**UNIT 3**

**“I Have a Dream …”**

I am happy to join with you today in what will go down in history as the greatest demonstration for freedom in the history of our nation. (US)

Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity.

But one hundred years later, the Negro still is not free. One hundred years later, the life of the Negro is still sadly crippled by the manacles of segregation and the chains of discrimination. One hundred years later, the Negro lives on a lonely island of poverty in the midst of a vast ocean of material prosperity. One hundred years later, the Negro is still languishing in the corners of American society and finds himself an exile in his own land. So we have come here today to dramatize a shameful condition.

In a sense we have come to our nation’s capital to cash a check. When the architects of our republic wrote the magnificent words of the Constitution and the Declaration of Independence, they were signing a promissory note to which every American was to fall heir. This note was a promise that all men, yes, black men as well as white men, would be guaranteed the unalienable rights of life, liberty, and the pursuit of happiness.

It is obvious today that America has defaulted on this promissory note insofar as her citizens of color are concerned. Instead of honoring this sacred obligation, America has given the Negro people a bad check, a check which has come back marked “insufficient funds.” But we refuse to believe that the bank of justice is bankrupt. We refuse to believe that there are insufficient funds in the great vaults of opportunity of this nation. So we have come to cash this check — a check that will give us upon demand the riches of freedom and the security of justice. We have also come to this hallowed spot to remind America of the fierce urgency of now. This is no time to engage in the luxury of cooling off or to take the tranquilizing drug of gradualism. Now is the time to make real the promises of democracy. Now is the time to rise from the dark and desolate valley of segregation to the sunlit path of racial justice. Now is the time to lift our nation from the quick sands of racial injustice to the solid rock of brotherhood. Now is the time to make justice a reality for all of God’s children.

It would be fatal for the nation to overlook the urgency of the moment. This sweltering summer of the Negro’s legitimate discontent will not pass until there is an invigorating autumn of freedom and equality. Nineteen sixty-three is not an end, but a beginning. Those who hope that the Negro needed to blow off steam and will now be content will have a rude awakening if the nation returns to business as usual. There will be neither rest nor tranquility in America until the Negro is granted his citizenship rights. The whirlwinds of revolt will continue to shake the foundations of our nation until the bright day of justice emerges.

But there is something that I must say to my people who stand on the warm threshold which leads into the palace of justice. In the process of gaining our rightful place we must not be guilty of wrongful deeds. Let us not seek to satisfy our thirst for freedom by drinking from the cup of bitterness and hatred. We must forever conduct our struggle on the high plane of dignity and discipline. We must not allow our creative protest to degenerate into physical violence. Again and again we must rise to the majestic heights of meeting physical force with soul force. The marvelous new militancy which has engulfed the Negro community must not lead us to a distrust of all white people, for many of our white brothers, as evidenced by their presence here today, have come to realize that their destiny is tied up with our destiny. They have come to realize that their freedom is inextricably bound to our freedom. We cannot walk alone.

As we walk, we must make the pledge that we shall always march ahead. We cannot turn back. There are those who are asking the devotees of civil rights, “When will you be satisfied?” We can never be satisfied as long as the Negro is the victim of the unspeakable horrors of police brutality. We can never be satisfied, as long as our bodies, heavy with the fatigue of travel, cannot gain lodging in the motels of the highways and the hotels of the cities. We cannot be satisfied as long as the Negro’s basic mobility is from a smaller ghetto to a larger one. We can never be satisfied as long as our children are stripped of their selfhood and robbed of their dignity by signs stating “For Whites Only”. We cannot be satisfied as long as a Negro in Mississippi cannot vote and a Negro in New York believes he has nothing for which to vote. No, no, we are not satisfied, and we will not be satisfied until justice rolls down like waters and righteousness like a mighty stream.

I am not unmindful that some of you have come here out of great trials and tribulations. Some of you have come fresh from narrow jail cells. Some of you have come from areas where your quest for freedom left you battered by the storms of persecution and staggered by the winds of police brutality. You have been the veterans of creative suffering. Continue to work with the faith that unearned suffering is redemptive.

Go back to Mississippi, go back to Alabama, go back to South Carolina, go back to Georgia, go back to Louisiana, go back to the slums and ghettos of our northern cities, knowing that somehow this situation can and will be changed. Let us not wallow in the valley of despair.

I say to you today, my friends, so even though we face the difficulties of today and tomorrow, I still have a dream. It is a dream deeply rooted in the American dream.

I have a dream that one day this nation will rise up and live out the true meaning of its creed: “We hold these truths to be self-evident: that all men are created equal.”

I have a dream that one day on the red hills of Georgia the sons of former slaves and the sons of former slave owners will be able to sit down together at the table of brotherhood.

I have a dream that one day even the state of Mississippi, a state sweltering with the heat of injustice, sweltering with the heat of oppression, will be transformed into an oasis of freedom and justice.

I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character.

I have a dream today.

I have a dream that one day, down in Alabama, with its vicious racists, with its governor having his lips dripping with the words of interposition and nullification; one day right there in Alabama, little black boys and black girls will be able to join hands with little white boys and white girls as sisters and brothers.

I have a dream today.

I have a dream that one day every valley shall be exalted, every hill and mountain shall be made low, the rough places will be made plain, and the crooked places will be made straight, and the glory of the Lord shall be revealed, and all flesh shall see it together.

This is our hope. This is the faith that I go back to the South with. With this faith we will be able to hew out of the mountain of despair a stone of hope. With this faith we will be able to transform the jangling discords of our nation into a beautiful symphony of brotherhood. With this faith we will be able to work together, to pray together, to struggle together, to go to jail together, to stand up for freedom together, knowing that we will be free one day.

This will be the day when all of God’s children will be able to sing with a new meaning, “My country, ‘tis of thee, sweet land of liberty, of thee I sing. Land where my fathers died, land of the pilgrim’s pride, from every mountainside, let freedom ring.”

And if America is to be a great nation this must become true. So let freedom ring from the prodigious hilltops of New Hampshire. Let freedom ring from the mighty mountains of New York. Let freedom ring from the heightening Alleghenies of Pennsylvania!

Let freedom ring from the snowcapped Rockies of Colorado!

Let freedom ring from the curvaceous slopes of California!

But not only that; let freedom ring from Stone Mountain of Georgia!

Let freedom ring from Lookout Mountain of Tennessee!

Let freedom ring from every hill and molehill of Mississippi. From every mountainside, let freedom ring.

And when this happens, when we allow freedom to ring, when we let it ring from every village and every hamlet, from every state and every city, we will be able to speed up that day when all of God’s children, black men and white men, Jews and Gentiles, Protestants and Catholics, will be able to join hands and sing in the words of the old Negro spiritual, “Free at last! free at last! thank God Almighty, we are free at last!”

**UNIT 3**

**Synonyms**

A **synonym** is a word or phrase that means exactly or nearly the same as another word or phrase in the same language. Words that are synonyms are said to be **synonymous**, and the state of being a synonym is called **synonymy**. For example, the words *begin*, *start*, *commence*, and *initiate* are all synonyms of one another.

Words are typically synonymous in one particular sense for example, *long* and *extended* in the context *long time* or *extended time* are synonymous, but *long* cannot be used in the phrase *extended family*.

* **Baffle**: confuse, deceive
* **Beautiful**: attractive, pretty, lovely, stunning
* **Bossy**: controlling, tyrannical
* **Fair**: just, objective, impartial, unbiased
* **Funny**: humorous, comical, hilarious, hysterical
* **Happy**: content, joyful, mirthful, upbeat
* **Hardworking**: diligent, determined, industrious, enterprising
* **Honest**: honorable, fair, sincere, trustworthy
* **Hypocrisy**: duplicity, falseness
* **Important**: required, vital, essential, primary, significant, critical
* **Intelligent**: smart, bright, brilliant, sharp
* **introverted**: shy, bashful, quiet, withdrawn
* **Kind**: thoughtful, considerate, amiable, gracious
* **Lazy:** idle, lackadaisical, lethargic, indolent
* **Lucky**: auspicious, fortunate
* **Mean**: unfriendly, unpleasant, bad-tempered, difficult
* **Old**: antiquated, ancient, obsolete, extinct
* **Outgoing**: friendly, sociable, warm, extroverted
* **Pacify**: appease, placate
* **Positive**: optimistic, cheerful, starry-eyed, sanguine
* **Recalcitrant**: obstinate, stubborn
* **Rich**: affluent, wealthy, well-off, well-to-do
* **Strong**: stable, secure, solid, tough
* **True**: genuine, factual, accurate, correct, real
* **Turbulent**: disordered, violent
* **Unhappy**: sad, depressed, melancholy, miserable
* **Valid**: authorized, legitimate
* **Weak**: frail, infirm, puny, fragile

**Antonyms**

A word that is opposite in meaning to another word is known as an Antonym:

 “sad” is an antonym of “happy

|  |  |  |
| --- | --- | --- |
| Achieve - Fail | Giant - Dwarf | Random - Specific |
| Afraid - Confident | Gloomy - Cheerful | Rigid - Flexible |
| Ancient - Modern | Individual - Group | Shame - Honor |
| Arrive - Depart | Innocent - Guilty | Simple - Complicated |
| Arrogant - Humble | Knowledge - Ignorance | Single - Married |
| Attack - Defend | Liquid - Solid | Sunny - Cloudy |
| Blunt - Sharp | Marvelous - Terrible | Timid - Bold |
| Brave - Cowardly | Noisy - Quiet | Toward - Away |
| Cautious - Careless | Partial - Complete | Tragic - Comic |
| Complex - Simple | Passive - Active | Transparent - Opaque |
| Crazy - Sane | Permanent - Unstable | Triumph - Defeat |
| Crooked - Straight | Plentiful - Sparse | Union - Separation |
| Demand - Supply | Positive - Negative | Unique - Common |
| Destroy - Create | Powerful - Weak | Upset - Relaxed |
| Divide - Unite | Praise - Criticism | Urge - Deter |
| Drunk - Sober | Private - Public | Vacant - Occupied |
| Expand - Contract | Problem - Solution | Vague - Definite |
| Freeze - Boil | Professional - Amateur | Villain - Hero |
| Full - Empty | Profit - Loss | Wax - Wane |
| Generous - Stingy | Quality - Inferiority | Wealth - Poverty |

**One Word Substitutes:**

One word Substitution is one of the integral parts of vocabulary. It simply means that a sentence has to be replaced with a single word.

For example: A hater of womankind - Misogynist

One easy method of doing one word substitution is by using the **root method**. Roots are nothing but the words from which the main word has been derived.

For example:   
Look at the root word - CRACY.

###### **CRACY = RULE / GOVERNMENT**

* A government by the people - Democracy
* A government by a king or queen - Monarchy
* A government by the officials - Bureaucracy
* A government by the rich - Plutocracy
* A government by few - Oligarchy
* A government by the nobles - Aristocracy

###### **OMNI = ALL**

* One who is all powerful - Omnipotent
* One who is present everywhere - Omnipresent
* One who knows everything - Omniscient

###### **CIDE= KILLING**

* Killing of a human being - Homicide
* Killing/ Murder of a king - Regicide
* Killing of an Infant/ newborn baby - Infanticide
* Killing of a race or community - Genocide
* Killing of One's sister - Sorocide
* Killing of self or self-murder - Suicide
* Killing of either or both parents - Parricide
* Killing of one's brother - Fratricide
* Killing of one's father - Patricide
* Killing of one's mother - Matricide
* Killing of one's husband - Mariticide
* Killing of one's wife - Uxoricide

###### **Ible= Able to be**

* Inaudible - a sound that cannot be heard
* Inaccessible - that cannot be easily approached
* Incorrigible - incapable of being corrected
* Irreparable - incapable of being repaired
* Illegible - incapable of being read
* Inevitable - incapable of being avoided
* Impracticable - incapable of being practiced
* Invincible - one, too strong to be overcome
* Indelible - that cannot be erased
* Indefatigable - one, who does not tire easily
* Infallible - one, who is free from all mistakes and failures

Learning through word roots will make it easy to grasp more and enhance vocabulary.

**List of One Word Substitutions – 1**

*Words for various fields of study*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| Printing using a stone or a metal plate with a completely smooth surface | Lithography |
| Mapping of earth and its formation | Geography |
| Art related to ornate, good handwriting | Calligraphy |
| Scientific study of bodily diseases | Pathology |
| Study of birds | Ornithology |
| Study of celestial bodies | Astronomy |
| Study of  collection of coins, tokens, paper money etc. | Numismatics |
| Study of earth and rocks | Geology |
| Study of election trends | Psephology |
| Study of flying aero planes | Aviation |
| Study of handwriting | Graphology |
| Study of hereditary, genes and variation in living organisms | Genetics |
| Study of human development | Anthropology |
| Study of languages | Philology |
| Study of living things | Biology |
| Study of religion | Theology |
| Study of science of insects | Entomology |
| Study of sound and sound waves | Acoustics |
| Study of the influence of planets and stars on human events | Astrology |
| Study of the law of the flow of water and other liquids | Hydraulics |
| Study of the relation between the organism and their environment | Ecology |
| Study of various aspects of aging | Gerontology |
| The science of time order | Chronology |
| Study of religion | Theology |
| The science of human development | Anthropology |

**List of One Word Substitutions – 2**

*Words used for experts and people with various qualities, habits and abilities.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| One with unlimited power | Autocrat |
| One who walks on ropes | Funambulist |
| An expert in writing by hand | Chirographer |
| The doctor who attends to child delivery | Obstetrician |
| The doctor who attends to corns in the feet and hands | Chiropodist |
| The doctor who deals with the female reproductive system | Gynecologist |
| The doctor who specializes in root canal and nerve treatment | Endodontist |
| The doctor who straightens teeth | Orthodontist |
| The doctor who treats bone problems | Orthopedician |
| The doctor who treats eye diseases | Ophthalmologist |
| The doctor who treats gums | Peridontist |
| The doctor who treats heart problems | Cardiologist |
| The doctor who treats skin diseases | Dermatologist |
| One who is all powerful | Omnipotent |
| One who is all knowing | Omniscient |
| One who is present all over | Omnipresent |
| One who can throw his voice | Ventriloquist |
| One who talks while sleeping | Somniloquist |
| One who takes part in dialogue or conversation | Interlocutor |
| One who walks in sleep | Somnambulist |
| One who walks at night | Noctambulist |
| One who is violently against established beliefs and traditions | Iconoclast |
| One who turns his thoughts inwards | Introvert |
| One who turns his thoughts outwards | Extrovert |
| One who is both inwards and outwards at times | Ambivert |
| One who demands strict conformity to rules | Martinet |
| One who believes in ruthless self-aggrandizement | Egoist |
| One who doesn't consume alcohol | Teetotaler |
| One who exhibits courage or fearlessness | Intrepid |
| One who easily believes others | Credulous |
| One who is capable of using both hands | Ambidextrous |
| One who knows a lot about good food and wine | Connoisseur |
| One who is beyond reform | Incorrigible |
| Well known for bad qualities | Notorious |
| Perfectly, highly skilled reached the zenith of art | Consummate |
| A shrewish loud-mouthed female | Virago |
| One who is extravagantly romantic, chivalrous and impractical | Quixotic |

**List of One Word Substitutions – 3**

*Words used for various likes and dislikes.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| One who is a boot licker, flatterer | Sycophant |
| One who has keen interest in food and drinks | Gourmet |
| Love for mankind | Philanthropy |
| Someone who loves collecting books | Bibliophile |
| One who loves and admires the British | Anglophile |
| One who loves without seriousness | Philanderer |
| Fondness towards women | Philogyny |
| One who loves men | Androphile |
| One who loves wisdom (hence pursues it) | Philosopher |
| One who hates men | Misandrist |
| Madness or obsession with males | Andromania |
| One who hates women | Misogynist |
| One who hates mankind | Misanthropist |
| One who loves his country | Patriot |
| Excessive love for one's country | Super patriotism |
| One who hates marriage | Misogamist |
| One who loves to speak | Loquacious |
| Strong, deep dislike | Antipathy |
| Simultaneously affected by similar feelings | Sympathy |
| Mentally identifying oneself with other person or a thing | Empathy |
| Something or someone makes you feel deep sadness or pity | Pathetic |

**List of One Word Substitutions – 4**

*Words used for practices & beliefs related to religion, marriage and family.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| Related to marriage | Matrimony |
| One who believes in the presence of God | Theist |
| One who doesn't believe in the presence of God | Atheist |
| One who believes in the theory of only one God | Monotheist |
| One who believes in many Gods | Polytheist |
| One who believes that God is union of all forces of the universe | Pantheist |
| Religious madness | Theomania |
| Battle among the Gods | Theomachy |
| Practicing only one marriage (having only one wife) | Monogamy |
| Practicing two marriages (having two wives) | Bigamy |
| Practice of several marriages (having many wives) | Polygamy |
| Self-fertilization especially in plants | Autogamy |
| Marriage within one's own tribe | Endogamy |
| Marriage outside one's tribe | Exogamy |
| Having several husbands | Polyandry |
| People who have both male and female sexual organs | Hermaphrodite |
| An inheritance from father | Patrimony |
| A name framed after father's name | Patronymic |
| Fatherhood | Paternity |
| A father-like figure | Patriarch |

**List of One Word Substitutions – 5**

*Words used for various systems of governance.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| Government by one person (royal) | Monarchy |
| Government by two agencies | Diarchy |
| Government by a few powerful people | Oligarchy |
| Government by military class | Stratocracy |
| Government by divine guidance | Theocracy |
| Government by departments of state | Bureaucracy |
| Government by nobility | Aristocracy |
| Government by wealthy | Plutocracy |
| Government by the people | Democracy |
| A system of governing a country suggesting a father-child relation | Paternalism |
| Government by one absolutely | Autocracy |
| Absence of government | Anarchy |
| A system ruled or controlled by men | Patriarchy |
| The rule or control of mother | Matriarchy |
| Self-rule or control | Autonomy |

**List of One Word Substitutions – 6**

*Words used for various kinds of killings and manias.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| The killing of one's husband | Mariticide |
| The killing of parents | Parricide |
| The killing of a whole race | Genocide |
| The killing of a new born child | Infanticide |
| The killing of a king | Regicide |
| The killing of a human being | Homicide |
| The killing of oneself | Suicide |
| The killing of a father | Patricide |
| The killing of a mother | Matricide |
| The killing of one's brother | Fratricide |
| The killing of one's sister | Sororicide |
| The killing of one's wife | Uxoricide |
| Morbid compulsion to keep on consuming alcohol | Dipsomania |
| Morbid compulsion to steal | Kleptomania |
| Morbid compulsion to steal books | Bibliokleptomania |
| Morbid compulsion to start a fire | Pyromania |
| Morbid delusion of power, importance or godliness | Megalomania |
| Morbid, uncontrollable desire on the part of a woman | Nymphomania |
| Morbid, uncontrollable desire on the part of a man | Satyromania |
| Person with one-track mind | Monomania |
| Compulsion to tell lies | Mythomania |
| Madness with obsession with something | Mania |

**List of One Word Substitutions – 7**

*Words related to speech and written works.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| Book containing all the published work of an author | Omnibus |
| A written message from far off place | Telegraph |
| Informal, less grammatically rigid language | Colloquial |
| Talking around, a method of talking indirectly | Circumlocution |
| Generous, forgiving talk | Magniloquent |
| Expressive in the use of words | Eloquent |
| High sounding pompous speech or writing | Grandiloquent |
| A signature of a celebrity (signature of oneself) | Autograph |
| Walk before hand or an introductory statement | Preamble |
| Writing of one's life story | Biography |
| Writing of one's own life story | Autobiography |
| Written by light | Photograph |
| Few words packed with meaning, concise | Laconic |
| A speech to oneself, alone | Soliloquy |

**List of One Word Substitutions – 8**

*Words related to specific type of things, events and places.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| A place for sun to enter where one can sunbath | Solarium |
| A glass container in which fish and other water animals can be kept | Aquarium |
| A place for feet or speaker's platform | Podium |
| The part of a theatre where people who are watching and listening sit | Auditorium |
| An optical device for projecting various celestial images and effects | Planetarium |
| An establishment for the treatment of the chronically ill | Sanatorium |
| A place where objects are exhibited | Museum |
| Trees whose leaves fall every autumn | Deciduous |
| That which falls upon, befalls, happens | Incident |
| That which falls to someone or something | Accident |
| That which falls on the western countries | Occidental |
| The school or college one attends | Alma Mater |
| A self-moving vehicle | Automobile |
| A machine that functions by itself | Automatic |
| A baby carriage | Perambulator |
| A carriage for sick people | Ambulance |

**List of One Word Substitutions – 9**

*Words used for various kinds of food eaters and eating habits.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| Living on all | Omnivorous |
| Living on fruits | Frugivorous |
| One who eat only fruits | Fruitarian |
| One who eats no animal flesh | Vegetarian |
| One who feeds on human flesh | Cannibal |
| One who enjoys food with a sensual pleasure | Gourmand |
| One whose eating habit is repulsive | Glutton |
| Living on flesh | Carnivorous |
| Living on grass | Herbivorous |
| Living on fish | Piscivorous |
| One who eats all kinds of food | Omnivorous |

**List of One Word Substitutions – 10**

*Words related to certain actions, time and direction.*

|  |  |
| --- | --- |
| **Phrase** | **One Word** |
| A backward look or a view into the past | Retrospect |
| A forward look or a view into future | Prospect |
| Examine one's motives or look inwards | Introspect |
| To examine carefully | Inspect |
| A doubtful look or examination of one's motives | Suspect |
| Careful, cautious watch on surroundings | Circumspect |
| To walk aimlessly | Amble |
| When two things befall together | Coincident |
| A thing occurring again and again for a long time | Chronic |
| Someone or something out of time | Anachronism |
| To send out of one's native country | Expatriate |
| To walk around a place especially in a ritual fashion | Circumambulate |
| A highly accurate timepiece | Chronometer |
| Make to happen at the same time | Synchronize |
| An instrument which records short intervals of time | Chronograph |
| Capable of moving in all directions | Omnidirectional |

**Unit 3**

**Active & Passive Voice**

In English grammar, verbs have five properties: voice, mood, tense, person, and number; here, we are concerned with voice. The two grammatical voices are **active and passive**.

**Active voice**

When the subject of a sentence performs the verb’s action, we say that the sentence is in the *active voice*. Sentences in the active voice have a strong, direct, and clear tone. Here are some short and straightforward examples of active voice.

### ****Active voice examples:****

Monkeys adore bananas.

The cashier counted the money.

The dog chased the squirrel.

All three sentences have a basic active voice construction: subject, verb, and object. The subject monkey performs the action described by adore. The subject the cashier performs the action described by counted. The subject the dog performs the action described by chased.

The subjects are doing, doing, doing—they take action in their sentences.

### Passive voice

A sentence is in the passive voice when the subject is acted on by the verb. The passive voice is always constructed with a conjugated form of to be plus the verb’s past participle. Doing this usually generates a preposition as well.

For these examples of passive voice, we will transform the three active sentences above to illustrate the difference.

### Passive voice examples

Bananas are adored by monkeys.

The money was counted by the cashier.

The squirrel was chased by the dog.

Let’s take a closer look at the first pair of sentences, “Monkeys adore bananas” and “Bananas are adored by monkeys.” The active sentence consists of monkeys (subject) + adore (verb) + bananas (object). The passive sentence consists of bananas (object) + are adored (a form of to be plus the past participle adored) + by (preposition) + monkeys (subject). Making the sentence passive flipped the structure and necessitated the preposition by. In fact, all three of the transformed sentences above required the addition of by.

## When to use active and passive voice

Using the active voice conveys a strong, clear tone and the passive voice is subtler and weaker. Here’s some good advice: don’t use the passive voice just because you think it sounds a bit fancier than the active voice.

That said, there are times the passive voice is useful and called for. Take “The squirrel was chased by the dog,” for example. That sentence construction would be helpful if the squirrel were the focus of your writing and not the dog.

A good rule of thumb is to try to put the majority of your sentences in the active voice, unless you truly can’t write your sentence in any other way.

While changing the voice of the sentence you should be careful that you don’t change the tense and meaning of the sentence.

For example:

**Present Tense:**

**Sweta *eats* an apple everyday**

This sentence is in active voice and in simple present tense.

Now we should see that the tense of the sentence should not change while converting it into passive voice.

**An apple *is eaten* by Sweta every day.** (Passive voice and Simple present tense)

Here are some examples with the same sentence:

**Sweta *is eating* an apple (Active voice and Present Continuous tense)**

**An apple *is being eaten* by Sweta (Passive voice and Present continuous tense)**

**Sweta *has eaten* the apple (Active voice and Present perfect tense)**

**The apple *has been eaten* by Sweta (Passive voice and Present perfect tense)**

**Sweta *has been eating* an apple (Active voice and Present perfect continuous tense)**

**An apple *has been being eaten* by Sweta (Passive voice and present perfect continuous tense)**

**Past Tense:**

**Sweta *ate* an apple (Active voice and Simple past tense)**

**An apple *was eaten* by Sweta (Passive voice and Simple past tense)**

**Sweta *was eating* an apple (Active voice and Past continuous tense)**

**An apple *was being eaten* by Sweta (Passive voice and Past continuous tense)**

**Sweta *had eaten* an apple (Active voice and Past perfect tense)**

**An apple *had been eaten* by Sweta (Passive voice and Past perfect tense)**

**Sweta *had been eating* an apple (Active voice and Past perfect Continuous tense)**

**An apple *had been being eaten* by Sweta (Passive voice and Past perfect Continuous tense)**

**Future Tense**

**Sweta will eat an apple (Active voice and Simple Future tense)**

**An apple will be eaten by Sweta (Passive voice and Simple Future tense)**

**Sweta will have eaten an apple (Active voice Future perfect tense)**

**An apple will have been eaten by Sweta (Passive voice and Future perfect tense)**

|  |
| --- |
| Verbs are either active or passive in voice. In the active voice, the subject and verb relationship is straightforward: the subject is a do-er. In the passive voice, the subject of the sentence is not a do-er. It is shown with by + do-er or is not shown in the sentence. Passive voice is used when the action is the focus, not the subject. It is not important (or not known) who does the action.   * The window is broken. (It is not known who broke the window, or it is not important to know who broke the window.) * The class has been cancelled. (The focus is on the class being cancelled. It is not important to know who cancelled it.) * The passive voice is often used. (The focus is on the passive voice. It is not important to explain who the writer is.)   Passive voice should be avoided when you want more clarity in writing. However, in some cases, you need to use passive voice to stress the action, not the actor. Also, passive voice can be considered more polite, as it sounds less aggressive or dramatic.   * That building was built in 1990. * The car was invented about a hundred years ago. * I was told that Mary moved to a different country. * Your business is appreciated. * She was elected to city council. * It was rumored that the company would lay off a few people soon. * It is recommended that the billing process be shortened.   You can easily rewrite an active sentence to a passive sentence. The object in the active sentence becomes a subject in the passive sentence. The verb is changed to a “be” verb + past participle. The subject of the active sentence follows by or is omitted.   * Sam wrote a letter to Jamie. * A letter was written to Jamie by Sam. * The government built a new bridge. * A new bridge was built by the government. * I recommend that you apply for this position. * It is recommended that you apply for this position.   TEST YOUR KNOWLEDGE  **Change the following sentences into the passive voice.**  He likes coffee.  I received a parcel.  You will never forget this lesson.  They have brought a gift for you.  They had prepared the dinner before we arrived.  She will have taken the test.  She is doing the cooking.  They were giving a performance.  They should hire professionals.  ANSWERS  Coffee is liked by him. (Present Indefinite)  A parcel was received by me. (Past Indefinite)  This lesson will never be forgotten by you. (Future Indefinite)  A gift has been brought to you by them. (Present Perfect)  The dinner had been prepared before we arrived. (Past Perfect)  The test will have been taken by her. (Future Perfect)  The cooking is being done by her. (Present continuous)  A performance was being given by them. (Past Continuous)  Professionals should be hired by them. (Modals) |

<https://www.youtube.com/watch?v=nRGLDD0BBdc>

<https://www.youtube.com/watch?v=nXNFyY7xe8I>

**UNIT 3**

# Letter Writing

Before the advent of modern technology made communication so easy, the art of writing a letter was considered an important requirement. Even today a letter is an important means of communication in both the workspace as well as our personal lives. So let us educate ourselves with the nuances of letter writing.

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

Now that E-mails and texts and other such forms have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication, especially the formal kind, is done via letters. Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication. That is why it is important for us to know the intricacies of letter writing.

## Types of Letters

Let us first understand that there are broadly two types of letters, namely Formal Letters, and Informal Letters. But then there are also a few types of letters based on their contents, formalities, the purpose of letter writing etc. Let us have a look at the few types of letters.

* *Formal Letter*: These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.
* *Informal Letter*: These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.
* ***Business Letter***: This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.
* ***Official Letter***: This type of letter is written to inform offices, branches, subordinates of official information. It usually relays official information like rules, regulations, procedures, events, or any other such information. Official letters are also formal in nature and follow certain structure and decorum.
* ***Social Letter***: A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc are all social letters.
* ***Circular Letter***: A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.
* ***Employment Letters***: Any letters with respect to the employment process, like joining letter, promotion letter, application letter etc.

## Formal Letters

A formal letter is one written in a formal and ceremonious language and follows a certain stipulated format. Such letters are written for official purposes to authorities, dignitaries, colleagues, seniors, etc and not to personal contacts, friends or family. A number of conventions must be adhered to while drafting formal letters. So let us take a look at a sample format of a formal letter.

## Format of a Formal Letter

As we said earlier, a formal letter must follow certain rules and conventions. Such a format helps in relaying the information in a professional way. It must be remembered that there are various such formats for formal letters that people follow. The one explained here is the one most commonly used for formal communication these days. A formal letter has a format which needs to be followed. A typical formal letter format is

1. Sender’s address
2. Date
3. Name / Designation of Addressee
4. Address of the Addressee
5. Salutation
6. Subject
7. Body – Introduction, Content, Conclusion
8. Complimentary Close
9. Signature / Name of the Sender
10. Designation of the Sender

.

### Sender’s Address

The sender’s address is usually put on the top right-hand corner of the page. The address should be complete and accurate in case the recipient of the letter wishes to get in touch with the sender for further communication.

### Date

The sender’s address is followed by the date just below it, i.e. on the right side of the page. This is the date on which the letter is being written. It is important in formal letters as they are often kept on record.

### Receiver’s Address

After leaving some space we print the receiver’s address on the left side of the page. Whether to write “To” above the address depends on the writer’s preference. Make sure you write the official title/name/position etc of the receiver, as the first line of the address.

### Greeting

This is where you greet the person you are addressing the letter to. Bear in mind that it is a formal letter, so the greeting must be respectful and not too personal. The general greetings used in formal letters are “Sir” or “Madam”. If you know the name of the person the salutation may also be “Mr. XYZ” or “Ms. ABC”. But remember you cannot address them only by their first name. It must be the full name or only their last name.

### Subject

After the salutation/greeting comes the subject of the letter. In the centre of the line write ‘Subject” followed by a colon. Then we sum up the purpose of writing the letter in one line. This helps the receiver focus on the subject of the letter in one glance.

### Body of the Letter

This is the main content of the letter. It is either divided into three paras or two paras if the letter is briefer. The purpose of the letter should be made clear in the first paragraph itself. The tone of the content should be formal. Do not use any flowery language. Another point to keep in mind is that the letter should be concise and to the point. And always be respectful and considerate in your language, no matter the subject of your letter.

### Closing the Letter

At the end of your letter, we write a complimentary closing. The words “Yours Faithfully” or “Yours Sincerely” are printed on the right side of the paper. Generally, we use the later if the writer knows the name of the person.

### Signature

Here finally you sign your name. And then write your name in block letters beneath the signature. This is how the recipient will know who is sending the letter**.**

## Solved Question for You

**Q: Write a letter to the editor of a daily newspaper complaining about the construction work on your road in the middle of monsoon season causing inconveniences to the people of your locality.**

Ans: A sample of such a formal letter may be as follows,

D- 1801, Neptune Society,

DS Marg, Lower Parel,

Mumbai 400 008.

11th June 2018.

To,

The Editor-in-Chief,

Hindustan Times,

Main Street,

Mumbai 400 001.

Sir,

Subject: Construction work in our locality during monsoon season causing us difficulties.

Through the medium of your esteemed and respected daily, I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season has started a few days ago and is compounding our problems.

The repair work has been ongoing for five weeks now and is falling way behind schedule. And now with the current weather conditions, we are having persistent problems of water logging and flooding in our area. Another worry is about the accidents that may occur due to the debris lying around the road. Diseases caused due to water logging are another one of our concerns.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Thanking You,

Your Sincerely,

\*\*signature\*\*

[Mr. XYZ]

## Business Letters

A business letter will be more impressive if proper attention is given to each and every part of the business letter. Business letters include:

* Enquiry Letter
* Order Letter
* Positive reply for an Order Letter
* Complaint Letter

## Parts of Business Letter

### There are 12 Parts of Business Letter

* The Heading or Letterhead
* Date
* Reference
* The Inside Address
* Subject
* Greeting
* Body Paragraphs
* Complimentary Close
* Signature and Writer’s Identification
* Enclosures
* Copy Circulation
* PostScript

Let us discuss the parts of a business letter.

### 1. The Heading or Letterhead

It usually contains the name and the address of the business or an organization. It can also have an email address, contact number, fax number, trademark or logo of the business.

### 2. Date

We write the date on the right-hand side corner of the letter below the heading.

### 3. Reference

It shows the department of the organization sending the letter. The letter-number can also be used as a reference

### 4. The Inside Address

It includes the name, address, postal code, and job title of the recipient. It must be mentioned after the reference. One must write inside address on the left-hand side of the sheet.

### 5. Subject

It is a brief statement mentioning the reason for writing the letter. It should be clear, eye catchy, short, simple, and easily understandable.

### 6. The Greeting

It contains the words to greet the recipient. It is also known as the salutation. The type of salutation depends upon the relationship with the recipient.

It generally includes words like Dear, Respected, or just Sir/Madam. A comma (,) usually follow the salutation.

### 7. The Body Paragraphs

This is the main part of the letter. It contains the actual message of the sender. The main body of the mail must be clear and simple to understand. The body of the letter is basically divided into three main categories.

* **Opening Part:**The first paragraph of the mail writing must state the introduction of the writer. It also contains the previous correspondence if any.
* **Main Part:**This paragraph states the main idea or the reason for writing. It must be clear, concise, complete, and to the point.
* **Concluding Part:**It is the conclusion of the business letter. It shows the suggestions or the need of the action. The closing of the letter shows the expectation of the sender from the recipient. Always end your mail by courteous words like thanking you, warm regards, look forward to hearing from your side etc.

### 8. The Complimentary Close

It is a humble way of ending a letter. It is written in accordance with the salutation. The most generally used complimentary close are Yours faithfully, Yours sincerely, and Thanks & Regards.

### 9. Signature and Writer’s Identification

It includes the signature, name, and designation of the sender. It can also include other details like contact number, address, etc. The signature is handwritten just above the name of the sender.

### 10. Enclosures

Enclosures show the documents attached to the letter. The documents can be anything like cheque, draft, bills, receipts, invoices, etc. It is listed one by one.

### 11. Copy Circulation

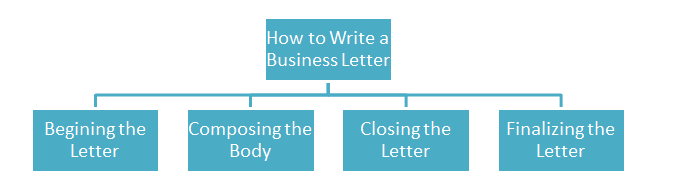
It is needed when the copies of the letter are sent to other persons. It is denoted as C.C.

### 12. PostScript

The sender can mention it when he wants to add something other than the message in the body of the letter. It is written as P.S.

## How to Write Business Letter

All Business letters follow a fixed format. The answer to the question of how to write a business letter is broadly classified into four categories.



### ****Beginning the Letter****

* **Know the format:**There are some business standards that need to be followed. One must use a common font to type a business letter. One must use indentation, paragraphs, margins, etc. The text must be typed in black color only.
* **Choose the Right Kind of Paper:**One must print a letter in a letter-sized paper. The standard size of the paper is A4.
* **Include information about the Company:**One must clearly state the name and the address of the company. Try to use a letterhead of the company for any business use.
* **Include the date:** Writing the date helps the person to have a record of the on-going business.
* **Add the Recipient’s Information:**In a business letter, one must clearly type the name, address, and job title of the recipient to remove any ambiguity.
* **Choose a Salutation:**It is a way of showing respect towards the recipient. One can also use ‘To Whom It May Concern’ if he doesn’t know the person addressed.

### ****Composing the Body****

* **Strike the Right Tone:**The tone of the letter must be formal, clear and polite. Do not use fancy, lengthy, and big words. One must be persuasive in the letter.
* **Use of Personal Pronoun:**One can use personal pronouns in a business letter. If writing on behalf of the organization one must use ‘we’ instead of ‘I’.
* **Write Precisely and Clearly:**The content of the letter must be precise, clear, brief, and easily understandable.
* **Use the Active Voice:** Always write your letter in an active voice.
* **Be Courteous:**Always write a letter in a polite and respectful way. Always use courteous words.
* **Use Additional Pages:** If the matter is not fitting in one page of the letterhead, use the second page. One must keep in mind to include the page number on the second and subsequent pages.

### ****Closing the Letter****

* **Choose a Closing:**One must use a proper closing in a business letter. Use a comma (,) after it.
* **Sign the Letter:**Always sign the letter in ink. If sending a printed copy, always affix the scanned signature.
* **Make Note of Enclosure:**One must properly enclose a list of attached documents with the letter. One can use the abbreviation of the enclosure, i.e., Encl. or Enc.
* **Use of C.C.:**For persons other than the recipient, include their name on the letter by typing C.C.

### ****Finalizing the Letter****

* **Edit and Review:**Once you are finished writing the letter, try to look for errors. Check for spellings, punctuations, grammatical errors.
* **Don’t Staple the Letter:**Use a paperclip on the top of the left corner if there are many pages. The use of staple doesn’t look nice for a business letter.
* **Posting of the Letter:**Always use clear and correct spelling for mentioning the name and address of the recipient.

### Letter of Enquiry

As the name suggests this type of letter is the source of collecting information. People usually use a letter of inquiry as one of the most used business letter or formal letter. A letter of inquiry helps a person to have information like some course or job inquiry, prices of services and products, terms and orders or working agreements etc. One must always keep in mind

* Give a brief introduction about yourself
* Include the name of the organization (if possible)
* Provide clear details about the area of inquiry
* Present your queries and doubt in a clear and understandable form
* Mention the deadlines by which you need the information

The format of this letter is the same as the formal letter format.

#### Sample Enquiry Letter

16 Ring Road  
Nagpur – 01

November 30, 20xx

The Director  
ABC Classes  
35 Patel Street  
Delhi − 18

Dear Sir,

Sub.: Enquiry about CAT Coaching Classes.

This is with reference to your advertisement in the ‘The Times of India’ for CAT Coaching classes. I have passes the B.Sc. degree examination with Statistics  as the main subject. I am keen on joining your institute for the coaching classes.

Kindly let me know about the procedure of applying for the qualifying test and its date. I would also like to know the duration of the coaching programme, the duration and the number of classes per week along with the available mode of classes. Information about the fees payable and the study materials is highly appreciated. Could you please send me a copy of your prospectus?

I would like to enrol as soon as possible. Your early response will enable me to decide fast.

Thanking you.

With kind regards  
XYZ

**Order Letter**

**An order letter, also called a purchase order, is a formal letter issued by businesses to order goods or services from a vendor.** This letter functions as a contract between the buyer and the seller, according to About.com. It outlines the details of the merchandise or service, including price, quantity, terms, mode of payment, requested delivery date and the address of the location where the order should be delivered.

The letter which conveys the message for supply of[goods](http://businesscommunicationnew.blogspot.com/search/label/Business%20Letter%20Writing) is known as letter of order. In other words, the letter by which a buyer formally requests a seller to supply goods is known as [orde](http://businesscommunicationnew.blogspot.com/search/label/Business%20Letter%20Writing)r letter

**Considerable factors for drafting order lette**[**r**](http://businesscommunicationnew.blogspot.com/search/label/Business%20Letter%20Writing)**:**  
Following factors should be considered in drafting an order letter.  
1. Detailed description of the goods.  
2. Mention the [de](http://businesscommunicationnew.blogspot.com/search/label/Business%20Letter%20Writing)livery time.  
3. Provide specifications of the goods regarding size, color, style, quality etc.  
4. Shipment forwarding directions i.e. the root of the transportation.  
5. Mode of payment.  
6. Mention about the discount factor.  
7[.](http://./) Formal request for timely delivery.

**Sample Order Letter**

Mancini Kitchen Equipment

Troy D. Mancini

4220 Straford Park  
Harold, KY 41635

Dear Mr. Mancini,

We would like to purchase twenty two (22) individual stand mixers (Model #43423), all in the color red.

We would like you to charge this purchase to the pre-existing account that we have with you, business account #543234.

We hope to receive this order no later than Friday, November 11th, 2009. Attached to this letter please find our preferred shipping method and receiving address.

Please confirm that you received this order by calling us at 232-231-4563 anytime during business hours, Monday to Friday.

Thank you for your cooperation

Keller Kitchen Co.

**Positive reply for the order letter**

Hello Victor,

Thank you for your recent purchase from Furniture World. The team are currently working on getting your item dispatched, and it should be with you within 5 working days.

Order Details

Order Number: 86675564

Mellow White Leather Sofa

Price Inc Delivery: $754

Payment Method: Credit Card

Delivery Address:

8561 Honey Pioneer Autoroute, Burnt House, Wisconsin, 53091-3064

Note: Because this is a large item you will need somebody to sign for the delivery upon arrival and to grant the drivers access to the property in order to position it somewhere convenient.

If you should have any problems or queries about this order please contact customer support on (534) 872-9133, or via email at support@furnitureworld.us

All the best,

Furniture World

**Complaint Letter**

A Complaint Letter is a type of letter written to address any type wrong doing, offence, grievance, resentment arising out of a product, service etc. Complaint Letters are used to raise your concerns about unfair things and seek a productive outcome. They are also used to vent out your pent up emotions arising out of your suffering or bad experience. It is a fundamental right and duty of a citizen to seek justice arising out of any injustice, which is initiated by a Complaint. Complaint letters then, become your First Step towards your Consumer Rights. They inspire other hassled consumers, influence the concerned authorities towards taking proper action and make the defaulters more liable, responsible and responsive. This is because unresponsive behaviour of the offender is liable to a Punishable Court Proceeding or an Expensive Lawsuit.

Writing complaints letters is an essential responsibility of the victim whilst seeking positive outcomes. Complaint Letter writing is not only a pre-warning for the offender but also a chance for them to rectify their act in time. These letters are not just meant for **defective products**, **service** they can also be written towards any injustice happening in the society, like ‘**Smoking in Public**’, ‘**Misuse of Water by any Person or an Organisation**’ and any issue happening in society which needs to be addressed.  
  
Anyone can complaint through letter if there is a legitimate reason. **Anyone can write a letter to the administration regarding the pollution, water supply, traffic problems, shortage of electricity** etc. You don’t need to be a lawyers or an influential person. All you need to do is to learn to write a complaint letter in an appropriate manner with all the relevant information included. In the matter contained here, you will get all the tips to write a complaint letter.

**Types of Complaint Letters**

Complaint letters are of different types and different reasons and depending upon that they can be categorised accordingly.

**Depending on the level of an organisation or an individual these can be:**

1. **Personal Complaint Letters** - When a letter is written at a personal level by an individual it is called as Personal Complaint Letter. These are written by consumers to get refund, replace a product etc.  These are also written for grievances’ regarding a service or any issue affecting the individual or society at large.
2. **Professional Complaint Letters** - When a letter is written on behalf of an organisation it is called as Professional Complaint Letter. These letters have the backing of an organisation and are mostly related to professional items and services.

**Sample Complaint Letter**

# Product Complaint Letter

# Complaint Letter for Defective Product

|  |
| --- |
| **ArnoldArmstrong** 89VillaStreet ValHaven,CT95135 Phone–890056711 armisstrong@arnold.com  30th June,2012  **CustomerCareManager** CustomerService AirtelTelecom 8423GreenTerraceRoad Asterville,WA65435  DearSirorMadam  **Re:** Order Number TF285347  I recently ordered a new Beetel Modem (item #285347), Model 100CX from your website on 20thJune 2012.  I received the order on 7thJuly. Unfortunately, the modem turned out to be defective.  I connected it to my PC and installed all the drivers provided. I followed the manual provided but it didn’t work. All the Lights on the Modem were ON. I even went through troubleshooting but to no avail. I even installed it on my friends PC but ‘**No Connectivity**’. I used my Dying Modem to check if the ‘Line wasn’t Faulty’. The internet worked fine and there was ‘No issue with the Line’. I even formatted and reinstalled Windows just to make sure that there wasn’t a problem in my system. But that didn’t make the modem work.  As mentioned above, I have tried everything and the fault lies clearly in the modem. I would like you to credit my account for the amount charged for the modem. I needed a new modem so I bought it from a local shop. I don’t need a Replacement but a Refund which I am entitled to as per your Policy.  Thank you for taking the time to read this letter. I have been a loyal and satisfied customer of your company for quite some time now. This is the first time I have encountered a problem.  Looking forward towards a Prompt Refund.  Sincerely,  **Signature**  Arnold Armstrong |