

Chapter One

1. Introduction

1.1 General Background

Language is common to all and only to the human beings. Language has made us different from the other creatures. From the day when man tried to communicate, he transmitted thoughts, information, desires, feelings and all other human discomforts and happiness. Perception of the world as a whole or parts is possible by means of language. Our history, literature, culture and achievements of human beings are being transmitted from one person to another and from one generation to another through the medium of language. Language is responsible for social change, social policy, social mobility and stratification. Language is powerful means in the absence of which the present day world, particularly the development of education, mass media and science and technology would never have been possible.

Communication is the process that requires senders and receivers to transmit the message. It also requires the code, on which messages are sent, transmitted and received. In this regard there comes the role of language in communication. It is simply a powerful means of communication. Hence, "language, by which, man communicates, is a system of communication: for the purpose of communication." (Coseriu, 1973:32)

Language has been defined variously by various scholars. Some of its definitions are as follows:

- i) "Language is a purely human and non-instinctive method of communicating ideas, emotions and desires by means of voluntarily produced symbols." Sapir (1921:8)
- ii) "A language is a system of arbitrary vocal symbols by means of which a social group cooperates." (Block and Trager 1942:5)

- iii) "Language is human . . . a verbal systematic symbolism . . . a means of transmitting information . . . a form of social behaviour . . . (with a high degree of convention." Whatmough (1967: 12)
- iv) "Language are a symbol systems . . . based on pure or arbitrary convention . . . infinitely extendable and modifiable according to the changing needs of the speakers." Robins (1978:14)
- v) Human languages are unlimited . . . (an unlimited set of discrete symbols) . . . (have) great structural complexity . . . structure on at least two levels . . . (the learning task is considerable) . . . are open-ended . . . allow for the transmission of information." Langacker (1968:4)

The conclusion drawn from the definitions is that language is the most unique gift that sets whom apart from the rest of living beings. It is the accomplishment of human civilization. "It is a means by which we can perform several things-communication, thinking, group solidarity, nation building, control, creation and so on. It is not possible to think of any social, academic and artistic activities going on without language." (Yadav, 2001:3)

English in particular is the most popular language in the world. The use of English is so universal that it is used as an official or semi-official language in over 60 or more countries. It is recognized by UNO as an international language for the global significance. Many people speak it as their mother tongue. Large number of people speaks it as a second language where it has gained official status in the domains of government, mass media, law court, educational system etc. English is used as a lingua franca or link language for the people belonging to different speech communities worldwide. English is dominant in almost all areas of concern in the present day, e.g. in international diplomacy, foreign mission, mass media, science and technology, academics, world politics, trade and many more. From the above facts we can conclude

that English has gained the status of global language, which is the distant dream for other languages. Therefore, without the sound knowledge of English we can be disadvantaged in every fields and areas for opportunities.

In our country, it is taught and learnt as a foreign language for global significance. That is why; much priority has been given to it over other foreign international languages. English has been introduced at grade one since 2060 and has been taught as a compulsory subject upto Bachelor degree. Moreover, it is extensively used as a means of communication in international non-governmental organizations, travel and tourism business and so on. In recent years because of the proliferation of English medium school throughout the nation and extensive use of internet, English has become much more popular and seen as a part of lifestyle especially in cities like Kathmandu.

1.1.1 Mass Media

"Mass media is a term used to denote, as a class, that is the section of the media specifically conceived and designed to reach a very large audience (typically at least as large as the whole population of a nation state). It was coined in 1920s with the nation wide radio networks and of mass circulation newspaper magazines. The mass media audience has been viewed by some commentators as forming a mass society with special characteristics, notably automation or lack of social connections..." -Free Online Dictionary

Mass media are part of language. They help people to communicate easily and appropriately. The devices through which we disseminate message to a great number of people are mass media.

The word mass refers to a great number of people and media refers to the devices used in the dissemination of message like newspaper, manual, radio, television etc. Mass media helps to carry and communicate the message at any corner of the world in a short span of time. In Mehata's (1979:3) view, "The basic function of mass media communication is to provide information,

education or instruction and entertainment to people. The media also motivates people directly or indirectly." "Mass media is a term used to denote the section of the media specifically conceived and designed to reach a very large audience. Etymologically, mass refers to the large group of the people and media is a contraction of the term 'media of communication.' Therefore, mass media refer to these organized means of dissemination of fact, opinion, and entertainment such as newspapers, magazines, cinema, films, radio, television, advertisements etc." Adhikari (2005:2) quoted from Andrew (1991:10). So they cover a big mass.

Mass media tools or instruments of communication include print and electronic devices to disseminate message. Print media covers newspapers, manuals, magazines, brochures, pamphlets, postures, books etc. Whereas electronic media cover television, radio, internet, computer, audio-video cassettes etc. Any medium either print or electronic has to convey message, which makes people conscious and localizable by connecting and transmitting their ideas and cultures. Mass media is an essential and important in modern societies. Quail (1994:1) presents the following reasons for this:

- A power resource: a potential means of influence, control, innovation in society; the primary means of transmission essential to the working of most social institutions;
- The location where many after of public life are played out, both nationally and internationally;
- A major sources of definitions and images of social reality, thus also the place where the changing culture and the value of societies and groups are constructed, stored and most visibly expressed;
- The primary key to fame and celebrity status as well as to effective performance in the public area;

- The source of an ordered and public meaning system which provides a benchmark for what is normal, empirically and evaluative; alleviations are signalled and comparisons made in terms of this public version of normality.

1.1.2 Importance of mass media

Mass communication essentially means dissemination of information, ideas and entertainment by the communication media. The media may be modern instruments such as Radio, T.V., Films, Press Publication, etc. They are different in physical forms and linguistic features, such as vocabulary, structures, tenses, aspects, moods, voices, etc. Different print media use the language used in day to day lives. Whether we are in a bookstall or in a classroom or on the way to somewhere, we are confronting with different print media; like newspapers, books, signboards, etc. So we can't doubt their importance. Galavis (1998:27) enhances the importance of media by saying that "they have assisted self-assess learning to grow faster than our traditional classroom methods. One of the best qualities of mass communication is that we can transmit our message to a vast and diversified audience scattered and wide." To quote Joshi (1999:10) "Mass communication is directed towards or relatively large, heterogeneous and anonymous audience."

The impact of mass media on Nepalese people can hardly be undermined. Everyone who has been directly or indirectly involved in mass media, can feel the importance of mass media. We can imagine the situation if there is lack of newspapers, books, magazines, radio, television, movies, internet in our society. If it happens so, our appetite for information and entertainment would remain unsatisfied, above all our right to information and entertainment would remain unsatisfied, above all our right to information and entertainment, which is a basic human right, would never be fulfilled. When all the cable television network were cut, some times all telephone and internet services were blocked and there was a press censorship in every print and

electronic media, people started to think that they were living in a small isolated island where no facility of communication was available. This example clearly clarifies that mass media and people are linked to each other. In our context mass media make Nepalese people to be aware and conscious of democratic norms and values, responsibilities as well. Nowadays people have started to think about human rights, press freedom and so on because of the impact of mass media. By and large, the roles mass media play in Nepal can be summarized as follows:

- i) They make aware to use by explaining interpreting and commenting on the meaning.
- ii) They inform and help us to keep a watch on the whole world by providing breaking news; they serve a surveillance function.
- iii) Mass media help us to create and maintain inter-connections with various people and or groups in a society.
- iv) They guide us in establishing and extending meaning and values and encourage us to reinforce or replace our norms and system of values.
- v) They play a great part in practicing and establishing operatable democracy and strengthen it.
- vi) The comments and views, news and reviews about the burning issues of the country are provided.
- vii) They are powerful socializing agent.
- viii) They help to educate the under educated or the uneducated people with the means of informal education system.
- ix) They transmit the cultural heritage to the up coming generations.

- x) They provide the advertisement of the various goods and services which promote the business of the items, thus promoting the economic development.

By the development of various electronic devices in mass communication, people are becoming more and more comfortable though they are passive in their lives.

1.1.3 Role of mass media in Nepal

Talking about the history of communication, it goes back to about 550 years when the first newspaper was published in 1526 in Holland, 1610 in Germany, 1622 in English, 1690 in America, 1703 in Russia and 1637 in France (Kamath, 1993:4). Mass media brought about great revolution in the world, many books in various discipline were published, people started to publish their literary works, scientific investigations un-doubtedly and the era of information technology started. Because of the impact of publishing and implementing the scientific researches, telephone, radio, television and other mass communication tools were invented. In Nepal mass media were given priority when Janga Bahadur Rana brought a printing press from Britain called "Gidde Press." Sudha Sagar was the first publication. Then, Gorkhapatra, a weekly newspaper was published in 1958 B.S. edited by Pandit Naranath. The first English language newspaper, "The Rising Nepal" was published in 2022 BS. The role of a publication was so great that, simply because of the publication of Makaiko Kheti (1977) (roughly translated as farming of corn or maize) Subba Krishnalal Adhikari was sentenced to life where he died after nine years. The cause was simple. If the publication reaches the readers the people become awareness and do not obey the Ranas.

To quote Soura (1997:5) "Mass media as the name suggests are the mass which reach the mass spread over a vast area simultaneously." To quote Joshi (1999:22) "Mass media are common denominators. They are the interest of the

large group." Talking about the importance of mass media Boutwell (1962:5) says: "The mass media have demonstration after the over in the area of entertainment, information, education and inspiration that they are the instruments potential for man's growth in mind and spirit much of this potential has yet to be realized." To quote Gamble and Gamble (1989:8) "Mass media are tools, instruments of communication and permit us to record and transmit information and experiences rapidly to large scattered heterogonous audience, as such they extend out ability to talk to each other by helping us to overcome barriers caused by time and space."

The impact of mass media depends upon various factors as: what kind of information is being conversed by mass media, in what amounts, to whom and with what targeted impact are anything being lunched. It also depends upon the interest of the target group and the type of occupation or profession they belong to. To sum up the effect of mass media depends on observing knowledge, attitude, behaviour change, value and ideology of society.

1.1.4 Newspaper

The newspaper is one of the aspects of the mass media. The world is getting advanced in this field. It is the result of scientific advancement and huge explosion in population. English being the most important language of the world, a large number of newspapers are being published in different parts of the world. Some of the well known among them is given on the next page:

S.N.	Newspapers	Country	Remarks
1.	i. The Rising Nepal	Nepal	Daily
	ii. The Kathmandu Post	Nepal	Daily
	iii. The Himalayan Times	Nepal	Daily
2.	The Time of India	India	Daily
3.	i. The Independent	U.K.	Daily & Weekly
	ii. The Guardian	U.K.	Daily & Weekly
4.	i. The New York Times	USA	Daily & Weekly
	ii. The Herald Tribune	USA	Daily and Weekly
5.	The Morning post	China	Daily
6.	The Mainichi	Japan	Daily
7.	The Dawn	Pakistan	Daily
8.	The Nation	Srilanka	Daily
9.	The New Nation	Bangladesh	Daily

(Source: Chapagai, 2005:4)

1.1.5 Introduction to Bid

Newspapers include hot news, the notice of condolence, the notice of congratulation, the notice of job opportunities, the notice of invitation for bids, the notice of different products etc as advertisements. That is why invitation for

bid is one of them. Oxford Advanced Learner's Dictionary (Fifth edition: 105) has given four meanings of bid:

Meaning 1: an authoritative direction or instruction to do something

Meaning 2: an attempt to get something

Synonym: Play

Meaning 3: a formal proposal to buy at a specified price

Synonym: Tender

Meaning 4: (bridge) the number of tricks a bridge player is willing to contract to make.

Synonym: bidding

The term bid can be defined variously. The definitions taken from www.en.wikipedia.org as follows:

- a) Bid can be defined as an offer made by an investor, a trader or a dealer to buy on security. The bid will stipulate both the price at which the buyer is willing to purchase the security and the quantity to be purchased.
- b) Bid can be defined as the price at which a market maker is willing to buy a security. The market maker will also display an ask price, or the amount and price at which it is willing to sell.
- c) This is the opposite of the ask, which stipulates the price a seller is willing to accept for a security and the quantity of the security to be sold at that price.

- d) It is the price at which market participants are willing to buy securities, further contracts, or foreign currencies. The bid price, in other words, is the highest price a perspective is willing to pay at a particular time. The difference between the bid price and the offer price (the lowest price a seller will accept) is known the spread which is a dealer's commission in buying and selling securities.
- e) Bid is an offer by an intending purchaser to buy goods or services at a stated price, or an offer by an intended seller to sell his goods or services for a stated price. In the building construction trade, general contracts usually solicit bids based on building specification from several subcontractors in order to complete project. Governmental agencies are often required by law to construct highways and buildings, and to buy goods and services, only in accordance with a procedure where in competitive bids are solicited by advertisement from the public, with the lowest competent bid winning the contract.

Similarly, the Oxford English Dictionary (Vol. 2:210) defines bid as "the offer of a price the amount offered especially at an auction."

1.2 Literature Review

Mass media, no doubt, is now a days a very lucrative field for the research workers, for both professional as well as non-professionals. It is because of the ever-growing importance and the close attachment to it with the daily life. But, unfortunately in Nepal very few studies have been carried out compared to the studies abroad. There are various research works and a sizable literature on language of print or broadcast news home and abroad but on the language of newspaper advertisement i.e. invitation for bids no such literature can be found apart from introduction to it. Some of the researches which were related to this topic are as follows:

Jha (1989) has, in his Ph.D. thesis entitled *Sociolinguistics Use of English in Nepal*, written about the beginning and development of the English language in the field of Nepal mass media including newspapers. He found that English language in the press of Nepal follows the British variety of English, except some words and phrases of American origin. He further points out some Nepali words and phrase as Prahari and raksi. His dissertation throws some light about the language used in audio-visual media as: films, radio, videos etc. and live performance as theatres. But he is too general and does not talk anything about language used in invitation for bids regarding the grammatical categories as tense and aspect.

Hartford (1993) has published a research article entitled "Tense and Aspect in the News Discourse of Nepali English." The article presents an analysis of tense and aspect variation in the news discourse of Nepali English mainly in comparison to the native speaker.

Bhandari (1999) has carried out a research on "The Use of Tense and Aspect in Nepali English Newspaper." The study has found the different frequencies. It shows that generally the non-past tense has been used more frequently than the past; the weeklies have used non past tense more frequently than the dailies. Regarding the aspect perfective aspect is used more often than the progressive aspect in both dailies and weeklies. The study bears much significance since it is the first study in media language in Nepal.

Shrestha (2000) has carried out the research entitled 'An Analysis of newspaper Headlines: A Descriptive Study.' His study attempts to analyze newspaper headlines from the angle of their structure, tense and aspect. It concludes that the language of newspaper headlines differs considerably from general patterns of writing and has its own linguistic principles guiding it while writing the language of it violets the grammatical rules. They are written on non-past tense with either simpler or progressive aspects.

Subedi (2001) carried out the research entitled 'A descriptive study of signboards and their language.' He studied signboards from physical as well as linguistics aspects.

Bhattarai (2003) has carried out a research entitled "Language used in Brochures: An Analytical Study." He studied brochures from physical as well as linguistic aspects.

Ray (2003) has conducted the research entitled "English used in Live Cricket Commentaries." He tries to describe and analyze the various features of English language used in cricket commentaries in terms of vocabulary, commonly used abbreviations, and other syntactic features. He finds that the language used in live cricket commentaries is quite different from formal and standard English. There is some typical use of vocabularies as: run, bat, boundary, six, century and bowled. He further points out that such abbreviation as LBW, SBW, ICC, ACC, BCCI, among others are frequently used. This thesis beautifully examines the features of live English use in cricket commentaries and is first one to do so in Nepal.

Upadhayay (2003) has in his M. Ed. thesis conducted a research on 'The Language Used in Brochures' in which he analyzed the characteristic features of the brochures and its language in terms of mood, tense, voice and structure. He finds that non-past tense, imperative mood, passive voice and other features are frequent in broachers.

Pokhrel (2003) has in his M.Ed. thesis written about 'The Use of English in Broadcast and Print Media: A Comparative study' tries to compare the similarities and differences between the language used in broadcast media and print media only in terms of news. He has found some significant differences in terms of sentence types, narration, tense and aspect.

Adhikari (2005) has conducted a research on 'Language used in Newspaper photo captions. A Descriptive Study': In this study he attempts to

analyze the language of caption in terms of various grammatical categories and structures. He derives the conclusion that the use of simple sentence, non-past tense and deletion of 'be' verb in progressive aspect are the common features of caption writing.

Sharma (2007) has conducted a research on 'Language used in Newspaper Editorials: A Descriptive study.' In this study he attempts to analyze the language used in newspaper editorials in terms of sentence types, voice, tense, aspects, length of editorial, sentence length. He has also found out the similarity and difference between English newspapers from Nepali and English newspapers from abroad.

All the above-mentioned studies are related to mass media and surely throw some light on the language used in mass media. They, without doubt, bring the trend and persuade the researches to play their attention to this area and notably contribute in recognizing mass media as a potential researches more or less contribute to find out the distinctive features of language used in mass media, but no study has been done on language used in 'Invitation for Bids.' So, the current study aims to deal with the language used in 'Invitation for Bids' in terms of tense, aspect, voice, organizing structure and style of writing. This study is primarily concerned with the Nepali English invitation for bids and the foreign English newspaper invitations for bids are taken into consideration in order to compare the global trend of invitation for bids writing with the Nepali English ones.

1.3 Objectives of the study

The study had the following objectives:

a) To analyze, describe, and compare the language used in invitation for bids in terms of

i) Tense;

- ii) Aspects;
 - iii) Voice;
 - iv) Sentence types; and
 - v) Writing style.
- b) To analyze and describe the vocabulary items in terms of word classes (major and minor).
- c) To suggest some pedagogical implications.

1.4 Significance of the Study

The study is significant to those who are directly or indirectly concerned with journalism. It is expected that the study is useful for the sector of planning and designing syllabus of mass communication, journalism and mass media as well. Like wise, it is useful for the language teachers who want to use newspaper as an authentic teaching material in the classroom. It is also assumed that it is highly useful for the prospective students of mass communication and journalism. To be straight forward this study has direct relevance to the learning of and teaching of the current B. Ed. English course entitled "English for Mass Media and Communicative English" and similar other courses newly introduced at different levels of journalism in different levels of T.U. and other universities. Last, but not least, this study is also be equally useful for the forth coming research workers who want to work on mass media. It is assumed that it has the global significance as well.

1.5 Definition of the terms

Mass media: Mass media refer to tools or instruments of communication, which permit us to record and transmit information and experiences to large, scattered and heterogeneous audiences. These are the sources of information and news such as newspaper, magazine, radio, television and internet. They are broadly of two types, i.e. print media and broadcast media.

Print media: Print media refers to the mass media, which are in printed form, and designed for reading, for example: newspapers, journals, magazines, books, brochures, and prospectus.

Broadcast media: Broadcast media refer to those electronic media, which greatly use modern technologies to broadcast news, information, and advertisements. They are generally designed for listening or combination of listening and reading, for examples radio, television and cinema.

Newspaper: Newspaper refers to a printed publication appearing daily or weekly and contains news, advertisements and article on various subjects.

Sentence type: Sentence type refers to the types of sentence according to its structural complexity and compound sentences.

Simple sentence: Simple sentence refers to a sentence having only one finite verb and none of the sentence function is realized by clause. A simple sentence is always an independent sentence, that is, a sentence that can occur on its own. For example, President Bush nominated John Bolton for the post of UN ambassador.

Complex sentence: complex sentence refers to a sentence having at least one independent clause and one or more dependent clauses banked by some sub-ordinators like wh-words.

Compound sentence: compound sentence refers to a sentence having two or more independent clauses co-coordinated by some co-coordinators like: and, but and so. For example: The road was started by a previous administration, and the major's staff supervised the projects. (IHT may, 2005)

Daily: Newspapers which are published daily.

Weekly: Newspapers which are published weekly.

Advertisement: Here, advertisement means the English newspaper advertisements.

Bid: A formal proposal to buy at a specified price (tender).

Invitation: Invitation means the action of inviting or the state of being invited.

Tense: Tense refers to the relationship between form of the verb and the time of action or state it describes. English has two tense system, that is to say past and non-past. The sentences, having verb with the suffixed as in 'He walked carefully while returning home' is said to be in past tense and rest of the others are in non-past tense.

Aspect: Aspect refers to the manner in which a verbal form is experienced for example whether it is considered completed or in progress. English is said to have two aspects: the perfective aspect marked with 'Have +ed' participle form of the verb, as in 'he has written a novel,' and the progressive aspect, marked with 'Be + ing' participle form of the verb,' as in 'He is writing a novel.' Rests of others in this study are taken as sentences having simple aspect.

Voice: Voice refers to the ways in which a language expresses the noun phrase which are associated with it. English basically has two type of voice: active as in 'The wind damaged the fence' where the subject performs the action and passive as in 'The fence was damaged by the wind' where the subject is the goal

of action. The basic passive structure in English is 'Be +ed participle of the transitive verb.'

Vocabulary: Vocabulary implies the words used in English news-paper advertisements i.e. invitation for bids which is divided into major and minor word classes.

Major words: Major words refer to open class words that consist of nouns, verbs, adjectives, adverbs.

Minor words: Minor words imply the closed class of words that include preposition, articles, conjunctions, pronouns, numerals, quantifiers and interjections.

Chapter Two

Methodology

Methodology is a process to discover a new facts and information about a particular subject. It helps to find out reliable and effective conclusion. So, it can be called a vehicle for carrying out any information successfully. The researcher has adopted the following methodology to accomplish the study.

2.1 Sources of Data

The researcher had taken only the secondary sources of data. The invitation for bids published in the four different daily English newspapers viz. 'The Rising Nepal,' 'The Kathmandu Post,' 'The Himalayan Times' published from Nepal and 'The Times of India' published from India had been taken as the sources of data for this study.

The researcher had also taken the convenient materials available in print and electronic media which are directly or indirectly related to this study, especially the previously carried out research works related to mass media, books, newspapers, articles, journals, periodicals and related information on internet for the analytical purpose.

2.2 Sampling Procedure

The researcher had applied judgemental or purposive sampling to gather the necessary data, which is one of the most useful non-probability sampling designs, especially when somebody attempts to study about language used in newspapers. For this, the researcher collected 15 invitations for bids (sealed quotation/tenders) from each concerned newspapers roughly ranging from March 1, 2007 to July 1, 2007. So, 60 (sixty) invitation for bids of concerned newspapers collected judgementally have been taken for the analysis for this study.

2.3 Tools for Data Collection

For this research, observation with checklist was the whole and sole tool for data collection. He examined and re-examined the language of invitation for bids in terms of proposed categories until he got the required information.

2.4 Process of Data Collection

The researcher went to central library and read the invitation for bids of different newspapers viz. 'The Rising Nepal,' 'The Kathmandu Post,' 'The Himalayan Times' and 'The Times of India' for about 4 weeks.

- The researcher collected hundred invitations for bids and out of them he selected 60 invitations for bids.
- The researcher went through all the invitation for bids repeatedly, time again to get the required information. From each newspapers equal numbers of bids were selected e.g. 15.
- The researcher noted down the necessary data systematically under different headings as tense, aspect, sentence types voice and vocabulary separately.
- The researcher analyzed and interpreted the language of invitation for bids of different newspapers separately, in terms of sentences types, voice, tense (past and non past) aspect (perfective and progressive) vocabulary (major words and minor word class) and style (formal and informal) of writing.
- The researcher compared the data of newspapers published from Nepal and abroad respectively.
- On the basis of analysis and interpretation, the researcher drew the conclusion and presented the findings.

2.5 Limitations of the Study

The study had the following limitations:

- The area of the study, as indicated by the title was limited to only the language of newspaper advertisements i.e. Invitation for Bids.
- The study was further limited to the study of its "Invitation for Bids" of the selected newspapers both from home and abroad. The selected newspapers for the study were:

S.N.	Newspapers	Country	Remarks
1.	The Rising Nepal	Nepal	Daily
2.	The Kathmandu Post	Nepal	Daily
3.	The Himalayan Times	Nepal	Daily
4.	The Times of India	India	Daily

- Only the daily newspapers had been taken for the study.
- The number of sample pieces of invitation for bids was limited to sixty in total.
- The study was limited only with the analysis of some grammatical portions viz. sentence types, voice, tense (past and non-past), aspect (perfective and progressive) and informality contained in invitation for bids and vocabulary/word class (Major and minor).
- Only the selective invitation for bids published tentatively from March 1, 2007 to July 1, 2007 had been taken for the analysis.

- The foreign newspaper had been taken for the reference purpose to compare in some key issues, since the real interest of this study was limited to the study of the invitation for bids of Nepali English newspapers.

Chapter Three

Analysis and Interpretation

This chapter provides the analysis and interpretation of the language used in invitation for bids in terms of the previously mentioned aspects viz. sentence types, tense, aspect, voice, informality and word class (major and minor) contained in Invitation for Bids. In this process, firstly, the analysis and comparison of the invitation for bids published from Nepal is done and only after that the comparison of Invitation for Bids published from Nepal to the foreign newspaper is done mainly to confirm the direction of language used in Nepali, English invitation for bids with that of foreign ones. The consequence is very comprehensive analysis of language used in Nepali English Invitation for Bids, which is the main purpose or crux of the study.

3.1 Sentence Type in Invitation for Bids

From the structural point of view English has the following three types of sentences:

- i) Simple sentence
- ii) Complex sentence
- iii) Compound sentence

Regarding the sentence structure, it has found that there is not a great difference between Invitation for Bids published from Nepal and abroad.

3.1.1 Sentence Types in TKP, TRN and THT

Here, the language used in Invitation for Bids of 15 judgementally selected issues of the 'The Kathmandu post' (TKP, in short), The Rising Nepal (TRN in short) and The Himalayan (THT)/The Himalayan Times published

from the periods of March 1, 2005 to July 1, 2005 has been analyzed in the following table;

Table No. 1

Sentence types in the invitation for bids of TKP

Sentence types	Frequency	Percent
SS	89	52.04
CS	34	19.88
CXS	48	28.07
Total	171	1000

The table clearly shows that the percentage of the SS is the highest of all in the invitation for bids of TKP. More than half (i.e. 52.04%) of the total 171 sentence drawn for analysis is covered by SS, CXS is in second position on the frequency of occurrence in TKP invitation for bids slightly above the CS (Appendix-1).

The followings are some examples of SS (1-2) CS (3-4), and CXS (5-6) from the invitation for bids of TKP:

- 1) We are pleased to invite you to bid for the Korea-Nepal Friendship Hospital design and construction. (March-9, 2007)

- 2) The District Education Office now invites sealed bids from eligible bidders for the Construction and Completion of Construction of Lead Resource Centre Building in satyavadi secondary school, Bajhang. (Contract ID No. SESP/DEO/2007. Bajhang-2) (March-17)

- 3) Application for issue of tender documents will be accepted upto 16.00 hrs (NSI) on 22nd March, 2007 and documents will be issued on the same day upto 17:00 hrs (NST). (June-16)
- 4) The ministry of physical planning and works through the department of urban development and building construction (DUDBC) is the executing agency of this project a Hetauda Municipality is one of the nine implementing towns to precede the loan amount through its project implementing units (PIU) and intends to apply part of the funds to cover eligible payments under this contract. (June-16)
- 5) If the last date of purchasing, submission and opening falls on a government holiday, the next working day shall be considered the last day. (June-16)
- 6) Bids will be opened in the presence of bidder's representatives who choose to attend at 14.00 hrs of the last day of submission at the office of the director, CED/CAAN. (March-8)

Table No. 2

Sentence types in the invitation for bids of TRN

Sentence Type	Frequency	Percent
SS	94	59.87
CS	27	17.19
CXS	36	22.92
Total	157	100

CS has been used more frequently in TRN Covering 59.87% (i.e. 94 out of 157), which is more than half of the total 157 sentences drawn for the

analysis. 22.92% (i.e. 36 out of 157) sentences are found in complex type and 17.19% (i.e. 27 out of 157) are found in compound type covering second and third position respectively (Appendix-2).

The followings are some examples of SS (1-2), CXS (3-4), CS (5-6) used in the invitation for bids of TRN as follows:

- 1) Bid must be enclosed in a sealed envelop clearly marked in the capital letter "THE SUPPLY, DELIVERY," (April-12)
- 2) Foreign bidders should enclose the same certificates of their local agents along with the application form in order to buy the bid documents.
(March-30)
- 3) If any of the information/data provided in the submitted bid is unclear, illegible or not substantiated by supporting document, such information/data shall not be taken into account for qualification.
(April-7,2007)
- 4) Technical proposal will be opened at 14.00 hrs on May 22, 2007 at the meeting hall of NEA Building, Durbar Marga, Kathmandu, in presence of the Bidders who choose to be present. (April-7, 2007)
- 5) The government of Nepal has received a loan from the Asian Development Bank (ADB) toward the cost of SECONDARY EDUCATION SUPORT PROGRAM (SESP), and it intends to apply part of the proceeds of this loan to payments under the contract for the procurement of computers, printers, UPS, photocopies, LCD projectors and fax machines. (April-1)
- 6) In case, the last date of submission or opening of Bid date happens to be a holiday, the next working day will be deemed as the due date but the time will be same as stipulated. (April-12)

Table No. 3

Sentence types in the invitation for bids of THT

Sentence types	Frequency	Percent
SS	73	66.36
CS	15	13.36
CXS	22	20.28
Total	110	100

The total clearly shows that the percentage of SS is the highest of all invitation for bids of THT. More than half (i.e. 66.36) of the total 110 sentences drawn for analysis is covered by SS. CXS is in same position on the frequency of occurrence in THT invitation for bids slightly above the CS (Appendix-4).

The followings are some examples of SS (1-2), CXS (3-4), CS (5-6) used in the invitation for bids of THT as follows:

- 1) Any amendment in the tender notice shall be published in the notice board of western division road office No. 1, Tansen. (April-23, 2007)
- 2) Bid proposal shall be accompanied by a bid security of amount equivalent to 2.5 (two and one half) percent of total Bid amount.

(31 May, 2007)

- 3) Bidder's representative who wishes to purchase the Bid documents shall furnish identity letter issued by the authorized person of the firm or SV firms. (April-23, 2007)

4) Bids shall be opened in the presence of bidder's authorized representatives who choose to attend at 14.00 hours on the last date of bid submission at Melamchi water supply development board, Baneshwor, Kathmandu. (June-17, 2007)

5) The highest bidder will be informed by Wednesday 23 May and they must pay the remaining amount by Friday 25 May and collect the goods latest by 5 pm Wednesday, 30 May 2007.

6) Bids are to be submitted latest by 3 pm, Friday 18th may 2007 in a sealed envelop and should be addressed to. 'BID ONLY'
 Management Officer British Embassy, Po. Box. 106, Lainchaur, Kathmandu, Nepal, Tel: 4410583 (March-30)

Table No. 4

Comparison of sentence types in the invitation for bids of TKP, TRN and THT

	TKP		TRN		THT	
Sentence types	Frequency	Percent	Frequency	Percent	Frequency	Percent
SS	89	52.04	94	59.87	73	66.36
CS	34	19.88	27	17.19	15	13.36
CXS	48	28.07	36	22.92	22	20
Total	171	100	157	100	110	100

The table shows that SS has been used most frequently of all the invitation for bids of TKP, TRN and THT, which is evident in the percentage of this use regardless of minor difference in the occurrence. CXS and CS come in the second position and last position respectively in all TKP, TRN and THT. From

this we can conclude that despite some minor differences regarding the use of sentence structures all TKP, TRN and THT confirm the similar trend in this area.

3.1.2 Sentence Type in TTOI

From the careful observation and analysis of the selected issues of newspaper invitation for bids from the periods of March 1, 2007 to July 1, 2007, the ones, which published from abroad viz. TTOI the following frequency of occurrences and regularities has been found in the use of sentence types.

Table No. 5

Sentence types used in the invitation for bids of TTOI

Sentence Type	Frequency	Percent
SS	51	78.46
CS	3	4.61
CXS	11	16.92
Total	65	100

TTOI has used SS most frequently (i.e. 51 out of 65) over other types. CXS covers the second position with 16.92% (i.e. 11 out of 65) and CS are found to be least used with the frequency of occurrence of 4.62% (i.e. 3 out of 65) (Appendix-3).

Some examples of the SS (1-2), CS (3-4) and CXS (5-6) used in the invitation for bids of TTOI are given below:

- 1) TRTC, Delhi invites the tender for the purchase of overhead projector with screen, epidiascope, moulded chair with hand rest, work Benches Drawing Board with steel frame. (May-3)
- 2) The details of this invitation for bids are also available on the department website www.mptreasury.org. (May-3)
- 3) Bidders may visit our website www.brplindia.com for tender documents and may submit their bids to 'purchase Department.' (June-5)
- 4) Tenders will be received upto 28-05-2007 (till 3.00 P.M.) and will be opened on the same day at 3.30 p.m. in the presence of the contractors or their representative. (June- 18)

Or

The tender document is neither transferable nor its cost is refundable.
(May-3)

- 5) This is 2-tier tender, which includes technical and price bid. (May-9)
- 6) Contractor may appeal to next higher Engineer Authority i.e. chief Engineer Central command Lucknow for rejection of his application for issue of tender, whose decision shall be final. (May- 5)

3.1.3 Comparison of Sentence Types Of Invitation for Bids of Nepali English Newspapers and English Newspapers from Abroad.

15 issues of invitation for bids, selected judgementally, published each by the Kathmandu Post, The Rising Nepal and The Himalayan (i.e. Nepali, English Newspapers and 15 different issues of invitation for bids published by the times of India (i.e. English Newspaper from abroad) which have been drawn from analysis provide the following explicit picture of the sentence types used.

Table No. 6

Comparison of sentence types in the invitation for bids of Nepali English newspapers and English newspapers published from abroad.

	Nepali English Newspapers								English Newspaper Published from abroad	
	TKP		TRN		THT		TKP+TRN+TH		TTOI	
Sentence Types	Frequency	Percent	Frequency	Percent	Frequency	Percent	Frequency Avg.	Percent Avg.	Frequency	Percent
SS	89	52.04	94	59.87	73	66.36	86	59.42	51	78.46
CS	34	19.88	27	17.19	15	13.36	25	16.81	3	4.62
CXS	48	28.07	36	22.92	22	20	36	23.66	11	16.92
Total	171	100	157	100	110	100	147	100	65	100

The table suggests that SS are used most frequently of all in the invitation for bids of both newspapers published from Nepal and abroad covering more than half of the sentences used 59.42% and 78.46% respectively. Newspaper published from abroad uses slightly more SS than those published from Nepal. CXS occupy second position covering 23.66% and 16.92% respectively in the invitation for bids of both newspapers published from Nepal and abroad. CS is found to be least used and consequently occupy the last used and consequently occupy the last position respectively in both newspapers covering 16.81% and 0.62%.

From the above comparison we can conclude that SS are the most popular in writing invitation for bids than CXS and CS. This is so because invitations for bids are concerned with informative focus rather than being argumentative and persuasive.

3.2 Tense in Invitation for Bids

English has two tense systems: past and non-past. It has been found that only non-past tense is frequently used in the writing of invitation for bids.

For the study of tense used in Invitation for bids published in English newspapers from Nepal have been analyzed and compared first there. Then only the invitation for bids in English from the newspaper outside Nepal i.e. TTOI has been analyzed. Lastly, the uses of tense system between the newspaper invitation for bids published from Nepal and outside Nepal are compared to find out any departure of Nepali English invitation for bids in this respect.

3.2.1 Tense in the Invitation for Bids of TKP, TRN and THT

The researcher has found the following frequency of tense being used in the invitation for bids of TKP, TRN and THT, selected for the study. For this, fifteen

published issues of bids selected from the period roughly, between March 2007 to July, 2007 have been analyzed.

Table No. 7

Tense in the invitation for bids of TKP

Tense	Frequency	Percent
Past	3	1.75
Non-past	168	98.25
Total	171	100

The table shows that TKP has used non-past tense far more frequently which covers 98.25% (i.e. 168 out of 171) of the total sentence used. Non-past tense covers the distant last position with 1.75% (i.e. 3 out of 171). Therefore non-past tense is used very frequently than past one.

Some examples of the use of tenses non-past (1-3) past (4-6) in the invitation for bids of TKP are as follows:

- 1) Bidders are advised to visit site and assess the actual site conditions before submitting their bid. (June-16, 2007)
- 2) A per-bid is set for 2 July 2007 at 1200 noon project office. (June-16, 2007)
- 3) Bids must be submitted on or before 12.00 hrs. of the 15th day from the first date of publication of this notice. (March.- 15,2007)

- 4) A company that received the bidding documents and was registered in advance. (May-23)
- 5) A notice inviting tender for the following work was published in Kathmandu Post and Gorkhapatra on 15th February 2007. (April-17)
- 6) A notice extending the dates above tender was also published in 'The Kathmandu Post' and 'Gorkhapatra' on 15th March 2007. (April-17)

Table No. 8

Tense in the invitation for bids of TRN

Tense	Frequency	Percent
Past	0	0
Non-past	157	100
Total	157	100

The table speaks clearly that non-past tense has been used totally covering 100%. In other words it.

Some examples of the use of non-past tense in the invitation for bids of TRN as given below

- 1) Comm. E Nav. Aid department reserves the right to accept or reject any bid partially or fully without assigning any reason whatsoever. (April-12, 2007)
- 2) Bid will be opened on the next day of the last date for submission at 12.00 hrs. comm. E Nav. Aid department, Sinamangal in presence of bidders or their authorized representatives. (April-12, 2007)

- 3) Nepal Telecom invites sealed tenders from reputed and competent manufactures and suppliers for 6 meter pole and ancillary equipments for installation of GSM antenna and feeder cable. (April-10)

Table No. 9

Tense in the invitation for bids of THT

Tense	Frequency	Percent
Past	0	0
Non-past	110	100
Total	110	100

The table shows that THT has used non-past tense with 100%. No past tense has been found to be used in the invitation for bids of THT.

Some examples of the use of non-past tenses in the invitation for bids of THT are given below:

- 1) The bidders are invited to participate in the pre-bid meeting on the 21st day from the first day of publication of this notice at division road office, Tansen, Bartung. (April-24, 2007)
- 2) The bidders shall quote the item rates in the bill of quantities exclusive of VAT. (April-24, 2007)
- 3) Matter not covered by this notice shall be in accordance with procurement act-2063 and prevailing regulation. (April-24, 2007)

Table No. 10

Comparison of the tense in the invitation for bids of TKP, TRN and THT

	TKP		TRN		THT	
Tense	Frequency	Percent	Frequency	Percent	Frequency	Percent
Past	3	1.75	0	0	0	0
Non-Past	168	98.25	157	100	110	100
Total	171	100	157	100	110	100

The table shows that despite the minor difference in the percent of use of tense in their bids, all 3 newspapers use non-past far more frequently than past tense. TRN and THT have not used past tense in their bid. But the noticeable difference between TRN, THT and TKP is that past tense has been used by TKP where as it has not been used by TRN and THT. In the conclusion it has been found that sentences having past tenses have been found rarely in the concerned bids.

3.2.2 Tense in the Invitation for Bids of TTOI

Here, the language used to TTOI has been studied simply to find out the use of tenses in the invitation for bids of TTOI. The researcher, after the careful study and observation has found the following frequency of occurrences of tenses from the 15 selected issues of TTOI roughly ranging the period from March-1, 2007 to July-1,2007.

Table No. 11

Tense in the invitation for bids of TTOI

Tense	Frequency	Percentage
Past	0	0
Non-past	65	100
Total	65	100

The picture presented in this table shows that all the sentences have used non past tense covering 100 percent. That is why no other tenses beside non-past tense have been used there.

Some examples of non past tense found to be used in the invitation for bids of TTOI are given below:

- 1) NFL researches the right to reject any/or all bids without assigning any reason there of. (May-8)
- 2) The bid documents can be purchased from the office of the commissioner, Treasuries or accounts, MP, Bhopal by paying Rs. 1000.00 (Rs. one thousand), in cash 1 crossed demand draft in favour of "commissioner, treasures, or Accounts, MP," payable at Bhopal, during working hours from 07/05/2007 on wards, till the date 28/05/2007. (May-8)
- 3) Tenders without earnest money are liable to be rejected. (May-8)

Table 12

Comparison in the use of tenses between English newspapers from abroad

	Nepali English Newspaper								English Newspaper from abroad (TTOI)	
	TKP		TRN		THT		TKP+TRN+THT			
Tense	Frequency	Percent	Frequency	Percent	Frequency	Percent	Frequency (Avg.)	Percent (Avg.)	Frequency	Percent
Past	3	1.75	0	0	0	0	1	0.58	0	0
Non-past	168	98.25	157	100	110	100	145	99.42	65	100
Total	171	100	157	100	110	100	146	100	65	100

The table suggests that non-past tense is used most frequently of all in the invitation for bids of both Nepali English newspapers and English newspapers from abroad covering nearly 100% (i.e. 99.42% and 100% respectively). Foreign English newspapers have used non-past tenses more frequently than Nepali English newspapers. Past tense comes in to the second or last position in both but it has been found that Nepali, English newspapers use more sentences in past tense than their foreign counterparts.

It seems that TKP, leading English daily published from Nepal has used least past tense sentences with 0.58% (i.e. 3 out of 171). But TRN and THT, famous English daily published from Nepal, TTOI, a publication from India have not found to be used past tense sentences. This departure can be counted as significant as non-past tense has been used with over whelming majority in all the newspapers and the trend itself is significantly different.

The reason for the over whelming majority/popularity of non-past tense may be that the invitation for bids have focused more on informative content than that of narrative one. Narrating the past events is not the chief purpose of invitation for bids but the purpose of Invitation for Bids is to conduct business and others. That's why the arguments and advice, guidance and suggestions are generally found to be in non-past tense. So, non-past tense is used with almost popularity in invitation for bids.

3.3 Aspect in Invitation for Bids

Aspect is a grammatical category, which deals with how the event described by the verb is viewed, such as whether it is in progress or complete, habitual etc.

English is said to have two main aspects: perfective aspect as in: 'I have written a letter' which is marked by have/has/had +v^{en} and 'progressive aspect as in 'I am writing a letter' which is marked by be+ing. The perfective aspect shows that the action is complete and used mostly in narrating the past events with the collaboration of past tense. Progressive aspect is used to show the activity denoted by the verb is in progress and thus incomplete. It is mainly used to show more emphasis on the matter and more involvement of subject. The sentences which are neither in perfective nor in progressive aspect are considered to be in simple aspect and are generally used to describe events and facts, to enhance the dramatic nurture of an event and to establish the temporal sequences of an event compared of phases. It is most common and generally unmarked.

To study the use of aspect in invitation for bids, language used in invitation for bids published in Nepali English newspapers have been analyzed first and compared to each other. After that invitation for bids published in English newspapers from abroad are analyzed. Then only the uses of aspect between the newspapers invitation for bids published from Nepal and outside Nepal are compared to find out, if any, the difference in trend or major departure in this respect.

3.3.1 Aspect in the Invitation for Bids of TKP, TRN, THT

For this, the researcher analyzed published issues of each selected newspapers, published roughly from March 1 to July 1, 2007. The Following frequencies of occurrences of aspects have been found in the invitation for bids of TKP, TRN, THT, all English language newspapers published from Nepal.

Table No. 13

Aspect in the invitation for bids of TKP

Aspect	Tense	Frequency	Percentage	Total frequency	Percent of total frequency
Perfective	Past	0	0	2	1.16
	Non-past	2	1.16		
Progressive	Past	0	0	0	0
	Non-past	0	0		
Simple	Past	1	0.58	169	98.84
	Non-past	168	98.26		
Total				171	100

The table shows that simple aspect is used more frequently than other aspects in invitation for bids. It covers 98.82% (i.e. 168 out of 171), which is more than three-fourth of the total sentences used. Perfective aspect has occupied the second position covering 1.16% (i.e. 2 out of 171) and most of the sentences having this aspect are non-past perfective. Past perfective aspect has not been found to be used any frequency of occurrences. Progressive aspect has not also been found to be used any frequency of occurrences.

Some examples of the use of aspect: Simple (1-3), perfective (4-5) in the invitation for bids of TKP are as follows:

- 1) If the bidders who register or submit bids are less than two. (May-25)
- 2) If there is no bidder who submit the cost below the project. (May-25)
- 3) The district education office will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids. (March-17, 2007)
- 4) The government of Nepal has received a loan from the Asian Development Bank (ADB) toward, the cost of SECAN DARY EDUCATION SUPPORT PROGRAM (SESP) and it intends to part of the proceeds of this loan to payments under the contract for the construction of lead resource centre building in Satya Vadi Secondary School Bajhang. (March-17, 2007)
- 5) This is to inform to all concerned that the following contracting firm/firms in J.V. have been pre-qualified for the procurement of works for extension and strengthening of runway to saaphalt concrete surface at Dhangarhi Airport as per the invitation for pre-qualification applications published in The Kathmandu Post, Daily on date Dec.-12, 2006. (March-8, 2007)

Table No. 14

Aspect in the invitation for bids of TRN

Aspect	Tense	Frequency	Percentage	Total frequency	Percent of total frequency
Perfective	Past	0	0	4	2.6
	Non-past	4	2.6		
Progressive	Past	0	0	0	0
	Non-past	0	0		
Simple	Past	0	0	153	97.4
	Non-past	153	97.4		
Total		157	100	157	100

The above table clearly shows that simple aspect is used more frequently than other aspects in invitation for bids. It covers 94.4% (i.e. 153 out of 157), which is more than three-fourth of the total sentences used and most of the sentences having this aspect are non-past simple aspect. Perfective aspect covers the second position with 2.6% (i.e. 4 out of 157) and most of the sentences having this aspect are non-past perfective aspect. Progressive aspect has not been found to be used any frequency of occurrences.

Some examples of the use of aspect simple (1-3), perfective (4-6) in the invitation for bids of TRN are:

- 1) Sealed bid are invited from suppliers or their authorized agent or representative for the supply, delivery, installation or commissioning of Apron Light in the extended area of Apron or wind sock, relocation works at Biratnagar Airport. (April-12)
- 2) Incomplete bid and bid received after due date and time will not be entertained. (April-12)
- 3) Successful bidder shall be required to furnish a performance board at 5 percent of the total quoted amount before signing of contract. (April-12)
- 4) The government of Nepal has received a loan from the Asian Development Bank (ADB) toward the cost of SECONDARY EDUCATION SUPPORT PROGRAM (SSSP) and it intends to apply part of the proceeds of this loan to payments under the contract for the procurement of computers, printers, UPS, photocopies, LCD projection and fax machines. (April-1, 2007)
- 5) The government of Nepal has received a credit and a grant from the international development association toward the cost of part C: transmission and distribution component, power development project and it intends to apply that part of the proceeds of this credit to payments under the contract for (March-29)
- 6) Government of Nepal has received a loan from the Asian development Bank (ADB) towards the cost of community livestock development project (CLDP) and it intends to apply part of the proceeds of this loan to payments under the contract for procurement of motorcycle applying limited, international competitive bidding. (March-21, 2007)

Table No. 15

Aspects in the Invitation for bids of THT

Aspect	Tense	Frequency	Percentage	Total frequency	Percent of total frequency
Perfective	Past	0	0	1	0.9
	Non-past	1	0.9		
Progressive	Past	0	0	1	0.9
	Non-past	1	0.9		
Simple	Past	0	0	108	98.2
	Non-past	108	98.2		
Total				110	100

The above table shows that simple aspect has been used far more frequently than other aspects. It covers 98.2% (i.e. 108 out of 110) and most of the sentences having this aspect are non-past. Perfective aspect occupies the position with 0.9% (i.e. 1 out of 110) in which all sentence having this aspect are non-past. Similarly progressive aspect occupies the same position which the perfective aspect occupies.

Some examples of the use of aspect: Simple (1-3), Perfective (4), progressive (5) in the invitation for bids of THT are:

- 1) The deposit will be forfeited if the highest bidder does not purchase the goods with in the stipulated time stated below. (April-3)
- 2) Tender documents may be collected from Marlin Kathmandu or Pyuthan offices from 9 am on Monday 11th June 2007. (May-18)
- 3) The closing date for submission of bids is 12 noon on Friday 22nd June 2007. (May-22)
- 4) Government of Nepal has received a loan of US\$ 30 million from the Asian Development Bank for the implementation of urban and Environmental improvement project (UEIP) in 9 towns of Nepal. (March-11)
- 5) Merlin is inviting medical suppliers to quote for medicines required for the implementation of a primary health care project in Pyuthan district. (June-11)

Table No. 16

Comparison of aspects in the invitation for bids of TKP, TRN and THT

Aspect	TKP		TRN		THT	
	Frequency	Percent	Frequency	Percent	Frequency	Percent
Perfective	2	1.16	4	2.6	1	0.9
Progressive	0	0	0	0	1	0.9
Simple	169	98.84	153	97.4	1.8	98.2
Total	171	100	157	100	110	100

The table shows that simple aspect is used far more frequently than others in all the invitation for bids which occupy almost 98% of the total sentence. Perfective aspect occupies the second position in all bids TKP has used perfective aspect 1.16%, TRN 2.6 and THT 0.9%. Progressive aspect comes in to third position. TRN and TKP have not used any progressive aspect where as THT has used progressive aspect 0.9% (i.e. 1 out of 110). This leads us to the conclusion that although the basic trend is almost same, there is the greatest difference vast difference in the frequency of occurrence of different aspects.

3.3.2 Aspect in the Invitation for Bids of TTOI

In this respect, the language used in 15 published issues of TTOI published English newspapers from abroad, has been analyzed to find out regularities and irregularities if any in the use of aspect in this newspaper. The following frequency of occurrence of different aspects has been found to be used in the invitation bids of TTOI.

Table No. 17

Aspect in the invitation for bids of TTOI

Aspect	Tense	Frequency	Percentage	Total frequency	Percent of total frequency
Perfective	Past	0	0	1	1.53
	Non-past	1	100		
Progressive	Past	0	0	1	1.53
	Non-past	1	100		
Simple	Past	0	0	63	96.94
	Non-past	63	100		
Total				65	100

It is clear from the above table that simple aspect is most common aspect used in the invitation for bids of TTOI with the frequency of occurrence of 96.94% (i.e. 63 out of 65), in which all sentences are in non-past tenses. Past simple, past perfective, past progressive have not been found to be used in the frequency of occurrences of TTOI.

Some examples of the use of aspect: simple (1-3), perfective (4), progressive (5) in the invitation for bids TTOI are:

- 1) The interested parties may collect tender documents containing detailed specifications, eligibility criteria and terms or conditions from undersigned

or download from our website www.nationalfertilizers.com from 15th May, 2007 onwards. (July-7)

- 2) Sealed tenders are invited for jobs listed below from bidders meeting respective qualifying requirements. (July-18)
- 3) The qualification criteria is amended in technical bid volume. (May-8)
- 4) NFL has selected "steam Mathshe reforming (SMR) technological route of M/s Halder lopsae, A/s Denmark with changes in existing inert free ammonia synthesis loop and m/s Kellogg brown and Root (KBR) USA with purifier-plusTM for the proposed revamp. (June-22)
- 5) NFL, a government of India undertaking is proposing to changover its existing fuel oil/CSHS based 900 MTPD Amonia plants located at paints located at painpat in the state of Haryana and Bathinda in the state of Panjab to NGL R-LNG feed based plants. (July-16)

Table No. 18

Aspects in the invitation for bids between comparison in the use of Nepali, English newspapers and English newspapers from abroad

Nepali, English Newspapers									English Newspapers from abroad	
Aspect	TKP		TRN		THT		TKP+TRN+THT		TTOI	
	frequency	Percent	Frequency	Percent	Frequency	Percent	Frequency Avg.	Percent Avg.	Frequency	Percent
Simple	169	98.84	153	97.4	108	98.2	143.33	98.14	63	96.94
perfective	2	1.6	4	2.6	1	0.9	2.33	1.55	1	1.53
Progressive	0	0	0	0	1	0.9	0.34	0.3	1	1.53
Total	171	100	157	100	110	100	146.00	100	65	100

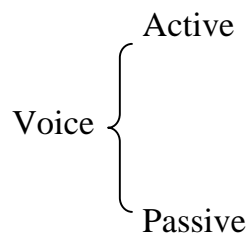
The above table shows that both the Nepali English newspapers and English newspapers published from abroad employ the similar policy in the use of aspects. The fact is that TKP, TRN and THT in average combination has used 98.14% sentences in simple aspect, 1.55% relatively less number of sentences in perfective aspect and 0.5% in progressive aspect.

The similarity between them is that simple aspect is far more frequent in both cases followed by perfective aspect. Progressive aspect is least used in both cases. Despite this similarity, the significant litterence comes when we examine the relative frequency of their occurrences TKP, TRN, THT in average combination have used progressive aspect less frequently is 0.3% than their foreign counterpart which has used relatively more progressive aspect sentences as 1.53%. However, the indication may be like this Nepali English newspapers adopt the policy of narrating past and completed events to their reader for more frequency and retain the policy of formal writing a bit more than the foreign counterpart.

3.4 Voice in Invitation for Bids

Voice refers to the ways in which a language expresses the relationship between a verb and the noun phrases associated with it.

English has the following types of voice:



In a sentence having active voice the subject is generally person or thing, which performs or acts the action. For example:

'The wind damaged the fence'

Active voice is simpler, more direct, and moves forceful so there is 95% rule generally followed in favour of active voice in a simple written discourse. Passive voice construction are generally easy to spot; look for the form of 'to be' (is, am, are, was, were, has been, have been and so forth) followed by least participle form of a verb. Passive constructions are used when the person or thing receiving the action is more important than the person or thing doing or writing.

To study this aspect in invitation for bids the selected issues of bids from all concerned newspaper have been observed and analyzed carefully, comparing each other first and then comparing the bids published from Nepal to those published from abroad.

3.4.1 Voice in the Invitation for Bids of TKP, TRN and THT

From the careful study and observation of the selected issues of Nepali English newspapers in this aspect viz. TKP, TRN and THT, the following frequency of occurrences have been found.

Table No. 19

Voice in the invitation for bids of TKP

Voice	Frequency	Percent
Active	97	56.72
passive	69	40.35
A+P(mixed)	5	2.93
Total	171	100

The above table shows that more than half of the total sentences are occupied by active voice (Av; in short) in the invitation for bids of TKP. As the data shows 56.72% (i.e. 97 out of 171) instances of the use of AV have been found. The use of passive voice (PV in short) is found 40.35% (i.e. 69 out of 171). Complex sentences having mixed both AV and PV have also been found but rarely as they occupy 2.93% (i.e. 5 out of 171) instances of their use.

Some examples of the use of voice AV (1-2), PV (3-4) and AV+PV (5) in TKP are as follows:

1. We hope that many companies participate in the bid with grave concerns.
(March-9)
2. Bidder who gains the highest point will acquire priority to contract.
(June-16)
3. A pre bid is set for 2 July 2007 at 12.00 noon project office. (June-16,2007)
4. Any further information can be obtained from the CARITAS Nepal, sub-office, Damak-11, Jhapa, Nepal.
(June- 16)
5. If the last date of purchasing, submission, and opening falls on a government holiday, the next working day shall be considered the last day.
(June-16)

Table No. 20

Voice in the invitation for bids of TRN

Voice	Frequency	Percent
Active	55	35.03
Passive	94	59.87
Mixed	8	5.09
Total	157	100

The above table shows that more than half of the total sentences found in the invitation for bids are in PV. As the data shows that 59.87% (i.e. 94 out of 157) sentences are in PV. The use of AV is limited to 35.03% (i.e. 55 out of 157). Some complex sentences having both AV+PV are also found which occupy 5.09% (i.e. and out of 157) in the invitation for bids of TRN.

Some examples of the use of voice AV (1-2), PV (3-4) and mixed (5) in TRN are listed below:

1. Bidding is open to all eligible Nepalese bidders and joint ventures of Nepalese bidders of Nepalese bidders with foreign bidders. (April-7, 2007)
2. The Upper Tamakoshi Hydroelectric project invites sealed bids from the contractors for the construction of Three Steel Truss Bridges with RCC Decking, first over Singhti Khola at Singati Bazar, second at Jamune and third at Jagat over Tamakoshi River in Dolakha District. (April-7, 2007)
3. Conditionals bids will not be entertained. (April-7, 2007)

4. Evidence of site visit should be submitted along with technical proposal.
(April-7, 2007)
5. If any of the information provided in the submitted bid is unclear, illegible or not substantiated by supporting document, such information/data shall not be taken into account for qualification. (April-8, 2007)

Table No. 21

Voice in the invitation for bids of THT

Voice	Frequency	Percent
Active	45	40.9
Passive	64	58.18
Mixed	1	0.92
Total	110	100

The above table shows that more than half of the total sentences found in the invitation for bids are in PV. As the data shows that 58.18% (i.e. 64 out of 110) sentences are in PV. The use of AV is limited to 40.9% (i.e. 45 out of 110). Some complex sentences having both AV+PV are also found which occupies 0.92% (i.e. 1 out of 110) in the invitation for bids of THT.

Some examples of the use of voice AV (1-2), PV (3-4) and mixed (5) in THT are listed below:

1. The bidder will be responsible for repair and maintenance of Nepal Telecom lines and the intercom system installed in the office and residential complexes inside the campus. (April-24)

2. The bidder shall quote the item rates in the bill of quantities exclusive of VAT. (April-24, 2007)
3. Bidders are advised to visit the site and assess the actual site conditions before submitting their bid. (April-24)
4. In case of transportation, the time must be registered for transportation works. (June-1, 2007)
5. If you are not there by 9.00 P.M, you will not be allowed entry. (June-1, 2007)

Table No. 22

Comparison of the use of voice of TKP, TRN and THT

Voice	TKP		TRN		THT	
	Frequency	Percent	Frequency	Percent	Frequency	Percent
Active	97	56.72	55	35.03	45	40.9
Passive	69	40.35	94	59.87	64	58.18
Mixed	5	2.93	8	5.09	1	0.92
Total	171	100	157	100	110	100

The above table shows that there is no major difference in the use of voice in all Nepali English newspapers viz. TKP, TRN and THT. All newspapers have used PV more frequently covering almost 52%. TKP covering 40.35% (i.e. 69 out of 171), TRN covering 59.87% (i.e. 94 out of 157) and THT covering 58.18% (i.e. 64 out of 110). The use of AV is found to be 44.2% (in average), 56.72% (i.e.

97 out of 171) for TKP, 35.05% (i.e. 55 out of 157) for TRN and 40.9% (i.e. 45 out of 110) for THT. All of them also have found to be used some sentences with mixed voice AV+PV and all such instances have been found in CXS.

Thus the use of voice in the invitation for bids of all dailies shows the similar patterns of occurrences. All of them have used Av, PV and mixture of both in almost some way with a little bit different frequency.

3.4.2 Voice in the Invitation for Bids of TTOI

From the careful observation and analysis of the selected issues of newspaper invitation for bids for the given period of time, the ones, which published from abroad viz. TTOI, the following frequency of occurrence and regularities has been found in the use of voice.

Table No. 23

Voice in the invitation for bid of TTOI

Voice	Frequency	Percent
Active	26	40
Passive	39	60
Mixed	0	0
Total	65	100

The above table clearly presents that PV is used most frequently in the invitation for bids of TTOI covering 60% (i.e. 39, out of 65) and AV is used with less frequency covering 40% (i.e. 26 out of 65). During the observation no

sentence, with mixed use of voice that is AV and PV altogether has not been found.

Some examples of the use of voice AV (1-2) and PV (3-4) are given below:

- 1) Commissioner, Treasuries, or Accounts reserves the right to reject any or all the bids in whole or part without assigning any reasons there of. (June-16)
- 2) The agencies having minimum experience of six months of operation and maintenance of 1400 mm dia or greater dia of pipe line and pumping station are eligible to purchase blank tender copies. (March-9)
- 3) The cost of Tender document shall be paid in the form of demand draft in favour of m/s BIBCOL, payable at Bulandshahr. (March-10)
- 4) The request for tender document by telegram, fax and telephone shall not be entertained. (March-11)

Table No. 24

Comparison of the use of voices between the Invitation for bids of Nepali English Newspapers and English newspapers from abroad

	Nepali English Newspapers								English Newspapers from abroad	
	TKP		TRN		THT		TKP+TRN+THT			
Voice	Frequency	Percent	Frequency	Percent	Frequency	Percent	Frequency (Avg.)	Percent (Avg.)	Frequency	Percent
Active	97	56.72	55	35.03	45	40.9	66	44.22	26	40
Passive	69	40.35	94	59.87	64	58.18	76	52.8	39	60
Mixed	5	2.92	8	5.09	1	0.92	5	2.98	0	0
Total	171	100	157	100	110	100	147	100	65	100

The above table clearly presents the use of voice in all selected newspapers. The fundamental position in the use of voice in Nepali English newspapers and English newspapers published from abroad remain almost same. In this dimension the newspaper published from Nepal viz. TKP, TRN and THT have used PV more frequently than their active counterparts and it remains the fact in newspapers published from abroad as well. The noticeable difference between them remains that the newspapers published from abroad has used slightly more PV, which is 60% than their Nepali counterparts in average combination, which covers 52.8% (i.e. 76 out of 147) sentences in PV. This signifies the second position in the use of AV. English newspapers published from abroad has used 40% (i.e. 26 out of 65) sentences in AV. and their Nepali counterparts has used as many as 44.22% (i.e. 66 out of 147 avg.). The use of mixed sentences having both Av and PV are more in Nepali English newspapers and redundant in foreign English newspaper viz. TTOI.

This leads us to the conclusion that language of newspaper invitation for bids is indirect, complex and less forceful since it is intended to be impersonal touch/formal and assumes the forceless impact to the concerned. The use of PV constructions represents the indirect and abstract style of writing.

To compare Nepali English newspaper to English newspaper English newspaper from abroad has used more PV construction than Nepali newspaper. The use of voice is more formal, interactional, impersonal, abstract and probably less forceful than the language of the invitation for bids of its Nepali Newspaper.

3.5 Informality Invitation for Bids

Newspaper writing is essentially a piece of formal writing, which is characterized by a number of features that are required for a perfectly grammatical

sentence. Such features are full and long words of Latino origin, use of passive constructions, maximal use of simple and complex sentences, use of full sentences, logical and long paragraphing, argumentative discourse, clarity of expression, implicit reference, use of long NPS, subordination, minimal use of impersonal subject to start sentence, use of sentences started with explicit subject, abstract discourse and so on. Formality is determined probably due to the audiences they direct themselves to. Invitation for bids are directed to the middle class readers, businessman so there are no any reasons the invitation for bids writing should not be formal.

The focus of study here is thus not the formal features of invitation for bids. Informality is essentially a feature of colloquial communicative discourse with a lot of features, which can be identified quite early. It is a style of writing usually not favoured while writing invitation for bids. Such features that add a variety of style even in formal discourse as invitation for bids are: use of short words, contraction (Can't, won't, don't) and abbreviation (UN, UNICEF), beginning a sentence with conjunction (But, And, or ISO, Yet, Because; As), use of the word you, use of short sentences and paragraphs, maximal use of active voice, questions, and imperatives and command form, use of I, you, he, she, it, they all over the writing, use of personal subjects, short NPS and so on.

Now, the focus of study here is the quantity and quality of informal features included in the widely regarded formal writing of bids, selected for the study. The following important such features are analyzed to find out if any informality is mixed in the invitation for bids:

- i) Abbreviation
- ii) Imperatives
- iii) Use of I, you, he, she, it, we, they

- iv) Contraction
- v) Use of question
- vi) Beginning a sentence with conjunction

Here we should bear in mind that formality and informality are the district style of writing and not the matter to be judged as correct or incorrect.

The informality for the present study has been judged solely on the basis of six above-mentioned categorical features. The informality is judged and compared to each other firstly between the selected Invitation for Bids of Nepali English Newspapers viz. TKP, TRN, THT and then those with their foreign newspapers i.e. TTOI.

3.5.1 Informality in the Invitation for Bids of TKP, TRN and THT.

The careful study and observation of the 15 different issues of invitation for bids selected judgementally from TKP, TRN and TH, all of them English newspapers resulted to have the following frequency of occurrence, of such features and frequency of such features of TKP, TRN and THT have been presented and analyzed comparatively.

Table No. 25

Use of informal features in the invitation for bids of TKP, TRN and THT

S.N.	Features	TKP	TRN	TH	Total
1.	Abbreviation	14	12	2	28
2.	Construction	0	0	0	0
3.	Use of imperatives	0	2	1	3
4.	Use of questions	0	0	0	0
5.	Use of I, you, he, she, it they all over the writing	2	0	1	3
6.	Beginning sentences with conjunction	0	0	0	0

The above table shows that out of the total 938 sentences observed during the study, only 28 abbreviations, usually those of familiar ones as VAT, ADB, US, AIDS and others, (among them 14 from TKP, 12 from TRN and 2 from THT), 3 imperative sentences (2 from TRN and 1 from THT) and 3 personal pronouns (2 from TKP and 1 from THT) have been found. Similarly, during the study use of contraction, use of questions and beginning sentence with conjunctions have not been found in concerned newspapers invitation for bids.

To compare them, the invitation for bids of TKP seems to be more informal than the invitation for bids of TRN and THT, since the frequency of occurrence of all observed informal features is more in the invitation for bids of TKP. TKP has used 14 abbreviation forms in comparison to 12 in TRN and 2 in THT, use of 2 personal pronouns against 1 in THT. Similarly, TRN occupies the second informal position because it has used 2 imperatives out of 3. TKP has not used imperatives.

Whereas, THT has used only one imperatives. THT occupies the last position because it has used 1 personal pronoun, 1 imperative and 2 abbreviations form. Some examples of use of informality in the invitation for bids of TKP, TRN and THT are given below feature wise:

1. Abbreviations

- i) The ministry of physical planning and works through the Department of Urban Development and Building Construction (DUDBC) is the executing agency of this project and Hetauda municipality is one of the nine implementing towns to precede the loan amount through its Project Implementing Units (PIU) and intends to apply part of the funds to cover eligible payments under this contract. (TKP, June-16, 2007)
- ii) Bidding is open to bidders from eligible source countries of the ADB. (TKP, June-16, 2007)
- iii) Local Competitive Bidding (LCB) will be conducted in accordance with ADBS' single tage-she envelop bidding procedure and is open to all bidders from eligible source countries. (March-17, TKP)
- iv) NEA rescues the right to accept or reject any bid partly or wholly without assigning any reasons whatsoever. (June-1, 2007, THT)
- v) Sealed Tenders are invited from reputed and competent manufactures and suppliers for the supply ad delivery of permanently lubricated HDPE (LPH DPE) Duct pipes and accessories under tender no. NDCL /15/ 064-64. (April-4, 2007, TRN)

2. Use of imperatives

- i) i) For any information and clarifications please contact Tel. No. 520592 within office hours. (TRN April-4)
- ii) Please also refer the notice published in Gorkhapatra on March 2007 for EOI on GIS Times. (TRN: March 18 2007)
- iii) For more details please contact Admin. Department of the organization. (THT: March 18-2007)

3. Use of personal pronoun all over the bids.

- i) I will be available in the main gate of new embassy compound to bring you. (THT: June-28)
- ii) We are pleased to invite you for the Korea-Nepal friendship hospital design and construction. (TKP: March-9)
- iii) We hope that many companies participate in the bid with grave concerns. (TKP: March-9)

3.5.2 Informality in the Invitation for Bids of TTOI

Here, the language used in the fifteen different instances of invitation for bids each has been taken for analysis to find out if any informality has been merged in their bids or not. The degree of informality has been compared to find out the difference and similarity in this respect. The careful observation and study present the following frequency of occurrences of respective features against which the informality of the invitation for bids has been judged.

Table No. 26

Uses of informal features in the invitation for bids of TTOI

SN.	Features	Frequency
1	Abbreviation	11
2.	Contraction	0
3.	Use of imperatives	3
4.	Use of questions	0
5.	Use of I, you, he, she, it, they all over the writing	0
6.	Beginning sentences with conjunction	0

The above table shows that out of the total 65 sentences observed during the study 11 abbreviation forms, 3 imperatives, non contraction, non use of questions, non use of personal pronouns etc. have been found.

To compare the degree of informality of features to each other slight difference can be observed. TTOI has used more abbreviation forms having frequency of eleven than other informal features. So abbreviation occupies the first position of informality in TTOI. The other informal feature found in TTOI is the use of imperatives. The frequency of imperative found in TTOI is 3. That is why imperative occupies the last position in TTOI, many features which show informality have not been found during the study such as beginning sentence with conjunctions, use of contractions, use of questions.

Some examples of the use of informality in the invitation for bids of TTOI are given below feature/category as follows:

1. Use of abbreviations

- i) The bids are invited on Lump Sum Turnkey (LSTK) basis from competent contractors/ Engg. consultants/process licensors/any consortium or joint ventures there of with sound technical and financial capabilities and back up of m/s Kellogg brown and root or m/s haldor Topsoe process technology and know-how licensor. (May-19)
- ii) Department of biotechnology invites sealed tenders for the supply of equipment for tablet project viz. V-Blender, Ribbon Blender, sister machine, Double Rotary Tabulating machine, Tablet dedusting machine, Dust extractor and blister packing machine for its undertaking, Bharat Immunological and Biological Corporation Limited (BIBCOL). (May-11)
- iii) Scaled tenders with wax or PVC sealing tape are invited by the GMTD, Gaya on behalf of the CMD, Bharat Sanchar Nigam Limited for printing of telephone directories for 2007 issue of Daya SSA. (May-12)

2. Use of imperatives

- i) For further details please log on to www.bihartelecom.com (May-15)
- ii) For further details, refer AAI web site www.aai.aero.com. (May-17)

3.5.3 Comparison between the Nepali English Newspapers, and English Newspapers from Abroad in terms of Informality.

Here, the language used in the 15 selected instances of newspaper invitation for bids each of TKP, TRN and THT comprise the newspapers published from Nepal and has been taken for analysis to find out their position of informality contained in invitation for bids. Similarly, the language used in the 15 selected instances of newspapers invitation for bids of TTOI comprises the English newspapers published from abroad and has been taken for the study. The comparison in the use of informality has been carried out to find out the general trend of Nepali English newspapers in this respect.

Table No. 27

Comparison between the Nepali English newspapers and English newspapers from abroad in the use of informal features (informality)

S.N.	Features	TKP	TRN	THT	TKP+TRN+THT		TTOI
					Total	Average	
1.	Abbreviation	14	12	2	28	9.33	11
2.	Contraction	0	0	0	0	0	0
3.	Use of imperatives	0	2	1	3	1	3
4.	Use of questions	0	0	0	0	0	0
5.	Use of I, you, he, she, it, they, we all over the writing	2	0	1	3	1	0
6.	Beginning sentences with conjunctions	0	0	0	0	0	0

The above table shows that newspapers published from Nepal have very little use of abbreviation in average to that of newspaper published from abroad.

Though 28 instances of abbreviation form have been found in TKP, TRN and THT, only 9.33 is in average.

That is why 9.33 instances in average have been found against 11 instances in TTOI. Similarly in the case of imperatives a total of 3 (in average 1) cases have been found in Nepali English Newspapers whereas the cases found in the newspapers from abroad is the same to that of Nepali English newspapers (i.e. 3). That's why the use of imperative used by Nepali English newspaper has very little frequency. However, the use of personal pronouns (i.e. he, she, it, you, we and they) in Nepali English newspaper is in high position than that of TTOI. In other words personal pronoun has not been used by TTOI. However, the average frequency of personal pronoun in TKP, TRN, and THT is 1.

Both newspapers published from Nepal and abroad have not used the important features of informality they are: contraction, use of questions, beginning sentences with conjunctions and so on. So these features have not been found during the study.

To conclude on the basis of above selected categories, TTOI, a publication from India has found to be more informal, since the frequency of occurrence of most of the informal features are high on it. TRN, TKP, THT, publications from Nepal are Found to be most formal of all.

Nepali English newspapers, in this respect of informality are lagging behind the foreign newspapers and maintain the traditional notion of formality in the language of invitation for bids. The language of invitation for bid prefers the informative style rather than narrative. Some style may be argumentative and persuasive. That's why it has use of non-ignorable use of abbreviation, the use of imperatives, personal pronouns, contraction and so on. We can conclude that various degrees of informality have been found or incorporated in the invitation

for bids. Most features in invitation for bids are formal and almost sentences are simple and complex and long ones complete so we can not conclude that it is a piece of informal writing but we can certainly argue that some degree of informality is there in the invitation for bids.

The trend of informality in all the newspapers is almost similar. (Same style of abbreviation writing, almost similar way of the use of imperatives). This leads us to believe that incoming days the degree of informality in the invitation for bids will be increasing but we can't deny the typical house style of invitation for bids.

3.6 Vocabulary

Vocabularies are bricks of language. In the absence of brick one can't make his building. In the same way, one can't communicate using language if he lacks vocabulary. Word is most important part of language. Every sentence is made out of words. Words are bricks and sentences are like the wall of building in language.

Words can be classified as major words and minor words. Major words also known as content words which refer to a thing, quality, state or action and which have lexical meaning when it is used done. It includes nouns, verbs, adjectives, adverbs. Minor word is also known as function word which has little meaning of its own but shows grammatical relationship in and between sentences. It includes conjunction, preposition, articles, negative particles, auxiliaries etc.

To be specific, the study is concerned with the use of major and minor word classes in the newspaper invitation for bids.

Table No. 28

**The comparison of the use of major and minor word classes in the invitation
for bids**

Name of the newspaper	Total no. of (a) major words	Total no. of (b) minor words	Total no. of words (a+b)	Percent of major words	Percent of minor words
TKP	3226	1518	4744	68	32
TRN	2736	2064	4800	57	43
THT	2261	1216	3477	65	35
TTOI	1061	708	1769	60	40
Average		-	36975	625	37.5

The above table shows that there is high co-relation in the use of major words in all the four newspapers. Major words are used 57% in the lowest percentage among four newspapers and 68% in the highest percentage.

In TKP, 68% of words belong to major word classes and only 32% of words belong to minor word classes. Similarly in the TRN, 57% of words are major words and only 43% of total words are minor words. In THT, 65% of words are major words and 35% of total words are from minor word classes. Lastly, in TTOI, 60% of words are used from major word classes and only 40% of total words are used from minor word classes.

Table No. 29

The comparison of the use of the minor word classes in invitation for bids

Name of the news paper	Prepositions	conjunctions	Articles	Numerals	Pronouns	Quantifiers	Interjections	Total
TRN	742	241	502	366	183	90	-	2064
Percentage	35.94	11.68	24.29	17.75	8.87	1.45	-	100
TTOI	242	47	126	137	109	47	-	708
percentage	34.17	6.77	17.72	19.40	15.4	6.77	-	100
Average	35.05%	9.22	21.00	18.57	12.13	4.11		

In TRN among the minor words prepositions are used in the highest-frequency (35.94%) followed by articles (24.29%). Then, numerals are used in the third highest frequency (17.75%) followed by conjunctions (11.68%) pronouns and quantifiers are used least which are used 8.87% and 1.45% respectively.

Likewise, in TTOI, prepositions have the highest frequency (34.17%) followed by numerals (19.40%). Then articles have the third highest frequency (17.72%) followed by pronoun (15.4%). Conjunction and quantifiers are used least which have equal frequency of 6.77%.

In average, prepositions are used with highest frequency of 35.05% followed by articles which has frequency of 21%. Then, numerals and pronouns are used with frequency of 18.57% and 12.13% respectively. Conjunctions and

numerals have almost equal frequency. Among, all the minor word classes, quantifiers are used least which is 4.11%.

No interjections are found to be used in invitation for bids.

Table No. 30

The comparison of the use of the major word classes in invitation for bids

Name of the newspapers	Nouns	Adjectives	Adverbs	Verbs		Total
				Principle	Auxiliaries	
TKP	2188	212	51	457	318	3226
Percentage	67.82	6.57	1.55	14.18	9.86	
TRN	1597	369	160	508	122	2736
Percentage	58.37	13.5	5.86	18.58	4.45	
THT	1341	252	64	431	173	2361
Percentage	59.33	11.15	2.83	19.06	7.6	
TTOI	647	120	29	216	49	1061
Percentage	60.94	11.31	2.74	20.41	4.61	
Average	61.61	10.63	3.04	18.05	6.63	100

Among the four major word classes, nouns have the highest frequency followed by verbs. The former has far more frequency of occurrences than the

latter. Between adjectives and adverbs, adjectives have much more frequency than the adverbs. Adverbs are used least among the four major word classes.

In the TKP, nouns have the highest frequency of 67.82% followed by principle verbs which have occupied 14.18% of total occurrence. Auxiliary verbs have the frequency of 9.86% followed by adjectives (6.57%). Adverbs have the least frequency (1.55%).

Similarly, in the TRN, as in TKP, nouns have highest frequency (58.37%) followed by principle verbs (18.38%). Adjectives have third highest frequency (13.51%) followed by adverbs (5.06%). Auxiliary verbs are used least in the TRN daily.

Likewise, in the THT, nouns have the highest occurrence of 59.33% followed by principle verbs (19.06%). Adjectives are used with the third highest frequency (11.15%) followed by auxiliaries that has frequency (7.6%). As in TKP, adverbs are used least (2.83%) in the THT. Lastly, in the TTOI, as in all the three previous newspapers, nouns have the highest frequency (60.94%) followed by principle verbs (20.41%). Then, adjectives have the third highest frequency (11.3%) followed by auxiliary verbs (4.61%). As in TKP, and THT, adverbs are used in the least frequency (2.74%) in the TTOI too.

In average, nouns have the highest frequency followed by principle verbs. Adjectives are in the third position of frequency. Principle verbs are used more after than auxiliary verbs. Adverbs are used least among the four major word classes.

Chapter Four

4. Findings and Recommendations

The primary aim of this was to find out the language used in invitation for bids in terms of types of sentences used, tense, aspect, voice, informality and vocabulary (minor word class and major word class) of Nepali English newspapers. For this, three Nepali English newspapers viz. 'The Kathmandu Post,' The Rising Nepal and 'The Himalayan Times' were selected. To find out the general trend one newspaper from abroad viz. The Times of India has been selected and compared to Nepali English newspapers in proposed categories. 15 issues of invitation for bids from each newspaper observed and re-observed until the required data was obtained. The data was analyzed and interpreted under different headings to reach the conclusion using simple statistical tools like average, percentage etc.

4.1 Findings

On the basis of careful study and interpretation of the data from selected newspapers, the findings of the study can be drawn as follows:

1) Sentence types:

Simple sentences are used maximally in invitation for bids of all three newspapers published from Nepal and a newspaper published from abroad covering more than half of the total sentences. Complex sentences and compound sentences are also used with limited frequency. This is simply because invitations for bids are concerned with informative focus. Information should be understood by common ordinary people. Sentences having complex NPS and

subordinating classes are not well suited. That is why simple sentences are natural choice. Information density in simple sentence is higher to cope the invitation for bids. That's why simple sentence is used maximally in invitation for bids of all newspapers either from Nepal or abroad.

2) Tenses:

Non-past tense is used more frequently or almost all in all of the newspapers covering more than three fourth of the total sentences used. English newspapers from Nepal have used non-past tense less frequently than foreign newspaper. TKP has used some of sentence of past tense whereas TRN, THT and TTOI have not used any sentences of past tense. TKP has used past tense 1.75% (i.e. 3 out of 171). But the common tense is non-past. The reason behind using non-past tense is that invitation for bids are not primarily concerned with narrating past events but rather on providing information clearly. Past tense sentences are used in invitation for bids to lead the readers to the topical issues and events related to it by narrating it and than focus on clear information on the way even to reach the company and providing suggestions to be followed and all of whom are generally on non-past tense.

3) Aspects:

In the use of aspects simple aspect is maximally used in invitation for bids. Perfective aspect is more frequently used than progressive aspect. TKP, TRN and THT have used perfective aspect frequently than TTOI. Nepali English newspapers are in some extent formal with the use of perfective aspect and emphasize on less personal

involvement and informality with less frequent use of progressive aspect than English newspaper from abroad. TRN in some extent has found to be used perfective aspect frequently than others. THT has used only one progressive aspect that shows the representation to the use of progressive aspect than other Nepali English newspaper. TKP and TRN have only one percent difference in the use of perfective aspect but in TTOI no difference can be found. This signifies that in Nepali English newspaper there is not a good balance between perfective and progressive aspect where in English newspaper published from abroad the balance is maintained. But this is not the case for simple aspect. TKP, TRN and THT in average have used simple aspect 98.14% whereas TTOI has used 96.94%. This signifies that Nepali English newspapers have used simple aspect more frequently than the newspaper published from abroad.

4) Voices:

Regarding voice, passive voice is highly used in invitation for bids than active voice and this trend is almost same in all newspapers consulted for the bids. TTOI has used passive voice more frequently than TKP, TRN and THT. Active voice constructions are used more frequently in TKP than TRN, THT, TTOI, since passive voice is used more frequently, language of invitation for bids is more direct, simple since it is intended to the ordinary people. The use of passive voice represents the personal touch. In this respect, invitations for bids are abstract, formal due to passive constructions and their analyzation.

- 5) Invitation for bid is a piece of formal writing but some significant features which are used in informal writing have been found.

- a) Abbreviations are frequently used in TKP, TRN and TTOI than THT. Most of the abbreviations used are as LSTK, ADB, AIDS, LCB, NEA, NDCL etc. In Nepali English newspapers first full form is used and then only abbreviations. THT has used abbreviations least of all and TKP most.
- b) The use of imperative is least used in TRN, THT and TTOI but TKP has not used the imperative sentences.
- c) The personal pronoun is also least used TKP and THT have used least. Whereas TRN and TTOI have not used personal pronouns.
- d) Sentence started with conjunctions, use of questions, contraction have not been found in concerned newspapers.

To conclude, TKP is most informal of all and TRN is most formal with very little use of informal features.

6) Vocabulary:

- a) Minor words are not used as major words in invitation for bids major words in invitation for bids, major words have been found to be used more than twice as much as minor words.
- b) Words from all the minor word classes except interjection are found to be used in invitation for bids. Prepositions and articles have the highest frequency among minor word classes.
- c) Nouns have the highest frequency among major word classes and adverbs have been found to be used least among them.

4.2 Recommendations and Pedagogical Implication

This is a descriptive study. However, a few recommendations/ pedagogical implication have been suggested as follows:

- 1) The researcher has found that there is a significant difference between the language used in invitation for bids and language used in other discourse. So it is recommended that the students of mass communication and journalism and the students of English language in general should be informed about this fact.
- 2) It has been recommended for the planners, syllabus designers and language teachers that use of newspaper invitation for bid as an authentic material to teach business English should be done at the higher secondary and upper intermediate levels and not at the lower levels.
- 3) Since the invitation for bid is an important aspect of advertisement, and one of the interests of mass communication, the invitation for bid should be given priority and included in the course entitled Business English and Translation and other related courses as a separate chapter.
- 4) Curriculum designers, planners, teachers and students of journalism and mass communication should pay the attention to the distinct style of invitation for bids.
- 5) In the course like mass media or mass communication and journalism the students should be given some opportunities to be involved in the practical activities like writing of invitation for bids to be published in their model newspaper from the campus or department.

- 6) Practical exams in such course like mass media should be made practical in its real sense, not just the means of getting more marks.
- 7) The findings of this study should be taken into consideration for preparing language material while preparing the textbook of mass media.

This study was carried out on only the notice of 60 invitation for bids 15 from each selected newspapers, three from Nepal and one from abroad. Only limited variables namely sentence type, tense, aspect, informality, vocabularies were taken for the study. So, the researcher is not in the position to claim that the findings are conclusive and applicable elsewhere. The large-scale research work including more newspapers, more variables and more dimensions should be carried out to find more realistic reliable and applicable findings.

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Appendices

Appendix-I

Selected issue of TKP invitation for bids/sealed quotation/inviting tender

S.N.	Date	Number of sentences	Number of words	Average no of words letter
1.	March-7	10	156	15.6
2.	March-8	13	313	24.07
3.	March-9	15	448	29.86
4.	March-12	9	366	40.66
5.	March-13	17	290	17.05
6.	March-16	18	560	27.77
7.	March-17	8	237	29.62
8.	April-9	18	674	37.44
9.	April-17	14	380	27.14
10.	May-2	14	420	30
11.	May-25	5	103	20.6
12.	June-1	8	250	31.25
13.	June-16	9	273	30.33
14.	June-28	8	240	30
15.	June-29	5	94	18.8
Total		171	4744	27.34
Avg.		11.4 sentences/ invitation for bids	316.26 words/ invitation for bids	27.34 Words/sentences

Appendix-II

Selected issues of TRN invitation for bids

S.N.	Date	Number of sentences	No. of words	Avg. no. of word/sentences
1.	March-18	19	369	19.42
2.	March-21	3	105	35
3.	March-29	15	450	30
4.	March-30	4	154	38.5
5.	April-1	8	301	37.62
6.	April-4	15	454	30.26
7.	April-7	24	721	30.04
8.	April-8	14	481	34.35
9.	April-12	14	421	30.7
10.	May-2	3	116	38.66
11.	May-3	7	281	40.14
12.	May-4	5	202	40.4
13.	May-15	16	365	22.81
14.	June-16	7	250	35.71
15.	June-21	3	130	43.53
	Total	157	4800	507.14
	Avg.	10.46	320	33.75 Words/sentence

Appendix-III

Selected issues of TTOI invitation for bids

S.N.	Date	Numbers of sentences	No. of words	Avg. no. of word/sentence
1.	March-9	10	300	30
2.	March-10	4	70	17.5
3.	March-11	3	50	16.66
4.	May-2	3	61	20.33
5.	May-3	5	150	30
6.	May-4	6	171	28.5
7.	May-5	2	64	32
8.	May-8	7	213	30.42
9.	May-11	4	83	20.75
10.	May-12	4	87	21.75
11.	May-15	2	62	31
12.	June-7	7	213	30.42
13.	June-18	2	53	26.5
14.	June-19	2	81	40.5
15.	July-1	4	111	27.75
	Total	65	1769	404.08
Average		4.33	117.93	26.93

Appendix-IV

Selected Issues of THT Invitation for Bids

S.N	Date	Numbers of Sentence	No. of Words	Avg. No. of Words/Sentence
1.	March-11	5	127	25.4
2.	March-17	18	508	28.22
3.	March-18	11	335	30.45
4.	March-30	7	201	28.71
5.	April-3	4	146	36.5
6.	April-4	10	321	32.1
7.	April-23	3	121	40.33
8.	April-24	15	423	28.2
9.	May-18	9	271	30.11
10.	May-22	4	123	33.66
11.	May-31	6	202	52.1
12.	June-1	2	105	35.75
13.	June-2	4	143	25
14.	June-11	5	125	46.57

15.	June-12	7	326	46.57
Total		110	3477	
Avg.		7.33	231.8	33.59

Appendix-V

Table of the occurrence of minor or major word classes used in invitation for bids

Name of the news papers	Total no. of (a) major words	Total no. of (b) minor words	Total no of words (a+b)	Percent of major words	Percent of minor words
TKP	3226	1518	4744	68	32
TRN	2736	2064	4800	57	43
THT	2261	1216	3477	65	35
TTOI	1061	708	1769	60	90
Average percentage			3697.5	62.5	37.5