

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

**STUDY MATERIAL**

**GENERIC ELECTIVE COURSE (GEC)**

**(For U.G. III Sem)**

**UNIT – 1**

**Part I – Translation (Hindi to English)**

**What is Translation?**

Translation means **converting text or speech from one language into another**, keeping the meaning, tone, and style as close as possible to the original.

In this unit, we focus on **translation from Hindi to English**.

**Key Principles of Translation**

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

**Tense Conversion Table (Quick Reference)**

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

**Translation of Common Hindi Words and Phrases**

Hindi	English
क्योंकि	Because

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

## Part II – Prepositions and Articles

### 1. Prepositions

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

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

### 2. Types of Prepositions

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

## 2. ARTICLES

### 1. Introduction

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

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

## 2. Types of Articles

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

## 3. Use of “A”

Use ‘a’ before **words beginning with a consonant sound**.

### Examples

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

### Note:

‘a’ is used **based on sound**, not spelling.

## 4. Use of “An”

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

### Examples

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

## 5. Use of “The”

“The” is called the **definite article**.

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

### Rules for Using “The”

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

## UNIT – 2

### PART I – BASIC SENTENCE PATTERNS

#### 1. What is a Sentence?

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

Example:

*Ravi plays football.*

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

#### 2. Basic Sentence Elements

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

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

#### 3. Common English Sentence Patterns

Pattern	Structure	Example
1	S + V	Birds fly.

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

**Key:**

- IO = Indirect Object
- DO = Direct Object

## PART II – SPOTTING OF ERRORS

### 1. What Is Error Spotting?

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

### 2. Common Areas of Errors

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

## PART III – TRANSCRIPTION AND WORD STRESS

### 1. Transcription – Introduction

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

It helps pronounce English words correctly.

### 2. English Sounds

There are **44 sounds** in English:

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

### 3. Examples of Phonetic Transcription

Word	Phonetic Transcription
Cat	/kæt/
Book	/bʊk/
Tree	/tri:/
School	/sku:l/
Father	/'fɑ:ðə/
Nation	/'neɪʃən/
Education	/,edju'keɪʃən/
Teacher	/'ti:tʃə/
Computer	/kəm'pjʊ:tə/
Bottle	/'bɒtl/

### 4. Word Stress

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

### 5. Rules of Word Stress

Rule	Example
For most <b>two-syllable nouns/adjectives</b> , stress the <b>first syllable</b> .	T <b>A</b> ble, DO <b>C</b> tor, HAP <b>P</b> y
For most <b>two-syllable verbs</b> , stress the <b>second syllable</b> .	re <b>L</b> AX, en <b>J</b> OY, de <b>C</b> IDE
Words ending in <b>-tion, -sion, -ity</b> → stress on the syllable before these endings.	na <b>T</b> ION, deci <b>S</b> ION, ac <b>T</b> IVity
Words with <b>prefixes (un-, dis-, im-, etc.)</b> are usually stressed on the <b>root word</b> .	un <b>K</b> KNOWN, dis <b>L</b> IKE, im <b>P</b> ORTant
Compound nouns → stress on <b>first part</b> .	BLA <b>C</b> Kboard, AIR <b>P</b> ort
Compound verbs → stress on <b>second part</b> .	understand, over <b>t</b> ake

### 6. Practice: Identify the Stressed Syllable

Word	Stressed Syllable	Pattern
ENjoy	enjoy	Verb – stress 2nd
TAb <b>l</b> e	table	Noun – stress 1st
de <b>C</b> ide	decide	Verb – stress 2nd
BEA <b>U</b> tiful	beautiful	3-syllable adj. – stress 1st

Word	Stressed Syllable	Pattern
comPUter	computer	3-syllable noun – stress 2nd
education	education	ends in -tion – stress before

### UNIT 3

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

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

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

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

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

The extravagant and barbarous hecatombs of the Vedic age have been forgotten long ago however some animal sacrifices are still continuing in some sects. Widows have long ceased to be burnt on their husband's pyres. Girls may not be married in their childhood. Now a days Brahmans rub their shoulders with the lowest castes while travelling in buses and trains without consciousness of grave pollution. Temples are open to all by law. Disappearance of caste is slowly begun long ago. In fact the whole face of India is altering but the cultural tradition continues and it will never be lost.

### Summary of "A Cup of Tea" by Katherine Mansfield

"A Cup of Tea" is a short story by Katherine Mansfield that explores themes of class, generosity, and self-awareness. The story revolves around a wealthy woman named Rosemary Fell who, while shopping in London, encounters a poor, shivering girl named Miss Smith. Moved by a sudden impulse of charity, Rosemary invites Miss Smith to her home for tea, intending to help her. However, as the story unfolds, Rosemary's initial kindness is complicated by feelings of possessiveness and jealousy, especially when her husband shows interest in the poor girl.

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

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

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

### Anton Chekhov – "A Work of Art" (Short Summary)

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

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

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

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

## UNIT 4

### PRECIS WRITING



## 1. What is a Precis?

A **Precis** is a **concise summary** of a given passage, presenting the **main ideas in a clear and logical manner**.

It is **shorter than the original text**, usually about **1/3 or 1/4 of the length**, and must be written in your **own words**.

### Purpose:

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

## 2. Key Features of a Good Precis

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

## 3. Rules of Precis Writing

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

## 4. Structure of a Precis

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

### Example Pattern:

Original passage → Main idea → Key points → Conclusion

## 5. Example of Precis Writing

### Original Passage (Excerpt):

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

**Precis (Shortened Version):**

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

**Key Points in Precis:**

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

**SAMPLE (Comprehension Passage)**

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

**Precis Writing:**

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

## E-MAIL WRITING – STUDY MATERIAL

### 1. What is an E-mail?

An **e-mail (electronic mail)** is a way of sending messages, letters, or documents **electronically** using the internet.

It is **fast, convenient, and widely used** in personal, academic, and professional communication.

### 2. Types of E-mails

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

### 3. Structure of an E-mail

#### A. Formal E-mail Structure

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

#### B. Informal E-mail Structure

1. **Subject Line**
  - Can be casual and friendly

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

#### 4. Key Points for E-mail Writing

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

#### 5. Common Phrases

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

#### 6. Sample E-mails

##### A. Formal E-mail (Leave Application)

**Subject:** Request for Leave

**Dear Sir,**

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

Kindly grant me permission.

**Yours sincerely,**  
Anshu Joshi  
Class 12, XYZ School

##### B. Informal E-Mail (To a Friend)

**Subject:** Movie This Weekend?

**Hi Rahul,**

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

**Cheers,**

Anshu