

CHAPTER ONE

INTRODUCTION

This study is concerned with Verbs Used in Prospectuses. The introduction consists of background of the study, statement of the problem, rationale of the study, objectives of the study, research questions, significance and delimitations of the study, and operational definition of the key terms.

1.1 Background of the Study

By the term language we mean the human language, which is specific to human species. Language is the most highly developed and most frequently used means of communication which involves transmission of information from a sender to receiver. Language is such a means which helps we people to think, interpret, perceive and express the real world. That is why it will not be wrong to claim that language has made we people different from other living beings. Our history, literature, ideas, culture and achievements are being transmitted from one person to another, one generation to another, through the medium of language. We cannot think of any social, academic and artistic activities going on without language. It is perhaps the most significant assets of human life. Thus language is a powerful means of communication.

According to Wardhaugh (1986, p.3) “Language is a system of arbitrary vocal symbols used for human communication.” Similarly, Crystal (2003, p.255) says “Language is the concrete act of speaking, writing and singing in a given situation.” Likewise, an online source www.philica.com defines “Language is the process or set of process used to ensure there is agreement between the sender and receiver for meanings assigned to the symbols and

the schema for combining them used for each communication. The symbols themselves, although typically not the accompanying non-verbal activity, are usually described as words. The schema for combining them is usually described as grammar.”(Retrieved on April 21, 2013 from www.philica.com/display-article.php?article-id=136).

By the above definitions, it can be said that language is a unique asset of human being through which most of the activities of the world are carried out, e.g. transmitting human civilization, thoughts, literature, political activities, human achievements, culture, tradition, etc. Every normal human being is completely competent on at least one language. Because of physical inadequacies, animals do not possess language. Language which is a powerful means of communication is also a means of development of education, culture, society, media, science and technology. In the process of communication one perceives the clear picture of the whole world through the language.

Human being is the only species gifted with the power of speech. Though it is simply a means of communication. By theory, a person who learns a language should be able to perform the daily activities with that language. For example, if a person learns the English language, s/he should be able to share her/his ideas and information with another person or person who knows the English language. In addition, s/he should be able to read texts in English listen and comprehend English news bulletins from English channels and can comprehend English. In short, with the help of language, we serve the necessary communicative functions in appropriate situations in our daily life.

Although there are thousands of languages spoken in the world, English is the most important one because it has gained the status of international language as it is used to communicate with the people of different linguistic background. English language has occupied prestigious status in this present era. It has become a global language. Most of the books in almost every field of knowledge including the field of science and technology are written in English medium. If we look at the media, we can find that most of the world websites, newspapers, radio stations, journals, signboards, posters, prospectuses etc. use English as a medium of communication. It has become a language of people from different nationalities. So, the English language which is widely known as lingua franca is inevitable source of knowledge.

In the context of our country, English is taught and learnt as a foreign language. That's why; much priority has given to it over other foreign international languages. English has been introduced at grade one since 2060 B.S. and has been taught as a compulsory subject up to Bachelor's Degree. Moreover, it is extensively used as a means of communication in international non-governmental offices, travel and tourism business and mass media. So, the English has also become the prestigious language.

Prospectus also a means of communication, communicates the people about institution or college through different languages. But in this era most of prospectuses are published in English which is widely used language to communicate to the huge mass or to advertise to the public. Like every books, journals, newsletters etc. prospectuses also use different word classes to form sentences to communicate meaningfully. Among them 'Verb' is such class which occurs as a part of the predicate of a sentence. According to Oxford Advanced Learners Dictionary of Current English (7th edition,

p.1698), 'Verb' is a word or a group of words that expresses an action, an event or a state." Hence, an English sentence generally consists of two major parts i.e. subject and predicate. Verb leads the predicate part and which is the obligatory part of a sentence.

1.2 Statement of the Problem

A proper sentence can be constructed with at least a single verb but a sentence may not be proper in the absence of a verb. The S+V+O is generally the basic structure of a sentence in English where 'V' is the obligatory part whereas 'S' and 'O' in a sentence are optional. A verb can completely convey the meaning in the absence of 'S' and 'O' in a sentence. Like in an imperative sentence.

The verb performs the action, which is done by subject in a sentence. It leads the part of predicate which is the obligatory part of a meaningful sentence or utterance. Nobody can utter a meaningful utterance without using the appropriate form of verb but it is possible in which only the verb is used and the other parts are possible to understand in the utterance. In a sentence verbs are found with different tense form like presenting past action; past verb, presenting ongoing action; present verbs or presenting future action; future verbs.

There may occur different types of problems with the use of verbs while publishing prospectus and other prints and teaching in language classroom which are as follows:-

-problem in selecting verbs on the basis of subject,

-problems of using verbs appropriately to match with the tense expressed by sentence,

-lack of require vocabulary,

-problem of proper use of the grammatical pattern SVO pattern,

-problems in language classroom to teach different tense verbs

1.3 Rationale of the Study

Verb in the English Language is a lexically and morphologically distinct part of speech which describes an action, an event or state. So, a verb is a member of the syntactic class of word that: -

-typically signals the events and action,

-comes single or in a phrase, a minimal predicate of a clause,

-governs in the number and types of other constituents which may occur in the clause and

-inflects for a tense, aspect, voice, modality and agreement with other constituent in person, number or grammatical gender.

(Retrieved on Nov. 7 from

<http://www.sil.org/linguistic.glossaryoflinguisticterms>)

In other words, a verb refers to the most essential element in a meaningful sentence. A sentence is composed up of combining different elements like subject, verb, object and so on. Among these elements 'verb' is one of the most inevitable elements without its combination a sentence cannot be

meaningful. So, verb is one of the most essential components of a sentence, without verb the sentence will be incomplete.

My research study focused on the verbs used in message sections of prospectuses. Here, the researcher studies the different tense verbs of prospectuses selecting the message sections of it.

Moreover, no research is carried out which studies the verbs of prospectuses indifferent tense form. So, that I intended to study verbs used in prospectuses.

1.4 Objectives of the Study

The objectives of this study were as follows: -

- i. To find out verbs used in prospectus and analyze them in terms of tense and voice.
- ii. To suggest some pedagogical implications.

1.5 Research Questions

This study sought the answer of the following problems:-

- a. What types of verbs are used in prospectuses of different college?
- b. What verbs are mostly found in prospectuses?

1.6 Significance of the Study

This study will be useful for those who are involved in the field of English Language teaching and learning particularly in the grammar, verbs used in different sections of writing. It can be very essential for students, teachers, researchers, and people involved in print media. It will be beneficial to the teachers to teach verbs used in mass communication. For the students, it is expected that they will understand more about verbs used in prospectuses. People of print media also will be benefited from this to choose the verbs in different sections of prospectus. The last, for the next researchers, this study can be used as a consideration in choosing the area of verbs study in the future.

1.7 Delimitations of the Study

This study had the following limitations:-

- a. The study was delimited to the verbs used in prospectuses.
- b. The study was based on the colleges affiliated through HSEB.
- c. The study was based on the colleges of urban areas of Kathmandu district.
- d. The study was based on the prospectuses of different 20 colleges.
- e. The study was delimited to only twenty prospectuses.
- f. The study was delimited to analysis of verbs used in prospectuses.
- g. Verbs were studied by using different tense form.

1.8 Operational Definitions of the Key Terms

To avoid misunderstanding about some basic concepts of this study, there are some explanations that can help the reader to understand the key terms used in this study.

Prospectus -Prospectus is a small book or document which describes the main features of the institutions such as schools, college, and University etc.

Verbs - Verbs are the most important component of any sentence which talks about the action or the state of any noun or subject. This means that verbs show that the subject is doing or what is the state or situation of the subject.

Tense Form- Here, tense form refers to the different forms of tense, e.g. present, past, future.

CHAPTER TWO

REVIEW OF THE RELATED LITERATURE AND CONCEPTUAL FRAMEWORK

2.1 Review of Literature

This study is concerned with verbs used in prospectuses. In this study, I want to analyze the verbs used in different prospectuses. English Language is one of the most powerful languages of the world. People use this language in speaking, transmitting as well as printing. My research is based on verbs used in prospectuses. The topic theoretical framework consists of number of topics which are as follows:-

2.1.1 A Brief Introduction: Mass Media

Mass media is generally considered as the medium through which some information, experiences, news, views, reviews and other matters of the public interest and importance are rapidly transmitted to large, diversified and heterogeneous audiences. In fact, mass media are mass communication media. They convey the message to the target audiences simultaneously although they are scattered all over the world. By transmitting ideas, cultures and views from one corner of the world to another they have changed the whole world into a global village. Mass communication is made possible by the use of mass media. Mass media would be understood more precisely by reading further lines which are extracted from <http://www.wisegeek.com/what-is-mass-media.html>.(Retrieved on April 21,2013)

Mass media is the media which is intended for a large audience. It may take the form of broadcast media, as in the case of television and radio, or print media, like newspapers and magazines. Internet media also attain mass media status, and many mass media outlets maintain a web presence to take advantage of the ready availability of internet in many regions of the world. Some people also refer to the mass media as the mainstream media, referencing the fact that it tends to stick to prominent stories which will be of interest to a general audience, sometimes ignoring controversial breaking news. Many people around the world rely on the mass media for news and entertainment, and globally, mass media is a huge industry.

Usually, mass media aims to reach a very large market, such as the entire population of a country. By contrast, local media cover a much smaller population and area, focusing on regional news of interest, while specialty media is provided for particular demographic groups. Regarding this, an online source, <http://wisegeek.com/what-is-mass-media.html>. Clarifies as:

Some local media outlets which cover state or provincial news may rise to prominence thanks to their investigative journalism, and to the clout that their particular regions have in national politics. ‘The Guardian’, formerly known as ‘The Manchester Guardian’, for

example, is a nationally-respected paper in England which started as a regional daily.

Defining mass media would be easier by taking help of the following different definitions given by different scholars:

In the words of Gamble and Gamble (1989)“Mass Media are tools , instruments of communication that permit us to record and transmit information and experiences rapidly to large, scattered heterogeneous audiences; as they extend our ability to talk to each other by helping us to overcome barriers caused by time and space.”

Likewise, Vivian (2001 p.2) writes, “Mass media usually are thought of as sources of news and entertainment. They also carry message of persuasion.”

By considering all the above definitions, it can clearly be said that mass media is the media through which we can share our ideas, news and so on. Through it, we can get knowledge of many new things of the universe and we can communicate with the people scattered in different locations and those people are heterogeneous in their culture. It means mass media covers a large number of populations to transmit news, information and views of public affairs of the external world through radio, newspapers, television, bulletins, and prospectuses etc. Mass media cover very vast area. Akin (2005) has written enforcing this fact as:

Mass media is a deceptively simple term encompassing a countless array of institutions and individuals who differ in purpose, scope,

method, and cultural context. Mass media include all forms of information communicated to large groups of people, from a handmade sign to an international news network. There is no standard for how large the audience needs to be before communication becomes mass communication. There are also no constraints on the type of information being presented. A car advertisement and a U.N. resolution are both examples of mass media. (Retrieved April 22, 2013, from <http://www.beyondintractability.org/essay/mass-communication>)

2.1.1.1 Significance of Mass Media

Mass media is the most powerful tool which reveals the facts and disseminates the day to day distilled events. Mass media play a major role in creating a feasible climate for the modern concept of democratic governance in a country. So it has been playing a vital role in the present day world because no one can live far away from the media, all human beings are depended on media which makes our day to day life easy and comfort. We also depend on the technological innovations for entertainment, information or instruction. In fact, the mass media have revolutionized our personal as well as social life.

Bell(1991, p.1) shows the importance and use of the mass media in language learning by saying that in modern days, people get more input of language from the mass media than from human's lips. He writes, "people in western

countries probably hear more languages from media than they do directly from the lips of their fellow in conversation.” He further signifies the mass media as:

Society is pervaded by media language. Even in a nation as small as New Zealand, the media genre, news, through some 35 newspapers, newscasts carried by a hundred radio stations and three television networks. In large countries, the production multiplies. The American blockbuster Sunday newspapers print close to a million words each. The production of media language is huge, although only a fraction of all the face-to-face talk individuals produce. But media language is heard not just by one or two people but by mass audiences. It is the few talking to the many. Media are dominating presenters of language in our society at large.

Mass media is not only limited to this but also the single largest focus of leisure-time activity and means of entertainment. It is an expanding industry providing employment and wide range of potential economic benefits. If the claims which are presented above are accepted, there are no more difficulties to understand how much significant is the mass media since the early days and its growing influences in the society. As a conclusion, it can confidently be said that mass media has the great significance in the present day world.

2.1.1.2 Types of Mass Media

By the large media for mass communication can be divided into three types

(i) Print Media (ii) Electronic and (iii) Other media. The basic difference between these media is that former are designed for eyes while later are designed for the ears.

(i) Print Media

Print media are the oldest form of mass communication and they make use of printed symbols to communicate messages to the receivers. So it is also called representational media. We can be read and re-read until it does not give the sense. It is useful only for literate people and new can be found in detail. The print media includes:

-) Books and manuals,
-) Newspapers, magazines and periodicals,
-) Brochures and prospectuses,
-) Pamphlets, posters, banners, signboards, and traffic signs & signals,
-) Charts, graphs, diagrams, tables, caption writing, menus and bills,

(ii) Electronic Media

Electronic media is also called mechanical media because electronic device is used to encoding and decoding messages. It is being for both literate and illiterate people. Generally, electronic and other media includes:

-) Cinema
-) Radio
-) Television

(iii) Other media

-) Public speaking
-) Live commentaries etc.

2.1.1.3 Role of Mass Media in the Present Day World

Modern age is considered to be the era of information and communication. Communication is the interaction between two or more people. It is something that changes even though one is in the act of examining it. Communication is therefore, the act of sending and receiving. So it can be said that communication is a process itself. Within the circle of communication, the mass communication is characterized as a large number of groups. Mass communication will be meaningful only when the media is most reliable. Mass media importantly contribute to the enhancement and prosperity of the present world.

Mass media have been playing a vital role to gear up the pace of modern development and to accelerate the spread of well cultured and aptly civilized human society. They directly and indirectly educate the people and ultimately promote public awareness that significantly enhances socio-economic and socio-cultural aspects of the society. Some of the mass media provide entertainment to the people. They also play the role of the agents of advertisements that is significant to enhance economic status of the country. Through the process of cultural transmission, they contribute to expand well-cultured socialization. To some extent, mass media have supported the nation to assuage the problem of unemployment.

The role and influence of mass media and on its people is great. Though we each have different media likes and dislikes and use the media in different ways, but we cannot ignore them. For a moment, try to conceive of our society without internet connection, newspapers, magazines or books. In these days most of us cannot imagine our life without an internet connection, radio, TV, mobile phone or a music player device. Our flow of information would be curtailed; our appetite for entertainment would remain unsatisfied. Thus, we people and the mass media are inextricably linked to each other. Usage patterns and media preferences and habits may change as the times change, but the mass media will remain our companions as an integral part of life. The mass media have been flourishing more by more in day by day. The mass media have played a very significant role to make people aware and conscious of their rights, social norms and values as well as duties.

Regarding the role of mass media an online source

(www.passia.org/seminars/99_media_and.../rami2.html/) clarifies in general that the role of the mass media in global society has been evolving over the past century towards the following goals and duties: -

1. The media informs the public, provides information and amusement, generates political ideas, mobilizes political and social action groups, and generally helps to shape the public policy agenda and priorities.
2. The media plays a role of political accountability and checks-and-balances, keeping an eye on public officials and institutions and constantly challenging them via reports, interviews, debates, etc.
3. The media can sometimes play the role of a direct political actor, such as happened in the Watergate or Monica Lewinsky cases in the United States, when revelations by the press sparked political crises and legal

- actions, or as happens in the Middle East sometimes when the press reveals political actions or plans that impact on the political scene.
4. The mass media also plays an accountability role *vis-à-vis* the private sector and NGOs, reporting on their activities and making sure that they do not harm the public wellbeing. In view of the above realities, it is important to be able to make use of mass-communication channels effectively but without exaggerating the power of the mass media. In the end, the media is a reflection of society. Very rarely can the mass media actually make people change their minds or their views instantly.

Considering everything, the roles of the mass media can be shown as follows:

- a) They help us to create and maintain connections with various groups in society.
- b) It provides the useful information based on the truth and facts which increase our knowledge.
- c) It persuades people to purchase certain items or accept certain ideas.
- d) They inform and help us to keep a watch on our world; they serve a surveillance function.
- e) The mass media guide us in establishing, extending or displaying meaning, lead us to approve or disapprove portrayal. They also encourage us to reinforce or replace our system of values.
- f) They help us to create and maintain connections with various groups in society.
- g) They persuade us to purchase certain items or accept certain ideas.
- h) They help to socialize and educate us.

- i) It provides employment for a large group of people and act as backbone of nation's economic condition.
- j) Mass media provide education to the people through various programs and writings.
- k) Different media warn the people about the possible dangers from epidemics, natural disasters, and wars and so on.
- l) Last but not the least, they entertain us.

2.1.1.4 Prospectus

Prospectus refers to a book or printed document that gives information about a school and college or a new business etc. to advertise it. As it is published to advertise the school or college, it is distributed to the individuals concerned free of cost. A prospectus is usually in a bound form. It contains all the basic information required such as name and address of the college, background of ,organization, objectives of the organization, programs of the organization, admission procedures etc.

An online source www.definitions.net/definition/prospectus defines 'Prospectus is a document describing the major features of a proposed business venture, literary work, etc. so that prospective investors, participants, or buyers may evaluate it.' (Retrieved on April 22, 2013). Similarly, <http://thefreedictionary.com/prospectus> writes "Prospectus is a document describing the chief features of something, such as a business, an educational program, or especially a stock offering or mutual fund, for prospective buyers, investors, or participants." (Retrieved on April 22, 2013)

General features of the prospectuses:-

-) prime objective is to inform the individuals about the organization,
-) usually in bound form,
-) free distribution to the consumers,
-) mainly prepared by academic institutions,
-) primarily introduction, objective, salient features included,
-) motto clearly mentioned,
-) not a commodity form,
-) precise and influencing language,
-) some components are written in phrase forms,

Providing information to the public, advertising the school, college or business, motivating people towards the service of college and persuasion etc. are the main function of prospectuses.

Language of the prospectuses:-

-) Simply formal and clear language is used in the prospectuses.
-) Phrases are also used instead of formal sentences in some components.
-) Catchy headlines are usually used in phrase forms.
-) Slogans are written in influencing styles.
-) Particular register (vocabulary items) can be used.
-) Descriptive and crispy language is used.

Components of a Prospectus:-

A prospectus can include many components. Though they vary from one organization to next, here, I discuss the components of an academic organization such as a language school, a college etc. Because the present study aims to study the language used in prospectuses which are published by schools, or colleges. Common components required in a prospectus of an academic organization such as language schools, colleges etc. are as follows:-

-) Name and Address of the organization.
-) Messages from chief of the institutions, stakeholders and students
-) Background of the organization.
-) Objectives of the organization.
-) Salient features of the organizations.
-) Programmes of the organization.
-) Admission procedures.
-) Fee structures.
-) Rules and regulations etc.

Thus, a prospectus is a small book or document which describes the main features of the institutions such as Schools, College, and University etc. They do this function by maintaining the various activities and procedures going on in an institution; in a way they can be equated with the syllabuses of an institution such as School, University. They also deal with the policies, rules, and regulations and even details of the future activities.

2.1.2 English Grammar

Every language of the world has its own grammar. The word grammar is derived from the Greek word 'Grammatike'. According to Chomsky (1957, p.24) "A grammar can be regarded as a theory of language, it is descriptively adequate to the extent that correctly describes the intrinsic competence of the idealized native speaker." The formation of words and sentence making is connected with the rules of grammar.

2.1.2.1 Word Class

The classification of words by traditional grammarians was recognized as 'word class'. The word class can be divided into two groups:-

Major word class:-Noun, Adjectives, Adverbs & Main Verbs.

Minor word class:-pronoun, auxiliary verb, preposition, conjunction, interjection etc.

2.1.2.2 Verbs

An English sentence generally consists of two major parts- viz, subject and predicate; verb leads the predicate part of a sentence.

Albert H.Marckwardt (1966,p.125) mentions that person, number, tense, mood and voice are the grammatical properties of the verb, and in many languages there is a distinct inflectional form for almost every possible combination of these qualities. In English, as with a good many other parts of speech, the verb has relatively fewer distinctive inflectional forms; person and number are specifically indicated only in the third person singular

present indicative, where there is the same distribution of the (e) (s, z, |z) inflection that occurs in the genitive singular and in the plural of the noun: cuts, sings, pushes, etc.

So, a word which describes a condition, experience and action, is called verb. In other words, we can say that, verb is a backbone of a sentence. It is an inevitable component of every sensible sentence. It means a verb plays the role of a bridge to join subject and complement of each utterance.

2.2 Review of the Related Empirical Literature

In the Department of English Education Kirtipur, Kathmandu some studies has been carried out in the field of grammar and mass media. A few of them which are related to my study observed as follows: -

Adhikari (1999) carried out a research on "An analysis of errors committed by the students of grade 9 in the use of causative verbs". In which he wanted to identify and analyze errors in the use of English causative verbs committed by the grade 9 students of public schools of Gorkha district. He found that the more errors were found in the use of 'have' type causative verbs than 'get' and 'make'. He found some reasons of committing errors such as the lack of active pattern of causative verb, interference, poor comprehensive power, ignorance of rule, overgeneralization and so on.

Shahi (2006) carried out research on 'A study on the use of verbs in free writing of 8th Graders of rural schools of Dolakha district'. His research focused on the use of verbs as a whole. He wanted to find out the proficiency of the students of rural area in the use of verb. He found that the

weakness of the students in the use of right verbs in terms of tense, subject verb agreement, aspect and so on.

Regmi (2005) conducted a research entitled "The proficiency of B. Ed. students in phrasal verbs". The research was conducted at different campuses in Kathmandu valley. The researcher wanted to find out the proficiency of the students in the use of phrasal verbs and compare their proficiency in terms of major English groups vs. non-major English. She found that the proficiency of the students was 33.35% as a whole. Similarly, the students of major English were better in the use of phrasal verbs than those of non-major students.

KC (2006) has conducted a research entitled "A Study on the Use of Modals in English newspaper". The researcher wanted to find out which modals were frequently used in newspapers. By using observation tools researcher analyzed and described data and found that will and would were most frequently used.

Dhakal (2008) carried out research entitled "Language Used in Posters". He analyzed the language in terms of tense, aspect, voice and sentence type. He has found that posters use simple sentences, non-past tense, active voice and simple aspect more frequently. He used observation as the tool for collecting data and table to interpret it. He found simple sentences with non-past tense were used frequently.

Upadhyaya (2002) carried out research on "Study on achievement of phrasal verbs of the students of higher secondary level". He attempted to find out the proficiency level of students in the use of phrasal verbs and to compare the

proficiency regarding different criteria. He came up with the result that the total achievement was above 50%. Likewise, the students were weaker at sentence making with phrasal verbs than matching and filling items with phrasal verbs.

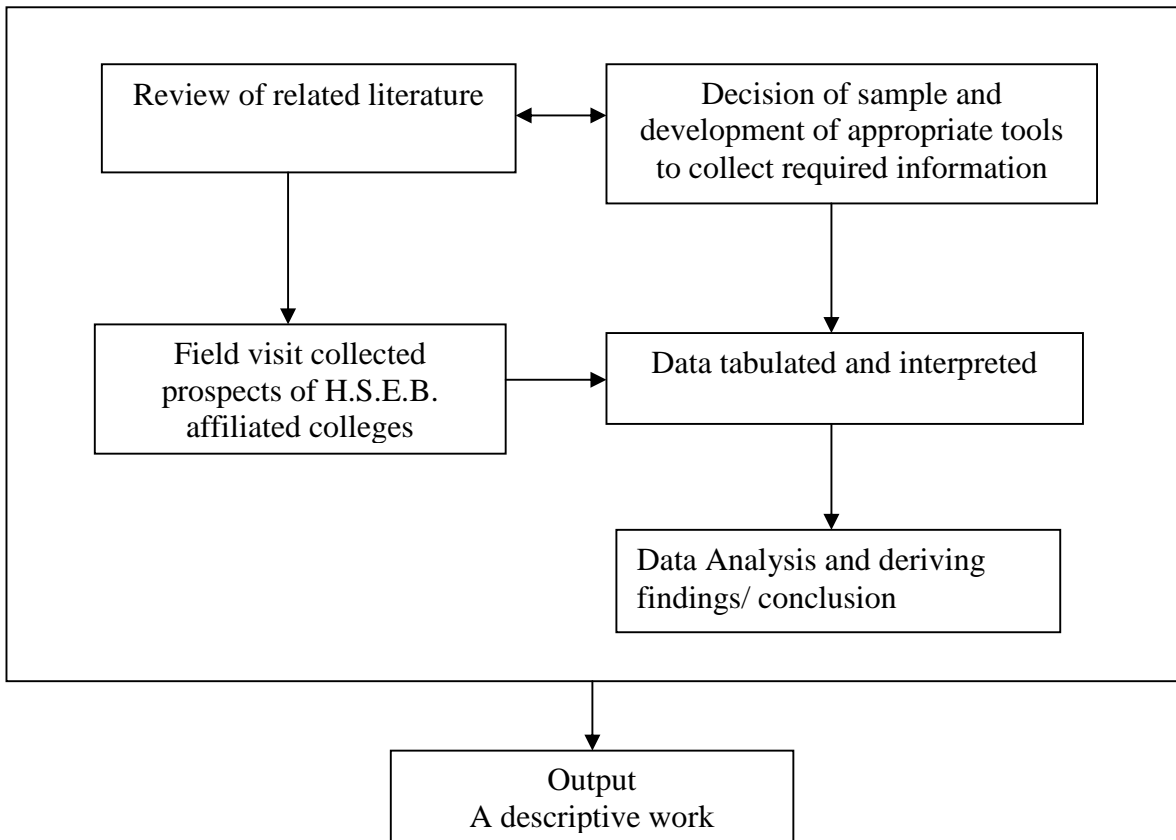
2.3 Implications of the Review for the Study

All the studies mention above related to my research. Above reviewed study are helpful in this regard, they were all related with grammar, mass media and teaching English language in the context of our country. This research studies the verbs of print media, so the previous research studies proved to be very important for my research. It assisted me immense contribution to complete my study.

2.4 Conceptual Framework

The research study is study of verbs used in prospectuses. My research study is based on following conceptual framework.

A Survey on: A Study of Verbs Used in prospectuses



CHAPTER THREE

METHOD AND PROCEDURES OF THE STUDY

3.1 Design of the Study

Survey is the descriptive research. Surveys are widely used for collecting data in most areas of social inquiry, from sociology to mass communication, from education to linguistics. Typically, surveys gather data at a particular point in time with the intention of describing the nature of existing conditions, or identifying standards against which existing conditions can be compared, or determining the relationships that exists between specific events. According to Kidder (1981, p.81) “Survey is the best research design carried to find out public operation, and the behaviors and attitudes of different professionals to access certain activities and study certain trends almost at a single point in time.” Similarly, Nunan(1992, p. 140) “The main purpose of a survey is generally to obtain a Snap-shot of conditions, attitudes and / or events at a single point in time.” Survey is always done in the natural setting have selected survey research design because it provides me an authentic and reliable data through this design. It provides me to find out verbs used in different prospectuses and analyze them. I have selected this design for my topic for applying the observation tool. It is the best tool to use in my research topic. There is some steps of survey research which are presented by Nunan (1992, p.140) are as follows:

Step 1: Define objectives

Step 2: Identify target population

Step 3: Literature review

Step 4: Determine sample

Step 5: Identify survey instruments

Step 6: Design survey procedures

Step 7: Identify analytical procedures

Step 8: Determine reporting procedure.

3.2 Population and Sample

I used secondary sources to collect the data for my research. Prospectuses of different collage comprised the sources of data of my study. Different Prospectuses publish by different collages constituted the total populations of this study. Likewise 20 prospectuses of different colleges were the sample. As the message section was the area chosen to collect verbs for the study the message sections verbs were very carefully chosen and observed.

3.3 Sampling Procedure

Populations for this study were selected through judgmental sampling procedure which is one of the most useful non-probability sampling designs. There are 310 HSEB affiliated colleges in Kathmandu district. From which different 20 collages and prospectuses prepared by them were taken to study verbs used in prospectus.

3.4 Data/Information Collection Tools

For this study observation was used as a main tool for collecting data. I selected different prospectuses, studied the message sections and very minutely observed verbs and selected them to collect the required data.

3.5 Data/Information Collection Procedures

I collected data from secondary sources by administrating observation tool. For this purpose, I adopted the following steps:

-) Using non probability sampling procedure I selected the population required for my study.
-) At first, I visited HSEB to find out the number of HSEB affiliated colleges in Kathmandu district.
-) Then I visited the colleges to collect the prospectuses.
-) After that I observed prospectuses and choose the message section for my study.
-) After choosing the message sections I observed the verbs from it and took all the verbs required for my study.
-) Then I took the required information for my study and analyzed.

3.6 Data Analysis and Interpretation Procedure

By and large, most of the survey researches are qualitative and quantitative in nature. Being a survey research it has the characteristics of both qualitative and quantitative analysis. In this study, I used statistical tools such as measures of frequency and percentile to record, analyze and interpret the data.

CHAPTER: FOUR

RESULTS AND DISCUSSION

This chapter is mainly concerned with the results and discussion. The data collected by observing the message sections of prospectuses were analyzed and interpreted to explore the types of verbs used in prospectuses. While carrying out this research, I collected the required data from 20 prospectuses from the colleges of Kathmandu district. In this study, prospectuses were selected by using non-probability judgmental sampling procedure.

4.1 Results

The purpose of this study was to find out verbs used in prospectus. From the minute analysis of data collected some of the major findings are drawn below:-

-) In the prospectus simple tense was found most frequently than perfect, progressive and perfect progressive.
-) Among simple tense also simple present tense was found most frequently.
-) Active voice was frequently used than passive voice.
-) The use of present progressive verbs was not found in all 20 prospectuses.
-) Though present verbs are found in all 20 message sections present perfect was not found.
-) Simple past verbs are found in some prospectus mostly in active form.

-) The frequencies of past progressive were not found in all message sections.
-) The frequencies of past perfect progressive were not found in all message sections.
-) Simple future verbs were found in 18 prospectuses among selected 20 prospectuses.
-) Future perfect and future perfect progressive verbs were not found in any message sections of all 20 prospectuses.

4.2 Discussion / Interpretation

This chapter deals with the percentage, analysis and interpretation of the data. In order to carry out the very task, the analysis and interpretation has been done using the statistical tools percentage, table etc.

To analyze the data to find out verbs used in prospectus the message sections of different prospectuses were consulted which were tabulated and converted into percentage.

I analyzed the data in terms of the following headings:-

- A. Holistic analysis
- B. Prospectus wise analysis
- C. Individual tense wise analysis

A. Holistic Analysis

The researcher studied all the verb forms present, past and future in the first part. Overall analysis of the verbs in different prospectuses is shown below.

i. Description of Tense

Researcher analyzed the verbs under tense aspect, how frequently the verbs are occurred in different tense form present, past and future. Verbs selected from 20 message sections were categorized in three tense forms and analyzed through the following table.

Table No: 1

Title: Use of Tenses

S.N.	No. of verbs	Percentage (%)
1. Present Tense	187	81
2. Past Tense	13	6
3. Future Tense	31	13
Total	231	100

The table presented above shows the frequency of verbs in different tense forms. Here, in present tense 187 verbs were found i.e. 81% among total the occurrences i.e. 231 which is the highest occurrence. The secondly highest occurrence 31 verbs were found in future tense, which constituted 13% among total selected verbs. The least number of verbs were found in past tense i.e. 13 in number which is 6% in total occurrences.

From the above given table and interpretation it was revealed that the verbs used in prospectuses were most frequently found in present tense form and least frequently found in past tense forms.

ii. Description of Tense Form

Here, the researcher tabulated the verbs in different categories under three tense forms. The selected verb which shows the action completed, ongoing and active /passive are shown through the following table and interpretation.

Table No: 2

Title: Verbs in different tense form

Tense form	Present								Past								Future								
	Simple		Progressive		Perfect		perfect progressive		Simple		Progressive		Perfect		perfect progressive		Simple		Progressive		Perfect		perfect progressive		
Voice	Active	Passive	Active	Passive	Active	Passive	Active	Passive	Active	passive	Active	Passive	Active	Passive	Active	Passive	Active	passive	Active	passive	Active	passive	active	Passive	
Frequency	231	120	23	13	-	26	2	3	-	11	1	-	-	1	-	-	-	26	4	1	-	-	-	-	-
Percentage	100	52	10	6	-	11	0.8	1	-	5	0.4	-	-	0.4	-	-	-	11	1.6	0.4	-	-	-	-	-

The table presented above shows the total frequency of verbs selected from message sections. There were 231 verbs found in selected message sections of all twenty prospectuses. Among these all verbs more frequency was found in simple present active and less frequency was found in three forms they were simple past passive, past perfect active and future progressive active.

- i. Most frequently used tense in prospectus was present tense. In present tense also frequently occurred verbs were simple present active i.e.52%, present perfect active i.e.11% with, simple present passive i.e.10%, present progressive active i.e. 6%, present perfect progressive active i.e. 1% and present perfect passive i.e.0.8% respectively in total occurrences. But the use present progressive passive and present perfect progressive passive was not found in selected message sections of all twenty prospectuses.
- ii. Similarly, most frequently used past form was past simple active i.e.5%. The equal percentage 0.4% was found in both simple past passive and past perfect active form. But no use of any past verbs were found in other past forms past progressive active/passive, past perfect passive and past perfect progressive active/passive.
- iii. Likewise, among total occurrences 11% was found in simple future active form, 1.6 % was shown in simple future passive form and 0.4% future progressive active form was used in prospectuses in total. The other forms like future progressive passive, future perfect active/passive and future perfect progressive were not found in all 20 prospectuses.

From the observation of the table the researcher arrived at the fact that mostly used tense in message sections of prospectuses were present, future and past respectively. Present tense was most frequently used in prospectuses. Among present tense also simple present active part occupies

the highest occurrences in total. The least occurrences were found in simple past passive, past perfect active and future progressive active form.

B. Prospectus wise Analysis

Verbs in every prospectus are found in different numbers and tense form. The researcher studied the verbs dividing into three categories; this prospectus wise analysis is another way of analyzing verbs. The researcher analyzed the verbs in individual tense form present tense, past tense, and future tense of each prospectus.

i. Analysis of Present Tense Form

According to the message giver's choice different tense verbs are used in prospectus, below table shows the present form verbs of selected prospectuses.

Table No.: 3

Title : Summary of Present Tense Form

SN	Present tense vbs.	Present Tense															
		Simple				Progressive				Perfect				Perfect Progressive			
		Active		Passive		Active		Passive		Active		Passive		Active		Passive	
		Fr eq.	%	Fr eq.	%	Fr eq.	%	Fr eq.	%	Fr eq.	%	Fr eq.	%	Fr eq.	%	Fr eq.	%
1	7	1	14	1	14	3	43			2	29	-		-	-		
2	11	7	64	1	9	1				2	18	-		-	-		
3	4	3	75	1	25							-		-	-		
4	16	8	50							6	38	1	6	1	6		
5	12	9	75	3	25					-		-		-	-		
6	10	9	90	-						1	10	-		-	-		
7	6	4	66	1	17					1	17	-		-			
8	10	3	30	2	20	1	10			3	30	-		1	10		
9	14	11	79	-						3	21	-		-	-		
10	9	6	67	1	11					1	11	1	11	-	-		
11	9	4	45	3	33	1	11			1	11	-		-	-		
12	7	4	57	-		3	43			-		-		-	-		
13	10	10	100	-						-		-		-	-		
14	9	6	67	1	11					2	11	-		-	-		
15	9	6	67	1	11	2	22			-		-		-	-		
16	7	5	71	2	29					-		-		-	-		
17	8	4	50	2	25	1	12.5			1	12.5	-		-	-		
18	16	10	63	2	12.5	1	6.25			2	12.5	-		1	6.25		
19	5	3	60	2	40					-		-		-	-		
20	8	7	88	-						1	12.5	-		-			

By observing above mentioned table the researcher found that simple present active was most frequently used in the 13th prospectus i.e. 100% in total occurrences. Simple present active form was found 90% in the 6th, 88% in the 20th and 79% in the 9th prospectus. In the 3rd & 5th prospectuses same number was found i.e. 75% and same number of simple present active form was found in the 10th, 14th & 15th prospectuses i.e. 67%. Similarly, 71%, 66%, 64%, 63%, simple present active form was used in the 16th, 7th, 2nd & 18th prospectuses respectively. In this way 60% in the 19th and 57% in the

12th prospectuses was found. In the 4th & 17th prospectuses equal percentage was i.e. 50%. In the 11th and 8th prospectuses 45% & 30% was used respectively. And less percentage of simple present form was found in the 1st prospectus i.e. 14%.

Similarly, simple present verbs in passive form were found in fourteen prospectuses among twenty. Highest percentage of simple present passive form was found in the 19th prospectus i.e. 40%. In this way next highest rank of simple present passive form was found in the 11th & 16th prospectus i.e. 33% & 29% respectively. Three prospectuses in the 3rd, 5th & 17th equal percentage of verbs were used i.e. 25%. And another equal no of simple passive form was used in the 10th, 14th & 15th prospectus i.e. 11%. It was found 20% in the 8th, 17% in the 7th, 14% in the 1st and 12.5% in the 18th prospectus. It was used with less frequency in the 2nd prospectus i.e. 9%. But the 4th, 6th, 9th, 12th, 13th & 20th prospectus were found with no any use of simple present passive form.

In this way present progressive active verbs were also used in different prospectus with different frequencies. In the 12th prospectus highest use of present progressive active verbs were found i.e. 43% and second highest use of it was found in the 1st prospectus i.e. 43%. In the same way 22%, 12.5%, 11%, 10% & 9% present progressive active form were found in the 15th, 17th, 11th, 8th & 2nd prospectuses respectively. It was used with less percentage in the 18th prospectus i.e. 6.25%. But in other remaining twelve prospectuses no any use of present progressive active form were found. And in all twenty selected prospectuses the use of present progressive passive form was not found.

Similarly, present perfect active form was found in different prospectuses. The highest percentage of it was found in the 4th prospectus i.e. 38% and the second and third highest percentage was found in the 8th & 1st prospectuses i.e. 30% & 29%. It was found 21% & 18% use of present perfect active form in the 9th & 2nd prospectuses. 17% use of it was found in the 7th prospectus. It was found with equal percentage in the 17th, 18th & 20th prospectuses i.e. 12.5%. And equal percentage 11 was found in the 10th & 11th prospectuses. 11% use of present perfect active verbs was found in the 14th prospectus. It was used with less percentage in the 6th prospectus i.e. 10%. In other seven prospectuses no use of any present perfect active form was found. Present perfect passive verbs were found in only two prospectuses i.e. the 11th with 11% and the 4th with 6%. But no use of it was found in other eighteen prospectuses.

By observing above given table that the uses of present perfect progressive active verbs were found in three prospectuses they are the 4th, 8th, & 18th with 6%, 10% & 6.25% respectively. In other seventeen prospectuses no use of it was found. And there was not found use of verb in present perfect progressive in all twenty prospectuses.

From this interpretation the researcher found that simple present tense was most frequently used in prospectuses. Among simple present tense also active form was frequently used in each and every prospectus.

ii. Analysis of Past Tense Form

To describe the past actions past tense verbs are used, following table shows the frequency and percentage of past verbs used in prospectuses.

Table No.:4

Title: Summary of past Tense Form

SN	Past tense vbs.	Past Tense															
		Simple past				Progressive				Past Perfect				Perfect Progressive			
		Active		Passive		Active		Passive		Active		Passive		Active		Passive	
		Fre q.	%	Fre q.	%	Fre q.	%	Fre q.	%	Fre q.	%	Fre q.	%	Fre q.	%	Fre q.	%
1	-																
2	3	2	67	1	33												
3	1								1	100							
4	-																
5	-																
6	1	1	100														
7	1	1	100														
8	-																
9	1	1	100														
10	-																
11	-																
12	-																
13	2	2	100														
14	2	2	100														
15	-																
16	1	1	100														
17	-																
18	-																
19	1	1	100														
20	-																
Total	13	11		1					1								

Through the above given table we found that nine selected prospectuses were found with past verbs but other eleven prospectuses were found without the use of no any past verbs. Among nine prospectuses also three of them the 2nd, 13th, & 14th were found with equal frequency two in simple past

active form i.e. 67%, 100%, 100% respectively. In the prospectuses 6th, 7th, 9th, 16th, & 19th only 1/1 past verbs were found which were in simple past active form. Only 1 simple past passive verb was found in 2nd prospectus i.e. 33%. In other remaining prospectuses no use of any simple past verbs were found.

The use of past perfect verb was found only in the 3rd prospectus with frequency 1 in past perfect active form i.e. 100%. And other remaining nineteen prospectuses were found without any use of past perfect verbs.

In this way the frequency of past progressive and past perfect progressive verbs was not found in any message sections of all twenty prospectuses. The frequency of past progressive verbs was not found in message sections of all twenty prospectuses.

From this interpretation the researcher arrived at the fact that the use of past verbs was not found in all twenty prospectuses. But some of the selected prospectuses found with past verbs. Among past verb also simple past active form was found. And no any used of past progressive & past perfect progressive was found in all twenty prospectuses.

iii. Analysis of Future Tense Form

Future verbs describe the further coming action. The future verbs from selected sections are described below.

Table No.:5

Title: Summary of Future Tense Form

SN	Future tense vbs.	Future Tense															
		Simple Future				Progressive				Future Perfect				Perfect Progressive			
		Active		Passive		Active		Passive		Active		Passive		Active		Passive	
		Fr q.	%	Fr eq.	%	Fr q.	%	Fr q.	%	Fr q.	%	Fr q.	%	Fr q.	%	Fr q.	%
1	1	1	100														
2	1	1	100														
3	-																
4	-																
5	1	1	100														
6	1	1	100														
7	-																
8	1	1	100														
9	3	3	100														
10	2	2	100														
11	2	1	50	1	50												
12	4	3	75	1	25												
13	1	1	100														
14	1	1	100														
15	1	1	100														
16	3	2	67	1	33												
17	4	3	75	1	25												
18	2	2	100														
19	3	2	67			1	33										
20	-																
Total	31	26		4		1											

The above table shows the future verbs used in message sections of prospectuses. Here, the equal frequency of simple future active verb 3 was found in the 9th, 12th, & 17th prospectuses i.e. 100%, 75%, & 75%

respectively. Another equal frequency of simple future active was 2 which were found in the 10th, 16th, 18th, & 19th prospectuses with 100%, 667%, 100%, & 67% respectively. In the prospectuses 1st, 2nd, 5th, 6th, 8th, 13th, 14th, & 15th equal frequency and percentage was found i.e. 1 & 100%. The 11th prospectus was found with 1 simple future active form which was 50%. In four prospectuses the 11th, 12th, 16th, & 17th 1/1 frequency of simple future passive form was found with 50%, 25%, 33.33%, & 25% respectively.

In this way future progressive active verb was found in the 19th prospectus with frequency 1 i.e. 33%. Other 19 prospectuses were found with no use of any active/passive verbs in future progressive.

The frequency of future perfect and future perfect progressive verb was not found in message sections of all twenty prospectuses.

In such way the frequency of future perfect progressive verb also not found in any message sections of all twenty prospectuses.

Through the above mentioned table and interpretation it was revealed that, among twenty sixteen prospectuses were found with future form verbs and four prospectuses were found with no use of any future verbs. Simple future active form was most frequently used in most of the prospectuses. But no uses of any verbs were found in future perfect and future perfect progressive form.

C. Individual Tense wise Analysis

Verbs in all prospectuses are found in different categories. The researcher studied the verbs dividing into three categories; this individual tense wise analysis is another way of analyzing verbs. The researcher analyzed the

verbs in individual tense form such as simple, progressive, perfect & perfect progressive.

i. Analysis of Simple Present Tense

Here, simple present verbs found in different prospectuses with different frequencies. The use of verbs in simple present tense form in message sections of all twenty prospectuses is presented in the following table.

Table No.: 6

Title: Summary of Simple Present Tense

S.N.	No. of Verbs	Simple Present			
		Active		Passive	
		Freq.	%	Freq.	%
1.	7	1	14	1	14
2.	11	7	64	1	9
3.	4	3	75	1	25
4.	16	8	50	-	
5.	12	9	75	3	25
6.	10	9	90	-	
7.	6	4	66	1	17
8.	10	3	30	2	20
9.	14	11	79	-	
10.	9	6	67	1	11
11.	9	4	45	3	33
12.	7	4	57	-	
13.	10	10	100	-	
14.	9	6	67	1	11
15.	9	6	67	1	11
16.	7	5	71	2	29
17.	8	4	50	2	25
18.	16	10	63	2	12.5
19.	5	3	60	2	40
20.	8	7	88	-	

Above given table shows the frequency and percentage of simple present tense used in message section of different twenty prospectuses. In all twenty prospectuses the use of simple present verbs were found. In the 1st

prospectus 7 verbs were found in simple present form. But equal verbs were found in active and passive form i.e.14%. The second prospectus was found with 11 present verbs 7 in active form i.e. 64% and 1 in passive form i.e. 9%.The third prospectus was found with 75% active verbs & 25% passive verbs among 4 verbs in present form. Sixteen verbs were found in the 4th prospectus with 50% simple present active verbs and no use of passive verbs. In the 5th prospectus 75% active verbs and 25% passive verbs were found among total 12 verbs.

In the same way, the 6th prospectus was found with 10 verbs i.e. 90% in active form but no passive verb was found. Among 6 total verbs in the 7th prospectus 66% verbs were found in active form and 7% verbs were found in passive present form. The eighth prospectus was with 10 present verbs but 30% simple present active and 20% simple present passive form was used. The 9th prospectus was with 14 present verbs among them 79% verbs were found in active form and no passive form was found in this. The tenth prospectus was with 9 verbs 67% active form and 11% passive present form.

There were 9 present verbs in the 11th prospectus. Among them 45% were simple present active and 33% with present passive. Seven verbs were there in the 12th prospectus. 77% verbs were in simple present active form but no use of passive form was found in the 12th prospectus. There are 10 present verbs in the 13th prospectus all were found in simple present active form. The 4th & 15th prospectuses were found with equal frequency of present verbs i.e. 9 and equal percentage in active & passive form i.e. 67% & 11% respectively. Seven verbs were found in present form in the 16th prospectus, here was 71% in active and 29% in passive form.

Similarly, there were 8 verbs in the 17th prospectus among them 50% use was found in simple active and 25% use was found in passive form. In the 18th prospectus 16 verbs were found in present form with 63% active & 12.5% passive form. Five verbs were there in the 19th prospectus with 60% use in present active form and 40% use in present passive form. There were 8 present verbs in the 20th prospectus among them 88% were in active form but no use of simple passive form was there.

Through the above given table the research came to the finding that, in all twenty prospectus the use of simple present verbs were found. The highest frequency was found in the 13th prospectus with 100%.

ii. Present Progressive

Here, simple present progressive verbs found in different prospectuses with different frequencies. The use of present progressive tense in message sections of all twenty prospectuses is presented in the following table.

Table No.:7

Title: Summary of Present Progressive

S.N.	No. of Verbs	Present Progressive			
		Active		Passive	
		Freq.	%	Freq.	%
1.	7	3	43		
2.	11	1	9		
3.	4				
4.	16				
5.	12				
6.	10				
7.	6				
8.	10	1	10		
9.	14				
10.	9				
11.	9	1	11		
12.	7	3	43		
13.	10				
14.	9				
15.	9	2	22		
16.	7				
17.	8	1	12.5		
18.	16	1	6.25		
19.	5				
20.	8				

Above given table shows the frequency and percentage of present progressive verbs used in message sections of selected prospectuses. There were total seven present verbs in the 1st & 12th prospectuses; among them 43% verbs were in present progressive active form. In the 15th prospectus there were 9 total verbs in present form and 2 in present progressive active i.e. 22%. Likewise, in 5 prospectuses the 17th, the 8th, the 2nd, the 11th & the 18th were found with equal frequency of simple present progressive active verbs i.e. 1 which was 12.5%, 11%, 10%, 9% & 6.25% respectively. But in other twelve prospectuses no use of any present progressive active verbs were found.

By observing above given table and interpretation it was revealed that the uses of present progressive verbs were not found in all prospectuses, it was found in 8 different prospectuses among selected twenty prospectuses in active form with the highest percentage 43. But the frequency of present progressive passive verb was not found in message sections of all twenty prospectuses.

iii. Present Perfect

Here, present perfect verbs found in different prospectuses with different frequencies. The use of present perfect tense in message sections of all twenty prospectuses is presented in the following table.

Table No.:8

Title: Summary of Present Perfect

S.N.	No. of Verbs	Present Perfect			
		Active		Passive	
		Freq.	%	Freq.	%
1.	7	2	29	-	
2.	11	2	18	-	
3.	4	-		-	
4.	16	6	38	1	6
5.	12	-		-	
6.	10	1	10	-	
7.	6	1	17	-	
8.	10	3	30	-	
9.	14	3	21	-	
10.	9	1	11	1	11
11.	9	1	11	-	
12.	7	-		-	
13.	10	-		-	
14.	9	2	11	-	
15.	9	-		-	
16.	7	-		-	
17.	8	1	12.5	-	
18.	16	2	12.5	-	
19.	5	-		-	
20.	8	1	12.5	-	

Through the above mentioned table, we can observe the frequency and percentage of present perfect verbs used in message sections of selected prospectuses. The more frequency of present perfect verb was found in the 4th prospectus i.e. 38% present perfect active and 6% present perfect passive among 16 present verbs. Second more frequency 3 was found in the 8th & the 9th prospectuses which were 30% and 21% respectively in present perfect active form.

There were 2 verbs found in present perfect active form in the 1st prospectus i.e. 29% out of 7 present verbs. 18% present perfect active verbs were found in the 2nd prospectus among 11 present verbs. Out of total occurrences 17% verb was found present perfect active form with frequency 1 in the 7th prospectus. The equal percentage 12.5% was found in the three prospectuses the 17th, 18th, & 20th with different frequency 1, 2, 1 respectively. In the 14th prospectus there were 9 total present verbs found among them 11% was present perfect active. The same frequency and percentage was found in present perfect active and passive form in the 10th prospectus i.e. 1 & 11%.

In the same way the equal frequency and percentage similar to the 10th prospectus was found in the 11th prospectus i.e. 11% in present perfect active part. There were 10 present verbs in the 7th prospectus among them 17% was found in present perfect active which was 1 in frequency. 6% present perfect passive verb was found in the 4th prospectus among total 16 verbs in it.

Through this discussion the researcher arrived at the fact that present verbs are used in message sections of all twenty prospectuses but present perfect verbs are not found in all of them. Among twenty only thirteen prospectuses

were found with use of present perfect active verbs and two prospectuses were found with use of present perfect passive verbs in them.

iv. Present Perfect Progressive

Here, present perfect progressive verbs found in different prospectuses with different frequencies. The use of present perfect progressive in message sections of all twenty prospectuses is presented in the following table.

Table No.:9

Title: Summary of Present Perfect Progressive

S.N.	No. of Verbs	Present Perfect Progressive			
		Active		Passive	
		Freq.	%	Freq.	%
1.	7	-	-	-	
2.	11	-	-	-	
3.	4	-	-	-	
4.	16	1	6	-	
5.	12	-	-	-	
6.	10	-	-	-	
7.	6	-		-	
8.	10	1	10	-	
9.	14	-	-	-	
10.	9	-	-	-	
11.	9	-	-	-	
12.	7	-	-	-	
13.	10	-	-	-	
14.	9	-	-	-	
15.	9	-	-	-	
16.	7	-	-	-	
17.	8	-	-	-	
18.	16	1	6.25	-	
19.	5	-	-	-	
20.	8	-	-	-	

Through the above mentioned table we can observe the frequency and percentage used in message sections of selected prospectuses. Present perfect progressive verbs were found in some of the selected prospectuses

they are the 4th, 8th, & 18th. In the 4th prospectus there are 16 verbs found but only 1 verb was found in present perfect progressive i.e.6% which was in passive form. The equal frequency 1 was found in the 8th& 18th prospectus which was 10% & 6.25% respectively in present perfect progressive active part. But other 17 prospectuses were found with no use of any present perfect progressive active verbs.

From this interpretation the researcher came to the fact that though the present form was found in all prospectuses, present perfect progressive form was in three prospectuses only at active part. And the frequency of present perfect progressive passive verb was not found in any message sections of all twenty selected prospectuses.

v. Simple Past

Here, simple past verbs found in different prospectuses with different frequencies. The use of simple past tense in message sections of all twenty prospectuses is presented in the following table.

Table No.:10

Title : Summary of Simple Past

S.N.	No. of Verbs	Simple Past			
		Active		Passive	
		Freq.	%	Freq.	%
1.	-				
2.	3	2	67	1	33
3.	-				
4.	-				
5.	-				
6.	1	1	100		
7.	1	1	100		
8.	-				
9.	1	1	100		
10.	-				
11.	-				
12.	-				
13.	2	2	100		
14.	2	2	100		
15.	-				
16.	1	1	100		
17.	-				
18.	-				
19.	1	1	100		
20.	-				

The table presented above shows the simple past verbs used in message sections of prospectuses. The table shows that simple past verbs are used only in eight prospectuses in different frequencies. There are 3 past verbs found in the 2nd prospectus among three 2 verbs were simple past active i.e.67% and 1 was simple past passive i.e.33%. The equal frequency 2 was found in the 13th & 14th prospectus i.e.100% simple past active verbs. Another equal frequency 1 was found in 5 prospectuses the 6th, 7th, 9th, 16th & 19th which were (100%) simple past active verb. In other 12 prospectuses there was not found any simple past active verbs in message sections and there was no any use of simple past passive verbs except in the 2nd prospectus.

From this discussion the researcher came to the fact that simple past verbs are found in some prospectus mostly in active form and only one prospectus was found with simple past passive verb among selected 20 prospectuses.

Past Progressive

Here, the frequencies of past progressive in all message sections were not found in all twenty prospectuses. Past progressive verbs were not used at all in any message sections of any prospectuses.

vi. Past Perfect

Here, past perfect verbs found in different prospectuses with different frequencies. The use of past perfect tense in message sections of all twenty prospectuses is presented in the following table.

Table No.:11

Title: Summary of Past Perfect

S.N.	No. of Verbs	Past Perfect			
		Active		Passive	
		Freq.	%	Freq.	%
1.	-				
2.	3				
3.	1	1	100		
4.	-				
5.	-				
6.	1				
7.	1				
8.	-				
9.	1				
10.	-				
11.	-				
12.	-				
13.	2				
14.	2				
15.	-				
16.	1				
17.	-				
18.	-				
19.	1				
20.	-				

Above mentioned table shows the frequency and percentage of past perfect verbs used in prospectuses. Nine prospectuses were found with the use of past verbs but past perfect verb was found in only 1 prospectus i.e. the 3rd prospectus. It was found with 1 frequency in past perfect active part i.e. 100%. Other remaining 19 prospectuses were found with no use of any past perfect active verbs. From this interpretation the researcher came to the fact that past perfect active was found only in 1 prospectus and the frequency of past perfect passive verb was not found in any message sections of all twenty prospectuses.

Past Perfect Progressive

Here, the frequencies of past perfect progressive in all message sections were not found in all twenty prospectuses. Past perfect progressive verbs were not used at all in any message sections of any prospectuses.

vii. Simple Future

Here, simple future verbs found in different prospectuses with different frequencies. The use of simple future tense in message sections of all twenty prospectuses is presented in the following table.

Table No.: 12

Title: Summary of Simple Future

S.N.	No. of Verbs	Simple Future			
		Active		Passive	
		Freq.	%	Freq.	%
1.	1	1	100		
2.	1	1	100		
3.	-				
4.	-				
5.	1	1	100		
6.	1	1	100		
7.	-				
8.	1	1	100		
9.	3	3	100		
10.	2	2	100		
11.	2	1	50	1	50
12.	4	3	75	1	25
13.	1	1	100		
14.	1	1	100		
15.	1	1	100		
16.	3	2	67	1	33
17.	4	3	75	1	25
18.	2	2	100		
19.	3	2	67		
20.	-				

The table presented above shows the frequency and percentage of future verbs used in prospectuses. Sixteen prospectuses were found with different frequencies of future verbs used in their message sections. The equal frequency of simple future active was found in three prospectuses the 9th, the

12th, & the 17th i.e. 3 but different in percentage which were 100%, 75% & 75% respectively.

The equal frequency and percentage i.e. 2 & 100% was found in 2 prospectuses they were the 10th & 18th. Again the equal frequency and percentage i.e. 2 & 66.7% was found in another prospectuses they were the 16th & 19th. Other 8 prospectuses the 1st, 2nd, 5th, 6th, 8th, 13th, 14th & 15th were found with only 1 future verb which was simple future active i.e. 100% in it.

The 11th prospectus was found with 2 future verbs, 50% simple future active and 50% simple future passive. The equal frequency and percentage 1 & 25% was found in simple future passive form in two prospectuses the 12th & 17th. There was found 1 simple future passive form in the 17th prospectus with 33%. But other 4 prospectuses were found without use of any simple future active verbs and 16 prospectuses were with no use of any simple future passive verb.

By this interpretation, it was revealed that simple future verbs were found in 18 prospectuses among 20 but they are found with 100% active form in most of the prospectuses.

viii. Future Progressive

Here, the frequencies of future progressive in different prospectuses with different frequencies. The use of future progressive in message section of selected prospectuses is presented in the following table.

Table No.:13

Title: Summary of Future Progressive

S.N.	No. of Verbs	Future Progressive			
		Active		Passive	
		Freq.	%	Freq.	%
1.	1				
2.	1				
3.	-				
4.	-				
5.	1				
6.	1				
7.	-				
8.	1				
9.	3				
10.	2				
11.	2				
12.	4				
13.	1				
14.	1				
15.	1				
16.	3				
17.	4				
18.	2				
19.	3	1	33		
20.	-				

Above mentioned table shows the frequency and percentage of future progressive verbs used in prospectuses. Sixteen prospectuses were found with future verbs in different frequencies. Among them only 1 prospectus the 19th was found with future progressive verbs in active form with 1

frequency i.e.33%. Other 19 prospectuses were with no use of any future progressive form in message sections.

By this interpretation the researcher came to the finding that future progressive verb was found only in one prospectus with 1 frequency and the frequency of future progressive verbs in passive form was not found in any message sections of all twenty prospectuses.

Future Perfect

Here, the frequencies of past progressive in all message sections were not found in all twenty prospectuses. Past progressive verbs were not used at all in any message sections of any prospectuses.

Future Perfect Progressive

Here, the frequencies of past progressive in all message sections were not found in all twenty prospectuses. Past progressive verbs were not used at all in any message sections of any prospectuses.

CHAPTER FIVE

SUMMARY, CONCLUSION AND IMPLICATIONS

This chapter reports the main findings of this study looking once back at the objectives of the study. It intended to study verbs used in prospectuses. It further includes some implications based on the findings.

5.1 Summary

The findings come under this topic. My research topic was ‘A Study of Verbs Used in Prospectuses’. I have mentioned context and background of the study in the first chapter. In the second chapter I have mentioned some literature reviews which are less or more related to my study. Likewise in chapter three I have mentioned methods and procedure of the study. Similarly, chapter four is the chapter of results and discussions. Where, what I actually found from the study is mentioned and final chapter surrounded the summary, conclusion and implication.

5.2 Conclusions

Some conclusions derived from my research study are as follows:-

- a. The verbs used in prospectuses were most frequently found in present tense form and least frequently found in past tense form.
- b. Mostly used tense in message sections of prospectuses were present, future and past respectively. Present tense was most frequently used in prospectuses. Among present tense also

simple present active part occupies the highest occurrences in total. The least occurrences were found in simple past passive, past perfect active and future progressive active form.

- c. Simple present tense was most frequently used in prospectuses. Among simple present tense also active form was frequently used in each and every prospectus.
- d. The use of past verbs was not found in all twenty prospectuses. But some of the selected prospectuses found with past verbs. Among past verb also simple past active form was found. And no any used of past progressive & past perfect progressive was found in all twenty prospectuses.
- e. The use of past verbs was not found in all twenty prospectuses. But some of the selected prospectuses found with past verbs. Among past verb also simple past active form was found. And no any used of past progressive & past perfect progressive was found in all twenty prospectuses.
- f. In all twenty prospectuses the use of simple present verbs were found. The highest frequency was found in the 13th prospectus with 100%.
- g. The uses of present progressive verbs were not found in all prospectuses, it was found in 8 different prospectuses among selected twenty prospectuses in active form with the highest percentage 43. But the frequency of present progressive passive verb was not found in message sections of all twenty prospectuses.
- h. Present verbs are used in message sections of all twenty prospectuses but present perfect verbs are not found in all of

them. Among twenty only thirteen prospectuses were found with use of present perfect active verbs and two prospectuses were found with use of present perfect passive verbs in them.

- i. The present form was found in all prospectuses, present perfect progressive form was in three prospectuses only at active part. And the frequency of present perfect progressive passive verb was not found in any message sections of all twenty selected prospectuses.
- j. Simple past verbs are found in some prospectus mostly in active form and only one prospectus was found with simple past passive verb among selected 20 prospectuses.
- k. The frequencies of past progressive in all message sections were not found in all twenty prospectuses. Past progressive verbs were not used at all in any message sections of any prospectuses.
- l. Past perfect active was found only in 1 prospectus and the frequency of past perfect passive verb was not found in any message sections of all twenty prospectuses.
- m. The frequencies of past perfect progressive in all message sections were not found in all twenty prospectuses. Past perfect progressive verbs were not used at all in any message sections of any prospectuses.
- n. Simple future verbs were found in 18 prospectuses among 20 but they are found with 100% active form in most of the prospectuses.
- o. Future progressive verb was found only in one prospectus with 1 frequency and the frequency of future progressive verbs in

passive form was not found in any message sections of all twenty prospectuses.

- p. The frequencies of future perfect in all message sections were not found in all twenty prospectuses. Past progressive verbs were not used at all in any message sections of any prospectuses
- q. The frequencies of future perfect progressive in all message sections were not found in all twenty prospectuses. Past progressive verbs were not used at all in any message sections of any prospectuses

5.3 Implications

On the basis of findings obtained from the discussion and interpretation of the collected data, some major pedagogical implications with some recommendations have been suggested as follows according to their different levels.

5.3.1 Policy Level

Every research play vital role for its related field. Likewise those who are in the field of mass media and teaching specially grammar may take benefit from it.

Following are some ideas for policy level:-

- a. People of media sector can plan about vocabulary in their writing of prospects.
- b. Publications can take the ideas for publishing prospectus.
- c. Teacher can make the plan to teach vocabulary.

- d. In the field of teaching learning people may get the ideas about teaching verb.

5.3.2 Practice Level

This research topic comes under survey research. Without research we cannot get the fact. To talk about this research is also benefited for the grammar teachers in their practice level.

The following points make clear about the implications of practice level:-

- a. The study of verbs is very important so teacher and students can get benefit from this research.
- b. Teacher can take prospectus as the good teaching materials to teach verbs in different tense form.
- c. Students can read prospectuses can take the benefit about learning verbs with tense.

5.3.3 Further Research

This research topic 'A study of Verbs Used in Prospectuses' is crux for those who are willing to do further research & gain something from it. They can get some suggestions and planning about research.

- a. It is applicable for all who are studying verbs and want to do research in it.
- b. It is important for researcher, teachers.
- c. The knowledge of verbs is necessary for all the language learners; from this English Language learner can be benefited.

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APPENDIX I

Prospectus1. Nava Jyoti College	Prospectus 2. Trinity International H.S.S.	Prospectus 3. Grammar Collage
Have become Is committed Believes Have been Will receive Preparing Striving Providing	Suppose Having Put Focus Have learnt Are committed Believe Was established Have Applied Prepared Has become Lie Leads Will enable	Signifies Had emerged Are regarded Follows Wish

Prospectus 4. Kanjirowa National School	Prospectus 5. The New Summit H.S.S.	Prospectus 6. Nobel Academy H.S.S.
Has been transformed Have led Has grown Offer Comes Retain Believe Involve Have produced Feel Welcome Have re-branded Have shifted Have had Remains Has been offering	Hope seeks strive is committed are valued are encouraged consult welcome assure would like defines discover create	welcomes occupies work feel believe offer ensures involve provide have proved would like created

Prospectus 7. NASA H. S. S./College	Prospectus 8. Shahid Smarak H.S.S	Prospectus 9. Texas Tnt'l H.S.S.

<p>has highlighted is aimed delivers success appears past feel</p>	<p>gives has completed has given have been making are conducted has become help become are committed are working wish</p>	<p>makes can accomplish has completed bring recognize facilitate afforded has given have varied promote value enjoy considers will contribute discover expect would like will encourage</p>
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Prospectus 10. Barsha H.S.S./College	Prospectus 11. Columbas H. S. S	Prospectus 12. Pentagon College
<p>has come has been established aims develop make believe are committed</p>	<p>should focus are committed believe are explored generate provides wish has been are being utilized</p>	<p>requires think are running can get focus want are deserving may fall are mushrooming</p>

prepare groom will strive will enable	should be developed is established	may be intensified would get
--	---------------------------------------	---------------------------------

Prospectus 13. Himalayan Whitehouse College	Prospectus 14. Capital H.S.S.	Prospectus15. Baneshwor Campus
Invite promotes go continue recreate reflect develop lays transfer	has emerged has appeared introduced ends turns want express concerned wish ensures will be are equipped	interest welcome are going is celebrating thanks support are committed will find hope assure

promote		
believe		
l. look		

Prospectus 16. Primier H.S.S.	Prospectus 17. Global Collage of Management	Prospectus 18. BernHardt College
encourage created becomes gain hope will find are empowered wish should find are led can be used	prepare find focus is devoted will give assure has been is directed shall stick should develop should be limited are standing	work transform see leave enter are transformed strive are empowered success expect will give

		hope wish
--	--	--------------

Prospectus 19. St. Lawrence College	Prospectus 20. Liverpool International H.S.S.
Accepted	believe
Is built	has replaced
Provide	lay
Will be aiming	focus
Operates	encourage
Will find	emphasize
Will satisfy	get
are committed	expect
believe	

APPENDIX II

List of the Selected Colleges

1. Nava Jyoti College
2. Trinity International H.S.S.
3. Grammar Collage
4. Kanjirowa National School
5. The New Summit H.S.S.
6. Nobel Academy H.S.S.
7. NASA H. S. S./College
8. Shahid Smarak H.S.S
9. Texas Tnt'l H.S.S.
10. Barsha H.S.S./College
11. Columbas H. S. S.
12. Pentagon College
13. Himalayan Whitehouse College
14. Capital H.S.S.
15. Baneshwor Campus
16. Primier H.S.S.
17. Global Collage of Management
18. BernHardt College
19. St. Lawerance College
20. Liverpool International H.S.S.

APPENDIX III

Cover and message section of five Prospectuses: