

CHAPTER ONE

INTRODUCTION

1.1 General Background

Language is primarily a means of communication. It is one of the most widely used means of communication. Communication is the process of transmitting and exchanging ideas, emotions, thoughts, feelings, likes, dislikes etc. from person to person or from place to place. To quote Richard et. al (1985: 64), "Communication is the exchange of ideas, information etc. between two or more persons. In an act of communication there is usually at least one speakers or sender, a message, which is transmitted and a person for whom this message is intended (receiver). The study of communication is central to sociolinguistics, psycholinguistics and information theory". There are other means of communication too, e.g. olfactory system of communication, gustatory system of communication, tactile system of communication etc. But these systems are not as developed as language is.

Change is the essence of the world. Language, being a social phenomenon as well as living one, cannot certainly be exception of it. After the end of second world war in 1945, there was a drastic change towards the view of language. English became the accepted international language of technology and commerce and created a new generation of learners who knew specifically why they were learning it.

1.1.1 Mass Media

It is quite obvious that English is an international language mostly used in mass media. Mass media are tools and instruments of communication that permit us to record and transmit information and experiences rapidly to large, scattered heterogeneous audiences as such they extend our ability to talk to each other by helping us to overcome barriers caused by time and space. Infact, the mass media

have revolutionalized our personal as well as social life. We are more capable of expanding our communication through mass media.

Etymologically 'Mass' refers to the large group of the people and 'Media' is a contraction of the term, media of communication.

Highlighting the definitions of mass media, Andrew (1991) states that "Mass media are the organized means of dissemination of facts, opinions and entertainments such as newspapers, magazines, cinema, films, radio, television, advertisement etc.":

To quote D'Souza (1997) "Mass media as the name suggests are the media which reach the mass spread over a vast area simultaneously."

But Joshi (1999:22) calls mass media as the "common denominators" which are the interest of a large group of people.

These definitions conclude that mass media are the various means of carrying or communicating information to the people. Radio, television, newspapers etc. are the examples of some important mass media.

1.1.2 Importance of Mass Media in the Present Day World

Mass media are substantial and, still growing importance in modern societies. Galavis (1998: 27) enhances the importance of media by saying that "they have assisted self-access learning to growth faster than our traditional classroom methods. "Boutwell (1962: 31) says "the mass media have demonstrated over and over in the areas of entertainment, information, education and inspiration that they are instruments potential for man's growth in mind and spirit". Andrew (1991) says, "In democratic society, independent media serve to educate the public/electorate about issues regarding government and corporate entities."

Therefore, mass media do not only supply just facts and data, they also provide information on the ultimate meaning and significance of these elements. The

mass media are able to joint together different elements of society that are not directly connected. For example, mass advertising attempts to link the needs of buyers with the products of sellers.

Mass media present portrayals of our society, and by watching, listening and reading, we learn how people are supposed to act and what values are important. Motion pictures and sound recording are devoted primary to entertainment. They also inform us about threats from erupting volcanoes depressed economic conditions increasing inflammation or military attack.

Thus, mass media has been one of the essential elements of people in present day world.

1.1.2.1 Print Media

Though the mass media are generally defined as the most powerful transmitters of disseminating hard news, articles, features, middles, reviews, instruction etc., they include both print and electronic media that are used to convey or send messages to the mass. Print media are so named because they make use to printed symbols to communicate message to receivers. They can also be called representation media because they use the symbolic codes of prints, graphics and photographs. The print media are the oldest forms of mass communication but they have proved to be more effective and accessible media.

The print media includes books, magazines, newspapers, brochures, manuals, signboards, notices and so on. On the other hand, radio, television, cinema, films etc. are included under electronic media. The basic differences between them is that the former are designed for the eyes while the latter are designed for ears.

1.1.2.2 Notice

Since the print media are the oldest form of mass communication, the notice is regarded as one of the very powerful print media right from very beginning. To quote OALD (2000), the notice is "a sheet of giving written or printed information usually put in the public places." It is an intimation by one of the parties to an agreement that it is to terminate at a specified time. The notice is usually prepared by different offices, institutions and parties for the particular piece of information, announcing something, directing somebody etc. in their own letter pad or white papers. Notice can be written or printed in different sizes, shapes and styles. They can be both registered and non-registered. They can be also monolingual, bilingual and multilingual.

Though the notices are written/prepared by many institutions and offices, but it is very difficult to find out the notices of correct language usage and functions. However different types of sentence constructions, tenses, aspects and language functions are practiced in notices.

Notices can be found in different sectors, such as:

- Educational Institutions
- Health Institutions and Hospital
- Ministries and other Offices
- Business Firms
- Miscellaneous

Here, Language contained by English notices is viewed in terms of sentence constructions, tenses, aspects and language functions. They are briefly described below.

1.1.2.2.1 Constructions

Construction refers to the overall process of internal organization of grammatical unit. For example, a sentence is made up of morphemes by applying a set of rules. More specifically, it refers to the systematic result of such a process. That is to say, it refers to a particular types of syntactic constructions, also known as construction types. There are many sentence constructions in English. But we can find only six types of constructions in English notices as mentioned below:

- i. Verbless construction
- ii. Finite construction
- iii. Non-finite construction
- iv. Passive construction
- v. Imperative construction
- vi. Mixed construction

These constructions can be briefly described as follows:

i. **Verbless Construction**

In this type of construction, verb form is absent. There may be a word, noun phrase, an adverbial phase or clause in the construction. For example, Circulation In charge, Academic qualification etc. The following structures are included under this verbless constructions of English notices.

NP → (Prem) H (+ Postm)

NP → H

NP → Prem + H

NP → (i) Head, (ii) Premodifier (iii) Post modifier (iv) Discontinuous modifier

Discontinuous modifier → Adj + N + Prep . P

→ Adj + N + infinitive

→ comparative Adj + N + than + Reduced comparative clause or NP

→ As + Adj + N + as Reduced comparative clause

→ So + adj + N + that - clause

→ Too + Adj + N + infinitive clause

ii. Finite Construction

Mainly two types of finite clause can realize the function of subject: that clause and clauses containing an initial wh-item. For example,

That he is the best candidate is self-evident.

What is said in chapter two is irrelevant. The following structures are included under finite construction of English notices.

→ Sub + P

→ Sub + P + SA

→ Sub + P + Do

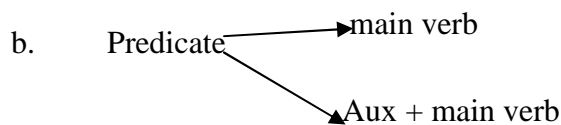
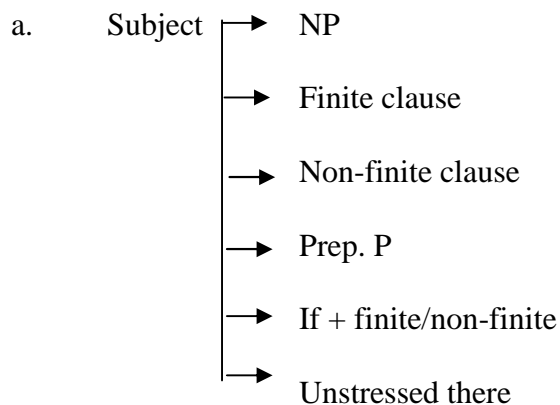
→ Sub + P + PC

→ Sub + P + IO + DO

→ Sub + P + Do + OA

→ Sub + P + Bo + Do

→ Sub + P + Do + PC



c. Complement → DO, IO, BO, SA, OA, PC

iii. Non-finite construction

Mainly three types of non-finite clauses can function as direct object, viz. 'infinitive' clause, 'ing' clause and 'ed-participle' clauses. An infinitive clause may or may not contain the participle 'to' in non-finite constructions of English notices.

For example,

I saw Bob crash into a lamppost.

We have always known him to be a handworkers.

iv. Passive constructions:

The voice of a verb shows whether is active or passive. The verb is passive if the subject receives an action; as, for example,

The lion kills animals.

Animals are killed by the lion.

In the second sentence, the subject 'Animals' receive the action.

The object animals of the verb because the subject of the passive verb. The passive voice of the verb is made by adding its past participle to same form of the verb 'be'. Both types of voice constructions are found in English notices.

v. Imperative constructions

A sentence that expresses some command, advice, request or wish, is called an imperative sentence English notices contain many types of imperative constructions.

Such as;

Do it today. (command)

Take regular exercise. (Advice)

Lend me your book, please (request)

May we all live in peace! (wish)

vi. Mixed constructions:

Mixed constructions may be roughly divided into two types.

i. Compound sentence

ii. complex sentence

vii. Tense

Tense refers to a verb form used to express a time relation. Morphologically, English has two tense system: Past tense and non-past tense. Past tense refers to past time and non-past tense refers to the present and future time. Both types of tense can be found in English notices.

viii. Aspects

Aspect refers to the manner in which a verbal form is experienced. English has two types of aspects: the perfective and the progressive aspects. Both types of aspects can be found in English notices.

1.2.2.2 Function

A function in language refers to the purpose for which an utterance or a unit of language is used. Such functions are often described as categories or behaviors e.g, asking, requesting, notifying, congratulating, suggesting etc. The functional use of language can not be determined simply by studying the grammatical structures of sentences but also the purposes for which they are used. Functions of a language can be roughly divided into following types.

a. Grammatical functions

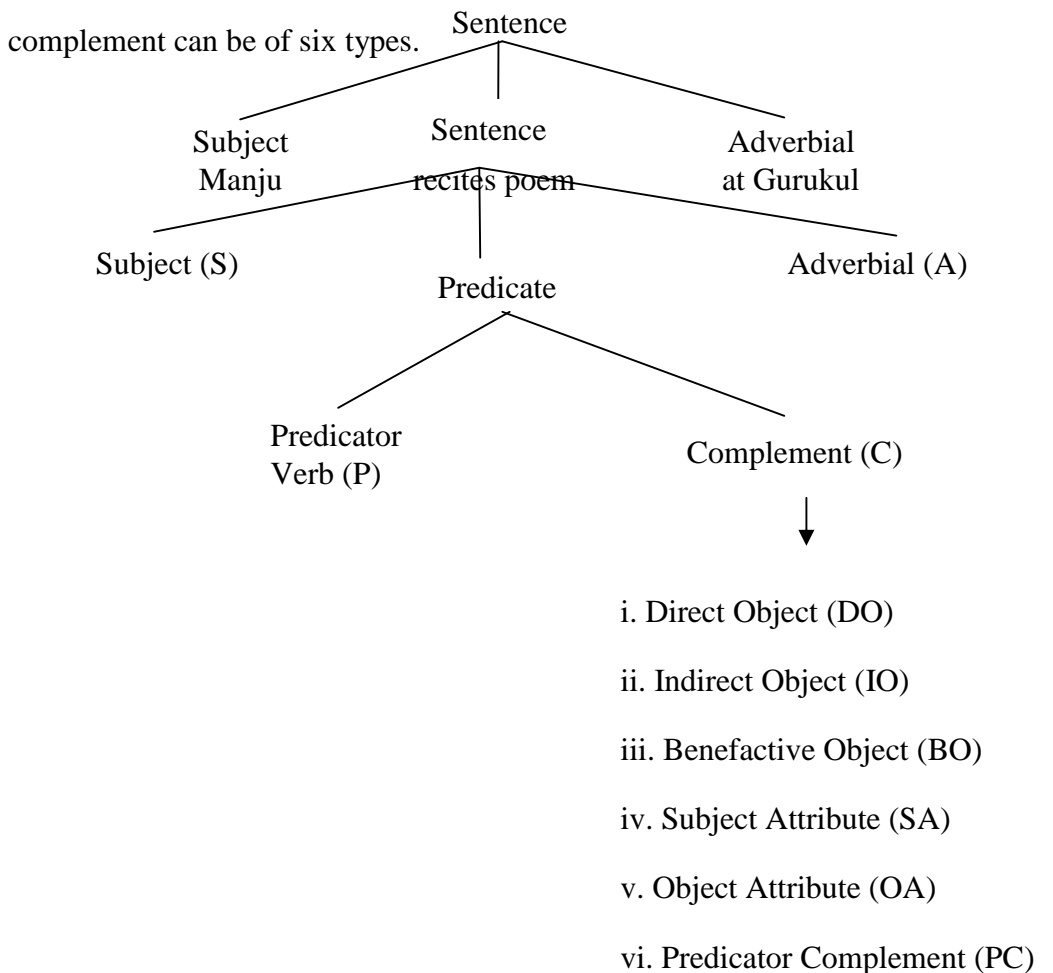
By grammatical function we mean the relationship of a constituent (word or phrase) with other constituents in a sentence. In the sentence 'He eats rice everyday'. the constituent 'He' has the function of subject, 'eats' as verb, 'rice' as object and 'everyday' as adverbial.

John Lyons (1971: 324) distinguishes three major grammatical functions.

According to him, in this sentence, 'He eats rice everyday' - 'He' has the function of subject 'eats rice' predicate and 'every day' adjunction.

According to Arts and Arts (1986), the sentence constituents can have the functions of subject, predicate and adverbial. The first two functions are obligatory whereas the third one is optional in the sense that it can be removed without affecting the meaning of the sentence. The three functions can be shown as follows:

The predicate can be further divided into predicator and complement, and



b. Communicative Functions

By communication, we mean the exchange of ideas, feelings, information etc. between two or more persons. In course of communication, the speaker sends the message to a person by means of an established code and hearer receives the message.

The main function of language is its communicative functions. Communicative function of language refers to the communicative goal for which a language is used in community. Thus, communicative function is what specific communicative need the language is used for in a community. We can communicate through the use of language, therefore, communication is the overall global function of language. This function of language is also reflected in the definitions of language as a system of communication and a vehicle used for the sake of communication. But under the communication, there are several functions of language. For example, we can ask or make a query, we can command, request, order, caution, direct etc. Through the use of language.

c. Classification of Communicative Functions

Communicative functions of language have been classified variously from broad to narrow classification. Some of the main approaches are the following.

1. Traditional approach

- i. Assertive function
- ii. Imperative function
- iii. Interrogative function
- iv. Optative function
- v. Exclamatory function

2. Malinowski's (1984-194) classification

- i. The pragmatic function
- ii. The magical function
- iii. The narrative function

c. MAK Halliday's classification

Halliday has classified the functions into two ways: micro and macro classification. Macro classification is more popular and they are in three categories:

- i. Ideational function
- ii. Interpersonal function
- iii. Textual function

d. Van Ek's (1975) Classification

Van Ek (1975) classifies the language functions into six types which are very popular in the history of language functions. They are also studied in communicative English in B.Ed. as a separate subject. They are as follows:

- i. Socializing
- ii. Getting things done
- iii. Imparting and seeking factual information.
- iv. Expressing and findingout emotional attitudes.
- v. Expressing and findingout intellectual attitudes
- vi. Expressing and findingout moral attitudes.

These above mentioned functions are described in general. More specifically, following functions can be found under English notices which are stated below.

- i. Notifying
- ii. Requesting
- iii. Suggesting
- iv. Congratulating/wishing
- v. Directing
- vi. Inviting
- vii. Prohibiting

viii. Making obligation

ix. Making order etc.

1.2 Review of the Related Literature

In spite of the great importance of mass media in the modern world, a very few studies have been carried out on them in our department.

Bhandari (1999) carried out the research entitling 'Use of Tense and Aspect in Nepali-English Newspaper'. She did her study on two dailies: 'The Rising Nepal' and 'The Kathmandu Post', and same number of weeklies: 'People's Review' and 'The Independent' to findout the tense and aspect. But she did not study on constructions and functions of language.

Shrestha (2000) carried out a research on "An Analysis of Newspaper Headlines". He concluded that only non-past with either simple or progressive aspect are found in newspaper headlines.

Subedi (2001) studied the 'Language of Signboards' in terms of structures, tense, voice and aspects and physical features of different types of signboards.

Ray (2003) conducted a research entitled "English used in Live Cricket Commentaries". He has tried to analyze and describe the characteristic features of English Language used in Cricket Commentaries in terms of syntactic feature and vocabulary items.

Upadhyaya (2003) studied the linguistic analysis of the 'Language Used in Brochures'. He studied the physical features of them as well.

Adhikari (2005) carried out a research entitling "Language used in Manuals". The aim of his study was to findout the language used in manuals and compare their characteristic features found in them. He selected five different fields and ten manuals from each field.

Chapagain (2005) has studied about distinctive features of language used in advertisements area descriptively. The title of his study was 'The language in English Newspaper Advertisements'.

However, no study has been done yet particularly on notices. So, the research is interested to analyze the languages of notices in terms of sentence constructions, tenses, aspects and communicative language functions.

1.3 Objectives of the Study

The objectives of present study are as follows:

- i. to determine sentence patterns of English notices in terms of constructions, tenses and aspects.
- ii. to find out language functions used in notices.
- iii. to point out some pedagogical implications.

1.4 Significance of the Study

This study is useful to the prospective researcher who want to undertake researches on mass media in near future. This study serves as a good source material for language learning and teaching. It mainly helps those who are involved in analyzing, describing, learning and teaching the nature of language used in notices. This research is also useful to the students of journalism, mass communication as well as notice writers as profession. It is equally helpful for journalists, editors, publishers, syllabus designers and other people who are directly and indirectly involved in mass media.

1.5 Definition of the Terms

Mass Media

Mass media refer to the tools or instruments of communication which permit us to record and transmit information and experiences rapidly to large scattered and heterogeneous audiences.

Print Media

Print media refer to the mass media which make the use of printed symbols, graphic and photographs to communicate message to the receivers e.g. newspapers magazines journals notices.

Notice

Notice refers to the print media which is one of the oldest form of mass communication. Notice is a sheet of giving written or printed information usually put in the public places. They are usually published or written in letter pad of the office or white paper.

Construction

Construction refers to the overall process of internal organization of grammatical unit. In this study, construction are analyzed by dividing the structures into different small categories; such as, verbless constructions, finite constructions, non-finite constructions, passive constructions, imperative constructions etc.

Tense

Tense denotes a verb form used to express a time relation. In this study, tense is viewed from structural point of view. Morphologically, English has two tense system the non - past and past tense.

Aspect

Aspect refers to the manner in which a verbal form is experienced. English has two types of aspect: the progressive aspect and the perfective aspect.

Function

Here, function refers to the communicative functions of language used in notices. Functions are generally described as categories or behaviours, such as, notifying, suggesting, requesting, directing, prohibiting, congratulating etc.

CHAPTER TWO

METHODOLOGY

The following methodology was used to carryout this study.

2.1 Source of Data

The researcher used only secondary sources of data in this study.

2.1.1 Secondary Sources of Data

The secondary sources of data were the English notices of different sectors available in Kathmandu Valley. In addition, the researcher consulted some books, previous theses, journals, dictionaries related to the research work in order to facilitate the study. Some of them were:

- i. Previously carried out researches: Subedi (2001), Upadhyaya (2003), Sharma (2006).
- ii. Dictionary : Oxford Advanced Learner's Dictionary (6th edition)
- iii. Books: Bhattarai (200), D'Souza (1997), Kumar (1996), Mencher (1996), Aarts and Aarts, (1986).
- iv. Journals: Bhattarai (2001), Neupane (2005)

2.2 Sampling Procedure

One hundred English notices were selected by using simple random sampling approach and categorized them under five headings, viz. Educational Institutions, Health Institutions and Hospitals, Ministries and other Offices, Business Firms and Miscellaneous.

2.3 Tools for Data Collection

The main tools for data collection were the observation and recording of the English notices of different sectors from Kathmandu valley.

2.4 Process of Data collection

First of all, the researcher traveled to different sectors of Kathmandu valley and recorded information of notices from notice-board as well as out side. The researcher collected both registered and non-registered notices from different places. He also visited to different offices, institutions, business firms to record them. Then, the researcher classified the notices under five sectors along with number.

S.N.	Types of Sectors	Number
I	Educational institutions	42
ii	Health Institutions and Hospitals	9
iii	Ministries and other Offices	27
iv	Business Firms	10
v	Miscellaneous	12
Total		100

2.5 Limitation of the Study

The study has the following limitation:

- i. The area of the study is only limited to Kathmandu valley.
- ii. The study is further limited to only one hundred notices under five sectors.
- iii. The study only focuses on sentence patterns and communicative language functions of collected data.

CHAPTER THREE

ANALYSIS AND INTERPRETATION

This chapter deals with the interpretation and analysis of the data. The data are analyzed and interpreted to determine the sentence patterns in terms of sentence constructions, aspects and tenses used in the notices. the data (c.f. App II) have further been analyzed and interpreted to findout the language functions used in English notices.

The researcher, after analyzing the whole data, classified them into following five sectors:

- i. Educational Institutions
- ii. Health institutions and Hospitals
- iii. Ministries and other Offices
- iv. Business Firms
- v. Miscellaneous

On the basis of analysis of these sectors, the researcher found different constructions, tenses and aspects in English notice.

3.1 Types of Constructions

Having followed these five sectors as mentioned above, the researcher analyzed and classified the whole data under following seven sectors.

- i. Verbless constructions
- ii. Finite constructions
- iii. Non finite constructions
- iv. Passive constructions
- v. Imperative constructions
- vi. Compound constructions

vii. Complex constructions

2. Types of Tense

The researcher classified the tense into the following types:

i. Past tense

ii. Non past tense

3. Types of Aspects

The researcher classified the aspect into the following types

i. Progressive aspects

ii. Perceptive aspects

On the basis of analysis of these seven constructions, two tenses, and two aspects and five sectors, the researcher classified and interpreted the whole data in the following ways.

3.1.1 Types of Constructions in terms of Educational Institutions

The researcher found forty two notices under this sector. He also found all types of constructions, tenses and aspects as mentioned above. One example of each type is given below. But detailed interpretations are given in Appendix I.

i. Verbless construction

Rural Development planning and management

ii. Finite construction

It is notified all the concerning authority that the general meeting held on 1st Shrawan 2063 of young voices in ELT.

iii. Non-finite constructions

We would like to inform to all the friends and concerned authority to follow that.

iv. Passive construction

This research proposal must be approved by the concerned Faculty of Education Campus of thesis writing.

v. Imperative construction

Please return the reference books in the reference section after use.

vi. Compound construction

We are happy to announce that we are seeking only 60 new Nepalese- Indian program for 2007, January intake.

vii. Complex construction

The students who have done four-year undergraduate course, by joining this course, will get the opportunity to learn more about America.

viii. Past tense

Person found guilty of such negligence can be held responsible and punished in accordance with the library rules.

ix. Non-past tense

FOE Dean's office announces admission to M.Phil in Education Program.

x. Progressive aspect

The school management is striving for excellence in everyday.

xi. Perfective aspect

We have notified fluctuation in number of students attending S.A 52%.

For detailed descriptions, let's observe the following table.

Table No. 1

Total No. of Constructions of Educational Institutions

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Verbless constructions	88	55.34	
2	Finite constructions	5	3.14	
3	Non-finite constructions	3	1.88	
4	Passive constructions	23	14.46	
5	Imperative constructions	9	5.66	
6	Compound constructions	5	3.14	
7	Complex constructions	3	1.88	
8	Past tense	2	1.25	
9	Non-past tense	9	5.66	
10	Progressive aspect	8	5.03	
11	Perfective aspect	4	2.51	
	Total	159	100	

This above given table shows that there are one hundred and fifty nine constructions. Among them, eighty eight (55.34%) are verbless constructions. There are five (3.14%) finite constructions, three (1.88%) non-finite constructions, nine (5.66%) imperative constructions, Five (3.14%) compound and three (1.88%) complex constructions are in this sector. Similarly, there are only two (1.25%) past tense constructions and nine (5.66%) non-past tense constructions available in this sector.

Similarly, there are eight (5.03%) progressive aspect constructions and four (2.51%) perfective aspects constructions in the field of Educational Institutions.

This table also shows that verbless constructions are the most and past tense constructions are the least used items in this sector. Similarly, passive constructions are used second in position.

3.1.2 Types of Constructions in terms of Health Institutions and Hospitals

The researcher found nine English notices under this sector after analyzing the whole data collected from the different parts. He further classified them into eleven constructions. One example of each type is given below. But detailed interpretations are given in Appendix I.

i. Verbless construction

Physio and rehabilitation theory

ii. Finite construction

They are hereby informed that they should be in their hospital uniforms.

iii. Non-finite constructions

Polling of vote for election.

iv. Passive constructions

All the medical representatives are kindly requested to visit Dental OPD only after 12.00 noon.

v. Imperative constructions

Come and join us for processing.

vi. Compound constructions

All the SSN members are kindly informed that an election is going to be held to elect the new SSN executive committee.

vii. Complex constructions

Any old or new member who has paid his/her dues to SSN by the end of Magh 2062, will be eligible to contest for only post and/or cast their ballot in the election.

viii. Past tense

ix. Non-past tense

The original bill is compulsory for refund or exchange.

x. Progressive aspect

An election is going to be held ...

xi. Perfective aspect

Any old or new member who has paid his/her dues to SSN by the end of Magh, 2062.

For more detailed descriptions, let's observe the following table.

Table No. 2

Total No. of Constructions of Health Institutions and Hospitals 35

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Verbless constructions	15	42.85	
2	Finite constructions	3	8.57	
3	Non-finite constructions	3	8.57	
4	Passive constructions	5	14.28	
5	Imperative constructions	2	5.71	
6	Compound constructions	1	2.85	
7	Complex constructions	1	2.85	
8	Past tense	-	-	Not found
9	Non-past tense	3	8.57	
10	Progressive aspect	1	2.85	
11	Perfective aspect	1	2.85	
	Total	35	100	

The above given table shows that there are altogether thirty five constructions in the field of health institution and Hospital. Among them, fifteen (42.85%) are included under verbless constructions. Similarly, three (8.57%) in finite constructions, three (8.57%) in non-finite constructions, five (14.28%) in passive constructions and two (5.71%) in imperative constructions are included. Not a single past construction is found under this sector. Similarly, three (8.57%) non-past, one (2.85%) each type in progressive and perfective aspects are found under this sector

This above table also shows that verbless constructions are the most frequently used and not a single past constructions are found here. Compound, complex, progressive and perfective are found equally.

3.1.3 Types of Constructions in terms of Ministries and other Offices

The researcher found only twenty seven English notices under this sector after analyzing the data. He further classified the data into eleven types as usual. One example of each is given below. But detailed interpretations are given in Appendix I.

i. Verbless construction

Regional and Urban Planners Society of Nepal.

ii. Finite construction

It is also informed to those submitted the EIO, is reopened.

iii. Non -finite construction

For supply and delivery of the SIM cards for GSM mobile prepaid and postpaid service.

iv. Passive construction

A complete set of bidding documents may be purchased by any interested eligible bidders.

v. Imperative construction

Please visit personally for MMC Service.

vi. Compound construction

It is to notify all concerned bidders that following tenders called on respective dates have been cancelled.

vii. Complex construction

It is also informed to those who submitted the EIO, their EIO is reopened and will remain valid unless they opt to withdraw.

viii. Past tense

NBL published a tender notice inviting bids for consultancy service for commercial complex being built in Pokhara.

ix. Non-past tense

MMC service announces the opportunity to those, who intend to go their desired countries on the basis below.

x. Progressive aspect

We are operating the aircraft accordingly.

xi. Perfective aspect

Following tenders on respective dates have been cancelled.

For detailed description, let's observe the following table.

Table No. 3**Total No. of Constructions of Ministries and other Offices**

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Verbless constructions	41	52.56	
2	Finite constructions	2	2.56	
3	Non-finite constructions	3	3.84	
4	Passive constructions	12	15.38	
5	Imperative constructions	2	2.56	
6	Compound constructions	6	7.69	
7	Complex constructions	3	3.84	
8	Past tense	1	1.28	
9	Non-past tense	3	3.84	
10	Progressive aspect	2	2.56	
11	Perfective aspect	3	3.84	
	Total	78	100	

This above given table shows that there are altogether seventy eight constructions. Among them, forty one (52.56%) are verbless constructions. There are two (2.56%) finite, three (3.84%) non -finite, twelve (15.38%) passive, two 2.56%) imperative, six (9.69%) compound and three (3.84%) complex constructions under this sector. Similarly, there are three (3.84%) non-past, two (2.56%) progressive and three (3.84%) perfective aspects where there is only one (1.28%) past tense construction.

This table also shows that verbless constructions are the most frequently used and past tense is the less frequently used in this sector.

3.1.4 Types of Constructions in terms of Business Firms

The researcher found only ten English notices under this sector after analyzing the data. He further classified the data into eleven constructions as usual.

One example of each type is given below. But detailed interpretations are given in Appendix I.

- i. Verbless construction

Rajesh Electric Shop

- ii. Finite construction

It is notified all the customers that we are going to close this plaza tomorrow.

- iii. Non -finite construction

It is also to request not to speak loudly during the time of somebody in phone.

- iv. Passive construction

You are requested that anybody who phones, please pay the amounts and take your bill.

- v. Imperative construction

Please pay the amounts.

- vi. Compound construction

It is notified all the customers that we are going to close this plaza tomorrow.

- viii. Past tense

- ix. Non-past tense

We serve best shirting and suiting.

- x. Progressive aspect

We are going to close this plaza tomorrow as the protest of being robbed many business firms.

- xi. Perfective aspect

For detailed descriptions, let's observe the following table.

Table No. 4

Total No. of Constructions of Business Firms

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Verbless constructions	12	35.29	
2	Finite constructions	3	8.82	
3	Non-finite constructions	2	5.88	
4	Passive constructions	5	14.70	
5	Imperative constructions	2	5.88	
6	Compound constructions	2	5.88	
7	Complex constructions	2	5.88	
8	Past tense	-	-	Not found
9	Non-past tense	4	11.76	
10	Progressive aspect	2	5.88	
11	Perfective aspect	-	-	Not Found
	Total	34	100	

This above given table shows that there are altogether thirty four constructions following nine types of constructions. Among them, there are twelve (35.29%) verbless constructions, that are the highest in frequency. Similarly, there are three (8.82%) finite, two (5.88%) non finite, five (14.70%) passive, two (5.88%) imperative two (5.88%) compound and two (5.88%) complex constructions respectively. Likewise, four (11.76%) non past tense and two (5.88%) progressive aspects are found in this above table.

This above table also shows that verbless constructions are the most and past tense and perfective aspects are not existed in this sector.

3.1.5 Types of Constructions in terms of Miscellaneous

The researcher found only twelve English notices under this sector after analyzing the whole data vividly. He further classified the data into eleven categories but only six types of constructions are existed in this sector. One example of each is given below. But detailed interpretations are given in Appendix I.

i. Verbless construction

Way to cash counter.

ii. Passive construction

The ground floor counter has been shifted to first floor.

iii. Imperative construction

Please do not disturb others.

iv. Non-past tense

Pay coin phone is available in membership section.

v. Progressive aspects

The ground floor has been shifted to first floor.

For detailed descriptions, let's observe the following table.

Table No. 5

Total No. of Constructions of Miscellaneous

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Verbless constructions	4	33.33	
2	Finite constructions	-	-	Not found
3	Non-finite constructions	-	-	Not found
4	Passive constructions	1	8.33	
5	Imperative constructions	4	33.66	
6	Compound constructions	-	-	Not found
7	Complex constructions	-	-	Not found
8	Past tense	-	-	Not found
9	Non-past tense	1	8.33	
10	Progressive aspect	1	8.33	
11	Perfective aspect	1	8.33	
	Total	12	100	

This above given table shows that there are altogether twelve constructions under this sector following only six types of construction. Among them, four (33.33%) are under verbless, one (8.33%) passive, four (33.33%) imperative one (8.33%) each in non-pat, progressive and perfective aspect respectively.

This table also shows that verbless and imperative constructions are equally used which are the highest in frequency. Here, finite, non-finite, compound, complex and past tense constructions are not found.

3.1.6 Holistic Types of Constructions

The researcher found three hundred and twenty constructions from one hundred English notices available in Kathmandu valley. He further classified them

into five sectors (c.f.3) and eleven constructions (c.f.3%). To be more clear, let's observe the following table.

Table No. 6

Total No. of Holistic Constructions

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Verbless constructions	160	50	
2	Finite constructions	13	4.06	
3	Non-finite constructions	11	3.43	
4	Passive constructions	46	14.37	
5	Imperative constructions	19	5.93	
6	Compound constructions	14	3.88	
7	Complex constructions	9	2.5	
8	Past tense	3	0.93	
9	Non-past tense	20	6.25	
10	Progressive aspect	14	3.88	
11	Perfective aspect	9	2.5	
	Total	320	100	

This above given table shows that there are altogether three hundred and twenty number of constructions following eleven types of items. Among them, one hundred and sixty (50%) constructions are included under verbless constructions and they are the highest in frequency. Similarly passive constructions are second in frequency and progressive aspects and compound constructions are equally used which contain fourteen (3.88%) constructions in each type. Like wise, complex and perfective constructions are also found equally that contain nine (2.5%) construction in each type. Here, the past tense constructions are used less in frequency rather than other.

3.2 Language Functions Used in Notices

On the basis of analysis of the whole data, the researcher found the following types of language functions in English notices.

1. Notifying
2. Requesting
3. Seeking information
4. Suggesting
5. Making obligation
6. Congratulating
7. Inviting
8. Making order
9. Prohibiting
10. Directing

Having followed these ten functions and five sectors (c.f. 3), the researcher analyzed the whole data in the following way.

3.2.1 Functions of Notices Under Educational Institutions

On the basis of analysis of data, the researcher found thirty nine exponents following ten functions (c.f. 3.2) under this sector.

On example of each is given below. But detailed interpretations are given in Appendix II.

- i. Notifying

We have notified fluctuation in number of students attending SA 521.

- ii. Requesting

Readers are requested to use reference books in the reference section only.

- iii. Seeking information

We would like to inform all the friends and concerned authority that the following representatives have been selected as; the members of the publication of Journal Young Voices in ELT - 2006.

iv. Suggesting

The article should not contain more than 300 words.

v. Making obligation

The applicant must have master's degree in any discipline.

vi. Congratulating

The election committee congratulates all the elected members.

vii. Inviting

Application for admission to this full time course are invited from the interested candidates with the following requirements. For detailed descriptions, let's observe the following table.

Table No. 7

Total No. of Functions of Educational Institutions

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Notifying	9	23.07	
2	Requesting	11	28.20	
3	Seeking information	4	10.25	
4	Suggesting	4	10.25	
5	Making obligation	7	17.94	
6	Congratulating	2	5.12	
7	Inviting	2	5.12	
8	Making order	-	-	Not found
9	Prohibiting	-	-	Not found
10	Directing	-	-	Not found
	Total	39	100	

This above given table shows that there are altogether thirty nine exponents following seven functions. Among them, eleven (28.20%) exponents are found in requesting. Similarly, nine (23.07%) in notifying, seven (17.94%) in making obligation and four (10.25%) in each are in seeking information and suggesting respectively. Likewise, congratulating and inviting have been used equally which contain two (5.12%) in each function. Making order, directing and prohibiting are not used under this sector.

3.2.2 Functions of Notices Under Health Institutions and Hospitals

The researcher found only ten exponents on the basis of analysis of whole data under this sector. He further classified them into ten types of function as usual.

One example of each type is given below. But detailed interpretations are given in Appendix II.

i. Notifying

It is notified that all the nurses should come in time before beginning their duties.

ii. Requesting

All the patients are requested to stand in line.

iii. Seeking information:

They are also hereby informed that they should be in their hospital uniform.

iv. Suggesting:

The nomination should be duly proposed and conducted by SSN members.

v. Prohibiting:

Unauthorized admission is strictly prohibited.

For detailed descriptions, lets' examine the following table.

Table No. 8

Total No. of Functions of Health Institutions and Hospitals

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Notifying	2	20	
2	Requesting	3	30	
3	Seeking information	2	20	
4	Suggesting	2	20	
5	Making obligation	-	-	Not found
6	Congratulating	-	-	Not found
7	Inviting	-	-	Not found
8	Making order	1	10	
9	Prohibiting	-	-	Not found
10	Directing	-	-	Not found
	Total	10	100	

This above given table shows that there are altogether ten exponents under this sector. There are two (20%) in notifying, three (36%) in requesting, two (20%) each in seeking information and suggesting. Similarly, there is only one (10%) exponent in prohibiting. Making obligation, directing, making order, inviting, congratulating are not existed here.

This able shows that requesting is the most frequent function under this sector.

3.2.3 Functions of Notices Under Ministries and other Offices

By the analysis of the data, the researcher found nineteen language exponents out of twenty seven notices under this sector. He further classified the data as usual, into ten functions.

One example of each type is given below. But detailed interpretations are given in Appendix II.

i. Notifying

It is notified that the following consulting firms have been short-listed for the submission of the proposal.

ii. Requesting

Nepal-Finland society requests its general members to renew their membership of the society.

iii. Seeking information

We, therefore, are informing and in adherence to the law of the kingdom of Nepal.

iv. Suggesting

Exemption papers should be submitted between 10 am to 1.00 pm.

v. Congratulating /wishing

We wish the government and the people of India, peace, prosperity and progress.

vi. Inviting

All the members of RUPSON are invited for the general assembly.

vii. Making order

You are ordered to be present in person in this court along with your evidences.

For detailed descriptions, let's examine the following table.

Table No. 9

Total No. of Functions of Ministries and other Offices

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Notifying	3	15.78	
2	Requesting	3	15.78	
3	Seeking information	5	26.31	
4	Suggesting	3	15.78	
5	Making obligation	-	-	Not found
6	Congratulating	2	10.52	
7	Inviting	2	10.52	
8	Prohibiting	1	5.26	
9	Making order	-	-	Not found
10	Directing	-	-	Not found
	Total	19	100	

This above given table shows that there are altogether nineteen language exponents following seven functions. The frequency of occurrence is more in seeking information which contains five (26.3%). Similarly, there seems equally occurrences in notifying, requesting, suggesting which contain three (15.78%) in each function. Likewise, congratulating and inviting have been used equally which encompass two (10.52%) in each function. Moreover, there is only one (5.26%) function of making order.

This table also shows that seeking information is more frequently used and making order is less frequently used whereas prohibiting and making obligation can not be found in this sector.

3.2.4 Functions of Notices Under Business Firms

On the basis of analysis of the data, the researcher found only eight language exponents out of the ten English notices. He further classified the data into ten functions as usual under this sector.

One example of each type is given below. But detailed interpretations are given in Appendix II.

i. Notifying

It is notified all the customers that we are going to close this plaza tomorrow.

ii. Requesting

Only known customers are requested to step on lift.

iii. Seeking information

You are also informed that the price of STD and Mobile will be decreased.

iv. Suggesting

You should keep the newspaper on the table after reading it.

For detailed descriptions, let's observe the following table.

Table No. 10

Total No. of Functions of Business Firms

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Notifying	1	12.5	
2	Requesting	3	37.5	
3	Seeking information	3	37.5	
4	Suggesting	1	12.5	
5	Making obligation	-	-	Not found
6	Congratulating	-	-	Not found
7	Inviting	-	-	Not found
8	Making order	-	-	Not found
9	Prohibiting	-	-	Not found
10	Directing	-	-	Not found
	Total	8	100	

This above given table shows that only four types of language functions are found under this sector. There are altogether eight language exponents. There are three (37.5%) exponents in each requesting and seeking information whereas there is

only one (12.5%) exponent in each notifying and suggesting. Six types of language functions, such as, making obligation, congratulating, inviting, prohibiting, making order and directing are existed under this sector.

3.2.5 Functions of Notices Under Miscellaneous

On the basis of analysis of the data, the researcher found only six language exponents out of twelve English notices. He further classified six exponents into four possible functions.

One example of each type is given below. But detailed interpretations are given in Appendix II.

i. Requesting

Please do not disturb other.

ii. Directing

Way to cash counter

For detailed descriptions, let's observe the following table.

Table No. 11

Total No. of Functions of Miscellaneous

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Notifying	-	-	Not found
2	Requesting	4	66.33	
3	Seeking information	-	-	Not found
4	Suggesting	-	-	Not found
5	Making obligation	-	-	Not found
6	Congratulating	-	-	Not found
7	Inviting	-	-	Not found
8	Making order	-	-	Not found
9	Prohibiting	-	-	Not found
10	Directing	2	33.33	
	Total	6	100	

The above given table shows that there are only six exponents following only two language functions, such as, requesting and directing. There are four (66.66%) exponents following requesting and two (33.33%) exponents following directing language functions. Eight types of language functions are not existed here, such as, notifying, seeking information, suggesting, congratulating, inviting, prohibiting and making order and obligation.

3.2.6 Holistic Functions

On the basis of analysis of data, the researcher found eighty two language exponents under ten functions in general. For detailed descriptions, let's observe the following table.

Table No. 12

Total No. of Holistic Functions

S.N.	Types of Constructions	Frequency	Percentage	Remarks
1	Notifying	15	18.29	
2	Requesting	24	29.26	
3	Seeking information	14	17.07	
4	Suggesting	10	12.19	
5	Making obligation	7	8.53	
6	Congratulating	4	4.83	
7	Inviting	4	4.83	
8	Making order	1	1.21	
9	Prohibiting	1	1.21	
10	Directing	2	2.43	
	Total	82	100	

This above given table shows table there are altogether eighty two language exponents following ten types of language functions. Among them, twenty four (29.26%) are under requesting which are the highest in frequency. Notifying found in second position which contain fifteen (18.29%) exponents. Similarly, seeking information and suggesting come in forth and fifth position respectively. Making obligation has four (4.87%) language exponents. Similarly, congratulating and inviting are equal in exponents which contain four (4.87%) in each type. Directing has only two (2.43%) and making order and prohibition have only one (1.21%) in each type.

This table also shows that requesting is the most and prohibiting and making order are the least frequently used functions in English notices. Similarly, notifying and seeking information are near to requesting function.

CHAPTER FOUR

FINDINGS AND RECOMMENDATIONS

4.1 Findings

On the basis of the analysis of data, the findings can be summarized as follows

1. There are many sentence constructions in English language. But only eleven types of constructions including tenses and aspects are used in this study. They are verbless constructions, finite construction, non-finite constructions, Passive constructions, Imperative constructions, Compound constructions, Complex constructions, Past tense, Non-past tense, Progressive aspect and Perfective aspect.
2. The constructions such as, verbless constructions, passive constructions, imperative constructions, non-past tense, progressive aspects are used in all sectors, viz. Educational Institutions, Health Institutions and Hospitals, Ministries and other Offices, Business Firms and Miscellaneous.
3. There are altogether three hundred and twenty language constructions following ten types (c.f. 3). Among them, one hundred and sixty (50%) are included under verbless constructions which is the highest in frequency and half of the total construction. Passive constructions are second in frequency which contains forty six (14.37%). Non-past tense is used in third position which contains twenty (6.25%) constructions. Similarly, imperative nineteen (5.93%) in fourth, both compound and progressive fourteen (3.88%) in fifth, finite thirteen (4.06%), complex and perfective nine (2.5%) and past tense which contains only three (0.93%) constructions.
5. Most of the language constructions are found in Educational Institutions which contain one hundred and fifty-nine constructions. Similarly thirty five

constructions are used in Health Institutions and Hospitals whereas there is not a single construction found in past tense. Likewise, there are seventy-eight constructions in the field of Ministries and other Offices and thirty-four in the field of Business firms in which there are not any construction under past tenses and perceptive aspects. Similarly, there are only twelve constructions in the sector of Miscellaneous which lacks five types of constructions such as, finite, non-finite, compound, complex and past tense.

6. Language functions are generally described as categories or behaviour such as, notifying, requesting, suggesting etc. There are so many language functions. But only ten types of functions are used in this study. They are notifying requesting, suggesting, seeking information, making obligation, making order, directing, prohibiting, congratulating and inviting.
7. There are altogether eighty two language exponents following ten types. Among them, there are twenty four (29.28%) in requesting function which is the highest in frequency. Notifying includes only fifteen (18.29%) exponents whereas seeking information includes fourteen (17.07%). They are second and third in frequency respectively. There is suggesting which contains ten (12.19%) exponents. Prohibiting and ordering include one (1.21%) exponent in each type which are the lowest in frequency.
8. There are thirty-nine exponents under Educational Institution in which making order, prohibiting and directing cannot be found. Similarly, there are only ten exponents under Hospital and Health Institution in which obligation, congratulating, inviting, making order, directing functions are not found. In the sector of Ministries and other Offices, there are only nineteen exponents in which directing, prohibiting and obligation are not existed. Likewise, in the

sector of Business Firms, there are only eight exponents in which only four functions, such as, notifying requesting, seeking information and suggesting are existed. Similarly, in miscellaneous, only two functions, such as requesting and directing are existed which include only six exponents.

4.2 Recommendations

On the basis of the findings from the analysis and interpretations of the data, some recommendations have been made. They are as follows:

- i. The notice writer should be completely professional. It means s/he should have sound knowledge of language constructions and language functions. Thus, notice writing, being, a challenging job, s/he should clearly indicate the objectives of writings, all sorts of language structures and functions should have in his/her mind.
- ii. It should be written usually in passive constructions following requesting functions. S/he should not order the readers.
- iii. The syllabus designers should include samples of notice writing in the textbooks of school level to acquaint the students with its style of composition. This paves them the way to the higher level course and mass media, such as English Ed. 311.
- iv. The study found that the notice writing has its own style. Therefore it is recommended for the English teaching Nepali teachers, syllabus designers that they should keep their students fully informed of the writing style of notice.
- v. Syllabi should introduce students the most frequently used structures and functions in notices. So they get practiced on them and get the sentence of notice easily in their real life.

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APPENDIX I
LANGUAGE STRUCTURE

- 1. Verbless constructions**
 - i. Educational Institutions**
 - Nepal Engineering Council
 - Bhagwatibahal, Naxal
 - Notice for registration
 - University of California
 - Official representative
 - Riversid Extn. California
 - International admission office
 - Admission officer
 - Tribhuvan University
 - Faculty of Education
 - Dean's office
 - Royal Nepal Airlines
 - Notice for publication of shangrila magazine
 - School of management
 - MSC program
 - Rural Development Planning and Management
 - In collaboration with Dortmund University
 - Last data for application, submission 5th June 2006
 - South Asian Institute of Technology
 - Purbanchal Unviersity
 - Central library

- Journal of Marketing
- Journal of International marketing
- Journal of Public policy and marketing
- Journal of Marketing research
- Gyan Niketan English Boarding School
- Notice of New Admission for the academic session
- The distribution center chief
- Kathmandu North distribution center
- Distribution and commerce center
- Nepal Electricity Authority
- Installation of 11. KU underground
- YLPI cables Along with other necessary materials.
- Eline University Satellite
- Sulinnagar gate
- Sukunda Pustak bhandar
- B. Architecture
- B.E. civil
- B.E. computer
- Nepal Engineering college center for Advance Study
- Nepal college of Information Technology complex
- Bachelor's degree in any branch of engineering architecture of surveying
- Construction management
- For diploma Holder
- Minimum of one year experience
- Academic qualifications

- Other requirements
- Ministry of Agriculture and Co-operatives
- Executive Director Recommendation Committee
- Vacancy Announcement for Executive Director
- First data of publication
- National Health Education Council of Nepal
- Forum of Nepalese Health Educations
- All the representatives of journal publication board
- M.Ed. 2nd Year
- Department of English Language Education
- Representatives
- Election Committee
- Chief editor
- Members
- Central Department of English
- Society of English Literature
- Head of the Department
- Name of the Students
- Shankar Dev Campus
- Management Student's Association of Nepal
- Circulation Incharge
- Students Books and Stationery
- Dear Readers
- Central Department of Economics
- Economics Students Society (EcoSS)

- Central Department of Sociology/Anthropology
- Urgent notice to SA 521 students
- Deadline of Submission
- Program Conductor
- Auditorium Hall
- Contact Persons
- Tentative schedule
- Form and registration free
- Bachelor's of Health and Physical Education
- Public Health and Population
- National Health Education Council of Nepal
- Forum of Nepalese Health Educations
- Research Centre for Educational Innovation and Development
- Early Childhood Development Resource Centre
- Higher Education Research Grants to M.Ed. and M.Phil students
- A CERID/UNICEF Nepal Project
- Office of the head of the Department [Total :88]

ii. Health Institutions and Hospitals

- For the first time in Nepal
- General Secretary
- Vice-president
- Joint Secretary
- Treasurer
- Family Planning Service
- Last date and first date

- 23rd February 2006
- 11 the Falgun 2062
- Result of the Election
- Model Hospital
- Pharmacy Depaertment
- Incharge
- Physio and rehabilitation therapy
- Observation NSG care at home [Total 15]

iii. Ministries and the Offices

- All Us Mission Employers
- New Service Directorate
- Administrative Officer
- Ministry of Foreign Affairs
- Collection time
- Nepal Telecom
- Regional and urban planners society of Nepal
- Notice for general election
- Environment and social science
- Human research and business promotion
- Nepal Doorsanchar company limited
- Mobile service Directorate
- Logistic management division
- His majesty Government of Nepal
- Ministry of Health and Population
- Department of Health Service

- Nepal Television
- Ministry of Agriculture and Co-operatives
- Application for Architecture/Engineering Consulting Firm
- Nepal Bank Limited
- Management Service Department
- Nepal Electricity Authority
- Distribution and Consumer Service
- Extension of the time for the submission of Bids.
- Melamchi water supply development board.
- Ministry of physical planning and works, Department of Roads, Planning and design branch.
- Ministry of Home
- Armed Police Force Headquarters
- Notice of enlistment for the foreign manufacturers and authorized distributors
- Kantipur Publication Pvt. Ltd.
- Last Date of Purchase of Bid Document
- Material Management Department
- Central Office Doorsanchar Bhawan
- Bhadrakali Plaza, Kathamndu, Nepal
- Collection time
- Kamal Pokhari
- 60th Independence day of India
- Soaltee crowne Plaza, Tahachal
- Project co-ordinator
- Sino satellite communication
- Nepal and India Chamber of Commerce and Industry Act Apartments, Narayanachaur

[Total : 4]

iv. Business Firms

- Rajesh Electronic shop
- Kirtipur Sanchar Kendra
- Kamala Books and Stationery
- Unique Tailors
- Butwal Guest House
- Hime Communication Centre
- Rajesh Kirana Store
- Pashupati Plaza
- All the members
- Suraj Arced
- Supermarket
- Director

v. Miscellaneous

- way to cash counter
- silence please
- Tiffin break 2.00 pm to 3.00 pm
- Cash counter upward

2. Finite Constructions

i. Educational Institutions

- It is notified all the concerning authority that the general meeting held on 1st shrawan, 2063 of young voice in ELT.
- It is notified that national health education council ...
- What is the size of the class ?
- What is the cost of this course ?

- Who can join this course ?

ii. Health Institutions and Hospitals

- All the SSN members are hereby informed that an election is going to be held to elect the new SSW members for the period 2063-065.
- They are hereby informed that they should be in their uniforms.
- It is notified all the nureces that they should come in time before beginning their duties.

iii. Minsitries and Other Offices

- This is informed that following three bidders found technically responsive in the tender to supply and delivery of T.V.
- It is also informed to those who submitted the ETO, is reopended.

iv. Business Firms

- It is notified all the customers that we are going to close this plaza tomorrow
- It is informed all the customers that the price of STD and Mobile will be decreased from 15th of Bhadra, 2063.

v. Miscellaneous

3. Non-finite Constructions

i. Educational Institutions

- How to apply ?
- To be eligible above scholars.
- We would like to inform to all the friends and concerned authority to follow that.

ii. Health Institutions and Hospitals

- Polling of vote for election

- Pressing small/large are high level auto clave.
- All the patients are requested to stand in line until your turn come to enter into the checking room.

iii. Ministries and other Offices

- For supply and delivery of the SIM cards for GSM mobile prepaid and postpaid service.
- May the friendly relation between Nepal and India grew faster the year to come.

iv. Business Firms

- It is also to request not to speak loudly during the time of somebody n phone.
- It is to inform to all the customers that you should keep the news paper on the table after reading it.

v. Miscellaneous

4. Passive Constructions

i. Educational Institutions

- Attention is also drawn of the above organization/bodies towards the legal provision.
- NEC are argued to apply for registration the council.
- Interested parties are kindly requested. . .
- Following students are assigned to the following guides for their thesis writing.
- Poems should be written in English
- Only selected writes-ups will be published.
- The p.p. size photo should be stitched along with the article.

- The awarded poems will be published in Journal.
- All the interested individuals are requested to contact the following members.
- The application without all the supporting documents will not be accepted.
- The research work must be completed within April 2007.
- The due date will not be entertained.
- The results should be published by the month of Shrawan.
- Where the class will be conducted ?
- The class will be conducted at CDE, Kirtipur.
- All rights of selection of trainees is researched to this organizations.
- The research proposal must be approved by the concerned Faculty of Education Campus of thesis writing.
- The copies of the final research report should be submitted to ECD resource center.
- Entrance tests are scheduled on 12th and 19th of Chaitra, 2006.
- Readers are requested to use references books in the reference section only.
- Admission forms will be issued from Monday 14th Chaitra 2067.
- The financial Bid Documents must be accompanied by a Bid security.
- The program will be conducted at the prime location of the city of Kathmandu.

ii. Health Institutions and Hospitals

- All the medical representatives are kindly requested to visit dented OPD only after 12.00 noon.
- Unauthorized admission is strictly prohibited.
- All the SSN members are hereby informed.
- The monination should be duly proposed and conducted by SSN members.

iii. Ministries and other Offices

- A complete set of bidding documents may be purchased by any interested eligible bidder's.
- This is informed that following three bidders found technically responsive in the tender.
- You are ordered to be present in person in this court along with your evidences in the said care.
- It is also informed to those who submitted the EOI, their EOI is reopened.
- Bidding documents may be purchased by eligible Bidders.
- It is notified that the following consulting firms have been short listed for the submission of the proposal.
- Types of currency should necessarily be mentioned.
- The following tenders called on respective dates have been cancelled as per the decision of ministry of Health, population.
- All the members of RUPSON are invited for the General Assembly.
- Exemption papers should be submitted between 10 am to 1.00 pm.
- The term must be certified by the gazzeted officer of Government of Nepal or from the officer of Nepal Telecom.
- A number of different brands have been tested and none have been found to be consistently fit for consumption.

iii. Business Firms

- It is notified all the customers that we are going to close this plaza tomorrow
- You are requested that any body who phones, please pay the amounts and take your bill.
- The mobile charge will also be decreased.

- All the customers are requested not to gather in lift at once.
- It is informed all the customers that the 3rd and 4th floors of this plaza are going to be closed for few days.

iv. Miscellaneous

- The ground floor counter has been shifted to first floor.

5. Imperative Constructions

i. Educational Institutions

- Don't replace the books on shelves, a misplaced book is lost.
- Please return the reference books in the reference section after use.
- Please contact Mr. L.B. Chauhan at IT UNIT.
- Submit a list of publication
- Submit the evidence of academic qualification and training.
- Please send your write - ups creation.
- Please help us to create reading environment for you.
- Thank you
- Please drop the articles into the box beside the board.

ii. Health Institutions and Hospitals

- Please contact ANNA CHEP
- Come and join us for Processing.

iii. Ministries and Other Institutions

- Please visit personally for MMC service.
- Please contact: Girija Prasad Gorkhali

iv. Business firms

- Please pay the amounts
- Take your bill

v. Miscellaneous

- Please do not disturb others.
- Please switch off your mobile.
- Please put off your shoes here.
- Please low your voice.

vi. Mixed Constructions

6. Compound Sentences

i. Educational Institutions

- We are happy to announce that we are seeking only 60 new Nepalese and Indian Program for 2007 Jan. intake.
- Gyan Niketan is an A-grede English Medium School which provides its students with Boarding and transportation facilities at reasonable tees.
- This is to notify that schedule workshop on facilitation skill for sexual and reproductive Health has been postponed.
- ESS informs to all the students from the central Department of Economics, T.U., Kirtipur that it is going to organize an interaction program on the topic post Budget discussion 2063/064.
- It its kindly and urgently notified to all the concerned individuals to submit their creative writings, which could reflect the originality of the author for the publication through the columns of Echo - wall magazine.

ii. Health Institution and Hospitals

- All the SSN members are kindly informed that an election is going to be held to elect the new SSN executive committee.

iii. Ministries and other Offices

- It is to notify all concerned bidders that following tenders called on respective dates have been cancelled.
- This is to inform all the interested NGOs/Consulting Firms that they are requested hereby to submit the expression of interest for farmers.
- This is to inform all the concerned that the deadline for submission of the Bids.
- This is informed that following three bidders found technically responsive in the tender.
- MMC service announces the opportunity contain on the basis below.
- It is notified that the following consulting forum have been short listed for the submission of proposal.

iv. Business firms

- It is notified all the customers that we are going to cloze this plaza tomorrow.
- It is to inform to all the customers that you should keep the newspaper on the table after reading it.

v. Miscellaneous

9. Complex Sentences

i. Education Institutions

- Therefore, all the engineers engaged in engineering profession with govt. quasi-gvot. engineering consultancy, autonomous bodies; constructin companies, other private sectors NGOs, INGOs, bilateral and multilateral aid agencies etc. But not yet registered with NEC are arganed to apply for registration the council.

➤ This is to notify to all the students of this campus to participate in an interaction program entitled 'what kind of Budget we want ? to carry out some pre-requisties for the forth coming Budget of the fiscal year 2063/064.

➤ The students who have done four - year undergraduate course, by joining this course will get the opportunity to learn more about America.

ii. Health Institutions and Hospitals

➤ Any old or new member who has paid his /her dues to SSN by the end of Magh 2062, will be eligible to contest for any post and/or cast there ballot in the election.

iii. Ministries and other Offers

➤ In case of the last date of Submission and the opening of the tender date happens to be an official holiday, the did will be opened on the following day.

➤ It is informed that following three bidders found technically response in the tender to supply and delivery of T.U. up linking station Equipment, are considered for the opening of their financial bid in the following date and venue.

➤ It is also informed to those who submitted the ETO, their ETO is unopened and will remain valid unless they opt to withdraw.

v. Business Firms

➤ You are requested that any body who hones, please pay the amounts and take your sill.

➤ It is informed all the customers that the 3rd and 4th floor of repairing the floor.

v. Miscellaneous

Tense

8. Past Tense

i. Education Institutions

- All the engineers engaged in engineering profession with government, quasi-government, contractions, consultancy, autonomous bodies, other private sectors but not yet registered with NEC are urged to apply for registration the council.
- Persons found guilty of such negligence will be held responsible and published in accordance with the library rules.

ii. Health Institutions and Hospitals

iii. Ministries and other Offices

- NBL published a tender notice inviting bids for consultancy service for commercial complex being built in pokhara.

iv. Business Firms

v. Miscellaneous

9. Non past tense

i. Educational Institutions

- FOE Dean's office announces admission to M.Phil in Education program.
- Royal Nepal Airlines Corporation reserve the right to accept or reject any proposal without assigning any reason whatsoever.
- The class starts from 15th Jan. 2006.
- We apologize for your inconvenience

- We also express our hearty congratulation to all the representative wishing all the best for their active involvement and successful in the volume.
- We extend our hands to acclaim all the students for their active participation and co-operation to this programme.
- What kind of budget we want ?
- SELS proudly announces the poetry recitation program.
- This creates problem in course planning.

ii. Health Institutions and Hospitals

- The original bill is compulsory for refund or exchange
- The election schedule will be as follows
- Do you need special nursing care at home ?

iii. Ministries and other Offices

- We extend our heartiest greetings and facilitations to the government, Business community and friendly people of India for their confined progress and prosperity.
- MMC service announces the opportunity to those, who intend to go their desired countries on the basis below.
- We strongly argued Embassy Employer and visitors to minimize their risks by avoiding i.e. and drinking only boiled water.

iv. Business firms

- Tea is also available here.
- We serve best shirting, suiting
- Photocopy is available here.
- All the stationary materials, books from Nursery to Master's Degree level are available here.

v. Miscellaneous

- Pay coin phone is available in member ship section

10. Progressive Aspects

i. Educational Institutions

- We are seeking only 60 new Nepalese and Indian citizen students for academic/professional and short program for 2007 Jan intake.
- The school management is striving for excellence in every body.
- As you know SELS is going to publish the Journal CHRYSANTHEMUM volume V from English Department
- 26th batch is organizing prize distribution programme for TOP 50 students of MODEL TEST Conducted on 5th August 2006.
- It is going to be organized as an interaction program on the topic post Budget discussion.
- As we are going to publish profile.
- Department of English is going to launch a post graduate diploma in Nepal American studies from Feb-1 2006.
- Any students who is either studying at masters level or has completed master level.

ii. Health Institutions and Hospitals

- An elevation is going to be held.

iii. Ministries and other offices

- The Embassy Health is testing local bottle water.
- We are operating the air craft accordingly.

iv. Business Firms

- We are going to close this plaza tomorrow as the protest of being robbed many business firms.
- 3rd and 4th floors of this Arced are going to be closed for few days on the reason of repairing the floor.

v. Miscellaneous

- No Plucking the flowers.

11. Perceptive aspects

i. Educational institutions

- All the candidates who have applied.
- We have notified fluctuation in number of students attending SA 521.
- The students who have done four year under graduate course, by joining this course.
- Any student who has completed this undergraduate course from any sector.

ii. Health institutions and Hospitals

- Any old or new member who has paid his/her dues to SSN by the end of Magh, 2062.

iii. Ministries and other offices

- Following tenders on respective dates have cancelled.
- We, the cosmic air, have obtained an interim order from the appellant court of Patan on 17 Feb, 2006.
- DDC has made some Amendmend on the specifications of polyethylene firms.

iv. Business Firms

v. Miscellaneous

- The ground floor has been shifted to 1st floor.

APPENDIX II
LANGUAGE FUNCTIONS

1. Notifying

i. Educational Institutions

- We have notified fluctuation in number of students attending SA 521.
- This is to bring to the notice of all engineers that as per the Nepal engineering council Act 2055.
- This is to notify all prospective bidders that the following classes of the above mentioned invitation for bids have been amended to read as;
- This is to notify that scheduled work shop on facilitation skill for sexual and reproductive Health has been post poned up to 17th August 2006.
- It is to be notified to all the concerning authority that the general meeting held on 1st Shrawan 2006 of Young voices in ELT.
- This is to notify to all the students of this campus to participate in an interaction program entitled what kind of Budget we want ?
- It is kindly and urgently notified to all concerned individuals to submit their creative articles.
- This is to notify that National Health Education Council of Nepal is scheduled to organize 5 days training program.

ii. **Health institutions and Hospitals**

- It is to notify to all the outpersons (relative, friends) not to disturb the patients, Nurses and Doctors by gathering with patients.
- It is notified all the nurses that they should come in time before beginning their duties.

iii. Ministries and other offices

- This is to notify that some amendments have been made through amendum No. 1 to the Bid documents
- This is to notify all concerned bidders that following tenders called on respective dates have been cancelled.
- It is notified that the following consulting firms, have been short listed for the submission of the proposal.

iv. Business Firms

- It is notified all the customers that we are going to close this place tomorrow.

v. Miscellaneous

2. Requesting

i. Educational Institutions

- Please drop the articles into the box beside the board.
- Please help us to create reading environment for you.
- Please send your write up creation.
- We request your creative writings (poetry, prose, drama etc), different write up, translated texts etc on different topic by 20th August 2006.
- All the candidates are requested to contact to the respective contact persons to refund their registration fee.
- Readers are requested to use reference books in the reference section only.
- Please return the reference books in the reference section after use.
- Interested parties are kindly requested to log on the RNAC's website www.royalnepalairlines.com.np
- All the interested students for paper presentation on the occasion are requested to submit the paper within 3rd shrawa, 2063 at CCOSS office.

- It is requested to all the students to attend the above mentioned function.
- All the interested persons/individuals are requested to contact the following members for further information

ii. Health institutions and Hospitals

- All the representatives are kindly requested to visit dental OPD after 12.00 noon.
- All the patients are requested to stand in line.
- You are also requested to visit the patient one by one in specified meeting time.

iii. Ministries and other offices

- All the members are requested to clear their dues to be eligible to participate in the election.
- The Nepal-Finland society requests all its general members to know their membership of the society.
- Based on the foreign facts and reason, we would like to request all concerned not to be misled regarding the operation of said aircraft by cosmic Air.

iv. Business firms

- It is to also request not to speak loudly during the time of somebody in phone.
- Only known customers are requested to step on life.
- All the customers are requested not to gather in lift at once.

v. Miscellaneous

- Please switch off your mobile.
- Please put off your shoes here
- Please low your voice
- Please do not disturb other.

3. Seeking information

1. Educational Institutions

- We would like to inform all the friends and concerned authority that the following representatives have been selected as the members of the publication of Journal young voices in ELT. 2006.
- This is to inform all the users that the electronic security Gate will detect and give alarm if any library materials are taken out without getting them properly issued.
- We are going to publish profile together with journal.
- EDE is going to lunch a Post Graduate diploma in Nepal.

ii. Health Institutions and Hospitals

- All the SSN members are hereby informed.
- They are also hereby informed that they should be in their hospital uniforms.

iii. Ministries and other Offices

- We, the cosmic Air, Pvt. Ltd, would like to inform all concerned that the above stated notice with false allegation is misleading to the people.
- This is informed that following three bidders focused technically respective in the tender to supply and delivery uplinking station.
- This is to inform all the interested NGOs/consulting firms that they are requested hereby to submit the expression of Interest for farmers.
- We, therefore, are informing and in adherence to the law of the kingdom of Nepal.
- We would like to inform all the Bidders about insurance of the following amendments requiring tenders.

iv Business Firms

- It is to inform to all the customers that you should keep newspaper n the table after reading it.
- It is informed all the customers that the 3rd and 4th floors of this Arced are going to be closed for few days.
- You are also informed that the price of STD and mobile with be decreased.

v. Miscellaneous

4. Suggestion

i. Educational Institutions

- They should contact the teachers assigned to guide them and complete their thesis latest by the end of Shrawan, 2063.
- The articles from you should meet the deadline mentioned below.
- The poems should be written in English medium.
- The article should not contain more than 300 words.

ii. Health Institutions and Hospitals

- The nomination should be duly proposed and conducted by SSN members.
- They should be in their hospital uniform.

iii. Ministries and other Offices

- Manufacturers should clearly indicate per year production capacity and authorized distributors should indicate distribution range. That should also submit along with application certificate of good standard by ISO.
- This application should reach the Armed Police Force, Headquarters, Halchowk, Kathmandu.
- Exemption papers should be submitted between 10 an to 1.00 pm.

iv. Business firms

- You should keep the newspaper on the table after reading it.

v. Miscellanies

5. Obligation

i. Educational Institutions

- The applicant must be working in any discipline under Nepal Agriculture Research council.
- The application must have at least 10 years working experience in agricultural research.
- The applicant must be scientist.
- The applicant must have research publication related to agriculture.
- The applicant must have Master's degree in any discipline.
- Students must pass NEC entrance test
- The proposal must reach external and public affairs division.

ii. Health Institutions and Hospitals

iii. Ministries and other Offices

iv. Business firms

v. Miscellaneous

6. Congratulating/wishes

i. Educational Institutions

- a. The election committee congratulates all the elected members.
- b. We also express our hearty congratulation total the representations wising all the best for their active involvement and successful in the volume.

ii. Health institutions and Hospitals

iii. Ministries and Information

- We wish the government and the people of India peace, prosperity and progress.
- We extend our heartiest greeting and facilitation to the government, Business community and friendly people of India for their continued progress and prosperity.

iv. Business Firms

v. Miscellaneous

7. Invitation/inviting

i. Education institutions

- RNAC invites a proposal from reputed interested parities to print and publish the top quality colour inflight sangrila magazine.
- Application for admission to this fulltime course are invited from the interested candidates with the following requirements.

ii. Health Institutions and Hospitals

iii. Ministries and Other Offices

- All the member of RUPSON are invited for the general Assembly.
- Application is invited from the interested and reputed foreign based manufacturers or authorized distributors for the supplying and standardized for the fiscal year 20063/064.

iv. Business firms

v. Miscellaneous

8. Extra Functions

i. Educational Institutions

ii. Health Institutions and Hospitals

Prohibiting

- Unauthorized admission is strictly prohibited.

iii. Ministries and other offices

a. Order

- You are ordered to be present in person in this court along with your evidences.

iv. Business Firms

v. Miscellaneous

a. Directing

- Way to cash counter
- Cash counter upward.