

अच्छी
ENGLISH
लिखना सीखें



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अच्छी English लिखना सीखें

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ज्ञान विज्ञान एजूकेयर

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Foreword

हमारे जीवन में लेखन अत्यंत महत्त्वपूर्ण भूमिका निभाता है। हमें इस विधा का प्रयोग परीक्षा से लेकर अपने व्यक्तिगत जीवन तथा कार्यक्षेत्र में करना होता है, इसलिए यह आवश्यक हो जाता है कि हम उन बारीक पहलुओं के बारे में जान लें, जो इस विधा से संबंधित हैं। जिस प्रकार अंग्रेजी हमारे जीवन में महत्त्वपूर्ण हो चली है, इसे सही प्रकार से लिखना-सीखना आज लगभग प्रत्येक व्यक्ति के लिए आवश्यक हो गया है।

प्रस्तुत पुस्तक में लेखक ने अपने जीवन के प्रायोगिक अनुभवों का उपयोग करते हुए इस पुस्तक को लिखा है। इसमें दी गई तकनीक छात्रों पर प्रयोग में बहुत सफल पाई गई है, इसीलिए इस पुस्तक की रचना का निर्णय लिया गया।

यह पुस्तक न केवल लेखन की कला के विभिन्न पक्षों से संबंधित है, वरन् यह अनेक ऐसे बिंदुओं व प्रश्नों का निराकरण भी करती है, जो लिखते समय किसी के भी मस्तिष्क में उठते हैं। प्रत्येक बिंदु का वर्णन करते समय उपयुक्त उदाहरणों का समावेश किया गया है, ताकि पाठकगण उसे भली-भाँति समझ पाएँ तथा व्यवहार में ला पाएँ।

इस पुस्तक को और अधिक उपयोगी बनाने के लिए पुस्तक में 44 लघु तथा 32 दीर्घ निबंधों के अतिरिक्त कुछ प्रार्थना-पत्र, पत्र आदि को संलग्न किया गया है, ताकि पाठक, विशेषकर छात्र, विभिन्न प्रकार की विधाओं से परिचित हो सकें तथा अन्यान्य प्रयोजनों के लिए वे अत्यंत उपयोगी सिद्ध हो सकें।

धन्यवाद।

—ए.के. गांधी

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Lesson 1

Introduction

मानव जीवन के विकास में अनेक वस्तुओं का विशेष योगदान रहा है, जिनमें से भाषा का योगदान शायद सर्वाधिक है। शायद भाषा के विकास के बिना मानव प्रगति के आधुनिक शिखर पर नहीं पहुँच पाता। दूसरे शब्दों में, भाषा का विकास मानव के विकास में उपयोगी सिद्ध हुआ है। इसके साथ-साथ हम यह भी देख सकते हैं कि कुछ विशेष भाषाएँ विश्व के विभिन्न भागों में प्रचलित हुईं तथा धीरे-धीरे अन्य भागों में फैल गईं। यह भी सत्य है कि सभी भाषाएँ अपना अस्तित्व विश्व के सभी भागों या कुछ भागों में नहीं बचा पाईं। कुछ भाषाएँ तो इतने छोटे क्षेत्र में सीमित हैं कि वे एक पूरे जिले में भी प्रयोग नहीं की जातीं। इसके विपरीत कुछ भाषाएँ उस स्थान से, जहाँ वे जन्मी थीं, के अतिरिक्त विश्व के अनेक देशों में बोली व प्रयोग की जाने लगी हैं।

इस पुस्तक में हम ऐसी ही एक भाषा के बारे में लिखने जा रहे हैं, जो कि हमारे देश में द्वितीय भाषा के रूप में उपस्थित है, लेकिन जहाँ तक इसके प्रयोग का प्रश्न है, यह हमारी मातृभाषा तथा अन्य क्षेत्रीय भाषाओं से किसी भी प्रकार कम नहीं है। जी हाँ, हम एक सच्ची अंतरराष्ट्रीय भाषा के संदर्भ में बात कर रहे हैं तथा यह भाषा है अंग्रेजी। हम अपने चारों ओर देखें तो पाएँगे कि इस भाषा का अस्तित्व हमारे चारों ओर है। हमारे आस-पास दिखाई देनेवाले विज्ञापन, नाम-पट, निर्देशक-चिह्न तो इस भाषा का प्रयोग करते ही हैं, चाहे यह स्थान भारत का ग्रामीण क्षेत्र ही क्यों न हो। इसके अतिरिक्त यह भाषा वास्तव में सरकारी भाषा है। हमारे देश में चाहे कानून की भाषा हो या उच्च-शिक्षा की, पत्रकारिता की भाषा हो या कुछ पढ़े-लिखे लोगों की, यह सब अंग्रेजी ही है। भारत में आज अंग्रेजी के अनेक ऐसे शब्द हैं, जिनका हिंदीकरण हो चुका है। वास्तव में कुछ ऐसे शब्द

भी हैं, जिनके हिंदी के शब्द बताने में शिक्षित व्यक्तियों को भी पसीने आ जाएँगे। उदाहरण के लिए, रेल, बस, कार, कंप्यूटर आदि। प्रश्न यह नहीं है कि अंग्रेजी या हमारी देशीय भाषाओं में से कौन सी भाषा श्रेष्ठ है, वरन् यह है कि यदि सभी शब्दों के उपयुक्त समानार्थक शब्द मिल भी गए तो क्या वे आम लोगों के बीच अपनी पैठ बना पाएँगे।

हमारा ध्येय इस बहस में नहीं पड़ना है। अतः हम अपने मुख्य विषय की ओर आते हैं कि हम किस प्रकार इस अंतरराष्ट्रीय भाषा का उपयुक्त प्रयोग कर अपने जीवन को सँवार सकते हैं। यह पुस्तक विशेष रूप से निबंध, प्रार्थना-पत्र व अन्य प्रकार के पत्रों को लिखना सिखाने का प्रयत्न करेगी। इनमें से कुछ तरीके लेखक के स्वयं के आविष्कृत हैं, जिनका उसने विद्यार्थियों पर प्रयोग किया है तथा अच्छे परिणामों को प्राप्त किया है।

हम अपनी बोल-चाल में तथा साधारण प्रयोग में अनेक प्रकार के शब्दों व वाक्यों का प्रयोग करते हैं। जिस प्रकार के शब्द व वाक्य हम प्रयोग करते हैं, वे हमारी चारित्रिक विशेषताओं को उजागर करते हैं। यही कारण है कि विभिन्न परीक्षाओं में चुनाव हमारे द्वारा प्रयुक्त शब्दों व वाक्यों के आधार पर होता है। इस वार्ता से यह स्पष्ट ही है कि यदि हमारे द्वारा प्रयुक्त शब्द व वाक्य उच्चकोटि के होंगे तो उनका प्रभाव अधिक होगा तथा वे हमें सफलता के उच्च शिखर पर ले जाने में सहायक होंगे।

लेकिन केवल अच्छे शब्द व वाक्य ही पूर्ण सफलता के लिए पर्याप्त नहीं हैं। इसके लिए विषय का उपयुक्त ज्ञान भी होना चाहिए, जिससे हमारे द्वारा प्रयुक्त शब्द व वाक्य अर्थपूर्ण भी हो सकें।

इसके अतिरिक्त, विद्यार्थियों के सामने सबसे बड़ी समस्या यह आती है कि वे अपनी विषय-वस्तु से संबंधित सामग्री को किस प्रकार अपने उत्तर में सजाएँ कि वह परीक्षक पर उचित प्रभाव छोड़े।

हम देख सकते हैं कि सफलता के सूत्रों में तीन तथ्य अपना महत्वपूर्ण भाग अदा करते हैं। वे हैं :

प्रथम, विषय-वस्तु का उचित ज्ञान

द्वितीय, विषय से संबंधित तथ्यों का चुनाव, तथा

तृतीय, उन तथ्यों को उपयुक्त शब्दों व वाक्यों के माध्यम से व्यक्त करना।

इस पुस्तक के प्रत्येक पाठ का मुख्य लक्ष्य है कि न केवल विद्यार्थियों को,

बल्कि अन्य लोगों को भी लेखन कला सिखाई जाए, ताकि वे अपने जीवन को सफल बनाने में अपनी सहायता स्वयं कर सकें।

क्योंकि हमारा मुख्य ध्येय छोटे तथा बड़े निबंध तथा पत्र हैं, इस पुस्तक में हमारा ध्यान मुख्य रूप से इसी विषय पर केंद्रित रहेगा। इसमें हम न केवल इन विधाओं के विभिन्न पहलुओं का अभ्यास करेंगे, वरन् प्रत्येक बिंदु को उदाहरणों की सहायता से सीखेंगे तथा अभ्यास करेंगे।

लेखन (Writing)

निबंध या पत्र एक ऐसी रचना होती है, जो किसी भी विषय के विभिन्न पहलुओं का अध्ययन कर एक ऐसा निष्कर्ष सामने लाती है, जो उस विषय को पूर्णतः समझने में सहायक होती है। दूसरे शब्दों में, यह एक ऐसी गद्य रचना होती है, जो किसी विषय का बारीकी से अध्ययन कर पाठक के सामने कुछ विशेष तथ्यों को सामने लाती है, जो अभी तक छुपे हुए थे।

लेखन का विषय परीक्षक या लेखक के ऊपर आधारित है। यदि लेखन किसी परीक्षा के लिए किया जा रहा है तो विषय प्राकृतिक रूप से परीक्षक पर निर्भर करता है। लेकिन यदि कोई व्यक्ति अपनी भावनाओं को उजागर करने के उद्देश्य से लिखना चाहे तो विषय का चुनाव उसकी इच्छा पर निर्भर होता है। हम अपने अध्ययन के संदर्भ में सभी विषयों को दो भागों में बाँट सकते हैं :

(1) **भाववाचक लेखन (Abstract Writing)** : इस प्रकार का लेखन उन विषयों पर किया जाता है, जो केवल भावों में स्थित हैं, अर्थात् उनका कोई भौतिक अस्तित्व नहीं होता। ये विषय केवल विचारों में होते हैं, अतः इन्हें वैचारिक निबंध भी कहा जाता है। इस प्रकार के निबंध के उदाहरण हो सकते हैं ईमानदारी, स्वतंत्रता आदि।

(2) **भौतिक लेखन (Concrete Writing)** : इस प्रकार का लेखन उन विषयों पर किया जाता है, जिनका अस्तित्व हम अपनी इंद्रियों द्वारा ज्ञात कर सकते हैं। इस प्रकार के निबंध के उदाहरण हो सकते हैं समाचार-पत्र, हमारा देश आदि।

यह जानना आवश्यक होगा कि भाववाचक तथा भौतिक लेखन में क्या अंतर होता है। जो विषय केवल विचारों में स्थित होते हैं, उन्हें भाववाचक निबंध कहते हैं। दूसरे शब्दों में, हम जिन विषयों को छू नहीं सकते, देख नहीं सकते, सूँघ नहीं सकते, आदि, वे सभी विषय भाववाचक निबंधों की श्रेणी में आते हैं।

इसके विपरीत, जिन विषयों का भौतिक अस्तित्व होता है, अर्थात् जिन विषयों को हम सूँघ सकते हैं, देख सकते हैं, छू सकते हैं आदि, वे सभी विषय इस श्रेणी में आते हैं। उदाहरण के लिए, परमाणु बम एक भौतिक विषय है। नागासाकी पर फेंका गया परमाणु बम तथा उसका प्रभाव भौतिक विषय है, क्योंकि हम परमाणु बम को छू सकते हैं, देख सकते हैं, इसके विनाश को देख सकते हैं, इसके विरुद्ध होनेवाली प्रतिक्रिया देख-सुन सकते हैं आदि। लेकिन परमाणु बम के भविष्य में होनेवाले खतरे क्या होंगे, वह समाज पर क्या प्रभाव डालेगा, उसके कारण विश्व की राजनीति में क्या उथल-पुथल होगी, विभिन्न देशों के आपसी संबंध किस प्रकार के होंगे आदि विषय केवल वैचारिक हैं। प्रत्येक व्यक्ति का दृष्टिकोण दूसरों से अलग हो सकता है। एक व्यक्ति यह कल्पना कर सकता है कि सारा विश्व ही नष्ट-प्राय हो जाएगा तथा दूसरा यह कह सकता है कि अच्छी बुद्धि का प्रभाव सभी वैश्विक नेताओं पर होगा तथा वे सभी संसार के सभी परमाणु बमों को नष्ट कर देंगे, ताकि मानवता की रक्षा हो सके। अन्य उदाहरणों में हम टेलीफोन का उदाहरण ले सकते हैं। टेलीफोन की उपयोगिता एक भौतिक विषय है, जिसे हम अपने चारों ओर देखते हैं, लेकिन टेलीफोन के कारण जीवन किस प्रकार प्रभावित हुआ है, यह एक वैचारिक विषय है। कंप्यूटर की उपयोगिता किसी से छुपी नहीं है तथा यह एक भौतिक विषय है, क्योंकि हम इसके प्रयोगों से भलीभाँति अवगत हैं। लेकिन इसके कारण आम लोगों का जीवन-स्तर पहले से सुधरा है या नहीं, अधिक लोगों को रोजगार मिला है या बेरोजगारी बढ़ी है, काम करने के तरीके में सुधार हुआ है या नहीं आदि विषय वैचारिक हैं, जिसका सार विभिन्न लोग विभिन्न प्रकार से निकालेंगे, जो उनके विचार करने के तरीकों पर निर्भर होता है। अटल बिहारी वाजपेयी का जन्म कहाँ हुआ, उनकी शिक्षा कहाँ हुई, उन्होंने राजनीति में आने से पहले क्या-क्या कार्य किए, राजनीति में वे किस प्रकार आए, विदेशमंत्री बनने पर उन्होंने क्या विशेष कार्य किए, वे प्रधानमंत्री कब बने तथा उन्होंने यह पद सँभालने के पश्चात् कौन-कौन से मुख्य निर्णय लिये, एक भौतिक विषय है, जिन्हें हम सिद्ध कर सकते हैं। लेकिन उनके किसी विशेष निर्णय का भारत की जनता पर या किसी विशेष समुदाय पर या अंतरराष्ट्रीय संबंधों पर क्या प्रभाव पड़ेगा, यह एक पूर्णतः वैचारिक विषय है, जिसका उपसंहार प्रत्येक व्यक्ति की विशेष मानसिकता पर निर्भर है। एक व्यक्ति यह कह सकता है कि अमुक निर्णय के प्रभाव से भारत की साख विदेशों में बढ़ जाएगी, तथा दूसरा उन्हीं तथ्यों के आधार पर यह कह सकता है कि इससे भारत की प्रभुता को खतरा है।

यह सत्य है कि कुछ विषय केवल भौतिक होते हैं तथा कुछ केवल वैचारिक। आमतौर पर, लगभग सभी विषयों में वैचारिक तत्त्वों का मिश्रण होता है, चाहे वे विषय भौतिक ही क्यों न हों। यह ध्यान में रखना चाहिए कि कोई विषय पूर्णतः वैचारिक हो सकता है, परंतु पूर्णतः भौतिक नहीं हो सकता। जो लोग किसी भौतिक विषय को भी केवल तथ्यों के आधार पर लिखते हैं, वे बहुत बड़ी गलती करते हैं तथा उनके निबंध किसी भी प्रकार से सफल नहीं कहलाए जा सकते। एक छोटे से उदाहरण को लेते हैं। यदि निबंध का विषय गाय है तथा लेखक केवल यह लिखे कि गाय की दो आँखें, दो सींग आदि होते हैं तथा यह हमें दूध देती है आदि, तो वह निबंध पाठक या परीक्षक पर उपयुक्त प्रभाव छोड़ने में बुरी तरह असफल हो जाएगा, परंतु यदि लेखक उसमें यह लिखता है कि गाय किस प्रकार उपयोगी है, उसका हमारी आर्थिक स्थिति पर, हमारे जीवन पर, हमारी मानसिकता पर क्या प्रभाव है तथा हम किस प्रकार इसे माता अनुरूप देखते हैं आदि अनेक बिंदु हैं, जिन्हें गाय के वैचारिक पक्ष में सम्मिलित कर सकते हैं। अतः यह सिद्ध है कि वैचारिक तथ्यों पर विचार किए बिना कोई भी निबंध व लेखन भी पूर्ण नहीं हो सकता।

इसके विपरीत, अनेक ऐसे विषय हैं, जो केवल और केवल वैचारिक हैं। यदि भारत चंद्रमा पर अंतरिक्ष-यात्री भेजता है तो इसका भारत पर क्या सुप्रभाव या कुप्रभाव होगा, किसी प्रकार की समस्याएँ सुलझेंगी या उभरेंगी आदि। आधुनिक फैशन ने नवयुवकों पर क्या प्रभाव डाला है, उनके रहन-सहन पर क्या अंतर पड़ा है, उनकी विचार-शक्ति पर क्या प्रभाव पड़ा है आदि शुद्ध वैचारिक विषय-वस्तु हैं, जिन्हें सिद्ध नहीं किया जा सकता। हाँ, कुछ दृष्टांत अवश्य दिए जा सकते हैं, जिन्हें दूसरा लेखक अन्य उदाहरण देकर गलत साबित कर सकता है। यह आमतौर पर देखा गया है कि वैचारिक निबंधों में लेखक जो उदाहरण आदि देते हैं वे उसका अपना पक्ष मजबूत करने के लिए दिए जाते हैं, लेकिन उनका उस विषय से प्रत्यक्ष संबंध होने पर भी वे अप्रत्यक्ष स्रोत बने रहते हैं। लेखक को चाहिए कि वह केवल ऐसे उदाहरणों तथा तथ्यों को ही अपने निबंध में शामिल करे, जिनका विषय-वस्तु से प्रत्यक्ष संबंध है।

यह सिद्ध है कि भौतिक तथा वैचारिक निबंधों में एक ऐसी बारीक रेखा होती है, जिसे पूरी तरह चिह्नित नहीं किया जा सकता। लेकिन दोनों प्रकार की विचारधाराओं को निबंध में सम्मिलित करना आज का व्यवहार है तथा उचित है।

अब हमें यह देखना है कि वैचारिक तथा भौतिक विषयों में किस प्रकार सामंजस्य स्थापित किया जाए तथा निबंध लिखने का सर्वोत्तम मार्ग क्या है।

मानव जीवन क्या है? एक हाड़-मांस का पुतला? यदि केवल ऐसा होता तो मनुष्य तथा पशु में कोई अंतर न होता। जो चीज मनुष्य को पशु से भिन्न करती है, विशिष्ट करती है, श्रेष्ठ करती है, वह है मनुष्य की वैचारिक शक्ति तथा उसकी विचार व्यक्त करने की शक्ति। इसी शक्ति के कारण मानव ने अपने नियम बनाए हैं, जिनसे समाज चलता है। इन्हीं नियमों के अंतर्गत इन नियमों का पालन न करनेवालों को दंड का भागी बनना पड़ता है। मनुष्य के मनुष्य से संबंध, माता-पिता से संबंध, भाई-बहन व मित्रों से संबंध सभी कुछ स्पष्ट अथवा वैचारिक नियमों के कारण चलते हैं।

जब विचारों का हमारे जीवन में इतना महत्त्व है तो हम उन्हें अपने निबंधों से किस प्रकार अलग रख सकते हैं? जब विचार ही हमारे जीवन को दिशा प्रदान करते हैं तो उनसे हम अपने जीवन के किसी भाग को उससे किस प्रकार अलग रख सकते हैं?

संक्षेप में, हम यह कह सकते हैं कि वैचारिक तथा भौतिक तथ्य किसी भी निबंध का महत्त्वपूर्ण भाग होते हैं तथा उन्हें किसी प्रकार अलग नहीं किया जा सकता। किसी निबंध में इन दोनों प्रकार के लेखन का किस प्रकार मिश्रण किया जाए, यह विषय हम एक अलग पाठ में करेंगे, जिसमें दोनों के मिश्रण पर एक विस्तृत चर्चा की जाएगी।

उपरोक्त दो प्रकार के अतिरिक्त निबंध तथा लेखन अन्य प्रकार से भी विभाजित किए जाते हैं। लेकिन यह बात ध्यान में रखनी चाहिए कि एक प्रकार के निबंध दूसरे प्रकार के निबंध के प्रकार की तरह लग सकते हैं। दूसरे शब्दों में, कोई भी एक प्रकार साधारणतया अपने-आप में अलग नहीं है, बल्कि इसमें विभिन्न प्रकार का समावेश होता है। निबंध के मुख्य प्रकार निम्न हैं :

(1) **वैचारिक निबंध (Reflective Essays)** : वैचारिक निबंध मुख्य प्रकार से किसी विषय पर वे विचार हैं, जो मस्तिष्क में स्वयं ही प्रकट होते हैं। दूसरे शब्दों में, इस प्रकार के निबंध अमूर्त निबंध होते हैं, जिनकी चर्चा हम ऊपर कर चुके हैं। इस प्रकार के निबंध मुख्य प्रकार से निम्न प्रकार के विषयों पर हो सकते हैं :

(क) गुण, आदत आदि, उदाहरण के लिए, कंजूसी, कायरता, देशभक्ति, मेहनत, मानसिक शक्ति, आदि। ऐसे निबंधों में किसी विशेष गुण या आदत पर विशेष रूप से वार्ता होती है। लेखक को उन गुणों या आदतों को रखने के लाभ तथा न रखने की हानि, या किन्हीं विशेष अवगुणों को न रखने के लाभ तथा रखने

की हानि अपने लेखन में सम्मिलित करने चाहिए। अपने कथनों को सिद्ध करने के लिए उसे प्राचीन व आधुनिक जीवन से कुछ जीवंत उदाहरण भी लेने चाहिए, ताकि वह विषय को आधिकारिक रूप से सिद्ध कर सके।

(ख) सामाजिक, राजनैतिक, घरेलु, आर्थिक विषय आदि। उदाहरण के लिए, राष्ट्रपति की शक्तियाँ, प्रधानमंत्री का बेरोजगारी उन्मूलन कार्यक्रम, शिक्षा, महँगाई, जातिवाद, गणतंत्रवाद, भारत स्वच्छ अभियान, जनधन योजना, आदि। इसमें विभिन्न सामाजिक व राजनैतिक संस्थाओं के संदर्भ में उपयुक्त चर्चा करनी चाहिए, तथा जहाँ तक हो सके उदाहरणों सहित अपनी बात को सिद्ध करना चाहिए। इस प्रकार के निबंधों को लिखते समय यह ध्यान रखना चाहिए कि परीक्षक के विचार लेखक से बिल्कुल अलग या विरोधी हो सकते हैं, अतः उसे तब तक किसी के विचारों को ठेस नहीं पहुँचानी चाहिए, जब तक उसके पास ऐसा करने का कोई ठोस आधार न हो।

(ग) दार्शनिक विषय, उदाहरण के लिए, सत्य की महिमा, मानसिक शांति, हमारा अस्तित्व, आदि। दार्शनिक विषय बहुत ही विस्तृत हैं तथा उनपर चर्चा लेखक की सोच, उसकी विचार-शक्ति, उसके रहन-सहन का स्तर, उसका सामाजिक वातावरण, शिक्षा, आदि अनेक बातों पर निर्भर करती है। इनमें से अधिकांश विषय विभिन्न लोगों द्वारा बहुत ही भिन्न प्रकार से लिखे जा सकते हैं तथा उनके लिए किसी भी सीमा को बाँधना अनुचित होगा। लेकिन यह कहना उचित होगा कि लेखक को सभी विषयों पर साधारण रूप से, तथा इन विषयों पर विशेष रूप से सकारात्मक सोच अपनानी चाहिए।

(घ) धार्मिक विषय, उदाहरण के लिए, धर्म का जीवन पर प्रभाव, आदि। धार्मिक तथा आध्यात्मवाद से जुड़े विषय साधारणतया परीक्षाओं में नहीं पूछे जाते, जब तक उसी विषय की परीक्षा न हो रही हो। सकारात्मक भावनाओं सहित सर्वधर्म संभाव की भावना से व्यक्त निबंध पाठक को अपने साथ बहा ले जाने में सफल होते हैं। यह विशेष रूप से ध्यान रखना चाहिए कि किसी की धार्मिक भावनाओं को ठेस नहीं पहुँचे।

(2) **वर्णनात्मक निबंध (Narrative Essays)** : इस प्रकार के निबंध या लेखन मुख्य रूप से किसी घटना या घटनाओं के बारे में लिखे जाते हैं। लेकिन यह ध्यान रखना चाहिए कि यह कोई कहानी या ऐतिहासिक सत्य नहीं हैं, वरन् यह एक वैचारिक प्रकार से लिखे जाते हैं। इनके अंतर्गत जो विषय मुख्य रूप से आते हैं, वे हैं:

(क) घटनाएँ तथा दुर्घटनाएँ, उदाहरण के लिए, कोई उत्सव, विवाह, सड़क या रेल दुर्घटना, लड़ाई-झगड़ा, आदि।

(ख) प्राकृतिक आपदाएँ, उदाहरण के लिए, बाढ़, सूखा, भूकंप, आदि।

(ग) जीवनियाँ, उदाहरण के लिए, महात्मा गांधी, महात्मा बुद्ध आदि की जीवनियाँ।

(घ) धार्मिक घटनाएँ तथा ऐतिहासिक घटनाएँ आदि, उदाहरण के लिए, रामराज्य, महाराणा प्रताप द्वारा मुगलों से युद्ध आदि।

(ङ) कोई यात्रा, कहानी आदि, उदाहरण के लिए, कोलंबस की यात्रा वास्तविक अथवा काल्पनिक हो सकती है।

(च) किसी स्थान, पशु या वस्तु का वर्णन, उदाहरण के लिए, दिल्ली, हाथी, गाय, हवाई जहाज, माचिस, सूर्य, आदि।

(छ) प्रकृति, उदाहरण के लिए, सूर्यास्त, सूर्योदय, ज्वार-भाटा, ऋतुएँ, पृथ्वी पर जीवन, आदि।

(3) **व्याख्यात्मक निबंध (Analytical Essays)** : इस प्रकार के निबंध किसी विषय की व्याख्या मुख्य रूप से करते हैं। इन निबंधों के अंतर्गत निम्न विषय मुख्य रूप से आते हैं :

(क) संस्थाएँ तथा व्यवसाय, उदाहरण के लिए, संसद, हिंदु या मुसलिम विवाह, कार उत्पादन, खेती, आदि।

(ख) वैज्ञानिक, आर्थिक आदि विषय, उदाहरण के लिए, छोटी अर्थव्यवस्था, चुंबकीय शक्ति, आदि।

(ग) साहित्यिक विषय, उदाहरण के लिए, सूरदास की शैली, प्रेमचंद का समाज पर प्रभाव, आदि।

(4) **कल्पनाशील निबंध (Imaginative Essays)** : इस प्रकार के निबंध लेखक अपनी कल्पना के आधार पर लिखता है। यह उन घटनाओं के बारे में हो सकते हैं, जिन्हें लेखक ने कभी अनुभव नहीं किया है। “यदि मैं प्रधानमंत्री होता” आदि विषय कल्पनाशीलता की पराकाष्ठा हैं।

कुछ लेखक कुछ अन्य प्रकार के लेख तथा निबंध भी वर्गीकृत करते हैं, जैसे किसी सिद्धांत-निर्माण के संबंध में, या किसी कथन/कहावत पर लेखन करना, लेकिन ये प्रकार उपरोक्त में सम्मिलित हैं तथा उन्हें अलग से उद्देश्य करने की आवश्यकता नहीं होती।

Lesson 2

Guide to Writing

लेखन एक कला है। इस कला को सीखने के लिए मुख्यतः दो चीजों की आवश्यकता होती है। ये हैं : वैचारिक क्षमता तथा स्पष्ट निर्णय शक्ति। लिखने के लिए यह आवश्यक नहीं कि लेखक का शब्दकोश बहुत ही विशाल हो तथा वह कठिन-से-कठिन शब्दों का प्रयोग करे। वरन् एक अच्छे लेखन में विचारों को स्पष्ट तथा प्रभावी ढंग से कहने की क्षमता होना अधिक आवश्यक है। इसके लिए सरल शब्द पाठक के हृदय को तुलनात्मक रूप से अधिक छूते हैं। लेखन का दूसरा अभिन्न अंग है यह निश्चय करना कि कौन सा तथ्य विषय से संबंधित है या नहीं। जब परीक्षक चाहता है कि परीक्षार्थी रामायण पर निबंध लिखे तो वह अन्य किसी गंध के बारे में पढ़ना नहीं चाहेगा।

इस पाठ में हम लेखन से संबंधित विभिन्न आयामों की व्याख्या करेंगे। लेखन को तीन विषयों में सीखा जा सकता है। ये हैं :

- (1) पूर्ण विषय से संबंधित
- (2) तथ्य संबंधित, तथा
- (3) विषय संबंधित।

इन बिंदुओं को हम किसी निबंध के परिपेक्ष्य में क्रमवार सीखने का प्रयत्न करेंगे।

(1) **पूर्ण लेखन से संबंधित आयाम (Dimensions Pertaining to Entire Writing)** : पूर्ण निबंध या लेख को एक अच्छा रूप देने के लिए निम्नलिखित बिंदुओं की ओर ध्यान देना आवश्यक है :

(क) संपूर्ण लेख या निबंध एक इकाई की तरह होता है। लेखक को यह प्रयत्न करना चाहिए कि वह उसे एक इकाई की तरह की प्रस्तुत करे। ऐसे नहीं लगना चाहिए कि इसका एक भाग दूसरे भाग के अनुकूल नहीं है। प्रत्येक अगला

बिंदु या पैराग्राफ पहले बिंदु या पैराग्राफ से निकला हुआ या उसका आगे का भाग लगना चाहिए न कि कोई असंबंधित भाग। यदि निबंध किसी दिए गए विषय पर लिखा जा रहा है तो उसी विषय पर रहना चाहिए। यदि लेखक निबंध को किसी स्वैच्छिक विषय पर लिख रहा है तो उसे यह विशेष ध्यान रखना चाहिए कि वह विषय से असंबंधित बिंदु को उसमें शामिल न करे। इसके लिए यह आवश्यक है कि लेखक ने विषय को अपने मस्तिष्क में भलीभाँति बैठा रखा है तथा उसे यह भलीभाँति ज्ञात है कि वह किस विषय पर लिख रहा है। इसके साथ यह भी आवश्यक है कि कोई भी स्थिर विचारधारा में निबंध या लेख को नहीं बाँधना चाहिए। विषय को विभिन्न आयामों के दृष्टिकोण से लिखना चाहिए, ताकि यह एक विस्तृत, व्याख्या सहित संपूर्ण लेख हो न कि टुकड़ों में बँटा हुआ। इसके लिए यह आवश्यक है कि किसी भी असंबंधित बिंदु को निबंध या लेखन में स्थान न दिया जाए।

(ख) किसी निबंध या लेख को विचारधारा के कारण-कारणीय क्रम से चलना चाहिए, न कि जो बिंदु मस्तिष्क में आ जाए, उसे लिखना चाहिए। लिखने से पहले यह विचार करना चाहिए कि निबंध किन-किन बिंदुओं का उद्देश्य कर तथा सम्मिलित कर किस विशेष निष्कर्ष पर पहुँचेगा। इसका सर्वोत्तम मार्ग यह है कि जिन बिंदुओं को निबंध में सम्मिलित करना है उन्हें पहले अलग से लिख लिया जाए तथा उनपर क्रमांक डाल दिए जाएँ, ताकि उन्हें उपयुक्त स्थान पर लिखा जा सके तथा लिखते समय वह मस्तिष्क से निकल न जाएँ। जब किसी निबंध के विभिन्न बिंदुओं पर विचार कर रहे हों तो उनको लिख लेना चाहिए तथा अपनी स्मरण-शक्ति पर निर्भर नहीं रहना चाहिए। ऐसा न करने से यह संभावना बनी रहती है कि कोई विशेष बिंदु को भूला जा सकता है। इसका प्रभाव पूर्ण निबंध या लेख पर हो सकता है। इसके कारण यह भी हो सकता है कि जो निष्कर्ष उपसंहार में निकाला गया है, वह ही गलत हो जाए।

(ग) प्रत्येक व्यक्ति का विशेष चरित्र होता है, जो उसके कार्य, लेख, बात करने के ढंग, रहन-सहन के ढंग आदि में परिलक्षित होता है। यह उसकी व्यक्तिगत संपत्ति होती है, जिस पर उसका और केवल उसका अधिकार होता है। यह विशेष ढंग लेखन में उसकी शैली कहलाती है। प्रत्येक व्यक्ति को चाहिए कि वह अपनी व्यक्तिगत शैली में कार्य करे तथा प्रत्येक परीक्षार्थी को चाहिए कि वह अपनी शैली में लिखे। जिन लोगों के लेख, निबंध आदि पढ़कर किसी दूसरे

की याद आती है, तो ऐसे लेखकों को सावधान हो जाना चाहिए कि उनके लेख नकल कहलाएँगे। किसी दूसरे व्यक्ति की शैली की नकल मौलिकता पर गहरा प्रहार है तथा उससे बचना चाहिए। आजतक जितने भी विशिष्ट व्यक्ति हुए हैं, वे सभी अपनी मौलिकता के लिए ही याद किए जाते हैं। नकलची मात्र निंदा के पात्र होते हैं।

लेखन में शैली विषय के अनुरूप होनी चाहिए। गंभीर विषय पर लिखते समय गंभीर शब्दों व वाक्यों का चयन तथा किसी हलके विषय पर लिखते समय उसके अनुरूप शब्दों व वाक्यों का चयन लेखन को अपरिमित गरिमा प्रदान करता है। इसी प्रकार, पत्र लिखते समय दोस्ताना भाषा का प्रयोग ही उचित होता है तो एक साहित्यिक लेख लिखते समय विदेशी शब्द या आम बोलचाल के शब्दों का चयन शायद ठीक नहीं होगा। जहाँ तक किसी निबंध अथवा लेख का संबंध है, उसमें उपयुक्त शब्दों का चयन किसी गंभीर व कठिन विषय को भी सरल व सहज बना देगा। यह ध्यान में रखना चाहिए कि केवल उन शब्दों का चयन किया जाए, जिनका अर्थ लेखक को स्पष्ट है। वाक्य भी वही प्रयोग में लाने चाहिए, जिनके प्रयोग में लेखक सिद्धहस्त है। यदि लेखक ऐसे वाक्यों का प्रयोग करता है, जिनपर उसे पूर्ण नियंत्रण प्राप्त नहीं है तो संभावना है कि वह अर्थ का अनर्थ कर बैठेगा।

अनावश्यक रूप से कठिन व अव्यावहारिक शब्दों का चयन भाषा को अगम्य बना देता है। ऐसा और भी संदेहास्पद हो जाता है, जब लेखन की भाषा अपनी मातृभाषा न होकर कोई विदेशी भाषा हो। कम-से-कम अंग्रेजी के साथ तो हम भारतीयों की यही बात है, चाहे यह भाषा भारत में सदियों से अस्तित्व में है।

यह बात भी समझ लेनी चाहिए कि जिस विषय को लेखक ने भलीभाँति नहीं समझा है, वह उसके लिए उचित शब्द भी नहीं ढूँढ़ पाएगा। दूसरे शब्दों में, अच्छा, सहज व सरल लेखन में स्पष्ट विचार का होना अत्यंत आवश्यक है।

(घ) जहाँ एक रूप से काम चल जाए, वहाँ दस रूप खर्च करने का कोई औचित्य नहीं होता। यही बात लेखों तथा निबंधों में भी लागू होती है। जहाँ एक शब्द से काम चल जाए, वहाँ अधिक शब्द का प्रयोग निस्संदेह दुरुपयोग ही कहलाएगा। इसी प्रकार, जहाँ छोटे वाक्य से काम चल जाए वहाँ बड़े या एक से अधिक वाक्यों का प्रयोग स्थान का दुरुपयोग होगा, जिसका किसी और अर्थपूर्ण कार्य करने में सदुपयोग हो सकता है। यह बात विशेषकर तब अधिक लागू होती

है, जब लेख या निबंध के लिए स्थान सीमित हो, जैसा कि परीक्षाओं में अक्सर होता है। जहाँ तक हो सके किसी निबंध को संक्षिप्त लेकिन स्पष्ट होना चाहिए, लेकिन यह बात ध्यान में रखनी चाहिए कि स्पष्टता को संक्षिप्तता के लिए बलिदान नहीं कर देना चाहिए।

(2) तथ्य-संबंधित आयाम (Dimensions Pertaining to Facts)

: किसी लेखक की लेखन पर कितनी भी अच्छी पकड़ क्यों न हो, जब तक उसके पास विषय से संबंधित पर्याप्त तथ्य नहीं होंगे, वह एक अच्छा लेख या निबंध लिखने में सफल नहीं हो पाएगा। तथ्यों का संग्रह किसी व्यक्ति के पास विभिन्न स्रोतों से होता है। कल्पना करें कि किसी व्यक्ति के पास मात्र एक ही कपड़े का जोड़ा है। उसे यदि किसी उत्सव में शामिल होना है तो या तो वह उन्हीं कपड़ों से काम चलाएगा या किसी से उधार लेगा। इसके विपरीत यदि किसी के पास अनेक कपड़े हैं तो वह उनमें से उचित प्रकार के वस्त्र पहनकर उत्सव में सम्मिलित होगा। यही बात किसी लेख या निबंध पर भी पूरी तरह से लागू होती है। हमारे पास विषय से संबंधित जितने अधिक तथ्य होंगे, हम उतना ही अच्छा लिख पाएँगे। लेकिन प्रश्न यह है कि उन तथ्यों को कहाँ से एकत्र किया जा सकता है। तथ्यों को एकत्र करने में निम्न स्रोत उपयोगी हैं :

(क) छात्रों तथा परीक्षार्थियों के लिए तथ्यों को एकत्र करने का सबसे प्रभावी व उपयोगी तरीका पढ़ना है। वह जितना अधिक पढ़ेगा, उसके पास उतना अधिक ज्ञान का भंडार होगा, जिसका उपयोग वह आवश्यकता पड़ने पर कर सकेगा। विद्यालय की पुस्तकों के अतिरिक्त अनेक ऐसे स्रोत हैं, जिनका उपयोग किसी भी छात्र को समय निकालकर करना चाहिए। यह हैं समाचार-पत्र, पत्रिकाएँ, पुस्तकालय से विभिन्न प्रकार की पुस्तकें, आदि। यह बात सिद्ध है कि पुस्तकें ज्ञान का भंडार होती हैं। यह भी देखा गया है कि एक व्यक्ति, जिसको पढ़ने का अभ्यास है, वह अन्यो की तुलना में जीवन में अधिक सफल होता है। अतः पढ़ने की आदत डालना जीवन की सफलता से जुड़ा है। सही ही कहा गया है कि पढ़ने से व्यक्ति संपूर्ण बनता है। कुछ लोग पढ़ने का अर्थ कुछ भी पढ़ने से लगाते हैं। यह प्रयत्न करना चाहिए कि विभिन्न प्रकार के विषय आनंदपूर्वक पढ़ने का अभ्यास किया जाए, जैसे समाजशास्त्र, विज्ञान, राजनीतिशास्त्र, इतिहास, भूगोल, खेल, साहित्य, यात्रा-वर्णन, आदि। पढ़ने से ज्ञान तो मिलता ही है, साथ ही उस ज्ञान को व्यवहार

में डालने का अनुभव भी प्राप्त होता है। और जब ज्ञान होता है तो किसी भी विषय पर बोलने या लिखने के लिए पर्याप्त तथ्य उपलब्ध होते हैं। है न यह खेल-खेल में परीक्षा उत्तीर्ण करने का सूत्र!

(ख) ज्ञान को एकत्र करने का दूसरा महत्त्वपूर्ण स्रोत है अपने आसपास होने वाली घटनाओं को ध्यानपूर्वक देखना। न केवल समाज में होने वाली घटनाओं का ज्ञान रखना उपयोगी होता है, बल्कि टेलीविजन, रेडियो, अखबार के माध्यम से हम तक पहुँचने वाली घटनाओं को भी भलीभाँति देखना तथा समझने का प्रयत्न करना चाहिए। एक जागरूक व्यक्ति के पास ज्ञान का भंडार होता है, जो उसके व्यावहारिक जीवन में बहुत ही उपयोगी सिद्ध होता है। यहाँ देखने के अर्थ में घूमना, लोगों से मिलना, विभिन्न लोगों से बात करना, आदि भी शामिल हैं। एक व्यक्ति जिसने समुद्र में ज्वार-भाटा अपनी आँखों से देखा है, वह उसका वर्णन उस व्यक्ति से बहुत अधिक अच्छा कर सकता है, जिसने केवल उसके बारे में पुस्तकों में पढ़ा है। किसी सर्कस के बारे में लोगों से सुनने से अच्छा है उसे स्वयं अपने चक्षुओं से देखना, ताकि वह हमारे स्मृति कोश में सदा के लिए एकत्र हो जाए।

जब किसी व्यक्ति को किसी विषय पर लिखना होता है तो उस पर विचार करने से कुछ तथ्य याद आने लगते हैं। यह तथ्य उसके अनुभव से कम या अधिक होते हैं। लेकिन विचार करते समय इस बात का ध्यान रखना चाहिए कि जो भी तथ्य मस्तिष्क में आते हैं, उन्हें किसी जगह लिख लिया जाए, ताकि निबंध या लेख लिखते समय वह बिंदु भुला न दिया जाए। यह बात अनुभव करने लायक है कि जब हम किसी विषय से संबंधित बिंदु लिखना आरंभ कर देते हैं तो उस विषय से संबंधित अन्य अनेक बिंदु भी दिमाग में आते हैं। जब सभी बिंदुओं को लिख लिया जाए तो उन पर नजर दौड़ाकर यह देखना चाहिए कि उनमें से कौन से तथ्य विषय से प्रत्यक्ष रूप से संबंधित हैं, कौन से अप्रत्यक्ष रूप से संबंधित हैं, कौन से दूर से संबंधित हैं, कौन से असंबंधित हैं तथा कौन से तथ्य लेख या निबंध की लंबाई के आधार पर संबंधित हैं या असंबंधित हैं। साधारण सी बात है कि यदि लेख या निबंध की लंबाई अधिक है तो उसमें दूर से तथा अप्रत्यक्ष रूप से संबंधित बिंदुओं को भी सम्मिलित किया जा सकता है, जबकि किसी छोटे निबंध में यह अनावश्यक भाग होंगे। साथ ही, घोड़े पर लिखे जा रहे किसी लंबे निबंध में चेतक की वीरता के एक-दो वाक्य लेखन को गरिमा प्रदान करेंगे, जबकि किसी छोटे निबंध में ऐसी किसी घटना का वर्णन शायद अनावश्यक होगा, जो उन शब्दों का

स्थान ले लेगा, जिनमें विषय के दूसरे महत्वपूर्ण बिंदुओं की चर्चा हो सकती थी।

इस संबंध में हम यह कह सकते हैं कि तथ्यों का चयन करते समय निम्न पाँच सूत्रों को ध्यान में रखकर करना चाहिए :

(1) **त्रुटिहीनता (Accuracy)** : यह अति आवश्यक है कि किसी लेख या निबंध में दिए जाने वाले तथ्य उनके आँकड़ों के हिसाब से सही हों। साथ ही, जो सूचना निबंध में सम्मिलित की जा रही है, वह सत्य के धरातल पर खरी उतरे। ऐसा न होने पर निबंध गलत तो हो ही जाएगा, पाठक या परीक्षक पर नकारात्मक प्रभाव भी छोड़ेगा। सही आँकड़ों तथा सूचनाओं के अभाव में निबंध को किस प्रकार लिखना चाहिए, उसकी एक छोटी सी चर्चा करना शायद आवश्यक होगा।

एक स्थिति यह होती है कि उसमें आँकड़ों या सूचनाओं का ज्ञान ही नहीं होता। यह स्थिति खतरनाक है तथा ऐसी स्थिति में यह प्रयत्न करना चाहिए कि उस विषय पर लिखा ही न जाए। यदि ऐसे विषय पर लिखना मजबूरी हो तो लेख को इस प्रकार से लेकर चलना चाहिए कि उसमें कहीं भी सूचनाओं तथा आँकड़ों की कमी न दिखे। उदाहरण के लिए, यदि भारत की जनसंख्या '125 करोड़' है तथा इसका ज्ञान लेखक को नहीं है, लेकिन उसे कुछ अनुमान है तो वह इस सूचना को '100 करोड़ से अधिक' लिख सकता है। लेकिन जब सूचना का पूर्णतया ही ज्ञान न हो तो गलत सूचना देने से अच्छा होगा कि उस सूचना से दूर से ही किनारा कर लिया जाए।

किसी महान् व्यक्ति या विद्वान् के शब्दों को ज्यों-का-त्यों अपने निबंध में लिखना परीक्षक की नजरों में सकारात्मक प्रभाव का प्रादुर्भाव करता है, परंतु प्रत्येक शब्द को उनके अर्धविराम तथा विराम सहित सही-सही अपने मस्तिष्क को गोदाम से निकालकर कागज पर उतार देना शायद बहुत टेढ़ी खीर होती है। ऐसी स्मरण शक्ति के अभाव में किसी उद्धरण का अर्थ देने से परीक्षक पर उचित प्रभाव पड़ता है, क्योंकि वह सोचता है कि परीक्षार्थी को यह ज्ञान है कि अमुक विषय पर क्या कहा गया है तथा उसकी विषय पर क्या पकड़ है।

(2) **संक्षिप्तता (Brevity)** : इस बिंदु पर हम पहले भी चर्चा कर चुके हैं कि संक्षिप्त बात का अधिक प्रभाव होता है। यह बात ध्यान में रखनी चाहिए कि जब हम निबंध लिखने से पहले उससे संबंधित बिंदुओं को अलग से लिख लें तो उनमें से उपयुक्त बिंदुओं को चुन लेना चाहिए, जिन्हें कि निबंध में स्थान देना है। अन्य बिंदुओं को काट देना चाहिए। इसी समय यह भी विचार कर लेना चाहिए कि

कौन सा बिंदु अधिक महत्वपूर्ण है तथा कौन सा कम। उनके महत्व के अनुसार उन्हें छोटा या लंबा लेख लिखना चाहिए। पाठक को कहीं भी ऐसा नहीं लगना चाहिए कि अमुक बिंदु या कथन अनावश्यक था। ऐसा होने पर नकारात्मक प्रभाव होता है तथा अंक कम मिलने की संभावना बढ़ जाती है।

(3) **स्पष्टता (Clarity)** : भाषा से ही तात्पर्य है कि वह दूसरे तक अपने विचार तथा भाव को पहुँचा सके। जो शब्द निबंध या लेख के लिए चुने जाएँ, उन्हें इस मापदंड पर खरा उतरना चाहिए। यह आवश्यक नहीं कि केवल छोटे वाक्यों का ही चुनाव किया जाए। आवश्यक यह है कि उचित विराम चिह्न का प्रयोग कर भाषा वह कह पाए, जो लेखक कहना चाहता है। वाक्यों के छोटे या बड़े होने से कोई प्रभाव नहीं पड़ता। हाँ, जिस भाव को एक छोटे वाक्य द्वारा भलीभाँति व्यक्त किया जा सकता है, उसके लिए अधिक शब्द खर्च करना अमितव्ययिता ही कहलाएगी। लेकिन ऐसा न हो कि कहा कुछ जाए तथा समझा कुछ और। वाक्य इस प्रकार के प्रयोग में लाने चाहिए, जिनके प्रयोग में लेखक को प्रवीणता हासिल हो। नए वाक्यों के प्रयोग को अपने अभ्यास-सत्र के लिए ही छोड़ देना उचित है। वाक्यों की तरह शब्दों का चुनाव भी इसी मानदंड के आधार पर होना चाहिए। लेकिन जहाँ एक आसान तथा आम शब्द भावना को पूर्णरूपेण व्यक्त नहीं कर पाता, वहाँ कठिन शब्द का प्रयोग ही उचित है। साथ ही लेखन में व्याकरण के नियमों का पूर्णतः पालन करना चाहिए। इन सभी बिंदुओं की चर्चा हम इस पुस्तक में अन्यत्र उदाहरणों सहित करेंगे।

(4) **कारण-कारणीय संबंध (Logic)** : जिन बिंदुओं को हम निबंध या लेख में स्थान दे रहे हैं, उनका वहाँ होने का कोई उचित कारण होना चाहिए। यदि किसी बिंदु के निबंध में होने का कारण है तो उसे वहाँ होना चाहिए, अन्यथा नहीं। जब कोई तथ्य हमें किसी विषय से संबंधित लगता है तो यह सोचना चाहिए कि वह विषय से प्रत्यक्ष रूप से संबंधित है या अप्रत्यक्ष रूप से या अन्यत्र प्रकार से। यह सभी कुछ विचारकर उसे अपने निबंध या लेख में शामिल करना चाहिए। अनेक बार ऐसा होता है कि लिखते समय हमारे निबंध में किसी और अधिक महत्वपूर्ण व्यक्ति या उद्धरण को लेते हैं तथा उसके बाद उसी पर कुछ और भी लिखते हैं, मात्र इसलिए कि वह विषय अधिक सुविधाजनक मालूम होता है। ऐसा करते समय यह भूलना कि निबंध का मुख्य विषय क्या है, उसे खिचड़ी का रूप दे देगा। सभी तथ्यों को उनके महत्व के अनुसार निबंध में सम्मिलित करना चाहिए।

उदाहरण के लिए, 'घोड़ा' विषय पर निबंध लिखते समय महाराणा प्रताप के चेतक का संदर्भ शायद आवश्यक हो, लेकिन यह एक-दो वाक्यों तक ही सीमित होना चाहिए। यदि लेखक मुख्य विषय को छोड़कर चेतक पर ही अपना ध्यान केंद्रित कर ले तो उसके निबंध का क्या सार निकलेगा, यह आसानी से सोचा जा सकता है। इसी प्रकार, जब हम 'इंटरनेट' पर लेख लिख रहे हों तो कंप्यूटर का संदर्भ आना आवश्यक तो है पर सीमित ढंग से। ऐसा न हो कि तीन सौ शब्दों के निबंध में से एक सौ शब्द कंप्यूटर पर लिख दिए जाएँ।

(5) **तर्क (Reasoning)** : अकसर ऐसा होता है कि परीक्षार्थी निबंध का मुख्य भाग तो भलीभाँति लिख लेता है, लेकिन उसका उपसंहार लिखने या निष्कर्ष निकालने में गलती कर देता है। प्रायः परीक्षार्थी यह पहले से ही सोच लेते हैं कि उन्हें निबंध को किस प्रकार उपसंहार करना है। जबकि उपसंहार को मुख्य निबंध लिखने तक स्थगित रखना चाहिए। मुख्य निबंध को लिखने के बाद उसे यह पढ़ना चाहिए कि उसने उसमें किन मुख्य बिंदुओं की चर्चा की है। इन्हीं बिंदुओं के आधार पर उसे अपना निष्कर्ष निकालना चाहिए। यदि वह ऐसा नहीं करता तो निबंध असंगत हो जाएगा।

दूसरा, संपूर्ण निबंध या लेख एक विशेष क्रम में चलना चाहिए। निबंध के उपभागों की विभिन्न स्तरों पर चर्चा करनी चाहिए, लेकिन उन्हें किसी भाग विशेष तक ही सीमित रखना चाहिए। उदाहरण के लिए, किसी वस्तु के लाभ या उपयोग को एक ही स्थान में सीमित रखना चाहिए, न कि उन्हें पूरे लेख में फैलाना चाहिए। इससे निबंध को एकरूपता तो प्राप्त होती ही है, साथ में उसके आधार पर निष्कर्ष निकालने में भी सरलता होती है।

उपरोक्त चर्चा के बाद हम कह सकते हैं कि किसी निबंध या लेखन की तीन निम्नलिखित विशेषताएँ होनी चाहिए :

(1) **उपयुक्त विषय सामग्री (Adequate Material)** : निबंध या लेख से संबंधित उपयुक्त विषय सामग्री के अभाव में किसी अच्छे लेख की कल्पना भी नहीं की जा सकती।

(2) **उचित क्रम (Logical Sequence)** : विषय सामग्री को उचित कारण-कारणीय क्रम में लिखना चाहिए। प्रस्तावना से आरंभ कर निबंध का मुख्य भाग विभिन्न भागों में बाँटा होना चाहिए, जिनमें उपयोग, लाभ, हानि, व्याख्या

आदि देनी चाहिए। निबंध पर एक दृष्टि से यह ज्ञात हो जाना चाहिए कि निबंध एक सुरुचिपूर्ण ढंग से क्रमवार लिखा गया है। इस बिंदु की चर्चा हम अगले पाठ में विस्तार से करेंगे।

(3) **वर्णन शक्ति (Ability to Describe)** : निबंध में प्रत्येक बिंदु की उचित व्याख्या निबंध की लंबाई के अनुपात में होनी चाहिए। यह ध्यान भी रखना चाहिए कि महत्त्वपूर्ण बिंदुओं की समीक्षा अधिक शब्दों में होनी चाहिए तथा कम महत्त्वपूर्ण बिंदु को कम स्थान देना चाहिए। निबंध इस प्रकार लिखा जाना चाहिए कि पाठक को यह लगे कि प्रत्येक अगला पैरा पिछले पैरा के आधार पर लिखा गया है, न कि उससे असंबंधित है।

□

Lesson 3

Parts of an Essay

प्रत्येक लेखक के लिखने का ढंग अलग होता है, जो विशिष्ट प्रभाव देता है। इसमें फेरबदल उसकी साहित्यिक विशेषता को शंका में डाल देता है, जिसका पाठक पर बुरा प्रभाव पड़ता है। इस विशेष ढंग का यदि कुछ बिंदुओं के साथ पालन किया जाए तो निबंध या लेखन में चार चाँद लग सकते हैं।

किसी भी लेख या निबंध को उचित भागों में बाँटना चाहिए तथा प्रत्येक भाग का प्रयोग किसी विशेष विचार को व्यक्त करने के लिए करना चाहिए। साधारणतया निबंध को तीन भागों में बाँटा जाना चाहिए :

- (1) प्रस्तावना (Introduction);
- (2) मुख्य भाग (Main body); तथा
- (3) उपसंहार (Conclusion)।

अब हम इन भागों की कुछ विस्तार से चर्चा करेंगे।

(1) **प्रस्तावना (Introduction)** : जिस प्रकार किसी व्यक्ति के चरित्र, हाव-भाव, रहन-सहन के स्तर आदि का ज्ञान किसी के चेहरे को देखकर होता है, उसी प्रकार किसी निबंध की विशेषताओं का ज्ञान उसके मुखड़े या प्रस्तावना को देखकर होता है। प्रस्तावना निबंध का वह भाग होता है, जो निबंध के विषय का परिचय पाठक को देता है। जहाँ शीर्षक किसी निबंध के विषय में बताता है, वहीं प्रस्तावना उस विषय के बारे में यह बताती है कि किन बिंदुओं को निबंध या लेख में उठाया जाएगा। दूसरे शब्दों में, प्रस्तावना किसी विषय का द्वार होती है, जो कि प्रवेश करने वाली इमारत का लेखा-जोखा बताने में महत्वपूर्ण भूमिका अदा करती है। प्रस्तावना प्रभावी होनी चाहिए, ताकि पाठक में उसे पढ़कर पूरा लेख पढ़ने की लालसा पैदा हो जाए।

प्रस्तावना पूरे निबंध का कितना भाग घेरे, इस बारे में विभिन्न मत व्यक्त किए गए हैं। अधिकांश विद्वानों का मत है कि प्रस्तावना को लगभग 10 प्रतिशत स्थान मिलना चाहिए। कुछ विद्वान् इसके लिए लंबाई का 20 प्रतिशत होना बताते हैं। वास्तव में, प्रस्तावना का आकार लेखक पर निर्भर करता है। कुछ लोग इसे बहुत ही छोटा कर लिखते हैं तो कुछ लोग इसे अधिक स्थान देने की बात करते हैं। कुछ निबंध-लेखक अनेक बार सीधा विषय पर लिखते हैं तथा प्रस्तावना पर ध्यान ही नहीं देते। जहाँ तक शिक्षा या परीक्षा के उद्देश्य से लिखने का प्रश्न है, प्रस्तावना को निबंध में अवश्य स्थान देना चाहिए तथा इसे लगभग 15 प्रतिशत शब्दों में लिखना चाहिए। यदि निबंध का आकार लगभग 100 शब्दों का है तो प्रस्तावना को पहले एक या दो वाक्यों में ही समेट लेना उचित होता है, क्योंकि स्थानाभाव में अन्य बिंदुओं पर चर्चा में कठिनाई हो सकती है।

प्रस्तावना लिखने का ढंग (Manner of Writing Introduction) :

सामान्यतः प्रस्तावना को अनेक प्रकार से लिखा जा सकता है। हम यहाँ इसके तीन प्रकार के ढंग दे रहे हैं, जिनमें से कोई भी प्रकार विषय तथा उसके आकार के अनुसार चुनकर प्रयोग में लाया जा सकता है :

(क) पहला ढंग विस्तृत है। इसमें विषय के बारे में बहुत ही विस्तार से परिचय कराते हैं। यह ढंग केवल लंबे निबंधों में ही प्रयोग में लाया जाना चाहिए। इस प्रकार की प्रस्तावना का आरंभ साधारणतया किसी असंबंधित बिंदु से आरंभ होकर मुख्य विषय पर आती है। छोटे आकार के निबंधों में इसका प्रयोग शब्द-सीमा को लाँघ जाएगा तथा निबंध सभी बिंदुओं की चर्चा करने में असमर्थ हो जाएगा। आइए, इसका एक उदाहरण देखते हैं :

विषय : Importance of Books

Happy is the man who acquires the habit of reading when he is young. He has secured a lifelong source of pleasure, instruction and inspiration. So long as he has his beloved books, he need never feel lonely. He always has a pleasant occupation of leisure moments, so that he need never feel bored. He is the possessor of wealth more precious than gold. Poor is the man who does not read, and empty is his life.

(An excerpt from *Books and Reading*—Wren & Martin's Grammar, pp. 433)

(ख) दूसरा ढंग प्रस्तावना को बहुत ही सीमित ढंग से लिखने का है। यह ढंग दो स्थितियों में अपनाया जाता है। प्रथम, जब लेखक के पास तथ्य अधिक तथा निबंध का आकार सीमित हो। द्वितीय, जब निबंध का आकार छोटा रखना आवश्यक हो तथा उसमें सामान्य बिंदु भी न समेटे जा सकते हों। जब प्रस्तावना का आकार एक या दो वाक्यों में सीमित करना हो तो उसके लिए अलग से पैराग्राफ बनाने की आवश्यकता नहीं होती, हालाँकि यह लेखक पर निर्भर करता है। प्रस्तावना को इस स्थिति में मुख्य निबंध में ही मिला देना चाहिए।

आजकल अनेक प्रतियोगी परीक्षाओं में छोटे आकार के निबंध लिखवाए जाते हैं। ऐसे निबंधों को एक या दो पैराग्राफ में लिखा जा सकता है तथा उसे बिंदु के आधार पर अलग पैराग्राफ में बाँटने की कोई विशेष आवश्यकता नहीं होती। आइए, छोटी प्रस्तावना का एक उदाहरण देखते हैं :

विषय : Importance of Books

The books are the best companions of man.

या,

A book is the treasure more precious than gold.

(ग) प्रस्तावना लिखने का तीसरा ढंग होता है निबंध को किसी महान् व्यक्ति के उद्धरण से या किसी लोकोक्ति/मुहावरा आदि से आरंभ करना। यह तरीका छोटे निबंधों में अत्यधिक प्रभावशाली होता है। यह प्रकार लेखक का विषय का ज्ञान भी दर्शाता है तथा पाठक या परीक्षक पर सकारात्मक प्रभाव डालता है। जहाँ तक हो सके इस ढंग का उन्मुक्त प्रयोग करना चाहिए। आइए, एक उदाहरण देखते हैं :

विषय : Importance of Books

“Ignorance is the curse of God: Knowledge is the wing wherewith we fly to heaven.”

—*William Shakespeare*

“The man who does not read good books has no advantage over the man who cannot read them.”

—*Mark Twain*

“If a book is worth reading, it is worth buying.”

—*John Ruskin*

“I place good books among the absolutely essential possessions.”

—*Voltaire*

(2) निबंध के मुख्य भाग लिखने का ढंग (Manner of Writing the Main Body of an Essay) : निबंध या लेखन का सबसे अधिक महत्वपूर्ण भाग उसका मुख्य भाग होता है, जहाँ विषय के बारे में लेखन के आकार के अनुसार विस्तृत चर्चा की जाती है। इस भाग में निबंध के सभी पहलुओं के बारे में चर्चा करनी चाहिए तथा प्रत्येक आयाम को अलग पैराग्राफों में बाँट लेना चाहिए। एक पैराग्राफ विषय के किसी विशेष बिंदु की चर्चा के लिए प्रयोग करना चाहिए, न कि इसकी खिचड़ी बना देनी चाहिए। हाँ, छोटे निबंध या लेख में ऐसी कोई प्रतिबद्धता नहीं होती।

मुख्य भाग को लिखते समय यह ध्यान में रखना चाहिए कि प्रत्येक भाग पर उचित ध्यान दिया जाए। यदि किसी चीज के लाभ के बारे में पाँच बिंदु दिए गए हैं तो उसकी हानि के बारे में केवल एक बिंदु देना शायद एकपक्षीय निबंध का कारण हो जाए, हालाँकि यह काफी सीमा तक विषय पर निर्भर करता है। इसके लिए अत्यंत आवश्यक है कि निबंध के मुख्य बिंदु लिखने से पहले अलग से लिख लिये जाएँ, ताकि प्रत्येक भाग का उचित ध्यान रखा जा सके। निबंध में किस प्रकार के शब्दों तथा वाक्यों का समावेश करना चाहिए, इसका विस्तृत वर्णन अन्यत्र किया जा रहा है। यह ध्यान रखना चाहिए कि अनावश्यक शब्दों, वाक्यों तथा तथ्यों का प्रयोग निबंध को बोझिल बना देता है। अभ्यास के समय निबंध लिखने के बाद इसे पढ़ते समय ऐसे प्रयोगों को काट देना चाहिए। ऐसा करने से परीक्षा के समय यह पता आसानी से चल जाता है कि अमुक तथ्य या वाक्य आदि अनावश्यक हैं या नहीं। शब्दों का प्रयोग उनके सही अर्थ के अनुसार करना चाहिए। जो कुछ आप कहना चाह रहे हैं उसे निबंध में स्थान देना चाहिए। परीक्षक या पाठक पर आप यह आरोप नहीं लगा सकते कि वह कुछ चीजों को बिना लिखे ही समझ जाएगा। कोई परीक्षक उन्हीं तथ्यों पर अंक देगा जो उत्तर-पुस्तिका पर उपलब्ध हैं।

निबंध में किस प्रकार के तथ्य सम्मिलित करने चाहिए, उनका एक विस्तृत रूप यहाँ दिया जा रहा है। लेकिन यह किसी भी प्रकार से केवल समझाने के लिए है। इसमें अन्य शीर्षकों का समावेश अनेक कारणों पर निर्भर हो सकता है, जैसे : निबंध का आकार, विषय, विशेष आवश्यकता, आदि।

Abstract Essays (for example, Bravery, Communal Harmony, Habit of Reading, etc.) :

- Definition
- Aim

- Merits/Demerits
- Uses/Misuses
- Effects
- Suggestions

Narrative Essays (for example, biographies on the lives of great men, history and ancient characters and their characteristics, incidents and accidents {for example, festival, marriage celebration, quarrel, etc.}; natural disasters, such as earthquakes, flood, volcanic eruptions, etc.; one's experiences like the happenings of a particular day or journey/voyage, etc.):

- A general description
- Specific description
- Highlights
- Main characters and their characteristics
- Effect
- Result
- Mishappenings
- Good points
- Bad points
- Suggestions, if any

Descriptive Essays (for example, places like home, country, city, etc.; things like television, matchbox, internet, newspaper, transport, etc.; animals, like horse, cow, elephant, etc.; professionals, like carpenter, doctor, painter, etc.; historical or tourist points or places, like Red Fort, Taj Mahal, Simla, Nehru Garden, etc.; natural phenomenon, like sunset, sunrise, tides, seasons, etc.):

- History
- Importance
- Uses
- Merits
- Demerits
- Innovation
- Effect
- Suggestions

Imaginative Essays (for example, If I were the Prime Minister, Would that I had Wings, If I were born in the times of Maharana Pratap, The Autobiography of a Hundred-Rupee-Note, etc.):

- Clarification as regards to the writing being only imagination
- Description of the imagined incident
- Climax
- The difference between factual and imaginative situation
- Which one is better
- The result/consequences if imagination came true once and for all
- Effect
- Suggestions

Analytical or Expository Essays (for example, views, thoughts, ideas, working of institutions or industries, doctrine behind taking up a particular occupation, etc.

- Scope of the topic
- Different aspects of the topic
- Merits and demerits
- Comparison
- Conclusion and suggestions

उपरोक्त सभी बिंदु केवल विषय के विस्तार को समझने के लिए हैं। अन्य किन्हीं बिंदुओं का समावेश या इनमें से किन्हीं बिंदुओं को हटाना विषय-वस्तु पर निर्भर करता है। इस पुस्तक में अनेक छोटे व बड़े निबंध तथा प्रार्थना-पत्र व पत्र दिए गए हैं, ताकि पाठक इस विधा को भलीभाँति सीख पाएँ।

(3) निबंध का उपसंहार लिखने का ढंग (Manner of Writing Conclusion of an Essay) : किसी विषय की प्रस्तावना यदि विषय के बारे में उत्सुकता पैदा करती है तो उपसंहार का कार्य है उस उत्सुकता को शांत करना। यह उपसंहार ही है जो पाठक के हृदय में स्थायी प्रभाव छोड़ता है, अतः इस भाग को हलका नहीं लेना चाहिए। उपसंहार का कार्य निबंध का सारांश देना है तथा पाठक को यह बताना है कि लेखक उससे क्या समझता है। यह एक प्रकार से निबंध या लेख का निष्कर्ष होता है तथा इसके लिए शब्दों का चयन अत्यंत

सावधानी से करना चाहिए। क्योंकि यह भाग संपूर्ण निबंध का निष्कर्ष होता है, अतः इसमें दिए गए तथ्य निबंध के मुख्य भाग में दिए गए तथ्यों के आधार पर होने चाहिए। यह भी ध्यान में रखना चाहिए कि यह किसी एक बिंदु के आधार पर न निकाला जाए। इस अवस्था में कोई भी नया तथ्य निबंध में सम्मिलित नहीं करना चाहिए।

यह ध्यान में रखने वाली चीज है कि निष्कर्ष वास्तविक धरातल पर आधारित हो, न कि मात्र कल्पना में उड़ान भरता पंखी। यह हमेशा समाज के अनुरूप होना चाहिए, जिसमें कानून, सामाजिक प्रतिष्ठाएँ, प्रचलित सिद्धांत, उचित आचार-व्यवहार का आदर हो। यह राष्ट्रीय एकता, अंतरराष्ट्रीय शांति, सामुदायिक सौहार्द, आदि को भंग करने वाला न हो।

उपसंहार का आकार हालाँकि बहुत सीमा तक निबंध के आकार पर निर्भर होता है, तथापि यह ध्यान में रखना चाहिए कि इसका आकार निबंध का लगभग दस प्रतिशत हो तथा कुछ अवस्थाओं में पंद्रह प्रतिशत तक हो। इससे बड़ा उपसंहार शायद परीक्षक को न पचे। कई बार अमूर्त निबंध लिखते समय उपसंहार का मुख्य भाग के साथ ही विलय कर दिया जाता है।

जिस प्रकार हम प्रस्तावना को विभिन्न प्रकार से लिख सकते हैं, उसी प्रकार उपसंहार को भी हम अनेक प्रकार से लिख सकते हैं। कुछ विशेष प्रकारों का वर्णन हम यहाँ करेंगे।

(क) हम किसी निबंध का अंत किसी विद्वान् व्यक्ति के शब्दों द्वारा कर सकते हैं तथा अनेक परीक्षक इसे बहुत अच्छा समझते हैं। लेकिन इस प्रकार लिखने में सबसे बड़ी कमी है कि पाठक या परीक्षक यह नहीं समझ पाते कि निष्कर्ष किन तथ्यों के आधार पर निकाला गया है। यदि लेखक यह समझता है कि उद्धरण निबंध में दिए गए तथ्यों के अनुरूप है तो उसे देने में कोई हानि नहीं है। अनेक चर्चित विषयों में इस विधा का प्रयोग सफलतापूर्वक किया जा सकता है।

(ख) अनेक बार निष्कर्ष को प्रत्येक तथ्य के साथ जोड़ते हुए चलते हैं। ऐसा उन निबंधों में किया जाता है, जिनकी विषय-वस्तु काफी विस्तृत होती है तथा दिए गए सभी तथ्यों पर कोई एक निष्कर्ष कारण-कारणीय की परिभाषा में सम्मिलित नहीं किया जा सकता। ऐसा अधिकांश अमूर्त निबंधों में होता है, उदाहरण के लिए, भारत-पाक संबंध।

(ग) मध्यम या बड़े आकार के निबंधों तथा लेखों में यह विधा प्रयोग में लाई जा सकती है। इसमें पहले के सभी तथ्य अत्यंत संक्षेप में लिख लिए जाते हैं तथा उनके आधार पर होने वाला उपसंहार लिख दिया जाता है। क्योंकि ऐसा करने में तथ्यों को दुबारा लिखा जाता है। अतः उन्हें एक-दो या कुछ शब्दों में ही समेटने का प्रयत्न करना चाहिए। साधारणतः ऐसा उस अवस्था में किया जाता है, जब निष्कर्ष के लिए निबंध में वर्णित सभी तथ्यों को विचार में न लिया गया हो।

(घ) कभी-कभी कोई एक वाक्य ही पूरे निबंध की भावना को व्यक्त करने में सक्षम होता है। ऐसा वाक्य लेखक के ज्ञान के स्तर तथा निर्णय लेने की क्षमता को उजागर करता है तथा अत्यंत प्रभावी हो सकता है।

उपरोक्त चर्चा के आधार पर हम कह सकते हैं कि निबंध लेखन का ढंग बहुत कुछ लेखक पर निर्भर होता है। विभिन्न अवस्थाओं में विभिन्न विधाएँ प्रयोग में लाई जा सकती हैं। इसके लिए अभ्यास का महत्त्व और भी अधिक हो जाता है। इसीलिए सही ही कहा गया है कि अभ्यास ही मनुष्य को प्रवीण बनाता है।



Lesson 4

Techniques of Writing

किसी विद्वान् ने ठीक ही कहा है कि भावपूर्ण कविता किसी कवि की उच्च सीमा होती है तथा एक अच्छा निबंध किसी लेखक की। निबंध लिखने की कला की हम निम्न शीर्षकों में चर्चा करेंगे। इसमें हम कुछ ऐसे बिंदुओं पर भी चर्चा करेंगे, जो आज तक किसी भी पुस्तक के लिए अछूते हैं। जहाँ तक हो सकेगा, हम उनकी उदाहरण सहित समीक्षा करेंगे।

सही अंग्रेजी (Correct English)

क्योंकि हमारा ध्येय अंग्रेजी में लेखन सीखना है, अतः हम अपना ध्यान इसी विषय पर केंद्रित रखेंगे। जहाँ तक अंग्रेजी का प्रश्न है, यह विचारणीय है कि हमारा इस भाषा से तात्पर्य क्या है। वह अंग्रेजी जो साहित्यिक रूप में चौसर, शेक्सपियर आदि द्वारा प्रयुक्त होती है तथा जिस पर अधिकार पाना किसी अंग्रेज के लिए भी टेढ़ी खीर है, हम भारतीयों के लिए तो उसकी बात ही अलग है। या हम उस अंग्रेजी की बात कर रहे हैं, जो कि इंग्लैंड या अमेरिका में प्रयोग होती है। साधारणतः यह समझा जाता है कि जो भाषा हम प्रयोग में ला रहे हैं वह बिल्कुल वही है। वास्तव में पूर्णतः ऐसा नहीं है। हमारे लेखकों का यह प्रयत्न रहता है कि इस भाषा के स्रोत स्थल के अनुसार ही इसे अपनाया जाए, परंतु यह जान लेना चाहिए कि भारतीय अंग्रेजी अनेक अर्थों में अलग भाषा है, जो यहाँ के प्रयोगानुसार इस रूप में आई है। यह जानकर आश्चर्य नहीं होना चाहिए कि हमारी राष्ट्रीय तथा क्षेत्रीय भाषाओं ने अंग्रेजी में काफी शब्दों का योगदान दिया है। इसके अतिरिक्त अनेक ऐसे वाक्य भी प्रयोग में आ गए हैं, जो कि मूल भाषा में उपलब्ध नहीं हैं।

यह प्रश्न उठना स्वाभाविक है कि जो अंग्रेजी हमारे प्रकाशनों में छपती है, वह सही अंग्रेजी है या नहीं। हमें सबसे पहले यह जान लेना चाहिए कि भाषा

का अर्थ उसकी भावों तथा विचारों के हस्तांतरण की योग्यता है। अतः यह कहना उचित होगा कि सही अंग्रेजी वह है जो कि आज प्रयोग में आ रही है। सही अंग्रेजी वह है जो अधिकांश लोगों द्वारा प्रयोग में लाई जाती है। सही अंग्रेजी वह है जो परिवर्तनों का समावेश कर विचारों को व्यक्त करने में सक्षम है। सही अंग्रेजी वह है जो उन लोगों द्वारा प्रयुक्त होती है, जो इसे आदत के तौर पर प्रयोग में लाते हैं। जो शब्द आज हम इस भाषा का भाग समझकर प्रयोग करते हैं तथा उसे भलीभाँति समझते भी हैं, उसके लिए यह आवश्यक नहीं कि वह अंग्रेजी का भाग बन चुका हो। छात्रों के लिए इसका मानदंड है कि यदि वह शब्द किसी आधिकारिक शब्दकोश में स्थान पा चुका है तो उसका प्रयोग सही है, अथवा नहीं। यह ध्यान रखना उचित होगा कि अंग्रेजी समाचारपत्रों में प्रयुक्त सभी शब्द मानदंड पर खरे नहीं उतरते, अतः उनके प्रयोग में सावधानी बरतनी चाहिए। यह कहना तर्कसंगत होगा कि कोई भी जीवित भाषा जीवंत होती है तथा उसके नियम समय-समय पर बदलते रहते हैं। ये परिवर्तन समाज तथा प्रयोगकर्ताओं द्वारा निर्भर होते हैं। इस बारे में कोई भी स्थिर नियम भाषा को प्राणहीन कर देता है।

यह जानना मनोरंजक होगा कि हम विभिन्न अवसरों पर विभिन्न प्रकार की भाषा को प्रयोग में लाते हैं। हमारी भाषा प्राकृतिक रूप से बदल जाती है जब हम अपने माता-पिता से, अध्यापकों से, मित्रों से बात करते हैं। उसी प्रकार इसमें परिवर्तन गोचर होते हैं, जब हम किसी मित्र को पत्र लिखते हैं या किसी अधिकारी को पत्र लिखते हैं। किसी अखबार की भाषा बोलचाल की भाषा से अलग होती है तथा हमारी कक्षा में लगी पुस्तकों की भाषा अन्यत्र प्रयोग से अलग होती है। एक ही भाषा के इतने सारे रूप कैसे हो सकते हैं? इसका कारण है कि हम स्वयं विभिन्न अवसरों पर मानसिक रूप से परिवर्तित हो जाते हैं। जहाँ तक किसी परीक्षा के लिए निबंध लिखने का प्रश्न है, परीक्षार्थी को आधिकारिक भाषा का ही प्रयोग करना चाहिए।

विराम चिह्न (Punctuation Marks)

भाषा के प्रयोग में विराम चिह्न का बहुत ही महत्वपूर्ण योगदान होता है। इनके दुरुपयोग से अर्थ का अनर्थ हो सकता है। इनका प्रयोग लेखन का अर्थ स्पष्ट करने के लिए होता है। जैसे हम बोलचाल में स्वर को तेज या धीमा करते हैं, ताकि हमारी भावना सही प्रकार से उजागर हो सके, वही कार्य लेखन में विराम चिह्न करते हैं। विराम चिह्न के चार मुख्य कार्य होते हैं :

(1) किसी वाक्य को समाप्त करना। उदाहरण के लिए :

This book was written by Shakespeare.

What a shot it was!

What is your name?

(2) किसी भाग को मुख्य वाक्य से अलग करना। उदाहरण के लिए :

Roshan, a fine actor, became an instant hit with the play he did on the stage.

Arjuna said to Yudhishtira, "I can sacrifice my life and all its comforts for the sake of piety."

(3) परिचय कराना। उदाहरण के लिए :

The teacher had only one solution to all the problems—punishment.

Mahatma Gandhi had the strongest weapon in his hand—non-violence.

(4) किसी एक स्वतंत्र वाक्य को दूसरे वाक्य से अलग करना। उदाहरण के लिए :

She was knitting the sweater as if it was her duty towards mankind; while her husband stood beside her looking at her with affectionate eyes.

विराम चिह्न के दुरुपयोग का एक प्रसिद्ध उदाहरण है :

The inspector says the thief has stolen the ornaments.

The inspector, says the thief, has stolen the ornaments.

इस उदाहरण में यह देखा जा सकता है कि मात्र एक अल्पविराम का प्रयोग कर देने से अर्थ बिल्कुल ही उलटा हो गया है। एक अन्य उदाहरण देखें :

I informed Satish, and Jagjeet and Pawan accompanied me to the theatre.

I informed Satish and Jagjeet, and Pawan accompanied me to the theatre.

विराम चिह्न के प्रयोग द्वारा वाक्य का अर्थ पूर्णरूप से स्पष्ट हो जाता है। उदाहरण के लिए :

Her brother who is a teacher works in St. Andrews School. (इस वाक्य का अर्थ है कि उसके एक से अधिक भाई हैं)

Her brother, who is a teacher, works in St. Andrews School. (इस वाक्य का अर्थ है कि उसका एक ही भाई है)

एक अन्य उदाहरण देखें :

The teacher called to the stage five-year-old children.

(यहाँ सभी पाँच-वर्षीय बच्चों को बुलाया गया है)

The teacher called to the stage five year-old children.

(यहाँ केवल पाँच बच्चों को बुलाया गया है, जो सभी एक साल के हैं)

विराम चिह्न के अप्रयोग के कारण पाठक के लिए अर्थ को समझना लोहे के चने चबाने के समान हो सकता है। उदाहरण के लिए :

However little has been known of him.

However, little has been known of him.

यहाँ पहले वाक्य का कोई भी अर्थ नहीं निकलता, जबकि एक अल्पविराम के प्रयोग से वाक्य सार्थक हो जाता है।

कुछ विराम चिह्न का प्रयोग नियमों के अनुसार होता है, जबकि कुछ का प्रयोग लेखक के ऊपर निर्भर करता है कि वह कौन सा अर्थ देना चाहता है। इसमें संपादकों का भी काफी योगदान होता है, जो प्रत्येक पुस्तक या पत्रिका को एक रूप देना चाहते हैं। उदाहरण के लिए :

There barged in a tall, sturdy man.

There barged in a tall sturdy man.

यहाँ दोनों वाक्यों में अर्थ तो समान है, लेकिन पहले वाक्य में लेखक यह चाहता है कि पाठक एक क्षण के लिए रुककर उसकी सभी विशेषताओं को ध्यानपूर्वक पढ़ें।

किसी विद्वान् के कथन को अपने निबंध या लेख में शामिल करना परीक्षक या पाठक पर गहरा प्रभाव डालता है, परंतु इस बात का ध्यान रखना चाहिए कि उस कथन को ज्यों-का-त्यों ही दिया जाए। किसी 'कैपिटल' लेटर को 'स्माल' लेटर बनाना गलत होता है। जहाँ तक विराम चिह्न के प्रयोग का प्रश्न है, लेखक केवल उद्धरण चिह्न (inverted commas) को ही बदल सकता है, यदि वे उसके द्वारा पालन किए जा रहे विराम चिह्न के अनुरूप नहीं हैं।

शब्दों को तोड़ना (Breaking of Words)

पंक्ति के अंत में शब्द न तोड़े जाएँ, यह प्रयत्न करना चाहिए। यदि यह आवश्यक हो तो शब्द को शब्दांश (syllable) से तोड़ना चाहिए। अच्छे शब्दकोश शब्द के शब्दांश को भी दर्शाते हैं। ध्यान दें कि निम्न स्थानों से शब्द न तोड़े जाएँ। हालांकि वे सभी नियम विरुद्ध नहीं हैं :

(1) उपसर्ग (prefix) से, लेकिन यह नियम वहाँ लागू नहीं होता, जहाँ डैश का प्रयोग होता है, उदाहरण के लिए : pre-eminent, आदि।

(2) प्रत्यय (suffix) से, विशेषरूप से जहाँ एक, दो या तीन वर्णाय प्रत्यय प्रयोग में आया है, उदाहरण के लिए : ing, er, est, आदि।

(3) एक शब्दांश से बने शब्दों को नहीं तोड़ना चाहिए, उदाहरण के लिए : do, go, come, आदि।

आर्टिकल का प्रयोग (Use of Articles—A, An, The)

यदि कोई सर्वेक्षण कराया जाए तो ज्ञात होगा कि अंग्रेजी में आर्टिकल का सर्वाधिक दुरुपयोग होता है। परीक्षार्थी को यह ध्यान में रखना चाहिए कि अच्छा लिखने के बावजूद यह गलती अंकों को कम कराने में योगदान देती है तथा जहाँ तक हो सके, इस गलती से बचना चाहिए। आजकल एक बहस चल रही है कि hospital, hotel, historical building, आदि से पहले a का प्रयोग किया जाए या an का। इस बारे में साधारण नियम यह है कि आवाज के आधार पर इन दो आर्टिकल का प्रयोग होता है। विश्व में इन शब्दों से पहले a का प्रयोग ही होने लगा है तथा इसी का प्रयोग परीक्षा व लेखन में भी करना चाहिए।

क्रिया का संक्षेपण (Contraction of Verbs)

निबंध के स्तर के अनुसार संक्षिप्त रूपों को प्रयोग में लाया जा सकता है। निम्नलिखित कुछ संक्षिप्त रूप हैं, जिनका प्रयोग सावधानी के साथ करना चाहिए :

I am	:	I'm
you are	:	you're
he is	:	he's
she is	:	she's
it is	:	it's
we are	:	we're
they are	:	they're
I have	:	I've
you have	:	you've
he has	:	he's
she has	:	she's
it has	:	it's

we have	:	we've
they have	:	they've
I had	:	I'd
you had	:	you'd
he had	:	he'd
she had	:	she'd
it had	:	it'd
we had	:	we'd
they had	:	they'd
I will (shall)	:	I'll
we will (shall)	:	we'll
you will	:	you'll
he will	:	he'll
she will	:	she'll
it will	:	it'll
they will	:	they'll
I would	:	I'd
you would	:	you'd
he would	:	he'd
she would	:	she'd
it would	:	it'd
we would	:	we'd
they would	:	they'd
is not	:	isn't
are not	:	aren't
was not	:	wasn't
were not	:	weren't
will not	:	won't
cannot	:	can't
could not	:	couldn't
would not	:	wouldn't
should not	:	shouldn't
ought not	:	oughtn't
does not	:	doesn't
did not	:	didn't

have not	:	haven't
has not	:	hasn't
must not	:	mustn't
let us	:	let's
shall not	:	shan't
need not	:	needn't
dare not	:	daren't
may not	:	mayn't

ध्यान दें कि उपरोक्त उदाहरणों में have का प्रयोग सहायक क्रिया (auxiliary verb) के रूप में हुआ है। जहाँ इसका प्रयोग पूर्ण क्रिया के रूप में होता है, वहाँ इसका संक्षिप्त रूप प्रयोग में नहीं लाया जा सकता। उदाहरण के लिए :

गलत : I've five rupees.

गलत : He hasn't any money.

विदेशी शब्दों का प्रयोग (Use of Foreign Words)

यदि कोई मुझसे पूछे कि अंग्रेजी की सबसे बड़ी विशेषता क्या है तो मैं कहूँगा कि यह विदेशी शब्दों को अपनाकर उन्हें अपना बना लेती है। अनेक ऐसे शब्द हैं, जिनके बारे में आम लोग कहेंगे कि वे अंग्रेजी के हैं, लेकिन वास्तव में अन्य किसी भाषा के होंगे। विश्व की शायद ही कोई ऐसी भाषा है, जिससे अंग्रेजी में शब्द न आये हों, चाहे वह हिंदी हो या तमिल, उर्दू हो या फारसी, बंगाली हो या मराठी। जहाँ तक फ्रेंच, ग्रीक आदि भाषाओं का प्रश्न है, अंग्रेजी के असंख्य शब्द इन भाषाओं से आए हैं। अंग्रेजी में आए कुछ विदेशी शब्दों पर दृष्टि डालना शायद लाभप्रद होगा।

Words from other Languages

Aboriginal Languages (Australia)

boomerang

budgerigar

kangaroo

koala

kookaburra

Afrikaans

aardvark
apartheid
commandeer
commando
kop
kraal
spoor
trek
veld

African Languages

banana
banjo
chimpanzee
cola
guinea
juju
okra
tango
tote
yam
zombie

Anglo-Saxon

answer
begin
cheerful
child
clock
fast
freedom
go
happy
heart
help
house
kill

light
life
love
night
old
pain
sad
ship
stone
sorrow
thing
think
time
upwards
us
wealth
wedding
where
who
work
year
American-Indian Languages
chipmunk
hickory
moccasin
papoose
pacan
possum
raccoon
skunk
squaw
terrapin
toboggan
tomahawk
totern

wigwam

Arabic

admiral

algebra

alkali

arsenal

assassin

carafe

cipher

cotton

gazelle

harem

hazard

jar

lute

magazine

masquerade

monsoon

racket

saffron

sash

sherbert

sofa

syrup

zenith

zero

Caribbean Languages

barbecue

cannibal

canoe

cassava

curare

hammock

maize

papaya

potato

tobacco

Chinese

kowtow

kung fu

lychee

sampan

silk

soya

tea

typhoon

wok

Czech

howitzer

pistol

robot

Dutch

boss

brandy

clink

cruise

decoy

deck

easel

etch

foist

girl

hoist

keelhaul

kit

landscape

loiter

luck

maeistrom

skates

sketch
skipper
sledge
sleigh
sloop
splice
splinter
spilt
spool
trigger
waffle
wagon
yacht
French
amicus
anguish
badaud
battle
beauty
beef
chapel
charity
courtesy
damage
debonair
delight
dinner
entente
feast
flower
forest
govern
habitual
joy
liberty

marriage

mercy

miracle

navy

parliament

peace

people

pleasure

power

prayer

prince

prison

privilege

reign

religion

repent

riches

saint

soldier

state

tower

verdict

very

vessel

19th and 20th centuries

comouflage

chic

cliche

compere

detente

elite

garage

gourmet

liaison

menu

prestige

quiche

suede

French phrases

a la carte

bête noire

caup d'état

cul de sac

esprit de corps

fail accompli

noblesse oblige

savoir faire

tour de force

German

allerlei

ausser

bevor

blitz

carouse

delicatessen

dollar

fresh

glockenspiel

kindergarten

lager

loafer

nickel

poodle

rich

rucksack

seminar

sharp

snorkel

spanner

swindle

waitz

zinc

Greek

academy

alphabet

anarchy

athiere

atom

automatic

character

chorus

climax

cycle

democracy

diagnosis

drams

echo

eclipse

emphasis

energy

hero

history

hysterical

idea

irony

machine

music

myth

ocean

orchestic

parallel

philosophy

physical

planet

poet

politics
rhythm
sceptical
school
techical
theory
tone

Hindi (*often from Sanskrit*)

bandana
bangle
bungalow
cheetah
chintz
chit
cot
cushy
dinghy
dungrees
juggernaut
jungle
kedgeree
loot
pyjamas
shampoo
thug
toddy
varanda
yogi

South Indian Languages (*especially Tamil and Malayalam*)

cheroot
coir
mongoose
pariah
teak

Hungarian

coach
gouslash
hussar
paprike
sabre

Inuit (*Eskimo*)

anorak
igloo
kayak
parka

Italian (*usually from Latin*)

arcade
balcony
bandit
brigand
bronze
cameo
caprice
carese
cartoon
casino
cello
colonel
corridor
dilettante
duet
espresso
fiasco
gazette
galatine
grotto
incognito
infantry
influenza

malaria
manifesto
napotism
pastel
piano
picturesque
regatta
replica
salami
scenario
sentinel
sonata
sonnet
spaghetti
squadron
stanza
stiletto
studio
traffic

Japanese

bonsai
geisha
harakiri
judo
kamikaze
karate
origami
rickshaw
saki
tsunami
tycoon

Latin (*often via french*)

ab initio
accommodate
admire

album
alias
alibi
anno domini
apparatus
area
art
candidate
census
circus
civil
community
compute
convert
create
dental
dictator
divine
education
elect
essence
estimate
exit
experiment
focus
fortune
forum
genius
glory
grand
honour
hospitality
interim
inversion
justice

lens
library
literature
luxury
manufacture
manuscript
medium
miser
moral
municipal
nation
nature
orator
pagon
perfect
province
public
quality
quassi
republic
science
series
specimen
splendid
squalor
stupid
tedium
tribe
vacuum
verbatim
via

Latin Phrases

ad nauseam
bona fides
curriculum vitae

quid pro quo

sine qua non

status quo

sul generie

terra fuma

Pacific Languages

kiwi

mena

moa

taboo

tattoo (on skin)

ukulele

Persian

bazaar

candy

caravan

check

divan

jackal

jasmine

lemon

lilac

magic

orange

paradise

scimitar

shawl

spinach

teffeta

talc

tulip

turban

Portuguese (*often from Latin*)

albatross

albino

auto tta fé
 brocade
 cobra
 corral
 creole
 dodo
 marmalade
 mandarin
 pagoda
 palaver
 piccaninny
 port (wine)
 rusk
 zebra

South American Languages

alpace
 cashew
 cayenne
 coca
 condour
 cougar
 guano
 guava
 jacaranda
 jaguar
 llama
 petunia
 piranha
 poncho
 puma
 quinina
 tapioca
 tapir
 toucan
 vicuna

Spanish (*after from Latin*)

accustom

aficionado

alfalfa

alligator

anchovy

armada

bacon

bonanza

booby

bravado

cafeteria

canyon

cask

cigar

cockroach

desperado

fiesta

grandee

lasso

macho

marijuana

meat

mosquito

mustang

picaresque

patio

plaza

ranch

rodeo

siesta

sombrero

stampede

tornado

Turkish

bosh
 caviar
 coffee
 horde
 kabab
 kiosk
 ottoman
 pilau
 yoghurt
Welsh
 coracle
 corgi
 eisteddfod
 flannel
 flummery

तिरछे शब्दों का प्रयोग (Use of Italics)

वैसे तो परीक्षाओं में हाथ से लिखना होता है तथा हस्त-लेखन में सीधे तथा तिरछे लिखे शब्दों में अंतर करना संभव नहीं होता। साधारणतः हस्त-लेखन में तिरछे शब्दों का प्रयोग तब तक नहीं करना चाहिए, जब तक अर्थ स्पष्ट हो। यदि अर्थ स्पष्ट नहीं है तो संबंधित शब्दों को रेखांकित कर देना चाहिए। टंकण मशीन (typewriter machine) द्वारा लिखे गए लेख, निबंध, आदि में भी यही बात लागू होती है। आज के समय में कंप्यूटर के अधिकाधिक प्रयोग ने यह आवश्यक कर दिया है कि इस नियम को विस्तारपूर्वक जाना जाए ताकि इसका पूरा लाभ उठाया जा सके।

साधारण प्रकार से लिखे गए शब्दों को रोमन (Roman) कहा जाता है तथा तिरछे लिखे शब्दों को इटालिक्स (Italics) कहा जाता है। इसके प्रयोग से संबंधित नियम इस प्रकार हैं :

(1) पुस्तकों, चित्रों, पत्रिकाओं, नाटकों, फिल्मों, आदि के नाम तिरछे लिखे जाते हैं। उदाहरण के लिए :

R.C. Gupta's *Collapse of the Soviet Union* (book)
 Shakespeare's *The Merchant of Vanice* (play)
The Illustrated Weekly (magazine)

Hindustan Times (newspaper)

Rogart's *The Inner Feeling* (painting)

J.P. Dutta's *Border* (film)

Michelangelo's *David* (sculpture)

किसी पाठ, कविता, आदि, जो कि किसी पुस्तक आदि का भाग है, के लिए तिरछे शब्दों का प्रयोग अनावश्यक है। इसका एकमात्र अपवाद है कि वह स्वतंत्र रूप से छपने योग्य हो। यह जानना मनोरंजक होगा कि समाचार-पत्र *Hindustan Times* कुछ समय पहले तक अपने नाम के साथ *The* का प्रयोग करता था।

(1) वे विदेशी शब्द जो अंग्रेजी में अभी तक स्थापित नहीं हुए हैं, उनके लिए भी तिरछे शब्दों का प्रयोग होता है। उदाहरण के लिए : *coup de maître* आदि। इनमें उद्धरण चिह्न का प्रयोग भी हो सकता है। उदाहरण के लिए :

He went up the building by a lift — I mean an 'elevator'.

(2) पौधों, पेड़ों, आदि के तकनीकी नाम भी तिरछे लिखे जाते हैं। उदाहरण के लिए :

The horse (*Equus caballus*) is the one animal that has changed the course of history more than any other animal.

शब्दकोश विभिन्न प्रकार के शब्दों को तिरछा लिखते हैं। यह समझ लेना चाहिए कि इसका प्रयोग अर्थ को स्पष्ट करने के लिए होता है। इसके प्रयोग का कोई लाभ नहीं यदि अर्थ को समझने में आसानी न हो।

गलत उद्धरणों का प्रयोग (Misquotations)

निबंध या लेख में उद्धरणों का प्रयोग उसे सुंदर बना देता है। लेकिन यह ध्यान में रखना चाहिए कि उद्धरणों का प्रयोग ठीक प्रकार से हो। इसके लिए उद्धरण के प्रत्येक शब्द को उसी रूप में होना चाहिए, जिस प्रकार वह मूल लेखक द्वारा प्रयोग में लाया गया था। ऐसा न करना गलत होगा।

यह जानना मनोरंजक होगा कि अनेक उद्धरण धीरे-धीरे मूल लेख से परिवर्तित हो गए हैं तथा उनका परिवर्तित स्वरूप भी काफी हद तक स्वीकार्य है। परीक्षार्थी अथवा लेखक को यह समझ लेना चाहिए कि वे उद्धरण के किस रूप को प्रयोग में लाएँगे, यह उनके कार्य के स्तर के अनुसार उचित होगा। यहाँ कुछ उद्धरणों का मूल तथा आधुनिक रूप दिया जा रहा है। आधुनिक उद्धरण तिरछे

शब्दों में छपा है :

(1) *Blood, sweat, and tears*

I have nothing to offer but blood, toil, tears and sweat.

—*Sir Winston Churchill*

(2) *Peace in our time.*

I believe it is peace for our time...

—*Neville Chamberlain*

(3) *Consistency is the virtue of small minds.*

A foolish consistency is the hobgoblin of little minds, adored by little statesmen and philosophers and divines.

—*Ralph Waldo Emerson*

(4) *First catch your hare.*

Take your hare when it is cased.

—*Hannah Glasse, The Art of Cookery*

(5) *Theirs not to reason why,*

Theirs but to do and die.

Their's not to reason why,

Their's but to do and die.

—*Lord Alfred Tennyson*

(6) *Water, water, everywhere,*

And not a drop to drink.

Water, water, everywhere,

Nor any drop to drink.

—*ST Coleridge*

(7) *Such stuff as dreams are made of.*

We are such stuff

As dreams are made on; and our little life

Is rounded with a sleep.

—*William Shakespeare in the Tempest*

(8) *A voice crying in the wilderness.*

For this is he that was spoken of by the prophet Esaias, saying, The voice of one crying in the wilderness, Prepare ye the way of the Lord.

—*John the Baptist*

(9) *Money is the root of all evil.*

For the love of money is the root of all evil.

—I. Timothy

(10) *Cleanliness is next to godliness.*

Cleanliness is indeed next to godliness.

—John Wesley

(11) *All that glitters is not gold.*

All that glitters is not gold,

Often have you heard that told.

—William Shakespeare in *The Merchant of Vanice*

(12) *Discretion is the better part of valour.*

The better part of valour is discretion; in the which better part I have saved my life.

—William Shakespeare in *King Henry IV*

(13) *When Greek meets Greek*

When Greeks joined Greeks, then was the tug of war!

—N. Lee in *The Rival Queens*

(14) *The law is an ass.*

'If the law supposes that,' said Mr. Bumble... 'the law is a ass, a idiot.'

—Charles Dickens

संदेहास्पद या असंबद्ध वाक्य (Doubtful or Misrelated Sentences)

अनेक बार लेखक अनजाने में ऐसी गलती करते हैं, जिसमें वाक्य का अर्थ अस्पष्ट होने के साथ-साथ संदेहास्पद भी हो जाता है। लिखते समय यह ध्यान में रखना चाहिए कि प्रत्येक वाक्य में subject तथा object के अनुसार सभी संदर्भ आएँ। उदाहरण के लिए :

Peacefully drinking tea, the cup fell down and broke.

इस वाक्य को देखकर अनेक प्रश्न उठ सकते हैं—चाय कौन पी रहा था : लेखक, कोई व्यक्ति या कप ? यदि थोड़ी सी सावधानी बरती गई होती तो यह प्रश्न न उठता। ऐसा होने पर हमें यह देखना चाहिए कि जिस चीज के बारे में कहा जा रहा है, वास्तव में उसी के बारे में बात हो रही है या कहा जा रहा है खलिहान के

बारे में तथा सुना जा रहा है खेत के बारे में। उलटा कह दिया न! यही हम कहना चाहते हैं। उपरोक्त उदाहरण को एक बार फिर देखें :

I (Ram) was peacefully drinking tea when the cup fell down and broke.

अथवा

The cup fell down and broke when I (Ram) was peacefully drinking tea.

आइए, हम कुछ अन्य उदाहरण देखते हैं ताकि यह ज्ञात हो सके कि किस प्रकार की गलतियाँ अकसर की जाती हैं।

(1) On dropping the cup, Ram's eyes fell on it.

(2) Having solved the question, it should be easy to solve such questions in the future.

(3) As Defence Minister, I would like to ask how you view the build-up on the border.

(4) The lady fell on the floor, plump but beautiful.

(5) Manufactured in a domestic workshop, I loved the small machine very much.

उपरोक्त उदाहरणों को देखकर हम केवल इतना ही कह सकते हैं कि (1) राम की आँखों ने कप नहीं गिराया; (2) बिना कर्ता के वाक्य बनाना गलत है, विशेषकर जब उसमें किसी चीज का संदर्भ हो; (3) डिफेंस मिनिस्टर कौन है—वक्ता या श्रोता; (4) मोटा और सुंदर कौन है—स्त्री या फर्श; तथा (5) घरेलु वर्कशाप में कौन बना था—वक्ता या मशीन।

इन सभी वाक्यों में हम लगातार एक ही प्रकार की गलती कर रहे हैं। विचार करने से वाक्यों का अर्थ स्पष्ट हो सकता है, जैसे स्त्री ही मोटी व सुंदर हो सकती है; किसी घरेलु वर्कशाप में आदमी नहीं बन सकता; आदि, लेकिन यह ऐसी गलतियाँ हैं, जिन्हें परीक्षक या संपादक ज्ञान की कमी के कारण होने वाली गलतियाँ कहकर मना कर सकता है। आइए, इन उदाहरणों पर हम एक नजर और डालते हैं :

(1) Ram looked at the cup on dropping it.

(2) Having solved the question, it should be easy for you to solve such questions in the future.

(3) I would like to ask how you, as Defence Minister, view the build-up on the border.

(4) The lady, plump but beautiful, fell on the floor.

(5) I loved very much the small machine which was manufactured in a domestic workshop.

और अंत में एक बहुत ही प्रसिद्ध उदाहरण :

I saw a camel wearing my gold ring. (I was wearing my gold ring when I saw a camel.)

मिश्रित शब्द (Compound Words)

हम अनेक बार देखते हैं कि कुछ शब्द दो या अधिक शब्दों को जोड़कर बनाए जाते हैं। इस प्रकार बनने वाले शब्द संज्ञा (noun) का कार्य करते हैं। उदाहरण के लिए : manslaughter, bus station, son-in-law, आदि। अब प्रश्न यह उठता है कि ऐसे मिश्रित शब्दों को किस प्रकार बनाया जाए तथा उन्हें अलग-अलग लिखा जाए, हाइफन का प्रयोग किया जाए या एक ही शब्द के रूप में लिखा जाए। यह जानना उचित होगा कि किन्हीं शब्दों का मिश्रित रूप किसी की इच्छा के अनुसार नहीं बनाया जाता; वरन् यह अनेक विद्वान् लेखकों के लेखों तथा वर्षों के प्रयोग के बाद ही स्थिर हो पाता है। किन्हीं शब्दों को मिश्रित शब्द के रूप में लिखना है या नहीं, इसके लिए यह सलाह देना उचित होगा कि किसी अच्छे शब्दकोश का प्रयोग किया जाए।

वर्तनी (Spelling)

अंग्रेजी की वर्तनी हिंदी की वर्तनी से बिल्कुल अलग है। जहाँ हिंदी में हम स्वर तथा वर्ण के अनुसार लिखते हैं (यह बात अधिकांश भारतीय भाषाओं पर भी लागू होती है, जो संस्कृत से निकली हैं), वहीं अंग्रेजी में वर्तनी के कुछ ऐसे नियम हैं, जो आम आदमी की पकड़ से बाहर प्रतीत होते हैं। एक उदाहरण के लिए, कप को हम cup लिखते हैं तो कफ को cough क्यों लिखते हैं, cuf क्यों नहीं। अंग्रेजी में ऐसे उदाहरण भरे पड़े हैं। एक अन्य उदाहरण देखें : dough, cough, hiccough, rough, tough, ought, bough, though, through, borough, आदि सभी में ough का प्रयोग हुआ है, लेकिन लगभग सभी का उच्चारण अलग है। इसी प्रकार अंग्रेजी में ऐसे शब्दों की भी भरमार है, जो लगभग एक समान उच्चारित होते हैं, परंतु उनकी वर्तनी अलग होती है। उदाहरण के लिए : rain, reign; except, accept आदि।

ऐसे क्योंकि हुआ, इसके पीछे मुख्य कारण है कि अंग्रेजी अनेक देशों की भाषा रही है तथा इसमें योगदान देने में केवल अंग्रेज ही अग्रसर नहीं हैं। साथ ही, इस भाषा की विशेषता है कि यह दूसरी भाषा के शब्दों को आसानी से अपने में मिला लेती है। हालाँकि इस भाषा को कारण-कारणीय बनाने का प्रयत्न हमेशा से चलता रहा है, परंतु भाषा के नियम कोई कानून नहीं होते जो कि चुटकी बजाते ही लागू हो जाएँ (यह बात अलग है कि उसे तोड़ने वाले भी अनेक लोग होंगे। जहाँ तक वर्तनी का प्रश्न है, अंग्रेजी के लिए यह अच्छी बात है कि इसे मात्र 26 वर्णों की सहायता से लिखा जा सकता है। इसकी सादगी ही इसकी सफलता का सूत्र है। कल्पना करें कि इसके वर्ण हिंदी की भाँति अधिक होते तथा इसके स्वर विभिन्न प्रकार के प्रयोगों में अपना स्वरूप बदल लेते, या इसके वर्ण फ्रेंच की भाँति होते, जिसमें न जाने कहाँ-कहाँ पर बिंदु तथा हलन्त लगते। ऐसी स्थिति में यह अंतरराष्ट्रीय भाषा बन पाती, इसमें संदेह है।

जबसे कंप्यूटर का प्रयोग आम रूप से होने लगा है, तबसे अमेरिकन वर्तनी का प्रयोग भी अधिक होने लगा है। colour को color लिखना तथा authorisation को authorization लिखना आम होता जा रहा है। हमें यह ध्यान में रखना चाहिए कि भारत में मूलरूप से ब्रिटिश अंग्रेजी को प्रयोग में लाया जाता है। कम-से-कम परीक्षाओं के लिए इसे ही प्रयोग में लाना चाहिए। अमेरिकन प्रयोग किस प्रकार की पैठ हमारे बीच बनाएँगे, यह निश्चित ही प्रयोगकर्ताओं पर निर्भर करेगी। लेकिन यदि परीक्षार्थी ने एक स्थान पर civilize का प्रयोग किया है तो यह आवश्यक है कि वह अन्य स्थानों पर utilize, neutralize, आदि का प्रयोग करे न कि utilise, neutralise, आदि का। ऐसे में ध्यान देने योग्य बात यह है कि capsize, realize दोनों प्रकार से सही हैं। उसी प्रकार compromise, supervise, आदि अनेक शब्द भी दोनों प्रकार की अंग्रेजी के लिए सही हैं। ऐसे अनेक शब्द हैं।

यहाँ हम कुछ ब्रिटिश तथा अंग्रेजी के शब्दों की तुलना कर रहे हैं। आशा है यह छात्रों के लिए उपयोगी सिद्ध होगी।

British English

aeroplane
aluminium
analyse
anticlockwise

American English

airplane
aluminum
analyze
counterclockwise

ardour	ardor
baptise	baptize
biscuit	cookie
candidature	candidacy
catalyse	catalyze
catapult	slingshot
centre	center
chemist	druggist
civilise	civilize
clamour	clamor
computerise	computerize
cookery book	cookbook
crisps	potato chips
cut-price	cut-rate
cutting (from a newspaper)	clipping
defence	defense
dialling code	area code
double-declutch	double-clutch
dustbin	garbage can, trashcan
dyke	dike
encyclopaedia	encyclopedia
endeavour	endeavor
enrolment	enrollment
enthrallment	enthrallment
estate agent	real-estate agent, realtor
ex-serviceman	veteran
favour	favor
fibre	fiber
fire brigade	fire department
fulfilment	fulfillment
gents	men's room
goods train	freight train
grey	gray
grill	broil
haulier	hauler

hire-purchase	installment
hoarding	billboard
homoeopathy	homeopathy
honour	honor
hospitalise	hospitalize
humour	humor
instalment	installment
interval	intermission
jewellery	jewelry
jug	pitcher
labour	labor
lavatory	washroom
lift	elevator
litre	liter
memorise	memorize
mitre	miter
motorway	expressway, freeway
mould	mold
moustache	mustache
mum (my)	mom (my)
nappy	diaper
nationalise	nationalize
notice board	bulletin board
odour	odor
palaeography	paleography
paralyse	paralyze
pavement	sidewalk
petrol	gas, gasolene
politicise	politicize
privatise	privatize
publicise	publicize
sandpit	sandpile
skilful	skillful
sombre	somber
succour	succor

sulphur	sulfur
theatre	theater
tram	streetcar
travelling	traveling
utilise	utilize
valour	valor
vigour	vigor
washbasin	sink
wholemeal	wholewheat

संख्या लिखने का ढंग (Style of Writing Numbers)

अंग्रेजी में संख्या लिखने के अनेक ढंग हैं तथा उनमें से कोई भी अपनाया जा सकता है। लेकिन यह ध्यान रखना चाहिए कि पूरी पुस्तक या लेख/निबंध में एक सा ही ढंग अपनाया जाए, न कि यहाँ ऐसा वहाँ वैसा। इस बारे में सबसे बड़ा प्रश्न यह उठता है कि संख्या को अंकों में लिखा जाए या शब्दों में। दोनों प्रकार के उदाहरण देखें :

The Presidential address will be broadcast on AIR at 7:15 on 15.5.2003.

The Presidential address will be broadcast on AIR at quarter past seven on the fifteenth of May in the year two thousand and three.

दोनों ढंग देखने के बाद एक वस्तु को हम देख सकते हैं कि अंकों वाले उदाहरण में चटकपन है तथा यह सूचना को प्रभावी ढंग से बताता है; जबकि दूसरा शब्दों वाला उदाहरण सूचना को मात्र आधिकारिक ढंग से कहता है, लेकिन उसमें सन्देह का स्थान होने की आशंका भी है, क्योंकि यह सूचना उन लोगों के लिए भी हो सकती है जो अधिक पढ़े-लिखे नहीं हैं।

इन दोनों ढंगों को हम और अधिक परिभाषित करेंगे। अंकों का प्रयोग व्यापार, तकनीकी पुस्तक या लेख, समाचार-पत्र लेखन आदि में अधिक प्रयोग में लाए जाते हैं, क्योंकि वे महत्वपूर्ण सूचना प्रदान करते हैं। साथ ही, वे शब्दों से अलग दिखने के कारण आसानी से नजर आ जाते हैं। यह सुविधा शब्दों में संख्या लिखने पर नहीं होती। जहाँ तक नियमों का प्रश्न है, हम इस नियम को निम्न प्रकार से कह सकते हैं :

(1) सौ तक की संख्या को शब्दों में दें। इससे अधिक की संख्या को अंकों में दें। यदि किसी पैराग्राफ में सौ से कम तथा सौ से अधिक, दोनों प्रकार की संख्याओं का प्रयोग हुआ है तो दोनों में से किसी एक ढंग को ही अपनाएँ। उदाहरण के लिए :

गलत : The session was attended by eighty to 125 persons.

यहाँ संख्या को किसी एक ढंग से लिखा जाना चाहिए था। यह भी ज्ञात हो कि कुछ प्रकाशक मूल नियम के अनुसार ही चलते हैं, चाहे संख्या किसी भी प्रकार की हो।

(2) सौ से अधिक की संख्या यदि दो या कम शब्दों में दी जा सकती है तो उन्हें शब्दों में लिखें। ध्यान दें कि सौ से कम की संख्या में जहाँ दो शब्द प्रयुक्त होते हैं, उनमें हाइफन (-) का प्रयोग होता है तथा वे एक शब्द ही माने जाते हैं। उदाहरण के लिए : fifty-six, eighty-nine, आदि। अतः thirty-four thousand, seventy-two million, आदि को शब्दों में लिखा जा सकता है।

(3) बड़ी संख्याएँ, जिन्हें शब्दों में लिखने के लिए दो से अधिक शब्दों की आवश्यकता पड़ती है, को अंकों में या मिश्रित ढंग से लिखा जा सकता है। उदाहरण के लिए :

The budgetary requirement for the project was fifty-six crore but only 39 crore 46 lakh were released.

या

The budgetary requirement for the project was 56 crore, but only 39,46,00,000 were released.

ध्यान दें कि लेख या निबंध की आवश्यकता क्या है। यदि संख्या महत्वपूर्ण है तो अंकों में लिखना अधिक प्रभावी होगा। यदि नहीं, तो नियमों का पालन करना अधिक ठीक होगा।

(4) धन को शब्दों में लिखें यदि निश्चित राशि की बात हो रही है। उदाहरण के लिए : ₹ 35.75 आदि।

(5) यदि तकनीकी संख्याओं का प्रयोग हो रहा है तो अंकों का प्रयोग करें। उदाहरण के लिए : 25%, 3:5, 120°, 12 l, 4.5 kg आदि।

(6) समय को निम्न में से किसी एक प्रकार लिखें : 8.40 p.m., 8 o'clock, 8:40 am, 8:40am, 08 40 hrs (pronounced eight hours forty) आदि।

(7) दिनांक को निम्न में से किसी एक प्रकार लिखें : 6 April 2003, 6 April 2003, April 6, 2003, 6.4.2003, 6/4/2003, 2003.6.4, आदि।

(8) गणित तथा गिनती वाली संख्याओं को अंकों में लिखें। उदाहरण के लिए:

India scored 354 for the loss of 8 wickets on the first day of the test against England.

Ram Naresh polled 30,54,897 votes against 29,55,678 votes of Mohan Kumar.

(9) अनिश्चित संख्याओं को शब्दों में लिखें। उदाहरण के लिए : tens of students, thousands of voters, crores of rupees, आदि।

(10) संख्याओं के बहुवचन बनाने के लिए उनमें -s जोड़ें। उदाहरण के लिए : 20s, 8s, आदि। इसे 20's भी लिखा जा सकता है, परंतु यह प्रयोग धीरे-धीरे कम होता जा रहा है।

(11) संख्या के अमेरिकी तथा भारतीय ढंग निम्न प्रकार हैं। अपने लेखन के लिए उनमें से कोई एक ढंग ही चुनें। दोनों ही स्वीकार्य हैं।

945,345,675 (अमेरिकी)

94,53,45,675 (भारतीय)

पैराग्राफ का महत्त्व (Importance of Paragraphs)

किसी भी लेखन में विषय वस्तु को उप-विषय के अनुसार पैराग्राफ में बाँटना उचित होता है। उप-विषय से हमारा अर्थ है कि पैराग्राफ में दी जाने वाली सूचना मुख्य विषय-वस्तु से संबंधित होने के बाद भी काफी सीमा तक अपने आप में पूर्ण है।

प्रत्येक पैराग्राफ नई पंक्ति से आरंभ होता है। इसके लिए चाहे पिछली पंक्ति का कुछ भाग खाली भी छोड़ना पड़े। जहाँ से यह आरंभ होता है, वहाँ पर कुछ स्थान छोड़ देना चाहिए, ताकि यह आराम से ज्ञात हो सके कि नया पैराग्राफ कहाँ से आरंभ हुआ है।

पैराग्राफ कितना बड़ा होना चाहिए, इसके बारे में कोई विशेष नियम नहीं है। कोई पैराग्राफ एक वाक्य का ही हो सकता है तथा दूसरा एक या दो पृष्ठ का भी। यह पूर्ण रूप से लेखक पर निर्भर करता है। साधारणतया यदि कोई पैराग्राफ अधिक लंबा हो रहा है, जो कि एक ही बिंदु पर चर्चा कर रहा है तो लेखक यह

निर्णय ले सकता है कि उसे कहाँ से तोड़ना चाहिए। ऐसा करने में उप-बिंदु से नया पैराग्राफ आरंभ कर पाठक को राहत दी जा सकती है। आखिरकार नए पैराग्राफ का आरंभ पाठक के लिए आराम का स्थान है। विंसटन चर्चिल (*My Early Life*) के अनुसार, 'जिस प्रकार एक वाक्य में एक ही विचार पूर्णरूप से व्यक्त होता है, इसी प्रकार एक पैराग्राफ में एक घटना का वर्णन होना चाहिए; तथा जिस प्रकार वाक्य एक-दूसरे के पीछे समन्वय के साथ आते हैं, उसी प्रकार पैराग्राफ भी एक-दूसरे के पीछे रेल के डिब्बों की भाँति आने चाहिए।'

यदि निबंध या लेख में वार्ता को भी सम्मिलित किया गया है तो प्रत्येक व्यक्ति या चरित्र का संवाद अलग पैराग्राफ में आना चाहिए। इससे यह पहचानने में आसानी होती है कि किसका संवाद कौन सा है।

आजकल कुछ प्रतियोगी तथा अन्य परीक्षाओं में छोटे निबंध लिखाने का प्रचलन बढ़ता जा रहा है। इसका मुख्य कारण है कि छोटे निबंध में परीक्षार्थी को कम शब्दों में वही सब कुछ व्यक्त करना होता है, जो कि बड़े निबंध में उसे अधिक शब्दों में व्यक्त करना होता है। ऐसे निबंध सामान्यतः एक ही पैराग्राफ में लिखे जाते हैं, विशेषकर तब जब उनको लिखने के लिए स्थान उत्तर-पुस्तिका में ही दिया गया हो। ऐसे में निबंध को बिंदु के अनुसार पैराग्राफ में बाँटने की आवश्यकता नहीं होती।

वाक्य रूप (Sentence Formation)

वाक्य अपने आप में एक ऐसी व्याकरण की इकाई होती है, जो अपने आप में पूर्ण व स्वतंत्र होती है। यह एक या एक से अधिक शब्दों से बना हो सकता है। वाक्य को हम विभिन्न प्रकार से परिभाषित कर सकते हैं।

- (1) वाक्य वह होता है, जिसमें कर्ता (subject), क्रिया (verb) तथा कर्म (object) की उपस्थिति होती है। परंतु वाक्य मात्र क्रिया से भी बन सकता है। उदाहरण के लिए :

Enter the room and sit down.

- (2) अन्य शब्दों में हम कह सकते हैं कि वाक्य एक बड़े अक्षर (capital letter) से आरंभ होकर विराम (+), विस्मयवाचक चिह्न (!) या प्रश्नवाचक चिह्न (?) में समाप्त होता है। परन्तु कुछ वाक्य तीन बिंदुओं (ellipsis marks...) में भी समाप्त हो सकते हैं।

- (3) तीसरी प्रकार से हम कह सकते हैं कि वाक्य कोई एक भाव प्रदर्शित करता है। परंतु हमेशा ऐसा हो, यह आवश्यक नहीं है क्योंकि यह लेखक पर पूर्ण रूप से निर्भर करता है। यदि एक वाक्य में एक भाव को पूरा रूप से भर दिया जाए तो यह हो सकता है कि वाक्य इतना अधिक लंबा हो जाए कि लक्षित पाठक उसे पढ़ पाने में ही असफल हो जाए तथा निबंध या लेख का उद्देश्य ही पूरा न हो पाए।

सामान्य रूप से यह देखा गया है कि बच्चों की पुस्तकों में वाक्य को छोटा ही रखा जाता है। यही काम छोटे अखबारों, पत्रिकाओं आदि में भी होता है। सर्वोत्तम मार्ग यह है कि लेखक अपनी भावनाओं को भलीभाँति व्यक्त कर पाए, ऐसे वाक्यों का चुनाव करना चाहिए।

यहाँ यह बात तर्कसंगत रूप से कही जा सकती है कि कुछ वाक्य बिना क्रिया के भी बन सकते हैं। परीक्षा आदि के लिए ऐसे वाक्यों का प्रयोग नहीं करना चाहिए। निम्न उदाहरणों में तिरछे लिखे शब्द बिना क्रिया का वाक्य हैं :

The principal distributed one hundred and fifty balloons among the children. *Perhaps more.*

He was fully tired and weary. *And demoralised too.*

दोहराना (Revision)

किसी निबंध या लेख को भलीभाँति लिखना जितना महत्वपूर्ण होता है, उतना ही महत्वपूर्ण होता है यह पढ़ना कि क्या लिखा गया है। ऐसा अकसर होता है कि भाव में बहकर कोई ऐसा तथ्य लिखा जाता है, जो निबंध या लेख के लिए वास्तव में आवश्यक नहीं है, किसी तथ्य को आवश्यकता से अधिक लंबा लिख दिया गया है या किसी तथ्य को छोड़ ही दिया गया है। लिखे हुए को दोहराने से ऐसी गलतियों पर नियंत्रण पाया जा सकता है। यह देखा गया है कि जो छात्र अपने लिखे हुए को दोहराते हैं, उनके अंक दूसरे छात्रों की तुलना में अधिक आते हैं।

प्रश्न यह उठता है कि किस अवस्था में दोहराना चाहिए। निबंध को दो अवस्थाओं में दोहराना चाहिए :

- (1) जब हम निबंध या लेख की कोई एक भाग या विधा को लिख चुके हों तो उसे दोहरा लेना चाहिए। उदाहरण के लिए, प्रस्तावना लिखने के बाद, परिचय लिखने के बाद, लाभ लिखने के बाद, हानि लिखने के बाद, आदि। ऐसा इसलिए किया जाता है कि दोहराने में अकसर

कोई भूला हुआ बिंदु याद आ सकता है। लेकिन यदि दोहराना पूर्ण निबंध लिखने के बाद किया जाए तो किसी छुटे हुए बिंदु को निबंध में सम्मिलित करने में परेशानी हो सकती है, यदि असंभव न हो तो भी।

- (2) पूर्ण निबंध लिखने के बाद। इस अवसर पर वर्तनी (spelling) तथा व्याकरण (grammar) पर ध्यान देना चाहिए। कुछ परीक्षक प्रत्येक वर्तनी की गलती पर आधा अंक काट लेते हैं।

अंत में,

- (1) निबंध या लेख लिखने के लिए विचारों को सादा तथा व्यवस्थित ढंग से प्रस्तुत करना चाहिए।
- (2) विचारों को इस प्रकार लिखें कि प्रत्येक आने वाला बिंदु पहले वाले बिंदु का अगला भाग लगे।
- (3) यदि अनेक पैराग्राफ का प्रयोग कर रहे हैं तो एक प्रकार के विचार एक पैराग्राफ में लिखें।
- (4) उचित भाषा का प्रयोग करें। हलके विषय पर लेखन के लिए हलकी भाषा का तथा गंभीर विषय पर लिखने के लिए गंभीर भाषा का प्रयोग करें।
- (5) जहाँ तक हो सके एक ही tense का प्रयोग करें। यह बात उद्धरणों पर लागू नहीं होती।
- (6) उस प्रकार के वाक्यों का प्रयोग करें, जिनका अर्थ लेखक को स्पष्ट है। ऐसे वाक्य न बनाएँ जिनके प्रयोग में लेखक को परेशानी होती है।
- (7) वाक्यों की तरह ही उन शब्दों का प्रयोग नहीं करना चाहिए जिनके अर्थ तथा प्रयोग में लेखक पूर्णतः स्पष्ट नहीं है।
- (8) विचारों तथा तथ्यों को पूरे निबंध में इस प्रकार बाँटें कि पूरा निबंध एक नियंत्रण में लगे। ऐसा नहीं होना चाहिए कि एक जगह तथ्यों से बोझिल लगे तथा दूसरी खाली।
- (9) निबंध लिखने से पहले विषय पर भलीभाँति विचार करके सभी संबंधित बिंदु एक जगह लिख लेना चाहिए। उन बिंदुओं में से असंबंधित को काटकर उन पर क्रम संख्या डाल देनी चाहिए कि पहले किस पर लिखना है तथा बाद में किसको।

- (10) किसी विचार की बार-बार आवृत्ति से परीक्षक पर बुरा प्रभाव पड़ता है।
- (11) सर्वदा सकारात्मक दृष्टि से निबंध को लिखें। नकारात्मक दृष्टिकोण निबंध के साथ-साथ जीवन के लिए भी अच्छा नहीं होता।
- (12) Repetition is the key to success. (अभ्यास से ही प्रवीणता आती है।) अतः निबंध लिखने का प्रयत्न करना चाहिए, विशेषकर विभिन्न विषयों पर परीक्षा के अनुसार उचित शब्दों में लिखने का।

□

Lesson 5

Learning to Write

इस पाठ में हम आपको एक ऐसी विधि से परिचित कराएँगे, जिससे अभ्यास कर आप किसी निबंध, लेख, पैराग्राफ अथवा उत्तर को लिखना सीख सकते हैं। मुझे यह कहते हुए गर्व हो रहा है कि मैं इस तकनीक को अपने छात्रों पर आजमा चुका हूँ तथा इसके परिणाम बहुत ही अच्छे रहे हैं। हम आपको याद दिला दें कि किसी को उत्कृष्ट निबंध लिखना सीखने के लिए भावात्मक प्रकार के निबंध को लिखना आना चाहिए। दूसरे शब्दों में, लेखक को अपनी भावना को व्यक्त करने के लिए उचित शब्दों का प्रयोग करना चाहिए। लेकिन यह भी सत्य है कि कोई भी व्यक्ति सम्पूर्ण शब्दकोश को याद नहीं कर सकता। साधारणतया किसी आम आदमी के द्वारा प्रयुक्त किए जाने वाले शब्दों की संख्या लगभग 3000 से 4000 तक होती है तथा इसमें लगभग 500वें शब्द जोड़े जा सकते हैं, जिन्हें वह अपने विशेष व्यवसाय में प्रयोग करता है।

इसी सीमा को देखते हुए लेखक ने इस विधि का आविष्कार प्रयोग के आधार पर किया था, जिससे छात्रों को निबंध लिखना सिखाया जा सके। इस पुस्तक को लिखने का विचार इस प्रयोग को सफल पाने के पश्चात् किया गया। इससे पहले भी लेखक ने चित्रों के माध्यम से अमूर्त विचारों को व्यक्त करने का प्रयोग किया था, जो बहुत ही सफल सिद्ध हुआ है तथा आज भी अनेक छात्र उस तरीके को प्रयोग में लाते हैं। वह तरीका लेखक की अन्य *The Art of English Essay-Writing* नामक पुस्तक में दिया गया है। इन दोनों प्रकार से निबंध लिखना सीखने में जिस भाव पर जोर दिया गया है, वह है कि छात्र अपने भावों को भलीभाँति व्यक्त कर सकें।

जब कोई शब्द आपके मस्तिष्क में आता है, या जब आप पढ़ते हैं, तो आपके मस्तिष्क में किस प्रकार के विचार आते हैं? उस शब्द के संबंध में किसी महान्

व्यक्ति के शब्द? कोई घटना या बात? जहाँ तक किसी विचार का वास्तविक घटना से संबंध है, वह किसी व्यक्ति का केवल अनुभव दिखाता है, लेकिन यदि उस शब्द से जुड़े किसी भाव का संबंध विचारक के व्यक्तित्व का भाग होता है। एक सकारात्मक व्यक्ति के दिमाग में सकारात्मक विचार आएँगे, जबकि किसी नकारात्मक मानसिकता के शिकार व्यक्ति में नकारात्मक विचार आएँगे। किसी भी भावात्मक निबंध या लेख की विशिष्टता इन्हीं विचारों के प्रकार पर निर्भर होती है। चाहे-अनचाहे कोई भी परीक्षक या पाठक निबंध या लेख में उन विशेष गुणों को देखना चाहता है, जो उसके व्यवसाय या मानसिकता के अनुरूप हों। किसी परीक्षक के लिए यह गुण अनेक प्रकार के हो सकते हैं, जिनमें निम्न मुख्य हैं: कल्पनाशीलता, सत्य बोलने की शक्ति, बुद्धिमाना, आशा, सकारात्मक विचार-शैली, मानवता, मानवता से प्यार, देशप्रेम, क्रियात्मकता, नेतृत्व क्षमता, सहयोग, व्यावहारिकता, बहादुरी, आदि। मुख्यतः ये गुण उस विभाग या व्यवसाय से जुड़े होते हैं, जिनके लिए निबंध लिखा गया है। उदाहरण के लिए, यदि सेना में भर्ती के लिए निबंध की प्रतियोगिता में सम्मिलित हो रहे हैं तो सेना-संबंधी गुणों को अपने लेखन के माध्यम से दर्शना चाहिए। यदि मार्केटिंग से संबंधित व्यवसाय की परीक्षा में सम्मिलित हो रहे हैं तो यात्रा से प्रेम तथा सामाजिकता आदि गुणों को दर्शाना अति आवश्यक है, क्योंकि परीक्षक आपके निबंध में इन गुणों को ढूँढ़ रहा है।

एक अन्य उदाहरण से हम इस बिंदु को स्पष्ट करने का प्रयत्न करते हैं। यदि आप अध्यापक के पद के लिए परीक्षा दे रहे हैं तथा आपको महात्मा गांधी पर निबंध लिखने को कहा जाता है तो आप उन बिंदुओं को अपने निबंध में सम्मिलित करते हुए यह भी कह सकते हैं कि गांधीजी ने पर्याप्त लेखकों को पढ़ा, जिसके कारण उनके पास ज्ञान का असीमित भंडार था तथा उन्होंने इस ज्ञान को व्यावहारिकता में ढाला। यह लिखने का लाभ यह है कि आप परीक्षक को ज्ञान प्राप्त करने के लाभ के बारे में बता रहे हैं, जो कि आपके भावी व्यवसाय से जुड़ा है। इस प्रकार आप अप्रत्यक्ष रूप से अपने कुछ गुणों को सामने लाते हैं। आखिरकार, यदि निबंध किसी के चरित्र की परिच्छाया नहीं तो और क्या है? लेकिन यह बात ध्यान में रखने योग्य है कि इस प्रकार के प्रयत्न बहुत ही सीमित प्रकार से करने चाहिए। जहाँ परीक्षक इस बात को समझेगा कि आप कुछ ऐसे गुण उस पर थोपने का प्रयत्न कर रहे हैं तो इसका प्रभाव उलटा भी हो सकता है।

DIVISION OF EXERCISES

Part I

इस अभ्यास को दो भागों में बाँटा गया है। पहले भाग में एक विशेष क्रम में कुछ शब्द दिए गए हैं। आपको इन शब्दों पर एक वाक्य में अपने विचार लिखने हैं। अभ्यास में दिए गए सभी शब्दों पर अपने विचार लिख लेने के पश्चात् आपको अभ्यास का दूसरा भाग लिखना है। दूसरे भाग में आप दो कार्य कर सकते हैं। प्रथम, आप उन दिए गए शब्दों में से किसी एक पर दस वाक्य लिख सकते हैं, जो कि किसी निबंध के रूप में हों। लेकिन यह ध्यान में रखना है कि जो शब्द अभ्यास के पहले भाग में आएँ हैं, उन सभी को दूसरे भाग के अभ्यास में सम्मिलित करें। द्वितीय, इसका दूसरा तरीका यह है कि आप दिए गए शब्दों से असंबद्ध किसी अन्य विषय पर निबंध लिखें, जो कि छोटे आकार का हो, लेकिन उसमें दिए गए शब्दों का या उनके भावों का समावेश हुआ हो।

अभ्यास के पहले भाग को लिखते समय निम्न बातों को ध्यान में रखें :

1. दिए गए शब्द अधिकांशतः noun, verb या adjective होते हैं, लेकिन उनका प्रयोग आप किसी भी Parts of Speech के रूप में कर सकते हैं। उदाहरण के लिए :

Like

The team adopted the like tactics. (Adjective)

Do not think like that. (Preposition)

He performed the task like no other person would have done. (Adverb)

There are many likes of him. (Noun)

What do you like? (Verb)

(1) किसी एक शब्द पर अधिक समय तक विचार नहीं करना चाहिए तथा प्रयत्न यह करना चाहिए कि पहले भावनात्मक विचार को ही उत्तर के रूप में लिख दिया जाए। यह भी प्रयत्न करें कि आप पाँचों शब्दों पर वाक्य बनाने में दो मिनट से अधिक का समय न लें। आरंभ में आपको इसमें परेशानी लग सकती है, परंतु निरंतर कुछ ही समय के अभ्यास से आप इस पर अधिकार प्राप्त कर लेंगे।

(2) यह ध्यान रखें कि आप जो वाक्य लिखने जा रहे हैं, वे सकारात्मक

विचारों की सीमा में आते हों। नकारात्मक विचार परीक्षक को आपके विरुद्ध बना सकते हैं, जिसका परिणाम आप समझ ही सकते हैं। इसके साथ ऐसे वाक्यों को भी न लिखें, जिनसे आपके किसी गुण को बताया नहीं जा सकता। वे वाक्य जो तथ्य दर्शाते हैं, वे भी मस्तिष्क को किसी शब्द पर विचार करने से रोकते हैं। यदि आप Prime शब्द पर वाक्य बना रहे हैं तथा आप यह लिखें कि जवाहरलाल नेहरू भारत के प्रथम प्रधानमंत्री थे तो यह एक तथ्य से संबंधित वाक्य है तथा यह आपके ज्ञान को तो दर्शा सकता है, परंतु आपके मस्तिष्क को किसी भावनात्मक स्तर पर नहीं पहुँचा पाता जो कि एक निबंध अथवा लेख को लिखने के लिए अति आवश्यक है। इस प्रकार आपके उत्तर-वाक्यों को तीन प्रकार में बाँटा जा सकता है : (अ) सकारात्मक वाक्य (Positive sentences) जिनके द्वारा परीक्षक या पाठक आपके किसी गुण को पहचान सकता है; (ब) नकारात्मक वाक्य (Negative sentences) जिनके द्वारा आपका कोई नकारात्मक गुण परिलक्षित होता है; तथा (स) तटस्थ वाक्य (Neutral sentences) जिनके द्वारा आपके किसी गुण को नहीं पहचाना जा सकता। इन तीनों प्रकार के वाक्यों के कुछ उदाहरण देखें :

Love : Love is the pastime of idlers. (Negative)
 Love begets love. (Positive)
 Love is God. (Neutral)

पहले वाक्य को नकारात्मक इसलिए कहा गया क्योंकि यह प्रेम जैसे महान् विचार को बहुत ही सीमित अर्थ में लेता है। दूसरा वाक्य सकारात्मक है जैसा कि आप देख सकते हैं। तीसरे वाक्य को तटस्थ कहने के पीछे मंतव्य इस वाक्य द्वारा प्रेम की दरशाई गई गरिमा को कम न करना होकर यह है कि इस प्रकार के वाक्य बहुधा ही कहे जाते हैं तथा परीक्षक यह कहने में असमर्थ होगा कि यह आपका प्राकृतिक स्वयं-निर्मित वाक्य है या आपने इसे याद किया है।

(1) जहाँ तक हो सके, इस अभ्यास के उद्देश्य के लिए किसी महान् व्यक्ति के उद्धरण पर निर्भर न हों, क्योंकि यह निबंध सीखने की प्रक्रिया है न कि वास्तविक निबंध।

(2) उत्तर-वाक्यों में प्रथम पुरुष वाक्यों का प्रयोग न करें, क्योंकि यह बहुत ही व्यक्तिगत हो जाता है तथा कोई भी व्यक्ति अपने लिए हीन भावों को प्रदर्शित नहीं करना चाहेगा, जबकि शब्द की यह माँग हो सकती है।

(3) अभ्यास में दिए गए सभी शब्दों पर एक ही विषय पर वाक्य न बनाएँ। प्रयत्न यह करें कि आप प्रत्येक शब्द को उसके व्यक्तिगत आधार पर लें, न कि सभी वाक्यों को एक ही भाव से लिखें। उदाहरण के लिए :

- (a) Discipline : Soldiers are disciplined.
- (b) Brave : Army personnel are brave.
- (c) Leaders : Army leaders take quick decisions.
- (d) Aim : Aim and maim.
- (e) Peace : Fruit of war is peace.

आप उपरोक्त वाक्यों में देख सकते हैं कि ये सभी सेना से संबंधित हैं, जबकि इन शब्दों पर अनेक प्रकार के वाक्य बनाए जा सकते थे। ऐसा करने से मस्तिष्क किसी विशेष सीमा के भीतर ही विचार करता है तथा इन अभ्यासों का मंतव्य पूर्ण नहीं होता।

(4) अभ्यास के द्वितीय भाग पर जाने से पहले सभी शब्दों पर वाक्य बना लेने चाहिए। इससे आपका मस्तिष्क विभिन्न प्रकार के विचारों को स्वीकार करने के लिए तैयार हो चुकेगा तथा आप एक सही मायने में अपने विचारों को अभिव्यक्ति दे सकेंगे।

Part II

पहला भाग पूरा कर लेने के पश्चात् आपको दूसरे भाग पर आना है। द्वितीय भाग में आप निम्न दो में से कोई एक कार्य कर सकते हैं :

(1) प्रथम भाग में दिए गए पाँच शब्दों पर आपने जो वाक्य बनाए हैं, उनमें से किसी एक के विषय पर आप लगभग दस वाक्य या 70 शब्द लिखें। इस लेख में आपको उन सभी शब्दों का प्रयोग करना आवश्यक है, जो प्रथम भाग में दिए गए हैं।

(क) इसकी दूसरी विधि यह है कि आप उपरोक्त उत्तर-वाक्यों के विषय के अतिरिक्त किसी अन्य विषय पर लगभग दस वाक्य या 70 शब्द लिखें तथा इसमें भी प्रथम भाग में दिए गए शब्दों का प्रयोग करें।

(ख) इस भाग को लिखने में आप उन सभी बातों को ध्यान में रखें, जिन्हें पुस्तक के अन्य पाठों में दिया गया है।

(ग) आरंभ में यह अधिक अच्छा होगा कि आप लेख को किसी घटना के वर्णन के रूप में लिखें। इससे आरंभ में आपके विचारों को खुलने में सहायता मिलेगी। अभ्यास होने पर आप अन्य विषयों पर आसानी से लिख सकेंगे।

(घ) अब आप अपने लेख को कोई उचित शीर्षक दें।

इस पूरे अभ्यास का अभिप्राय है कि आप किसी विषय पर जाने-अनजाने अपनी लेखनी चला पाएँ। इससे आपका धीरे-धीरे हाथ खुल जाएगा तथा आप सभी विषयों पर रुचि से लिखना आरंभ कर देंगे। किसी भी महान् व्यक्ति में एक गुण अवश्य ही पाया जाता है, वह है अपने विचारों को मौखिक या लिखित रूप में अभिव्यक्त करने की क्षमता। जब तक आप भी इस गुण को स्वयं में विकसित नहीं करते, तब तक सफलता के पथ पर दूर तक जाना एक कठिन कार्य होगा। यहाँ कुछ अभ्यासों को आपके लिए हल किया जा रहा है, ताकि आप इन्हें भलीभाँति कर पाएँ। बाकी अभ्यास आपके स्वयं हल करने के लिए हैं।

EXERCISE 1

Part I

Make sentences of your own using the following words :

- (a) Danger : Dangers are meant to be tackled.
- (b) Follow : Follow your conscience.
- (c) Challenge : Accept the challenge.
- (d) Conquer : Conquer or perish.
- (e) Custom : Customs show our way of life.

Part II

Write about 70 words or ten sentences on any of the subjects of your choice using the above words. It could be anything including the mention of a story or incident in the initial stages :

Following the slender way through the forest and negotiating with the danger of prickly vegetation, the trackers continued to move forward. They had set out to meet a challenge. The task at their hand was to find out the aboriginal tribe living deep in the forest following absurd customs. There had also been reported incidences

where these people had fought and conquered over the expeditions of the trekkers. The present endeavour was a bid to bring them into mainstream of national life.

Title : Beginning of the Expedition

EXERCISE 2

Part I

Make sentence of your own using the following words :

(a) Progress : Fruits of progress should be for all.

(b) Obey : Obedience gives right to command.

(c) Kill : Kill the negative feelings.

(d) Need : Need helps invention.

(e) Possible : Nothing is possible if it is not thought to be so.

Part II

Write a paragraph in about 70 words on any subject of your choice using the above words:

Ever since man invented the wheel, he has been making active attempts to make progress so that the quality of life can be improved. But progress is a notion which seeks contribution of all people of the society whose needs are to be fulfilled. It also means that people have to obey the command of their leaders so that their powers are positively utilised in the achievement of a common purpose. It, of course, needs the effort to kill down any destructive tendencies which take society towards the primitive times.

Title: Progress

अगले पाँच अभ्यास आप स्वयं हल करें। इसके बाद अपने उत्तरों को इन अभ्यासों के बाद में दिए गए उत्तरों से मिलाए तथा देखें। यह ध्यान रखें कि उन उत्तरों से आपके उत्तर न मिलने का अर्थ यह नहीं कि आपके उत्तर गलत हैं। लेकिन आपको अपने लेखन को और अधिक आकर्षक तथा अर्थपूर्ण बनाने का प्रयास करते रहना चाहिए।

EXERCISE 3**Part I**

Make sentences of your own using the following words :

- (a) Accountable :
- (b) Abolition :
- (c) Morale :
- (d) Haste :
- (e) Infinite :

Part II

Now write about 70 words on a subject of your choice using the above words in your composition :

- (Give ten lines)
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EXERCISE 4**Part I**

Make sentences of your own using the following words :

- (a) Illusion :
- (b) Decline :
- (c) Camouflage :
- (d) Deference :
- (f) Efficiency :

Part II

Write a composition in about 70 words on any topic

using the above words :

(Give ten lines)

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EXERCISE 5

Part I

Make sentences of your own using the following words :

- (a) Clandestine :
- (b) Entity :
- (c) Explicit :
- (d) Race :
- (e) Society :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines)

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EXERCISE 6

Part I

Make sentences of your own using the following words :

- (a) Test :
- (b) Life :
- (c) Man :
- (d) Character :
- (f) Difficulty :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

- (Give ten lines)
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EXERCISE 7

Part I

Make sentences of your own using the following words :

- (a) Fear :
- (b) Beauty :
- (c) Attract :
- (d) Alone :
- (e) Celebrity :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

- (Give ten lines).....
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EXERCISE 8

Part I

Make sentences of your own using the following words :

- (a) Fatigue :
- (b) Quota :
- (c) Merry :
- (d) Jest :
- (e) Charity :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

EXERCISE 9

Part I

Make sentences of your own using the following words :

- (a) Good :
- (b) Need :
- (c) Joy :
- (d) Punish :

(e) Over :

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

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EXERCISE 10

Part I

Make sentences of your own using the following words :

(a) Kill :

(b) Lie :

(c) Man :

(d) Over :

(e) Race :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

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EXERCISE 11

Part I

Make sentences of your own using the following

words :

- (a) Access :
- (b) Race :
- (c) Sun :
- (d) Empty :
- (e) Fusion :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

EXERCISE 12

Part I

Make sentences of your own using the following words :

- (a) Merry :
- (b) Blood :
- (c) Custom :
- (d) Careless :
- (e) Decide :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines)

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EXERCISE 13

Part I

Make sentences of your own using the following words :

- (a) First :
 (b) Fight :
 (c) Guide :
 (d) Great :
 (e) Meeting :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

EXERCISE 14

Part I

Make sentences of your own using the following words :

- (a) Avoid :
 (b) Aim :
 (c) Battle :

(d) Progress :

(e) Playground :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines)

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EXERCISE 15

Part I

Make sentences of your own using the following words :

(a) Joy :

(b) Joker :

(c) Miser :

(d) Keen :

(e) Haste :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

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EXERCISE 16**Part I**

Make sentences of your own using the following words :

- (a) Decide :
- (b) Danger :
- (c) Cannon :
- (d) Play :
- (e) Race :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines)

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EXERCISE 17**Part I**

Make sentences of your own using the following words :

- (a) Attitude :
- (b) Utter :
- (c) Success :
- (d) Science :
- (e) Society :

Part II

Write about 70 words on any topic of your choice

using the above words in your composition :

(Give ten lines).....

EXERCISE 18

Part I

Make sentences of your own using the following words :

- (a) Access :
- (b) Respect :
- (c) Handy :
- (d) Icon :
- (e) Impartiality :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

EXERCISE 19

Part I

Make sentences of your own using the following words :

- (a) Commander :
- (b) Duty :
- (c) Computer :
- (d) Attract :
- (e) Adopt :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

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EXERCISE 20

Part I

Make sentences of your own using the following words:

- (a) Escape :
- (b) Problem :
- (c) Play :
- (d) Long :
- (e) Home :

Part II

Write about 70 words on any topic of your choice using the above words in your composition :

(Give ten lines).....

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Answers to Exercise No. 3

(a) Accountable : People should be held accountable for their deeds.

(b) Abolition : Abolition of the dowry custom ought to be done away with immediately.

(c) Morale : The outcome of a war depends upon the morale of the armed forces.

(d) Haste : What is required must be done post haste.

(e) Infinite : The infinite universe has many adventures hidden in it.

Composition: There are infinite number of problems that we are facing in our country. The chief reason for this situation is that the officials entrusted with the job of implementing decisions are not held accountable even though they either do not do their job properly or misdo them in haste. So long the impediments existing in the path of proper functioning of the bureaucracy are not abolished, there would remain problems. It should be realised that it has its bearing upon the morale of the citizens.

Answers to Exercise No. 4

Illusion : We must not get trapped in illusions.

Decline The declining employment is a cause of concern.

Camouflage : Camouflage by the army personnel is a life-saving device.

Deference : We must not fail to pay deference to the people who have served the country selflessly.

Efficiency : It is efficiency that can take our country towards progress.

Composition : With due deference to the persons exercising their powers efficiently, I would like to say that there exist many illusions in the minds of the on-lookers as far as the statistics are concerned. It is felt that the reality

is camouflaged under the cover and an illusion is created in the minds of the people. It is one of the reasons for the declining performance in the industrial sector, especially in the public sector.

Answers to Exercise No. 5

Clandestine : The clandestine efforts of the terrorists must be brought in the open.

Entity : Has man acquired this corporeal entity only to live and die?

Explicit : The more explicit behaviour of the youth today is the cause of concern for the society.

Race : Life is like a race; those who are unprepared lag behind.

Society : The concrete structures do not make society; it's human beings who make it.

Composition : In the corridors of power, there is going on a clandestine race to make one's entity explicit and popular, only with the intention of making a vote-bank. This race has, however, become too explicit these days when criminals stand for elections and enter the legislatures. The society is bound to suffer due to it unless proper and timely brakes are applied to it.

Answers to Exercise No. 6

Test : Test yourself on the altar of practical functions and know your worth.

Life : Life is the name of the tasks remembered after one's death.

Man : Man has not taken birth only to eat and die.

Character : One's habits taken together form one's character.

Difficulty : No difficulty? No life! No enjoyment! No adventure!

Composition : Life is a test that man has to pass through at various stages of life. He cannot look to the

other side in the face of difficulties. He has to stand against them and face them. A man of timid character would not be able to confront problems. We must endeavour that we are not called timid. We must earn a name for ourselves that people would continue to remember us even when we are not physically alive.

Answers to Exercise No. 7

Fear : Fear is an illusion, face it with conviction.

Beauty : Inner beauty makes one really beautiful.

Attract : Perform such tasks as to attract the positive attention of the world.

Alone : The brave tread their path alone.

Celebrity : Only those who persevere in the right direction become celebrities in life.

Composition : Overcoming his fear of the dreaded wild animals in the deep forest, the man moved on and on, negotiating with the prickly vegetation. He had set out alone without attracting anyone's attention because he wanted to surprise the world about his findings and become a celebrity overnight. He had hardly anything to entertain himself with except the monstrous grass that enveloped his body at times and the dense trees that hindered the access of sunlight to the ground. But he found the real beauty of nature in it.

□

Short Essays

1. Swami Vivekananda

Swami Vivekananda was one of the makers of modern India. He was born on 12 January, 1863 in Kolkata. His father's name was Biswanath Dutta and mother's name was Bhubaneswari Devi.

Swami Vivekananda was a pious man. The popular idea of the hero is that he was a man of great courage and conqueror of kingdoms. He sacrificed his whole life for the sufferings of humanity. His saintly parents had a lot of faith in him. His childhood name was Narendranath Dutta. At first he had no faith in God. Then young Narendranath Dutta came in close contact with Sri Ramakrishna. This great saint completely changed his life and charged him with a divine power. Sri Ramakrishna inspired him to serve the suffering humanity and accepted him as his disciple. Narendra Dutta was reckoned as Swami Vivekananda after the death of Ramakrishna.

Afterwards, Vivekananda travelled all over India on foot along with the message of Sri Ramakrishna. He went to Chicago in 1893 and delivered a speech at the Parliament of Religions and captured the mind of the people of the world.

He founded the Ramakrishna Mission for the service and welfare of the distressed and downtrodden people. He breathed his last on 4 July, 1902. He will remain alive in the heart of the Indian people for his love for the motherland. We all should follow his ideas and ideals.



2. Rabindranath Tagore

Rabindranath Tagore is not only the Poet of India, but also one of the best poets of the world.

He was born on 8 May, 1961 at Jorashanko, Kolkata. His father's name was Maharishi Debendranath Tagore. His mother's name was Sharada Devi.

Rabindranath Tagore first took admission in the Oriental Seminary School. After that, he took admission in a normal school. He did not like school education and left the school. He was educated at home in various subjects. At the age of seventeen, he went to Britain to study English literature.

He started writing poems at the age of seven years. He wrote many poems, stories, essays and novels. Some of his important poems are *Sonar Tori*, *Balaka*, *Purobi*, *Chitra* and *Gitanjali*. His dramas are *Dakgar* and *Raktakarabi*. Some of his novels are *Gora*, *Choker Bali* and *Ghare Baire*. He composed innumerable songs. He also composed our National Anthem, *Jana Gana Mana*. He was a lover of mankind. He won the Nobel Prize for his poetical work *Gitanjali*. He renounced the title of honour awarded by the British to protest against the massacre at the Jaliwanala Bagh in 1919. He established the Viswabharati at Shantiniketan in Bolepur. He passed away on 18 August, 1941.

Rabindranath Tagore is no more with us, but his ideas and ideals will continue to inspire and encourage the whole humanity in the days to come.



3. *Kalpna Chawla*

If it is said that a person shows in his childhood what he wants to become later in life, it could not be held more correct than from the life of Kalpna Chawla. On an occasion during her school days, the teacher asked of the students to prepare a science project of their own choice. You might know that Kalpna Chawla chose 'the Mars' as her subject. It was during her early life that she nursed dreams to break free from the bonds of gravitation to go farthest from the earth.

Kalpna Chawla was born on 1 July, 1961 in Karnal (Haryana). She completed her initial education from Tagore Bal Niketan from this very town. She did her graduation in aeronautical engineering from Punjab Engineering College. Later, she went to America to do her masters in aerospace engineering from Texas University and PhD from Colorado University in 1984 and 1989 respectively. She married with her flight instructor, Pierre Harrison in 1984.

After she joined the NASA (National Aeronautics and Space Administration), she never looked back.

First time she went into space in the Columbia STS 87 on 19-20 November, 1997 along with five other scientists from Kennedy Space Center. She returned to the earth successfully on 5 December.

But she was not so lucky the next time. It may be known that the most dangerous condition for a space traveller is when the spacecraft enters back into the earth's atmosphere. At such a time, the temperature can go as high as 1648 degrees Celsius. Therefore, all care is taken to see

that the spacecraft is made of materials and alloys that can withstand such high temperatures. It is believed that the heat-resistant armour of the spacecraft had got damaged during the lift-off of the Columbia Shuttle on 16 January, 2003. It could not stand high temperature when entering the earth's atmosphere and was burnt to ashes scattering its pieces over a large area.

This fateful accident has snatched a very promising aeronaut from our hands who the Indians felt proud of, and will continue to be so for all times to come.

□

4. Pandit Jawaharlal Nehru

Pandit Jawaharlal Nehru was born on 14 November, 1889 in a Kashmiri Pandit family. His father's name was Motilal Nehru, who was a lawyer and national leader. Jawaharlal Nehru was sent to England for higher studies. He became a barrister in 1917. He returned to India but did not practise law. He married Kamla Kaul in 1916. He joined India's freedom movement. He became the general secretary of the Indian National Congress. He built up a struggle to free his motherland. He was sent to jail several times and suffered a lot. He troubled the British government with his freedom movement.

Jawaharlal Nehru loved children very much. He was the "Chacha" for them. For this reason, 14 November is observed as the Children's Day every year. He played an important role in promoting international peace and understanding. He was a great writer. He wrote *The Discovery of India* and *the Glimpses of World History*.

When India became free on 15 August, 1947, Jawaharlal Nehru became the first Prime Minister of India. He started industrialisation of the country, which laid the foundation for modern development of India. During the course of his prime ministership, Goa was freed from the rule of the Portuguese. He also fought a war with Pakistan in 1948 and defeated it, but he could not recover a lot of land occupied by Pakistan. The war with China was fought in 1962 during his prime ministership in which India was defeated. He died on 27 May, 1964.



5. Subhash Chandra Bose

“You give me blood, I will give you independence.”
This was uttered by Subhash Chandra Bose to urge people to fight for independence of the country. He is our beloved leader whom we lovingly call ‘Netaji’.

Subhash Chandra Bose was born on 23 January, 1897 in Cuttack, Orissa (now Odisha). His father’s name was Janakinath Basu. His mother’s name was Prabhavati Devi.

Subhash Chandra Bose was a meritorious student. He passed his matriculation examination from the School of Ravens in Cuttack and obtained second division. After that, he passed B.A. examination from the Scottish Church College, Calcutta (now Kolkata). Then he appeared for the Indian Civil Service Examination and stood fourth. But he did not accept the service. He joined politics. In fact, he wanted to free India from the British Rule. He made several plans to liberate the country. He organised the Indian National Army. He attacked the British Army and reached Imphal and fought a heavy battle and hoisted our National Flag there. Japan did not help India. So, his army was forced to surrender for want of food.

He was elected the President of the Indian National Congress on two occasions. He established the Forward Block after leaving Congress. He was also the Mayor of Calcutta Corporation.

It is said that he died in a plane crash in 1945, but nothing can be said with certainty. Whatever the truth, he is alive in the hearts of the Indian people for his courage, determination and patriotism.



6. *My Neighbour*

Mr. Vinay Mahajan is our immediate neighbour. He is about forty years old and lives with his wife and two sons. He is a businessman.

He is healthy and tall. He wears attractive clothes. He is very fond of gold. He wears many rings, a chain and a bangle. He also wears a gold watch. He is a rich man. Still he is very polite. He speaks to other people softly and politely. He does not show off his money. At times, he plays with the children in neighbourhood. At dusk, he can be seen cracking jokes and telling stories to the children. All the children like him and wish him wherever he may be.

I have heard that Mr. Vinay Mahajan is an honest businessman. He does not cheat or practise unfair means to gain more profits. He pays his income tax and sales tax on time. He has good approach with the government and other officers. Whenever a person needs his help, he comes forward and helps out. He also donates money to the poor and orphanages.

Mr. Vinay Mahajan is a nice man. I love him. May God bless him with long life!



7. A Visit to a Tourist Place

During the last winter vacations, I went to Puri with my parents. We travelled by the Puri Express. It left my hometown at about 6.35 p.m. We reached Puri at about 5 a.m. the next morning. Then we hired a rickshaw to go to the holiday home of the State Bank of India at Swargadwar.

On the way to the holiday home, I saw the sea for the first time in my life. The Puri sea beach is known to be the best and largest in India. I was overwhelmed by the vastness of the sea. I passed about an hour or more everyday in having my bath in the sea.

Thousands of devout Hindus flock to Puri to have *darshan* of the idols at the Lingaraj Temple and offer homage at His feet. The sight of so many people, men and women, boys and girls, rich and poor speaking different languages and wearing different dresses is very pleasing. All of them join together in devotion to Lord Jagannath at the temple.

There are a large number of good hotels on the beach. The charges are very moderate. There are many *dharmashalas* in the heart of the town where the pilgrims can put up for a couple of days free of charge. Almost everybody can speak and understand Hindi, though Oriya is the chief language here. The local people, though poor, are honest and friendly.

From Puri, I visited Konark, Bhubaneswar, Udaigiri and Khandagir. Indeed, Puri is a unique place, especially for the Hindus. A visit to it satisfies their religious devotion

and hunger for natural beauty. This is why, people from different parts of India flock to this place for the greater part of the year.

The majestic temple and the vastness of the sea will remain imprinted on my mind forever.



8. *Scene at a Post Office*

One day I read in a magazine about an essay competition on the subject 'The Scene at a Post Office'. I wrote an essay on this subject and put it in an envelope. Then I cycled to the nearest post office for despatching it.

I got down the bicycle right in front of the post office. There were several cycles and scooters parked there. I too parked my bicycle there and locked it. Then I entered the post office from near the red letter-box.

The post office was situated in a big hall. There were wooden counters made on one side. In one corner lay a table and some benches where people could wait and write letters and addresses, and stick stamps on the letters. There were many counters. On them was written the kind of service they provided, such as stamps, money orders, registered letters and parcels. There was a big table of the postmaster behind the counters. On one wall was fixed a large pigeon-hole cupboard with PIN (Postal Index Number) codes marked on it for sorting letters. Two clerks were sorting the letters there.

As I needed to buy stamps, I stood in the queue at the 'Stamps' counter. My turn came in about five minutes. I paid the money and took stamps. The clerk said with a smile on his face, "Never forget to write PIN code on a letter. It will reach early." I thanked the clerk, stuck the stamps on my letter and put it in the big red letterbox. Then I cycled back home with sweet memories of the post office in my heart.



9. A Scene at a Weekly Market

A weekly market is a feature of India. In it, many vendors install their stalls at a place fixed for this purpose on a fixed day of the week. These vendors sell many kinds of articles, such as clothes, pots, purses, domestic articles, kitchen appliances, farming implements, vegetables, fruits, make-up articles, and many more things. These markets cater to different needs of the people in towns and villages.

There is held every Monday a weekly market at Sharma Market. Many vendors come here with their wares and set up their stalls. Most of the vendors are cloth merchants. Many vendors do not set up stalls. They sell their wares on a cart called *thela*. Such vendors keep moving from one place to another.

Many people from the surrounding areas come to visit these weekly markets. Last week I too visited this market with my mother, as she wanted to buy a towel and a few other articles. She visited one stall after another while my eyes searched for sweets and ice creams.

There were many people in the market. Many villagers too had come to this market on their bullock-carts. It made the marketplace a colourful one.

After my mother had bought what she wanted, she asked me if I wanted anything. I wanted nothing else but an ice cream. She bought me one. I happily licked it while walking back home.



10. A Public Park

So much construction has taken place in towns and cities that they appear to be 'jungles of concrete'. Wherever we may look, towns and cities are full of concrete structures. A public park is, no doubt, a soothing sight to the eye.

We are fortunate that there is a public park near our house. It is called the Chandrashekhar Park. It is situated in a large ground and is divided into two sections.

One section is the garden. It has a large beautiful entrance which leads to a large circle with the fountain in the middle. It is surrounded by tall and dense trees on all sides. The fountain is surrounded by rows of small plants and grass lawns. It also has some cement benches for people to sit on. The colourful water in the fountain gives a splendid sight. People come here for a picnic.

The other section is the children's park. There are many swings, slides and a merry-go-round. Children throng the park in the evening. They visit the park on Sunday mornings too.

The park office is situated near the entrance. The park is looked after by a manager, guards, gardeners and other workers. The government pays their salary.

It is our duty to maintain the park and keep it clean. We should not pluck flowers and fruits. We should help the staff in keeping it clean.



11. *The Earth*

The earth is probably the only planet where life exists. This common home of all the living creatures is round in shape. It was believed in the past that the earth was flat in shape. But Pythagoras, a great Greek mathematician, proved that it is round in shape. From the moon, the earth looks like a very bright big blue ball. It is about 25,000 miles round.

The earth revolves constantly round the sun on its own orbit in the space. It takes one year to go round the sun. And as a result of this revolution, seasons change. At the same time, it spins like a top on its own axis. To complete a spin, it takes twenty-four hours. This causes day and night. The three-fourth of the earth's surface is covered with water and the one-fourth is land. The land portion provides crops, flowers, fruits etc. It is divided into continents and countries. The water surface is divided into five oceans.

In fact, we cannot live without water. Life has become possible on the earth only due to water. There are different uses of water in our daily life. There are so many beautiful things on the earth. There are snow-capped mountains, blue seas, lovely lakes and rivers, beautiful trees, men and animals. No other planet is perhaps so nice as ours is.



12. *Country Life vs Town Life*

William Cowper, the famous English Poet, wrote, "God made the country and man made the town." This famous statement represents the natural difference between town life and country (village) life. In a village, we see things as God made them—wide open sky above, the green fields, beautiful flowers and murmuring stream. But the town is the product of man's labour and cuts us off from the direct contact with nature.

Both town life and country life have their advantages as well as disadvantages. A village has no good roads, making transport difficult, no electricity, no proper intellectual atmosphere and no recreational facilities. Generally, good doctors and teachers avoid villages on account of hard life. The shops cannot always supply all the needs of modern life. So, people have to run to the nearby town.

But the village life has its bright side also. It is free from most of the evils of the town life. Life in a village is quiet and peaceful. It is rich in natural beauty. Vast fields smile with green crops, rivers flow gently, flowers give fragrant smell, birds sing merrily. Living in a village is cheap. Vegetables and fruits are fresh, milk is pure and air is fresh. The people of a village are bound together by a tie of love and affection, and they help one another in their distress.

Towns, on the other hand, provide you with all you want. There are good roads, electricity, good schools and colleges, good hospitals and clinics and good stores to meet

all your wants. For recreation, you have clubs, libraries, cinemas and museums of different kinds.

But town life has its disadvantages too. The air is full of smoke and soot, and the food is mostly adulterated. Its streets are always noisy. Living is also costlier here. Fresh vegetables, fruits and milk are hardly available. This is why some people have raised the cry "back to village". A large number of people migrate from villages to towns for treatment, education and employment. The need of the hour is to provide necessary facilities in the villages so that the people can live in there peacefully.



13. Holi

Holi is one of the most important festivals of the Hindus. It is celebrated on the last day of the Hindi month of Phalgun.

Several reasons are attributed for its celebration. It is believed that the vainglorious King Hiranyakashyap tortured Prahlad, his son, and offered him to flames in the lap of his sister wearing an incombustible shawl. However, winds blew and the shawl wrapped round Prahlad, so he was saved. This festival is celebrated in the memory of this occasion.

Holi is celebrated on two days. On the first day, Holika Dahan, a bonfire is raised. On the next day, Dulhendi, people play with colours. People sprinkle *gulal* and other colours on one another. Children throw balloons and use water guns. The whole atmosphere turns very colourful. People visit one another's houses. They greet and embrace one another.

Some people gamble, drink wine and quarrel on this day. They are evil people. We should keep away from them. Holi is a blissful festival. It should be celebrated to forget all past enmities and strengthen friendships.



14. *Id-ul-Fitr*

There live people of different religions in India. They have their own festivals which they celebrate with fervour. Id-ul-Fitr is a festival of the Muslims.

Id-ul-Fitr is celebrated at the end of the month of Ramzan, which is a holy month of fasting for them. The Muslims observe Roza (fasting) during the month.

This festival is celebrated with a great zeal. All people, rich and poor, take part in it happily. They buy new clothes and prepare sweet dishes. They decorate their houses.

On the day of Id-ul-Fitr, people rise early. They wear new clothes and go to the Idgah to offer prayers. After this, they embrace and congratulate one another. At some places, fairs are organised. On return to their houses, they prepare sweet dishes and distribute them among their relatives, friends and neighbours. The rich Muslims also donate on this day. The children are very happy on this day.

Id-ul-Fitr symbolises brotherhood and unity. People of other religions also join the Muslims to congratulate them "Happy Id".



15. Teacher's Day

Teacher's Day is celebrated every year to acknowledge the contribution of teachers in the development of the country and educational system, leading to a bright future of the country. Teacher's Day is celebrated on different days around the world. In India, it is celebrated on September 5, in the memory and honour of our former President of India, Dr. Sarvapalli Radhakrishnan, who was a great teacher and philosopher and had taught in many universities around India. He had a deep love for teaching and is considered to be an ideal teacher.

The main concept behind celebrating Teacher's Day is to draw the attention of the society towards this noble profession. It is a unique honour. It signifies its importance in our life.

On this day, nearly a hundred excellent teachers are awarded by the President of India for their contribution in this profession. These teachers are selected from all over the country. The qualities which can help them get this award include their personal conduct, quality of teaching, popularity among students, professional competence and the results they produce. The award given is known as National Award for Teachers. In some states and districts, special awards are given to the outstanding teachers.

Teaching is a noble profession, but of late, it has deteriorated in quality. The teacher is now a person who considers himself like a paid employee. The sentiment of national development is gradually eroding, bringing a

downfall in respect for this profession. Some teachers have started giving tuitions for their personal benefits, which has brought a bad name to the entire community of teachers. Teacher's Day is celebrated to strengthen the eroding spirit of patriotism and sincerity in teachers.

Teachers' day is a day of thanks-giving and remembrance to great teachers and philosophers of India and the world. Dr. Radhakrishnan himself said, "Satisfaction derived from teaching and helping someone to understand something is incomparable."

In our school, Teacher's Day is celebrated with fanfare. Teachers and students attend school as usual but there is an aberration from usual activities. Students bring gifts and greeting cards for their teachers and also hold parties in their respective classes. In some classes, senior students take up the responsibility of teaching as a mark of respect for their teachers. Teachers too shower blessings upon the students and wish them for their good future.



16. *Butterfly*

A butterfly is a very beautiful insect. It is a small creature. Its body is divided into three parts—head, thorax and abdomen. The three pairs of legs come out from the thorax. The most attractive part in the body of a butterfly is its wings. The body of a butterfly is a combination of different charming colours, like yellow, red, blue, white, green etc. The beauty of a butterfly gives us great pleasure.

A butterfly has a strange life-cycle. The female butterfly lays eggs on leaves. These eggs are hatched and little worms called caterpillars are born. They live on green leaves. Then the caterpillars make coverings round their bodies and sleep inside them in winter. Ultimately, when the warm weather comes, they come out of their covering in the form of beautiful butterflies.



17. Snake

A snake is a crawling creature. It is a reptile. We are very familiar with snakes. People are very afraid of snakes because many of them are poisonous. However, all of them are not poisonous.

Snakes crawl along the ground on their bellies and breasts. They live both on land and water. There are rough scales on the lower portion of their body. A snake looks like a rope and is of different sizes and colours. The boa and python are very big snakes. Snakes live in holes in the ground or tree-holes and in bushes. They feed on fishes, frogs, insects, rats and young birds.

Poisonous snakes like the cobra are really very harmful to man. The bites of these snakes mean certain death. Thousands of people die from snakebite every year in our country. When they bite, they inject poison through two hollow long teeth that rest on bags of poison in the mouth. These teeth are called fangs. Some poisonous snakes have hoods and they can make a hissing sound.

Snake skins are very useful. They are used to make things like shoes, bags and belts. Many medicines are also made from the poison of the snakes.

Generally, a snake is a shy animal, but it can bite if it feels threatened.



18. Peacock

A peacock is a very beautiful bird. It is also very large. The male peacock is quite good-looking, but a peahen (female peacock) looks rather ugly. It is simply a brown bird having no lovely tail like its male partner. It has rough and ugly legs.

A peacock is found mainly in India and various other parts of Asia. It lives on snakes, frogs, insects and food grains. The feathers in its wings are the combination of blue and green colours. There are beautiful blue feathers in its neck. It also has an attractive crest on the head. But the most attractive and beautiful part of the body is its lovely long tail. When it spreads it, the tail looks like a big fan. There are three colours in it: blue, green and golden.

The rainy season is the most favourite season for a peacock. When it rains, it becomes very happy and starts spreading its nice colourful tail. It is really a rare and lovely sight. So, a peacock has rightly been chosen as the national bird of our country.



19. *Wheat*

Wheat is one of the most important food grains in the world. But, in India, it is next to rice in importance. The people in Hindi-speaking states of India use wheat as their staple food. Wheat is grown in almost all countries of the world. The USA, Canada, Argentina and India are major wheat-producing countries. In our country, wheat is grown in bulk quantities in Punjab, Uttar Pradesh, Gujarat and in small quantities in West Bengal and Bihar. Sometimes, India has to import wheat from foreign countries in order to meet the needs of its growing population.

Wheat is a Rabi or spring crop. It is sown in mid-October or mid-November and harvested in March-April. Wheat grows better in those areas where rainfall occurs in winter. Moderate rainfall is necessary for the cultivation of wheat. Some amount of irrigation is also needed. Wheat grows best in well-drained fertile land. Cool winters and hot summers are very conducive to a good crop of wheat. But hail and frost are very harmful for wheat cultivation.

When wheat is harvested, it is threshed and winnowed to separate seeds from husk or chaff. Then the seeds are ground into flour in grinding machines. And from flour, we prepare different food items, like bread, loaf and cake.



20. Cotton

Cotton is a white fluffy substance like fibre. It is a product of the cotton plant and cotton herb. It requires a warm climate and a rich soil to grow in. It grows in North America, China, Egypt and in some parts of India. American and Egyptian cotton is better than Indian cotton because the former has long strands of fibre. In India, cotton grows plentifully in the Deccan.

There are two kinds of cotton. One is got from the cotton herb. The other is got from the cotton plant. The cotton herb grows from one to two feet in height. When the fruit ripens, it bursts. From it comes out the soft white thing. This is cotton.

The seeds of cotton are separated from cotton in mills with the help of machines. This is called 'ginning'. This cotton then goes to spinning mills. There it is drawn into cotton thread. It is called 'spinning'. This thread is then taken to weaving mills. There it is woven into cloth. Cotton is pressed and packed. This is exported to England, Japan and many other countries. Cloth and other cotton goods are made there. A large quantity of them comes to India. In India, there are many cotton mills. The state of Maharashtra has the largest number of cotton mills. Cotton mills are also located in West Bengal, Gujarat and Andhra Pradesh. Indian weavers make cloth at their own cottages too.

The cotton industry provides employment to a very large number of people all over the country. The number of mills is gradually increasing in India.



21. Gold

Gold is a precious metal. It is not common like other metals. It is generally found in mines. It is also found in river-beds.

Gold is found in many parts of the world. It is generally found in Australia, California in North America and Transvaal in South Africa. In India, gold is chiefly found in Karnataka. The gold-fields of Karnataka are known as the Kolar gold-fields. Gold is also found in the beds of some rivers in India.

Gold is not found in a pure state. It is generally mixed with silver or lead. It is dug out from mines. It is then purified and we get pure gold. In the river-beds, grains of gold are mixed with sand. Sand is washed and we get grains of pure gold.

Gold is a bright and shining metal. It can be beaten into a thin leaf by striking with a hammer. It can also be drawn out into a wire. It can be melted by heating. It does not rust like iron. It is the heaviest of all metals. It can be highly polished. It is not a very hard metal. Hence, pure gold is not used for making ornaments or coins. A little silver or copper is mixed with gold to make it hard enough. The mixture is called an 'alloy'.

Gold is useful to us. Ornaments and coins are made of gold. Watches, chains, cups, dishes and many other things are sometimes made of gold. Gold is also used in preparing medicines. It is used as a medium of exchange

in international trade. It is used in the famous Ayurvedic medicine called 'Makaradhwaj'. A country with gold mines is rich. Many people work in gold mines. So, gold mining is a very useful industry.



22. *Our National Flag*

Every free country has its own National Flag. It is the symbol of a free country. It is the symbol of national unity and common sentiments. It is a sacred thing to a nation. Like the National Anthem, it is the very soul of a nation. It reminds us of our duty to the country. Any dishonour to the National Flag is dishonour to the country.

Our National Flag is the Tricolour. It has three horizontal stripes—saffron at the top, white in the middle and deep green at the bottom. Saffron is the symbol of sacrifice and selflessness. White symbolises truth and purity. Deep green stands for youth and energy. The Ashok Chakra in the middle stands for peace and progress.

The design of the National Flag in free India was adopted by the Constituent Assembly in 1947. It is hoisted on important occasions. When it is hoisted, the people stand up in its honour and pay their homage to it. On other days, it is kept hoisted only on government buildings. On the days of national festivals, such as Independence Day, Republic Day etc., it can be hoisted on private buildings also. When it is hoisted, we promise ourselves to follow the noble idea expressed by the National Flag. When a great national hero or a very important person dies, the National Flag is flown half mast to mourn his death. Every embassy in a foreign country flies its own National Flag on its building.

In a procession, the Tricolour must be carried in the front held in the right hand. It is the duty of every Indian to protect the honour of the National Flag at all costs. They should not hesitate to sacrifice their lives for its sake even.



23. *Plastic Bags*

Plastic bags have really posed a great problem these days. They have replaced paper and jute bags which are less durable and beautiful. On the contrary, plastic bags and packets do not perish and are attractive to look. Plastic containers are being widely and extensively used in most of the states of India. They are used to carry any kinds of items, like groceries, vegetables, fish, fruits, flowers and lots of other essential items. The use of plastic bags and packaging has created different problems because plastic is not biodegradable, so they cause environmental pollution of a great degree. Burning of plastic bags causes intense air pollution leading to foul smell which is injurious to health. If thrown into drains, they will choke them. They will make the land unploughable and infertile. Excessive use of plastic bags and containers has made jute bags redundant which has almost destroyed the jute industry.

To check and combat this nuisance, the use of plastic bags and packages must be prohibited in the market. Instead, the use of paper and jute bags and containers should be encouraged and ensured. There should always be a campaign against the use of plastic bags and in favour of jute and paper-bags and packages.



24. *Rainy Season*

The rainy season comes after the hot and sultry summer. The months of June, July, August and even September are generally known as the months of rainy season in our country. The sky is overcast with dark clouds. The weather during the season remains very hot and humid. It rains almost regularly sometimes with roaring thunder and dazzling lightning. Tanks, ponds and canals get filled up with rainwater. Sometimes the rain is so heavy as to cause floods, damaging crops and thatched houses. In some parts of the state, people have to use boats for going from one place to another. Streets become flooded with water. Cars and trains stop plying. Buses move along the water-logged streets. Naturally, it greatly hampers our daily work. Different diseases, like dysentery and diarrhoea, break out during this season.

Despite so many difficulties and disadvantages, the rainy season is very favourite with the Indian farmers. It is the time when jute and paddy, the principal crops, are grown. The flood washes away the germs of many diseases. Village roads get slippery, and there is often water-logging in big towns and cities. Here and there, people walk slowly through the standing deep water with their clothes drawn up high above the knee. After the rainy season is over, the nature looks really very fresh and green.



25. Autumn Season

The autumn season comes after the rainy season. The autumn comprises the months of September and October. At this time, black clouds leave the sky. The sky gets clear and we often enjoy the beauty of moonlight in all its sweetness. Moonlight falls on the green grass. Various flowers, like shefali, kash and lotus blossom. This season is very beautiful and nice, and it cannot be compared with any other season. Weather at this time is very cool and pleasant.

The autumn season is the festival season. Various festivals, like Dussehra, Diwali and Bhai Duj are celebrated during this season, causing long vacation in offices, schools, colleges and courts. This season also brings the harvesting season. The farmers are happy with their land full of paddy and other grains. The vast stretch of luxuriant paddy crops is harvested as the autumn breeze fills the heart of the farmers. Once this season is over, they anxiously await for the winter months.



26. Pollution

Any abnormal change in chemical, physical and biological characteristics of the environment is called pollution. At present, our civilisation is getting polluted every moment. This is causing extensive damage to all sorts of life on the earth. Today, the world is facing a serious noise pollution.

Environmental pollution is a direct consequence of the industrial progress. It is more pronounced in large industrial belts. In these areas, the air is getting polluted by the exhausts of automobiles, furnaces, industries etc. Noise pollution is mainly caused by the howling horns of automobiles, reckless use of loud-speakers and bursting of crackers. Over-population and industrialisation accelerate the rate of sound pollution. With the development of industries, large amounts of municipal and industrial waste are disposed off into rivers, lakes, bays and other water bodies, contaminating them with highly toxic chemicals results into the death of marine life. Polluted water is also dangerous to agricultural products. Even the sea is not free from pollution today. Most of the diseases and stresses are caused due to environmental pollution.

Seminars are being held regularly all over the world to apprise the people of the impending danger to the mankind. We must follow the guidelines to create a better environment and save life on this beautiful planet.



27. Earthquake

An earthquake is a very dreadful natural calamity. When the surface of the earth shakes, we call it an earthquake. It is caused due to the relative movement of seismological plates within the earth. It releases a lot of energy.

An instrument called 'seismograph' is used to measure the force of an earthquake. The point where an earthquake breaks out is called the epicentre of the earthquake.

If an earthquake is mild, it does not do much harm. But if it is violent, it can be very dangerous to life and property. If the earth shakes for two or three minutes violently, brick houses fall down and the inmates are buried alive. It is difficult for men to remain standing. Due to severe shocks, trees and towers are uprooted, and the earth can become uneven. Sometimes, the water of a river or ocean is dried up and land appears there. An earthquake may cause a tsunami too claiming thousands of lives. Crops are destroyed. As a result, a famine may breakout.

The major earthquake-prone countries of the world are Japan, India, China and Russia. Thousands of people have lost their lives and many more have been rendered homeless in different earthquakes which have occurred now and then. An earthquake is a terrible thing, but it is beyond human control.



28. Citizen Duties

The word 'citizen' primarily means a person who lives in a country. Thus, every Indian is a citizen of India, whether he lives in a city or a village or elsewhere. Every society has some definite rules of conduct for its members. Some of these rules are laid down as written laws, and whoever breaks any of them is punished by a court of law. There are many unwritten rules which are no less binding on every member of the society.

Peace and happiness of the society depends a lot deal upon the proper observance of these rules too. A good citizen takes equal care of these unwritten and written rules of conduct. Many people in our country are careless about the former. We often throw orange and banana skins on the road, collect garbage on the road, encroach upon roads and other government lands and thus, spread nuisance. It causes a great inconvenience to others. We waste tap water by leaving the taps open. Some people often wash even the clothes of persons suffering from infectious diseases in ponds from which they draw their drinking water. We see people standing at the entrance of trams and buses even when there is room or space inside. They do not care the least about the inconvenience this causes to persons in getting down and getting in.

All these common experiences show that we lack in civic sense. A good citizen not only avoids breaking the rules himself, but also sees that they are not broken by others.

Whenever we see a person doing any wrong, it is our duty to try to correct him. We should also help authorities in maintaining law and order and peace for general happiness of all citizens.



29. Leisure

Leisure means the 'free time', the time at one's disposal. We have no time to stop and look around us. We begin our day with the tensions of work and end it with those of traffic jams and power-cuts.

For many of us, there is no escape from this situation, but our lives would be different if we took ten minutes off from our busy schedule to admire a butterfly, smell a flower or listen to the song of a bird. Some of us may even like to just sit down alone and be with our thoughts.

The physical and mental system of man gets tired and exhausted unless it has occasional rest after every few hours. Sleep is compulsory leisure enforced by Mother Nature. Rapid increase in cases of nervous breakdown, thrombosis and cancer is considered by many eminent physicians to be due to the constant worries of modern life.

Indeed, leisure is almost as necessary for life as food and exercise. But the human mind cannot remain altogether vacant. Reading light books, enjoying games and shows, sight-seeing, visiting friends at pleasure, even merely sitting in the open, gazing at natural beauties or children at play—all these are good ways of spending one's leisure. The man who works sincerely can enjoy his leisure fruitfully. It promotes his skill and makes him more enterprising. So, leisure is not only entertaining but also invigorating. However, a man may enjoy his leisure hours in different ways. But misuse of leisure is not desirable. In fact, leisure is valuable for a hard worker but is quite useless for an idle person.



30. *Obedience—A Great Virtue*

Obedience is a great virtue. The lesson of obedience is an important one. It may be both personal and social. It is a great moral virtue and a sure sign of refined personality. Obedience is at the root of the progress of this world. Our parents love us. They wish our good. They always work for our welfare. They are glad if we become great and good. Whatever they bid us to do is for our own good. We should obey them and do what they wish us to do.

The young in a family are expected to follow the advice of their elders. If they refuse to obey, the institution of the family ceases to exist. Now what starts well at home shows better in the society. For, home is the breeding ground of the values of life. An obedient child learns to respect his teachers, obeys the rules of his institution and inspires his classmates to do the same. We live in the society. We must obey the laws of the society. If we do not do so, there cannot be any progress. We must also obey the laws of the state. If we do not obey the laws of the government, there will be great disorder. There will be no peace in the country. People will quarrel and fight among themselves. They will commit crimes. Thus, people cannot live in safety.

Thus, we see that obedience is necessary everywhere. If we want to command others, we must first learn to obey. We must show to others that we know how to obey. Then others will obey us. If we do not obey our superiors, our subordinates will not obey us. It is no disgrace to obey the just commands of our superiors. But we must not flatter them.

Flattery is not obedience. A nation becomes prosperous if the people are obedient. The strong are obedient. The weak are not so. The civilised men are obedient. We must learn the lesson of obedience from our early life. We cannot prosper in this world if we cannot obey our superiors.



31. Exercise and Keep Fit

Physical exercise is very essential for all people. It should be carried out under the guidance of a physical instructor. All people, whether manual workers or mental workers, need to exercise in order to keep fit. Physical activity during the course of day's work cannot be called physical exercise, as physical exercise is meant to be done when the mind is free from the day's chores.

Physical exercise has various forms. Swimming is the best physical exercise because the entire body gets proper exercise in it. Running, jumping and gymnastics are the other good forms of exercise. Games like soccer, hockey, cricket and tennis are the most popular kinds of physical exercise. Young men like to make their body strong and muscular, for which they can use various types of exercise equipment. Many people in cities and towns go for a morning walk. Yoga is one of the best forms of exercise and it is becoming more popular with the passage of time. Many people like to visit health clubs in towns.

Physical exercise has its manifold benefits and utilities. It helps in the adequate blood circulation in different parts of the body. The muscles, tissues and glands in the body get rejuvenated. Exercise has a great impact on the mind too. It is said that a sound mind dwells in a sound body.



32. My Favourite Story

I love to read stories, but the story that has attracted me most is *'The Last Leaf'*. This story has been written by O'Henri.

This story is about two girls who are artists and live together in a flat. One day, one of them falls sick. From her bed, she can see a vine, the leaves of which are falling rapidly. She comes to believe that she would die with the falling of the last leaf. There lives another old painter in the same building. When he comes to know about this, he paints a leaf on the wall which looks as if it is the real leaf. When this last leaf does not fall for a long time, the girl regains faith in her life, and recovers from the disease. But, the old painter who painted the leaf dies due to extreme cold and snow which he faced while drawing the leaf. This was his masterpiece.

Characterisation in the story is very real. The two friends and the old painter have been depicted in very human terms. The two friends share empathy and the sacrifice of the old painter is supreme.

Ever since I have read this story, it keeps ringing in my heart.



33. *Educational Excursion*

Educational value of travelling cannot be over-estimated. It gives us firsthand knowledge of the places through which we pass. We can know their physical features, crops, minerals and natural beauty. It also brings us into contact with different ways of life. These lessons are more interesting and more effective than what we learn from books. Men travel for different purposes. Some men travel for pleasure, some for business and some for education.

In ancient times, travelling was difficult and risky. There were no roads. A traveller had to pass through hills and forests. He had to face the fury of nature, wild beasts, robbers and many other obstacles. But all these could not daunt the spirit of ancient travellers like Fahien, Huen Tsang, Ibn Batuta and others.

Thanks to the triumph of science, travelling has now become easy, cheap, quick and pleasant. We can read in books of the majesty of the Himalayas and the vastness of the ocean, tribes like the Santhals and the Kolas, and the lives of the village people in the interior. But we cannot have any clear conception of them unless we see them with our own eyes. This is why educational tours are encouraged everywhere.

Travelling gives us pleasure too. Even a short trip to an ordinary new place relieves monotony and fills the mind with joy. We have different means of travel today. But the best way is to travel on foot or by bicycle. This enables us

to get into direct touch with all people we pass through or meet, and study them thoroughly. Travelling helps us to see new faces, new lessons, new manners, new traditions and new customs. Travelling, thus, can teach us what no book can, for it teaches through experience. It should, therefore, be made a part of education.



34. Radio

One of the remarkable inventions of modern science is certainly radio. Radio is a kind of wireless telegraphy on which, instead of sound, we hear words. With the help of a radio instrument, we can hear news, music, speeches etc. from a distance.

The credit for inventing this wonderful work goes to the Italian scientist, Marconi. He invented it in 1901.

Radio is a useful medium of entertainment. We can listen to songs, music, plays, news, weather reports etc. on it. Radio programmes are relayed from radio stations.

Radio has an educative value. We can learn a lot from the views of eminent persons. Also educational speeches are relayed from time to time which are very useful for the audience. The weather forecasts are also very important for sailors, pilots and fishermen. They can be cautioned against any incoming bad weather. Even a ship in distress can send out messages through a radio to other ships. The movements of aeroplanes are completely directed by radio.

Though radio seems to be the younger brother of television, yet it has its own importance, as it is being used for intimating traffic congestions on the city roads. So it has become a handy instrument to decide which way to drive.

Radio remains an important source of entertainment in remote villages.



35. *Mobile Phone*

Mobile phone is the latest and wonderful invention. This instrument is very small in size but performs very big functions. It is, in fact, an improvised version of the landline telephone and enables us to talk to anybody in any part of the world. It can be carried anywhere wherever a person may go. It makes conversation possible whether we are travelling by car, bus, train or aeroplane. This phone has received tremendous response from people all over the world. It is used by all people, whether rich or poor, in order to remain in constant touch with the other people associated to them. Almost all cities of the world are connected with mobile network. A mobile phone has played a very vital role, especially during an emergency, such as an accident, a robbery, a murder or a sudden serious illness. It has revolutionised the way we communicate.

Today, we find almost every man, woman and college student making use of mobile phones. Even school-going children and labourers have started using it.

However, mobile phone has also added to the criminal activities as it is used by criminals. Due to its invention, the use of landline telephone has decreased considerably.



36. Discovery of Higgs Boson

Higgs Boson is a hypothetical elementary particle, predicted by the Standard Model of particle physics. It is named after Peter Higgs, a physicist at the Edinburgh University who made the discovery, although the original insight, in one of those recurrent back stories of science, was Philip Anderson's. Higgs Boson is, in fact, along with the fermion (named after Enrico Fermi), one of the two fundamental classes of subatomic particles. The word 'Boson' is derived from the name of Satyendra Nath Bose, an Indian scientist from Kolkata, who realised that the statistical method used to analyse most 19th-century work on the thermal behaviour of gases was inadequate.

The occasion of discovery of Higgs Boson came for the scientists working at the European Organisation for Nuclear Research (CERN) on July 4, 2012, when they believed that they had found the subatomic particle that confirmed their understanding of how the universe works. They came very close to the elusive particle hitherto referred to as the Higgs Boson or God Particle. Higgs Boson is essential to the so-called Standard Model of physics, the generally accepted theory about how the universe works. The scientists thought it to be a breakthrough, because it took almost half a century of deep thought, more than 30 years of tireless efforts put into painstaking experimentation with massive 2.6 billion-pound machine, the Large Hadron Collider, the biggest atom smasher in the world.

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37. Wonderful Science

Modern age is rightly called the age of science and technology. In the present age, science has made great achievements in every field of our life. The world before the advent of science was ruled by nature. Man's attempt to conquer land, air and water is now almost complete.

Scientific discoveries and inventions have enabled men to conquer floods, droughts, famines and pestilence. The science of medicine removes human misery and suffering. It has increased man's longevity. It has given eyes to the blind, ears to the deaf, tongue to the dumb and legs to the lame. With the help of X-ray, pictures of the diseased parts inside our body are taken which greatly help cure. The terrible epidemics, like cholera, small pox, typhoid and plague, which once carried off thousands of people, have now lost their terrors.

Science has become a part and parcel of our life. Knowingly or unknowingly, we have been enjoying the blessings of science. Electric trams and lights, electric heaters and lifts, clocks, telephones are all the gifts of science. Trams, buses, trains, planes, rockets are all scientific inventions. Radio and television bring the world to our doorstep. Man has sent rockets to the moon and space. Electric goods have now flooded the market. Science has also solved many serious problems of life. Many facts are no more mysterious to us today. The computer is another great achievement of science in recent years.

But science has its curses also. Deadly scientific weapons like atom and hydrogen bombs can destroy the entire world in a moment. So, science should be used only for constructive purposes.



38. Importance of Games and Sports

Games and sports are not only necessary for success in studies but also for success in every walk of life. Games and sports include all outdoor and indoor games including athletics.

The importance of games and sports cannot be over-emphasised. They are as necessary for the mind as for the body. They keep us physically fit and enable us to enjoy the blessing of good health. A healthy mind can reside only in a healthy body. Games and sports also help the building of character by teaching the virtues of discipline, team work, leadership and honesty. During games and sports, our mind concentrates and we forget our worries and anxieties for the moment. They develop in us team spirit, discipline and sportsmanship. Games and sports also teach us to take right decisions at the right moment.

Success in games requires the players to cooperate with one another and look to the interest of the team as a whole, and not pay attention to the personal glory. Games and sports also develop the firmness of mind which is so necessary in every walk of life.

A nation is often known for its sports. However, the standard of games and sports in India is far from satisfactory. So, the government should take steps to improve this low standard.



39. *A Rainy Day*

A rainy day means a day when the rain is so heavy as to interfere with normal life. We normally find many rainy days during the rainy season or monsoon. Here is a description of one such day. It was the month of July. The sky was overcast with dark clouds since morning. At around 10 o'clock, it began to rain. It rained very heavily with thunder and lightning. I had to give up the idea of going to school. The heavy rain went on for hours together. The roads and streets were under deep water. Cars, buses and motorcycles ceased moving and lay standing on the streets. Young children were floating paper-boats on the water accumulated on the streets. The local parks turned into pools of water. I then came out to see the state of things in the lanes close-by. Water had entered most of the colony houses. The inmates had taken shelter on wooden cots with their belongings. The unmetalled roads had become muddy and slippery. There were many puddles formed by the accumulation of rainwater. Normal life of the city was disrupted. However, there was slight improvement in the weather towards the evening. A rainy day leaves its marks for many days to follow.

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40. *Arranging a Birthday Party*

Nikhil is one of my best friends. His birthday fell on last Saturday. I returned from school, changed my clothes and made to his house. I wanted to help him decorate the house and arrange the evening party.

As I entered his house, I found his father sitting in the lawn. I touched his feet. He blessed me and asked me to go to the drawing room where Nikhil was arranging things. Two more friends were also there busy putting paper decorations on the walls. I wished Nikhil a very happy birthday and joined them in their work.

We arranged paper decorations on the ceiling and wrote a big 'Happy Birthday to Nikhil' on the front wall. We also inflated several balloons and put them in the centre and corners of the ceiling. We arranged chairs in one corner and the music system in another. In the centre, we placed the table for cake-cutting ceremony. We also laid a table nearby for keeping eatables.

Having been fully satisfied with the arrangements, we went to the market because we needed to buy more things. There we bought toffees, eatables, sweets, and instructed the baker to deliver the cake at home in the evening.

Fully satisfied with the arrangements, I took leave of Nikhil and other friends to return home to get ready for the evening party.



41. All Fools Day

It was the 1st of April. 1st of April is known as 'All Fools Day'. But I had forgotten it. Early in the morning, my younger brother shook me awake. "What's the matter?" I asked him sullenly. "Your teacher has come to see Papa." I hurriedly got up and put on clothes and asked, "Where is she?" My younger brother said, "At the door." I hurried to the door and opened it. No one was there. I looked around. Just then, my younger brother yelled from behind, "April fool, April fool." I ran after him, caught him and laughed loudly.

After some time, we went to school. I wanted to take revenge on my younger brother. In the afternoon, we returned from school. My younger brother sleeps in the afternoon for a short while. When I saw him fast asleep, I patted him awake and said, "You're late for school. Hurry up!" Not only this, I led him to the bathroom and made him take a bath and put on the uniform. Then I led him outside the house to take school bus where he waited for some time. When the bus did not come for quite a while, he understood the joke I had played on him. Now, it was his turn to run after me.

In the evening when Papa came to know of this, he laughed and said, "This day is for enjoyment but we must not play serious jokes on this day."



42. Drug Addiction

Drug addiction has become a worldwide abuse in modern times. Drug means a habit-forming substance, which, if taken, induces pleasure or excitement and sleep or produces insensibility. Thousands of men and billions of dollars are involved in drug-trafficking. That is why, it is so difficult to keep it under control. Drugs are smuggled from Pakistan, Burma, Thailand, Afghanistan, Hong Kong and many countries of Latin America.

Drug is generally prepared from opium, in which other substances and chemicals are added. This intoxicating evil is introduced in the market under such names as LSD, heroin, cocaine, charas and the like. When a drug is taken for the first time, it stimulates the pleasure centres of the brain. It is taken for the sake of pleasure that most users first get accustomed to it. It lets them forget pain, sorrow, insult and other worldly sufferings. Drug is taken in various forms. It may be taken through injection or smoking. It may be chewed and swallowed. Drugs are sold in deserted houses, lonely places, hotels, parks and street corners.

Use of needles can make him infected with AIDS and other infectious diseases. Drugs also infect the kidneys and the brain. It attacks the nervous system. It causes loss of appetite, brings drowsiness all the time and saps one's strength and stamina. We have heard of reports where young drug-addicts have stolen their mother's ornaments or committed different types of crimes to buy drugs. Besides

ruining an addict morally, it also affects him physically and psychologically.

There are certain ways of dealing with drug addiction. The government must use the media to propagate against the habit of drug-addiction. Voluntary organisations should pay more attention to instruct addicts how to give up the vice and to bring them to the mainstream of public life without shame or sorrow.

Physicians should teach them how to avoid the evil and how to lead a normal healthy life. Parents should pay more care, attention and affection to their sons and daughters. Reading of good books is also helpful to addicts. The police must act fearlessly in order to check this menace.

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43. *Autobiography of An Umbrella*

I am an Umbrella. My name is Beauty Queen. I was born in a factory at Kankur in Vellore 10 years ago. I was made of a piece of smooth cloth. It was white and yellow. The cloth fitted the grey-coloured stick well. I then looked like a butterfly. Seeing the beauty, I was brought to a showroom at Mahatma Gandhi Road in the town. I was placed on a display window. I could watch all the people passing by. Sometimes someone stopped and looked at me. I could tell at a glance whether they could treat me well or not. I thought that if I went into good hands, I would remain clean and intact.

One day, a school girl stopped before me for a while and then she requested her mother to buy me, to which the mother declined. Then the girl began to cry and lie on the ground. It forced her mother to buy me. I was then brought to her house. She used to take care of me. I protected her against the scorching sun or drenching rains. She was so proud of me that she began to praise me very much. I rendered her a service for 10 years.

One day, a thief stole me from the girl's cupboard, but he did not use me. He sold me to an umbrella-repairing shop. Later on, the shopkeeper sold me to an old woman. She did not look after me well. She used me as an umbrella as well as a walking stick. Day by day, I began to look shabbier. Different parts of my body got a bit rusted. Then

she discarded and kept me on the top of a cupboard. One day, she sold me off to a kabariwallah, who broke me up into pieces and threw me among many iron pieces. I am now old and rusty, and you cannot identify if I was ever a beautiful umbrella.

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44. *Autobiography of a Pen*

I am a fountain pen. I was born at a factory a few years ago. From there I was sent to a pen shop.

I was displayed at the pen shop. So, I could see people passing by. In the meantime, I was purchased by a famous writer from the market. I still stay with him. I was favourite with the writer. He found pleasure in writing with me. I was also very glad and proud of it. He had many pens, but he used me the most. He used me to write many poems, stories and essays. These were then taken to the press for printing and they were published in the form of a book. I am proud that he got so much of money and fame as I helped him to write. His thoughts and ideas were expressed in words and then recorded through me. This is how I tried to spread knowledge from one generation to another. Thus, culture and literature of human civilisation were so much dependent on me. I had the power to change the human mind and heart. It is, therefore, very rightly said, "The pen is mightier than the sword."

One day, the writer happened to drop me on the floor. I struck hard and felt a pang of pain. The writer picked me up and inspected me. My lid had broken. He was not happy, but he kept me among many other pens, and he picked up another pen to write his poems and articles. Now, I keep lying in that box waiting for the time when he would pick me up again to write.



Long Essays

45. Lala Lajpat Rai

Lala Lajpat Rai was one of those great, fearless and brave freedom fighters who laid down their lives for the independence of the country.

Lala Lajpat Rai was born in Ludhiana in the year 1865. Mahatma Hansraj inspired him to join politics for the national cause. He was a social worker and a great educationist too. It was due to his efforts that the D.A.V. College was established at Lahore.

When he came to the national scene, the leaders demanded only some concessions from the oppressive British rulers, but he was the one who demanded self-rule. His association with Bal Gangadhar Tilak and Vipin Chandra Pal came to be known as Lal-Bal-Pal. When Lala Lajpat Rai saw that the British rule was no answer to the problems of the Indians, he exhorted his fellow Indians to fight for their freedom. He also visited Britain and the US in 1914 to make the international community aware of what was happening in India and to win their support. He became the President of the Indian National Congress at the special session in Calcutta (Kolkata) in 1914.

Lala Lajpat Rai not only led the people in the freedom struggle, but also founded the *Bande Mataram*, the *Punjabee* and the *People* newspapers to bring his views to the people and awaken them from their slumber to rise against the British and oust them from the country. He went to

jail several times. He actively participated in the Non-Cooperation Movement. He also founded the Swaraj Party along with Motilal Nehru and C.R. Das.

The day of November 27, 1928 was a fateful day for us. He was leading a demonstration in Lahore protesting against the visit of the Simon Commission. The brutal British police caned (lathicharged) the demonstration. He sustained grievous cane blows. He fell down bleeding profusely. Nevertheless he thundered that every blow on him would prove to be the final nail in the coffin of the British rule. He succumbed to these injuries. His words came true. The country gained its freedom on August 15, 1947. Though Lala Lajpat Rai is not amongst us, but we shall continue to remember him for all times to come. We should remember his ideals in free India today.

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46. *Lal Bahadur Shastri*

Lal Bahadur Shastri was the second Prime Minister of India. He was a loyal follower of Gandhiji and played a major role in the Indian independence movement.

Shastri was born on October 2, 1904 in Chandauli District. He was a Srivastav, but as he had no belief in caste system, he never used a surname. He was educated at East Central Railway Inter College in Varanasi. He graduated from Kashi Vidyapeeth in 1926, where he was given the title 'Shastri' as he graduated with a first-class degree. In 16 May, 1928, he married Lalita Devi and had five children with her.

Shastri joined the Indian independence movement in 1921. He actively participated in the Non-Cooperation Movement and was jailed for a short term. He was jailed again for two-and-a-half years when he took part in the Salt Satyagraha in 1930 and again in 1942. He was in jail till 1946. He spent most of his prison time reading books on western philosophers and revolutionaries.

Following India's independence in 1947, Shastri became a minister in Uttar Pradesh. It was he who allowed women conductors on public buses and ordered the police to use water jets instead of lathi-charge (cane-charge) on unruly crowds. He was made the General Secretary of All India Congress Committee. It was under his tenure that the Congress party registered a huge margin in general elections in 1952, 1957 and 1962. He was elected as a Rajya Sabha member from Uttar Pradesh in 1952. He also served

as the Minister of Railways and Transport from 13 May, 1952 to 7 December, 1956. He was the first Indian Minister to resign from his post following a major train accident at Mahbubnagar that claimed 112 lives. However, he returned to the Cabinet and was appointed the Minister of Commerce and Industry. He was made the Union Home Minister in 1961 and helped in curbing corruption when he appointed a Committee on Prevention of Corruption under the chairmanship of K. Santhanam.

Shastri became the second Prime Minister of India following the death of Jawaharlal Nehru on 27 May, 1964. Under his tenure as Prime Minister of India, he helped to establish Hindi as the national language of India and promoted White Revolution to increase milk output. In September 1965, Pakistan attacked India. Shastri faced the enemy with iron determination and defeated the enemy by taking control of the key post at Haji Pir.

Shastri died the day after signing the Tashkent Pact under mysterious conditions with one theory claiming that he was poisoned. However, nothing can be said with certainty.

Shastri had a humble beginning in life, yet he made India proud by his goodness, knack of taking quick and effective decisions under pressure, honesty and humility. He had patience and perseverance. He ruled only for a couple of years, yet he has booked his seat in the annals of Indian history as the bravest Prime Minister. He was the first person to get a Bharat Ratna posthumously. He rests in a memorial named as Vijay Ghat in New Delhi. He is better known for his popular slogan 'Jai Jawan Jai Kisan' (Hail the soldier, Hail the farmer). He passed away so many decades ago, yet his life story continues to motivate people even today.



47. *Bhagat Singh*

Bhagat Singh was born on 28 September, 1909 at Lyallpur (now in Pakistan) of Kishan Singh and Vidyavati. He received his primary education at his village and later joined the National College, Lahore for further studies. While in college, he came into contact with revolutionary elements and joined the revolutionary movement in 1924.

Young blood flew in his veins. You might know that child marriages were in vogue those days, but Bhagat Singh knew his own destiny. So, he declined to marry so that he could wholeheartedly dedicate his life for the cause of the nation.

Bhagat Singh was one of those rare courageous people who sacrificed everything they had for the sake of Motherland with broad smile on the lips and great spirits in the mind. His life was full of action. He founded the Hindustan Socialist Republican Army in association with other revolutionary leaders and led revolutionary activities in the vast stretches of the Punjab, Delhi and United Province (now Uttar Pradesh). He also started the militant Navjawan Bharat Sabha in the Punjab. He planned and executed agitation against the Simon Commission. He attempted to free his revolutionary comrades, Jogesh Chatterji and S.N. Sanyal, who were imprisoned in the Kanpur Jail in connection with the famous Kakori conspiracy case.

Bhagat Singh was angered at the death of Lala Lajpat Rai during an agitation against the British in November, 1928. He planned and executed the killing of J.P. Saunders,

Assistant Superintendent of Police, on 17 December the same year. His revolutionary activities went on unabated and the police could never come near him. He haunted the British officers out of their sleep.

When he and his comrades planned to throw a bomb in the Central Legislative Assembly in Delhi, he came forward. His comrades did not want him to do this job as he had an important role to play as the leader. But he stood his ground and said that the throwing of the bomb did not mean to harm anyone, rather it was meant to awaken the British government from its slumber.

On 08 April, 1929, Bhagat Singh and two of his comrades, Sukhdev and Rajguru entered the Assembly and threw the bomb in the well where it would not hurt anyone. They shouted slogans and threw leaflets to acquaint the leaders and bureaucrats about their feelings and demands, and thus doing, they gave themselves up.

Bhagat Singh and his comrades were arrested and ordered for transportation to life; however, a special tribunal enhanced the sentence to death by hanging in connection with another case. They utilised the opportunity of the trial to put forward their views. And when it came to march to the gallows, the three smilingly offered themselves on the altar of the Motherland singing patriotic songs.

It would be incorrect to term Bhagat Singh only a revolutionary. He was a well-read man. He had excellent views on socialism, social justice and secularism. He dreamed of a progressive and peaceful India. He had once said that the violence they were indulging in would have no place in independent India. We shall ever remain grateful to this son of the soil.



48. Shivaji

Shivaji Bhonsle was the founder of the Maratha Empire. At its peak, it covered most part of India's subcontinent. Shivaji led a firm resistance to free the Maratha people from the Mughal Empire and established a self-rule of the Hindu people. He created an independent Maratha kingdom with Raigarh as its capital. He was crowned Chhatrapati in 1674.

Shivaji was born in Poona (Pune) in the year 1627. His father, Shahji Bhonsle was a Jagirdar or landlord. He was a general in the service of the king of Bijapur. Shivaji was put under a Brahmin, named Dadaji Kondadev, for education. He was influenced greatly by the teachings of the Ramayana and the Mahabharata from his teacher and mother, Jijabai. He learnt all necessary martial arts. He wanted to establish a Hindu empire and revive the past Hindu glory.

To achieve this purpose, Shivaji consolidated a small band of youngsters of his age and started conquering small forts, one after the other. He had little formal education, yet he was a born leader. He was able to train a hill tribe called Mawali in warfare and conquered the important fort of Purandhar at the age of 20.

In the battle of Pratapgarh, Shivaji decisively defeated Bijapur's forces. He used shrewd tactics to attack the enemy cavalry before it was ready for battle. This unexpected and unlikely victory made Shivaji a hero of the Maratha folklore and a legendary figure among his people. He won the Battle of Kolhapur against Bijapur's general, Rustamajan, in which he led a full frontal attack at the centre of enemy

forces. This victory alarmed Aurangzeb, who was then the Mughal emperor. He derisively referred to Shivaji as the "Mountain Rat", and prepared to address this rising Maratha threat. Aurangzeb sent one of his efficient generals, Shaista Khan, to conquer Shivaji. However, Shivaji, with his men, disguised as a marriage party, attacked Shaista Khan, and in the ensuing battle, Shaista Khan's son was killed and Shaista Khan escaped with his fingers cut. Later, Aurangzeb sent Raja Jaisingh. The latter convinced Shivaji to surrender himself and appear before Aurangzeb. When Shivaji did this, he was deceived and imprisoned. However, Shivaji escaped from the prison by playing a trick, returned to Raigarh and conquered back all the forts he had earlier forfeited to Aurangzeb. He then crowned himself as king at Raigarh in the year 1647 A.D., thus reviving Hindu monarchy in our country after nearly six centuries of Muslim domination.

Shivaji, though not well-educated, was an intelligent king. He could resolve his personal as well as his people's problems easily. He was a devout Hindu and did his best for the revival of Hinduism. He had great respect for women, respected all religions equally and never destroyed any mosque.

Shivaji died in 1680 A.D. at the age of 53. He was a Maratha king, yet he remains a role model for every Hindu in the country.



49. Sachin Tendulkar

Sachin Tendulkar is widely acknowledged as the greatest living batsman. If cricket were a religion, he would be its Supreme God. His life story is the story of records which he keeps improving himself. He is also known as Master Blaster, truly because of his batting abilities. He can hit the ball so well that of all the sixes made by all Indian batsmen during the period of his career, he has scored more than 10% of them all, and this speaks of his firm determination and confidence. Now, Tendulkar had taken retirement from all forms of cricket in November 2013, ending his cricketing career gloriously. He has been a leading scorer in both versions of cricket – test cricket and one-day internationals. He has scored more than 14,000 and 18,000 runs respectively. He is also one of the two batsmen who made 200 runs in ODI cricket, other being Virendra Sehwag. He was chosen by Wisden in 2012 as the second greatest Test batsman after Sir Don Bradman.

Sachin Tendulkar was born on 24 April, 1973 to Ramesh Tendulkar, a famous Marathi novelist and Rajni Tendulkar. He often used to bully other kids during his school days. So, his father introduced him to cricket. He groomed into a fine cricketer under Ramakant Achrekar, a popular cricket coach of Mumbai. Sachin was so focussed on cricket that he used to practise for hours. When he was fully exhausted, Achrekar would put a one-rupee coin on the stumps, and the bowler who dismissed Tendulkar would get the coin.

However, it was next to impossible to get him out. Sachin now considers those 13 coins as his most prized possession. He also developed a reputation of child prodigy in school after making a century in every innings he played in 1988. He was also involved in 664-run partnership in an inter-school game, which was the highest in any form of cricket until 2006. On 24 May, 1995, Sachin married Anjali, a paediatrician. They have two kids, Sara and Arjun.

Tendulkar made his Test debut against Pakistan in Karachi in November 1989, when he was only 16 years and 223 days old. He scored his first ODI century on September 9, 1994 against Australia. He also scored 1,894 runs, in a calendar year, is still a record for most runs, in a calendar year. He has also achieved the highest number of Man of the Match awards (56) and Man of the Series awards (14). He is also the only player to be in top 10 ICC rankings for 10 consecutive years. He has also scored the highest number of runs in World Cup matches (1796) with a strike rate of 59.87. He announced his retirement from ODI cricket on 23 December, 2012. He is also the first overseas player to play for Yorkshire County. He was made the icon player and captain for his home side, Mumbai Indians, in the inaugural Indian Premier League T20 competition in 2008. In 51 matches of IPL, he has scored 1,723 runs, making him the second highest run scorer in the competition's history. In the words of Hayden, "I have seen God. He plays at No. 4 for Indian Cricket team."

Sachin has been honoured with many prestigious awards and accolades for his dedication, hard work and passion for the game. He is conferred with Padma Vibhushan, Padma Bhushan, Padma Shri, Arjuna Award and the Rajiv Gandhi Khel Award, India's highest sporting honour. He was also awarded a Ferrari 360 Modena by the Ferrari for his feat of surpassing Sir Don Bradman's

29 centuries in test cricket. On 2 May, 2012, Sachin was nominated to Rajya Sabha and took the oath as a Member of Parliament. The feather in the cap is the award of the Bharat Ratna, the highest Indian award.



50. Azim Premji

Azim Hashim Premji is an Indian business tycoon, who founded the Wipro Limited, India's biggest IT Company. He is its current chairman too. His success story is a source of inspiration for budding entrepreneurs. He has guided Wipro through four decades of diversification and growth to emerge as one of the Indian leaders in the software industry.

Azim Premji was born on 24 July, 1945. He is married to Yasmeen and the couple has two children, Rishad and Tariq. At the age of 21, Premji had to leave Stanford, where he was doing his BE, to handle the family business due to sudden demise of his father. Premji's capability as a leader was questioned at the first annual general meeting that he attended. In it, a shareholder advised him to sell his shareholding in the company. It motivated and inspired him to change the company's fortune forever. When Azim Premji took control over Wipro, it dealt in hydrogenated cooking fats. However, Premji saw the huge potential of the software industry in the 80s and decided to make a focussed shift from soaps to software. Today, he is a market leader in several industries.

Azim Premji is also an outstanding philanthropist. In 2001, he founded Azim Premji Foundation, a non-profit organisation with a vision to improve the quality of life by giving education to unfortunate children. The foundation helps India's 1.3 million government-run schools with

a particular focus on rural areas. He has also donated \$2 billion in 2010 for improving school education in India.

Currently, he is the 3rd wealthiest Indian and 41st richest man in the world with a personal wealth of \$12.2 billion. He was also listed twice among the 100 most influential people of the world by the *Time* magazine. He was awarded the Padma Bhushan in 2005 for his outstanding work in trade and commerce. He was also awarded the Padma Vibhushan in 2011. He was recognised as one of the Greatest Entrepreneurs by the *Business Week* and was conferred an honorary doctorate by the Manipal Academy of Higher Education and a Doctor of Literature by the Aligarh Muslim University.

Azim Premji's success can be attributed to his qualities, mainly the ability to adapt to change. He leads his employees by example. He can be classified as a transformational leader.



51. Nelson Mandela

What Mahatma Gandhi was to India, Nelson Rolihlahla Mandela was to South Africa. He was born in Transkei, South Africa in July 1918. His father was the Chief of the Tembu Tribe. Mandela himself was educated at University College of Fort Hare and the University of Witwatersrand and qualified in law in 1942. He joined the African National Congress in 1944 and was engaged in resistance against the ruling National Party's apartheid policies after 1948. He went on trial for treason in 1956-1961 and was acquitted in 1961.

The ANC was banned in 1960. At this, Nelson Mandela argued with the ANC leaders for setting up a military wing within the ANC. In June 1961, the ANC executive considered his proposal on the use of violent tactics and agreed that those members who wished to involve themselves in Mandela's campaign would not be stopped from doing so by the ANC. This led to the formation of Umkhonto we Sizwe. Mandela was arrested in 1962 and sentenced to five years' imprisonment with hard labour. In 1963, when many fellow leaders of the ANC and the Umkhonto we Sizwe were arrested, Mandela was brought to stand trial with them for plotting to overthrow the government by violence. His statement from the dock received considerable international publicity. On June 12, 1964, eight of the accused, including Mandela, were sentenced to life imprisonment. From 1964 to 1982, he was incarcerated at Robben Island Prison. Thereafter, he was at Pollsmoor Prison.

Nelson Mandela's reputation grew steadily during his years in prison. He was widely accepted as the most significant black leader in South Africa and became a potent symbol of resistance as the anti-apartheid movement gathered strength. He consistently refused to compromise his political position to obtain his freedom.

Nelson Mandela was released on February 18, 1990. After his release, he devoted himself wholeheartedly to his life's work, striving to attain the goals he and others had set out almost four decades earlier. In 1991, at the first national conference of the ANC held in South Africa after the organisation had been banned in 1960, Mandela was elected as the President of the ANC, while his lifelong friend and colleague, Oliver Tambo became the organisation's National Chairperson. The ANC emerged victorious in the elections, and Mandela became the first black President of South Africa. Today, he leads a retired life.

He shared the Nobel Prize for Peace with F.W. DeClark for successful negotiations to end the evil of apartheid. He is also the recipient of the Jawaharlal Nehru Award for International Understanding (1979) and Bharat Ratna (1990) besides many others.

He is recognised as the 'Living Gandhi' as he has followed the Gandhian legacy wholeheartedly. He has no bitter words for those very whites who perpetrated cruelties on the blacks. He called upon them to unite and come out as united South Africans.

This great soul breathed his last on 5 December, 2013.



52. *Indian Woman*

Indian women in ancient India were believed to have equal rights as men. They were educated and trained and were free to choose their husbands. However, their condition deteriorated in the medieval period, further suffering from evils like Sati custom, child marriage, Jauhar, dowry custom and Devdasi custom, and so on. In the modern times, women have adorned high offices in India including that of the Prime Minister, President and Speaker of the Lok Sabha. However, they continue to face discrimination and other social challenges. They are often the victims of abuse and crime at the hands of their near and dear ones as well as others. According to a recent survey, India was found to be the fourth most dangerous country for women.

Women have worked shoulder to shoulder with men. They have worked as farmers and have helped their men from time immemorial. They have been in demand for certain types of jobs, especially after independence, such as that of teacher, clerk and certain domestic jobs as knitting sweaters. With the advent of education and awareness, women have now stepped out to work independently. We can see them working in almost all professions under the sun, including doctors, nurses, police and military. The social scene has changed completely with women contributing a significant part in the growth of our country's economy. Female literacy is rising gradually. The chief barriers to female education in India are inadequate school facilities, shortage of teachers and gender-bias. However, the government

and many non-government organisations are coming forward to impart quality education to girls. There are legal measures, government programmes, women organisations and research groups which work for their well-being. There are industrial training institutes and polytechnics for women. The government has opened separate hostels for women for low-income groups to provide safe and cheap accommodation for working women.

The Indian women excel in every department they join, but the number of crimes against them is on the rise too. In India, crimes against them are reported on daily basis from different corners of the country. Even the national capital is not immune from them. A large number of these crimes are not reported even. The types of crimes include exploitation, physical harassment, rape, transportation, acid-throwing, dowry, female infanticide, female foeticide, child marriage, and so on.

A recent trend amongst Indian women is an over-emphasis on physical grooming and slimming to the extent of torturing themselves just for the sake of misplaced notion of beauty imported from the West. The craze to look beautiful with no consideration for the inner beauty has become a tradition and beauty parlours have mushroomed throughout the country. Indian women have become fashionable and beauty-conscious, but it has also attracted men to them, leading to several instances of crimes just due to it.

An effort should be made to accord Indian women the glorious place of the past times they enjoyed in the society, respecting their dignity, respect and honour. A nation which respects its women can prosper infinitely.



53. *If I were a Politician*

A politician occupies an important place in a country. He governs the nation and leads it to progress and development. So, I often dream to be a politician myself. However, the job of a politician has become defamed. So, if I were a politician, I would be a class apart from the rest of them.

A politician in the present times, especially in our country, is a person to be suspected, abhorred, disliked and never trusted. This negative image of politicians is due to the mischief that they have done. If I were a politician, my first and immediate aim would be to try my best to erase this ugly notion from the minds of the people.

The politicians are the most powerful people in status and they get a large number of perks. I often do wonder why they should, after getting so much, resort to different types of malpractices to earn more and more. If I were a politician, I would work for the welfare of the people and prohibit all types of malpractice and corruption.

If I were a politician, I would be a contented person, getting all that was my due and try my best to give the masses what they deserve. I would realise that the people elect me for their and the country's, and not my, progress's. I would set myself ready to serve the people and not myself. My first priority would be to return to the masses in all fairness at that they had done for me. They had given me prestige, love, and respect, in the expectation of my looking after their small, day-to-day interests.

If I were a politician, I would remain in touch with the people throughout my term, so that I can know about their problems and how I can help them in their times of need.

If I were a politician, I would serve my country to best of my ability. I would never forget to look after interests of the nation. I would not budge an inch when a question arises as to the safety, security and progress of the nation and its people.

If I were a politician, I would employ experts in different fields who can advise me how to work for the welfare and progress of the country, and not those who earn their livelihood from flattery. I would ensure that all officers and employees in the government work to their optimum.

If I were a politician and elected to the Parliament or a State legislature, I would conduct myself keeping the prestige of the house in view. I would raise my voice for the people, but not at the cost of lawlessness and impolite behaviour. I would always maintain decorum.

And, lastly, if I were a politician, I would set the norms of good and moral conduct for all politicians to follow, so that they could do their duty properly.

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54. *Stock Market*

A stock market indicates how the economy of a country is faring at a particular time. With rapid technological and scientific progress, the world has shrunk into a global village. Because of this, the stock markets the world over are susceptible to any effect or incidences that take place in different parts of the world. It is the manifestation of economic health. It is an essential part of the financial system of a country, even when banks and financial institutions are in the dominating position of the country's economy and finances. It enables a country to go from one stage of development to another.

So far as India is concerned, the stock market functions at two levels—primary market and secondary market. The primary job of the stock market is to mobilise resources for the companies through various kinds of issues of shares and debentures. This is termed as the primary market. Equally important, the other part is the secondary market. It is concerned basically with the rising and falling of share prices due to a number of factors which influence the traders or common people to take decision as regards selling or buying shares of a particular company or some companies.

The stock market is very sensitive as even a remote incident in the international arena can have its repercussions on it. For example, the terrorist attack of 11 September, 2001 on the twin towers in America made the stock market to plunge all over the world in never-before depths, so was the case when the fact of Harshad Mehta

was brought to the fore. As far as India is concerned, the market is driven by the movements in international stock markets, especially in the US, Europe, Japan and other important countries, which are capable of influencing the world economy.

The share market first marched on the path of progress, but soon recession took it in its grip and now the stock market seems to be in shatters the world over. Now the companies can go to the market to raise capital without any government control and to price their shares according to their own assessment subject to the market forces. The government plays a passive role in it through indirect control so that no unfair game is played in the market. Therefore, the issues have to conform to the regulations of the regulatory authority, called the Securities and Exchange Board of India (SEBI).

At present, all stock markets all over the world operate on-line. It has brought about transparency, greater efficiency and it has helped reduce costs in transferring titles. Any person can access the stock market sitting in the comfort of his house through the internet, and he can buy and sell stocks of his free will, provided he has suitable accounts.

A stock market is subject to market forces. It has seen the boom and bust. The progress and escalation of prices it saw during the boom of the IT (information technology) was exclusive to it, turning many millionaires into billionaires. On the other hand, many people lost everything they had on other occasions when the boom busted and the shareholders found themselves on the verge of destruction.

The size of a stock market depends upon the size of the economy of a country. The capitalisation of the world stock markets was estimated at about 33 trillion dollars at the end of the year 2001. It was to the tune of over 100 billion dollars in India. There are about 5,795 companies listed on the stock exchanges in India, next only to the US with 6,599 companies. Many of the blue-chip Indian companies

are traded on the New York and Tokyo Exchange and that speaks volume of the potential of the Indian companies. With every passing year, a larger number of Indian companies are being represented in the Fortune 500 companies. All these achievements are due to their recognition in the international stock markets.

It should be pertinent to know some of the terms that are used in the stock market. Bears are the traders who think that the prices would fall, while the bulls are the operators who think that the prices would rise. The warrant is a certificate by which a holder enjoys the right to buy equity share at a specified price within a given time. The trading of shares and bonds in the stock markets is termed as the secondary market. Dividend is a part of profit or other surpluses which is distributed proportionately among the shareholders of a company periodically. And finally, index or equity index is the barometer of a stock market by which its movements at a given time are compared with the earlier period called the base year. The index is calculated by dividing the current aggregate value of index scrips by the aggregate value of the same during the base year.

From the foregoing discussion, we can see that the stock markets play a very significant role in the progress of a nation and India cannot be any exception.

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55. National Service Scheme (N.S.S.)

The National Service Scheme is an Indian government-sponsored public service scheme. This was started to involve students into the task of national service. It was launched by V.K.R.V. Rao, the then Union Education Minister, on 24 September, 1969. It was launched only for university students at that time but has grown to include some +2 level institutions too in recent times. Many government-aided and non-government institutions have N.S.S. units, with each unit comprising 20-40 students working in social well-being.

The N.S.S. aims to instil the spirit of social service among students, without favour or prejudice. The N.S.S. volunteers work to ensure that everyone is helped so that the standard of living can be improved in order to help people lead a life of dignity. The motto of the N.S.S. is 'Not me, not you, but we'. The motto expresses the way of life one should follow, i.e. one should uphold the need for service, a consideration for the fellow human being and an appreciation of other person's view of life. It shows that a society can develop only when the welfare of all its members is looked after. It also helps in arousing among students awareness about the realities of life, and a better understanding and appreciation of the problems of people.

The N.S.S. volunteers have undertaken various projects in social welfare sector, such as adoption of a village for intensive development work, carrying out the medico-social services, sanitation drives, afforestation programmes,

blood donation, and service at orphanages and other such social service centres for the poor, handicapped and other disabled people. The N.S.S. volunteers have also worked from time to time to eradicate social evils from the society and in popularising nationally accepted objectives like democracy, secularism, social harmony and development of scientific temper.

The N.S.S. is rising from strength to strength, but there is still need to incorporate a larger number of students in it, so that the dream of strengthening India in the twenty-first century can be realised.



56. United Nations Organisation

The United Nations came into being after the Second World War because the League of Nations, which was formed after the First World War, could not prevent war from occurring. There was felt a need for a world body which could play an effective role in diminishing the prospects of a war between nations.

On 14 August, 1941, US President Franklin D. Roosevelt and British Prime Minister, Winston Churchill signed the Atlantic Charter. It laid down the principles of world peace and cooperation among nations and the need to apprise nations not to extend their boundaries. It also emphasised to promote every people's right to independence and self-determination.

The term 'United Nations' was coined by President Roosevelt on 1 January, 1942 when the 'Declaration of the United Nations' was signed by the representatives of 26 countries. These countries pledged to continue to fight with the Axis powers until they were finally defeated. A more concrete step in the formation of this organisation was taken two years later when President Roosevelt, Prime Minister Churchill and Joseph Stalin of Russia met in Tehran. In February, 1945, the leaders of the three countries met again and established the voting procedure for the UN. The United Nations Charter was drawn up by the representatives of 50 countries in San Francisco from 25 April to 26 June, 1945. The Charter was signed by the

representatives of the 50 countries on 26 June, 1945. Poland signed it later and became one of the original members.

The United Nations formally came into existence on 24 October, 1945 and this day is celebrated as the UN Day every year. The new members are admitted into the organisation by the General Assembly on the recommendation of the Security Council. The present strength of the member-nations is 191. The latest members to join the organisation are Switzerland and East Timor, which joined it in September 2002.

The official languages of the UN are Arabic, Chinese, English, French, Russian, and Spanish. The flag of the UN is the UN emblem in white centred on a light blue ground. The principal organs of the UN are General Assembly, Secretariat, Security Council, Trusteeship Council, Economic and Social Council, and International Court of Justice. The UN headquarters are located in New York.

All the member-states send their representatives (up to five) in the General Assembly. Each nation has one vote. It meets at least once every year.

The Security Council consists of 15 members, out of which 5 are permanent. The permanent members are: the US, Russia, England, China and France. The non-permanent members are elected for a 2-year term by a two-third majority of the General Assembly. The permanent members enjoy the power of veto against any move. The retiring members are not eligible for immediate re-election.

The Economic and Social Council works on economic, social, cultural and humanitarian problems, and it reports to the General Assembly as to its performance. It is made up of 54 member-nations as elected by the General Assembly. A country whose problems are being discussed can participate in the deliberations without having a right to vote. It has established five Regional Economic Commissions which look after various regions of the world.

The Trusteeship Council was concerned with the administration of the trust territories. Since all of the 11 trust territories have attained independence, a review as to the task of this council is under consideration.

The International Court of Justice looks into international legal problems. All members of the UN come under the rules of this court though they are not required to bring their cases to it. The Court has 15 judges who are selected irrespective of their nationality; however, no two judges are selected from the same country. All the disputes and questions in the court are decided by a majority vote. The President and the Vice-President serve for a period of three years and are eligible for re-selection. The court is permanently in session at The Hague.

The Secretariat is headed by the Secretary-General, who at present is Ban ki Moon. He is appointed on the recommendation of the Security Council and is responsible to put into force the UN Charter. He may bring any matter before the Security Council which he thinks can endanger international peace. He presides or deposes his other officials to preside over the meetings of the UN. He submits an annual report to the General Assembly on the performance of the UN as a whole.

Some voices have been raised in the media that the UN is not able to function properly and is not able to meet the objective for which it was set up. It is also alleged that wars continue to be waged and threat to international community continues to surface. It seems true to some extent when it has to function under the threat of the so-called hegemony of the US. But its importance cannot be overlooked by the very fact that it has succeeded to keep the Third World War at bay for this long. Ways must be found out to strengthen this world body for its efficient and effective functioning. It should not be allowed to become a platform for a few countries for their own selfish interests

instead of the interests of the world. Moreover, the world has undergone a great change since the UN was set up. So, there is a need to expand the Security Council because many more economically and militarily strong nations have come into being.



57. My Routine on Sunday

Sunday is a deviation from the daily routine. It is welcome to the tired mind over the weekdays. It is a holiday, a day of rest, enjoyment and leisure. I never wish that everyday was a Sunday. It is attractive only because it is once-a-week affair. Sundays work like a tonic and prepare me for the labour and hard work during the coming week. I cannot enjoy a Sunday well if I have not done well in the rest of the week. Both work and rest are essential. One is useless without another. All work and no play makes Jack a dull boy. We cannot work well without rest and leisure. It is necessary to rest in order to recoup and recover from monotonous activity during the week-days.

On a Sunday, I do not follow any fixed programme and timetable. I do and enjoy things as they come. Everything depends on my mood and weather. I follow a set timetable on week days. But on a Sunday, things change for me. The clock does not have that much significance on this day.

It is said that God created the world in six days. On the seventh day he took rest. This day was Sunday. Sunday means Sabbath. God created man after his own image. That is why, man enjoys Sunday as the day of rest. Rest does not mean idleness. It means such activity which gives pleasure and entertainment.

The very word 'Sunday' sounds good. I love it because it means many pleasant, happy and merry things. On Sundays, I get up late at leisure. There is no hurry, no haste. I have not to get up early in the morning at 5.30 a.m. as usual.

My parents know it and do not wake me up till it is time for breakfast. On Sunday, I skip my morning tea. I leave the bed at about 7 a.m. and have a quick visit to the bathroom, and then I go straight for breakfast. My mother always prepares something special for breakfast on Sundays. We take breakfast together. On other days, I take my breakfast alone as I have to leave early.

During the day, I play cricket with my friends. If the weather does not permit it, we enjoy playing chess indoors. Sometimes, I go to see a good movie in the company of my friends. Last Sunday we went on a picnic.

Evening is the time for friends to come together. Either I visit my friends or they come to my house. A Sunday evening is spent in joyful and intimate conversation. We together enjoy cracking jokes, telling stories and anecdotes and share our experiences.

Generally, I keep away from homework and study of textbooks on Sundays. I read magazines or a newspaper for entertainment. It is all light reading for pleasure alone. Sometimes, my elder sister comes with her two children—5-year-old son Gaurav and 2-year-old daughter Sneha. I like to play with them if they are there. I enjoy so much being in their company. I play with them and tell them stories.

Thus, a Sunday comes with a lot of freedom from routine. On this day, I am guided more by impulse than by reason. It is a day of enjoyment and leisure. Sometimes some guests visit us. Then I follow an entirely different type of programme.



58. Rath Yatra

India is a country of festivals. Festivals bring a large number of people together in a spirit of joy or devotion. However, the festival of Rath Yatra combines joy, devotion and physical rigour together. The Car Festival of Lord Jagannath at Puri in Orissa is known as Rath Yatra. On this occasion, devotees join hands to pull the massive chariots of their deities over a three-kilometre distance. Of course, this festival is no more confined to Puri where it originated in the past. Now, this festival is also celebrated in different towns and cities of India.

The festival is celebrated in the Hindu month of Ashada, on the second day after Amavasya, which falls in the month of June or July.

Amidst the enthusiastic cries of 'Jai Jagannath' rending the air together with the sounds of gongs, drums and other musical instruments, Sri Jagannath proceeds to his destination, Gundicha Ghara, accompanied by his elder brother Balabhadra and younger sister Subhadra. The three deities ride on different chariots.

The deities stay at Gundicha Ghara for a fortnight and then they return to their temple on their chariots. The Gundicha Ghara is the apartment of Queen Gundicha, where the image of Lord Jagannath was carved from a log of wood by a mysterious craftsman. Surprisingly, all deities in the temples of India are made of stone or metal, while this is the only image which is carved in wood.

Sri Jagannath is a form of Lord Vishnu, and Sri Krishna is perhaps his most popular incarnation. Many of the rituals performed at the Puri Temple are associated with the events in the life of Sri Krishna. Thus, the annual Rath Yatra represents Sri Krishna's journey from Gokul to Mathura.

This is not exactly known as to when the Rath Yatra began. Records show that it began more than one thousand years ago. We know that the present temple at Puri was built in the twelfth century by Chola Ganga Dev, yet we do not know who built the temple at whose site this temple was built.

This is surprising that most of the ancient temples have lost their glory, and with them the festivals observed in them have waned, yet Rath Yatra continues to generate enthusiasm in the people.

The temple and Rath Yatra at Puri has been witnessed by millions of people. Many of the important people include saints and seers from different religions and faiths. Shankaracharya and Ramanuja visited this temple and founded monasteries at Puri. Nanak and Tulsidas saw divine qualities in the deity. It is believed that Chaitanya Dev disappeared while gazing at Jagannath. The people visit Puri and take part in Rath Yatra for spiritual peace.

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59. *Autobiography of a Newspaper*

My name is Indian Express. I was born in Bombay in 1857. Life is a long journey. When I look back, I feel contented at my achievements. I have seen the ups and downs of the independence struggle since its very inception. The famous news of all times 'India Revolts' was given by me in 1857. I was regularly mailed all over the country. That time I was priced at one paisa and was bought and read by all the educated, including the viceroys of India and Rajas, Maharajas, industrialists and army officers.

Many people loved me and kept me with care. On some occasions, I had to bear the brunt of protests. Sometimes I was put to fire by the people who disliked the bitter truth. I was sometimes torn and thrown out by the Englishmen who were angry with my sympathy for the Indian freedom fighters.

Initially, I was printed on a letter press. Gradually, the technology became faster with rotary printing press. Since the last 20 years, I am being printed on an offset printing press, which is very fast. Starting from four pages at my birth, I have 16 to 24 pages now. Earlier, I was completely black and white, but for the last two decades, my face has changed as I have coloured prints and magazine sections. My circulation has gone up from mere four thousand copies to four lakh copies everyday. My editors and reporters have also gone through several phases of transition. From handwritten reports, they have changed to typewrite and now to compose on computers. They use satellite-

linked telex, fax and computer to generate news, stories and articles.

Through my journey of over 100 years, I have lived to see great events, wars, revolutions, epidemics, calamities and moments of joy. I have seen the rise and fall of many empires and governments and birth of many nations. I have witnessed men going to the moon and spaceships going into the space. I am aged, but not at all old. I have been credited to help in shaping the future of mankind. This is my ambition and mission. 'Let the truth prevail' is my motto.

With the spread of education, my importance has increased by leaps and bounds. Everybody wants to read me. Those who cannot read themselves want others to read me out to them. I am now published in English, Hindi, Urdu and in many other regional languages of the country. I am read with great interest by everybody. I exercise a profound influence on the minds of the people.

The most important function of mine is to bring to people news from all over the world. News is my chief interest. I tell the people what is happening not only in our country but also in other countries of the world. Without me, the people would be like a frog in the well, totally unaware of the outside world.

I am also an important means of advertisement. I help trade and commerce. If a trader or an industrialist wants to increase the turnover of his business, he can do so by advertising his wares or services on me. I also help the employees and employers through the 'wanted' column. A large number of advertisements of different kinds are a clear proof of my popularity.

However, there are some drawbacks with me as well. Some political parties want to use me as a means of their propaganda. Often such comments and views are expressed through me which confuse and misguide the people. Some pieces of news are distorted and twisted. At other times,

they stir up class hatred. The misuse of mine at the hands of leaders has led to agitations in different parts of the country. Some people publish such advertisements which deceive and cheat the people and corrupt the taste. But these disadvantages are nothing in comparison with my manifold advantages. I am really useful to the people. This is the reason that I continue to rule the heart of the people.



60. Social Aspects of Television

The modern period is known as the era of science and technology. Television is one of the inventions that has influenced man like nothing else. It is an electrical appliance with a screen on which we can watch programmes with moving pictures and sounds. Like all other things, it has its merits and demerits. There are a lot of television channels, covering almost all aspects of human life, such as politics, sports, news, nature, entertainment. The programmes shown on television can influence the audience positively or negatively. It has a great educative value, but it has some serious negative effect too.

The demerits of television are mainly due to the choice and period of viewing it. It is our choice of programmes that can have positive or negative effect. For example, if one keeps on watching crime or vulgar programmes, it can lead to moral degradation. Excessive watching of television too has severe negative impact on the physique as inactivity results into several illnesses and obesity. Due to its negative impact, it is often described as 'Idiot Box'. Watching television over long hours makes people lazy and also puts them in a state of hypnosis. Prolonged exposure to it makes the basal ganglia portion of the brain release high amounts of dopamine which reduces the control of movement and formation of feelings. Studies have also concluded the association between the number of hours of television watched and obesity among children as watching television reduces the metabolic rate. In addition, children

who spend too much of their time watching television receive less socialisation as compared to other children. This can put a very bad effect on a child so far as social skills are concerned. It also results in reduced family time, due to which frictions occur in a family. This leads to stress and family crisis.

It has been found that television programmes have been behind several crimes. There is clear evidence to support a casual relationship between media violence and societal violence. Compulsive television watching or television addiction is just like any other addiction and has to be treated. Some children too have been found to imitate television programmes, and this has resulted into a number of accidents, such as children jumping from rooftops like Shaktiman. Children take to materialistic dreams as they see people enjoying on commercials, or find the heroes becoming rich in no time.

On the other hand, one can also state some of the benefits of television watching too. Television can be a very powerful and effective learning tool for children. If children watch good educational programmes, then they can learn certain things pretty easily as television engages both hearing as well as seeing senses. It also helps young people to discover where they fit in the society and teach them to understand complex social aspects of communication.

The main thing is that children should be taught how to see television in logical consequence. Parents should take steps to tell children what to watch and what not to watch, as well as control their time of watching television.

We can sum up that television is not as bad as people make it to be. It influences us in the measure of the quality of programmes that we watch on it.



61. Social Networking: Merits and Demerits

Man is a social being and needs to talk and connect other social people. In modern times, this need is fulfilled by the social networking sites on the internet, such as Facebook, LinkedIn, Classmates, and the like. Social networking is doing a great work in the present context when people have no free time to walk over and talk to friends, so technology has come to their aid.

Social networking is a wonderful tool of connecting with groups. People can share their happiness and grief with people, and this helps them come into contact with other people. It also provides them an adequate platform to raise some issues which might be turning in the head. It has proved to be a powerful tool for social awakening. In the recent past, the mass movements became invigorated mainly by the use of social sites, such as the movement for Jan Lok Pal Bill, against corruption or when people voiced their concern against the gang-rape case in Delhi during November 2012. These sites allow people to communicate with people, and the government too has acknowledged its part in forming public opinion. An important feature is that people can voice their concerns, and for it, they don't have to be dependent on the approval of other media, such as newspaper or news channel editors, who may not give it a voice at all. Every person has the power now to raise any issues he may like. It is on the basis of importance

that people take notice and any issue can become a mass movement, as it happened against Pakistan, when the Indian government had to send back the Pakistani players in response to unethical beheading of an Indian soldier by Pakistani soldiers. Social networking sites play as a suitable platform of entertainment as they can share files, jokes and videos by the click of the mouse. The use of smartphones has further enhanced their importance.

Despite all these merits, social networking is not without its share of demerits. Connecting to these sites is as good as addiction, which may waste useful personal time which could have otherwise been utilised for better things. These sites also enable people to raise such issues which are unethical, amoral or sometimes illegal. It can lead to criminal acts. These sites are often used as slander in the name of freedom of expression, which can be called its misuse. Often there are cases of harassment and abuse. While it is a powerful tool to raise awareness and start social movements, it can also be used as a negative tool of fomenting social unrest. Many mass movements leading to large scale countries in the Middle-East were caused due to these social networking sites.

So, a word of caution is needed that these sites should be used so that the national and human interests are served.



62. Metro—A Dream Train

One of the severest problems India faces today is population explosion which requires expansion of facilities of all types—education, housing, employment, food, water, treatment, travel, and so on. Travel has become one of the most important needs today. There are numerous big towns and cities with a big population where the modern means of travel are non-existent; and Delhi is no exception. Its vast transport system seems to have failed in the face of its ever-increasing population. The greatest problem is that the roads in the national capital face a great number of private vehicles that clog them, and they are increasing with every passing day. The MRTS (Mass Rapid Transit Systems) are a measure to discourage people from using their private vehicles and encourage them to make use of public means of conveyance at reasonable rates with care and comfort.

Prime Minister AB Vajpayee inaugurated the Delhi Metro project on 24 December, 2002 and travelled with a host of other dignitaries from Shahadara to Seelampur. It was, in fact, a dream come true for Delhi because its traffic problems have come to such a situation when this was all the more necessary. This project has provided some succour to the Delhiites. Now, it has already expanded its facilities to the adjoining Gurgaon and NOIDA and has plans to expand further.

Delhi Metro provides many facilities. A great care has been taken for the safety measures. Escalators are equipped with several safety devices like protection against speeding,

detecting a missed step etc. To reduce fire risk and improve safety, a tray to collect human hair, dust, water and oil has been provided. In addition, there is a unique sari guard feature that deflects loose clothing from getting trapped in the escalator. There are also emergency stop switches prominently displayed at three locations—bottom, top and middle.

Not only this, the coaches have been designed for maximum comfort and safety. They are equipped with automatic opening and closing mechanism with the provision that the train cannot move unless all the doors are securely closed and locked. In case a door opens when the train is in motion, it would come to a halt of its own. There are other safety measures in place. For example, the special design to reduce fire risk; emergency evacuation through front door; facility for the passengers to talk to the driver in an emergency; provision of announcements in case of an emergency; provision of communication of Operations Control Centre and the driver; and emergency illumination and ventilation in case of power supply failure.

At present, Delhi Metro has barely completed about one-half of its target area, and is able to meet the requirements of a substantial part the population; it has certainly succeeded to ease the pressure on the roads greatly. It is pleasant to travel in Delhi Metro saving oneself from the scorching sun or biting cold on the Delhi roads coupled with smoke and pollution. It would take some more time when the entire facility would come up covering even some areas, including those in the NCR, and it would be then that the people of Delhi would be able to reap the benefit of Delhi Metro optimally. To achieve this dream, the work is progressing at a very rapid rate.



63. *Space Travel*

The space has always attracted man. Man has looked up to the sky in wonder and marvel. Efforts have been made from ancient times to unravel its mysteries. The modern age is rightly called the space age. It began with the launch of the Sputniks by Russia in 1957. In 1958, America too sent its satellites into the space. These researches have revealed many new facts about the earth, the solar system, planets and other heavenly bodies.

Yuri Gagarin was the first man to travel into the space. It happened on 12 April, 1961. The first woman to go into space was also a Russian. The landing on the Moon was a historical achievement. The American astronauts, Neil Armstrong and Edwin Aldrin, stormed into history by landing on the moon on 21 July, 1969. They reached there on board the spaceship Apollo-11 in the four-legged Lunar Module. Since then 12 American astronauts have walked on the surface of the moon. They have brought with them 380 kg of rock samples from there.

In 1970, Russia landed an unmanned Luna-17 on the moon. The US Pioneer-10 was the first spaceship to fly past the Jupiter. It sent many close pictures of the planet. These were followed by the launch of sky-labs. The Russian space-station Mir was launched in 1986. It served for twenty long years, when it was finally abandoned in 2007. Docking, space-walking and space-repairs have now become common.

The launch of space shuttles has revolutionised space travel and exploration. A space shuttle can be re-used a

number of times like an aeroplane. It is also very economical. The first space shuttle was launched in 1976 by the US. Its name was Enterprise.

The first Indian to go into the space was Rakesh Sharma. He was sent into space on 13 April, 1984 onboard a Russian spaceship, Soyuz. Recently Kalpana Chawla was sent into the space on 19 November, 1997. This India-born astronaut went onboard the space shuttle Columbia. She was born in Karnal (Haryana). Thus, she became the first Indian woman to travel in space. Unfortunately, she was killed when she was coming back from the space the next time along with six other astronauts. At present, Sunita Williams is another woman of Indian origin who has gone into the space.

India's space achievements have also been spectacular. It has taken long strides in space research. The first Indian satellite was launched in April 1975. It was named Aryabhata. Since then India has launched many INSAT satellites successfully. The prestigious Polar Satellite Launch Vehicle (PSLV) was launched on 29 September 1997. The vehicle placed the IRS-ID satellite in the orbit successfully.

The most spectacular achievement of India was achieved in the year 2008 when the moon mission Chandrayan-1 was successfully launched. India has plans to send a manned mission to the moon in near future. In addition to a number of weather and communication satellites, India has in the space many other types of satellites, including one meant for surveillance. The feathers in the cap for India is the Mars mission that is successfully moving towards the Mars. Another great success of India is in the field of cryogenic engines to launch satellites into the space independently.

Now, the space exploration has begun on the surface of the planet Mars with the landing of America's unmanned probe vehicle. The future holds many space wonders and achievements. Now, we can expect space travel from one planet to another in future.



64. *World Environment Day*

World Environment Day (WED) is celebrated each year on 5th of June each year. It is celebrated by the United Nations Environment Programme (UNEP). It is a global event to raise awareness to take positive environmental action and to garner public action. This day started to be celebrated from 1973 to mark the opening of Stockholm Conference on Human Environment in 1972. It was in Stockholm Conference that political, social and environmental aspects were discussed at a great length in view of taking some decisive action on this important issue which affects the whole world.

The celebrations for WED are hosted by different cities every year and with different themes. A number of programmes are held under it, including street rallies, poster drawing competitions, essay contests, debates and contests etc. in many parts of the world. The main concept is to make people participate more and more and at same time letting children know the dangers faced by environment and how to tackle them. Tree planting drives are also held, which are joined by many celebrities. Many organisations and news channels too have taken part in the campaign actively. The Zee News launched 'My Earth, My Duty' campaign in which around 73 lakh trees were planted in a single day across India. The NDTV also launched a campaign known as 'Greenathon', India's first-ever nationwide campaign to save the environment. Many green marathons have also been held to commemorate this day.

Each WED is marked by a special theme and a special slogan. In 2005, the theme was 'Green Cities' and the slogan was 'Plan for the Planet' as a major part of world's population lives in cities. The mayors from important cities of the world took part in WED, San Francisco to forge a collective path towards a sustainable urban future. In 2006, the theme was 'Deserts and Desertification' and slogan was 'Don't desert dry lands'. It was emphasised to protect dry lands. In 2007, the theme was 'Melting Ice-A Hot Topic' with the host being Norway. This WED discussed the effects of climate change on polar ecosystems and communities. Similarly, many countries have hosted the WEDs with the recent one being Brazil in 2012. India has also hosted WED in 2011 with the theme being 'Forests-Nature at your service' and discussed about the ever shrinking forests in the world and how to tackle this situation for a better future.

WED is a day for us to start contributing towards saving the world. We must pledge that we will do our part in saving the environment by recycling waste, harnessing rainwater, using paper products etc., as these little acts on the part of every person would help in the long run in an endeavour to save the environment.



65. *Olympic Games*

The origin of the Olympic Games in the ancient times is shaded by pre-history. The Games were first held in honour of the Greek god, Zeus in 776 BC. The Olympiad celebrated that year was considered as the first and was used to date subsequent historic events. They were held every four years and lasted five days, in which the events were organised in a specific order. In that time, the prize for a victory was a portion of meat taken from animal sacrificed to the gods. After VII Games, the olive crown was given to the winners. The Games suffered problems and natural calamities during the period from 395 AD to 580 AD, and they were not held.

The modern Olympic Games were started to be held after a gap of nearly 1500 years, due to efforts made by Baron Pierre de Coubertin. It was on November 25, 1892, during a conference at Sorbonne about the history of physical exercises, that he first pronounced those famous six words in public: "The Restoration of the Olympic Games." He said that the Games would ennoble and strengthen amateur sports, to give them strength and lasting quality for an essential role in the world of modern education. Following enthusiasm, the first Games were held in 1896, though initially they were planned to be started from 1900. Athens was, therefore, the venue of the 1896 Olympic Games.

Since then, the Games are held every four years. The Games, however, have been interrupted in between, mainly due to the First World War and Second World War, but

they have been resumed. Only sometimes, some countries have boycotted them, but the spirit of the Olympics has compelled all member nations to send their teams to this international arena, in which the best sporting talent can be seen and nurtured.

The Olympic symbol comprises five rings of different colours linked together to represent the sporting friendship of all people living in five continents. Its flag was created in 1913 and contains the same five rings. The colours of these rings are blue, yellow, black, green and red; because one of these colours is certainly found in the national flags of each nation of the world. The Olympic motto is "Citius-Altius-Fortius" which means "Faster, Higher, Stronger".

The winners in different competitions are given medals and certificates. These are Gold medal for athletes in the first place, Silver medal for those in the second place and Bronze medal for those in the third place. The number of sports keeps changing, and it was 26 sporting disciplines in the 2012 Olympic Games in London.



66. Indian Premier League

The Indian Premier League (IPL) is a professional league for Twenty20 cricket championship in India. It was initiated by the Board of Control for Cricket in India (BCCI) in 2008. Currently, nine teams participate in the league, consisting of players from all around the world. The IPL has a huge brand value, jumping from year to year. It was around US\$2.99 billion in the fifth season. Twenty-20 is a shorter format of cricket consisting only of 20 overs one side. This league has taken cricket's popularity to dizzying heights. The IPL fever has gripped the minds of the people fully. In popularity, the IPL can be matched with some of the famous football leagues around the world. Of course, this league has its negative and positive aspects.

The IPL matches are able to entertain a huge number of people in the country and the world so far as it pertains to hard hitting, quality fielding and some really impressive bowling. The IPL helps many unknown players to show their potential and come on to the world stage. Many of our one-day players have groomed from the IPL. As far as financial status is concerned, it is a boon for a player.

One of the major disadvantages of the IPL is that the BCCI does not include its schedule as part of their international calendar, which results in a lot of cramped schedules for the players. It results into fatigued and injured players for the tests and one-day internationals. This was a main problem faced by the Indian national team. Many players are also taking early retirement to take part in the

IPL matches, mainly due to money. Some of the players who took early retirements are Andrew Symonds, Chris Gayle, Lasith Malinga etc. Ticket prices are very high for an IPL match ranging from ₹ 3,000 to 5,000, making them out of bounds for commoners. The IPL is also becoming a threat to other forms of crickets especially test cricket. Also, batsmen are losing their batting skill as the main focus is on scoring runs anyhow. Hitting fours and sixes gives the audience a sheer amount of pleasure, but one should also see that they do not miss on important and basic aspects of batting. So, much of money has not done any good to many players.



67. Compulsory Military Training

India is now a free country. It earned its freedom after a long struggle. We treasure freedom and want peace. In order to be free and live in peace, India has to remain strong and alert. It is rightly said, "If you want peace, prepare for war." India cannot neglect the defence of the country. Our desire for friendship and peace with other countries does not mean our weakness.

India is a vast country. It has vast international borders to protect. Our neighbouring countries are either inimical to us or are facing internal disturbance causing an alarm to us. To secure these borders we need strong army, navy and air force. At the same time, we also need a second line of defence. Our neighbouring countries like to threaten us at times. They have unholy and hostile designs. There have been wars with them in the past. Pakistan has created the problem of terrorism in our country. In such a situation, India has to be very strong, united and alert.

Defence preparedness is necessary for India. In these situations, compulsory military training to students becomes important. It will turn our citizens into soldiers. Our men and women will be trained to use weapons and fight the enemy. It will make all of us soldiers capable of defending our hard-won freedom. It will make people more disciplined and dutiful. It will be an insurance against any foreign aggression. It also means more sense of duty, responsibility, service and physical fitness.

By giving compulsory military training, we can strengthen our regular armed forces. It will boost their morale. It will raise our military strength enormously. Military training can be put to use to many civilian purposes. In peace time, we can use the services of the trained citizens during natural calamities such as floods, droughts and earthquakes. They can very effectively manage traffic, take part in literacy drive and other social causes, like afforestation. Such training prepares a citizen for hard work, sacrifice and service to the nation. Many great qualities of head and heart can be cultivated by military training. As civilians, we often suffer from lethargy and unwillingness for hard work. Compulsory military training will remove these demerits. It will turn us into better persons and citizens. It will further deepen our sense of patriotism and duty to the nation.

The scheme of compulsory military training involves huge expenses. But the advantages it offers are many. The national interest is above everything else. It will help reduce corruption and favouritism in the society because a soldier is a very disciplined person.

The training in NCC, NSS and Scouts and Guides in schools and colleges is step towards this objective. It imparts military training to our young men and women. However, all people are not given this training. It should be made compulsory for all able-bodied men and women. This will help us to have a very strong and reliable second line of defence.

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68. Co-education

Co-education means both boys and girls getting education in the same school or college. It provides a conducive environment to them to understand each other in proper perspective. Today working women are accepted because if they are not allowed to work, one-half of our human resource sits idly without contributing anything in the growth, progress and development of the country. In modern age, it is necessary for both men and women to work hand in hand. Education trains a person to live a successful life.

Co-education helps to establish understanding between men and women. Education develops faculties and skills in students. It aims at making them useful and able citizens for the society and country. They must know each other. Their married life will fail without clearly understanding each other. Co-education prepares them to live in a practical world.

It may not be possible for the government to have separate schools and colleges for boys and girls in sufficient numbers for different types of courses. We have a large number of schools and colleges for boys but not for girls. So, co-education solves this problem to a great extent. It saves a lot of money.

Co-education trains both boys and girls in similar types of tasks and subjects, so that they can try for same types of jobs in the country. The competition is open to both of them. Co-education trains them in doing their duties well.

Some people dislike and criticise co-education. They find it harmful for the society. Some conservative people think that co-education can spoil the minds of boys and girls, so they disapprove of co-education.

Another objection to co-education is that girls are shy by nature and cannot study in boys' educational institutions with all freedom. So, co-education may not be useful and helpful to the girls. However, the success of co-ed educational institutions in the country has proved otherwise. It is often seen that girls do better than boys in almost all courses.

Some people argue that girls should be given different kind of education. So, co-education will not serve the purpose. However, this thinking is outdated in the modern times, because both boys and girls compete for the same jobs and professions. We can find women as efficient pilots, engineers, soldiers, astronauts, scientists, policepersons, journalists, teachers and professors, virtually every field we can find around us.

Co-education has both merits and demerits. Some experiments in co-education have been successful. Mahatma Gandhi wanted to educate both boys and girls on the equal terms. Today many women hold high posts in the country and abroad.

Some precautions must be taken in co-ed institutions. Discipline must be of a high standard in them. Both boys and girls must learn good manners.

Understanding should be developed between boys and girls so that they can appreciate and know each other well, without having trapped themselves in evil company and activities.

Sometimes, when young boys and girls come closer, they get busy in making friends with each other. Boys chase their girl class-fellows. Sometimes, it leads to competition among boys, leading to violent quarrels too. They neglect their studies and the atmosphere is vitiated. Sometimes,

they bunk classes and go to films or parks, and thus waste precious time of their education. Co-ed institutes should impart proper sex education to all students so that they can understand the intricacies of life.

Co-ed educational institutions are more or less places for fashionable shows where boys and girls wear exorbitant extrovert dresses. This leads to the formation of all sorts of undesirable habits at the cost of good qualities of character.

Keeping in view the merits and demerits of co-education, we can say that we cannot totally reject the concept of co-education. There is no harm in educating girls and boys together in primary and junior classes. They can study together. Co-education creates some problems at secondary level, but this is the time when teachers should create a suitable environment in the school so that students can grow to become mature individuals. This is the stage of life when both boys and girls have to be trained for higher education and for life.



69. *Oversized Bureaucracy*

It is not uncommon to find people visiting a government office for some work and returning without any success. It is despite the fact that the government has employed a large number of officials with all kinds of facilities. As far as doing their duty is concerned, the government officials always have one or the other excuse to refuse to do it. They are more concerned with their pay and allowances and other facilities without bothering to know what their duties are. It is a common feature to find chairs in government offices empty at any time of the day. This is true of both central as well as state government servants.

With liberalisation, many government functions have to compete with private sector. Some government offices were compelled to improve their functioning because their very existence was under question. Banks, electricity, transport, telecommunication and postal departments have now to vie with the private sector and their efficiency has improved to some extent requiring much more to be done. But the situation is hopeless where the government has monopoly over the subject, such as municipalities, courts, road transport offices etc.

Unfortunately, the pay package of the government officials keeps increasing without adequate provisions regarding the improvement of quality of work, accountability, liability etc. Due to such lackadaisical approach, our bureaucracy has remained the same government machinery which it was during the British rule

before independence. It is very indifferent to the needs and aspirations of the common man. The government officials are more interested in delaying decisions and adopting dilatory tactics than doing something worthwhile which can reason their existence.

Bureaucrats seem to work only when their very existence is in jeopardy. Most politicians too are least interested in their proper and efficient functioning, because it hinders their selfish political ends. Due to their close connections with political bosses, the government officials feel more obliged to keep their political masters happier without bothering an iota about the common people and their plight.

Corruption is so rampant in government offices that the former Prime Minister of India, Mr. Rajiv Gandhi was compelled to say that out of every one hundred paise that was released for the welfare measure, only eleven paise reached the target. This statement shows the stark reality, and in all these years, the situation has only aggravated further. It shows not only the inefficiency of the bureaucracy but also the level of corruption that reigns supreme. If a nascent political party like Aam Aadmi Party comes to power, it goes to show that how people are averse to the corrupt and inefficient government machinery.

It is high time that the bureaucracy is made to work efficiently, develop a work culture with the noble traits of honesty, dedication and perseverance. We are already facing problems in lack of this. The foreigners and the NRIs (Non-Resident Indians) are wary of working and investing in our country because they blame it on the bureaucracy that it takes ten days where it should have taken ten minutes to get a job done. If the bureaucracy does not improve now, perhaps their wings would need to be clipped to make it work.

India needs a government machinery which works and tackles problems confronting the nation at various levels—unemployment, hygiene, health problems, pollution, crime,

population explosion, illiteracy, and many more. All these problems cannot be solved by a dormant bureaucracy. The earlier it awakes to its duty the better, because only then it can take our country to find a place in the ranks of developed countries. Time is already running out, so this is the most urgent work to be done at present.



70. Communal Riots in India

A number of diverse communities live in India and they present an atmosphere of communal harmony to a large extent. People belonging to different communities live together, work together and help one another in times of need. There hardly exist any superficial differences. The festivals of any community are the occasions for celebration by all communities, be it Diwali, Holi, Eid, Christmas or Baisakhi. They all come to the defence of the country together and are opposed to communal and fundamental forces.

However, there are instances when a section of people work for their selfish interests and political ambitions and try to put various communities on a platform of hatred and jealousy. Such people instigate communal passions to satisfy their own lust for power. The seeds of hatred sowed by these people have wreaked havoc on the communal fabric of the country.

If we go into the history of the communal riots in India, we find that various communities lived in complete harmony before independence, though there were some causes of mistrust, but it had never been so distressing. They had fought against the Moghuls and British together. The division of the country into India and Pakistan brought about communal lashings that continue even now; and involve mainly the majority Hindu community and the largest minority, the Muslim community.

From the incidences of the communal riots, we can see that these riots have nothing to do with religious antagonism. Nor have they ever clashed in the course of infringement of their religious practices by one another.

The greatest disservice to communal harmony was done by the British who adopted the policy of 'divide and rule' and brought the two major communities on the collision course. The British created false communal issues and tensions for this purpose. Political leaders recognise the malaise of communal tension but they have chosen to look to the other side for their own selfish gains.

The most dreadful incidence of communal backlash was observed in 1947 when India gained independence at the cost of being divided into two parts. It was this occasion that the wave of communal riots in the entire sub-continent broke out and it became so bitter due to the migration of the people on either side of the border. This feature, however, continues even today, due to chiefly partisan outlook of the government in the name of secularism. Police and intelligence have not only miserably failed in controlling communal disturbances but also they have worsened the situation due to their inaction, lack of sympathy and indifference. The police intervenes only when the situation has escalated to dangerous proportions. Curfew is imposed for some time in the affected and riot-prone areas, some arrests are made and the matter is disposed off casually. No follow up action is taken against the actual miscreants.

The police and other government officers continue to be indifferent to the needs of the masses and most of the time are busy serving their political masters for their selfish interests in plum postings and other benefits. The very machinery which is entrusted with the job of maintaining peace and communal harmony turns its back upon this grave problem. Every time a communal problem arises, some lame excuse is given and some innocent person is punished, but not the actual miscreants and criminals.

It also shows that the existing laws are inadequate and ineffective. The government should undertake a thorough study of the situation. The miscreants and their political harbourers must be dealt with severely even if it means amendment to existing laws. A communal riot is not a legal problem alone, it is a different problem altogether.

It has been heartening to note various incidences where people have saved the lives and property of the targeted community during communal riots. Such incidents continue to infuse new life in the humanistic bonds between various communities. They strengthen national integration. It also shows that communal differences among various communities are not as sharp as they are made out to be because the miscreants apprehended so far in various riots were not found to be related to the place where the riots occurred. The communal riots can be eliminated with adequate administrative and police support, and it would be all the better if the cooperation of the political leaders is secured.

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71. *Green Gold*

Trees give us many things: oxygen, food, wood, medicines and other articles. When many trees are located nearby, they form a forest. A forest is called green gold, and rightly so, because it is very advantageous to us. All animals, whether they eat plants or not, are dependent on plants, directly or indirectly. We cannot survive without trees. Therefore, it becomes essential that these forests are conserved.

This green gold is not safe today. Trees are cut down for different needs. Farmers in different places have cleared forests in order to get land for farming. They cultivate on a tract of land for three-four years and then abandon it. And once again they clear another land of forest for farming. This has continued for centuries. Clearing land for farming does not have a great impact on the forests, because the abandoned land is used for growing trees once again.

However, the forests are cut down for many other purposes and it becomes difficult to recover the land back to forests. For example, when trees are cut down on a large scale for wood, little attention is paid for growing new plants in their place. Similarly, forests are cleared for building dams, roads, railway lines etc. In addition, forests are cleared for increasing population all over the world. Forest fires are also an important cause of the destruction of forests. Let us tell you that 2,000 trees are cut down every minute worldwide.

An important cause of deforestation is the location of forests. Most of the forests are located in developing countries. These countries take loan from the rich countries. In order to pay back these loans, these countries cut down and export wood. This results in very large scale deforestation.

When forests are cleared, many other problems are also faced. The first effect is on the soil. The tree roots bind the soil together. In their absence, the soil cannot be kept together. So it is easily washed away with rainwater.

Green plants absorb carbon dioxide and release oxygen. This results in air-conditioning of the environment. When forests are cleared, it results in heating up of the environment. This results in global warming.

Forests are home to a large variety of plants, animals and people. When they are gone, these plants, animals and people are also lost.

Many plants have medicinal value, but forests are cleared without taking care to conserve the medicinal plants. The people are suffering from a large number of diseases, and cure for many of them cannot be found because these medicinal plants have been cut down and destroyed. All types of plants have not yet been studied for their medicinal value.

When forests are cut down, a large number of wildlife species are also lost because their habitat is also destroyed.

Many tribes live in forests. When forests are cleared, these people have no means of sustenance, and they also perish.

In India, many efforts have been made to conserve trees. The government and many other organisations do their bit to conserve trees. We have to make effort to conserve trees. We cannot hope to survive for long if the trees continue to be cut down. It is our duty to conserve trees. We can do it in many ways:

- Plant a tree on your every birthday and look after it afterwards.

- Try to reduce the use of wood in furniture and buildings.
- Use recycled paper.
- Avoid any wastage of paper.
- Start a school project to spread awareness about the need and importance of planting trees.



72. *India and ASEAN*

ASEAN (Association of South-East Asian Nations) came into being to step up economic cooperation among the member countries. The number of its member countries was five at the time of its birth on 8 August 1967. The founding members of the association were Indonesia, Malaysia, Philippines, Singapore and Thailand. It soon emerged as a successful organisation which could fulfil the aspirations of the member countries, and then more countries came to join it, namely Brunei Darussalam in 1984, Vietnam in 1995, Laos and Myanmar in 1997 and Cambodia in 1999. This brought the total membership of the ASEAN to ten.

The combined population of the ASEAN countries is close to 900 million. This region is one of the fastest growing regions in the world as on today. The combined gross national product (GNP) of the member nations has grown to a staggering US\$312 billions and per capita income stands at \$497. The average economic growth rate of the region during the previous decade was as high as 5.5 per cent. Similar was the case with the world export which stood at 10.8 per cent. The foreign investment to the ASEAN countries too grew up to 40 per cent.

The three main objectives for the member nations to come together on a common platform were:

1. to promote economic, social and cultural development of the region through cooperative programmes;
2. to safeguard the political and economic stability of the member countries against big power rivalry; and

3. to serve as a forum for the resolution of intra-regional differences.

The first summit meeting was held in Bali, Indonesia in February 1976. In it, the member countries signed the Treaty of Amity and Cooperation in South-East Asia and the Declaration of ASEAN Concord. The stress of both the documents was to ensure regional peace and stability, and fostering economic and social growth. This opportunity was also availed to establish a small permanent secretariat in Jakarta to provide administrative and follow-up support to the member countries.

Ever since its inception, the ASEAN has gone on to include new aims, especially in the field of industrial and trade development, and has succeeded in its endeavour to a great extent. The making of Free Trade Area in the ASEAN nations has given an unprecedented boost to the economy of the region.

Besides the leaders of the member countries conducting summit meetings, informal annual meetings are also held in accordance with the resolution passed in its ASEAN Summit in Bangkok. The first such meeting was held in Jakarta in December 1996.

As far as India is concerned, it could not ignore an economic giant in its neighbourhood. Efforts were made during the prime-ministership of PV Narsimha Rao with the policy of 'Look to the East'. The real impetus to effort was provided by Atal Behari Vajpayee. India was first country to be admitted in 1992 as a sectoral partner in the areas of trade and investment. It became a full dialogue partner in 1996 with the right to participate in the foreign minister's conference. India has played even a bigger role in the Association. India and the ASEAN have agreed to develop concerted programmes of cooperation combating terrorism and to work towards creating a Free Trade Area. The reason for including terrorism in its agenda was basically due to the terrorist threat prevailing in the

world as on today, besides the dreaded terrorist strike in Bali. India has also proposed to observe greater tariff concessions to its less developed member countries. With this a new chapter of India's cooperation with the Southeast Asian nations is being written which will bring rich dividends.



73. Cyber Crime

Today, the world is moving towards a point where everything, right from banking, stock exchange, traffic control, telephone, electric power, healthcare, welfare to education, depends on software which eventually runs on a computer. This exponential growth together with increase in the capacity and accessibility of affordable computers, has brought about revolutionary changes in every aspect of human civilization. Crime too has not remained untouched from it.

Cyber crime refers to a new type of crime that involves a computer and an internet connection. It can precisely be defined as offences committed against an individual, a group of individuals, a company or government with a criminal motive to intentionally harm the reputation of the victim or to cause financial, mental or physical harm to the victim using modern telecommunication networks such as Internet.

There are three major categories of cyber crimes. Under the first category falls the crime against a person. In this the person is harassed by email or cyber stalking, including spam mails. In cyber stalking, a victim's activities are followed over internet with the help of many protocols such as email, Facebook etc. This may lead to sexual, religious or racial abuse to the victim.

The second category of cyber crime is related to finances. In this, harmful programmes or viruses are transferred to the victim's computer through internet which can take the

victim's personal belongings or his/her banking account and passwords. We often hear about people being robbed of their money due to internet banking. We must be cautious against any mails or SMSs that ask us to divulge our banking details or transfer money to unauthorised or unrecognised accounts, mainly in the name of greed. A company's website too can be hacked to transfer property or finances from it.

The third category of cyber crime is the crime against government. It is generally done by enemy countries, in a bid to steal the data. It is also known as 'cyber terrorism' and is the most serious of all cyber crimes. Such hacking is also done due to political reasons by political rivals and due to business reasons by business rivals.

Dealing with cyber crime is a very specialist task, for which the law-enforcing people have to be properly trained in different connotations of information technology, as well as equip them with latest appliances so that they are in no way inferior to the criminals. Then there is need to introduce adequate laws to deal with such crimes.

The field of cyber crime is gradually expanding. So there is need to expand law-enforcement too. It is the duty of all of us to be careful while working on the internet. After all, precaution is better than cure.

□

74. *Time is Money*

Our life is nothing but the sum of days, hours and minutes. If we waste our time, we waste our life. We can regain money and health if we lose them, but we cannot regain time if we lose it. We can become what we want to by utilising our time properly. Time once lost is lost forever. A time gone by is bygone forever.

In the ancient times, the period of life was divided into four parts. The first twenty-five years were meant for education and learning. The next twenty-five years were meant for living the life of a householder and procreation of children. The next twenty-five years were meant for self-study and social service. And the final twenty-five years were meant for making an effort to achieve salvation.

According to the above, the first two stages of life are the most fruitful. Youth is the age when time is the greatest treasure. During youth, a person can work hard and take risks. This is the time which should be utilised optimally. We must gain knowledge and experience during this stage of life. This age becomes the foundation stone of our future life.

A wise man suitably divides his time between work and play wisely. Those who only work or only enjoy, do not do justice to themselves. And the people who idle away their time are the terrible sinners. They who waste their time are the guilty of not only themselves, but also of the family, society and the world at large.

So, get up and get to task! It is the time when you have to act. Act now or you will have to repent at leisure that you did not act when it was the ripe time. Your family, society, country and the world is watching you and looking for your help. Get ready and achieve the highest goals of life, only then you can justify the time which God has given you. Else, you too would be lost in the crowd of people with no one to remember you. Only your action will make you live long after you have lived your life.



75. *We Live in Deeds, not in Years*

Life is the sum of hours and days, but it is not measured by the number of years a person lives in the world. Rather it is measured by the quality of work that he does in life. If a person spends a long life of hundred years in idleness, we cannot call his life worth living. It is not the number of years but the deeds done in life that count, irrespective of the fact whether life is short or long. Length of life does not make somebody's life perfect and better. It is always judged by the noble deeds. A short life of grace and beauty is better than a long life of no accomplishments.

Everybody wants to live long. But a long life is useless if it is spent in idleness. A life, whether long or short, is good enough and worth living if it is spent in doing good work. It is better to burn for a moment and give the world light than to keep throwing smoke for hours on end. Vivekananda, Jesus Christ, Alexander, Kennedy and Keats lived for a short time. But what they achieved during a short duration of life, cannot be imagined even by the people who attain a very long life. Bhagat Singh, Chandra Shekhar Azad and Rajiv Gandhi achieved what remains a dream to even the centurions.

The first thing to live life in essence is to act. A person's life must be full of action. He should be ready to face hardships if he wants to shine in the world. He must avoid a life of ease and comfort. An idle life is not worth living.

An idle person thinks more and does nothing. His mind remains vacant. He does not want to take responsibility. A person who acts becomes a powerful person. A person who assumes responsibilities becomes a powerful person, as other people look to him as the harbinger and guide. He leads the world and shines like a star in the horizon.

A person should follow some ideals in life. It is necessary to have an ideal to make life worth living. A person must act to realize his ideal. All great people have worked towards their ideals and achieved greatness. Gandhi and George Washington had the ideal of serving their motherland. Keats wanted to shine in the field of English Poetry. His ideals inspired him to get success in life. Shiv Nadar wanted to be an entrepreneur, and he has left behind others in this endeavour. Sachin Tendulkar became a shining star in the world of cricket only due to his objectives and ideals.

However, the ideal must be positive. A negative ideal, like that of Hitler, can do nothing but bring harm to the world and mankind.

Our life is short, but we have to do a lot of work. We cannot afford to waste even a single moment. We must pass every moment of life in action. We must live in deeds, and not in years.



76. *A Stitch in Time Saves Nine*

This proverb simply means to do right things at the right time. It is an invaluable piece of sane advice. It implies that work done in time saves a lot of labour later on. When there is a tear in the shirt, the wisest thing is to do is to stitch it up without any further delay, else it would be a larger tear all the way down, needing a lot more labour and time to put a patch on it. And the final outcome too would not be as tidy as it would have been, had it been stitched during the initial stage. So, timely action saves a lot of trouble later on.

This proverb applies to all aspects of life, including your learning. If a person does not study throughout the year and hopes to pass the examination only by studying at the eleventh hour, much more effort and time will have to be needed, and still the learning would not be as effective as it should have been had the work been done regularly throughout the year. And it would have its sore impact on the outcome too.

A postponed action is often a cause of serious misunderstanding and even loss of trust between people. Sometimes, doing a thing at the proper time is done better saving on time and energy, but delaying it amounts to not only misunderstanding and complication of things, but it can also lead to a loss of trust. A postponed action often requires a person to make excuses and apologise again and again. Nothing such is needed in case the job was done on time.

Taking the right action at the most opportune time is very important where relationship is concerned. A wrong action, committed knowingly or unknowingly, should be apologised for immediately. The more an apology is delayed, the more distant will a relative be; and it may result in the end of the friendship or relationship forever.

The postponement of an action can prove disastrous in some cases, as in matters of health or repair of a machine. A neglected cold or a running nose can turn into sinusitis and a severe cough can turn into tuberculosis. The neglect of a pain in the body may turn out to be a fatal cancer. Similarly, a malady in the vehicle can lead to, if not an accident, certainly to delay in reaching a place, as it can break down midway.

Some people like to postpone an unpleasant action. Postponement of any work is unpleasant; the more it is postponed, the more unpleasant it becomes. Putting off things is unpleasant because it robs you of your peace of the mind. There is always the nagging inner voice which keeps on reminding of the task to be done. It leaves a person restless.

What a tremendous feeling of contentment and relaxation there is when a job is finished on time, without the last-minute mad rush! So, make a point to do things at the right time, and save a lot of trouble later.



Letters and Applications

1. Write a letter to your father explaining how you could not do well in the mid-term examinations and how you plan to do better in the final examinations.

23, Madhya Hostels
Bhopal
15th January, 20xx

My dear Papa

Just now I have received an anxious letter from you. I could not do well in the mid-term examinations due to a number of causes. The chemistry book was not available and our teacher of physics was on a long leave, which affected my performance. Moreover, I caught cold and fever just two days ahead of the examinations; hence I could not do well.

However, Papa, rest assured and have trust in your son. I can assure you that I am working extra hard and I am confident that I will secure the first position in the final examinations.

Please pay my hearty regards to Mummy, and love for Sneha.

Yours affectionately
Arun
□

2. Write a letter to your friend thanking him for the gift that he sent you on your birthday.

23, Vishnu Garden
Muzaffarpur
15 January, 20xx

My dear Pawan

Last Sunday I celebrated my birthday; of course, I could not enjoy it fully. How could I in the absence of my lovely friend—Pawan? However I had a solace to pacify my feelings. The thing that throbbed my heart most was a gift, and do you know what it was? Well, it was a camera. And do you know who sent it? Well, it's none other than my dearest friend— Pawan. What a great friend you are, you knew what I needed the most. Thank you for this lovely gift. I'll keep it safe to infinity.

My studies are going on well. What about yours?

Pay my regards to your father and mother. Love to Sadhna.

Keep writing.

Yours sincerely
Sunil Shastri



3. Write an informal letter accepting the above invitation to dinner.

109, Sector 12, Vikas Nagar
Chandigarh
12 November, 20xx

Dear Shakti Singh,

It is really nice of you to invite me to dinner on 14 November, 20xx at 8 pm on the occasion of your birthday.

I shall, of course, be there with Shiela.

Yours very sincerely
Anurag
□

4. Write a letter to your friend that you plan to stay at his place for a week in the next winter vacations.

46, Rahesh Complex
Patna
8 October, 20xx

Hello Vaibhav

How are you! I have just received your letter. Don't say that it is only you who remember me. It is I too who remember you everyday morning and evening, and in the afternoon too. It is difficult to pass time without you. Ever since you have gone there, I don't seem to take interest in anything.

So, I have decided to do away with this disinterest. I shall be with you for a full week during the next winter vacations. Is it okay? You don't have to make separate arrangements for me. I can share your room, and bed too.

Pay my compliments to Uncle and Aunt. Keep writing.

Yours truly
David
□

5. Write a letter to your friend telling her about the Taj Mahal which you recently visited on a school tour.

12, Samprati Vihar
Saharanpur
25th November, 20xx

Dear Megha

It is always pleasing to write to you. Last week we had been on a school tour to Agra for two days. We reached Agra in the morning by bus. We passed the first day in visiting places of historical interests, like the Agra Fort. In the evening, we reached the wonderful Taj Mahal. We were lucky that it was a full-moon night. Situated on the bank of the river Yamuna, it was shining like a silver memorial.

It is a great memorial built of marble. It was built by Emperor Shahjahan in the fond memory of his wife Mumtaz.

Please pay my regards to your mummy and papa. I hope to see you next month during winter vacation commencing on 15th of December.

With love,

Yours sincerely
Reena Thakur



6. Write a letter to the Chairman of the Electric Supply Department requesting him to pay prompt attention to frequent electric breakdowns.

H-45, Geeta Colony
Gandhi Nagar, Delhi
20th August, 20xx

The Chairman
Delhi Electricity Supply Undertaking
Delhi

Sub: Frequent Electric Breakdowns
Sir

There have been frequent electric breakdowns in our locality, Gandhi Nagar. On an average, electric supply remains cut off for more than four hours per day. Besides others, students are the hardest hit. They are not able to study and prepare for their examinations.

You are requested to look into the matter at your earliest convenience.

Thank you,

Yours faithfully
Abhinav Tata

□

7. Write an application to the Bank Manager for opening a savings account with him.

34, Ganga Nagar
Panipat
1 January, 20xx

The Manager
Punjab National Bank
Panipat
Dear sir

Respectfully I beg to state that I may be permitted to open a Savings Account with your bank. I enclose herewith the application form duly filled in all respects together with residence proof and deposit slip with a cash of ₹ 1,000.

Thank you,

Yours faithfully
Abhinav Kumar
□

8. Write a letter to the Health Officer, Govt. of Delhi, for organising a 'Keep Your City Clean' campaign in your locality.

5/116, Maya Colony
Delhi-110009
4 March 20xx

The Health Officer
Govt. of Delhi
Delhi-110054

Sub: Request for Organising "Keep Your City Clean"
Campaign in Our Locality.

Sir

The people of our locality have very little sense of cleanliness. Moreover, the MCD seems not at all bothered about looking into the matter of cleanliness in our area. There is a lot of garbage lying scattered here and there. The residents very conveniently throw the leftovers of their kitchen on the road. Lot of stray dogs and animals are found feeding on this garbage. Mosquitoes breed abundantly in our area. There is a stinking smell of garbage all around.

Therefore, I request you to take initiative in organising a 'Keep Your City Clean' campaign in our locality and educate the residents about the value of cleanliness.

Yours faithfully
Anil Vishwas



9. Write a letter to the Director, Adult Education, Delhi, requesting him to help you in organising an Adult Literacy Programme in your school.

St. Mary's School
4, Raj Niwas Marg
Delhi-110054
4 March, 20xx

The Director
Adult Education
Delhi-110007

Sub: Request for Starting Adult Literacy Programme in
Our School

Sir

Our school is located next to a slum area. Most of the people living in this locality are unskilled workers. Due to illiteracy, most of them are being exploited by their employers. If these people are educated, they can be trained for skilled jobs and this would help improve their living conditions in socio-economic terms.

We are ready to take initiative in organising the Adult Literacy Programme in this locality. Our school premises can be utilised for this purpose after school hours. But we need your guidance, material and trained instructors to conduct this programme.

Looking forward to your kind cooperation,

Yours faithfully
R.K. Chopra
Principal

□

10. Write a letter to M/s Nirmala Book Shop, Mohan Nagar, Patna, requesting them to send you a copy of the *Concepts of English Grammar* by post. You are sending them a demand draft worth Rs. 150/- for the same.

22, Radha Nagar
Muzaffarpur
5th July, 20xx

M/s Nirmala Book Shop
Haniman Complex
Patna

Sub: Purchase of a Book

Dear sirs

Please send me a copy of the *Concepts of English Grammar* by post. I enclose a demand draft (no. 234567 drawn on Punjab National Bank) for ₹ 150/- (Rupees one hundred and fifty only) towards the cost of the same.

Thank you,

Faithfully yours
Ravi Chinda
□

11. Write an application for an advertised job.

23, Mhatre Street
Pune
19 January, 20xx

M/s Colman Industries

Pune

Dear Sirs

With reference to your advertisement in the *Indian Express* of 11 July for the post of a 'Time Keeper', I hereby place the following few lines for your kind consideration.

I am a young man of 24 years of age with a sound health.

I have passed B.A. from the Agra University where I was a hockey champion for the last three years of my job. You will find a testimonial from the Principal of the Agra College, which I left two years ago.

At present, I have been working as an Asst. Time Keeper with Messrs. Union Laboratories for the last two years where the wide field of work has given me a good all-round knowledge of this department.

It will, of course, be possible for you to obtain information from my present employers also if you wish to make any inquiries regarding my capability, honesty and work.

The question of salary raises certain difficulties as it seems hardly fair for me to quote it at this stage even a tentative figure before obtaining more definite knowledge of the work the post requires.

I have every hope that you will give me a chance to work under your kind control and thus offer an opportunity to prove my claims.

Yours faithfully
Anand Mohan Muni
□

12. Write a letter to the Editor of a newspaper on the rising number of road accidents due to reckless driving.

22, Geeta Colony
Ghaziabad
20 August, 20xx

The Editor
The Times of India
New Delhi-110001

Sub: Increasing Number of Road Accidents Due to Reckless Driving

Sir

We can often see the placards at different places telling "Speed thrills, but kills", but how many drivers do abide by it while driving. Most of the road users don't follow the traffic rules and signals.

Rash and reckless driving by the truck drivers and the Blueline bus drivers has resulted in many otherwise avoidable road accidents. The police seem to check just for computing their quota of challans and fill their pockets with money from bribes.

It is hoped that the authorities will take appropriate action in improving the sorry state of affairs.

Yours truly
Sujata Mishra
□

13. Write a letter to the editor of a newspaper about the supply of polluted water in your area.

20 Tolstoy Marg
New Delhi
20 August, 20xx

The Editor
The Times of India
New Delhi

Sub: Supply of Polluted Water

Sir

Through the columns of your esteemed paper, I want to draw the attention of the concerned authorities regarding the polluted water supply in our area.

For the last one week, the Municipal Corporation has been supplying polluted water in our colony. The water coming out of the taps is not worth drinking. This polluted water can result in some diseases breaking out. The residents of the colony have made representations to the concerned authorities but to no avail.

It is high time that the authorities rise to the occasion and restore the supply of clean water without any further delay.

Thank you,

Yours truly
Harminder



14. Write an application to your Principal for permission to come late on one day due to a religious ceremony at home in the morning.

February 12, 20xx

The Principal
Nicholas Public School
Bareilly
Sir

Respectfully I beg to inform that our family is going to organise a havan (a religious ceremony) on next Monday in the early hours. Since it is necessary for all family members to be present in this, I request that I may be granted permission to come late by two hours. I shall be grateful to you for this kind favour.

Thank you,

Yours obediently
Vinay Rathor
Class: VII-B
□

15. Write an application to your Principal requesting him to send you a good conduct certificate.

22, Bhavna Garden
Delhi-110009
4 March, 20xx

The Principal
St Columbus School
Delhi-110054

Sub: Application for Good Conduct Certificate
Sir

I was a student of your school during 2003-04. I am appearing for an interview at All India Medical Institute for the post of an Assistant Accountant. I require a good conduct certificate from the school where I studied.

I request you to send me this certificate as early as possible. My interview is scheduled on 1st May, 20xx

Thank you,

Yours faithfully
Anil Anand
□

16. Write a letter to your Principal requesting him to arrange special coaching classes in English and Mathematics. Give reasons why they are necessary.

20 August, 20xx

The Principal
Red Rose School
Lodhi Road
New Delhi
Sir

I beg to bring it to your kind notice that our courses in mathematics and English have not so far been fully covered. Our maths teacher was on leave for quite a long time. Our English teacher was busy in school accounts. For fifteen days the school was busy in a cleanliness campaign and school inspection. Thus, our studies have suffered adversely.

I therefore request you to arrange special coaching classes as soon as possible.

Thank you

Yours faithfully
Rajan
Class: VII-A
□

17. Write an application to your Principal drawing her attention to the misbehaviour of the school canteen staff.

21st December, 20xx

The Principal
St. Bharti School
Bijnaur
Madam

I beg to state that the canteen owner and other workers often misbehave with the students. They also use uncivilised language including abuses.

It is, therefore, requested that they may be restrained from using uncivilised language and maintain decorum of befitting social behaviour.

Thank you

Yours obedient pupil
Vibha Sharma
Class: VII-B
□□□