

Templates of Various Discourses

Formal Letter, Model -1

Writer's Address

Date

Recipient's Address

Subject.....

Dear Sir,

Letter.....1 Introduction....
.....2 Matter.....
.....3 Request.....
.....expressing gratitude...

Yours faithfully,

Sd/
Writer's Name.

Writer's address without the name.

Preferable Date format is DD MM YYYY 13 Mar 2019

Subject caption is optional, can be omitted

Body of the letter. Can be in 3 paragraphs- self introduction, matter of the letter, placing requests and expressing thanks

**Dear Sir/Madam – Yours faithfully
If Dear Mr./Ms.+Name -Yours Sincerely**

Signature above the Name of the Writer

Formal Letter, Model 2

Writer's Address

Date

Recipient's Address

Subject.....

Dear Sir,

Letter.....1 Introduction....
.....2 Matter.....
.....3 Request.....
.....expressing gratitude...

Yours faithfully,

Sd/
Writer's Name.

Informal Letter (Letters to friends, family and social relatives) Formal Letter - Model

Writer's Address

Date

My dear dad,

Hope you are fine.....

.....friendly letter is like friendly chat.... ..write freely...don't try to introduce the writer

Yours lovingly,

Sd/
Name of the writer.

Vikas Nagar
Flat No. 14
Kolkata

10 Mar 2019

The Chairman
AWB of India
New Delhi

Sub: Availing Permission for using a tiger in a film shooting

Dear Sir,

I am Satyajji Ray, a film director from Kolkata.
I have a plan to shoot a film with a tiger. I have arranged to get a tiger from the Bharat Circus. We will abide by the rules of the Animal Welfare Board strictly and will not do anything harmful to the animal.
I shall be obliged and grateful to you if you grant me permission to use the animal in the shooting.

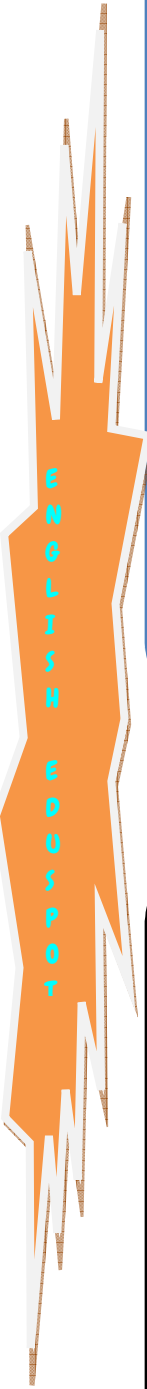
Yours faithfully,
Sd/

Informal Letter - Model

Alyakhin Shoes Co.
17th Street
Moscow.
20 March 2018.

My dear Grandpa,

How are you grandpa? I hope you are doing well. I don't have anything good to tell you. I am suffering a lot here. I cannot stay any longer here. My life is worse than that of a dog. All people here are treating me like an animal. I don't have enough food and time to sleep. I have only empty stomach and sleepless nights but always have hard work. I wonder why you sent me here!
When I think of my life with you, our Christmas celebrations, our dogs, I cannot stay any longer here. I would have escaped from here If I had had a pair of shoes. My dear grandpa, I have nobody in this world except you. Please come and save me. Otherwise, I will die here. Hoping to meet you soon,
Yours affectionately,
Sd/
Vanka



Speech



- Understand the topic asked in the question well.
- Visualize the persons to be addressed, and accordingly start with a good salutation.
- Wish the guests and audience.
- Introduce the topic.
- Use quotes or sayings relevant to the topic.
- Ask rhetorical questions, express own views, substantiate ideas with examples.
- Keep the flow of speech unbroken.
- Try to end the speech gradually and effectively by summing up the topic.
- End the speech expressing gratitude to the audience.

Honourable principal, respected teachers, and my dear friends. I wish a very warm, good morning to all of you.

‘If there is a will, there is a way!’ What the proverb says has realized in my life today. I had a strong will that I have accomplished now. Hence, I feel much delighted to stand in front of you to speak a few words about my life. I’ve been fighting against my fate. Do you know how much I’ve suffered in my life? I was born in a very poor family. My father is a poor farm labourer. He is unable to meet the expenses of my studies. So, I’m living with my grandparents. We did not have a sport jacket in the whole family. The Scholarship Jacket was only our expectation. I could not participate in any sports events in the school because my parents were unable to meet the expenses. But I have never been ready to surrender. To become a champion, first of all, we have to believe in ourselves. I firmly believed in my abilities and I have finally won the jacket!

It’s something more than what money can buy. I worked hard to win it. Now I am standing before you as a winner, which my hard work and determination made possible to me. My grandparents, my sister, my teachers and all my friends have helped me a lot in achieving this great honour. I make use of this opportunity to express my gratitude to all of them. Let me conclude my speech once again reminding you of the value of hard work. Thank you all, thanks a lot. Have a nice day!

- ### Diary Entry
- Put date, day and time on top
 - Recall the events, characters, contexts etc.
 - Arrange them in an order.
 - Use first person narrative.
 - Use informal sentences or sentence fragments.
 - Use interjection and exclamations to express emotions and excitements.
 - Make an effective ending

Friday, 01 September 2017.
10:00PM

Thank God! I’m safe and happy now in this new house - neat and comfortable and have here good neighbours too. I should be thankful to my friends for arranging this house for me. Yesterday I met death face-to-face! I can’t ever forget those moments in my life. When I heard the sound of something fell down, I never thought it could be a cobra. When I felt something cold on my arm and shoulder, who thought it was a death messenger! Luckily, the snake was beauty-conscious. Seeing its own beauty in the mirror on my table, it left me. Was I so ugly, or was the snake more beautiful than it expected? Anyhow, the mirror saved my life and I should keep one here too.

Narrative

- There should be a heading; it should be catchy and concise.
- Use appropriate personal pronouns in accordance with the perspective as asked in the question
- Recall the events and arrange them in an order.
- Start the narration with an attractive sentence.
- Describe settings and characters of the story.
- Use variety of sentences and figurative expressions.
- Dialogues in direct speech between characters are possible.
- Keep the flow of narration; avoid unnecessary over explanations.
- Does not end narration abruptly; end effectively.

A narrative in the third person perspective

Doctor and Cobra

Once there lived a homoeopathic doctor in a village. He had just started his medical practice, and his income was very meagre. He was staying alone in a rented house away from his own family. The house was very old with a tiled roof and without electricity. There were lots of rats in the house living with him.

One night as usual, after having his meals at a restaurant, he reached his room. He lighted a kerosene lamp and prepared his bed. It was a hot night and he felt uncomfortable inside the room. He went to veranda hoping to get some fresh air, but in vain. So, he returned to the room and sat on his chair reading a book. Then, he heard a strange thud; something like a rubber tube fell down. He did not take it seriously, for he was familiar with such sounds regularly created by rats.

The doctor was young, handsome and unmarried. He was very beauty conscious and often spent time in a world of fancy dreaming about his future wife and life. He wanted to marry a rich woman doctor having good medical practice. He wanted her to be a fat girl for a valid reason. If he made some silly mistakes and wanted to escape from her, she should not be able to chase and catch him. He was sitting in front of the mirror on his table dreaming about all these things and making fresh decisions about increasing his own personal beauty.

In curiosity he turned back to know what could be that thud he heard a little while ago. Hardly had he turned when a full-blooded cobra slithered up on him and coiled on his left arm. The snake spread out its hood, and its head was hardly three or four inches away from his face. If he moved, the cobra would bite him. He realized that death lurked in a few inches away, and he sat like a stone image in extreme fright. But he had not lost his presence of mind. He pathetically longed for the mercy of God, and scribed the word 'O God' on the wall of his heart.

Strangely, the snake left him and moved towards the mirror, when it saw its reflection in the mirror. Immediately the doctor jumped out of the room and ran for his life till he reached his friend's house. The next day when he returned to his room, he found that some thieves had stolen all his things except a used, dirty vest. The doctor believed that it was a cobra taken by its own beauty!

News Report

- There should be a catchy and concise headline. [Headline]
- Day, date, and reporter's details (optional). [Byline]
- Place where the story occurred [Place line]
- The opening section-important information-introduces news story [The lead]
- Details of the story-most important comes first; simple and straight statements. Quote in direct speech, what actually someone or witnesses said etc. [The body of the news]

News Headlines

Headline should be catchy and concise and self-explanatory summing up the story.

- Newspaper headlines have a special rule of grammar and written in a special style which are different from the ordinary English.
- They are often not complete sentences, sometimes consist only noun phrases without any verbs. Normally no full-stop mark is used. (*More price hikes again*)
- They often leave out articles the, a/an and verb be forms. (*Woman walks on moon*)
- The simple present tense is used for both present and past events. (*Mother abandons girl child at hospital*) (*Kalaingar, Karunanidhi Passes Away*)
- 'To infinitive' forms are used to refer to the future. (*Industrialists to hold global summit*)
- Auxiliary verbs are omitted from passive constructions leaving only past participles. (*Man stabbed to death by friend*)

Tiger Went Violent at Shooting Location

Staff Reporter,
Sunday, 10 March 2019.

Kolkata: The shooting of the long-awaited film **Goopy Gyne Bagha Byne** by the legendary filmmaker Satyajith Ray began yesterday at Notun Gram. In the film there is a scene in which heroes of the film Goopy and Byne meet a tiger in the forest. To get it filmed, a tiger from the Bharat Circus Company was brought to the shooting location. When the trainer opened its cage, the ferocious animal suddenly turned violent and charged at the spectators.

Mr. Thorat, the pathetically helpless trainer, could not bring it under control even though he made many strenuous attempts. After a while, the tiger became calm and Mr. Ray and his crew managed to take their required shots successfully. When asked about the incident, Mr. Ray expressed his relief and said, "we were very much frightened and disappointed at the unexpected behavior of the tiger. We had to take much pain to get hold of a tiger and bring it to the shooting location. For a while we thought all our efforts went in vain. Anyhow, we've managed to take the shots and we will see the quality of the pictures once we reach back to Kolkata".

Write-up

A question to make a write-up is meant to express our personal views and ideas about a person, a book, an event, a film, a character etc.

- Our personal opinion is highlighted and it should be substantiated by examples and explanations.
- Start with a striking sentence.
- Include all relevant points and arrange them sequentially.
- Use simple and clear sentences.
- Conclude effectively summing up our views and opinions.
- A suitable title is important.

Stereotypes are Partial Truth

“The single story creates stereotypes and the problem with stereotype is not that they are untrue, but that they are incomplete”. C N Adichie says so in her speech ‘The Danger of a Single Story’. When we analyze her views and her cited examples, we can’t help agreeing with her. If we have only one idea in our mind about a person or a people, that single idea doesn’t make the whole of that person or people. They have other qualities and abilities that we are not aware of. If we judge people with the single idea we have about them, our judgment will not always be correct and complete.

In her childhood days, she used to read books in which all the characters were foreign. She had convinced that books by their nature should have foreign characters and things with which she should not have any personal identity. But when she got chances to read books by African authors like Chinua Achebe and Camara Laye, her single idea about books was changed. She realized that there were books in which characters were not always foreigners. She understood that people like her, girls with kinky hair and chocolate-colored skin could also be characters in books.

Adichie’s family had a house-boy namely Fide. She had heard a lot about his poor and miserable family from her own mother. Thus Adichie developed in her mind one single story about him - a poor boy from a poverty-stricken family. But when she visited once his house, she found out that they had other abilities of craftsmanship. Fide’s brother could make beautifully patterned baskets of dyed raffia. Then only she realized the foolishness behind her single story about Fide and his family.

When she was 19, Adichie went to America to continue her university studies. Her American roommate had a single idea about Africa. She believed African people were poor, uneducated and backward in every field. They were only a tribal community in need of support from other countries. In her single story about Africa, she even did not know that English was the official language of Nigeria and she was shocked to hear Adichie’s good English. She had always a patronizing mentality and a pity feeling toward Adichie. In her single story, Africans were never similar to her or even human equals. Similarly, her professor once told her that her characters were not authentically African. He thought an African writer should create only African characters and they should be uneducated and starving. They should have a life without any sort of luxuries or comforts. The professor also had a single story about Africa, but real Africans were not always like what in his single story.

Citing all these examples, Adichie very aptly proves the dangers of having a single story about people or nations.

- There should be a heading proclaiming the subject of the notice.
- Date of issue of notice.
- Salutation.
- Designation of notice issuing authority.
- Date, time, venue and programme details if the notice is about an elaborate programme.
- If the notice is about a single event like an advertisement, the programme details are not relevant.

Trained Ravens Wanted

The noted film producer Alfred Hitchcock is in need of trained ravens and several other birds for his forthcoming film named "Birds". Those who are having trained birds may contact him as soon as possible.

New York
10 Mar 2019

Mob 998899889
Email: mail@mail.com

FILM FESTIVAL - 2017

Dear Friends,

The movie club of GHSS, Kochi has decided to conduct a film festival as a part of the silver jubilee celebrations of the school. Sri. Adoor Gopalakrishnan, renowned film director inaugurates the festival.

Date :13.10.2017

Time: 10 am

Venue: School Auditorium.

All are welcome.

Programme Details

Welcome Speech:

Presidential Address:

Inauguration:

Felicitations:

Vote of Thanks:

Secretary, Movie Club

Principal

Sri. Adoor Gopalakrishnan

PTA President

School Leader

Kochi
03.10.2017

Secretary
Movie Club

Review

A review is a discussion on a piece of text/film/play. It is a critical analysis of the plot, characters, setting and background, style of presentation, use of language etc. A literary review shows the reviewer's study of the subject and that may agree or disagree with the real author.

- Identify the text and theme.
- Interpret different shades of meaning of the text.
- Identify images, symbols, catchy expressions, etc.
- Bring in personal observations and views.
- Effective beginning and ending.
- Add a suitable title.

The Best Investment I Ever Made – a review

The Scottish writer Dr. A J Cronin's story 'The Best Investment I Ever Made' is a typical short story with all its ingredients. It has suspense in the beginning, a fantastic flash-back to develop the plot and a moral lesson which is exemplary.

Dr Cronin was on a voyage back from New York. On the second day, he noticed that one of the fellow passengers was closely watching him. He evaded his attention as he was not interested to make an annoying ship-board contact. On the following afternoon, the man with his wife was seen again earnestly watching him. This time Dr. Cronin also had some curiosity to know about the person and his intention. Here the story creates suspense and arouses eagerness also in the minds of readers to know about the person. Induced by his wife, finally the man approached Dr. Cronin and introduced himself very timidly.

In the beginning Dr. Cronin could not recognize him. When he said something in his ears, he got a clear picture of this man and his mind went back to an incident happened 25 years back. Here starts the flash black of the plot in the story. Dr. Cronin started his practice in a working class district of London. One night, around at one o'clock he was awakened by a police sergeant. In a nearby lodge there happened a suicide attempt. The police sergeant wanted Dr. Cronin to attend the dying patient and save him if possible. After more than an hour's hard work Dr. Cronin could bring him back to life. The young man told them his pathetic story. His name was John and was an orphan. His uncle found him a job. Soon he began to lead a loose life, spent lavishly for pleasure beyond his means and gambled to find more money. He lost everything and stole some money from his office. Being afraid of a possible prosecution, in great despair and anguish, he resolved to end his life. Having heard John's story, the trio- Dr. Cronin, the sergeant and the landlady decided to help him. Dr. Cronin gave him seven pounds and ten shilling to put back in the office safe.

Mr. John determined to lead a new life making a fresh start fully dedicated himself for rehabilitating the derelict and delinquent youths. He and his wife had been for the last 15 years in charity work and thus he paid off his debt to the society. For Dr. Cronin, though his investment did not bring any worldly gain, it turned out to be immensely profitable. Through this story, Dr. Cronin teaches the world that a tiny but timely help sometimes will bring unpredictable goodness to the whole society.