

**SYLLABUS****Class: - III Year****Subject: - ENGLISH**

| | |
|------------|--|
| UNIT - I | Reading, Writing and Interpretation Skills (Text Based) The Express - Stephen Spender The World is Too Much With Us - William Wordsworth My Financial Career - Stephen Leacock Running for Governor - Mark Twain |
| UNIT - II | Essay Writing - Topical Essays: Terrorism, Covid - 19, Pandemic India and the Modern World, The Role of Women in the New Era, The Global World |
| UNIT - III | (a) Communicative Skills: Words often Confused, Misused, Idiomatic Expressions and Proverbs, etc. (b) Essential Conversations: Introducing Yourself, Introducing Other Persons, Meeting Someone First Time, At the Airport, Ordering Food in a Restaurant, Talking about a Movie, etc. (c) Filing an F.I.R., Writing a Resume, E-mail Writing, Blog Writing on a given topic. Key Words: Manifesto, Self-Possession, Streamline, Rage, Meteors, Fierce, Perjury, Intent, Campaign, Malicious, English Communication, Competence, Soft Skills, Practical Knowledge, Resume, CV, Blog, Blog Writer and E-mails. |



Unit 1

The Express

by

**After the first powerful plain manifesto
The black statement of pistons, without more fuss
But gliding like a queen, she leaves the station.
Without bowing and with restrained unconcern
She passes the houses which humbly crowd outside,
The gasworks and at last the heavy page
Of death, printed by gravestones in the cemetery.
Beyond the town there lies the open country
Where, gathering speed, she acquires mystery,
The luminous self-possession of ships on ocean.
It is now she begins to sing—at first quite low
Then loud, and at last with a jazzy madness—
The song of her whistle screaming at curves,
Of deafening tunnels, brakes, innumerable bolts.
And always light, aerial, underneath
Goes the elate metre of her wheels.
Steaming through metal landscape on her lines
She plunges new eras of wild happiness
Where speed throws up strange shapes, broad curves
And parallels clean like the steel of guns.
At last, further than Edinburgh or Rome,
Beyond the crest of the world, she reaches night
Where only a low streamline brightness
Of phosphorus on the tossing hills is white.
Ah, like a comet through flame, she moves entranced
Wrapt in her music no bird song, no, nor bough
Breaking with honey buds, shall ever equal.**

Stephen Spender

English poet Sir Stephen Spender was born in London on February 28, 1909. He was a critic in addition to being a poet. He displayed his profound political and social ideas through his poetry. He grew up in London and studied at Oxford University. Other poets like W. H. Auden and C. Day-Lewis were his friends. He spent time in Germany with writer Christopher Isherwood. He rose to fame throughout the 1930s. During this period, many significant British poets were beginning to gain recognition. W.H. Auden, Christopher Isherwood, C. Day Lewis, and Louis MacNeice were a few of these poets. They were occasionally referred to as the Oxford Poets.



Spender and the other Oxford Poets poets believed upholding established principles and producing work of high quality. They didn't use complicated vocabulary like T.S. Eliot, another well-known poets of the day. The Oxford Poets preferred to write about important political matters and express themselves simply so that everyone can understand.

His early poetry was influenced by Spanish poet Federico Garca Lorca and German poet Rainer Maria Rilke. His poetry revealed that he was self-critical and concerned for other people. His poems become increasingly personal and based on experience over time. Spender wrote a large number of poetry collections, including "Dolphins" (1994), "Collected Poems, 1928-1985," "The Generous Days" (1971,"Poems of Dedication" (1946"), and "The Still Centre" (1939). Spender served in the National Fire Service during World War II and helped out in the fire department.

He also created stories, a novel, and essays on literature in addition to poetry. He worked as an editor for prestigious literary magazines. He held a unique position as the Library of Congress's adviser in poetry from 1965 to 1966. From 1970 to 1977, he also worked as an English professor at University College, London. He received recognition for his accomplishments in 1983 when he was knighted.

The name Spender is frequently associated with W.H. Auden, another well-known poet of the 1930s. However, several critics, including Alfred Kazin and Helen Vendler, thought they were rather different. Spender first copied Auden's approach, according to Vendler, but they had different personalities. While Spender's poetry was thought to be more emotional and dreamlike, Auden's poetry was thought to be more structured and bold.

"Pylon Poets" and Spender's Poem "The Pylons":

Spender was one of the "Pylon Poets," who in the 1930s wrote on how the industrial landscape of England was changing. The power pylons in Spender's poem "The Pylons" served as a symbol of change and equality. Spender and others thought that conventional methods were outdated during this period of profound worldwide changes, such as the Spanish Civil War and the Great Depression. Spender, a communist party member, believed that artists should support communism as a solution to the world's problems.

Spender's life and writing were still influenced by the events of the 1930s. It was difficult for him to strike a balance between his politics and his literary works. He maintained journals, poetry, and letters while concentrating more and more on personal writing. In his autobiography, "World within World," he talked frankly about his romantic life during the Spanish Civil War, which sparked controversy. The 1990s saw a literary debate in London and New York after David Leavitt's book "While England Sleeps" appeared to be inspired by Spender's life. This led to a lawsuit and revisions to the book. On July 16, 1995, Stephen Spender passed away. His writings, particularly his autobiography, provided insights into his life and the lives of his companions, such as Auden and Isherwood, during a crucial time in history.



Stanza 1

**After the first powerful plain manifesto
The black statement of pistons, without more fuss
But gliding like a queen, she leaves the station.
Without bowing and with restrained unconcern
She passes the houses which humbly crowd outside,
The gasworks and at last the heavy page
Of death, printed by gravestones in the cemetery.**

The poet begins by stating that the poetry begins with a strong and clear announcement. "The black statement of pistons" refers to how the express train pulls away from the station without showing any interest in its surroundings. The poet compares the departing express train to a queen. According to this metaphor, the train has royal characteristics like grace and magnificence. The train pulls away from the station with a lack of interest in its surroundings.

"She" here refers to the train (personification)" by personifying the train, the poet is able to give it human traits and attributes. Along the railway tracks, the train passes along homes as it heads out. These homes are regarded as being "humbly crowded," which suggests that they are plain and simple. The train travels past a variety of settings, including a gasworks and a cemetery. The reference to the cemetery and the gravestones implies a contrast between the energy of the train and the graveyard's sad reminder of deaths. The train speeds up as it enters the vast countryside after leaving the city. This shift in pace and setting gives the poet a sense of mystery and interest. The poet's perspective of the train changes. Now, the train is compared to a ship cruising the sea, radiating confidence and brilliance.

Stanza 2

**Beyond the town there lies the open country
Where, gathering speed, she acquires mystery,
The luminous self-possession of ships on ocean.
It is now she begins to sing—at first quite low
Then loud, and at last with a jazzy madness—
The song of her whistle screaming at curves,
Of deafening tunnels, brakes, innumerable bolts.**

The train speeds up and takes on a more mysterious quality as it exits the town and approaches the wide open countryside. It indicates that the train now exudes confidence and brilliance by making comparisons to ships on the ocean. It starts to produce noise, first gently, then louder and more stirring as it proceeds. This sound represents the whistle of the train as well as the sound of numerous mechanical components as well as the sound of the train screeching at curves and echoing through tunnels.

**Stanza 3**

**And always light, aerial, underneath
Goes the elate metre of her wheels.
Steaming through metal landscape on her lines
She plunges new eras of wild happiness
Where speed throws up strange shapes, broad curves
And parallels clean like the steel of guns.**

The sound and motion of the train's wheels as it travels produce an upbeat and energizing rhythm. The train nearly appears to be flowing softly beneath the tracks. Industrial metal structures make up the majority of the landscape as the train travels through it. This journey represents the beginning of fresh, thrilling phases of enjoyment or excitement. The fast train causes interesting and distinctive patterns and curves to develop. These patterns emphasize the elegance and precision of the train's motion and are as smooth and exact as the steel used to make guns.

Stanza 4

**At last, further than Edinburgh or Rome,
Beyond the crest of the world, she reaches night

Where only a low streamline brightness
Of phosphorus on the tossing hills is white.
Ah, like a comet through flame, she moves entranced
Wrapt in her music no bird song, no, nor bough
Breaking with honey buds, shall ever equal.**

The train travels far beyond cities like Edinburgh or Rome, eventually arriving at a position where it is nighttime. The sole source of light in this pitch-black area is a weak, phosphorescent glow on the rolling, moving hills. The way the train moves through this sight is compared to a comet gliding over fire while lost in its own music; neither the voice of a bird nor the blooming branches dripping with honey can compare to its elegance.

The World is Too Much With Us

- William Wordsworth

**The world is too much with us; late and soon,
Getting and spending, we lay waste our powers;—
Little we see in Nature that is ours;
We have given our hearts away, a sordid boon!**



**This Sea that bares her bosom to the moon;
The winds that will be howling at all hours,
And are up-gathered now like sleeping flowers;
For this, for everything, we are out of tune;
It moves us not. Great God! I'd rather be
A Pagan suckled in a creed outworn;
So might I, standing on this pleasant lea,
Have glimpses that would make me less forlorn;
Have sight of Proteus rising from the sea;
Or hear old Triton blow his wreathèd horn.**

William Wordsworth

From 1843 until his passing, the celebrated nature poet William Wordsworth held the position of poet laureate in Britain. He co-wrote "Lyrical Ballads" with Samuel Taylor Coleridge, a book that was crucial in starting the Romantic movement in English literature. Wordsworth, who was born on April 7th, 1770, in Cockermouth, England, was from a landowning family and had a great love of the countryside and the natural world. He graduated in 1791 from Cambridge University.

The early years of Wordsworth's life were uneventful, but while visiting the Continent, he became interested in the French Revolution. He briefly took up the cause of freedom, but when his family withdrew their financial support, he was forced to leave and return to England in 1792. Before receiving a legacy from a friend, he went three years without having an established job. After that, he and his sister Dorothy moved to Dorset where he dedicated his life to poetry and eventually became close friends with Coleridge.

Wordsworth and Coleridge continued their significant literary collaboration, after Wordsworth moved to Alfoxden in Somerset in 1797. In 1798, they released "Lyrical Ballads," a collection of important poetry by both of them. Wordsworth described their poetic philosophies in the prologue to the second edition, highlighting the need to express strong feelings, the use of common language, a link to nature, and inventive creation.

Wordsworth wrote throughout his life despite receiving criticism for his concepts and poems. By 1807, the most of his significant work was finished. He lived in the Lake District for the remaining fifty years of his life, first in Grasmere and then in Rydal Mount, where he wed Mary Hutchinson in 1802. His ideas gained popularity over time and gained favor with critics, which resulted in his selection as poet laureate in 1843. April 23, 1850, marked his passing.

Wordsworth focuses on his intellectual and emotional development in "The Prelude," a lengthy poem in which he discusses his changing relationship with nature in particular. In his well-known "Ode: Intimations of Immortality," he proclaimed his passion for the natural world. Wordsworth frequently praised the beauty of the natural world and daily living in his poetry. He is most known for his works "The Solitary Reaper," "Michael," "Tintern Abbey," "Daffodils," "Ode: Intimations of Immortality," and "The World Is Too Much with Us." His autobiographical masterpiece, "The Prelude," was released after his death and he was buried in the Grasmere churchyard.

**Stanza 1**

**The world is too much with us: late and soon,
Getting and spending, we lay waste our powers**

When the poet uses the term "the world" at the beginning of the poem "The World is Too Much With Us," the reader immediately grasps its significance. He is referring to materialistic worries and issues like money, property, and power. He comes to the conclusion that we care far too much about these material possessions. In other words, because individuals are so focused on acquiring and spending things, they have powers that are greater than those that they have used. They are caught up in their need for more money, and their behaviors of making money, spending money, and taking care of their possessions consume all of their time. He thinks that people place far too much importance on money and material things.

Stanza 2

**Little we see in Nature that is ours;
We have given our hearts away, a sordid boon!**

The speaker compares "The World" with "Nature" in these lines. He makes clear that while people invest their efforts in gaining material goods, the true beauty of the land is incomparable. He reveals that very few things that people see in Nature actually belong to them. We have lost our hearts, he continues, grieving. Despite the fact that we do not own the natural world, he thinks that instead of appreciating it, we are driven by desire to gather money and material possessions. The speaker then goes on to talk about how people are missing out on the beauty of nature because they are so preoccupied with the desire for money and material stuff.

Stanza 3

**This Sea that bares her bosom to the moon;
The winds that will be howling at all hours,
And are up-gathered now like sleeping flowers;**

The speaker talks about how most people are missing out on the beauty of nature. He describes the wind, the flowers, and the sea. He uses personification in his descriptions of various elements of nature to make each one more relatable to the reader. The phrase "bares her bosom to the moon" implies a close relationship between the moon and the sea. "Howl" is the sound made by the winds. This gives the wind emotional depth. Flowers are said to "sleep". Giving these natural phenomena human characteristics makes it easier for the reader to experience this bond with nature. By giving the reader a vision of nature, it enables him to realize what he is missing out on by being engrossed in materialistic things and desire.

Stanza 4

**For this, for everything, we are out of tune;
It moves us not. — Great God! I'd rather be
A Pagan suckled in a creed outworn;**



The speaker concludes by declaring that because we are so preoccupied with material things, we are out of touch with nature. The speaker makes a promise in this passage that he would rather be a poor pagan than be so preoccupied with material success that he is unable to appreciate the true joys of life. He prays to God and even declares that he would prefer to be a pagan to being separated from nature.

Stanza 5

**So might I, standing on this pleasant lea,
Have glimpses that would make me less forlorn;
Have sight of Proteus rising from the sea;
Or hear old Triton blow his wreathèd horn.**

Instead of being wealthy and powerful and cut off from nature, he would prefer to be a pagan who is poor and powerless and in touch with it. He makes reference to two pagan gods in the last two sentences. Although it was believed that Proteus could predict the future, he tried to stay far away from doing so. According to the speaker, if he had been a pagan, he might have been able to picture himself interacting with Proteus or even catching a glimpse of him as he looks at the ocean. The pagan god Triton was credited with having the power to control ocean waves. Thus, it appears that the speaker takes a long, unhurried look at the water while enjoying nature in order to see Triton and Proteus. After praying to God, the speaker makes reference to these two pagan gods, declaring that he would rather be a pagan than be cut off from nature.

My Financial Career - Stephen Leacock

When I go into a bank I get rattled. The clerks rattle me; the wickets rattle me; the sight of the money rattles me; everything rattles me.

The moment I cross the threshold of a bank and attempt to transact business there, I become an irresponsible idiot.

I knew this beforehand, but my salary had been raised to fifty dollars a month and I felt that the bank was the only place for it.

So I shambled in and looked timidly round at the clerks. I had an idea that a person about to open an account must needs consult the manager.

I went up to a wicket marked "Accountant." The accountant was a tall, cool devil. The very sight of him rattled me. My voice was sepulchral.

"Can I see the manager?" I said, and added solemnly, "alone." I don't know why I said "alone."

"Certainly," said the accountant, and fetched him.

The manager was a grave, calm man. I held my fifty-six dollars clutched in a crumpled ball in my pocket.

"Are you the manager?" I said. God knows I didn't doubt it.

"Yes," he said.



"Can I see you," I asked, "alone?" I didn't want to say "alone" again, but without it the thing seemed self-evident.

The manager looked at me in some alarm. He felt that I had an awful secret to reveal.

"Come in here," he said, and led the way to a private room. He turned the key in the lock.

"We are safe from interruption here," he said; "sit down."

We both sat down and looked at each other. I found no voice to speak.

"You are one of Pinkerton's men, I presume," he said.

He had gathered from my mysterious manner that I was a detective. I knew what he was thinking, and it made me worse.

"No, not from Pinkerton's," I said, seeming to imply that I came from a rival agency. "To tell the truth," I went on, as if I had been prompted to lie about it, "I am not a detective at all. I have come to open an account. I intend to keep all my money in this bank."

The manager looked relieved but still serious; he concluded now that I was a son of Baron Rothschild or a young Gould.

"A large account, I suppose," he said.

"Fairly large," I whispered. "I propose to deposit fifty-six dollars now and fifty dollars a month regularly."

The manager got up and opened the door. He called to the accountant.

"Mr. Montgomery," he said unkindly loud, "this gentleman is opening an account, he will deposit fifty-six dollars. Good morning."

I rose.

A big iron door stood open at the side of the room.

"Good morning," I said, and stepped into the safe.

"Come out," said the manager coldly, and showed me the other way.

I went up to the accountant's wicket and poked the ball of money at him with a quick convulsive movement as if I were doing a conjuring trick.

My face was ghastly pale.

"Here," I said, "deposit it." The tone of the words seemed to mean, "Let us do this painful thing while the fit is on us."

He took the money and gave it to another clerk.

He made me write the sum on a slip and sign my name in a book. I no longer knew what I was doing. The bank swam before my eyes.

"Is it deposited?" I asked in a hollow, vibrating voice.

"It is," said the accountant.

"Then I want to draw a cheque."



My idea was to draw out six dollars of it for present use. Someone gave me a chequebook through a wicket and someone else began telling me how to write it out. The people in the bank had the impression that I was an invalid millionaire. I wrote something on the cheque and thrust it in at the clerk. He looked at it.

"What! are you drawing it all out again?" he asked in surprise. Then I realized that I had written fifty-six instead of six. I was too far gone to reason now. I had a feeling that it was impossible to explain the thing. All the clerks had stopped writing to look at me.

Reckless with misery, I made a plunge.

"Yes, the whole thing."

"You withdraw your money from the bank?"

"Every cent of it."

"Are you not going to deposit any more?" said the clerk, astonished.

"Never."

An idiot hope struck me that they might think something had insulted me while I was writing the cheque and that I had changed my mind. I made a wretched attempt to look like a man with a fearfully quick temper.

The clerk prepared to pay the money.

"How will you have it?" he said.

"What?"

"How will you have it?"

"Oh"—I caught his meaning and answered without even trying to think—"in fifties."

He gave me a fifty-dollar bill.

"And the six?" he asked dryly.

"In sixes," I said.

He gave it me and I rushed out.

As the big door swung behind me I caught the echo of a roar of laughter that went up to the ceiling of the bank. Since then I bank no more. I keep my money in cash in my trousers pocket and my savings in silver dollars in a sock.

Stephen Leacock:

Stephen Leacock, one of Canada's greatest humorists, was born in Swanmore, England in 1869. His father moved the family to the Lake Simcoe region of Ontario after numerous unsuccessful attempts at farming in England, South Africa, and the United States. When Leacock's father finally left the family, his mother was alone to care for the eleven kids. Leacock attended Upper Canada College after completing his local education. He continued his education at the University of Toronto before transferring to the University of Chicago to study political economy. He began working as a lecturer at McGill University in 1903, where he eventually rose to the position of department head for economics and political science.



Leacock published a lot of non-fiction, but his humorous fiction is what made him most famous. Literary Lapses, his first collection of comedic stories, was published in 1910. They consisted of reflections, jokes, satires, amusing stories, and dialogues. Apart from Leacock's acute sense of humor, the stories didn't have anything in common because they were pulled together from numerous sources. Sunshine Sketches of a Little Town (1912) and Arcadian Adventures with the Idol Rich (1914) are two of his most significant comedic works. Leacock introduces us to a little Ontario town in the first book, and while it is obvious that the residents and customs of this community are being satirized, it is done with a great degree of respect. The latter, which is set in a sizable American city, is more harsher in its criticism of the economic upper class, which Leacock believed to be hypocritical, self-serving, and ultimately harmful.

Leacock also penned a lot of material on humor, which he considered to be the pinnacle of goodwill and development in people. His argument is best established in Humor and Humanity (1937), which he wrote about other authors like Mark Twain and Charles Dickens. Leacock remained fiercely committed to his initial love, humor, despite criticism that he relied too heavily on a "lesser" genre.

Summary:

The hilarious and lighthearted tale My Financial Career captures the author's constant fear of theft anytime he entered a bank. He was irritated and alarmed by everything relating to the bank. He turned into a careless moron. Once, when his pay was increased to \$50, he decided to put that money in the bank because it appeared like a secure place. He entered the bank out of fear and inquired about the management with the accountant.

The writer told the manager he wanted to speak with him alone when the accountant brought him to the manager. The manager became concerned and escorted the writer into a different room after glancing at him with considerable apprehension. He mistook the writer for a member of the investigative agency Pinkerton, thought he had some terrible secret to share, and locked the door after learning this information. He was told by the writer that he was merely there to establish an account and that he was not from any top-secret organization.

The manager wanted him to make a significant deposit in the bank since he believed him to be a successful businessman. He was unhappy to learn that the writer only intended to deposit \$55.60 into the bank. The manager told the account holder to open an account for the writer and then bade the writer farewell. The writer discovered an open door in that chamber and went through it, thinking about how to get out, but it was secure.

When told to leave, the writer was escorted outside by the accountant. The accountant refunded the remaining money after depositing \$56 into his account. The author suddenly realized he needed six dollars for daily expenses. He scribbled \$56 instead of \$6 on the check as he signed it and addressed it to the accountant. When the accountant saw everything, he was taken aback and asked the man if he wanted to withdraw the entire sum that had been put.

Although the author was aware of his error, he did not want to be made fun of. In that bank, he thought he had been insulted. He wasn't planning to put the money in the bank. His money of \$56 was refunded to him by the accountant. When the author exited the bank, he overheard laughter behind him. The writer stopped going to the bank after that and instead began stashing cash in his pocket and saving money in his socks.



Running for Governor - Mark Twain

A few months ago I was nominated for Governor of the great state of New York, to run against Mr. John T. Smith and Mr. Blank J. Blank on an independent ticket. I somehow felt that I had one prominent advantage over these gentlemen, and that was--good character. It was easy to see by the newspapers that if ever they had known what it was to bear a good name, that time had gone by. It was plain that in these latter years they had become familiar with all manner of shameful crimes. But at the very moment that I was exalting my advantage and joying in it in secret, there was a muddy undercurrent of discomfort "riling" the deeps of my happiness, and that was--the having to hear my name bandied about in familiar connection with those of such people. I grew more and more disturbed. Finally I wrote my grandmother about it. Her answer came quick and sharp. She said:

You have never done one single thing in all your life to be ashamed of--not one. Look at the newspapers--look at them and comprehend what sort of characters Messrs. Smith and Blank are, and then see if you are willing to lower yourself to their level and enter a public canvass with them.

It was my very thought! I did not sleep a single moment that night. But, after all, I could not recede.

I was fully committed, and must go on with the fight. As I was looking listlessly over the papers at breakfast I came across this paragraph, and I may truly say I never was so confounded before.

PERJURY.--Perhaps, now that Mr. Mark Twain is before the people as a candidate for Governor, he will condescend to explain how he came to be convicted of perjury by thirty-four witnesses in Wakawak, Cochin China, in 1863, the intent of which perjury being to rob a poor native widow and her helpless family of a meager plantain-patch, their only stay and support in their bereavement and desolation. Mr. Twain owes it to himself, as well as to the great people whose suffrages he asks, to clear this matter up. Will he do it?

I thought I should burst with amazement! Such a cruel, heartless charge! I never had seen Cochin China! I never had heard of Wakawak! I didn't know a plantain-patch from a kangaroo! I did not know what to do. I was crazed and helpless. I let the day slip away without doing anything at all. The next morning the same paper had this--nothing more:

SIGNIFICANT.--Mr. Twain, it will be observed, is suggestively silent about the Cochin China perjury.

[Mem.--During the rest of the campaign this paper never referred to me in any other way than as "the infamous perjurer Twain."]

Next came the Gazette, with this:

WANTED TO KNOW.--Will the new candidate for Governor deign to explain to certain of his fellow-citizens (who are suffering to vote for him!) the little circumstance of his cabin-mates in Montana losing small valuables from time to time, until at last, these things having been invariably found on Mr.



Twain's person or in his "trunk" (newspaper he rolled his traps in), they felt compelled to give him a friendly admonition for his own good, and so tarred and feathered him, and rode him on a rail; and then advised him to leave a permanent vacuum in the place he usually occupied in the camp. Will he do this?

Could anything be more deliberately malicious than that? For I never was in Montana in my life.

[After this, this journal customarily spoke of me as, "Twain, the Montana Thief."]

I got to picking up papers apprehensively--much as one would lift a desired blanket which he had some idea might have a rattlesnake under it. One day this met my eye:

THE LIE NAILED.--By the sworn affidavits of Michael O'Flanagan, Esq., of the Five Points, and Mr. Snub Rafferty and Mr. Catty Mulligan, of Water Street, it is established that Mr. Mark Twain's vile statement that the lamented grandfather of our noble standard-bearer, Blank J. Blank, was hanged for highway robbery, is a brutal and gratuitous LIE, without a shadow of foundation in fact. It is disheartening to virtuous men to see such shameful means resorted to to achieve political success as the attacking of the dead in their graves, and defiling their honored names with slander. When we think of the anguish this miserable falsehood must cause the innocent relatives and friends of the deceased, we are almost driven to incite an outraged and insulted public to summary and unlawful vengeance upon the traducer. But no! let us leave him to the agony of a lacerated conscience (though if passion should get the better of the public, and in its blind fury they should do the traducer bodily injury, it is but too obvious that no jury could convict and no court punish the perpetrators of the deed).

The ingenious closing sentence had the effect of moving me out of bed with despatch that night, and out at the back door also, while the "outraged and insulted public" surged in the front way, breaking furniture and windows in their righteous indignation as they came, and taking off such property as they could carry when they went. And yet I can lay my hand upon the Book and say that I never slandered Mr. Blank's grandfather. More: I had never even heard of him or mentioned him up to that day and date.

[I will state, in passing, that the journal above quoted from always referred to me afterward as "Twain, the Body-Snatcher."]

The next newspaper article that attracted my attention was the following:

A SWEET CANDIDATE.--Mr. Mark Twain, who was to make such a blighting speech at the mass-meeting of the Independents last night, didn't come to time! A telegram from his physician stated that he had been knocked down by a runaway team, and his leg broken in two places--sufferer lying in great agony, and so forth, and so forth, and a lot more bosh of the same sort. And the Independents tried hard to swallow the wretched subterfuge, and pretend that they did not know what was the real reason of the absence of the abandoned creature whom they denominate their standard-bearer. A certain man was seen to reel into Mr. Twain's hotel last night in a state of beastly intoxication. It is the imperative duty of the Independents to prove that this besotted brute was not Mark Twain himself. We have them at



last! This is a case that admits of no shirking. The voice of the people demands in thunder tones, "WHO WAS THAT MAN?"

It was incredible, absolutely incredible, for a moment, that it was really my name that was coupled with this disgraceful suspicion. Three long years had passed over my head since I had tasted ale, beer, wine or liquor or any kind.

[It shows what effect the times were having on me when I say that I saw myself, confidently dubbed "Mr. Delirium Tremens Twain" in the next issue of that journal without a pang--notwithstanding I knew that with monotonous fidelity the paper would go on calling me so to the very end.]

By this time anonymous letters were getting to be an important part of my mail matter. This form was common

How about that old woman you kiked of your premises which was beging. POL. PRY.

And this:

There is things which you Have done which is unbeknowens to anybody but me. You better trot out a few dots, to yours truly, or you'll hear through the papers from
HANDY ANDY.

This is about the idea. I could continue them till the reader was surfeited, if desirable.

Shortly the principal Republican journal "convicted" me of wholesale bribery, and the leading Democratic paper "nailed" an aggravated case of blackmailing to me.

[In this way I acquired two additional names: "Twain the Filthy Corruptionist" and "Twain the Loathsome Embracer."]

By this time there had grown to be such a clamor for an "answer" to all the dreadful charges that were laid to me that the editors and leaders of my party said it would be political ruin for me to remain silent any longer. As if to make their appeal the more imperative, the following appeared in one of the papers the very next day:

BEHOLD THE MAN!--The independent candidate still maintains silence. Because he dare not speak. Every accusation against him has been amply proved, and they have been indorsed and reindorsed by his own eloquent silence, till at this day he stands forever convicted. Look upon your candidate, Independents! Look upon the Infamous Perjurer! the Montana Thief! the Body-Snatcher! Contemplate your incarnate Delirium Tremens! your Filthy Corruptionist! your Loathsome Embracer! Gaze upon him--ponder him well--and then say if you can give your honest votes to a creature who has earned this dismal array of titles by his hideous crimes, and dares not open his mouth in denial of any one of them!



There was no possible way of getting out of it, and so, in deep humiliation, I set about preparing to "answer" a mass of baseless charges and mean and wicked falsehoods. But I never finished the task, for the very next morning a paper came out with a new horror, a fresh malignity, and seriously charged me with burning a lunatic asylum with all its inmates, because it obstructed the view from my house. This threw me into a sort of panic. Then came the charge of poisoning my uncle to get his property, with an imperative demand that the grave should be opened. This drove me to the verge of distraction. On top of this I was accused of employing toothless and incompetent old relatives to prepare the food for the foundling' hospital when I warden. I was wavering--wavering. And at last, as a due and fitting climax to the shameless persecution that party rancor had inflicted upon me, nine little toddling children, of all shades of color and degrees of raggedness, were taught to rush onto the platform at a public meeting, and clasp me around the legs and call me PA!

I gave it up. I hauled down my colors and surrendered. I was not equal to the requirements of a Gubernatorial campaign in the state of New York, and so I sent in my withdrawal from the candidacy, and in bitterness of spirit signed it, "Truly yours, once a decent man, but now

"MARK TWAIN, LP., M.T., B.S., D.T., F.C., and L.E."

Mark Twain

Samuel Clemens became Mark Twain in 1835 in Florida, Missouri, in the United States. Samuel Clemens was the sixth child to be born to lawyer John Clemens and his wife Jane, although three of his siblings passed away when he was still a little toddler. The family relocated to Hannibal, a Mississippi River town, when Samuel was four years old. Samuel admired riverboats and wanted to be a riverboat captain. His experiences in Hannibal served as the basis for numerous of his stories.

Samuel's father passed away when he was eleven. Samuel enrolled as an apprentice printer at the Missouri Courier to help support his family. He acquired a great deal of writing knowledge and pursued his education at night in public libraries. Later, Samuel typeset articles for his brother Orion's newspaper, the Western Union. Samuel contributed essays and cartoons to the paper and earned a reputation for his sense of humor. At the age of 17, Samuel left Hannibal and found employment in Cincinnati, St. Louis, New York, and Philadelphia. Then, in 1857, he went back to school for two years to learn how to pilot a riverboat.

The Civil War, however, began in 1861, and Samuel's days on the river came to an end. He relocated to the west to enlist in the Confederate Army, but he departed before combat started. He temporarily worked as a miner before joining the Territorial Enterprise in Virginia City, Nevada as a reporter and starting to publish short stories under the pseudonym Mark Twain. These humorous stories had plenty of action.

Published in 1865, "The Celebrated Jumping Frog of Calaveras County" was Mark's first widely read story. As a result of the widespread praise, Mark quickly rose to become one of the most well-known American superstars of his era. He was commissioned to pen his first (and best-selling) travelogue, "The Innocents Abroad" (1869), and several books, such as "Roughing It" (1872), "The Prince and the Pauper" (1882), and "Life on the Mississippi" (1883), followed. Olivia Langdon, the 24-year-old daughter of a wealthy coal merchant, and Mark were married in 1870. They had a son and three



daughters before settling in Buffalo, New York. Tragically, their son passed away.

Parenthood inspired Mark to write his well-known "river novels" for kids. As he was writing each chapter, he read it to his family. The stories of two boys' travels on the Mississippi River are found in "The Adventures of Tom Sawyer" (1876) and its sequel, "The Adventures of Huckleberry Finn" (1884). Particularly Huckleberry Finn, which tells the story of a white youngster who aids a black man in escaping slavery in the southern US, has been dubbed "The Great American Novel." Additionally, it was among the first novels to use the common (colloquial) language of its characters.

Because several of the characters in Mark Twain's "river books" employ offensive, racialized language that was widespread at the time of writing, some of them have been banned.

Mark made a lot of money through his writing, but he lost the most of it by taking on dangerous business projects. He started a global lecture tour in 1895 in an effort to pay off his debts, which he eventually completed in 1898. Mark went back to New York after Olivia passed away in 1904, then he moved to Redding, Connecticut. He passed away here in 1910 at the age of 74 after suffering a heart attack.

Summary:

In this passage, Twain reflects on being nominated for Governor of New York and feeling a sense of moral superiority over their opponents, Mr. John T. Smith and Mr. Blank J. Blank, due to their perceived good character. However, there is an underlying discomfort because his name is associated with these individuals, who seem to have engaged in shameful activities. Twain seeks advice from their grandmother.

In response to his concerns, his grandmother reassures him that he have never done anything to be ashamed of and advises him not to lower himself to the level of his opponents, Messrs. Smith and Blank, whose characters are questionable. Despite his reservations, Twain feels fully committed to the political campaign but is left confused after reading a particular paragraph in the newspapers at breakfast.

He encounters a shocking newspaper article accusing Mr. Mark Twain, who is running for Governor, of perjury in Cochin China in 1863, allegedly to deprive a widow and her family of their plantain-patch. Twain is astonished and denies any knowledge of such events, feeling overwhelmed and unsure of how to respond to this false accusation.

Twain recalls how, following the initial accusation, they allowed a day to pass without taking action. The next day, the same newspaper subtly suggested that Mr. Twain had not addressed the Cochin China perjury allegation, and throughout the campaign, this paper continually referred to him as "the infamous perjurer Twain." Subsequently, another newspaper, the Gazette, brought up a new accusation regarding valuables going missing in Montana, ultimately leading to Mr. Twain's tarring, feathering, and riding on a rail, followed by advice to vacate his usual spot in the camp. The paper questions whether Mr. Twain will explain these incidents to potential voters. He expresses outrage at the false accusations against them, particularly the Montana incident, as he had never been to Montana. Despite



his innocence, one newspaper consistently referred to him as "Twain, the Montana Thief." He began to approach newspapers with caution, fearing further slander.

The passage reports that sworn affidavits from individuals refute Mr. Mark Twain's claim that Blank J. Blank's grandfather was hanged for highway robbery, calling it a baseless lie. It condemns the use of such slanderous tactics for political gain, particularly when targeting the deceased, and expresses sympathy for the anguish it may cause their innocent relatives and friends. The passage also hints at the possibility of public outrage and vengeance against the slanderer but cautions against unlawful actions.

The passage recounts an incident where a cleverly written closing sentence in a newspaper article prompted Twain to quickly exit his house from the back door while an enraged public stormed in from the front, causing damage and looting. Despite the false accusation against him, the narrator swears on the Bible that he had never slandered Mr. Blank's grandfather and had never even heard of him prior to that day. The journal humorously notes that the newspaper subsequently referred to the narrator as "Twain, the Body-Snatcher."

In this passage, a newspaper article reports that Mr. Mark Twain failed to appear at a political mass-meeting due to a supposed accident involving a runaway team and a broken leg, which the article labels as a subterfuge. It also insinuates that Twain was seen drunk at his hotel, prompting demands from the public to identify the intoxicated man. Twain is shocked and disbelieving that his name is linked to such a disgraceful suspicion, despite abstaining from alcohol for three years. The paragraph also reflects the toll the times have taken on the narrator, who anticipates being humorously referred to as "Mr. Delirium Tremens Twain" in the next newspaper issue.

The author mentions receiving anonymous letters, which have become a significant part of their mail. He humorously suggest that they could continue sharing these letters if the reader desires more. The political attacks intensify, with a Republican journal accusing him of bribery and a Democratic paper accusing him of blackmail. As a result, he gains additional derogatory names such as "Twain the Filthy Corruptionist" and "Twain the Loathsome Embracer." The mounting pressure and clamor for a response from the public lead to the realization that he can no longer remain silent. A newspaper article urges Independents to consider the numerous accusations and titles Twain has acquired, casting him as an "Infamous Perjurer," "Montana Thief," "Body-Snatcher," "Delirium Tremens," "Filthy Corruptionist," and "Loathsome Embracer," and challenges voters to support someone with such a tarnished reputation who refuses to deny the allegations.

The author describes his growing humiliation as he attempts to respond to a barrage of false accusations and falsehoods. He recounts various absurd charges, including burning a lunatic asylum, poisoning his uncle, and employing toothless relatives at a foundling hospital. The final straw is when children are orchestrated to approach him at a public meeting and call him "PA." Overwhelmed by the relentless persecution and unable to handle the demands of a political campaign in New York, Twain withdraws his candidacy and signs his withdrawal letter with a touch of bitterness, listing the derogatory titles and accusations he have endured.



renaissance

college of commerce & management

B.B.A./B.COM/BAJMC II Year

Subject: ENGLISH



UNIT - II

Essay Writing - Topical Essays: Terrorism, Covid - 19, Pandemic India and the Modern World, The Role of Women in the New Era, The Global World

Essay Writing -

Pre-Writing:

Understand the Topic: To understand what is expected, carefully read the essay topic.

Brainstorm: Generate ideas, concepts, and arguments related to the topic.

Research: Gather information from reliable sources to support your essay.

Create an Outline: Organize your thoughts and main points logically before you start writing.

Writing the Essay:

Introduction:

Start with grabbing the reader's attention.

Clearly state your main argument.

Provide a brief overview of what the essay will cover.

Body Paragraphs:

Begin each paragraph with a clear topic sentence.

Support your topic sentence with evidence and examples.

Ensure smooth transitions between paragraphs.

Stick to one main idea per paragraph.

Evidence:

Use credible sources to back up your claims.

Clarity and Conciseness:

Keep your sentences clear and brief.

Avoid unnecessary slang or complex language.



Use strong verbs and active voice.

Conclusion:

Summarize the main points of your essay.

Restate your argument and provide a final thought or reflection.

Revision and Editing:

Review and Revise:

Read your essay aloud to identify awkward phrasing or errors.

Check for coherence and ensure your ideas flow logically.

Remove redundant or irrelevant information.

Grammar and Spelling:

Proofread for grammar and spelling errors.

Consider using grammar-checking tools or seeking peer feedback.

Final Touches:

Title: Create a clear and engaging title that reflects the content of your essay.

Introduction and Conclusion Polish: Make sure your introduction and conclusion are strong and impactful.

Word Count: Verify that your essay meets the required word count.

Take Breaks: Don't rush the writing process; take breaks to refresh your mind.

Ask for Feedback: If possible, seek feedback from teachers, peers, or writing centers.



UNIT – III

(a) Communicative Skills: Words often Confused, Misused, Idiomatic Expressions and Proverbs, etc.

English communication skills are important because they can impact almost every facet of your life. Your proficiency in the language determines how successful you are in your personal and professional interactions.

Commonly Confused Words

Some words look the same, while others sound the same. Knowing the difference between these similar words can be very tricky. In this handout we have provided some of the most commonly confused word pairs, with definitions for each and sentences showing them in context. This is by no means a comprehensive list, but it should hopefully help you begin to recognize the particular differences between different words.

Here are what we consider to be the top ten most confusing word pairs, organized in alphabetical order:

Affect vs. Effect

Affect is a verb meaning to influence. **Effect** is a noun meaning result.

While the student didn't see how studying **affected** his test-taking, the positive **effects** soon became clear.

Lie vs. Lay

Lie is a verb meaning to recline or rest on a surface. **Lay** is a verb meaning to put or place.

Kim **lies** down to take a nap every day at 3:30 p.m. Before falling asleep, Kim **lays** her bracelet on the table.

Lose vs. Loose

Lose is a verb meaning to misplace. **Loose** is an adjective meaning slack, moveable, or weak.

I always manage to **lose** my **loose**-fitting tank top.

One Word vs. Two Word combos

People often confuse similar words that appear as one word, or two words. They are used in separate contexts, however, and so learning when to use each will improve your writing's quality. Examples of one word/two word pairs include altogether vs. all together; anyway vs. any way; and everyday vs. every day.

Here's an example of the difference between them:

Anyway vs. Any way

Anyway is an adverb meaning regardless. **Any way** is a phrase meaning any manner or method.

I don't want to go to the party, **anyway**. We could take **any way** we want to get to the party.

Than vs. Then

Than is a conjunction used to compare two things. **Then** is usually an adverb indicating time.

Do you think that Pepsi Cola is better **than** Coca Cola? We went to the store, and **then** to a movie.

That vs. Which

That is used when the phrase or clause that follows it is necessary in the sentence. **Which** is used when



the phrase or clause that follows it is not necessary.

Students **that** fail to thoroughly proofread often miss unnecessary points. Procrastinated papers, **which** students write often, fail to lead to the desired grades for their classes.

Their vs. There vs. They're

Their is a pronoun that is plural possessive. **There** is a word that means place. **They're** is a contraction that means they are.

Their dog is over **there** digging through the trash. **They're** not the most responsible pet owners.

To vs. Too vs. Two

To is a preposition indicating direction. **Too** is an adverb meaning in addition or also. **Two** is a number.

Too many times, students go **to** their adviser **to** set up their classes, but only have **two** of their five classes picked out.

Who vs. Whom

Who is a pronoun used as the subject of a sentence. **Whom** is a pronoun used as a direct object.

Who is responsible for the research on this group project? We assigned research to **whom** for this group project?

NOTE: As a general rule, if you can substitute "she" then "who" is the appropriate choice. If you can substitute "her" then "whom" is the appropriate choice.

Your vs. You're

Your is a pronoun that is second person possessive. **You're** is a contraction that means you are.

Your clothes will wrinkle if **you're** not careful with the drying cycle you choose.

Other Confusing Word Pairs

Accept vs. Except

Allusion vs. Illusion

Appraise vs. Apprise

Capital vs. Capitol

Climactic vs. Climatic

Complement vs. Compliment

Compose vs. Comprise

Elicit vs. Illicit

Emigrate vs. Immigrate

Ensure vs. Insure

Farther vs. Further

Imitated vs. Intimated

Its vs. It's

Passed vs. Past

Set vs. Sit

Misused words:

1) "Skim" and "scan"



“Skimming” and “scanning” are two different reading techniques. If you’re trying to get the gist of something, you “skim” it by quickly looking over the main sections and keywords.

If you’re trying to find a specific detail, on the other hand, you “scan” the document.

In a Sentence:

“I skimmed your company’s SEC filings to get a better sense of your financial history.”

“I scanned the meeting notes to find where we discussed payment.”

2) “Proceed” and “precede”

To “proceed” is “to continue,” whereas “precede” means “to go before.”

In a Sentence:

“Thanks for pausing -- we can proceed.”

“Can we go back to the preceding point?”

3) “Due diligence”

“Due diligence” is a legal term for the investigation into a company or person before signing a contract or entering a business agreement.

The expression can also mean “doing research.” Just make sure you say “do due diligence,” *not* “do diligence” (which doesn’t mean anything).

In a Sentence:

“I did some due diligence to make sure her company checks out.”

“After doing some due diligence, I don’t think they’re a good fit.”

4) “Rein” and “reign”

“Rein” refers to the straps you use to guide a horse -- which explains its second meaning, “to keep under control or restrict.”

To “reign,” on the other hand, is “to rule or command a kingdom.”

In a Sentence:

“Let’s pull in the reins on the spending -- we’ve already blown through half our monthly budget, and it’s only June 5.”

“She reigns over the HR department.”



5) “Supposably”

“Supposably” isn’t a real word: It’s a cross between “presumably” and “supposedly.” Letting this one slip can make you sound silly.

In a Sentence:

“Supposedly, they’re acquiring Pied Piper next month.”

“Richard will presumably continue as CEO.”

6) “Ensure” and “insure”

They might sound similar, but “ensure” means “to make certain,” while “insure” refers to buying insurance.

In a Sentence:

“We ensure all of our suppliers meet OSHA regulations.”

“My company insures its most expensive equipment.”

7) “Deep-seeded”

According to typo-proofing tool [Correctica](#), even the *Washington Post* and White House have gotten this one wrong. The correct version is “deep-seated,” as in “firmly established” or “ingrained.”

In a Sentence:

“Your deep-seated presence in the local community is impressive.”

8) “Piece of mind” and “peace of mind”

When you give someone a “piece of your mind,” you’re letting them know why you’re angry.

“Peace of mind” is very different: It’s a calm, relaxed state you enter when you know nothing’s wrong.

In a Sentence:

“If Jane still can’t get a sales engineer for the call, she’s going to give Sarah a piece of her mind.”

“Mind if I look over the deck for typos one last time? It’ll give me peace of mind.”

9) “Sneak peak”

“Peak” and “peek” might only be one letter off, but the former refers to the top of a mountain, while the latter means “to look quickly.”

Unless you have a mountain range stashed away, you can’t give people a “sneak peak” -- you can only give them a “sneak peek.”



In a Sentence:

“We just rolled out a new feature. Want a sneak peek?”

10) “For all intensive purposes”

People use this phrase all the time to say “virtually” or “for all practical purposes.” It’s actually “for all intents and purposes” -- you can blame faulty hearing for the confusion.

In a Sentence:

“I’ll follow up today, but for all intents and purposes, the deal is dead.”

11) “Tongue-and-cheek”

No, the joke your prospect just told wasn’t “tongue-*and*-cheek” -- it was “tongue-*in*-cheek.” The difference is subtle, but it’s an important one to get right.

In a Sentence:

“They were pretty serious when we started the call, but being tongue-in-cheek helped them loosen up.”

12) “Slight” versus “sleight”

You “slight” someone when you insult or snub them. However, “sleight” means “deceitful craftiness.”

In a Sentence:

“Jan slighted Michael by not inviting him to the corporate dinner.”

“The pickpocket managed to grab my wallet by sleight of hand.”

13) “By in large”

When you want to say “on the whole,” or “everything considered,” make sure you don’t accidentally say “by *in* large.” The correct phrase is “by *and* large.”

In a Sentence:

“By and large, the discovery call went well.”

14) “Principle” and “principal”

A “principle” is a belief, philosophy, or fundamental truth. Hopefully, you’re a person of principle.

“Principal” can mean many things. First, it can mean “main,” or “major.” It can also refer to capital before interest. Finally, “principal” is the title of the primary (sometimes the only) investor in a business.

In a Sentence:



"The offer was tempting, but I had to reject it based on principle."

"The principal returned my email, but I think her agency might be too small to use our services."

15) "Adverse" and "averse"

An "adverse" effect prevents your success or progress toward a goal, while "averse" means something you're strongly opposed to.

In a Sentence:

"I just got adverse news from my customer champion."

"I'm not averse to offering her a free trial."

16) "Appraise" and "apprise"

To determine the value of an item, you "appraise" it. To inform someone, you "apprise" them.

In a Sentence:

"According to the firm who appraised the property, it will be worth more once the community playground is finished."

"I'll apprise you as soon as I hear back from my finance director."

17) "Begg the question"

People commonly use "begg the question" to mean "clearly makes you wonder" or "obviously leads to this next question." However, it actually means "assumes what it should be proving. Use it to refer to circular reasoning.

In a Sentence:

"The website says their product boosts productivity by making you more efficient, but that begg the question."

18) "Dichotomy," "discrepancy," and "disparity"

There is a "dichotomy" between two different or entirely opposite things. There is a "discrepancy" between two things that should be identical -- but are not. A "disparity" means a significant difference for something you can measure, like salary, age, or access to a resource.

In a Sentence:

"There's a dichotomy between your recruiting and retention goals."

"I noticed a discrepancy between the numbers you forwarded me versus the ones you told me on the



phone."

"The pricing disparity for your North American customers compared to your European customers is troubling."

19) "New age"

Beware of calling your solution "New Age" -- in general, this term means "mystical" or "spiritual" and stems from the New Age movement that spread through niche communities in the 1970s and '80s. It *doesn't* mean "modern," "cutting-edge," or "futuristic."

In a Sentence:

"Some scholars say the New Age movement hit its apex in the '80s."

20) "Opportunistic"

Are you opportunistic? Perhaps, but you might not want to brag about that. An opportunistic person will exploit any opportunity that arises even if it's immoral, unfair, or unplanned.

In a Sentence:

"Keenan opportunistically took Hooli's acquisition offer, even though he'd already committed to a merger with a Dutch VR startup."

Idiomatic expressions:

Idiomatic expressions are a **type of informal language that have a meaning different from the meaning of the** words in the expression. Some of the Idiomatic expressions are as follows:

1. Tickled Pink: made very happy

- She was tickled pink by the good news.

2. Hands Down: no competition

- You are hands down the best player on the team.

3. Down in the Dumps: sad or depressed

He's been down in the dumps lately.

4. Sick As A Dog: very sick

- I feel sick as a dog.

5. Under The Weather: not well



My grandma has been under the weather.

6. Rise and Shine: Wake up and be happy!

It's time to rise and shine!

7. Close, But No Cigar: You were very close, but you didn't make it.

You almost won that game! It was close, but no cigar.

8. Till The Cows Come Home: for a very long time

I could play outside till the cows come home.

9. Raining Cats and Dogs: Raining very hard

Bring your umbrella. It's raining cats and dogs out there!

10. Driving Me/Her/Him Up The Wall: making me very annoyed

That sound is driving me up the wall!

11. A Piece of Cake: very easy

- This assignment is a piece of cake.

12. Slap On The Wrist: A mild punishment

Although he broke a serious rule, he was only given a slap on the wrist.

13. An Arm And a Leg: It is extremely expensive.

- Yikes! This shirt costs an arm and a leg.

14 Pulling Your Leg: joking

- Haha! I was just pulling your leg.

15. Greek To Me: I don't understand.

- This instruction manual is in Spanish. It's Greek to me.

16. Keep Your Chin Up: Be happy.



- You look so sad. Keep your chin up.

17. Hold Your Horses: Be patient.

- Stop yelling! Please hold your horses.

18. In The Same Boat: All of us are in the same position.

We're all in the same boat.

19. When Pigs Fly: never

I'll clean my room when pigs fly.

20. Bite The Bullet: To finally face your obstacles or do something you've been avoiding

Fine. I'll bite the bullet and get a gym membership.

21. Hit The Hay: To go to sleep

. I'm exhausted! I know it's early, but I'm going to hit the hay.

22. Kick The Bucket: To die, referred to in a lighthearted way

● I can't believe he finally kicked the bucket. I'm going to miss him.

23. Hold Your Tongue: Don't talk about something you might want to talk about

- When we go to Grandma's today and she asks you how you like that ugly sweater she gave you, please hold

your tongue.

24. Spill the Beans: Tell a secret

- We're having a surprise party for Sarah. Don't spill the beans!

25. Loose Cannon: unpredictable

- He's a loose cannon.

Proverbs:

An English proverb is a short, pithy statement that usually offers life advice, wisdom, or a truth. Proverbs are so common that native speakers of English may use them in conversation without realizing it.



A proverb is a short sentence that people often quote, which gives advice or tells you something about life.

Proverbs vs. idioms

Proverbs and are similar and easily confused with one another. Both are forms of expression that are natural to groups of people and are short and pithy, and both are very challenging for English language learners to understand because they include innate meaning that isn't always discernible just by reading the words. But they do have a few key differences. Idioms express an idea or thought and are that contain a group of words that typically wouldn't make sense together (e.g., *it's raining cats and dogs*, *pulling someone's leg*, *by the skin of your teeth*). They are also frequently used in poetry. Proverbs have a literal meaning and tend to express a truth or dispense advice such as *actions speak louder than words*; *all's well that end's well*; *a leopard never changes its spots*.

There are hundreds, if not thousands, of proverbs—many of which are short and sweet. Here's a list of common English proverbs and their meanings:

1 The apple doesn't fall far from the tree.

Meaning: Children tend to resemble their parents in appearance and behavior.

2 All that glitters is not gold.

Meaning: Something that appears valuable or true may not be.

3 A picture is worth a thousand words.

Meaning: Artwork or images can convey meanings that go beyond verbal description.

4 Beggars can't be choosers.

Meaning: People who depend on the generosity of others must be content with what is offered to them.

5 A bird in the hand is worth two in the bush.

Meaning: What you already have in hand is better than what you might get.

6 An apple a day keeps the doctor away.

Meaning: If you eat healthily, you will be healthy.

7 Better safe than sorry.

Meaning: It is better to be precautionary than to have regrets later on.

8 Blood is thicker than water.

Meaning: Relationships between family members are the strongest of all.



9 When in Rome, do as the Romans do.

Meaning: When you visit a new place, leave all judgments behind and embrace the local ways of life.

10 Don't count your chickens before they hatch.

Meaning: Don't make plans based on events that haven't happened.

11 Every cloud has a silver lining.

Meaning: No matter what difficult situation you're in, there is always a positive side to be seen.

12 A journey of a thousand miles begins with a single step.

Meaning: It is necessary to take the first step to achieve a long-term goal.

13 Necessity is the mother of invention.

Meaning: When you really need something, you find a way to make it happen.

14 Two wrongs don't make a right.

Meaning: Someone's wrongful conduct is not justification for acting in the same way.

15 The pen is mightier than the sword.

Meaning: Written words can yield more power than brute force or action.

16 Birds of a feather flock together.

Meaning: People tend to stick together with other like-minded people.

17 Rome wasn't built in a day.

Meaning: Important work takes time.

18 Time waits for no one.

Meaning: Don't procrastinate or delay taking action, as we have no control over the passage of time.

19 Too many cooks spoil the broth.

Meaning: Too many people working on the same project can lead to an inferior result.

20 When there's smoke, there's fire.

Meaning: If there are rumors or signs that something is true, it usually is.

21 If it ain't broke, don't fix it.



Meaning: If something works well already, don't bother trying to change it.

22 You can't have your cake and eat it too.

Meaning: It's impossible to satisfy two opposite desires.

(b) Essential Conversations: Introducing Yourself, Introducing Other Persons, Meeting Someone First Time, At the Airport, Ordering Food in a Restaurant, Talking about a Movie, etc.

INTRODUCING YOURSELF:

A personal commercial (also known as an elevator speech, personal introduction, 30-second commercial, etc.) is a quick, effective way to make an impressive introduction. You will use your personal commercial when introducing yourself to a potential employer at a job fair, an interview, or anytime you are asked to introduce yourself professionally. It is also helpful when responding to the popular statement, **"Tell me about yourself."**

Introducing yourself in a standard format is a common practice in various professional and social settings. Here's a standard format you can follow:

- 1. Greeting:** Begin with a polite greeting. If you know the person's name, you can address them directly, e.g., "Hello, I'm Your Name." If you're addressing a group or in a more formal setting, a general greeting like "Hello" or "Good morning/afternoon/evening" is appropriate.
- 2. Name:** Clearly state your name. This is the most fundamental part of any self-introduction. For example, "My name is Your Name."
- 3. Background:** Provide some context about yourself, especially if the situation calls for it. Mention where you're from or where you currently reside. For instance, "I'm originally from Your Hometown, but I now live in Current City."
- 4. Education (if relevant):** If you're in an academic or professional setting, you may want to mention your educational background, degrees, or qualifications. For example, "I have a Bachelor's/Master's degree in Your Field from University Name."
- 5. Profession or Occupation:** Share what you do for a living or your current occupation. This is particularly important in professional contexts. For instance, "I work as a Your Job Title at Company Name."
- 6. Hobbies or Interests (if appropriate):** If the situation allows for it, you can mention some of your hobbies or interests. This can help in building connections and finding common ground. For example, "In my free time, I enjoy Your Hobbies/Interests."
- 7. Goals or Objectives (if relevant):** In some cases, especially when networking or meeting people in a professional context, you might want to mention your goals or what you're currently working on. For instance, "I'm currently working on Current Project/Goal."
- 8. Closing:** Conclude your introduction politely. You can express your pleasure at meeting the person or group and your readiness for further conversation. For example, "It's nice to meet you all, and I look forward to getting to know you better."

INTRODUCING OTHER PERSON:

Introducing other people in a standard format is a polite and respectful way to facilitate interactions in various social and professional situations. Here's a standard format you can follow:



- 1. Greeting:** Begin with a polite greeting directed towards the person or people to whom you are making the introduction. For example, "Hello," "Good morning/afternoon/evening," or "Hi."
 - 2. Name of the Person You Are Introducing:** Clearly state the name of the person you are introducing. This is the most essential part of the introduction. For instance, "I'd like you to meet Their Name." If you're introducing more than one person, you can say, "Allow me to introduce Their Names."
 - 3. Background or Affiliation (if relevant):** Provide some context about the person you are introducing, especially if it's a formal or professional setting. Mention their occupation, position, or any relevant affiliation. For example, "They are the Job Title/Position at Company Name."
 - 4. Common Interests or Points of Connection (if appropriate):** If you know of any shared interests or connections between the people you're introducing, you can mention them. This can help facilitate conversation. For instance, "I understand you both have a passion for Shared Interest/Hobby."
 - 5. Purpose of the Introduction (if necessary):** In some cases, you may want to clarify the purpose of the introduction, especially if it's in a professional context or if you're connecting people for a specific reason. For example, "I thought it would be beneficial for you to meet because you both have experience in Relevant Field/Project."
 - 6. Closing:** Conclude the introduction politely and express your expectation of a positive interaction between the introduced parties. For instance, "I hope you both find this introduction valuable, and I'll leave you to get acquainted."
 - 7. Additional Information (if needed):** Depending on the context, you may want to provide additional information that could facilitate the conversation or interaction. This could include mentioning any particular topics they might want to discuss or any protocols to follow.
- Remember to adapt your self-introduction based on the context and audience. In more formal settings, such as a job interview or a business meeting, you may want to keep it concise and focused on your professional background. In social or casual settings, you have more flexibility to include personal interests and anecdotes. Practice your self-introduction to ensure it flows smoothly and leaves a positive impression.

MEETING SOMEONE FIRST TIME

When meeting someone for the first time, introducing yourself in a polite and friendly manner is essential. Here's a standard format to follow:

- 1. Greeting:** Start with a warm and friendly greeting to break the ice. You can simply say, "Hello," "Hi," or "Nice to meet you."
- 2. Your Name:** Clearly state your name. For example, "I'm Your Name" or "My name is Your Name."
- 3. Additional Information:** Provide a bit more context about yourself based on the situation and the level of formality. Here are a few examples:
 - **In a Casual Setting:** "I'm from Your Hometown/City and just moved here recently."
 - **In a Professional Setting:** "I work as a Your Job Title at Company Name."
 - **At a Social Event:** "I was invited by Common Contact's Name to this event."
- 4. Show Interest:** Express interest in the other person or the event. You can say something like, "It's great to be here" or "I'm looking forward to our conversation."
- 5. Engage with a Question:** To continue the conversation and show your interest, you can ask the other person a question. It could be something related to the current situation or their interests. For



instance, "Have you been to this event before?" or "What brings you here today?"

6. **Listen Actively:** Pay close attention to their response and engage in the conversation. Ask follow-up questions and share your thoughts when appropriate.
7. **Body Language:** Maintain good eye contact, offer a friendly smile, and use open body language to appear approachable and engaged.
8. **Respect Personal Space:** Be mindful of personal space and avoid invading it. Maintain a comfortable physical distance.
9. **Handshake (if appropriate):** In many Western cultures, it's common to offer a handshake when introducing yourself for the first time. Ensure it's a firm but not overly strong handshake. However, in some situations or cultures, handshakes may not be appropriate, so be aware of cultural norms.
10. **Closing:** As the conversation progresses, you can eventually transition into other topics or discussions. When you're ready to move on, it's polite to say something like, "I won't keep you any longer; enjoy the rest of your day/event."

Remember, the key to a successful introduction is to be polite, confident, and attentive. Show genuine interest in the other person, and the conversation will likely flow naturally. Additionally, adapt your introduction based on the context and cultural norms, as customs can vary in different regions and situations.

ORDERING FOOD IN A RESTAURANT

Introducing yourself while ordering food in a restaurant is usually quite casual. You don't need to provide extensive details about yourself, but a polite and friendly interaction is always appreciated. Here's a standard format to follow:

1. **Greeting:** Begin with a friendly greeting to get the server's attention. You can simply say, "Hello" or "Hi."
2. **Ordering:** Place your food order. You can say something like, "I'd like to order the Name of Dish" or "Could I please have the Name of Dish?"
3. **Specify Details:** If there are specific details you'd like to add to your order (e.g., dietary preferences, modifications, or any special requests), this is the time to mention them. For example, "I'd like the salad, but without onions, please."
4. **Introduce Yourself:** After placing your order, you can introduce yourself briefly. You don't need to provide a lot of personal information. Simply say, "I'm Your Name" or "My name is Your Name."
5. **Engage in Small Talk (optional):** If the server is receptive and there's an opportunity for a brief chat, you can engage in small talk. You might ask, "How's your day been?" or "Is this dish popular here?"
6. **Show Appreciation:** Express gratitude for their assistance. You can say, "Thank you" or "Thanks so much."
7. **Continue as Usual:** Allow the server to take your order and complete the transaction. If they have any questions or need further information, be responsive and cooperative.
8. **Be Polite and Respectful:** Remember to maintain a polite and respectful tone throughout the interaction.
9. **Tipping:** In many countries, it's customary to leave a tip for the server. You can do this when paying the bill. The amount of the tip may vary depending on local customs and the quality of service.



10. Enjoy Your Meal: Once you've placed your order and settled any other details, relax and enjoy your meal. If the server is particularly attentive or friendly, you can express your appreciation again when they check on your table during the meal.

It's important to adapt your communication style to the level of formality in the restaurant and the cultural norms of the region you're in. In casual settings, the interaction can be quite relaxed, while in more formal restaurants, a more formal tone may be appropriate. Always remember to be polite and respectful to create a pleasant dining experience for everyone involved.

TALKING ABOUT A MOVIE

Introducing yourself while talking about a movie is a casual and enjoyable way to connect with others who share your interest in films. Here's a standard format to follow:

1. **Start with a Movie-Related Comment:** Begin the conversation by making a movie-related comment or sharing your thoughts about a film. For example, "I recently watched this amazing movie called Movie Title."
2. **Express Your Opinion:** Share your opinion or impressions about the movie. You can mention what you liked or didn't like, specific scenes, actors, or any memorable moments that stood out to you. For instance, "I thought the acting in Movie Title was outstanding, especially Actor's Name's performance."
3. **Introduce Yourself:** After discussing the movie briefly, you can introduce yourself. Keep it casual and relevant to the conversation. For example, "By the way, I'm Your Name," or "I'm a big fan of Director's Name's work. I'm Your Name, by the way."
4. **Ask About Their Movie Preferences:** To continue the conversation, ask the other person about their movie preferences or if they've seen the movie you mentioned. This can help you discover common interests. For example, "What are some of your favorite movies?" or "Have you seen Movie Title?"
5. **Engage in a Movie Discussion:** Depending on their response, you can engage in a more in-depth discussion about movies, genres, actors, or any other movie-related topics that interest both of you. Be an active listener and share your insights.
6. **Share Recommendations:** If the conversation naturally flows in that direction, you can share recommendations for other movies you think they might enjoy based on their preferences. For example, "If you like Genre, you should definitely check out Movie Title."
7. **Express Interest:** Show genuine interest in their opinions and movie choices. Ask follow-up questions and encourage them to share their thoughts and recommendations as well.
8. **Wrap Up the Conversation:** When you feel the conversation has reached a natural conclusion, you can express your enjoyment of the discussion. For instance, "I really enjoyed talking about movies with you. It was great meeting you."

Remember to adapt your conversation style to the level of familiarity and the context in which you're discussing movies. Some people may prefer casual chats about films, while others may enjoy more in-depth discussions. Be respectful of their preferences and enjoy the shared love for cinema.

(c) Filing an F.I.R., Writing a Resume, E-mail Writing, Blog Writing on a given topic.

Key Words: Manifesto, Self-Possession, Streamline, Rage, Meteors, Fierce, Perjury, Intent, Campaign, Malicious, English Communication, Competence, Soft Skills, Practical Knowledge, Resume, CV, Blog, Blog Writer and E-mails.



FILLING AN F.I.R.

Filing a First Information Report (FIR) is a formal process typically done at a police station when you want to report a crime or incident to law enforcement authorities. Below is a format you can follow when filling out an FIR. Keep in mind that specific requirements and formats may vary from one jurisdiction to another, so it's essential to consult your local police department or legal authorities for precise instructions.

Format for Filing an FIR:

Police Station Letterhead

First Information Report (FIR)

Date and Time of Filing: Insert Date and Time

Details of the Complainant:

1. **Name of the Complainant:** Your Full Name
2. **Address:** Your Full Address
3. **Contact Information:** Your Phone Number(s)

Details of the Incident: 4. Date and Time of the Incident: Insert Date and Time

5. **Location of the Incident:** Specify the exact location, including the city or town
6. **Description of the Incident:** Provide a detailed account of what happened, including any relevant facts, witnesses, and circumstances surrounding the incident.

Details of the Accused (if known): 7. Name of the Accused: If you know the name of the person(s) involved

8. **Address (if known):** If you know the address of the accused
9. **Description (if known):** Provide any physical or identifying information about the accused, such as age, height, build, clothing, etc.

Details of Witnesses (if any): 10. Name(s) of Witness(es): If there were witnesses to the incident

11. **Contact Information (if available):** Provide phone numbers or addresses of witnesses, if known

Property Details (if applicable): 12. Description of Stolen or Damaged Property (if any): List any property that was stolen, damaged, or involved in the incident, along with their estimated values.

Any Additional Information or Remarks: 13. Use this section to include any other relevant information or remarks related to the incident.

Declaration: I, Your Full Name, the complainant, hereby declare that the information provided in this FIR is true and accurate to the best of my knowledge and belief. I understand that any false statement in this FIR may result in legal consequences.

Signature of Complainant: _____ (Your Signature)

Name and Signature of Police Officer Receiving the FIR:

(Name and Signature of Police Officer)

FIR Number Assigned: _____ (Date and Time of FIR Registration)

End of FIR

Please note that this format is a general guideline, and the actual format may vary depending on the jurisdiction and the specific requirements of the local police department. When filing an FIR, it's crucial to be accurate and truthful in your statements, as providing false information can have legal repercussions. Additionally, consult with the police officer on duty for any specific guidance or requirements in your area.



renaissance

college of commerce & management

B.B.A./B.COM/BAJMC II Year

Subject: ENGLISH

RESUME WRITING:

Creating an effective resume is essential when applying for jobs. Below is a standard format for writing a resume. Remember to tailor your resume to your specific experiences and the job you're applying for.

Format:

Your Name

Your Address

City, State, ZIP Code

Your Phone Number

Your Email Address

LinkedIn Profile (optional)

Objective (Optional):

Summarize your career goals and what you bring to potential employers. Tailor this section to the specific job you're applying for.

Summary (Optional):

Provide a brief summary of your qualifications, skills, and experiences. This is a quick snapshot of what you offer as a candidate.

Education:

Bachelor's/Master's Degree

Major/Field of Study

University/College Name

Location

Month and Year of Graduation

Honors, Awards, or Relevant Coursework

Experience:

Job Title

Company/Organization Name

Location

Dates of Employment (Month and Year)

- Highlight your key responsibilities and achievements using bullet points. Quantify your accomplishments when possible.

- Include any specific projects, tasks, or skills you utilized that are relevant to the job you're applying for.



Job Title

Company/Organization Name

Location

Dates of Employment (Month and Year)

- List your responsibilities and achievements using bullet points. Focus on how your contributions positively impacted the company or organization.

- Emphasize any skills, technologies, or tools you used during your tenure.

Skills:

- List your technical skills, software proficiency, and relevant certifications.

- Include both hard skills (e.g., programming languages) and soft skills (e.g., communication, teamwork).

Achievements:

- Highlight any notable accomplishments, awards, publications, or presentations.

Extracurricular Activities:

- Mention any relevant clubs, organizations, or volunteer work.

Languages:

- Indicate any languages you speak fluently or proficiently.

References:

Available upon request.

You can also include a short note here to mention that references are available upon request.

Additional Tips:

- Use clear, concise language, and ensure that the formatting is consistent and easy to read.
- Tailor your resume for each job application, emphasizing the skills and experiences that are most relevant to the specific position.
- Highlight your achievements and quantifiable results where possible.
- Proofread your resume carefully to eliminate any typos or errors.
- Keep your resume concise; typically, it should not exceed two pages unless you have extensive relevant experience.

Remember that your resume is a crucial tool for showcasing your qualifications to potential employers, so invest time in crafting it effectively for each job application.

E-mail Writing:

Writing effective emails is important for clear communication, whether it's for professional or personal purposes. Here's a general format for writing an email:

1. Subject Line:

- Make it clear and concise.



- Summarize the main topic or purpose of the email.
- Example: "Meeting Agenda for Friday," "Job Application: Your Name," or "Thank You for Your Help."

2. Salutation (Greeting):

- Use a polite and appropriate salutation.
- Use "Dear Recipient's Name" for formal or professional emails.
- Use "Hi Recipient's Name" or simply the recipient's name for more casual or informal emails.
- If you don't know the recipient's name, use a general greeting like "To Whom It May Concern."

3. Introduction:

- Begin with a friendly or professional introduction.
- State the purpose of your email or briefly mention the context.
- Example: "I hope this email finds you well. I am writing to..."

4. Body:

- Organize your content into paragraphs for readability.
- Provide details or information concisely.
- Use bullet points or numbered lists for clarity when applicable.
- Be clear, specific, and to the point.
- Maintain a professional and respectful tone.
- Address any questions or concerns.
- Provide context or background information if necessary.
- Example: "I wanted to discuss the agenda for our upcoming meeting. We will cover the following topics..."

5. Closing:

- Summarize the main points or actions required, if applicable.
- Express appreciation, if appropriate.
- Include any contact information you wish to share.
- Example: "I look forward to your feedback. Please feel free to reach out to me at Your Phone Number if you have any questions."

6. Signature:

- End with a closing phrase (e.g., "Sincerely," "Best regards," "Yours truly").
- Include your full name.
- Optionally, provide additional contact information (phone number, LinkedIn profile, etc.).
- Example:

csharpCopy code

Sincerely, Your Full Name Your Phone Number

7. Attachments (if any):

- If you're attaching files, mention them in the email and make sure they are relevant to the content.
- Use clear file names.
- Ensure that the attachments are not too large for email transmission.

8. Proofreading:

- Always proofread your email for spelling, grammar, and clarity before sending.
- Check for typos or errors.

9. Recipient's Email Address:



- Double-check the recipient's email address to ensure accuracy.
- Add email addresses in the "To," "CC," or "BCC" fields appropriately.

10. Sending:

- Review the email one final time to ensure it contains all necessary information.
- Click "Send" or the equivalent action in your email client.

Remember to adapt the format and tone of your email based on the recipient and the purpose of the email. Professionalism, clarity, and courtesy are key principles in effective email communication.

BLOG WRITING:

Blog writing allows you to share your thoughts, insights, information, or stories with an online audience. Here's a standard format for writing a blog post:

Title:

- Create a compelling and descriptive title that captures the essence of your blog post.

Introduction:

- Begin with an engaging hook or an intriguing question to grab the reader's attention.
- Provide a brief overview of what the blog post will cover.
- Explain why the topic is relevant or important.

Body:

- Organize your content into paragraphs or sections with subheadings for clarity.
- Develop your main points and arguments logically.
- Use examples, data, or anecdotes to support your points.
- Include bullet points, numbered lists, or bold text for emphasis when needed.
- Keep paragraphs relatively short for online readability (3-5 sentences per paragraph).
- Use transition sentences to smoothly move from one point to the next.
- Cite sources if you're referencing external information or data.

Images and Media (if applicable):

- Incorporate relevant images, videos, or infographics to enhance the content.
- Ensure media files are properly attributed and optimized for web viewing.
- Add captions or alt text to describe images.

Subheadings:

- Use subheadings to break up long sections of text.
- Subheadings should provide an overview of the content in the following section.

Engagement Elements:

- Encourage reader engagement through calls to action (e.g., "Leave a comment," "Share your thoughts," "Subscribe").
- Include links to related articles or resources within your blog post.

Conclusion:

- Summarize the main points made in the blog post.
- Reiterate the importance or relevance of the topic.
- End with a strong concluding statement or thought.

Author Bio (Optional):

- Include a brief author bio at the end of the blog post.
- Mention your name, expertise, and a link to your website or social media profile.

Sharing Buttons:



- Add social media sharing buttons to make it easy for readers to share your content.

Comments Section:

- Enable comments to allow readers to provide feedback and engage in discussions.

Proofreading:

- Proofread your blog post for spelling, grammar, and formatting errors.
- Ensure that all links and media work correctly.

Tags and Categories (if applicable):

- Categorize and tag your blog post to help readers find related content on your website.

Publish Date:

- Display the publication date to indicate the freshness of the content.

References (if applicable):

- If you've referenced other sources, provide a list of citations or references at the end of your blog post.

Preview and Optimization:

- Preview your blog post to see how it will appear to readers.
- Optimize your blog post for search engines by using relevant keywords.

Publish:

- After ensuring that everything is in order, publish your blog post on your website or blogging platform.

Remember that your writing style, tone, and formatting may vary depending on your target audience and the nature of your blog (e.g., personal blog, business blog, educational blog). Consistency in style and voice is important for building a loyal readership.

BLOG: MANIFESTO

Title: Crafting a Personal Manifesto: Your Roadmap to Purpose and Fulfillment

Introduction

In the hustle and bustle of our daily lives, we often find ourselves navigating through a fog of to-do lists, obligations, and societal expectations. We rush from one task to another, sometimes losing sight of what truly matters to us. This is where a personal manifesto can be a guiding light, illuminating the path to a more purposeful and fulfilling life.

What is a Manifesto?

A manifesto is a declaration of your core beliefs, values, and intentions. It's a written statement that reflects who you are, what you stand for, and the principles that guide your actions. Manifestos have been used throughout history by various groups and individuals to express their vision and mission. Think of it as your personal constitution, outlining the rules that govern your life.

Why Create a Personal Manifesto?

1. **Clarity of Purpose:** A personal manifesto helps you gain clarity about what truly matters to you. It forces you to pause, reflect, and articulate your values and goals.
2. **Alignment:** It ensures that your actions are aligned with your values and beliefs. When you live in accordance with your manifesto, you experience a sense of authenticity and integrity.
3. **Focus:** Manifestos provide focus. In a world filled with distractions, having a clear set of principles can help you make decisions and prioritize effectively.
4. **Motivation:** Your manifesto serves as a source of motivation. It reminds you of your aspirations,



pushing you to persevere even in the face of challenges.

How to Craft Your Personal Manifesto

Creating a personal manifesto is a deeply personal and introspective process. Here's a step-by-step guide to help you get started:

- 1. Self-Reflection:** Take time to reflect on your life, values, beliefs, and goals. Consider the experiences and moments that have shaped you.
- 2. Identify Core Values:** What values are most important to you? These could include honesty, creativity, kindness, or adventure. List them out.
- 3. Define Your Beliefs:** What do you believe in? Your beliefs can be about various aspects of life, from spirituality and ethics to work and relationships.
- 4. Set Intentions:** Think about what you want to achieve in different areas of your life, such as personal growth, career, relationships, and health.
- 5. Write Your Manifesto:** Use your reflections to draft your personal manifesto. Keep it concise, clear, and inspiring. Use "I" statements to make it personal and affirming.
- 6. Revise and Refine:** Your manifesto doesn't need to be perfect from the start. It's a living document that can evolve over time. Review and revise it periodically to ensure it remains relevant.

Conclusion

Crafting a personal manifesto is an act of self-discovery and empowerment. It's your compass, guiding you through life's twists and turns. When you live in alignment with your manifesto, you'll find greater purpose, authenticity, and fulfillment in your journey. So, take a moment to reflect, write your own manifesto, and embark on a path that's true to you. Your future self will thank you.

Example of a Personal Manifesto:

Manifesto of Authenticity I believe in the power of authenticity. I will always be true to myself and honor my core values, even when it's challenging. I value honesty and open communication in all my relationships, and I will nurture connections that encourage growth and authenticity. I will pursue my passions with dedication and enthusiasm, knowing that they bring purpose to my life. I am committed to lifelong learning and personal growth, embracing challenges as opportunities for development. I will prioritize self-care and well-being, recognizing that a healthy body and mind are essential for a fulfilling life. I will show kindness, empathy, and compassion to others, knowing that we are all on our own unique journeys. I will seek adventure and new experiences, embracing the unknown as a source of growth and discovery. This is my manifesto. It guides my actions, reminds me of my values, and leads me toward a life of authenticity and fulfillment.

BLOG: SELF-POSSESSION

Title: The Journey to Self-Possession: Embracing Your True Self

Introduction

In a world filled with noise, distractions, and external pressures, the concept of self-possession is like a precious gem—a quality that, when cultivated, can lead to a sense of inner peace, authenticity, and resilience. But what exactly is self-possession, and how can we embark on this transformative journey? Join me as we explore the art of self-possession and discover how it can enrich our lives.

Understanding Self-Possession

Self-possession is the state of having control over one's own thoughts, emotions, and actions. It's about being firmly grounded in your identity, values, and purpose, regardless of external circumstances.



When you're self-possessed, you're less susceptible to the sway of others' opinions or the turbulence of life's challenges. Instead, you navigate life with a calm and confident demeanor.

The Benefits of Self-Possession

1. **Inner Peace:** Self-possessed individuals tend to experience a profound sense of inner peace. They are less likely to be tossed about by the turmoil of daily life because they have a strong anchor in their core selves.
2. **Authenticity:** When you're self-possessed, you're more in touch with your true self. This authenticity shines through in your interactions with others, fostering genuine connections.
3. **Resilience:** Self-possession bolsters resilience. It helps you bounce back from setbacks and adapt to change with grace and composure.
4. **Effective Decision-Making:** Clear thinking and sound decision-making are natural byproducts of self-possession. You're less likely to make impulsive choices driven by fear or external pressure.
5. **Empathy and Compassion:** Ironically, self-possession often leads to a greater capacity for empathy and compassion. When you understand and accept yourself, you're more open to understanding and accepting others.

The Journey to Self-Possession

1. **Self-Reflection:** Begin your journey by looking inward. Ask yourself: Who am I? What are my values and beliefs? What brings me joy? What are my strengths and weaknesses?
2. **Emotional Awareness:** Develop emotional intelligence by becoming more aware of your emotions and their triggers. Practice mindfulness to observe your thoughts and feelings without judgment.
3. **Set Boundaries:** Establish healthy boundaries in your relationships. Know your limits and assert them when necessary. This is an essential part of self-care.
4. **Practice Self-Compassion:** Be kind to yourself. Self-possession doesn't mean perfection; it means accepting your imperfections and learning from them.
5. **Seek Guidance:** Consider seeking guidance from a therapist, counselor, or coach. They can provide valuable insights and tools for your journey.

Embracing Self-Possession

As you progress on your journey to self-possession, you'll likely encounter challenges and setbacks. It's important to remember that self-possession is not a destination but an ongoing process. Be patient with yourself and stay committed to the path of self-discovery.

Conclusion

Self-possession is a state of being that empowers us to lead more authentic, resilient, and fulfilling lives. It's a journey that requires introspection, emotional awareness, and self-compassion. By embracing self-possession, we can navigate life's twists and turns with grace and emerge as the best versions of ourselves—truly possessing our own lives. So, take that first step on this transformative journey today, and may you find the profound sense of self you've been seeking.



renaissance

college of commerce & management

B.B.A./B.COM/BAJMC II Year

Subject: ENGLISH

renaissance
renaissance
renaissance