. You can offer specific forms of assistance, such as running errands, providing a listening ear, or simply being there for emotional support.
5. **End with words of comfort and support:** Close your letter with additional words of comfort and support. Reiterate your condolences and offer reassurance that you are thinking of them during this difficult time. For example: "Please know that you are in my thoughts and prayers. I am here for you whenever you need me."
6. **Sign off with warmth and affection:** End your letter with a warm and affectionate closing, such as "With love," "Thinking of you," or "Yours sincerely," followed by your name.

Remember to keep your tone sincere, empathetic, and respectful throughout the letter. Avoid clichés or platitudes and instead focus on offering genuine comfort and support to the recipient. Additionally, handwritten letters can be particularly meaningful in conveying your heartfelt condolences.

10. Writing Letter of Sympathy

A sympathy letter is a written expression of agony and support, typically sent to someone who has experienced a loss, with the purpose of offering comfort, empathy, and solidarity during their time of grief.

Let's see a specimen of sympathy letter:

Aathrai-4, Terhathum
February 11, 2024

With Sincere Sympathy

Dear Hari,

I was deeply saddened to hear about your illness and wanted to reach out to extend my heartfelt sympathy and support during this difficult time. I can only imagine how challenging it must be for both you and your friend to navigate through this journey.

Please know that you are not alone. You have a circle of friends who care deeply about you and your friend's well-being. While I may not be able to fully comprehend the depth of what you're going through, I want you to know that I am here for you in any way that I can be.

If there's anything specific I can do to support you, whether it's running errands, providing a listening ear, or simply keeping you company during this time, please don't hesitate to let me know. Your well-being and your friend's recovery are of utmost importance to me.

Sending healing thoughts, warm wishes, and strength your way.

With heartfelt sympathy,

Madan

Guiding instructions for writing a sympathy letter

Writing a sympathy letter to someone who is alive but going through a difficult time still involves expressing empathy, support, and encouragement. Here are some guiding instructions for writing such a letter:

1. **Start with a caring greeting:** Begin your letter with a warm and compassionate greeting. Use the recipient's name to show personal connection and concern. For example: "Dear [Recipient's Name],"
2. **Express empathy and understanding:** Acknowledge the challenges or struggles the recipient is facing. Use empathetic language to let them know you understand their feelings and are there for them. For example: "I understand that this is a difficult time for you, and I want you to know that I am here to offer my support and comfort."
3. **Share words of encouragement:** Offer words of encouragement and support to uplift their spirits and provide strength during their hardship. Let them know that you believe in their resilience and ability to overcome the obstacles they're facing. For example: "Please know that you are not alone in this journey, and I believe in your strength and courage to overcome any challenges that come your way."
4. **Offer practical assistance:** If appropriate, offer specific forms of assistance or support that you can provide to help alleviate their burden or make their situation easier. Whether it's running errands, providing a listening ear, or offering a helping hand, let them know you're there for them. For example: "If there's anything I can do to help, whether it's taking care of tasks for you or simply being someone to talk to, please don't hesitate to reach out."
5. **Express your availability and willingness to listen:** Reassure the recipient that you are available to listen whenever they need to talk or vent about their feelings. Let them know that

you are a supportive and understanding presence in their life. For example: "I'm here to listen whenever you need to talk, cry, or simply share your thoughts and feelings. Please don't hesitate to reach out to me whenever you need."

- 6. End with words of warmth and solidarity:** Close your letter with additional words of support, warmth, and solidarity. Reiterate your willingness to be there for them and offer your continued support throughout their journey. For example: "Please know that you are in my thoughts and prayers, and I'm sending you all my love and strength during this challenging time. Take care of yourself, and remember that brighter days are ahead."
- 7. Sign off with affection:** End your letter with a warm and affectionate closing, such as "With love," "Thinking of you," or "Yours sincerely," followed by your name.

Task for further practice

- 1. Write a message of condolence to be published in the newspaper on the untimely demise of your friend's mother with the help of following clues.**

Rajan Kumari Tamang killed in a bike accident ... January 5, 2023 ... 56 years caring mother ... hardworking.

- 2. Your former head teacher passed away recently at the age of 70 years. He was the head teacher of your school for 15 years. His administrative and academic qualities are praised by everyone who worked with him. He was awarded the national education award in 2015. You are really shocked to hear the demise of your former head teacher. Write a message of condolence to be published in a newspaper on behalf of the Alumni association of the school.**
- 3. Imagine that one of your friends has had a motorcycle accident. He has recently died while undergoing treatment. Write a letter of condolence to his parents.**
- 4. You and your best friend, Hari Shrestha, were working in Kavre Secondary School, Banepa. Unfortunately, he was killed in a bus accident while returning from a picnic. Use the clues in the box to write a letter of condolence to his parents.**

Hari Shrestha... your best friend 25 years worked together in the same school for 5 years..... resident of Banepa..... died on 26th Poush 2080..... popular English teacher sincere and dedicated helpful and good sportsman.

11. Writing Notices

A notice is a written or printed announcement providing information or instructions to a specific audience or group of people. Notices are written to inform, alert, or communicate specific information to a group of people in a clear, concise, and official manner. Notices are written to ensure that information is delivered clearly, reaching the intended audience effectively. They

often have a specific format, contain essential details, and are prominently displayed in places where the target audience is likely to see and read them.

Some specimens of notices are presented below:

Specimen 1: Notice about water supply interruption

December 25, 2023

Dear residents,

Please be informed that due to scheduled maintenance, the water supply in the apartment complex will be temporarily suspended on Thursday, December 28th, 2023, from 9:00 AM to 5:00 PM.

We apologize for any inconvenience this may cause and kindly request all residents to store sufficient water for essential needs during this period.

For any further queries or assistance, please contact the building management office at 01-4550981 or advanture@gmail.com.

Thank you for your cooperation.

Sincerely,

Aditi Bhardwaj
Chairperson
KUKL, Kathmandu, Nepal

Specimen 2: Notice on informing students of a proposed visit to some important historical sites in your city.

Date: February 17, 2024

Attention all Students!

The History Club of Roshi Secondary School is excited to announce a proposed visit to significant historical sites in our city. This enriching excursion aims to deepen our understanding of local heritage. Students interested in joining this educational journey are requested to register their names at the club office by February 25th. Further details regarding the itinerary and costs will be shared soon. Let's explore the roots of our past together!

Regards,

Ritu Sharma
Secretary,
History Club

Specimen 3: Notice to the students about the formation of Junior Red Cross Circle

ABC Secondary School
Dhulikhel-4, Kavre

February 17, 2024

Notice!

This is to inform all students of ABC School that a Junior Red Cross Circle is being formed under the auspices of the school.

The Junior Red Cross Circle aims to instill values of humanitarianism, compassion, and service among students. It provides a platform for students to actively engage in various social welfare activities, including blood donation drives, health awareness campaigns, and community service projects.

Interested students who wish to be part of this noble initiative are requested to register their names at the school office by 27 February. Members will be selected based on their enthusiasm, commitment, and willingness to contribute to the welfare of society.

For further details and registration, please contact the school office.

Thank you for your attention and participation.

Principal
ABC School

Guiding instructions for writing notices

1. Keep the notice short and to the point. Notices are meant to convey information quickly and efficiently.
2. Ensure that the notice is clear and easy to understand. Avoid using jargon or complicated language.
3. Include only relevant information. Stick to the purpose of the notice and avoid adding unnecessary details.
4. Always include the date of the notice and contact information for further inquiries or clarifications.
5. If there are any actions required from the recipients, clearly mention them. For example, if registration is required, specify the deadline and where to register.
6. Maintain a polite and courteous tone throughout the notice.

Task for further practice

1. As Principal of Safalta School, Kathmandu, draft a notice in not more than 100 words informing students of the change in school timings with effect from the 1st of October. State valid reasons for the change.

2. You are Secretary of the History Club of Ananda Bhairab School. Draft a notice in not more than 100 words informing students of a proposed visit to some important historical sites in your city.
3. As Sports Secretary of Roshi Secondary School, Kavre, draft a notice for your school notice board informing the students about the sale of old sports goods of your school.
4. Imagine you are the secretary of the child club of your school. Write a notice on the behalf of your child club about the program that you are going to organize soon.
5. On the occasion of Diwali your society has planned a feast for all its members. As the chairman of your society, write a notice inviting all the members of the society to this gathering. Provide all the necessary details.

12. Message of Congratulations!!!

A message of congratulation is a sincere expression of pleasure or joy conveyed to someone to celebrate their achievements, milestones, or successes. It is written to express joy, admiration, and warm wishes towards someone's achievement, milestone, or success.

Let's see some specimens:

Specimen 1

Heartiest Congratulations!



Mr. Aarjan Bhardwaj

We are delighted to extend our warmest congratulations to Mr. Aarjan Bhardwaj for his graduation in MBBS Degree. Mr. Bhardwaj's hard work, dedication, and perseverance have truly paid off, and it's incredibly well-deserved.

Mr. Bhardwaj's expertise and inquisitive nature in medical field has always been admirable, and it's no surprise that he has reached this significant milestone. This accomplishment not only reflects his talent but also his unwavering commitment to excellence.

His success is an inspiration to everyone around us. It's a testament to his incredible abilities and the positive impact he makes in everything he does.

May this achievement be the stepping stone to even greater heights in his personal and professional journey. We have no doubt that he will continue to excel and shine brightly in all his future endeavors.

Once again, congratulations on this outstanding achievement! Wishing him continued success, happiness, and fulfillment in all his future ventures.

Ram Sharan Niroula
Chairman
NOC Medical Institute
Madhyapur Thimi, Bhaktapur

Specimen 2

Banepa-10, Kavre

17th February, 2024

Dear Uncle,

I hope this letter finds you in the best of health and spirits. I was absolutely thrilled to hear the fantastic news of your recent promotion to the esteemed position of Inspector in the Nepal Police. Heartfelt congratulations to you on this remarkable achievement!

Your dedication, hard work, and unwavering commitment to serving our community have truly paid off. Your promotion is not only a testament to your capabilities but also a source of immense pride and inspiration for our family.

As you embark on this new journey, I have no doubt that you will continue to excel and make significant contributions to the noble cause of ensuring law and order in our society. Your leadership, integrity, and professionalism set a shining example for everyone around you.

Please accept my warmest congratulations once again, along with my very best wishes for your continued success in your career and endeavors. May this promotion mark the beginning of a fulfilling and rewarding chapter in your life.

With lots of love and admiration,

Hari Dahal

Guiding instructions for writing a message of congratulations

- a. Express your congratulations clearly.
- b. Acknowledge the achievement.
- c. Share your happiness and pride.
- d. Offer encouragement and support.
- e. Close with best wishes.

Tasks for further practice

1. Write a formal message of congratulations to be published on the school notice board on the success of one of your friends who has won the title of 'Best Player' in an inter-school volleyball tournament organized by your municipality/rural municipality. Write the message in about 100 words using the clues given below.

Sanskriti Chaudhary the best volleyball player ... hardworking and disciplined for future endeavor

2. Write a message of congratulation on behalf of your school to be published in a newspaper for your friend's success in winning the first prize in the national level story writing competition.
3. Write a message of congratulations on your uncle's promotion to Vice President of Nepal Bank Limited.
4. Write a message of congratulation to your neighbor who has received a full scholarship to complete his/her studies.
5. Imagine that your school football team has won the title of 'Inter-school Football Tournament' organized by the District Sports Development Committee. Write a message of congratulation to the team on behalf of the school to appear on the school notice using the clues given below.

-Feeling happy and proud - hard work and dedication of the team -trophy and cash prizes - congratulations and best wishes.

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Unit 15: Writing Biography

A biography is a written account of someone's life, typically focusing on key events, achievements, challenges, and personal details. It is a non-fiction genre that provides a comprehensive narrative of an individual's life, offering insights into his/her character, contributions to society, and the impact they had on the world.

Biographies can cover historical figures, political leaders, artists, scientists, celebrities, or any person whose life story is deemed significant or interesting. The purpose of a biography is to present a factual and often researched depiction of a person's life, providing readers with a better understanding of their journey and legacy.

Guiding instructions for writing biography

1. **Title:** [Name of the Important/ Historical Figure]
2. **Introduction:** Introduce the figure, their significance, and the historical context.
3. **Body:** Divide into sections like: Early Life, Achievements, Challenges, Legacy, personal thoughts, and key events as:

Early Life: Describe the individual's upbringing, family background, and early experiences.

Achievements: Highlight key accomplishments, contributions, and notable events in their life.

Challenges: Discuss obstacles faced by the figure and how they overcame them.

Legacy: Examine the lasting impact and influence the individual had on society.

Personal thought: Mention personal thought about the person.

4. **Conclusion:** Summarize the key points and significance of their life, their impact on society, etc.

Let's see a sample:

Laxmi Prasad Devkota: Nepal's Literary Giant



Laxmi Prasad Devkota was born on Kartik 27, 1966 BS in Dillibazar, Kathmandu. Devkota's early education at home under the guidance of his father, Teel Madhav Devkota, instilled in him a deep appreciation for Nepali literature and classical languages.

Devkota penned the epic poem, "Muna Madan," which later became a seminal work in Nepali literature. This magnum opus, written in a simple yet profound style, explores themes of love, sacrifice, and human resilience, resonating with readers across generations.

Throughout his lifetime, Devkota produced a vast body of work spanning various genres, including poetry, essays, dramas, and translations. His poetic brilliance was evident in masterpieces like "Sulochana," "Shakuntala," "Maharana Pratap", "Pramithas", etc. which showcased his command over language and depth of thought. Likely he penned Kunjini, "Luni" along with the collection of essays like "Laxmi Nibandh Sangraha".

Beyond his literary pursuits, Devkota was a visionary who advocated for social reform and national unity. His writings often reflected his concern for the plight of the common people and his vision of a progressive, egalitarian society.

Despite facing personal hardships and financial struggles, Devkota remained dedicated to his craft, earning him widespread admiration and respect. His contributions to Nepali literature were recognized with numerous accolades, including the title of "Maha Kavi" bestowed upon him by the government of Nepal.

Laxmi Prasad Devkota's legacy continues to inspire aspiring writers and intellectuals, leaving an indelible mark on the cultural landscape of Nepal. His profound insights into the human condition and his unwavering commitment to artistic excellence ensure that he will forever be remembered as one of the greatest literary figures in Nepali history.

Though he passed away on Bhadra 9, 2016, his words continue to resonate, immortalizing him as a beacon of wisdom and creativity for generations to come. Laxmi Prasad Devkota's enduring legacy serves as a testament to the power of literature to transcend time and space, touching the hearts and minds of people around the world.

Tasks for further practice

1. Write a short biography of Nepali literary figure Til Bikram Nembang Limbu aka Bairagi Kainla. Use the outlines given below.

Birth: August 9, 1939- Panchthar, Nepal

Education: Bachelor's Arts - learnt letters at home- taught by local teachers

Publications: Bairagi Kainlaka Kavitaru, Sappok-Chomen: Limbu Jatima Kokh-Puja, Nawacoit Mundhum and others

Contributions: Poet, former Chancellor of the Nepal Academy pioneer of Tesro Aayam (Third Dimension) movement

Awards: Jagdamba Shree Award, 2076 B.S. - Sajha Puraskar. 2031 B.S., Vishist Shrasta Samman, B.S. 2066, etc.

2. Choose a historical figure and write a biography detailing his/her early life, significant achievements, and lasting legacy.

3. Explore the life of an influential scientist. Highlight his/her contributions to the field, major discoveries, and the impact of their work on society.
4. Write a biography of an artist or musician, emphasizing his/her artistic journey, notable works, and the cultural impact of their creations.
5. Select a sports icon and create a biography covering his/her early years in the sport, career achievements, and the impact he/she had on the sports world.
6. Write a short autobiography featuring your childhood life using the following guidelines.

<i>Date and place of birth</i>	<i>family background</i>	<i>daily life</i>
<i>school life</i>	<i>special events of childhood days, etc.</i>	

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Curriculum Development Centre

Unit 16: Writing a Report

A report is a structured document that presents information systematically and clearly, often based on research or analysis. It is designed to convey data, findings, and conclusions to a specific audience for a particular purpose. Reports are commonly used in business, academia, government, and various organizations to communicate information efficiently and facilitate decision-making.

Key characteristics

1. **Purpose:** Reports are written with a specific objective in mind, such as informing, analyzing, recommending, or documenting.
2. **Audience:** Reports are tailored to meet the needs of a particular audience, which could range from managers and stakeholders to researchers and policymakers.
3. **Structure:** Reports follow a structured format, typically including sections such as title page, executive summary, table of contents, introduction, methodology, findings, analysis, conclusions, recommendations, and appendices.
4. **Clarity and precision:** Reports aim to present information clearly and concisely, often using headings, subheadings, bullet points, tables, and graphs to enhance readability.
5. **Objective and evidence-based:** Reports rely on factual data and evidence to support their findings and conclusions, maintaining an objective tone.
6. **Formal Language:** The language used in reports is formal and professional, appropriate for the intended audience and purpose.

Let's see a sample of report.

Annual Cultural Festival Report

Jana Jyoti Secondary School

Date: 2080/12/05

Introduction

Jana Jyoti Secondary School celebrated its Annual Cultural Festival on 5th Chaitra 2080, a vibrant event that showcased the rich cultural heritage and diverse talents of our students. The festival was a resounding success, reflecting the dedication of students, teachers, and staff in creating a memorable experience for all attendees.

Purpose and Theme

The purpose of the Annual Cultural Festival was to celebrate cultural diversity, promote artistic talents, and foster a sense of unity and community within the school. This year's theme, "Unity in Diversity," highlighted the importance of embracing different cultures

and traditions.

Event Highlights

1. Opening Ceremony

- The festival began with a colorful opening ceremony, featuring a traditional dance performance by the students.
- The Principal, Mr. Ravi Bhakta Sharma, delivered an inspiring welcome speech, emphasizing the significance of cultural education.

2. Cultural Performances

- **Dance Performances:** Students performed a variety of traditional dances from different regions of the country, including Mundhum Naach: Tamang Selo, and folk dances. Each performance was a vivid representation of cultural heritage.
- **Music:** The school choir and individual students performed classical and contemporary songs, showcasing their vocal and instrumental skills.
- **Drama:** The drama club presented a play titled "The Unity of Cultures," which depicted the harmony and integration of various cultural traditions.

3. Art and Craft Exhibition

- An exhibition was set up displaying artwork and crafts created by students. The exhibition included paintings, sculptures, and handmade crafts that reflected the festival's theme.
- A special section featured traditional crafts from different cultures, created by students in collaboration with their families.

4. Food Stalls

- The festival included food stalls offering delicacies from different parts of the country. These stalls were managed by students and parents, providing an authentic culinary experience for all attendees.

5. Competitions

- Various competitions were held, including a cultural quiz, traditional dress competition, and an art contest. These competitions encouraged student participation and showcased their knowledge and creativity.

6. Special Guests

- The event was graced by the presence of Dr. Hari Bajracharya, a renowned cultural ambassador, who appreciated the efforts of the students and shared

insights on the importance of cultural preservation.

Audience Response

The festival received an overwhelmingly positive response from students, parents, and teachers. Parents appreciated the opportunity to witness their children's talents and praised the school's commitment to cultural education. Students enjoyed participating in the events and felt proud to showcase their cultural heritage.

Conclusion and Acknowledgments

The Annual Cultural Festival at Janajyoti Secondary School was a grand success, bringing together the school community to celebrate cultural diversity. The event highlighted the talents and creativity of our students and reinforced the importance of cultural awareness and appreciation.

We extend our gratitude to:

- The Principal and teaching staff for their guidance and support.
- The students for their enthusiastic participation.
- The parents for their continuous support and collaboration.
- The organizing committee for their meticulous planning and execution.

The festival concluded with a vote of thanks by the Vice Principal, Mr. Alok Shrestha, expressing gratitude to all who contributed to making the event a memorable one.

Prepared by:

Ram Hari Basnet

ECA IN-CHARGE

Janajyoti Secondary School

Guiding instructions for writing a report

Writing a report involves a systematic approach to organizing information and presenting it clearly and concisely. Here are detailed instructions to guide you through the process:

1. Understand the purpose and audience

- **Purpose:** Determine why you are writing the report. Is it to inform, analyze, persuade, or record information?
- **Audience:** Identify who will read the report. Tailor the language, tone, and content to suit the audience's knowledge level and interests.

2. Research and gather information

- Collect relevant data, facts, and figures from credible sources.
- Take notes and organize the information logically.
- Ensure you have all necessary details, such as dates, names, statistics, and quotes.

3. Create an outline

- **Title:** Choose a clear and concise title that reflects the report's content.
- **Sections:** Plan the main sections of the report. Common sections include:
 - Title Page
 - Table of Contents (for longer reports)
 - Introduction
 - Body (divided into sub-sections)
 - Conclusion
 - Recommendations (if applicable)
 - Appendices (if needed)
 - References/Bibliography

4. Write the report

Title Page:

- Include the report title, your name, date, and any other relevant details (e.g., organization name, report type).

Table of Contents:

- List all sections and sub-sections with corresponding page numbers.

Introduction:

- **Purpose:** Explain the purpose of the report.
- **Scope:** Define what will and will not be covered.
- **Background:** Provide context or background information.
- **Methodology:** Briefly describe how the information was gathered (if applicable).

Body:

- Divide the body into sections and sub-sections, each with a clear heading.
- Present information logically and coherently.
- Use paragraphs to separate different points or topics.
- Include data, charts, and graphs where necessary to support your points.

- Analyze and interpret the data, linking it to the report's purpose.

Conclusion:

- Summarize the main findings or points discussed in the report.
- Restate the significance of the findings.
- Avoid introducing new information.

Recommendations:

- Offer actionable suggestions based on the report's findings (if applicable).
- Be specific and realistic in your recommendations.

Appendices:

- Include additional material that is relevant but not essential to the main text (e.g., raw data, detailed calculations, questionnaires).
- Reference these appendices in the main text where appropriate.

References/Bibliography:

- List all sources cited in the report.
- Follow a consistent citation style (e.g., APA, MLA, Chicago).

5. Review and revise:

- **Proofread:** Check for grammar, spelling, and punctuation errors.
- **Clarity:** Ensure the report is clear and concise. Avoid jargon unless necessary for the audience.
- **Consistency:** Check for consistent formatting, headings, and citation style.
- **Accuracy:** Verify all data and references for accuracy.
- **Feedback:** If possible, get feedback from a colleague or mentor.

Tasks for further practice

- 1. Your school recently organized a Science Fair. Write a report detailing the event, including the objective, activities, participants, winners, and feedback from attendees. Include these points.**

- Introduction of the event
- Objectives of the Science Fair
- Description of activities and exhibits

- Details of participants (students, grades, etc.)
- Announcement of winners and their projects
- Feedback from teachers, students, and parents
- Conclusion and acknowledgments

2. Your school conducted a community service program where students participated in various activities to help the local community. Write a report on the program.

- Purpose of the community service program
- Types of activities conducted (e.g., cleaning, teaching, fundraising)
- Number of students involved and their roles
- Impact on the community
- Testimonials from community members and students
- Summary of the outcomes
- Future plans for similar programs

3. Your school held its Annual Sports Day last week. Write a report about the event. Use the given clue points.

- Date and venue of the event
- List of sports and games conducted
- Participation details (students, grades, houses/teams)
- Highlights of the event (chief guest, notable performances)
- Winners and awards distribution
- Overall atmosphere and audience reaction
- Conclusion and thanks

4. Your school launched an Environmental Awareness Campaign to educate students and the local community about environmental issues. Write a report on the campaign. Use the given guidelines.

- Goals of the campaign
- Key activities (workshops, seminars, tree plantation, etc.)
- Participation (students, teachers, community members)
- Notable speakers and their contributions
- Outcomes and impact on the school and community

- Feedback from participants
- Recommendations for future campaigns

5. Your class went on an educational trip to a historical site. Write a report about the trip. Use the given guidelines.

- Purpose of the trip
- Destination and historical significance
- Itinerary and activities during the trip
- Educational benefits and student experiences
- Challenges faced during the trip
- Teacher and student reflections
- Conclusion and appreciation

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Curriculum Development Centre