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y in our midst? ... by

Practice Exercise

Speech is a great blessing, but it can also be a great curse, for while it helps us to make, our intentions and desires known to our fellows, it can also, if we use it carelessly, make our attitude completely misunderstood. A slip of the tongue, the use of unusual word, or of an ambiguous word, may create an enemy where we had hoped to win a friend. Again, different classes of people use different vocabularies, and the ordinary speech of an educated man may strike an uneducated listener as showing pride unwittingly we may use a word which bears a different meaning to our listeners from what it does to men of our own class, lightly without thought, but one which demands careful handling; only a fool will express himself alike to all kinds and conditions of men. Thus speech is

Different Arts of Writing

not a gift to use lightly without thought, but one which demands careful handling, only a fool will express himself alike to all kinds and conditions of men.

▪ **Practice Exercise**

The young leading the young is like the blind leading the blind; they will both fall into the ditch. The only sure guide is he who has often gone the road which you want to go. Let me be that guide; who has gone all roads, and who can consequently point out to the best. If you ask me why I went any of the bad roads myself; I will answer you truly; that it was for want of a good guide; ill example invited me one way, and a good guide was wanting to show me better. But if anybody, capable of advising me, had taken some pains with me which I have taken, and will continue to take, with you, I should have avoided many follies and inconveniences, which undirected youth ran me into.

▪ **Practice Exercise**

Precis #3

Title: (1) Art of speech: A blessing or Curse
(2) Careful use of words

Use of words determines whether it is a blessing or curse. Thoughtful use of speech helps in delivering our wants and purpose to others. Careless use of words causes misunderstanding as well as ^{can} ~~creates~~ ^{create} enemy instead of friends. This happens because same words bear different meaning to different classes of listeners. So speech is not a gift for a fool who shows uniform expression to all kind of men.

Use of first person is not allowed in Precis.

Try to use your own vocabulary as much as possible.

Precis #4

Title: Importance of experienced leader in guiding the way.

It is useless when an undirected young guides the young. Only an experienced guide can perform this duty. The writer wants to lead the path as he, in want of good guide, has gone all roads and he is aware of those hurdles which a undirected youth is unaware of.

Avoid cutting.