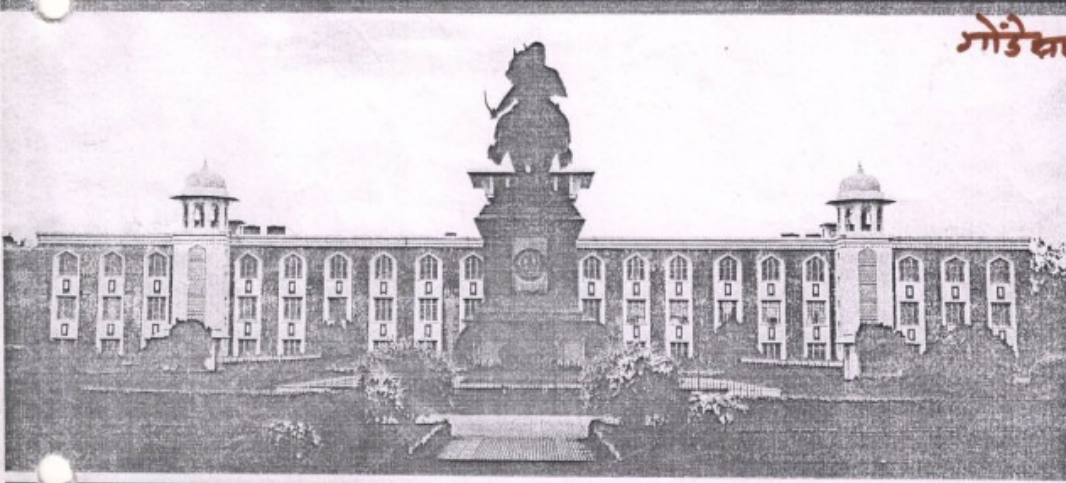


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Shivaji University
Kolhapur, Maharashtra

Centre For Distance Education



B. Com. Part I : (Compulsory English) (Semester-I & II)
English For Business Communication
Ability Enhancement
Compulsory Course (CBCS)

(Academic Year 2019-20)



SHIVAJI UNIVERSITY, KOLHAPUR

CENTRE FOR DISTANCE EDUCATION

B. Com. Part I

**Ability Enhancement
Compulsory Course (CBCS)**

(Compulsory English)

English for Business Communication

(Academic Year 2019-20 onwards)

(Semester I and II)

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Kolhapur. (Maharashtra)
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INTRODUCTION

Dear Students,

You are doing this course of Ability Enhancement Compulsory English as distance learners. You are studying the same text book which is prescribed for the regular students. But your course book is organised differently to help you study it on your own.

In all, there are 8 modules. They are divided into two parts for two semesters. In Semester I, students are required to study three units on Communication Skills and six units on Reading Comprehension. In the same way you have to study three units on Communication Skills and six units on Reading Comprehension for Semester-II.

Units on Communication Skills will help you enhance your linguistic competence. You will be able to describe objectives, people, places and daily routine. You will also be able to narrate your experiences. Further you will learn to develop your vocabulary and make enquiries and give instructions. Also you will be able to use English for Specific purposes in your actual life situations. Unit on Telephonic Communication will provide you the practical training of how to speak on telephone for various purposes. Units on Reading Comprehension will add to your literary competence. You will study short stories, essays, poems, literary articles based on the experiences of writers of memoirs, one act play etc.

For the purpose of study, the units are developed on the points like Objectives, Introduction, Content, Vocabulary or Terms to Remember, Check your progress, Key to check your progress, Exercises, Summary, List of books for further study, etc.

If you read the Self-Instructional Material given here carefully with great interest, you will be able to develop your own English language and will also get good marks in the examination.

So, we wish you great success and hope that you will enjoy studying this course.

Editors

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Module 3

A) Narration

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3.0 Objectives:

After studying this unit you will be able to:

1. understand the skill of narration.
2. explain how to talk about past or present incidents, events and experiences.

3.1 Introduction

In the previous Module, you studied 'Description Skill' where you studies that in describing things, places or people what you need is the knowledge of the use of present tense. Likewise, in learning the skill of 'Narration' you need to know the use of or the knowledge of the use of past tense. This skill is important in your social as well as professional life.

3.2 Presentation of subject matter :

D) **Narration** is used for narrating past experiences. It is also used in news reports and storytelling, usually in some kind of chronological order. It also means any kind of explaining or telling something. We like to listen the stories, especially the scary ghost stories around a campfire. The narrator of a story may be a named character in the story or an outside observer. This narrator or a character or author's persona that tells a story-control everything you know about the characters and the events.

This Narrator can be a **FIRST PERSON narrator** where an "I" (occasionally a "we") speaks from his/her subject position. This kind of narrator is usually a character in the story interacting with other characters. We see those interactions through the **narrator's eyes** (point of view) and we can't know the things that the narrator doesn't know.

The other type of narration gives us a **THIRD PERSON point of view**. It is told by a narrator who is not part of the story and generally uses pronouns such as: he, she, it, they, them, their, him, her, it's, etc.

See for example:

Vijay was a natural motivator. If an employee was having a bad day, Vijay was there telling the employee how to look on the positive side of the situation.

This really made curious and so I went up to Vijay and asked him, "I don't get it! You can't be a positive person all the time. How do you do it?"

Vijay replied, "Each morning I wake up and tell myself that I have two choices today: I can choose to be in a good mood or I can choose to be in a bad mood.

And every day, I choose to be in a good mood. Each time something bad happens, I

choose to learn from it.”

“Yeah, right, it’s not that easy,” I replied.

OR

Avinash was a shy but mentally disabled boy. He had no close relative when his mother died. When he retired to an orphanage, a teenage boy named Dilip became his friend. It was only Dilip who used to talk to him, take care of him. He taught him first learning lessons and also taught him the skills of gardening. Meanwhile, Dilip started taking Avinash to a restaurant across the street and near a hardware store. When Avinash saw Manda, the tough manager of the hardware store, he falls in love with her. He began leaving flowers for her in front of the store at the early daybreak. Although Manda doesn’t find who is giving her flowers, the unexpected daily gift of beautiful flowers made her happy.

Let’s start with these interesting stories:

What is the difference between the narrations of these two stories?

- 1) In the first story, the narrator (using the first-person pronoun ‘I’) is a character in the story. We can hear and see only what the narrator hears and sees.
- 2) In the second story, the narrator is an outside observer and plays no part in the story but can tell us what all the characters are thinking and feeling. He indirectly tells us that Santosh is shy and mentally disabled.
- 3) Though the narrator of the second story is not a part of the story, he/she knows everything. He/she knows all the details about the character (Avinash) and reveals him to us. Interesting, isn’t it?

When you read newspapers you must see that many of the news items/news reports do tell something that has happened in the past especially happened on the last day. The reporter narrates it from his point of view.

You can also narrate some personal experiences or report some past happenings (as you find in news reports).

Read the following newsreport for example:

To spread awareness of the importance of wearing helmets among two-wheeler riders, yesterday police observed a road safety rally. It was held as part of the 'Road Safety Week' observed throughout the district.

Around 400 police personnel and 200 riding enthusiasts from different biker groups took part in the rally. It was jointly flagged off at the police headquarters by the police commissioner.

Over 1600 helmets and masks were distributed to the police personnel during the rally. Sensitizing locals on following traffic rules and regulations from a smooth and safe ride, the participants also appealed to the motorists and pillion riders to wear helmets, for their own safety.

Making an appeal to everyone to follow rules, commissioner said, "Following traffic rules is for our own security and the security of our loved ones."

This is narrated by a reporter making use of simple past tense. e.g.

Observed	was held
took part	was jointly flagged off
were distributed	appealed

In such kind of narrations, we find the use of **past tense**. You know that a construction turns into past tense either by using verb forms as **was/were** or is regularly formed in by attaching **-ed** to the main verb or by using the past participle of the main verb.

For example:

- i) The last train reached the Orange City in time. (to reach (v) – reached (simple past))
- ii) Shweta received a letter from the employment office a week ago. (to receive (v) – received (simple past))
- iii) Sachin earned ten thousand rupees in his first attempt of the negotiations. (to earn (v) – earned (simple past))