

ASSIGNMENT 6

WRITING PRACTICES

1. Write an email to the NSS coordinator (nssgtu@zmail.com) of your university reporting her about the “Thalassemia Test Camp” organized in your college.
2. Write a sales letter to promote a new mobile “Galaxy 2019” of your company explaining all the new features and attractive offers for the customers.
3. Complete the following story in about 200 words. Once upon a time there lived a young man in the small village. He was poor but he had a dream that a day would come when he would become a the most important person of his village and everybody would respect him. He...
4. Write a letter to the Incharge Officer, Pollution Control Board Head Office, Gandhinagar making him aware about the present situation of Pollution (Air, Noise, Water, Soil etc) in your city. Also suggest some measures to improve the situation in you city. You are Raj C. Sharma from Green Park Society, Mahatma Gandhi Road, Ahmedabad.
5. Make a précis in about 1/3 of the following passage in and give it a title.

As early as the sixth or seventh century B.C. Panini wrote his great grammar of the Sanskrit language. He mentions previous grammars and already in his time Sanskrit had crystallized and become the language of an ever growing literature. Panini’s book is something more than a mere grammar. Professor Th. Stcherabatsky, of Leningrad, described it as one of the greatest productions of the human mind. Panini is still the standard authority on Sanskrit grammar though subsequent grammarians have added to it and interpreted it. It is interesting to note that Panini mentions the Greek script. This indicates that there were some kind of contacts between India and the Greeks long before Alexander came to the East. The study of astronomy was specially pursued and it often merged with astrology. Medicine had its text books and there were hospitals. Dhanwantri is the legendary found of the Indian science of medicine. The best known old text books however, date from the early centuries of the Christian era. These are by

Charka on medicine and Sushruta on surgery. Charka is supposed to have been the royal court physician of Kanishka who had his capital in the north-West. These text books enumerate a large number of diseases and give methods of diagnosis and treatment. They deal with surgery, obstetrics, baths, diet, hygiene, infant feeding, and medical education. The approach was experimental, and dissection of dead bodies was being practiced in course of surgical training. Various surgical instruments are mentioned by Sushruta, as well as operations including amputation of limbs, abdominal, cataract, etc. Wounds were sterilized by fumigation. In the third or fourth century B.C. there were also hospitals for animals. This was probably due to the emphasis on non violence.

6. Directions: Read and summarize the following paragraph in only two sentences. Be specific and clearly explain the main idea. Being a clown isn't all fun and games. Rodeo Clowns expose themselves to great danger every time they perform. When cowboys dismount or bulls throw them off, Rodeo Clowns jump in front of the bulls and move wildly to get their attention. In this way Rodeo Clowns provide an alternate target and in doing so protect the rider. Of course, this is a very dangerous thing to do. So you see, sometimes clowning around can be serious business.
7. Form dialogues between the God and you on the present situation of the world.
8. You are the Manager of V. V. Electricals Pvt. Ltd. Write a memo in a proper format to inform the employees about the new rules for the security measures. Use the following points and add your own too. (staff I cards –compulsory - check on entry/exit- other things not allowed-no mobile-temporary I cards for visitors- locking cabins-no password sharing, effect from next month etc...)
9. You are writing an essay on “The Major Issues of the Youth in India”. Prepare an introduction (10 sentences) to start your essay.
10. Draft the elocution speech on “When I got up early in the morning...” in not more than 100 words
11. Write an email to your overseas friend inviting him/her to visit your city for a few days in not more than 100 words. (start your email with Dear Friend)

12. Explain the proverb “Work is Worship” .
13. You are frequent traveler from Delhi Airport and you don’t like the poor cleanliness on the airport. Write a letter to The Manager, Airport Authority of India, Delhi to take the corrective measures.
14. Select the correct answer from the options for the following questions

Opera

Opera refers to a dramatic art form, originating in Europe, in which the emotional content is conveyed to the audience as much through music, both vocal and instrumental, as it is through the lyrics. By contrast, in musical theater an actor's dramatic performance is primary, and the music plays a lesser role.

The drama in opera is presented using the primary elements of theater such as scenery, costumes, and acting. However, the words of the opera, or libretto, are sung rather than spoken. The singers are accompanied by a musical ensemble ranging from a small instrumental ensemble to a full symphonic orchestra.

1. It is pointed out in the reading that opera ----.
- A) has developed under the influence of musical theater
B) is a drama sung with the accompaniment of an orchestra
C) is not a high-budget production D) is often performed in Europe E) is the most complex of all the performing arts
2. We can understand from the reading that ----.
- A) people are captivated more by opera than musical theater
B) drama in opera is more important than the music
C) orchestras in operas can vary considerably in size
D) musical theater relies above all on music
E) there is argument over whether the music is important or the words in opera
3. It is stated in the reading that ----.
- A) acting and costumes are secondary to music in musical theater
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- B) many people find musical theater more captivating than opera
- C) music in musical theater is not as important as it is in opera
- D) an opera requires a huge orchestra as well as a large choir
- E) opera doesn't have any properties in common with musical theater

15. You are the office manager and want to remind everyone to clean up after themselves in the lunchroom. There was recently an infestation of cockroaches. The building has since been fumigated but you still require the cooperation of staff to prevent a re-infestation. State the purpose of the memo, your reason(s) for sending it and what actions taken.

16. Write a letter to a dealer of Laptops for asking the price and availability of the laptop of your desired features for bulk purchase.

17. Make a précis in about 1/3 of the following passage.

It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is 03 6 something better than money. A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay—very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen. The clergyman's object is essentially baptize and preach not to be paid for preaching. So of doctors. They like fees no doubt—ought to like them; yet if they are brave and well-educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second—very important always; but still second.

18. You are the Training Coordinator. You have been asked to make arrangements for a half-day seminar at the Conference Centre. The seminar is for 10 Departmental Heads from various departments. Write a memo to the director of the Conference Centre for making arrangements for space, tables, audio-visual equipment, and refreshments.
19. Write an email to your prospective employer for accepting the job.

