

UNIT XI

21

COMPOSITION



A. Letters

Writing of letters is a very important activity of our modern day life. We write letters to our relatives who are at a distant place from our own. We write letters to our parents or brothers or sisters when we are in a boarding school.

We also write letters to our friends or relatives who are not near us or when we do well in the examination or when we win a prize.

Thus, when we write letters to our friends or parents or relatives about ourselves and also asking about their well being, we , in a way , are talking about our personal things. *Such letters are called PERSONAL LETTERS.*

There are other types of letters like **business letters**, **invitation letters** or **official letters**. But, here, we shall talk only of personal letters.

While you write a personal letter you must keep the following points in mind:

- i) The letter must have *your address*.
- ii) The letter must have the date on which you are writing it.
- iii) The letter must begin with the right word of addressing the person to whom you are writing.
- iv) Then the actual letter, that is, what you want to say should follow.
- v) At the end, you must sign the letter.

Now, let us discuss the above points in more detail:

- i) The address: The address of the person who is writing the letter.

Generally, the address of the writer of the letter is written at the right hand top of the page. This is important because the reader must know who has written to him and from where.

- ii) The date: Every letter must have the date on which it is written. It is also because the reader must know the date on which the letter has been written.

- iii) The right word of addressing the person to whom you are writing the letter.

The way you address the person you are writing to depends on your relation with him/her. If you are writing to your mother, then the correct way of addressing her will be - 'My dear Mother/*Mom/Mummy*, etc.' Look at the following different ways of addressing a person –

To your mother	- My dear/dearest Mother
To your father	- My dear Father
To your brother (Big)	- My dear brother
To your brother (Little)	- My dear/Raju
To your sister	- My dear/ sister
To a friend	- My dear Mani

These words of address (salutation) are written on the left hand side of the letter a little below the date.

iv) The actual letter – A little below the words of address, you begin your letter in a new paragraph. In this you write all that you have to say to the person to whom you are writing the letter.

v) The end – The end of the letter, like the beginning, should have a proper form. Look at some of the ways of ending your letter –

Yours sincerely

Yours affectionately

Under this you sign

You write this portion of the letter on the right hand side.

Now the letter has come to an end.

You then put it in an envelope having stamp or stamps. On the envelope you clearly write the name and address of the person to whom you are writing the letter.

Now, here is a model of a personal letter:

Letter – I

Delhi Public School
Daryaganz
Delhi
Jan. 10, 2004

My dear Mother

How are you? I hope you are very well and not worrying about me. Last Saturday and Sunday, we had our school sports. I won first positions in 100 and 200 metres races.

Mom, I am enjoying my time here. I am doing fine with my studies also. So, do not worry about me. I will write to you again next month. With lots of love.

Yours affectionately

Rajen

On the envelope :

To
Smt. Koijam Ibemcha Devi
Thokchom Leikai
Kwakeithel
Imphal
Pin 795001

Stamp

Letter – II

Here is another letter to a friend asking him how he has done in the examination.

Meino Leirak
Imphal
15th March, 2004

Dear Kanta,

How are you? You wrote to me that your examination would be over by 10th of March. How have you done in the examination? I am sure like last year you have done very well and will secure the first position.

In Manipur, our session has started and I am enjoying the new lessons. They are indeed exciting. Write to me quickly informing me about your **examination**.

Yours sincerely

Ibohal

On the envelope:

To
Shri L. Ningthem Singh
Room No. 25
Vikash Public School
Bangalore

Stamp

EXERCISES

1. Write a letter to your father telling him that your class is going for a picnic. (Suppose yourself to be a student in Delhi.)
2. Write a letter to your brother who is in Kolkata to send you a few books.
3. Write a letter to your sister asking her about her health after her recent illness.
4. Write a letter to a friend asking him to spend the summer vacation at your home.

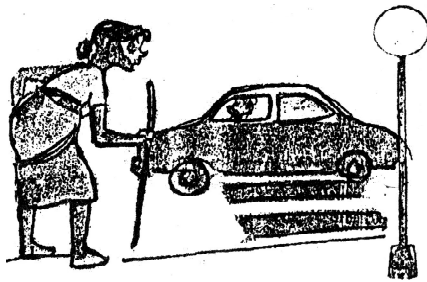
5. Write a letter to your uncle requesting him to buy a cricket bat for you.

Note: Now-a-days the above method of writing letters is slightly changed. In it the address, the date and the signature are written on the left hand side, instead of writing them on the right.

B. Picture Composition

Picture Composition is an exercise by which students improve their speech and writing. It also helps them to think clearly and organise their thoughts. The pictures either tell a story or say something to the children.

Picture I



Picture II



EXERCISE

1. Students should study the above picture while the teacher asks questions such as:
 1. Do you see the first picture?
 2. What is it about?
 3. What kind of person is the picture about?
 4. Is she young?
 5. What is she trying to do?
 6. Can she do it?
 7. Why can't she do it?
 8. What is there on the road?

2. Similar questions may be asked about picture – II
3. Make the class speak about the picture and frame a story.
4. Make the class write about the two pictures in the space below.

Picture I

Picture II

C . GUIDED COMPOSITION

Look at the pictures and write a story. Use the words given below :

It morning. Miss Princy went out for a She was walking park with dog, Softy.



There was crow sitting grass barked and towards But did not away. This made angry. barked jumped, but did not away. Then Dolly rolled grass. Then cawed loudly and flew away.

SUPPLEMENTARY READING

(This portion need not be part of the course of studies. But this forms an important part for reference and self-study).

(A) SYNONYMS

No two words are exactly identical. However some words have the same or nearly the same meaning as another in the same language. They are called **synonyms**. The following are some examples :

Words	Synonyms
1. Ability	capability
2. Accompany	escort
3. Adaptation	adjustment
4. Aeroplane	aircraft
5. Alone	solitary
6. Agree	consent
7. Ask	enquire
8. Astonish	surprise
9. Assent	consent
10. Bad	evil
11. Banish	exile
12. Big	large
13. Border	margin

14. Below	under
15. Carcass	corpse
16. Confusion	chaos
17. Confess	admit
18. Crowd	mob
19. Decrease	diminish
20. Declare	announce
21. Eatable	edible
22. End	finish
23. Error	mistake
24. Freedom	liberty
25. Haste	hurry
26. Idle	lazy
27. Insane	mad
28. Old	ancient
29. Part	portion
30. Possible	probable
31. Quote	cite
32. Rebellion	uprising
33. Remember	recollect
34. Shade	shadow
35. Shore	coast
36. Sick	ill
37. Snow	ice
38. Wood	forest

(B) ANTONYMS

Antonym is a word opposite in meaning to another word.
The following are some examples :

Words	Antonyms
1. Able	unable
2. Absent	present
3. Active	passive
4. Agree	disagree
5. Ancient	modern
6. Appear	disappear
7. Arrival	departure
8. Attractive	repulsive
9. Beginning	end
10. Bright	dark
11. Broad	narrow
12. Cold	hot
13. Die	live
14. Early	late
15. Encourage	discourage
16. Familiar	unfamiliar
17. Fast	slow
18. Fat	thin
19. Freedom	bondage

20. Happy	unhappy
21. Honest	dishonest
22. Hopeful	hopeless
23. Joy	sorrow
24. Knowledge	ignorance
25. Legible	illegible
26. Long	short
27. Maximum	minimum
28. Mortal	immortal
29. Natural	artificial
30. Oppose	support
31. Permanent	temporary
32. Pure	impure
33. Quick	slow
34. Regular	irregular
35. Rich	poor
36. Right	wrong
37. Success	failure
38. Synonym	antonym
39. Top	bottom
40. Virtue	vice
41. War	peace
42. Young	old

**(C) SUBSTITUTION OF GROUPS OF
WORDS BY SINGLE WORDS :**

WORD-GROUPS	SUBSTITUTES
1. Animals living on meat	- carnivorous animals
2. Animals living on vegetables	- herbivorous animals
3. Animals living in water	- aquatic animals
4. Capable of being seen through	- transparent
5. Incapable of being read	- illegible
6. Incapable of being heard	- inaudible
7. Incapable of being seen	- invisible
8. Incapable of being admitted	- inadmissible
9. Incapable of being believed	- incredible, unbelievable
10. Incapable of being repaired	- irreparable
11. Incapable of being corrected	- incorrigible
12. Incapable of being done	- impossible
13. One who is all powerful	- omnipotent
14. One who is present everywhere	- omnipresent
15. One who sees everything	- omniscient
16. One who looks only at the bright side of things	- optimist
17. One who looks only at the dark side of things.	- pessimist
18. One who always doubts	- sceptic
19. Not bearing the name of writer	- anonymous

(E) SOUNDS OF SOME ANIMALS :

	Animals	Sound
1.	Apes	- gibber
2.	Bees	- hum
3.	Bulls	- bellow
4.	Cats	- mew or purr
5.	Cocks	- crow
6.	Crows	- caw
7.	Dogs	- bark
8.	Elephants	- trumpet
9.	Frogs	- croak
10.	Goats	- bleat
11.	Jackals	- howl
12.	Lions	- roar
13.	Owls	- hoot
14.	Peacocks	- scream
15.	Snakes	- hiss
16.	Swallows	- twitter
17.	Swans	- cry
18.	Sheep	- bleat
19.	Tigers	- growl
20.	Wolves	- howl.

(F) DIMINUTIVES :

Words

Diminutives

1.	Baron	-	Baronet
2.	Bird	-	birdie
3.	Book	-	Booklet
4.	Cat	-	Kitten
5.	Cigar	-	Cigarette
6.	Church	-	Chapel
7.	Cock/Hen	-	Chicken
8.	Dame	-	Damsel
9.	Duck	-	duckling
10.	Hill	-	hillock
11.	Ice	-	Icicle
12.	Part	-	particle
13.	Ring	-	ringlet
14.	Scythe	-	sickle
15.	Stream	-	streamlet

(End)