

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

Bose Bros

22A R. B. Avenue
Kolkata-700 029

Our Ref : Bills/323/12/11

15 December 2011

Mr. R. K. Jain
MUKTI TRADERS
AC Market
Kolkata 700 034

Sirs,

Sub : Seeking time for the settlement of bills

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

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

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

Hope, you would certainly accommodate our request and oblige.

Thank you.

Yours faithfully,

(S.K. BOSE)

Proprietor
Bose Bros.

Points to Note :

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

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

B. LETTER FOR LOAN AND ADVANCE

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

MAHAMAYA PVT. LTD

20-B Southern Avenue
Kolkata-700 029

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

16 June 2008

Sir,

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

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

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

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

Hope to hear from you shortly.

Thank you.

Yours faithfully,

(S. DAS)
Proprietor

Points to Note :

In such a letter reasonable grounds like

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

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

UCO BANK

19 Southern Avenue

Kolkata-700 029

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

14 July 2008

Your Ref : Letter

Mr. S. Das

MAHAMAYA PVT. LTD.

20-B Southern Avenue

Kolkata-700 029.

Sir,

Sub : Your application for loan

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

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

Hope you appreciate the limitation.

Thank you.

Yours faithfully,

(R. S. Pandey)

Manager

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

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

2 April 2015

The Branch Manager,
Canara Bank,
Howrah Branch.

Sir,

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

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

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

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

Thank you.

Faithfully yours,
(A. K. Kahar)

Enclo : (i) Project Report

(ii) Tentative P & L A/c.

14. Letter requesting a bank to extend overdraft :

RAINBOW CHEMICAL

Rani Jhansi Road, New Delhi-110 055

1 June 2010

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

Dear Sir,

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

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

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

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

Thank you.

Faithfully yours,

(V. K. Chadda)

Partner

for **Rainbow Chemicals**

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

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

16 April 2015

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

Sir,

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

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

On an examination of the Pass Book I find that my balance with your bank on 4.4.99 stood Rs. 1,230/-. On the next day i.e. 5.4.99, I deposited a cheque of Rs. 1,200/- drawn on Syndicate Bank of the local branch. In fact you had sufficient time to collect the sum so as to raise my balance to Rs. 2,430/- on 12.4.99 leaving a balance of Rs. 400/- to my credit even after honouring the said cheque. But this dishonour of cheque has hurt my status to a great extent.

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

Hope to hear from you at the earliest.

Thank you.

Yours faithfully,
(Suman Dey)

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

16. Letter calling a candidate for Written Test :

ANANDAM CHEMICALS LTD.

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

Our Ref : SUND/CALL/23

Date : 24 March 2012

Mr. Anil Singh

23 B. V. Nagar,

New Delhi-110 089

Sir,

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

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

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

No travelling allowance is payable for attending the test.

Thank you.

Yours faithfully,

(R. Francis)

Personnel Manager

17. Letter intimating date of interview :

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

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

18. Letter intimating the appointment :

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

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

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

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

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

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

19. Letter informing non-selection :

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

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

20. Letter of Acceptance from the Candidate :

From :

Mr. Anil Singh

23 B. V. Nagar

New Delhi-110089

Date : 22 June 2015

To :

Anandam Chemicals Ltd.

12 Sansag Marg New Delhi-110 001

Sir,

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

Thank you for your offer of appointment.

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

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

Thank you.

Yours faithfully,

(Anil Singh)

21. Letter declining the offer of appointment :

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

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

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

F. LETTERS TO TELEPHONE DEPARTMENTS

22. Letter requesting a New Telephone Connection :

MONEYCARE INTERNATIONAL

12 HINDUSTHAN PARK
Kolkata - 700 029

Our Ref : PK/Tel/123/15

Date : 15 July 2015

To :

The Public Relation Officer

KolkataTelephones

3A Gariahat Road

Kolkata-700 019

Sir,

Sub : New Telephone Connection

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

Thank you.

Yours faithfully,

(M. R. KAZI)

DIRECTOR

23. Letter complaining excessive Telephone Bills :

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

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

G. CIRCULAR LETTER/CIRCULAR

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

JAYANTI LIMITED

Round Building,
Kalabadevi Road,
Mumbai-400 022

12 March 2015

Circular No. 18/2015

New Issue of 10,00,000 equity shares

Dear member,

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

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

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

(Binay Sen)

Secretary

Encl : (1) Application Form

(2) Copy of the Resolution 13/15

Points to Note :

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

34. Circular to intimate the change of weekly holiday :**AMIT STEEL CO.**

27 M. G. Road
Bhubaneswar
Odisha

May 2, 2015

Circular No. 128/15

Change of Weekly Holiday

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

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

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

(Jayant Mahapatra)

Personnel Manager

Copy to :

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

Points to Note :

Circulars are issued to circulate some general information within the organisation and outside. Copies of such circulars should be sent to different departments of the organisation and also to be displayed on Notice-Board.

COMMERCIAL LEAFLETS

A commercial leaflet or flyer is a single sheet of paper, usually of the size of 8.5 x 11 or even less and is used to provide information or promote a commodity to a large number of people inexpensively. Flyers are popular for small scale advertisement. These commercial leaflets are often, quite literally, thrown away because they are handed out to the people at random or posted in public places with the hope that they will be read. If they are intended to be posted, such as on a bulletin-board or put up in a window, they are printed on one side only. If they are going to be hand held or mailed, they can be printed on both sides. The purpose of a flyer is to provide a limited amount of information for a limited time at relatively low production costs. Some common uses are:

- announcements of social or commercial events
- product information such as opening of a showroom
- promote sales
- persuade consumers for investment such as launching a tour programme

Drafting a commercial leaflet/flyer :

A flyer or commercial leaflet is also a kind of an advertisement and is intended to entice the readers by the use of attractive image and versatile language. The limited budget for the production of the flier ensures that the words used in the leaflet are carefully chosen to attract the attention of the readers/customers. Often these leaflets are supplied within the folds of the daily newspaper but the specially designed lay out and the syntax lure the readers to go through the matter.

The objectives of drafting a commercial leaflet are as follows:

- Opening of a showroom
- Launching a tour programme by a travel agency
- Discount sale on goods of a particular store
- Promoting for a diagnostic center or a polyclinic or investment consultancy
- Advertising for training centres or educational institutions

Process of drafting a commercial leaflet/flyer :

A flyer is to be drafted in the following way :

- The headlines of the commercial leaflet are extremely important because they are the initial attention grabbers. Besides, the headlines help us to pinpoint the readers or customers; e.g. 'ATTENTION NEW INVESTORS'.
- The focus should be on customer on customer benefits. The flyer copy should use the reader's or customer's interest to promote the product or service. If possible, the benefits of the service should be shown visually. As for example, a picture showing a modern gadget used in a diagnostic centre has good communication benefit. Similarly, the before and after pictures of hair treatment in a hospital conveys necessary information to the customers.

- Brevity is the key for writing a commercial leaflet. Let us take an example. A noted store of Kolkata has advertised discount sale through commercial leaflet:

<p>SALE! SALE! SALE! SALE! SALE!</p> <p>GRAND PUJA DISCOUNT ON ALL GARMENTS OF LADIES GENTS KIDS UPTO 50% DISCOUNT HURRY STOCKS LIMITED</p> <p>AT</p> <p>JANATA STORES, 96 KOLUTALA STREET KOLKATA 700 016</p> <p>PHONE 90517 77677</p>

- A good commercial leaflet should include lists of other benefits, uses or services so that it triggers for a call from the interested clients or readers. Besides, potential customers should be given an incentive to act quickly. That incentive could be a limited time offer special discount offer or a lucky draw coupon or a special package offer for those who apply early. Let us take an example. A computer training institute has issued a commercial leaflet to attract the out-going students of class X and XII to learn the basics skills of computer applications:

<p>WHY WASTE TIME AFTER BOARD EXAMS?</p> <p>LEARN COMPUTER APPLICATIONS</p> <p>AT</p> <p>UNITECH COMPUTER CENTRE</p> <p>GOVT. REGD.</p> <p>NO APPLICATION FEE</p> <p>NO HIDDEN COSTS</p> <p>NO DOCUMENTS REQUIRED</p> <p>LEARN BASICS, INTERNET, C++, PHOTOSHOP, ORACLE</p> <p>*SPECIAL CONCESSION FOR EARLY BIRDS*</p> <p>GOVT. CERTIFICATE AFTER COMPLETION</p> <p>CONTACT: UNITECH COMPUTER CENTRE, 22 R.B. AVENUE KOLKATA 700 029; PHONE # 68312 20205</p>

CLASSIFIED ADVERTISEMENTS

Advertisement is the modern means of communication to entice, promote or persuade readers or customers to utilize certain services. There are mainly two kinds advertisements: classified advertisement and display advertisement. Classified advertisement is a form of advertisement which is particularly common in newspapers, online and other periodicals or magazines which may be sold or distributed free of charge. Advertisements in a newspaper are brief and to the point.

In the newspapers or periodicals the advertisements are grouped into categories or classes such as “For Sale—kitchen appliances”, “Wanted— teachers”, and “Services—plumbing”, “Situations Vacant” etc. Hence the term “classified” is used.

Classified advertisements are much cheaper than larger display advertisements used by business houses, Classified advertisements are mostly placed by individuals privately with the single objective to buy or sell something, looking for jobs, academic matters etc.

AIMS OF ADVERTISEMENT

In a modern world, time and space are extremely precious. One needs to advertise for various purposes in the leading newspapers and periodicals within a limited space provided by the print media using limited vocabulary to reach countless readers. The choice of vocabulary therefore requires utmost care so that the advertiser has to pay the minimum amount for the classified advertisement yet accomplishing maximum purpose. In fine, the main objectives of writing a classified are as follows:

First of all, it must appeal to the reader, and as such, it must say exactly what you want it to say; that is, the language of the advertisement ought to be absolutely unambiguous so that the target readers should not be confused about the content or message of the advertisement.

Secondly, it has to say what it says in the least possible number of words in order to keep the operating costs within the budget of the advertiser. And thirdly, the lay out of the advertisement ought to be such that it catches the attention of the readers easily in order to produce the desired results. There are several types of classified advertisements, which are as follows:

1. Situation vacant or wanted
2. To let/rent a house/flat
3. Sale and Purchase of property, vehicles or goods
4. Promotion of educational institutions in regards to academic courses
5. Missing persons
6. Tour and Travels

Now let us highlight what are to be included in each type of classified advertisement.

1. Situation Vacant types

- It is better to begin with 'WANTED' or 'REQUIRED'
- Name of the organization must always be present
- Number of vacancies and the post for which advertised should be clearly stated.
- The age and gender of the candidate required.
- Qualification and requisite experience needed for the post.
- Pay scale, perks and also the mode of applying (e-mail, postal address etc)
- Contact address and telephone/mobile number for correspondence

Example :

SITUATION VACANT : WANTED a confident stenographer for a leading export house. Qualification - graduate, age - 21-25 years. Typing speed 45 wpm, short hand speed 100 wpm. Preference to those who can operate computer. Salary negotiable. Apply with complete bio-data by 20th June to Secretary, Ilaco House, 25, Strand Road, Kolkata-700 001. Ph: 033-2211 1111

2. 'To let' advertisements

- Begin with **WANTED** or **AVAILABLE**
- Type of accommodation should be mentioned.
- Rent expected
- Proximity to markets and bus stops
- Contact address and phone number

Example:

ACCOMMODATION WANTED

Wanted suitable accommodation on rent for U.B.I. @ Rs.50,000 to be used as a guest-house. It should be located in a posh area with excellent amenities. Required uninterrupted water, electricity and car parking facilities along with nearby market and bus-stop. Owners please contact R. Barik, Manager, Ph: 033-2415 4335.

3. Sale or purchase of property or assets

- Begin with **FOR SALE/ PURCHASE/ WANTED**
- Brief description of the land, house or flat
- **Property** – Number of floors, size, and number of rooms, location and surroundings.
- **Vehicles** – Colour, model, accessories, year, modifications (if any), price, mileage and condition.
- **Household goods** – Condition, price offered or expected.

Example :

FOR SALE : Sale 3-BHK flats with balcony 2nd floor, 1200 sq.ft. at Lenin Sarani near Wellington Square.

Interested buyers call D.Palit, 68302 24253

4. Educational institutions :

- Name of the institution
- Courses offered and their durations
- Eligibility criteria and details of admission test (if any)
- Facilities and fee structure
- Scholarship/certificate information
- Last date for registration, etc.
- Contact address and phone number.

Example :

EDUCATION

IIIFL announces the commencement of its communicative courses in English, French and Chinese. Duration-3 months. Eligibility— Higher Secondary. Excellent faculty. Computerized training. Language laboratory. Incentives for early birds. Send in your applications by 1st June, 2015 to Secreary, IIIFL, 29 Elgin Road, Kolkata 700029 or contact Secretary, phone no. 9933055655

5. Missing person :

- Brief physical description of the missing person like height, complexion and physical structure
- Name, age and any health related issues about the missing person
- Clothes, accessories or any other identifying features
- Tell about the place last seen
- Details of reward if any
- Contact address and phone number

Example :

MISSING

GIRL MISSING, Priya Sharma, 12 years, 4'3~ tall, dark, slim, short hair, wearing blue T-shirt and black jeans since 2.6.2015. Last seen at Ripon Street, Kolkata. Mole mark on the cheek. Speaks Hindi and English. Informers will be suitably rewarded. Inform Lalbazar Police station # 2212 4834.

6. Tours and travels :

- Begin with **PACKAGE AVAILABLE**
- Name of the travel agency
- Destination and duration
- Price and special discounts, if any
- Contact address and phone number

Example:**TOUR AND TRAVEL**

Package available for exotic tour to Darjeeling-Lava-Lolegaon-Kalimpong-Kurseong for 7 days programme @ Rs. 6000 per head/ Gangtok-Peling for 3 days @ Rs. 6000 per head/Shimla-Kulu-Manali-Rohtang pass for 10 days @ Rs 9000 per head. Bookings going on. Contact Easy Tours and Travels, 2 S.N. Banerjee Road, Kolkata-700 001, phone # 033-4006930.

PROJECT:
METHODOLOGY & APPLICATION

Chapter 7

Project: Methodology & Application

Indianization of writings of some English writers

In India, English is not only one of the official languages as mentioned in the VIII schedule of the constitution, but it is also the major link language in a country which is such diverse in language and culture. Besides it has become the language of intellectual, emotional and imaginative articulation even after the British had left our nation for over 60 years. With the passage of time English is getting absorbed into Indian languages and also enriching itself by assimilating them in turn. It has acquired a specific cultural identity in India and also entered India's linguistic and literary creativity. Several English words have merged into Indian languages and seldom do we use the substitute Indian words for them. Many Indian literateurs have been influenced by the English writers. The episodic style of Charles Dickens impressed the Bengali writer Bimal Mitra and Jane Austen had an influence on Vikram Sett. Many Indian writers began to write stories, novels, poems and plays in English. As Thomas Hardy created a fictitious place called Wessex and wrote several novels based on it, R. K. Narayan created Malgudi, a similar fictitious place in India and wrote his immemorial stories of Swaminathan and his friends. Indianization of writings of Dickens and Hardy had also taken place in the film scripts.

Methodology of Indianization of English writings

The stories of Dickens, Hardy, Austen or Oscar Wilde appeal to the Indian readers more often than others because of their plot. Hence, Indianization of their stories is possible. Let us take an example. In order to Indianize Oscar Wilde's short story *The Selfish Giant* we have to follow the guidelines given below :

- **Read the story *The Happy Prince* thoroughly.**

THE HAPPY PRINCE

Oscar Wilde

High above the city, on a tall column, stood the statue of the Happy Prince. He was gilded all over with thin leaves of fine gold, for eyes he had two bright sapphires, and a large red ruby glowed on his sword-hilt. He was very much admired indeed.

“He is as beautiful as a weathercock,” remarked one of the Town Councillors who wished to gain a reputation for having artistic tastes; “only not quite so useful,” he added, fearing lest people should think him impractical, which he really was not. “Why can’t you be like the Happy Prince?” asked a sensible mother of her little boy who was crying for the moon. “The Happy Prince never dreams of crying for anything.” “I am glad there is some one in the world who is quite happy,” muttered a disappointed man as he gazed at the wonderful statue. “He looks just like an angel,” said the Charity Children as they came out of the cathedral in their bright scarlet cloaks and their clean white pinafores. “How do you know?” said the Mathematical Master, “you have never seen one.” “Ah! but we have, in our dreams,” answered the children; and the Mathematical Master frowned and looked very severe, for he did not approve of children dreaming.

One night there flew over the city a little Swallow. His friends had gone away to Egypt six weeks before, but he had stayed behind, for he was in love with the most beautiful Reed. He had met her early in the spring as he was flying down the river after a big yellow moth, and had been so attracted by her slender waist that he had stopped to talk to her. “Shall I love you?” said the Swallow, who liked to come to the point at once, and the Reed made him a low bow. So he flew round and round her, touching the water with his wings, and making silver ripples. This was his courtship, and it lasted all through the summer. “It is a ridiculous attachment,” twittered the other Swallows; “she has no money, and far too many relations”; and indeed the river was quite full of Reeds. Then, when the autumn came they all flew away. After they had gone he felt lonely, and began to tire of his ladylove. “She has no conversation,” he said, “and I am afraid that she is a coquette, for she is always flirting with the wind.” And certainly, whenever the wind blew, the Reed made the most graceful curtseys. “I admit that she is domestic,” he continued, “but I love travelling, and my wife, consequently, should love travelling also.” “Will you come away with me?” he said finally to her; but the Reed shook her head, she was so attached to her home. “You have been trifling with me,” he cried. “I am off to the Pyramids. Good-bye!” and he flew away.

All day long he flew, and at night-time he arrived at the city. “Where shall I put up?” he said; “I hope the town has made preparations.” Then he saw the statue on the tall column. “I will put up there,” he cried; “it is a fine position, with plenty of fresh air.” So he alighted just between the feet of the Happy Prince.

“I have a golden bedroom,” he said softly to himself as he looked round, and he prepared to go to sleep; but just as he was putting his head under his wing a large drop of water fell

on him. “What a curious thing!” he cried; “there is not a single cloud in the sky, the stars are quite clear and bright, and yet it is raining. The climate in the north of Europe is really dreadful. The Reed used to like the rain, but that was merely her selfishness.” Then another drop fell.

“What is the use of a statue if it cannot keep the rain off?” he said; “I must look for a good chimney-pot,” and he determined to fly away.

But before he had opened his wings, a third drop fell, and he looked up, and saw—Ah! what did he see? The eyes of the Happy Prince were filled with tears, and tears were running down his golden cheeks. His face was so beautiful in the moonlight that the little Swallow was filled with pity.

“Who are you?” he said.

“I am the Happy Prince.”

“Why are you weeping then?” asked the Swallow; “you have quite drenched me.” “When I was alive and had a human heart,” answered the statue, “I did not know what tears were, for I lived in the Palace of Sans-Souci, where sorrow is not allowed to enter. In the daytime I played with my companions in the garden, and in the evening I led the dance in the Great Hall. Round the garden ran a very lofty wall, but I never cared to ask what lay beyond it, everything about me was so beautiful. My courtiers called me the Happy Prince, and happy indeed I was, if pleasure be happiness. So I lived, and so I died. And now that I am dead they have set me up here so high that I can see all the ugliness and all the misery of my city, and though my heart is made of lead yet I cannot choose but weep.”

“What! is he not solid gold?” said the Swallow to himself. He was too polite to make any personal remarks out loud.

“Far away,” continued the statue in a low musical voice, “far away in a little street there is a poor house. One of the windows is open, and through it I can see a woman seated at a table. Her face is thin and worn, and she has coarse, red hands, all pricked by the needle, for she is a seamstress. She is embroidering passionflowers on a satin gown for the loveliest of the Queen’s maids-of honour to wear at the next Court-ball. In a bed in the corner of the room her little boy is lying ill. He has a fever, and is asking for oranges. His mother has nothing to give him but river water, so he is crying. Swallow, Swallow, little Swallow, will you not bring her the ruby out of my sword-hilt? My feet are fastened to this pedestal and I cannot move.”

“I am waited for in Egypt,” said the Swallow.

“My friends are flying up and down the Nile, and talking to the large lotusflowers. Soon they will go to sleep in the tomb of the great King. The King is there himself in his painted coffin. He is wrapped in yellow linen, and embalmed with spices. Round his neck is a chain of pale green jade, and his hands are like withered leaves.”

“Swallow, Swallow, little Swallow,” said the Prince,

“Will you not stay with me for one night, and be my messenger? The boy is so thirsty, and the mother so sad.”

“I don’t think I like boys,” answered the Swallow. “Last summer, when I was staying on the river, there were two rude boys, the miller’s sons, who were always throwing stones at me. They never hit me, of course; we swallows fly far too well for that, and

besides, I come of a family famous for its agility; but still, it was a mark of disrespect.”

But the Happy Prince looked so sad that the little Swallow was sorry. “It is very cold here,” he said; “but I will stay with you for one night, and be your messenger.”

“Thank you, little Swallow,” said the Prince.

So the Swallow picked out the great ruby from the Prince’s sword, and flew away with it in his beak over the roofs of the town. He passed by the cathedral tower, where the white marble angels were sculptured. He passed by the palace and heard the sound of dancing. A beautiful girl came out on the balcony with her lover.

“How wonderful the stars are,” he said to her, “and how wonderful is the power of love!”

“I hope my dress will be ready in time for the State-ball,” she answered; “I have ordered passion-flowers to be embroidered on it; but the seamstresses are so lazy.”

He passed over the river, and saw the lanterns hanging to the masts of the ships. He passed over the Ghetto, and saw the old Jews bargaining with each other, and weighing out money in copper scales. At last he came to the poor house and looked in. The boy was tossing feverishly on his bed, and the mother had fallen asleep, she was so tired. In he hopped, and laid the great ruby on the table beside the woman’s thimble. Then he flew gently round the bed, fanning the boy’s forehead with his wings. “How cool I feel,” said the boy, “I must be getting better”; and he sank into a delicious slumber. Then the Swallow flew back to the Happy Prince, and told him what he had done. “It is curious,” he remarked, “but I feel quite warm now, although it is so cold.”

“That is because you have done a good action,” said the Prince. And the little Swallow began to think, and then he fell asleep. Thinking always made him sleepy. When day broke he flew down to the river and had a bath.

“What a remarkable phenomenon,” said the Professor of Ornithology as he was passing over the bridge. “A swallow in winter!” And he wrote a long letter about it to the local newspaper. Every one quoted it, it was full of so many words that they could not understand.

“To-night I go to Egypt,” said the Swallow, and he was in high spirits at the prospect. He visited all the public monuments, and sat a long time on top of the church steeple. Wherever he went the Sparrows chirruped, and said to each other, “What a distinguished stranger!” so he enjoyed himself very much.

When the moon rose he flew back to the Happy Prince. “Have you any commissions for Egypt?” he cried; “I am just starting.”

“Swallow, Swallow, little Swallow,” said the Prince, “will you not stay with me one night longer?”

“I am waited for in Egypt,” answered the Swallow. “To-morrow my friends will fly up to the Second Cataract. The river-horse couches there among the bulrushes, and on a great granite throne sits the God Memnon. All night long he watches the stars, and when the morning star shines he utters one cry of joy, and then he is silent. At noon the yellow lions come down to the water’s edge to drink. They have eyes like green beryls, and their roar is louder than the roar of the cataract.

“Swallow, Swallow, little Swallow,” said the Prince, “far away across the city I see a young man in a garret. He is leaning over a desk covered with papers, and in a tumbler by his side there is a bunch of withered violets. His hair is brown and crisp, and his lips are red as a pomegranate, and he has large and dreamy eyes. He is trying to finish a play for the Director of the Theatre, but he is too cold to write any more. There is no fire in the grate, and hunger has made him faint.”

“I will wait with you one night longer,” said the Swallow, who really had a good heart. “Shall I take him another ruby?”

“Alas! I have no ruby now,” said the Prince; “my eyes are all that I have left. They are made of rare sapphires, which were brought out of India a thousand years ago. Pluck out one of them and take it to him. He will sell it to the jeweller, and buy food and firewood, and finish his play.”

“Dear Prince,” said the Swallow, “I cannot do that”; and he began to weep.

“Swallow, Swallow, little Swallow,” said the Prince, “do as I command you.”

So the Swallow plucked out the Prince’s eye, and flew away to the student’s garret. It was easy enough to get in, as there was a hole in the roof. Through this he darted, and came into the room. The young man had his head buried in his hands, so he did not hear the flutter of the bird’s wings, and when he looked up he found the beautiful sapphire lying on the withered violets.

“I am beginning to be appreciated,” he cried; “this is from some great admirer. Now I can finish my play,” and he looked quite happy.

The next day the Swallow flew down to the harbour. He sat on the mast of a large vessel and watched the sailors hauling big chests out of the hold with ropes. “Heave a-hoy!” they shouted as each chest came up. “I am going to Egypt”! cried the Swallow, but nobody minded, and when the moon rose he flew back to the Happy Prince.

“I am come to bid you good-bye,” he cried.

“Swallow, Swallow, little Swallow,” said the Prince, “will you not stay with me one night longer?”

“It is winter,” answered the Swallow, “and the chill snow will soon be here. In Egypt the sun is warm on the green palm-trees, and the crocodiles lie in the mud and look lazily about them. My companions are building a nest in the Temple of Baalbec, and the pink and white doves are watching them, and cooing to each other. Dear Prince, I must leave you, but I will never forget you, and next spring I will bring you back two beautiful jewels in place of those you have given away. The ruby shall be redder than a red rose, and the sapphire shall be as blue as the great sea.”

“In the square below,” said the Happy Prince, “there stands a little match-girl. She has let her matches fall in the gutter, and they are all spoiled. Her father will beat her if she does not bring home some money, and she is crying. She has no shoes or stockings, and her little head is bare. Pluck out my other eye, and give it to her, and her father will not beat her.”

“I will stay with you one night longer,” said the Swallow, “but I cannot pluck out your eye. You would be quite blind then.”

“Swallow, Swallow, little Swallow,” said the Prince, “do as I command you.”

So he plucked out the Prince's other eye, and darted down with it. He swooped past the match-girl, and slipped the jewel into the palm of her hand. "What a lovely bit of glass," cried the little girl; and she ran home, laughing.

Then the Swallow came back to the Prince. "You are blind now," he said, "so I will stay with you always."

"No, little Swallow," said the poor Prince, "you must go away to Egypt."

"I will stay with you always," said the Swallow, and he slept at the Prince's feet. All the next day he sat on the Prince's shoulder, and told him stories of what he had seen in strange lands. He told him of the red ibises, who stand in long rows on the banks of the Nile, and catch gold-fish in their beaks; of the Sphinx, who is as old as the world itself, and lives in the desert, and knows everything; of the merchants, who walk slowly by the side of their camels, and carry amber beads in their hands; of the King of the Mountains of the Moon, who is as black as ebony, and worships a large crystal; of the great green snake that sleeps in a palm-tree, and has twenty priests to feed it with honey-cakes; and of the pygmies who sail over a big lake on large flat leaves, and are always at war with the butterflies.

"Dear little Swallow," said the Prince, "you tell me of marvellous things, but more marvellous than anything is the suffering of men and of women. There is no Mystery so great as Misery. Fly over my city, little Swallow, and tell me what you see there."

So the Swallow flew over the great city, and saw the rich making merry in their beautiful houses, while the beggars were sitting at the gates. He flew into dark lanes, and saw the white faces of starving children looking out listlessly at the black streets.

Under the archway of a bridge two little boys were lying in one another's arms to try and keep themselves warm. "How hungry we are!" they said. "You must not lie here," shouted the Watchman, and they wandered out into the rain. Then he flew back and told the Prince what he had seen.

"I am covered with fine gold," said the Prince, "you must take it off, leaf by leaf, and give it to my poor; the living always think that gold can make them happy."

Leaf after leaf of the fine gold the Swallow picked off, till the Happy Prince looked quite dull and grey. Leaf after leaf of the fine gold he brought to the poor, and the children's faces grew rosier, and they laughed and played games in the street. "We have bread now!" they cried.

Then the snow came, and after the snow came the frost. The streets looked as if they were made of silver, they were so bright and glistening; long icicles like crystal daggers hung down from the eaves of the houses, everybody went about in furs, and the little boys wore scarlet caps and skated on the ice. The poor little Swallow grew colder and colder, but he would not leave the Prince, he loved him too well. He picked up crumbs outside the baker's door when the baker was not looking and tried to keep himself warm by flapping his wings. But at last he knew that he was going to die. He had just strength to fly up to the Prince's shoulder once more.

"Good-bye, dear Prince!" he murmured, "will you let me kiss your hand?"

"I am glad that you are going to Egypt at last, little Swallow," said the Prince, "you have stayed too long here; but you must kiss me on the lips, for I love you."

"It is not to Egypt that I am going," said the Swallow. "I am going to the House of Death. Death is the brother of Sleep, is he not?"

And he kissed the Happy Prince on the lips, and fell down dead at his feet. At that moment a curious crack sounded inside the statue, as if something had broken. The fact is that the leaden heart had snapped right in two. It certainly was a dreadfully hard frost. Early the next morning the Mayor was walking in the square below in company with the Town Councillors. As they passed the column he looked up at the statue: "Dear me! how shabby the Happy Prince looks!" he said.

"How shabby indeed!" cried the Town Councillors, who always agreed with the Mayor; and they went up to look at it.

"The ruby has fallen out of his sword, his eyes are gone, and he is golden no longer," said the Mayor in fact, "he is little better than a beggar!"

"Little better than a beggar," said the Town Councillors.

"And here is actually a dead bird at his feet!" continued the Mayor. "We must really issue a proclamation that birds are not to be allowed to die here." And the Town Clerk made a note of the suggestion.

So they pulled down the statue of the Happy Prince. "As he is no longer beautiful he is no longer useful," said the Art Professor at the University.

Then they melted the statue in a furnace, and the Mayor held a meeting of the Corporation to decide what was to be done with the metal. "We must have another statue, of course," he said, "and it shall be a statue of myself."

“Of myself,” said each of the Town Councillors, and they quarrelled. When I last heard of them they were quarrelling still.

“What a strange thing!” said the overseer of the workmen at the foundry. “This broken lead heart will not melt in the furnace. We must throw it away.” So they threw it on a dust-heap where the dead Swallow was also lying.

“Bring me the two most precious things in the city,” said God to one of His Angels; and the Angel brought Him the leaden heart and the dead bird.

“You have rightly chosen,” said God, “for in my garden of Paradise this little bird shall sing for evermore, and in my city of gold the Happy Prince shall praise me.”

- Imagine the Happy Prince to be an Indian character with an Indian name.
- Give Indianness to the setting of the plot. Describe the place where the giant lived. Imagine it to be an Indian village.
- Give a description of his house that resembles an Indian dwelling.
- Describe the emotions of the children who were attracted to the fruits and they climbed the trees while returning from school. Such a situation is very common in India.
- Show how the element of love and affection change a person.

Dramatization of a story

Drama is one of the most ancient means of intellectual entertainment. Looking back into history we find that drama was the most popular medium in ancient Greece, over 2400 years ago, during the time of Aristotle. The essential elements of drama are as follows:

- **Dramatis Personae** or the ‘people of a drama’, that is, a list of the characters in a play, usually found on the first page of the script; often includes important information about the character.

- **Character** as in a story, people or creatures that appear in a script by speaking or doing something (the “something” may be as simple as walking on stage, then walking off again) or someone in a script who is involved with a plot.

- **Prop** are objects used on stage or on screen by actors during a performance. In practical terms, a prop is considered to be anything movable or portable on a stage or a set, distinct from the actors, scenery, costumes and electrical equipment.

- **Stage directions** show only what is taking place on stage; that is, what the audience can hear or see. These directions do not tell the previous life of the character.

Stage directions are always enclosed in parenthesis. Besides, stage directions may also indicate where the scene is taking place, what a character is supposed to do, or how a character should deliver certain lines.

- **Enter** is a stage direction which tells the character(s) to come onto the stage. Often it includes a direction (left or right) or additional information about how characters are to enter the scene.

- **Exit** is a stage direction which tells the character(s) to leave the stage and the scene. Often includes a direction (left or right) or additional information about how characters are to leave the scene.

- **Dialogues** are the lines spoken by the actors. In a novel or a story we also come across with dialogues but in the script of a drama, dialogues are preceded by the name of the character that is to speak the words. Besides, in the drama more emphasis is given on interaction of characters, and not on the complete sentences of a dialogue.

A play should have a beginning, middle and end. In the beginning part the characters are introduced, in the middle events occur to problematise the plot and throw characters into conflict. The conflict reaches a resolution in the end, when the problems are solved.

Methodology of dramatizing a story

To turn a story into a drama, you have to adapt it. This means you have to work on the plot, structure and dialogues of the story, keeping in mind the dramatic need. You may not need the entire story to convert into a drama. As for example, H.W. Longfellow's story *Tales of a Wayside Inn* may be dramatized.

So, before dramatizing a story, at first, select a story that you want to dramatize. Then, read the whole story thoroughly and make notes as you go along. Select the parts for dramatic adaptation. If the story is too long you will need to shorten it in size, but try not to lose the main pivot of the plot. Prepare a note on all characters, scenes, props, objects, sounds and ideas for costumes. Divide your dramatic plot into scenes. The progress of the plot should be simple but engaging, following the structure of the beginning, middle and end.