VIRUDHUNAGAR S.VELLAICHAMY NADAR POLYTECHNIC COLLEGE
(Affiliated to Directorate of Technical Education, Chennai 600 025)
Virudhunagar - 626 001

MISSION

"Our Mission is to Produce Disciplined and Quality Technocrats through Academic Programme of Noted Excellence to Serve the Society"

VISION

"To be an Institute of Excellence in Technical Education and Training of individuals , Focusing on the needs of the Nation and Society in tune with Technological Developments"

COURSE MATERIAL	
SCHEME	N1BE107
PROGRAMME	BASIC SCIENCE
TERM	I / II
COURSE	COMMUNICATION SKILL PRACTICAL
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DEPARTMENT OF BASIC SCIENCE

VIRUDHUNAGAR

S. VELLAICHAMY NADAR POLYTECHNIC COLLEGE,

(Autonomous)

Rosalpatti Village, Virudhunagar – 626001.

Name…….. Roll No …….

Term …….. Programme …….

Certified that this is a bonafide Record of work done by the above student in the

……

During the year 20 - 20

Register No.

Signature of Staff-in-charge **Signature of Head of Dept**

Submitted for the Practical Examination held on …….

External Examiner **Internal Examiner**

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Staff in charge

N1BE107 - COMMUNICATION SKILL PRACTICAL

DETAILED SYLLABUS

Contents: Practical

Unit	*Name of the Topic*	*Hours*
1	***Listening Skill*** *Listening to Speeches by Great Speakers (Assessment Through Note Taking)* *Listening to TV News (Assessment Through Presentation of Core Idea)* *Listening to Indian / British / American English (Assessment by Cloze)* *Listening to Short Stories (Assessment by Vocabulary Check)*	*10*
2	***Reading Skill*** *Stress and Intonation* *Tongue Twisters / Modulators /Conditioners* *Skimming* *Scanning* *Reading Newspaper* *Reading Acronyms and Abbreviations* *Frequently Mispronounced Words*	*10*
3	***Speaking Skill*** *Expressions (Greeting, Requesting, Thanking, Apologizing, Opinions, Suggestions)* *Introducing oneself / Others* *Face to Face Conversation* *Telephonic Conversation* *Description of Object / Event / Experience / Place*	*15*
4	***Writing Skill*** *Thought Fillers* *Completing an Incomplete Story* *Newspaper Comprehension* *Non-Verbal Communication*	*10*

COMMUNICATION

Communication is the process of passing of information from one person to another person. It should always be clear and understood by the person who receives information. We pass information through many languages.

Role of Communication in Organizations

Communication is the most important tool in the organization. Nothing will happen without communication. Success of any management depends more on their ability to communicate with labour ie interchanging facts, viewpoints and ideas between persons placed in different positions by effective communication. Effective communication only will lead the team to work satisfactorily in the organization.

Language is never learnt. It is acquired. If one wants to acquire language, he/she should follow natural way of learning things. See how we taught our Mother Language (MT/L1). As a child, we 'Listened' language spoken around us for 3 years. At the second stage, we 'spoke' in broken words and sentences for couple of years. At the third stage, we 'read' some picture books. Even alphabets were remembered as pictures. It is only in the the last and fourth stage that we learn to 'write'. Thus, to say, L-S-R-W is natural way of acquiring language.

UNIT - I LISTENING SKILL

Listening is the soul of language learning process. As language is a skill subject it requires constant practice for learning the language. The natural way to learn a language is **listening, speaking, reading and writing**. To learn a language well one must have constant practice in listening, speaking, reading and writing. Before the invention of printing press people had little change of reading but they developed excellent oral expression by listening to talks and utterance of others around them.

Speaking and writing are productive skills. Listening is an important receptive skill. Students need to learn how to listen, and practice listening to different types of English, so that they can understand spoken English well and widen their knowledge.

Listening helps students to understand spoken English in various forms like discussion, description, dialogue, lecture, advertisement, interview, news broadcast, telephonic conversation etc. Listeners are motivated to do activities like note-taking deliberating, completing a work sheet, answering questions and so on. It is possible to break listening down into smaller skills. They are known as enabling skills. The mastery of these skills enables students to listen with more understanding. The ENABLING SKILLS are given below.

1. Guessing the unknown words or phrases without panicking
2. Using one's own knowledge and points; rejecting irrelevant informationPredicting what people are going to talk about.
3. Recognizing cohesive devices like 'such as', 'which', including link words, pronouns, references, etc.
4. Understanding different intonation patterns, and uses of stress etc. It gives clues to meaning and social setting.
5. Understanding inferred information, e.g speaker's attitude or intentions.

EX.No:	Note Taking
Date	

What is Note Taking?

Note Making is a way of recording important details from a source. This source can be any book, article, meeting or any oral discussion. In note making, the writer records the essence of the information. It helps us to understand and clarify thinking. Note making saves a lot of time by going through the notes made. One can get a glimpse of a lot of information from a short note.

Advantages of Note Making

A note making is a skill which improves by practicing. There are some advantages of note making. Let us get to know some of them.

- It has great importance in exams or in academic writing
- It is an organization of main points for future use
- Note making helps in keeping the information handy whenever we require
- It helps in recollecting and recalling the past events said or heard
- It helps in concentrating, understanding and provides a permanent record
- Note making format helps a writer to go through bulky documents quicker
- It helps in understanding a material if the notes are in own words
- It distinguishes between main points and details

Here we will learn why and how to make a note.

Note Making Format

There is a fixed note making format. One needs to follow this note making format in order to have a clear and unambiguous understanding from it. The note making format has-

Heading

It shows the title or the heading of note.

Subheading

As the name suggests, a subheading is a subdivision of the main topic. One can use as many subheadings as he or she wants.

Point

Below subheading, there are some points which are the part of the main topics.

Sub-subheading

One can add more headings below the points for showing the category, types, advantages, etc.

Key or Keywords

The key portion of the note shows the various codes, symbols or the abbreviation used. It helps to get clear understanding of the key used in the note making format.

Model Note Making

Heading / Title of the Topic

1. *Sub – heading 1*
    1. *i. Point 1*
    1. *ii. Sub sub-heading*
        1. *ii. a. Sub point 1*
        1. *ii. b. sub point 2*
    1. *iii. Point 2*
2. *Sub – heading 2*
    2. *i. Point 1*
    2. *ii. Sub sub-heading*
        2. *ii. a. Sub point 1*
        2. *ii. b. sub point 2*
    2. *iii. Point 2*

Key

Gov. – government

Info. – Information

Examples of Note Taking:

1. Write the Note Taking for the content you listen.

The work of the heart can never be interrupted. The heart's job is to keep oxygen rich blood flowing through the body. All the body's cells need a constant supply of oxygen, especially those in the brain. The brain cells like only four to five minutes after their oxygen is cut off, and death comes to the entire body.

The heart is a specialized muscle that serves as a pump. This pump is divided into four chambers connected by tiny doors called valves. The chambers work to keep the blood flowing round the body in a circle.

At the end of each circuit, veins carry the blood to the right atrium, the first of the four chambers 2/5 oxygen by then is used up and it is on its way back to the lung to pick up a fresh supply and to give up the carbon dioxide it has accumulated. From the right atrium the blood flow through the tricuspid valve into the second chamber, the right ventricle. The right ventricle contracts when it is filled, pushing the blood through the pulmonary artery which leads to the lungs- in the lungs the blood gives up its carbon dioxide and picks up fresh oxygen. Then it travels to the third chamber the left atrium. When this chamber is filled it forces the blood through the valve to the left ventricle. From here it is pushed into a big blood vessel called aorta and sent round the body by way of arteries.

Heart disease can result from any damage to the heart muscle, the valves or the pacemaker. If the muscle is damaged, the heart is unable to pump properly. If the valves are damaged blood cannot flow normally and easily from one chamber to another, and if the pacemaker is defective, the contractions of the chambers will become up- coordinated.

Until the twentieth century, few doctors dared to touch the heart. In 1953 all this changed after twenty years of work, Dr. John Gibbon in the USA had developed a machine that could take over temporarily from the heart and lungs. Blood could be routed through the machine bypassing the heart so that surgeons could work inside it and see what they were doing. The era of open heart surgery had begun.

In the operating theatre, it gives surgeons the chance to repair or replace a defective heart. Many parties have had plastic valves inserted in their hearts when their own was faculty. Many people are being kept alive with tiny battery operated pacemakers; none of these repairs could have been made without the heart – lungs machine. But valuables as it are to the surgeons, the heart lungs machine has certain limitations. It can be used only for a few hours at a time because its pumping gradually damages the blood cells.

Heart

1. **Function of Heart**

   1.i . Vital for living

   1.ii. Never stops wrkg.

   1.iii.Supplies oxygen rich blood to diff. Parts of the body

2. **Structure of the heart**

   2.i. divided into 4 chambers connected by values

   2.ii. Blood purified in the lungs.

   2.iii. Arteries carry pure blood to diff. Parts of the body

3. **Heart disease – causes**

   3.i . Weak muscles

   3.ii. Defective valves

   3.iii. Defective pace maker

4. **History of open heart surgery**

   4.i. HLM invented by Dr. Gibbon in 1953

   4.ii. Enabled open heart surgery

   4.iii. Limitation

   4.iii.a. Can be used for a few hrs. at a time.

   4.iii.b. Damages BC

Key:

1. Wrkg - working
2. Diff - different
3. HLM - Heart Lungs Machine
4. Hrs - Hours
5. Bc - Blood Cells

2. Write the Note Taking for the content you listen.

I have three visions for India. In 3000 years of our history people from all over the world have come and invaded us, captured our lands, conquered our minds. From Alexander onwards the Greeks, the Turks, the Moguls, the Portuguese, the British, the French, the Dutch, all of them came and looted us, took over what was ours. Yet we have not done this to any other nation. We have not conquered anyone. We have not grabbed their land, their culture and their history and tried to enforce our way of life on them. Why? Because we respect the freedom of others. That is why my FIRST VISION is that of FREEDOM. I believe that India got its first vision of this in 1857, when we started the war of Independence. It is this freedom that we must protect and nurture and build on. If we are not free, no one will respect us.

We have 10 percent growth rate in most areas. Our poverty levels are falling. Our achievements are being globally recognised today. Yet we lack the self-confidence to see ourselves as a developed nation, self-reliant and self-assured. Isn't this incorrect? MY SECOND VISION for India is DEVELOPMENT. For fifty years we have been a developing nation. It is time we see ourselves as a developed nation. We are among top five nations in the world in terms of GDP.

I have a THIRD VISION. India must stand up to the world. Because I believe that unless India stands up to the world, no one will respect us. Only strength respects strength. We must be strong not only as a military power but also as an economic power. Both must go hand-in-hand. My good fortune was to have worked with three great minds. Dr.Vikram Sarabhai, of the Dept. of Space, Professor Satish Dhawan, who succeeded him and Dr. Brahm Prakash, father of nuclear material. I was lucky to have worked with all three of them closely and consider this the great opportunity of my life.

I was in Hyderabad giving this lecture, when a 14 year-old girl asked me for my autograph. I asked her what her goal in life is. She replied: I want to live in a developed India. For her, you and I will have to build this developed India. You must proclaim India is not an underdeveloped nation; it is a highly developed nation.

You say that our government is inefficient. You say that our laws are too old. You say that the municipality does not pick up the garbage. You say that the phones don't work, the railways are a joke, the airline is the worst in the world, and mails never reach their destination. You say that our country has been fed to the dogs and is the absolute pits. You say, say and say. What do you do about it?

Dear Indians, I am echoing J.F.Kennedy's words to his fellow Americans to relate to Indians ……. "ASK WHAT WE CAN DO FOR INDIA AND DO WHAT HAS TO BE DONE TO MAKE INDIA WHAT AMERICA AND OTHER WESTERN COUNTRIES ARE TODAY."

My Vision for India

1. **First Vision: Freedom (1857)**

   1.i. British people capture our land &mind.

   1.ii. From Alexander to Dutch

   1.iii. Grabbed their land, culture and their history

   1.iv. Tried to enforce our way of life on them

   1.v. India start the war of Independence.

2. **Second Vision: Development**

   2.i. 10% growth rate in most area.

   2.ii. Achievements are being globalised

   2.iii. Lake in self confidence

   2.iv. for 15 years we are in deve. Countries

   2.v. we are in top 5nation in terms of GDP

3. **Third Vision:**

   3.i. Stand up to the world

   3.i.a. unless stand up to the world no one respect

   3.i.b. only strength respect strength

   3.ii. Strong in both military & economic

   3.iii. Kalam fortune is to work with 3 great mind

   3.iii.a. Dr. Vikram Sarabhai., Dept. of. Space

   3.iii.b. prof. Satish Dhawan

   3.iii.c. Dr. Brahm Prakash, father of nuclear material

Key Words

1. GDP - Gross Domestic Product
2. Prof - Professor
3. Deve. - Developing
4. Dr. - Doctor

EX.No:	Presentation of Core Idea
Date	

The importance of effective skills goes beyond the walls of the classroom at school or lecture room at college. Students are always looking for inspiring presentation topics for their academic assignments because employers look for people who have excellent communication and **presentation skills**. They are the perfect candidates for business negotiations and deal with different subjects. They also excel as managers because they know how to communicate effectively with others. This is why students are always asked to work on their skills and learn how to deliver their message in an effective and interesting way.

What is a Core (Main) idea Presentation?

Presentation of core idea represents the Main Ideas and Supporting ideas. The main idea of a story tells you what the entire story is about. You should be able to sum up the main idea in one sentence.

Example: 1

Dr. A.P.J Abdul Kalam: 'My Vision for India', IIT Hyderabad - 2011

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Core Idea:

In this famous speech delivered in IIT Hyderabad on 25 May 2011, Dr.APJ Abdul Kalam outlines his three visions for his motherland India and pleads for Indians to be involved in the nation-building process and to make India a developed nation.

Exercise - 1

Benaras Hindu University Speech (4 February, 1916) –

In February 1916, Mahatma Gandhi was invited by Pt. Madan Mohan Malviya to speak at the inauguration of the Benaras Hindu University. The speech came as a shock of one an all present. The royal kings and princes, Annie Besant, and everyone else had come to expect the condescending tone adopted by Indian leaders towards the British. Gandhiji's sharp criticism of the English language and demand for self-government jolted the audience and for the first time, the Mahatma showed signs of taking on the leadership of the country's freedom struggle. This was the very first speech which would grow into a wildfire culminating in India's freedom from British rule.

Exercise – 2
Dandi March Speech (11 March, 1930)

It is on the eve of this historic Salt March to Dandi that Mahatma Gandhi outlined a well-thought out programme for non-cooperation. Setting out to manufacture salt from sea water with his followers, he called upon fellow Indians to defy the taxes imposed by the British. He asked Indians to give up foreign liquor and clothes, resist taxes, and avoid (British) courts and government offices. Not only did this speech compel Indians to join the freedom struggle and challenge the colonial rule but also influenced the Civil Rights Movement in the US decades later. It was instrumental in the introduction of the "satyagraha" into the Indian psyche.

Exercise - 3

Round Table Conference Speech, (30 November, 1931)

"I dare to say, it (the strife between Hindus and Muslims in India) is coeval with the British Advent, and immediately this relationship, the unfortunate, artificial, unnatural relationship between Great Britain and India is transformed into a natural relationship, when it becomes, if it does become, a voluntary partnership to be given up, to be dissolved at the will of either party, when it becomes that you will find that Hindus, Mussalmans, Sikhs, Europeans, Anglo- Indians, Christians, Untouchable, will all live together as one man."

This is the speech that Gandhi delivered at the very first Round Table Conference. It is here that the British tried to convince Indian leaders to accept Dominion status citing communal disharmony and strife. A bold Mahatma Gandhi clearly called the British bluff and showcased India's unity and secular spirit. Our nation's history has been altered by British historians, he said, and once again we shall sing our song of love and brotherhood in unison.

Exercise – 4

The 'Quit India' Speech (8 August, 1942)

"I believe that in the history of the world, there has not been a more genuinely democratic struggle for freedom than ours."

Smithsonian refers to this address as the "speech that brought India to the brink of independence". Gandhiji's address to the nation on the eve of the historic Quit India movement enshrines our ideals of Ahimsa (non-violence) and freedom. Calling up on the British to leave India voluntarily, Mahatma Gandhi inspired millions of Indians to seek out freedom from bondage and slavery. The novelty of his approach and the call to use non-violent means singled him out as one of the greatest leaders the world has ever known.

EX.No:	Cloze Writing
Date	

When a passage is read aloud or played back using audio C.D by your lecturer you have to listen to it very carefully and keenly. Then five sentences from the same passage with the blanks will be given to you. You have to fill in the blanks with the exact words you heard.

Example – 1

Over the years, billions of tons of carbon dioxide in the atmosphere are absorbed by the world's forests. When the tress are cut or burnt down, the carbon stored in the tree for years is released back into the atmosphere. Deforestation releases carbon dioxide from the trees. This spends up the rate of global warming. When trees are cut and forest destroyed we need more trees to absorb the amount of additional carbon dioxide in the atmosphere. However, forests are not being replaced at the same rate at which they are being destroyed.

Question:

1. Over the years, billions of tons of carbon dioxide in the atmosphere are absorbed by the world's forests.
2. When the tress are cut or burnt down, the carbon stored in the tree for years is released back into the atmosphere.
3. Deforestation releases carbon dioxide from the trees.
4. This spends up the rate of global warming.
5. When trees are cut and forest destroyed we need more trees to absorb the amount of additional carbon dioxide in the atmosphere.

Exercise -1

Philosophy of Education is a label applied to the study of the purpose, process, nature and ideals of education. It can be considered a branch of both philosophy and education. Education can be defined as the teaching and learning of specific skills, and the imparting of knowledge, judgment and wisdom, and is something broader than the societal institution of education we often speak of. Many educationalists consider it a weak and woolly field, too far removed from the practical applications of the real world to be useful. But philosophers dating back to Plato and the Ancient Greeks have given the area much thought and emphasis, and there is little doubt that their work has helped shape the practice of education over the millennia.

Question:

1. Philosophy of Education is a label applied to the study of the purpose, process, nature and……of education.
2. It can be considered a branch of both ..... and education.
3. Education can be defined as the teaching and learning of specific skills, and the…… of knowledge judgments and wisdom.
4. Many educationalists consider it a weak and woolly field, too far removed from the……..... applications of the real world to be useful.
5. Philosophers dating back to Plato and the Ancient Greeks have given the area much thought and emphasis, and there is little doubt that their work has helped shape the practice of …….. over the millennia.

Exercise: 2

Plato is the earliest important educational thinker, and education is an essential element in "The Republic" (his most important work on philosophy and political theory, written around 360 B.C.). In it, he advocates some rather extreme methods: removing children from their mothers' care and raising them as wards of the state, and differentiating children suitable to the various castes, the highest receiving the most education, so that they could act as guardians of the city and care for the less able. He believed that education should be holistic, including facts, skills, physical discipline, music and art. Plato believed that talent and intelligence is not distributed genetically and thus is be found in children born to all classes, although his proposed system of selective public education for an educated minority of the population does not really follow a democratic model.

Question:

1. Plato is the earliest important.....thinker.
2. Education is an essential element in ……
3. He believed that education should be holistic, including facts, skills, …….. music and art.
4. Plato believed that talent and .....is not distributed genetically.
5. Educated minority of the……..does not really follow a democratic model.

Exercise: 3

Aristotle considered human nature, habit and reason to be equally important forces to be cultivated in education, the ultimate aim of which should be to produce good and virtuous citizens. He proposed that teachers lead their students systematically, and that repetition be used as a key tool to develop good habits, unlike Socrates' emphasis on questioning his

listeners to bring out their own ideas. He emphasized the balancing of the theoretical and practical aspects of subjects taught, among which he explicitly mentions reading, writing, mathematics, music, physical education, literature, history, and a wide range of sciences, as well as play, which he also considered important.

Questions:

1. Aristotle considered human nature, habit and reason to be equally important forces to be…….. in education.
2. The ultimate aim of which should be to..... good and virtuous citizens.
3. Aristotle proposed that teachers .....their students systematically.
4. He emphasized the ..... …… of the theoretical and practical aspects of subjects taught.
5. Aristotle explicitly mentions reading, writing, mathematics, music, physical education, literature, history, and a wide range of ... ……, as well as play, which he also considered important.

Exercise: 4

During the Medieval period, the idea of Perennialism was first formulated by St. Thomas Aquinas in his work "De Magistro". Perennialism holds that one should teach those things deemed to be of everlasting importance to all people everywhere, namely principles and reasoning, not just facts (which are apt to change over time), and that one should teach first about people, not machines or techniques. It was originally religious in nature, and it was only much later that a theory of secular perennialism developed.

Question:

1. During the Medieval period, the idea of .....was first formulated by St. Thomas Aquinas.
2. St. Thomas Aquinas in his work..... holds that one should teach those things deemed to be of everlasting importance to all people.
3. Principles and reasoning, not just facts that one should teach first about people, not machines or …….
4. It was originally……. in nature.
5. It was only much later that a theory of .....perennialism developed.

EX.No:	Vocabulary Check
Date	

Words are our tools of communication. Our thoughts can be expressed the way in which we want to convey them depend mainly on the choice, selection and style of our expression.

Vocabulary (knowledge of words) and Grammar are two important components in any language. The judicious use of words in appropriate places in sentences will enable the learners to express their ideas and thoughts effectively and forcefully. Proficiency in vocabulary adds up a colorful touch to what is expressed. Hence the learners should enrich their vocabulary by extensive reading and intensive listening.

Listen to the short story and write 10 words from the story
Example: 1

The Three Sons of The King

Once there lived a king called Ralph. He had three sons.

The first son was Sam. The second was John and the third was Eric.

The king in his death bed wanted to test his three sons. He asked them to assemble the next day in the court.

The king said that he was in his death bed and wanted to test them. He asked them to fill the entire room with something and whoever does completely will become the king, he said.

The first son brought diamonds which filled half the room. The second son filled the room with cotton but it was not sufficient. The third kept a lamp in the middle of the room. It spread light in the whole room.

The king appreciated Eric and decided that he will be the king.

The two sons were ashamed of themselves as their younger brother defeated them.

Then, the king died and Eric became the king.

Question:

1. Write ten words from these short stories.

1. Assemble 2. Entire 3. Completely 4. Sufficient 5. Spread
6. Appreciated 7. Decided 8. Ashamed 9. Defeated 10. Whole

Exercise:1

The Lost Ball

One day Kavya and I were playing with the racket and ball the ball went into a Takku's house.

Though we were scared, we went to his house and asked him if he could give us our ball.

He said "No". We felt helpless.

Suddenly, I had an idea. There was a water tank behind the Takku's house.

I looked at it and told Kavya "Kavya, look at this. We can climb the water tank and jump over the gate."

Kavya agreed, but we were both wearing skirts. We couldn't climb with that.

"It doesn't matter, we can see tomorrow. Don't forget to wear pants." said Kavya.

"Bye", I said and went back home.

The next day I went to Kavya's house early. We were both wearing pants.

"Best of luck" said Kavya's brother Vijay. He knew everything.

He said, "Shout loudly if you need me."

We went to the water tank. "Who will climb first?" asked Kavya.

"You" I said.

She agreed.

She climbed down into the Takku's house. I followed her and then we were looking under a bed for the ball when we heard a noise.

It was Vijay. "Mother is calling you" he whispered.

We hurried and took out the lost ball. But along with the ball was a … gold bar! We quickly took both the ball and the gold bar and climbed up the water tank again. When we reached Kavya's house the T.V was on. It was News time.

I couldn't believe my ears when it said that 20 gold bars were stolen from a gold shop. They showed a picture of the gold bars and it was exactly like the one we had found. We all knew it because there was a look of surprise on every one's face.

We quickly told the story to Kavya's mother and she called the police. The police came at once and caught the Takku. They found the rest of the gold bars in the Takku's house.

After some time the Police Inspector came and told us "Thank You Children for catching the thief. Here is a reward for all of you."

When we opened the gifts, we were surprised. There were investigative books for Kavya and me.

Exercise:2

A Mysterious Memory

Though it is one of the faded memories of my life today, there are times when I remember his face clearly, especially his eyes. As he had yellow spots on his eyes we called him spotty. He would have been a stray dog, until, he came to me.

I was seven years old. My dad had just got transferred to Nasik. We had shifted into a rented house. The house was surrounded by lots of bushes and vines. It was raining very heavily on the day we shifted.

I went out and felt those refreshing raindrops with a cool breeze on my face. It was a cold dark night. We had our meal and went to sleep.

Somehow in the midnight I heard a loud thud outside the main door. I mustered courage and peeped out through the window adjoining the door and I was really amused with what I saw outside.

There was a small puppy lying on an old rug which my mother had put outside the door. It was wet and shivering. At first it was difficult to see the little one. It had a black body which was darker even than a black rainy cloud. It was the yellow spots on its eyes, which made me realize its presence.

It was trying to get inside the curved rug to avoid the chilling air outside and it had managed to get in as I could see only his head outside the rug.

I saw that the flowerpot kept on the window sill had fallen down. I felt pity for poor soul. I went in and came out with an old towel. I went near the innocent one and held it in my hand and wiped the puppy till he had become dry. I took it inside and made a bed for him with a woolen rug and a small pillow. He seemed very comfortable in his new bed as he went to sleep immediately.

The next day morning, everyone in the family came to know about the unusual guest. “Shall we keep him with us?" I questioned my mom.

Like any other parents would, my parents first totally refused my idea but I and my sister convinced them to keep Spotty.

Slowly Spotty got easily mingled with everyone and became one of the family members. We got used to all his small habits and pranks.

Days passed on and one evening when Spotty returned from his long walk, he appeared very exhausted. He came to my room and sat near me. It was then I saw that his hind leg was injured and was bleeding. I called out my mother and she quickly tied a bandage around his leg and gave him food to eat.

I was very upset. But the next day, Spotty was up to his usual pranks though he limped a bit.

After this incident my relation with Spotty became more intense. I really admired him a lot for his courage.

Almost a year later, one midnight we heard Spotty barking breathlessly. We came out and saw that he was barking continuously heading somewhere.

After some time Spotty became quite. I patted him on his back and came inside. The next day morning, my heart skipped a beat when I didn't see Spotty. I searched for him in each and every corner but he was nowhere. And this time he had gone and would never come back. I cried and waited for him. We waited for one long week. But there were no signs of him.

Then one day my Dad got transferred to Mumbai. We shifted back to Mumbai. What would have happened to Spotty? Would he have died? These were the only questions in my mind, but they all remained unanswered forever.

Exercise:3

The Magic Hole

Penny was a little girl who lived in Alaska. It was ice-cold there. She kept praying that she wish she could play in the lush, green and warm gardens like we do but of course, she couldn't.

Her father, like all the men there, didn't have a job. He hunted seals and caught fishes as was the custom. So her father hadn't even heard of money and even if he had money, there weren't any aero planes to take them abroad.

Now somewhere near Penny's house was a deep, dark forest. Everyone was afraid to enter it. They said that whoever entered it would be sucked in by a great hole.

One day, Penny was playing with her Eskimo friends when one of the boys shouted "Hey, I dare one of you to enter the magic forest."

No one dared. Penny picked up a twig and threw it at the edge of the forest. Nothing happened. Penny was astonished. It's all a legend! We can play hide and seek in the woods if we want, she thought. She walked slowly towards the woods. It was getting colder and colder she took each step. She walked right into the middle of the forest.

There was a small hill with a great big hole right in the middle of it. She wanted to jump into it. She took a big, deep breath and jumped.

There was a sinking feeling in her stomach. She realized that she falling down deep some where. But she did not land. She went spinning and suddenly all here fur clothes vanished and there was a skirt and blouse instead of it .She was at the beach.

She found that she had a bag with her. Inside the bag there was a swim suit, a mattress, a book, a bottle of lotion and a towel. She took all these out. And lo and behold!

Her parents and her elder brother were standing there. They helped Penny to spread out the mattress and they had a basket full of fruits which they put on the mattress. Penny and her brother ran joyously to the warm sea. Oh! What fun! She wished it would never end.

But after exactly one hour, it all vanished and she was back in the forest. She hurried home. Her parents didn't ask her anything. She looked at the watch. Only five minutes had passed since she had left. Now that was strange! 1 hour had passed! She was sure.

She had looked at her watch at the beach.

She was confused. 'Huh! Mama! Papa! Didn't you miss me?' she asked her parents.

They were surprised to hear her story. They went to the magic hole together. They jumped into the magic hole one by one. At once they were at the mall. They wore the same clothes as anyone else. When they came back, they didn't tell anyone. Now they go there often. It is their favorite picnic spot.

Exercise:4

Holidays

Kevin was eagerly waiting for his holidays. His mother kept on hinting there would be a big surprise for him during holidays.

Kevin took out his scrapbook. The exams were just over and summer vacation just started. Now he was free like a bird. Free to draw, paint, play cricket and watch Television…anything he wanted to do.

Suddenly the doorbell rang startling him.

It was his pain of a cousin, Max, "Hiii!," screamed Max as he jumped on to Kevin's bed breaking his crayons in the process. "I have come to stay here for the holidays"

Kevin never expected his mother's surprise to be this bad. If this were the starting of his vacation then the next weeks would be his worst experience.

The next few days were horrible for Kevin.

After breakfast Kevin decided to do a painting. Luckily Max was not around. Kevin spread out all his art supplies and started painting beautiful scenery. When he was doing the finishing touches Max entered the room with a Pepsi bottle. He slipped on some water

spilling Pepsi all over the painting, totally ruining it.

The next day was even worse for him.

Everything was peaceful till the evening. It all started when Max put the dirty clothes in the washing machine. After sometime Kevin heard some weird sounds from the washing machine. He went to investigate and later found that Max had put his best pair of shoes into the machine along with the clothes.

One day Kevin was going through the newspaper when some interesting news caught his attention. He read it aloud “The world famous philatelist Dick Brown’s stamps have been stolen last week in his town. Several other stamp robberies also have taken place and police suspect that all the robberies are linked."

This piece of news concluded warning all stamp collectors to keep their stamps safe.

Kevin had a nice stamp collection and it was with his friend Allan. He decided to get his stamp album back as he felt it would be safer with himself. But Kevin couldn’t go because his mother’s friend was coming over for tea and his mother wanted him to be present at home during her friend’s visit.

Kevin decided to send Max to get his album. Kevin gave Max the address of Allan’s and Max set off. Max soon came back with the album and when Kevin checked it he found that it was not his album & it contained valuable stamps. Actually Max had gone to another house by mistake and he had knocked on the door but there was no response. He found the door unlocked and so he went in and found an album which resembled Kevin’s and he had brought it.

Kevin doubted that it might be the stolen album probably belonging to Dick Brown.

Kevin contacted the police and told that he had found a valuable album.

A week had passed since that incident and Kevin and Max got reward for finding Dick Brown’s album.

“I will never be angry at Max," Kevin thought.

“Kevin, I was jumping on the sofa and accidentally I broke your spectacles." No one is perfect," he added before running from Kevin’s clutches.

Exercise: 5

The Wishing Tree

A lone traveler was passing through a desert on a hot day. He was tired, feeling thirsty and hungry too.

At least, he needed a shady spot to rest for a while. A big leafy tree came into view at some distance away. He felt glad and said to himself, “Had I water to drink, now." Yes, he found a tumbler full of cold water on the ground right in front of him. He sat down there and started sipping the water. Then, he wished “Had I something to eat, right here." Immediately, a variety of dishes appeared before him. He was under the shade of Kalpa – Vriksha – a magical tree. That was the wishing tree.

Whoever was under it would have whatever he wished for! The traveler enjoyed the delicious food. He felt drowsy. He wished for a nice bedstead. It was granted. He stretched himself comfortably on the soft mattress. His legs ached, as he had walked a long distance. He hoped that someone would massage his feet. Yes, a young lady appeared near his feel. She started massaging his feet and legs. He soon fell asleep. After a long time he woke up.

The lady was still sitting beside him. He now started thinking differently. “How can things happen like this? Can I have things, I wished for, by merely asking for them?" Is it some kind of a trick played by a magical demon" he doubted. Oh, a true demon appeared in place of the nice lady! The demon was laughing mischievously at him. The traveler said to himself, “Is he going to eat me up?" Within no time the demon started leaping at him, with his mouth wide open. The frightened traveler took to his heels and ran away.

He ran and ran for long. When he looked back there was no demon. “What is all this? Did things really happen? Or was it all mere a dream?" the traveler started wondering. “Perhaps, almighty grants what one has in mind." He resumed his journey.

UNIT II READING SKILL

Reading skills is the ability of an individual to read, comprehend and interpret written words on a page of an article or any other reading material. The possession of a good reading skill will enable the individual to be able to assimilate a written work within a short period while reading.

The Reading Process

Reading is a process that involves recognizing words, leading to the development of comprehension. According to research, reading is a process that negotiates the meaning between the text and its reader. The reading process involves three stages.

The first is the pre-reading stage, which allows the reader to activate background knowledge, preview the text, and develop a purpose for reading. A strategy for students to utilize during this stage is to look at the title of the selection and list all the information that comes to mind about the title.

The second stage occurs during reading, when the reader makes predictions as they read and then confirms or revises the predictions. For example, double-entry journal enable the reader to write the text from the reading on one side and their personal reaction on the other side.

The final stage occurs after reading and allows the reader to retell the story, discuss the elements of a story, answer questions and/or compare it to another text. For example, students can create summaries, where they take a huge selection and reduce it to its main points for more concise understanding.

Comprehension is an intentional, active, and interactive process that occurs before, during and after a person reads a particular piece of writing.

Reading Comprehension

Reading comprehension has two elements that complete the process. The first element is vocabulary knowledge. The reader must be able to understand the vocabulary used by the writer. The second element is text comprehension, where the reader puts together the vocabulary and different comprehension strategies to develop an understanding of the text. Comprehension, or the mental process that allows the reader to understand the text, begins before the reader starts the text and continues even after the reading has finished.

EX.No:	Stress and Intonation
Date	

Intonation also deals with the stress of words. Words are stressed to make a certain emphasis. A sentence can be spoken differently, depending on the speaker's intention. Look at the following sentences. Speak them out loud and especially stress the word that is in bold writing.

Stress

Stress is the relative emphasis that may be given to certain syllables in a word, or to certain words in a phrase or sentence. In English, stressed syllables are louder than non-stressed syllables. Also, they are longer and have a higher pitch.

English is a stress-timed language. That means that stressed syllables appear at a roughly steady tempo, whereas non-stressed syllables are shortened.

Look at the examples of stress in words. The stressed syllables are represented by bold writing. If you want to, you can listen to the words to hear the stress.

holiday, alone, **ad**mi**ra**tion, **con**fi**den**tial, **de**gree, **weak**er, **ner**vous, **pa**rents

Intonation

The entire variation of pitch while speaking is called intonation. Intonation also deals with the stress of words. Words are stressed to make a certain emphasis. A sentence can be spoken differently, depending on the speaker's intention.

Test your knowledge by identifying which words are content words and should be stressed in the following sentences:

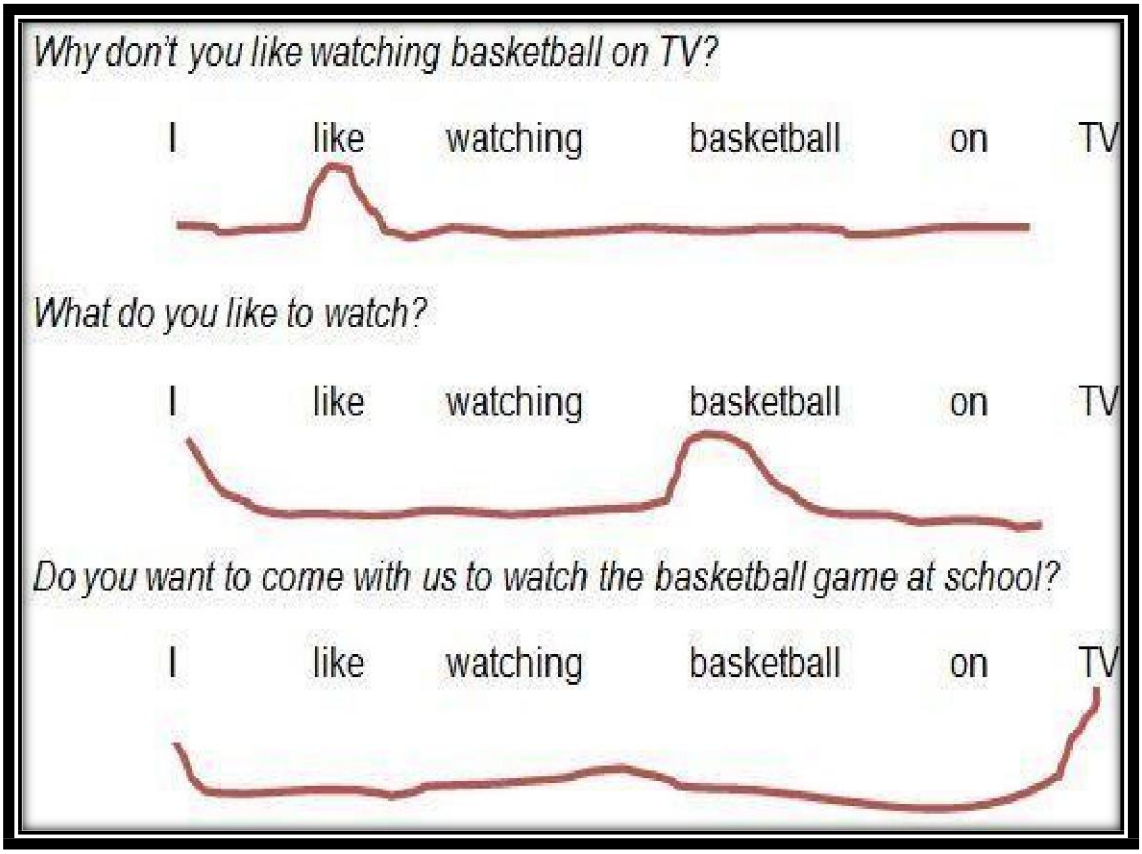
1. They've been learning English for two months.
2. My friends have nothing to do this weekend.
3. I would have visited in April if I had known Peter was in town.
4. Natalie will have been studying for four hours by six o'clock.
5. The boys and I will spend the weekend next to the lake fishing for trout.
6. Jennifer and Alice had finished the report before it was due last week.

Answers:

Words in *italics* are stressed content words while unstressed function words are in lower case.

1. They've been *learning English* for *two months*.
2. My *friends* have *nothing* to *do* this *weekend*.
3. I would have *visited* in April if i had *known Peter* was in *town*.

4. *Natalie* will have been *studying* for *fours hours* by *six o'clock*.
5. The *boys* and i will *spend* the *weekend* next to the *lake fishing* for *trout*.
6. *Jennifer* and *Alice* had *finished* the *report* before it was *due last week*.



Read the passage with proper stress and Intonation

Exercise: 1

Robert Frost's poem "Fire and Ice" expresses the profound idea that the world would end in either of two ways, either by ice or fire. Both the components are compared with self-destructing human emotions: hatred and desire. The poem, very artistically, underpins the philosophy that we let our emotions rule us and if don't control them they will surely destroy everything around us. Similarly, he thinks fire and ice, both are just as competent in bringing the world to a catastrophic end.

Exercise: 2

We may blind ourselves to it if we like, but the hatreds and disgusts that there are behind friendship, relationship, service, and, indeed, proximity of all kinds, is one of the darkest spots upon earth. The various relations of life, which bring people together, cannot, as we know, be perfectly fulfilled except in a state where there will, perhaps, be no occasion for

any of them. It is no harm, however, to endeavor to see whether there are any methods which make these relations in the least degree more harmonious now.

Exercise: 3

In the first place, if people are to live happily together, they must not fancy, because they are thrown together now, that all their lives have been exactly similar up to the present time, that they started exactly alike, and that they are to be for the future of the same mind. A thorough conviction of the difference of men is the great thing to be assured of in social knowledge: it is to life what Newton's law is to astronomy. Sometimes men have a knowledge of it with regard to the world in general: they do not expect the outer world to agree with them in all points, but are vexed at not being able to drive their own tastes and opinions into those they live with. Diversities distress them. They will not see that there are many forms of virtue and wisdom. Yet we might as well say: "Why all these stars; why this difference; why not all one star?"

Exercise: 4

If people wish to live well together, they must not hold too much to logic, and suppose that everything is to be settled by sufficient reason. Dr. Johnson saw this clearly with regard to married people, when he said: "Wretched would be the pair above all names of wretchedness, who should be doomed to adjust by reason every morning all the minute detail of a domestic day." But the application should be much more general than he made it. There is no time for such reasonings, and nothing that is worth them. And when we recollect how two lawyers, or two politicians, can go on contending, and that there is no end of one-sided reasoning on any subject, we shall not be sure that such contention is the best mode for arriving at truth. But certainly it is not the way to arrive at good temper.

Exercise: 5

There are two great classes of promoters of social happiness; cheerful people, and people who have some reticence. The latter are more secure benefits to society even than the former. They are non-conductors of all the heats and animosities around them. To have peace in a house, or a family, or any social circle, the members of it must beware of passing on hasty and uncharitable speeches, which, the whole of the context seldom being told, is often not conveying but creating mischief. They must be very good people to avoid doing the; for let human nature say what it will, it likes sometimes to look on at a quarrel; and that, not altogether from ill-nature, but from a love of excitement – for the same reason that Charles II liked to attend the debates in the Lords, because they were "as good as a play."

Expt .No:	Tongue Twister
Date	

A sentence or series of words that is hard to say correctly is called a tongue twister in English. Children love tongue twisters and challenge their friends to try to say them fast several times in row. For English learners, tongue twisters are a fun way to work on one or two sounds at a time to get the pronunciation just right. Start by saying the tongue twister slowly, then try to speed up. Once you can say a tongue twister through, try to say it twice or three times in a row for a bigger challenge.

Tongue twisters are a great way to practice and improve pronunciation and fluency. They can also help to improve accents by using alliteration, which is the repetition of one sound. They're not just for kids, but are also used by actors, politicians, and public speakers who want to sound clear when speaking.

6 Tips for How and Why to Use Tongue Twisters for Pronunciation

1. Know Why You Are Using Tongue Twisters
2. Pay Attention to the Physical Aspect of Sound Not Just the Mental Aspects
3. Put the Tongue Twisters in Writing
4. Don’t Put Too Much Emphasis on Meaning
5. Practice, Practice, Practice
6. Make a Game of It

Read the Tongue Twisters with proper Modulation and Conditioners

1. **Peter Piper**

   Peter Piper picked a peck of pickled peppers.
   Did Peter Piper pick a peck of pickled peppers?
   If Peter Piper picked a peck of pickled peppers,
   where's the peck of pickled peppers Peter Piper picked?

2. **Woodchuck**

   How much wood would a woodchuck chuck
   If a wood chuck could chuck wood?
   He would chuck, he would, as much as he could,
   And chuck as much wood as a woodchuck would
   If a wood chuck could chuck wood.

3. **Ice Cream**

   I scream, you scream, we all scream for ice cream!

4. **I Saw Susie**

   I saw Susie sitting in a shoe shine shop.

5. **Fuzzy Wuzzy**

   Fuzzy Wuzzy was a bear.

   Fuzzy Wuzzy had no hair.

   Fuzzy Wuzzy wasn't very fuzzy, was he?

6. **Can you can a can**

   Can you can a can as a canner can can a can?

7. **I have got a date**

   I have got a date at a quarter to eight; I'll see you at the gate, so don't be late.

8. **Two witches, two watches**

   If two witches would watch two watches, which witch would watch which watch?

9. **Betty Botter**

   Betty Botter had some butter,

   "But," she said, "this butter's bitter.

   If I bake this bitter butter,

   it would make my batter bitter.

   But a bit of better butter – that would make my batter better."

   So she bought a bit of butter, better than her bitter butter,

   and she baked it in her batter, and the batter was not bitter.

   So 'twas better Betty Botter bought a bit of better butter.

10. **Doctor doctoring**

    When a doctor doctors a doctor, does the doctor doing the doctoring doctor as the doctor being doctored wants to be doctored or does the doctor doing the doctoring doctor as he wants to doctor?

Expt .No:	Skimming
Date	

Skimming is a strategic, selective reading method in which you focus on the main ideas of a text. When skimming, deliberately skip text that provides details, stories, data, or other elaboration. Instead of closely reading every word, focus on the introduction, chapter summaries, first and last sentences of paragraphs, bold words, and text features. Skimming is extracting the essence of the author's main messages rather than the finer points.

Skimming methods

Beginnings & endings: Read first and last sentences of paragraphs, first and last paragraphs of major sections, and introductions and summaries of chapters.

Wheat vs. chaff: Read only the amount of text necessary to determine if a section presents a main idea or support for a main idea.

Visual & verbal cues: Watch for signal words and phrases that indicate an author's direction (e.g., however, although, moreover, in addition to). Things to focus on while skimming:

1. Introduction and conclusion
2. Chapter/section summaries
3. First and last sentences
4. Titles, subtitles, and headings
5. Bold words
6. Charts, graphs, or pictures
7. End of chapter review questions

Examples of Skimming:

Example 1: Hamlet Globe to Globe (By Dominic Dromgoole)

Skimming Description: The management of Shakespeare's Globe planned to take exciting new initiatives in 2012. The theater's artistic director, Dominic Dromgoole took the tragedy of Hamlet to every country. The book "Hamlet Globe to Globe" highlights the venture and presents its details in a succinct manner. Dromgoole not only keeps his audience engaged in London theater, but he also tours them around the world. His touring idea is wonderful for the promotion of the play "Hamlet," because of the way a traveling company features the whole play, its actors, their arrival at Elsinore and meeting with Prince Hamlet.

The book sheds light on the Globe Company and its journey to new destinations. The purpose is not to incite the issue of moral crises and murder confessions, but to celebrate a

question of social and psychological evils. They not only visit remote countries, but also the most advanced and urban industrial countries. Nonetheless, due to worse global political and social problems over the past two years, Hamlet's story is not taken to the countries suffering from civil wars and internal strife. It is also that the story seems directly relevant to the common political scenario prevalent in the world.

Answer

" 'It began, we are told, as a whim lubricated by strong drink. In 2012, the management of Shakespeare's Globe — …' A young person who refuses to make his peace with the sly criminal who has 'popped in between the election and my hopes.' What better hero for our times?"

Example 2: Sense of sensibility (By Jane Austen)

The Dashwood family settles in Sussex for too long, and has a large estate. The late owner of the estate leaves everything for his nephew Mr. Henry Dashwood and his family. Mr. Henry Dashwood has one son, John from his former marriage and three daughters, Elinor, Marianne, and Margaret from his current wife. John is lucky to have inherited wealth from his mother's side, too. In his will, old Dashwood leaves everything for Henry's son, but nothing for his wife and daughters. John promises his dying father to take care of his step-mother and sisters. But, in fact, John is selfish and cold-hearted man who marries a selfish woman.

After Henry's death, without informing her mother-in-law, John's wife steps into her house to take control. Mrs. Dashwood feels her behavior so ungracious, but her elder daughter Elinor suggests her mother to avoid any conflict with John. Elinor has good understanding, while Marianne is sensible, amiable, and prudent. Margaret, on the other hand, is a well-disposed and good-humored girl.

Answer

"The family of Dashwood had long been settled in Sussex… bid fair to equal her sisters at a more advanced period of life."

Exercise: 1

The author states that as a member of the society, we are bound to be attached to others. We can have friends, wife, siblings, parents, colleagues, subordinates, boses, and many more. We interact with them during the course of our daily lives. Such relationship is often mired in hatred, disgust, envy, intolerance etc. These are the dark spots of human existence as a community. We may choose to ignore these dark spots, but that would be a folly. We inherently get attached to one another, and there is no way we can keep these toxic

feelings out of our lives. Only an ideal society can be free from such corrosive traits. However, the author pleads, it is worth trying to find ways to minimize the damage the toxic feelings do to our smooth, peaceful, and harmonious living.

Example: 2

The author proceeds to suggest some dos and don’ts to his readers so that they keep acrimony and rancour away from their relationships. The first thing is not to feel too important about yourselves. By a quirk of circumstances, people find themselves in the same domain and in the same community. It is fallacious to assume that all were born and brought up exactly in the same way, and with the same opportunities. Similarly, it is wrong to assume that all will reach the same level of status and wealth and prosperity in the future. We are all born different, with different backgrounds, different talents, and of course, different destinies. Such disparity is inherent. It can’t be undone or wished away. Like Newton’s Laws are fundamental to Science, difference among individuals is fundamental to community living. People know the other person is different in outlook, intelligence and wisdom. Despite knowing this, they try to argue and convince the other person to accept his views on different subjects. Such vain gloriousness creates rancour and seldom succeeds to bring the other person around. Instead, such efforts to sway the other person to fall in line create bitterness and irritation. Such proud people are intolerant and can’t reconcile themselves to a different view point. It is as stupid as saying that the sky can have just one type of stars instead of so many different types.

Example: 6

Intimate friends or relations like brother-sister, husband-wife etc. are privy to certain embarrassing facts about one another. For example, a sister might be knowing that her brother had failed twice in mathematics during his school days. When this small group admits a stranger to it, the members of the old group must never divulge the home truths to the new friend. Indiscrete mention of such embarrassing facts might offend the mate. Thus, it can lead to anger and shame. Carelessness while talking my lead to such slippage of tongue. The victim’s reputation is harmed by such callous disclosure of their weaknesses. Such irresponsible behaviour must be curbed.

Expt .No:	Scanning
Date	

Scanning a text is a reading technique where the reader looks for specific information rather than trying to absorb all the information. If you're reading a timetable, say, you want specific information usually and so look for something that is convenient for your journey plans- when you do this, you are scanning. Scanning means to look quickly over the text looking for specific word(s) or facts.

For example:

If you are looking for your name in a list of names, you would scan because you are not interested in getting a general idea of the other people's names, you just want to find your own.

Your eyes should move very quickly over a piece of information when scanning for something specific. It is often useful to use a marker, e.g. move your finger or a pen across the text to help you scan. Moving something physically across the information helps to keep your eyes focused on where you have scanned and which parts you still need to scan.

Using the scanning technique

Imagine you are taking an examination, and the question is: 'Which country has the largest farming industry?

1. You will know you are looking for a country's name, so could scan the text (using your finger or a pen as a marker) to find the names of all countries mentioned.
2. You can them skim or read in more detail around the parts of the text that contain the names of countries to confirm which country has the biggest farming industry. You can ignore the rest of the text (for now) as you are looking for specific information in relation to that question.

How to Scan:

1. State the specific information you are looking for.
2. Try to anticipate how the answer will appear and what clues you might use to help you locate the answer. For example, if you were looking for a certain date, you would quickly read the paragraph looking only for numbers.
3. Use headings and any other aids that will help you identify which sections might contain the information you are looking for.
4. Selectively read and skip through sections of the passage.

Exercise: 1

Read the passage carefully and to grasp specific information in the passage:

In the 16th century, an age of great marine and terrestrial exploration, Ferdinand Magellan led the first expedition to sail around the world. As a young Portuguese noble, he Served the king of Portugal, but he became involved in the quagmire of political intrigue at Court and lost the king's favor. After he was dismissed from service by the king of Portugal, he offered to serve the future Emperor Charles V of Spain.

A papal decree of 1493 had assigned all land in the New World west of 50 degrees W longitude to Spain and all the land east of that line to Portugal. Magellan offered to prove that the East Indies fell under Spanish authority. On September 20, 1519, Magellan set sail from Spain with five ships. More than a year later, one of these ships was exploring the topography of South America in search of a water route across the continent. This ship sank, but the remaining four ships searched along the southern peninsula of South America. Finally they found the passage they sought near 50 degrees S latitude. Magellan named this passage the Strait of All Saints, but today it is known as the Strait of Magellan.

One ship deserted while in this passage and returned to Spain, few sailors were privileged to gaze at that first panorama of the Pacific Ocean. Those who remained crossed the meridian now known as the International Date Line in the early spring of 1521 after 98 days on the Pacific Ocean. During those long days at sea, many of Magellan's men died of starvation and disease.

Later, Magellan became involved in an insular conflict in the Philippines and was killed in a tribal battle. Only one ship and 17 sailors under the command of the Basque navigator Elcano survived to complete the westward journey to Spain and thus prove once and for all that the world is round, with no precipice at the edge.

Exercise :2

Marie Curie was one of the most accomplished scientists in history. Together with her husband, Pierre, she discovered radium, an element widely used for treating cancer, and studied uranium and other radioactive substances. Pierre and Marie's amicable collaboration later helped to unlock the secrets of the atom.

Marie was born in 1867 in Warsaw, Poland, where her father was a professor of physics. At an early age, she displayed a brilliant mind and a blithe personality. Her great exuberance for learning prompted her to continue with her studies after high school. She became disgruntled, however, when she learned that the university in Warsaw was closed to women. Determined to receive a higher education, she defiantly left Poland and in 1891

entered the Sorbonne, a French university, where she earned her master's degree and doctorate in physics.

Marie and Pierre were married in 1895 and spent many productive years working together in the physics laboratory. A short time after they discovered radium, Pierre was killed by a horse-drawn wagon in 1906. Marie was stunned by this horrible misfortune and endured heartbreaking anguish. Despondently she recalled their close relationship and the joy that they had shared in scientific research. The fact that she had two young daughters to rise by herself greatly increased her distress.

Curie's feeling of desolation finally began to fade when she was asked to succeed her husband as a physics professor at the Sorbonne. She was the first woman to be given a professorship at the world-famous university. In 1911 she received the Nobel Prize in chemistry for isolating radium. Although Marie Curie suffered a fatal illness from her long exposure to radium, she never became disillusioned about her work. Regardless of the consequences, she had dedicated herself to science and to revealing the mysteries of the physical world.

Exercise: 3

Mount Vesuvius, a volcano located between the ancient Italian cities of Pompeii and Herculaneum, has received much attention because of its frequent and destructive eruptions. The most famous of these eruptions occurred in A.D. 79.

The volcano had been inactive for centuries. There was little warning of the coming eruption, although one account unearthed by archaeologists says that a hard rain and a strong wind had disturbed the celestial calm during the preceding night. Early the next morning, the volcano poured a huge river of molten rock down upon Herculaneum, completely burying the city and filling the harbor with coagulated lava.

Meanwhile, on the other side of the mountain, cinders, stone and ash rained down on Pompeii. Sparks from the burning ash ignited the combustible rooftops quickly. Large portions of the city were destroyed in the conflagration. Fire, however, was not the only cause of destruction. Poisonous sulfuric gases saturated the air. These heavy gases were not buoyant in the atmosphere and therefore sank toward the earth and suffocated people. Over the years, excavations of Pompeii and Herculaneum have revealed a great deal about the behavior of the volcano. By analyzing data, much as a zoologist dissects an animal specimen, scientists have concluded that the eruption changed large portions of the area's geography. For instance, it turned the Sarno River from its course and raised the level of the beach along

the Bay of Naples. Meteorologists studying these events have also concluded that Vesuvius caused a huge tidal wave that affected the world's climate.

In addition to making these investigations, archaeologists have been able to study the skeletons of victims by using distilled water to wash away the volcanic ash. By strengthening the brittle bones with acrylic paint, scientists have been able to examine the skeletons and draw conclusions about the diet and habits of the residents. Finally, the excavations at both Pompeii and Herculaneum have yielded many examples of classical art, such as jewelry made of bronze, which is an alloy of copper and tin. The eruption of Mount Vesuvius and its tragic consequences have provided everyone with a wealth of data about the effects that volcanoes can have on the surrounding area. Today, volcanologists can locate and predict eruptions, saving lives and preventing the destruction of other cities and cultures.

Expt .No:	Reading Newspaper
Date	

Reading newspaper is a good habit that can provide a great sense of educational value. It carries information about politics, economy, entertainment, sports, business, industry, trade and commerce. With this habit, it will not only enhance your knowledge about general information but it will likewise improve your language skills and vocabulary. Many people have habits of reading daily newspapers that their days seem incomplete without taking hold of early morning newspapers.

The Benefits of Reading Newspapers

1. Newspapers carry the news of the world.
2. Newspapers provide information and general knowledge.
3. Newspapers provide news about a country's economic situation, sports, games, entertainment, trade and commerce.
4. Reading newspaper makes a good habit and it is already part of the modern life. This habit will widen your outlook and will enrich your knowledge.
5. Reading newspaper makes you well informed. It enables you to take part in every discussion pertaining to the world's current events.
6. Reading newspapers will improve your knowledge in general and it will be easy for you to relate to other people who often talks about current events and politics.
7. Through newspapers, you will have a clear idea and understanding of what is happening in your country and the whole world.

Habit of reading newspapers

Reading newspaper daily is one of the best ways to keep up to date with the ever advancing world. All the important news and events of the world are brought to our doorstep by the newspapers. But reading newspapers have other benefits as well. Reading English daily can enrich the vocabulary of an individual.

Newspapers can also act as a forum for the readers and writers. Thus reading newspapers is a must for young learners. But unfortunately, many students of our country do not have easy access to newspapers.

The educational institutions can offer this opportunity to the students. A few daily newspapers, with at least one English newspaper, can be kept in the library or the common room so that all students can have a look at the dailies whenever they can.

Here, I think the newspaper authorities also have some responsibilities. They can help the institutions with financial constraints by supplying them daily or weekly issues. The Daily Star has already taken such initiatives which are greatly appreciated by this writer. Now, the attention should be turned towards the rural students, as they are in greater need of these facilities than the affluent urban students.

Exercise: 1

Read the given newspaper cutting

Mastercard, CAIT launch campaign to accelerate adoption of digital payments

Will be rolled out in 30 cities over 90 days to create awareness among traders

OUR BUREAU

New Delhi, February 6

Taking their two-year-old partnership to the next level, global technology company Mastercard and traders' body CAIT have launched a new campaign to accelerate adoption of digital payments among traders and to help them grow their businesses.

The campaign, titled *Digital Apnao Vyapar Badhao* (Adopt Digital and Build Business), will be rolled out across 30 cities over a period of 90 days, CAIT and Mastercard announced on Monday.

As part of the campaign, 500 camps will be organised to onboard five lakh merchants and traders by bringing together financial institutions and other payment facilitators under one roof, Ravi Aurora, Senior Vice-President, Global Policy Affairs and Community Relations, Mastercard, said.

Aurora said the campaign is in continuation of Mastercard and CAIT's partnership to promote financial awareness and literacy among traders through educational training sessions 'Master your Card' across the country.

"We share the government's vision of creating a less-cash economy and bringing more people under the ambit of financial inclusion. The *Digital Apnao* campaign that we are launching is in line with our commitment to create awareness about the benefits of a less-cash economy and the opportunity that new payments technology can bring to the untapped SME sector," Aurora added.

The first of the 500 camps will be launched in Nagpur on Tuesday, Praveen Khandelwal, Secretary-General, CAIT, said.

Exercise: 2

Air pollution on his mind, CM asks babus for offbeat ideas

Tells Them He's Not Satisfied With Slow Response To Crisis

TIMES NEWS NETWORK

New Delhi: In his first review meeting with the environment and forests department, chief minister Arvind Kejriwal dismissed all other issues, choosing to discuss only the rising levels of air pollution in the city.

Even before bureaucrats could run him through presentations on various issues, the CM asked if the department could offer any immediate solutions to tackle the problem of air pollution.

Kejriwal asked bureaucrats to skip presentations on other issues and move directly to air pollution. He asked for "offbeat" solutions that could be implemented.

'TOXIC CITY': Greenpeace activists campaign for clean air in Delhi outside the Met office on Lodhi Road

Environment department officials answered that they are awaiting a report by IIT Kanpur due in September, on the sources of air pollution in Delhi. Kejriwal was unsatisfied with their response. Some officials were taken aback. "We don't know if there can be any offbeat solutions to air pollution", one of them said.

In 2014, World Health Organization's urban air quality index showed Delhi with the highest PM 2.5 (fine, respirable particles). High PM2.5 pollution is linked to cardiac and respiratory conditions.

On Saturday, a joint study by universities of Chicago, Yale and Harvard found that half of India's population may be losing up to three years' life-span because of bad air.

Meanwhile, Centre has also asked for a meeting with the department on tackling air pollution next week.

Exercise: 3

Terrorists using sea routes more frequently

Analysts are questioning the effectiveness of maritime security

SMAR (MS B18) 15/12/2008 MIMA - MSE

By SHARIDAN M. ALI
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THE Mumbai terror attacks have proven the vulnerability of sea routes, being one of the main passages used by terrorists.

Maritime Institute of Malaysia maritime security and diplomacy researcher Sumathy Permal said security analysts believed that maritime infrastructure and transport was being increasingly used by terrorists to carry out attacks.

"One of the more intriguing aspects of the Mumbai attacks is how the team of terrorists entered Mumbai.

"Although the Mumbai attacks and operations happened on land, the terrorists earlier used the maritime mode to reach their target. This brings into question the effectiveness of maritime security around the city," he said.

Sumathy said the chronology of the terrorists' journey from its "training base" in Rawalpindi to Mumbai reflected the lack of security of the seas to halt terrorist operations.

According to a news report, the preparations for the attacks began a year earlier in a remote mountain camp in Muzaffarabad, Kashmir.

Upon completion of their training, the terrorists travelled from Rawalpindi to the eastern port of Karachi where they charted the merchant ship mv Alpha and headed to Mumbai.

The Mumbai terror attacks emphasised the crucial need to secure the sea lanes of communication from being used as a terrorist passage

The cargo ship headed into the Arabian Sea and was confronted by the Indian Navy. According to the sole captured militant, the Indian navy was actively boarding foreign vessels and searching holds.

They (the militants) then used their inflatable speed boats to escape. They subsequently hijacked a local fishing boat, Kuber, in an attempt to escape from the Indian Navy.

The crew of the Kuber were murdered and the ship's captain was ordered to sail for the Indian coast. Five miles from the coast, the terrorists killed the captain before setting off in their inflatable speed boats and headed towards Mumbai.

This chronology of events, according to Sumathy, raised several questions on the level of maritime security there.

"When the terrorists charted mv Alpha at the Port of Karachi, how did the port security fail to identify these terrorists?

"Also, the terrorists' escape via inflatable boats showed lack of vigilance of the Indian Navy.

"Sea surveillance and GPS (global positioning system) were not adequately in place to monitor the movement of the fishing vessel they boarded.

"And the terrorists that could have passed the Port of Mumbai before entering the city - that again raised the question of port security," she said.

Sumathy said the Mumbai terror attacks emphasised the crucial need to secure the sea lanes of communication from being used as a terrorist passage.

"Maritime security stretches from the scrutiny enforcement on land, sea and air.

"It is also important that there is coordination between the security units. It appears that each is interrelated with the other," she said.

She added that intelligence information about terrorist capabilities and activities was a key factor in terrorism scenario assessment.

"The maritime security enforcement may act to ensure that the responsible intelligence agencies work to improve their intelligence information gathering and reduce the uncertainty of terrorism.

"It is important to improve the border intelligence information collection, with a specific orientation towards maritime threats.

"Better intelligence may also help ensure that various federal maritime security activities are more closely aligned," she said.

Ex.No:	Reading Acronyms and Abbreviation
Date:	

Abbreviation and acronyms are shortened forms of words or phrases. An abbreviation is typically a shortened form of words used to represent the whole (such as Dr. or Prof.) while an acronym contains a set of initial letters from a phrase that usually form another word (such as radar or scuba).

Abbreviations and acronyms are often interchanged, yet the two are quite distinct. The main point of reference is that abbreviations are merely a series of letters while acronyms form new words.

Abbreviation

An abbreviation (from Latin brevis, meaning short [1]) is a shortened form of a word or phrase, by any method. It may consist of a group of letters, lower case letters do count or words taken from the full version of the word or phrase.

For example.

Mr. for Mister

Pres. for President.

Acronym

An acronym is an abbreviation used as a word which is formed from the initial components in a phrase or a word. An acronym, technically, must spell out another word.

1. NASA - National Aeronautics and Space Administration
2. RADAR – Radio Detection and Ranging

The world of email, texting, and instant messaging has given rise to a whole series of acronyms and initialisms that allow texters to complete their messages more quickly. Nearly all are initialisms because they are pronounced letter by letter. Occasionally some are pronounced as words in conversation, though this is uncommon. The abbreviations that are sometimes pronounced as acronyms have been bolded.

1. AFK - Away From Keyboard
2. BBIAB - Be Back In A Bit
3. BBL - Be Back Later
4. BBS - Be Back Soon
5. BEG - Big Evil Grin
6. BRB - Be Right Back
7. BTW - By The Way

8. EG - Evil Grin
9. **FISH - First In, Still Here**
10. IDK - I Don't Know
11. IMO - In My Opinion
12. IRL - In Real Life
13. **KISS - Keep It Simple, Stupid**
14. **LOL - Laughing Out Loud**
15. NYOB - None of Your Business
16. OMG - Oh My God
17. **PANS - Pretty Awesome New Stuff**
18. **PHAT - Pretty, Hot, And Tempting**
19. POS - Parents Over Shoulder
20. TTYL - Talk To You Later

Common Acronyms in the Military and Government

1. **ASAP - As Soon As Possible**
2. **AWOL - Absent Without Leave**
3. CIA - Central Intelligence Agency
4. CPS - Child Protective Services
5. CSI - Crime Scene Investigation
6. DAFB - Dover Air Force Base
7. DMV - Division of Motor Vehicles
8. DNC - Democratic National Committee
9. FBI - Federal Bureau of Investigation
10. **FUBAR - F***ed Up Beyond All Recognition**
11. MIA - Missing In Action
12. **OSHA - Occupational Safety and Health Administration**
13. **NAFTA - North American Free Trade Agreement**
14. **NASA - National Aeronautics and Space Administration**
15. **Navy SEALs - Navy Sea Air Land forces**
16. **POTUS - President of the United States**
17. POW - Prisoner Of War
18. RNC - Republican National Committee
19. **SCOTUS - Supreme Court of the United States**
20. **SWAT - Special Weapons And Tactics**

Common Informative Acronyms

1. ABS - Anti-lock Braking System
2. ADD - Attention Deficit Disorder
3. ADHD - Attention Deficit Hyperactivity Disorder
4. **AIDS - Acquired Immune Deficiency Syndrome**
5. AMA - Against Medical Advice
6. CDC - Centers for Disease Control and Prevention
7. **DARE - Drug Abuse Resistance Education**
8. DOA - Dead On Arrival
9. DOB - Date Of Birth
10. DIY - Do It Yourself
11. FAQ - Frequently Asked Questions
12. **GIF - Graphics Interchange Format**
13. HIV - Human Immunodeficiency Virus
14. MD - Medical Doctor
15. OTC - Over The Counter
16. PPV - Pay Per View
17. **RADAR - Radio Detection And Ranging**
18. **SONAR - Sound Navigation And Ranging**
19. SUV - Sports Utility Vehicle
20. UFO - Unidentified Flying Object

Common Acronyms in Business

1. AKA - Also Known As
2. **CAPTCHA - Completely Automated Public Turing Test to tell Computers and Humans Apart**
3. CST - Central Standard Time
4. **DAEMON - Disk And Execution Monitor**
5. DBA - Doing Business As
6. DND - Do Not Disturb
7. EDS - Electronic Data Systems
8. EOD - End of Day
9. EST - Eastern Standard Time
10. ETA - Estimated Time of Arrival
11. HR - Human Resources

12. MBA - Masters of Business Administration
13. MST - Mountain Standard Time
14. NASDAQ - National Association of Securities Dealers Automated Quotation
15. OT - Overtime
16. POS - Point Of Service
17. PST - Pacific Standard Time
18. SWOT - Strengths, Weaknesses, Opportunities, Threats
19. SMART Goals - Specific, Measurable, Attainable, Realistic, Time-bound Goals
20. TED (Talk) - Tell me, Explain to me, Describe to me (Talk)

Common Acronyms as Identifiers

1. AA - Alcoholics Anonymous
2. AAAS - American Association for the Advancement of Science
3. AARP - American Association of Retired Persons
4. ADA - American Dental Association
5. AFL - American Football League
6. AMA - American Medical Association
7. APA - American Psychological Association
8. ESPN - Entertainment and Sports Programming Network
9. **FLAG - Foreign Language Association of Georgia**
10. **MADD - Mothers Against Drunk Driving**
11. MLA - Modern Language Association
12. NBA - National Basketball Association
13. NFL - National Football League
14. NHL - National Hockey League
15. **PAWS - Progressive Animal Welfare Society**
16. PGA - Professional Golfer's Association
17. SPCA - Society for the Prevention of Cruelty to Animals
18. SWF - Single White Female
19. SWM - Single White Male
20. WWE - World Wrestling Entertainment

Acronyms:

Popular Acronym Examples

1. AIDS - Acquired Immunodeficiency Syndrome
2. ASAP - As Soon As Possible

3. AWOL - Absent Without Official Leave (or Absent Without Leave)
4. IMAX - Image Maximum
5. LASER - Light Amplification by the Stimulated Emission of Radiation
6. PIN - Personal Identification Number
7. RADAR - Radio Detection and Ranging
8. SCUBA - Self-Contained Underwater Breathing Apparatus
9. SMART - Specific, Measurable, Achievable, Relevant, Timely
10. WASP - White Anglo-Saxon Protestant

Professional Acronym Examples

1. AARP - American Association of Retired Persons
2. DARE - Drug Abuse Resistance Education
3. FEMA - Federal Emergency Management Agency
4. HIPAA: Health Insurance Portability Accountability Act
5. HUD - Department of Housing and Urban Development
6. NAFTA - North American Free Trade Agreement
7. NASA - National Aeronautics and Space Administration
8. NATO - The North Atlantic Treaty Organization
9. OSHA - Occupational Safety and Health Administration
10. POTUS - President Of The United States
11. SEAL - Sea Air Land (U.S. Navy)
12. SNAP - Supplemental Nutrition Assistance Program
13. SWAT - Special Weapons and Tactics
14. UNICEF - The United Nations International Children's Emergency Fund

Internet Acronym Examples

1. BAE - Before Anyone Else
2. FOMO - Fear Of Missing Out
3. GIF - Graphics Interchange Format
4. JPEG - Joint Photographic Experts Group
5. RAM - Random Access Memory
6. YOLO - You Only Live Once

Funny Acronym Examples

1. KISS - Keep It Simple Stupid
2. LOL - Laugh Out Loud
3. PHAT - Pretty hot and tempting

Expt .No:	Mispronounced Words
Date	

One of the toughest things about learning English is that words don't always sound as you would expect them to. This is because English is a combination of so many other languages. English learners from all over the world face different challenges with pronunciation because of interference from their first language. There are, however, some words that learners from all over the world and many native-speakers have trouble with. Let's take a look at them and learn to avoid 10 of the most common English pronunciation mistakes.

Clothes:

This word has only one syllable, the 'e' is silent and the 's' makes a 'zzz' sound. Be careful not to say 'clothe iz'.

Colleague:

This word only has two syllables 'koh-leeg'. Make sure not to pronounce the 'ue' on the end. When it's a plural, the 's' makes a 'zzz' sound like in 'clothes'.

February:

Many people have trouble pronouncing English words which have two 'r' sounds close together. Make sure to pronounce both 'r' sounds: Feb-roo-a-ree, not Feb-yoo-a-ree. Smilarly, 'library' should be pronounced 'li-bra-ri'.

Athlete:

Be careful to avoid adding extra syllables in the middle of words. For example, make sure there are only two syllables in 'athlete': ath-leet, not ath-a-leet.

Escape and especially:

Putting an extra 'x' sound in words with 'es' is a common mistake in English. Make sure to say 'escape' and 'especially' rather than 'excape' or 'expecially'.

Wednesday:

Watch out for silent letters. In the 'Wednesday', the 'd' is silent. The word is pronounced 'wenz-day'.

Prescription:

If you go to the doctor, he or she might give you a prescription to take to the pharmacist so you can buy any medicine you need. Sometimes people mix up the 're' with 'er' and say 'per-scrip-tion' instead of pronouncing it correctly as 'pre-scrip-tion'.

Ask:

Mixing up the ‘s’ and ‘k’ in ‘ask’ is a very common mistake that many native-speakers make. In fact, it is a common part of some English dialects. If you are learning general English, make sure to say ‘ask’ not ‘ax’ so that it sounds correct to people all over the world.

Nuclear:

Again, this is a word where people often get confused about the order of the sounds and pronounce it ‘nu-cu-lar’. Remember to get the sounds in the correct order and pronounce it ‘nuc-lee-ar’.

Pronunciation

The final common mistake is with the word ‘pronunciation’ itself! Many people get confused with the sound of the verb form ‘pronounce’ and say ‘pronounciation’ for the noun form. This is incorrect. Make sure to say ‘pro-nun-si-ay-shun’ if you want to be correct.

Once you’ve mastered these words, your pronunciation will be more correct than many native speakers. Then you can go on to overcome pronunciation challenges that are more specific to your first language.

Commonly Mispronounced Words List:

S.No	Word	Correct Pronouncation	Wrong Pronouncation
1	Accessory	ak-sess-or-y	ass-ess-or-y
2	Across	a-cross	a-crost
3	Antarctic	ant-arc-tic	ant-ar-tic
4	Ask	Ask	aks
5	Athlete	ath-leet	ath-a-leet
6	Cache	Kash	kash-ay
7	Cavalry	kav-ul-ry	kav-vuh-ry
8	Clothes	Klothz	kloz
9	Dilate	di-late	di-a-late
10	Drowned	Drownd	drown-ded
11	Entrepreneur	ahn-truh-pruh-nur	enter-pren-yor
12	Escape	es-cape	ex-cape
13	Espresso	ess-press-oh	ex-press-o
14	Et cetera	et-set-er-a	ex-set-er-a
15	February	feb-roo-air-y	feb-yoo-air-y

16	Federal	fed-er-al	fed-ral
17	Foliage	fo-li-uj	fol-uj
18	Halloween	hal-o-ween	hol-lo-ween
19	Height	Hite	hith
20	Heinous	hey-nuh-s	heen-ni-us
21	Hierarchy	hi-er-ar-ky	hi-arky
22	Library	libe-rare-ee	libe-air-ee
23	Mayonnaise	may-on-naise	man-naise
24	Minuscule	min-uh-skyool	min-ih-skyool
25	Cerulean	suh-roo-lee-uhn	see-roo-leen
26	Chenille	shuh-neel	chen-ill-eh
27	Tortillas	tohr-tee-yahs	tor-tee-laas
28	Vegetable	veg-table	vegi-table
29	Buffet	boo-fay	buff-ay
30	Asterisk	ass-ter-is	ass-ter-iks
31	Develop	dih-vel-up	day-vuh-lupp
32	Cocoa	koh-koh	koh-koh-wa
33	Transient	tran-shent	tra-zee-end
34	Arctic	arc-tic	ar-tic
35	Figure	fig-yer	fig-er
36	Forte	Fort	for-tay
37	Insouciant	in-soo-see-ant	in-soo-shant
38	Lambaste	lam-baste	lam-bast
39	Nuclear	nuke-lee-ar	nuke-yoo-lar
40	Mischievous	mis-chi-vus	mis-chee-vee-us
41	Niche	neesh	Nitch
42	Nuptial	nup-shul	nup-shoo-al
43	Often	off-en	oft-en
44	Percolate	perc-o-late	perc-u-late
45	Perspire	per-spire	pre-spire
46	Picture	pic-shur	pitch-er
47	Plenitude	plen-i-tude	plent-i-tude

48	Prescription	pre-cip-i-ta-shun	per-cip-i-ta-shun
49	Probably	prob-ab-ly	prob-ly/ prah-bal-ly
50	Realtor	re-al-tor	real-a-ter
51	Sherbet	sher-bet	sher-bert
52	Ticklish	tik-lish	tik-l-lish
53	Triathlon	tri-ath-lon	tri-ath-a-lon
54	Vehicle	vi-ekle	vay-hikle
55	Verbiage	ver-bi-age	ver-bage
56	Wintry	win-try	win-ter-y
57	Abalone	ab-uh-loh-nee	ah-boh-lohn
58	Albeit	awl-bee-it	al-bae-it
59	Almond	ah-mund	aal-mund
60	Attaché	uh-tash-ey	ah-tat-chee
61	Boutique	boo-teek	boh-teek
62	Chaos	key-os	cha-os
63	Meme	meem	mee-mee/ mem
64	Bury	be-ri	beu-ry
65	Discretion	dis-kreh-shun	dis-kree-shun
66	Dengue	deng-ee	den-goo
67	Marijuana	mar-uh-wah-nuh	mary-joo-anna
68	Women	wih-men	woo-men
69	Breakfast	brek-fust	bray-k-faast
70	Heart	haa-rt	Hurt
71	Tomb	toom	tom-b
72	Asthma	az-ma	as-tha-ma
73	Wednesday	wenz-day	wed-nes-day
74	Bowl	Bol	ba-ool
75	Pizza	peet-zuh	pi-za
76	Police	puh-leece	pu-liss
77	Coup	Koo	koo-p
78	Coupon	koo-pon	que-pun
79	Debris	deb-ree	de-briss/ day-brees

80	Debut	dey-byoo	di-boo
81	Divorce	dih-vawrs	die-vawrs
82	Epitome	ih-pit-uh-mee	ih-pi-toe-m
83	Faux pas	foh-pah	fohx-pas
84	Film	Film	fill-um
85	Flour	flou-er	fl-ahr
86	Gauge	geyj	Gauj
87	Genre	zhahn-ruh	jen-re
88	Hyperbole	hy-per-ba-lee	hy-per-bowl
89	Ingenuity	in-juh-noo-i-tee	in-jen-wee-tee
90	Itinerary	ahy-tin-uh-rer-ee	ahy-tin-ary
91	Jewellry	jew-ell-ree	jew-ler-ree
92	Lingerie	lawn-zhuh-ree	lin-guh-ree
93	Lip-sync	lip-singk	lip-sing
94	Maniac	mey-nee-ak	mahn-yuhk
95	Paradigm	par-uh-dahym	par-uh-dig-m
96	Pronunciation	pro-nun-see-a-shun	pro-noun-see-a-shun
97	Pseudonym	sood-n-im	syoo-duh-nim
98	Quote	kwoht	Coat
99	Regime	ray-zheem	ruh-geem
100	Bass	base	Baas
101	Quinoa	keen-wah	qui-noa
102	Jalapeno	hah-lah-peh-nyoh	jala-pe-noh
103	Bruschetta	broo-sket-ah	broo-shet-ah
104	Prosciutto	proh-shoo-toh	pros-ciu-tto
105	Gnocchi	nyoh-kee	gno-cc-hi
106	Parmesan	pahr-muh-zahn	par-me-san
107	Hummus	hoom-us	hum-iss
108	Fillet	fih-lay	fil-let
109	Pasta	pah-stuh	pass-tah
110	Caramel	kar-ah-mehl	car-mel
111	Onion	uh-nion	o-nion

112	Miniature	min-ee-uh-cher	mini-ture
113	Calendar	kal-uhn-duh	kuh-len-duh
114	Complete	kuhm-pleet	kom-pleet
115	Rendezvous	rahn-duh-vooa	ren-dez-vuss
116	Reservoir	rez-er-vwahr	rez-er-vore
117	Salmon	sam-uh n	sal-muhn
118	Salon	sa-lawn	sa-loon
119	Silicon	sil-i-kuh n	sil-i-kohn
120	Sour	sower	Saar
121	Subtle	suth-l	subt-l
122	Suite	sweet	suit/ soot
123	Tuition	too-ish-uh n	too-shen
124	Turquoise	tur-koiz	tur-quiz
125	Yolk	yohk	yol-ke
126	Extempore	ekstem-pere	ekstem-pore
127	Vineyard	vin-yard	wine-yard
128	Resume	reh-zu-may	ri-zum
129	Poignant	poi-nyant	poig-nant
130	Poem	poe-um	poy-em
131	Mohito	mo-hee-toh	mo-jee-toh
132	Banquet	ban-kwet	ban-kway
133	Iron	aye-en	eye-run
134	Violin	va-yuh-lin	vo-ee-lin
135	Video	vid-i-oh	wee-dio
136	Data	day-ta	daa-taa
137	Monk	munk	Mawnk
138	Estate	i-steyt	es-steyt
139	Especially	i-spesh-uh-lee	es-spesh-uh-lee
140	Excite	ik-sahyt	ek-sahyt
141	Position	puh-zish-uhn	poh-zish-uhn
142	Potential	puh-ten-shuhl	poh-ten-shuhl
143	Japanese	jap-uh-neez	juh-pan-ees

144	Second	sek-uhnd	sec-kend
145	Pressure	presh-uh	prezh-uh
146	Ticket	tik-it	ti-keyt
147	Sword	sward	swor-d
148	Answer	anser	an-swer
149	Doubt	dowt	doub-
150	Menstruation	men-stroo-a-shun	men-stray-shun
151	Supposedly	sup-pose-ed-ly	sup-pose-ab-ly
152	Taut	Taut	Taunt
153	Toward	tow-ward	tor-ward
154	Chaise longue	shez-lawng	shayze-lounge
155	Menu	men-yu	men-oo
156	Receipt	ree-seet	ree-sipt
157	Mouse	mouse	Moos
158	Subtract	sub-tract	subs-tract
159	Gnaw	Naw	g-naw
160	Chassis	sha-see	chay-sis
161	Dessert	dizz-urt	dez-ert
162	Liable	li-a-ble	lie-bull
163	Utmost	utt-most	up-most
164	Candidate	can-da-dett	can-ud-dett
165	Awry	uh-rye	aw-ree
166	Ikea	ee-kay-uh	eye-kee-ya
167	Amethyst	am-uh-thist	am-mee-theest
168	Composition	kom-puh-zish-uhn	kom-poh-zish-uhn
169	Colleague	kol-eeg	kuh-leeg
170	Condemn	kuhn-dem	kon-dem
171	Compose	kuhm-pohz	kom-pohs
172	Excuse	ik-skyooz	ek-skyoos
173	Extra	ek-struh	ek-stra
174	Alzheimer’s disease	ahlts-hai-merz	old-timer’s disease

175	Business	biz-nis	bid-ness
176	Cabin	cab-in	kay-bin
177	Truth	true-th	tru-th
178	Opposite	awp-uh-zit	uh-pose-it
179	Waistcoat	wess-kut	waist-coat
180	Plumber	plum-er	plum-ber
181	Mojito	mo-hee-to	mo-jee-to
182	Chipotle	chip-oat-lay	chu-pole-tay
183	Compare	kuhm-pair	kom-pair
184	Committee	kuh-mit-ee	kom-mit-tee

UNIT III SPEAKING SKILL

What is Speaking?

Speaking is the second of the four language skills.

How To Improve English Speaking Skills

Many students master the fine points of English grammar but find themselves at a loss when it comes to actually having a conversation with native speakers. In reality, the only way to develop fluency in speaking is by huge amounts of listening, and then practicing. The following are a few tips for improving English speaking skills. Don't forget that listening is the foundation for speaking! When you also want to practice speaking, here are some suggestions for how to improve English speaking skills.

Tips to improve speaking skill

Build a Strong Foundation

In order to express yourself eloquently in English, you need a wide variety of vocabulary and the correct pronunciation.

1. Expand your vocabulary
2. Improve your pronunciation
3. Learn the natural flow of English

Techniques to Improve English Speaking Skills

Now that you have a strong foundation, you can apply some techniques to hone (improve) your English speaking skills.

4. Speech shadowing
5. Self-talk
6. Think in English
7. Retell a story in English

Frequently Practice to Improve Your English Speaking Skills

Practice makes perfect, so do speak English in plenty. Some people think that they do not have the opportunity to practice speaking because they do not live in the US or another English-speaking country. They might also be discouraged because English is not used at their workplace, or they do not know any native speakers.

8. Participate in public speaking events
9. Go to language cafes
10. Using apps
11. Chat with Sire

THE FOUR SPEAKING SKILL

1. FLUENCY.

Fluency is about how comfortable and confident you are in speaking English. If you can speak for an extended period of time, that is an indicator of strong fluency. It is also about showing a clear connection between each point that you are trying to make. This skill means that the listener can follow what you are saying and does not get lost.

2. VOCABULARY.

Of course, if you don't have the words to say what you want to say, then you cannot say it. Being a good speaker means constantly growing you're vocabulary. The more interesting words you know, the stronger your speaking skills. The best way to grow your vocabulary is to read in English and make a note of any new words that you encounter in a vocabulary notebook.

3. GRAMMAR.

The dreaded G word! Grammar does matter and the fewer mistakes you make, the better your speaking skill will be. However, do not worry about making mistakes either! A good speaker does not have to use perfect grammar. Certainly, though, it is a good idea to make sure that you have mastered the major tenses.

4. PRONUNCIATION.

Pronunciation is a complex area, with a lot of sub skills that can be practiced. The basic rule of thumb is that an average speaker can speak and be understood. A skilled speaker can use the sub skills of pronunciation to emphasise and make the communicative effect of their speech more impactful. The sub skills of pronunciation include: word and sentence stress, intonation, rhythm and the use of the individual sounds of a language. A good way to practice your pronunciation is to copy! Simply listen to how someone with good pronunciation speaks, and try to imitate them as closely as possible.

Expt .No:	Expressions
Date	

In English language cultures, the need to be polite and to use the correct expressions is essential. Not only will people appreciate it, they will see you as competent English Language speaker. There are many expressions that are frequently used in the English Language and it is important for learners to know how to use them correctly and in the right context.

Expressions used in English Language

I. Good wishes

1. Congratulation on your success
2. May luck always be with you
3. Wish you all the best
4. I congratulate you on behalf of all
5. Hearty wishes
6. Many returns of the day

II. Apologies

1. I'm sorry
2. Please don't feel bad
3. I beg your burden
4. Sorry for the interruption

III. Invitation

1. Would you like to visit my home?
2. Thank for your invitation
3. Come in please
4. I'm pleased to do so
5. Would you please join us?

IV. Meeting and parting

1. I m glad to see you
2. I'm surprise to see you?
3. Please convey my regards
4. It's my pleasure
5. Have a pleasant day
6. Have a great day

V. Gratitude

1. Thanks a lot
2. I'm very grateful to you
3. You are so kind or so kind of you
4. It's my pleasure

VI. Permission

1. May I come in?
2. Can I use your phone?
3. May I leave?
4. You may leave now?
5. Let me go
6. Will you please give me your car?

VII. Consolation (SAD)

1. It's very pathetic.
2. Who can fight against the fate.
3. How faith in god, misfortune will pass.
4. Its very pity.
5. Sorry.
6. We deeply grieve.

VIII. Polite expressions

1. I would like to
2. I am interested in
3. Could I suggest that?
4. I would be grateful
5. It would be better

IX. Answering the phone

1. Good morning/afternoon/evening
2. May I know who this is?
3. Yes, I am Ram, may I help you?

X. Introduce oneself

1. This is Ram speaking
2. Hello, I am Rita from ford consultancy.

XI. Asking for someone

1. Can I speak to ram
2. Could you connect me to Rena?
3. Is it possible to speak to Shyam?

XII. Explaining

1. Hold on please.
2. Yes, you may be connected
3. I m sorry, Ram is unavailable right now?

XIII. Thanks

1. Thank you, for the kind information.
2. Welcome you.
3. Thank you.
4. With pleasure

This is an oral dril. The students have to give the answer orally.

Exercise:

1. Say any five expression commonly used in communication

1. Am I right? 2. Do you agree? 3. Oh! My goodness!
4. Very nice. 5. What happened

2. Say any five expression commonly used in communication

1. Sorry, please go on 2. Oh! My goodness! 3. Really
4. You’re Joking 5. Ha!

3. Say any five expression commonly used in communication

1. What a pity! What a shame! 2. Oh, no, you go on 3. Sorry for interruption
4. Glad to hear it 5. So what?

4. Say any five expression commonly used in communication

1. Amazing! 2. Please go ahead 3. That’s enough
4. What’s your opinion 5. How about you?

Expt .No:	Introduction
Date	

Introduction nowadays has become a must because they provide a first impression, establish credibility with your audience otherwise neither can we get along not acquaint ourselves with others. Introduction is necessary to tell others about the speaker or his friend, his colleague, his near and dear. Introduction , carefully and attractively done, presents a fascinating picture about the person who is introduced. Proper and perfect introduction carry information related to name, qualification, designation, birth-place, physical condition, position in the society, aspirations, achievements etc.,

The student must acquire proficiency in the art of self – introduction in order to win others' confidence and also successfully take up interviews for making up their career.

I. Introduce Oneself

- Good Morning to one and all.
- I am P. Kumar.
- I hail from Anna Nagar, Chennai.
- I am doing first year Diploma Course in Electrical and Electronics Engineering at VSVN Polytechnic College, Virudhunagar.
- I have scored very good marks in my public Exam.
- My father's name is Mr. Perumal Samy.
- He is a businessman.
- My mother name is Mrs. Raja Lakshmi.
- She is a home-maker.
- I have a brother and a sister.
- My hobbies are reading books, playing football and watching T.V.
- After the successful completion of my diploma course, I would like to join II year B.E. Degree course under lateral entry.
- I would like to become a Software Engineer in a Multi National Company and that's my ambition.

II. Introduce yourself as a prospective candidate for the company while facing the interview.

* Good morning, Sirs!
* First of all, I would like to thank you for giving me an opportunity to introduce myself.
* I am S. Santhosh Kumar. I have applied for the post of supervisor in your company.
* I am a first class diploma holder in Mechanical Engineering.
* I did my diploma in VSVN. Polytechnic College, Virudhunagar.
* I have finished two certificate courses on recent trends in technologies.
* I have participated in paper presentation competitions and won prizes.
* I have undergone inplant training in a reputed company.
* I have 2 Years working experience in a leading company.
* I can fluently speak and write in English and Hindi Tamil.
* CNC programming and CAD are my fields of interest.
* I possess certificates and won prizes in many athletic and games.
* I am a positive, hard worker and be flexible in every situation.
* My short term goal is to get a good job in a reputed company as yours.
* My long term goal is to get higher position in that company.
* I hope that I am a prospective candidate for this post and request you to consider me positively. Thank you sir.

III. New Factory Manager has been appointed. Introduce him to all the Employees of your Firm.

- Good Morning to one and all.
- I feel extremely happy to introduce Mr. Gopi to you all.
- Mr. Gopi has been appointed as our new Factory Manager, yesterday. He is a brilliant young officer. He hails from pune. He had his bachelor education in IIT, Bombay and higher education abroad. He has served in many countries including India as Manager for Human Resources and Material Management. He is a bilingual personality.
- With all his qualifications, experience and background, he would be an asset to our organization.
- I want you to extend your whole-hearted co-operation in assisting him.
- I hope you would certainly extent ever most cordial co-operration to him for the betterment of our organization. Thank you one and all.

IV. Introducing a Colleague:

- ✓ Good Morning to one and all.
- ✓ I am pleased to introduce my colleague Mr. Anand to you.
- ✓ Mr. Anand is a Software Engineer.
- ✓ He works more and speaks less.
- ✓ He is always duty-conscious.
- ✓ He plans projects in an excellent manner and executes them with utmost care.
- ✓ He would not leave anything incomplete or imperfect.
- ✓ He always strives for perfection in whatever he does.
- ✓ The most striking aspect him is that he himself can conceptualize captivating Projects. At the same time, he can adapt himself to carry out other's Projects.
- ✓ All would be delighted to know that he possesses an exemplary character.

V. Introducing a student-friend:

- Good Morning friends!
- I feel extremely happy to introduce my friend Ram to you all.
- This is Mr. Ram. He is my best friend. He is very smart.
- He is doing his diploma course with me in Computer Science and Engineering.
- He likes her subjects and studies well.
- He always scores very good marks.
- He always stands first in the tests.
- He reads many books.
- He is a very good player in volleyball.
- He is modest.
- He always respects his elders.
- He periodically donates blood.
- His conduct and character is exemplary.

Expt .No:	Face to Face Conversation
Date	

Communication can either be a dialogue between any two person or there may be more than two persons conveying their ideas, thoughts, views, opinions etc., among themselves.

Your success in the work place mainly depends on your communication skill. You will get plenty of opportunities to talk with your superiors and others.

Dialogue (sometimes spelled dialog in American English[1]) is a written or spoken conversational exchange between two or more people.

1. At the Clinic

Patient : May I come in Sir!

Doctor : Yes come in

Patient : Good Evening Sir.

Doctor : Good Evening. What's your problem?

Patient : I've been suffering from severe headache from yesterday night

Doctor : How old are you? What is your profession?

Patient : I am forty years old. I am a software engineer.

Doctor : Your headache may be due to your too much concentration and tension. I'll prescribe certain mild tablets for you

Patience : Is there anything serious sir

Doctor : Nothing to worry. Take rest for atleast two days. Don't see the monitor for atleast

two days and we will see.

Patience : Ok sir, I will relieved this pain?

Doctor : Surely. If the headache continues we will consult an eye specialist.

Patience : Is it necessary to scan the head?

Doctor : At present it is not at all necessary. We will see in two days.

Patience : What about your fees sir?

Doctor : You pay it to the nurse. She will tell you.

Patience : Ok Thank you sir I will contact you over phone if it is necessary.

2. Between a manager and a customer

Manager : Good morning Sir. What can I do for you?

Customer : Good morning. I want to open a current account.

Manager : Here is the application. You fill it up.

Customer : How much should I pay?

Manager : Only thousand rupees for opening and you will have to produce your ID

Customer : What do you mean by ID?

Manager : You have to give the address proof of your address and photo identity. Do you want net banking facility?

Customer : What is the advantage of net banking sir?

Manager : You can view the account details at home. You can pay bills and transfer funds from anywhere.

Customer : Do I need to pay more for this?

Manager : No sir it is completely free.

Customer : Ok then include my name for that too sir.

Manager : Here is the form and the documents you wanted.

Customer : I will return them in a short time sir

Manager : Ok you please wait outside. The process will take few minutes

3. Between Shopkeeper and Buyer

Shopkeeper : What'd you like to buy?

Buyer : I like to have 5 kilos of rice.

Shopkeeper : Which variety do you want?

Buyer : I want chengelpet super fine brand of rice

Shopkeeper : Then, what else you need?

Buyer : I want one liter pack of coconut oil and two kilo pack of Tata tea also.

Shopkeeper : Then, anything else?

Buyer : I want a kilo of tomato and a kilo of butter.

Shopkeeper : Here is one kg pack of butter. Sorry, we don't have tomato. Sorry for that.

Buyer : I want some sugar also. Please give me two kg of sugar.

Shopkeeper : Here are two packs of sugar, each one kg pack

Buyer : Do you have breads?

Shopkeeper : Sorry, No bread today.

Buyer : Ok. Totally how much

Shopkeeper : It's Rs 465/-

Buyer : Here is the money.

Shopkeeper : Thank you. Please visit again.

4. Between a conductor and Passenger.

Passenger : I want to go to Trichy. Please give me one ticket.

Conductor : At present no seat is available. You may try in some other bus.

Passenger : I must go urgently. Please try to accommodate me, sir.

Conductor : In that case, can you travel by standing up to Tindivanam. When the bus reaches Tindivanam, some persons may get down. You may get a seat.

Passenger : No problem at all. I can stand up to Tindivanam. How much is the fare?

Conductor : It's Rs.355/-

Passenger : Three….. fifty….. five…….O.K?

Conductor : Thanks. Here's your ticket.

Passenger : When the bus reaches Tindivanam, please inform it to me.

Conductor : O.K. I will inform you at Tindivanam.

Passenger : Thank you very much. Then, Sir I want one more help .

Conductor : What is it?

Passenger : I feel tired and thirsty. Can I get some water, here?

Conductor : Here we don't have water can. At the next bus stop there are some shops. You Can buy a bottle of mineral water.

Passenger : O.K. Thank you.

Expt .No:	Telephonic Conversation
Date	

The telephone has become a part and parcel of modern life. Instead of writing letter we speak over phone. People carry out their business using telephone. Students should learn the art of making telephonic calls in English and answering the telephone. Sometimes someone may ask for some information and you have to instantly respond over the phone.

Telephonic conversation starts with formally:

- 'Hello'
- 'Good Morning'
- 'This is…….speaking'
- 'Could I speak to ……please?'
- 'I would like to speak to ……..'
- 'I'm trying to contact ……'

Telephonic conversation ends with

- Bye
- Thank You or Thanks
- OK
- Let us meet soon etc
- I will call you later.
- Thank you for your calling

1. Placing an Order on the Telephone

Customer : Hello! Good morning. Is it M/S. Infotech Traders?

Traders : Good morning Sir! Yes, we are. Thank you very much for calling us. What can we do for you Sir?

Customer : I want a laptop. The prize quoted by you is acceptable to me. I want it home delivered. I am sending you my specifications with the configuration. I require.

Traders : Thank you very much for your order sir. You'll have it delivered as per your Specification.

Customer : How much time will you take for the delivery?

Traders : May not be more than a day Sir!

Customer : Your personnel must be able to demonstrate everything I ask for from the laptop. Okay!

Traders : Yes sir! By all means. You'll also have the software for the anti-virus treatment.

Customer : Aren't there any complimentary gifts?

Traders : Of course! There are many extra software's of Scientific and Accountancy – Oriented programmes, offered as free of cost.

Customer : What about the after-sales service?

Traders : Oh! We've an enviable list of service centers all over the State, particularly in And around the city Sir!

Customer : Nice! Let me look forward to the delivery. But I count on your warranty and prompt service later on whenever a need arises.

Traderrs : Certainly! You can rest assured. We are always for our customers satisfaction. Thank you, Sir!

2. Fixing Appointment

Receptionist : Hello. Dr. P.T. Raman's Clinic…!

Anand : I'm Anand, from Ponneri.

Receptionist : Any assistance you need?

Anand : Sir, Manoj, my neighbour is having severe back pain. Can he meet Dr. Raman now?

Receptionist : Only after getting the appointment, you can consult Dr. Raman.

Anand : I can't have an appointment for this evening, Please. His pain in his back seems so severe.

Receptionist : I'll look at the doctors diary and give you the date and time.

Anand : He needs to meet the doctor immediately.

Receptionist : Can he come to the clinic tomorrow at 9.30a.m?

Anand : Sir, Kindly give an appointment today evening itself.

Reecptionist : O.K. please come at 8.45 p.m. today

Anand : Thanks a lot.

Receptionist : Please remember to bring his previous treatment detils.

Anand : Surely. Thank you.

3. Making a Hotel Reservation

Manager : Hello! Good Morning. This is Annai Lodge. Anything you need?

Ram : I'm Ram from Chennai. I want to reserve a room in your lodge.

Manager : When do you want room?

Ram : I want a room for two days (on 25.9.20 and 26.9.20)

Manager : O.K. A single room, please.

Ram : A single room, please.

Manager : Would like to have a room with A.C?

Ram : No. Please. I want only ordinary room.

Manager : O.K. I can book a room for the days you mentioned

Ram : How much I have to pay?

Manager : Rs. 500/- per day. This is only for your room. For meals you have to pay extra.

Ram : Can I pay by credit card?

Manager : Yes. of course. You have to pay the advance before 4p.m.

Ram : Yes, Sure, Thanks.

4. Handling Complaints

Pradeep : Hello! Helton Computers. Pradeep speaking. Good Morning.

Babu : Good Morning. I bought a computer from you. Now it gives so much problem.

Pradeep : Can you give me your customer number?

Babu : Yes, its VB/5431.

Pradeep : What is the problem.

Babu : Its monitor started flickering quite often, So it couldn't work properly.

Pradeep : Can you tell me when the monitor developed this problem?

Babu : Yes, for the first three months it was working well. Then only it developed the Problem.

Pradeep : Sir, kindly bring it to our repair center. It'll be made perfect.

Babu : O.K. I will bring it to you tomorrow. When can I have its back?

Pradeep : Now our repair center is overburdened with works. Can you give 15 days time?

Babu : I want it back urgently. I must have it back at least within a week.

Pradeep : Sure, there will be no delay. OK. Bye.

Expt .No:	Description
Date	

Description is the pattern of narrative development that aims to make vivid a place, object, character, or group.

A detailed account of the certain or salient aspects, characteristics, or features of a subject matter or something seen, heard, or otherwise experienced or known. See also definition and explanation.

Describe the place Ooty

Ooty, in the Southern Indian State of Karnataka, is called the "Queen of hill stations" and is the capital of Nilgiris district. It is one of the most popular tourist resorts in India. Nilgiris means "Blue Mountains". It is a land of picturesque picnic spots. Used to be popular summer and weekend getaway for the Britishers during the colonial days. It is situated at an altitude of 2,240 meters above sea level.

An added attraction for the tourists to Ooty is the mountain train journey (also called the toy train) on a ratchet and pinion track which commences from Kallar, near Mettupalayam and wends its way through many hair-raising curves and fearful tunnels and chugs along beside deep ravines full of verdant vegetation, gurgling streams and tea gardens. One can notice a marvellous change in vegetation, as one goes from Kallar to Coonoor. The establishment of numerous tea estates made Ooty famous. Lofty mountains, dense forest, sprawling grasslands and miles and miles of tea gardens greet the passengers on most routes. The annual Tea and Tourism Festival attracts crowds in huge numbers.

Describe a place Darjeeling

Darjeeling - Darjeeling is a hill station in the Eastern State of West Bengal. Also called the queen of hill-stations, at an altitude of 2134 m. or 7000 ft, it is a famous hill resort offering a breath taking sight of the numerous peaks of the majestic Himalayas

The clouds seem to whisper to one another here and from horizon to horizon stretches the Kanchanjunga, covered with snow from the head to foot all round the year. The views of Kanchanjunga and Mount Everest are particularly inspiring and are alone a good reason to visit Darjeeling.

Describe Computer

Computer is an electronic device that is designed to work with Information. The term computer is derived from the Latin term ‘computare’, this means to calculate or programmable machine. Computer cannot do anything without a Program. It represents the

decimal numbers through a string of binary digits. The Word 'Computer' usually refers to the Center Processor Unit plus Internal memory.

Charles Babbage is called the "Grand Father" of the computer. The First mechanical computer designed by Charles Babbage was called Analytical Engine. It uses read-only memory in the form of punch cards.

Computer is an advanced electronic device that takes raw data as input from the user and processes these data under the control of set of instructions (called program) and gives the result (output) and saves output for the future use. It can process both numerical and non-numerical (arithmetic and logical) calculations.

Describe Books

Books are the most precious treasure one can hold. They have the power to engulf and enchant you with words. Every time you read a book you are amazed at the pleasure you get from them. They really can make your day even in the darkest of your days. Books are not mere words printed on a page and bundled up with decorative covers , they are the best thing you can rely on, you can look upon and be your best with. Without any returns they give you immense pleasure and good jolly smile or wet up the corners of your eyes. They do really hold magic in them. They make you believe in yourself and the amazing things around you. They are the best thing which could ever happen to a human… An ardent book lover

Personal Experience

I was strongly affected by a book I read called Never Cry Wolf. The book discribes a remote animal behavor study, located in a mountainous region of northern Canada. The purpose of the study was to observe the animal behavior of wolfs in there natural environment. The study was conducted by a wildlife biologist, working for the Canadian goverment.

Up until the time I read the book, I had the impression that wolfs where among the meanest creatures on the planet. I may have received this impression from childhood fairy tales that were told to me. After reading the book severl times, my impression of wolfs had changed. I no longer viewed wolfs as mean creatues, but instead viewed them as primarly passive creatures. Their intent was not to harm, but to survive.

Animal behavior became a primary interest of mine after reading the book, Never Cry Wolf. Although, I am not a wildlife major, I have assisted in a wildlife study on wolfs. I would have never gained this experience if I had not read Never Cry wolf. The knowledge I gained from the book has opened my eyes to nature.

UNIT IV WRITING SKILL

Writing is an art of expressing our thought and views. We cannot write something in an unorganized manner. Language is a medium of communicating our ideas, thoughts or feeling in the form of speech or writing.

The chefs know the various techniques and the procedure or the steps of cooking food. Just like that we also have to know the techniques or the formats of writing along with the writing skills. In our childhood we first learned to write alphabets then we learned to write words. Gradually we get the knowledge of writing sentences.

In content writing also, there are certain levels or writing skills which we need to get ourselves familiar with. Writing content is not an easy task. It demands correct grammatical usage, fine vocabulary, sentence structures, and other writing skills.

Steps for Writing

By just using fine vocabulary and developing writing skills, one cannot make a content presentable. There are some rules and formats for writing contents. There are some steps for

Step for writing which we need to follow.

Choose a Topic

The very first step of writing content is to choose and decide a topic on which we want to write. The topic can be anything from a burning issue to a sensitive point or any official matter. We need to have a clear understanding of the topic which we want to write.

Research and Collection of Information

After knowing the topic, the next step is to research as much as possible and collect relatable information. Collect and note all the random thoughts, ideas, information related to it. Research the concerning audience. Try to find what they want. Identify the main theme of the content.

Organizing Content

The next step after noting down the information is to organize them in a proper sequence. Creating an outline of the write up helps appropriately organizing the content. Sometimes, when the article is long enough, outlines help to identify the order and help in breaking the paragraphs to get meaningful information.

Writing

This is the main task for a writer. Always use simple and direct language for your article. The choice of words, the division of the paragraphs, the use of headings or subtitles, facts and figures create a huge impact on the reader's mind. Try to put the cause and effect or comparison and contrast or problem and solution style of writing.

Revising

Do not assume that the first write up is the final one. Revise your content. Add or delete, reorganize your matter.

Editing and Proof Reading

Once you finish your writing, it is the time to do editing, formatting, and proof-reading. Check for spelling, grammar, punctuation, voices, speech, and sentence formation, and other errors.

Also, check for commonly misused words like 'affect' and 'effect', 'then' and 'then', 'your' and 'you're', 'it is' or 'it's', some plural or possessive words.

Publishing and Printing

It is the immediate step one needs to undertake once they're ready with the final draft of their writing. Once, the document is ready it is the time for printing or publishing or putting it on a website for readers.

Expt .No:	Thought Fillers
Date	

"A filler word is an apparently meaningless word, phrase, or sound that marksa pauseor hesitation in speech. Also known as a pause filler or hesitation form. Some of the common filler words in English are um, uh, er, ah, like, okay, right, and you know.

Words like “totally” and phrases like “you know” are called filler words, and they’re used, like, literally all the time. You’ve probably heard lots of filler words being used in conversations or in movies and TV shows. These might not seem useful, but they are actually a pretty important part of the English language, especially in American English.

Filler words can be an English learners best friends, if you use them correctly and not too often.

What Are Filler Words?

Filler words are words (and phrases) that are used to fill silence when you’re speaking. They’re words that don’t add any real value to the sentence. They simply keep you going while you come up with the rest of your sentence.

Their actual name is “discourse markers,” but they’re much more commonly known as “filler words.”

You might already use filler words without realizing it. When you can’t think of the right word to use in a sentence, you might say “umm.” This gives you a break while you think, without an awkward, silent pause.

Since filler words don’t really add any meaning to the sentence, you don’t need to think about using them. This leaves your brain free to think of other things—like the word you’re trying to remember.

Many filler words actually have other meanings, so not every “like” is a filler word, for example. We can see a real example of this in the following conversation from the show “Community,” when Pierce tries to stop Shirley from using filler words:

Shirley : Okay. These brownies are, uh—

Pierce : Uh!

Shirley : They, um—

Pierce : Um!

Shirley : These brownies are delicious. They taste like–

Pierce : Like!

Shirley : That’s not a filler word.

When Are Filler Words Used in English?

You only need to use filler words when you're speaking out loud. Generally you won't use fillers when you're writing. When you're speaking out loud, though, you might need some extra time to figure out what to say. That's when you can use filler words.

Sometimes people use certain filler words ("like," "literally" or "believe me") when they're writing online in website comments, chats or social media. This is fine too, since conversations online are very similar to spoken conversations.

Filler words are used for a number of reasons:

•**To show that you're thinking.** Use filler words when you need to think about your answer or statement. For example:

"I have basically… ten more years of college."

•**To make a statement less harsh.** When your friend has some broccoli stuck between his teeth, you could just tell him, "You have something in your teeth," but that might make him embarrassed.

It might be nicer to say something more like:

"Well, you have, um, you have a little something in your teeth."

•**To make your statement weaker or stronger.** While filler words don't add anything to sentences, they can be used to change the sentencetone—the attitude of the sentence. See how different these three statements sound:

"I think pugs are cute" is just a regular statement.

"Actually, I think pugs are cute" shows contrast—that someone else doesn't agree.

"At the end of the day, I think pugs are cute" is something you might say as a conclusion to a discussion about pugs and their ugly (or cute!) wrinkles.

•**To stall for time.** To stall for time means to do something to try and gain more time. Filler words are an excellent way to stall when you don't know how to answer a question, or when you don't want to.For example, if your teacher asks you "Where's your homework?," your response might sound a bit like this:

"Uhh. Umm. Well, you see.. My dog ate it."

•**To include the listener in the conversation without ending your sentence.** A conversation takes at least two people. Some filler words and phrases can include the other person in the conversation. It's a bit like reaching out to them as you're speaking to keep their attention.

For example:

"It was a really big bear, you know?"

This sentence includes the listener without ending your speaking turn. Your listener might nod in agreement, allowing you to continue telling him about your pet bear.

As you can see, filler words seem useless at first, but they can be really important!

Why Should You Learn English Filler Words?

When you think of someone as being a fluent English speaker, you probably think they speak perfectly without stopping. In reality, even native English speakers use filler words, and they use them often. These words are an important part of sounding natural when you speak English.

You're allowed to pause and think, to be unsure of how to answer, or even to forget the right word to use. The trick knows the right filler words to use while you put your thoughts together.

Every language has its own set of filler words. Learning English filler words will help you sound more like a native speaker.

15+ Common English Filler Words

1.Well

"Well" can be used in a few different ways. You can use it to show that you're thinking.

"Well, I guess $20 is a good price for a pair of jeans."

You can also use it to put a pause in a sentence.

"The apples and cinnamon go together like, well, apples and cinnamon."

You can even use the word to stall. "Well… fine, you can borrow my car."

2. Um/er/uh

"Um," "er" and "uh" are mostly used for hesitation, such as when you don't know the answer or don't want to answer.

"Um, er, I uh thought the project was due tomorrow, not today."

You can use any of the words at any time—they don't all have to go together.

"Umm… I like the yellow dress better!"

3. Hmm

"Hmm" is a thoughtful sound, and it shows that you're thinking or trying to decide something.

"Hmm, I like the pink bag but I think I'll buy the black one instead."

4. Like

"Like" is sometimes used to mean something is not exact.

"My neighbor has like ten dogs."

In the above example, the neighbor probably doesn't have exactly ten dogs. Rather, the neighbor has a lot of dogs.

Usually, though, the word is used when you need a moment to figure out the next word to use.

"My friend was like, completely ready to like kick me out of the car if I didn't stop using the word 'like'."

Keep in mind that the word "like" as a filler is seen as a negative thing.The word is often overused by young females, and can make you sound like you're not sure what you're talking about.

5. Actually/Basically/Seriously

"Actually," "basically" and "seriously" are all adverbs—words that describe actions. Many adverbs (though not all of them) have an "-ly" at the end of the word, which makes it easier to recognize them. All these words can be used as fillers which change the strength of a statement.

For example, the word "actually" is used to point out something you think is true, when others might not agree:

"Actually, pugs are really cute!"

"Basically" and "seriously" change the sentence in slightly different ways too. "Basically" is used when you're summarizing something, and "seriously" is used to show how strongly you take the statement.

"Basically, the last Batman movie was seriously exciting!"

Other adverbs that are often used as fillers are "totally," "literally" and"clearly."

•The word "literally" means "something that is true," but many times in conversation it's used with a different meaning: to state strong feelings. For example, you're not just laughing you're literally dying from laughter.

•"Totally" means "completely," and is used to emphasize (show that you feel strongly) about something.

•The word "clearly" means the same as obviously, and is used to state something that is very obviously true.

These three words don't have to be used together either, but here they are in one sentence:

"Clearly you totally didn't see me, even though I was literally in front of your face."

6. You see

"You see" is used to share a fact that you assume the listener doesn't know.

"I was going to try the app, but you see, I ran out of space on my phone."

7. You know

“You know” is used to share something that you assume the listener already knows.

“We stayed at that hotel, you know, the one down the street from Times Square.”

It can also be used instead of an explanation, in cases where we feel the listener just understands what you mean.

“When the elevator went down, I got that weird feeling in my ears,you know?”

8. I mean

“I mean” is used to clarify or emphasize how you feel about something.

“I mean, he’s a great guy, I’m just not sure if he’s a good doctor.”

It’s also used to make corrections when you misspeak.

“The duck and the tiger were awesome but scary. I mean, the tiger was scary, not the duck.”

“The cave is two thousand—I mean—twenty thousand years old!”

9. You know what I mean?

“You know what I mean?” is used to make sure the listener is following what you’re saying.

“I really like that girl, you know what I mean?”

10. At the end of the day

“At the end of the day” is a phrase that means “in the end” or “in conclusion.”

“At the end of the day, we’re all just humans, and we all make mistakes.”

11. Believe me

“Believe me” is a way of asking your listener to trust what you’re saying. “Believe me, I didn’t want this tiny house, but it was the only one I could afford.” It’s also used to emphasize what you’re about to say.

“Believe me, this is the cheapest, tiniest house ever!”

12. I guess/I suppose

“I guess” and “I suppose” are used to show that you’re hesitant, or not really sure about what you’re saying.

“I was going to eat dinner at home, but I guess I can go eat at a restaurant instead.”

“I guess” is used more often in speech, but “I suppose” can sound classier (a bit smarter).

13. Or something

“Or something” is a sentence ending that means you’re not being exact.

“The cake uses two sticks of butter and ten eggs, or something like that.”

14. Okay/so

“Okay” and “so” are usually used to start sentences, and can be a sign that a new topic is starting.

“So what are you doing next weekend?”

They can also be used to introduce a summary.

“Okay, so we’re going to need to buy supplies for our trip this weekend.”

15.Right/mhm/uh huh

“Right,” “mhm” and “uh huh” are all affirmative responses—they all mean a “yes” response.

“Right, so let’s prepare a list of all the things we’ll need.” “Uh huh, that’s exactly what he told me too.”

Expt .No:	Complete an Incomplete Story
Date	

Complete an Incomplete story used to develop the writing skills and creative skills among the students. At the same time it helps to develop the reading skill also. Students read the story thoroughly and give the end note with their own style.

Example No:1

In A Snake in the Grass by R.K. Narayan we have the theme of responsibility, honesty, trust, fear, control and tradition. Taken from his An Astrologer's Day and Other Stories collection the story is narrated in the third person by an unnamed narrator and from the beginning of the story the reader realises that Narayan may be exploring the theme of responsibility. It is made clear to Dasa that he has responsibility to catch the snake. If anything he is being blamed on the snake's appearance in the garden due to the fact that the garden is overgrown and Dasa has not maintained it. Even though Dasa suggests he had previously asked for a grass-cutter everybody in the story still considers Dasa to be responsible for catching the snake. Dasa is also threatened with being fired should he not find the snake. If anything there is a sense that Dasa may be lazy. There are many ways to cut grass without a grass-cutter yet Dasa is focused only on obtaining a grass-cutter rather than actually exerting himself and cutting the grass another way. As the family in the story do when they are searching for the snake. It is also noticeable that Dasa's efforts at searching for the snake are half-hearted. He doesn't really put much effort into his actions. Which again would suggest that Dasa may be lazy.

The fact that Dasa is in bed when the snake arrives and is the only person in the story who is still in bed further suggests that Dasa may be lazy. It is as though Dasa knows what he can and can't get away with. There is also a sense that Dasa can't be trusted. Firstly as mentioned he half-heartedly searches for the snake and secondly at the end of the story he claims to have found the snake in a pot yet nobody actually sees the snake in the pot. Leaving one of the boys to question as to whether there were two snakes.

Answer

When in all likelihood there is only the one snake and Dasa doesn't have the snake at all. As to why Dasa might like to lie to the family. It is possible that he is conscious of the threat that the family have made towards him about being fired and as such he concocts a story in order to save his job. Which in reality is understandable though at the same time is dishonest. Dasa's number one priority in the story appears to be maintain the status quo. That being

keeping himself in comfortable employment for a family who do not seem to see that Dasa is not only lazy and dishonest but also untrustworthy.

Example No: 2

"The Lost Child" is a short story written by Mulk Raj Anand, an eminent Indian English writer. Anand is one of the famous Trio of Indian English Novelists. This story depicts children's psychology. The story is set in a rural village with all its charm, pomp and gaiety during the spring festival season.

A small child goes to a fare along with his parents, during a spring season. The child is filled with joy and happiness on seeing the fun, pomp, and gaiety around him. There were many stalls selling a variety of things such as toys, sweetmeats, flowers, balloons, etc. There were snake charmers and merry-go-round and many other attractions.

Attracted by the colourful items in the stalls, the child stops at every stall to enjoy watching them. But as the parents find the child lagging behind, they keep shouting at him and ask him to move fast along with them. He has to keep moving lest he is lost in the crowd. The child pesters his parents to buy the toys, sweetmeats, flowers, balloons, etc. but in vain. The child also knows that his parents would refuse his request and strictly say 'No' to his request.

At the merry-go-round, the child stops. He is determined to request his parents for a round. But he finds his parents nowhere near. The child is overpowered by the fear and starts crying frantically. He searches for his parents by running here and there. But, he could not find them anywhere. He only utters the words 'Mother' and 'Father' in a loud and frantic voice.

The child reaches a temple and searches for his parents there. He is almost trampled in the rush of the people there. Then, a stranger saves him from the crowd. He tries to pacify the child by taking the child to the stalls and offering the toys, sweets, flowers, and colourful balloons. But the child does not show any interest in them and cries in a loud voice that he wants only his mother and father.

Interestingly, all the things which had appealed so much to the child are no longer attractive. The story ends at this point without telling whether the child got his parents back or not. Thus, the story portrays child psychology very effectively.

Answer:

After the little child was taken by the man who tried to console him by making him greedy and get attracted to the sweets, toys, snake charmer etc. the little child kept on wailing and did not even bother to look around him. He was scared and afraid about the fact

that he lost his parents and he could never return back to them. The man took the child to the announcing place of the meal where he called out for the little boy's parents and after 10 minutes the little boy's parents came running with tears rolling down from their eyes. After receiving their son, they thanked the man and gifted him with a box of sweets as a return gift. The boy also thanked the man and waved a good bye to him.

Read the story and complete the story of your own:

Exercise: 1

It was right after lunchtime and Dad was so busy chasing down baby that he made a mistake. One that Mom would never make. He told both of us, "If you eat any more chocolate, you'll turn into chocolate." Not bright, Dad. Mom would have simply taken the chocolate away.

My little brother didn't realize what Dad meant was no more chocolate. But what can you expect from a five-year old? When you get to my age, you can tell better what parents mean when they say confusing things, but five-year old boys hear only what they want to hear. Or so Mom says.

So my little brother did just what Dad didn't want him to. He took another chocolate bar, a big one, from the snack bin, opened it and took a huge bite. I figured he'd get into trouble, but I never figured he'd turn into chocolate.

Which is what he did. I know it was chocolate, because I took a little bite from his ear.

Just to make sure.

"Dad?!" I hollered. "Dad?"

Dad yelled back, from somewhere upstairs, "I'm changing baby, can you please deal with whatever it is yourself?"

He was always having me deal with stuff myself, since I was the oldest. Like cleaning up spills. Or making sure my little brother has both his shoes and socks on. Or making Ritz peanut butter and jelly cracker sandwiches for lunch and pouring glasses of milk. But I had never had to deal with a chocolate little brother before.

I looked at my brother. He was completely chocolate, even his clothes. And he wasn't moving. He had this huge smile on his face and a half-eaten chocolate bar in one of his hands. I wondered if he was really made out of chocolate.

I sort of knocked on him gently, to see if he was hollow inside like those cheap Easter Bunnies. He wasn't. He was solid chocolate. If he were an Easter bunny, he'd be the biggest one we had ever gotten.

I wondered how he tasted. That's when I had the little nibble I mentioned earlier. From his ear. Just a tiny bite. He tasted just like chocolate. Good chocolate. If I hadn't had tons of chocolate already, I would probably have eaten more. But I did snap off some of his shirtsleeve and put it in the refrigerator, to save some for later, and to make sure it didn't melt.

Melt! My little brother is going to melt! I knew I had to do something fast, but what? I ran to the bottom of the stairs and called up, "Dad?!"

He said back, sort of tired sounding and testy, "Can't you please take care of it yourself?" He was obviously having some trouble with baby. Maybe she ran off without a diaper or wouldn't let him put on her shirt. She does that.

Well, if I had to handle this by myself, I would. Here's what I did...

Expt .No:	Newspaper comprehension
Date	

Lessons with newspaper articles provide practical reading experience through analyzing nonfiction text. Integrating newspapers encourages civic engagement and meets the increased focus on reading informational texts at all grade levels in the Common Core State Standards for English Language Arts. In middle school, goals include determining main ideas, understanding structure and developing domain-specific vocabulary from nonfiction sources.

While reading a news article, two activities may guide students through comprehension of the text. Students answer comprehension questions as they read to ensure that they are noticing key topics. The teacher can create questions that follow the sequence of the news article to ensure student understanding.

Using Questions to Increase Comprehension

Teachers may read newspaper articles aloud with students to model strategies for comprehending texts or to engage students in immediate discussion about the topic. As students follow along, teachers may periodically stop reading to ask students questions or answer any student questions about the text. The question and answer session allows teachers to immediately determine how much students understand and re-teach background information if necessary. Once the teacher models appropriate questioning about a news article, the exercise can be repeated in small group work.

Post-Reading Activities

After reading a news article, comprehension activities focus on overall main idea, vocabulary and understanding structure. One activity to determine main idea asks students to write summaries for individual paragraphs or sections to practice synthesis of information.

Defining unknown words increases student vocabulary, and asking students to order the events in a news article gives exposure to article structure, which may not always describe events sequentially. Finally, assigning students to teach an article to their classmates determines overall student understanding of the article.

1. Read the questions and find the answers in the newspaper report

Example: 1

SONA

My niece Sona is an adorable girl. She is five years old, but is tall for her age. She has curly, dark black hair and black eyes. When she smiles, her little white teeth seem to light up her face. Sona is also a friendly girl. She is always playing funny jokes on people to make them laugh. She likes to talk a lot to show how smart she is. She is always eager to recite lessons or poems. Finally, my niece Sona is a very active little girl. She goes to nursery school every day, and she loves to play. She plays ball in the yard with her friends after school. Other times, she likes to play quietly with her Barbie dolls. I love my little niece, Sona, and if you saw her, you would love her, too.

Question and Answer:

a) Who is Sona to the speaker of this passage?
   Sona is a niece to the speaker of this passage.
b) Does sona study?
   Yes, Sona goes to nursery school.
c) Describe sona's character.
   Sona is friendly girl. She plays funny jokes, likes to talk a lot, she is very smart. Finally Sona is a very active little girl.
d) Describe sona's appearance.
   Sona is a tall girl. She has curly, dark black hair and back eyes. When she similes her little white teeth seem to light up her face.
e) What is your opinion of sona
   In my opinion Sona is a lovable little girl.

Example: 2

Panaji: Indian Space Research Organization Chairman Mr.G.Mahdavan Nair indicated on Mon-day that India planned to launch a mission to explore Mars. It was under the conceptual stage. Mr. Nair was addressing the inaugural session of the 8th International conference on 'Low Cost Planetary Missions' here. He said ISRO was poised to launch the Chandrayaan-2 mission to land on the Moon and conduct experiments in 2012-13. This would be followed by a manned expedition to the Moon in 2015 and plans to explore Mar's later. The five-day conference, organized by ISRO in collaboration with the International Academy of Astronautics (IAA) and the Astronautically Society of India (ASI), was inaugurated by Chief Minister Mr. Digambar Karnat. The Goa Minister for Science and

Technology Mr. Churchill Alamo was also present. Speaking about low-cost planetary missions. Mr. Nair said India had set a trend in building low- cost satellites with Chandrayan-1 being the best example. It was below $100 million as compared to the nearly $500 million that were spent on similar expeditions by other developed countries.

a) What was the 8th international conference about?
   The 8th international conference is about " Low Cost Planetary Mission".
b) Which is under the conceptual stage?
   It planned to launch a mission to explore Mars. It was under the conceptual stage.
c) When is the manned expedition to moon expected to be carried out?
   The manned expedition to moon expected to be carried out in 2015.
d) Give the full form of IAA and ASI.
   IAA - International Academy of Astronautics.
   ASI – Astronautically Society of India.
e) How much did India spend for launching Chandryaan – I?
   India spend below $100 million to launch Chandryaan – I.

Example: 3

KOLKATA: Professionals across seven metros can now complete a certificate course under IIT – Kharagpur without taking a leave from their employment. The faculty will extend their support to these students through online classes held via video conference. IIT – Kharagpur plans to set up such centers in Bangalore, Kolkata, Bhuwaneswar, Hyderabad, Mumbai, Chennai and Delhi.

The 14- week courses, conceived by IIT – Kharagpur Director Partha Pratin Chakraborty, will enable employees to get a micro specification certificate on emerging subjects like Phonetics, Wireless Embedded Systems and Electronic materials.

A professional, based in any of these seven cities, can enroll in the courses. These specification certificate programmes will use technology to increase the student can listen to class lectures. This is going to be a part of IIT – Kharagpur's initiative of lifelong learning, Chakraborty said.

a) What are the seven metros that stand to be benefitted by the proposed online certificate course for their professionals?
   Bangalore, Kolkata, Bhuwaneswar, Hyderabad, Mumbai, Chennai and Delhi these seven metros benefitted by the proposed online certificate course for their professionals.

b) What is the proposed online certificate course on?

The proposed online certificate courses are phonetics, Wireless Embedded Systems and Electronic materials.

c) Who has conceived the proposed certificate course?

The proposed certificate course has conceived by IIT – Kharagpur Director Partha Pratin chakraborty.

d) How does the course plan to offer the inter – action between the learners and the faculty?

The course plan to offer the inter-action between the learners and the faculty via video conference

e) What is the duration of the proposed certificate course?

The duration of the proposed certificate course is 14 weeks.

Read the following Newspaper report carefully and answer the questions that follow:

Exercises: 1

IDBI BANK PACT WITH ARMY

CHENNAI: IDBI bank and Indian army have signed an MOU for offering a wide range of banking services and products and a customized defence salary account, exclusively designed for the army personnel. The MOU was signed by Lt. General SP Kochar, AVSM, SM, VSM, (MP & PS) and RM. Malla, CMD, IDBI bank, at a ceremony held in New Delhi. IDBI bank will offer salary accounts to army personnel without charging any commission of charges.

Questions:

i. Who are the partner of MOU?

ii. Where was the MOU signed?

iii. What is to be offered by the IDBI bank?

Iv. Who have signed the MOU?

v. Will IDBI charge any commission for its services?

Exercise: 2

Man is a social animal. Man is born in family but he lives in society. So everyone should have thorough knowledge of what is happening in the world. Students should be thorough not only with subject knowledge but also with world affairs. News paper is the mass media. Mass media has a lot of power now-a-days; Newspaper brings all sorts of current news and events, Government proceedings, new fashions political ideas and opinions, new scientific inventions and so on. Newspapers originates language style of expression.

Reading newspaper makes a man rational being. So students ought to have the culture of reading newspaper daily. First of all, reading of Tamil Newspaper should be practiced. The student should afterwords shift over to English Newspaper. Reading English newspaper won't be comfortable at first. In due course reading English Newspaper would yield a kind of pleasure. So students should have start to-day itself with reading of newspaper.

Complete the following:

i. Students should be thorough not only with ----- but also -----.

ii. Newspaper brings all sorts of -----.

iii. Reading newspaper makes -----.

iv. In due course reading English newspaper would -----.

v. Everyone should have thorough knowledge of -----

Expt .No:	Nonverbal Communication
Date	

Nonverbal communication is the process of sending and receiving messages without using words, either spoken or written. Also called manual language. Similar to the way that italicizing emphasizes written language, nonverbal behavior may emphasize parts of a verbal message.

Non-verbal communication includes facial expressions, the tone and pitch of the voice, gestures displayed through body language (kinesics) and the physical distance between the communicators (proxemics).

These non-verbal signals can give clues and additional information and meaning over and above spoken (verbal) communication. Indeed, some estimates suggest that around 70 to 80% of communication is non-verbal!

Non-Verbal Communication in Writing

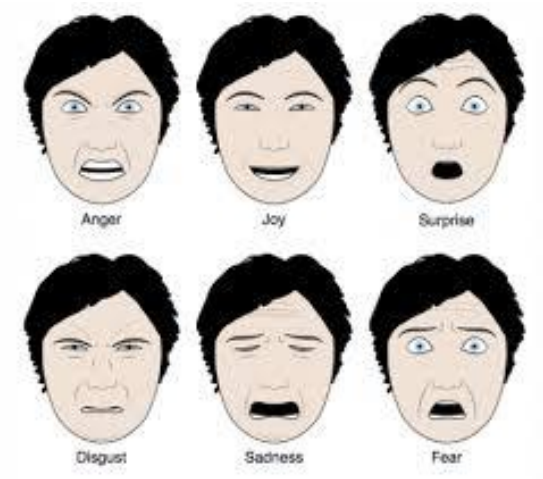
Over the years, many people have argued that written words also contain non-verbal communication. Your handwriting can give clues about how you were feeling when you wrote a note, for example, and nowadays, your choice of font and colour also says something about you.

However, it is now generally agreed that these forms of non-verbal communication are pretty unreliable indicators of character. They convey far less information than the non-verbal communication that is part of face-to-face interactions.

Types of Non Verbal Communication

1. Body movements
2. Posture
3. Eye conduct
4. Para-language
5. Proxemics

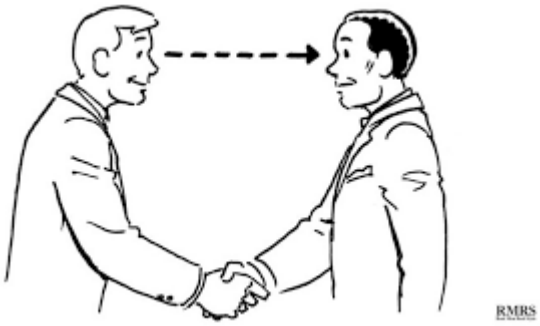
6. Facial Expressions



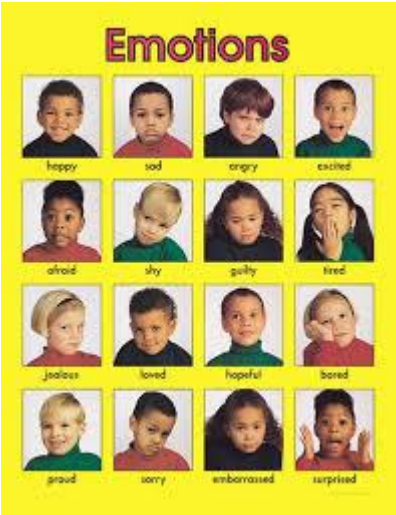
1. **Angry**
2. **Joy**
3. **Surprise**
4. **Disgust**
5. **Sadness**
6. **Fear**

1. **Defensive**
2. **Arrogance**
3. **Annoyed**
4. **Irritated**
5. **Happy**
6. **Confused**
7. **Worried**

1. Bored
2. Happy
3. Thinking
4. Thinking
5. Unsure


RMRS

wikiHow


Emotions
happy
sad
angry
excited
afraid
shy
guilty
tired
jealous
loved
hopeful
bored
proud
sorry
embarrassed
surprised

VIRUDHUNAGAR S. VELLAICHAMY NADAR POLYTECHNIC COLLEGE

VIRUDHUNAGAR

Model Question

Programme : I Year Basic Science **Max. Marks : 75**

Course : Communication skill Practical **Duration : 3 Hours**

PART –A (LISTENING – 15 Marks)

1. Listen the speech and write the Note Making for the content listen (10)
2. Listen to the content and fill in the blanks with the cloze words heard (5)

PART – B (READING – 25 Marks)

1. Read the passage with proper Stress and Intonation (5)
2. Read the passage and skimming to get general idea (10)
3. Read the given Newspaper (5)
4. Pronounce properly for the mispronounced words (5)

PART – C (SPEAKING – 20 Marks)

1. Say any five expressions used in Communication (5)
2. Introduce yourself (5)
3. Make a dialogue between “Teacher and Student” (5)
4. Describe any object / Event / Experience / Place (5)

PART – D (WRITING – 15 Marks)

1. Complete the passage with filler words (5)
2. Completing the story of your own (10)

1. Write the Note Taking for the content you listen.

The work of the heart can never be interrupted. The heart's job is to keep oxygen rich blood flowing through the body. All the body's cells need a constant supply of oxygen, especially those in the brain. The brain cells like only four to five minutes after their oxygen is cut off, and death comes to the entire body.

The heart is a specialized muscle that serves as a pump. This pump is divided into four chambers connected by tiny doors called valves. The chambers work to keep the blood flowing round the body in a circle.

At the end of each circuit, veins carry the blood to the right atrium, the first of the four chambers 2/5 oxygen by then is used up and it is on its way back to the lung to pick up a fresh supply and to give up the carbon dioxide it has accumulated. From the right atrium the blood flow through the tricuspid valve into the second chamber, the right ventricle. The right ventricle contracts when it is filled, pushing the blood through the pulmonary artery which leads to the lungs- in the lungs the blood gives up its carbon dioxide and picks up fresh oxygen. Then it travels to the third chamber the left atrium. When this chamber is filled it forces the blood through the valve to the left ventricle. From here it is pushed into a big blood vessel called aorta and sent round the body by way of arteries.

Heart disease can result from any damage to the heart muscle, the valves or the pacemaker. If the muscle is damaged, the heart is unable to pump properly. If the valves are damaged blood cannot flow normally and easily from one chamber to another, and if the pacemaker is defective, the contractions of the chambers will become up- coordinated.

Until the twentieth century, few doctors dared to touch the heart. In 1953 all this changed after twenty years of work, Dr. John Gibbon in the USA had developed a machine that could take over temporarily from the heart and lungs. Blood could be routed through the machine bypassing the heart so that surgeons could work inside it and see what they were doing. The era of open heart surgery had begun.

In the operating theatre, it gives surgeons the chance to repair or replace a defective heart. Many parties have had plastic valves inserted in their hearts when their own was faculty. Many people are being kept alive with tiny battery operated pacemakers; none of these repairs could have been made without the heart – lungs machine. But valuables as it are to the surgeons, the heart lungs machine has certain limitations. It can be used only for a few hours at a time because its pumping gradually damages the blood cells.

PRESENTATION OF CORE IDEA

EXERCISE: 1

Dandi March Speech (11 March, 1930)

It is on the eve of this historic Salt March to Dandi that Mahatma Gandhi outlined a well-thought out programme for non-cooperation. Setting out to manufacture salt from sea water with his followers, he called upon fellow Indians to defy the taxes imposed by the British. He asked Indians to give up foreign liquor and clothes, resist taxes, and avoid (British) courts and government offices. Not only did this speech compel Indians to join the freedom struggle and challenge the colonial rule but also influenced the Civil Rights Movement in the US decades later. It was instrumental in the introduction of the "satyagraha" into the Indian psyche.

EXERCISE: 2

Round Table Conference Speech, (30 November, 1931)

"I dare to say, it (the strife between Hindus and Muslims in India) is coeval with the British Advent, and immediately this relationship, the unfortunate, artificial, unnatural relationship between Great Britain and India is transformed into a natural relationship, when it becomes, if it does become, a voluntary partnership to be given up, to be dissolved at the will of either party, when it becomes that you will find that Hindus, Mussalmans, Sikhs, Europeans, Anglo- Indians, Christians, Untouchable, will all live together as one man."

This is the speech that Gandhi delivered at the very first Round Table Conference. It is here that the British tried to convince Indian leaders to accept Dominion status citing communal disharmony and strife. A bold Mahatma Gandhi clearly called the British bluff and showcased India's unity and secular spirit. Our nation's history has been altered by British historians, he said, and once again we shall sing our song of love and brotherhood in unison.

3. CLOZE WRITING

EXERCISE: 1

Philosophy of Education is a label applied to the study of the purpose, process, nature and ideals of education. It can be considered a branch of both philosophy and education. Education can be defined as the teaching and learning of specific skills, and the imparting of knowledge, judgment and wisdom, and is something broader than the societal institution of education we often speak of. Many educationalists consider it a weak and woolly field, too far removed from the practical applications of the real world to be useful. But philosophers dating back to Plato and the Ancient Greeks have given the area much thought and emphasis, and there is little doubt that their work has helped shape the practice of education over the millennia.

EXERCISE: 2

Plato is the earliest important educational thinker, and education is an essential element in "The Republic" (his most important work on philosophy and political theory, written around 360 B.C.). In it, he advocates some rather extreme methods: removing children from their mothers' care and raising them as wards of the state, and differentiating children suitable to the various castes, the highest receiving the most education, so that they could act as guardians of the city and care for the less able. He believed that education should be holistic, including facts, skills, physical discipline, music and art. Plato believed that talent and intelligence is not distributed genetically and thus is be found in children born to all classes, although his proposed system of selective public education for an educated minority of the population does not really follow a democratic model.

4. VOCABULARY CHECK

The Lost Ball

One day Kavya and I were playing with the racket and ball the ball went into a Takku's house.

Though we were scared, we went to his house and asked him if he could give us our ball.

He said "No". We felt helpless.

Suddenly, I had an idea. There was a water tank behind the Takku's house.

I looked at it and told Kavya "Kavya, look at this. We can climb the water tank and jump over the gate."

Kavya agreed, but we were both wearing skirts. We couldn't climb with that.

"It doesn't matter, we can see tomorrow. Don't forget to wear pants." said Kavya.

"Bye", I said and went back home.

The next day I went to Kavya's house early. We were both wearing pants.

"Best of luck" said Kavya's brother Vijay. He knew everything.

He said, "Shout loudly if you need me."

We went to the water tank. "Who will climb first?" asked Kavya.

"You" I said.

She agreed.

She climbed down into the Takku's house. I followed her and then we were looking under a bed for the ball when we heard a noise.

It was Vijay. "Mother is calling you" he whispered.

We hurried and took out the lost ball. But along with the ball was a … gold bar! We quickly took both the ball and the gold bar and climbed up the water tank again. When we reached Kavya's house the T.V was on. It was News time.

I couldn't believe my ears when it said that 20 gold bars were stolen from a gold shop. They showed a picture of the gold bars and it was exactly like the one we had found. We all knew it because there was a look of surprise on every one's face.

We quickly told the story to Kavya's mother and she called the police. The police came at once and caught the Takku. They found the rest of the gold bars in the Takku's house.

After some time the Police Inspector came and told us "Thank You Children for catching the thief. Here is a reward for all of you."

When we opened the gifts, we were surprised. There were investigative books for Kavya and me.

Exercise: 2

The Wishing Tree

A lone traveler was passing through a desert on a hot day. He was tired, feeling thirsty and hungry too.

At least, he needed a shady spot to rest for a while. A big leafy tree came into view at some distance away. He felt glad and said to himself, “Had I water to drink, now." Yes, he found a tumbler full of cold water on the ground right in front of him. He sat down there and started sipping the water. Then, he wished “Had I something to eat, right here." Immediately, a variety of dishes appeared before him. He was under the shade of Kalpa – Vriksha – a magical tree. That was the wishing tree.

Whoever was under it would have whatever he wished for! The traveler enjoyed the delicious food. He felt drowsy. He wished for a nice bedstead. It was granted. He stretched himself comfortably on the soft mattress. His legs ached, as he had walked a long distance. He hoped that someone would massage his feet. Yes, a young lady appeared near his feel. She started massaging his feet and legs. He soon fell asleep. After a long time he woke up.

The lady was still sitting beside him. He now started thinking differently. “How can things happen like this? Can I have things, I wished for, by merely asking for them?" Is it some kind of a trick played by a magical demon" he doubted. Oh, a true demon appeared in place of the nice lady! The demon was laughing mischievously at him. The traveler said to himself, “Is he going to eat me up?" Within no time the demon started leaping at him, with his mouth wide open. The frightened traveler took to his heels and ran away.

He ran and ran for long. When he looked back there was no demon. “What is all this? Did things really happen? Or was it all mere a dream?" the traveler started wondering. “Perhaps, almighty grants what one has in mind." He resumed his journey.

SKIMMING

EXERCISE: 1

Hamlet Globe to Globe (By Dominic Dromgoole)

Skimming Description: The management of Shakespeare's Globe planned to take exciting new initiatives in 2012. The theater's artistic director, Dominic Dromgoole took the tragedy of Hamlet to every country. The book "Hamlet Globe to Globe" highlights the venture and presents its details in a succinct manner. Dromgoole not only keeps his audience engaged in London theater, but he also tours them around the world. His touring idea is wonderful for the promotion of the play "Hamlet," because of the way a traveling company features the whole play, its actors, their arrival at Elsinore and meeting with Prince Hamlet.

The book sheds light on the Globe Company and its journey to new destinations. The purpose is not to incite the issue of moral crises and murder confessions, but to celebrate a question of social and psychological evils. They not only visit remote countries, but also the most advanced and urban industrial countries. Nonetheless, due to worse global political and social problems over the past two years, Hamlet's story is not taken to the countries suffering from civil wars and internal strife. It is also that the story seems directly relevant to the common political scenario prevalent in the world.

EXCERCISE: 2

The Dashwood family settles in Sussex for too long, and has a large estate. The late owner of the estate leaves everything for his nephew Mr. Henry Dashwood and his family. Mr. Henry Dashwood has one son, John from his former marriage and three daughters, Elinor, Marianne, and Margaret from his current wife. John is lucky to have inherited wealth from his mother's side, too. In his will, old Dashwood leaves everything for Henry's son, but nothing for his wife and daughters. John promises his dying father to take care of his step-mother and sisters. But, in fact, John is selfish and cold-hearted man who marries a selfish woman.

After Henry's death, without informing her mother-in-law, John's wife steps into her house to take control. Mrs. Dashwood feels her behavior so ungracious, but her elder daughter Elinor suggests her mother to avoid any conflict with John. Elinor has good understanding, while Marianne is sensible, amiable, and prudent. Margaret, on the other hand, is a well-disposed and good-humored girl.

SCANNING

Exercise: 1

Read the passage carefully and to grasp specific information in the passage:

In the 16th century, an age of great marine and terrestrial exploration, Ferdinand Magellan led the first expedition to sail around the world. As a young Portuguese noble, he Served the king of Portugal, but he became involved in the quagmire of political intrigue at Court and lost the king's favor. After he was dismissed from service by the king of Portugal, he offered to serve the future Emperor Charles V of Spain.

A papal decree of 1493 had assigned all land in the New World west of 50 degrees W longitude to Spain and all the land east of that line to Portugal. Magellan offered to prove that the East Indies fell under Spanish authority. On September 20, 1519, Magellan set sail from Spain with five ships. More than a year later, one of these ships was exploring the topography of South America in search of a water route across the continent. This ship sank, but the remaining four ships searched along the southern peninsula of South America. Finally they found the passage they sought near 50 degrees S latitude. Magellan named this passage the Strait of All Saints, but today it is known as the Strait of Magellan.

One ship deserted while in this passage and returned to Spain, few sailors were privileged to gaze at that first panorama of the Pacific Ocean. Those who remained crossed the meridian now known as the International Date Line in the early spring of 1521 after 98 days on the Pacific Ocean. During those long days at sea, many of Magellan's men died of starvation and disease.

Later, Magellan became involved in an insular conflict in the Philippines and was killed in a tribal battle. Only one ship and 17 sailors under the command of the Basque navigator Elcano survived to complete the westward journey to Spain and thus prove once and for all that the world is round, with no precipice at the edge.

Exercise :2

Marie Curie was one of the most accomplished scientists in history. Together with her husband, Pierre, she discovered radium, an element widely used for treating cancer, and studied uranium and other radioactive substances. Pierre and Marie's amicable collaboration later helped to unlock the secrets of the atom.

Marie was born in 1867 in Warsaw, Poland, where her father was a professor of physics. At an early age, she displayed a brilliant mind and a blithe personality. Her great exuberance for learning prompted her to continue with her studies after high school. She became disgruntled, however, when she learned that the university in Warsaw was closed to women. Determined to receive a higher education, she defiantly left Poland and in 1891 entered the Sorbonne, a French university, where she earned her master's degree and doctorate in physics.

Marie and Pierre were married in 1895 and spent many productive years working together in the physics laboratory. A short time after they discovered radium, Pierre was killed by a horse-drawn wagon in 1906. Marie was stunned by this horrible misfortune and endured heartbreaking anguish. Despondently she recalled their close relationship and the joy that they had shared in scientific research. The fact that she had two young daughters to rise by herself greatly increased her distress.

Curie's feeling of desolation finally began to fade when she was asked to succeed her husband as a physics professor at the Sorbonne. She was the first woman to be given a professorship at the world-famous university. In 1911 she received the Nobel Prize in chemistry for isolating radium. Although Marie Curie suffered a fatal illness from her long exposure to radium, she never became disillusioned about her work. Regardless of the consequences, she had dedicated herself to science and to revealing the mysteries of the physical world.

COMPLETE AN INCOMPLETE STORY

Example No:1

In A Snake in the Grass by R.K. Narayan we have the theme of responsibility, honesty, trust, fear, control and tradition. Taken from his An Astrologer's Day and Other Stories collection the story is narrated in the third person by an unnamed narrator and from the beginning of the story the reader realises that Narayan may be exploring the theme of responsibility. It is made clear to Dasa that he has responsibility to catch the snake. If anything he is being blamed on the snake's appearance in the garden due to the fact that the garden is overgrown and Dasa has not maintained it. Even though Dasa suggests he had previously asked for a grass-cutter everybody in the story still considers Dasa to be responsible for catching the snake. Dasa is also threatened with being fired should he not find the snake. If anything there is a sense that Dasa may be lazy. There are many ways to cut grass without a grass-cutter yet Dasa is focused only on obtaining a grass-cutter rather than actually exerting himself and cutting the grass another way. As the family in the story do when they are searching for the snake. It is also noticeable that Dasa's efforts at searching for the snake are half-hearted. He doesn't really put much effort into his actions. Which again would suggest that Dasa may be lazy.

The fact that Dasa is in bed when the snake arrives and is the only person in the story who is still in bed further suggests that Dasa may be lazy. It is as though Dasa knows what he can and can't get away with. There is also a sense that Dasa can't be trusted. Firstly as mentioned he half-heartedly searches for the snake and secondly at the end of the story he claims to have found the snake in a pot yet nobody actually sees the snake in the pot. Leaving one of the boys to question as to whether there were two snakes.

Exercise No: 2

"The Lost Child" is a short story written by Mulk Raj Anand, an eminent Indian English writer. Anand is one of the famous Trio of Indian English Novelists. This story depicts children's psychology. The story is set in a rural village with all its charm, pomp and gaiety during the spring festival season.

A small child goes to a fare along with his parents, during a spring season. The child is filled with joy and happiness on seeing the fun, pomp, and gaiety around him. There were many stalls selling a variety of things such as toys, sweetmeats, flowers, balloons, etc. There were snake charmers and merry-go-round and many other attractions.

Attracted by the colourful items in the stalls, the child stops at every stall to enjoy watching them. But as the parents find the child lagging behind, they keep shouting at him and ask him to move fast along with them. He has to keep moving lest he is lost in the crowd. The child pesters his parents to buy the toys, sweetmeats, flowers, balloons, etc. but in vain. The child also knows that his parents would refuse his request and strictly say 'No' to his request.

At the merry-go-round, the child stops. He is determined to request his parents for a round. But he finds his parents nowhere near. The child is overpowered by the fear and starts crying frantically. He searches for his parents by running here and there. But, he could not find them anywhere. He only utters the words 'Mother' and 'Father' in a loud and frantic voice.

The child reaches a temple and searches for his parents there. He is almost trampled in the rush of the people there. Then, a stranger saves him from the crowd. He tries to pacify the child by taking the child to the stalls and offering the toys, sweets, flowers, and colourful balloons. But the child does not show any interest in them and cries in a loud voice that he wants only his mother and father.

Interestingly, all the things which had appealed so much to the child are no longer attractive. The story ends at this point without telling whether the child got his parents back or not. Thus, the story portrays child psychology very effectively.

NEWSPAPER COMPREHENSION

Example: 1

Panaji: Indian Space Research Organization Chairman Mr.G.Mahdavan Nair indicated on Mon-day that India planned to launch a mission to explore Mars. It was under the conceptual stage. Mr. Nair was addressing the inaugural session of the 8th International conference on 'Low Cost Planetary Missions' here. He said ISRO was poised to launch the Chandrayaan-2 mission to land on the Moon and conduct experiments in 2012-13. This would be followed by a manned expedition to the Moon in 2015 and plans to explore Mar's later. The five-day conference, organized by ISRO in collaboration with the International Academy of Astronautics (IAA) and the Astronautically Society of India (ASI), was inaugurated by Chief Minister Mr. Digambar Karnat. The Goa Minister for Science and Technology Mr. Churchill Alamo was also present. Speaking about low-cost planetary missions. Mr. Nair said India had set a trend in building low- cost satellites with Chandrayan-1 being the best example. It was below $100 million as compared to the nearly $500 million that were spent on similar expeditions by other developed countries.

Example: 3

KOLKATA: Professionals across seven metros can now complete a certificate course under IIT – Kharagpur without taking a leave from their employment. The faculty will extend their support to these students through online classes held via video conference. IIT – Kharagpur plans to set up such centers in Bangalore, Kolkata, Bhuwaneswar, Hyderabad, Mumbai, Chennai and Delhi.

The 14- week courses, conceived by IIT – Kharagpur Director Partha Pratin Chakraborty, will enable employees to get a micro specification certificate on emerging subjects like Phonetics, Wireless Embedded Systems and Electronic materials.

A professional, based in any of these seven cities, can enroll in the courses. These specification certificate programmes will use technology to increase the student can listen to class lectures. This is going to be a part of IIT – Kharagpur's initiative of lifelong learning, Chakraborty said.

NONVERBAL COMMUNICATION

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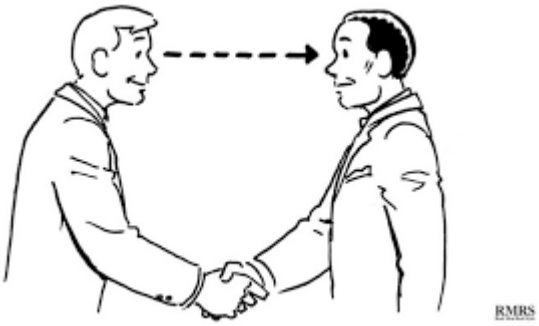
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