

SECTION THREE

NO	TITLE / TYPE OF THE TOPIC	WRITING SKILLS FUNCTIONAL/ CREATIVE	EXTENSION ACTIVITIES/ PROJECT	VALUES/ LIFE SKILLS
3.1	Expansion of Ideas	Elaborate a given Thought/ Idea	Practice using Discourse Markers.	Expressing Oneself
3.2	Blog Writing	Creating your own Blog	Prepare a Word Register, Discuss Various Topics for Blog Writing	Sharing your Thoughts Creatively through Digital Media
3.3	E-mails	Develop a CV	Browsing	Effective Communication
3.4	Interview	Conducting an Interview	Presenting Ideas of Great Thinkers	Interview Skills
3.5	Film Review	Writing a Review of a Film	Writing a Script of a Short Film / Documentary	Critical Appreciation
3.6	The Art of Compering	To Prepare a Script for Hosting a Programme	Preparing Notes for Compering an Event	Confidence, Public Speaking

SECTION THREE

3.1 Expansion of Ideas

ICE BREAKERS

- **Discuss with your partner the different ideas connoted by the word 'season'.**
 - (a)
 - (b)
 - (c)
- **Select a season of your choice and give the following details:**
 - (a) Time of the year-
 - (b) Characteristics- crops, festivals etc.
 - (c) Features/changes - climate/weather/temperature etc.
 - (d) Advantages/Disadvantages-
- **Proverbs associated with the word season: E.g. Make hay while the sun shines.**
 - (a)
 - (b)
- **Guess the meaning of the above proverbs and write them down along with a sentence of your own.**
- **Discuss with your partner on the following topics. Express your views and opinions in favour and against the topic.**
 - (a) Are sports essential in Jr. Colleges?
.....
 - (b) Are college council elections essential in Jr. Colleges?
.....
 - (c) Is cell-phone a need of the times?
.....
 - (d) Should the 'Earn and Learn' concept be made mandatory for students?
.....

Expansion of Ideas

Expansion of idea is to elaborate an idea in a **paragraph** form.

Paragraph : A paragraph is necessarily a series of connected sentences which develops one **topic sentence**.

Topic sentence : It is a subject / proposition/ statement expressed in a sentence. A good topic sentence is brief and encapsulates the central theme.

Ideally it is written in three parts - (1) Introductory paragraph (2) Core content (3) Concluding paragraph.

(**Note** : Topic sentence can never be removed from a paragraph.)

Introductory paragraph

A good paragraph is always associated with a topic sentence either at the beginning, in the middle or at the end. The symbolism or the idea should be clearly understood. The literal/symbolic/metaphorical meaning needs to be given. To expand an idea the focus should be on words and expression of thoughts to put forth the hidden meaning or deeper thought behind the given idea. In short, the given idea needs to be well evaluated and interpreted accordingly.

Core Content

While elaborating various aspects of the idea, remember that the following points need to be taken into consideration :

- Explore perspectives, give instances and anecdotes, experiences or even personal experiences.
- There should be unity, and clarity of thoughts.
- Maintain coherence and a logical link between two distinct points between the sentences. For this, discourse markers, conjunctions and conjunctive phrases can be used. Each paragraph or point should support the central idea, but ‘proportion of space’ should be kept in mind.

(Proportion of space : more important ideas – more space; less important idea, less space).

- Proportion of emphasis is an important aspect. It simply means keeping the principal subject in place of prominence throughout the paragraph.
- Avoid too many ideas.
- Remember that this is the most creative part to demonstrate your language skills.

Conclusion

At the end we need to sum up suitably with strong and relevant point.

- Use of proverbs is appropriate at the end with a similar meaning sentence given in the topic sentence.

e.g. (1) The given one is- ‘Tit for tat’ you may sum up using another similar one ‘Reap as you sow.’

Keypoints for Expansion of Ideas

- As an example, let's take the concept, "Love thy neighbor as thyself."
 - (i) Key Point : We should love others, as we love ourselves.
 - (ii) Literal Meaning: To find pleasure in others' virtues. To "love" means to overlook the faults, and appreciate the virtues in others and to forgive others as we forgive ourselves.
 - (iii) Explanation of the different aspects of the topic sentence.
 - (a) We should love human beings because all human beings are images of God.
 - (b) Love is the fundamental essence of all joys, goodness and pleasure.
 - (c) Love ensures peace and harmony.
 - (d) Love creates bonding.
 - (e) Loving someone is protecting them from harm, fighting for their rights and working against injustice.
 - (iv) **Conclusion:** If everyone practiced "Love your neighbor," the world would operate with a far greater degree of patience, tolerance, understanding, communication, appreciation, unity, etc. This one principle would transform human history! When we love each other, take pleasure in each others' achievements and work together, we are able to achieve harmony and peace, sustaining the universe.

One more is done for you.

Travel Broadens the Mind

Travelling is the best form of education, as learning from the environment is more effective. If you live all your life in the same place, you are like the proverbial frog in a well. You become narrow-minded. You do not know what the world outside is truly like. There is no doubt that travelling broadens the mind and enlivens the spirit.

Apart from viewing of natural and historical sights, travelling enables a person to meet different people and study their customs, modes of dressing, culture and languages at close quarters. Meeting different people makes a person broad-minded and tolerant.

Travelling brings people closer and broadens one's outlook. It removes prejudices and helps a person to become a citizen of the world in the true sense. Therefore, never lose any opportunity to travel. It will be an experience well worth the time and money spent on it. The world is a book and he who stays at home reads only one page.

Discourse Markers

The phrase 'Discourse Markers' reveals its own meaning. 'Discourse' means conversation, narration, exchange. Words that connect, mark, give direction to the communication are Discourse Markers.

Definition : Discourse markers are words or phrases like 'anyway', 'right', 'okay', 'as I say', 'to begin with', 'used to connect', organise and manage what we say or write, to express attitude.

When we speak or write we constantly use Discourse Markers. In fact we are not even aware that we use them or when we use them.

Words like ‘nevertheless’, ‘further’, ‘furthermore’, ‘similarly’, ‘so’, ‘therefore’, ‘to be fair’, ‘by the time’, ‘thus’ etc. are examples of discourse markers that we use in our everyday conversations.

Why do you think they are used? What is their function in speech or writing?

The answer would be, that firstly they link the narrative or conversation. Secondly they explain, emphasise and connect what you are saying. By this they bring clarity to the communication and thereby make it effective by adding aesthetic value.

Find out examples of discourse markers from the text.

Template for ‘Expansion of Ideas’.

1 st Paragraph	(1) Title
2 nd Paragraph	(2) Introduction (Impressive beginning)
3 rd Paragraph	(3) Middle (Focus on words, interpretation and evaluation of ideas)
	(4) Convincing conclusion with a proverb or quotation

BRAINSTORMING

(A1) Expand the idea inherent in the following proverbs :

- (i) A bad workman blames his tools.
- (ii) One should eat to live, not live to eat. - Franklin
- (iii) If winter comes, can spring be far behind? - Shelley
- (iv) Beauty is truth, truth is beauty. - John Keats.
- (v) Fools rush in where angels fear to tread. - Alexander Pope

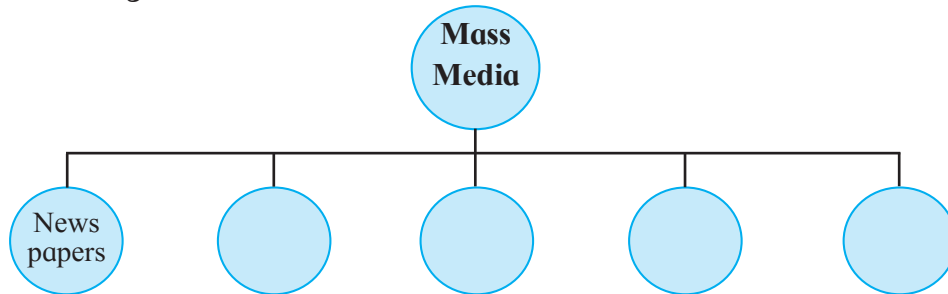
(A2) Complete the tabular columns to specify Dos and Don’ts associated with ‘Expansion of Ideas’.

Expansion of Ideas	
Dos	Don’ts
(i) Begin impressively	(i) Do not go off-track
(ii)	(ii)
(iii)	(iii)
(iv)	(iv)

3.2 Blog Writing

ICE BREAKERS

- A blog is a discussion or informational website published on the World Wide Web. Before blog writing became popular, people used to write/share their articles/write-ups etc., through various media. Discuss in pairs the various mass media available for people to express their views and complete the web given below.



- Writing is considered to be one of the most challenging, demanding, and lucrative careers in the world. Match the professions in table (A) with their descriptions in table (B) and also what they are called from table (C).

Sr No.	A Profession	B Description	C Known as
1.	Blog Writing	Writes in scientific journals, university magazines etc as a result of their studies and research	a. Translator
2.	Story Writing	Writes on trends or comments on issues in a column everyday or weekly.	b. Blogger
3.	Song/Lyric Writing	Writes in national, state and local newspapers as a staff member.	c. Journalist
4.	Academic Writing	Writes long stories of fiction, non-fiction and other genres	d. Story Writer
5.	Translating	Writes for theatre on genres like fiction and non-fiction, historical etc.	e. Song Writer/Lyricist
6.	Newspaper Writing	Writes lyrics/songs for films, plays etc. on a given topic.	f. Academic Writer
7.	Column Writing	Writes/Publishes an informative piece, views, opinions etc. on (www-World Wide Web)	g. Dramatist/ Playwright
8.	Screen Writing	Writes in short on one or more genres of fiction/ in magazines, anthologies etc.	h. Novelist
9.	Fiction/Novel Writing	Translates an original work from one language into another	i. Screenplay Writer
10.	Drama/ Play Writing	Writes Scripts for Films/ Movies/ TV etc.	j. Columnist

Blog Writing

Do you know what blogs are? In the beginning, a blog is a write-up that people share online, and it dates back to 1994. In this online journal, you could talk about your daily life or share things you do. However, people got an opportunity to communicate information in a new way. So began the beautiful world of blogging.

What is a Blog?

A blog (shortening of “weblog”) is an online journal or informational website displaying information in the reverse chronological order, with latest posts appearing first. It is a platform where a writer or even a group of writers share their views on an individual subject. Each entry is called a post.

Blog structure

The appearance of blogs changed over the course of time. Most blogs include some standard features and structure. Here are some common features that a typical blog will include:

- Header with the menu or navigation bar
- Main content area with highlighted or latest blog posts
- Sidebar with social profiles, favourite content, or call-to-action
- Footer with relevant links like a disclaimer, privacy policy, contact page, etc.

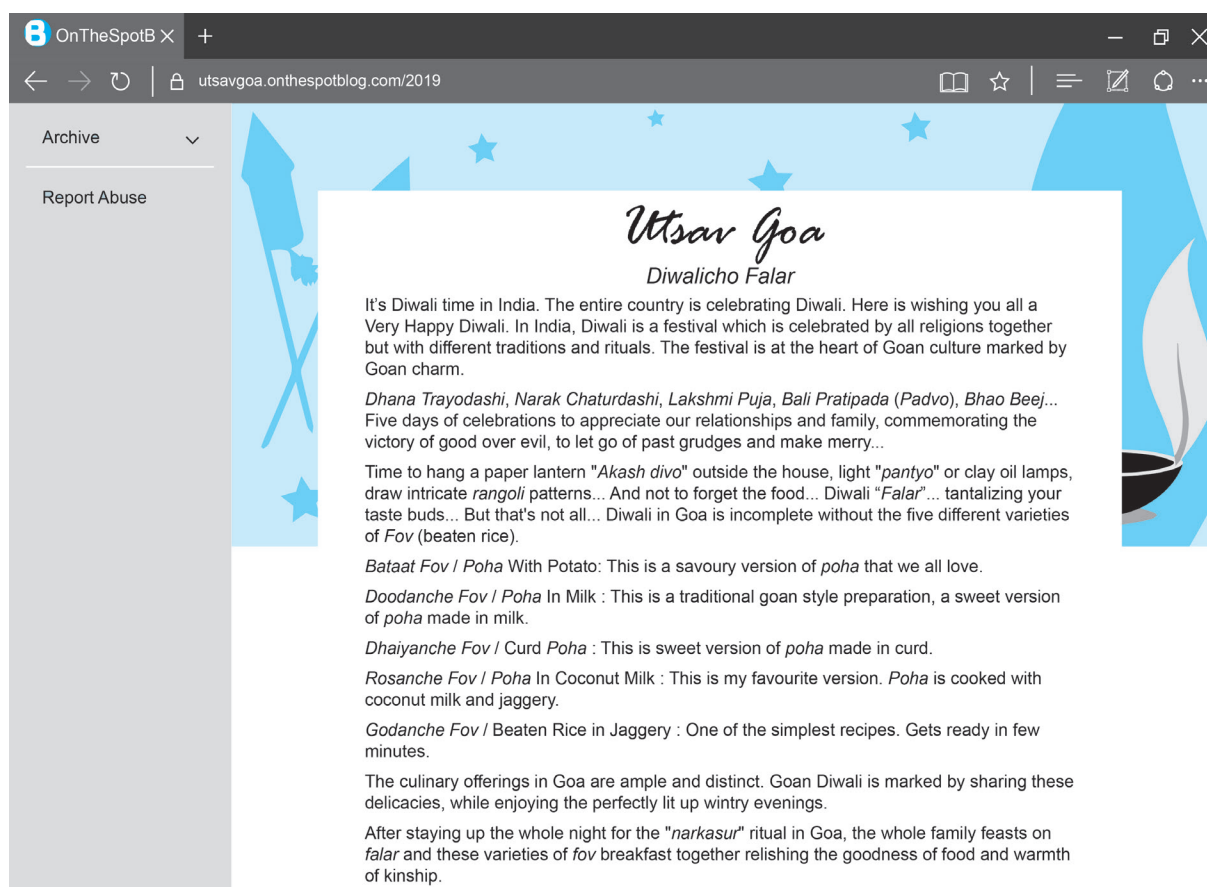
Here's a list of reasons why people blog and how blogging can benefit your personal or professional life.

- Express yourself and share your passions.
- Make a difference.
- Share interesting information.
- Refine your writing skills.
- Learn how to make money online.
- Build your professional network.
- Earn more media exposure.

Importance of Blogs
1. Blogs refine your thoughts.
2. Blogs reward the creator.
3. Blogs increase knowledge.
4. Blogs connect us to our people.
5. Blogs give introverts a voice.
6. Blogs reward the “new age” publishers.
7. Blogs accelerate discovery.
8. Blogs open up a world without borders.

How to Write a Blog Post in Five Easy Steps

- Step 1** : Plan your blog post by choosing a topic, creating an outline, conducting research and checking facts.
- Step 2** : Give it an attractive title.
- Step 3** : Draft a headline that is both informative and will capture the reader's attention.
- Step 4** : Have an introduction, lead and concluding paragraph that sums up the blog post. Add your personal experience. Use images to enhance your post, improve its flow, add humour, and explain complex topics. Use short paragraphs, simple and short sentences and words.
- Step 5** : Edit your blog post. Make sure to avoid repetition. Read your post aloud to check its flow. Have someone else read it and provide feedback. Keep sentences and paragraphs short. It is alright to delete or modify your writing at the last moment. End your post with a discussion question.



BRAINSTORMING

- (A1) **Go through the text again to understand the important features of blogs. Discuss various blogs and their features with your friends.**

A blog helps us to express our—

- Feelings
-
-
-

(A2) (i) We all know that blogs can be written on many topics. Your teacher will divide the class in groups and assign a task to every group to make a list of various topics on which blogs are normally written. One is given to you.

- Social Awareness
-
-
-

(ii) Go through the blog given in the text and also refer to different blogs on the internet about various social issues and environmental hazards. Now write blogs on the following topics.

- Earth with no trees
- Say no to tobacco
- Man Vs Nature
- Child labour : A curse to humanity

(iii) You will come across many blogs written by famous personalities on different topics and issues. Read and make a list of at least ten blogs available on the internet. Read and summarise a blog and present it before the class.

Sr.No.	Topic of the Blog	Name of the Blogger
1.	Don't teach kids how to read, teach them why. (https://www.teachthought.com/literacy/stop-teaching-kids-how-to-read-reading-as-practice/)	Terry Heick
2.		
3.		
4.		
5.		

(A3) Prepare a word register for writing a blog, by choosing a particular topic of your own choice.

You can write on : environment, pollution, education, etc.

For example word register for a blog on environment could be :

Trees, mountains, climate, oxygen, ozone layer, biodiversity, coral reefs, green cover, biodegradable etc.

(A4) Given below are a few topics for blog writing. Discuss and write.

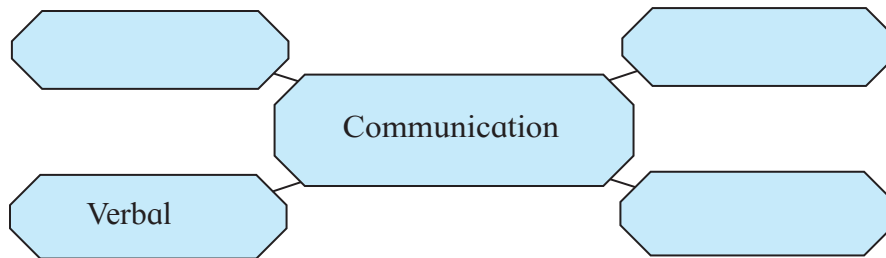
1. Personality Development
2. Health and Fitness
3. Social Dynamics
4. Communication Skills
5. Self-defence

(A5) There are many blog websites like www.livejournal.com, www.wordpress.com, www.blogger.com and www.blogs.myspace.com. You can develop your blog writing skills taking on the basis of this make a list of career opportunities available to you.

3.3 E-mails

ICE BREAKERS

- There are different kinds of communication. Write some of them to complete the given boxes. Discuss the importance of each one of them with your partner.



- Dos and Don'ts for Email Etiquette. Discuss and add one or two Dos and Don'ts on your own.**

Sr. No.	Dos	Don'ts
1.	Have a clear subject line.	Don't forget your signature.
2.	Use a professional salutation.	Don't use humour and sarcasm.
3.	Recheck your e-mail.	Don't assume the recipient knows what you are talking about.
4.	Keep private material confidential.	Don't punctuate poorly.
5.	Keep your email short and flawless. Stay concise.	Don't hit 'Reply All'.
6.	Check your attachments before sending.	Don't think that no one but the intended recipient will see your email. (No predictions)
7.	Include your name or a signature with additional details and contact information.	Don't forward email without permission.

E-mails

- **What is an Email?**

Electronic mail (also known as email or e-mail) is one of the most commonly used services on the Internet, allowing people to send messages to one or more recipients. Email was invented by Ray Tomlinson in 1972.

- **Why use Email?**

The operating principle behind email is relatively simple, which has quickly made it the most popular service used on the Internet.

As with a traditional postal service, for your message to reach your recipient, all you need to know is their address. Its two main advantages over “paper mail” are the speed at which the email is sent (practically instantaneous) and the lower cost (included with the cost of an Internet connection).

What’s more, email can be used to instantaneously send a message to several people at once.

- **E-mail Basics**

Make sure that your emails stand out because of the content, and not because of sloppy mistakes, poor formatting, or casual language.

Use a readable font in a 10 or 12 point size in your emails. Send job search-related emails from a professional email address - ideally, your email address should just include some combination of your first and last name or first initial and last name.

Here’s what to include when sending job search correspondence and the email message format you should use when you are sending employment related email messages.

- **E-mail Message Template**

The following email message template lists the information you need to include in the email messages you send while searching for a job. Use the template as a guideline to create customized email messages to send to employers and connections.

- **Subject Line**

Don’t forget to include a clear Subject Line in your email.

Use the subject line to summarize why you are emailing. Some examples of strong subject lines:

- Application for Marketing Associate - Jane Smith
- Informational Interview Request
- Thank You - Marketing Associate Interview
- Referred by [Person's Name] for [Informational Interview, Discuss XYZ, etc.]

- **Salutation**

Use an appropriate salutation.

Dear Mr. /Ms. Last Name or Dear Hiring Manager:

- **First Paragraph**

The first paragraph of your email should include information on why you are writing. Be clear and direct — if you are applying for a job, mention the job title. If you want an informational interview, state that in your opening sentences.

- **Middle Paragraph**

The next section of your email message should describe what you have to offer the employer or if you are writing to ask for help, what type of assistance you are seeking.

Keep it concise and flawless with relevant punctuation.

- **Final Paragraph**

Conclude your email by thanking the employer for considering you for the position or your connection for helping with your job search.

Email Signature

First Name, Last Name

Email address

Phone

How to CC and BCC properly:

The carbon copy (CC) and blind carbon copy (BCC) tools are tricky. Sometimes they're useful, but if used improperly, they can be problematic.

Read the following sample email format and prepare your own.

Sample Email format

The screenshot shows a web browser window with the URL `mail.seize.com/mail/inbox`. The page header includes the "Seize Mail" logo, a search bar, and a "Search Mail" button. A "COMPOSE" button is visible in the top left. The left sidebar lists folders: "Inbox (3)", "Drafts", "Sent", "Trash", and "More Labels". The main content area displays an outgoing email draft with the following details:

- To: Rohini / Rohit Chopra
- Subject: Invitation for Annual Day Event

The body of the email reads:

Dear Madam / Sir,

We would like to tell you how much we admire your work on screen and how much we appreciate you as a person, off screen. The recognition and popularity you have received is very well deserved. You are a youth icon in the true sense.

We therefore invite your gracious presence as the Chief Guest for our annual function 'MEGH '19', scheduled on Friday, December 20th, on our college grounds.

I am sure, your presence will inspire our young students, many of whom look forward to acting as a career in their future.

Please find attached the invitation card.

Looking forward to your favourable reply.

Thanking You.

Yours sincerely,
Smitha / Smith Vaz,
The Principal,
Zenith College,
Bandra (West),
Mumbai 50.

An attachment named "Invitation.jpeg (100K)" is visible at the bottom of the draft. A "Send" button and a rich text editor toolbar are also present.

The screenshot shows the same email client interface, but now displaying an incoming email. The top navigation bar includes buttons for "COMPOSE", "Archive", "Spam", "Delete", and "More". The left sidebar remains the same. The email details are:

- From: rohith/rohinichopra@seizemail.com
- Time: 10:30 AM (1 hour ago)
- Subject: Re: Invitation for Annual Day Event

The body of the email reads:

Dear Madam / Sir,

I have recieved the invitation letter asking me to be the Chief Guest for 'MEGH '19', which is scheduled on Friday, December 20th.

I want to thank you for your kind words. I am indeed very happy to inform you that I will remain present for the event.

I look forward to seeing you very soon.

Thanking you.

Yours sincerely,
Rohit / Rohini Chopra

We have learnt how to compose E-mails. In the present age, applications for jobs are expected to be sent through E-mails. For such purposes preparing a Bio-data/ CV/ Resume is required.

Bio-Data / CV / Resume

Resume

Resume is a French word meaning “summary”. A resume is ideally a summary of one’s education, skills and employment when applying for a new job. A resume does not list all details of a profile, but only some specific skills customized to the target job profile. It thus, is usually 1 or at the most 2 pages long. A resume is usually written in the third person to give it an objective and formal tone.

C.V. – Curriculum Vitae

Curriculum Vitae is a Latin word meaning “course of life”. It is more detailed than a resume, generally 2 to 3 pages, or even longer as per the requirement. A C.V. lists every skill, all the jobs and positions held, degrees, professional affiliations the applicant has acquired, and in chronological order. A C.V. is used to highlight the general talent of the candidate rather than specific skills for a specific position.

Bio-data

Bio-data is the short form for Biographical Data and is an archaic terminology for Resume or C.V. In a bio-data, the focus is on personal particulars like date of birth, gender, religion, race, nationality, residence, marital status, and the like. A chronological listing of education and experience comes after that.

BRAINSTORMING

- (A1) Write an email to your friend who has not contacted you for a long time. Use the hints/language support from the text to compose your email.
- (A2) (i) Browse through the net and find out various types of emails and their formats.
- (ii) Create your email account on any one of the email service providers (gmail, yahoo, rediff) and send at least 3/4 emails to your contacts.
- (A3) Given below is a list of words used to develop a CV or a Resume. Prepare a CV/Resume of your own.
- **Personal Information**

Name	Address
Telephone / E-mail	Date of birth
Nationality	Marital status

- **Work Experience**

Experience/ Occupation / Position	Employer / Employment History
Internships	Activities and responsibilities

- **Education**

Education and Training	Primary school
Secondary school	Other qualifications

- **Personal Skills and Competencies**

Competencies / Personal Competencies / Personal Skills/ Computer Skills
Mother tongue/ Other Languages / Foreign Languages

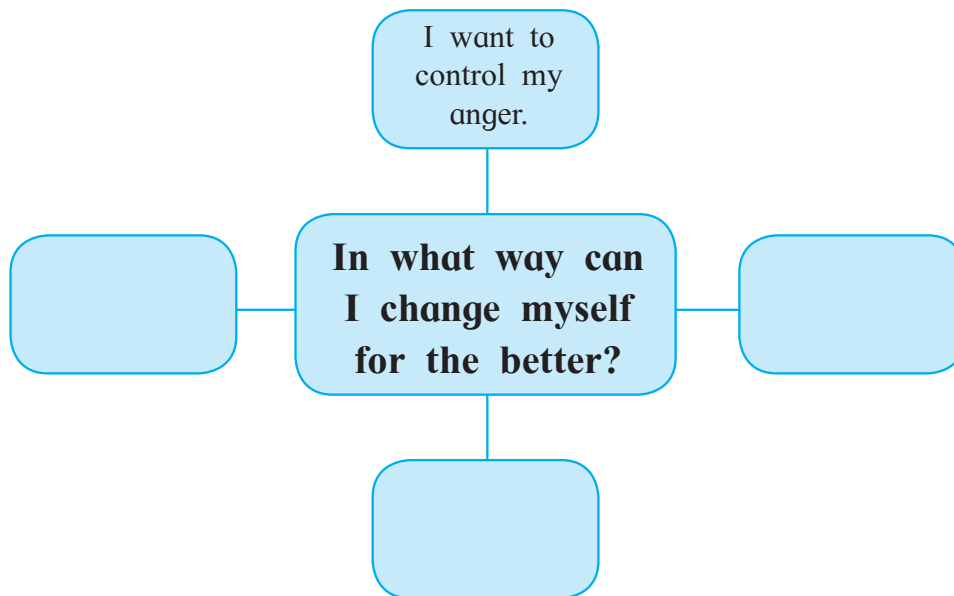
(A4) (i) **Browse on the net and gather a variety of templates to write a ‘Curriculum Vitae’.**

(ii) **Multinational companies expect a different type of Professional CV. Browse through the net to gather information about it.**

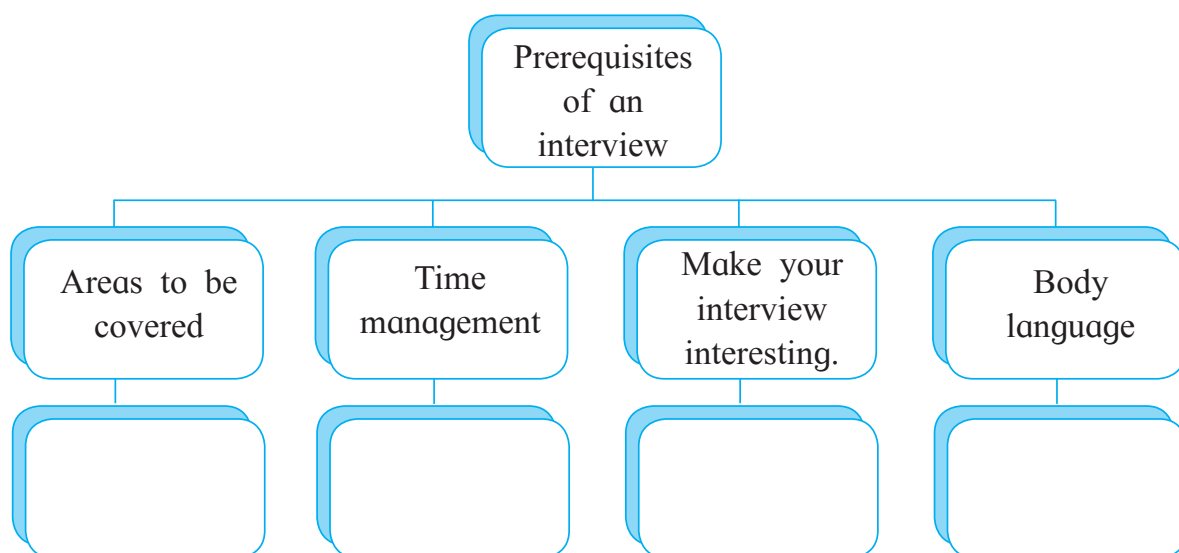
3.4 Interview

ICE BREAKERS

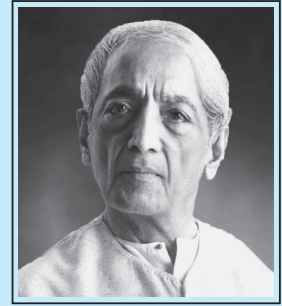
- Complete the following web diagram.



- Given below are the prerequisites of an interview. Fill the boxes with suitable actions to be undertaken with reference to the given points.



J. Krishnamurti is regarded as one of the greatest philosophical and spiritual figures of the twentieth century. He claimed no allegiance to any caste, nationality, religion or tradition. His purpose was to set human kind free from the destructive limitations of the human mind. He focused on the very nature and quality of human life. He highlighted the importance of critical awareness of the inner and the outer world through his writings and speeches.



This interview is an extract from the talks and discussions held by J. Krishnamurti with students of Rishi Valley schools. He communicates his idea of education as an instrument of the transformation of the human mind.

Interview

Student: The world is full of callous people, indifferent people, cruel people, and how can you change those people?

Krishnamurti: The world is full of callous people, indifferent people, cruel people, and how can you change those people? Is that it? Why do you bother about changing others? Change yourself. Otherwise as you grow up you will also become callous. You will also become indifferent. You will also become cruel. The past generation is vanishing, it is going and you are coming, and if you also prove callous, indifferent, cruel, you will also build the same society. What matters is that you change; that you are not callous; that you are not indifferent. When you say all this is the business of the older generation, have you seen them, have you watched them, have you felt for them? If you have, you will do something. Change yourself and test it by action. Such action is one of the most extraordinary things. But we want to change everybody except ourselves, which means, really, we do not want to change, we want others to change and so we remain callous, indifferent, cruel, hoping the environment will change so that we can continue in our own way. You understand what I am talking about?

Student: You ask us to change, what do we change into?

Krishnamurti: You ask us to change, what is it we change into? You cannot change into a monkey, probably you would like to, but you cannot. Now when you say, “I want to change into something”—listen to this carefully—if you say to yourself, “I must change, I must change myself into something”, the “into something” is a pattern which you have created, haven’t you? Do you see that? Look, you are violent or greedy and you want to change yourself into a person who is not greedy? Not wanting to be greedy is another form of greed, isn’t it? Do you see that? But if you say, “I am greedy, I will find out what it means, why I am greedy, what is involved in it”, then, when you understand greed, you will be free of greed. Do you understand what I am talking about?

Let me explain. I am greedy and I struggle, fight, make tremendous efforts not to be greedy. I have already an idea, a picture, an image of what it means not to be greedy. So I am conforming to an ideal which I think is non-greed. You understand? Whereas if I look at my greed, if I understand why I am greedy, the nature of my greed, the structure of greed, then, when I begin to understand all that, I am free of greed. Therefore, freedom from greed is something entirely different from trying to become non-greedy. Do you see the difference? Freedom from greed is something which is entirely different from saying, “I must be a great man so I must be non-greedy”. Have you understood?

I was thinking last night, that I have been to this valley, off and on, for about forty years. People have come and gone. Trees have died and new trees have grown. Different children have come, passed through this school, have become engineers, housewives and disappeared altogether into the masses. I meet them occasionally, at an airport or at a meeting, very ordinary people. And if you are not very careful, you are also going to end up that way.

Student: What do you mean by ordinary?

Krishnamurti: To be like the rest of men, with their worries, with their corruption, violence, brutality, indifference, callousness. To want a job, to want to hold on to a job, whether you are efficient or not, to die in the job. That is what is called ordinary—to have nothing new, nothing fresh, no joy in life, never to be curious, intense, passionate, never to find out, but merely to conform. That is what I mean by ordinary. It is called being bourgeois. It is a mechanical way of living, a routine, a boredom.

Student: How can we get rid of being ordinary?

Krishnamurti: How can you get rid of being ordinary? Do not be ordinary. You cannot get rid of it. Just do not be it.

Student: How, sir?

Krishnamurti: There is no “how”. You see that is one of the most destructive questions: “Tell me how”. Man has always been saying, throughout the world, “Tell me how”. If you see a snake, a poisonous cobra, you do not say, “Please tell me how to run away from it”. You run away from it. So in the same way, if you see that you are ordinary, run, leave it, not tomorrow, but instantly.

Since you will not ask any more questions, I am going to propose something. You know people talk a great deal about meditation. Don’t they?

Student: They do.

Krishnamurti: You know nothing about it. I am glad. Because you know nothing about it, you can learn about it. It is like not knowing French or Latin or Italian. Because you do not know, you can learn, you can learn as though for the first time. Those people who already know what meditation is, they have to unlearn and then learn. You see the difference? Since you do not know what

meditation is, let us learn about it. To learn about meditation, you have to see how your mind is working. You have to watch, as you watch a lizard going by, walking across the wall. You see all its four feet, how it sticks to the wall, and as you watch, you see all the movements. In the same way, watch your thinking. Do not correct it. Do not suppress it. Do not say, “All this is too difficult”. Just watch, now, this morning.

First of all sit absolutely still. Sit comfortably, cross your legs, sit absolutely still, close your eyes, and see if you can keep your eyes from moving. You understand? Your eyeballs are apt to move, keep them completely quiet, for fun. Then, as you sit very quietly, find out what your thought is doing. Watch it as you watched the lizard. Watch thought, the way it runs, one thought after another. So you begin to learn, to observe.

Are you watching your thoughts—how one thought pursues another thought, thought saying, “This is a good thought, this is a bad thought?” When you go to bed at night, and when you walk, watch your thought. Just watch thought, do not correct it, and then you will learn the beginning of meditation. Now sit very quietly. Shut your eyes and see that the eyeballs do not move at all. Then watch your thoughts so that you learn. Once you begin to learn there is no end to learning.

BRAINSTORMING

(A1) (i) Complete the following statements with the help of the text.

To learn about meditation, you have to see

.....

Watch your thinking. Do not Do not

Begin to learn Just watch thought. Do not

.....

(ii) Identify the incorrect statements from the following and correct them.

(a) One wants others to change.

(b) One can get rid of being ordinary.

(c) Understanding the nature of greed does not ensure freedom from greed.

(d) Learning is a finite process.

(A2) (i) Is an educated person the same as a degree-holder?

Make a list of the behaviours in educated people that you find unacceptable:

(a) (b)

(c) (d)

(ii) Suggest what you would do in the following situations:

- (a) Your very close friend has been using a fake social media account to play pranks on others and is not ready to stop in spite of several attempts by you.
- (b) You are going through a crisis that is making you short-tempered and impatient, due to which you end up causing harm to your family and friends. They have started complaining about it quite often.
- (c) One particular friend of yours is always late for college, social functions, movies etc. and delays everyone.
- (d) You realise that you no longer want to pursue your studies in the stream you have selected.

(A3) (i) Consult the thesaurus and note down synonyms for 'ordinary'.

- (a) One synonym of ordinary is banal.
Eg. He finds English poetry very banal.
- (b) Similarly find the meaning and make use of the words *trite*, *routine*, *clichéd* and *regular* in your own sentences.

(ii) Complete the table. One is done for you.

	The World around you	What we should aim to be
1.	Callous	Caring for people, environment, life
2.	Violent	
3.	Greedy	
4.	Corrupt	

(iii) Note down ways in which you can make your life less ordinary in terms of...

- (a) utilisation of time
- (b) pursuing goals other than material goals
- (c) nurturing relationships
- (d) being a better human being

(A4) (i) Place the given areas of questioning from the list in the appropriate columns.

- future plans
- inspiration
- overcoming hurdles/ struggle
- coach/ mentor/ guide/ teacher
- message for the youngsters

- family support
- alternate career choice
- first or maiden award/ achievement /success /setbacks
- turning point in life/ success formula/technique

	Section of the interview	Aspects to be covered
1.	Introduction	Welcoming/Greeting, Introduction of the guest/Occasion
2.	Opening questions	
3.	Main body	
4.	Concluding questions	
5.	Summing up	Concluding statement, Expressing gratitude

- You can add your points.

(ii) ‘Once you begin to learn there is no end to learning’. Write your views on this statement.

(iii) You are a class representative and you are assigned by the Principal of your college, the task to conduct an interview of a leading personality in a particular field. You have to conduct the interview with the help of the points in the table provided above. Write the interview.

(A5) (i) Form groups and discuss the following statements, in the context of the extract.

‘If he is indeed wise, he does not bid you to enter the house of his wisdom, but rather leads you to the threshold of your own mind’. - Kahlil Gibran

(ii) ‘Live as if you were to die tomorrow. Learn as if you were to live forever.’
Mahatma Gandhi

Collect some more quotes on education by famous thinkers.

(A6) Project:

Read and prepare a small presentation in about 100 to 150 words on the ideas of any two philosophers given below.

- Sant Dnyaneshwar
- Guatam Buddha
- Aurobindo Ghosh
- Kahlil Gibran
- Socrates

3.5 Film Review

ICE BREAKERS

- **Read the following conversation and complete the activities given below:**

Minnie : Exams are over. I feel so relaxed! Let us plan something interesting.

Ritu : How about a movie?

Paddy : Great! Let's go for "Aladdin"!

Minnie : Oh, no! I have seen it. It has only a 'one star' rating.

Ritu : How about that new release ummm....yes, "Harry Potter?"

Della : It is boring. I have read the review this morning. I don't want to waste my time.

Paddy : Wait, friends. I will check. Let's decide later.

- (i) **Choose the correct alternative from the following-**

From one star given to the movie we conclude that-

- (a) The movie is very short.
- (b) The movie is not worth watching.
- (c) The movie is serious.
- (d) The movie is in black and white.

- (ii) **Discuss with your teacher how/why are 'stars' given to a movie.**

- (iii) **The word 'Review' is different from summarizing and appeal writing. Choose the correct statements of the following.**

- (a) A film review is an expression of your personal views towards a particular film, documentary or movie.
- (b) A film review gives you an opportunity to express opinions about the movie, including its characters, plot and background.
- (c) A film review gives appealing sentences that make your reader curious or anxious about the film.
- (d) A review means explanation of each and every event of the film.

The Jungle Book-Movie Review

Story

Rudyard Kipling's classic tale of a young boy brought up in the jungle by various animals is brought to life once again on the big screen in a fittingly wonderful way. Mowgli leads a peaceful and happy life with a wolf pack led by Akela (Esposito) and Raksha (Nyong'o) until the tiger Sher Khan (Elba) enters the scene, bearing an old grudge and an insatiable desire for revenge.

Review

If you go to the cinema to watch a movie that will draw you into a fantasy world of wonder, Favreau's retelling of this story – which so many of us remember from childhood – manages to weave that magic. We all know how the story plays out. With the panther Bagheera's (Kingsley) help, Mowgli (Sethi) tries to stay away from Sher Khan. He also encounters the devious python Kaa (Johansson), a super-sized orangutan with a soul-singer's baritone named King Louie (Walken) desperate to obtain the 'red flower' (which is fire) and of course, Baloo the grizzly bear (Murray). These are the key characters, but you'll also be delighted to discover a few new entrants along the way as well. It all builds on the charm of the 1967 film, which by itself is a must watch for any child.

Movie

While Sethi is of course, the only real person in here, all the animals have a fantastic degree of photorealism. And Sethi's interaction with the animals throughout the duration of the movie, given that they are CGI, is completely convincing. He combines innocence and warmth with the survival skills and resourcefulness of someone far older.

While Favreau is faithful to the old elements, (old songs like Bare Necessities included, of course) he also brings in a few new subtle touches as well in order to keep things interesting. While the King Louie scene is one of the many high points, Kaa's screen time could have been lengthened a bit, though. Nonetheless, the performance of the voice cast is spot-on. But more than anything, the intricate landscaping, masterful camerawork and environment (actually filmed in Downtown Los Angeles) create a delightfully immersive experience. Heartwarming and enjoyable.

TIMES OF INDIA

Reagan Gavin Rasquinha, TNN,

Updated: May 9, 2016, 01.11 PM IST Critic's Rating: 4.0/5

Steps to write a film review

Step I - Before watching the movie make a study of-

- (a) the relevance of the title.
- (b) the year of release.
- (c) the names of script writer, producer, director, characters.
- (d) the genre (type of film).

Step II - While watching the movie-

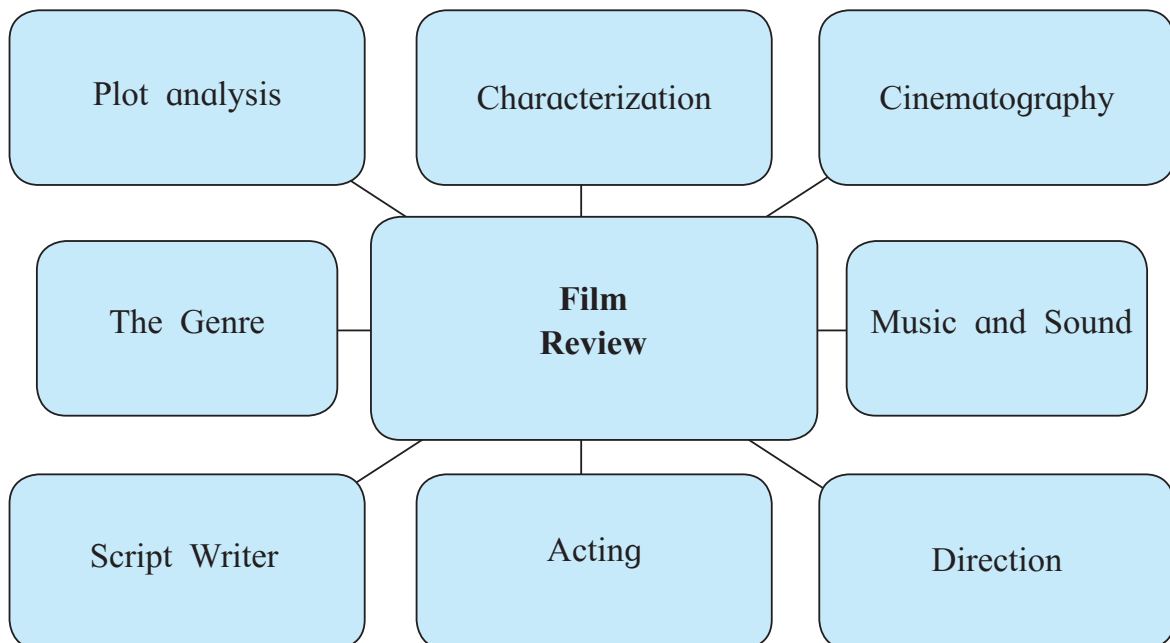
- (a) watch the movie attentively (as many times as required).
- (b) take notes about major and minor events/scenes, acting, cinematography, locations, plot, characters, moral, music, direction, set-designs, background music, sound and recording quality, message etc.

Step III - After watching the movie-

- (a) choose an appropriate format for review writing.
- (b) organise the sequence of the events commented on according to their importance.
- (c) make use of proper language and vocabulary.
- (d) do the actual writing of the report/ typing/editing/ proof-reading/re-editing. Final presentation.

BRAINSTORMING

(A1) (i) Every movie is worth critiquing. Describe in detail each point related with the film review with the help of the following web.



(ii) Discuss and explain the movie ‘The Jungle Book’ with the help of the following points.

- Classic element
- Fantasy
- Photorealism
- Blending of emotions

(iii) ‘It all builds on the charm of the 1967 film, which by itself is a must watch for any child.’

Explain this sentence in the context of the movie, focusing on the two given phrases- ‘Charm of the 1967 film’ and ‘must watch’.

(A2) (i) Complete the following sentences.

The factors that have made ‘The Jungle Book’ a great movie are -

- (a) It’s a fantasy world of wonder.
- (b)
- (c)
- (d)

(ii) The present review concludes with two words ‘Heartwarming and enjoyable’. Write your opinion in about 100 to 150 words.

(A3) (i) ‘Narnia’ (parts 1,2,3 and 4) is a film about four children who find a path to Narnia. Dissuss in your class, the special effects and direction. Write a review with the help of the following points in about 100 to 150 words.

- (a) Storyline
- (b) Producer
- (c) Director
- (d) Music Director
- (d) Characters/ casting(major and minor)
- (e) Setting / location
- (f) Conflict
- (g) Message
- (h) Significance of the title

(A4) (i) Form groups and try to write a script for a short film or documentary on any topic of your choice. The script must develop properly. You can take help of the following points.

- choice of a topic
- central theme

- the beginning, the middle and the end
 - the message
- (ii) **Form groups and use the ICT lab of your Junior College to make a short film on the script that you have prepared. There are several softwares that can be used for editing. You can take professional help. One can upload his/her film on media like Youtube and submit the link to the subject teacher.**
- (iii) **There are ample career opportunities in film making and producing films. The following professions which require different professional skills, write them accordingly.**

Professions	Professional skills
1. Actor-Male or Female	acting, voice modulation, body language, facial expressions etc.
2. Director	
3. Producer	
4. Music director	
5. Script writer	
6. Lyricist	
7. Cameramen	
8. Cinematographer	
9. Set designer	
10. Costume desingner	

- (A5) **You must have heard about Film and Television Institute of India (FTII), Pune. It is India's top media institute. It plays an important role in providing talent to commercial cinema, TV and web serials. Browse the internet and find information about other institutes in India and abroad and write it in your notebook.**

3.6 The Art of Compering

ICE BREAKERS

- Read the given words and share with your friend what comes to your mind.

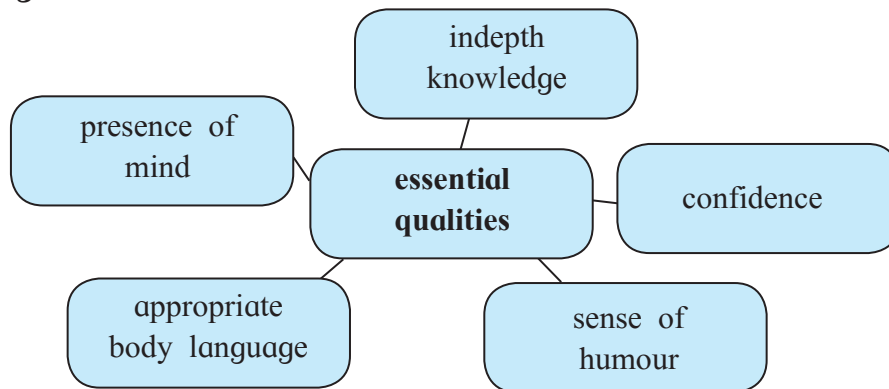
ANCHORING

COMPERING

HOSTING
PROGRAMMES

PUBLIC
SPEAKING

- Go through the following web that highlights the essential qualities of a comper. Discuss with your partner the essential qualities and also the precautions that a comper should take while compering a programme.



Precautions to be taken :

1.
2.
3.
4.

The Art of Compering

The person who comperes a show, introduces the programme and the participants, is called the master of ceremonies, abbreviated as MC or emcee, or the Compere, anchor, announcer, and microphone controller. He is a mediator, announcer and coordinator of the event. 'The Master of Ceremonies' is an apt description of the anchor as he/she is the formal host and the felicitor of the event. There can be a wide range of events - right from highly formal ones like seminars or conferences to informal ones like annual gatherings, freshers' parties or weddings.

The role of an emcee is to warm of the crowd and give them an idea about the programme ahead. He/She is there to glorify the performance of all the performers with his/her appropriate, positive comments and appreciation, and hence it is his unsaid job, to ensure enthusiasm among the viewers with active response in the form of an applause. He has to make sure that there are smooth transitions between different segments of the programme. In fact, he has to master the skill of stringing/weaving the whole event in one artistic thread. At the same time, should there be any hiccups, the emcee still has to ensure the smooth movement of the programme.

Ultimately his/her presence on the stage should exhibit spontaneity, originality and genuineness. The words of the speaker should choreograph his/her body language to carry him/her through the programme with ease, grace, elegance and confidence.

Now that we have ascertained what the role of an emcee is, here are some insights:

1. Practise Practise Practise (better in front of the mirror)
2. Be well prepared and word perfect to innovate or add spontaneous expressions confidently on stage.
3. Develop a 'script'.
4. Dress up appropriately for the event.
5. Remember that you are not the star of the show but introduce yourself.
6. Breathe steadily and deeply.
7. Address the audience with a smile, suitable expressions, voice modulations and maintain eye contact.
8. Bring pace to your delivery.
9. Control the timing of the proceedings.
10. Apologize, should there be a major flaw, mistake or mishap.

Prerequisites of Compering

- (i) Compering requires language fluency, clarity of thoughts and confidence.
- (ii) A basic understanding of the nature and tone of the event is a must.
- (iii) A simple but dignified style with words that come from the heart.

- (iv) Ability to deal / work with the technicians, event organisers, guest speakers. It is a part of his duty or profession.

Fillers

While anchoring, the most crucial thing is to keep the audience engaged. Fillers are small performances / enactments to keep the audience entertained and attentive. The role of a filler can also be that of providing comic relief between two performances. They are usually required when the schedule of the programme is delayed or disturbed for some reason. One can choose from multiple types of fillers such as, mimicry items, riddles, anecdotes, fun-facts, jokes, recitation or a small performances to suit the event.

The compere should keep the fillers ready beforehand in the same way that he/she keeps the script ready. One must keep in mind that fillers are very important, as they bind the program and maintain its continuity.

A sample compering script

Introduction -

Good evening, ladies and gentlemen. I extend a very warm and heartfelt welcome to you, on behalf of our college.

Today we have organised an evening of song, dance and pageantry for you, giving you a quick, exotic taste of India.

We welcome you in our midst in the traditional Indian way, with Kumkum tilak on the forehead. It is 'red' to signify the auspicious occasion. The 'aarti' will remove the evil eye with sacred fire and the trumpet, signalling the beginning of the function.

Lighting of the lamp -

I call upon our chairperson Ms to light the lamp to signify the opening of our event.

About the event -

Our country is historically ancient, spiritually deep, geographically vast and culturally rich. She has traditions, customs and mores which are thousands of years old. Though making fast progress in the 21st century, her music, dance, drama and languages survive and renew themselves continuously through the ages.

We offer you this evening, a tantalising glimpse of Indian culture. We shall try to take you to the various corners of India and introduce you to the different folk dances hailing from these places, unerringly depicting the geography, history and character of its people.

The enduring Legend of Lord Krishna and his beloved Radha is embodied in the folk dance we are about to present to you - The Lavani. The word 'Lavani' comes from the word 'Lavanya,' which means unearthly beauty. It is the best loved and very popular folk performance, originating in our very own state of Maharashtra. It consists of a range of romantic songs in Marathi. The Lavani, like all folk forms, has evolved and changed through the ages. Initially the Lavani was performed in a 'Baithak' or sitting position accompanied by 'adakari' or skillful and subtle facial expressions and gestures. The Lavani then evolved to become the 'Khadi' Lavani or the Lavani performed

in a standing position, whereby the performer not only sings but dances along with the song. The songs are supposedly sung by gopis or milkmaids who epitomize bhakti or devotion to Lord Krishna or the Lord of love. The songs are a celebration of the love between Lord Krishna and Radha and depict the playful aspects of their relationship.

The Lavani embodies the 'Shringar Rasa'. 'Shringar' means decorating and dressing up and 'rasa' is the mood that is created.

Entry 1 : Let's get into the mood and enjoy the scintillating Lavani performance!

Now put your hands together for a round of applause for this wonderful performance.

Entry 2 : Nagaland is one of the culturally rich North Eastern states of India. The Jhelian bamboo Naga dance hails from this state.

That was an awesome performance.

Entry 3 : Jhelian means butterfly. The dance attempts to imitate the movements of the butterfly and the dancers wear clothes as colourful as a butterfly's wings. Their movements too are as delicate and graceful as a butterfly's. The dancers wear costumes made of rabbit skin, deer and other animals. The special attraction of this dance is that, the dancers jump on bamboos as they dance with great energy and stamina.

Give them a huge round of applause.

Entry 4 : Let's now welcome our vibrant North-Eastern dancers for another captivating performance!

Sambhalpuri is a small district of the state of Odisha which lies to the South-Eastern part of India. It is rich in ancient Indian arts and crafts. This tiny district is famous for its handlooms and weaves.

The Sambhalpuri dance is, like many other folk dances, a harvest dance, a celebration dance. The hay surrounding the area where the dance is to be performed, is set on fire and in this firelight the native folk celebrate a good harvest.

Let's get into the celebratory mode to rejoice a bountiful harvest!

Entry 5 : Closing address

We were transported into the world of folk, the natural spring of the human heart.

As we come to the end of this beautiful, colourful evening, let us carry with us memories of a time well spent.

Entry 6 : Vote of thanks

No programme would be a success without a dedicated team of people who work tirelessly behind the scenes. I take this opportunity to thank each and every member of the organizing team for putting up this brilliant show and transporting us to the plentiful fields of India.

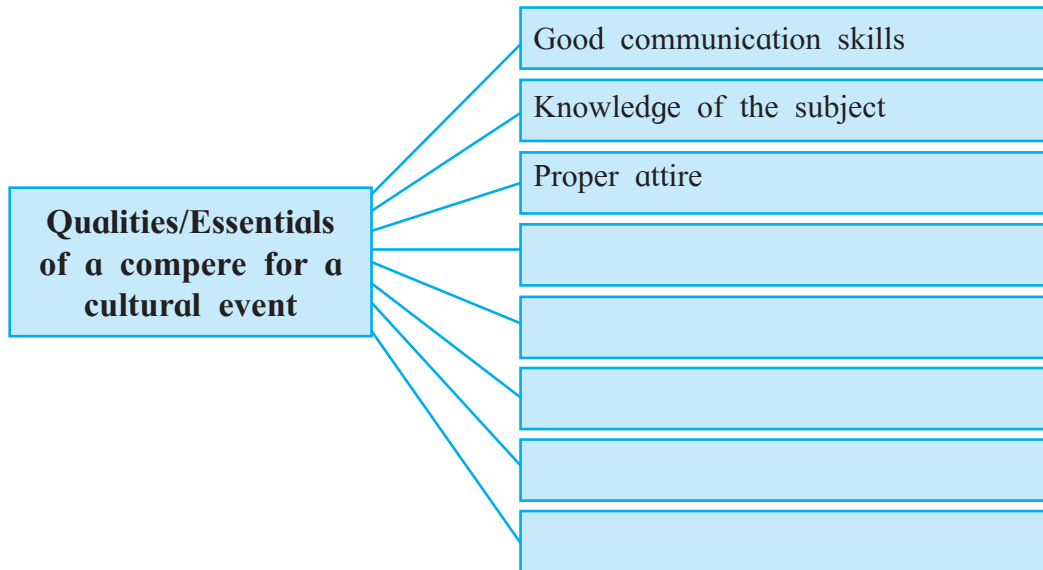
We are extremely grateful to our guests for their gracious presence.

I would also like to take this opportunity to thank the choreographers, set designers, light operators and the technical support team without whom this programme would not have been possible.

Last, but not the least, thank you audience for being so supportive and responsive.

BRAINSTORMING

- (A1) Imagine that you wish to organize a cultural event in your college. Prepare your own web-chart to indicate the qualities/essentials that you expect to have in a compere.



- (A2) (i) Imagine that you are a compere of a ‘Prize Distribution Ceremony’ of your college. Write a script of the same.

You can take help of the following points.

1. Introduction – A brief introduction to the programme / function / show
 2. Welcome speech – Welcome of all guests.
Felicitation – felicitation of the guests (the Principal, Vice Principal etc.)
 3. Lighting the lamp
 4. Welcome song
 5. Main events
 6. Vote of thanks
- (ii) Mass media events often need comperes. Find out the area or sector in which a compere is a must. Write about the special skills needed to take up compering as a career and give some clues about how to acquire these skills.

(A3) Project

Make a list of functions/events/programmes/activities organized in your junior college. Choose three events and plan a programme schedule of your own. Prepare a script as well to show the associating role of the compere for a particular event. Make your own sequence and design a template for the same.
