



A TEXT BOOK OF ENGLISH B

RAPID READER &
A BOOK ON ESP

XI and XII



West Bengal Council of Higher Secondary Education

A TEXT BOOK OF ENGLISH (B)

Rapid Reader & A Book on ESP

XI & XII

With financial aid from the Government of West Bengal,
this book is to be distributed to students of XI
free of cost. This book is not for sale.



West Bengal Council of Higher Secondary Education

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THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC AND TO SECURE TO ALL ITS CITIZENS :**

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity and to promote among them all;

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

PREFACE

West Bengal Council of Higher Secondary Education (WBCHSE) has taken initiative to revise the curriculum/syllabus of all the subjects with the introduction of Semester System with 2024-2025 academic year. In this direction WBCHSE has formed individual subject committees by inducting faculty members from various schools/colleges/universities.

The WBCHSE has developed *A TEXT BOOK OF ENGLISH (B)* as English (Second Language) textbook for Classes XI and XII to be studied in all Government, Government Sponsored, Government Aided and Government Affiliated Schools of West Bengal.

The delight of meeting great minds, the discovery of new worlds, the excitement of facing different real-life situations and characters and the sensitising of the mind while the soul comes to us through the experience of reading and responding to good literature. That is what the selections in *A TEXT BOOK OF ENGLISH (B)* aim to do.

In *A TEXT BOOK OF ENGLISH (B)*, learners are exposed to a wide range of literary English texts.

The texts are an interesting mix of classic and contemporary selections of prose and poetry. There is an assortment of Indian and global texts in a variety of genres so that students can enjoy the richness of literature in its various forms. A play has also been included in the syllabus for class XII, where serious thought has gone into ensuring that the choice of texts are sensitive, relevant and thought provoking so that students become more insightful and responsive in their reading of literature.

The Government has decided to distribute this book free of cost. We are grateful to Prof. Bratya Basu, the Minister-In-Charge, Department of School and Higher Education, Government of West Bengal, for his initiative.

Suggestions, views and comments to improve the book are welcome.

May, 2024
Vidyasagar Bhavan

Chiranjib Bhattacharjee
President
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MACBETH



Chapter 1

When Duncan was the king of Scotland, there lived a brave General who was looked up to with high esteem throughout Scotland for his great valour and skill in wars. He was also a close relative of the old king. He was Macbeth, the Thane of Glamis. Of late, he defeated a rebel army assisted by the troops of Norway in great numbers — he emerged as “valour’s minion” and “Bellona’s bridegroom” — his valour and courage demanded praise from all and sundry.

The two Scottish Generals, Macbeth and Banquo, were returning from the great battle. There was thunder and lightning. On the way they were stopped by the strange appearance of three figures that looked like women, except that they had beards, and their withered skin and wild dresses made them look like unearthly creatures. They were dancing, they were singing :

“Fair is foul, and foul is fair
Hover through the fog and filthy air.”

As they saw the two Generals, the first witch saluted Macbeth with the title of ‘Thane of Glamis’. The general was scarcely startled to find himself known by such creatures. The second witch addressed him as the ‘Thane of Cawdor’ to which he had no pretensions; and the third told him, “You will be the king of Scotland hereafter.” Such a prophetic greeting might well amaze him for he knew that as long as the king’s sons survived, he could scarcely hope to succeed to the throne. By this time, Banquo was curious to know the reason why the witches had little to say about him whereas they kindled hope in the heart of his dearest friend. So the witches turned towards Banquo and told him in somewhat riddling terms: to be lesser than Macbeth and greater, not so happy, but much happier. They also prophesied that although Banquo would never reign as the king of Scotland, yet his successors would be the kings. And then they turned into thin air and vanished, by which the Generals realized the weird sisters to be witches.

While they stood there pondering on the strangeness of this adventure, there arrived certain envoys from the king, who were empowered to confer upon Macbeth the title of the Thane of Cawdor. It was an event so miraculously corresponding with the prediction of the witches that Macbeth stood there wrapped in amazement, unable to respond to the

greetings of the envoys, Ross & Angus. Hopes began to swell in his heart with this Thane of Cawdorship and he was now thinking of the prediction of the third witch. Turning to Banquo, he said, "Do you not hope that your children shall be the kings of the future, since, what the witches promised to me has so wonderfully come to pass?" "That hope," replied Banquo, "might enkindle you to aim at the throne, but oftentimes these ministers of darkness tell us truths in little things, to betray us into deeds of greatest consequence."

However, the prophesies of the witches had sunk too deep into the mind of Macbeth. He told his wife about the strange prediction of the three witches, and also its partial accomplishment. Lady Macbeth spurred on the reluctant purpose of Macbeth who felt compunction at the thoughts of blood. She did not cease to represent the murder of the king as a step absolutely necessary to the fulfillment of the flattering prophecy. It happened that at this time King Duncan came to visit Macbeth's castle along with his two sons, Malcolm and Donalbain and numerous Thanes and attendants to honour Macbeth for his triumph against the rebels.

Inverness, the castle of Macbeth was pleasantly situated on a hill and the air about it was sweet and wholesome. The nests that the swallows or the marlets had built under all the jutting friezes and buttresses of the building. The king was extremely pleased as he entered the palace not only for its wonderful ambience but also due to the attention and respect of his hostess, Lady Macbeth, who had developed the art of camouflaging her treacherous purposes with smiles and charming etiquette.

Tired of his long journey the king went early to bed. It was the middle of the night. Now over half the world Nature seems dead, and wicked dreams abuse sleeping men's minds, and none but the wolf or the murderer is out for hunt. This was the time when Lady Macbeth woke up to plot the murder of the king. She would not have undertaken a deed so abhorrent to her sex, and she was well aware of her husband's nature that was too full of the milk of human kindness to execute a contrived murder. She knew that her husband was ambitious but he was not prepared for the height of crime which commonly accompanies inordinate ambition. She had won his consent about the murder, but she doubted his resolution, and she feared that the natural tenderness of his disposition would defeat the purpose. So, armed with a dagger, she approached the king's chamber. There she found Duncan in sound sleep and as she viewed him earnestly, there was something in his face which resembled her own father. Thus she had not the courage to proceed further.

She returned to confer with her husband. He thought that there were strong reasons against the murder. Macbeth was not only a subject but also a close relative to Duncan. Besides, he had been a host to the king; so his duty would be to protect the king from the threat of the murderers, not to bear the dagger himself. He also considered how just and merciful a king this Duncan had been, how clear of offence to his subjects, how loving to his nobility that his subjects are doubly bound to avenge his death. Moreover, by the favours of the king, Macbeth stood high in the opinion of all sorts of men, and how would those honours be stained by the reputation of so foul a murder!

In these conflicts of the mind Lady Macbeth found that her husband had resolved to proceed no further. But she was a woman not easily shaken from her purpose. She began to pour in at his ears words tinged with a “valour of her tongue” infusing a portion of her own spirit into his mind, assigning reason upon reason why he should not shrink from the resolution he had earlier undertaken, and how the action of one short night would give to all their nights and days to come sovereign power and royalty! She even accused him of cowardice and fickleness for reverting to his decision. She also told him how practicable it would be to lay the guilt of the deed on the drunken grooms who were sleeping outside the king’s chamber.

So Macbeth took the dagger in his hand, and softly stole in the dark to the room where Duncan slept. As he advanced towards the bed-chamber he visualized another dagger hanging in the air with the handle pointed towards him and there were drops of blood on the tip and the blade of the dagger. Macbeth tried to grasp the dagger, but it faded into the air. To his realisation it was only a mere phantasm created from his hot and oppressed brain for the business he had in hand.

Overcoming this fear, Macbeth entered Duncan’s room, and slew the hapless king. Just as he was about to leave the room, one of the grooms, who was sleeping adjacent to the chamber, laughed in his sleep, and the cried out, “Murder” for which both of the grooms woke up; but then, one of them said, “God bless us!” and the other responded, “Amen”, and went off to sleep. Macbeth also tried to say “Amen”, but the word seemed to be stuck in his throat, and he could not utter it. He felt that he heard a voice which said, “Sleep no more; Macbeth murders sleep, the innocent sleep, that nourishes life. Glamis has murdered sleep, and therefore Cawdor shall sleep no more. Macbeth shall sleep no more.”

Macbeth thus returned to his wife who by now started to think that he had failed in his objective. He came in such distracted a state that she reproached for his want of

resoluteness, and sent him to wash his hands of the blood that stained them. Meanwhile she took the dagger to stain the cheeks of the grooms with blood in order to make it seem their guilt.

Day broke, and with it the discovery of the murder, and though Macbeth and his wife showed their utmost grief, and the evidence of murder was sufficiently strong against the grooms, yet the entire suspicion fell upon Macbeth. Duncan's two sons fled immediately. Malcolm, the eldest, sought for refuge in the English court, while Donalbain, the youngest son, fled to Ireland. With the death of the king, the throne being vacated, and the sons being unavailable, Macbeth who was the next claimer was crowned the king of Scotland. Thus the prediction of the weird sisters was literally accomplished.

Macbeth and his queen could not forget the prophecy of the weird sisters that though Macbeth would be the king, the children of Banquo, and not of Macbeth, would be the kings after him. The thought, that they had defiled their hands with blood by committing regicide, only to place the posterity of Banquo upon the throne had rankled within them. So Macbeth decided to kill Banquo and his son Fleance to nullify the prediction of the weird sisters. To solemnise the kingship a banquet was arranged. All the chief Thanes along with Banquo and Fleance were invited. Macbeth appointed some hired assassins and beset them on the way Banquo and his son were supposed to pass. The assassins pounced upon them and killed Banquo, but Fleance managed to escape.

Meanwhile, Macbeth and his wife played the role of perfect hosts with affable and graceful manners that conciliated everyone present in the banquet. Macbeth discoursed freely with the Thanes and noblemen and regretted the absence of his dearest friend Banquo. No sooner did he lament for his friend whom he was missing in the banquet, than Macbeth saw the ghost of Banquo occupying the seat reserved for him. At this horrible sight, his cheeks became white with fear, and he stood quite unmannered and unnerved with his eyes fixed upon the ghost. His queen and all other nobles saw nothing, but perceived him gazing upon an empty chair. They took it to be a fit of distraction, and Lady Macbeth even reproached him, and told him that it was the same fancy which made him see the dagger in the air when he was about to murder Duncan. But Macbeth continued to visualize the ghost of Banquo, and gave no heed to all the noblemen could say, and addressed the ghost with distracted words. Lady Macbeth, fearing the dreadful secret would be disclosed, in great haste dismissed the guests, excusing the infirmity of Macbeth as a disorder he was often troubled with.

Macbeth and his wife had their sleeps affected with terrible dreams, and the blood of Banquo troubled them not more than the escape of Fleance, whom they now looked upon as father to a line of kings who would keep their posterity on the throne. With these miserable thoughts they found no peace, and Macbeth decided to visit the heath once more in search of the three weird sisters to know his final outcome.

He found them in a cave near the heath where they were engaged in preparing their dreadful charms by which they conjured up infernal spirits to reveal his futurity. Their horrid ingredients were toads, bats, and serpents, the eye of a newt, the tongue of a dog, the leg of a lizard, the wing of a night-owl, the scale of a dragon, the tooth of a wolf, the mummy of a witch, the root of poisonous hemlock, the gall of a goat, the liver of a Jew, and the finger of a dead child. All these were set on to boil in a huge cauldron, which was cooled with baboon's blood; to the potion they poured in the blood of a sow that had eaten her young, and they threw into the flame the grease that had sweaten from a murderer's gibbet. By these charms they invoked the infernal spirits to answer their questions.

Macbeth demanded to know from them whether he would have his doubts resolved by them or by their masters, the Spirits. He was not daunted by the ceremonies that he saw and boldly said, "Where are they? Let me see them." So they called the Spirits. There were three of them. The first one looked like an armed head, and he called Macbeth by name and told him, "Beware of the Thane of Fife." Macbeth thanked him for the caution. He was jealous of Macduff, the Thane of Fife.

The second Spirit arose in the likeness of a bloody child. He called Macbeth by name, and told him to have no fear of death, but to laugh and scorn at the power of man born naturally of a woman's womb. He advised him to be bold, bloody and resolute. "Then live Macduff," remarked the king, "What need do I fear of you, Macduff? But yet I will make assurance doubly sure. You shall not live so that I may tell the pale-hearted Fear that it lies, and sleep in spite of thunder."

The third spirit arose in the form of a crowned child with a tree in his hand. He also called Macbeth by name, and comforted him against conspiracies, and told him that he should never be vanquished, until the wood of Birnam to Dunsinane Hill would come.

"Who can unfix the forest, and move it from its earth-bound roots?" said the king. "I see I shall live the usual period of man's life, and not be cut off by a violent death. But my heart throbs to know one thing: tell me, if you can tell me so much, if Banquo's issue shall ever reign this kingdom?"

Here the cauldron sank into the ground, and a noise of music was heard, and eight shadows, like kings, passed by Macbeth, and Banquo was the last figure, all smeared with blood, and Banquo smiled at Macbeth. Banquo bore a glass which showed the figures of many more, and pointed to the images. Macbeth realized that these were the posterity of Banquo, who would reign after him in Scotland. The three witches danced with a sound of soft music, and making a show of duty and welcome to Macbeth, vanished in the air.

The first news that Macbeth got soon after coming out of the witches' cave was that Macduff, the Thane of Fife, had fled to England, to join the army which was forming against him under the leadership of Malcolm to displace Macbeth, and set Malcolm, the right heir, upon the throne of Scotland. Stung with rage, Macbeth set upon the castle of Macduff. Macduff's wife and children, whom the Thane had left behind in Scotland, were brutally slaughtered.

These merciless activities had gradually alienated the nobility from Macbeth. Many fled to join Malcolm and Macduff, who were now approaching with a powerful army, which had been raised in England, and the rest secretly wished success to their arms, though for fear of Macbeth they could not take active part. Everybody hated Macbeth, the tyrant. Nobody honoured him, but all suspected him, and he began to envy the condition of Duncan, who now slept soundly in his grave, against whom treason had done its worst. Neither steel nor poison, domestic malice nor foreign levies, could hurt him any longer.

Meanwhile the Queen, who had been the sole partner in his wickedness, in whose bosom he could sometimes seek a momentary repose from those terrible dreams which afflicted them both, passed away. Unable to bear the remorse of guilt she began to suffer from somnambulism and she ultimately died. Macbeth was left alone; he grew careless of life and longed for death. The near approach of Malcolm's army roused in him what remained of his ancient courage, and he determined to die with armour on his back. The hollow promises of the three witches had also filled in him a kind false confidence, and he remembered the prophecies of the spirits that no one born of a woman's womb could kill him. He also believed in the soothsaying that he could never be vanquished until Birnam wood would come to Dunsinane, which he thought was impossible. So he shut himself up in his own castle, which was thought to be absolutely impregnable, and waited for Malcolm to invade it.

Finally, a day came, when a messenger approached him, pale and trembling with fear, almost unable to report to Macbeth that which he had seen, and yet he averred that, as he stood on the hill for his watch, he chanced to see the Birnam and perceived the wood to be moving. “Liar”, roared Macbeth, “if you speak false, you shall be hanged alive upon the next tree, till famine ends your life.”

By now Macbeth had begun to doubt the equivocal sayings of the three spirits. He never feared of being vanquished till Birnam wood should advance towards Dunsinane, and now the wood did move. “However,” said Macbeth, “if this which he vouches be true, let us take arms and move out. There is no fleeing from hence, nor staying in here. I begin to be weary of the sun, and wish my life is at an end.” Saying these he sallied forth upon the besiegers who had now reached the castle.

The strange sight of the moving wood was easily solved. When the besieging army advanced towards the castle through the wood of Birnam, Malcolm, like an astute general, instructed all his soldiers to hew down a bough and bear it before them so that they could conceal the actual number of invaders to Macbeth. This marching of soldiers with boughs in their hands had appeared, from a distance, like a moving wood, and the messenger was evidently frightened. Thus the words of the spirits brought to pass, in a sense different from that in which Macbeth understood, and so he lost his confidence.

A fierce skirmish took place, in which Macbeth slaughtered all those who challenged him, until he faced Macduff, and remembering the caution of the spirit who had counselled him to stay away from the Thane of Fife, he would have turned back, but Macduff who had been seeking him through the whole fight, opposed his turning, and a fierce contest ensued. Macduff reproached him and called him a tyrant, murderer, hell-hound and a villain for brutally slaughtering his wife and his innocent children by hired murderers. Then Macbeth remembered the words of the spirit, and boldly proclaimed, “I bear a charmed life which must not yield to a man born naturally of a woman.” At this Macduff snubbed him and declared that he was never, as the ordinary man is naturally born, but was untimely taken out from his mother’s womb.

Macbeth lost his strength and resoluteness. He lamented, in future a man should never believe the lying equivocations of witches and juggling spirits, who deceive us in words that have double meanings; and while they keep their promise literally, they disappoint us

by providing different meanings. He then refused to fight against Macduff. Macduff who abhorred him, scornfully told him that they would imprison him and demonstrate him to the laity as a tyrant, quite like the way monsters are displayed. “Never.” said Macbeth, “I will not live to kiss the ground before young Malcolm’s feet.” His valiance returned with despair and he threw upon Macduff who after a great struggle overpowered him and severed his head and presented it to the young and lawful new king. Malcolm, then, ascended the throne amid acclamations of the noblemen and the people of Scotland.

Word Notes

Esteem : respect and admiration

Thane : the title given to a royal official in medieval Scotland

Prophesied : predicted

Envoy : messenger

Spurred : encouraged

Compunction : a feeling of guilt that prevents wrong-doing

Freize : wooden fabric

Abhorrent : detestable

Inordinate : excessive

Phantasm : what exists in the imagination.

Somnambulism : sleep-walking

Impregnable : unable to be captured

Skirmish : a brief fight

Vouches : confirms that something is true or accurate

Reproached : scolded

Equivocations : use of language with double meanings



OTHELLO



Chapter 2

Long time ago in Venice there was a rich Senator who was known as Brabantio. He had a beautiful daughter, the gentle Desdemona. She was sought by various suitors, both of her clime and complexion, but she found none of her choice. The noble lady, who regarded the heart more than the appearance and complexion of man, had chosen the person of her affections—a Moor, a dark complexioned nobleman, whom her father loved deeply and often invited him to their mansion. The noble Moor, Othello, was a valiant soldier and by his heroics in bloody wars against the Turks, he had been raised to the rank of the General and was highly esteemed and revered throughout the state.

Othello had been a great traveller and Desdemona was all the more keen to listen to the stories of adventure that Othello recollected from his experiences in the battles, sieges and encounters, the perils he had been exposed to, his hair-breadth escapes when he entered a breach, or marched up to the mouth of a cannon and how he had been captivated by the insolent enemy and sold as a slave, how he demeaned himself in that state, and escaped. Desdemona listened with rapt attention of all these accounts, added to the narration of the strange things Othello had seen in foreign countries: the vast wilderness and romantic caverns, the quarries, the rocks and lofty mountains that touched the clouds, the savage nations, the cannibals who are man-eaters, and a race of people in Africa whose heads do grow beneath their shoulders. These stories enticed Desdemona so much that even if she was called for any household affairs, she would finish off the work with all haste and return to Othello with greedy ear to devour his discourse. At the end of his stories Desdemona would always sigh and then thank him and wished that if he had a friend who loved her, he had only to teach him, how to tell his story, and that would woo her. Upon this hint, delivered not with more frankness than modesty, and blushes, which Othello could not but understand and he spoke more openly of his love and thus gained the consent of the generous and gorgeous lady Desdemona to marry him.

Their marriage, which though was privately solemnized, could not be kept a secret for long. When the news reached Brabantio, he appealed to the Duke of Venice and prayed for justice against Othello accusing him of casting spell and witchcraft to seduce the gentle Desdemona, winning her heart and marrying her without taking the consent of her father.

Meanwhile, the state of Venice was in urgent need of Othello. The Senate received a news that the Turks had set sail a fleet with mighty preparation for hostility and they were moving

towards the island of Cyprus with the intent to regain it from the Venetians. In this state of emergency, Othello was deemed as the most competent General to defend Cyprus against the invasion of the Turks. Hence, Othello was summoned before the Senate. He was therefore called to the Senate both as a candidate for a noble employment and esteem as well as a culprit, charged with offences by Senator Brabantio.

The old Senator was heard with utmost patience in the assembly of the Senators and the infuriated father accused Othello in outrageous manner. Hence, when Othello was called upon for his defence, he had only to narrate a simple story of his love, which he did so in such artless eloquence that even the Duke had to confess that a tale so told would have won his daughter too. And the spells and conjurations which Othello had used in his courtship plainly appeared to have been no more than the honest arts of wooing and the only witchcraft which he had used is the skill of telling a soft tale to win a lady's heart.

The statement of Othello was confirmed by Desdemona who appeared in court and acknowledged that she was bound by duty to Brabantio for her life and education. But now she has a higher duty to perform for her lover and husband Othello, quite like her mother had done years ago in preferring Brabantio above her father. Unable to maintain his plea, Brabantio accepted the Moor as his son-in-law and told him that with all his heart he would keep her away from him. He was also glad that he had no other child, for this behaviour of Desdemona would have made him a tyrant and hang clogs on them for desertion. He even warned Othello about Desdemona who had deceived her father and might also deceive him.

After the trial, Othello readily went to the war in Cyprus along with Desdemona as she refused to stay with her father any more. She boldly declared, "I loved the Moor to live with him". So the newly married couple set sail for Cyprus. But, as soon they landed in Cyprus, the news arrived that a violent tempest had dispersed the Turkish fleet and the island was, thus, secure. But the war, which Othello was to suffer, was now beginning and the enemies, which malice stirred up against Desdemona, proved in their nature more deadly than strangers or infidels.

Among the friends of Othello, no one possessed his confidence more than Cassio. He was a young Florentine soldier, amorous, and of pleasing nature which attracted the women. He was handsome and eloquent. Any married man of advanced years having a young, beautiful wife would be much alarmed of such a person except Othello who was free from jealousy, as he was noble and incapable of suspecting him to be infidel. He had used

Cassio in his love affair with Desdemona for Othello feared that he lacked the amorous qualities of Cassio that would please ladies, and so would often depute Cassio to court for him; such innocent simplicity being rather an honour than a blemish to the character of the valiant Moor. It was therefore no wonder if, next to Othello, the gentle Desdemona loved and trusted Cassio. Hence, the marriage of this couple made little difference to their relationship with Cassio. He frequented their house, and his free and rattling talk was endearing to Othello for he himself was of a serious temper.

Othello had of late promoted Cassio to the rank of Lieutenant, a place of trust and nearest to the General. The promotion gave great offence to Iago, an elder nobleman, who thought he had a better claim than Cassio and would often scorn at Cassio to be a person befitting for the company of ladies, and knew little of the art of warfare. Iago hated Cassio. He also hated Othello for favouring Cassio and also for an unjust suspicion that the Moor was too fond of Emilia, Iago's wife. From these imaginary provocations, Iago conceived a scheme of revenge that would involve Cassio, Othello and Desdemona in one common ruin.

Iago was crafty. He studied human mind deeply. He knew that of all the kinds of afflictions that torment man, the pains of jealousy were the most unbearable and had the sorest sting. He thought if he could succeed in making Othello envious of Cassio, then it would be an excellent plot of revenge which might culminate in the death of Cassio or Othello or both, he cared not.

The arrival of the General and his lady in Cyprus, and receiving the news of the dispersion of enemy's fleet, created a sort of holiday mood in the island. Everybody was involved in feasting and merry making. Cassio had the direction of the guard that night with a charge from Othello to restrain the soldiers from drinking excessively. On that night Iago began his deep-laid plans of mischief. Under the guise of loyalty and love to the General, he lured Cassio to have a drink, which was a great fault for an officer on guard. Although Cassio resisted initially, yet he soon fell into the guile of Iago. He swallowed wine glass after glass and became drunk. Provoked by Iago, he praised the gentle lady Desdemona. He even told Iago, "She is a most exquisite lady." At the end he got involved in a scuffle. Montano, a worthy officer, who interfered to pacify the dispute, was wounded in the scuffle. Taking advantage of the situation Iago spread the alarm causing the castle-bell to be rung as if a dangerous mutiny had set in. The bell awakened Othello who dressed in haste came down to the scene of action and asked Cassio of the cause. By now, Cassio had regained some rationality, but was too ashamed to reply. Iago pretended to be reluctant to tell the truth, and, as if compelled by Othello, gave an account of the whole matter in such a manner that

it seemed to make Cassio's offence less, but actually made it appear greater than it was. Consequently, Othello who was a strict observer of discipline was forced to take away the rank of lieutenant from Cassio. Thus, Iago's first artifice succeeded. He had now undermined his hated adversary Cassio and was successful to thrust him out of his place.

Cassio, whom this misfortune had entirely sobered, now lamented to his seeming friend Iago : "Reputation, reputation, reputation! O, I have lost my reputation! I have lost the immortal part of myself, and what remains is bestial. My reputation, Iago, my reputation!" He despised himself. He thought how he could ask the General for his place again. Iago advised him to apply to the lady to mediate for him with her lord.

Cassio did as Iago advised him. Desdemona promised him that she would be his solicitor with her lord. She immediately set about for this cause in so earnest and pretty a manner that Othello, who was mortally offended with Cassio, could not put her off. When he pleaded delay because it was too soon to pardon such an offender, she insisted that it should be the next night, or the next morning to that at farthest. Then she showed how penitent and humbled poor Cassio was and that his offence did not deserve punishment of such magnitude. But Othello still hung back. So she said, "What! my lord, that I should have so much to do to plead for Cassio, Michael Cassio, that came a-courting for you, and oftentimes, when I have spoken in dispraise of you, has taken your part! I count this but a little thing to ask of you. When I mean to try your love indeed, I shall ask a weighty matter." Othello could deny nothing to such a pleader. He promised to receive Michael Cassio again in his favour, but only requested Desdemona to leave the time to him.

It happened that Othello and Iago had entered into the room where Desdemona was already present with Cassio who had been imploring her intercession. He departed through the opposite door as Othello entered and Iago, who was full of art, said in a low voice, as if to himself, "I like not that." Othello took no great notice of what he said. The interaction which immediately took place with Desdemona put it out of his head. But he recalled it later. When Desdemona departed from the scene Iago asked Othello, as if mere satisfaction of his thought, whether Cassio knew of the General's courtship with Desdemona. The General replied in affirmative and added that he had gone between them very often during the courtship. Iago raised his brow, as if he had got fresh light on some terrible matter, and remarked, "Indeed!". This brought into Othello's mind the words of Iago which he said while entering the room. Thus he began to think there was some meaning in that private meeting of Desdemona with Cassio. Othello deemed Iago to be a just man, full of love and

honesty. So he urged Iago to speak out of what he knew. “And what,” said Iago, “if some thoughts very vile should have intruded into my breast?” he went on to say that it would be a pity if any trouble would arise to Othello out of his imperfect observations. So it would not be wise for Othello’s peace to know his thoughts. By then Othello’s curiosity was raised almost to distraction and Iago, as if in earnest care for Othello’s peace of mind, sought him to be cautious of jealousy. By the very caution he pretended to give him against suspicion. “I know,” said Othello, “that my wife is fair, loves company and feasting, is free of speech, sings, plays, and dances well: but where virtue is, these qualities are virtuous. I must have proof before I think her dishonest.” Then Iago, as if glad that Othello was slow to believe ill of his lady, frankly declared that he had no proof. He begged Othello to observe her behaviour well particularly when Cassio was near by. He should not be jealous or too secure. Iago knew the dispositions of the Italian ladies better than Othello. He knew that in Venice the wives would let the world see their pranks but they dared not show their husbands. Iago craftily insinuated that Desdemona deceived her father in marrying with Othello, and carried it so closely, that old Brabantio thought that witchcraft had been used. Othello was much moved by this argument. He wondered if she could deceive her father, she might deceive her husband as well.

Iago begged apology for having moved him. But Othello urged him to go on. Iago pretended that he was reluctant to produce anything against Cassio whom he called his friend. However, he reminded Othello how Desdemona had rejected many suitable matches of her own clime and complexion and had married him, which showed unnatural in her, and proved her to have a strong will. So when better judgment returned, how probable it was that she would fall upon comparing Othello with the white complexioned young Italians of her countrymen. He, therefore, advised Othello to put off his reconcilment with Cassio a little longer. Meanwhile Othello should note with what earnestness Desdemona would solicit for Cassio. So mischievously the treacherous villain laid his plots to turn the gentle qualities of the innocent lady into her destruction, and make a net for her out of her own goodness to entrap her: first setting Cassio on to entreat her mediation, and then out of that very mediation contriving stratagems for her ruin.

Othello’s long conversation with Iago led him to restlessness. Neither poppy, nor the juice of mandragora, nor all the sleeping potions of the world, could once again restore to him that sweet rest which he had enjoyed only yesterday. His occupation sickened upon him. He no longer took delight in arms. His heart, that used to be roused at the sight of troops,

would no longer stir at the sound of drums or the neighing of war-horses. He seemed to have lost all that pride and ambition which are the virtues of a soldier. Sometimes he thought his wife to be honest. Again he wondered that she was not. At times he thought Iago to be just, but at times he thought the contrary. Thus, he was torn to pieces with these distracting thoughts. Once he laid hold on Iago's throat, and demanded proof of Desdemona's guilt or threatened instant death for his having belied her. Iago feigned indignation that his honesty was misinterpreted to be a vice. He pointed out if Othello had not sometimes seen a handkerchief spotted with strawberries in the hand of Desdemona, and Othello acknowledged that it was his first gift to Desdemona. "That same handkerchief," said Iago, "did I see Michael Cassio this day wipe his face with." Othello replied, "If it be as you say, I will not rest till a wide revenge swallow them up: first, for a token of your fidelity, I expect that Cassio shall be put to death within three days; and for that fair devil, I will withdraw and devise some swift means of death for her."

Othello did not care to enquire how Cassio came by with the handkerchief of Desdemona. He passed death sentence upon both of them. Desdemona had never given such a present to Cassio; nor would this constant lady have ever wronged her husband with doing so naughty a thing as to give her lord's presents to another man. The shrewd Iago used his wife, Emilia, to steal the handkerchief from Desdemona, under pretence of getting the work copied, but in reality to drop it in Cassio's way, where he might find it, and give a handle to Iago's suggestion that it was Desdemona's present.

Soon after the meeting his wife, Othello pretended that he had a headache, and desired her to lend him her handkerchief to hold on to his temples. Desdemona did so, but Othello wanted the handkerchief which he gave her. Desdemona could not find it. "That's a fault," said Othello. "That handkerchief was given to my mother by an Egyptian woman. She was a charmer and could almost read the thoughts of people; she told her, while she kept it, it would make her amiable, and subdue my father entirely to her love; but, if she lost it, or made a gift of it, my father would loathe her as much as he had loved her." The lady said, "Is it possible?" Othello replied, "It is true. It is a magical handkerchief." Desdemona was ready to die with fear, for she plainly perceived that she had lost it, and with it, she feared, the love of her husband. She tried to divert him from too serious thoughts. She cheerfully told him that all his talk about the handkerchief was only to put her off from Cassio's suit and went on to praise him until Othello in perfect distraction burst out of the room. Then Desdemona began to suspect that her lord was jealous of Cassio.

When Othello and Desdemona met again, he accused her more plainly of being unfaithful, and

of loving another man. Othello wept and told her that he could have borne all sorts of evils with fortitude—poverty, disease and disgrace, but her infidelity had broken his heart. He called her a weed that looked so fair and smelled so sweet that the sense ached at it. He wished she had never been born. When Othello left her, Desdemona was so stupefied with wonder at her husband's untrue suspicion of her, that a weightlike sleep came over her. She only desired that her attendant to make her bed, and to lay her wedding-sheets upon it. She said that when people teach their babies, they do it by gentle means and easy tasks, and Othello might have chided her so; for in good faith she was but a child when she was children.

Desdemona soon fell asleep. Othello entered the room full of dark purpose which he had meditated of putting her lady to death. When he saw her asleep he thought he would not shed her blood, but he was resolved that should die else she would live to betray more as she had done him. Then he kissed her for the last time and he wept but he said they were cruel tears.

Desdemona was awakened with his kisses. She looked upon Othello, and she saw him gnaw his lips and roll his eyes. She knew he was always fatal when he looked so. He told her to prepare for death and to say her prayers for he would not kill her soul. Desdemona begged for mercy, and to know her fault. Then he named Cassio and the handkerchief which, he said, she had given him, and as the guiltless lady was proceeding to clear herself, he suddenly would hear no more, but covering her up in the bed clothes, stifled her till she died.

At the same time Cassio came in, wounded and bleeding. Iago had set one of his men to assassinate him but the fellow was unable to kill Cassio. He was killed by Iago to prevent discovery. In his pockets were found certain letters which exposed the guilt of Iago and confirmed the innocence of Cassio who now came to Othello to beg apology and also to ask him the reason why Iago had been employed to murder him.

The discovery was like a thunderstroke to Othello who now felt he was no better than a murder, and that his lady was innocent and faithful. Extreme anguish made life intolerable and killed himself falling upon his sword and throwing himself upon the lifeless body of his dear wife.

These rash acts raised much passion of horror and amazement among the by standers. Othello had borne a fair reputation, and until he was wrought upon by the arts of a villain, he was indeed a loving and doting husband. He had loved Desdemona not wisely, but too well. When he was dead all his former merits and valiant acts were remembered. Iago was executed with strict tortures, and the state of Venice lamented for the demise of their renowned General Othello.

Word Notes

Siege : a military operation to capture a town

Insolent : rude and disrespectful

Anthropophagi : a mythical race of cannibals

Devour : read or listen to some story eagerly

Seduce : persuade someone to do something unwise

Conjuration : make some thing appear in the mind

Blemish : a small flaw

Dispersion : go in different direction

Intercession : the action of intervening on behalf of someone

Disposition : the natural qualities of a person's character

Mandragora : a type of a plant whose root when eaten causes hallucination

Loathsomely : hatefully

Suit : the process of trying to win a woman's affection with a view to marriage

Infidelity : disloyalty

Chided : scolded

Gnaw : cause pain

Wrought : made



AS YOU LIKE IT



Chapter 3

The story begins at a time when France was divided into provinces or dukedoms. In one such province, there was a usurper, who had deposed and banished his elder brother, the lawful Duke.

The Duke, who was driven away from his kingdom by his younger brother, retired to the Forest of Arden along with his faithful followers. These people soon got accustomed to the lazy life of the forest and they felt it to be more relaxing than the life of a court. They led the life like that of Robin Hood of England, and to this forest many noble men came and spent their leisure time as they did in the golden age. In summer they took rest under the shade of the trees watching the playful sports of the forest-deer. They even felt sad that they had to kill those deer for food. In winter when the cold wind blew, the Duke suffered from cold but said, "These chilling winds which blow upon my body are true counsellors: they do not flatter, but represent truly to me my condition; and though they bite sharply, their tooth is nothing like as keen as that of unkindness and ingratitude." He remarked that men might say against adversities but there are some uses of a poisonous toad. In this way the duke drew lessons from nature and he found tongues in trees, books in the flowing streams, sermons in stones and good in everything.

The banished Duke had a daughter named Rosalind and like her father, she was also thrown out of the dukedom. But, she still remained in the palace being the companion of Celia, the present duke's daughter. The discord between the duke and his brother did not at all affect the friendship between the two cousin sisters. In fact, Celia tried to comfort Rosalind whenever she became sad thinking of her father.

One day, when Celia was talking to Rosalind in her usual kind manner, a messenger came with the news that there would be a wrestling match and they could go and watch that if they so wanted. Celia agreed to go thinking that it would amuse Rosalind.

During those times, wrestling matches were viewed by noble ladies and princesses being a favourite sport of princes. But here they thought that they would face a tragedy as a practised wrestler was to fight an inexperienced young man.

When the duke saw that both the ladies had come to watch such an uneven match between a professional wrestler and a young man, the duke asked them to dissuade the young man from fighting. At first Celia tried to resist the youth from taking up such an unequal challenge and then Rosalind by her kind words tried to change his mind from the ensuing fight. But after hearing the entreaties of the ladies, the youth became all the more determined to prove his valour in front of the fair ladies. He refused to listen to them but he said in such a

graceful manner that both the ladies became more concerned of him. He said, "I am sorry to deny such fair and beautiful ladies anything." He also said that he would like the ladies to wish for him and if he was defeated, he would not be ashamed and, even if he was killed there was no one to lament for him in this world. He said that he was only a person who filled up a space in this world and it would be better supplied if he vacated his space.

The wrestling match began. Celia wished that the youth would not be hurt during the bout. But Rosalind was more concerned. She had an inclination towards him because she felt pity for his friendless condition. She could easily equate her own friendless condition with the young man.

The inspiration that the youth got from the ladies worked wonders for him and he defeated his opponant in such a way that for some time he could not even talk. The duke Frederick was very pleased with the youth's skill and courage and wanted to know more about him.

The youth introduced himself as Orlando, the youngest son of Sir Rowland de Boys. Sir Rowland de Boys was dead. But when he was alive, he was a friend of the banished Duke. So on hearing that Orlando was his son, the duke was displeased and wished he had been the son of someone else.

Rosalind was very happy to hear that Orlando was the son of one of her father's favourite and confessed to Celia, "My father loved Sir Rowland de Boys, and if I had known that Orlando was his son, I would have added tears to my entreaties before he should have ventured." The ladies went to him and seeing that he was sad due to the displeasure of the duke, spoke to him kindly and Rosalind even gave him her gold chain from her neck and said that had she not been out of fortune, she would have given him a more valuable gift.

When the cousin sisters were alone, they talked of the young wrestler. Celia thought that Rosalind must have fallen in love with Orlando and she said, "Is it possible that you should fall in love so suddenly?" Rosalind replied, "The duke, my father, loved his father dearly." Celia then remarked that though her father had displeasure for young Orlando she herself did not feel so.

Frederick was enraged at the sight of Sir Rowland de Boys' son. It reminded him of the many friends of the banished Duke. He was lately displeased with Rosalind as she was praised for her virtues and the people pitied her for her father. Now, all of a sudden, Frederick became angry and he entered the room of the ladies while they were still discussing about Orlando. So he ordered Rosalind to join her father in the forest. Celia pleaded in favour of her sister but the duke turned a deaf ear to any such requests, He said, "She is too subtle for you, her smoothness, her very silence, and her patience speak to the people, and they pity her. You are a fool to plead for her, for you will seem more bright and virtuous when she is gone; therefore don't speak for her; and the decision that I have taken is irrevocable."

When Celia could not change her father's mind to keep Rosalind in the palace, she decided to accompany Rosalind to the Forest of Arden in search of the banished Duke. Before they set out, they decided to change their clothes as it would be unsafe for two young ladies to travel alone in rich attire. Rosalind thought that one could disguise herself as a male and since she was taller than Celia, she decided to dress as a country lad and Celia could dress as country lass; and they would introduce themselves as brother and sister. Rosalind would call herself Ganymede and Celia would be called Aliena.

In this disguise, with money and their jewels, they set out on their journey to the Forest of Arden, a long way from the duke's Frederick's kingdom. The lady Rosalind, Ganymede, in accordance to her dress put on an attitude to her sister, who left the luxury of the palace for their true love to each other. So they walked along, Rosalind showing a cheerful spirit as if he was the real Ganymede, the rustic and stout-hearted brother of the gentle village maiden, Aliena.

When they reached the Forest of Arden, they did not get the inn or food or the good accommodation that they had got till then. Ganymede who had hitherto cheered her sister confessed that she could cry out of fatigue and hunger. When Aliena declared that she could walk no further, Rosalind tried to find out where they could get rest and food. But they were certain that they were lost. Just then they met a countryman and asked him where they could get some food and a place to rest in exchange of money or gold. He said that he was the servant of a shepherd who was going to sell off his house and so they did not have much to entertain them. But if they wanted they were welcome to their house. They followed the man and bought the house and the sheep and also took the man to wait on them. Thus, they decided to stay till they could find the part of the forest where the banished Duke stayed with his followers.

The two sisters settled in their new cottage life very comfortably and fancied themselves to be the shepherd and shepherdess. Yet sometimes Ganymede remembered the youth Orlando and thought that he was so far away from her. But it soon came to light that he was also in the Forest of Arden following certain circumstances.

Orlando was the younger son of Sir Rowland de Boys and when he died he placed Orlando in the custody of his elder son requesting him to bring up his brother with proper care. Oliver, the elder brother, however, did not keep the request of his father and likewise did not educate Orlando in a school. Orlando, even without the care and help of his brother, grew up to be a fine man and Oliver hated him more for that. He was the one who had arranged for the fight as he wanted to get rid of his younger brother. But as fate would have it, Orlando won the wrestling match. Nevertheless, Orlando was sad at the disposition of his brother and being friendless he wished not to live.

When Oliver heard of the victory news of his younger brother Orlando, his jealousy knew no bounds. He vowed to burn his brother alive in his chamber while he slept. This was overheard by one of the old servants of Sir Rowland and he, at once, set out to warn

Orlando of his impending danger. He had a special affection for Orlando as he very much resembled his father. Hence, as soon as he saw Orlando, he broke into passionate exclamations: "O my gentle master, my sweet master, O you memory of old Sir Rowland! Why are you virtuous? Why are you gentle, strong and valiant? And why would you be so fond to overcome the famous wrestler? Your praise is come too swiftly home before you." Orlando could not comprehend what the matter was and the servant explained to him the reason for his concern stating the plan of his brother to burn him in his own chamber. Adam, as the servant was named, advised Orlando to flee the place; and he, knowing very well that Orlando had no money, brought him whatever money he had saved for future use. Saying that, he gave the gold amounting to five hundred crowns to Orlando and requested Orlando to allow him to be his servant and promised that though he looked old he would take good care of Orlando and work for him. Orlando was pleased and grateful at the faithfulness of Adam whom he addressed as 'good old man' and at once they set out with the promise that he would find some work before they had spent the savings that Adam had given him. The two, master and servant, travelled long till they reached the Forest of Arden and they were also as tired and hungry as the two sisters had been. They tried in vain to find a shelter and food and at last, when Adam could go no further Orlando carried him in his arms to the shelter of a tree and cheered him saying, "Good old man, rest your weary limbs here awhile, and do not talk of dying!"

Orlando then searched for food and by chance came upon the company of the Duke and his friends. When Orlando reached there, it was dinner time. The Duke had sat down for dinner. Orlando, finding food, drew his sword to grab the food from the Duke and his men. He charged them not to touch a morsel. The Duke was kind and asked him the reason for his rude behaviour. He wanted to know if it was due to hunger or did he despise the courtesy known to civil men. Orlando replied that as he was dying of hunger he had thought that in this wild forest he had to put up such behaviour in order to get food. The Duke spoke to him kindly and asked him to sit down for dinner. Orlando then spoke of Adam and declared that though he was hungry he would not touch food unless Adam was fed. The Duke told him to bring his friend and said that they would wait for them. Orlando went quickly, brought the old man and then both of them along with the Duke had food to their satisfaction. Adam, on having food, regained his lost strength. After the dinner, the Duke asked Orlando about him and when he came to know that Orlando was his friend's son, he took Orlando and Adam under his care.

After a few days while roaming in the forest, Ganymede and Aliena were surprised to see Rosalind's name carved on the bark of the trees and love sonnets, all addressed to Rosalind, attached to them. When they were wondering how it was possible in the forest to have Rosalind's name carved, they met Orlando and could easily recognize him as he was wearing the chain, given earlier by Rosalind, around his neck. But, Orlando could not recognize them because of their disguise. He discovered a likeness but there was a

disposition in fair Rosalind which was missing in the youth. Rosalind, on the other hand, teased him saying that she was in search of a certain youth who had spoiled the bark of trees by writing the name of his ladylove and attaching love poems to that effect. She even declared that if she found the lover she would have given him some advice.

Orlando told them that it was he who had done all these things, and requested Rosalind to give him some advice. Rosalind asked him to come to their cottage to play a game in which Rosalind in her male attire would feign to be his ladylove with all sorts of feminine pranks and whims; and Orlando would woo her as a genuine lover. When he would experience the whimsicality of the young lady love, he would be ashamed of his love for her and thus be cured of love. So, as fixed, everyday Orlando came over to the cottage and wooed Ganymede as Rosalind; but it did not seem that Rosalind made any progress in curing Orlando of his love for Rosalind. Rather, she felt highly satisfied and amused to know how truly Orlando loved her.

The days passed pleasantly in this manner. Aliena, seeing Ganymede happy, did not remind her that the real reason for her coming to the forest was to find her father; though, by that time, from Orlando they had already got the location of the place where her father, the banished Duke, was residing. However, one day, Ganymede met her father but did not disclose to him her true identity. When asked about it she said that she came of a good lineage as he did. Never did the Duke suspect that she was his own daughter and had a royal lineage.

One morning, when Orlando was going to visit Ganymede, he saw a man lying asleep on the ground and a snake twisted round his neck. As he approached the snake glided away from the man. Then as Orlando went closer, he perceived a lioness in the bush, waiting for its prey to awake because lions don't attack the dead. When Orlando looked at the face of the man, he saw that the man was his own brother, Oliver, who had tried to get rid of him. He was about to go but brotherly affection prevented him to leave his brother in that danger. He fought the lioness and saved the life of his brother. Thus he saved the life of his brother from the venomous snake and the dangerous lioness, but before he could save his brother the lioness had torn one of his arms with her sharp claws.

While Orlando was engaged in the fight, his brother awoke and saw how the brother, he had despised and abused so much, fought with his life to save him from the lioness. He was full of remorse and after Orlando had killed the lioness, Oliver begged his mercy. Orlando seeing his brother repenting his deeds, readily forgave him and took him in his arms. But, as the wound made him weak, Orlando asked Oliver to give the message to Ganymede that he would not be able to visit her that day. Oliver went to their cottage and narrated to them the whole story. Moreover, he confessed his own misdeeds and also spoke of their reconciliation.

The sincere sorrow of Oliver was so overwhelming, that Aliena at once fell in love with him. Oliver, on the other hand, saw how she pitied him for his distress over his misdeeds and he, also, at the same time, fell in love. In the meantime, when Oliver and Aliena were exchanging hearts, Ganymede, on hearing about Orlando's wounds, fainted. When she recovered, she tried to convince Oliver that she had feigned the swoon as Rosalind would have done had she heard about the wounds of Orlando. But Oliver was not convinced as he perceived how pale Ganymede had been and he said, "Well, if you did counterfeit, take a good heart, and counterfeit to be a man." Ganymede replied that it was exactly what she was doing and that she should have been a woman instead of being a man.

Oliver returned after a long time and told his brother of the swooning of Ganymede and also of his love towards the shepherdess, Aliena. He spoke in such a manner as if he had already decided upon his marriage to Aliena. He also said that he would stay there in the forest and be a shepherd. As regards his estate, he would give the same to Orlando as well as his home.

Orlando suggested that Oliver and Aliena should get married the next day and he would invite the Duke to their marriage. He also advised his brother to be quick to consult same with Aliena. When Oliver went to Aliena, Ganymede came to Orlando to enquire about his health.

Orlando and Ganymede talked of how Oliver and Aliena loved each other from their first sight and Orlando informed that his brother had gone to her to ask for her hand. They would get married the next day if Aliena was willing. He wished he could be also married on the same day to his fair Rosalind. Ganymede liked the proposal and said that if Orlando really loved Rosalind, he should have his wishes fulfilled. She said that she would try to bring Rosalind the next day by a special magical power which she had learnt from her uncle. When Ganymede said, "...put on your best clothes, and bid the Duke and your friends to your wedding; for if you desire to be married tomorrow to Rosalind, she shall be here"; the fond lover could not believe his ears.

The next morning, both Oliver and Orlando came to the Duke along with Aliena. The Duke, surprised to hear that it was his own daughter to be brought there, asked Orlando if really the miracle could be done. As Orlando strived to answer, Ganymede came to the Duke and asked if the Duke would give his daughter in the hands of Orlando and he agreed. Then, she asked Orlando whether he would marry Rosalind if she be brought there. He said that he would. The two sisters went inside the cottage and put off their disguises.

When all the persons were eagerly waiting for a miracle to happen, Rosalind and Celia entered in their personas and Rosalind threw herself on her knees to her father for his blessings. Rosalind then related the whole episode of her banishment from the palace and their adventure to the forest in search of her father. The Duke wept in joy to get back his

own daughter and gave all of them his heartiest blessings. The two couples got married in the forest. The marriage did not have the splendour of the royals but it was the happiest marriage that could ever be imagined. As they were having their venison, and thought that there was nothing more to be wanted at that time, a messenger arrived to inform the Duke that his dukedom has been restored to him.

The Usurper, enraged at the flight of Celia, and hearing that men of great worth were following the banished Duke to join him in the forest, resolved to put an end to this misery. Thus, he brought a huge army to execute his design to kill his brother but as providence would have it, he was completely changed by a hermit whom he met as he entered the forest. He, thus changed, decided to spend the rest of his days in a religious house after returning the dukedom to his brother, the real owner of the dukedom. The first act of the penitence was to send the messenger to his brother to restore to him his domain, and the followers as well as the lands and revenues.

This news, as unexpected and as it was welcome, came at a time to enliven the festivity and rejoicings of the two marriages. Celia complemented her cousin on the good fortune, which had happened to the duke and wished her joy.

The Duke now had the opportunity to reward the true followers who had stayed with him in his adversity, and the worthy followers were pleased to return with him to the palace of their lawful Duke.

Word Notes

Usurper : a person who takes another person's title or position forcefully or illegally.

Deposed : removed from one's position Robin Hood of England

Adversities : difficulties

Discord : lack of agreement or harmony

Dissuade : advise not to do something

Ensuing : coming

Entreaties : requests

Valour : courage

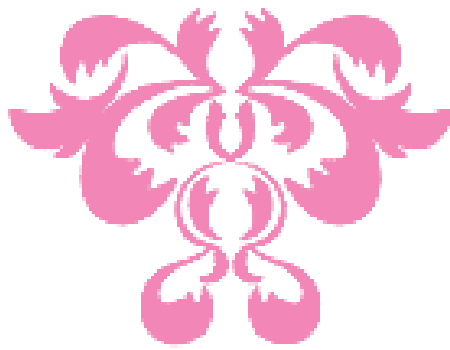
Pleaded : requested

Attire : dress

- Stout-hearted** : strong-minded
Fatigue : tiredness
Vowed : promised
Impending : going to happen very soon
Valiant : courageous
Comprehend : understand
Grab : snatch
Morsel : a small piece of food
Despise : to hate
Teased : disturbed by saying unpleasant words
Feign : pretend
Pranks and whims : mischievous acts
Woo : to offer love
Banished : ordered to leave the place
Lineage : ancestry or pedigree
Perceived : realised
Venomous : poisonous
Repenting : feeling sorry
Reconciliation : compromise
Overwhelming : highly surprising
Swoon : faint
Counterfeit : pretend
Strived : attempted
Personas : appearances
Venison : meat from a deer
Penitence : sorrow, regret
Domain : area
Revenues : income from properties
Enliven : to make lively
Complemented : thanked



FOLK-TALES OF BENGAL



Chapter 4

THE GHOST-BRAHMAN

Once on a time there lived a poor Brahman, who not being a Kulin, found it the hardest thing in the world to get married. He went to rich people and begged of them to give him money that he might marry a wife. And a large sum of money was needed, not so much for the expenses of the wedding, as for giving to the parents of the bride. He begged from door to door, flattered many rich folk, and at last succeeded in scraping together the sum needed. The wedding took place in due time; and he brought home his wife to his mother. After a short time he said to his mother- "Mother, I have no means to support you and my wife; I must therefore go to distant countries to get money somehow or other. I may be away for years, for I won't return till I get a good sum. In the meantime I'll give you what I have; you make the best of it, and take care of my wife." The Brahman receiving his mother's blessing set out on his travels. In the evening of that very day, a ghost assuming the exact appearance of the Brahman came into the house. The newly married woman, thinking it was her husband, said to him— "How is it that you have returned so soon? You said you might be away for years; why have you changed your mind?" The ghost said— "To-day is not a lucky day, I have therefore returned home; besides, I have already got some money." The mother did not doubt but that it was her son. So the ghost lived in the house as if he was its owner, and as if he was the son of the old woman and the husband of the young woman. As the ghost and the Brahman were exactly like each other in everything, like two peas, the people in the neighbourhood all thought that the ghost was the real Brahman. After some years the Brahman returned from his travels; and what was his surprise when he found another like him in the house. The ghost said to the Brahman- "Who are you? what business have you to come to my house?" "Who am I?" replied the Brahman, " let me ask who you are. This is my house; that is my mother, and this is my wife." The ghost said— "Why herein is a strange thing. Every one knows that this is my house, that is my wife, and yonder is my mother; and I have lived here for years. And you pretend this is your house, and that woman is your wife. Your head must have got turned, Brahman." So saying the ghost drove away the Brahman from his house. The Brahman became mute with wonder. He did not know what to do. At last he bethought himself of going to the king and of laying his

case before him. The king saw the ghost-Brahman as well as the Brahman, and the one was the picture of the other; so he was in a fix, and did not know how to decide the quarrel. Day after day the Brahman went to the king and besought him to give him back his house, his wife, and his mother; and the king, not knowing what to say every time, put him off to the following day. Every day the king tells him to— "Come to-morrow"; and every day the Brahman goes away from the palace weeping and striking his forehead with the palm of his hand, and saying—" What a wicked world this is ! I am driven from my own house, and another fellow has taken possession of my house and of my wife! And what a king this is! He does not do justice."



Now, it came to pass that as the Brahman went away every day from the court outside the town, he passed a spot at which a great many cowboys used to play. They let the cows graze on the meadow, while they themselves met together under a large tree to play. And they played at royalty. One cowboy was elected king; another, prime minister or vizier; another, *kotwal*, or prefect of the police; and others, constables. Every day for several days together they saw the Brahman

passing by weeping. One day the cowboy king asked his vizier whether he knew why the Brahman wept every day. On the vizier not being able to answer the question, the cowboy king ordered one of his constables to bring the Brahman to him. One of them went and said to the Brahman- "The king requires your immediate attendance." The Brahman replied—"What for? I have just come from the king, and he put me off till to-morrow. Why does he want me again?" "It is our king that wants you-our neat-herd king," rejoined the constable. "Who is neat-herd king?" asked the Brahman. "Come and see," was the reply. The neat-herd king then asked the Brahman why he every day went away weeping. The Brahman then told him his sad story. The neat-herd king, after hearing the whole, said, "I understand your case; I will give you again all your rights. Only go to the king and ask his permission for me to decide your case." The Brahman went back to the king of the country, and begged his Majesty to send his case to the neat-herd king, who had offered to decide it. The king, whom the case had greatly puzzled, granted the permission sought. The following morning was fixed for the trial. The neat-herd king, who saw through the whole, brought with him next day a phial with a narrow neck. The Brahman and the ghost-Brahman both appeared at the bar. After a great deal of examination of witnesses and of speech-making, the neat-herd king said- "Well, I have heard enough. I'll decide the case at once. Here is this phial. Whichever of you will enter into it shall be declared by the court to be the rightful owner of the house the title of which is in dispute. Now, let me see, which of you will enter." The Brahman said— "You are a neat-herd, and your intellect is that of a neat-herd. What man can enter into such a small phial?" "If you cannot enter," said the neat-herd king, "then you are not the rightful owner. What do you say, sir, to this?" turning to the ghost-Brahman and addressing him. "If you can enter into the phial, then the house and the wife and the mother become yours." "Of course I will enter," said the ghost. And true to his word, to the wonder of all, he made himself into a small creature like an insect, and entered into the phial. The neat-herd king forthwith corked up the phial, and the ghost could not get out. Then, addressing the Brahman, the neat-herd king said, "Throw this phial into the bottom of the sea, and take possession of your house, wife, and mother." The Brahman did so, and lived happily for many years and begot sons and daughters.

*Here my story endeth,
The Natiya-thorn withereth, etc.*

THE MAN WHO WISHED TO BE PERFECT

Once on a time a religious mendicant came to a king who had no issue, and said to him, "As you are anxious to have a son, I can give to the queen a drug, by swallowing which she will give birth to twin sons ; but I will give the medicine on this condition, that of those twins you will give one to me, and keep the other yourself." The king thought the condition somewhat hard, but as he was anxious to have a son to bear his name, and inherit his wealth and kingdom, he at last agreed to the terms. Accordingly the queen swallowed the drug, and in due time gave birth to two sons. The twin brothers became one year old, two years old, three years old, four years old, five years old, and still the mendicant did not appear to claim his share; the king and queen therefore thought that the mendicant, who was old, was dead, and dismissed all fears from their minds. But the mendicant was not dead, but living; he was counting the years carefully. The young princes were put under tutors, and made rapid progress in learning, as well as in the arts or riding and shooting with the bow; and as they were uncommonly handsome, they were admired by all the people. When the princes were sixteen years old the mendicant made his appearance at the palace gate, and demanded the fulfilment of the king's promise. The hearts of the king and of the queen were dried up within them. They had thought that the mendicant was no more in the land of the living ; but what was their surprise when they saw him standing at the gate in flesh and blood, and demanding one of the young princes for himself? The king and queen were plunged into a sea of grief. There was nothing for it, however, but to part with one of the princes; for the mendicant might by his curse turn into ashes not only both the princes, but also the king, queen, palace, and the whole of the kingdom to boot. But which one was to be given away? The one was as dear as the other. A fearful struggle arose in the hearts of the king and queen. As for the young princes, each of them said, "I'll go," "I'll go." The younger one said to the elder, "You are older, if only by a few minutes; you are the pride of my father; you remain at home, I'll go with the mendicant." The elder said to the younger, "You are younger than I am; you are the joy of my mother; you remain at home, I'll go with the mendicant." After a great deal of yea and nay, after a great deal of mourning and lamentation, after the queen had wetted her clothes with her tears, the elder prince was let go with the mendicant. But before the prince left his father's roof he planted with his

own hands a tree in the courtyard of the palace, and said to his parents and brother, "This tree is my life. When you see the tree green and fresh, then know that it is well with me; when you see the tree fade in some parts, then know that I am in an ill case; and when you see the whole tree fade, then know that I am dead and gone." Then kissing and embracing the king and queen and his brother, he followed the mendicant.

As the mendicant and the prince were wending their way towards the forest they saw some dog's whelps on the roadside. One of the whelps said to its dam, "Mother, I wish to go with that handsome young man, who must be a prince." The dam said, "Go"; and the prince gladly took the puppy as his companion. They had not gone far when upon a tree on the roadside they saw a hawk and its young ones. One of the young ones said to its dam, "Mother, I wish to go with that handsome young man, who must be the son of a king." The hawk said, "Go"; and the prince gladly took the young hawk as his companion. So the mendicant, the prince, with the puppy and the young hawk, went on their journey. At last they went into the depth of the forest far away from the houses of men, where they stopped before a hut thatched with leaves. That was the mendicant's cell. The mendicant said to the prince, "You are to live in this hut with me. Your chief work will be to cull flowers from the forest for my devotions. You can go on every side except the north. If you go towards the north evil will betide you. You can eat whatever fruit or root you like; and for your drink, you will get it from the brook." The prince disliked neither the place nor his work. At dawn he used to cull flowers in the forest and give them to the mendicant; after which the mendicant went away somewhere the whole day and did not return till sundown; so the prince had the whole day to himself. He used to walk about in the forest with his two companions-the puppy and the young hawk. He used to shoot arrows at the deer, of which there was a great number; and thus made the best of his time. One day as he pierced a stag with an arrow, the wounded stag ran towards the north, and the prince, not thinking of the mendicant's behest, followed the stag, which entered into a fine-looking house that stood close by. The prince entered, but instead of finding the deer he saw a young woman of matchless beauty sitting near the door with a dice-table set before her. The prince was rooted to the spot while he admired the heaven-born beauty of the lady. "Come in, stranger," said the lady; "chance has brought you here, but don't go away without having with me a game of dice." The prince gladly agreed to the

proposal. As it was a game of risk they agreed that if the prince lost the game he should give his young hawk to the lady; and that if the lady lost it, she should give to the prince a young hawk just like that of the prince. The lady won the game; she therefore took the prince's young hawk and kept it in a hole covered with a plank. The prince offered to play a second time, and the lady agreeing to it, they fell to it again, on the condition that if the lady won the game she should take the prince's puppy, and if she lost it she should give to the prince a puppy just like that of the prince. The lady won again, and stowed away the puppy in another hole with a plank upon it. The prince offered to play a third time, and the wager was that, if the prince lost the game, he should give himself up to the lady to be done to by her anything she pleased; and that if he won, the lady should give him a young man exactly like himself. The lady won the game a third time; she therefore caught hold of the prince and put him in a hole covered over with a plank. Now, the beautiful lady was not a woman at all; she was a Rakshasi who lived upon human flesh, and her mouth watered at the sight of the tender body of the young prince. But as she had had her food that day she reserved the prince for the meal of the following day.



Meantime there was great weeping in the house of the prince's father. His brother used every day to look at the tree planted in the courtyard by his own hand. Hitherto he had found the leaves of a living green colour; but suddenly he found some leaves fading. He gave the alarm to the king and queen, and told them how the leaves were fading. They concluded that the life of the elder prince must be in great danger. The younger prince therefore resolved to go to the help of his brother, but before going he planted a tree in the courtyard of the palace, similar to the one his brother had planted, and which was to be the index of the manner of his life. He chose the swiftest steed in the king's stables, and galloped towards the forest. In the way he saw a dog with a puppy, and the puppy thinking that the rider was the same that had taken away his fellow-cub-for the two princes were exactly like each other-said, "As you have taken away my brother, take me also with you." The younger prince understanding that his brother had taken away a puppy, he took up that cub as a companion. Further on, a young hawk, which was perched on a tree on the roadside, said to the prince, "You have taken away my brother; take me also, I beseech you"; on which the younger prince readily took it up. With these companions he went into the heart of the forest, where he saw a hut which he supposed to be the mendicant's. But neither the mendicant nor his brother was there. Not knowing what to do or where to go, he dismounted from his horse, allowed it to graze, while he himself sat inside the house. At sunset the mendicant returned to his hut, and seeing the younger prince, said, "I am glad to see you. I told your brother never to go towards the north, for evil in that case would betide him; but it seems that, disobeying my orders, he has gone to the north and has fallen into the toils of a Rakshasi who lives there. There is no hope of rescuing him; perhaps he has already been devoured." The younger prince forthwith went towards the north, where he saw a stag which he pierced with an arrow. The stag ran into a house which stood by, and the younger prince followed it. He was not a little astonished when, instead of seeing a stag, he saw a woman of exquisite beauty. He immediately concluded, from what he had heard from the mendicant, that the pretended woman was none other than the Rakshasi in whose power his brother was. The lady asked

him to play a game of dice with her. He complied with the request, and on the same conditions on which the elder prince had played. The younger prince won; on which the lady produced the young hawk from the hole and gave it to the prince. The joy of the two hawks on meeting each other was great. The lady and the prince played a second time, and the prince won again. The lady therefore brought to the prince the young puppy lying in the hole. They played a third time, and the prince won a third time. The lady demurred to producing a young man exactly like the prince, pretending that it was impossible to get one ; but on the prince insisting upon the fulfilment of the condition, his brother was produced. The joy of the two brothers on meeting each other was great. The Rakshasi said to the princes, "Don't kill me, and I will tell you a secret which will save the life of the elder prince." She then told them that the mendicant was a worshipper of the goddess Kali, who had a temple not far off; that he belonged to that sect of Hindus who seek perfection from intercourse with the spirits of departed men ; that he had already sacrificed at the altar of Kali six human victims whose skulls could be seen in niches inside her temple; that he would become perfect when the seventh victim was sacrificed; and that the elder prince was intended for the seventh victim. The Rakshasi then told the prince to go immediately to the temple to find out the truth of what she had said. To the temple they accordingly went. When the elder prince went inside the temple, the skulls in the niches laughed a ghastly laugh. Horror-struck at the sight and sound, he inquired the cause of the laughter; and the skulls told him that they were glad because they were about to get another added to their number. One of the skulls, as spokesman of the rest, said, "Young prince, in a few days the mendicant's devotions will be completed, and you will be brought into this temple and your head will be cut off, and you will keep company with us. But there is one way by which you can escape that fate and do us good." "Oh, do tell me," said the prince, "what that way is, and I promise to do you all the good I can." The skull replied, "When the mendicant brings you into this temple to offer you up as a sacrifice, before cutting off your head he will tell you to prostrate yourself before Mother Kali, and while you prostrate yourself he will cut off your head. But take our advice, when he

tells you to bow down before Kali, you tell him that as a prince you never bowed down to any one, that you never knew what bowing down was, and that the mendicant should show it to you by himself doing it in your presence. And when he bows down to show you how it is done, you take up your sword and separate his head from his body. And when you do that we shall all be restored to life, as the mendicant's vows will be unfulfilled. "The elder prince thanked the skulls for their advice, and went into the hut of the mendicant along with his younger brother.

In the course of a few days the mendicant's devotions were completed. On the following day he told the prince to go along with him to the temple of Kali, for what reason he did not mention; but the prince knew it was to offer him up as a victim to the goddess. The younger prince also went with them, but he was not allowed to go inside the temple. The mendicant then stood in the presence of Kali and said to the prince, "Bow down to the goddess." The prince replied, "I have not, as a prince, bowed to any one; I do not know how to perform the act of prostration. Please show me the way first, and I'll gladly do it." The mendicant then prostrated himself before the goddess; and while he was doing so the prince at one stroke of his sword separated his head from his body. Immediately the skulls in the niches of the temple laughed aloud, and the goddess herself became propitious to the prince and gave him that virtue of perfection which the mendicant had sought to obtain. The skulls were again united to their respective bodies and became living men, and the two princes returned to their country.

*Here my story endeth,
The Natiya-thorn withereth, etc.*

A GHOSTLY WIFE

Once on a time there lived a Brahman who had married a wife, and who lived in the same house with his mother. Near his house was a tank, on the embankment of which stood a tree, on the boughs of which lived a ghost of the kind called *Sankchinni*.¹ One night the Brahman's wife had occasion to go to the tank, and as she went she brushed by a *Sankchinni* who stood near; on which the she-ghost got very angry with the woman, seized her by the throat, climbed into her tree, and thrust her into a hole in the trunk. There the woman lay almost dead with fear. The ghost put on the clothes of the woman and went into the house of the Brahman. Neither the Brahman nor his mother had any inkling of the change. The Brahman thought his wife returned from the tank, and the mother thought that it was her daughter-in-law. Next morning the mother-in-law discovered some change in her daughter-in-law. Her daughter-in-law, she knew, was constitutionally weak and languid, and took a long time to do the work of the house. But she had apparently become quite a different person. All of a sudden she had become very active. She now did the work of the house in an incredibly short time. Suspecting nothing, the old woman said nothing either to her son or to her daughter-in-law; on the contrary, she only rejoiced that her daughter-in-law had turned over a new leaf. But her surprise became every day greater and greater. The cooking of the household was done in much less time than before. When the mother-in-law wanted the daughter-in-law to bring anything from the next room, it was brought in much less time than was required in walking from one room to the other. The ghost, instead of going inside the next room, would stretch a long arm—for ghosts can lengthen or shorten any limb of their bodies—from the door and get the thing. One day the old woman observed the ghost doing this. She ordered her to bring a vessel from some distance, and the ghost unconsciously stretched her hand to several yards' distance, and brought it in a trice. The old woman was struck with wonder at the sight. She said nothing to her, but spoke to her son. Both mother and son began to watch the ghost more narrowly. One day the old woman knew that there was

¹ *Sankchinnis* or *Sankhachurnis* are female ghosts of white complexion. They usually stand at the dead of night at the foot of trees, and look like sheets of white cloth.



no fire in the house, and she knew also that her daughter-in-law had not gone out of doors to get it; and yet, strange to say, the hearth in the kitchen-room was quite in a blaze. She went in, and, to her infinite surprise, found that her daughter-in-law was not using any fuel for cooking, but had thrust into the oven her foot, which was blazing brightly. The old mother told her son what she had seen, and they both concluded that the young woman in the house was not his real wife but a she-ghost. The son witnessed those very acts of the ghost which his mother had seen. An *Ojha*² was therefore sent for. The exorcist came, and wanted in the first instance to ascertain whether the woman was a real woman or a ghost. For this purpose he lighted a piece of turmeric and set it below the nose of the supposed woman. Now this was an infallible test, as no ghost, whether male or female, can put up with the smell of burnt turmeric. The moment the lighted turmeric was taken near her, she screamed aloud and ran away from the room. It was now plain that she was either a ghost or a woman possessed by a ghost. The woman was caught hold of by main force and asked who she was. At first she refused to make any disclosures, on which the *Ojha* took up his slippers and began belabouring her with them. Then the ghost said with a strong nasal accent—for all ghosts speak through the nose—that she was a *Sankchinni*, that she lived on a tree by the side of the tank—that she had seized the young Brahmani and put her in the hollow of her tree because one night she had touched her, and that if any person went to the hole the woman would be found. The woman was brought from the tree almost dead; the ghost was again shoebeaten, after which process, on her declaring solemnly that she would not again do any harm to the Brahman and his family, she was released from the spell of the *Ojha* and sent away; and the wife of the Brahman recovered slowly. After which the Brahman and his wife lived many years happily together and begat many sons and daughters.

*Here my story endeth,
The Natiya-thorn withereth, etc.*

² An exorcist, one who drives away ghosts from possessed persons.

PRECIS WRITING



Chapter 5

English for Specific Purpose

English is accepted as a familiar medium of communication in the international arena. In this age of globalization, market expansion and consumerism, the importance of English as a communication tool is rapidly increasing. English is now in demand as a specific skill for a specific purpose, such as English for the entrepreneurs, English for the sales personnel, English for the medical professionals, English for the corporate sectors, English for the engineers and the technocrats—and so on for each specific professional field. That is why, English for Specific Purpose is an important module to be taught in our classes.

With this intention, the Board of Studies in English of West Bengal Council of Higher Secondary Education and the State Government Expert Committee on School Education have decided to include ESP as an integral part of the new syllabus. There are some specific terms, some syntactical patterns, some techniques which are typical to the specific field where the language is being used. The language used in a classified advertisement in a newspaper can never be the same as that of a commercial leaflet; the tone and pitch of a business letter is widely different from that of an official circular. It is desired that the students should know these nuances of the language to meet the linguistic demands of their specific fields.

REPORT WRITING

Report is a statement of facts based on observation and investigation. It is prepared to communicate specific information. There are three main types of report :

- a) Eye-witness reports : These give an account of what was actually seen or experienced.
- b) Work-reports : These are of three kinds-(i) Progress report on work (ii) Completion report on final progress, and (iii) Single report on work of limited scope or duration.
- c) Investigation reports : These are of two kinds-(i) Information reports, detailing and analysing findings and showing their significance, (ii) Recommendation reports advising an action to be taken as well as giving information.

We are mostly familiar with Newspaper reports; and the essential features of these reports are:

- i) They must have a short and catchy heading
- ii) There must be reference to the place and date
- iii) The reporter should merely give facts and not personal opinion.

A Business Report conventionally contains the following parts :

- a) Suitable title
- b) Terms of reference
- c) Proceedings
- d) Findings
- e) Conclusions
- f) Recommendations

Some reports may have other parts :

- Table of contents
- Summary (the key points and main aim of the report)
- List of symbols, abbreviations and definitions.
- Acknowledgements (people who helped)
- References (documents and published materials consulted)
- Appendices (for table, figures, graphs, questionnaires).

In the following pages you have some examples of Newspaper Reports, followed by some Business Reports.

ENGLISH FOR SPECIFIC PURPOSE
BUSINESS REPORTS

1. Report indicating the causes of fall in sales of fruit products in Kamrup districts:

From
A. Sengupta
District Sales Officer
Nadia
West Bengal

April 20 2015

The Regional Sales Manager
Rich Fruit Products Limited
A. N. Banerjee Road
Kolkata
West Bengal

Dear Sir,

Sub: Report on the fall of sales in Nadia District

Vide your Memo no. 43 /Dst-Sl 199

With reference to aforesaid Memo of April 3, 2015 a report on the above subject has been prepared on the basis of market survey. The report is attached for your attention.

Should you require any further clarification/ information, please write. The undersigned would furnish them at the earliest.

Thank you.

Yours faithfully

(R. Mishra)
District Sales officer
Enc : Report

REPORT ON SALES DECLINE

On the basis of market survey and information collected by the sales representatives, the following facts may be underlined for the sudden fall of sales of our company's fruit product.

1. Massive Drought : The entire Nadia district experienced severe drought last year. 90% Population of this district being agriculturists, their purchasing power has been crippled. Another effect of drought is the excessive high price of essential commodities. Evidently, people have to sacrifice the consumption of fruit products to cope with this problem.

2. Unwilling Retailers : The drought situation affected the retail sales of the all commodities, including essential goods. Judging the market condition, retailers were unwilling to block their capital in fruit products. Of course, a few of them wanted to stock but demanded 10% more commission. This demand also stood in our way to sell more.

3. New Competitors : It is further brought to your attention that a new company under the name "Joy and Enjoy" entered in this market last year. That company has adopted massive advertisement and publicity. The new company has arranged door-to door sales and offering 30% discount. The company is manufacturing and selling all of our items. Moreover, the company is offering utensil as gift on each purchase. This offer has also dampened the sale of our product.

4. Customer Complaint : Lastly, some retailers have complained against lasting effect of our Juice and Squash item. These retailers have expressed their unwillingness to stock, particularly those two products, in bulk.

It is felt that these factors are the causes behind the fall in sales of our fruit products in Kamrup District, Assam. Necessary information may be referred to from Annexure.

(R. Mishra)
District Sales Officer

Enc : 2 (two)

- i) Annexure -I
- ii) Annexure -II

Report suggesting means to boost up the sales of tinned coffee in Kolkata :

From
S. Mahapatra
District Sales Officer
Kolkata District

January 15 2016

The Regional Sales Manager
Reliable Company Limited
Bodh Gaya Marg
Patna
Bihar

Dear Sir,

Sub: Report to boost up the sales of tinned coffee

Please refer to your Memo No. SI/R-49/99 dated December 10,2010 on the above subject. The Report with necessary facts is attached for your attention.

Should you require any further clarification/information, please write. The undersigned would furnish them at the earliest.

Thank you.

Yours faithfully

(S. Mahapatra)

District Sales officer

Enc : Report as stated above

REPORT TO ENHANCE SALES

On the basis of market survey and the information gathered from the sales representatives of our company, the undersigned presents below a few suggestions to consider for implementation.

1. Intensive Advertisement and Publicity : Ours is a new product. Already two established companies are selling tinned coffee in Kolkata market. Particularly, X Co's product is well-known to the Kolkatans. It is submitted, therefore, wide publicity and massive advertisement have to be resorted to enter into the market. Hoardings at north and south Kolkata have to be utilised catchy slogan. Cinema slide has to be used, particularly

to draw attention of all income groups. Advertisement has to be given in the largest circulated daily also.

2. Attractive Package : It has been observed the people in general are not happy with the pack. Kolkatans give weightage to attractive look of the pocket. Hence, instead of tinned pack, the company has to think over some other type of attractive container.

3. Buyers' Discounts : With a view to popularising the product, some household utensils may be given to each buyer as a gift. This scheme should continue for a month and massive publicity has to be given so as to inform people of this gift sheme. Subsequently, 10% discount on retail price of coffee may be introduced. It may be allowed to continue for a few months. This may enable the company to establish itself in the market.

4. Retailers' Commission : Container coffee of two companies has already occupied the Kolkata market. It is felt, therefore, a high rate of discount may be offered to the retailers to encourage them stock our goods. Besides, offer of 90 days' credit would encourage the retailer for bulk purchase.

5. Incentives to the sales representatives : In order to encourage our sales representatives to push the product, a scheme of bonus may also be introduced for them. Cash bonus may be paid quarterly on sales above a minimum garget.

It is hoped that above suggestions would receive your attention.

(S. Mahapatra)
District Sales officer
Kolkata District

REPORT FROM POINTS GIVEN

◆ **Some examples :****1. Write a report based on the following points :**

Your visit to Ladakh with your classmates and teachers—you stayed in a camp near Buddhist monastery—your discussion on Buddhist religion, architecture, geographical situation—scenes of wild animals and birds—other activities the local people—coming back.

Ans. Sujoy Mukherjee of Ranigunj reports on his visit to Ladakh:

Ladakh is a beautiful place. It attracts thousands of tourists. It's lovely green valleys, gardens, lakes, fountains, celebrating climate—all create an indelible impression on the minds of the visitors and tourists. This summer, we too decided to visit the place with all its grace and grandeur. Ladakh which is famous for its Buddhist monasteries. Our class teacher and class-mates chalked out a plan to visit all these spots.

To reach Laddakh, the tourists have to undertake a long journey. The roads are full of sharp curves. One the way, the sights of flowering plants with sword-shaped leaves are worth-enjoying. The Momads along with their flocks of sheep and heard of yaks are seen here and there. People in Ladakh worship Buddha.

Ladakh is free corner of the central land area of Tibet. The people of Ladakh Are very cheerful. They have their own dialect. They have faith in Lamaism. Men and women put on jewellery made of gold, silver and greenish blue precious stone. They wear long coat-like garments tied at the waist. They also put on tall silk-hats. They have one strange custom that a women may get herself married to more than one husband at the same time. The husbands are generally brothers or cousins.

We pitched our tent near a Buddhist monastery and stayed in it.

At night we had music, songs, dance and cultural activities. During our stay we also saw wild animals prowling. Strange birds were also chirping on the branches of the trees.

On the 16th of June we set out on our journey back to our home.

2. You have been asked to attend a school fair organised with a view to raise funds for the school. Write an account of the fair based on the following points :

Date and venue of the fair—games—stalls—sale of tickets and coupons—the colourful atmosphere—noise.

Ans. Rudra Banerjee reports on a fair organised by St. David's School, Durgapur.

A friend of mine, who is the secretary of St. David's School, asked me to attend the fair organized by the school authorities in the school campus. It was the 25th of February. The fair looked like a colourful festivity. Games like football, badminton, and cricket were held. Several stalls containing a variety of articles were the Music conference, the disco-dance and the mini zoo. A drama was also staged. The students of the school presented most of the activities. Tickets were sold to raise funds for the school.

I was surprised to see that the number of the spectators was very large. One inquiring, I was told that most of the visitors were the parents of the students. They had come to encourage their sons or daughter to take active part in the school activities. Most of the food stalls, painting and embroidery centres and cosmetics stalls were organized and run by the students. The margin of profit they earned was donated to the school.

They players who fared well were awarded prizes. The school authorities bore the expenses of the prizes. In return every team desirous of taking part in the tournament was required to deposit Rs. 25/- each as an entry fee.

It was treated as an important guest. One of the members of the school committee escorted me to the fair ground. I walked through the whole place and was happy. My friends offered me coffee with heavy breakfast. I was informed that a fund of Rs. 2 lacs was expected to be raised. Really, there was life and bustle in the school campus.

3. Write an eye witness report on a train accident on the basis of the following points.

Date and time of the accident—the train—the site of the accident—immediate reaction—rescue works— steps taken.

Ans. Mr. Kumar of Sahaganj writes the report.

It was around 3.15 a.m. on 26th November 2015 when the Jammu-Sealdah expressed slammed into the Amritsar bound Frontier mail that had vaulted off its tracks minutes earlier. The accident occurred between Kaudi and Daudpur village outside with outer reaches of Khanna railway station about 228 km south-east of Amritsar. I was sleeping in the train when I first heard a thunderous noise. I fell from the bunk. The lights went out the same moment. It was totally dark and I could hear only shrill voices, crying in pain, pleading for help. I tried to look for my co-passengers, a young lady and her six year old son. I could not find them. I got out of the compartment. Local villagers had already rushed in and started the rescue work. I heard one woman trapped beneath the wreckage shrieking,

“Cut off my legs, cut off my arms, just save me”. I was another woman trapped inside. Her legs were dangling from the compartment. Along with other people I tried to make her free. But she could not be freed because the compartment was at the bottom of the pile. Helplessly I saw her dying. Later I saw the smashed bodies of my co-passengers lying in a pool of blood.

Medical relief trains from Ambala arrived at the spot. The injured were taken to hospitals in Khanna and Ludhiana. The villagers were joined by several army and police personnel to stop up the rescue work. While some of them were busy in recovering the dead bodies and clearing the debris, of the trains. We would have died if the villagers had not saved us. I hope no one ever passes through this experience.

PRÉCIS WRITING

Précis writing means bringing out the gist of the given passage in as few words as possible, discarding all redundant matter in the process, and retaining only that which is essential to the central theme.

Thus, while writing a précis of a given passage the following points are to be followed:

- To begin with, the passage must be read well to get the general meaning
- The passage must be re-read carefully to identify the important information
- The important points should then be organized to form a concise version of the given passage
- As far as possible one’s own language has to be used
- Colloquial expressions, figures of speech, examples, spurious information should be avoided
- A rough draft of the précis must precede the final draft
- The precis should be one-third the length of the given passage
- The précis must carry a suitable title

MODELS OF PRÉCIS WORKED OUT

1. The world is like a looking glass, if you smile it smiles, if you frown it frowns back. If you look at it through a red glass all seems red and rosy; if through a blue all blue, if through a smoked one, all dull and dingy. Always try then to look at the bright side of things. There are some persons whose smile, whose very presence seem like a ray of sunshine and brighten the whole room. Greet everybody with a bright smile, kind words and a pleasant welcome. It is not enough to love those who are near and dear to us. We must show that we do that. While enjoying the blessings of life, we cannot expect to have no sorrows or anxieties. Life is indeed a tragedy at times and comedy very often, but as a rule it is what we chose to make it. [151 words]

Guidelines : 1. Like a looking glass the world reflects all our attitudes. 2. What we find the world to be is what we do with it. 3. A cheerful and graceful behaviour of us will make the world sweet. 4. The world is made of good and evil. 5. We should give up the evil and look always to the bright side of things. 6. We must behave with others pleasantly and show our love towards all. 7. Life has its good and bad days and we should be ready to face life as it is.

Précis :

We make our own world

Like mirrors we receive from the world that we give to it. If we behave gracefully, the world will appear happy. The very presence of some people makes this world happy. So we should use sweet and kind words to all. We must be prepared to accept tragedies ungrudgingly. [49 words]

2. Religion is based, I think, primarily and mainly on fear. It is partly the terror of the unknown and partly the wish to feel that you have a kind of elder brother who will stand by you in all your troubles and disputes. Fear is the basis of the whole thing—fear of the mysterious, fear of defeat, fear of death. Fear is the parent of cruelty and therefore, it is no wonder if cruelty and religion go hand in hand. It is because fear is at the basis of those two things. In this world we can now understand things by the help of science, which has forced its ways step by step against Christian religion; against the Churches, and against the opposition of all the old precepts. Science can help us to get over this grave fear in which mankind has lived for so many generations. Science can teach us no longer to invenl allies in the sky, but rather to look to our own efforts here below to make this world a fit place to live in. [180 words]

Guidelines : 1. Fear is the basis of both religion and cruelty. 2. Science has helped to dispel this fear. 3. Science has made man dependent on his own ability and not on any mysterious power. 4. Science is thus undermining the power of Christianity. .

Précis :

Science versus Religion

Fear of the unknown, and the wish to get help from other sources in his distress led men to put faith in religion. Science had made men dependent on his own ability. With the help of science man has got over the fears of unseen powers. As a result science is thus undermining the awe and fear of Christianity and the power of the Churches. [63 words]

3. The student should learn to think and act for himself. No man has ever been great by imitation. One great reason is that it is much easier to copy the defects of a great man's character than to imitate his excellencies. Alexander the Great had a foolish tutor who used to call him Achillies. He was taught to admire that character. But when he came to imitate Achillies, he imitated one of the most cruel and hateful actions of that hero's life. He dragged the governor of a town through the streets after his chariot. This was because his foolish tutor had taught him to imitate as well as to admire. Indeed it is easy to imitate and borrow. But set it down, no imitator ever reached anything like eminence. We can not copy goodness or greatness by an effort. We must acquire it by our own patience and diligence. [151 words]

Guidelines : 1. Students should not imitate others. 2. He should learn to think and act for himself. 3. It is easier to imitate the defects of one's character than his excellencies. 4. Though it is easier to borrow no one can achieve greatness by borrowing.

Précis :

Imitation can achieve no greatness

Instead of imitating others the student should learn to think and act for himself, for it is easier to borrow than acquire something by one's self. An imitation is sure to borrow the defects than the good points. No one has ever become great by copying.

4. The family, like the house in which they live, in the walls should appear and let in the wind and rain. The happiness of a family depends very much on attention to little things. Order, comfort, regularity, cheerfulness, good taste, pleasant conversation—

these are the ornaments of daily life, deprived of which it degenerates into a wearisome routine. There must be light in the dwelling and brightness and pure spirits and cheerful smiles. Home is not usually the place of toil, but the place to which we return and rest from our labours, in which parents and children together pass a careless and joyful hour. To have nothing to say to others at such times, in any rank of life, is a very unfortunate temper of mind and may perhaps be regarded as a serious fault; at any rate it makes the house vacant and joyless. [158 words]

Guidelines : 1. Attention to little things ensures the happiness of a family—things like order, good taste and cheerfulness. 2. Without these the home becomes dull. 3. A home is a place for rest. 4. A happy home makes a happy family.

Précis :

The Happiness of a Family

The happiness of a family depends upon attention to little things like orderliness, good taste and cheerfulness. Without them the home would become dull. Men return home for rest after day's toil, where parents and children may spend happy hours. A happy temper of mind alone can make a happy family. [52 words]

5. Teaching is the noblest of professions. A teacher has sacred duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils. Besides a teacher always remain young. He may grow old in age, but not in spirit. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes. [132 words]

Précis : Nobilities of teaching

Teaching is the noblest profession. A teacher leading a simple, pure and disciplined life can mould the young children making them neat and good mannered citizens. Besides, he remains ever young forgetting his own domestic worries in the constant company of the young. [43 words]

6. The trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit of which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether their lives are prolonged? Happen what may; those who tread in the right path will not set foot in any other. Life itself is unprofitable to man who does not live for others. To live for the mere sake of living one's life is to live the life of dogs and crows. Those who lay down their lives for the sake of others will assuredly dwell for ever in a world of bliss.

[199 words]

Précis : Good men live for others

The character of good men is like that of trees. They live for others and do not lose their qualities even in losing their lives. They always follow the right path. Praise is immaterial to them. To live for one's own sake is to lead the life of beasts. Only those who lay down their lives for others will live forever in a world of bliss.

[66 words]

MORE ABOUT PRÉCIS

So far you have been given models of usual passages for precis-writing. But in your working life you may need to write precis regarding other subject-matters, viz. a series of Business Correspondences or Business Reports etc. To familiarize you with the style of precis-writing in those special areas, some examples are given.

While you write the precis of business correspondence you should keep in mind the following points:

- In writing the precis of a series of letters, the facts or events covered by all the letters should be summarized as a whole—in the form of a continuous narrative.
- The relevant facts and events contained in the series of letters should be narrated in the precis in the chronological order of their occurrence and arranged in their logical sequence.
- If the letters in the series are written within a few days, only the date of the first letter in the series should be mentioned in the precis. But if there is a long gap between one letter and another, the date of the next letter should also be included.

A TEXT BOOK OF ENGLISH (B)

- Names of persons appearing in the letters should be excluded, unless these are essentials.
- Usually the subject-matter of the business correspondence forms the title of the precis.

Writing the Precis of Business Reports like Annual Report of Directors, Monthly Progress Reports of Departmental Managers etc. is a difficult task as all these contain facts and figures of a technical nature. So there is not much scope of compression. Special reports, prepared by individuals or committees after conducting a special enquiry on a particular matter, contain all important facts as well as conclusions or findings and recommendations. So special care should be taken to see that no essential point or fact is left out while drafting the precis.

The precis of report or memorandum (the grievances or demands sought to be redressed with arguments and submitted to higher authority) should be prepared as a continuous narrative, but it may be divided into paragraphs each dealing with a particular aspect of the report or memorandum.

Now, go through the examples.

1. From the following series of letters write a precis with a suitable title

(a) Messrs. International Traders, Kolkata

Pioneer Pen Co.,
Madras, the 16 January, 2010

Dear Sirs,

We should like to draw your attention to our Bill for Rs. 1026.00 against your order for 15 dozens Fountain pens which still remains unpaid. Settlement was due on 31st December and perhaps this has escaped your notice. A copy of the statement of accounts is enclosed and we shall be glad to receive your remittance per return.

Yours faithfully,
Pioneer Pen Co.

(b) Messrs. International Traders, Kolkata.

Madras,
the 31 January, 2010

Dear Sirs,

This is to draw your attention to our outstanding Bill for Rs. 1026.00 a copy of which was sent to you with our letter dated 16th January. As we have received no reply to our letter, it is presumed that the letter has not reached you.

We now enclose a duplicate Bill and hope that you will remit the amount positively by the end of this week.

Yours faithfully,
Powerglide Pen Co.

(c) Messrs. Powerglide Pen Co., Madras.

Kolkata,
the 5 February, 2010

Dear Sirs,

We acknowledge receipt of your letter dated 31st January enclosing a duplicate Bill for Rs. 1026.00. Your earlier letter dated 16th January has not reached us so far. We regret the fact that you had to remind us about the overdue Bill which we could not settle in time as business has been very dull during the past two months. Our sales have dropped considerably and most of our debtors have been tardy in settling their accounts.

We expect the market to revive within the next month when it will be easier for us to settle your Bill. In the circumstances, we hope you would grant us an extension of one month and we assure you that the amount due on your Bill will be remitted by that time.

Yours faithfully,
International Traders.

(d) Messrs. International Traders, Kolkata.

Madras, the 10 February, 2010

Dear Sirs,

We are in receipt of your letter dated 5th February, and note the difficulties in which you are unfortunately placed.

In view of the circumstances stated by you, and considering our long business connection with your firm, we agree to allow you a month's time to settle your accounts. It must be understood, However, that this is being done without prejudice to our usual terms of payment and we shall expect payment positively by the first week of March.

We hope this will enable you to tide over the temporary difficulty and you will be able to place further orders with us after the market recovers.

Yours faithfully,
Powerglide Pen Co.

Précis ; Précis of corresponddence between Powerglide Pen Co. and International Traders on the subject of an outstanding Bill due from the latter.

On 16 January 2010 Messrs. Powerglide Pen Co. wrote to Messrs. International Traders asking the latter to settle an overdue Bill, and receiving no reply to the same the former sent a reminder with a duplicate Bill. Messrs. International Traders regretted the delay, which was due to bad market conditions, and asked for a month's extension which was granted by Messrs. Powerglide Pen Co. without prejudice to their usual terms.

Look at the second example :

2. From the following series of letters write a precis with a suitable title :

(a) Messrs. Sundry Chemical Co., Patna.

Kolkata, the 5 July, 2010

Dear Sirs,

We regret to point out that order dated 25th June for immediate supply of 5 tons of Soda Ash still remains unexecuted. The material is required by us to meet an urgent order from a valued customer in Rangoon and was due for shipment from the KolkataPort on 3rd July.

We regret to inform you that the delay in delivery of this material has placed us in a very difficult position and unless delivery is effected within thih week, we shall be compelled to cancel the order and sue for damages.

We earnestly hope that it will be possible for you to effect delivery as desired and thus make it unnecessary for us to take any unpleasant action.

Yours faithfully,
Seminal Traders.

(b) Messrs. Seminal Traders, Kolkata.

Patna, the 7 July, 2011

Dear Sirs,

We acknowledge receipt of your letter of complaint dated 5th July. We very much regret our inability to effect delivery as promised due to circumstances beyond our control. Due to sudden strike by contractors labourers and a section of our supervisory staff, production in our factory stopped completely for nearly a week from 28th June. As the materials in stock were earmarked for supply against some earlier orders, it became impossible for us to effect supply within the scheduled time.

The strike has since been settled and production has been resumed with effect from 3rd July. We are making every efforts to effect delivery against your order by 12th July

and hope that with this you will be able to meet your commitments. Please confirm per return whether this arrangement is acceptable to you.

We hope you will appreciate our difficulties and take a reasonable view failure to supply in time.

Yours faithfully,
Sundry Chemical.

(c) Messrs. Sundry Chemical Co., Patna.

Kolkata, the 19 July, 2011

Dear Sirs,

We are in receipt of your letter dated 7th July and realize the difficulties in which you were unfortunately placed. In the meantime, we have been assured by our customer in Rangoon that they are ready to extend the date of supply by a fortnight and shipment of the materials by the next ship leaving Kolkata Port on 14th July will be quite in order.

In the circumstances, we are ready to accept delivery of the materials from you provided the consignment reaches us positively by 12th July. Should the supply be further delayed we shall have no other alternative than to cancel the order and procure the supply from some other sources.

Yours faithfully,
Seminal Traders

Précis : Précis of correspondence on a complaint regarding delay in supply and its adjustment.

On 5 July 2011 Messrs. Seminal Traders complained to Messrs Sundry Chemical Co. regarding delay in delivery against their order for immediate supply of 5 tons of Soda Ash; and threatened to cancel the order and sue for damages unless delivery was made within the week. Messrs. Sundry Chemical Co. regretted the delay due to sudden strike in their factory and asked the former to confirm their acceptance if delivery was made by 12 July 2011, Messrs. Seminal Traders agreed to accept delivery provided it was made positively by the date and warned the latter that the order would be cancelled if delivery was further delayed.

BUSINESS LETTER

◆ **INTRODUCTION :** Business implies communication : oral and written ; and letters are an important media of written communication. A business is known by the letters it writes. Even when a deal is struck over the telephone or e-mail, still the transaction is confirmed by a letter. In this sense, letter has an important evidentiary and authentic value.

LAY-OUT of a Business Letter : A Business Letter must be written on a Company Letterhead, i.e. printed writing pad with the Company’s name, and address. It must have a Reference No. and Date.

ARUNDHUTI ENTERPRISE

10 N. S. C. Bose Road
Kolkata-700001

Ref No.....

Date.....

To

.....
.....
.....

Sub.....

Sir/Sirs,

.....Body of the Letter,.....

Signature

(NAME)

DESIGNATION

Enclose :

Some important points to note :

- write the address without any punctuation mark in between the number of the house/building and the name of the road/ street/lane : Only leave a gap :

23 N.S.C. Bose Road,
Kolkata-700001

- Write the date either as 10 May 2000 or May 10, 2000. Only these two methods are acceptable in the international business world.
- Do not put any punctuation mark after 'To' in the salutation part of the letter.
- While addressing a particular man in the concern address him as 'Sir' ; but when you address the Company, address as 'Sirs'.
- Towards the end of the letter do not write 'Thanking you'; better write, 'Thank you'.
- While addressing a man by his name, you should write 'Yours sincerely' ; and if you address him by his designation, you should write 'Yours faithfully' or 'Faithfully Yours'.
- The language and over-all approach should be very formal but polite.

The area of business letter is a vast area. In the following pages some examples of business letter on various items are given. While you go through them, you should particularly note the language of the letter which varies according to the subject-matter and the tone of the letter.

A. LETTER OF QUOTATION AND ORDER

1. A business organisation decided to buy yearly requirement of stationery goods. Hence, a letter drafted asking a reputed concern to furnish the prices of different articles (Inviting Quotation) :

J. K. Enterprise
15 B. B. Ganguli Street
Kolkata-700 001

Our Ref : Pur-Enq/15/5/12

15 May 2012

Messers Variant Trading Mart
29 Mahatma Gandhi Road
Kolkata-700 009

Sirs,

Sub : Inviting Quotation of Stationery Goods

We have decided to buy the following types of stationery goods for yearly consumption of our office.

1. White paper 40 rims
2. Envelopes 60 dozens
3. Clips 100 dozen
4. Pins 50 packets
5. Pencil (Red & Blue) 10 dozen
6. Ink Refill (Red & Black, 8 dozen each)
7. Carbon Paper (Black) 12 packs

We shall be glad to receive from you the lowest quotation for all these goods on or before June 15 1999. If your quotation suits us, the order will be placed within a fortnight of the receipt of quotation. Our terms are cash.

Thank you.

Yours faithfully,

(Sankar Banerjee)
Proprietor

2. Reply to the letter :

VARIANT TRADING MART

29 Mahatma Gandhi Road

Kolkata-700 009

Our Ref : Sal-Qt/290/6/12

1 June 2012

Mr. Sankar Banerjee
J. K. Enterprise
15 B. B. Ganguli Street
Kolkata-700 001.

Sir,

Sub : Quotation of Stationery Goods

Thanks for the letter (Pur-Enq/15/5/12) of 15 May 2012

In reply to your enquiry, we take pleasure in submitting the quotation for the articles specified in your letter.

1.	White paper	Rs.	40/-	Per	rim
2.	Envelopes	„	7/-	„	hundred
3.	Clips	”	5/-	„	dozen
4.	Pins	„	8/-	„	dozen
5.	Ink Refill	”	35/-	„	box of hundred
6.	Carbon Paper	„	130/-	„	pack of hundred

Please further note, our business terms include 5% discount on bulk purchase at cash and delivery within a month at our cost. In case any product fails to satisfy the specification we would take the material and replace the same at the earliest. For further information, a Catalogue indicating the details of different variety of materials in enclosed.

Hope you would find our quotation and terms most favourable.

Thank you.

Yours faithfully,

(B. Debnath)

Manager

Enclo : Catalogue

3. In appreciation of a quotation, letter drafted to place an order :

J. K. ENTERPRISE

15 B. B. Ganguli Street
Kolkata-700 001

Our Ref : Pur-Ord/119/7/12

5 July 2012

The Manager,
Variant Trading Mart
29 Mahatma Gandhi Road
Kolkata-700 009.

Sir,

Sub : Order for Stationery Goods

Thanks for the Quotation of stationery goods vide your letter Sal-Qt/290/6/12 of 1 June 2012. Since your quotation is favourable we place an order of the following items :

- | | | | |
|------------------------|---|-----|--------|
| 1. White paper (A1) | – | 200 | rims |
| 2. Envelopes (white) | – | 500 | pieces |
| 3. Clips | – | 50 | dozens |
| 4. Pins | – | 50 | dozens |
| 5. Ink Refill (Blue) | – | 50 | boxes |
| 6. Carbon paper (blue) | – | 25 | packs |

Please note that all these items should conform to our specification, and no compromise will be made so far the quality of things is concerned. Please also note that all these items must reach us positively by 10 August 2012. Full payment in A/C Payee Cheque will be made on receipt of the goods.

Please confirm this order and oblige.

Thank you.

Yours faithfully,

(S. Banerjee)

Proprietor

4. Reply to the letter :

VARIANT TRADING MART

29 Mahatma Gandhi Road
Kolkata-700 009

Our Ref : Sal-Ord/3130/7/12

July 28 2012

Mr. Sankar Banerjee

J. K. Enterprise

15 B. B. Ganguli Street

Kolkata-700 001

Sir,

Sub : Acceptance of Order

Thank you very much for your Order vide your letter No. Pur-Ord/119/7/12 of 5 July 2012.

With reference to your above-mentioned letter I would like to state that the items as per your specification will definitely reach you by 10 August 1999. The A/C Payee Cheque should be in the name of Variant Trading Mart.

Once again I thank you for giving us an opportunity to serve you.

With regards.

Yours faithfully,

(B. Debnath)

Manager

B. COMPLAINT LETTER AGAINST WRONG DELIVERY OR DEFECTIVE DELIVERY

5. Letter to Paint & Varnish Co. (Pvt.) Ltd., complaining against wrong delivery of goods and advising to replace them:

SUNSHINE PAINTS

23 Bagha Jatin
Kolkata-700 084

Our Ref : Ord-10/3/11

28 March 2011

The Manager,
Paint & Varnish Co. Pvt. Ltd.
44 S. M. Avenue,
Kolkata-700 014
Sir,

Sub : Wrong delivery of paints

Thank you for the prompt execution of Order. But we regret to inform you that the paints supplied do not conform to our specification vide Order No. 10 of March 2 2011.

Please note, the supply is wrong with regard to the following items :

1. Instead of 1 Litre Tin of Black Enamel paints, Red paints supplied.
2. Instead of 500 grams Tin of Navy Blue Synthetic paints, Blue Black supplied.
3. Instead of 500 grams 1 Litre Tin of Green Plastic paints, light Red Plastic paints supplied with lesser thickness.
4. 2 Litre tins of ordinary Pink paint has been supplied.

Since we do not require the aforesaid items, we request you to replace the same as per our order. Your prompt action would be highly appreciated.

Thank you.

Yours faithfully,

(Sumon Mukherjee)

Proprietor

Enco : Copy of the Order.

Points to Note :

While drafting a complaint letter against defective or damaged goods

- (a) The language and proforma of the letter will be the same.
- (b) Only the type of defect or damage has to be mentioned; e.g.: rusty screws, broken handle, torn bags, dirty and blackish, shortage of weight etc.

In reply to the above

- (a) beg apology at the beginning of the letter.
- (b) assure replacement so that the customer does not incur any loss.
- (c) causes of defect or damage may be explained.
- (d) offer for some discount facility against those goods may be made.
- (e) the approach should be polite and courteous.

6. A letter expressing an apology :

PAINTS & VARNISH (PVT.) LTD.

44 S. M. Avenue
Kolkata-700 014

Our Ref : Sal-Ord/12/4/11

6 April 2012

Mr. M. K. Mukherjee
Messers Ashok Paints
23 Ganguli Bagan
Kolkata-700 084.

Sub : Wrong delivery of paints against Your Order No. of 2 March 2011

We have noted the contents of your letter of 28 March 2011, and are sorry for the mistake occurred in supplying the goods.

We are however, arranging to take back the material in a week's time and to replace the same according to your specification. Hope, our long standing business connection would, in no way, be affected due to this inadvertent mistake.

Sorry for the inconveniences you have been put to.

Thank you.

Yours faithfully,

(M. L. Verma)

Sales Manager

C. LETTER SEEKING TIME EXTENSION FOR DELIVERY AND PAYMENT

7. Due to shortage of raw material Messrs Allied Enterprise writes to OM Traders seeking time extension for delivery :

UNITED ENTERPRISE

Salt Lake
Kolkata-700 091

Our Ref : Ord/225/6/10

14 June 2010

The Manager,
OM Traders
102 Nirmal Chander Street,
Kolkata-700 012

Sir,

Sub : Delay in delivery against your Order No. 225 of 2 March 2010

We are in receipt of your letter of 7 June 2010, reminding us of our failure to execute the order of screws, nuts and bolts within the schedule time.

We are sorry for this delay over which we have been produced due to acute shortage of steel and brass wire in the local market. In spite of our best effort we could not procure this material till April and hence brought the same from Madras.

In this circumstances, may we request you to extend the time of delivery for a fortnight. We have started full-fledged production in the meantime, and hope to deliver the goods before June 30 2010 positively.

Hope you would allow this extension by a letter in return.

We are sorry for the inconvenience caused to you. Thank you.

Yours faithfully,

(N. Bose)

Partner

for **United Enterprise**

8. Letter cancelling an order for undue delay :

SHANTI TRADERS

17B R. B. Avenue
Kolkata-700 019

Our Ref : Pur-Ord/10/9/10

9 September 2010

The Manager,
Singhal Steel Wires Agency,
Ludhiana
Punjab.

Sir,

Sub : Cancelling of our Order of Steel Nuts & Pipes

We believe, you are in receipt of our letter along with the Order of above goods (Order No. 10 dated 16 August 2010). But till this date your confirmation has not reached us.

Since we require those goods for completion of a contract job, we cannot wait further for your confirmation. Any delay on your part would cause serious injury to our business and market reputation. In this circumstance, we would request you to treat the aforesaid order as cancelled.

Sorry for the inconveniences caused to you.

Thank you.

Yours faithfully,

(A. K. Ghosh)

Manager

Enclo : Order Copy

Points to Note :

- **In a letter seeking extension of time for delivery any reasonable cause must be given. Such as :**
 - (a) non-availability of raw materials
 - (b) sudden strike of the workers
 - (c) sudden break-down of a machine
 - (d) unprecedented power shortage etc.

- **In a letter cancelling the order for any reasonable cause should be given. Such as :**
 - (a) non-receipt of the confirmation against placing on order,
 - (b) extraordinary delay in delivery,
 - (c) goods supplied not according to specification, and no chance of any replacement,
 - (d) due to better terms and conditions offered by some other manufacturer or supplier etc.

9. Letter asking a trader to settle the outstanding bills :

MUKTI TRADERS

AC Market
Kolkata-700 034

Our Ref: Sal-Ord/122/9/11

25 September 2011

Mr. S. K. Sen
M/S Bose Bros
22A Rashbehari Avenue
Kolkata-700 029

Sir,

Sub : Request to settle the Accounts

- | | | |
|----|---|-------------|
| 1. | Bill No. 1023 dt. 10.1.99 (Noga Pine Apple Jelly) | Rs. 1,800/- |
| 2. | Bill No. 1050 dt. 25.1.99 (Orange Squash) | Rs. 1,400/- |
| 3. | Bill No. 1220 dt. 20.2.99 (Lime Juice) | Rs. 1,000/- |
| 4. | Bill No. 2000 dt. 30.3.99 (Mango pickles) | Rs. 500/- |

Probably you would appreciate that delay in clearing such a big amount beyond the credit period causes much inconvenience. This turns the small margin of profit into loss. This apart, we face difficulties in meeting the claims of our creditors also. As a result, our reputation in the market deteriorates.

Hope, you would appreciate our position and arrange to clear the bills within a fortnight.

Please drop a few words by the return of post.

Thank you.

Yours faithfully,

(R. K. Jain)

Proprietor

10. Letter of request seeing extension of time for settlement of Bills :

Bose Bros

22A R. B. Avenue
Kolkata-700 029

Our Ref : Bills/323/12/11

15 December 2011

Mr. R. K. Jain

MUKTI TRADERS

AC Market

Kolkata 700 034

Sirs,

Sub : Seeking time for the settlement of bills

We are in receipt of your letter of September 25 2011. We are extremely sorry for the inordinate delay on our part in settling 4 (four) Bills, the total amount due being Rs. 3,500/-

Kindly note that delay in clearing the bills is due to slackness of the market during rainy season. Moreover, a well-known producer of the same product has sold its goods at a heavy discount during April to September this year. As a result, we have not been able to sell even half of the goods we brought from you.

In this circumstance, we shall deem it a great favour if you kindly allow us an extension of time for two months. Trust, we shall be able to clear all your dues by the middle of February 2012.

Hope, you would certainly accommodate our request and oblige.

Thank you.

Yours faithfully,

(S.K. BOSE)

Proprietor

Bose Bros.

Points to Note :

In a letter seeking extension of time for settlement bills or dues, reasons like

- (a) slack season
- (b) poor sales
- (c) repayment of loans taken from the bank
- (d) damage caused due to heavy rain or fire etc. should be given.

B. LETTER FOR LOAN AND ADVANCE

11. Letter from Bhagabati Udyog to the Manager, Allahabad Bank for loan of Rs. 10,000/- :

MAHAMAYA PVT. LTD

20-B Southern Avenue
Kolkata-700 029

The Manager,
UCO Bank,
Southern Avenue Branch,
Kolkata-700 029.

16 June 2008

Sir,

Sub : Loan of Rs. 50,000 for the replenishment of stock

During the autumn the market of cloth and garment, saree and dhotis is very encouraging. We carry sizeable business in a few months of this season. Probably you would appreciate, brisk business requires qualitative goods and a variety of items. But small traders like us cannot afford such investment at a time.

In this circumstance, would you please favour as with an advance of Rs. 50,000 for 6 months in order to help bring new stocks. I would mortgage my Life Insurance Policy against and repay the same in 3 equal instalments from September with usual rate of interest. From my past record you would be sure of my credibility in repaying loans.

Hope you would consider this application sympathetically and sanction the said loan at the earliest.

Hope to hear from you shortly.

Thank you.

Yours faithfully,

(S. DAS)
Proprietor

Points to Note :

In such a letter reasonable grounds like

- (a) renovation of the shop/showroom
- (b) procuring fresh stock for the festive season
- (c) goods damaged due to flood or fire
- (d) to supply against an order for which huge investment is required, etc. must be indicated.

12. Reply from the Bank stating inability to Life Insurance Policy :

UCO BANK

19 Southern Avenue
Kolkata-700 029

Our Ref : L & Ad/Eng/223/08

14 July 2008

Your Ref : Letter

Mr. S. Das

MAHAMAYA PVT. LTD.

20-B Southern Avenue

Kolkata-700 029.

Sir,

Sub : Your application for loan

This has reference to your letter of 16 June 2008, asking for a loan of Rs. 50,000/- against the mortgage of LIC policy.

Indeed, we fully appreciate your urgency of such a loan. But we regret to inform you that under the regulations of bank, loans and advances are not available against Life Insurance Policy. However, if you can furnish two sureties or can mortgage any property of equal value, a loan may be sanctioned subject to your fulfilling other terms and conditions of the Bank.

Hope you appreciate the limitation.

Thank you.

Yours faithfully,

(R. S. Pandey)

Manager

13. Seeking loan of Rs. 25,000 as a part of initial capital to start a small factory :

A. K. Kahar
Deshbandhu Nagar
P.O. Salkia, Dt. Howrah
West Bengal

2 April 2015

The Branch Manager,
Canara Bank,
Howrah Branch.

Sir,

Sub : Seeking loan of Rs. 1,25,000 under 'Self-employment Scheme'

I have successfully completed two-year practical training in the manufacture of leather foot-wear conducted by the Government and obtained the certificate. As I am familiar with the production process and the machine-tools of production, I intend to start a small factory at the aforesaid premises.

Initially, my production target is 9,000 pes. of shoes per month. This production demands investment around Rs. 50,000 in machine-tools. Please note, I would be able to arrange Rs. 1,25,000 of the initial capital. I would get raw materials on 90 days' credit. In this situation, may I request you to sanction a loan of Rs. 1,25,000 against which I would hypothecate my machine.

A copy of the 'Project Report' and tentative 'Profit and Loss A/c' of three years are enclosed for your perusal. Hope, you would sanction the loan under 'Self-employment Scheme'.

Thank you.

Faithfully yours,

(A. K. Kahar)

Enclo : (i) Project Report

(ii) Tentative P & L A/c.

14. Letter requesting a bank to extend overdraft :

RAINBOW CHEMICAL

Rani Jhansi Road, New Delhi-110 055

1 June 2010

The Branch Manager,
Punjab and Sind Bank Ltd.
Rani Jhansi Marg Branch
Rani Jhansi Road
New Delhi-110 055

Dear Sir,

Sub : Request to extend overdraft facility beyond Rs. 50,000/-Current A/c No. 42393

We are a client of your Bank since 1980 and it is long 19 years that you are patronising our business granting loans and advances. Besides that, our concern is getting overdraft facility to the extent of Rs. 50,000 a year which is helping a lot to run the business smoothly.

Probably you would be happy to learn that our business has grown a lot. Our Current A/c will testify the correctness of our observation. Our turnover is around Rs. 10,00,000 for the last 3 years. So, you can imagine the necessity of huge amount of working capital. And hence, we would request you to extend the overdraft facility from Rs. 50,000 to Rs. 2,00,000. This would be of immense help to our concern, particularly at a time when our business is flourishing.

We shall abide by the terms and conditions of the Bank in this matter. Hope you would consider the matter and respond sympathetically.

Thank you.

Faithfully yours,

(V. K. Chadda)

Partner

for **Rainbow Chemicals**

15. Letter to a Bank asking the reasons of dishonouring a Cheque :

From
S. Dey,
90 Lake Avenue
Kolkata-700 026

16 April 2015

The Manager,
Canara Bank
Shyama Prosad Mookerjee Road Branch,
Kolkata-700 026.

Sir,

Sub : Dishonour of Cheque (No. S/SB/02350) of 12 April 2005 S. B. A/c No. : 4330

I would like to draw your attention that a cheque bearing the aforesaid number worth Rs. 2,000/- drawn on your bank has been dishonoured with the remark 'Balance inadequate'.

On an examination of the Pass Book I find that my balance with your bank on 4.4.99 stood Rs. 1,230/-. On the next day i.e. 5.4.99, I deposited a cheque of Rs. 1,200/ drawn on Syndicate Bank of the local branch. In fact you had sufficient time to collect the sum so as to raise my balance to Rs. 2.430/- on 12.4.99 leaving a balance of Rs. 400/- to my credit even after honouring the said cheque. But this dishonour of cheque has hurt my status to a great extent.

In this circumstance, may I expect your explanation as to the reason of dishonouring the cheque ?

Hope to hear from you at the earliest.

Thank you.

Yours faithfully,
(Suman Dey)

**E. LETTERS INTIMATING WRITTEN TESTS/INTERVIEWS
APPOINTMENTS AND ACCEPTANCE/REGRET**

16. Letter calling a candidate for Written Test :

ANANDAM CHEMICALS LTD.

Regd. Office : 12 Sansad Marg,
New Delhi-110001

Our Ref : SUND/CALL/23

Date : 24 March 2012

Mr. Anil Singh
23 B. V. Nagar,
New Delhi-110 089

Sir,

Sub : Written test for the post of Management Trainee-Law

With reference to your application of 10 February 2012 for the post of Management Trainee-Law you are requested to appear for a written test on 12 April 2012 at Indian Social Institute, Institutional Area, Lodhi Road, New Delhi-110 003 at 10 a.m.

The test will be of 2 hours duration, followed by a group question-answer session. No books will be allowed for consultation.

No travelling allowance is payable for attending the test.

Thank you.

Yours faithfully,

(R. Francis)

Personnel Manager

17. Letter intimating date of interview :

The Heading, Inside Address and Salutations in this case, will remain the same. The Body of the letter will be as follows :

“With reference to your written test held on 12 January 2015, we are pleased to call you for a personal interview on 5 May 2015 at the Registered Office of our Company, at the aforementioned address, at 10 a.m. sharp.”

18. Letter intimating the appointment :

In this case the Body of the letter will be as follows :

“With reference to the interview you had with us on 5 May 2015, we are pleased to offer you appointment as Management Trainee-Law in our company.

You will be on an intensive training for two years in our Law Department. During the period of training you will be paid a consolidated salary of Rs. 5000/- per month in the first year and Rs. 7000/- per month in the second year. On satisfactory completion of the two years’ training you would be called upon to take up independent responsibilities in the Law Department. If, at any time during the probationary period, your conduct is found unsatisfactory, your services are liable to be terminated forthwith.

During the training period if you desire to leave the company you shall be liable to indemnify the company a lump sum compensation of Rs. 5000.00 only.

After the probation period you will be placed in the cadre of Dy. Manager in the scale of Rs. 5000-80-5700-100-7000. You will be entitled to House Rent Allowance, Medical Claim subsidy, Leave Travel Concession, and other benefits as per Service Rules.

You are requested to confirm your acceptance on or before 1 July 2015 failing which this offer will stand cancelled.”

19. Letter informing non-selection :

In this case the Body of the letter will be as follows :

“With reference to your application for the post of Management Trainee-Law and the test and interview you had with us, we regret our inability to offer you an appointment at present. Should, however, any need arise in future, we shall get in touch with you.”

20. Letter of Acceptance from the Candidate :

From :

Mr. Anil Singh

23 B. V. Nagar

New Delhi-110089

Date : 22 June 2015

To :

Anandam Chemicals Ltd.

12 Sansag Marg New Delhi-110 001

Sir,

Sub : My appointment as Management Trainee-Law in your Company.

Thank you for your offer of appointment.

I hereby agree to abide by the terms of appointment as stated in your letter No. Ref. SA/ 34/78 of 20th May 2015.

I will be reporting for duty on 1 July 2015 forenoon.

Thank you.

Yours faithfully,

(Anil Singh)

21. Letter declining the offer of appointment :

All the other features remaining the same, the Body will be as follows :

“With reference to your letter No. Ref. SA/34/78 of 20 May 2015. I regret my inability to join your organisation as I have been selected for appointment in a foreign-based company.

However, I thank you for evincing interest in my candidature”.

F. LETTERS TO TELEPHONE DEPARTMENTS

22. Letter requesting a New Telephone Connection :

MONEYCARE INTERNATIONAL

12 HINDUSTHAN PARK

Kolkata - 700 029

Our Ref : PK/Tel/123/15

Date : 15 July 2015

To :

The Public Relation Officer

KolkataTelephones

3A Gariahat Road

Kolkata-700 019

Sir,

Sub : New Telephone Connection

Ours is a company having over 200 branches all over India and 3 Overseas Branches at Malaysia, Singapore and Japan. Presently we have telephone connections with 3 extensions for each. With the scale of operations increasing and the consequent expansion of staff-members we feel that the existing telephone connections are proving inadequate. We, therefore, request, you to install two more new connections with internal extension lines for each, at the earliest and oblige.

Thank you.

Yours faithfully,

(M. R. KAZI)

DIRECTOR

23. Letter complaining excessive Telephone Bills :

Other features remaining the same, the Body of the letter will be as follows:

“We are shocked to learn from the latest telephone bill that we have been overcharged, particularly in respect of the trunk-calls. We are at pains to know that the billing has been done in excess by at least ten times than the charges that our calls would have attracted. We have remitted the amount as per the Bill, but would request you to please check up your records/readings once again and make necessary adjustments in the Telephone Bill (s) to be issued in future.”

G. CIRCULAR LETTER/CIRCULAR

25. Circular letter to shareholders inviting them to participate in the new issue of 10,00,000 equity shares of Rs. 50/- each.

JAYANTI LIMITED

Round Building,
Kalabadevi Road,
Mumbai-400 022

12 March 2015

Circular No. 18/2015

New Issue of 10,00,000 equity shares

Dear member,

In view of the growing demand of our product in both domestic and foreign market, it has been decided that a new plant shall be set up at Ennore, Madras (Resolution 13/15). This expansion will enable the company to cope with the increased demand at a reduced cost and earn costly foreign exchange for the national exchequer. In order to give effect to this expansion programme an additional capital of Rs. 1 crore will be required.

Eventually, the Directors have decided to raise this amount by issuing 10,00,000 equity of Rs.50/- each. It has further been decided that these shares, at the first opportunity, shall be offered to the present members of the company pro rata to their holdings.

If you are interested to participate in the new issue, please forward the enclosed Application Form duly completed so as to reach at this office on or before April 30 2015.

(Binay Sen)

Secretary

Enclo : (1) Application Form

(2) Copy of the Resolution 13/15

Points to Note :

Such letters are written to convey a message to a large number of people at a time. The subject matter of the circular letter is common to all. This type of letter is not addressed to any individual particularly, but addressed to a group, or groups. Circular letters are meant for those whose interest are directly involved with a particular decision of the addressor.

34. Circular to intimate the change of weekly holiday :

AMIT STEEL CO.

27 M. G. Road
Bhubaneswar
Odisha

May 2, 2015

Circular No. 128/15

Change of Weekly Holiday

This is to inform all employees that our organisation has decided to change the weekly holiday w.e.f. June 2, 2015, due to severe power crisis.

It needs no mention that we have been experiencing heavy loadshedding since 1996. As a result, production has significantly come down. It has become difficult to execute the orders on time. This situation has severely hit our goodwill. But in the interest of the company and our employees, we cannot surrender to this problem. So, it has been decided that Sundays will be treated as working days while the Thursdays as weekly holiday w.e.f. 2.6.15. For, Sundays being the weekly holiday at most of the factories in this locality, we may get more power and will be able to cover production loss.

We are sure, you would extend your sincere effort and co-operation in maintaining production schedule.

(Jayant Mahapatra)

Personnel Manager

Copy to :

1. Departmental heads
2. Union Office
3. Notice Board
4. Security
5. Canteen Manager



A TEXT BOOK OF ENGLISH B

RAPID READER & A BOOK ON ESP

With financial aid from the Government of West Bengal, this book is to be distributed to students of XI and XII free of cost. This book is not for sale.

West Bengal Council of Higher Secondary Education