

UNIT—IV (Contd. from previous lecture)

Writing Reports:

A report is a narrative piece of writing that provides a sequentially ordered account of events. A report has to be concise, relevant and brief. While preparing a report, therefore, one needs to concentrate on language, punctuation, vocabulary and most importantly, the purpose for which the report is being written. A good report is factual, provides information which can be verified and follows a specific format. Additionally, ‘**A report of**’ means a factual account without any impression of the writer/s, while as ‘**A report on**’ means not only factual information but also includes opinions and recommendations by the writer/s.

Hence, **salient features** of report writing are as follows:

1. **First-hand account:** Reports give firsthand information about an occurrence.
2. **Precision:** Effective reports clearly reflect their purpose. Precision gives unity and coherence to the report and makes it a valuable document. Although carefully thought out, it makes no pretensions of artistic styles.
3. **Targeted Audience/Readers:** It is reader-oriented. It is written bearing specific purpose and class of readers in mind.
4. **Well ordered:** The contents of the report should be presented in an ordered way; it should be logical and well arranged.
5. **Factual accuracy:** Reports should be factually correct. Scientific accuracy of report is highly essential.
6. **Unambiguous and grammatically correct:** Good reports are written in plain and unambiguous way. Also, grammatical accuracy of is one of the basic requisites of a good report.

Generally speaking, reports are primarily of three types:

1. **Eyewitness reports:** These give an account of what was seen, what took place or was experienced. Such reports include news reports, accident reports, crime reports and minutes of meeting.
2. **Analytical or investigation or interpretative reports:** These analyze the information presented, show its significance, and when required, makes recommendations. Usually investigative reports are quite detailed, and hence are more likely to be formal and highly structured.
3. **Work reports:** Such reports are a very important way of checking whether some work that has been taken up is done in the same way as it should be, within the time allotted and within the budget sanctioned of that work. Sometimes they can be periodic or routine in nature and as such may be submitted annually, biannually, quarterly, monthly, weekly or even daily.

Sometimes **special reports** are to be framed to facilitate working of an organization or institution. A report on feasibility of opening a new branch, on resentment among staff of a particular branch etc., are examples of special reports.

Importance of reports:

1. Reports enable decision making and problem solving in an organization.
2. They help authorities in planning new ventures and evaluating its work force.
3. They are an important means of disseminating information within and outside an organization.
4. They serve as a measure of growth, progress or success of an organization.
5. Reports serve as valuable repository of information.

Steps to Writing a Report:

In order to write a good report, the following steps must be borne in mind:

- a. Plan: Planning involves collecting all the relevant information about the topic.
- b. Outline: Prepare an outline of the report, jotting the heading and the subheading (if any).
- c. Write: Prepare a rough draft of the report. The focus must be on ensuring that the ideas flow in a proper and logical order. Sentences should be simple and short.
- d. Edit: After the ideas have been arranged, read the report carefully and critically. Avoid repetitions, verbosity and lengthy sentences.
- e. Rewrite: One can rewrite the report at the end and check that the information has been given explicitly and clearly.

FORMAT:

Although reports vary in format but they generally contain all or most the following elements:

I. Heading: A descriptive title which is expressive of the contents of the report.

II. By line: Name of the person writing the report (it is generally given in the question). However, one is not supposed to mention personal details. It may also include prefatory elements that are report-identifying like when and for whom one is writing it.

III. Opening paragraph (introduction): It gives the general idea of the topic and specific problem that is to be looked into or scope of the report. It may include the '5 Ws', that is, WHAT, WHY, WHEN and WHERE along with WHO.

IV. Account of the event in detail: The proper sequence of events that occurred along with their description. It is the main paragraph and can be split into two short paragraphs if required.

V. Conclusion: This will include the description of how the event ended or any recommendations. It may include quote excerpts from the Chief Guest's speech (if any) or how did the event wind up.

SPECIMEN REPORT:

A science symposium on the topic: 'Effect of pollution on quality of life' was held in the university. Write a report of the event as editor of a magazine.

Report on Science Symposium held at university

-By, Editor of xyz magazine

A symposium was organized on 1st March 2020 in the university on the topic "Effect of Pollution on Quality of Life". Many students were a part of the elucidative program. The event started with the felicitation of the guest speakers. Thereafter, Mr. Atif acquainted the participants with the objectives and goals of the workshop. The resource person Dr. Amin deliberated on the topic and highlighted how important it is to curb the menace of pollution.

An exalting demonstration of effects of pollution on our lives galvanized the engrossed participants. After the lunch break, Dr. Singh, Resource Person from Punjab, exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking innovative ways to curb the menace.

An interactive session ignited the inquisitiveness of participants. They have committed themselves completely to bring about a change in the situation. The symposium culminated with a vote of thanks proposed by the head of the environmental science department.

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Writing Deeds:

The work involved in the legal process of moving land or property from one owner to another is generally termed as conveyancing. The word conveyancing is of English origin and is derived from the word "convey". In fact the word "to convey" means to transfer the title to someone. It denotes the instrument through which a living person transfers property in present or future to one or more living persons. Although at present there is no specific format for drafting a deed but the English form with minor alterations is being used in India.

General components of a deed:

A deed consists of various clauses. The following are the general requirements of conveyancing and the sequence may slightly vary:

1. Description of a deed
2. Date of the deed
3. Parties to the deed
4. Description of property
5. Testatum
6. Consideration or operative words

7. Receipt
8. Habendum
9. Covenants
10. Testimonium
11. Signatures and attestation

1) Description of a deed: A deed begins with the name of the deed, i.e., transaction to which it relates. For instance, ‘This deed of Gift’, ‘This deed of Sale’, ‘This deed of Adoption’ etc. and the same may be written in capital letters.

2) Date of the deed: A legal instrument must bear the date of its execution. As a document should generally be registered within four months from the date of execution and the date of execution is always required by the sub-registrar, mentioning the same is mandatory.

3) Parties involved in the deed: This clause contains the description of the parties to the sale deed. It usually mentions the details of the seller and purchaser like their names, parentage, addresses, ages, contact details, occupations etc. The name of the transferor is written first with parentage and address followed by the other details. In order to avoid repetition of the names of the parties, they are conveniently referred to as vendor, vendee, purchaser, mortgager and other terms in the deed. Usually words like ‘between’ or ‘by’ are used at the beginning of this clause.

4) Description of property (parcels) : In the sale deed, there is generally a clause that informs the parties specifically about the dimensions of the property being transferred, i.e. the details of the property like the measures of the plot in yards or meters, the length of the property extending in which directions, the carpet area in case of apartments, registration number of the land if one wants to verify details in official records, construction details of the building including the year in which it was built, exact location, and the surroundings of the property like an adjacent bus depot or garden are mentioned in the sale deed. The term **parcels** is a technical expression meaning the description of property transferred. In addition to this clause, a **schedule** is attached to the deed (mostly towards the end) which describes these precise details. A graphical representation of the same may be added for the convenience of the parties.

5) Recitals: Recitals mention the reason by which the present grantor has been enabled to make his grant. It is preliminary in nature and provides an explanation of the reasons for the transaction. They also set out the relation of the parties to the subject-matter of deed. By convention, most recitals start with the word ‘*Whereas*’.

6) Testatum: This is witnessing clause and forms operative part of the deed. It usually begins with the words “Now this deed witnesses as follows”. Consideration and acknowledgements of its receipt can be said to be a part of Testatum.

7) Consideration and operative words: The operative words are one of the most important clauses of an agreement and denote the purpose of the deed. They vary according to the nature of the estate and that of the transaction. Words like “**grants**”, “**transfers**”, “**confirms**” etc. are usually used to denote the purpose of the deed. Also, as a buyer or seller of a property, one of the most

important and primary factors is the price at which the property is bought or sold. Price at which the deal is closed is called 'Consideration'. The clause reads out the price at which the land is being transferred and that it is agreed upon by the parties to the deed. The price is mentioned in both numbers and figures to avoid any sort of confusion. Based upon the consideration alone, the stamp duty is calculated.

8) Receipt: Acknowledgement of receipt of consideration is usually embodied in the deed itself. One such statement is—“Now this deed witnesses that in pursuance of the above said agreement and in consideration of ₹..... paid by the vendee to the vendor before the execution hereof”. A receipt may also be added towards the end of the deed.

9) Habendum: A habendum clause is a clause in a deed or lease that defines the type of interest and rights to be enjoyed by the grantee or lessee. In a deed, a habendum clause usually begins with the words "to have and to hold".

10) Covenant: A covenant is a type of agreement analogous to conditions of a contract. The covenantor makes a promise to a covenantee to perform or to refrain from some action. Almost every document pertaining to sale, or lease must contain the terms by which parties bind themselves. Usually covenants are entered after Habendum.

11) Testimonium: Testimonium clause is the last section of a will or conveyance reciting the date when an instrument was signed, by whom it was signed, and in what capacity. The clause "In witness whereof the parties to these presents have hereunto set their hands and seals this day and year written above" is an example of this clause. This is also referred to as testatum clause or witness clause.

12) Signatures and Attestation: Finally a deed should be signed by the executants in presence of the attesting witnesses who shall put their respective hands to the deed.

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(For convenience, students can find summarized deeds after the following deed—which is dealt with at length)

SPECIMEN DEEDS:

SALE DEED

This DEED OF ABSOLUTE SALE executed at.....on this the day of
20.....by..... S/O..... residing at.....

hereinafter called the **VENDOR** of the one part which expression shall include his executors, administrators, successors etc.

TO AND IN FAVOUR OF

.....D/O..... residing at.....

hereinafter called the **PURCHASER** of the Other Part which expression wherever the context so requires shall mean and include his heirs, executors, administrators, legal representatives, successors etc.

- I. **WHEREAS** the **VENDOR** is absolute owner and in possession of the Immovable Property being land, measuring which is a piece and parcel of property situated at..... and within the local limits of..... (more particularly described in Schedule written hereunder) and the **VENDOR** has full power, right and authority to sell and transfer the same.

- II. And **WHEREAS**, the **PURCHASER** has shown his interest to purchase the said immovable property from the **VENDOR** for a lawful consideration.

NOW THIS DEED OF SALE WITNESSETH

THAT in pursuance of the aforesaid agreement and in consideration of a sum of Rs..... (Rupees.....only) received by the **VENDOR** in cash and the receipt of the said entire consideration of Rs.....(Rupees.....only), the **VENDOR** doth hereby admit, acknowledge, acquit, release and discharge the **PURCHASER** from making further payment and the **VENDOR** hereby sells, conveys, transfers, and assigns unto and to the use of the **PURCHASER**, the property more fully described in the Schedule hereunder together with the water ways, easements, advantages and all estate, rights, **title** and interest of the **VENDOR** to and upon the said property **TO HAVE AND TO HOLD** the said property hereby conveyed unto the **PURCHASER** absolutely and forever.

THE VENDOR DOTH HEREBY COVENANT WITH THE PURCHASER AS FOLLOWS:

1. That the property more fully described in the Schedule hereunder shall be quietly and peacefully entered into and held and enjoyed by the **PURCHASER** without any interference, interruption, or disturbance from the **VENDOR** or any person claiming through or under him.
2. That the **VENDOR** has absolute right, title and full power to sell, convey and transfer unto the **PURCHASER** by way of absolute sale.
3. That the **VENDOR** hereby declares with the **PURCHASER** that the **VENDOR** has paid all the taxes, rates and other outgoings due to Local bodies, revenue, urban and other authorities.
4. That the property is not subjected to any encumbrances, mortgages, charges, lien, attachments, claim, demand, acquisition proceedings by Government or any kind whatsoever.....

(SCHEDULE)

(Description of the said Immovable Property)

ALL THOSE pieces and parcels of land admeasuring..... situated at.....
Dist.....in..... and bounded as follows:

On or towards East:

On or towards West:

On or towards South:

On or towards North:

In witness whereof the parties to these presents have hereunto set their hands and seals this day and year written above.

PURCHASER

VENDOR

Witnesses:

1)

2)

.....

HOWEVER A SALE DEED MAY BE SUMMARIZED AS:

This sale is made this.....day of, between ‘X’, S/O..... R/O....., hereinafter called ‘the vendor, of one part and ‘Y’, D/O.....R/O..... (hereinafter called ‘the purchaser’) of the other part.

Whereas the vendor has agreed with purchaser for the absolute sale to him of the property located at.....at the price of RsNow this deed witnesses, that a sum of rupees.....(in words) paid by the purchaser to the vendor and the receipt where the vendor hereby acknowledges. Further, all the estate, right, title claim and demand whatsoever of the vendor to the property are hereby conveyed to the purchaser, his heirs, administrators or assigns absolutely.

The vendor does hereby deliver to the purchaser all evidence and writing now in his possession and custody relating to the title of the vendor to the property. The vendor does hereby covenant with the purchaser that the vendor has absolute right, title and full power to sell, convey and transfer unto the purchaser by way of absolute sale and the property is free from any encumbrance and the property shall be quietly and peacefully entered into and held and enjoyed by the purchaser without any interference, interruption, or disturbance by the vendor.

PURCHASER

VENDOR

Witnesses:

- 1)
- 2)

.....
DEED OF PARTNERSHIP MAY BE SUMMARIZED AS:

This deed of partnership made the..... day of..... between ‘X’, S/O..... R/O..... and ‘Y’, D/O.....R/O..... of the other part (each of them hereinafter called as ‘the partner’ witnesses as follows:

- (1) The parties hereto shall become and be partners in the firm to carry on the business for the term of three years from the.... Day of
- (2) The capital of the firm shall be sum of Rs..... to be contributed by partners in equal share and shall be paid immediately after the execution of this deed.
- (3) The bankers of the firm shall be.....bank located at.....
- (4) All cheques exceeding Rs..... drawn for the purposes of the firm shall be signed by both the partners.

- (5) The firm shall upon dissolution be wound up and liabilities be dealt with in accordance with provisions of Indian Partnership Act.
- (6) Any dispute or difference will be referred to two arbitrators, one to be nominated by each party.

PARTY OF THE FIRST PART.....

PARTY OF THE SECOND PART.....

Witnesses

1)

2)

.....

AFFIDAVITS:

An affidavit is a statement or a declaration in writing made under oath or affirmation before a person having authority to administer oath or affirmation. In other words, it a sworn statement. Affidavits should be divided into separate paragraphs and each paragraph should be numbered consecutively. As far as possible each paragraph should be confined to one separate and distinct fact only.

SPECIMEN AFFIDAVIT:

An affidavit before first class magistrate for the issuance of duplicate certificate.

AFFIDAVIT

I, _____ son/daughter of _____ resident of _____ do solemnly declare and affirm as follows:

1. That I was a bona fide student for Course in University during the year..... and I passed the final exam held in year under Roll No.
2. That the university conferred the Degree of on me at its convocation held on under Roll No. and Enrolment No.
3. That I was travelling from to by train and after attending an interview at I lost the file containing my certificates. I immediately lodged a complaint at the nearest police station located at..... and I also notified the same in newspaper so that any person who might have spotted it may return it to me.
4. That it has been around ten months since I haven't received a response from any quarter and therefore I have resolved to apply for a Duplicate certificate from theUniversity

5. That the above declaration is true and correct

DEPONENT

Verification:

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Dated:

DEPONENT

Filing of Plaint:

Plaint is the written complaint/allegation. One who files it is known as "Plaintiff" and against whom it is filed is known as "Defendant". The plaint has to be filed within the time limit prescribed in the Limitation Act, and should be typed copy, in double line space. Name of the Court, Nature of Complaint, Names and Address of parties has to be clearly mentioned. Plaint should also contain verification from plaintiff, stating that, contents of the plaint are true and correct.

SAMPLE PLAINT:

Plaint for compensation for Defamation or Malicious Prosecution:

In the Court of Civil Judge Class – I at

Suit No. / 20.....

A. B. s/o C. D. 123, M G Road, Delhi Plaintiff

Vs.

M. N. s/o O. P.456, M G Road, Delhi Respondent

Plaint under Order 7 Rule 1 for Compensation for Defamation.

The plaintiff respectfully states as follows : –

Brief Description of the case:

(1) The respondent publicly accused the plaintiff of selling watered down milk, which has caused immense harm to the reputation of the plaintiff. The present suit is meant for compensation for the harm done to the plaintiff's reputation.

Matters of Inducement:

(2) Plaintiff is a milk man and sells milk in many colonies of Indore including MG Road, AB Nagar.

(3) Respondent is the president of an informal residents association of MG Road.

Facts constituting cause of action:

(4) In a residents association meeting held on 10/10/2015, the respondent publicly accused the plaintiff of selling milk mixed with water. A tape record of the respondent making the accusation is attached with this petition.

(5) The said speech made by the respondent was heard by hundreds of residents of MG Road, where the plaintiff sells goods.

(6) The said speech has caused the plaintiff a lot of embarrassment and loss of business.

(7) The plaintiff denies that he sells watered milk and claims that the statement made by the respondent was completely baseless.

Jurisdiction:

(10) The meeting where the defamatory statement was made by the respondent happened in, which is under this court's jurisdiction.

(11) The plaintiff claims, on account of the loss of business as well as mental agony, an amount of 40,000/- which is under this court's jurisdiction.

Relief Claimed:

(12) The plaintiff prays that the court be pleased to order the respondent to pay sum of Rs 4,00,000 on account of the loss of business because of his baseless and false speech. The plaintiff further prays that the respondent be ordered to pay compensation for mental harassment and cost of this litigation.

Signature of the plaintiff

Advocate for Plaintiff

Place:

Date:

Verification

I, _____, do hereby verify that the contents from paras 1 to 12 are correct and true to the best of my knowledge and personal belief and no part of it is false and nothing material has been concealed therein. Affirmed at this Day of 20....

(Signature)
Plaintiff



APPEALS:

Appeals are filed in a higher court for a reversal of the decision of a lower court.

Specimen Form of Appeal to the High Court:

IN THE HIGH COURT OF..... AT.....

CIVIL APPELLATE JURISDICTION

REGULAR CIVIL APPEAL NO..... OF.....

IN THE MATTER OF:

A.B.C. Company Ltd. a company incorporated under the provisions of the Companies Act and having its registered office at.....

.....Appellant

Versus

XYZ company Ltd., a company incorporated under the Companies Act and having its registered office at.....

.....Respondent

May it please the Hon'ble Chief Justice of the High Court of..... and his Lordship's companion Justices,

The appellant-company

MOST RESPECTFULLY SHOWETH:

1. That the appellant herein is a company duly registered under the provisions of the Companies Act and the company is engaged in the business of manufacturing.....
2. An agreement was reached between the parties which was reduced into writing. The appellant supplied goods worth Rs. 15 lacs over a period of..... months to the respondents. A statement of account regarding the goods so supplied is annexed hereto and marked as ANNEXURE A.
3. That the respondents have made a total payment of Rs. 6 lacs on different dates. The statement of the said payments made by the respondents is appended and is marked as ANNEXURE B.
4. That the remaining amount has not been paid by the respondent despite repeated demands and issuance of a legal notice by the appellant through advocate.
5. That the appellant filed a suit for recovery of the aforesaid balance amount of Rs. 9 lacs. The suit was filed on..... in the court of the learned District Judge.
6. That upon being summoned by the said court the respondents appeared through counsel and filed their written statement to which appellant-plaintiff also filed replication (rejoinder).
7. That the parties led evidence. After hearing the counsel for the parties the learned District Judge has by his judgement and decree passed on..... dismissed the appellant's suit on the ground that the evidence led by the parties does not establish the claim of the appellant-plaintiff. Copies of the judgement and decree of the court below are annexed hereto and are marked as ANNEXURE C.

Aggrieved by the aforesaid judgement and decree of the court below dismissing the suit of the plaintiff this appeal is hereby filed on the following, amongst other,

GROUND

- A. That the judgement and decree under appeal are erroneous both on facts as well as law.
- B. That the learned trial court has failed to properly appreciate the evidence, and has fallen into error in not finding that the preponderance of probability was in favour of the plaintiff-appellant.
- C. That there was sufficient evidence led by the plaintiff to prove the issues raised in the suit and the defendant-respondent has failed to effectively rebut the plaintiff's evidence.
- D. That this appeal is being filed within the prescribed period of limitation, the judgement and decree under appeal having been passed on.....

In the above facts and circumstances the appellant prays that this appeal be allowed, the judgement and decree under appeal be set aside and the decree prayed for by the appellant in his suit before the court below be passed.

APPELLANT

VERIFICATION

Verified at..... on this, the..... day of....., 20....
That the contents of the above appeal are correct to the best of my knowledge and belief.....

APPELLANT

.....

UNIT-V

English Phonology

"Pronunciation" refers to the way in which we make the sound of words. To pronounce words, we push air from our lungs up through our throat and vocal chords, through our mouth, past our tongue and out between our teeth and lips. To change the sound that we are making, we mainly use the muscles of our mouth, tongue and lips to control the shape of our mouth and the flow of air. If we can control the shape of our mouth and the flow of air correctly, then our pronunciation is clearer and other people understand us more easily. Speakers of different languages tend to develop different muscles of the mouth for pronunciation. When we speak a foreign language, our muscles may not be well developed for that language, and we will find pronunciation more difficult. By practising the foreign language pronunciation, our muscles develop and pronunciation improves.

Vowels, Consonants and Phonetic Transcription:

Although vowels and consonants are usually understood with reference to the letters of a language; for instance a, e, i, o and u represents vowel sounds of the language, and the rest usually represent consonants, but strictly speaking, vowels and consonants are sounds, not letters. There are about 20 vowel sounds and 24 consonant sounds and are represented in phonetic symbols as follows:

Pronunciation Symbols

Consonants					
b	but	n	no	ʃ	she
d	dog	p	pen	ʒ	vision
f	few	r	red	θ	thin
g	get	s	sit	ð	this
h	he	t	top	ŋ	ring
j	yes	v	voice	x	loch
k	cat	w	we	tʃ	chip
l	leg	z	zoo	dʒ	jar
m	man				

Vowels					
æ	cat	ʌ	run	əʊ	no
ɑ:	arm	ʊ	put	eə	hair
e	bed	u:	too	ɪə	near
ɜ:	her	ə	ago	ɔɪ	boy
ɪ	sit	aɪ	my	ʊə	poor
i:	see	aʊ	how		
ɒ	hot	eɪ	day		
ɔ:	saw				

(ə) signifies the indeterminate sound as in *garden*, *carnal*, and *rhythm*.

(r) at the end of a word indicates an r that is sounded when a word beginning with a vowel follows, as in *clutter up* and *an acre of land*.

For more examples of the pronunciation symbols and how to use them in the corresponding words, refer to the URL: https://www.youtube.com/watch?v=JIytoY5_gpw

These phonetic symbols are combined to write the phonetic transcription of an entire word. For instance the phonetic transcription of the word ‘but’ will be /bʌt/, a combination of /b/, /ʌ / and /t/ sounds. Similarly, the phonetic transcription of the word dog is written as /dɒg/, which is a combination of /d/, /ɒ/ and /g/ sounds. The phonetic transcriptions of most of the words are generally provided in the dictionaries (usually following the word):

American /ə'merɪkən/ –adj. of America, esp. the United States. –n. 1 native, citizen, or inhabitant of America, esp. the US. 2 English as used in the US. □ **Americanize** v. (also -ise) (-zing or -sing). [name of navigator Amerigo Vespucci]

The phonetic transcription of the word American is /əmerɪkən/ mentioned next to the word ‘American’ and is a combination of phonetic sounds and symbols /ə/, /m/, /e/, /r/, /ɪ /, /k/, /ə/ and /n/.

Syllable:

Syllables are often considered the phonological "building blocks" of words. Syllable is typically made up of a syllable nucleus which is most often a vowel. Thus syllable is a unit of pronunciation having one vowel sounds. A word has as many syllables as it has vowel sounds. They can influence the rhythm of a language, its poetic metre and its stress pattern.

Words can be monosyllabic, disyllabic, trisyllabic or polysyllabic.

Examples of monosyllabic i.e., words having only one syllable are:

Act	Cat	Book
Slew	Base	Vile
Oft	Cause	Crown
Mourn	Worse	Fear
Head	Riot	Sword

Examples of Disyllabic i.e., words having two syllables:

cen-sure	sen-se	va-liant
in-terred	grie-vous	cae-sar
dec-tate	wo-men	cri-tic
in-stead	de-lay	a-gain
edu-cate	pro-gramme	van-quish
se-nate	de-bate	dor-mant
out-break	mo-ral	dir-rect

co-ward	en-ding	care-ful
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Examples of trisyllabic i.e., words having three syllables:

beau-ti-ful	to-mor-row	po-pu-lar
in-ten-tion	lu-per-vc-al	
lu-per-cal	mu-ti-ny	le-ga-cy
tes-ta-ment	be-lo-ved	me-mo-ry
un-kind-ly	tes-ta-ment	
be-lo-ved	tri-um-virs	for-tu-nate
vic-to-ries	o-ra-tion	coun-try-men
be-ne-fit	as-sem-bly	con-si-der

Examples of Polysyllabic i.e., words having more than three syllables:

in-tel-li-gent	in-i-ti-at-ve	per-so-ni-fi-ca-tion
fun-da-men-tal-ly	in-fe-ri-o-ri-ty	syl-la-bi-fi-ca-tion

Stress:

In phonetics, stress is the degree of emphasis given to a sound or syllable in speech. In English, stressed syllables are louder than non-stressed syllables. Also, they are longer and have a higher pitch. English is a stress-timed language. This means that stressed syllables appear at a roughly steady tempo, whereas non-stressed syllables are shortened. While as the question of which syllable to stress in case of a single syllable word does not arise, one has to consider which syllable

is to be stressed in disyllabic, trisyllabic and polysyllabic words. Usually the syllable that is stressed in such words is marked by an apostrophe that is, ' sign right before the stressed syllable.

For example, in the word “together” has three syllables to-gether and is stressed on the second syllable “geth”, this stress on the second syllable can be shown as to'gether or in phonetic transcription the same can be depicted as /tə'geðər/.

The word “legal” has two syllables which can be shown as le-gal and the stress is on the first syllable. The stress can be depicted by an apostrophe as 'legal and in phonetic transcription, it is written as /'li:gəl/

For further clarification about syllable and syllable stress, visit the URL: <https://www.youtube.com/watch?v=Vu6UVwkUgzc>

Intonation:

Intonation is variation in spoken pitch and is used for functions such as indicating the attitudes and emotions of the speaker, signalling the difference between statements and questions, and between different types of questions, focusing attention on important elements of the spoken message and also helping to regulate conversational interaction. Intonation is how our voice goes up and down in pitch. The two main patterns of intonation in English are: falling intonation and rising intonation

a) Falling intonation

Falling intonation describes how the voice falls on the final stressed syllable of a phrase or a group of words. A falling intonation is very common in *wh*-questions. It is generally depicted by the symbol ` . For example,

Where's the nearest `post-office?

What time does the film `finish?

We also use falling intonation when we say something definite, or when we want to be very clear about something:

I think we are completely `lost.

OK, here's the `magazine you wanted.

b) Rising intonation

Rising intonation describes how the voice rises at the end of a sentence. Rising intonation is common in *yes-no* questions. It is generally represented by the symbol , before the word. For example:

I hear the Health Centre is expanding. So, is that the new ,doctor?

Are you ,thirsty?

[Pertinent Questions (if any) can be mailed to iramqureshi911@gmail.com]