Use of English and its Significance for Communication in Indian Legal Context

In the Supreme Court, High Courts and various tribunals

Languages are a touchy business in India, with 22 recognised in the constitution. Hindi and English get prime status in the central government, but nearly every state has its own distinct policy.

"English will inevitably remain an important language because of our past association and because of its present importance in the world"

Jawaharlal Nehru

Status of English in the Pre-Independent India

Introduction of English language in India includes three phases.

The first phase

The first phase is the missionary phase, which includes the efforts of the Christian missionaries who came to Indian subcontinent to proselytise.

The second phase

The Indians themselves demanded instruction in English studies. Raja Ram Mohan Roy (1772-1833) made efforts to persuade the officials of East India company for Western scientific education in part replacement of Sanskrit and Arabic.

The third phase

The third most important phase is that of bilingualism (B.Kachru 1983:7) which started with the implementation of educational policies for instruction in English based on Lord Macaulay's "Minute on Indian Education (1835)".

PART XVII

CHAPTER III.-LANGUAGE OF THE SUPREME COURT, HIGH-COURTS, ETC.

Section 348.

Language to be used in the Supreme Court and in the High Courts and for Acts, Bills, etc.-

1. Notwithstanding anything in the foregoing provisions of this Part, until Parliament by law otherwise provides-
    a. all proceedings in the Supreme Court and in every High Court,
    b. the authoritative texts-
        i. of all Bills to be introduced or amendments thereto to be moved in either House of Parliament or in the House or either House of the Legislature of a State,
        ii. of all Acts passed by Parliament or the Legislature of a State and of all Ordinances promulgated by the President or the Governor _304*** of a State, and
        iii. of all orders, rules, regulations and by-laws issued under this Constitution or under any law made by Parliament or the Legislature of a State,

Shall be in English language.

English helped unify the Indian subcontinent by providing a common language for a region with a multitude of languages and dialects. It also provided a common tongue for administration and education. The Indian constitution and Indian Penal (disciplinary) code are written in English and the famous speech delivered by Nehru after India became independent was in English.

The constitution is clear about which language to use in India's senior courts. In the Supreme Court and High Courts, English is used in all official documents. The language of the law in India is English. At the appellate (concerned or dealing with application for decisions to be reversed.) level, only lawyers, who are mostly competent in English, present to the court. (The trial courts, which hear directly from witnesses and litigants (person involved in law suit), can use a state's other official languages.)

Depending how speaking ability of English is defined, India is the world's second largest after the United States. A subsidiary official language, English is taught in schools and widely spoken, giving India an edge in an increasingly English-speaking globalized world. The English spoken in India tends to be more British-style than American-style but in many cases it is its own style.

Only around three to five percent of the population is truly fluent in both English and an Indian language. But English-speakers include nearly all the educated elite and people who come in contact with tourists although knowledge of English varies widely from fluency to knowledge of just a few words. While English is relegated (downgraded) to the status of subsidiary (subordinate) official language it is the most important language for national, political, and commercial communication.

Legalese or Legal Register

"Legalese" – a colloquial term describing the body of formal and technical legal language. As practicing attorneys, many may become accustomed to speaking legalese without even realising it. It's very important for attorneys to be well-versed in legalese. The legalese is formed with archaic terms, complicated sentences, embedded (implanted) phrases, unusual syntax, conjoined clauses, legal homonyms and synonyms, reiterations repeating for and alliterations.

A legal register is a list of legal instruments, whether legislation (law), regulation (rule) or otherwise, which apply uniquely to a given operation.

Which legal instruments apply to an operation in question, is a function of various factors, such as:

- the location of the operation in question
- the activities carried out at the operation
- the size and type of company or organisation.

The location of the operation determines the legal jurisdiction (authority) o jurisdictions (in the event that a number of jurisdictions for example (union, federation, country, province, departments, municipalities) have law making authority in the same location.

The location of the operation also indicates whether geographic features for example, proximity to a protected area, trigger the applicability of certain legal instruments.

Similarly, the the activities of an operation affect which legal instruments should be contained in the operation's legal register. For example, a legal register for an office environment, will be very different to a legal register for an offshore oil and gas operation.

Lastly, where the applicability of a statutory (required/permitted) instrument is not dependent on the location or the activities of an operation, applicability may be determined on the basis of other factors, such as the size of the company.

Word Formation

We can study the structure of language in a variety of ways. For example, we can study classes of words (parts of speech), meanings of words, with or without considering changes of meaning (semantics), how words are organised in relation to each other and in larger constructions (syntax), how words are formed from smaller meaningful units (morphology), the sounds of words (perception and pronunciation or articulation), and how they form patterns of knowledge in the speaker's mind (phonetics and phonology) and how standardized written forms represent words (orthography).

Phonetics

Phonetics is the smallest unit in linguistics. All words are, at the their most basic, collections of different sounds. It deals with the sounds of speech and their production, combination, description, and representation by written symbols. Sounds are generally categorized by place of articulation, method of articulation, and voicing. While these individual sounds are the most basic elements of language, they do not have meaning in of themselves (apart from some sounds which can be considered sound symbolic).

Morphology

Morphology is the study of the forms of words, and the ways in which words are related to other words of the same language. Formal differences among words serve a variety of purposes, from the creation of new lexical items to the indication of grammatical structure.

Morphemes and Allomorphs

A morpheme is a minimal unit of meaning in a language. It can be defined as the smallest, meaningful, morphological unit in a language that cannot be further divided or analyzed. In linguistics, morphemes are classified into two categories. They are free morpheme and bound morpheme. A free morpheme is a word, that is, a free morpheme is a meaningful unit. Some examples of free morphemes include:

hat, believe, cheap, talk, red, new, cow, deliver, legal, etc.

- Note that all free morphemes are words, but not all words are morphemes.
- Bound morphemes are the units that cannot stand alone on their own, they have no meaning. It always has to be added to other morphemes to give a meaning. The underlined parts in the following words are bound morphemes.

Hat-s, Dis-believe, Cheap-ly, Talk-ed, Red-dish

Allomorphs are the different varieties that exist of the same morpheme. Based on the context, these can bring about changes in the spelling and also in pronunciation. When one allomorph

of a morpheme is replaced with another it can change the meaning completely. Let us attempt to understand the function of the allomorph through an example of the morpheme plural. Under this single morpheme, there are 3 variant allomorphs. They are,

/s/ – cat-s, /z/ or – dog-s, /iz/ – match-es

A bat, an apple

Types of Word Formation

Acronyms and Abbreviations

An acronym (as the term is commonly used) is a term that is formed from the initial letters of some longer name and is pronounced differently than the expanded form. Examples of acronyms as the term is commonly used.

EXAMPLES

1. FBI, which stands for Federal Bureau of Investigation, but is pronounced ef-bee-I
2. NATO, which stands for North Atlantic Treaty Organization, but is pronounced NAY-toe
3. IUPAC, which stands for International Union of Pure and Applied Chemistry, but is pronounced I-U-pak

An abbreviation is written differently from the expanded form but is pronounced the same.

EXAMPLES

1. Mr., which stands for mister and is pronounced mister
2. ft., which stands for feet and is pronounced feet
3. etc., which stands for et cetera and is pronounced et cetera

EXAMPLES

List of Acronyms and Abbreviations

Sr. No	Acronyms/ Abbreviations	Full Form
1	AAI	Airpot Authority of India
2	BCCI	Board of Cricket Control in India
3	CBSE	Central Board of Secondary Education
4	CPI	Communist Party of India
5	CPI (M)	Communist Party of India (Marxist)
6	DD	Doordarshan
7	DMK	Dravida Munnetra Kazhagam
8	DRDO	Defence Research and Development Organisation
9	GoI	Government of India

Sr. No	Acronyms/ Abbreviations	Full Form
10	IGNOU	Indira Gandhi National Open University
11	IMD	India Meteorological Department
12	ISRO	Indian Space Research Organisation
13	LTTE	Liberation Tigers of Tamil Eelam
14	NRI	Non-Resident Indian
15	OBC	Other Backward Classes
16	ONGC	Oil and Natural Gas Commission
17	SAARC	South Asian Association for Regional Cooperation
18	RAW	Research & Analysis Wing
19	PAN	Permanent Account Number
20	LoC	Line of Control
21	APP	Atomic Power Plant
22	NIC	National Information Centre
23	AD	Anno Domini CE – Common Era
24	BCE	Before Common Era
25	AM	Anti Meridian
26	Tsp	Tablespoon
27	Lb	Pound
28	Rd	Road
29	St	Street
30	Messrs	Messieurs
31	Prof	Professor
32	BCom	Bachelors of Commerce
33	FIR	First Information Report
34	IMPCOPS	Indian Medical Practitioners Co-operative Pharmacy and Stores
35	IPL	Indian Premier League
36	IRCTC	Indian Railway Catering and Tourism Corporation
37	ISD	International Subscriber Dialing, or an international call
38	MEA	Ministry of External Affairs

Sr. No	Acronyms/ Abbreviations	Full Form
39	MHA	Ministry of Home Affairs
40	MNC	Multinational Company

Clipping

Clipping is one of the ways new words are created in English. It involves the shortening of a longer word, often reducing it to one syllable. Many examples are very informal or slang.

EXAMPLES

Maths is used for Math

bro is used for brother

Initial Clipping

EXAMPLES

bot for robot, gator for alligator, chute for parachute, phone for telephone

Final Clipping

EXAMPLES

pub for Public House, ad for advertisement, gas for gasoline, pop for popular music, exam for examination

Medial Clipping

Middle part is left out.

EXAMPLES

maths for mathematics, fancy for fantasy, ma'am for madam

Blending

In linguistics, a blend word or a blend is a word formed from parts of two or more other words

EXAMPLES

1. Blog - web+blog
2. Brunch - Breakfast+lunch
3. Emoticon - Emotion+Icon
4. Internet - International+network
5. Sitcom - Situation+comedy
6. Smog - Smoke+fog
7. Motel - Motor+hotel

Compounding

Compound words are formed when two or more words are put together to form a new word with a new meaning.

EXAMPLES

can+not, fire+work, after+birth, else+where, sun+flower, up+side, watch+man, moon+light, rail+road, hand+book, loop+hole, over+react

Conversions

Words which do not fit in compounding, clipping, and blending, some suffix and prefix forms Conversions. Words can be converted to Noun, Verb, Adjective and Adverb.

- Noun: a word (other than a pronoun) used to identify any of a class of people, places, or things (common noun), or to name a particular one of these (proper noun)
- Adjective: Adjectives are words that describe or modify other words
- Verb: a word used to describe an action, state, or occurrence, and forming the main part of the predicate of a sentence.
- Adverb: a word or phrase that modifies the meaning of an adjective, verb, or other adverb, expressing manner, place, time, or degree

Verb	Noun	Adjectives	Adverbs
en-, im-, -es, -ed, -ire/ ize, -fy, -en, -ate, -ish, -dom, -ship, -hood, -er/or	-ment, -ness, -tion, -sion, -ance, -cy, -ity, -th, -ce, -ant, -ar, -ing, -y	-able, -ible, -ive, -ful, -al, -ant, -ic, -ave, -ent	-ly
act	action activity activeness	active	actively
admire	admiration	admirable	
E-mails, E-mailed, E-mailing	Email		
care	care	careful	carefully
continue	continuity	continuous	continuously
delight	delight	delightful	delightfully
explore	exploration	exploring	
impress	impression	impressive	impressively

Verb	Noun	Adjectives	Adverbs
modernise	modernity	modern	
popularise	popularity	popular	
whiten	whiteness	white	
irritate	irritation	irritating	irritatingly
inhabit	habitat	inhabitant	
live	life	lively	livingly
firm	firmness	firm	firmly
fascinate	fascination	fascinating	
endanger	danger	dangerous	dangerously
encourage	courage	courageous	courageously
dust	dust	dusty	
educate	education	educative	
inform	information	informative	
glorify	glory	glorious	gloriously
explain	explanation	explainable	
console	consolation	consoled	

Reduplication

Reduplication process in which the root or stem of a word (or part of it) or even the whole word is repeated exactly or with a slight change.

EXAMPLES

Ding-dong, bling-bling, hip-hop, aye-aye, okey-dokey, higgledy-piggledy etc.

Affixation

An affix (in modern sense) is a morpheme that is attached to a word stem to form a new word.

Prefix

A prefix is an element placed at the beginning of a word to adjust or qualify its meaning, for example de-, non-, and re-.

EXAMPLES

1. an-, meaning to be without
2. anti-, meaning against
3. bi-, meaning two

4. contra-, meaning against
5. dis-, meaning not
6. ex-, meaning without or not including
7. homo-, meaning the same
8. inter-, meaning between
9. micro-, meaning small
10. pre-, meaning before
11. tetra-, meaning four
12. tri-, meaning three
13. un-, meaning not
14. uni-, meaning one

Suffix

A suffix is an element placed at the end of a word to form a derivative, such as -ation, -fy, -ing, frequently one that converts the stem into another part of speech.

EXAMPLES

1. able, which means able to do
2. -acy, which means quality
3. -er, which means someone who does something
4. -esque, which means similar to
5. -ish, which means having a similar quality
6. -ism, which means a belief
7. -ist, which means someone who does something
8. -less, which means without

Infix

An infix is placed within a word; these are rare in English, though cupful can be made plural as cupsful by inserting the plural s as an infix.

Circumfix

A circumfix (abbreviated CIRC or confix is an affix which has two parts, one placed at the start of a word, and the other at the end

en-light-en, unlikely etc

SOLVED EXAMPLES

Sr. No	Terms	Answer
1	Co-author	Co' is a prefix added to the word 'author', Author is a person who writes a book.

Sr. No	Terms	Answer
2	Hyper	Hyper is a prefix. Hyper means above or beyond when added before another words.
3	Need	Need is a Noun, conversion of the Verb: needs, needing, needed Adjective: needy Adverb: needful
4	Hollywood	Hollywood is a compounding of two full words Holly: a shrub Wood: hard material on a trunk or branch of a tree Hollywood is an American Film Industry
5	Stopwatch	Stopwatch is a compounding of two full words Stop: to end Watch: look or observe Stopwatch: an instrument to calculate time
6	Willy-Willy	Willy-willy is reduplication. The words willy and willy are repeated without any change It means a whirl wind, cyclone or dust storm
7	Graduation	Graduation is a Noun, conversion of the Verb: Graduate Adjective: Graduate
8	Pen-Knife	Pen-knife is a compounding of two full words Pen: a writing instrument Knife: a blade Pen-knife is a thin blade
9	P.N.R.	P.N.R. is an acronym by the initial letters of Passenger Name Record
10	Kickboxer	Kickboxer is a compounding of two full words Kick: strike forcibly by foot Boxer: a wrestler Kickboxer: a person who performs kick boxing (a martial art)
11	Memo	Memo is an initial clipping of the word ' memorandum'

Sr. No	Terms	Answer
12	Underdeveloped	Under is a prefix added to the word developed Under means less, underdeveloped means less grown Underdeveloped is also a compounding of two full words. Under: below Developed: grow
13	Acreaage	age' is a suffix added to the word acre which is an unit of measuring area
14	Flipflop	Flipflop is a Reduplication, two similar sounding words are joined together to make a new word. A light weight sandal
15	MSHRC	MHSRC is an acronym of Maharashtra State Human Rights Commission
16	Self-employed	Self-employe is a compounding of two full words Self: oneself Employed: working Self-employed is working for oneself
17	Texture	ture' is a suffix added to the word text ture denotes the quality of the word text Text is any written material Texture is the feel or consistency of some substance.
18	Mike	Initial clipping of the word 'microphone' (informal usage)
19	Forget	Forget is a Verb, conversion of the Noun: Forgetter Adjective: Forgetful Adverb: Forgetfully
20	Paratroops	Paratroops is a blending of two words Para for parachute Troops: a group of people Paratroops are the troops equipped to drop from an aircraft

Sr. No	Terms	Answer
21	Parapsychology	Para is a prefix added to the word psychology Para means parallel Psychology is the scientific study of human brain and its function Parapsychology is a parallel study of psychology based on the orthodox principles
22	Exhibition	'tion' is a suffix added to the word exhibit -tion: forms action Exhibit: public display of something Or Exhibition is a Noun, conversion of the Verb: exhibit Adjective: exhibitionistic Adverb: exhibitionistically
23	Historic	'ic' is a suffix to the word history. 'ic': a state of being History: the study of past event Historic: a potentially important event in history
24	IB	IB is an acronym of the words Intelligence Bureau

Phonetics

Language is a system of communication through speech and written language is an attempt to represent the spoken language by visual symbols. In English, the correspondence between the written form and spoken form is consistently maintained. It is therefore necessary to make a systematic study of the English sound system the phonetics of English and avoid any prejudices arising out of their study of the written English.

The energy for the production of speech is **generally provided by the air stream coming out of the lungs.** At the top of the windpipe for the trachea, is the larynx or the voice box containing vocal cords. The shape of the mouth cavity depends on position of the tongue and lips. The roof of the mouth is divided into three part the alveolar Ridge are the cheap thrills just behind the upper teeth the hard palate and the soft palate or vellum the end of which is called uvula.



The English Consonant Sounds

Consonant is a speech sound produced by a stoppage or partial stoppage of breath. Consonants in written form are letters other than a, e, i, o and u, whereas are it is represented by phonemes in speech. There are **24 consonant phoneme** in English, among them eight are

explodents, eight are continuants, three are nasals, two are liquids, two are coalescence or semi-vowels and aspirate. In order to say a consonant sound we need three pieces of information:

1. The Place where the block of air occurs (lips, teeth, alveolar ridge, palate etc).
2. The Type of block that occurs (plosive, fricative, nasal, approximant etc).
3. The Voicing – whether we are using our voice or not (voiced/voiceless).

EXPLODENTS		NASAL		LIQUID		CONTINUANTS	
/p/	pair, cup	/m/	man, team	/l/	let, tall	/f/	fine, wife
/b/	bad, crab	/n/	nail, tan	/r/	right, scary	/v/	very, above
/t/	tall, hit	/ŋ/	ring, singer	**COALESCENT**		/s/	saw, house
/d/	dark, head	**ASPIRATE**		/w/	one, away	/z/	zap, goes
/k/	cab, lack	/h/	her, ahead	/j/	you, soya	/θ/	thing, both
/g/	good, tag					/ð/	this, father
/tʃ/	cherry, match					/ʃ/	shape, push
/dʒ/	judge, raj					/ʒ/	pleasure, beige

Explodents

The first eight consonants are called as explodents because while pronouncing them the outgoing breath is forced through barriers already closed.

Continuants

The next eight consonants are called as continuants, because while pronouncing them the outgoing breath goes in a continuous stream.

Nasals

The next three consonants are called as nasals because the outgoing breath goes out through nose.

Liquids

The next two are called as liquids, because liquids flow into union with other consonants preceding these two i.e. L & R.

Coalescents

The next two consonants are known as coalescents because these precede vowels & unite with them.

Aspirate

Consonant H is classified as an aspirate because these follow vowels.

Voiced and Voiceless Consonants

There are eight pairs of voiced and voiceless consonants, each pair is articulated at the same place. The sounds that vibrate from the air coming from the lungs are voiced sound, whereas the sounds where vocal cords are drawn apart are voiceless sounds.

Voiceless	Words	Voiced	Words
/p/	apple, stop	/b/	bad, beer
/t/	tree, want	/d/	door, food
/k/	cat, walk	/g/	green, dog
/f/	fish, if	/v/	vote, five
/θ/	think, both	/ð/	they, father
/s/	stop, fast	/z/	zoo, noise
/ʃ/	she, fish	/ʒ/	pleasure, vision
/tʃ/	chair, teacher	/dʒ/	joke, lounge

Others

-/h/ is voiceless with no equivalent

-/m/, /n/, /ŋ/, /l/, /r/, /w/, /j/ are voiced with no voiceless pairs

MONOPHTHONGS	
/ʌ/	bus, /bʌs/
/ɑ:/*	ask, /ɑ:sk/
/ɪ/	big, /bɪg/
/i:/*	these, /ði:z/
/e/	bed, /bed/
/æ/	bad, /bæd/
/ʊ/	book, /bʊk/
/u:/*	rule, /ru:l/
/ɒ/	hot, /hɒt/
/ɔ:/*	born, /bɔ:n/
/ɜ:/*	serve, /sɜ:v/
/ə/	ago, /ə'gəʊ/

DIPHTHONGS	
/eɪ/	age, /eɪdʒ/
/aɪ/	bite, /baɪt/
/ɔɪ/	boil, /bɔɪl/
/əʊ/	bold, /bəʊld/
/aʊ/	bound, /baʊd/
/ɪə/	cheer, /tʃɪə/
/eə/	air, /eə/
/ʊə/	poor, /pʊə/

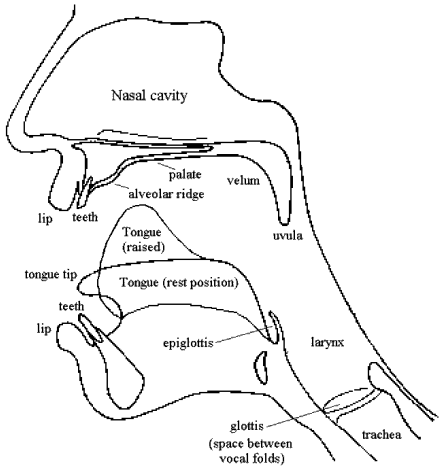
The English Vowel Sounds

A word is made up of syllables and a syllable is made up of segments known as consonants and vowels. **Vowels are a set of sound made by voiced inaudible frictions.** There are **twenty vowel phonemes in English,** among them seven are short, five are long. and the remaining eight are diphthongs. **Diphthongs** are combination of two sounds, it starts with one sound and ends with another.

A **monophthong** is a pure vowel sound, one whose articulation at both beginning and end is relatively fixed, and which does not glide up or down towards a new position of articulation.

A diphthong also known as a gliding vowel, is a combination of two adjacent vowel sounds within the same syllable.

Place of Articulation for each sounds



The 'Place of Articulation' is the point of contact, where an obstruction occurs in the vocal tract between an active, moving articulator (typically one part of the tongue) and a passive articulator (typically one part of the roof of the mouth). The 'Manner of Articulation' gives the consonant its distinctive sound.

The 'Place of Articulation', the speech organs, are primarily involved in the production of a particular sound. These speech organs modify the airstream that is pushed up by the lungs; this process produces different sounds. The place where the airstream is obstructed is furthermore significant for the exact production of sounds.

TERM	DESCRIPTION
Bilabial	The point of maximum constriction is made by the coming together of the two lips.
Labiodental	The lower lip articulates with the upper teeth.
Dental	The tip of the tongue articulates with the back or bottom of the top teeth.
Alveolar	The tip or the blade of the tongue articulates with the forward part of the alveolar ridge. A sound made with the tip of the tongue here is an apico-alveolar sound; one made with the blade, a lamino-alveolar.
Postalveolar	The tip or the blade of the tongue articulates with the back area of the alveolar ridge.
Palatal	The front of the tongue articulates with the domed part of the hard palate.
Velar	The back of the tongue articulates with the soft palate.
Uvular	The back of the tongue articulates with the very back of the soft palate, including the uvula.
Pharyngeal	The pharynx is constricted by the faucal pillars moving together (lateral compression) and, possibly, by the larynx being raised. "It is largely a sphincteric semi-closure of the oro-pharynx, and it can be learned by tickling the back of the throat, provoking retching" (Catford 1978:163).

TERM	DESCRIPTION
Glottal	The vocal folds are brought together; in some cases, the function of the vocal folds can be part of articulation as well as phonation, as in the case of [ʔ] and [h] in many languages.

Types of Meaning

Leech's Seven Types of Meaning in Semantics

Definition

A piece of language conveys its dictionary meaning, connotations beyond the dictionary meaning, information about the social context of language use, speaker's feelings and attitudes influence one meaning on the another meaning of the same word when it has two meanings and meaning because of habit occurrence.

Geoffrey Leech in his 'Semantic- A Study of meaning' (1974) breaks down meaning into seven types or ingredients giving primacy to conceptual meaning.

In Sociolinguistics, seven types of meaning are in line with Hymes's theory of Speaking.

- Situation – style; talk about formal or informal style. dumb
- Participant – who is the speaker.
- End – goal is the denotative meaning.
- Act – speech act; the implicature; the ordering/commanding whether you are giving information, promising, or any other expressions; something that is implied by the speech -get me a pen
- Key – emotion/the mood of the speaker
- Instrument – the thing we use to send the message Norm
- Genre – the same with style.

Conceptual or Denotative Meaning

Conceptual meaning is also called logical or cognitive meaning. It is the basic propositional meaning which corresponds to the primary dictionary definition. It is the essential or core meaning.

'Boy' = + human + male -adult.

The hierarchical structure of 'Boy' = + human + male -adult

It is the literal meaning of the word indicating the idea or concept to which it refers. The concept is minimal unit of meaning which could be called 'sememe'. As we define phoneme on the basis of binary contrast, similarly we can define sememe.

'Woman' = + human + female + adult.

The aim of conceptual meaning is to provide an appropriate semantic representation to a sentence or statement. The conceptual meaning is the base for all the other types of meaning.

Connotative Meaning

Connotative meaning is the communicative value of an expression over and above its purely conceptual content. It is something that goes beyond mere referent of a word and hints at its attributes in the real world.

Thus purely conceptual content of

'Woman' = +human + female+ adult

but the psychosocial connotations could be 'loving', 'having maternal instinct' or typical (rather than invariable) attributes of womanhood such as 'babbling', 'experienced in cookery', 'skirt or dress wearing' etc.

Connotative meaning is regarded as incidental, comparatively unstable, in determinant, open ended, variable according to age, culture and individual, whereas conceptual meaning is not like that . It can be codified in terms of limited symbols.

Social Meaning

The meaning conveyed by the piece of language about the social context of its use is called the social meaning. The decoding of a text is dependent on our knowledge of stylistics and other variations of language. We recognize some words or pronunciation as being dialectical i.e. as telling us something about the regional or social origin of the speaker. Social meaning is related to the situation in which an utterance is used.

EXAMPLES

"I ain't done nothing"

"What is your good name please?"

The line tells us about the speaker and that is the speaker is probably a black American, underprivileged and uneducated.

EXAMPLES

'steed ', 'horse' and 'nag' are synonymous. They all mean a kind of animal i.e. Horse. But they differ in style and so have various social meaning. 'Steed' is used in poetry; 'horse' is used in general, while 'nag' is slang.

The word 'Home' can have many use also like domicile (legal), residence (formal), abode (poetic), home (ordinary use).

Affective or Emotive Meaning

It refers to emotive association or effects of words evoked in the reader, listener. It is what is conveyed about the personal feelings or attitude towards the listener.

EXAMPLES

1. ‘home’ for a sailor/soldier or expatriate
2. ‘mother’ for a motherless child, a married woman (esp. in Indian context) will have special effective, emotive quality.
3. Affective meaning is often conveyed through conceptual, connotative content of the words used.

Reflected Meaning

Reflected meaning arises when a word has more than one conceptual meaning or multiple conceptual meaning. Reflected meaning is also found in taboo words.

Examples

The word ‘intercourse’ immediately reminds us of its association with sex (sexual intercourse). The sexual association of the word drives away its innocent sense, i.e. ‘communication’.

Collocative Meaning

Collocative meaning is the meaning which a word acquires in the company of certain words. Words collocate or co-occur with certain words only

EXAMPLES

Big business not large or great.

Collocative meaning refers to associations of a word because of its usual or habitual co-occurrence with certain types of words. ‘Pretty’ and ‘handsome’ indicate ‘good looking’.

EXAMPLES

The word ‘pretty’ collocates with – girls, woman, village, gardens, flowers, etc.

On the other hand, the word ‘handsome’ collocates with – ‘boys’ men, etc. so ‘pretty woman’ and ‘handsome man’.

Thematic Meaning

It refers to what is communicated by the way in which a speaker or a writer organizes the message in terms of ordering focus and emphasis. Thus active is different from passive though its conceptual meaning is the same. The ways we order our message also convey what is important and what not. This is basically thematic meaning.

EXAMPLES

1. Mrs. Smith donated the first prize.
2. The first prize was donated by Mrs.Smith.

In the first sentence “who gave away the prize” is more important, but in the second sentence “what did Mrs. Smith gave is important”. Thus the change of focus change the meaning also. Alternative grammatical construction also gives thematic meaning.

EXAMPLES

1. He likes Indian good most.
2. Indian goods he likes most
3. It is the Indian goods he likes most.

Semantic Ambiguity

Definition

Semantic ambiguity is typically measured by summing the number of senses or dictionary definitions that a word has. Such measures are somewhat subjective and may not adequately capture the full extent of variation in word meaning, particularly for polysemous words that can be used in many different ways, with subtle shifts in meaning.

Difference Between Semantic and Syntactic Ambiguity.

In syntactic ambiguity, the same sequence of words is interpreted as having different syntactic structures. In contrast, in semantic ambiguity the structure remains the same, but the individual words are interpreted differently. The word 'play' is a great example of polysemy. You can play a role, play a guitar, play a game, or play the fool (among other meanings).

EXAMPLES

1. I went out in the woods and found a **bat**.
   Was it a little furry winged creature? Or a baseball bat? Because the word "bat" is polysemous, it provides us with a very simple example of semantic ambiguity.
2. To **serve** man.
   The word "serve" is semantically ambiguous here, because it could mean "help" or "assist" or "cook and serve for dinner."
3. How do you make a turtle **fast**? Take away his food bowl.
   This popular joke is a clear example of a pun using the polysemous word fast. On one level, fast could mean "quick"; on the other level, it could mean "to refrain from eating."
4. Have You Met **Life** Today?
   Advertising slogan of Metropolitan Life Insurance Company, 2001. Life means "the existence of an individual" and life here signifies the "name of the company."
5. He **left** the bank five minutes ago.
   He **left** the bank five years ago.
6. The **crane** lifted a frog.
   Crane is "bird with long neck" and also "a type of construction equipment."
7. **Metal fans** cannot be predictable
   Fan means "an electrical device with rotating blades" also an abbreviation of "a fanatic an admirer." Metal can be a typically hard solid material, can also be musical genre similar to hard rock.
8. I saw a military **tank**.
   Tank means "a heavy armoured fighting" vehicle and also means "a container."

Syntactic Ambiguity

Syntactic ambiguity, also called amphiboly or amphibology, is a situation where a sentence may be interpreted in more than one way due to ambiguous sentence structure.

Syntactic ambiguity arises not from the range of meanings of single words, but from the relationship between the words and clauses of a sentence, and the sentence structure underlying the word order therein. In other words, a sentence is syntactically ambiguous when a reader or listener can reasonably interpret one sentence as having more than one possible structure.

EXAMPLES

1. Call me a cab
2. I didn't go to the party because Mary was there.
3. The chicken is ready to eat.
4. The professor said on Monday he would give an exam. (Exam on Monday or said on Monday?)
5. Visiting relatives can be boring.
6. Brave men run in my family.
7. I saw the man with the binoculars.
8. Look at that dog with one eye.
9. Stolen painting found by tree.
10. Police help dog bite victim.
11. Toilet Out of Order. Please Use Floor Below.
12. Milk Drinkers are Turning to Powder.
13. He fed her cat food.
14. Look at the dog with one eye.
15. A woman gives birth in UK every 48 seconds.
16. The government asks us to save soap and waste paper.
17. Take your mother-in-law out back and shoot her.
18. Cleaning fluids are dangerous.
19. Flying planes can be dangerous.
20. I saw a man eating shark.

BRAIN TWISTERS

1. If it is it, it is it; if it is it is it, it is.
   If A is B, then B is C;
   If the idea is [that] A is C, then the idea is [correct].
2. Will, will Will will (bequeath) Will's will?

SYNONYMS AND ANTONYMS

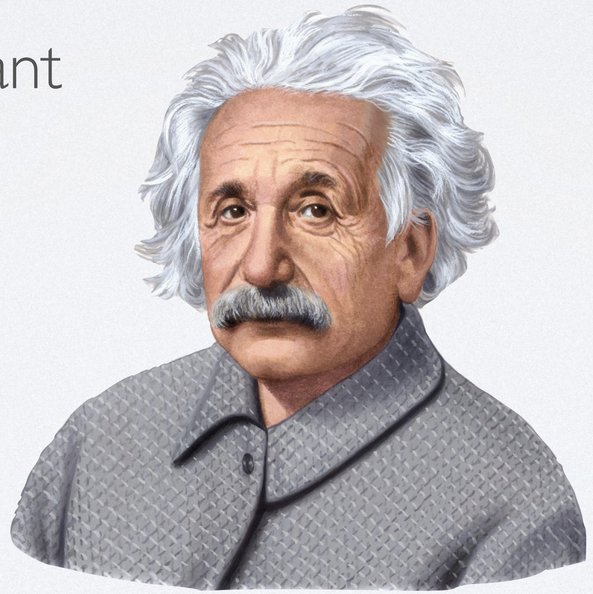
SYNONYMS

A synonym is a word, morpheme, or phrase that means exactly or nearly the same as another word, morpheme, or phrase in a given language.

Brilliant

Genius

Intelligent



Bright

Clever

Smart

WHY DO WE USE SYNONYMS?

- Synonyms bring variety to your speech and writing.
  - We got printed **cloth** for the bedroom curtains. The **fabric** is soft and light and looks better than the **material** we got for the drawing room.
- Some synonyms can be used interchangeably.
  - The bridge **connects/ joins/ links** the old and new parts of the city.
  - We are looking for **an able/ a capable/ a competent** project manager.

EXAMPLES

- Abduction - Kidnapping
- Abetment - Aid, Assist
- Accomplice - Abetter
- Conviction - Sentenced
- Detention - Custody, Imprisonment
- Evidence - Proof
- Heir - Inheritor, Successor
- Homicide - Murder
- Juvenile - Young
- Negligence - Carelessness
- Ownership - Possession
- Verdict - Judgement
- Partition - Division, Seperation
- Legacy - Bequest, Inheritance

ANTONYMS

An antonym is a word, morpheme, or phrase that means opposite or nearly opposite and which lie on a continuous range.

HOT COLD

EXAMPLES

- Abduction - Rescue
- Abetment - Discourage
- Accomplice - Adversary
- Conviction - Acquittal
- Detention - Free
- Evidence - Disprove, Conceal
- Heir - Predecessor
- Homicide - Birth
- Juvenile - Adult
- Negligence - Attention
- Ownership - Lease, Rent
- Verdict - Accusation
- Partition - Attachment

IDIOMS AND PHRASES

WHAT ARE IDIOMS AND PHRASES?

Group of words used by native users and a common reference we generally use.

HOW TO IDENTIFY?

HOW TO IDENTIFY?

To give the game away
To lose the game
To give a walk-over in a game
To reveal the secret
To play the game badly

To bury the hatchet
To fight with the hatchet
To forget the enmity
To bury the treasure under ground
To pick up enmity.

To smell a rat
To suspect a trick
To detect a foul smell
To behave like a rat
To trust blindly.

To cool one's heels
To close the chapter
To walk on the heels
To kick someone with the heels
To wait and rest for some time.

Gift of the gab
Gift for hard work
Gift undeserved
Gift of being a good conversationalist
Gift from unknown person.

Stick out for better terms
threatens to take action
insists on using the force
decides to give concessions
persists in demanding

PREPOSITION

PREPOSITION

A preposition is a word or group of words used before a noun, pronoun, or noun phrase to show direction, time, place, location, spatial relationships, or to introduce an object.

COMMONLY CONFUSED PREPOSITIONS

FROM AND OF

From indicates the origin of someone or something. Of indicates possession.

Examples

1. Susie hails from Belgium. She is of Belgium is not correct.
2. She is the daughter of a famous social activist.

ABOUT AND ON

Both about and on can mean ‘regarding’. There is a slight difference of meaning.

Examples

1. We had a discussion about money.
2. He gave a lecture on finance.

ABOVE AND OVER

1. There is a painting above the sofa.
2. The chandelier hangs above the dining room table.
3. The plane flew over the building.
4. The dog jumped over the log.

BELOW AND UNDER

1. My shoes are under the bed.
2. The saucer is under the cup.
3. The boat passed under the bridge.
4. It is 18 degrees below zero.

ON

Used to express a surface of something.
Examples
I put an egg on the kitchen table.
The paper is on my desk.

Used to indicate a device or machine, such as a phone or computer.
Examples
He is on the phone right now.
She has been on the computer since this morning.

Used to specify days and dates.
Examples
The garbage truck comes on Wednesdays.
I was born on the 14th day of June in 1988.

Used to indicate a part of the body.
Examples
The stick hit me on my shoulder.
I wear a ring on my finger.

Used to indicate the state of something.
Examples
Everything in this store is on sale.
The building is on fire.

AT

Used to point out specific time.
Examples
The meeting is at 12 p.m. (by)
The bus will stop reach the stop at 5:45 p.m.

Used to indicate a place.
Examples
There is a party at the club house.
There were hundreds of people at the park.
We saw a baseball game at the stadium.

Used to indicate an email address.
Examples
Please email me at abc@defg.com.

Used to indicate an activity.
Examples
He laughed at my acting.
I am good at drawing a portrait.

IN

Used for unspecific times during a day, month, season, year.

Examples

She always reads newspapers in the morning.

The new semester will start in March.

Used to indicate a location or place generally within the surrounding

Examples

I am currently staying in a hotel.

I found a book in the drawer.

Used to indicate a belief, opinion, interest, or feeling.

Examples

I believe in the next life.

We are not interested in gambling.

Used to indicate a shape, colour, or size.

Examples

This painting is mostly in blue.

The students stood in a circle.

Used to express while doing something.

Examples

In preparing for the final report, we revised the tone three times.

The catch phrase needs to be impressive in marketing a product.

WITH

Used to indicate being together or being involved.

Examples

I ordered a sandwich with a drink.

He was with his friend when he saw me.

Used to indicate “having”.

Examples

I met a guy with green eyes.

Were you the one talking with an accent?

Used to indicate agreement or understanding.

Examples

Are you with me?

Yes, I am completely with you.

She agrees with me.

Used to indicate “using”.

Examples

I wrote a letter with the pen you gave me.

This is the soup that I made with rice and barley.

Used to indicate feeling.

Examples

I am emailing you with my sincere apology.

He came to the front stage with confidence.

OVER

Used to indicate movement from one place to another.

Examples

Come over to my house for dinner sometime.

A beautiful white bird flew over the lake.

Used to indicate movement downward.

Examples

The big tree fell over on the road.

He pushed it over the edge.

Used to indicate more than an expected number or amount.

Examples

This amount is over our prediction.

Kids twelve and over can watch this movie.

The phone rang for over a minute.

Used to indicate a period of time.

Examples

Her face hadn't altered much over the years.

Over a period of three centuries, very little changed in the pattern of life for the poorest people.

BY

Used to indicate proximity.
Examples
Can I sit by you?
He was standing by me.
The post office is by the bank.

Used to indicate the person that does something in a passive voice sentence.
Examples
The microwave was fixed by the mechanic.
The flowers were delivered by a postman.
The branch office was closed by the head office.

Used to indicate an action with a particular purpose
Examples
You can pass the exam by preparing for it.
I expressed my feeling toward her by writing a letter.
She finally broke the record by pure effort.

Used to indicate a mean or method
Examples
Please send this package to Russia by airmail.
I came here by subway.

CONCORD

CONCORD

Which of the following sentences is correct?

1. The message between the lines is that we need to finish before Monday.
2. The message between the lines are that we need to finish before Monday.
3. The case of champagne bottles are arranged for the year-end party.
4. The cases of champagne bottles are arranged for the year-end party.

Which of the following sentences is correct? 1 or 1

1. **Neither Mary nor Ted** has the keys to the stationery cupboard.
2. Either Mary or Ted is manning the info desk at the conference.

Which of the following sentences is correct?

1. Neither Mary nor her **assistants** have the keys to the stationery cupboard.
2. Either assistants or Mary has the keys to the stationery cupboard.

CONCORD

If two singular subjects are joined by "and," they typically require a plural verb form. 1+1

1. Mary and Ted have the keys to the stationery cupboard.

Our secretary and treasurer is **Frances Eisenberg.**
Corned rice and cabbage was his **favourite dish**.

Plural subjects that call for singular verbs
Use a singular verb when you have a subject that conveys a single unit of distance, time, or money.

1. Ninety-five cents is a great bargain for a SIM card.
2. One hundred kilometres is a gruelling daily commute.

CONCORD

Other subjects that call for singular verbs
The following words need singular verbs: each, everyone, everybody, anyone, anybody, somebody, nobody, someone, none, and no-one.

1. Each of our staff members has to fill in an evaluation form.
2. Anyone who wants a day off in lieu of overtime must still fill out a leave form.

Each forms a collective, singular subject. Thus, a singular verb is used.

1. The staff is in a meeting to discuss appraisals.
2. The staff members are in a meeting to discuss their appraisals.

I wish it **were** Friday.
If Joe **were** here, you'd be sorry.

SOME COMMON ERRORS

ARTICLE

A university, A European, A one rupee note etc.

Proper nouns are the names of particular persons, countries, rivers etc. We do not use articles with proper nouns.

EACH OTHER, ONE ANOTHER SO MUCH AND TOO MUCH

1. Peter and Mary helped **each another**.
    1. Peter helped Mary and Mary helped Peter.
2. We sent **one other** Christmas cards.
    1. We sent them a Christmas card and they sent us a Christmas card.

1. The children made **so much** of noise in the classroom that it disturbed the teacher.
    1. The children made such a high noise in the classroom that it disturbed the teacher.
2. He spoke **too much** during the meeting.
    1. He spoke more that what is needed during the meetin

SOME MORE

1. Name and I not name and me
2. You and I not you and me
    1. To be used at the beginning of the sentence

1. Avoid Repetition
    1. Keep your PIN number a secret.
    2. The essay should not exceed more than 400 words.

JUMBLED SENTECES

JUMBLED SENTENCES

i. Till date it has no cure.
ii. Ebola outbreak is the most deadly virus in human history.
iii. Research is still at large to find the cure.
iv. It has taken numerous lives in Africa.

1. ii, iv, iii, i
2. i, iv, ii, hi
3. i, iv, iii, ii
4. ii, iv, i, iii.

JUMBLED SENTENCES

i. As we all know, legislation
ii. Needs the assent of the President
iii. Passed by the house of Parliament
iv. To become law

1. i, iii, ii, iv
2. i, iv, ii, iii
3. iv, i, iii, ii
4. ii, iv, i, iii

i. The Collector said that the Dams should receive
ii. To ensure uninterrupted
iii. Water up to a particular level
iv. Supply of water for irrigation

1. ii, i, iv, iii
2. i, iii, ii, iv
3. iv, i, iii, ii
4. ii, iv, i, iii.

JUMBLED SENTENCES

i. The farmers grow food for the whole country
ii. And therefore it is our duty to improve their lot.
iii. Yet these fellows are exploited by the rich.
iv. Hence they are the most useful members of the society.
    1. ii, i, iv, iii
    2. i, iv, ii, hi
    3. i, iv, iii, ii
    4. ii, iv, i, iii.

i. The ripples looked enchanting in the light of the Sun.
ii. We went to the pond,
iii. We flung stones to create ripples.
iv. We stood knee-deep in the muddy water of the pond
    1. ii, i, iv, iii
    2. ii, iv, iii, i
    3. iv, i, iii, ii
    4. i, iv, iii, ii

Hyponyms and Hypernyms

Definition

Hyponymy deals with semantic classes of words. The word semantic refers to the meanings of words. Hypernyms are what you can think of as "higher names." (The prefix hyper– means "over" or "high" while the suffix -nym means "name.") A hypernym is more general than its hyponyms. Hyponyms are "lower names." (The prefix hypo– means "under" or "below.") A hyponym is a specific instance of its hypernym.

1. diamond, emerald, and ruby are hyponyms of the word gemstone
2. poker, roulette, and craps are hyponyms of game
3. cyan, navy, and ultramarine are hyponyms of blue
4. blue, red and yellow are the hyponyms of colour
5. fork, knife, and spoon are hyponyms of utensils

Hyponyms don't have to be nouns. Other parts of speech can be hyponyms, too.

roast, parboil, and sear are all hyponyms of the verb to cook.

Not every group of hyponyms has a hypernym. For example, English doesn't have a higher-level word that refers specifically to aunt and uncle. But Spanish does. The plural noun tíos can cover both aunts and uncles.

EXAMPLES

Hypernym	Hyponym
Abduction	Movement, Motion, Move
Abetment	Encouragement, Crime,
Abscond	Flee, Fly, Missing
Accomplice	Decoy (something used to lure victims into danger), Partner, Accused, Crime
Defendant, Suspect	Accused, Crime,
Acquittal	Accused, Suspect, Defendant, Justice, Evidence, Pleading
Bankruptcy	Poverty, Loan, Failure, Loser, Unsuccessful
Extortion	Money, Forceful, Demand
Defamation	Insult, Reputation
Homicide	Murder, Weapon, Murderer
Overrule	Reject, Disallow, Superiority

Hypernym	Hyponym
Justice	Verdict, Fair
Juvenile	Young, Boy, Girl, School
Restitution	Return, Giving Back
Voluntarily	Selfless, Own-will
Deponent	Affidavit, Written Document, Writer
Eye- Witness	Evidence, Proof, Testimony,

Homophones

Definition

A homophone is a word that is pronounced the same as another word but differs in meaning, and may differ in spelling. The words may be spelled the same, such as rose (flower) and rose (past tense of "rise"), or differently, such as knew and new, or to, two, and too.

EXAMPLES

Homophones	Meaning
except	to receive
accept	with the exclusion of
advice	recommendation (noun)
advise	to recommend (verb)
adverse	unfavorable ; preventing success
averse	opposed to
affect	to influence (verb); emotional response (noun)
effect	result (noun); to cause (verb)
aisle	space between rows
isle	island
allude	to make indirect reference to
elude	to avoid
allusion	indirect reference
illusion	false idea, misleading appearance
already	by this time
all ready	fully prepared
altar	sacred platform or place
alter	to change
altogether	thoroughly
all together	everyone/everything in one place
a lot	a quantity; many of something
allot	to divide or portion out
angel	supernatural being, good person

Homophones	Meaning
angle	shape made by joining 2 straight lines
accent	pronunciation common to a region
ascent	the act of rising or climbing
assent	consent, agreement
assistance	help
assistants	helpers
beside	close to; next to
besides	except for; in addition
canvas	heavy cloth
canvass	to take a survey; a survey
complement	something that completes
compliment	praise, flattery
conscience	sense of morality
conscious	awake, aware
council	governing body advice;
counsel	to give advice
dairy	place where milk products are processed
diary	personal journal
dessert	final, sweet course in a meal
desert	to abandon; dry, sandy area
device	a plan; a tool or utensil
devise	to create
eminent	prominent
imminent	about to happen
fair	light skinned; just, honest; a carnival
fare	money for transportation; food
gorilla	animal in ape family
guerrilla	soldier specializing in surprise attacks
hear	to sense sound by ear
here	in this place

Homophones	Meaning
heard	past tense of "to hear"
herd	group of animals
human	relating to the species homo sapiens compassionate
humane	Compassionate
carrot	a root vegetable, usually orange in colour
caret	a mark (‸, ⁄) placed below the line
carat	a unit of weight for precious stones, gold and pearls
lightning	storm-related electricity
lightening	making lighter
loose	unbound, not tightly fastened
lose	to misplace
meat	animal flesh
meet	to encounter
mete	to measure; to distribute
metal	a hard organic substance
medal	a flat disk stamped with a design
mettle	courage, spirit, energy
miner	a worker in a mine
minor	underage person
patience	putting up with annoyances
patients	people under medical care
pedal	the foot lever of a bicycle or car
petal	a flower segment
peddle	to sell
principal	foremost (adj.); administrator of a school (noun)
principle	moral conviction, basic truth
quiet	silent, calm
quite	very
rain	water drops falling; to fall like rain
reign	to rule

Homophones	Meaning
rein	strap to control an animal (noun); to guide or control (verb)
respectfully	with respect
respectively	in that order
stationary	standing still
stationery	writing paper
weather	climate condition
whether	if
wether	a neutered sheep
which	one of a group
witch	female sorcerer
your	possessive for "of you"
you're	contraction for "you are"
yore	time long past

EXERCISE

Choose the correct word from those given in bracket

1. The new law was _____ as Prevention of Terrorism Act. (designated/designed)
   Designated - title
   Designed - create something
2. The defense lawyer put forward a _____ argument to support his case. (coherent/ inherent)
   Coherent - logical
   Inherent - innate
3. A teacher's duty is not just to _____ information to the students but also to rouse their curiosity. (import, impart)
   Import - bring something from outside
   Impart - pass on`
4. The Labour Union took a/an _____ decision to call of the strike. (anonymous, unanimous)
   Anonymous - unknown person
   Unanimous - together
5. It is _____ to start early when you have to catch a train. (sensitive/sensible)
   Sensitive - responsive to
   Sensible - practical

6. Being the second most _____ country in the world, India has not yet been able to achieve high standards of living for all its people. (populous/popular)
   Populous - related to population
   Popular - famous
7. She wanted her children to grow up _____ and well behaved. (virtuous/virtual)
   Virtuous - moral rights
   Virtual - imagination (existing in mind)
8. They produce _____ in the factory. (clothes/cloth)
   Clothes - material we wear like shirt, skirt etc.
   Cloth - fabric
9. Has he conveyed his official _____ from official party policies? (dissent/descent)
   Dissent - differ or disagree
   Descent - moving downwards
10. The picture is _____ fifty thousand rupees. (worth/worthy)
    Worth - value
    Worthy - virtue
11. Shyam is _____ of his friends. (neglectful/negligible)
    Neglectful - careless
    Negligible - not significant
12. I have got down with a _____ throat. (soar/sore)
    Soar - rise or fly
    Sore - painful
13. You are expected to talk to me in an _____ manner. (urbane/urban)
    Urbane - courteous/polite
    Urban - located in a city
14. The prosecuted insisted on the _____ of his claim. (veracity/voracity)
    Veracity - truthfulness
    Voracity - excessive desire for food

Polysemy

Definition

Polysemy is the association of one word with two or more distinct meanings. A polyseme is a word or phrase with multiple meanings. The word "polysemy" comes from the Greek for "many signs." The adjective forms of the word include polysemous or polysemic. According to some estimates, more than 40% of English words have more than one meaning. A polyseme is a word or phrase with different, but related senses.

EXAMPLES

1. **Accept**
   Take willingly, receive as suitable, agree
   Admit (responsibility)
   To believe that something is true etc.
2. **Bed**
   Something sleepers lie upon
   What a stream lies on
3. **Bolt**
   To lock, not to move
   Roll of fabric
   Moving very quickly
4. **Book**
   A bound collection of page
   To reserve
5. **Box**
   A type of tree
   A container
   A seating area
   To fight with fists
6. **Coat**
7. **Arms**
8. **Court**
   An area preceded by a judge
   A quadrilateral area used for ball games
9. **Crane**
   A bird
   A type of construction equipment
   To strain out one's neck

10. **Delegation**
    A body of delegates or representatives
    Assignment of task
11. **Express**
    Convey thoughts
    Operating at a very high speed
12. **Face**
    Front of a human head
    Confront or deal with something
13. **Fair**
    Equal treatment without favouritism Gathering or an amusement park, entertainment centre
    Light skin colour
14. **Fast**
    Abstain from food
    Move quickly
15. **Firm**
    Secure, solid
    Business organisation
16. **Fix**
    Attach - fix it to the board
    Decide - fix a plan
    Mend - fix it
17. **Foot**
    A part of human leg
    A measurable unit
18. **Head**
    Part of human body above neck
    A person/institution that acts in charge of
19. **Hunt**
    Seeking something, especially game animals, to kill or capture,
    Those engaged in a search and taking
20. **Man**
    Human beings in general
    Specifically male adult human
21. **Organ**
    Parts of human body
    A musical instrument
22. **Play**
    Play a game

Play an instrument
Play a movie
A drama

REPORT WRITING

FORMAL COMMUNICATION



FORMAL COMMUNICATION

WHAT IS REPORT WRITING?

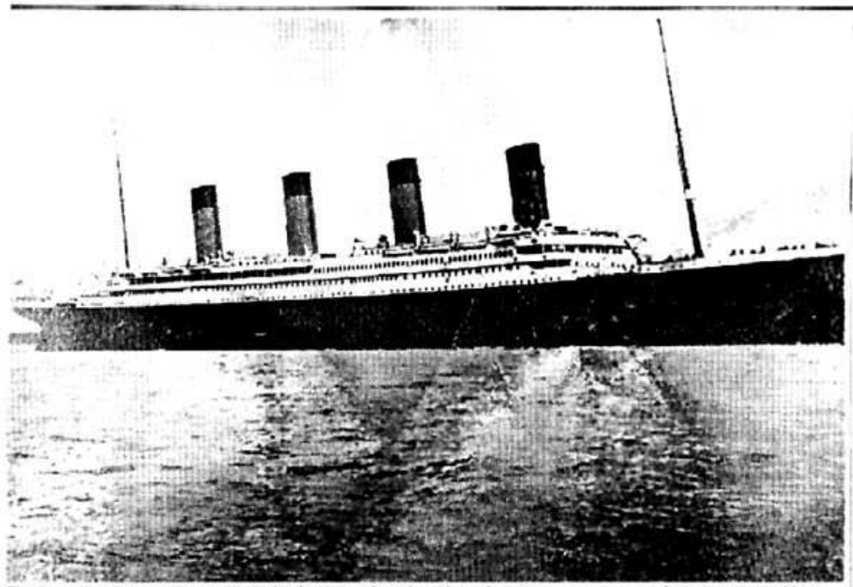
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EXTRA! THE ONION EXTRA!

Tuesday, April 16, 1912 — The Best Source of Newsworthy Items in our Great Republic — Price Two Cents

WORLD'S LARGEST METAPHOR HITS ICE-BERG

TITANIC, REPRESENTATION OF MAN'S HUBRIS, SINKS IN NORTH ATLANTIC



The Royal Mail Steamer Titanic, the ill-fated emblem of man's pride, took 1,500 to a watery grave. It is photographed here leaving the port of Queenstown, Ireland, on her doomed, allegorical maiden voyage.

1,500 DEAD IN SYMBOLIC TRAGEDY

New York April 15 Officials of the White Star Lines have confirmed the sinking, during her maiden voyage, of the R.M.S. Titanic, the world's largest symbol of man's mortality and vulnerability.

First reports of the calamity were received Monday at the London telegraph office of the White Star Lines, which owns the nautical archetype.

MESSAGE FROM CARPATHIA

At 4:25 a.m. Greenwich Standard Time, the following message was received from the rescue ship Carpathia:

TITANIC STRUCK BY ICY REPRESENTATION OF NATURE'S SUPREMACY STOP INSUFFICIENT LIFEBOATS DUE TO POMPOUS CERTAINTY IN MAN'S INFALLIBILITY STOP MICROCOSM OF LARGER SOCIETY STOP

INDIFFERENCE

It is believed at this time that upwards of 1,500 passengers aboard the metaphor may have perished in the imperturbable liquid immensity that, irrespective of mankind's self-congratulatory "progress," blankets most of the globe in its awful dark silence. Seven hundred more passengers survived to objectify human insignificance in the face of the colossal placidity of the universe.

Among the prominent passengers ironically missing and believed perished are New York millionaire John Jacob Astor, mining tycoon Benjamin Guggenheim, railroad president Melville Hays, and [illegible] dental military [illegible] Archibald Butt, providing further example of man's inability to [illegible] no matter how [illegible] powerful he may be, [illegible] vulnerable to [illegible] verse toward even the grandest of human achievement. Late word indicates however that the well to do and the privileged constitute a great majority of the living. It could not yet be determined whether this betokens a form of maritime social Darwinism or a particularly overt form of social injustice.

IRONY

Although unconfirmed as of press-time, it is rumored that the Titanic was proceeding at a rapid pace through ice-berg-laden waters in order that her captain might flaunt the ship's great speed, making all the more ironic the demise of this paramount symbol of man's hubris.

An architect from the firm of Harland & Wolff, which constructed the great metaphor, was stunned and aggrieved by the significance of the tragic event.

"I spent the better part of two years re-drawing the marble on the grand staircase at the first-class entrance until it represented absolutely the right dimensions for showing off the daintily luxurious evening wear of the wives of the industrial millionaires. Now that staircase will provide an entrance only for the plankton, moss, and other marine life that inhabits the frigid North Atlantic seabed. I dare say that is ironic."

HYPERBOLE

"Let us take a step back from the horror of the tragedy," said Lord Peter [illegible] British naval historian. "And view it in terms of its grander significance. Can we simply put the [illegible] was more than a [illegible] gantic [illegible] of the [illegible] accumulated triumphs of man's [illegible] of Western God [illegible] ion which led to the firm belief in the icy hand of science triumphant that it was a vast indifference of the [illegible] ship larger than any ship [illegible] therefore also makes it somewhat of a hyperbole."

TELEGRAPHIC NEWS DISPATCHES ON THE TITANIC TRAGEDY

SPANIARDS RULED OUT AS SUSPECTS IN ICE-BERG PLACEMENT

BUT IS THE STATE DEPARTMENT BEING TOO HASTY? THE ONION INQUIRES

The Department of State has responded in the negative to a cabled inquiry by Onion Editor-in-Chief T. Herman Zweibel about possible involvement of the Spaniards in the location of an ice-berg which tore into the Titanic's hull and sent her to a watery ocean grave. In a statement to The Onion, Secretary of State Philander Knox said that there is at this time very little tangible evidence of Spanish agents provocateur in the region of the North Atlantic where the Titanic sank, nor was it believed possible that the Spaniards had even the capability to tow a several-hundred-ton ice-berg into the path of an oncoming ocean liner.

In addition, there was a general ice-berg advisory issued to ships in the region. Therefore, Knox concluded, the Spaniards are ruled out as suspects at this time. Those mindful of the war, however, know that the Spaniards are capable of such a dastardly deed.

DID JAZZ SINK THE GREAT SHIP?

Controversial "ragtime" jazz music may have brought the great ship to her disastrous end, a prominent minister says.

Reverend X. Lucius Dalrymple suspects that a cornucopia of lively jazz medleys, as performed by the ship's orchestra, may have delighted passengers right up until the Titanic's submersion.

The Reverend believes religious science has evidence to implicate the new form of music in the ship's demise.

"This rambunctious 'ragtime' music has an effect on the human body not unlike an evil spirit," he said. "It can quickly eat away at the morals of the listener, slowly reducing the mind to a state of dementia. A sea captain affected by this malady would be in no condition to point a large ship safely."

STEWARDS KINDLY ASK THIRD-CLASS PASSENGERS TO DROWN

From all reports, the attempt to abandon the sinking Titanic was fraught with chaos and panic of the first order, as passengers in the steerage class rudely strained against locked gates to reach the main deck and reacted harshly to the stewards' polite entreaties to accept the notion of drowning in the fast-rising waters. Words of an unkind and occasionally profane nature were addressed to employees of the White Star Lines who were simply doing their duty in trying to restore order and propriety.

As a representative of the White Star office in New York explained, "The standard rescue procedure aboard all trans-Atlantic luxury liners is as follows: ladies and children of the first-class, then first-class gentlemen, followed by their pets, steamer trunks, potted palms, and, finally, the billiard tables. Then the second- and third-class passengers are respectfully accommodated.

"However, the Titanic was sinking at such a rapid rate, and there were so few available life-boats, that few of the first-class gentlemen were themselves saved. Therefore, in that light, the stewards had no choice but to ask in the most deferential and delicate way manageable for the third-class passengers to consider drowning, so that the rescue could proceed more smoothly overall."

WELL-TO-DO DOWAGER GETS HAIR DISHEVELED FOR FIRST TIME

Lady Geraldine Dinsdale-Grey, a passenger aboard the ill-fated liner R.M.S. Titanic, experienced her first-ever hair-mussing while being helped to a lifeboat. Lady Dinsdale-Grey, the widow of Lord Clement Dinsdale-Grey, was being assisted by a steward when a gust of wind nearly swept her hat from her head. If not for the presence of a hat-pin securing the hat to Lady Dinsdale-Grey's head, the hat would have surely been lost. Loosened strands of hair brushed against her face, as Lady Dinsdale-Grey attempted to adjust her hat-pin without the assistance of her maid-in-waiting, who had become separated from her in the rush to the lifeboats. But there was little time, and, by the time Lady Dinsdale-Grey's lifeboat was set afloat, her thick auburn pompadour had fallen out of place considerably. Lady Dinsdale-Grey is reportedly safely on-board the rescue ship Carpathia, although there is no word on the present status of her hair.

REPORT WRITING

- A mean to convey information to others.

information

Facts provided or details learned about something or someone

- An **organised fac** presentation of information.
- Organised since it follows a **systematic pattern**.
- **Uninfluenced and unbiased**.
- **Comprehensive document** covering all the aspects of the subject.

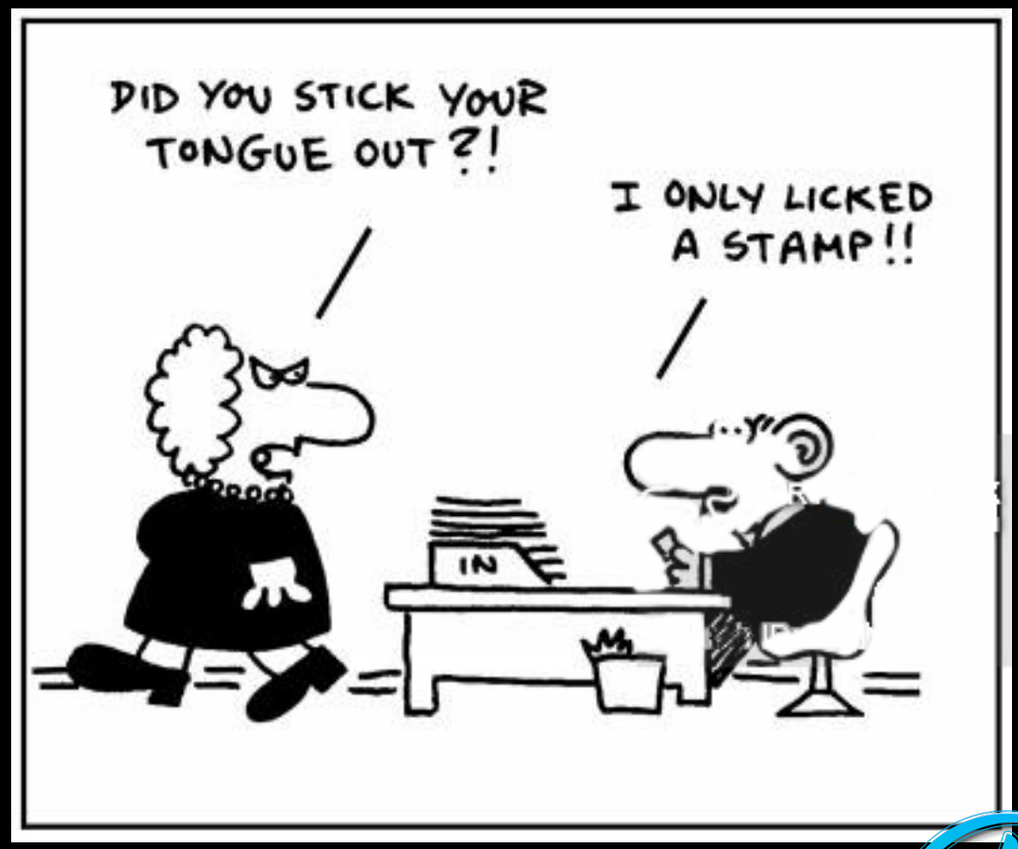


TYPES OF REPORT WRITING

- Business Report (Official Report for various organisation)
- Newspaper Report
- Scientific Report
- Inquiry Committee Report
- Magazine Report etc.

SOME POINTS TO REMEMBER

- While presenting the information.
  - Never argue.
  - Reader's cognitive skills. (audience recognition)
  - Picture how to write.
  - Approximate length and suitable tone.
  - Precise details



BEFORE WRITING

- Think about the subject.
- Layout.
- Characterisation.
- A Suitable Title
- Paragraph 1
  - Content.
  - Theme reflection.

DELHI EDITION

Regd. No. L.P. 16

The Hindustan Times

LARGEST CIRCULATION IN NORTHERN, NORTH-WESTERN AND CENTRAL INDIA

VOL. XXV No. 30 — NEW DELHI: SATURDAY, JANUARY 31, 1948 — PRICE TWO ANNAS

MAHATMA GANDHI KILLED BY ASSASSIN'S BULLET

SHOTS FIRED AT POINT BLANK RANGE

Mahatma Gandhi died on Friday shortly after 5 p.m. He was shot at three times at point-blank range by Nathuram (Narayan) Vinayak Godse, believed to be the Secretary of the Hindu Mahasabha, Poona.

Gandhiji was walking to the prayer ground as usual with his arms resting on the shoulders of his grand-daughter and grand-daughter-in-law, when the tragedy occurred. Just as he climbed the steps leading to the platform from where he used to address his prayer-gathering and was returning the greetings of the crowd with folded hands, a man dressed in khaki-tunic suddenly stepped out in front of him and, whipping out a revolver, fired three shots at him at point-blank range. One bullet hit Gandhiji in the chest and two in the abdomen.

Gandhiji at once fell down and was carried almost unconscious into the House. There were still signs of life when he was being carried, but his eyes were closed. The moment shots were fired a terrible cry rose from the crowd, who closed in on the assailant.

(Detailed story on p. 12)

THE WEAPON

(By Our Special Correspondent)

The weapon which Gandhiji's assailant was in a search of Security officers after arrest of General Arrest of Delhi a second of 9 centres and a cylinder of interlocking drug, usually without re-loading. It is understood that when the killing it is understood that when the killing both cylinders of the weapon were found to be empty. Spent shells were found near the spot where he fell and the two were intact.



THE DESTINY HE CHOSE FOR INDIA

If India takes up the doctrine of the sword, she may gain momentary victory. Then India will cease to be the pride of my heart. I am wedded to India because I owe my all to her. I believe absolutely that she has a mission for the world. She is not to copy Europe blindly. India's acceptance of the doctrine of the sword will be the hour of my trial. I hope I shall not be found wanting. My religion has no geographical limits. If I have a living faith in it, it will transcend my love for India herself. My life is dedicated to the service of India through the religion of non-violence which I believe to be the root of Hinduism.

—Mahatma Gandhi in "Young India," August 11, 1920.

THE WORLD IN MOURNING

THE world salutes the memory of one of the greatest figures, if not the greatest figure, of our time and of the whole history of the human race, a colossus of great and justice.

The thought which met Britain's All Statesmen, from Pandit Nehru, Delhi Radio, Paris, Dean Acheson, U.S. Secretary of State, to Earl Mountbatten, Sean Lester, Irish Republic Minister, and Commonwealth and many other leaders and statesmen from new men to India but to the whole world.

At Lake Success, New York, where the Security Council Defends India and Pakistan is being heard, the Council, Sir Gopalaswami Ayyangar, the Indian delegate, announced his news this news.

In spite of the messages that have come from the four corners of the world, the fact of King George VI who spoke of him "Gandhi's life and his work will be the greatest monument to him."

Mr. Ernest Bevin said: "My colleagues have confirmed it is to us very great."

Mr. Winston Churchill said: "I am also at this moment."

How The World Heard The News

(By Our Special Correspondent)

NEW DELHI, Friday: What when connected with the news of the assassination of the greatest man of the world, the whole world, the whole world, the whole

FROM THE EXAM POINT OF VIEW

- Imaginative script.
- A visualised picture of the event and a general idea of the process.
- Reader's familiarity with the subject or the technical term.
- Factual description and narrations in newspaper reports

WHILE WRITING

- Sometimes Performer is important or understood or to be kept as a secret.

The Prime Minister Narendra Modi met António Guterres and Maria Fernanda, members of the Visiting UN Committee last evening. The meeting was arranged in the Parliament House. It is believed that the immediate plans to fight terrorism were discussed in the meeting.

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WHILE WRITING



- Opinions and statements by the important persons, experts or in author it. Reported speech or exact words

The head of the cardiology unit at M. R. L. Hospital confirmed reports that the patient is in a critical condition.
Dr. Pulkit said, “The patient has been put on ventilator following a massive cardiac arrest. His kidneys, liver and lungs are also not functioning satisfactorily”.

- Use of expression like confirmed, unconfirmed reports, reliable sources based on the statistics provided by some department.

There have been confirmed reports of heavy showers in many parts of North India.

According to reliable sources, actor Salman will announce his retirement from the film industry

WHILE WRITING

- Title. (attractive as mentioned above)
- Subtitle (whenever needed) - Preferably add
- Date full form. (3rd March, 2017)
- Place where the incident had occurred.
- Selection of first paragraph.
- Third Person Narration.
- Reported Speech
- No personal views.

WHILE WRITING

- Concise Paragraph.
- Within the first two sentence the incident should be directly introduced. Unless the incident is sensitive or general.
- Body - Elaboration of event or idea or topic.
- Conclusion.
- **Recommendation/Notes/Warning with an asterisk.**
- **Addition of any graphics, charts, diagrams, pictures (for real usage)**



SOLVED EXAMPLES

EXAMPLES

- **Write a report on a court trial of a wildlife smuggler.**

VEER SINGH GRANTED BAIL

The 2007 Hempi case notorious smuggler Veer Singh granted bail.

3rd November, 2016

PUNE

The inhumane poacher and smuggler Veer Singh has been granted bail in the 2007 Hempi case involving violation of Indian Forest Act, 1927. Additional Sessions judge XYZ granted bail to the convict, who is currently lodged at the Yerwada Prison, Pune.

Veer Sigh was arrested on 7th April 2008 by Andhra Pradesh police in the Sheshachalam forest in Chitoor District. Red Sanders Anti-Smuggling task force DIG Latha Reddy reported that the smugglers had attacked the team with sickles, rods and axes. However, their superior training saved their lives and thereby led to the arrest of Veer Singh whose companions were shot dead in the struggle.

Veer Singh was granted bail on a personal bond of Rs.50000/- and a surety of Rs.1, 00,000/-. However, he is not free to go for he is an accused in several other cases for poaching of tigers in the Ranthambore Tiger Reserve.

VEER SINGH GRANTED BAIL

TITLE

CHARACTERISATION

IMAGINATIVE EVENT

The 2007 Hempi case notorious smuggler Veer Singh granted bail.

SUBTITLE

DATE & PLACE

3rd November, 2016

PUNE

INTRO

BODY

The inhumane poacher and smuggler Veer Singh has been granted bail in the 2007 Hempi case involving violation of Indian Forest Act, 1927. Additional Sessions judge XYZ granted bail to the convict, who is currently lodged at the Yerwada Prison, Pune.

LOGICAL SEQUENCE

IMAGINATIVE SCRIPT

Veer Sigh was arrested on 7th April 2008 by Andhra Pradesh police in the Sheshachalam forest in Chitoor District. Red Sanders Anti-Smuggling task force DIG Latha Reddy reported “Mr Singh had attacked the team with sickles, rods and axes. However, their superior training saved their lives and thereby led to the arrest of Veer Singh whose companions were shot dead in the struggle.”

REPORTED SPEECH

IMPORTANCE OF DATES AND RELEVANCE

CONVINCING CONCLUSION

Veer Singh was granted bail on a personal bond of Rs.50000/- and a surety of Rs.1, 00,000/-. However, he is not free to go for he is an accused in several other cases for poaching of tigers in the Ranthambore Tiger Reserve.

CONCLUSION

EXAMPLES

- Write a report on a court trial of a wildlife smuggler.
- Write a report on the meeting of education minister with the students of Savitribai phule Pune university

EDUCATION A PERSONAL INVESTMENT

Education Minister XYZ interacting with the SPPU students

26th November, 2016

PUNE

Education is rapidly reducing to be a mere means for employment. However, the basic purpose of education which must never take a backseat is to create ethical citizens for the betterment of society. Mr.XYZ, the Education Minister, stressed on this aspect at the inaugural ceremony of a Government school building within the SPPU Campus. He said “education should be seen as a personal investment where you gain knowledge about your rights and duties and whatever choice of career you make, you must always be aware of giving back to the society. A school is the cradle of learning where young minds are ignited and parents and teachers join hands in shaping the future of the country.” He concluded his speech by saying he is prompt in accepting invitations to school because it arouses fond memories of his wonderful school days and makes him feel nostalgic.

Mrs. ABC, Vice Principal at Blossom Public Schools, said it was great to see the university accommodate a school within its campus and nurture education from the very basics. She stressed on the importance of sports in the curriculum and encouraged the school to emphasize the same.

The school authorities were greatly inspired by the pearls of wisdom shared by the guests. The school will commence its operations with immediate effect and the authorities are looking forward to great number of admissions owing to its strategic location and positive infrastructure.

COMPLEX DOCUMENTS OF IMPORTANT PROJECTS AND PROPOSALS.

- Title Page or Heading: All Capital Letters
- Acknowledgement: Gratitude and Thankfulness
- Table of Content
- Introduction, Body - Can have chapters, Conclusion etc.
- Reference and Appendices

REPORTS IN GENERAL

- Same as the newspaper report format.
- Report should have all factual details and event like a newspaper article.

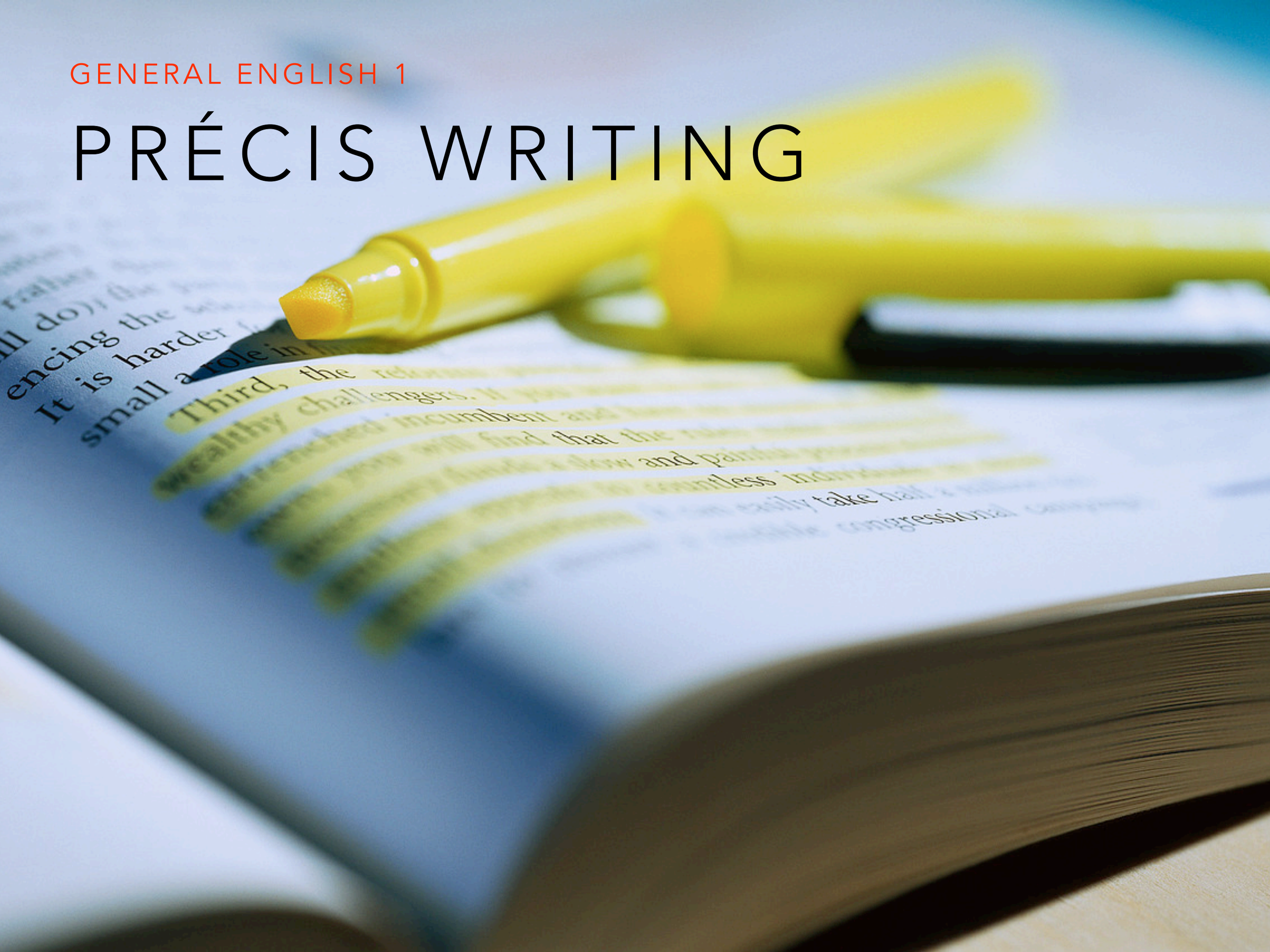
EXERCISE

- **Write a report for your school magazine in about 150 words about the Science Exhibition held in your school.**

- **Write a report on your college trip to a historical place with significant importance.**

GENERAL ENGLISH 1

PRÉCIS WRITING



WHAT IS A PRÉCIS

- short information of a passage
- miniature replication
- process of concentrating a passage to its main form
- as brief as possible

CHARACTERISATION

- brevity
- reader should understand it easily
- briefly cover all the topics
- gist of the given passage in a few words, not exceeding **one third of the original passage**

USES

- grasping the idea of a passage, extract, chapter or book.
- improves concentration when reading of a passage has to be summarised
- improves writing skills
- students/ professionals in order to replicate information in a brief and complete form

GUIDELINES

BEFORE WRITING

DURING THE PROCESS OF WRITING

BEFORE WRITING

- read the passage more than once for the understanding of the passage
- select a suitable heading/title
- title must reflect the theme
- note the length of the original passage
- irrelevant points such as examples, illustrations and comments by the author etc. can be omitted.

DURING THE PROCESS

- a rough draft
- essential points in a logical sequence
- if the original is in connected paragraph, the précis must be a connected whole
- avoid using exact sentences and words

DURING THE PROCESS

- avoid words like ‘in my opinion’, ‘I believe that’. Never assume, conclude.
- exclude quotations, proverbs and repetitions
- must be written in simple and unambiguous language
- past tense and indirect speech (third person)

DURING THE PROCESS

- compare to the original passage (if anything is missed)
- revise the draft and check if it is one third of the original passage
- check for spelling mistakes, grammar and errors in punctuations
- final draft and add the heading

EXERCISE

A subject of great debate has been the nature of dreams that people experience. Dreams can range from the mundane to the fantastic. They can read emotions like anxiety, joy, fear, anger etc., in the dreams Dreamers often feel that what they experience in the dream is very real.

It is common for people to have recurring dreams. Some people have recurring dreams falling, flying or being chased. Nightmares are also common and often occur among children and adolescents. Nightmares may be the result of unresolved conflict or anxiety.

Many theories have been put forth to explain why dream occur. One of the theories is that dreams are merely reproductions of incomplete thoughts or events experience in the day. Another theory is that dreams are representation of our desires and fears. It's has also propagated that our dreams are populated with universal symbols that may be recognizable across a myriad of cultures. Sometimes dreams have been reported to contain warnings or messages about the immediate future. It has also been suggested the dreams can be used for solving problems and arriving at solutions.

Many people keep dream journals. They record their dreams on a daily basis. Dream journals may be maintained as a hobby or to gain a better understanding of dreams consequently oneself Carl Jung, the famous psychologist maintained the dream journal known as ‘the Red Book’

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NO TITLE

228 WORDS

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MAIN POINTS

- nature of dreams
- they can read emotions like anxiety, joy, fear, anger, etc. in dreamer
- recurring dreams
- dreams are merely reproductions of incomplete thoughts or events experience in the day.
- dreams are representation of our desires and fears.
- dreams have been reported to contain warnings or messages about the immediate future.
- dreams can be used for solving problems and arriving at solutions.
- Carl Jung, the famous psychologist maintained the dream journal known as ‘the Red Book’

Recurring dreams and Nightmares

People debate about dreams. Their dream can range from the mundane to fantastic. Dreams produce emotions like anxiety, joy, fear, anger etc., in the dreamer's mind. Sometimes I feel my dreams are very real. Recurring dreams keep happening. Nightmares are also common. Many dreams have explanations. Dreams are representation of our desires and fears. In my option, dreams can tell us about the future. Dreams can also be used for solving and arriving at solutions. Dream journals are recorded daily basis. They can be the result a hobby or understanding. Carl Jung, the famous psychologist, maintain a dream journal known as the 'Red Book' .

POORLY WRITTEN

Recurring Dreams

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WRONG TITLE

SAME SENTENCE USAGE

PERSONAL VIEWS

108 WORDS

TITLE?

- Why do we dream?
- What do we dream about?
- Dreams
- Nature of dreams

NATURE OF DREAM

When people dream, they experience various emotions. Often dreamers believe their dream is real. Many people have recurring dreams. Nightmares are also commonly experienced. They may be due to unresolved problems. Dreams may be extensions of one's thoughts, embodiments of one's real fears and desires and sometimes prophetic. Dreams may even be useful in solving problems. The famous psychologist, Carl Jung was known for keeping a dream journal.

WELL WRITTEN

Nature of dreams

When people dream, they experience various emotions. Often dreamers believe their dream is real. Many people have recurring dreams. Nightmares are also commonly experienced. They may be due to unresolved problems. Dreams may be extensions of one's thoughts, embodiments of one's real fears and desires and sometimes prophetic. Dreams may even be useful in solving problems. The famous psychologist, Carl Jung was known for keeping a dream journal.

GOOD TITLE

NO SAME SENTENCE USAGE

NO PERSONAL VIEWS

75 WORDS

ALL POINTS ARE COVERED

SIMPLE AND UNAMBIGUOUS

The capital city with it's slum and polluting industries is plagued by all sort of environmental degradation, says report.

Continuous migration of people into Delhi, whose pollution has already crossed the 9 million mark, “has strained the existing infrastructure within the city to the point of no return”, says the report by A.K. Lal, Planning Engineer at The Environmental Planning division of Town and Country Planning Organization here. The 1100 slumber clusters, 94,000 industrial units, and over 22 lakh vehicles and 4400 metric tonnes of municipal solid waste has thrown the cities environment health out of gear, Lal reported in the Indian Journal of Environmental Protection.

The most serious problem is air pollution, with Delhi ranked fourth among 41 polluted cities monitored worldwide. An estimated 1,280 tonnes of pollutants are emitted by 22 lakh vehicles, and vehicular pollution account for more than two thirds of Delhi’s total air pollution. Almost two lakh vehicles are added to added to Delhi each year, two-thirds of them being two wheelers, Lal’s report says. The vehicles are major sources of nitrogen oxides, carbon monoxide and hydro-carbons.

The next major contributor to the city’s air pollution are the industries with the Central Pollution Control Board (CPCB) having already identified five major and 22,000 significantly polluting industries in the capital. The prime sources of pollution include thermal power plants, brick kilns, potteries, steel rolling mills and induction furnaces. Data collected between 1988 and 1993 indicates that the suspended particulate matter (SPM) usually exceeds permissible limits, the report says. Studies from 1987 to 1993 also show that particulate lead levels have exceeded that limit prescribed by the World Health Organisation (WHO) at some busy intersection in the capital.

Air pollution, caused especially by emission of poisonous gases such as nitrogen oxides, carbon monoxides and lead oxide, has been linked to lung cancer, asthma and bronchitis. In fact, four out of every five cancer are linked to toxic hazardous chemicals in the environment. Nitrogen oxide emitted by vehicles are respiratory irritants that cause breathing problems, with sulphur dioxide and suspended particulate matter (SPM) damage lung function. SPM also affects larynx, brain, liver, kidneys and the stomach, increasing lead position from industries in automobiles can cause cancer. On inhalation, lead can be absorbed in the brain, liver, kidneys and blood leading to brain damage, muscles paralysis, convulsion and even death.

Delhi is facing formidable problems of water pollution and sewage disposal too. The Yamuna picks up nearly 1800 million litres daily (MLD) of domestic and industrial waste waters, why only three quarters off of the city are covered by sewage facilities. Majority of Delhi’s unauthorized and resettlement colonies and squatter settlements do not have a sewage system, by about 40 percent of Delhi’s sewage is discharged into the Yamuna without treatment, report says.

The city is also ridden with the noise pollution caused by automobiles, railways, aircraft, industrial machines, public address systems and social and religious activities. A recent study by CPCB has shown that the noise level and several industrial and commercial areas were higher than the stipulated levels. However, the most disturbing trend was in silence soon where noise levels exceeded permissible limits not only doing day but also night.

POLLUTION IN THE CAPITAL

Capital city suffers from environmental pollution. Continuous migration into city has strained its infrastructure plan. The 1100 slum clusters, 94,000 industrial units, over 22 lakh vehicles, etc.have already vitiated city's environment. Air pollution is the most dangerous. Vehicles audits means source. Other major polluters are industries, thermal plants, brick-kilns, potteries, industrial furnace, SPM, lead levels, emission of poisonous gases which can cause lung cancer, asthma, bronchitis, breathing problems and trouble in brain, liver, kidneys, etc. Delhi is facing problems of water pollution and sewage disposal. The residents of Delhi are facing problems of noise pollution also. The pollution is caused by automobiles, railway, industrial machines etc.

More broadly speaking, the milieus in which children spend their early years exert a very strong impact on the standards by which they subsequently judge the world around them. Whether in relation to fashion, food, geographical environment, or manner of speaking, models initially encountered by children continue to affect their tastes and preferences indefinitely, and these preferences prove very difficult to change. Closely related to standards of taste are an emerging set of beliefs about which behaviours are good and which values are to be cherished.

In most cases, these standards initially reflect quite faithfully the value system encountered at home, at temple, and at preschool or elementary school. Values with respect to behaviour (you should not steal, you should salute the flag) and sets of beliefs (my country, right or wrong, all mommies are perfect, God is monitoring all of your actions) often exert a very powerful effect on children's actions and reactions. In some cultures, a line is drawn early between the moral sphere, where violations merit severe sanctions, and the conventional sphere, where practices are simply a matter of taste or custom; in other cultures, all practices are evaluated along a single dimension of morality. Even-and perhaps especially-when children are not conscious of the source and of the controversy surrounding these beliefs and values, unfortunate clashes may occur when they meet others raised with a contrasting set of values.

Children carry around in their consciousness a large number of scripts, stereotypes, models, and beliefs. Examined analytically, these conceptual schemas may harbour many internal contradictions: Boys are better than girls versus I love my mother and hate my father; teachers are mean and bossy versus I want to be a teacher when I grow up. Rarely, however, are these contradictions noted, and even when they are, they rarely trouble the child. I would suggest, further, that adults carry about with them a similar set of conflicting statements and sentiments (for example, in the political sphere) whose contradictory nature rarely proves troublesome in everyday life. It should be apparent, however, that contradictory perspectives can interfere with formal learning.

IMPACT OF MILIEUS

The environment in which children spend their childhood leaves a very strong impact by which they are judged. Values one learn at home, temple or school develops a moral identity, where violation deserves punishment and application is a custom. Unfortunately problems may occur when they encounter others with contrasting set of values. Not only children but the adults carry a similar view, when a contradictory view is contrasted it creates problem. It is necessary to acknowledge contradictory perspective.

NOTICE

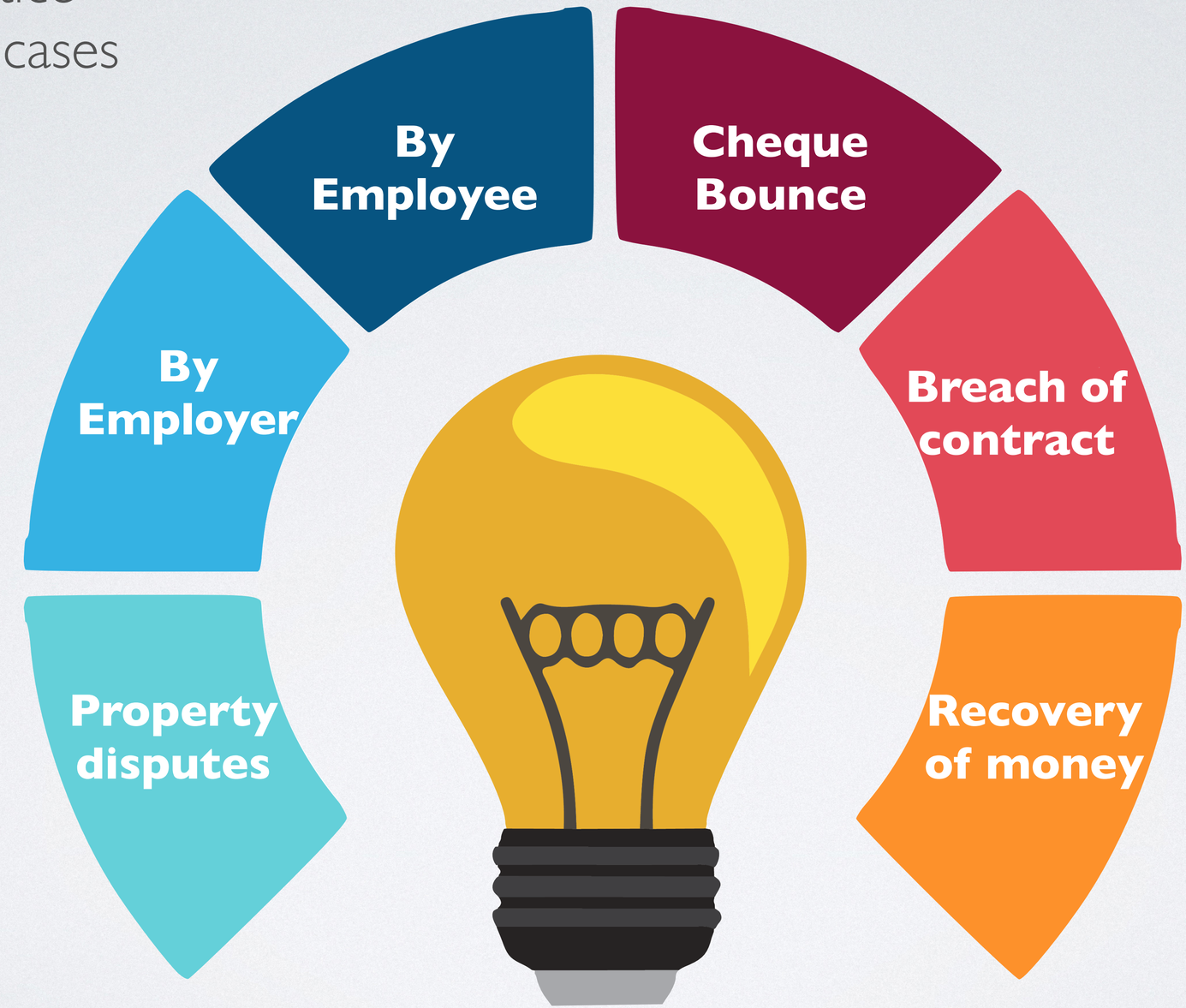
INTRODUCTION

- Before legal actions
- To inform
- Intention prior to the legal proceeding
- Make party aware of your complaint
- To deal with fairness - To be notified
- Party can take action to defend self



WHEN?

Mostly a legal notice
is sent in following cases



ESSENTIAL

- Specific format is available
- All required facts
- All necessary details
- Relief laws under which the relief is being sought
- Notice on failure to meet
- Signature of the advocate

FILING

- Plain paper or a letter head of an advocate
- Hire a civil lawyer
- Language should be understood




ADVOCATE
NOTICE

Advocate Letterhead

Name Advocate
Qualification/Designation

Address
Date

NOTICE

REGISTERED A.D.

To,
NAME

Salutation

For the client, I have to address the following

1. Introduction
2. Grievance 1
3. Grievance 2

Yours faithfully,
NAME OF THE ADVOCATE

ABC Advocates and Association

Ajay B Chaudhary,
M.A. (Eng); LL.M; D.T.L.

1000, Shivajinagar,
Pune-411005
Phone: 0202600000

Date: 24 Oct, 2020

NOTICE

REGISTERED A.D.

To,
Shri. Rahul Singh
250, Shivajinagar,
Pune-411005

Sir,

Under instructions from and on behalf of my client, Shri. Ram Sharma, of 250, Shivajinagar, Pune-411005, I have to address you as follows:

Introduction to the grievance,

1. That the property bearing the address 250, Shivajinagar, Pune-411005, is owned by my client Details needed to mention the grievance.
2. That in the said property you are a monthly tenant occupying two rooms on the ground floor admeasuring about 480 (four hundred and eighty) sq.ft.
3. That the month of your tenancy is according to the English calendar, commencing on the first day in a month and ending on the last day of the same month. Relation between the notice maker and the receiver.
4. The monthly rent of the premise occupied by you is Rs. 200/- (Rupees Two Hundred) exclusive of all other taxes and charges.

5. That since the month of August 2020, you have not paid the rent unto my client, and you have, thus, become a defaulter within the meaning, provisions and interpretation of the Maharashtra Rent Control Act 1999.
6. That without the consent of the client, you have also erected on the said premise a permanent structure by constructing and providing therein a prayer space.
7. That you are well aware that the family of my client consists of as many as ten members, and the premise in his occupation being inadequate, my client requires the said premises for his personal *bonafide* occupation.
8. That you purchased a spacious residential flat in the Aum Cooperative Housing Society, Sr. No. 56, Kothrud, Pune, and now you do not require the premise of my client, and you have not been using and occupying the said premise for the last five years.
9. That since you have not been occupying and using the said premises during this period, you have unauthorisedly and illegally inducted some other person as a sub-tenant to reside in the said premise.
10. That the said sub-tenant has been causing annoyance and nuisance to the neighbouring occupiers, and they have serious complaint against them.
11. That from the total behaviour on your part, my client have come to a tacit conclusion that you are neither in need of the accommodation for yourself or your family, much less in the said premises, nor interested to use the same, and thus, you are liable to vacate the said premise and my client is legally entitled to recover the possession thereof from you.

12. That in the circumstances, my client does hereby terminate your tenancy, and you are, hereby called upon to vacate the said premise and handover the vacant and peaceful possession thereof unto my client by the end of November, 2020, failing which, my client will be constrained to take against you, an appropriate legal action, which please note, and in that event, the total responsibility as to the costs and consequence of such action shall be that of yours, which please further note.
13. That as the adamant and illegal behaviour part has necessitated this notice, you are hereby charged with the cost of Rs. 1000, which please lastly note.

Yours Faithfully

(AJAY B CHAUDHARY)
Advocate

REPLY

- Should reply to the notice as soon as possible
- Not mandatory
- Date of the notice should be mentioned
- Name of the parties should be mentioned
- Should be addressed to the advocate
- Each and every accusations should be replied
- Clarifications should be specific



Advocate Letterhead

Name Advocate
Qualification/Designation

Address
Date

REPLY-NOTICE

REGISTERED A.D.

To,
Advocate

Salutation

Reply to the notice, for the client,
I have to address the following

1. Introduction
2. Reply Grievance 1
3. Reply Grievance 2

Yours faithfully,
NAME OF THE ADVOCATE

EFG Advocates and Association

Govind D Chaudhary,
M.A. (Eng); LL.M; D.T.L.

1001, Shivajinagar,
Pune-411005
Phone: 0202600001

Date: 30 Oct, 2020

NOTICE-REPLY

(REGISTERED A.D.)

To,
Ajay B Chaudhary,
Advocate
1000, Shivajinagar,
Pune-411005

Sir,

Your notice, dated 24 Oct, 2020 given by you on behalf of your client Shri. Ram Sharma, 250 Shivajinagar, Pune, and addressed to my client Shri. Rahul Singh, 250 Shivajinagar, Pune has been in my hands with instructions to reply thereto as follows

1. That the contents of para 1 of your notice is true and correct, and hence no comments.
2. That the contents of para 2 of your are likewise notice is true and correct, and hence call for no comments.
3. That the content of para 3 of your notice are also true and correct, and hence admitted by my client.
4. That the contents of para 4 of your notice are partially true and partially misleading, and my client makes it clear that the said about of rent is inclusive of all other taxes and charges.
5. That the content of para 5 of your notice is totally false and frivolous, and while denying the same, my client states that as your client refused to accept the monthly rent, my client has always been sending the amounts towards the same by money order, and hence, my client has never become a defaulter within the meaning, interpretation and provision of law.
6. That the content of para 6 of your notice to the effect that my client has erected any permanent structure in the premise is totally false and hence denied by my client in toto.
7. That the content of para 7 of your notice to the state that my client has purchased any flat in the so-called society amount to sheer piece of fabrication on the part of your client, and my client makes it very clear that it is your client alone, and not mine, who has constructed a considerably large bungalow in Kothrud, and for the last three and a half years or so, your client has also shifted his own residence there.

1. That the property bearing the address 250, Shivajinagar, Pune-411005, is owned by my client
2. That in the said property you are a monthly tenant occupying two rooms on the ground floor admeasuring about 480 (four hundred and eighty) sq.ft.
3. That the month of your tenancy is according to the English calendar, commencing on the first day in a month and ending on the last day of the same month.
4. The monthly rent of the premise occupied by you is Rs. 200/- (Rupees Two Hundred) exclusive of all other taxes and charges.

8. That the contents of para 8 of your notice to the effect that my client has sublet the said premises are imaginary and false, and hence denied by my client categorically.
9. That the content of para 9 of your notice regarding the so-called annoyance and nuisance are false, and since they are the invention of your client, my client does hereby deny the same.
10. That my client furthermore adds that since your client has himself constructed a new bungalow and already shifted his residence there, he does not require any premise for his personal *bonafide* occupation, much the less premise in the possession of my client.
11. That in the circumstances, you are herby requested to assess your client of that he has no right or authority to terminate the tenancy of my client and that my client is not liable to vacate the premises, and also that he has no cause to take any legal action against my client, and if, despite all these facts, your client were choose to do so, he shall be doing so at his own responsibility as to the cost and consequences, and in that event, you client shall have to hold responsible none but himself for his own legal action, which please ask your client further to note.

12. That my client is not liable to pay any cost of the said notice, which please ask your client also to note.
13. That as the said illegal and unwarranted notice has necessitated this notice-reply, your client is hereby charged with its costs, i.e. Rs. 1000/- which please as your client lastly to note.

Yours Faithfully

(GOVIND D CHAUDHARY)
Advocate

Notice from husband to wife

ABC *Advocates and Association*

Ajay B Chaudhary,
M.A. (Eng); LL.M; D.T.L.

1000, Shivajinagar,
Pune-411005
Phone: 0202600000

Date: 10 Feb, 2020

NOTICE

REGISTERED A.D.

To,
Smt. Pooja Patel
250, Kothrud,
Pune-411038

Ma'am,

Under instructions from and on behalf of my client, Shri Rajesh Patel, of 55, Shivajinagar, Pune 411005, I have to address you as follows:

1. That you are a legally wedded wife of my client, your marriage having been solemnised at Mumbai on 31st December 2017 according to Hindu religion, vaidic rites and ceremonies.
2. That after your marriage to my client, you resided and cohabited with my client for about one and a half years, in the beginning at Mumbai and lastly at Pune.
3. That out of the said wedlock, you have begotten a daughter named Rani, born on 25th March, 2019.

4. That during the period of your cohabitation with my client, you were always in the habit of going away from my client and staying with your parents without any mutual understanding with my client and at your own sweet will.
5. That during the said period of cohabitation, you always insisted upon my client that he should live apart from the other members of his family, and you also used to detest not only the parents of my client and the other members of his family, but also my client in person, and such an attitude on your part was antisocial and inhumane, too.
6. That on 22 Jan,2020, when your paternal uncle Mr. Ram Patel had come to Pune, you left the house of my client under the pretext of attending the betrothal ceremony of your cousin, and at that time, you had put on your person all the gold and other ornaments and jewellery of the family of my client.

7. That while leaving the house of my client, you also told my client and his parents that you would return back within a couple of days, and you had accordingly asked the mother of my client to let the baby with the family of my client, and when you did not turn up to Pune for about a fortnight, my client and his parents came to a tacit conclusion that on 22 Jan,2020 itself, you had in mind your ulterior motive to leave the company and society of my client and never to resume cohabitation anytime thereafter, and leaving a nine-month old baby at the mercy of nobody. It was very inappropriate of you.
8. That since the time you have left the company and society of my client and the young baby, my client, his parents and relatives made all possible and sincere efforts to bring you back for cohabitation with my client, but you have paid no respect to your own conjugal relationship with my client, and it appears that after passing all these days away from my client and the young innocent soul, you have been careless and indifferent towards the domesticity of my client, and my client, while bringing up the child and looking after her welfare and health, has lost all his hopes to have a wise thought on your part for resuming cohabitation with him.
9. That my client my client also further says that the act of leaving the society of my client without any reasonable ground amounts to cruelty and desertion, which is illegal on your part, and you are really answerable for the same.

10. That taking into consideration the very delicate relationship between my client and yourself and also giving a second thought to the future of the baby, my client does hereby call upon you to resume cohabitation with him WITHIN TEN DAYS from the receipt hereof, failing which my client shall take it for granted that you are no more sincere and interested in cohabitation with my client, and my client would then be constrained to take against you an appropriate legal action including filing a petition for divorce and recovering from you gold ornaments and jewellery, and in that event, you shall have to thank none but yourself for all the faults and follies on your part alone, which please note.

Yours Faithfully

(AJAY B CHAUDHARY)
Advocate

ESSAY WRITING

HOW TO WRITE AN ESSAY

- The Topic, thorough study of what one can make of the topic.
- Like always the central theme and structure of the essay should be figured.
- A proper vision (more needed) due to the size of the essay.
- 300-500 words or 1-1.5 pages.
- Outline

STRUCTURE

INTRODUCTION

BODY

CONCLUSION

INTRODUCTION

- Hook: something interesting to captivate the attention of the reader.

i. Ask a rhetorical question or questions to get the reader thinking

ii. Use quotations

iii. Mention some startling statistic or fact.

BACKGROUND INFO

- General statement commenting about the scope of the topic of the essay.

- It is used to prepare a foundation in the minds of the reader on which we can build our essay.

THESIS

- Here we narrow down on the topic of discussion and mention the points we would be discussing in the body paragraphs of the essay.

- A thesis statement is a single sentence which precisely tells the content of the essay.

- A thesis is very imp and is always the last sentence of the first paragraph.

BODY

- Topic sentence- the point which will be discussed in the first para should be mentioned clearly in this sentence.

- Resource- it is generally a fact, statistic, expert opinion or anecdote.

- Resource helps us prove that the point we are stating is not merely an opinion but is a well thought out judgement on the basis of available evidence.

BODY

- Explanation- We explain how the resource we use is valid and connected to the topic sentence of the paragraph.

- Result of your research or an advanced explanation.

CONCLUSION

- Rewrite the points discussed in each body paragraph.
- Rewrite the thesis statement in other words. (This would sufficiently summarize the essay and give a good closure to your discussion.)

CONCLUSION

- Never bring up a new point of discussion in the concluding paragraph.

- Never end your essay on a negative note.

CROSSCHECKS

- Spelling
- Punctuation
- Active/passive voice
- Tense
- Unwanted articles/ prepositions & use of capital letters.
- Avoid complex sentences

SOLVED EXAMPLES

WOMEN EMPOWERMENT

Introduction

Hook-

Malala Yousufazai, who was shot by Taliban for demanding right to education and went on to win the Nobel peace prize states that- "we cannot all succeed if half of us are left behind."

WOMEN EMPOWERMENT

Background information

Here she highlights to the world the the importance of equality for any society that wants to be successful. Gender discrimination is one of the forms in which this malice of inequality manifests itself amongst us.

Women in different communities and varied financial backdrops face different challenges.

However, we can speak of a few problems and propose precise solutions to the same when we speak of women empowerment.

WOMEN EMPOWERMENT

Thesis

Women empowerment is hurdled by female infanticide, dowry and rape which can be tackled by spreading awareness regarding gender equality, encouraging financial independence and addressing bad stereotypes and power-play among the genders.

WOMEN EMPOWERMENT

Body

(You shall discuss the points mentioned in the thesis statement in the same order in the respective body paras)

WOMEN EMPOWERMENT

Topic sentence

Female infanticide is a malice which was long believed to be thriving among the uneducated masses residing in the village.

However, the belief that only a son can be a true heir to the family rests in the community irrespective of the level of

WOMEN EMPOWERMENT

Literacy.

The sex ratio in the country has been rapidly decreasing at an alarming rate.

Resource

2006, it was 10:6 which declined to 10:4 in 2009.

WOMEN EMPOWERMENT

Explanation

Female infanticide is not only an inhumane act but a grave danger to our society.

The government has banned sex determination tests in order to curb female infanticide.

However, the parents must be aware that irrespective of the gender of the child, a healthy and well behaved child is important.

If we equip our children with education and financial independence, irrespective of gender, we would be prosperous as a family.

WOMEN EMPOWERMENT

Conclusion

Summary

We have seen how women have to face challenges to acquire basic fundamental rights in every walk of life in the form of female infanticide, dowry and rape.

End on positive note-

Hopefully we can join hands and take the necessary steps towards eradicating the problems women face on a day to day basis.

WOMEN EMPOWERMENT

Conclusion

End on positive note

We can join hands and take the necessary steps towards eradicating the problems women face on a day to day basis.

WOMEN EMPOWERMENT

Conclusion

End on positive note

We can join hands and take the necessary steps towards eradicating the problems women face on a day to day basis.

Organization and content development must be given special attention.
Ideas should be coherently arranged.
When content is developed, you must think of points to be discussed.
A resource to back the point.
Also, an explanation must be given so as to how a resource is backing the point you make.

OUTLINE PREVIEW

Introduction

- Hook
- Background information
- Thesis

Body para 1

- Topic sentence
- Resource
- Explanation

Conclusion

- Summary
- End on a positive/ thoughtful note

Understanding Law

Define Law

The law is a system of rules that a society or government develops in order to deal with crime, business agreements, and social relationships. You can also use the law to refer to the people who work in this system.

Law is a set of defined rules of conduct necessary to address or prevent wrongdoing in the society. This definition, like many similar, has three parts (or, as we refer to parts in the law: elements). The first is that law is defined rules. Second, laws regulate conduct. Finally, law is meant to address or prevent a wrongdoing in society.

A law is the generic term for any legal rule or regulation enforced by the government to regulate behaviour or activities in that society. The term can additionally mean a system of rules that are created and enforced by the government for the same purpose.

Act

An Act is enacted legislation, the written law (the statute). The term 'Act' most usually means primary legislation, the principal statute enacted according to the lawmaking procedure by the legislature. Very often the Act will have secondary or delegated legislation (usually called "regulations" or "rules") to fine-tune the operation of the Act.

Bill

A Bill is proposed law, drafted by the government or by the lawmakers, to be debated and voted upon in the legislature, and if passed by that legislature, to be enacted into force by a certain constitutional procedure.

Custom

Custom is recognized as a major source of law under the Indian legal system. Article 13 (1) of India's Constitution provides that when the Constitution entered into force, all previous laws that were inconsistent with the Constitution were considered void. The Constitution defines "law" to include " custom or usage having in the territory of India the force of law." The Courts of India have recognized custom as law only if the custom is "ancient or immemorial" in origin, "reasonable in nature and continuous in use," and "certain." The Courts have interpreted "ancient or immemorial" to mean that for a custom to be binding it "must derive its force from the fact that by long usage it has obtained the force of law." A custom also "derives its validity from being reasonable at inception and present exercise." Lastly, a "certain" custom is one that is "certain in its extent and mode of operation" and invariable

Morality

Morality is what kind of conducts are wrong and what kind of conduct are correct. Morality is a concept of right and wrong. And morality has a wide sphere different human beings can have different moral principle on which they judge a conduct. Morality can be based on several things your religion, culture, society, community, and your family values. So morality is subjective in nature everybody has different moral values. Notion but accordance to the social group he is part of. Man is a social animal and can not live in isolation, this can be said reason for the foundation of moral principals.

Ordinance

Ordinance is a decree or law promulgated by a state or national government without the consent of the legislature. It includes examples such as collecting revenue through new taxes or harnessing resources during an emergency or threat.Article 123 of the Constitution of India grants the President certain law-making powers to promulgate ordinances when either of the two Houses of Parliament is not in session. Hence, it is not possible for the ordinances to be issuedin the Parliament.

An ordinance may be concerned with any subject that the Parliament has the power to legislate on and also has the same limitations as the Parliament to legislate according to the distribution of powers between the Union, State and Concurrent Lists. There are three limitations with regard to the ordinance making power of the executive. They are:

1. The President can only promulgate an ordinance when either of the two Houses of Parliament is not in session.
2. The President cannot promulgate an ordinance unless he is satisfied that there are circumstances that require taking 'immediate action'.
3. Ordinances must be approved by Parliament within six weeks of reassembling or they shall cease to operate. They will also cease to operate in case resolutions disapproving the ordinance are passed by both the Houses.

Precedent

In common law legal systems, a precedent or authority is a legal case that establishes a principle or rule. This principle or rule is then used by the court or other judicial bodies use when deciding later cases with similar issues or facts. The use of precedent provides predictability, stability, fairness, and efficiency in the law. The Latin term stare decisis is the doctrine of legal precedent.

The precedent on an issue is the collective body of judicially announced principles that a court should consider when interpreting the law. When a precedent establishes an important legal principle, or represents new or changed law on a particular issue, that precedent is often known as a landmark decision.

Statute

A statute is a written law passed by a legislature on the state or federal level. Statutes set forth general propositions of law that courts apply to specific situations. A statute may forbid a certain act, direct a certain act, make a declaration, or set forth governmental mechanisms to aid society.

A statute begins as a bill proposed or sponsored by a legislator. If the bill survives the legislative committee process and is approved by both houses of the legislature, the bill becomes law when it is signed by the executive officer (the president on the federal level or the governor on the state level). When a bill becomes law, the various provisions in the bill are called statutes.

Nature of Law

Law is any rule of human conduct accepted by the society and enforced by the state for the betterment of human life. In a wider sense it includes any rule of human action for example, religious, social, political and moral rules of conduct. However only those rules of conduct of persons which are protected and enforced by the state do really constitute the law of the land in its strict sense. According to Salmond the law consists of rules recognized and acted on by courts of justice. The entire body of law in a state (corpus juris) may be divided into two, viz, civil and criminal.

Municipal Laws

Municipal Legislations or Acts were passed by the Government of India and the Provincial Governments from time to time to provide machinery more capable of directing civic affairs and for the better management of municipal affairs in towns and cities. Municipal Acts not only enlarged the municipal powers and extended the election system but also marked the beginning of the system of local finance in a perfect way. For the systematic development of the municipalities amendments were made to the Acts. Acts were passed by the various local governments, which defined and extended the powers and function to local self-governing bodies.

International Laws

International Law is a concept that has developed over time through international relations and trade between various countries. The present-day international law owes its origin to Grotius, a learned Jurist and the “Father of International Law”, in his work De Jure Belli Ac Paces in 1625.

International Law may be defined as that body of law which is composed for its greater part of the principles and rules of conduct which States feel themselves bound to observe, and, therefore, do commonly observe in their relations with each other, and which includes also:

1. The rules of law relating to the functioning of international institutions/organizations, their relations with each other, and their relations with State and individuals; and
2. Certain rules of law relating to individuals and non-State entities so far as the rights and duties of such individuals and non-State entities are the concern of the international community.

Private Laws

Private law applies to any circumstances relating to relationships between individuals in a legal system. Therefore, this type of law governs the relationship between individuals and governments. This is also referred to as common law. It includes the law of property and trust, family law, the law of contract, mercantile law and the law of tort.

Public Laws

Public law is a set of rules that govern the relationships between private individuals or private organisations and public bodies (like Government departments and local authorities). In general terms, public law deals with issues that affect the general public or society as a whole. Criminal Law

Criminal Laws

Criminal laws indicate the proceedings before the criminal courts where the criminal liability of persons who have committed wrongs against the state and other prohibited acts are determined. Criminal proceedings on the other hand are those which have for their object the punishment of the wrong doer for some act of which he is accused. He who proceeds criminally is an accuser or prosecutor demanding nothing for him but merely the punishment of the accused for the offence committed by him.

Civil laws

The term may be used in two senses. In one sense it indicates the law of a particular state as distinct from its external law such as international law. On the other side, in a restricted sense civil law indicates the proceedings before civil courts where civil liability of individuals for wrongs committed by them and other disputes of a civil nature among them are adjudicated upon and decided. Civil wrong is the one which gives rise to civil proceedings, i.e., proceedings which have for their purpose the enforcement of some right claimed by the plaintiff as against the defendant. For example, an action for the recovery of debt, restitution of property, specific performance of a contract etc. he who proceeds civilly is a claimant or plaintiff demanding the enforcement of some right vested in him and the remedy he seeks is compensatory or preventive in nature.

Definition of Tort

The term tort is the French equivalent of the English word 'wrong' and of the Roman law term 'delict'. The word tort is derived from the Latin word tortum which means twisted or crooked or wrong and is in contrast to the word rectum which means straight. Everyone is expected to behave in a straightforward manner and when one deviates from this straight path into crooked ways he has committed a tort. Hence tort is a conduct which is twisted or crooked and not straight. As a technical term of English law, tort has acquired a special meaning as a species of civil injury or wrong. It was introduced into the English law by the Norman jurists.

Tort now means a breach of some duty independent of contract giving rise to a civil cause of action and for which compensation is recoverable. In spite of various attempts an entirely satisfactory definition of tort still awaits its master. In general terms, a tort may be defined as a civil wrong independent of contract for which the appropriate remedy is an action for unliquidated damages.

Porritts & Spencer (Asia) Ltd. V State of Haryana

Summary

The short question which arises for determination in this appeal is whether "dryer felts" manufactured by the assessee fall within the category of "all varieties of cotton, woollen or silken textiles" specified in Item 30 of Schedule "B" of the Punjab General Sales Tax Act, 1948 (hereinafter referred to as "the Act"). If they are covered by this description, they would be exempt from Sales Tax imposed under the provisions of the Act, otherwise they would be liable to sales tax. The assessing authorities held that the "dryer felts" manufactured by the assessee were not "textiles" within the meaning of Item 30 of Schedule 'B' and they were, therefore, not exempt from sales tax. The Tribunal, on appeal, also took the same view and rejected the claim of the assessee to exemption from sales tax in respect of sales of "dryer felts". The assessee thereupon moved the Tribunal for making a reference to the High Court and on this application, the following question of law was referred by the Tribunal for the opinion of the High Court:9

> "Whether on the facts and circumstances of the case, the products manufactured by the petitioner are not covered by Item 30 of Schedule 'B' of the Punjab General Sales Tax Act, 1948, and therefore, not exempt from sales tax both under the Punjab General Sales Tax Act, 1948 and the Central Sales Tax Act, 1956."
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> The Reference was heard by a Division Bench and on a difference of opinion between the two Judges constituting the Division Bench, the Reference was placed before a third Judge. The third Judge held that "dryer felts" were not included in the expression 'textiles' occurring in Item 30 of Schedule 'B' of the Act and were, therefore, not exempt from sales tax and on this view the question referred to the High Court was answered against the assessee and in favour of the Revenue. The assessee thereupon preferred the present appeal with special leave obtained from this Court.

It is clear from Section 5, sub-section (1)of the Act that it levys sales tax on the taxable turnover of a dealer subject to the provisions of the Act. Sub-section (2) of Section 5 defines "taxable turnover" to mean that part of a dealer's gross turnover during any period which remains after deducting therefrom inter alia his turnover on the sale of goods declared tax-free under Section 6. Section 6 provides that no tax should be payable on the sale of goods specified in the first column of Schedule "B" subject to the conditions and exception, if any, set out in the corresponding entry in the second column thereof and no dealer shall charge sales tax on the sale of goods which are declared tax-free from time to time under this section. Schedule "B" sets out in the first column, various categories of goods which are declared tax-free under section 6 and item 30 specifies the following category of tax-free goods:

> "All varieties of cotton, woollen or silken textiles including rayon, artificial silk or nylon whether manufactured by handloom or power-loom or otherwise but not including pure silk fabrics, carpets, druggets, woollen durees and cotton floor durees."

The question is: Whether "dryer felts" manufactured by the assessee fell within this category of goods so as to be exempt from sales tax? Can it be said that "dryer felts" constitutes a variety of cotton or woollen textiles? The answer to the question depends on what is the true meaning of the word "textiles" as used in Item 30 of Schedule "B".

Now, the word "textiles" is not defined in the Act, but it is well settled as a result of several decisions of this Court, of which we may mention only a few, namely, Ramavatar Budhaiprasad v. Assistant Sales Tax Officer, Akola AIR 1961 SC 1325 and Motipur Jamindary Co. (P) Ltd. v. State of Bihar AIR 1962 SC 660 and State of West Bengal v. Washi Ahmed 1977 2 SCC 246 that in a taxing statute words of every day use must be construed not in their scientific or technical sense but as understood in common parlance. The question which arose in Ramavatar case was whether betel leaves are vegetables and this Court held that they are not included within that term. This Court quoted with approval the following passage from the judgment of the High Court of Madhya Pradesh in Madhya Pradesh Pan Merchants' Association, Santra Market, Nagpur v. State of Madhya Pradesh 7 STC 99, 102 Nag HC.

There can, therefore, be no doubt that the word "textiles" in Item 30 of Schedule 'B' must be interpreted according to its popular sense, meaning "that sense which people conversant with the subject-matter with which the statute is dealing would attribute to it". There we are in complete agreement with the Judges who held in favour of the Revenue and against the assessee. But the question is: What result does the application of this test yield? Are "dryer felts" not "textiles" within the ordinary accepted meaning of that word? The word textiles is derived from the Latin "texere" which means "to weave" and it means any woven fabric. When yarn, whether cotton, silk, woollen, rayon, nylon or of any other description or made out of any other material is woven into a fabric, what comes into being is a 'textile' and it is known as such. It may be cotton textile, silk textile, woollen textile, rayon textile, nylon textile or any other kind of textile. The method of weaving adopted may be the warp and woof pattern as is generally the case in most of the textiles, or it may be any other process or technique. There is such phenomenal advance in science and technology, so wondrous is the variety of fabrics manufactured from materials hitherto unknown or unthought of and so many are the new techniques invented for making fabric out of yarn that it would be most unwise to confine the weaving process to the warp and woof pattern. Whatever be the mode of weaving employed, woven fabric would be "textiles". What is necessary is no more than weaving of yarn and weaving would mean binding or putting together by some process so as to form a fabric. Moreover a textile need not be of any particular size or strength or weight. It may be in small pieces or in big rolls: it may be weak or strong, light or heavy, bleached or dyed, according to the requirement of the purchaser. The use to which it may be put is also immaterial and does not bear in its character as a textile. It may be used for making wearing apparel, or it may be used as

a covering or bedsheet or it may be used as tapestry or upholstery or as duster for cleaning or as towel for drying the body. A textile may have diverse uses and it is not the use which determines its character as textile. It is, therefore, no argument against the assessee that "dryer felts" are used only as absorbents of moisture in the process of manufacture in a paper manufacturing unit. That cannot militate against "dryer felts" falling within the category of "textiles", if otherwise they satisfy the description of "textiles".

Now, what are dryer felts'? They are of two kinds, cotton dryer felts and woollen dryer felts. Both are made of yarn, cotton in one case and woollen in the other. Some synthetic yarn is also used. The process employed is that of weaving according to warp and woof pattern. This is how the manufacturing process is described by the assessing authority in its order dated November 12, 1971 "the raw material used by the company is cotton and woollen yarn which they themselves manufactured from raw cotton and wool and the finished products called "felts" are manufactured on power looms from cotton and woollen yarn". "Dryer felts" are, therefore, clearly woven fabrics and must be held to fall within the ordinary meaning of the word "textiles". We do not think that the word textiles has any narrower meaning in common parlance other than the ordinary meaning given in the dictionary, namely, a woven fabric. There may be wide ranging varieties of woven fabric and they may go on multiplying and proliferating with new developments in science and technology and inventions of new methods, materials and techniques, but nonetheless they would all be textiles. The analogy of cases where the word "vegetables" was held not to include betel leaves or sugar-cane is wholly inappropriate. There, what was disapproved by the Court was resort to the botanical meaning of the word "vegetables" when that word had acquired a popular meaning which was different. It was said by Holmes, J., in his inimitable style: "A word is not a crystal, transparent and unchanged; it is the skin of a living thought and may vary greatly in colour and content according to the circumstances and the time in which it is used". Where a word has a scientific or technical meaning and also an ordinary meaning according to common parlance, it is in the latter sense that in a taxing statute the word must be held to have been used, unless contrary intention is clearly expressed by the Legislature. The reason is that, as pointed out by Story, J., in 200 Chests of Tea, the Legislature does "not suppose our merchants to be naturalists, or geologists, or botanists". But here the word "textiles" is not sought by the assessee to be given a scientific or technical meaning in preference to its popular meaning. It has only one meaning, namely, a woven fabric and that is the meaning which it bears in ordinary parlance. It is true that our minds are conditioned by old antiquated notions of what are textiles and, therefore, it may sound a little strange to regard "dryer felts" as "textiles": But it must be remembered that the concept of "textiles" is not a static concept. It has, having regard to newly developing materials, methods, techniques and processes, a continually expanding content and new kinds of fabric may be invented which may legitimately, without doing any violence to the language, be regarded as "textiles". Take for example rayon and nylon fabrics which have now become very popular for making wearing apparel. When they first came to be made, they must have been intruders in the field of "textiles" because only cotton, silk and woollen fabrics were till then recognized as

"textiles". But today no one can dispute that rayon and nylon fabrics are textiles and can properly be described as such. We may take another example which is nearer to the case before us. It is common knowledge that certain kinds of hats are made out of felt and though felt is not ordinarily used for making wearing apparel, can it be suggested that felt is not a "textile"? The character of a fabric or material as textile does not depend upon the use to which it may be put. The uses of textiles in a fast developing economy are manifold and it is quite common now to find "textiles" being used even for industrial purposes. If we look at the Customs Tariff Act, 1975, we find in Chapter 59 occurring in Section XI of the First Schedule that there is a reference to "textile fabrics" and textile articles, of a kind commonly used in machinery or plant and clause (4) of that Chapter provides that this expression shall be taken to apply inter alia to "woven textile felts.... of a kind commonly used in paper making or other machinery....". This reference in a statute which is intended to apply, to imports made by the trading community clearly shows that "dryer felts" which are "woven textile felts.....of a kind commonly used in paper making machinery" are regarded in common parlance, according to the sense of ordinary traders and merchants, textile fabrics. We have, therefore, no doubt that "dryer felts" are "textiles" within the meaning of that expression in Item 30 of Schedule "B".

We accordingly allow the appeal, set aside the judgment of the High Court and answer the question referred by the Tribunal in favour of the assessee and against the Revenue. The State will pay to the assessee costs throughout.

Foreign Words and Maxims

A loanword (also loan word or loan-word) is a word adopted from one language (the donor language) and incorporated into another language without translation. This is in contrast to cognates, which are words in two or more languages that are similar because they share an etymological origin, and calques, which involve translation.

EXAMPLES

List of Foreign Words prescribed in the B.A. LL.B. Syllabus

1. Ab Initio, from the beginning.
   When a man enters upon lands or into the house of another by authority of law, and afterwards abuses that authority, he becomes a trespasser ab initio.
2. Ad Hoc, for this; for this special purpose
   An attorney ad hoc or a guardian or curator ad hoc is one appointed for a special purpose, generally to represent the client, ward, or child in the particular action in which the appointment is made. An Administrative Agency, a legislature, or other governmental bodies may establish ad hoc committees to study particular problems.
3. Ad Valorem, according to value.
   The term ad valorem is derived from the Latin ad valentiam, meaning "to the value." It is commonly applied to a tax imposed on the value of property. Real property taxes that are imposed by the states, counties, and cities are the most common type of ad valorem taxes. ad valorem taxes can, however, be imposed upon Personal Property. For example, a motor vehicle tax may be imposed upon personal property such as an automobile.
4. Amicus Curiae, Literally, friend of the court, an impartial advisor
   A person with strong interest in or views on the subject matter of an action, but not a party to the action, may petition the court for permission to file a brief, ostensibly on behalf of a party but actually to suggest a rationale consistent with its own views. Such amicus curiae briefs are commonly filed in appeals concerning matters of a broad public interest; e.g., civil rights cases. They may be filed by private persons or the government. In appeals to the U.S. courts of appeals, an amicus brief may be filed only if accompanied by written consent of all parties, or by leave of court granted on motion or at the request of the court, except that consent or leave shall not be required when the brief is presented by the United States or an officer or agency thereof.

5. Bona Vacantia, property to which no one has a claim
   Included within the term are the property of dissolved corporations and the residuary estate of persons who have died intestate without relatives entitled to succeed. Bona vacantia goes to the Crown.

6. Compos mentis, having one's right mind,
   Usually used in the context of saying that the person concerned is not intoxicated or insane.
7. De Facto, In fact, in deed, actually.
   This phrase is used to characterize an officer, a government, a past action, or a state of affairs that must be accepted for all practical purposes, but is illegal or illegitimate.
8. De Jure, Legitimate; lawful, as a Matter of Law. Having complied with all the requirements imposed by law.
   De jure is commonly paired with de facto, which means "in fact." In the course of ordinary events, the term de jure is superfluous. For example, in everyday discourse, when one speaks of a corporation or a government, the understood meaning is a de jure corporation or a de jure government.
9. Ex Parte, On one side only, done by, for, or on the application of one party alone.
   An ex parte judicial proceeding is conducted for the benefit of only one party. Ex parte may also describe contact with a person represented by an attorney, outside the presence of the attorney. The term ex parte is used in a case name to signify that the suit was brought by the person whose name follows the term.
10. Fauxpas, a slip or blunder in etiquette, manners, or conduct; an embarrassing social blunder or indiscretion.
11. in limine, at the threshold, at the outset referring to a motion before a trial begins.
    A motion to suppress illegally-obtained evidence is such a motion.
12. In Memorium, in memory of; as a memorial to: used in obituaries, epitaphs, etc
13. in personam, with respect to a person rather than to a piece of property
14. Inter alia, among other things
15. inter se, Between or among themselves.
16. lis pendens, a suit pending in a court that concerns the title to land, a notice filed to warn interested persons of such a suit
17. locus standi, law the right of a party to appear and be heard before a court
18. Mala fide, in bad faith
19. mens rea, law a criminal intention or knowledge that an act is wrong.
    It is assumed to be an ingredient of all criminal offences although some minor statutory offences are punishable irrespective of it.
20. Onudum pactum, law an agreement made without consideration and void unless made under seal
21. Onus probandi, the burden of proof.
22. par excellence, being the best or truest of a kind; quintessential
    A diplomat par excellence.
23. prima facie, at first sight; as it seems at first

24. Ratio decidendi, reason or the rationale for the decision
    The ratio decidendi is "the point in a case that determines the judgment" or "the principle that the case establishes". In other words, ratio decidendi is a legal rule derived from, and consistent with, those parts of legal reasoning within a judgment on which the outcome of the case depends.
25. Sine Die, Without day; without assigning a day for a further meeting or hearing.
    A legislative body adjourns sine die when it adjourns without appointing a day on which to appear or assemble again.
26. sub judice, under judicial consideration.
    The legislation governing contempt of court controls publication of such matters.
27. Suo moto, By itself.
    In law, sua sponte (Latin: "of his, her, its or their own accord") or suo motu "on its own motion" describes an act of authority taken without formal prompting from another party. The term is usually applied to actions by a judge taken without a prior motion or request from the parties.
28. Ultra vires, Beyond Power
    Ultra vires is a Latin phrase meaning "beyond the powers". If an act requires legal authority and it is done with such authority, it is characterised in law as intra vires ("within the powers"). If it is done without such authority, it is ultra vires. Acts that are intra vires may equivalently be termed "valid" and those that are ultra vires "invalid".
29. Vox populi - The voice of people.
30. modus operandi, a method of operating or functioning, a person's manner of working.

List of Foreign Maxims

Examples

List of Foreign Words prescribed in the B.A. LL.B. Syllabus

1. Actus curiae neminem gravabit
   Actus curiae neminem gravabit is a Latin maxim that means 'an act of the Court shall prejudice no one'. Courts should pass an order to ensure that the interest of none of the party to the litigation is harmed. It is the duty of the court to see that no one is suffered by it's order. Every order should be passed to afford a safe and certain guide for the administration of justice.
2. Actus Non Facit Reum Nisi Mens Sit Rea
   Actus Non Facit Reum Nisi Mens Sit Rea is a Latin maxim which means that an act to be illegal, the person should do it with a guilty mind. Conviction of a crime requires proof of a criminal act and intent. A crime generally consists of two elements, a physical, wrongful deed (the "actus reus"), and a guilty mind that produces the act (the "mens rea"). A crime ordinarily is not committed if the mind of the person doing the act is innocent This Latin phrase is often given as a pinnacle of the common law criminal justice system and was valued by jurists. It

was an essential component to all criminal cases. However, the maxim is subject to many criticisms.

3. Audi alteram partem - hear the other side!
   A demand made insistently through the centuries, is now a command, spoken with the voice of the due process clause of the 14th Amendment, against state governments, and every branch of them - executive, legislative, and judicial - whenever any individual, however lowly and unfortunate, asserts a legal claim. It is beside the point that the claim may turn out not to be meritorious. It is beside the point that delay in the enforcement of the law may be entailed.
4. Delegatus non potest delegare
   Legal rule that an agent to whom an authority or decision making power has been delegated by a principal or higher authority may not delegate it to a sub agent unless the original delegator expressly authorizes it, or there is an implied authority to do so. Its is a fundamental principle of administrative law. Latin for, a delegate may not delegate.
5. Ex nudo pacto non oritur actio
   Ex nudo pacto non oritur action is a Latin phrase. It means 'no right of action arises from a contract entered into without consideration.' A cause of action cannot be based upon a mere promise or bare agreement, without a legal consideration. It states that a right of actio does not arise form a naked or nude contract.
6. Expressio unius est exclusio alterius
   Expressio unius est exclusio alterius is a Latin phrase that means express mention of one thing excludes all others. This is one of the rules used in interpretation of statutes. The phrase indicates that items not on the list are assumed not to be covered by the statute. When something is mentioned expressly in a statute it leads to the presumption that the things not mentioned are excluded. This is an aid to construction of statutes.
7. Ignorantia juris non excusat
   Ignorantia juris non excusat is a Latin maxim meaning ignorance of law is not an excuse to a criminal charge. The maxim, ignorantia juris non excusat is applicable to civil as well as criminal jurisprudence in the U.S. It was also recognized in courts of chancery as well as at common law. Ignorantia juris non excusat is everywhere recognized and uniformly enforced.
8. Nemo dat quod non habet
   Nemo dat quod non habet, literally meaning "no one gives what he doesn't have" is a legal rule, sometimes called the nemo dat rule, which states that the purchase of a possession from someone who has no ownership right to it also denies the purchaser any ownership title. This paper begins by explaining the application of this maxim in India and later discusses the exceptions to the same.
9. Noscitur a sociis
   Noscitur a sociis, the meaning of a word may be known from accompanying words. The principle of noscitur a souis does not in my judgment entitle one to overlook self-evident

facts. If you meet seven men with black hair and one with red hair, you are not entitled to say that here are eight men with black hair

10. Qui Facit Per Alium Facit

    Qui Facit Per Alium Facit Per Se is a legal maxim, used in India, with the following meaning: He who acts through another is deemed to act in person. A principal is liable for the acts of his agents. The court ought not to restrict the common law rule, qui facit per alium facit per se, unless the statute expressly or by implication or by necessary intendment excludes it.

11. Respondeat superior

    A common-law doctrine that makes an employer liable for the actions of an employee when the actions take place within the scope of employment.