VIRUDHUNAGAR S.VELLAICHAMY NADAR POLYTECHNIC COLLEGE
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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	N1
PROGRAMME	BASIC SCIENCE
TERM	II
COURSE	COMMUNICATION ENGLISH – II
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DEPARTMENT OF BASIC SCIENCE

DETAILED SYLLABUS

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1	***Functional Grammar and Usage*** *Application of Modal Verbs* *Negative Formation (No, Never, Nothing, Hardly, Seldom, No longer, None, Nevertheless, Nowhere, Neither … nor)* *Use of Subordinating Conjunctions* *Cause and Effect* *Use of Conditionals* *Reported Speech (Dialogue to Indirect Speech)* *Punctuation*	***12***
2	***English for Enrichment*** *The Language Game: Unscramble* *Phrases (Noun Phrase, Verb Phrase, Prepositional Phrase, etc.)* *Comparing and Contrasting* *Writing suitable responses to the given Questions* *Giving Instructions*	***12***
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Unit-I FUNCTIONAL GRAMMAR AND USAGE

1. APPLICATION OF MODAL VERBS

Modal verbs:

Modal verbs are a part of the larger category called auxiliary verbs which are verbs that cannot be used on their own. They need to be accompanied by another (main) verb. Sometimes modal verbs are called modal auxiliaries. It is used to express ability, probability, permission, requests and so on.

The modal verbs are:

- Can/could
- May/might
- Must
- Shall/should
- Will/would
- Ought to
- Need
- Dare
- Used to

Can, Could:

Possibility and impossibility:

We use could to show that something is possible, but not certain:

- They could come by car. (Maybe they will come by car.)
- They could be at home. (Maybe they are at home.)

We use can to make general statements about what is possible:

- It can be very cold here in winter. (It is sometimes very cold here in winter.)
- You can easily get lost in this town. (People often get lost in this town.)

We use can't or cannot to say that something is impossible:

- That can't be true.
- You cannot be serious.

We use modals to show if we believe something is certain, possible or impossible:

- My keys must be in the car.
- It might rain tomorrow.
- That can't be Peter's coat. It's too small.

We also use them to do things like talk about ability, ask permission, and make requests and offers:

- I can't swim.
- May I ask a question?
- Could I have some tea, please?
- Would you like some help?

'may' and 'might':

We use may when we are not sure about something in the present or future:

- Jack may be coming to see us tomorrow. (Perhaps Jack will come to see us tomorrow.)
- Oh dear! It's half past ten. We may be late for the meeting. (Perhaps we will be late for the meeting.)
- She's had no sleep. She may be tired. (Perhaps she is tired.)

To ask for permission in a formal way:

- May I borrow the car tomorrow?
- May we come a bit later?

To give permission in a formal way:

- You may go now.
- You may come at eleven if you wish.

We can use may not to refuse permission or to say that someone does not have permission, but it is formal and emphatic:

- You may not borrow the car until you can be more careful with it!
- Students may not wear jeans.

We use might when we are not sure about something in the present or future:

- I might see you tomorrow.
- It looks nice, but it might be very expensive.
- It's quite bright. It might not rain today.

We use may have and might have to make guesses about the past:

- I haven't received your letter. It may have got lost in the post.
- It's ten o'clock. They might have arrived by now.

We also use might: as the past tense of requests with may:

- He asked if he might borrow the car.
- They wanted to know if they might come later.

As a very polite way of asking for permission:

- Might we ask you a question?
- Might I just interrupt for a moment?

Questions and negatives:

We make questions by putting the subject after may/might:

- May I …?
- Might I …?

'Will' and 'Would:'

We use will:

- To express beliefs about the present or future.
- To talk about what people want to do or are willing to do.
- to make promises, offers and requests.
- We'll see you tomorrow.
- Perhaps Dad will lend me the car.

We use would:

Would is the past tense form of will. It is used:

- to talk about the past
- to talk about hypotheses (when we imagine something)

To talk about what people wanted to do or were willing to do in the past:

- We had a terrible night. The baby wouldn't go to sleep.
- Dad wouldn't lend me the car, so we had to take the train.

Ability:

We use can and can't to talk about someone's skill or general abilities:

- She can speak several languages.
- He can swim like a fish.
- They can't dance very well.

We use can and can't to talk about the ability to do something at a specific time in the present or future:

- I can see you.
- Help! I can't breathe.

We use could and couldn't to talk about the past:

- She could speak several languages.
- I couldn't see you

Permission:

Asking for permission

We use can to ask for permission to do something:

- Can I ask a question, please?
- Can we go home now?

Could is more formal and polite than can:

- Could I ask a question, please?
- Could we go home now?

may is another more formal and polite way of asking for permission:

- May I ask a question, please?
- May we go home now?

Examples:

Rewrite the sentences using suitable model verbs.

1. We play football.
   - We can play football.
   - We could play football.
   - We may play football.
   - We might play football.
   - We must play football.
   - We mustn't play football.
   - We needn't play football.
   - We ought to play football.
   - We shall play football.
   - We should play football.
   - We will play football.
   - We would play football.

Exercises:

Rewrite the sentences using suitable model verbs.

- She play the Piano.
- I run fast when I was young.
- I open the windows.
- Mahi speak three languages.
- I borrow your phone?
- I lend you my note book.

- I come in?
- I go to the gym today.
- You finish your homework.
- You speak loudly. It is hospital.
- I get your jacket? It's cold in here.
- I think you buy the black one.
- You smoke. It is unhealthy.
- I think he study harder this time.
- Next week I be in London.
- I like to order the onion soup please.
- I study English.
- We go to the party this evening.
- I pass this exam.
- You try to lose weight.

2. NEGATIVE FORMATION

Negative statements are the opposite of positive statements and are necessary to express an opposing idea. The following charts list negative words and helping verbs that can be combined to form a negative statement.

Negative Words		
Never	no	Hardly
Nobody	none	Scarcely
no one	not	Barely
Nowhere		Rarely

Other negative words include: **neither, never, nor, nothing, ever, seldom.**

Examples:

The following sentences are in negation. Complete the missing part.

1. Nobody ever goes to see her.
2. Nothing happens quickly.
3. There was no place to park the car.
4. No one remembers the titles of the books.
5. I knew nobody at the party.
6. I didn't do anything
7. Nothing will make me change my mind.
8. I can't do anything.
9. She hardly smile.
10. I don't have a time to play.

Exercise:

1. Providing fresh trout for dinner was rarely……
2. She scarcely saw her …….
3. Griffin, the physics teacher, seldom ……
4. She could scarcely keep her ……
5. I hardly know ……...
6. That won't do …….

7. Nobody in any sense of …….
8. I can't find my ……
9. She never goes with …….
10. John says he has not seen ……
11. I didn't steal ……..
12. You can't see no one ……..
13. The pilot can't find no place ……..
14. There is no way to …….
15. He doesn't have ……..
16. You shouldn't do ……..
17. The hospital won't allow …….
18. I don't have ……..
19. That attitude won't …….
20. She didn't want no one …….

3. USE OF SUBORDINATING CONJUNCTIONS

Subordinating conjunctions are essential parts of complex sentences with include at least two clauses, with one of the clauses being main (independent) and the other being subordinate (dependent).

There is only one rule to remember about using subordinate conjunctions:

A subordinate conjunction performs two functions within a sentence. First, it illustrates the importance of the independent clause. Second, it provides a transition between two ideas in the same sentence. The transition always indicates a place, time, or cause and effect relationship.

For example: We looked in the metal canister, where Ginger often hides her candy.

A subordinating conjunction is a word or phrase that links a dependent clause to an independent clause.

Some of subordinating conjunction are:

After, although, as, as if, as long as, as much as, as soon as, as through, because, before, even, that, once, since, than, till, until, unless, where, wheatear, while, why, whenever, Who, whoever.

Examples:

Rewrite the following sentence using given clues:

1. Sherri blew out the candles atop her birthday cake; she caught her hair on fire. (Rewrite with As)
   As Sherri blew out the candles atop her birthday cake, she caught her hair on fire.
2. Sara begins to sneeze she opens the window to get a breath of fresh air. (Rewrite with whenever)
   Sara begins to sneeze whenever she opens the window to get a breath of fresh air.
3. The doorbell rang, my dog Skeeter barked loudly. (Rewrite with When)
   When the doorbell rang, my dog Skeeter barked loudly.

Exercises:

Rewrite the following sentence using given clues:

1. The basement flooded, we spent all day cleaning up. (Rewrite with After)
2. I don’t want to go to the movies I hate the smell of popcorn. (Rewrite with because)
3. I paid Larry, garden design work is top-notch. (Rewrite with Whose)
4. Spring arrives; we have to be prepared for more snow. (Rewrite with Until)
5. The alarm goes off, I hit the snooze button. (Rewrite with As soon as)
6. We were happy we received the first prize. (Rewrite with When)

7. The people were listening eagerly; the leader was speaking. (Rewrite with While)
8. This is the place; we were attacked. (Rewrite with Where)
9. He worked hard, he failed.(Rewrite with Although)
10. She is beautiful, she is not intelligent. (Rewrite with Though)
11. You wait here I come. (Rewrite with Till)
12. She will not come we compel her. ((Rewrite with Unless)
13. There was a silence the guests had gone. (Rewrite with After)
14. She began to cry she had lost her golden chain. (Rewrite with because)
15. She became angry I had said anything. (Rewrite with Before).
16. The bad weather the match was cancelled. (Rewrite with Owing to)
17. The bad weather the match was cancelled. (Rewrite with Due to)
18. We had to cancel the match; there was a bad weather. (Rewrite with because)
19. I study hare. I will pass the exam. (Rewrite with if)
20. The meeting is postponed; the MD was not there. (Rewrite with because)

4. CAUSE AND EFFECT

Cause is the thing that makes other things happens. Effect refers to what results. A cause and effect relationship is when something happens that makes something else happen. To put it concisely, cause is the why something happened and effect is what happened.

Cause and effect in a piece of writing helps the reader follow a coherent thread through the material. It also helps the writer engaged in the writing process to organize and structure the information into a logical form. In fiction, cause and effect helps maintain plausibility in plotlines. There is almost always a reason (the cause) for the things that happen (the effect). Cause and effect are arranged in such a manner as to show the connections between a result and the events that preceded it. It can be thought of as the 'problem - solution' order.

In English, we use several different words to show cause and effect. Examples are:

for, because, as, since, therefore, hence, as a result, consequently, due to, because of, as a result of etc.

Cause (The Why)

- ✓ Because
- ✓ Because of
- ✓ Since
- ✓ As a result of
- ✓ As a consequence of
- ✓ Now that

Effect (The What)

- ✓ So
- ✓ Therefore
- ✓ Consequently
- ✓ Hence
- ✓ Accordingly

Example:

Combine the cause with the effect and rewrite the sentences using appropriate connectives.

1. The electricity went out for most of the day, the icecream in the freezer melted.
   Since the electricity went out for most of the day, the icecream in the freezer melted.
2. I'm sick, I cannot attend the class.
   I'm sick, so I cannot attend the class.
3. He worked the hard, he got the promotion.
   He worked the hard, therefore he got the promotion.
4. The Company lost a great deal of money. The CEO was asked to resign.
   The Company lost a great deal of money. Hence, the CEO was asked to resign.
5. I need more time to prepare my lesson than other girls.
   Consequently, I need more time to prepare my lesson than other girls.
6. He hasn't arrived yet, we will have to go without him.
   He hasn't arrived yet, so we will have to go without him.
   As he hasn't arrived yet, we will have to go without him.

Exercises:

Combine the cause with the effect and rewrite the sentences using appropriate connectives.

1. Cara's dress was wrinkled, her mother ironed it.
2. Sanjay took out her art box he wanted to paint.
3. My sunflower grew quickly it had water and sun.
4. Ben worked hard on his project got a great grade!
5. Dad lit the grill we all wanted to eat hamburgers.
6. The police came to our house the alarm went off.
7. I grew an inch last year now my pants are too short.
8. Sue dislikes Pizza she ate one and got sick.
9. We missed the golf match our car broke down.
10. The alarm was not set, we were late for work.
11. A prize increase, sales are down.
12. He knew his limitations he acted accordingly.
13. He must be asleep there is no light in his room.

14. I decided to call it a day; I was feeling tired.
15. I helped him I liked him.
16. He had not paid the rent, he was told to vacate the room.
17. It is raining again, we will have to stay at home.
18. It was raining, we stayed at home.
19. He hasn't arrived yet, we will have to go without him.
20. The poor parents could not support the baby. They sent him to an orphanage.
21. We had to cancel the trip my daughter's illness.
22. We had to cancel the match because of bad weather.
23. I was late the train broke down.
24. My dad always worked hard. We could afford the things we wanted.
25. I try very hard in school. I am not receiving good grades.

5. USE OF CONDITIONALS

A conditional sentence is based on the word 'if'. There are always two parts to a conditional sentence – one part beginning with 'if' to describe a possible situation, and the second part which describes the consequence.

For example:

- If it rains, we'll get wet.

We can also invert the two parts of a conditional sentence so that the 'if' part comes second, and this is especially common in questions.

For example:

- What will you do if you miss the train?
- How can you finish the project if you don't have a computer?
- What happens if the students don't pass an exam?

There are <u>four types</u> of conditional sentences:

- The zero conditional
- The first conditional
- The second conditional
- The third conditional

Form:

If-clause Type	**If-clause**	**Main clause**
If-clause Type I:	Simple Present	will + infinitive
If-clause Type II:	Simple Past	would + infinitive
If-clause Type III:	Past Perfect	would + have + Past Participle

Examples If-clauses Type I, Type II,Type III

If-Clause at the beginning of the sentence		
If-clause Type	**If-clause**	**Main clause**
If-clause Type I	If the game is good,	I **will play** it.
If-clause Type II	If the game **was** good,	I **would play** it.
If-clause Type III	If the game **had been** good,	I **would have played** it.

If-clause at the end of the sentence		
If-clause Type	Main clause	If-Clause
If-clause Type I	I **will play** the game	if it **is** good.
If-clause Type II	I **would play** the game	if it **was** good.
If-clause Type III	I **would have played** the game	if it **had been** good.

The Zero Conditional:

We use the zero conditional to talk about permanent truths, such as scientific facts, and general habits.

Examples:

- If you heat water to 100°, it boils.
- If you eat a lot, you put on weight.
- If it doesn't rain for a long time, the earth gets very dry.
- If we go out with friends, we normally go to a restaurant.
- If I'm tired, I go to bed early.

The First Conditional:

If-Clause	**Main clause**
Simple Present	will + infinitive

Example If Clause Type 1

1. If the game is good, I will play it.
2. I will play the game if it is good.

The Second Conditional:

If-clause	**Main clause**
Simple Past	would + **infinitive**

Examples If Clause Type 2

1. If I lived in Australia, I would **be** a sheep farmer.
2. I would **be** a sheep farmer if I lived in Australia.

The Third Conditional:

If-Clause	**Main clause**
Past Perfect	would + have + Past Participle

Examples If Clause Type 3

1. If I had had nothing to do, I would have come.
2. I would have come If I had had nothing to do.

<u>Mixed Conditionals:</u>

It's possible to combine the second and third conditional in one sentence when we want to make a hypothesis about the past that has a consequence in the present.

Here are some examples:

- If you'd studied harder, you'd be at a higher level now.
- We'd be lying on a beach now if we hadn't missed the plane.
- They'd have much more confidence if they hadn't lost so many matches.
- What would you be doing now if you hadn't decided to study?

Examples:

Rewrite the following sentences using Conditionals:

1. We meet at 9:30, we would have plenty of time.

   If we meet at 9:30, we will have plenty of time.
2. Lisa would find the milk if she look in the fridge.

   Lisa would find the milk if she looked in the fridge.
3. The zookeeper would have punished her with a fine if she had feed the animals.

   The zookeeper would have punished her with a fine if she had fed the animals.
4. If you spoke louder, your classmates would understood you.

   If you spoke louder, your classmates would understand you.
5. Dan will arrive safe if he drove slowly.

   Dan would arrive safe if he drove slowly.
6. You would have no trouble at school if you had done your homework.

   You would have had no trouble at school if you had done your homework.
7. You swim in this lake, you'll shiver from cold.

   If you swim in this lake, you would shiver from cold.

8. The door would unlock if you press the green button.

   The door will unlock if you press the green button.

9. Mel had ask her teacher, he’d have answered her questions.

   If Mel had asked her teacher, he'd have answered her questions.

10. I will the office if I was/were you.

    I would call the office if I was/were you.

Exercise:

Rewrite the following sentences using Conditionals:

1. He goes to America, he visits New York.
2. Emma stay up late the film had been exciting.
3. The teacher would have taken my mobile it had ring in the Class.
4. Lucy wears her red dress; Ben invite her to the dance.
5. Jake and Ben be famous actors, they live in Hollywood.
6. My mobile had Internet, I would have send you an email.
7. Nobody stop you if you hearted talking.
8. He had buy the DVD, he would lend it to me.
9. Ben had been in online, he would have chat to Lucy.
10. He studied well. He got good marks.

6. REWRITE THE FOLLOWING CONVERSATION IN REPORTED SPEECH.

In conversation and writing, dialogue may be either direct or indirect. Direct speech comes from the source, whether spoken aloud or written as a quotation. Indirect speech, also known as reported speech, is a second-hand account of something a person said.

Introductory Words & Conjunction:

Kind of Sentences		Reporting Verbs	Conjunctions
Statement		said, told, suggested, admitted, remarked	That
Interrogative	WH-Question	asked, enquired, wanted to know, wanted	------
	Yes or No Question		If / Wheather
Imperative		told, asked, requested, warned, advised, instructed, ordered	to - not to
Exclamatory		Exclaimed, exclaimed that, Surprised, that, enjoyed, sorrowed, wondered,	That

Adverb Changes:

Direct Speech	**Indirect Speech (Reported Speech)**
Now	Then
Today	that day
Tonight	that night
Yesterday	the previous day / the day before
Tomorrow	the next / following day
the day before yesterday	two days before
the day after tomorrow	in two days
last week	the previous week or the week before
last month	the previous month or the month before
last year	the previous year or the year before
next week / month / year	the following week / month / year
a week / month	a week / month
last night	the previous night

Here	There
this / it	That
These	Those
Thus	So
Ago	Before

Tense Changes:

Phrase in Direct Speech	**Equivalent in Reported Speech**
Simple present	**Simple past**
"I always **drink** coffee", she said	She said that she always **drank** coffee.
Present continuous	**Past continuous**
"I **am reading** a book", he explained.	He explained that he **was reading** a book
Simple past	**Past perfect**
"Bill **arrived** on Saturday", he said.	He said that Bill **had arrived** on Saturday.
Present perfect	**Past perfect**
"I **have been** to Spain", he told me.	He told me that he **had been** to Spain.
Past perfect	**Past perfect**
"I **had just turned out** the light," he explained.	He explained that he **had just turned out** the light.
Present perfect continuous	**Past perfect continuous**
They complained, "We **have been waiting** for hours".	They complained that they **had been waiting** for hours.
Past continuous	**Past perfect continuous**
"We **were living** in Paris", they told me.	They told me that they **had been living** in

Phrase in Direct Speech	Equivalent in Reported Speech
	Paris.
Future	**Present conditional**
"I **will be** in Geneva on Monday", he said.	He said that he **would be** in Geneva on Monday.
Future continuous	**Conditional continuous**
She said, "**I'll be using** the car next Friday".	She said that she **would be using** the car next Friday.

Examples:

1. Hari: Are you ready for our picnic? We have to start early in the morning.
   Karim: Yes, almost, I have to pack only a few more things.
   Answer:
   Hari asked Karim if he was ready for their picnic and told that they had to start early in the morning. Karim replied that he was almost and he had to pack only a few more things.
2. Mala: Are you going to the college with your father?
   Malar: Yes, my father wants to meet my Principal.
   Answer:
   Mala asked Malar if she was going to the college with her father. Malar told yes to mala and also said her father wanted to meet her Principal.
3. Navin: Will you be in the college on Monday?
   Ram: No, I am going to Chennai for a seminar.
   Answer:
   Navin asked ram if he would be in the college on Monday. Ram replied that he would not be in the college and he added that he was going to Chennai for a seminar.
4. Teacher: What is your name?
   Student: My name is Arun.
   Answer:
   The teacher asked the student what his name was. The student replied that his name was Arun.

5. John : What are you doing?

Joseph: I'm watching television.

Answer:

John asked Joseph what he was doing.

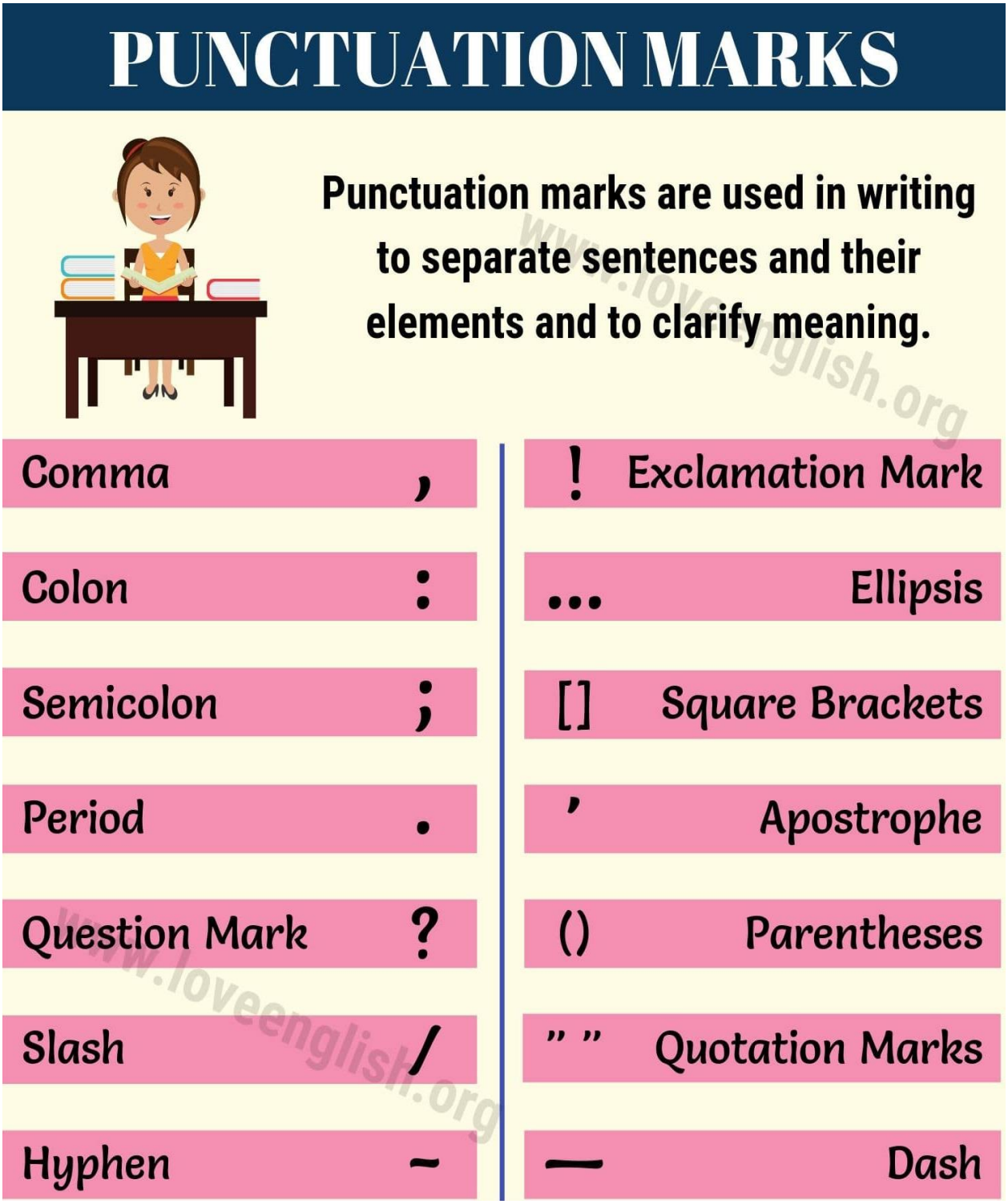
Joseph replied to him that he was watching television.

Convert the dialogues into Reported Speech:

1. Father : Are you not writing the exam today?
   Son : Our exam is postponed to Monday.
2. Passenger : Where does this bus go?
   Conductor : This bus goes to K.K. Nagar.
3. John : When will you return from Chennai?
   Mathew : I'm not sure when I will return.
4. John : What time is it now?
   David : It's 8o'clock now.
5. Father : Will you get good marks in English?
   Daughter : I will get very good marks in English.
6. Mother : What time will you be back home?
   I : I will be back home before 7o'clock.
7. Brother : When do your exams commence?
   Sister : It commence on 2 April.
8. Doctor : What is your problem?
   Patient : I have severe pain all over the body.
9. John : Where did you go yesterday?
   Jose : I went to my grandfather's house.
10. Teacher : Do you understand the grammar?
    Student : We understand it very well, sir.
11. Boy : What is your father?
    Girl : My father is a teacher.
12. John : When does your college reopen after the vacation?
    Suresh : Our college reopens on 3 June after the vacation.
13. Mother : Who is the brightest student in your class?
    Daughter : I am the brightest student in my class.
14. Father : Are you not going to college today?
    Son : There is no college for our department today.

7. PUNCTUATION

The term 'Punctuation' is derived from the Latin word 'Punctum' that means 'a point'. Punctuation marks take the place of intonation in speech by which one makes one's meaning clear. Thus, punctuation ensures the clarity and readability of writing. It clarifies the sentence structure by separating words and grouping other.



Comma:

- Comma is a mark or sign used to separate words or groups of words in a sentence.
- Comma is used to separate words, phrases, and clauses in a series. It is also used before a coordinating conjunction such as and, but, for, or, nor, so, and yet.

  Ex: England, France, and Italy formed an alliance.
- Comma is used to separate a list of items but if the sentence has already internal commas, semicolon may be used in the place of comma.

  Ex: He wants to visit Chennai, Tamil Nadu; Bangalore, Karnataka; and Patna, Bihar.
- Comma is used before coordinate adjectives.

  Ex: It was a long, dull, and wearisome journey.
- Comma is used to separate Paris of words connected in series.

  Ex: High and low, rich and poor, wise and foolish must all die.
- Comma is used after a long introductory phrase or clause.

  Ex: Though he is not able to shine well, his name is included in the selection list.
- Comma is used in the writing of date when the details are arranged as month, day, and year.

  Ex: Martin Luther King, Jr.; was born on July 15, 1929.
- Comma is used to set off alternative or contrasting phrases.

  Ex: It is Julia, not her mother, who sets the plot in motion.

Semicolon:

The semicolon represents a pause of greater importance than shown by the comma

- It is used to separate a series of loosely related clauses, not linked by a comma.

  Ex: Today we love what tomorrow we hate; today we seek what tomorrow we shun; and today we desire what tomorrow we fear.
- It is used between various items of a series when such items have internal commas.

  Ex: Presents in the symposium are Henry, a critic; Sam, a reporter; and Rose, a painter.

Colon:

Colon is used between two parts of a sentence, when the first part creates a sense of anticipation about the second part. Leave one space after a colon.

- Colon is used to introduce a list of items.

  Ex: The book list includes three novels: Life of Pie, Moby Dick, and Pride and Prejudice.
- Colon is used to introduce a rule of principle.
- Colon is used to introduce quotations.

  Ex: Bacon says: "Reading makes a full man, writing an exact man, speaking a ready man".

Apostrophe:

The principle function of apostrophes is to indicate possession.

- To form the possessive of a singular noun, add an apostrophe and an s.

  Ex: a poem's meter

  a citizen's duty

  for goodness' sake
- To form the possessive of a plural noun, add apostrophe and s, but if the plural ends in s, add apostrophe only.

  Ex: Women's studies

  Children's books
- To form the possessive of the plural proper nouns, add an apostrophe only.

  Ex: Gandhis' political attitude
- Apostrophe is not used to form the plural of the abbreviations and numbers.

  Ex: Ph.Ds MAs 1990s fours
- Apostrophe is used in contractions to indicate the omission of letters or numbers.

  Ex: don't he'll o'er 25 August '16

Hyphen:

Hyphens are used to connect compound words just to prevent readers from misunderstanding the relation between the words.

- Hyphen is used in a compound adjective that begins with an adverb when that adjective precedes a noun, but if it comes after a noun, hyphen is not used.

  Ex: Better-prepared ambassador
- Hyphen is used in a compound adjective ending with any of the participles.

  Ex: sports-loving crowd

  panic-stricken people

- Use a hyphen in a compound adjective formed by a number and a noun when it precedes a noun.

  Ex: early-eighteenth-century literature

Dashes:

To indicate a dash, type two hyphens in the computer without leaving a space before, between, or after. It is used to indicate a break in the flow of ideas or thoughts.

- To show a parenthetical comment that contains a list of things punctuated with comma.

  Ex: The colors of the costume-blue, scarlet, and yellow-acquire some meanings of their own.

- A dash may also be used in the place of a colon to introduce a list or an elaboration.

Periods: (Full stop)

The period represents the greatest pause and separation. It is used to mark the end of a declarative or an imperative sentence. It is also used to mark abbreviations, initials, etc.

Ex: Lit. Maths (Maths.) MA (M.A.) VSVN (V.S.V.N)

Question Marks:

Question marks follow the interrogative sentences. If a question comes as the quoted passage, then the question mark should be placed within the quotation marks. The question mark should be placed outside of the quotation marks.

Ex: Where is my pen?

"Have you felt so proud to get the meaning of poems?" Whitman asks.

Exclamation marks:

It is used after interjections and the phrases and sentences expressing sudden emotions and wishes.

Ex: How beautiful the city is!

Oh, my god, would you stop by here!

Numbers: (Numerals)

- Numerals are used before and after technical units of measurement.

  Ex: 16 amperes 50tmc 3% 8MB 2'' $100

  1000 3,457,370 page 2367 in 20,000 B.C.

- While writing in addresses – 26 16th V.O.C. Nagar
- In dates – 1 April 1997 or April 1, 1997

- In accurate times – 4:20 p.m.
- In expressing related numbers – 5 of the 50 delegates and 20 of 200 trucks
- For large numbers, both numbers and words – 4 million

Example:

Punctuate and use capital letters wherever necessary:

1. jane said to john my favorite leader is mahatma gandhi
   Jane said to John, “My favorite leader is Mahatma Gandhi.
2. which place receives the highest rainfall in india
   Which place receives the highest rainfall in India.
3. new delhi is the capital of india
   New Delhi is the capital of India.
4. a tale of two cities was written by Charles dickens
   A Tale of Two Cities was written by Charles Dickens.
5. when do you celebrate christmas
   When do you celebrate Christmas?

Exercise:

Punctuate and use capital letters wherever necessary:

1. jesus said love the enemy
2. where is david asked Johnson
3. i am waiting for my friend joseph
4. the principal asked what is the matter
5. john mary sarah and ruby were at the function
6. the tourist exclaimed what a beautiful sunset
7. flowers fruits and sweets were part of the offertory
8. hard work makes a man successful happy and prosperous
9. did the girl meet mrs white yesterday
10. is bengaluru the capital of Karnataka
11. coimbatore a city in tamil nadu is famous for its cotton industries
12. lets wait john suggested
13. ram is in london at present
14. when sheela wants to buy a house her husband objects
15. our parliament is in new delhi

UNIT-II ENGLISH FOR ENRICHMENT

1. UNSCRAMBLED WORD GAME

A great vocabulary is just one essential tool in a writer's toolbox, along with punctuation, grammar, and many others. Vocabulary can make your writing more powerful and more effective and help you say exactly what you mean. This indispensable tool will help you choose the best word for every job and avoid vague words that do not give your readers a good sense of your meaning.

Many people build their English vocabulary through a blend of methods — by taking English classes, reading books, watching movies in English, and studying English with English language software. Playing word and vocabulary games is a valuable part of learning English. There are thousands of vocabulary words in our vocabulary lists.

Many of Vocabulary Learning Fun's vocabulary word games are organized with dozens of categories of vocabulary lists. By making connections between words and ideas, and between words and pictures, we build vocabulary skills. Connections between vocabulary words make the process of building vocabulary skills faster and more efficient.
The fun of English vocabulary games can help both native and foreign speakers of English build their English language vocabulary skills.

Examples:

Make SIX words by combining the letters in the hexagon. The central letter should be common in each word.

Answer:

1. Example 5. Map
2. Exam 6. Axe
3. Lamp
4. Lap

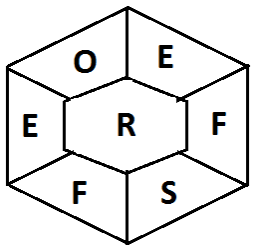
Answer:

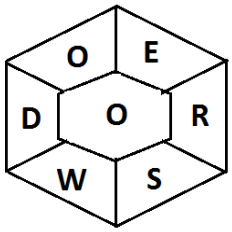
1. Word 2. Rod
3. World 4. Four
5. Fold 6. Lord

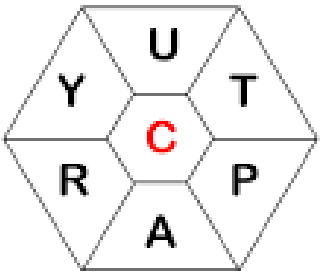
.

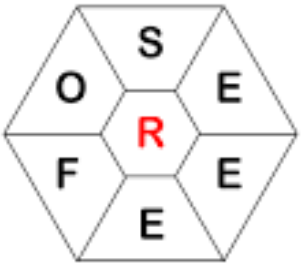
Exercises:

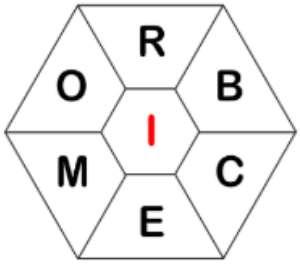
Make SIX words by combining the letters in the hexagon. The central letter should be common in each word.

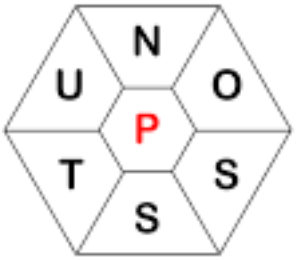


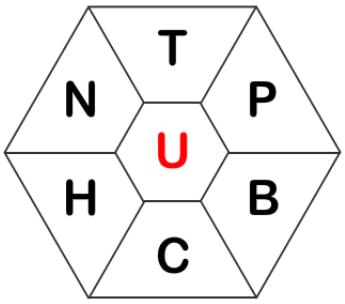


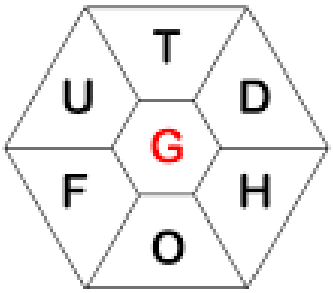












PHRASES

A phrases is a group of words in a sentence with a need to say something, but with no subject and predicate (verb) within the group.

Eg:

- The vehicle is halted near a tree.
- The sun rises in the east.
- I prefer to have my tea in the hotel in the central bus stand.
- The actor behaves in a strange way.

Noun Phrases:

A word or group of words containing a noun and functioning in a sentence as subject, object, or prepositional object. A noun phrase plays the role of a noun. In a noun phrase, the modifiers can come before or after the noun. A noun phrase can also be headed by a pronoun.

A group of words in a sentence with no subject and predicate within the group which does the work of a Noun in called a Noun phrase.

Ex:

- I always wear a nice white shirt.
- To run an Engineering College is my ambition.
- A dog on the street corner was barking.
- The goods vehicle carries differ varieties of packages.
- To walk in early hours is good for health.

Verb Phrases:

A verb phrase can be the predicate of the clause or a sentence. A verb phrase can also be a phrase that functions as an adverb or adjective and contains a verb and its complements, objects, or modifiers.

Ex:

- She was walking quickly to the mall.
- He should wait before going swimming.
- Those girls are not trying very hard.
- Ted might eat the cake.
- You must go right now.
- You can't eat that!

- My mother is fixing us some dinner.
- Words were spoken.
- These cards may be worth hundreds of dollars!
- The teacher is writing a report.
- You have woken up everyone in the neighborhood.

All of these different verb phrases demonstrate how the dependents of the verb provide important useful information for the reader about the action in the sentence. Verb phrases help to make your text more informative and meaningful and they are essential to clear writing.

Prepositional phrases:

Prepositions are words that show relationships. A sentence would not make sense without the use of a preposition. There are different types of prepositions used in the English language that not only add detail but make a sentence complete. Prepositions are used to show location, time, direction, cause and possession. . Most of the time, a prepositional phrase modifies a verb or a noun.

.A prepositional phrase consists of one preposition and the object it governs. The object can be a noun, a gerund (a verb form ending in "-ing" that acts as a noun), or a clause. Some of the most common prepositions that begin prepositional phrases are to, of, about, at, before, after, by, behind, during, for, from, in, over, under, and with.

Ex:

- He arrived in time.
- Is she really going out with that guy?

To these two basic elements, modifiers can be freely added.

- He arrived in the nick of time.
- Is she really going out with that tall, gorgeous guy?

Phrase prepositions (or prepositional phrases) include a preposition, an object, and the object's modifier. Examples include phrases like **on time**, **at home**, **before class**, and **on the floor**.

Ex:

- I will get to the conference *on time*.
- The baseball game was canceled *after the heavy rain*.
- John found his homework *under the bed*.

- The children loved the gifts *from their grandparents*.
- He succeeded *with a little help*.
- We met to discuss the project *before class*.
- She left muddy footprints *on the clean floor*.
- *According to his wishes*, his funeral will be private.

Example:

Phrasal Verbs	Meaning	Example
Break Down	Stop functioning	My car broke down
Bring up	Mention a topic	She brought up that matter again
Back down	withdraw a position	We never back down
Beat up	punch and kick	I got beat up
Blow up	Explode	They tried to blow up the station
Bump into	Meet by accident	I bump into my wife at the park
Call off	Cancel	They call off that meeting
Come across	find by chance	I was cleaning and I came across my journal
Clean out	Clean	I was cleaning out the closet
Carry on	Continue	Sorry , carry on talking!
Drop out	Leave school	They dropped out of college
Drop by	Visit	We just dropped by her house
Find out	discovered	I found out that she was pregnant
Get out	Leave	You need to get out of here
Give away	Give something for free	They are giving away tickets
End up	The end result	I ended up in another school
Get by	survive	I have some money to get by
Get over	get well	Dave has got over the flu
Get along	being good friends	We get along really well
Get away	Escape	I got away with murder
Get rid of	Eliminate	I need to get rid of her
Go over	Review	I went over the material
Grow up	Get older	You are 21, Grow up
Give up	Stop trying	They just gave up
Go out	Have a date	Do you want to go out with me?
Hang out	Spend time	I am hanging out with my friends
Hurry up	Do something fast	We are late, hurry up
Make out	Kiss	They were making out outside the office
Made up	Invent a story	She made that up to save herself
Mess up	to spoil	You are messing things up
Show up	Arrive	Alex didn’t show up
Pass out	Lose consciousness	She passed out in front of me

Piss off	to be angry	I am really pissed off
Put off	Postpone	We put off the meetin until Friday
Put up with	let happen	I won't put up with my sisters
Put on	Get dressed	I put on a sweater
Put out	Extinguish	The firefighters put out the fire
Run into	Meet	I ran into my teacher last week
Run out	to use all of it	We are running out of gas
Take off	Remove clothing	I took off my jacket
Turn Down	Lower volume	Please turn it down
Turn down	Reject	He was turned down twice
Work out	Exercise	I am working out right now
Watch out	Be aware	You better watch out
Work out	find a solution	We will work something out
Wake up	Finish sleeping	I woke up at 9
Act on	To take action because of something like information received.	The police were ACTING ON a tip from an informer and caught the gang red-handed.
Act out	Perform something with actions and gestures..	They ACTED OUT the story on stage.
Act up	Behave badly or strangely.	My computer's ACTING UP; I think I might have a virus.
Add on	Include in a calculation.	You have to ADD the VAT ON to the price they give.
Add up	To make a mathematical total.	We ADDED UP the bill to check it was correct.
Agree with	Affect- usually used in the negative to show that something has had a negative effect, especially is it makes you feel bad.	I feel terrible- that food didn't AGREE WITH my stomach.
Aim at	To target.	The magazine is AIMED AT teenagers.
Allow for	Include something in a plan or calculation.	You should ALLOW FOR delays when planning a journey.
Allow of	Make possible, permit.	The rules don't ALLOW OF any exceptions.
Angle for	Try to get something indirectly, by hinting or suggesting.	He's been ANGLING FOR an invitation, but I don't want him to come.
Answer back	To reply rudely to someone in authority.	Her mother was shocked when she started ANSWERING her BACK and refusing to help.
Argue down	Beat someone in a debate, discussion or argument.	The teacher tried to ARGUE the girl DOWN, but she couldn't.

Argue down	Persuade someone to drop the price of something they're selling.	She ARGUED him DOWN ten percent.
Argue out	Argue about a problem to find a solution.	If we can't ARGUE our differences OUT, we'll have to take them to court.
Ask about	Ask how someone is doing, especially professionally and in terms of health.	He ASKED ABOUT my father.
Ask after	Enquire about someone's health, how life is going.	Jenny rang earlier and ASKED AFTER you, so I told her you were fine.
Ask around	Ask a number of people for information of help.	I have no idea, but I'll ASK AROUND at work and see if anyone can help.
Ask in	To invite somebody into your house.	Jon's at the door.' 'ASK him IN.'
Ask out	To invite someone for a date.	He wanted to ASK her OUT but was too shy.
Ask over	Invite.	They have ASKED us OVER for drinks on Friday.
Ask round	Invite someone.	We ASKED John ROUND for diner.
Auction off	Sell something in an auction.	They AUCTIONED OFF their property as they were heavily in debt.
Back away	Retreat or go backwards.	The crowd BACKED AWAY when the man pulled a knife.
Back down	Retract or withdraw your position or proposal in an argument.	She refused to BACK DOWN and was fired.
Back into	Enter a parking area in reverse gear.	He prefers to BACK his car INTO the garage.
Back off	Retreat.	The police told the protesters to BACK OFF.
Back out	Fail to keep an arrangement or promise.	He BACKED OUT two days before the holiday so we gave the ticket to his sister
Back out of	Fail to keep an agreement, arrangement.	She BACKED OUT OF the agreement at the last minute.
Back up	Make a copy of computer data.	You should always BACK UP important files and documents so that you won't lose all your work if something goes wrong with the hardware.
Bag out	Criticise.	Don't bag out BAG OUT Australian English.
Ball up	Confuse or make things complicated.	The new project has BALLED me UP- I have no idea what to do.

Bargain down	Persuade someone to drop the price of something they're selling.	I BARGAINED her DOWN to half what she originally wanted.
Bash about	Mistreat physically.	If you BASH your monitor ABOUT like that, it won't last long.
Bash in	Break, damage or injure by hitting.	The burglars BASHED the door IN to enter the house.
Bash out	Write something quickly without much preparation.	I BASHED the essay OUT the night before I had to hand it in.
Be after	Try to find or get.	The police ARE AFTER him because of the theft.
Be along	Arrive.	The next bus should BE ALONG in the next quarter of an hour or so.
Be away	Be elsewhere; on holiday, etc..	She's AWAY on business for three weeks.
Be cut out for	Be suitable, have the necessary qualities.	She's not CUT OUT FOR this kind of work.
Be cut up	Be upset.	She was very CUT UP about coming second as she thought she deserved to win.
Be down	Be depressed.	He's BEEN DOWN since his partner left him.
Be fed up	Be bored, upset or sick of something.	I AM FED UP of his complaints.
Be taken with	Like something.	I WAS very TAKEN WITH the performance- it was superb.
Be up	Be out of bed.	She's not UP yet.
Bear down on	Move towards.	She spotted him on the other side of the room and BORE DOWN ON him.
Bear on	Influence, affect.	The judge's character may well BEAR ON the final decision.
Bear out	Confirm that something is correct.	Statistics BEAR OUT the government's positions on the issue.
Bear up	Resist pressure.	How are you BEARING UP under the strain?
Bear up under	Cope with something difficult or stressful.	He's BEARING UP UNDER the pressure.
Bear with	Be patient.	Please BEAR WITH me a moment while I finish this email.
Beat down	Strong sunshine.	The sun WAS really BEATING DOWN and we couldn't stay outdoors.
Beat out	Narrowly win in competition.	The marathon runner barely BEAT OUT his rival at the tape.

Beat up	Attack violently.	The mugger BEAT him UP and stole his wallet.
Belong with	Be in the correct or appropriate location with other items.	Does this disc BELONG WITH those on the shelf?
Bend down	Lower the top half of your body.	I BENT DOWN to pick it up off the floor.
Big up	Exaggerate the importance.	He BIGS himself UP all the time.
Bitch up	Spoil or ruin something.	I BITCHED UP the interview.
Black out	Fall unconscious.	He BLACKED OUT and collapsed on the floor.
Blast off	Leave the ground- spaceship or rocket.	The space shuttle BLASTED OFF on schedule yesterday.
Block in	Park a car and obstruct another car.	I couldn't drive here this morning because someone had BLOCKED me IN.
Block off	Obstruct an exit to prevent people from leaving.	The police BLOCKED OFF the road after the murder.
Blow away	Impress greatly.	Her first novel BLEW me AWAY.
Blow down	When the wind forces something to fall.	A tree was BLOWN DOWN in the storm.
Blow in	Arrive, sometimes suddenly or unexpectedly.	He BLEW IN from Toronto early this morning.
Blow off	Not keep an appointment.	We were going to meet last night, but she BLEW me OFF at the last minute.
Blow up	Explode.	The bomb BLEW UP without any warning.
Boil up	Feel a negative emotion strongly.	The anger BOILED UP in me when I saw what they had done.
Bone up on	Study hard for a goal or reason.	I need to BONE UP ON my French grammar for the test.
Book in	Check in at a hotel.	WE took a taxi from the airport to the hotel and BOOKED IN.
Call up	Telephone.	I CALLED him UP as soon as I got to a phone to tell him the news.
Calm down	Stop being angry or emotionally excited.	When I lose my temper, it takes ages for me to CALM DOWN again.
Cancel out	Have an opposite effect on something that has happened, taking things back to the beginning.	The airport taxes CANCELLED OUT the savings we had made on the flight tickets.

Cap off	Finish or complete, often with some decisive action.	She CAPPED OFF the meeting with a radical proposal.
Care for	Like.	I don't CARE FOR fizzy drinks; I prefer water.
Carried away	Get so emotional that you lose control.	The team got CARRIED AWAY when they won the championship and started shouting and throwing things around.
Carry forward	Make something progress.	They hope the new management will be able to CARRY the project FORWARD.
Carry off	Win, succeed.	She CARRIED OFF the first prize in the competition.
Carry on	Continue.	CARRY ON quietly with your work until the substitute teacher arrives.
Decide upon	Choose, select.	Jane spent a long time looking at houses before she bought one, but eventually DECIDED UPON one near her office.
Die away	Become quieter or inaudible (of a sound).	The last notes DIED AWAY and the audience burst into applause.
Die back	When the parts of a plant above ground die, but the roots remain alive.	The plant DIES BACK in the winter.
Die down	Decrease or become quieter.	It was on the front pages of all the papers for a few days, but the interest gradually DIED DOWN.
Die for	Want something a lot.	I'm DYING FOR the weekend- this week's been so hard.
Die off	Become extinct.	Most of the elm trees in the UK DIED OFF when Dutch elm disease arrived.
Die out	Become extinct or disappear.	Some scientists say that the dinosaurs DIED OUT when a comet hit the earth and caused a nuclear winter.
Dig in	Start eating greedily.	We were starving so we really DUG IN when the food finally did arrive.
Dig into	Reach inside to get something.	She DUG INTO her handbag and pulled out a bunch of keys.
Fawn over	Praise someone in an excessive way to get their favour or something from them.	She FAWNED OVER the inspectors in the hope that they would give her a good grade.
Feed off	Eat a food as part of an animals diet.	The gecko FEEDS OFF mosquitoes and other insects.

Feed on	Give someone a particular food.	He FEEDS his cat ON dry food.
Feed up	Give someone a lot of food to restore their health, make them bigger, etc.	She's been ill for a fortnight so we're FEEDING her UP.
Feel up	Touch sexually, grope.	Someone FELT me UP in the club as I was trying to get to the bar.
Feel up to	Feel capable of doing something.	I'm so tired. I don't think I FEEL UP TO going out tonight.
Get ahead	Progress.	Nowadays, you need IT skills if you want to GET AHEAD.
Get ahead of	Move in front of.	I work at home in the evening to GET AHEAD OF schedule.
Get along	Leave.	It's late; we must be GETTING ALONG.
Give up	Stop doing something that has been a habit.	I GAVE UP taking sugar in tea and coffee to lose weight.
Hit on	Have an idea.	I suddenly HIT ON the solution
Hold off	Stop someone from attacking or beating you.	Chelsea couldn't HOLD their opponents OFF and lost the game.
Hold on	Wait.	Could you HOLD ON for a minute; she'll be free in a moment.
Hook up	Meet someone.	We HOOKED UP at the conference.
Hunt out	Search until you find something.	It took me ages to HUNT OUT the photos.
Jack up	Increase sharply.	They have JACKED UP the price of oil this month.
Jam on	Apply or operate something forcefully.	Jack JAMMED ON the brakes when the rabbit ran in front of his car.
Jaw away	Talk just for the point of talking rather than having anything to say.	That shows that your interest is not in helping the student, but in JAWING AWAY.
Jazz up	Make something more interesting or attractive.	The show was getting stale so they JAZZED it UP with some new scenes.
Keep around	Keep something near you.	I KEEP a dictionary AROUND when I'm doing my homework.
Keep at	Continue with something difficult.	She found the course hard but she KEPT AT it and completed it successfully.
Keep away	Don't allow someone near something.	Medicines should always be KEPT AWAY from children.
Keep back	Maintain a safe distance.	The police told the crowd to KEEP BACK from the fire.

Key to	Plan things to fit or suit people or situations.	Promotions are KEYED TO people's abilities.
Key up	Make someone excited or nervous.	The noise got us KEYED UP.
Kick about	Discuss.	We KICKED the idea ABOUT at the meeting.
Kick in	When a drug starts to take effect.	Her hayfever didn't feel half as bad once the antihistamines had KICKED IN.
Kick out	Expel.	The family KICKED the au pair OUT when they found out that she was planning to move to work for another household.
Knock off	Finish work for the day.	We KNOCKED OFF early on Friday to avoid the rush hour queues.
Lash down	Secure something with ropes or cords.	We LASHED the tarpaulin DOWN to stop the wind blowing it away.
Lash into	Criticise someone strongly.	He LASHED INTO them for messing thins up.
Lash out	Suddenly become violent.	He LASHED OUT and broke the man's nose.
Lay on	Organise, supply.	They LAID ON a buffet lunch at the conference.
Lay out	Spend money.	They LAID OUT thousands of pounds on their wedding reception.
Let in	Allow someone to enter.	The doorstaff didn't LET him IN the nightclub because he was wearing jeans.
Let off	Not punish.	The judge LET him OFF with a fine rather than a prison sentence since it was his first offence.
Line up	Arrange events for someone.	We have LINED UP a lot of meetings for them.
Link up	Connect, join.	The train LINKS UP the cities.
Live by	Follow a belief system to guide your behaviour.	He tries hard to LIVE BY the Bible.
Live down	Stop being embarrassed about something.	If I fail the test and everyone else passes, I'll never be able to LIVE it DOWN.
Live with	Accept something unpleasant.	It's hard to LIVE WITH the pain of a serious illness.
Log in	Enter a restricted area on a computer system.	I had forgotten my password and couldn't LOG IN.
Log into	Enter a restricted area of a computer system.	I LOGGED INTO the staff intranet to check my email.
Log off	Exit a computer system.	When she'd finished working on the spreadsheet, she LOGGED OFF and left the office.

Log on	Enter a computer system.	He entered his password for the college intranet and LOGGED ON.
Log out	Exit a computer system.	Danny closed the programs and LOGGED OUT when it was time to go home.
Look up	Consult a reference work (dictionary, phonebook, etc.) for a specific piece of information..	I didn't know the correct spelling so I had to LOOK it UP in the dictionary.
Magic away	Make something disappear quickly.	He MAGICKED the bill AWAY and paid for us all before I could get my wallet out.
Make after	Chase.	The police MADE AFTER the stolen car.
Make away with	Steal.	The thieves MADE AWAY WITH the painting.
Make it	Arrive or get a result.	I thought you weren't coming, so I was really pleased you MADE IT.
Make it up to	Try to compensate for doing something wrong.	He tried to MAKE IT UP TO her, but she wouldn't speak to him.
Make of	Understand or have an opinion.	What do you MAKE OF your new boss?
Make off	Leave somewhere in a hurry.	They MADE OFF when they heard the police siren.
Mash up	Mix sources of audio, video or other computer sources..	She MASHED UP the songs into a single track.
Melt down	Heat something solid, especially metal, until it becomes liquid.	They MELTED the gold statue DOWN and turned it into gold bars.
Mess about	Not be serious, not use something properly.	The children were MESSING ABOUT with the TV remote control and broke it.
Mix up	Confuse.	I always MIX those two sisters UP because they look so like each other.
Move into	Start living in a place.	They MOVED INTO the house as soon as it was ready.
Move up	Move to make space.	Could you MOVE UP and let me sit down?
Nail down	Succeed in getting, achieve.	They are having trouble NAILING DOWN the contract.
Name after	Give someone a name to remember another person.	I was NAMED AFTER my uncle who died in the war.
Narrow down	Remove less important options to make it easier to choose.	I am not sure which university to apply to, but I have NARROWED my list DOWN to three.

Nerd out	Play safe and avoid taking a risk.	I'm going to NERD OUT and not go on the river trip.
Opt for	Choose.	I OPTED FOR an endowment mortgage and lost a lot of money.
Opt in	Choose to be part or a member of something.	If you want them to notify you of updates, you have to OPT IN.
Opt into	Choose to be a member or part of something.	I OPTED INTO the scheme.
Opt out	Choose not to be part of something.	The UK OPTED OUT of a lot of EU legislation on working hours and conditions.
Pack in	Stop doing something.	I'm trying to PACK IN smoking.
Pack off	Send someone away.	His boss PACKED him OFF to a regional office.
Pack out	Fill a venue.	The stadium was PACKED OUT.
Pack up	Stop doing something.	You should PACK UP smoking.
Pad down	Sleep somewhere for the night.	I'm too tired to come home; can I PAD DOWN here tonight?
Pad out	Make a text longer by including extra content, often content that isn't particularly relevant.	I couldn't think of much to write, so I PADDED the essay OUT with a few lengthy quotes.
Pal around	Be friendly and spend time with someone.	We PALLED AROUND at university.
Pal up	Become friends.	We PALLED UP when I started working with her.
Pass away	Die.	Sadly, Georgia's uncle PASSED AWAY yesterday after a short illness.
Pass back	Return.	I felt awful when the teacher started to PASS BACK the exam papers.
Pass by	Go past without stopping.	I was just PASSING BY when I saw the accident.
Patch up	Fix or make things better.	I tried to PATCH things UP after the argument, but they wouldn't speak to me.
Pay back	Repay money borrowed.	I PAID BACK the twenty pounds I'd borrowed.
Pay off	Produce a profitable or successful result.	Their patience PAID OFF when he finally showed up and signed the contract.
Peel away	Leave a group by moving in a different direction.	Some of the crowd PEELED AWAY to get out of the crush.
Peg out	Put washing outside to dry.	I PEGGED the washing OUT after it stopped raining.
Phase in	Introduce gradually.	They are PHASING IN the reforms over the next two years.

Phase out	Remove gradually.	They have introduced a compact edition of the newspaper and are PHASING OUT the broadsheet edition over the next few months.
Pick at	Eat unwillingly.	I wasn't very hungry so I just PICKED AT my food.
Pick up	Collect.	While you're in town, can you PICK UP my trousers from the Dry Cleaner?
Pig out	Eat a lot.	The food was great, so I really PIGGED OUT.
Pile up	Accumulate.	Work just keeps on PILING UP and I really can't manage to get it all done.
Pin down	Discover exact details about something.	The government can't PIN DOWN where the leak came from.
Pin on	Attach the blame to someone.	The police tried to PIN the crime ON him.
Pin up	Fix something to a wall, or other vertical surface, with a pin.	I PINNED the notice UP on the board
Pine away	Suffer physically because of grief, stress, worry, etc.	He's been PINING AWAY since his wife died and is a shadow of his former self.
Pipe down	Be quiet (often as an imperative).	The lecturer asked the students to PIPE DOWN and pay attention.
Pipe up	To speak, raise your voice.	At first, no one answered, then finally someone PIPED UP.
Play along	Pretend to agree or accept something in order to keep someone happy or to get more information.	I disagreed with the idea but I had to PLAY ALONG because everyone else liked it.
Play around	Be silly.	The children were PLAYING AROUND and being annoying.
Play up	Behave badly.	The children PLAYED UP all evening and drove the babysitter mad.
Plug in	Connect machines to the electricity supply.	He PLUGGED the TV IN and turned it on full blast.
Plump down	Put something in a place without taking care.	He PLUMPED his bag DOWN and kicked his shoes off.
Plump for	Choose.	I PLUMPED FOR the steak frites.
Point out	Make someone aware of something.	He POINTED OUT that I only had two weeks to get the whole thing finished.
Poke about	Move things around or search in a casual way to try to find something.	I POKED ABOUT in my CD collection to see if I could find it.

Poke around	Move things around or search in a casual way to try to find something.	I POKED AROUND in my desk to see if the letter was there.
Polish off	Finish, consume.	She POLISHES OFF half a bottle of gin every night.
Polish up	Improve something quickly.	I need to POLISH UP my French before I go to Paris.
Pop in	Visit for a short time.	He POPPED IN for a coffee on his way home.
Pop off	Talk loudly, complain.	He's always POPPING OFF when things don't suit him.
Power up	Turn a computer or electronic device on so that it is ready to use.	I POWERED UP my laptop and started work.
Price up	Charge more for something.	In rural areas where they have a monopoly, some garages PRICE UP fuel because there's nowhere else to buy it.
Pull ahead	Overtake, move in front.	The lorry was going slowly but we managed to PULL AHEAD.
Pull out	Move into traffic.	The traffic was so bad that it took me ages to PULL OUT.

Make use of the following phrases and write your own sentences.

Exercises:

1. Figure out -
2. Break down -
3. Hurry up -
4. Keep away -
5. Pass out -
6. Drop out -
7. Check in -
8. Carry on -
9. Pass away -
10. Come in -
11. Work out -
12. Gone away -
13. Grow up -
14. Run across -
15. Hurry up -

3. COMPARING AND CONTRASTING

Comparison in writing discusses elements that are similar, while contrast in writing discusses elements that are different. A compare-and-contrast essay, then, analyzes two subjects by comparing them, contrasting them, or both.

Compare means "find the similarities" and **Contrast means** "find the differences."

Examples:

1. Write three lines comparing and contrasting Joint and Nuclear Family with the help of hints given below:

Joint Family	Nuclear Family
The size of the families will always be very high	Small and limited
Include many generations in a family, that includes, mother, father, son, daughter, and many indirect relatives.	That mostly consist genetic members in the family.
There is number of earners in the house, but there is always a lack of transparency in it.	Suffer some financial crisis but there is always a stability of money

Answer:

In joint families, the size of the families will always be very high then as compared to nuclear families. Joint families generally include many generations in a family, that includes, mother, father, son, daughter, and many indirect relatives. Whereas nuclear family is small and limited, that mostly consist genetic members in the family. In a joint family, it is very rare that you will face any crisis in your family since there is number of earners in the house, but there is always a lack of transparency in it. Whereas in nuclear family, you may suffer some financial crisis but there is always a stability of money in the nuclear family.

Exercises:

1. Write three lines comparing and contrasting School and College life with the help of hints given below:

School Life	College Life
In high school, you were forced to learn all subjects.	In college, you get to learn whatever you want to.
In high school, teachers read from the textbooks.	In college, professors refer to the textbooks they wrote.
You have a full day of classes. High school attendance is mandatory.	In college, you plan your schedule to your liking. College attendance is (strongly) suggested.

2. Write three lines comparing and contrasting Urban and Rural Area life style with the help of hints given below:

Urban Area	Rural Area
Cities and towns	Village and hamlet
Fast and complicated life style	Simple and relaxed life
Greater isolation from nature	Direct contact with nature

3. Write three lines comparing and contrasting Urban and Rural Area life style with the help of hints given below:

Apple	Orange
Belongs to rose family	Belongs to citrus family
High in fiber, vitamins and nutrients	High in fiber, vitamins and nutrients
The peel and the flesh can be eaten	The peel is bitter and not eaten.

4. Write three lines comparing and contrasting Urban and Rural Area life style with the help of hints given below:

Gold	Silver
Gold is precious metal	Silver also precious but less than gold.
It has more Dense.	It has low Dense.
It has less ability to conduct electricity.	It has greater ability to conduct an electric current.

4. WRITING SUITABLE RESPONSE TO THE GIVEN QUESTION

Our communication involves questions and answers. We interact with people mainly by asking questions and answering their queries. To be able to start a conversation, continue and bring it to a positive close, one has to be adept in asking questions. There occurs communication gap and human relations fail mainly because people do not seem to know how to ask suitable questions suitably. As well answering questions too needs great skill. A verbal question is asked for getting Yes or No as an answer. Auxiliary Verbs are used for asking such questions.

Auxiliary Verbs:

Am	is	are
was	were	
have	has	had
do	did	does
will	would	

Yes or No questions are of two types:

a. Ask questions using the auxiliary verbs alone
b. Ask questions using both auxiliary verbs and main verbs.

Affirmative:

In grammar, an affirmative statement is any statement that affirms something to be true. An affirmative statement is any sentence or declaration that is positive. It is can also be referred to as an assertive sentence or affirmative preposition: “Birds fly,” “Rabbits run,” and “Fish swim” are all affirmative sentences where the subjects are actively doing something, There by making a positive statement about the noun in motion.

Affirmative sentences are the opposite of negative sentences because affirmative sentences state things positively. Let’s look at the examples written as affirmative sentences.

- David <u>is</u> a happy person.
- The clouds <u>were</u> blocking the sun’s rays.

Negative:

A negative sentence is a sentence that states that something is false. In English, we create negative sentences by adding the word ‘not’ after the auxiliary, or helping, verb. A

For example:

- David <u>is not</u> a happy person.
- The clouds <u>were not</u> blocking the sun’s rays.

These are examples of negative sentences because the word ‘not’ changes the sentence to a false statement. Notice that the word ‘not’ is placed after ‘is’ and ‘were’, which are auxiliary verbs.

The interrogative= asking a question. - Do you work hard?

The affirmative= asserting that something is true or valid. - Yes, I work hard.

The negative= a reply denying something. - No, I do not work hard.

Examples:

Answer the following verbal question first in affirmative and then in negative:

1. Do you like ice-cream?
   Yes, I like ice-cream.
   No, I don’t like ice-cream.
2. Does David play Cricket?
   Yes, he plays cricket
   No, he doesn’t play cricket.
3. Did you watch television?
   Yes, I watched television.
   No, I didn’t watch television.
4. Are you all right now?
   Yes, I am all right now.
   No, I am not all right now.
5. Is the report ready?
   Yes, the report is ready.
   No, the report is not ready.

Exercise:

Answer the following verbal question first in affirmative and then in negative:

1. Do you get up early in the morning?
2. Does he go?
3. Do you have a car?
4. Is she going to get married?
5. Did you complete the work?
6. Do they speak English?
7. Did you go to church?
8. Are you busy now?
9. Was he in London?

10. Do you read the lessons?
11. Is this your pen?
12. Have you done the sum?
13. Has the train left the station?
14. Did you write the exam well?
15. Are you in Chennai today?
16. Did John help you?
17. Was the exam easy?
18. Has George passed the exam?
19. Have you finished the work?
20. Are they writing the test?
21. Do you like to play games?
22. Do you agree this idea?
23. Is the book yours?
24. Did you like the programme?
25. Do you read the newspaper?

5. GIVE THREE INSTRUCTIONS.

You often see the imperative form in instruction manuals or when someone tells you how to do something. There are often "sequencing" words to show the steps in the process.

For example: "firstly", "secondly" and "finally".

You can also say "after that" instead of "then" and "first" / "second" instead of "firstly" and "secondly".

Example:

1. Simple instructions to replace a light bulb:

1. Firstly, turn off the electricity.
2. Secondly, remove the light bulb.
3. Then, screw in the new light bulb.
4. Finally, turn the electricity on and switch on the light.

When you give instructions, you can help the other person with extra information and advice:

1. Remember: turn off the electricity before touching any cables.
2. Be careful not to … (touch any live wires)
3. Try to … (see if the light bulb is broken or just loose)
4. Try not to … (touch the light bulb with your hands)
5. You need to … (check the wattage of the light bulb first)
6. It's important to … (make sure the electricity is off)
7. It helps to … (wait for the light bulb to cool down before you remove it)
8. Be sure to … (turn off the electricity before you you touch the light bulb)
9. Always … (wear gloves when you touch a light bulb)
10. Never … (touch a socket with wet hands)

2. Give a list of Three instruction to be followed in the chemistry lab.

1. Come to lab prepared to perform the experiment. Follow all written and verbal instructions.
2. First to wear overcoat before enter the lab.
3. Then stand to your place and check whether the apparatus was in using condition if there is in any damage informing it to the lab instructor.
4. Next to listen the instruction given by the instructor and follow it in while doing experiments.
5. Be careful when working with apparatus that may be hot. If you must pick it up, use tongs, a wet paper towel, or other appropriate holder.
6. Finally, to show the result to the instructor.
7. Return all equipment, clean and in good condition, to the designated location at the end of the lab period.
8. Leave your lab area cleaner than you found it.

3. Give a list of Three instruction to be followed in the physics lab.

1. Come to lab prepared to perform the experiment. Follow all written and verbal instructions.
2. Report all accidents, injuries or breakage to the instructor immediately. Also, report any equipment that you suspect is malfunctioning.
3. Use equipment with care for the purpose for which it is intended.
4. Ask the instructor to check all electrical circuits before you turn on the power.
5. When working with electrical circuits, be sure that the current is turned off before making adjustments in the circuit.
6. Return all equipment, clean and in good condition, to the designated location at the end of the lab period.
7. Leave your lab area cleaner than you found it.

Exercises:

1. Give a list of three instructions to be followed in work shop.
2. Give a list of three instructions to be followed in Drawing Hall.
3. Give a list of three instructions to be followed in language lab.
4. Give a list of three instructions to be followed in Library.
5. Give a list of three instructions to be followed in theory class room.

UNIT – III SITUATIONAL ENGLISH

1. EMAIL FOR OFFICIAL COMMUNICATION

What is E- mail

Email stands for electronic mail. It is the easiest and the cheapest way of communication. It is used in formal, semi-formal as well as an informal way of expression or writing.

Categories of Email Writing

Emails are of three types

- Semi-Formal email
- Formal email
- Informal email

Email Writing Format

The email writing format is the same for each of the categories. Though the choice of words and language differ depending upon the type of email. One can use friendly and casual language in informal emails. The language used in formal emails should be professional, clear, and formal. The email writing format is

From: Sender's email id
To: Recipient's email id
Cc: Other individuals receiving the same mail with visible ids
Bcc: Other individuals receiving the same mail with invisible ids
Subject: Title or the reason of writing mail
Salutation: Words like Dear, Respected, Hi etc.
Main body: the main content of the email 1. Introduction 2. Matter in detail 3. Conclusion
Closing: Ending Statement
Attachments: Attached Files with emails
Signature Line: Sender's name, signature, and other details of contact

A Sample of Semi-formal Email Writing Format

An email written for any teammates or colleague is the semi-formal email. One can use friendly language but have to maintain the limit and the decency. The length, proper greetings and closing and clarity are some of the rules of the semi-formal emails.

Example:

Writing a letter to inform your classmates regarding intra-college quiz competition.

From :arunkumar@gmail.com

To :firstyearstudents@gmail.com

CC :

BCC :

Subject : Intra-college Quiz Competition.

Hello Everyone

This is to inform you guys that an intra-college quiz competition is going to be held in our college on Nov 25 from 11:30 am in Hall – 01.Everyone is therefore asked to take part in the competition so that our department can win. For further information (queries), feel free to contact me.

Thank you

Yours Sincerely

Class Representative

A Sample of Formal Email Writing Format

An email written for business communication or professional use comes under this category. The email written for any government department, school authority, company or any officers are the formal emails. Use of polite and formal words, the reason for writing mail, clarity, proper greeting and closing are some of the rules of the formal email.

Example:

1. Write an e - mail for resignation.

From : Slevamprojecthead@gmail.com

To : vvrgroupmd@gmail.com

CC :

BCC :

Subject : Resignation Letter

Dear Sir,

Please accept this mail as a notice that I am leaving my position with this organization. As per the norm of the company I've to give a month notice before resigning. I hope you will get a good replacement for me within this time period.

I really appreciate the opportunities that I have been given to me to help me grow. Wish you and the company the best in the future.

Please let me know what to expect as far as my final work schedule and the employee benefits. Please let me know in case of any assistance for the above.

Kindly look into the matter.

Thanks and Regards

Yours truly

K.SELVAM

Project Head

2. Send by e-mail your mark sheet, identity card, Address proof scanned. Principals want them.

From :bala@gmail.com

To :raja@gmail.com

CC :

BCC :

Subject :Testimonials(certificate) needed – urgent

Dear Raja,

Fine. Happy to know that you are at your native place. Our Principal wants urgently your mark sheet, ID card and address proof scanned. Send them immediately by to my email. You need not come in person. Continue enjoying your stay there.

Yours Sincerely,

S.Bala.

3. Write an email to your company Managing Director asking permission for vacation

From :Raghu& co MD@gmail.com

To :raja@gmail.com

CC :

BCC :

Subject: Vacation request for September, 10-15

Dear Mr. Kannan,

I would like to request a vacation from Monday, September 9th till Friday, September 13th. I will make sure to complete all my current projects and pending tasks in advance before the vacation. My colleagues [Name] and [Name] will cover my responsibilities during my absence.

Looking forward to your approval.

Sincerely,

Raja

Supervisor

4. Write an e mail to Perfect Music Company to complaint of the poor quality headphones

From :guru@gmail.com

To :Perfectmusic@gmail.com

CC :

BCC :

Subject: Complaint regarding the quality of the headphones

Hi,

I purchased the headphones at Perfect Music on Monday, August 11. Later, I discovered that the left headphone wasn't working. Unfortunately, the staff refused to replace the headphones or return my money although I provided the receipt.

I'm deeply disappointed about the quality of the product and the disrespectful treatment I received in your store.

I hope to have this issue resolved and get my money back, otherwise, I will have to take further actions.

P.Guru

Exercises:

1. Write a reply email to the manager of the company confirming your joining duty at the earliest.
2. Write an email to the hostel warden asking for the details of fees and accommodation.
3. You are travelling to Malaysia. You needed to book your ticket. Write an email to the travel agent seeking rates of tickets for a specified day of travel on three different airlines.
4. You are Mr.Arul and you recently bought a mobile phone from Smart Mobiles. Write an email to the Manager of Smart mobiles, explaining the poor quality of service offered in your city.

2. SOCIAL MEDIA LANGUAGE

The internet has become one of the influences of the English language in recent times, and along with appropriating existing vocabulary, it has given life to a plethora of new words and phrases. A few years ago, nobody had heard of the terms “unfriend”, “selfie” “fleek” or “emoji” however these words have trickled down from social media, and into our day to day conversations. Some of these terms have even made it into the Oxford Dictionary; ones that have, include: YOLO (You Only Live Once) along with compound words such as “Craptacular” and “Amazeballs”, not to mention the recent social media trend of identifying high-profile couples by combining their first names to form a blend word e.g. Brangelina. Alongside these words are a vast array of social media specific acronyms, ranging from the almost universally known “LOL” celebrating its 28th birthday this year (Laughing Out Loud), “DM”, (Direct Message) and “FOMO” (Fear of Missing Out) and “TBT” (Throwback Thursday). The speed at which new vocabulary is introduced online, used, quickly over-used and then discarded is phenomenal and has never been so rapid. An example of terms that would now be considered ‘antique’ text speak on social media are: OMG, TXT, GR8, M8 and L8R.

Example:

1. FB : Facebook
2. G+ : Google +
3. IG : Instagram
4. LI : LinkedIn
5. TW : Twitter
6. YT : YouTube
7. DM : Direct Message
8. MT : Modified Tweet
9. PM : Private Message
10. RT : Retweet

Popular social media acronyms and abbreviations

1. AMA : Ask Me Anything
2. BRB : Be Right Back
3. BTS : Behind the Scenes
4. BTW : By The Way
5. DYK : Did You Know
6. ELI5 : Explain It To Me Like I’m Five

7. FBF : Flashback Friday
8. FOMO: Fear Of Missing Out
9. FTW : For The Win
10. FYI : For Your Information
11. H/T : Hat Tip
12. ICYMI: In Case You Missed It
13. IMO/ IMHO : In My Opinion / In My Humble Opinion
14. IRL : In Real Life
15. LMK : Let Me Know
16. NBD : No Big Deal
17. NSFW : Not Safe For Work
18. WFH : Working From Home
19. SMH : Shaking My Head
20. TBH : To Be Honest
21. TBT : Throwback Thursday
22. TFW : That Feeling When
23. TGIF : Thank God It's Friday
24. TL;DR : Too Long; Didn't Read
25. WBW : Way Back Wednesday
26. AMA : Ask Me Anything
27. BRB : Be Right Back
28. FTW : For The Win
29. BTS : Behind the Scences
30. H/T : Hat Tip
31. BTW : By the way
32. ICYMI: In Case You Missed It
33. DYK : Did You Know
34. IMO : In My Opinion
35. NBD : No Big Deal
36. FBF :Flashback Friday
37. IMHO :In My Humple Opinion
38. IRL :In Real Life
39. RIP : Rest In Peace
40. TBT : Threw Back Thursday

41. TGIF : Thank God It's Friday
42. TL;DR : Too Long ; Did not Read
43. WBW : Way Back Wednesday
44. NSFW : Not Safe For Work
45. LMK : Let Me Know
46. SMH : Shaking My Head
47. TBH : To be Honest

Business specific social media acronyms and abbreviations

1. B2B : Business To Business
2. B2C : Business To Consumer
3. CMGR: Community Manager
4. CTA : Call To Action
5. KPI : Key Performance Indicator
6. ROI : Return On Investment
7. SEM : Search Engine Marketing
8. SEO : Search Engine Optimization
9. SERP : Search Engine Results Page
10. SMB : Small and Midsize Businesses
11. SMP : Social Media Platform
12. SMM : Social Media Marketing
13. SMO : Social Media Optimization
14. SoLoMo: Social, Local, Mobile
15. SRP : Social Relationship Platform
16. TOS : Terms Of Service
17. UGC : User-Generated Content
18. WOM : Word Of Mouth
19. B2B : Business To Business
20. SMB :Small and Midsize Business
21. SMP : Social Media Platform
22. SMM : Social Media Marketing
23. NVM : Never Mind It
24. YW : You're Welcome
25. SERP : Search Engine Results Page
26. CTA : Call to Action

Technical acronyms and abbreviations used on social media

1. API : Application Programming Interface
2. CMS : Content Management System
3. CPC : Cost Per Click
4. CR : Conversion Rate
5. CRO : Conversion Rate Optimization
6. CTR : Click-Through Rate
7. CX : Customer Experience
8. ESP : Email Service Provider
9. GA : Google Analytics
10. PV : Page Views
11. RSS : Rich Site Summary
12. Saas : Software As A Service
13. SOV : Share Of Voice
14. UI : User Interface
15. URL : Uniform Resource Locator
16. UV : Unique Views
17. UX : User Experience

Exercises:

Convert the following acronyms / abbreviations used in social media into formal usage.

1. BC :
2. FFS :
3. FML :
4. FWIW :
5. HMU :
6. IDK :
7. ILY :
8. ISO :
9. JK :
10. JTM :
11. LMAO :
12. LOL :
13. NVM :
14. NYT :

15. Obv :
16. OH :
17. OMG :
18. OMW :
19. Pls :
20. PSA :
21. RN :
22. ROFL :
23. SRSLY :
24. TIL :
25. NVM :
26. TY :
27. WTF :
28. RIP :
29. YT :
30. LOL :
31. FB :
32. GD :
33. CPC :
34. YOLO :
35. GIF :

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3. REACTING TO SITUATIONS

Our students, after successfully completing their course, will be employed as middle level technicians and engineers in industries and other organizations. Hence they have to transmit the ideas and opinions of their higher-ups to the lower level employees and vice-versa. So they have to be well-versed in different types of dialogues.

Example:

1. A dialogue between a teacher and a student about home work

Teacher : Good morning, dear students.

Student : Good morning, sir.

Teacher : Ali, bring your home work note-book to me.

Student : Sorry sir. I forgot my note-book at home.

Teacher : Did you do your home work?

Student : Yes, sir. But I left my note-book at home.

Teacher : How is it possible? I think you have not completed your home work and it is just an excuse.

Student : Sorry sir. In fact, I had to go to my uncle's yesterday.

Teacher : Do you prefer other things to your studies? Very strange thing.

Student : My father asked me to go there.

Teacher : That's right. After coming back, you could have completed your home work.

Student : It was late at night when I came back.

Teacher : If you do not work regularly, you will fail in the Exam. keep in mind that regularity conquers the mountains.

Student : Next time, I shall be careful.

Teacher : One more thing. There is nothing important than studies in the world.

Student : I have realized it sir.

Teacher : Now you must develop your routine and show me your note-book tomorrow.

Student : O.K. Sir. I will complete my note-book today.

Teacher : Now you sir down.

Student : Thank you sir.

2. A dialogue between two friends regarding prayers

Sam : Good morning Arul.

Arul : Good morning Sam. Where are you going?

Sam : I'm going to mosque to offer my prayers. It is Morning Prayer time. What about you?

Arul : I am going to garden for a morning walk.

Sam : Don't you offer you prayers?

Arul : I do sometimes but not regularly.

Sam : It is very bad. Man must offer his prayers regularly. You know man finds real peace and comfort only in prayers.

Arul : I know but it is just laziness.

Sam : I always prefer prayer. I offer my prayers five times a day. If I miss my prayers, I get disturbed.

Arul : That is a good thing. I will also try.

Sam : You must make up your mind to offer your prayers. If a person shuns his prayers accidentally on purpose, it is a great sin.

Arul : If someone is busy at prayer time then?

Sam : He should stop his business and offer his prayers.

Arul : You are right.

Sam : When man offers his prayers, his life improves. he lives neat and clean life. Everybody respect him.

Arul : From today, I will also offer my prayers five times a day.

Sam : That's very good. We are getting late. Let's go and offer our prayer first.

Arul : Let's go.

3. A dialogue between a teacher and a student who comes late

Student : May I come in, sir?

Teacher : Yes, stand here. Why do you always come late?

Student : Sir It is the bus which makes me late.

Teacher : What time do you leave home?

Student : I always leave home at quarter to eight.

Teacher : How far is your home from here?

Student : It is about three kilometers from here.

Teacher : That is why, you get late. You leave your home very late.

Student : Sir, I take my break fast at 7:30 a.m.

Teacher : What time do you get up?

Student : I get up at about 7:00 a.m.

Teacher : Don't you offer your prayer?

Student : Not regularly.

Teacher : My dear. It is a bad habit. Change your routine. Always get up early in the morning. Offer your prayers and go for a morning walk.

Student : Sir, there is no park near our home.

Teacher : No problem. You can walk along the street in the morning time. Take breakfast at right time and then leave for school.

Student : You are right, sir. From tomorrow, I shall never be late.

Teacher : Good. One thing more keep in mind. Regularity and punctuality conquer the mountains.

Student : Thank you very much for your good advice. Can I sit now, sir?

Teacher : Oh Yes, of course.

4. A dialogue between two students coming out of examination center

Qamar : Hello, Rizwan! How are you?

Rizwan : I am not fine today.

Qamar : Why?

Rizwan : I could not solve my paper properly.

Qamar : But question paper was very easy.

Rizwan : No really the examination is a great curse.

Qamar : Don't tell me! You should prepare for the examination in time. Look, I am very happy and my paper is correct more than eighty percent. But I am sorry, I could not solve a question due to the shortage of time. But my performance in examination is very fine. Please tell me about your paper.

Rizwan : The story "The Thirsty Crow" was very easy which have ten marks. I wrote it Perfect. There would be no mistake.

Qamar : It means that you can get nine marks in it. How did you write the letter?

Izwan : The letter was also easy but I have mistakes of spellings in it.

Qamar : It means that you will obtain seven marks only in letter. Which essay was written by you?

Rizwan : I wrote on "The football match."

Qamar : How did you write it?

Rizwan : It is quite all right.

Qamar : How many marks can you get in it?

Rizwan : I can easily get six marks from fifteen.

Qamar : How is your translation in English?

Rizwan : It is fifty percent correct and this translation will exactly give five marks from ten.

Qamar : How is your translation in Urdu.

Rizwan : I left it because it was out of my approach.

Qamar : How are your sentences?

Rizwan : Only two sentences are right out of four.

Qamar : It means that you can get thirty one marks from seventy five. And you will pass in English paper.

Rizwan : Yes, I can pass but I am not satisfied on this small success.

5. A dialogue between a policeman and student

Policeman : Excuse me. Stop. The light is red.

Student : I'm sorry. I did not notice.

Policeman : Most of the people are in hurry.

Student : If a man is in a hurry, he has to violate a signal.

Policeman : The signals are for you people.

Student : But sometimes, they are very long.

Policeman : It depends. Laws are for every body.

Student : I don't agree. Laws are usually for the poor.

Policeman : No one is rich or poor in the eyes of a law. It is equal to all.

Student : But it usually does not happen. The poor are challenged and fined, not the rich.

Policeman : You are mistaken. Throughout my service, I have treated equally.

Student : Exceptions are there. You may do your duty honestly.

Policeman : It is the same with everybody. If you are good, everyone is good.

Student : It is not a general practice. I have different experience. If you do a good turn, you get a bad one.

Policeman : No. Always keep in mind. Do good and have good.

Student : It is an old saying now.

Policeman : This is universal truth. It is ever green. It never becomes old.

Student : O.K. If you say, I agree.

Policeman : Thank you. One thing always keep in mind. Don't find fault with others. Always sweep before your own door.

Student : Thanks for your advice. Good-bye.

Policeman : Good-bye.

Exercises:

1. Write a dialogue with minimum 10 exchanges between class tutor and a student on submitting assignments.
2. Write a dialogue with minimum 10 exchanges between Shop keeper and Buyer
3. Write a dialogue with minimum 10 exchanges between Bank Manager and Customer.

4. REWRITING THE PASSAGE AFTER MAKING NECESSARY CORRECTIONS

A sentence is defined as a collection of words that have a meaning. In the English language, the sentences usually follow a grammatical structure of subject followed by the verb and then the object. It is also the SVO – structure. Further, there are other parts of a sentence, parts like the articles, the tense, the punctuation, the articles, modals etc.

1. When there are two or more singular subjects, then verb is in plural form.

For example

Incorrect – Harish and Manish *is* friends.

Correct – Harish and Manish *are* friends.

2. If two singular subjects refer to same person, then verb is in singular form.

For example

Incorrect – School trustee and principal *are* coming.

Correct – School trustee and principal *is* coming. (Here singular subjects, "school trustee" and "principal" are referring to same person.)

3. If two different singular subjects are preceded by "each" or "every", then verb is in singular form.

For example

Incorrect – Each of the boy and girl *were* in straight line.

Correct – Each of the boy and girl *was* in straight line.

4. If two or more singular subjects are connected by "or", "nor", "either … or", "neither …. nor", then verb is in singular form.

For example

Incorrect – Neither Sita nor Gita *were* present.

Correct – Neither Sita nor Gita *was* present.

5. When two subjects are joined by "or / nor" and one of the subject is singular and other is plural, then the verb is plural and plural subject is placed before verb.

For example

Incorrect – Neither the boys nor the girl *was* in the ground.

Correct – Neither the girl nor the boys were in the ground.

6. When two subjects joined by "or / nor" are different persons, then verb follows with the person before it.

For example

Incorrect – Neither my assistant nor I *is* available.

Correct – Neither my assistant nor I *am* available.

7. a)When the subject is collective noun, then the verb is singular.

For example

Incorrect – School committee *have* chosen Mr. Sinha as principal.

Correct – School committee *has* chosen Mr. Sinha as principal.

b) When subject is collective noun but the individuals are considered, then verb is plural.

For example

Incorrect – The military *was* called out.

Correct – The military *were* called out.

8. Singular nouns which sounds as plural(or feels like plural) have singular verb.

For example

Incorrect – Mathematics *have* many branches like algebra, geometry, arithmetic, etc.

Correct – Mathematics *has* many branches like algebra, geometry, arithmetic, etc.

9. Singular subject having other nouns/pronouns attached to it using words like "with", "together with", "in addition to", "as well as" does not change the verb.

For example

Incorrect – The principal as well as the head master *were* on leave.

Correct – The principal as well as the head master *was* on leave.

Examples

1). His linen, though not of a fineness in accordance with his stockings, was as white as the tops of the weaves that broke upon the neighbouringbeah, or the specks of sail that glint in the sunlight far at see.

Answer : His linen, though not of **fineness** in accordance with his stockings, was as white as the tops of the **waves** that broke upon the **neighbouring beach**, or the specks of sail that glint in the sunlight far at **sea**.

2). A face habitual suppressed and quieted, were still lighted up under the quaint wig by a pair of moist bright eyes that it must has cost their owner, in years gone by, some pains to dril to the composed and reseved expessionofTellson's Bank.

Answer: A face habitual suppressed and quieted, **was** still lighted up under the quaint wig by a pair of moist bright eyes that it must **have** cost their owner, in years gone by, some pains to **drill** to the composed and **reserved** expression of Tellson's Bank

3) He had a healthy colour in his cheks, and his face, through lined, bore few traces of anxiety. But, perhaps the confidential bachelor clerks in Tellson's Bank was principally occupied with the cares of other people; and perhaps second-hand cares, like second-hand clothes, come easily off and on.

Answer: He had a healthy colour in his **cheeks**, and his face, **though** lined, bore few traces of anxiety. But, perhaps the confidential bachelor clerks in Tellson's Bank **were** principally occupied with the cares of other people; and perhaps second-hand cares, like second-hand clothes, come easily off and on.

Exercises:

Rewrite the passage after making necessity and lexical corrections.

1. Amar is a artist. He love paint and draw. His favrit colour is bright green. He has buided his house. He's house has two bed room, a kitchen and big room. A big room is amar's art room. The aret room has many window larges. Amar like paint in natural light. Of course, Amars houses painted bright green.

2. The radio give news faster than the newspaper. It links all parts of the world. The radio forecosts predict stom s and cyclones. They give timely warning to fishermen. The radio cricket commentary are heard avidly by one and all.

3. We live in a age of science. Science have made our life comfortable. The fans and air conditioners abate the heat of the hot summer. But science were not an unmixed blessing. Who could not forget the fate of Nagasaki and Hiroshima.? Think of the disastar brought about by the gas leak in Bhopal. The current issues gas outbreak in LG Polymers.

4. By adopting rain water harvesting we can increse the ground water level. The wells are recharged and the bilding structures is prevented. Rain water harvesting daialutes salt content in the well.

5. PROVERB FOR EVERY DAY SITUATIONS

Proverbs are also known as sayings. Proverbs give some form of life advice. Every language and culture has them, and many proverbs exist in more than one language. It is important not to miss any of the words in most proverbs because the meaning can be lost if even one word is changed or left out. This list of English proverbs includes definitions and examples, and is meant to improve English vocabulary and English cultural knowledge.

S.No	PROVERBS	MEANINGS
1.	**Absence makes the heart grow fonder**	Being away from someone or something for a period of time makes you appreciate that person or thing more when you see them or it again
2.	**Actions speak louder than words.**	What you do is more important than what you say
3.	**A journey of a thousand miles begins with a single step**	You must begin something if you hope to finish it; something that takes a long time to finish begins with one step
4.	**All good things must come to an end**	Everything ends; good times don't last forever
5.	**A picture is worth a thousand words**	An image can tell a story better than words
6.	**A watched pot never boils**	If something takes time to do, it doesn't help to constantly check on it. You just have to give it time.
7.	**Beggars can't be choosers**	If you're in a bad situation and someone offers to help you, you have to take whatever they give you and shouldn't ask for more
8.	**Beauty is in the eye of the beholder**	What is "beautiful" is different for each person
9.	**Better late than never**	It's better to finish something late than to never do it at all
10.	**Birds of a feather flock together**	People who are similar spend time together
11.	**Cleanliness is next to godliness**	It's good to be clean. God is clean, and you should be too.

12.	**Don’t bite the hand that feeds you**	Don’t make someone angry or hurt someone who is helping you or paying for you
13.	**Don’t count your chickens before they hatch.**	Don’t expect a positive result before you actually see it
14.	**Don’t judge a book by its cover**	Don’t judge someone or something by appearance alone
15.	**Don’t put all of your eggs in one basket**	Don’t put all of your hopes and resources into one goal or dream
16.	**Don’t put off until tomorrow what you can do today**	If you can do something today, do it. Don’t wait until tomorrow; don’t procrastinate.
17.	**Don’t put too many irons in the fire**	Don’t try to do too many things at the same time; focus on one thing at a time
18.	**Easy come, easy go**	When you make money quickly, it’s very easy to lose it quickly as well
19.	**Fortune favors the bold**	People who are brave and who take risks are more successful than people who are do things safely all the time
20.	**God helps those who help themselves**	Don’t just wait for good things to happen to you. Work hard to make them happen
21.	**Good things come to those who wait**	If you are patient, good things can happen
22.	**Honesty is the best policy**	It’s always better to tell the truth than it is to lie
23.	**Hope for the best, prepare for the worst**	In any situation, be optimistic about the result, but always be ready for the worst outcome
24.	**If it ain’t broke, don’t fix it**	If something is already working well, don’t try to change it or improve it
25.	**If you can’t beat ’em, join ’em**	If you can’t change someone’s behavior or opinion, sometimes it’s better or easier to do what they want to do
26.	**If you play with fire, you’ll get burned**	If you get involved in something dangerous or beyond your abilities, you will probably experience negative consequences

27.	**If you want something done right, you have to do it yourself**	Don’t depend on someone else to do a good job; do it yourself
28.	**Keep your friends close, and your enemies closer**	If someone is your enemy, treat them like a friend so you can be ready if they ever try to betray you
29.	**Knowledge is power**	The more you know, the more powerful you can be in different areas of your life
30.	**Laughter is the best medicine.**	When you’re in a difficult situation, laughing can make it easier to get through that situation
31.	**Like father, like son**	Said when a son is similar to his father; also, “Like mother, like daughter”
32.	**No man is an island**	Said when a son is similar to his father; also, “Like mother, like daughter”
33.	**People who live in glass houses should not throw stones**	Don’t criticize someone if you’re not perfect either; don’t be a hyprocrite
34.	**Practice makes perfect**	The more you do something, the better you will become at it
35.	**The early bird gets the worm**	People who wake up early or who get to places early have a better chance of success
36.	**The enemy of my enemy is my friend**	If someone whom I don’t like doesn’t like someone else whom I don’t like, we can act like friends and unite against the other person (common in war)
37.	**The grass is always greener on the other side**	People always want what they don’t have
38.	**The pen is mightier than the sword**	If you’re trying to convince someone of something, words and ideas are stronger than using physical force (common in politics)
39.	**There is no place like home**	Your home is the most comfortable place in the world
40.	**There is no such thing as a free lunch.**	Nothing is free. Even the things that are free have a hidden cost
41.	**There is no time like the present**	Don’t wait to do something. Do it now.

42.	**The squeaky wheel gets the grease**	The person who complains in a situation is more likely to get something.
43.	**Time is money**	Don't waste your time or other people's time; also, if you can use your time to make money in some way, you should do that.
44.	**Two heads are better than one**	It's easier to do something as a team than by yourself
45.	**Two wrongs don't make a right**	Trying to get revenge on someone who has hurt you will only make things worse
46.	**When in Rome, do as the Romans do**	When you are in a new place or situation, try to act like the majority of people in that place or situation.
47.	**When the going gets tough, the tough get going**	When a situation becomes difficult, strong people don't give up; they work harder
48.	**Where there's smoke, there's fire**	If something seems wrong, it probably is; also, there is usually some truth to a rumor
49.	**You can lead a horse to water, but you can't make him drink it**	You can try to help someone by giving good advice, but you can't force them to accept it or follow it
50.	**You can't always get what you want**	Don't complain if you don't get what you want

Exercise:

Match the meanings with their proverbs

Meanings	Proverbs
1. If you can't see someone or something, you soon forget about them.	1. A leopard can't change its spots.
2. Achieve two goals with one action.	2. Kill two birds with one stone
3. If you want to know about someone look at his friends.	3. Too many cooks spoil the broth.
4. Some people never change.	4. Out of sight, out of mind.
5. No choice at all.	5. A double-edged sword.
6. Sometimes it is better for one person to do something, rather than lots of people.	6. A person is known by the company he keeps.
7. Something that can be both an advantage and a disadvantage.	7. Hobson's choice.
8. Something dangerous, but looks innocent.	8. A wolf in sheep's clothing.
9. Two people can get on better when there's no one else.	9. Birds of a feather flock together.
10. People tend to join people with similar interests /outlooks.	10. Two's company, three's a crowd

UNIT IV CREATIVE ENGLISH

1. THE LANGUAGE GAME: WORD PUZZLE GRID

A pattern of horizontal and vertical lines that provide coordinates for locating points on an image or a map is called grid. Using this grid we find the antonyms

ANTONYMS

Some examples of antonyms created by adding the prefix dis- are:

- Agree → disagree
- Appear → disappear
- Belief → disbelief
- Honest → dishonest

Adding the prefix in- can make the following opposites:

- Tolerant → intolerant
- Decent → indecent
- Discreet → indiscreet
- Excusable → inexcusable

Using the prefix mis- create antonyms like:

- Behave → misbehave
- Interpret → misinterpret
- Lead → mislead
- Trust → mistrust

Examples of antonyms made by adding the prefix un- are:

- Likely → unlikely
- Able → unable
- Fortunate → unfortunate
- Forgiving → unforgiving

By adding the prefix non- you can make these antonyms:

- Entity → nonentity
- Conformist → nonconformist
- Payment → nonpayment
- Sense → nonsense

LIST OF ANTONYMS

- absent – present
- abundant - scarce
- accept - decline, refuse
- accurate - inaccurate
- admit - deny
- advantage - disadvantage
- against - for
- agree - disagree
- alive - dead
- all - none, nothing
- ally - enemy
- always - never
- ancient - modern
- answer - question
- antonym - synonym
- apart - together
- appear - disappear, vanish
- approve - disapprove
- arrive - depart
- artificial - natural
- ascend - descend
- attic - cellar
- attractive - repulsive
- awake - asleep
- backward - forward
- bad - good
- beautiful - ugly
- before - after
- begin - end

- frequent - seldom
- fresh - stale
- friend - enemy
- full - empty
- generous - stingy
- gentle - rough
- get - give
- giant - tiny, small, dwarf
- girl - boy
- give - receive, take
- glad - sad, sorry
- gloomy - cheerful
- go - stop
- good - bad, evil
- grant - refuse
- great - tiny, small, unimportant
- grow - shrink
- guest - host
- guilty - innocent
- happy - sad
- hard - easy
- hard - soft
- harmful - harmless
- harsh - mild
- hate - love
- haves - have-nots
- healthy - diseased, ill, sick
- heaven - hell

- safe - unsafe
- same - opposite
- satisfactory - unsatisfactory
- scatter - collect
- second-hand - new
- secure - insecure
- separate - join, together
- serious - trivial
- shallow - deep
- shrink - grow
- sick - healthy, ill
- simple - complex, hard
- singular - plural
- sink - float
- slim - fat, thick
- slow - fast
- sober - drunk
- soft - hard
- some - none
- sorrow - joy
- sour - sweet
- sow -reap
- start - finish
- stop - go
- straight - crooked
- strict - lenient
- strong - weak
- success - failure
- sunny - cloudy

• below - above • bent - straight • best - worst • better - worse, worst • big - little, small • bitter - sweet • black - white • blame - praise • bless - curse • bold - meek, timid • borrow - lend • bottom - top • bound - unbound, free • boundless - limited • boy - girl • brave - cowardly • bright - dim, dull • brighten - fade • broad - narrow • build - destroy • calm - windy, troubled • can - cannot, can't • capable - incapable • captive - free • careful - careless • cheap - expensive • cheerful - sad, discouraged, dreary • clear - cloudy, opaque • clever - stupid • clockwise - counterclockwise	• heavy - light • help - hinder • here - there • hero - coward • high - low • hill - valley • hinder - help • honest - dishonest • horizontal - vertical • hot - cold • humble - proud • ill - healthy, well • immense - tiny, small • important - trivial • in - out • include - exclude • increase - decrease • inferior - superior • inhale - exhale • inner - outer • inside - outside • intelligent - stupid, unintelligent • intentional - accidental • interesting - boring • interesting - dull, uninteresting • interior - exterior • internal - external • join - separate	• sweet - sour • synonym - antonym • take - give • tall - short • tame - wild • them - us • there - here • thick - thin • tight - loose, slack • tiny - big, huge • together - apart • top - bottom • tough - easy, tender • transparent - opaque • true - false • truth - falsehood, lie, untruth • under - over • unfold - fold • unknown - known • unqualified - qualified • unsafe - safe • up - down • upside-down - right-side-up • upstairs - downstairs • us - them • useful - useless • vacant - occupied • vanish - appear • vast - tiny • victory - defeat

• close - far, distant • closed - ajar, open • clumsy - graceful • cold - hot • combine - separate • come - go • comfort - discomfort • common - rare • compulsory - voluntary • conceal - reveal • contract - expand • cool - warm • correct - incorrect, wrong • courage - cowardice • courteous - discourteous, rude • create - destroy • crooked - straight • cruel - kind • dangerous - safe • dark - light • day - night • daytime - nighttime • dead - alive • decline - accept, increase • decrease - increase • deep - shallow • definite - indefinite • demand - supply • despair - hope	• junior - senior • just - unjust • justice - injustice • knowledge - ignorance • known - unknown • landlord - tenant • large - small • last - first • laugh - cry • lawful - unlawful, illegal • lazy - industrious • leader - follower • left - right • lend -borrow • lengthen - shorten • lenient - strict • less - more • light - dark, heavy • like - dislike, hate • likely - unlikely • limited - boundless • little - big • long - short • loose - tight • lose - find • loss - win • loud - quiet • love - hate • low - high • loyal - disloyal	• virtue - vice • visible - invisible • voluntary - compulsory • war - peace • wax - wane • weak - strong • wet - dry • white - black • wide - narrow • win - lose • wisdom - folly, stupidity • within - outside • wrong - right • yes - no • yin - yang • young - old • zenith - nadir • zip - unzip • poetry - prose • polite - rude, impolite • possible - impossible • poverty - wealth, riches • powerful - weak • pretty - ugly • private - public • prudent - imprudent • pure - impure, contaminated • push - pull

• dim - bright • disappear - appear • discourage - encourage • diseased - healthy • down - up • downwards - upwards • dreary - cheerful • dry - moist, wet • dull - bright, shiny • dusk - dawn • early - late • east - west • easy - hard, difficult • empty - full • encourage - discourage • end - begin, start • enter - exit • even - odd • expand - contract • export - import • exterior - interior • external - internal • fade - brighten • fail - succeed • false - true • famous - unknown • far - near • fast - slow • fat - thin • feeble - strong	• mad - happy, sane • major - minor • many - few • mature - immature • maximum - minimum • melt - freeze • merry - sad • messy - neat • minor - major • minority - majority • miser - spendthrift • misunderstand - understand • more - less • nadir - zenith • narrow - wide • near - far, distant • neat - messy, untidy • never - always • new - old • night - day • nighttime - daytime • no - yes • noisy - quiet • none - some • north - south • obedient - disobedient • odd - even • offer - refuse • old - new	• qualified - unqualified • question - answer • quiet - loud, noisy • raise - lower • rapid - slow • rare - common • real - fake • regular - irregular • rich - poor • right - left, wrong • right-side-up - upside-down • rough - smooth • rude – courteous • outer - inner • over - under • past - present • patient - impatient • peace - war • permanent - temporary • plentiful - scarce • plural - singular • foolish - wise • for - against • fore - aft • forget - remember • fortunate - unfortunate • found - lost • free - bound, captive • optimist - pessimist • opposite- same

Examples:

1. Find the antonyms of the given words in the vocabulary grid

1) Relevant 2) Tight 3) First 4) Male 5) Honest

6) Visible 7) Part 8) Tomorrow 9) Easy 10) Intelligent

G	G	H	G	X	J	**F**	**E**	**M**	**A**	**L**	**E**	U
Z	T	**I**	T	N	T	**L**	H	H	K	K	T	Y
W	**Y**	**N**	**T**	M	X	**A**	S	H	A	V	**F**	B
H	**E**	**V**	**S**	J	F	**S**	J	C	C	K	**O**	H
O	**S**	**I**	**E**	V	K	**T**	S	L	X	I	**O**	L
L	**T**	**S**	**N**	X	R	**L**	**O**	**O**	**S**	**E**	**L**	Y
E	**E**	**I**	**O**	D	J	K	I	Q	W	E	**I**	Y
U	**R**	**B**	**H**	I	O	P	A	S	D	F	**S**	H
L	**D**	**L**	**S**	M	B	C	X	Z	D	Y	**H**	O
E	**A**	**E**	**I**	**D**	**I**	**F**	**F**	**I**	**C**	**U**	**L**	**T**
G	**Y**	G	**D**	C	Z	G	K	F	K	J	C	U
V	D	T	**I**	**R**	**R**	**E**	**L**	**E**	**V**	**A**	**N**	**T**
H	N	F	N	C	N	C	K	F	N	C	J	C

Answer:

1) Relevant X Irrelevant

2) Tight X Loose

3) First X Last

4) Male X Female

5) Honest X Dishonest

6) Visible X Invisible

7) Part X Whole

8) Tomorrow X Yesterday

9) Easy X Difficult

10) Intelligent X Foolish

2. Find the antonyms of the given words in the vocabulary grid

1) Worthy 2) Modern 3) Like 4) Obey 5) Fortune

6) Healthy 7) Villain 8) Laugh 9) Dirty 10) Slow

G	G	**H**	G	X	J	J	S	U	C	Y	S	**U**
M	T	**E**	T	N	T	F	E	M	A	L	E	**N**
I	**F**	**R**	**U**	**N**	**W**	**O**	**R**	**T**	**H**	**Y**	**D**	**H**
S	**A**	**O**	S	J	F	S	J	C	C	K	**I**	**E**
F	**S**	I	E	V	K	A	S	L	X	I	**S**	**A**
O	**T**	S	N	X	R	L	O	O	S	E	**L**	**L**
R	E	I	O	D	J	K	I	Q	W	E	**I**	**T**
T	R	B	H	I	O	P	A	S	D	F	**K**	**H**
U	Q	L	S	M	B	C	X	Z	D	Y	**E**	**Y**
N	**A**	**N**	**C**	**I**	**E**	**N**	**T**	I	C	U	L	T
E	Y	G	D	**C**	**L**	**E**	**A**	**N**	K	**Y**	C	U
V	D	T	I	R	R	E	L	E	V	**R**	N	T
D	**I**	**S**	**O**	**B**	**E**	**Y**	K	F	N	**C**	J	C

Answer:

1) Worthy X Unworthy
2) Modern X Ancient
3) Like X Dislike
4) Obey X Disobey
5) Fortune X Misfortune
6) Healthy X Unhealthy
7) Villain X Hero
8) Laugh X Cry
9) Dirty X Clean
10) Slow X Fast

Exercises:

1. Find the antonyms of the given words in the vocabulary grid

A) Happy B) Hard C) Late D) Hot E) Expensive F) Dry

G) Slow F) Wrong G) Difficult H) Beautiful

W	S	A	P	A	E	H	C
E	O	U	G	L	Y	I	O
T	E	A	S	Y	E	G	L
S	A	D	O	A	U	H	D
O	R	I	G	H	T	T	E
F	L	V	E	F	D	I	N
T	Y	E	Q	U	I	C	K

2. Find the antonyms of the given words in the vocabulary grid

a) Broad b) Faithful c) Brief d) Sacred e) Honorable

f) Blunt g) Praise h) Marvelous i) Infinite j) Omit

F	D	E	D	A	I	L	D	M
I	N	C	L	U	D	O	I	O
C	R	I	T	I	C	I	S	E
F	I	N	I	T	E	T	L	R
G	A	S	N	A	R	R	O	W
A	R	U	N	H	O	L	Y	E
S	T	A	T	E	E	R	A	T
R	S	H	A	R	P	E	L	O
O	U	N	W	O	R	T	H	Y
O	R	D	I	N	A	R	Y	O

2. NOTICE WRITING FOR THE GIVEN SITUATIONS

What is a notice?

A Notice, generally, is a displayed sheet or placard giving a news or information. It is a written or a printed piece of information or news. It is written to inform people or students (in a college) about an activity or an event and is only meant for a specific group of individuals. They are put up on display boards in schools or public places. Since a notice is a formal announcement or piece of information, its tone and style are formal, and it is based on the facts given. Its language is simple and formal.

Format of a Notice

A Notice must cover the following points–

1. Title – A notice should have an appropriate title.
2. It should give information what the event is about.
3. A notice should tell when the event will be held.
4. The venue of the event should be disclosed in the notice.
5. It should carry the name and designation of the issuer of the notice.
6. A notice should also mention the date on which it is issued.
7. It has to be written within the given word limit.

Name of the issuing agency/authority

NOTICE

Date of issue/Release of the notice

Title/Subject of the Event

BODY

(Date/time/duration/Place/Venue)

Authorized signatory

(Name, Designation and signature)

Examples for Notice writing

Question 1:

Water supply will be suspended for eight hours (10 am to 6 pm) on 6th of March for cleaning of the water tank. Write a notice in about 50 words advising the residents to store water for a day. You are Kumar, Secretary, Janata Group Housing Society, Fathimanagar, and Virudhunagar.

Janata Group Housing Society,**Fathimanagar, Virudhunagar.**

NOTICE

December 01, 2019

ATTENTION!

This notice is to inform all the residents regarding the suspension of water supply for 8 hours. It is being done to clean the water tank. The details are as follows:

DATE-Dec 6

TIME- 10am – 6 pm

Thus, we request you to store the required amount of water beforehand to minimize the difficulty. Thank you

Karan Kumar/ Karuna Bajaj

(signature)

Secretary

Question 2:

While walking in a park with your neighbourhood you found a small plastic bag containing some documents and some cash. Write a notice in about 50 words to be put on the park notice board asking the owner to identify and collect it from you. You are Amrita.

NOTICE

March 01, 2020

FOUND!

This is to inform all the readers that a plastic bag has been found in the neighbourhood park. It has a few documents and some cash in it. The plastic bag is red in colour and is medium-sized. It was found on February 27, at around 6pm near the fountain in the park. The owner of the bag shall contact me on 9399123456 along with an identity proof. Thank you

Amrita

Question 3:

You are Ashok, the senior of XYZ Polytechnic College. Your college is soon going to publish the annual magazine next month. Write a notice for the notice board of your college inviting students to submit write-ups.

Answer:

XYZ polytechnic College

NOTICE

March 01,2020

CALL FOR SUBMISSIONS

This is to inform all the students that our college is going to publish its annual magazine next month. All those who wish to contribute can mail their entries to xyzmagazine@gmail.com. Write-ups will be accepted latest by March 30,2020 till 11:59 pm. You can take any topic of your choice. For further information, contact your respective class staff.

Thank you

Ashok

SENIOR

Question 4:

You are Rahul, the senior of XYZ Polytechnic College. Your college is going to organize an inter-college singing competition. Write a notice for your school notice board inviting names of all the interested students.

Answer:

NOTICE

XYZ Polytechnic College

March 01,2020

INTER-COLLEGE SINGING COMPETITION

Our college is organising an Inter-college Singing Competition on March 19, 2020; Tuesday at 12pm in the school auditorium. More than 20 schools from all over the city will participate. Interested students may contact the respective staff on March 10, 2020.

Ruhi/Rahul

Head girl/boy

Exercise:

1. You are sports incharge. Write a notice congratulating and praising the achievement of your college cricket team that has won the district level trophy.

3. SLOGAN WRITING

What is Slogan?

A slogan is an effectively written phrase using some useful words having a memorable motto. It is generally used in the political, religious, commercial, and other perspective to represent the repetitive expression of an idea or purpose. Slogan word is derived from 'slogorn'. Slogan is a small group of words written in some special way to identify a subject, topic, event, campaign, product or company.

Purpose of Slogan

Slogans are generally written to make marketing, advertising or celebrating efforts of any business or event respectively more effective and memorable. Slogan generally aims to distinguish a concept having different purposes. It helps to fulfill the challenging needs of any business operator or coordinator in the market.

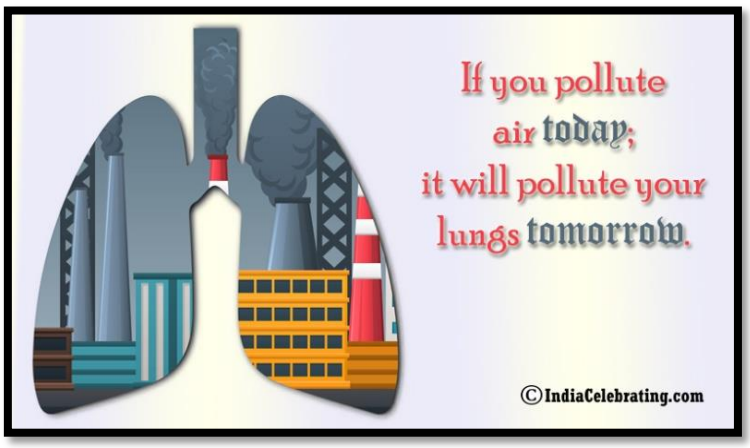
Uses of Slogan

There are various types of slogans according to the use and purpose of them. Marketing slogans are used with different names. It is used to convey true messages about any event, service, product, or other among people. It is written in effective ways having rhyming words or musical tone as a song. It helps in capturing the attention of people or audience to fulfill its purpose of use. Commercial purpose slogans are written in memorable or catchy way to represent the product in real means. It makes the true image of targeted things (event, product, service or cause) in the society or market.

It is used as the part of promotional activities especially in the commercial advertising and corporations. It helps to globally identify the goods or services to establish the positive image of the same worldwide. It is used to influence people's mind by catching their attention towards the main target. It provides information about the event, product or service and used to raise awareness about the current cause. We have provided below meaningful and effective slogans on various topics of events, social issues, pollution, global warming, general awareness, etc.

Air pollution is reducing the level of fresh oxygen in the atmosphere and spreading various respiratory diseases. The bad effect of air pollution is increasing day by day because of the release of various harmful gases from industries, factories and vehicles. The most effective solution to beat the effects of air pollution is planting huge number of trees on roadsides, residential areas, open areas, commercial areas, etc.

Air pollution slogan in English



1. Plant more trees and make air pollution free.
2. Less air pollution, healthy life solution.
3. Inhaling polluted air, is not a safe affair
4. If you pollute air today; it will pollute your lungs tomorrow.
5. Give Trees a lot of Care, so you can breath Fresh Air.
6. Don't be mean, keep air clean.
7. Stop polluting air before it stops your breathe.
8. Spread solution not pollution!
9. Say loudly 'NO' to air pollution.

Slogans for blood donation

1. A small step towards blood donation can give life to someone's special.
2. Money cannot save him but its your blood, so just donate don't hesitate.
3. Regular blood donation, can save you from infection.
4. Blood donation is important in life; it gives others a hope to survive.
5. Let's speak in louder voice, Blood-donation make your choice.
6. Show an act of care, your Blood-Donation can keep one's prayer.

7. It takes only 15 minutes of time, makes you healthy and other's fine.
8. Donate Blood! Give Life!
9. Give blood and save life!
10. Donate blood, donate life!
11. Donate blood, save life!
12. Donate blood, donate smile!
13. Donate blood, give a smile to someone.
14. Donate blood and gift someone a precious life.
15. Your blood can give a life to someone.
16. A drop of blood can save a life! Don't waste it and donate blood.
17. Your blood donation can give a precious smile to someone's face.
18. Your blood is very precious to someone's life.
19. You can give smile to many faces through blood donation.
20. Donate blood and spread happiness to many families.
21. Donate blood and be the reason of smile to many faces.
22. Your blood donation is the best social help!
23. Donate blood and be a real human being!
24. Donate blood and get real blessings.
25. Blood donation is the real act of humanity.
26. Blood donation is a great social work, must do whenever get chance.
27. Opportunities knock the door sometimes, so don't let it go and donate blood!
28. Donate blood and live as a smile at someone's face forever.

Slogans for Population

1. Increase human number will cause the massive plunder.
2. On world population day every entities must aware the people of its calamities.
3. Population is a problem that causes other problems.
4. If the population increases, the resource decreases.
5. Birth control is the only solution to population control.
6. Birth control is a solution to the problem of over population.
7. Be clever; control the population and enjoy the nature forever.
8. Over population is a curse; it will make the situation worse.
9. Keep child one or two, it will be beneficial for you.
10. Over population is not good, how will you get enough food?
11. Over population is a load on earth, it will make you die in dearth.

12. Overpopulation brings the scarcity of natural resources.
13. Overpopulation is the main reason behind the major problems we are facing.
14. Have control on Birth, to reduce the burden on earth.
15. Overpopulation will bring calamities for humans.
16. Controlled population will help us in living a healthy and sustainable life.
17. On his/her anniversary give your friend, an advice to follow the family planning trend.
18. Celebrate World Population Day to enjoy lesser crowd in future.
19. Celebrate World Population Day to control population growth.
20. Save the earth from over-exploitation caused by over population.
21. Join the campaign to have enough space to live on the earth.
22. Adopt a child instead of giving birth to your own child.
23. Control overpopulation to remain away from starvation.
24. Control the population to maintain the happy life.
25. Take part in campaign celebration to be aware of overcrowd.
26. World Population Day aware us to raise voice against overpopulation.
27. It is difficult to reduce the population however not impossible.
28. Take the pledge to control population.
29. Reduce population otherwise you will suffer starvation.
30. Overpopulation is more dangerous than atom bomb that will surely burst in future.
31. Overpopulation gives rise to poverty, illiteracy, and lots of social issues.
32. Two people make a company but three people a crowd.
33. Keep child only one or two that is good for future.
34. Use family planning tips and measures to have a small family.
35. Join the campaign to change population trends.
36. Focus on population to fight poverty and illiteracy.
37. Start family planning for happy future.
38. Reduce the population and empower women.
39. Join the campaign to think about poverty, population and development.
40. Control the population and save women's life.

Exercises:

1. Write 2 Slogans on your own on "SAVE ENVIRONMENT"
2. Write 2 Slogans on your own on "GO GREEN"
3. Write 2 Slogans on your own on "SAVE RAIN WATER"

4. FOREIGN WORDS / NEWLY COINED WORDS

English, just like any other language, is riddled with foreign words stolen from other tongues. Neologisms are newly coined terms, words, or phrases, that may be commonly used in everyday life but have yet to be formally accepted as constituting mainstream language. Neologisms represent the evolving nature of the English language. Over time people create new words that express concepts or ideas that were previously expressed using other words or use words that may not have existed at all. Neologisms can be completely new words, new meanings for existing words or new seems in existing words. Here are some examples of neologisms that are finding their way into modern-day English language.

Example:

1. **Google:** To use an online search engine as the basis for looking up information on the World Wide Web.
2. **Tweet creed**: social standing on Twitter.
3. **404**: Someone who's clueless. From the World Wide Web error message 404 Not Found, meaning that the requested document could not be located.
4. **Crowd sourcing**: The activity of getting a large group of people to contribute to a project or task, especially by using a website where people can make contributions; for example, online proofreading services.
5. **Spam**: Flooding the Internet with many copies of the same message, in an attempt to force the message on people who would not otherwise choose to receive it.
6. **Geo bragging**: Repeated status updates noting your location in an attempt to get attention or make other people jealous.
7. **App**: Software application for a smartphone or tablet computer.
8. **Noob:** Someone who is new to an online community or game.
9. **Troll:** An individual who posts inflammatory, rude, and obnoxious comments to an online community.
10. **Ego surfer:** A person who boosts his ego by searching for his own name on Google and other search engines.
11. **Metrosexual:** A man who dedicates a great deal of time and money to his appearance.
12. **Muffin top:** This refers to the (often unsightly) roll of fat that appears on top of trousers that feature a low waist.
13. **Chilax:** To calm down or relax, it is a slang term used when someone is starting to get uptight about something that is happening.

14. **Staycation:** A vacation at home or in the immediate local area.
15. **Twitterati:** A list Twitter users with hundreds and thousands of followers
16. **Algorithm:** A rules-based procedure for making calculations or solving problems.
17. **Bitmoji:** Customized avatars that can be added to Gmail, Messenger, Slack, and social media networks. Bitmoji lets you create an animated representation of yourself then offers a variety of versions of it in different situations that you can share with an app or smartphone keyboard extension.
18. **Block:** A Twitter feature that allows you to prevent another user from:
    Following you, Sliding into your DMs, Adding you to their lists, Tagging you in photos. Blocking a troublesome or harassing user allows you some peace—if they mention you, those tweets won't appear in your notification, and the user receives a message letting them know they've been blocked. However, Twitter cannot prevent anyone from seeing your public tweets.
19. **Brand advocate:** A customer who loves your organization so much that they become an extension of your marketing team.
20. **Caption:** A brief description that appears beneath a photo on Facebook or Instagram
21. **Cashtag:** A Twitter reference to business news about a publicly traded company. Launched in 2012, cashtags can be tracked in the same way hashtags are. For example, typing $NFLX in the Twitter search bar will show news related to Netflix and its stock.
22. **Check-in:** A pronouncement that a user has physically visited a geographical location or event. Checking in allows the user to let their friends know where they are—and is especially useful when visiting somewhere warm in the dead of winter, when everyone else is shivering at work.
23. **Competitive benchmarking:** The act of comparing your organization's performance to another company's against a defined set of metrics.
24. **Dashboard:** In a social relationship platform, a single screen where marketers can view their feeds, see and interact with ongoing conversations, monitor social trends, access analytics, and more.
25. **Doxing:** The practice of searching for and publishing the personal information of a private individual. Doxers use these attacks as a means to threaten or intimidate their targets
26. **Embedded media:** Digital media that is displayed outside of its native setting, such as within another piece of content

27. **Emoji:** Tiny images used to convey a wide spectrum of emotions across a variety of digital channels, from text messages to social media
28. **Engagement:** Talking to, messaging, or otherwise interacting with other people on social networks.
29. **Engagement rate:** The percentage of users who saw your social media post and took some action.
30. **Face book:** Face book to connect with audiences worldwide through content and social advertising.
31. **Face book fan:** A user who likes your Face book Page.
32. **Face book group:** A space on Face book where you can communicate and share content with a select group of people. There are three types of groups: public, closed, and secret.
33. **Face book Live:** A Facebook feature that allows you to stream live video to your family, friends, and followers. You can get live reaction during your broadcast and interact with viewers in real-time.
34. **Favorite:** An indication that someone likes your tweet, given by clicking the heart icon.
35. **Feed:** The social media data format that provides users with a steady stream of updates and information.
36. **Filter:** A photographic effect that can be applied to images before publishing them, from simple black-and-white or sepia to those ubiquitous flower crowns and puppy ears.
37. **Follower:** A Twitter user who has subscribed to your Twitter feed, in order to see your tweets in their feed.
38. **Forum:** An online site, also known as a message board, where people can hold discussions.
39. **Friend:** A person that you connect with on Face book or another social network. Unlike a fan or follower, a friend is a two-way connection—both you and your friend have to endorse the relationship.
40. **GIF:** GIFs rose to popularity as a way to react on social media without words.
41. **Hash tag:** A word or phrase proceeded by the "#" sign. Hash tags are a simple way to mark the topic
42. **Instagram:** A free online photo-sharing app that allows for the addition of several filters, editing, and sharing options.

43. **Kik:** A mobile messaging app. Users connect with others using a username (rather than a cell phone number) to send text, video, images, sketches, and more.
44. **Like:** Popularized digitally by Face book. An understood expression of support for content.
45. **Live tweet:** To post comments and participate in Twitter conversations while an event or situation is happening.
46. **Meme:** An idea, fashion, or behavior that is transmitted from person to person through media, speech, gestures, and other forms of communication.
47. **Messenger:** An app that allows Facebook users to send one another instant messages through a smartphone.
48. **Notification:** A message or update sharing new social media activity. For example, if somebody Likes one of your Instagram photos you can receive a notification on your phone that lets you know.
49. **Pinned tweet:** A tweet that has been pinned to the top a Twitter profile page. Pinning a tweet is a great way to feature an important announcement.
50. **Pinterest:** A visual organizer for saving and sharing links to sites and other media you like also known as Pins.
51. **Post:** A social media status update, or an item on a blog or forum.
52. **Quora:** A Q&A website where anyone can ask their own question or answer another user's question.
53. **Selfie:** A self-portrait photograph, usually taken with a Smartphone and shared on social media sites.
54. **SMS:** The text-messaging service component of phone, web, or mobile communication systems.
55. **Spam:** Unnecessary and repetitive content that clogs up inboxes and clutters social media feeds.
56. **Troll:** A social media user who makes deliberately offensive or annoying postings with the sole aim of provoking other users.
57. **Twitter:** A social network and media platform where users communicate with 280-character messages along with photos, videos, and other content. Twitter is known for real-time discussions on breaking news stories and trends.
58. **Unfollow:** The action of unsubscribing from another Twitter user's account.
59. **Unfriend:** Removing someone from a list of social media contacts.

60. **URL:** Short for Uniform Resource Locator, the location of a website page or other resource on the Internet.
61. **Youtube:** the website on which users upload, store, and share videos, describe the practice of consuming or creating content for the website

Exercises:

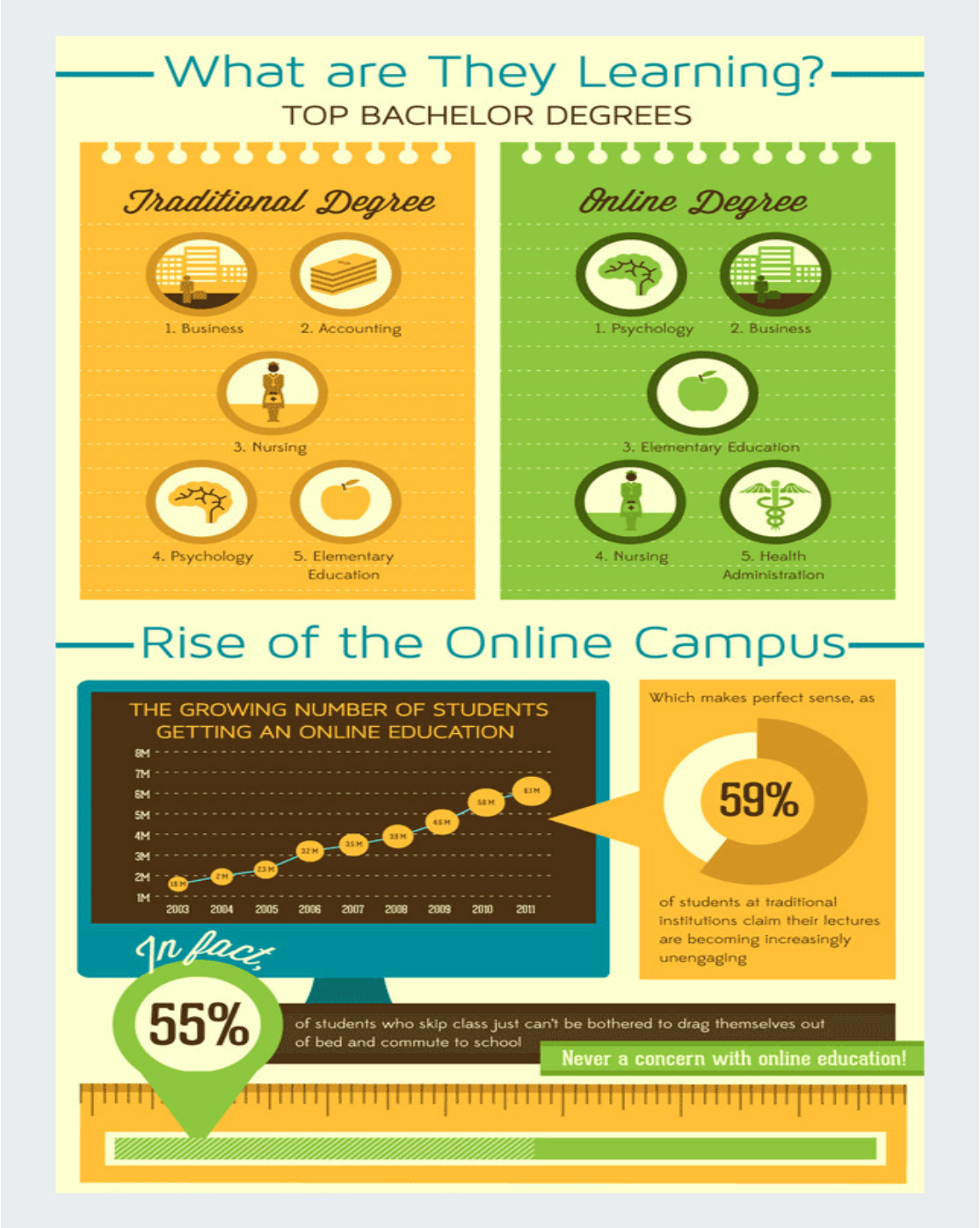
Explain the words given below:

1. Twitterati
2. Dejavu
3. Unfriend
4. Muggle
5. Infomania
6. Avatar
7. FOMO
8. Forum
9. Friend
10. Like
11. JOMO
12. Lurker
13. Meme
14. QQ
15. Taq
16. Bridezilla
17. Bucket list
18. Cloud computing
19. Cyberbullying/ Cyberstalking
20. Facepalm
21. Frenemy
22. Game changer
23. Mash-up
24. Newbie
25. Sick

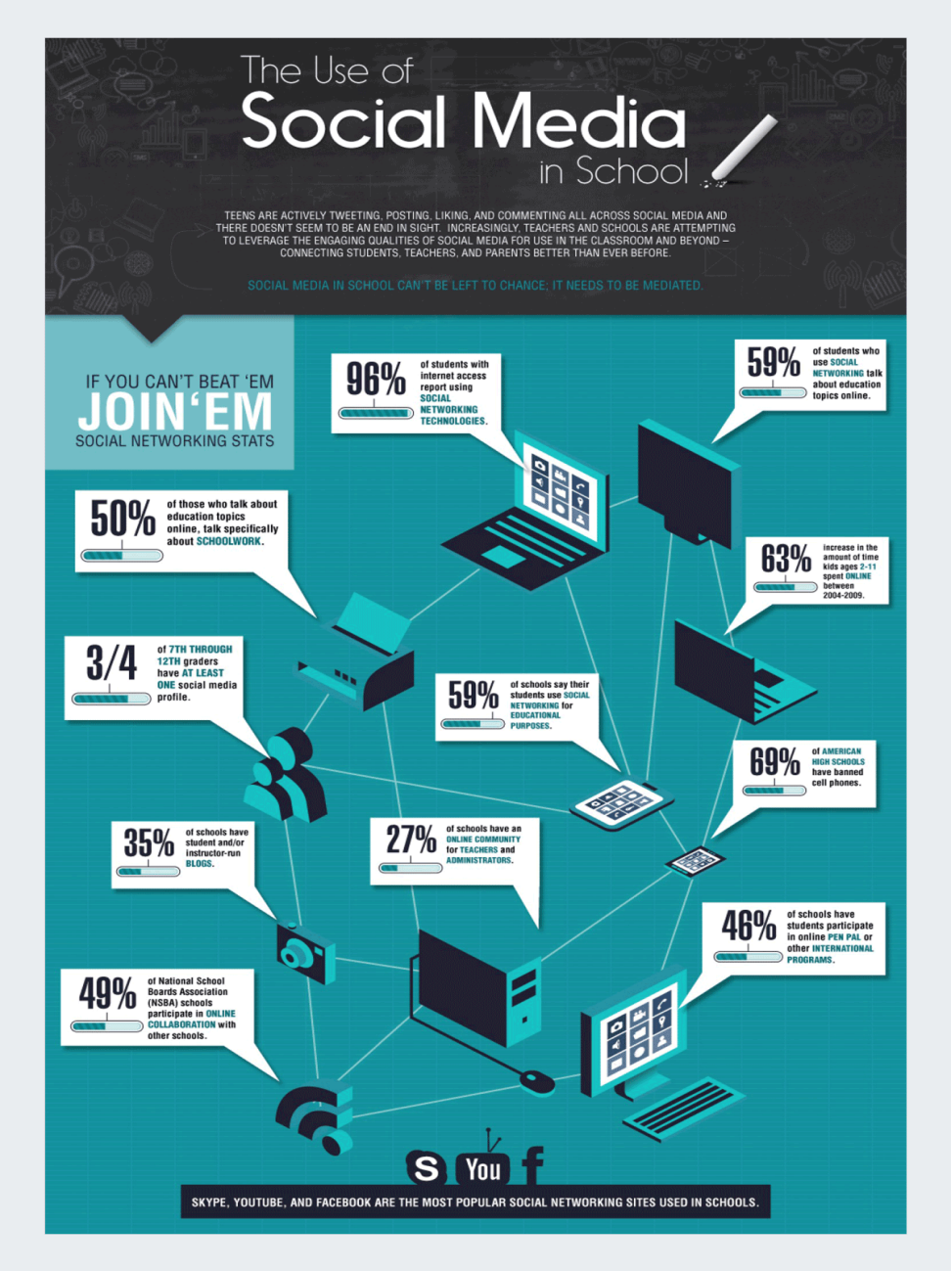
5. INFOGRAPHICS COMPREHENSION

What is an Infographic?

If you're not familiar with infographics, your first question will be "what is an infographics?" Whether you know it or not, though, you've seen infographics. Infographics are visual representations of information, data, or knowledge intended to present information quickly and clearly. They can improve cognition by utilizing graphics to enhance the human visual system's ability to see patterns and trends. Infographics have evolved in recent years to be for mass communication.

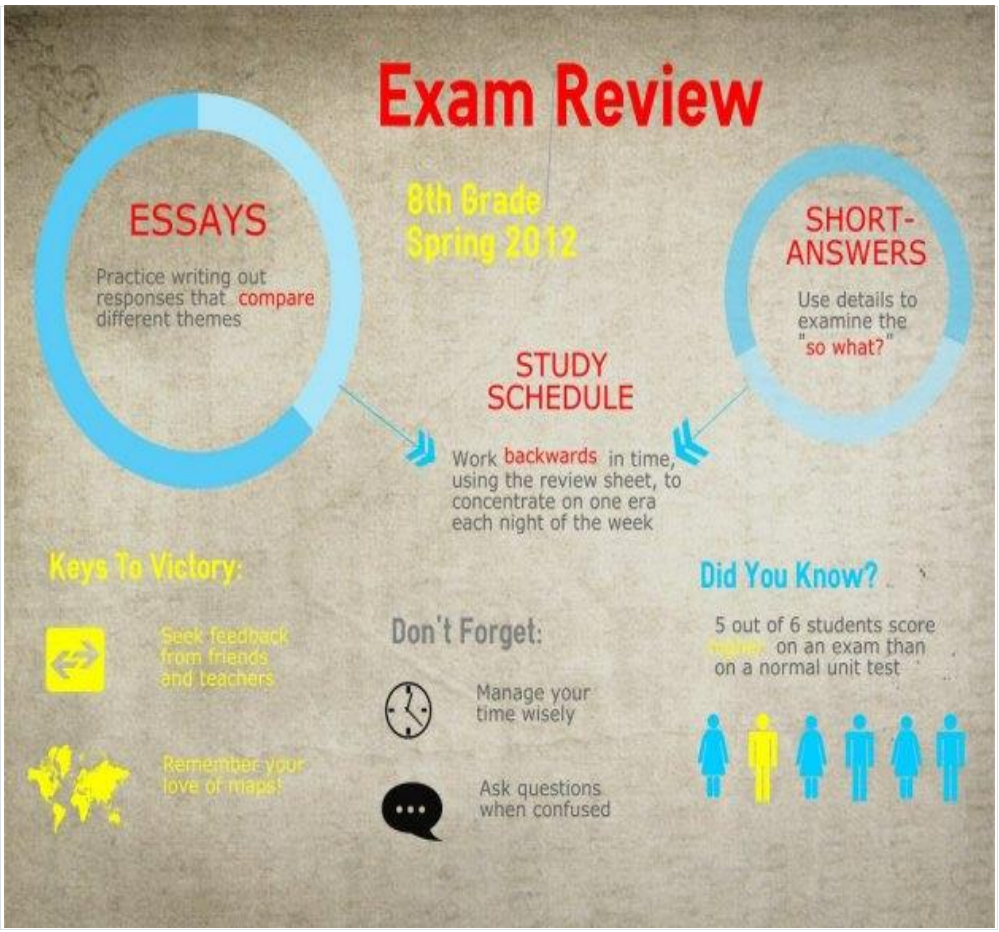


In a world steadily growing in new technology, online courses have become quite common. They allow students to take a course they may not be able to otherwise, and many colleges offer online courses. This option for education may be appealing to students, and this infographic details what's good and what's bad about the process. Some of the benefits of online courses are that there's less travel involved, and students can complete assignments when it's convenient for them, rather than trying to squeeze them into a deadline. Some of the cons were that software problems can interrupt classes and that there isn't as much interaction with other people, denying students that life-building opportunity.



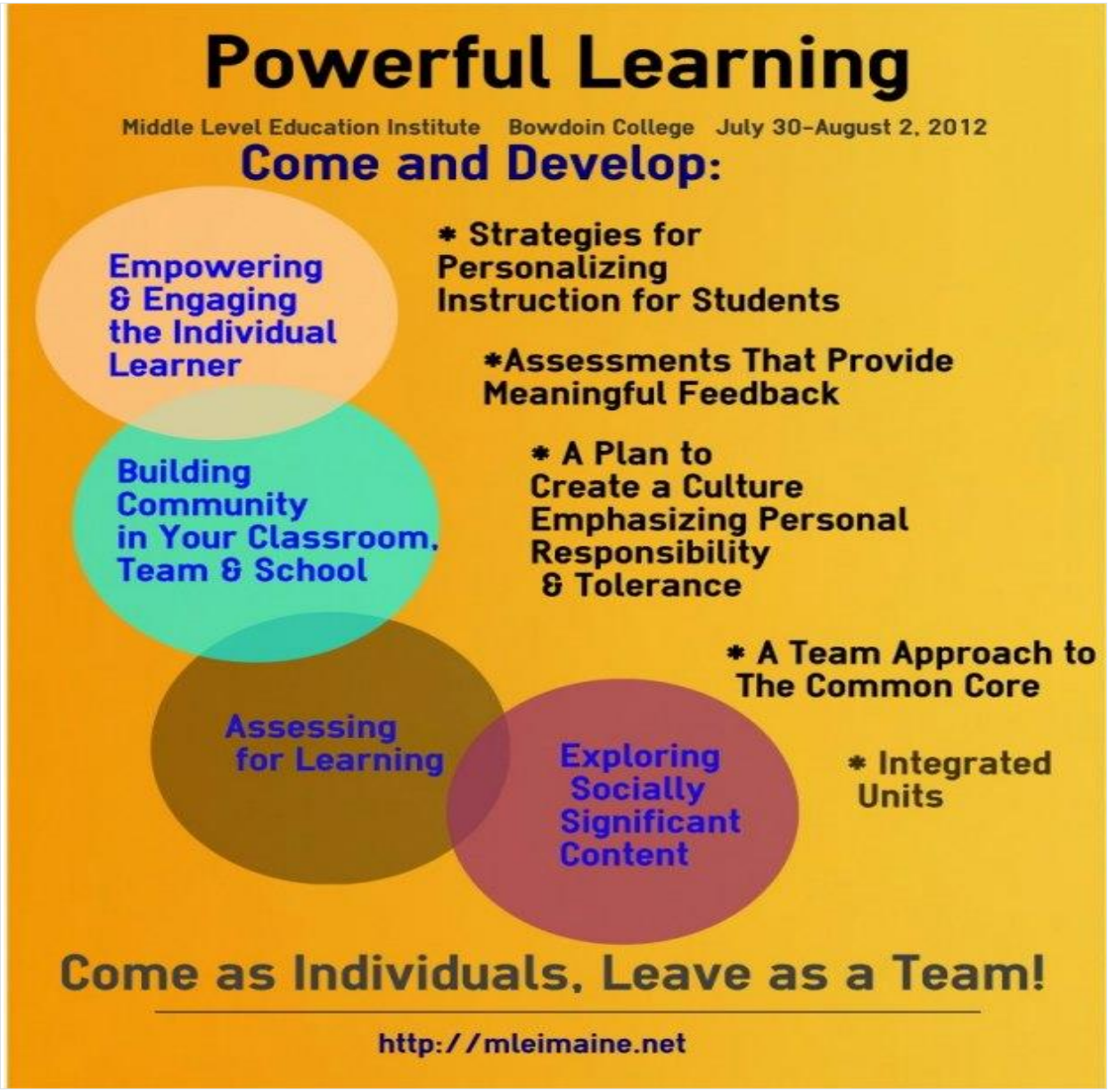
Social networking is something many people use in the present day. This infographic shows how it's being used in classrooms, and how it can actually benefit students. The infographic gives statistics on social networking, and reports that over half of students who have blogs talk about school work, which can be anything from what they're doing in class to offering educational advice. Further down, you can find statistics on how many schools use social networking in the classroom, and on programs that incorporate it. The infographic includes quotes that support the use of social networking in an educational platform, as well as providing a creative format with aspects that appeal directly to a teen and young adult demographic. This infographic would likely be rather interesting to students, as it combines education with something that's prevalent in their social lives, as well as allowing them to see what benefits using social media can actually provide. The infographics listed on this site are not the only ones that provide valuable information for students, however. College students, in particular, will find the infographic re-posted by Judy Hanning rather useful.

Exam Review:



The colors blue and yellow go well together. This combination makes the infographic stand out as bright, cheerful and friendly against the neutral background. Using black for emphasizing things to remember makes them look more serious and helps them stick to the memory. Red is a great way to highlight the key points. Everything looks neat and clutter-free!\

Powerful Learning

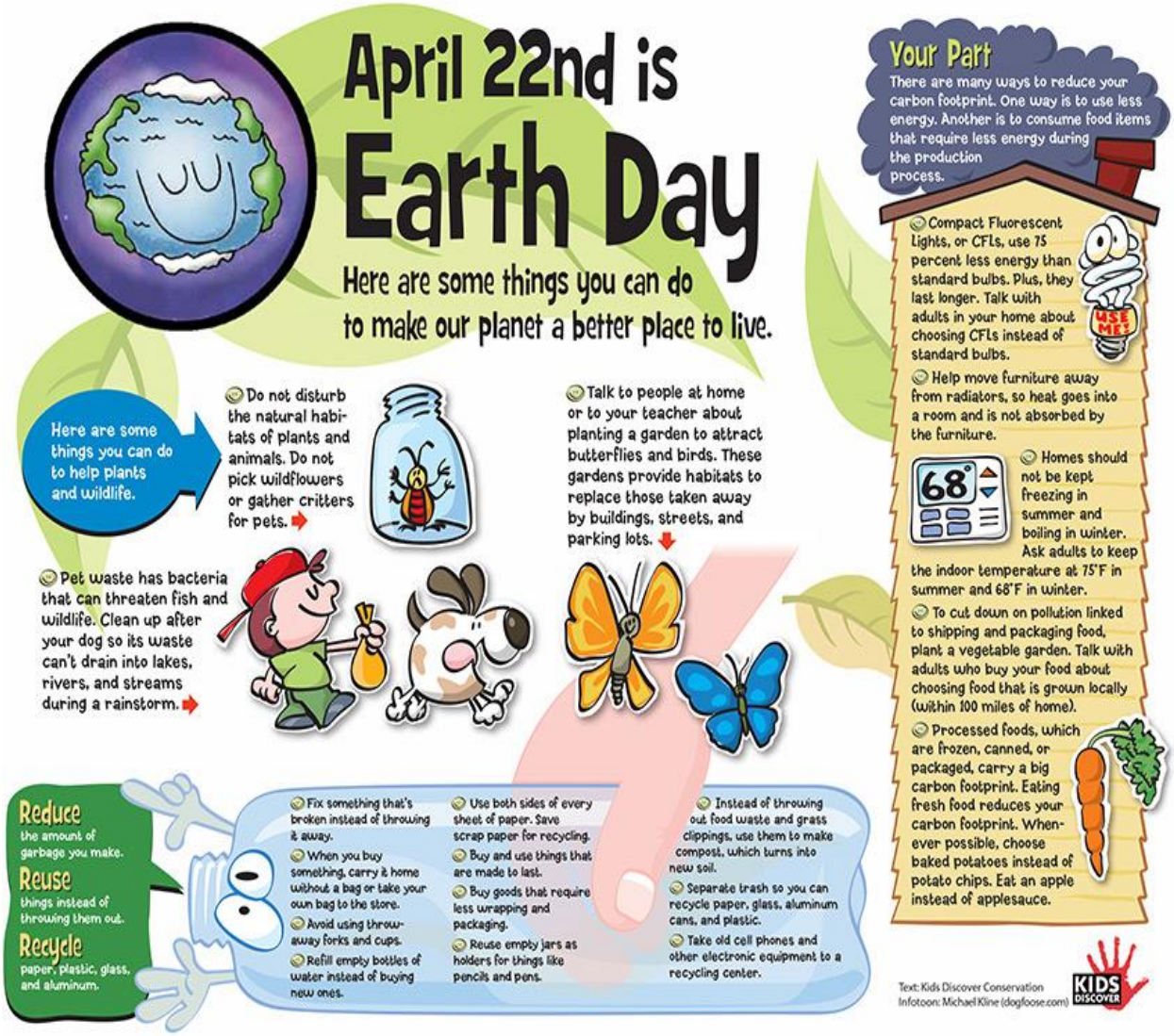


For a start, this infographic has a great background. The warm color gives off a friendly feeling and having it as a gradient makes sure it isn't just a dull field of pixels. It lays out its key points simply and also makes the text stand out nicely, with the black on the lighter side and a contrasting blue on the other.

Exercises:

1. Just have a look at the following infographics and prepare a report of about50 words summarizing the information presented in it?

2. Just have a look at the following infographics and prepare a report of about50 words summarizing the information presented init



UNIT V ENGLISH FOR SCHOLARLY PRESENTATION/ FLUENCY

1. THE LOST CHILD

- MULK RAJ ANAND

Introduction to the lesson - The Lost Child

The Lost Child is the story of a small child who gets lost in a fair. He had gone with his parents to the fair but loses them when he gets engrossed in looking at a roundabout swing. The story highlights the bond of love and affection that the child shares with his parents. Before losing them he had been demanding different things like sweets, balloons, flowers, swings, etc. Once he loses them, he is picked up by a stranger. The stranger tries to quieten the child by offering him all these things that he had demanded from his parents but the child does not want them any more. He wants his parents first.

The Lost Child - Text

It was the festival of spring. From the wintry shades of narrow lanes and alleys emerged a gaily clad humanity. Some walked, some rode on horses, others sat, being carried in bamboo and bullock carts. One little boy ran between his father's legs, brimming over with life and laughter. "Come, child, come," called his parents, as he lagged behind, fascinated by the toys in the shops that lined the way.

He hurried towards his parents, his feet obedient to their call, his eyes still lingering on the receding toys. As he came to

where they had stopped to wait for him, he could not suppress the desire of his heart, even though he well knew the old, cold stare of refusal in their eyes. “I want that toy,” he pleaded.

His father looked at him red-eyed, in his familiar tyrant’s way. His mother, melted by the free spirit of the day was tender and, giving him her finger to hold, said, “Look, child, what is before you!”

It was a flowering mustard-field, pale like melting gold as it swept across miles and miles of even land. A group of dragon-flies were bustling about on their gaudy purple wings, intercepting the flight of a lone black bee or butterfly in search of sweetness from the flowers.

The child followed them in the air with his gaze, till one of them would still its wings and rest, and he would try to catch it. But it would go fluttering, flapping, up into the air, when he had almost caught it in his hands. Then his mother gave a cautionary call: “Come, child, come, come on to the footpath.”

He ran towards his parents gaily and walked abreast of them for a while, being, however, soon left behind, attracted by the little insects and worms along the footpath that were teeming out from their hiding places to enjoy the sunshine. “Come, child, come!” his parents called from the shade of a grove where they had seated themselves on the edge of a well. He ran towards them. A shower of young flowers fell upon the child as he entered the grove, and, forgetting his parents, he began to gather the raining petals in his hands. But lo!

He heard the cooing of doves and ran towards his parents, shouting, “The dove! The dove!” The raining petals dropped from his forgotten hands.

“Come, child, come!” they called to the child, who had now gone running in wild capers round the banyan tree, and gathering him up they took the narrow, winding footpath which led to the fair through the mustard fields. As they neared the village the child could see many other footpaths full of throngs, converging to the whirlpool of the fair, and felt at once repelled and fascinated by the confusion of the world he was entering.

A sweetmeat seller hawked, “gulab-jaman, rasagulla, burfi, jalebi,” at the corner of the entrance and a crowd pressed round his counter at the foot of an architecture of many coloured sweets, decorated with leaves of silver and gold. The child stared open-eyed and his mouth watered for the burfi that was his favourite sweet.

“I want that burfi,” he slowly murmured. But he half knew as he begged that his plea would not be heeded because his parents would say he was greedy. So without waiting for an answer he moved on.

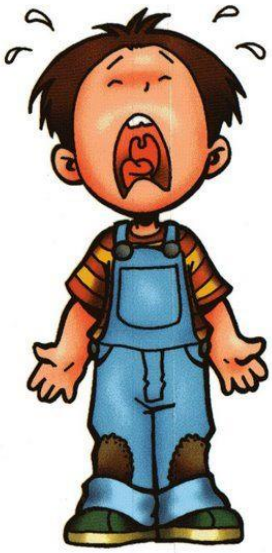
A flower-seller hawked, “A garland of gulmohur, a garland of gulmohur !” The child seemed irresistibly drawn. He went towards the basket where the flowers lay heaped and half murmured, “I want that garland.” But he well knew his parents would refuse to buy him those flowers because they would say that they were cheap. So, without waiting for an answer, he moved on.

A man stood holding a pole with yellow, red, green and purple balloons flying from it. The child was simply carried away by the rainbow glory of their silken colours and he was filled with an overwhelming desire to possess them all. But he well knew his parents would never buy him the balloons because they would say he was too old to play with such toys. So he walked on farther.

A snake-charmer stood playing a flute to a snake which coiled itself in a basket, its head raised in a graceful bend like the neck of a swan, while the music stole into its invisible ears like the gentle rippling of an invisible waterfall. The child went towards the snake-charmer. But, knowing his parents had forbidden him to hear such coarse music as the snake- charmer played, he proceeded farther.

There was a roundabout in full swing. Men, women and children, carried away in a whirling motion, shrieked and cried with dizzy laughter. The child watched them intently and then he made a bold request: “I want to go on the roundabout, please, Father, Mother.” There was no reply.

He turned to look at his parents. They were not there, ahead of him. He turned to look on either side. They were not there. He looked behind. There was no sign of them.



A full, deep cry rose within his dry throat and with a sudden jerk of his body he ran from where he stood, crying in real fear, "Mother, Father." Tears rolled down from his eyes, hot and fierce; his flushed face was convulsed with fear. Panic- stricken, he ran to one side first then to the other, hither and thither in all directions, knowing not where to go. "Mother, Father," he wailed. His yellow turban came untied and his clothes became muddy.

Having run to and fro in a rage of running for a while, he stood defeated, his cries suppressed into sobs. At little distances on the green grass he could see, through his filmy eyes, men and women talking. He tried to look intently among the patches of bright yellow clothes, but there was no sign of his father and mother among these people, who seemed to laugh and talk just for the sake of laughing and talking.

He ran quickly again, this time to a shrine to which people seemed to be crowding. Every little inch of space here was congested with men, but he ran through people's legs, his little sob lingering: "Mother, Father!" Near the entrance to the temple, however, the crowd became very thick: men jostled each other, heavy men, with flashing, murderous eyes and hefty shoulders. The poor child struggled to thrust a way between their feet but, knocked to and fro by their brutal movements, he might have been trampled underfoot, had he not shrieked at the highest pitch of his voice, "Father, Mother!"

A man in the surging crowd heard his cry and, stooping with great difficulty, lifted him up in his arms. "How did you get here, child? Whose baby are you?" the man asked as he steered clear of the mass. The child wept more bitterly than ever now and only cried, "I want my mother, I want my father!"

The man tried to soothe him by taking him to the roundabout. "Will you have a ride on the horse?" he gently asked as he approached the ring. The child's throat tore into a thousand shrill sobs and he only shouted: "I want my mother, I want my father!"

The man headed towards the place where the snake- charmer still played on the flute to the swaying cobra. “Listen to that nice music, child!” he pleaded. But the child shut his ears with his fingers and shouted his double-pitched strain: “I want my mother, I want my father!” The man took him near the balloons, thinking the bright colours of the balloons would distract the child’s attention and quieten him. “Would you like a rainbow-coloured balloon?” he persuasively asked. The child turned his eyes from the flying balloons and just sobbed, “I want my mother, I want my father!”

The man, still trying to make the child happy, bore him to the gate where the flower-seller sat. “Look! Can you smell those nice flowers, child! Would you like a garland to put round your neck?” The child turned his nose away from the basket and reiterated his sob: “I want my mother, I want my father!”

Thinking to humour his disconsolate charge by a gift of sweets, the man took him to the counter of the sweet shop. “What sweets would you like, child?” he asked. The child turned his face from the sweet shop and only sobbed, “I want my mother, I want my father!”

Question and Answers:

1. What are the things the child sees on his way to the fair? Why does he lag behind?

On his way to the fair, the child sees the following things-

1. He saw toys that were displayed in the shops lined up on the way.
2. He saw the vast mustard field which seemed like melting gold.
3. There were brightly coloured dragonflies, butterflies and black bees which flapped their wings and sat on the flowers to suck nectar from them.
4. He also saw little insects and worms along the footpath that were crawling out of the holes in the footpath to get sunshine.
5. The child saw a dove bird in the grove.
6. Also, he saw hordes of people walking towards the fair.

The child often lagged behind because he would watch the different happenings around him. He would get attracted to these things and would stop in his way. Then, his parents would walk ahead and he would be left behind.

2. In the fair he wants many things. What are they? Why does he move on without waiting for an answer?

In the fair, the boy wanted the following things-

1. He wanted to buy a burfi from the sweetmeat seller.
2. He wanted a garland of flowers from the flower seller.
3. Next, he saw a balloon seller and wanted a balloon.

4. When he saw the snake - charmer he was attracted to the music of the flute and wanted to listen to it.

5. He wanted to take a ride on the roundabout swing.

The child moved ahead from all the stalls without waiting for a reply because he knew that his parents would not heed to his demands. He knew their replies in each case would be as follows -

1. For the burfi, they would say that he was a greedy child.
2. The garland of flowers would not be bought because it was considered cheap.
3. They would not buy him a balloon because he was grown up to play with it.
4. The child's parents had warned him from listening to such unpleasant music as was played by the snake - charmers.

3. When does he realise that he has lost his way? How have his anxiety and insecurity been described?

When the child raised his demand for a ride on the round about, his parents did not reply. He moved his head up to look for them. It was then that he discovered that he had lost his way. His anxiety and insecurity have been described in the following ways-

1. The child saw hefty men with murderous eyes and got scared of them.
2. He ran here and there looking for his parents.
3. His turban untied.
4. His clothes became dirty.
5. He was screaming at the top of his voice.

4. Why does the lost child lose interest in the things that he had wanted earlier?

The lost child loses interest in the things that he wanted earlier because now he is sad as he has lost his parents. Before getting anything of his choice like sweets, flowers, balloons, joy rides and music, he wants to reunite with his mother and father.

5. What do you think happens in the end? Does the child find his parents?

The ending of the story is not given. I think that in the end, the boy finds his parents standing at the fair reception. Thus, the child finds his parents and they reunite once again.

2. MY VISION FOR INDIA

- DR. A.P.J. ABDUL KALAM

Following text is the speech delivered by former President of India, Dr. A.P.J. Abdul Kalam

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 SatishDhawan, who succeeded him and Dr. BrahmPrakash, 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."

Question and Answers:

1."I believe that India got its first vision of this in1857"

What is Dr. Kalam referring to?

Dr. Kalam believes that India got its first vision: Freedom of this in 1857, when we started the war of Independence. It is this freedom that we must protect and nurture and build on.

2. Appreciate the former president Dr. Kalam's vision for India.

Dr. APJ Abdul Kalam outlines his three visions for his motherland India in "Vision for India". I appreciated that Kalam pleads for Indians to be involved in the nation-building process and to make India a developed nation.

3. Identify an Individual's role in India's Development?

In India, we the people blame the government for being inefficient, laws for being old, the municipality for not picking up the garbage etc. But what do we do about it? The system consists of everyone except Me and You. So the individual gives his positive contribution to India's Development.

4. What was Kalam's first vision?

In 3000 years of our history, people from all over the world have come and invaded us, captured our lands and conquered our minds. Yet, we have not conquered anyone. Because, we respect the freedom of others, and that is the reason for his first vision of Freedom. India got its first vision of this in the Indian Rebellion in the year 1857, when we started the war of Independence. It is this freedom that we must protect and nurture and build on.

5. Explain Kalam's second vision?

We have been a developing nation for fifty years, and so it is time we see ourselves as a developed nation. In terms of GDP, we are among the top five nations of the world. 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.

6. "India must stand up to the world" – Explain

It was Kalam's third vision. India must stand up to the world. 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.

7. What was Kalam's four mile stone?

Dr.Kalam says that being the project director for India's first satellite launch vehicle, SLV3, was the first milestone in his career. Second was when Agni met its mission requirements in 1994. Third came the partnership between DRDO and the Dept of Atomic Energy. Removing the pain of little boys and girls in hospital, by replacing heavy metallic callipers weighing over three kg each with 300-gram callipers, was the fourth bliss or milestone of his career.

3. ON THE ART OF LIVING WITH OTHER

SIR ARTHUR HELPS

The "Iliad" for war; the "Odyssey" for wandering; but where is the great domestic epic? Yet it is but commonplace to say that passions may rage round a tea-table which would not have misbecome men dashing at one another in war chariots; and evolutions of patience and temper are performed at the fireside, worthy to be compared with the Retreat of the Ten Thousand. Men have worshipped some fantastic being for living alone in a wilderness; but social martyrdoms place no saints upon the calendar.

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.

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?"

Many of the rules for people living together in peace follow from the above. For instance, not to interfere unreasonably with others, not to ridicule their tastes, not to question and requestion their resolves, not to indulge in perpetual comment on their proceedings, and to delight in their having other pursuits than ours, are all based upon a thorough perception of the simple fact that they are not we.

Another rule for living happily with others is to avoid having stock subjects of disputation. It mostly happens, when people live much together, that they come to have certain set topics, around which, from frequent dispute, there is such a growth of angry words, mortified vanity, and the like, that the original subject of difference becomes a standing subject for quarrel; and there is a tendency in all minor disputes to drift down to it.

Again, 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 reasoning 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.

If you would be loved as a companion, avoid unnecessary criticism upon those with whom you live. The number of people who have taken out judge's patents for themselves is very large in any society. Now it would be hard for a man to live with another who was always criticizing his actions, even if it were kindly and just criticism. It would be like living between the glasses of a microscope. But these self-elected judges, like their prototypes, are very apt to have the persons they judge brought before them in the guise of culprits.

One of the most provoking forms of the criticism above alluded to is that which may be called criticism over the shoulder. "Had I been consulted," "Had you listened to me," "But you always will," and such short scraps of sentences may remind many of us of dissertations which we have suffered and inflicted, and of which we cannot call to mind any soothing effect.

Another rule is, not to let familiarity swallow up all courtesy. Many of us have a habit of saying to those with whom we live such things as we say about strangers behind their backs. There is no place, however, where real politeness is of more value than where we mostly think it would be superfluous. You may say more truth, or rather speak out more plainly, to your associates, but not less courteously, than you do to strangers.

Again, we must not expect more from the society of our friends and companions than it can give; and especially must not expect contrary things. It is somewhat arrogant to talk of travelling over other minds (mind being, for what we know, infinite): but still we become familiar with the upper views, tastes, and tempers of our associates. And it is hardly in man to estimate justly what is familiar to him. In travelling along at night, as Hazlitt says, we catch a glimpse into cheerful-looking rooms with lights blazing in them, and we conclude, involuntarily, how happy the inmates must be. Yet there is heaven and hell in those rooms, the same heaven and hell that we have known in others.

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."

We come now to the consideration of temper, which might have been expected to be treated first. But to cut off the means and causes of bad temper is, perhaps, of as much importance as any direct dealing with the temper itself. Besides, it is probable that in small social circles there is more suffering from unkindness than ill-temper. Anger is a thing that those who live under us suffer more from than those who live with us. But all the forms of ill-humor and sour-sensitiveness, which especially belong to equal intimacy (though indeed they are common to all), are best to be met by impassiveness. When two sensitive persons are shut up together, they go on vexing each other with a reproductive irritability. But sensitive and hard people get on well together. The supply of temper is not altogether out of the usual laws of supply and demand.

Intimate friends and relations should be careful when they go out into the world together, or admit others to their own circle, that they do not make a bad use of the knowledge which they have gained of each other by their intimacy. Nothing is more common than this, and did it not mostly proceed from mere carelessness it would be superlatively ungenerous. You seldom need wait for the written life of a man to hear about his weaknesses, or what are supposed to be such, if you know his intimate friends, or meet him in company with them.

Lastly, in conciliating those we live with, it is most surely done, not by consulting their interests, nor by giving way to their opinions, so much as by not offending their tastes. The most refined part of us lies in this region of taste, which is perhaps a result of our whole being rather than a part of our nature. and at any rate is the region of our most subtle sympathies and antipathies.

It may be said that if the great principles of Christianity were attended to, all such rules, suggestions, and observations as the above would be needless. True enough! Great principles are at the bottom of all things; but to apply them to daily life, many little rules,

precautions, and insights are needed. Such things hold a middle place between real life and principles, as form does between matter and spirit: moulding the one and expressing the other.

About the author

Arthur Helps (1813-1875) was a thinker, and writer of great eminence. He was born in London. He went to the elite Eton for his schooling, and later to Trinity College of Cambridge University. He had in-depth understanding of social and cultural matters, and could advance his own original ideas lucidly. This acumen earned him the membership of the Cambridge Apostles – a think tank of great thinking brains of his time. He served as a bureaucrat under the British Government and in the process developed an astute understanding of economic affairs. The Queen knighted him for his service to the country and for his contribution to the academic world.

Sir Arthur Helps had an incisive understanding of society, conflicts, wars, and moral values. This enabled him to write essays with brilliantly expounded ideas. Like the legendary Francis Bacon, Sir Arthur Helps contributed to human quest for a harmonious living, preempting acrimony, and conflict resolution.

Question and Answer

1. Compare and contrast the Homer's poem "Iliad" and "Odyssey"

'Lliad' is a war poem, where as 'Odysseys' is about the long tortuous return journey of Homer to his homeland.

2. What is locking in epic poems?

Epics cover war and an apparent aimless wandering. People read it with relish, but there is no such epic or literary work to guide humans about the way to live happily, and harmoniously.

3. What are all the things to be happy, according to Arthur?

One should find ways to minimize the damage the toxic feelings do to our smooth, peaceful, and harmonious living.

4. What can impair harmonious living?

Finding faults in others relentlessly is a bad habit. we are just common folks, not judges. Behaving like one can cause severe dislike in others for us. It can impair harmonious living.

5. Why should not we expect others?

We shouldn't expect our friends and society to give us things that they simply can't. Building up expectations brings disappointment and misunderstanding.

6. Who is considered as disrupter? Why?

A person who loses his cool for minor reasons is a distinct disrupter of social harmony. Such imperious people become rude and cause hurt to others for no great reason.

7. What is important for healthy relationship?

We might like or dislike something, but being able to keep such preferences under wraps is important for healthy relationships.

8. Who promote social happiness?

There are two classes of people who promote social happiness. One group is the group of cheerful people, who never feel sad or despondent despite their setbacks. The other group is of people who are quite miser in their words, and seldom vent their inner feelings in public.

9. "It is to life what Newton's law is to astronomy' – Explain.

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.

4. LOVER'S GIFTS XXII: I SHALL GLADLY SUFFER

- RABINDRANATH TAGORE

I shall gladly suffer the pride of culture to die out in my house,
if only in some happy future I am born a herd-boy in the Brinda forest.
The herd-boy who grazes his cattle sitting under the banyan
tree, and idly weaves gunja flowers into garlands, who loves to
splash and plunge in the Jamuna's cool deep stream.
He calls his companions to wake up when morning dawns, and all
the houses in the lane hum with the sound of the churn, clouds of
dust are raised by the cattle, the maidens come out in the
courtyard to milk the king.
As the shadows deepen under the tomal trees, and the dusk
gathers on the river-banks; when the milkmaids, while crossing the
turbulent water, tremble with fear; and loud peacocks, with tails
outspread, dance in the forest, he watchers the summer clouds.
When the April night is sweet as a fresh-blown flower, he
disappears in the forest with a peacock's plume in his hair; the
swing ropes are twined with flowers on the branches; the south wind
throbs with music, and the merry shepherd boys crowd on the banks
of the blue river.
No, I will never be the leader, brothers, of this new age of
new Bengal; I shall not trouble to light the lamp of culture for
the benighted. If only I could be born, under the shady asoka
groves, in some village of Brinda, where milk is churned by the
maidens!

Question and Answer:

1. Why did the poet glad to suffer?

In future the poet wants to be a herd boy in the Birnda forest to enjoy the nature.

2. Describe the enjoyment of a herd boy while herding?

Weaving flowers to the garlands taking both in the Jamunariver with friends are the enjoyments of a herd boy.

3. How did the poet describe the morning scenario?

All the herd boys waking up early with his friend and the women were busy with churching to fled others.

4. Where did the poet want to be?

The poet wanted to be in shady Asoka groves in the village of Brinda and the maidens should do churching.

5. Describe the April month night?

April night is sweet as a fresh-blown flower, disappears in the forest with a peacock's plume in his hair; theswing ropes are twined with flowers on the branches; the south wind throbs with music

5. FLOWER

- ALFRED LORD TENNYSON

Once in a golden hour
I cast to earth a seed.
Up there came a flower,
The people said, a weed.

To and fro they went
Thro' my garden bower,
And muttering discontent
Cursed me and my flower.

Then it grew so tall
It wore a crown of light,
But thieves from o'er the wall
Stole the seed by night.

Sow'd it far and wide
By every town and tower,
Till all the people cried,
'Splendid is the flower! '

Read my little fable:
He that runs may read.
Most can raise the flowers now,
For all have got the seed.

And some are pretty enough,
And some are poor indeed;
And now again the people
Call it but a weed.

Question and Answers:

1. What is the summary of The Flower by Tennyson?

This poem is about our society's mentality. In the society, people doesn't accept the new things so easily. Even there is any good new thing, but people will oppose it. People never accept right things on time, but whey they will accept the new changes or thing, the value of that thing/change doesn't be same, because everything lost the value with the time.

2. Is "Flower" a metaphorical poem? Give an example?

Yes, Flower is a metaphorical poem. Tennyson uses the metaphor of planting a seed and nurturing it so that it grows into a flower for the act of creating poetry.

3. What is the central theme of the poem?

Tennyson is using the metaphor of the flower to suggest other forms of creativity: somebody creates something, others criticise it, and yet those same people still learn from what that artist created and copy it, often producing inferior results. 'The Flower' is as much about criticising others who make an effort to create something, refusing to see the worth in it, as it is about Tennyson's own feelings about his treatment at the hands of critics

4. What is the comparison between weed and critic that Tennyson has made?

Tennyson attacking those critics who scorn his work – likening it to useless and unwanted 'weeds' rather than beautiful flowers – because he feels that such critics have forgotten that he was the one who showed so many others how to write poetry.

5. What is the advice given by Tennyson through "The Flower"

On seeing one person's growth, others may be criticize or feel jealous. But one should not mind it and has to overcome to be a successful man.

VIRUDHUNAGAR S VELLAICHAMY NADAR POLYTECHNIC COLLEGE

VIRUDHUNAGAR(AUTONOMOUS)

MODEL QUESTION PAPER - I

COMMUNICATION ENGLISH –II

Time: 3 Hours **[Maximum Marks: 75]**

I. Answer any TEN of the following: **10x3=30**

1. Rewrite the following conversation in reported speech

Father: Where is your cycle?

Son : It is in the store room.

2. Rewrite the following sentences using conditionals

a) I drop the glass so it was broke

b) He did not invite her so she doesn't come

c) He wants to pass the test so he has to work harder.

3. Rewrite the following sentences using given clues

a) Alice went to shopping she needs to buy bread. (Rewrite with 'because')

b) We couldn't get to concert because the ticket was too expensive. (Rewrite with since)

c) Helen goes to market so that she could buy some vegetables. (Rewrite with In order)

4. Make use of the following phrases and write your own sentences.

a) Figure out

b) Break down

c) Hurry up

5. Rewrite the following sentences using suitable model verbs

a) John get good Marks

b) I try to meet her.

c) We are not able to live without water.

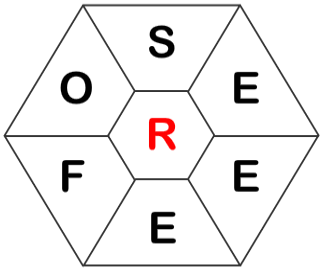
6. The following sentences are in negation. Complete the missing part.

a) Nothing happens …….

b) There was nowhere ……...

c) No one remember the …….

7. Make SIX words by combining the letters in the hexagon. The central letter should be common in each word.



8. Combine the cause with the effect and rewrite the sentences using appropriate connectives.

a) There is a blue bird in the garden. The bird is eating seeds.

b) I would love to have a dog, my mum won't let me.

c) I was terrified of the witch; She was looking at me intently.

9. Write THREE lines comparing and contrasting Joint and Nuclear Family with the help of hints given below

Joint	Nuclear
A family consisting of parents, grandparents, aunts, uncles, offspring and other relatives	A family made up of a mother, father, and children
Extended family	Conjugal family, elementary family
Larger collective income, more support from family members, more connections, children have more support from the many adults in the household	More privacy, less financial demands, less quarrels, more freedom

10. Give a list of Three instructions to be followed in the Physics lab.

11. Write suitable responses both in affirmative and negative to the given Questions

a) Can you speak English fluently?

b) Have you ever visited Delhi?

c) Is the earth going round the sun?

12. Punctuate and use capital letters wherever necessary.

a) i met the girl who helped me

b) have you ever read the newspaper in English

c) hurrah we are going to the mars.

II. Write short notes on <u>any five</u> for the following in about 50 words: 5x3=15

1. "I believe that India got its first vision of this in 1857."
2. What is Dr. Kalam referring to?
3. What is Kalam's second vision for India?
4. What are the things the child sees on his way? Why he is logging behind?
5. When does he realize that he has lost his way? How has his anxiety and insecurity been described?
6. What is the central idea of the poem The Flower by Tennyson's?
7. "It is to life what Newton's law is to astronomy' – Explain
8. Bring out the theme of the poem "The Flower".
9. What makes inside of the road shady?

III. Answer the following 3x5=15

1. You are travelling to Malaysia. You need to book your tickets Write an e-mail to the travel agent seeking rates of ticket for a specified day of travel on three different airlines.

2. Convert the following acronyms / abbreviations used in social media into formal Usage

1. RBI -
2. NASA -
3. UGC -
4. WHO -
5. IAS -

3. Find the antonyms of the given words in the vocabulary grid

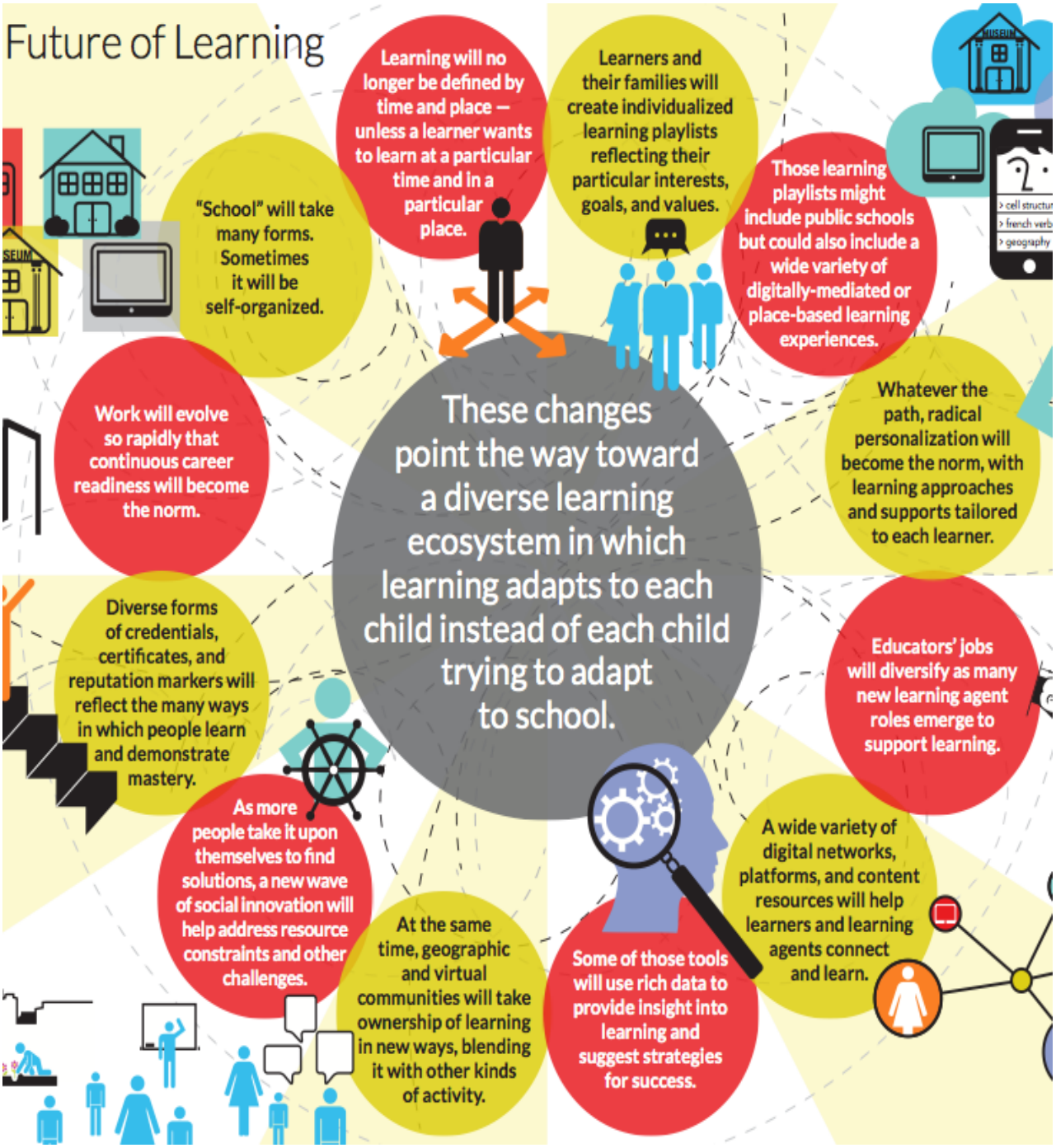
b) Broad b) Faithful c) Brief d) Sacred e) Honorable

f) Blunt g) Praise h) Marvelous i) Infinite j) Omit

F	D	E	D	A	I	L	D	M
I	N	C	L	U	D	O	I	O
C	R	I	T	I	C	I	S	E
F	I	N	I	T	E	T	L	R
G	A	S	N	A	R	R	O	W
A	R	U	N	H	O	L	Y	E
S	T	A	T	E	E	R	A	T
R	S	H	A	R	P	E	L	O
O	U	N	W	O	R	T	H	Y
O	R	D	I	N	A	R	Y	O

IV. Answer any THREE of the following **3x5=15**

1. **Write dialogue with minimum 10 exchanges between the shopkeeper and buyer on purchasing two wheeler.**
2. **Just have a look at the following infographics and prepare a report of about 50 words summarizing the information presented in it.**



3. Match the meaning with their proverbs

Meanings	Proverbs
a. Actions speak louder than words.	1.Everything ends; good times don't last forever
b. A journey of a thousand miles begins with a single step	2.something that takes a long time to finish begins with one step
c. A watched pot never boils	3. If something takes time to do, it doesn't help to constantly check on it. You just have to give it time.
d. All good things must come to an end	4.Don't expect a positive result before you actually see it
e. A picture is worth a thousand words	5. An image can tell a story better than words
f. Birds of a feather flock together	6. It's good to be clean. God is clean, and you should be too.
g. Cleanliness is next to godliness	7. Don't judge someone or something by appearance alone
h. Don't bite the hand that feeds you	8. People who are similar spend time together
i. Don't count your chickens before they hatch.	9.Don't make someone angry or hurt someone who is helping you or paying for you
j. Don't judge a book by its cover	10.What you do is more important than what you say

4. Explain the words given below

a. Pythan
b. Clippin
c. Google Images
d. Re Tweet
e. Troll

5. Rewrite the passage after making necessary grammatical and lexical corrections

Kumar is a university professor. He love teaching. His favrit colour is green. He has build his house. He's house has two bed room, a kitchen and one big room. A big room is Kumar's Study room. The study room has many window larges. Kumar like to study in natural light. Of course, Kumars houses painted bright green.

VIRUDHUNAGAR S VELLAICHAMY NADAR POLYTECHNIC COLLEGE

VIRUDHUNAGAR (AUTONOMOUS)

MODEL QUESTION PAPER - II

COMMUNICATION ENGLISH –II

Time: 3 Hours **[Maximum Marks: 75]**

I. Answer any TEN of the following: **10x3=30**

1. Rewrite the following conversation in reported speech

Jai: Where are you going?

Gopi: To the airport.

2. Rewrite the following sentences using conditionals

a) I didn't see the signal, so I didn't stop.

b) Aruna came up the stairs because the lift wasn't working.

c) Read the instructions carefully. Don't answer the wrong questions.

3. Rewrite the following sentences using the given clues.

a) The meeting had to be postponed due to the Chairman's illness.(Rewrite with ' because')

b) We were late. We missed the train. (Rewrite with 'Since')

c) If we don't hurry up, we will miss our flight. (Rewrite with 'otherwise')

4. Make use of the following phrases and write your own sentences.

a) Once again

b) Without fail

c) To a great extent

5. Rewrite the following sentences using suitable modal verbs.

a) She is able to speak English.

b) You are allowed to go home.

c) It is not necessary for you to wait any longer.

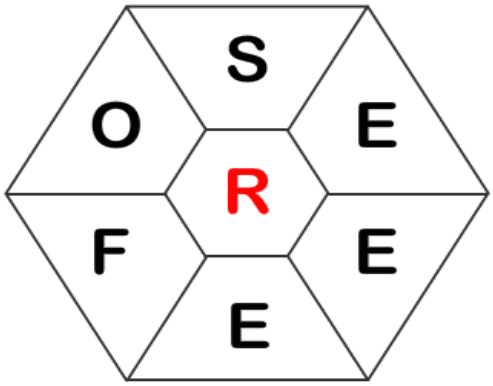
6. The following sentences are in negation. Complete the missing part.

a) None of Sankar's friends_____.

b) Lion never_____.

c) Nobody in my class_____.

7. Make SIX words by combining the letters in the hexagon. The central letter should be common in each word.



8. Combine the cause with the effect and rewrite the sentences using appropriate connectives.

a) Their son is ill. They had to cancel thetrip.

b) It was raining. We stayed athome.

c) She liked the puppy. She adoptedit.

9. Write Three lines comparing and contrasting apple and orange with the help of hints given below

Apple	Orange
Belongs to rose family	Belongs to citrus family
High in fiber, vitamins, and nutrients	High in fiber, vitamins, and nutrients
The peel and the flesh can be eaten	The peel is bitter and not eaten.

10. Give a list of Three instructions to be followed in the chemistry lab.

11. Write suitable responses both in affirmative and negative to the given question

a) Did she write a nice essay?

b) Are they playing football?

c) Aren't you going to the movie tomorrow?

12. Punctuate and use capital letters wherever necessary.

a) the president of america came to india last year

b) students come here

c) how unhappy gopal is

II. Write short notes on any FIVE the following in about 50words **5x3=15**

1. Appreciate the former President Dr. Kalam's vision for India.
2. List out the things the child sees on his way to the fair.
3. "It is to life what Newton's law is to astronomy' –Explain.
4. What makes one side of the road shady?
5. Bring out the theme of the poem "The Flower".
6. Identify an individual's role in India's development
7. "I believe that India got its first vision of this in 1857"
8. What is Dr. Kalam referring to?
9. What is kalam second vision for India?

III. Answer the following: **3 x 5=15**

1. You are Mr.Arul and you recently bought a mobile phone from Smart Mobiles. Write an email to the Manager of Smart mobiles, explaining the poor quality of service offered in your city.

2. Convert the following acronyms / abbreviations used in social media into formal usage

a) NVM -
b) RSVP -
c) TYT -
d) BTW -
e) POV -

3. Find the antonyms of the given words in the vocabulary grid

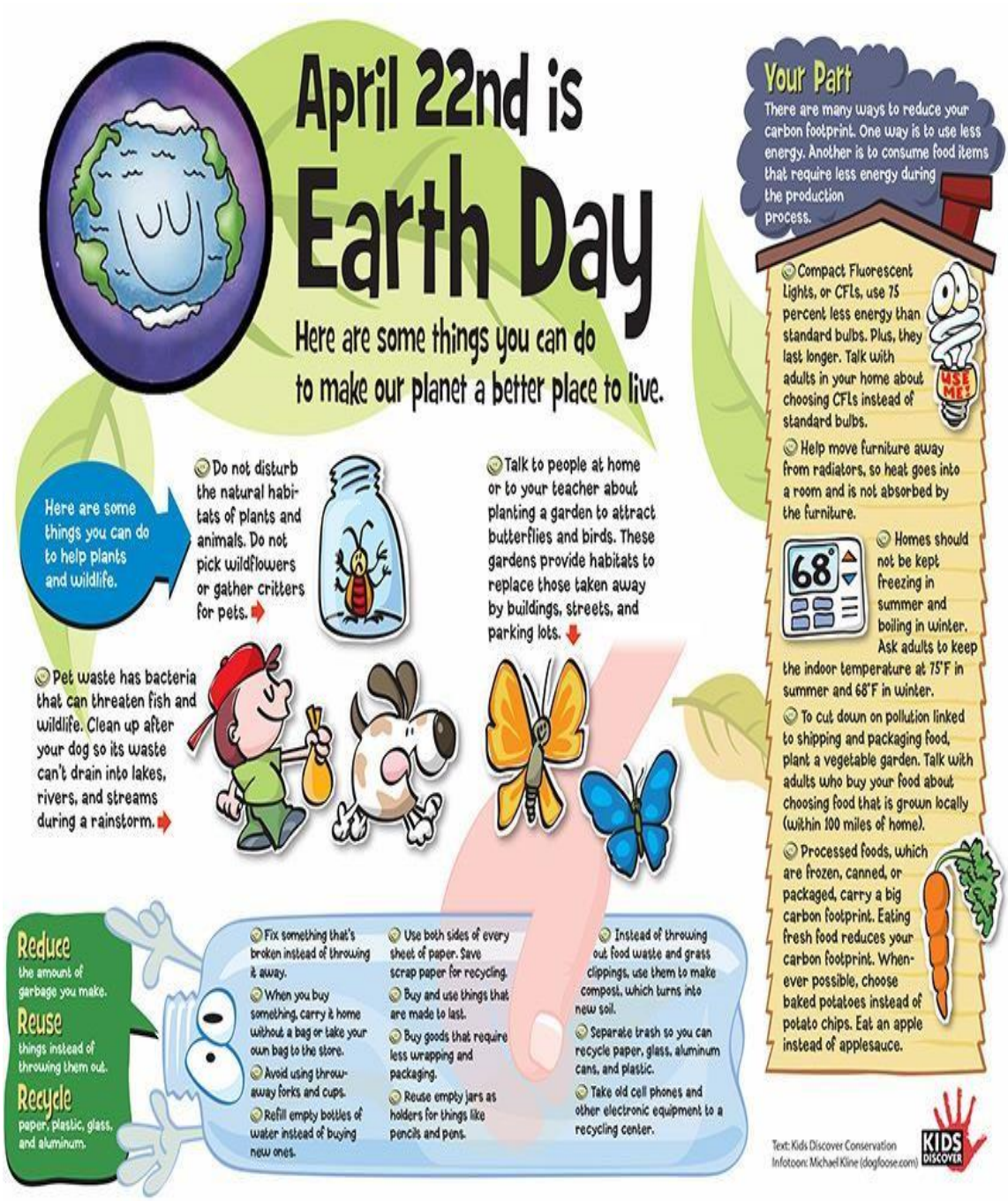
a) Happy b) Hard c) Late d) Hot
e) Expensive f) Dry g) Slow h) Wrong
i) Difficult j) Beautiful

W	S	A	P	A	E	H	C
E	O	U	G	L	Y	I	O
T	E	A	S	Y	E	G	L
S	A	D	O	A	U	H	D
O	R	I	G	H	T	T	E
F	L	V	E	F	D	I	N
T	Y	E	Q	U	I	C	K

IV. Answer any THREE of the following: 3x5=15

1. Write a dialogue with minimum 10 exchanges between the Class tutor and a student on submitting assignments.

2. Just have a look at the following infographics and prepare a report of about 50 words summarizing the information presented init



3. Match the meanings with their proverbs

Meanings	Proverbs
a. If you can't see someone or something, you soon forget about them.	1. A leopard can't change its spots.
b. Achieve two goals with one action.	2. Kill two birds with one stone
c. If you want to know about someone look a this friends.	3. Too many cooks spoil the broth.
d. Some people never change.	4. Out of sight, out of mind.
e. No choice at all.	5. A double-edged sword.
f. Sometimes it is better for one person to do something, rather than lots of people.	6. A person is known by the company he keeps.
g. Something that can be both an advantage and a disadvantage.	7. Hobson's choice.
h. Something dangerous, but looks innocent.	8. A wolf in sheep's clothing.
i. Two people can get on better when there's no one else.	9. Birds of a feather flock together.
j. People tend to join people with similar interests out looks.	10. Two's company, three's a crowd.

4. Explain the words given below

a) Twitterati
b) Dejavu
c) Unfriend
d) Muggle
e) Infomania

5. Rewrite the passage after making necessary grammatical and lexical corrections:

Amar is a artist. He love paint and draw. His favrit colour is bright green. He has buided his house. He's house has two bed room, a kitchen and one big room. A big room is amar's art room. The art room has many window larges. Amar like paint in natural light. Of course, Amars houses painted bright green.