S.S. JAIN SUBODH P.G. COLLEGE, JAIPUR
(AUTONOMOUS)

STUDY MATERIAL

MULTI DISCIPLINARY COURSE (MDC)

(For U.G. III Sem)

UNIT – 1

Part I – Translation (Hindi to English)

What is Translation?

Translation means **converting text or speech from one language into another**, keeping the meaning, tone, and style as close as possible to the original.
In this unit, we focus on **translation from Hindi to English**.

Key Principles of Translation

1. **Understand the meaning first** – Read the whole sentence before translating.
2. **Do not translate word by word** – Focus on sense, not literal words.
3. **Maintain correct tense** – Match the tense of the original sentence.
4. **Use proper sentence structure** – English follows Subject–Verb–Object order.
5. **Be careful with gender, number, and pronouns.**

Tense Conversion Table (Quick Reference)

Hindi Tense	Example (Hindi)	English Translation
(Present Simple)	वह रोज़ स्कूल जाता है।	He goes to school every day.
(Present Continuous)	वह पत्र लिख रहा है।	He is writing a letter.
(Present Perfect)	उसने खाना खा लिया है।	He has eaten his food.
(Past Simple)	वह बाज़ार गया।	He went to the market.
(Past Continuous)	वह खेल रहा था।	He was playing.
(Past Perfect)	मैं पहुँच चुका था।	I had arrived.
(Future Simple)	वह कलआएगा।	He will come tomorrow.

Translation of Common Hindi Words and Phrases

Hindi	English
क्योंकि	Because

Hindi	English
इसलिए	Therefore / So
हालांकि	Although / Though
लेकिन	But
जबकि	While / Whereas
अगर	If
जब	When
तब	Then
कुछ	Some
बहुत	Much / Many
सब	All / Everyone

Practice Passage

Hindi:

आजका विद्यार्थी अनेक चुनौतियों का सामना करता है। शिक्षा उसके जीवन में महत्वपूर्ण भूमिका निभाती है। एकअच्छा विद्यार्थी समयका महत्व समझता है औरअपने कार्यों को समयपर पूरा करता है। उसे केवल पुस्तकीय ज्ञान प्राप्त नहीं करना चाहिए बल्कि अपने चरित्र औरव्यक्तित्व का भी विकास करना चाहिए। परिश्रम , अनुशासन औरआत्मविश्वास सफलता की कुंजी हैं।

English Translation:

A student of today faces many challenges. Education plays an important role in his life. A good student understands the value of time and completes his work on time. He should not acquire only bookish knowledge but should also develop his character and personality. Hard work, discipline and self-confidence are the keys to success.

Part II – Prepositions and Articles

1. Prepositions

Definition: A preposition is a word placed *before a noun or pronoun* ***to show its*** *relation with another word* ***in the sentence.***

Examples: **in, on, at, by, with, from, to, for, of, about, over, under, between, among, into, upon *etc*.**

2. Types of Prepositions

Type	Example	Sentence
Preposition of Place	in, on, at	She is **in** the room. / The book is **on** the table. / He is **at** school.
Preposition of Time	at, in, on, since, for, during	We go to church **on** Sunday. / I have been here **since** morning.
Preposition of Movement	to, from, into, out of, across	She ran **into** the house. / He came **from** Delhi.
Preposition of Agent / Instrument	by, with	The book was written **by** Shakespeare. / He cut the apple **with** a knife.

2. ARTICLES

1. Introduction

An **Article** is a **word used before a noun** to show whether the noun refers to something **specific or general**.

There are **three articles** in English:
a, **an**, and **the**

2. Types of Articles

Type	Articles	Example
Indefinite Articles	**a, an**	I saw **a** dog. / She bought **an** umbrella.
Definite Article	**the**	**The** moon looks beautiful tonight.

3. Use of "A"

Use **'a'** before **words beginning with a consonant sound**.

Examples

- a boy
- a cat
- a teacher
- a university (note: *'u' sounds like 'yu' — consonant sound*)
- a European country (note: *'Eu' sounds like 'you'*)

Note:

'a' is used **based on sound**, not spelling.

4. Use of "An"

Use **'an'** before **words beginning with a vowel sound** (a, e, i, o, u).

Examples

- an apple
- an egg
- an hour (note: *'h' is silent, so it begins with vowel sound*)
- an honest man
- an MBA student (the sound is *'em'*)

5. Use of "The"

"The" is called the **definite article**.
It is used when we **talk about a specific person, thing, or group**, or when the listener already **knows what is being referred to**.

Rules for Using "The"

Use of "The"	Examples
Before **a particular person or thing**	The book you gave me is interesting.
Before **names of rivers, seas, oceans, deserts, and mountain ranges**	The Ganga, The Pacific Ocean, The Sahara Desert, The Himalayas
Before **holy books, newspapers, and historical monuments**	The Bible, The Times of India, The Taj Mahal
Before **superlative degrees**	She is the best student in the class.
Before **ordinal numbers**	The first prize, The second chapter
Before **musical instruments**	He plays the guitar.
Before **unique things**	The sun, The moon, The earth
Before **names of countries with plural names or "of" phrases**	The Netherlands, The United States, The Republic of India

Use of "The"	Examples
Before **families or communities**	The Sikhs, The Hindus, The British
Before **adjectives used as nouns**	The rich should help the poor.

UNIT – 2

PART I – BASIC SENTENCE PATTERNS

1. What is a Sentence?

A **sentence** is a group of words that expresses a **complete thought**.
It must have a **Subject (S)** and a **Predicate (P)**.

Example:
Ravi plays football.

- **Subject (S):** Ravi
- **Predicate (P):** plays football

2. Basic Sentence Elements

1. **S** – Subject
2. **V** – Verb
3. **O** – Object
4. **C** – Complement
5. **A** – Adverbial (time, place, manner, etc.)

These five components make different **sentence patterns** in English.

3. Common English Sentence Patterns

Pattern	Structure	Example
1	**S + V**	Birds fly.
2	**S + V + O**	She reads a book.
3	**S + V + C**	He is a teacher.
4	**S + V + A**	They live in Delhi.
5	**S + V + IO + DO**	He gave me a pen.
6	**S + V + O + C**	They elected him captain.
7	**S + V + O + A**	She placed the bag on the table.

Key:

- IO = Indirect Object
- DO = Direct Object

PART II – SPOTTING OF ERRORS

1. What Is Error Spotting?

Error spotting means finding grammatical or usage mistakes in a sentence.
It helps improve accuracy and sentence correction skills.

2. Common Areas of Errors

Category	Example (Wrong)	Example (Correct)
Subject–Verb Agreement	She *play* well.	She *plays* well.
Tense	He *go* to school yesterday.	He *went* to school yesterday.
Prepositions	He is good *in* English.	He is good *at* English.
Articles	She is *a* honest girl.	She is *an* honest girl.
Pronouns	Each boy must do *their* work.	Each boy must do *his* work.
Adjectives/Adverbs	She sings *beautiful*.	She sings *beautifully*.
Parallelism	He likes reading and to swim.	He likes reading and swimming.
Double Negatives	I don't need *no* help.	I don't need *any* help.
Comparisons	She is smarter *than me*.	She is smarter *than I am*.

PART III – TRANSCRIPTION AND WORD STRESS

1. Transcription – Introduction

Phonetic Transcription is the **representation of speech sounds** using **phonetic symbols** from the **International Phonetic Alphabet (IPA).**

It helps pronounce English words correctly.

2. English Sounds

There are **44 sounds** in English:

- **20 vowel sounds**
- **24 consonant sounds**

3. Examples of Phonetic Transcription

Word	Phonetic Transcription

Word	Phonetic Transcription
Cat	/kæt/
Book	/bʊk/
Tree	/triː/
School	/skuːl/
Father	/ˈfɑːðə/
Nation	/ˈneɪʃən/
Education	/ˌedjuˈkeɪʃən/
Teacher	/ˈtiːtʃə/
Computer	/kəmˈpjuːtə/
Bottle	/ˈbɒtl/

4. Word Stress

Word stress means giving **more emphasis (force)** to one syllable of a word.
Every English word with two or more syllables has **one stressed syllable**.

5. Rules of Word Stress

Rule	Example
For most **two-syllable nouns/adjectives**, stress the **first syllable**.	TAble, DOCtor, HAPpy
For most **two-syllable verbs**, stress the **second syllable**.	reLAX, enJOY, deCIDE
Words ending in **-tion, -sion, -ity** → stress on the syllable before these endings.	naTION, deciSION, acTIVity
Words with **prefixes (un-, dis-, im-, etc.)** are usually stressed on the **root word**.	unKNOWN, disLIKE, imPORTant
Compound nouns → stress on **first part**.	BLACKboard, AIRport
Compound verbs → stress on **second part**.	understand, overtake

6. Practice: Identify the Stressed Syllable

Word	Stressed Syllable	Pattern
ENjoy	enjoy	Verb – stress 2nd
TAble	table	Noun – stress 1st
deCIde	decide	Verb – stress 2nd
BEAUtiful	beautiful	3-syllable adj. – stress 1st
comPUter	computer	3-syllable noun – stress 2nd
education	education	ends in -tion – stress before

UNIT 3

The Heritage of India – A. L. Basham (Summary)

According to **A. L. Basham's** essay "**The Heritage of India**" deals with innate cultural traditions of Ancient India, which remain unchanged though India had gone through many phases of historical and cultural bouts. In the Medieval times, India suffered from many social evils like ***sati***, **child marriages** and the most inhuman practice of **untouchability**, which were not known to Ancient India. All such evil practices in India were posing a substantial threat to its progress. Raja Ram Mohan Roy was initially sounded the theme of social reform against such social evils. He fought against ignorant and religious fanatics of that time to eradicate the inhuman practice of ***sati***. Swami Vivekananda continued the tradition of social reform on various issues, which was initiated by Raja Ram Mohan Roy and declared that the highest form of service to Great Mother India was social service. Later on, there were many other great Indians served the nation, who believed in social service. Among those Mahatma Gandhi was the greatest of all who developed the theme of social service as a religious duty and his theme of social service was being followed by many of his successors.

Both Indians and Europeans wrongly judged that Gandhi was the epitome of Hindu tradition. But he was greatly influenced by the Western ideas and strongly believed in the fundamentals of ancient Indian culture. He had great sympathy for underdog and his antipathy to caste though not unprecedented in ancient India. Gandhi was greatly influenced from European 19^{th} century liberalism than to anything in India to uphold the issue of untouchability in terms of its eradication. He might have inspired his faith in non-violence and pacifism from '**Sermon on the Mount**' and **Tolstoy**. His championing of women's rights is also the result of Western influence. Gandhi was always an innovator rather than a conservative. With this background of perception Gandhi and his followers of the Indian National Congress had given new orientation and a new life to Hindu Culture, after many centuries of its stagnation.

Today, India is a composition of people who do not look back with pride on their ancient culture as well as people who are not willing to sacrifice some of its effete elements so that India may develop and progress, economically and politically. But people of India will be deeply rooted in the tradition and aware of the continuity of their culture.

It was only seven years after independence the extremes of national self-denigration and fanatical cultural chauvinism were gradually disappearing. Although the Indian culture came into the contact of many other cultures of the world somehow it was changed and influenced. Now it is well on the way to assimilating the culture of the West. Hindu civilization will remain intact and retain its continuity. Even in the modern times the Bhagawad Gita will never cease to inspire men of action and the Upanishads men of thought. The labour-saving devices of the West may not affect the Indian way life and that will continue forever. People in India will still love the tales of the heroes of the Mahabharata and the Ramayana and the love stories of Dushyanta and Shakuntala and Pururava and Urvasi. The quite and gentle happiness pervades all-times in Indian life where oppression, disease and poverty have overclouded.

The extravagant and barbarous hecatombs of the Vedic age have been forgotten long ago however some animal sacrifices are still continuing in some sects. Widows have long ceased to

be burnt on their husband's pyres. Girls may not be married in their childhood. Now a days Brahmans rub their shoulders with the lowest castes while travelling in buses and trains without consciousness of grave pollution. Temples are open to all by law. Disappearance of caste is slowly begun long ago. In fact the whole face of India is altering but the cultural tradition continues and it will never be lost.

1. A.L. BASHAM – "THE HERITAGE OF INDIA"

About A.L. Basham

Arthur Llewellyn Basham was a distinguished British historian and Indologist who wrote extensively about Indian civilisation and culture.

His writings introduced many aspects of Indian history, culture and civilisation to readers across the world.

Central Idea

"The Heritage of India" discusses the rich cultural and intellectual heritage of India. Basham presents India as a civilisation with a long and diverse history.

Indian heritage is not limited to monuments, architecture or material achievements. It includes:

- philosophy
- religion
- literature
- art
- music
- social traditions
- intellectual traditions
- scientific achievements
- spiritual values

Important Themes

1. Cultural Diversity

India has developed through the interaction of different communities, languages, religions and traditions.

2. Spiritual and Philosophical Heritage

Indian civilisation has produced important philosophical and religious traditions.

3. Tolerance

Indian culture has historically accommodated diverse beliefs and traditions.

4. Continuity

Indian civilisation has shown remarkable continuity despite political and social changes.

5. Contribution to the World

India has contributed significantly to mathematics, philosophy, medicine, literature, religion and the arts.

Significance

Basham encourages readers to understand India's past not merely as history but as a living cultural heritage.

Important Questions

Short-answer questions

1. Who was A.L. Basham?
2. What does Basham mean by Indian heritage?
3. What are the major features of Indian civilisation?
4. How does Indian culture demonstrate diversity?
5. What is the importance of India's philosophical heritage?

Long-answer questions

1. Discuss the major features of Indian heritage as presented by A.L. Basham.
2. Examine Basham's views on the continuity and diversity of Indian civilisation.
3. Discuss the contribution of Indian civilisation to world culture.
4. “Indian heritage is both diverse and continuous.” Discuss.

Summary of "A Cup of Tea" by Katherine Mansfield

"A Cup of Tea" is a short story by Katherine Mansfield that explores themes of class, generosity, and self-awareness. The story revolves around a wealthy woman named Rosemary Fell who, while shopping in London, encounters a poor, shivering girl named Miss Smith. Moved by a sudden impulse of charity, Rosemary invites Miss Smith to her home for tea, intending to help

her. However, as the story unfolds, Rosemary's initial kindness is complicated by feelings of possessiveness and jealousy, especially when her husband shows interest in the poor girl.

The narrative delves into Rosemary's character, revealing her superficial understanding of poverty and her desire to feel benevolent rather than genuinely help. The story critiques the social class distinctions and the performative nature of charity among the wealthy. Ultimately, Rosemary's gesture is more about satisfying her own ego than addressing the real needs of Miss Smith.

The story concludes with Rosemary reflecting on her actions, realizing the shallowness of her motives. This moment of self-awareness highlights the theme of self-deception and the complexities of human nature.

In summary, "A Cup of Tea" is a poignant examination of social class disparities, the nature of kindness, and the introspective journey toward understanding one's true intentions.

2. KATHERINE MANSFIELD – “A CUP OF TEA”

About Katherine Mansfield

Katherine Mansfield was a major modernist short-story writer known for psychological depth, subtle characterisation and exploration of human relationships.

Main Characters

Rosemary Fell

Rosemary is a wealthy, fashionable and sophisticated woman. She enjoys luxury and considers herself generous and charitable.

Philip

Philip is Rosemary's husband. He is practical and observant and understands the social implications of Rosemary's behaviour.

Miss Smith

Miss Smith is a poor young woman who asks Rosemary for money to buy a cup of tea.

Summary

Rosemary Fell is a wealthy woman who enjoys a luxurious lifestyle. One day, while returning from shopping, she encounters a poor young woman named Miss Smith.

Miss Smith asks Rosemary for enough money to buy a cup of tea.

Instead of simply giving her money, Rosemary invites her home.

Rosemary is fascinated by the idea of being charitable and helping a poor person. She takes Miss Smith home and gives her food and tea.

However, when Rosemary's husband Philip sees Miss Smith, he remarks on her beauty.

Rosemary becomes jealous.

Her concern for Miss Smith suddenly disappears when she realises that Philip finds the girl attractive.

She gives Miss Smith money and asks her to leave.

The story therefore exposes the difference between **genuine compassion and self-conscious charity**.

Major Themes

1. Class Difference

The story contrasts the wealthy Rosemary with the poor Miss Smith.

2. Charity

Mansfield questions whether Rosemary's charity is genuinely motivated by compassion.

3. Jealousy

Rosemary's attitude changes because of jealousy.

4. Appearance and Reality

Rosemary appears generous, but her generosity disappears when her personal emotions are challenged.

5. Feminine Identity

The story also examines the social position and emotional insecurity of a wealthy married woman.

Important Questions

1. Describe the character of Rosemary Fell.
2. Discuss the character of Miss Smith.
3. What is the significance of the title “A Cup of Tea”?
4. How does jealousy change Rosemary's behaviour?
5. Discuss the theme of class difference.
6. How does Mansfield expose superficial charity?
7. Explain the contrast between appearance and reality in the story.

Anton Chekhov – “A Work of Art” (Short Summary)

Dr. Yegor Ivanovich, a respected doctor, saves the life of a famous actress, Lydia Nikolaevna. To thank him, she gifts him a pair of beautiful bronze **candelabra** shaped like **naked female figures**. Although artistically impressive, the doctor finds them **embarrassing** and unsuitable for his respectable home.

He decides to **pass the gift on** to a friend, who, in turn, passes it to someone else. Each recipient admires the craftsmanship but is **too embarrassed to keep them**, fearing social judgment.

After traveling from hand to hand, the candelabra **return to the actress**, who, unaware of the comic journey, decides to send them to the doctor again.

Theme: The story humorously exposes society’s **hypocrisy**, the tension between **art and morality**, and the fear of social judgment.

3. ANTON CHEKHOV – “A WORK OF ART”

About Anton Chekhov

Anton Chekhov was a famous Russian dramatist and short-story writer. His works often explore human weakness, social relationships, irony and hypocrisy.

Main Characters

Sasha Smirnov

Sasha is a young man who visits his father's doctor, Ivan Nikolayevich.

Ivan Nikolayevich

He is a doctor and Sasha's father's former physician.

Sasha's Father

Although not physically central to the story, he becomes important because of the gift Sasha brings to the doctor.

Summary

The story revolves around an apparently valuable gift—a decorative artwork.

Sasha visits the doctor and brings him a gift as a token of gratitude for treating his father.

The gift is initially received warmly.

However, when the doctor realises the inappropriate nature of the artwork, his attitude changes.

The story develops through a series of comic situations.

Chekhov uses humour and irony to reveal how social relationships can become uncomfortable when gifts, gratitude and social expectations are involved.

The story demonstrates that what appears to be generosity may sometimes create embarrassment rather than happiness.

Major Themes

1. Gratitude

The story begins with the desire to express gratitude.

2. Social Etiquette

Chekhov examines social conventions surrounding gifts and relationships.

3. Irony and Humour

The situation becomes comic because the characters react differently to the artwork.

4. Appearance and Reality

The artwork is initially considered a valuable gift but becomes a source of embarrassment.

5. Human Nature

Chekhov gently satirises human behaviour and social pretensions.

Important Questions

1. Discuss the significance of the title “A Work of Art.”
2. Describe Sasha's character.
3. How does Chekhov use humour in the story?
4. Discuss the theme of social etiquette.
5. Explain the irony in “A Work of Art.”
6. How does the story reveal human nature?
7. Discuss the role of the gift in the development of the story.

UNIT 4

PRECIS WRITING

1. What is a Precis?

A **Precis** is a **concise summary** of a given passage, presenting the **main ideas in a clear and logical manner**.
It is **shorter than the original text**, usually about **1/3 or 1/4 of the length**, and must be written in your **own words**.

Purpose:

- To test **comprehension, clarity of thought, and writing skills**.
- To convey the **essence of a passage** without unnecessary details.

2. Key Features of a Good Precis

1. **Concise** – Express the main ideas in fewer words.
2. **Accurate** – Do not change the meaning of the original text.
3. **Coherent** – Use logical sequence and proper linking.
4. **Own Words** – Avoid copying sentences verbatim.
5. **Independent** – The summary should be readable and understandable on its own.
6. **Proportional** – Maintain the relative importance of points.

3. Rules of Precis Writing

Rule	Explanation

Rule	Explanation
Read the passage carefully	Understand the **main ideas** before writing.
Identify key points	Ignore examples, repetitions, and illustrations.
Use your own words	Paraphrase sentences; do not copy.
Avoid unnecessary details	Focus on **essentials** only.
Maintain logical order	Follow the sequence of ideas in the original passage.
Use clear and simple language	Avoid complicated words and sentences.
Check length	Usually **1/3 or 1/4** of the original passage.

4. Structure of a Precis

1. **Introduction / Topic Sentence** – State the **main idea** of the passage.
2. **Body / Supporting Points** – Summarize the **key points in order**.
3. **Conclusion / Closing Line** – Optional; sum up the message if necessary.

Example Pattern:

Original passage → Main idea → Key points → Conclusion

5. Example of Precis Writing

Original Passage (Excerpt):

Education is the most powerful weapon which you can use to change the world. It opens doors to knowledge, fosters understanding, and equips individuals to face challenges. Without education, a society cannot progress, and individuals cannot achieve their potential. Therefore, it is essential that every child receives quality education.

Precis (Shortened Version):

Education is a powerful tool for personal and societal progress. It provides knowledge, understanding, and skills, enabling individuals to reach their potential. Every child must have access to quality education.

Key Points in Precis:

- Main idea: Education is powerful and essential.
- Supporting points: Knowledge, understanding, skills, societal progress.
- Conclusion: Importance of providing quality education.

SAMPLE (Comprehension Passage)

Everybody knows what a “good” man means and how he should be. Our definition of a good man is the one who does not smoke, or drink or avoids the usage of bad language. A good man is ideally expected to converse in front of men as he would in front of women. He is also expected to attend the Church regularly and have correct opinions on all subjects. He has a wholesome horror of wrong-doing and realizes that it is our painful duty to reprimand sin. He is not anticipated to have wrong thinkings and has the authority to protect the young. His duties are not just restricted to the professional front but also needs to spend quality time doing good deeds. He must be patriotic and a keen believer of military training, he should promote industry, must be sober and have virtue among wage earners and their children. He must be a role model for all and it is expected that he leads a way which the younger generation would willingly follow. Above all, of course, his “morals” in the narrow sense must be admirable.

Precis Writing:

- **Title:** Attributes of a Good Man
- The characteristics of a good man are known and he is expected to be religiously profound, must not smoke, drink or use bad language. His behaviour must be the same for all genders and he is expected to be a role model for the young ones. He must know his duties and avoid taking up the path of sin. He must be good not only in the professional space but also help people in need. He must be someone who can be admired and is praiseworthy.
- Candidates may note that all the information which was mentioned in the comprehension has been precisely covered in the precis in understandable and easy to read language, along with an appropriate title.

E-MAIL WRITING – STUDY MATERIAL

1. What is an E-mail?

An **e-mail (electronic mail)** is a way of sending messages, letters, or documents **electronically** using the internet.
It is **fast, convenient, and widely used** in personal, academic, and professional communication.

2. Types of E-mails

Type	Purpose	Example
Formal E-mail	Official communication with authorities, employers, or institutions	Job application, complaint, request
Informal E-mail	Personal communication with friends, family, or colleagues	Greetings, sharing news, invitations

3. Structure of an E-mail

A. Formal E-mail Structure

1. **Sender's Address**
   - Automatically included (e.g., john.doe@email.com)
2. **Date**
   - Often optional in digital mail; included for formal letters
3. **Receiver's Address / To**
   - Email address of the recipient
4. **Subject Line**
   - A brief summary of the purpose of the mail
   - Example: *Request for Leave of Absence*
5. **Salutation / Greeting**
   - Formal: *Dear Sir/Madam,* / *Dear Mr. Sharma,*
   - Avoid casual greetings in formal mails
6. **Body of the Mail**
   - **Opening line:** State the purpose clearly
   - **Main content:** Explain details concisely
   - **Closing line:** Request action or express hope
7. **Closing / Signature**
   - Formal: *Yours sincerely,* / *Yours faithfully,*
   - Include your **name and designation**

B. Informal E-mail Structure

1. **Subject Line**
   - Can be casual and friendly
   - Example: *Meeting this weekend?*
2. **Salutation / Greeting**
   - Informal: *Hi Rahul,* / *Hello Priya,*
3. **Body of the Mail**
   - Conversational tone
   - Short paragraphs, simple language
4. **Closing / Signature**
   - Informal: *Best regards,* / *Love,* / *Cheers,*
   - Your name

4. Key Points for E-mail Writing

1. **Keep it concise and clear** – Avoid long paragraphs.
2. **Use proper subject line** – Summarizes purpose.
3. **Check tone** – Formal for professional, casual for friends.
4. **Avoid slang or abbreviations** in formal mails.
5. **Proofread** – Check grammar, spelling, and punctuation.
6. **Be polite and respectful** – Always maintain courtesy.
7. **Organize content** – Use paragraphs and bullet points if needed.

5. Common Phrases

Purpose	Formal	Informal
Starting	I am writing to inform you…	Just wanted to let you know…
Request	I would be grateful if you could…	Can you please…?
Apology	Please accept my apologies for…	Sorry for…
Closing	I look forward to your reply.	Hope to see you soon.

6. Sample E-mails

A. Formal E-mail (Leave Application)

Subject: Request for Leave

Dear Sir,

I am writing to request leave for **three days** from **12th October to 14th October** due to medical reasons. I will ensure that all my pending work is completed before my leave.

Kindly grant me permission.

Yours sincerely,
Anshu Joshi
Class 12, XYZ School

B. Informal E-Mail (To a Friend)

Subject: Movie This Weekend?

Hi Rahul,

How are you? I was thinking of watching the new movie *"Avengers: Endgame"* this weekend. Are you free to join me on Saturday evening? Let me know.

Cheers,
Ashu