VIRUDHUNAGAR S.VELLAICHAMY NADAR POLYTECHNIC COLLEGE
(Affiliated to Directorate of Technical Education, Chennai 600 025)
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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	I
COURSE	COMMUNICATION ENGLISH- I
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DEPARTMENT OF BASIC SCIENCE

COMMUNICATION ENGLISH – I

DETAILED SYLLABUS

Contents: Theory

Unit	***Name of the Topics***	***Hours***
1	***Functional Grammar and Usage*** *Parts of Speech* *Functional Units* *Use of Main Verb & Auxiliary Verb* *Application of Tense Forms (Simple Present, Present Continuous, Present Perfect, Simple Past, Past Continuous, Past Perfect, Simple Future, Future Continuous only)* *Framing Yes / No Questions* *Framing Wh- Questions* *Application of Active Voice and Passive Voice* *Use of Prepositions*	*12*
2	***Vocabulary Enrichment*** *Word Conversion* *Collocation - Noun with Verb, Adjective with Noun* *Homophones* *One word Substitution* *Idiomatic expressions for Daily Life* *Frequently Used Phrasal verbs*	*12*
3	***Situational English*** *Dialogue for Day to Day Situations* *Short Messages for e-Communication* *Letter Writing for Academic Purpose (Leave Application, Requisition for Bonafide, Applying for TC)* *Diary / Itinerary Writing* *Comprehension*	*12*
4	***Creative English*** *Review Writing (Book / Movie / TV Program)* *Visual Description* *Advertisement Writing* *Transforming Word Cloud into Passage* *Transforming Verbal Passage into Graphics*	*12*
5	***English for Scholarly Presentation/ Fluency*** *"A Snake in the Grass" by R.K.Narayan* *“Of Parents and Children” by Bacon* *“The Last Leaf” by O’Henry* *"On His Blindness" by Milton* *"When I Have Fears" by Keats*	*12*

UNIT I FUNCTIONAL GRAMMAR AND USAGE

PARTS OF SPEECH

What are Parts of Speech?

We can categorize English words into 9 basic types called "parts of speech" or "word classes". This helps you to analyze sentences and understand them. It also helps you to construct good sentences. Some grammar sources traditionally categorize English into 8 parts of speech. Others say 10.

Parts of Speech Table:

part of speech	**function or "job"**	**example words**	**example sentences**
Verb **1.Main verbs** (work, like, run) **2.Auxiliary Verbs** (be, have, must)	Action word or being state	be, have, do, like, work, sing, can, must	English is common language. I like English language.
Noun	thing , person, places	pen, dog, work, music, town, London, teacher, John	This is my dog. He lives in my house. We live in London.
Adjective	describes a noun	good, big, red, well, interesting	My dogs are big. I like big Teddy.
Determiner	limits or "determines" a noun	a/an, the, 2, some, many	I have two dogs and some rabbits.
Adverb	describes a verb	quickly, silently, well, badly, very, really	My dog eats quickly. When he is very hungry, he eats really quickly.
Pronoun	replaces a noun	I, you, he, she, some	Tara is Indian. She is beautiful.
Preposition	links a noun to another word	to, at, after, on, but	We went to school on Monday.
Conjunction	joins clauses or sentences or words	and, but, when	I like dogs and I like cats. I like dogs but I don't like cats.
Interjection	short exclamation,	oh!, ouch!, hi!	Ouch! That hurts! Hi!

The eight main parts of speech:

NOUN - (Naming word):

A noun is the name of a person, place, thing or idea.

Examples of nouns: Daniel, London, table, dog, teacher, pen, city, happiness, hope

Example sentences:

Sugumar lives in **Sydney**.

Mary uses **pen** and **paper** to write **letters**.

Brazil is beautiful this time of year.

Corona is an epidemic

PRONOUN - (Replaces a Noun)

A pronoun is used instead of a noun or noun phrase to avoid repetition.

Examples of pronouns: I, you, we, they, he, she, it, me, us, them, him, her, this, those

Example sentences:

Mary is tired. **She** wants to sleep. **I** want her to dance with me.

She is the smartest kid in class.

Health department officer named her new born baby Corona

ADJECTIVE - (Describing word)

An adjective describes, modifies or gives more information about a noun or pronoun.

Examples: big, happy, green, young, fun, crazy, three, little, sleepy, long, blue

Example sentences:

The **little** girl had a **pink** hat.

The **sleepy** bear hibernated all winter.

It's a **long** drive, but it's worth the trip.

Should I buy the **blue** jeans or **purple** sweater?

VERB - (Action Word)

A verb shows an action or state of being. A verb shows what someone or something is doing.

Examples: go, speak, run, eat, play, live, walk, have, like, are, is

Example sentences:

I **like** English.

Let's **walk** to the park.

Janine **lives** in Minneapolis.

The air conditioning unit desperately **needs** repair.

I **study** about theology

ADVERB - (Describes a verb)

An adverb describes/modifies a verb, an adjective or another adverb. It tells how, where, when, how often or to what extent. Many adverbs end in -LY

Examples: slowly, quietly, very, always, never, too, well, tomorrow, here

Example sentences:

I am **usually** busy.

Yesterday, I ate my lunch **quickly**.

Joe **grumpily** got out of bed.

Sara ran very **quickly** to school.

That's **quite** expensive, don't you think?

PREPOSITION - (Shows relationship)

A preposition shows the relationship of a noun or pronoun to another word. They can indicate time, place, or relationship.

Examples: at, on, in, from, with, near, between, about, under, etc…

Example sentences:

I left my keys **on** the table for you.

Between you and me, I wouldn't trust Andy.

The coffee shop is **across** the street.

Put the carrots **in** the refrigerator, please.

CONJUNCTION - (Joining word)

A conjunction joins two words, ideas, phrases or clauses together in a sentence and shows how they are connected.

Examples: and, or, but, because, so, yet, unless, since, if.

Example sentences:

I was hot and exhausted **but** I still finished the marathon.

You'll need to study all night **if** you want to pass tomorrow's test.

Go to the store **and** buy some milk.

Kristopher doesn't have enough experience. **Therefore**, we will not hire him.

INTERJECTION - (Expressive word)

An interjection is a word or phrase that expresses a strong feeling or emotion. It is a short exclamation.

Examples: Ouch! Wow! Great! Help! Oh! Hey! Hi!

Example sentences:

Wow! I passed my English test. **Great!** – **Ouch!** That hurt.

I spilled the coffee everywhere. **Oops!**

Ouch! That must have hurt.

Hurray, we won!

Hey! I said enough!

Examples:

Frame a sentence by using the parts of speech given below:

Word	**part of speech**	**Example**
Work	Noun	My work is easy.
	Verb	I work in London.
But	Conjunction	John came but Mary didn't come.
	Preposition	Everyone came but Mary.
Well	Adjective	Are you well?
	Adverb	She speaks well.
	Interjection	Well! That's expensive!
Afternoon	Noun	We ate in the afternoon.
	noun acting as adjective	We had afternoon tea.

Exercises:

1. Frame a sentence by using the parts of speech given below:

Verb : ask

Noun : entertainment

Adjective : smart

Adverb : hardly

Conjunction : while

Preposition : along

Interjection : alas!

Pronoun : her

FUNCTIONAL UNITS

Functional unit is otherwise called Sentence pattern. There are five important components in a sentence.

- Subject (S)
- Verb (V)
- Object (O)
- Complement (C)
- Adverbial (A)

SUBJECT (S):

Subject asks the question who... before the verb. Subject consists of nouns or pronouns and occurs before a verb.

Example:

Nancy danced well

The child broke the glass

VERB (V):

In every sentence the most important word is the verb. A verb shows action or activity or work done. Verb consists of auxiliary, main verbs.

Auxiliaries:

Be Form : am, is, are, was, were.

Have form : has, have, had

Do form : does, do, did

Modals : can, could; will, would; shall, should; may, might; must

Semi-modals / Quasi Modals: dare to; need to; used to; ought to

Examples:

He **is** a doctor ("Be" form verb)

Jems **wrote** a letter (Main verb)

The baby **is crying** (auxiliary verb + Main verb)

OBJECT (O):

Object asks the question 'What' or 'Whom'. 'What' is for things and 'Whom' is for persons. Persons may be nouns or pronouns.

He bought a pen (a pen = Object)

He handles the computer (computer = Object)

I saw him (him = Object)

Object - consists of nouns or noun phrases or noun clauses

Do - direct object- answers the question 'what'

I like animals (what do you like?)

IO – indirect objet – answer the question 'whom'

She gave rosy a pen (whom did she give a pen?)

COMPLEMENT (C):

The words required to complete the meaning of a sentence are called Complement of the sentence.

- occurs in two pattern. (i) S V C pattern. (ii) S V O C pattern

(i) S V C pattern:

S	**V**	**C**
He	Is	a dentist
She	Became	a journalist
It	Grew	dark

without Complement, the sentence is incomplete or the sentence changes its meaning.

ii) S V O C pattern:

- the complement tells about the object
- the complement and object are of the same person or thing

S	**V**	**O**	**C**
They	Called	David	a genius
I	Found	Her	Crying

Types of Complement:

Subject Complement

The complement which expresses the quality or identity or condition of the subject is called Subject Complement.

She is a doctor

She looks sad

Object Complement

The complement which expresses the quality or identity or condition of an object is called Object Complement.

They made her angry

She called him a liar

Adjunct or Adverbial:

To get Adjunct or Adverbial ask the question why, when, where or how.

Why? (reason)	When? (Time)	Where? (Place)	How? (Manner)
due to cold	now, later	here, there	by bus / cycle
through floods	after 2 years	every where	through efforts
under compulsion	when young	in the sky	by mixing
Carefully	in the morning	at home	by hard work

Examples of Adjuncts in sentences:

S	**V**	**A**
She	Comes	every day
-	Sit	here

EXAMPLES OF SENTENCE PATTERN:

There are basically five sentence patterns in English Grammar. They are

SV **Subject + Verb**

SVO **Subject + Verb + Object**

SVIODO **Subject + Verb + Indirect Object + Direct Object**

SVC **Subject + Verb + Complement**

SVOC **Subject + Verb + Object + Complement**

Note: Adjunct or Adverbial could be added to all these five patterns.

Subject Verb Object Examples - (SVO):

The boy / kicks / the ball

She / made / a new dress

The kidnapper / locked / the child

He / threw / the chair

She / invited / the guests

The thieves / broke open / the lockers

I / shall meet / you

You / will understand / the truth

She / lost / her father

She / shot / the tiger

He / wrote / a letter

They / want / money

He / got / his shoes

Subject Verb Adverbial Examples - (SVA):

We / wake up /soon

He / replied / nicely

She / asked / fondly

I / came / yesterday

Subject Verb Complement Examples - (SVC):

They / are / players

Her father / is / a doctor

I / am / an Indian

The class / became / noisy

Her eyes / are / beautiful

Mother Teresa / is / India's gift to the world

Our headmaster sideline / was / a lending library

The leaves / turn / yellow

Her dreams / has come / true

They / worked / hard

The tea / is getting / cold

It / was / a very pleasant talk

Adverbial Subject Verb Examples - (ASV):

Soon / we / wake up

Nicely / he / replied

Fondly / she / asked

Yesterday / I / came

Tomorrow / she / leaves

Subject Verb Object Complement Examples - (SVOC):

They / made / him / captain

They / named / him / Robert

They / elected / him / president

They / elected / him / speaker

They / made / him / the Mayor

They / made / David / Chairman of the Rotary club

The news / made / his name / popular

She / made / him / happy

Subject Verb Indirect Object Direct Object Examples - (SVIODO):

We / wish / you / happy New Year

The principal / gave / him / the medal

He / gave / her / a watch

She / sold / him / her house

Paul / gave / his wife / a gift

The Headmaster / showed / her / the result

He / sent / us / some foreign stamps

The doctor / gave / her / medicine

Sarah / sent / Paul / a gift

She / offered / me / a firm hand shake

Subject Verb Object Complement Adverbial Examples - (SVOCA):

She / made / her views / clear / at the outset

The company / appointed / him / clerk / last week

They / named / their baby / Sarah / in the church

They / took / the child, / unconscious / to the hospital

She / made / his intentions / clear / now

She / had made / his life / a success / long back

I / lost / my purse / with money / in the bus

The governor / has sworn / him / chief minister / yesterday

Subject Verb Object Adverbial Examples - (SVOA):

The boy / kicks / the ball / with force

She / made / a new dress / yesterday

The kidnapper / locked / the child / in a lonely house

He / threw / the chair / out

She / invited / the guests / to get in

They / played / the match / in broad daylight

The thieves / broke open / the lockers / in the bank

I / shall meet / you / at the railway station

You / will understand / the truth / one day

She / lost / her father / last week

She / shot / the tiger / at once

You / will understand / the truth / one day

He / wrote / a letter / from Paris

They / want / money / immediately

He / got / his shoes / wet

They / had / their lunch / in the late hours

He / felt / a hand / on his shoulder

Subject Verb Object Adverbial Examples - (SVOAA):

I / met / Sarah / at the theatre / yesterday

He / practised / pistol shooting / in the firing range / in London

Everyone / relished / the dinner / in the hotel / yesterday

She / enjoyed / the music recital immensely / yesterday

They / pushed / the bus / from behind / to make it move

I / will close / the shop / early / today

The rider / brought / the news / typed / at night

He / left / the book / on the table / at once

Subject Verb Complement Adverbial Examples - (SVCA)

The child / fell / asleep / soon

You / seem / tried / to day

It / is / dark / everywhere

She / became / wise / thereafter

They / reached / home / late

The train / left / the station / on time

She / got / well / soon

He / became / popular / at once

I / am / a programmer / in this company

My father / is / an engineer / in India

He / got / well / slowly

I / am / the principal / here

Dr.David / is / famous / in his locality

David / is / a doctor / at Paris

She / was made / the Mayor / last week

Mr.Obama / was elected / the President / last month

Adverbial Subject Verb Object Examples - (ASVO)

Everyday / she / was / late

In broad daylight, / she / fell / unconscious

Often / Akbar / got / mad

Exercises:

I. Frame a sentence for given patterns:

1. S +V+A
2. S+ V+O+A
3. S+V+O+C
4. S+V+A
5. S+V+C+A

II. Find the pattern for given sentences:

1. He is a cricket player
2. They / sold / him / pictures
3. She / leaves / tomorrow
4. They / played / the match
5. She / acts / well / at all times
6. She / will become / a doctor
7. She / runs / fast
8. She / act / as a invigilator
9. She / came / to school
10. Yesterday / I / went/ museum

USE OF MAIN VERB & AUXILIARY VERB

Verb:

The word 'verb' derived from the Latin word 'verbum'. A verb is a doing word that shows an action, an event or a state. A sentence may either have a main verb, a helping verb or both. The verb is the main word in a sentence. No sentence can be completed without a verb.

Types of verbs:

Main verbs (action verbs)

Auxiliary verb (Helping verbs)

Main verbs (action verbs):

Main verbs are Verbs which show the major actions carried out by the subjects (I, we, you, he, she, it, and they). Main Verbs are also known as Lexical Verbs or Principal Verbs. Generally Main Verbs have ability to stand alone, however we can also find one or more than one Auxiliary/Helping Verbs helping them.

Examples:

The sun **shines**.

The horse **neighs**.

The monkey **jumps**.

I have **eaten** my breakfast.

She **laughed** at him.

His child **danced** on the stage.

We **walked** all the way back to home from the office.

You hardly **studied**.

We **ate** ice cream yesterday.

Tomorrow we will **go** to film.

I **sang** like a cuckoo.

We **woke** up to wish him his birthday.

I **slept** all day long.

The dog **barked** at night.

The pandemic people **quarantined** in island.

I **saw** movie flu.

Auxiliary verb (Helping verbs):

As the name suggests, helping verbs help or support the main verb.

The auxiliary verbs are be, have, do and model verb forms. They appear in the following forms:

Be : am, is, are, was, were

Have : has, have, had

Do : does, do, did

Model auxiliary: can, could, may, might, must, ought to, shall, should, will, would, need to, used to, dare

Examples:

Make sentences by using Auxiliaries:

You **should** complete the work by tomorrow.

I **was** late for school yesterday.

I **am** twelve years old.

She **had** drunk it before we arrived.

She **has** drunk it already.

She **will have** drunk it by then.

She **is** a wonderful singer.

He **was** planning to meet the doctor.

They **were** winners last year.

She **had been** studying before the incident.

She **has been** studying.

She **will have been** studying for a month at that point.

Did you win?

Don't forget your wallet.

I **can** whistle.

The cow **is** grazing.

You **do** not write carefully.

He **has** done something wrong.

They **had** worked for hours before they rested.

He **is** going.

I **am** writing.

We **are** playing.

She **was** crying.

They **were** working.

He **will** come.

He **can** come.

He **must** come.

He **need** not come.

He **would** come.

He **may** come.

You **shall** go.

She **can** go.

He **may** come here.

He **should** pay the fee in time.

You **should be** more careful.

I **would** like to know what my duty is.

Would you like a cup of coffee?

Yesterday I **was** able to swim across the river.

May I come in, please? (Permission)

He **may be** elected chairman of the Party. (Possibility)

May God bless you! (Wish)

I **might** pass the exam. [More doubtful – 70% doubt]

He **must have** gone home. (Past)

He **must** see the doctor now. (Present)

He **must** pay damages if he keeps breaking things. (Future)

I **should** do it now. [Strong obligation]

I **ought to** do it now. [Stronger]

I **must** do it now. [The strongest]

They **ought to** help their friends. (Duty)

He **ought to** be six feet to join the Army. (Fitness)

Kate **has** taken the car.

We **have** tried it many times.

It **hasn't** arrived yet.

Have they brought the umbrella?

She **dared** to call him a liar.

I **used to** live in the country but I moved to the city three years ago.

She **used to** love him a lot in the early days of their marriage.

Exercises:

Make use each of the following main verb or auxiliary verb to make sentences of your own:

a. Have
b. Give
c. Was
d. Ought to
e. Written
f. Slow
g. Can
h. Flew
i. Should
j. Used to
k. Dare
l. Make
m. Move
n. Quarantined
o. Recover

APPLICATION OF TENSE FORMS

Tense:

Tenses play a crucial role in the English language. It denotes the time of an action. There are twelve types.

	Past Form	**Present Form**	**Future form**
Simple	Played (verb + ed)	Plays (verb + s)	Will / shall play (will / shall + verb)
Perfect	had played (had + past + Past Participle)	has / have played (has / have + past Participle)	Will / shall have (will / shall + past participle)
Continuous	was / were playing (was / were + verb +ing)	is / am /are playing (is / am / are + verb + ing)	Will / shall be playing (will / shall be + verb + ing)
Perfect Continuous	had been playing (had been + verb + ing)	Has / have been playing (has / have been + verb + ing)	Will / shall have been playing (will / shall have been + verb + ing)

PAST TENSE:

1) Simple Past Tense:

Indicates an action took place before the present moment and that has no real connection with the present time.

For example:

He danced in the function.

He flew to London yesterday.

Corona patients cured.

Note:

a. The verb 'flew' is an irregular verb which does not take 'ed' in the past tense like regular verbs.

2) Past Perfect Tense

Indicates an action in the past that has been completed before another past event started.

For example:

He had exercised before it started to rain.

He had slept before I came back from the market.

3) Past Continuous Tense

Indicates an action going on at some time in the past or an action in the past that is longer in duration than another action in the past.

For example:

It was getting darker.

The light went out while they were reading.

PRESENT TENSE:

1) Simple Present Tense

Indicates an action that is generally true or habitual. That is, it took place in the past, continue to take place in the present, and will take place in the future. This tense is used to denote

-a habitual action **:** He walks to school

-general truths **:** The sun rises in the east. Honesty is the best policy.

-a future event that is part of a fixed timetable: The match starts at 9 o' clock

2) Present Perfect Tense

Indicates an action that has been completed sometime before the present moment, with a result that affects the present situation.

For example:

He has finished the work.

He has slept.

3) Present Continuous Tense

Indicates an action that taking place at the moment of speaking.

For example:

She is walking.

I am studying

Future Tense:

1) Simple Future Tense

Indicates an action that will take place after the present time and that has no real connection with present time.

For example:

She will visit her ailing grandmother soon.

He will walk home.

2) Future Continuous Tense

Indicates an action in the future that is longer in duration than another action in the future.

For example:

He will be walking when it starts to rain."

The table below shows the full list of the tenses:

Tenses	Example 1	Example 2
Simple past tense	I went	I laughed
Past continuous tense	I was going	I was laughing
Past perfect tense	I had gone	I had laughed
Past perfect continuous tense	I had been going	I had been laughing
Simple present tense	I go	I laugh
Present continuous tense	I am going	I am laughing
Present perfect tense	I have gone	I have laughed
Present perfect continuous tense	I have been going	I have been laughing
Simple future tense	I will go	I will laugh
Future continuous tense	I will be going	I will be laughing
Future perfect tense	I will have gone	I will have laughed
Future perfect continuous tense	I will have been going	I will have been laughing

Exercises:

Frame sentences by using the following tense forms:

a. Simple Future
b. Present Perfect
c. Past Continuous
d. Simple Past
e. Past Perfect
f. Simple Present
g. Future continuous
h. Present continuous

FRAMING YES / NO QUESTIONS

Question:

In any language, obtaining information can be complicated. To get information from another person requires the ability to ask questions. There are two primary forms of questions:

Wh– questions (also called open questions).

Yes / No questions (also called closed questions)

Yes / No questions (closed questions):

Yes / No questions are also called closed questions because there are only two possible responses: Yes or No. When forming a Yes / No question, it must include one of these verbs: be, do, have or a modal verb. It is impossible to ask a Yes / No question without one of these verbs.

Examples of Yes or No questions:

Do you want to drink coffee?

Am I your friend?

Is this a good restaurant?

Are these islands Greek?

Was his idea interesting?

Does she like to work here?

Have the boys eaten?

Making Yes/No Questions with the BE Verb (am/are/is/was/were):

Imagine a regular sentence with the BE verb, such as 'He is tall.' Like usual, this sentence starts with the subject and the verb comes next. This is called sentence word order in English.

To make a question from a sentence with the BE verb, we use question word order. You can do this by switching the subject and the BE verb around:

He is tall. → Is he tall? (In the question, the verb is first and then the subject)

They are American. → Are they American?

The children are at school. → Are the children at school?

The rules are the same for the past tense.

It was nice. → Was it nice?

New York was expensive. → Was New York expensive?

We were late. → Were we late?

Sentences always have a main verb. But if a sentence also has a helping verb (auxiliary or modal), then switch the subject and the helping verb around.

For example:

He will come. → Will he come?

They are visiting Paris. → Are they visiting Paris?

She has done the housework. → Has she done the housework

Sometimes, a sentence can have two helping verbs. If this is the case, change the order of the subject and first helping verb in the same way. Then after the subject, put the second helping verb.

John has been fired. → Has John been fired? (HelpingVerb1 + Subject + HelpingVerb2+ Main Verb)

They will be hired. → Will they be hired?

The train is going to arrive. → Is the train going to arrive?

The printer was being repaired. → Was the printer being repaired?

If the sentence does not have auxiliary verb, next we care the main verb

- if the main verb is in Present tense we add 'do' to frame question
- if the main verb is in Present tense, but subject have third person (he, she, it, they, name) we add 'do + es'
- if it has past verb we add 'did'

I have a problem. → Do you have a problem?

She loves tennis. → Does she love tennis? (Don't add 's' with main verb)

They found the answer. → Did they find the answer? (Don't need the past tense twice)

Examples:

Frame 'Yes' or 'No' question for the responses given:

1. Yes, I met my brother yesterday.

   Did you meet your brother yesterday?
2. Yes, I plan a building

   Do you plan a building?
3. No, I do not like tea.

   Do you like tea?
4. No, I have no jewels.

   Do you have jewels?

5. No, I have not arranged any meeting.
   Have you arranged any meeting?
6. Yes, I like apples.
   Do you like apples?
7. Yes, he plays well.
   Does he play well?
8. Yes, I travelled by train.
   Did you travel by train?
9. No, I have not scored good marks.
   Have you scored good marks?
10. No, I do not have geometry box
    Do you have geometry box?
11. No, I did not write the exam well.
    Did you write the exam well?
12. No, he will learn only English.
    Will he learn French?

Exercises:

Framing Yes or No question for given responses:

1. Yes, I need your help.
2. No, she does not cook well.
3. Yes, he passed the test.
4. Yes, you may go out.
5. No, I can climb the hill.
6. Yes, I will go to college today.
7. Yes, I have attended the practical class.
8. No, it is not a good film.
9. No, it is not necessary to attend the meeting.
10. No, she won’t continue her study after marriage.

FRAMING WH QUESTIONS

Wh- questions (open questions)

The question words begin with the letters Wh is called Wh questions. They are also called open questions because the number of possible responses is limitless. This means they must be answered with more information than just a simple “yes” or “no.”

Question words	Meaning	Examples
Who	Person	Who's that? That's Nancy.
Where	Place	Where do you live? In Boston
Why	Reason	Why do you sleep early? Because I've got to get up early
When	Time	When do you go to work? At 7:00
How	Manner	How do you go? By car
What	object, idea or action	What do you do? I am an engineer
Which	Choice	Which one do you prefer? The red one.
Whose	Possession	Whose is this book? It's Alan's.
Whom	object of the verb	Whom did you meet? I met the manager.
what kind	Description	What kind of music do you like? I like quiet songs
what time	Time	What time did you come home?
how many	quantity (countable)	How many students are there? There are twenty.
how much	price (uncountable)	How much time have we got? Ten minutes
how long	duration, length	How long did you stay in that hotel? For two weeks.
how often	Frequency	How often do you go to the gym? Twice a week.
how far	Distance	How far is your school? It's one mile far.
how old	Age	How old are you? I'm 16.
how come	Reason	How come I didn't see you at the party?

Examples of Wh questions:

1. Whose books are these?
2. What do you want?
3. Whom will you stay with?
4. I am going with my aunt.
5. Why did you go there?

6. Which is your boy?

7. Where do you come from?

8. When did you meet him?

9. How long is this bridge?

10. How old is your father?

11. How many brothers and sisters do you have?

12. Who is your headmaster?

13. When did you come to this place?

Wh-Questions about Subjects or Objects

To understand how to make a question, we need to know if we are making a question about the subject or object of a sentence. When you are asking a question about the subject, you just need to add the correct Wh-question word (who/what/which).

To explain, look at this sentence:

John likes Lisa.

(subj) + verb + (object)

Now, imagine that some information is missing, so we need to ask a question.

___?___likes Lisa.

Here, the subject is missing, so we need to use a WH-question word for subjects. These words are who and what, generally. Because we are asking about a person, we will use who.

(John likes Lisa.)

Who likes Lisa?

If we are asking about a person, we will add who.

I can cook well.

Who can cook well?

If we are asking about a thing here, we will add 'what'.

The hotel is expensive.

What is expensive?

The flowers have been ordered.

What has been ordered?

*Notice that we use 'has' and not 'have' here. When we ask a question about the subject and there is an auxiliary verb (has/do/be), always put the auxiliary verb in a singular form (= has (not have) or do (not does)).

Questions about Objects:

Structure: Wh-Question word + Helping Verb + Subject + Main Verb

To make a question about the object of a sentence, you need a helping verb to put after the Wh-Question word. If the sentence already has a helping verb, then you can use it to make the question.

For example:

Peter is doing his homework.

What is Peter doing?

The main verb here is 'doing', and 'is' is the helping verb. If we use the above structure (Wh-Question word + Helping Verb + Subject + Main Verb), the question about the object becomes

We can speak Italian.

What can we speak?

She was washing the dishes.

What was she washing?

She is a doctor.

What is she?

My birthday is tomorrow.

When is your birthday?

Use 'Do' in Questions about the Object without a Helping Verb:

If there is no helping verb (auxiliary or modal) in a question about an object, but the response has a present verb then you should add 'do' to make the question.

I like basketball.

What do you like?

The main verb here is bought but there is no helping verb, so to make a question we add 'did' because the main verb 'bought' was in the past tense.

I bought shoes.

What did you buy?

Examples:

Frame 'WH' question for the responses given:

1. I won the match yesterday

   When did you win the match?

2. He is playing in the garden?

   Where is he playing?

3. He came to the office late because there was an accident

   Why did he come to the office late?

4. My father is a lawyer.

   What is your father?

5. I am sixteen years old.

   How old are you?

6. He played well.

   How did he play?

7. I am 10 years old.

   How old are you?

8. I go to school by bus.

   How do you go to school?

9. There are 5 members in our family.

   How many members there in your family?

10. They will stay in a hotel near the fort.

    Where will they stay.

Exercise:

Frame 'WH' question for the responses given:

1. Ravi will prepare the draft today itself.
2. The men pulled the animal out using ropes.
3. You will find the keys on the table.
4. The man at the gas station will help you.
5. They will close the shop at 9 pm.
6. We can rely on her promises.
7. I shall write to the manager.
8. You will be treated as a friend.
9. She will invite the CEO as the Chief Guest.
10. They will see the Niagara Falls during their trip to Canada.

APPLICATION OF ACTIVE VOICE AND PASSIVE VOICE

Passive verbs can be identified by its structure. The structure of the passive verb is as follows:

'to be' + Past Participle

Passive verb is formed by 'to be' family verb and past participle of a transitive verb. The presence of 'by' is not compulsory in a voice sentence.

Examples:

The gate **is opened** by the peon.

I **was given** a bag by him

An orange **is eaten** by Sundar.

The problem **was solved** by the rural boys.

The girls **were** well **received** by the teachers.

The exam **is being written** by the students.

This crime **will be investigated** by the C.B.I

Local politician **has been murdered**.

It is obvious that the ship **can be wrecked** only by wind or water.

A letter **was written** by him.

Exercises:

Identify and write the passive verb in the following Sentences:

1. The story was told by them.
2. We are helped by him.
3. He was taken seriously by us.
4. They were helped by him in their studies.
5. I am invited by them.
6. The flowers were plucked by the boys.
7. The responsibility was taken by me.
8. Boilers are exported by BHEL.
9. Delicious foods were prepared by my mother.
10. You are expected by us.
11. The conference was inaugurated by the Prime Minister.
12. The function was boycotted by them.

PREPOSITION

What is a preposition?

A preposition is a word used to link nouns, pronouns, or phrases to other words within a sentence. The most common ways to use prepositions include using them to indicate time, the direction or location of an object, or to introduce something. Prepositions are usually short words, and they are normally placed directly in front of nouns. In some cases, you'll find prepositions in front of gerund verbs.

Several of the most frequently used words in all of English, such as of, to, for, with, on and at, are prepositions.

I prefer to read **in** the library.

He climbed **up** the ladder to get **on** to the roof.

Please sign your name **on** the dotted line **after** you read the contract.

Go **down** the stairs and **through** the door.

He swam **across** the pool.

Take your brother **with** you.

Types of Prepositions:

There are three types of prepositions, including time prepositions, place prepositions, and direction prepositions.

Time prepositions are those such as before, after, during, and until;

Place prepositions are those indicating position, such as around, between, and against;

Direction prepositions are those indicative of direction, such as across, up, and down.

Prepositions of Time:

Basic examples of time prepositions include: at, on, in, before and after. They are used to help indicate when something happened, happens or will happen.

For years, months, seasons, centuries and times of day, use the preposition 'in':

I first met John in 1987.

It's always cold in January

Easter falls in spring each year.

The Second World War occurred in the 20th century.

We eat breakfast in the morning.

For days, dates and specific holiday days, use the preposition 'on':

We go to school on Mondays, but not on Sunday

Christmas is on December 25th.

Buy me a present on my birthday.

For times, indicators of exception and festivals, use the preposition 'at':

Families often argue at Christmas time.

I work faster at night.

Her shift finished at 7pm.

'Before' and 'after' are used to explain when something happened, happens or will happen:

Before I discovered this park, I used to go straight home after work.

We will not leave before 3pm.

Other prepositions of time could include: During, about, around, until and throughout:

The concert will be staged throughout the month of May.

I learned how to play piano during the holidays.

He usually arrives around 3pm.

It was about six in the morning when we made it to bed.

The store is open until midnight.

Preposition of Place:

'On' is used when referring to something with a surface:

The sculpture hangs on the wall.

The images are on the page.

The specials are on the menu, which is on the table.

'In' is used when referring to something that is inside or within confined boundaries:

Jim is in France, visiting his aunt in the hospital.

The whiskey is in the jar in the fridge.

The girls play in the garden.

'At' is used when referring to something at a specific point:

The boys are at the entrance at the movie theater.

He stood at the bus stop at the corner of Water and High streets.

We will meet at the airport.

Lot's of other prepositions of place, such as under, over, inside, outside, above and below are used in English:

The cat is under the table.

Put the sandwich over there.

The key is locked inside the car.

They stepped outside the house.

Major is ranked above corporal.

Prepositions of Movement

The most commonly used preposition of movement is 'to', which usually serves to highlight that there is movement towards a specific destination:

He has gone on vacation to France.

She went to the bowling alley every Friday last summer.

I will go to bed when I am tired.

They will go to the zoo if they finish their errands.

'Across' refers to moving from one side to another:

Mike travelled across America on his motorcycle.

Rebecca and Judi are swimming across the lake.

'Through' refers to moving directly inside something and out the other end:

The bullet Ben shot went through the window.

The train passes through the tunnel.

'Into' refers to entering or looking inside something:

James went into the room.

They stare into the darkness.

Up, over, down, past and around indicate directions of movement:

Jack went up the hill.

Jill came tumbling down after.

We will travel over rough terrain on our way to Grandma's house.

The horse runs around the track all morning.

A car zoomed past a truck on the highway

'Of' express the relationship of a part of something to its whole. It is the most used preposition in English:

He is a boy of 15.

Some parts of his body were injured.

Most of the guests are gone.

The plays of Shakespeare will always be classics.

'About' means on the subject of something or concerning of something/someone. It also means approximately:

I was about to leave.

He cares about his classes.

I have about 30 candies in my bag.

This article is about computers.

‘For’ means with the object or purpose of. It indicates a suiting of purpose for something/someone:

I will always be here for you.

I have done it for my benefit.

Cucumber is a good vegetable for making a salad.

Take my gratitude for your kind hospitality.

‘With’ means accompanied by something or someone:

I will always be with you.

I have brought some candies with me.

He is playing with his sisters.

It is free with this product.

‘By’ means as a means of something or someone. This preposition often comes in a passive sentence:

Do you travel by bus/train/plane/bike?

He was undone by me.

The letter was written by him.

‘On’ is used to indicate a device or machine, such as a phone or computer:

He is on the phone right now.

She has been on the computer since this morning.

My favourite movie will be on TV tonight.

‘On’ used to indicate a part of the body:

The stick hit me on my shoulder.

He kissed me on my cheek.

I wear a ring on my finger.

‘On’ used to indicate the state of something:

Everything in this store is on sale.

The building is on fire.

‘At’ is used to indicate an email address:

Please email me at abc@defg.com.

‘At’ is used to indicate an activity:

He laughed at my acting.

I am good at drawing a portrait.

‘In’ used to indicate a shape, colour, or size:

This painting is mostly in blue.

The students stood in a circle.

This jacket comes in four different sizes.

‘In’ used to express while doing something:

In preparing for the final report, we revised the tone three times.

A catch phrase needs to be impressive in marketing a product.

In is used to indicate a belief, opinion, interest, or feeling:

I believe in the next life.

We are not interested in gambling.

Examples:

Fill in the blanks by using suitable prepositions:

a) We regret that we cannot comply _____your request. (to / of / with)
b) The best candidate should be appointed _____the post. (with / to / at)
c) He is addicted _____gambling. (with / for / to)
d) I was amazed _____her stupendous ignorance. (with/ of / at)
e) The bone was _____dog (for/about/after)
f) We called _____ friend’s house on the way. (on / in / at)
g) On the way we came _____ an old beggar. (to / over / across)
h) We agreed _____ a certain course of action. (with / to / upon)
i) People in many villages don’t have access _____ electricity. (for / with / to)
j) He was accused _____ theft. (with / for / of)
k) He has been absent _____classes for three days now. (to / with / from)

Exercises:

Fill in the blanks by using suitable prepositions:

a) He was placed _____ (between / among) two girls.
b) You should not interfere _____ (into / with) my work.
c) He was struck _____ (by / with) lightening.
d) We are delighted that you will be working with us, welcome _____. (in /aboard / to)
e) Can I come and sit _____ you? (around / next / beside)
f) They have achieved so much _____ the difficulties they have had to overcome. (regarding / against / considering)
g) The cottage nestled _____ woodland on one side and pasture land on the other. (between / in / behind)

h) This is the fourth floor and you need to go to the second floor to get to the bookshop. The _____ escalator is over there. (under / below/ down)

i) They galloped on horseback _____ the length of the beautiful coastline. (along /over / through)

j) I'm just going _____ to water the garden.(on / outside / outwards)

k) Thank you for your letter _____ my outstanding debt. I will be in contact with you next week. (of / concerning / for)

l) I like you _____ I'm not sure that I love you. (besides / despite / but)

m) They ran _____ each other hugged each other tightly. (towards / near / besides)

UNIT II VOCABULARY ENRICHMENT

WORD CONVERSION

There are eight parts of speech in English Language. Of the eight, verb provides the meaning in a sentence or it indicates an action or a state of being and learning the Nouns is the starting point in language learning and an adjective is a word that qualifies noun. Transformation of one part of speech into other quickens the learning process. Conversion of one part of speech into other parts it enrich our vocabulary bank. Adding or removing the suffixes like –able, -less, -ful, -ive, -ous, -y to the given base words is a shortcut to convert one part of speech to another part of speech.

Examples:

Write down any three possible derivatives of the following word:

1. Collect - collector, collection, collective
2. Attend - attentive, attendance, attention
3. Create - creator, creative, creation.
4. Cheer - cheerful, cheerless, cheerfulness
5. Communicate - communication, communicator, communicative
6. Clear - clarity, clearance, clearly
7. Indicate - indication, indicator, indicative
8. Go - going, goers, gone
9. Continue - continuity, continuation, continuing
10. Identify - identification, identity, identical
11. Own - owning, owner, ownership
12. Educate - education, educative, educator
13. Inform - information, informative, informal
14. Migrate -migratory, migration, migrant
15. Develop - develop, development, developer
16. Affect - affection, affectionate, affecting
17. Connect - connective, connection, connectable, connecter.
18. Blame - blamed, blameful, blamer.
19. Govern - governor, government, governed
20. Innovate - innovator, innovation, innovated
21. Move - movable, movement, mover, moving
22. Develop - developer, development, developing

23. Achieve - achievement, achievable, achieved
24. Perform - performer, performance, performable
25. Affirm - affirmation, affirmative, affirmable
26. Act - action, actor, active
27. Instruct - instructor, instructive, instruction
28. Imitate - imitative, imitation, imitative
29. Demand - demander, demanding, demandable
30. Destroy - destroyer, destruction, destroyable
31. Choose - chosen, choice, chooser
32. Explain - explainable, explanation, explaining
33. Apply - applicable, application, applier.
34. Popular - popularize, popularization, popularity
35. Construct - construction, constructive, constructing
36. Prepare - preparation, preparing, unprepared
37. Post - posture, poster, posting, position
38. Think - thinker, thinking, thinkable
39. Comprehend - comprehension, comprehensive, comprehending
40. Adjust - adjustment, adjusting, adjustable
41. Academy - academia, academic, academically
42. Challenge - challenger, changeable, challenging
43. Formula - formulae, formulate, formulation
44. Assume - assumed, assumption, assuming
45. Author - authorship, authorities, authorship
46. Comment - commentary, commentator, commenting

Exercises:

Write down any three possible derivatives of the following words:

1. Construct -
2. Prepare -
3. Post -
4. Think -
5. Comprehend -
6. Adjust -
7. Academy -
8. Challenge -

9. Formula -
10. Assume -
11. Author -
12. Comment -
13. Coordinate -
14. Globe -
15. Revolution -
16. Occupy -
17. Orient -
18. Participate -
19. Rational -
20. Regulate -
21. Respond -
22. Revolution -
23. Stable -
24. Strategy -
25. Summary -
26. Investigate -
27. Invest -
28. Justify -

COLLOCATION - NOUN WITH VERB, ADJECTIVE WITH NOUN

Collocations:

A collocation is two or more words that often go together. There are several types of collocation made from combinations of verb, noun, adjectives, etc. Some of the most common types are:

Noun + verb

Adjective + noun

Adverb + adjective

Noun + Noun

Verb + noun

Verb + Preposition

Verb + adverb

Noun + verb collocation:

Have	**Do**	**Make**
Have a bath	Do business	Make a difference
Have a drink	Do nothing	Make a mess
Have a good time	Do some a favour	Make a mistake
Have a hair cut	Do the cooking	Make a noise
Have a holiday	Do the home work	Make an effort
Have a relationship	Do the shopping	Make furniture
Have a problem	Do the washing up	Make money
Have a relation ship	Do your best	Make progress
Have a rest	Do your home work	Make room
Have a lunch	Do the correction	Make trouble
Have sympathy	Do your work	Make an idea
Take	**Break**	**Catch**
Take a break	Break a habit	Catch a ball
Take a chance	Break a leg	Catch a bus
Take a look	Break a promise	Catch a chill
Take a rest	Break a record	Catch a cold
Take a seat	Break a window	Catch a thief
Take a taxi	Break someone’s heart	Catch fire
Take an exam	Break the ice	Catch sight of

Take notes	Break the law	Catch someone's attention
Take someone's place	Break a news to some one	Catch someone's eye
Take someone's temperature	Break the rules	Catch the flu
Pay	**Save**	**Keep**
Pay a fine	Save electricity	Keep a dairy
Pay attention	Save energy	Keep a promise
Pay by credit card	Save money	Keep a secret
Pay cash	Save one's strength	Keep an appointment
Pay interest	Save a seat	Keep calm
Pay the bill	Save someone's life	Keep control
Pay the price	Save space	Keep in touch
Pay your respects	Save time	Keep quiet
Pay a visit	Save yourself the trouble	Keep someone's place
Pay a compliment	Save water	Keep the change
Come	**Go**	**Get**
Come close	Go bad	Get a job
Come complete with	Go bald	Get angry
Come first	Go bankrupt	Get a shock
Come into view	Go blind	Get married
Come last	Go crazy	Get drunk
Come prepared	Go dark	Get frightened
Come right back	Go deaf	Get lost
Come second	Go mad	Get permission
Come to a compromise	Go missing	Get started
Come to a decision	Go online	Get the impression
Come to an agreement	Go out of business	Get the message
Come to an end	Go quiet	Get upset
Come to a standstill	Go sailing	Get wet
Come closer	Go to war	Get worried

Adjective + Noun collocations

Absolute agony	Good company	Missing in action
Absolute despair	Good deal	Mixed feelings
Active ingredient	Good luck	Moral obligation
Alphabetical order	Good time	Mysterious circumstances
Alternative energy	Great admiration	Nasty habit
Alternative medicine	Great anger	Nasty shock
Artificial limb	Great deal of	Native country
Back pay	Great detail	Native speaker
Back road	Great disappointment	Natural causes
Back street	Great enjoyment	Natural disaster
Back taxes	Great excitement	Natural resources
Bad breath	Great failure	Negative attitude
Bad diet	Great fun	Nervous wreck
Bad habit	Great happiness	Net profit
Bad loser	Great joy	Net result
Bad mood	Great length	Net worth
Bad temper	Great number	New generation
Balanced diet	Great power	New job
Bare essentials	Great pride	Next time
Basic right	Great quantity	Next-door neighbors
Best friends	Great sensitivity	Nice time
Big brother | big sister	Great skill	Non-stop flight
Big deal	Great strength	Occupational hazard
Big decision	Great understanding	Odd number
Big decision	Great wealth	Odd socks
Big disappointment	Growing number (of)	Old age
Big dreamer	Guilty conscience	Old friend
Big drinker	Guilty party	Opening hours
Big eater	Happy ending	Optional extras
Big improvement	Happy hour	Organic farming
Big mistake	Hard day	Overall effect
Big money	Hard exam	Painful memory

Big surprise	Hard job	Painful reminder
Big talker	Hard life / evidence / drugs	Personal belongings
Blind faith	Hard work	Political prisoner
Blind loyalty	Healthy diet	Poor eyesight
Blind obedience	Heavy book / bag / suitcase /	Poor health
Blond hair	load	Popular belief
Brief chat	Heavy coat / sweater	Private life
Bright color	Heavy drinker	Public opinion
Bright future	Heavy drinker	Quick fix
Bright idea	Heavy features	Quick reply
Broken home	Heavy losses	Quiet life
Casual clothes	Heavy meal	Quiet night
Casual relationship	Heavy rain	Racial discrimination
Certain amount	Heavy schedule	Radical reform
Chilly day / night / wind	Heavy sleeper	Rainy day
chilly weather	Heavy smoker/drinker	Rave review
Chilly reception	Heavy snow	Real life
Clear message	Heavy traffic	Real wages
Clear understanding	Heavy traffic / rain / snow	Reasonable explanation
Clean energy	Heavy week	Regular exercise
Common knowledge	Heavy workload	Rhetorical question
Common language	Hidden extras	Rich colors / sounds / smells
Complete agreement	High level	/tastes
Complete idiot	High quality	Rich history / culture /
Daily life	High standard	vocabulary
Dead body	High/low cost	Rich person
Dead end	High/low density	Rich sauce / cake
Dead-end job	High/low energy	Rough draft
Deadly weapon	High/low esteem	Rough estimate
Deafening silence	High/low expectation (of)	Rough idea
Deep depression	High/low level (of)	Round number
Deep devotion	High/low opinion	Runny nose
Deep feeling	High/low pressure	Safe distance

Deep pockets	High/low price	Serious accident
Deep sleep	High/low quality	Serious illness
Deep thought	High/low speed	Serious injury
Deep trouble	Honest mistake	Severe penalty
Detailed description	Human cost	Severe pressure
Direct flight	Human error	Severe rain/shortage
Direct quote	Human life	Severe weather/winter
Dirty joke	Icy wind	Speedy recovery
Dirty laundry	Ill effects	Steady job
Dirty player	Ill health	Steady relationship
Distant relative	Immediate action	Stiff competition
Dual nationality	Immediate family	Strong accent
Early days	Immediate future	Strong coffee / cheese
Early night	Innocent victim	Strong criticism
Early riser	Inside information	Strong denial
Early start	Intense pressure	Strong influence
Easy answer	Internal injury	Strong person / animal / wind
Easy money	Internal organ	/current
Easy question	Irreparable damage	Strong smell / taste / colour /
Economic growth	Joint account	accent/sense
Educational game	Joint effort	Strong supporter / opponent
Empty promises	Joint owners	Strong view
Empty words	Just cause	Tight grip
Entry-level job	Key issue	Tight schedule
Equal rights	Key role	Total bliss
Essential services	Large amount	Total ecstasy
Ethical investment	Large number (of)	Total madness
Ethical standards	Large population	Ulterior motive
Ethnic minority	Large proportion	Uncertain future
Ethnic tensions	Large quantity	Unfair dismissal
Even number	Large scale	Urban sprawl
Excruciating pain	Late night	Utter catastrophe
Express bus/coach/train	Legal advice	Vague idea

Express service / mail	Level playing-field	Vague memory
Express wish / aim / purpose	Level teaspoon	Valid point
Fair deal	Liquid refreshments	Valid reason
False impression	Little brother/ little sister	Valuable contribution
False teeth	Live music	Valuable information
Familiar face	Living things	Valuable lesson
Fatal accident	Long time	Violent movie
Fatal mistake	Long way	Visiting hours
Flat battery	Loved one	Vital organs
Flat tyre	Maiden voyage	Vital role
Foreign policy	Main course	Weak point
Free speech	Main road	Wild animal
Free spirit	Main thing	Wrong number
Front door	Major problem	Wrong way
Front page	Married couple	Young child
Front row	Mass market	Young couple
Front seat	Medical care	Young person
Good cause	Medical history	Zero tolerance
Good chance	Mental illness	Zero visibility

Exercises:

1. Match the following and form collocations:

1. Drive - a. Tennis
2. Play - b. phone call
3. Get on - c. a car
4. Eat - d. new shoes
5. Buy - e. a friend
6. Watch - f. a bus
7. Make - g. movie on TV
8. Meet - h. an apple

2. Match the following and form collocations:

1. an accident - a. barks
2. a dog - b. beats
3. a heart - c. boils
4. snow - d. falls
5. the sun - e. fits
6. a sweater - f. happens
7. a team - g. loses
8. a telephone - h. passes
9. time - i. rings
10. water - j. shines

3. Match the following and form collocations:

1. Ask - a. into tears
2. Break - b. a mistake
3. Pose - c. the ice
4. Do - d. your attention
5. Come - e. quiet
6. Keep - f. your best
7. Burst - g. a question
8. Make - h. money
9. Catch - i. a problem
10. Save - j. up with

4. Match the following and form collocations:

1. Heavy - a. city
2. Great - b. decision
3. Inner - c. aunt
4. Busy - d. intersection
5. Local - e. government
6. Quick - f. traffic

5. Match the following and form collocations:

1. Blind - a. wine
2. Bad - b. smell
3. Red - c. breath
4. Strong - d. date
5. Used - e. car
6. Black - f. eye

6. Match the following and form collocations:

1. Long - a. drugs
2. Warning - b. sign
3. Classical - c. accident
4. Thick - d. time
5. Hard - e. smoke
6. Strong - f. music

HOMOPHONES

A **homophone** is a word that is pronounced the same (to varying extent) as another word but differs in meaning. A homophone may also differ in spelling. The two words may be spelled the same, such as rose (flower) and rose (past tense of "rise"), or differently, such as carat, and carrot, or to, two, and too.

Examples of Homophones:

1. Be careful around the figurines because they **break** easily.
2. Press gently on the **brake** to slow the car down.
3. We saw a grizzly **bear** while vacationing in the mountains.
4. I can't **bear** this burden any longer.
5. The cupboards are **bare.**
6. The poor man only had one **cent** to his name.
7. I love the **scent** of gardenias.
8. That poem is very **dear** to me.
9. There were seven **deer** grazing in our pasture.
10. I hope my plants don't **die** in this heat.
11. Rebecca wants to **dye** her hair purple.
12. The recipe calls for two cups of **flour**.
13. She put a single **flower** in the vase.
14. My **hair** is a mess!
15. Have you read the story about the tortoise and the **hare**?
16. Vegetarians do not eat **meat.**
17. Where shall we **meet** for lunch?
18. Let's go buy a new **pair** of shoes.
19. The fruit contained a banana, an apple, and a **pear.**
20. My **son** is presently in the military.
21. The **sun** is hidden behind the clouds.
22. Katie went **to** town.
23. I want to go to town, **too.**
24. Why don't the **two** of us go to town tomorrow?

Exercises:

Filling the blanks with suitable word from the homophones given in brackets:

1. Her shoes are_____ [two/too] small.
2. He has _____ [two/too] dogs.

3. The Earth orbits around the_____ [son/sun].
4. Their____ [son/sun] is an only child.
5. The_____ [son/sun] was shining through the window.
6. She_____ [new/knew] how to speak Spanish.
7. He started a_____ [new/knew] job on Monday.
8. He held the railing as he walked down the_____ [stairs/stares].
9. The cat sits in the window and_____ [stairs/stares] at the squirrel.
10. I can _____ [sea/see] the mountains in the distance.
11. Fishermen make their living from the_____ [sea/see].
12. I'll _____ [sea/see] you at the meeting next week.
13. The_____ [sea/see] wall protected the village from the waves.
14. The actors had to shoot the _____ [scene/seen] three times.
15. The cat was last_____ [scene/seen] in the backyard.
16. The crime_____ [scene/seen] was surrounded by yellow tape.
17. Have you_____ [scene/seen] my keys?
18. It's going to rain today_____ [weather/whether] you like it or not.
19. The _____ [weather/whether] on the weekend is supposed to be sunny.
20. The final cost depends on_____ [weather/whether] you choose the small or the large size.
21. The tree_____ [blue/blew] over in the storm.
22. We painted the ceiling_____ [blue/blew].
23. The snowstorm will_____ [affect/effect] thousands of travelers.
24. The _____ [affect/effect] of the changes was unexpected.
25. At the grocery store, coffee is in the same_____ [aisle/isle] as tea.
26. Thousands of seabirds nest on the small_____ [aisle/isle].
27. They weren't_____ [allowed/aloud] to take their dog into the store.
28. The teacher read the instructions_____ [allowed/aloud] to the students.
29. The day was warm, so the students_____ [ate/eight] their lunch outside.
30. She works for _____ [ate/eight] hours every weekday.
31. The dog chased the _____ [ball/bawl] into the neighbor's yard.
32. That movie is so sad; the ending always makes me_____ [ball/bawl].
33. The children_____ [bear/bare] a resemblance to their grandfather.
34. After the sale, the store's shelves were almost_____ [bear/bare].
35. The tourists sat at the_____ [base/bass] of the statue.

ONE WORD SUBSTITUTION

One word substitutes as the phrases indicates itself are the words that replace group of words or a full sentence effectively without creating any kind of ambiguity in the meaning of the sentence. Like the word "Autobiography" can be used in place of the sentence " the life story of a man written by himself". It is very important to write precisely and speak in a single word.

Examples:

Write one word substitutes for the following:

1. Arena : A place or scene of activity, debate, or conflict.
2. Asylum : An institution for the care of people who are mentally ill.
3. Casino : A public room or building where gambling games are played.
4. Gymnasium : A room or building equipped for gymnastics, games, and other physical exercise.
5. Anarchy : A state of disorder due to absence or On-recognition of authority or other controlling systems.
6. Aristocracy : A form of government in which power is held by the nobility.
7. Democracy : A system of government by the whole population or all the eligible members of a state, typically through elected representatives.
8. Elegy : A poem of serious reflection, typically a lament for the dead.
9. Aeronautics : Science of flight of aeroplanes.
10. Aesthetic : A love of beauty.
11. Affidavit : A written statement given on oath.
12. Bibliography : A list of books with details of authorship, editions, subject etc.
13. Bilingual : Spoken or written in two languages.
14. Biography : Life of a person written by somebody.
15. Biologist : One who studies the science of animals and plants.
16. Contemporary : One who lives at the same time of another.
17. Homogenous : Things which are of the same kind and of the same dimensions.
18. Homologous : Corresponding having same or similar relation.
19. Homophone : Word pronounced the same as, but different in meaning spelled the same wayhood.
20. Interjection : A word exclamation.

21. Auditor : One who makes an official examination of accounts.
22. Amateur : One who does a thing for pleasure and not as a profession.
23. Fanatic : One who is filled with excessive enthusiasm in religious matters.
24. Fatalist : One who believes in fate.
25. Philanthropist : A lover of mankind.
26. Polyglot : A person who speaks more than one language.
27. Grove : A small growth of trees without underbrush.
28. Cartographer : A person who draws or produces maps.
29. Calligrapher : A person who writes beautiful writing.

Exercises:

Write one word substitutes for the following:

1. The branch of science concerned with the origin, structure, and composition of rocks:
2. A large, tall cupboard in which clothes may be hung or stored:
3. A state of disorder due to absence or non-recognition of authority or other controlling systems:
4. A form of government in which power is held by the nobility:
5. A system of government by one person with absolute power:
6. A self-governing country or region:
7. Fear of being egotistical, being alone or isolated:
8. Fear or hatred of books:
9. A story, poem, or picture that can be interpreted to reveal a hidden meaning, typically a moral or political one:
10. The practice of taking someone else's work or ideas and passing them off as one's own:
11. An imaginary ideal society free of poverty and suffering:
12. A room or building in which dead bodies are kept:
13. An examination of a dead body to determine the cause of death:
14. A poem of serious reflection, typically a lament for the dead:
15. A government by the nobles :

IDOMATIC EXPRESSIONS FOR DAILY LIFE

An idiom is a group of words which mean something different from the individual meanings of words. Thus ‘to kick the bucket’ is an idiom. It has nothing to do with ‘kick’ or ‘bucket’. It simply means ‘die’. ‘The old man kicked the bucket’ means the old man died.

Frame a sentence for each of the following idioms:

1. a bad penny:

The phrase a bad penny refers to a person or thing which is unpleasant, dishonorable, or unwanted that is likely to reappear, particularly at inconvenient times.

The phrase a bad penny is usually used in the proverb:

‘A bad penny always turns up’.

2. a breath of fresh air

Said about a new, fresh, and imaginative approach, a change that feels good.

‘The president says that the country needs a breath of fresh air’.

3. a clean bill of health

Said when you examine someone or something and state that they are healthy, in good condition, or legal.

‘The president was given a clean bill of health by his doctors’.

‘The company received a clean bill of health because it fulfilled all the safety requirements.

4. a dime's worth

an insignificant amount

‘At best, he'll make a dime's worth of difference with his interference in the affair’.

5. a fact of life

This idiom is used to refer to something which is unpleasant and which people accept because they cannot change it.

‘Violence has become a fact of life among teenagers these days’.

6. a fool and his money are soon parted

This means that stupid people spend money without thinking about it enough.

‘John likes his extravagant lifestyle - but then a fool and his money are soon parted’.

7. a life-saver

This phrase is used to refer to something or someone that saves a person in a difficult situation or critical moment.

‘Thank you so much for your help. You're a real lifesaver!’

8. a little bird told me

said when you don't want reveal the source of your information.

"How did you know the news?"

"Oh, a little bird told me."

9. a lost ball in the weeds

The phrase a lost ball in the weeds refers to a person who is completely lost or confused and does not know what they are doing, how to do it or possibly even where they are.

‘I got confused as to what I should do. I was a lost ball in the weeds.’

10. a man of action

A man who is inclined to act first rather than think about things and discuss them.

‘Bill is really a man of action. Since he arrived at the top of the association, he has done so many things.’

11. a man of few words

(also a woman of few words) a man who doesn't speak much. A man of action

‘He is a man of few words. But when he speaks, he makes a lot of sense.’

12. a man's man

The phrase a man's man refers to a man known for traditionally masculine interests and activities.

‘Alex is what you would call a man's man.’

13. a new lease of life

This idiom is used to refer to an occasion when something gives you the chance to become happy or healthy and makes you more energetic than before.

‘His new job has given him a new lease of life.’

14. a number cruncher

A number cruncher refers to someone whose job is to work with numbers and mathematics. It may also refer to a computer that is able to solve complicated problems of mathematics.

‘He's a number cruncher. He works for a big firm of accountants.’

‘Number crunchers are used on election night to try and forecast the result.’

15. a penny saved is a penny earned

‘If you say that a penny saved is a penny earned, you mean it is wise to save money.’

16. a penny saved is a penny gained.

The origin of the proverb is often attributed to Benjamin Franklin, in 'Poor Richard's Almanac'. It is, however, unlikely that he coined the phrase.

'It is wise not to spend all you have got on things you don't need because, you know what they say, a penny saved is a penny gained.'

17. a roof over your head

a place to live.

'He was so poor that he didn't have a roof over his head.'

18. a slap in the face

If you describe something as a slap in the face, you mean that you feel it as an insult or a rejection.

'His criticism was a slap in the face for her.'

19. I feel like the cheating was such a slap in the face.

"They could have done a lot of things, but no, what we got from this government was a slap in the face."

"This is a huge slap in the face for those who do not believe in democracy."

20. a steal

A steal refers to a good deal; it's almost like you stole it.

21. a watched pot never boils

This expression is used to mean that things appear to go more slowly if one waits anxiously for it.

'There's no point running downstairs for every mail delivery. A watched pot never boils.'

22. a whole new ball game

a completely different situation.

'He has written so many short stories but writing a novel is a whole new ball game.'

23. a woman of few words

(also a man of few words) a woman who doesn't speak much. A woman of action

'She is a woman of few words, but she always gets things done.'

24. a woman's work is never done

The proverb a woman's work is never done means that a woman often works longer hours than a man because the housework and raising children are jobs that never end.

'Man may work from sun to sun,'

'But woman's work is never done.'

25. about as useful as a chocolate teapot

Saying something is about as useful as a chocolate teapot means that it is totally useless.

‘A car in a heavy traffic jam is as useful as a chocolate teapot. Use a bike instead!’

26. above suspicion

This phrase is used to describe a person who is honest enough that no one would suspect.

‘That guy is a peaceful man; he is above suspicion.’

27. above the salt

If someone is above the salt they are of high standing or honor.

‘In medieval times lords used to sit above the salt.’

28. achilles heel

Said about a strong situation which contains an element of vulnerability.

‘Journalists considered that minister as the government's Achilles heel.’

29. **acid test**

The idiom acid test refers to a decisive test whose findings show the worth or quality of something.

‘Our team's next match will be the first real acid test in this competition.’

30. act of God

Something that occurred, such as an accident, for which no human is responsible. A natural disaster such as a storm, earthquake...

‘The Haiti earthquake was really an act of God.’

31. act one's age

To be mature and not childish.

‘Stop being childish and act your age.’

32. adam's ale

(old-fashioned) water.

‘Take a glass of adam's ale if you are thirsty.’

33. add fuel to the fire

(also add fuel to the flames) to make a problem worse; to say or do something that makes a bad situation worse.

‘Don't add fuel to the fire by laughing at him. He is furious about what you have already done’

34. affinity for

Said about you have attraction, preference or sympathy for something or someone.

‘He has an affinity for classical music’.

35. against the clock

To work or race against the clock means to do something as fast as possible and try to finish it before a deadline.

‘The students were racing against the clock to finish the paper before the deadline.’

36. against time

(also against the clock) an attempt to finish something quickly within a time limit.

‘It's going to be a race against the time to finish the project before the deadline.’

37. age before beauty

A phrase said to allow older people to go before younger ones. Now most often used humorously or light heartedly, and usually said by a younger person to an older friend or relative out of mock pity for being so much older and unattractive.

‘Please, you first. Age before beauty, you know’.

38. age out of something

The phrase age out of something means to reach an age at which one is no longer eligible for the system of care designed to provide services, such as education or protection, for people below a certain age level.

‘He has aged out of the special student scholarship program’.

39. ahead of one's time

In advance of concurrent commonly accepted ideas; showing characteristics of changes yet to be; present in one's work before later advances in the field.

‘With his new scientific discoveries, he was ahead of his time.’

40. alive and kicking

(also be alive and well) to continue to be well, healthy or successful.

‘Don't worry about your grandfather; he is alive and kicking’.

‘Classical music is still alive and kicking among youngsters’.

41. all cats are grey in the dark

The phrase all cats are grey in the dark means that in the dark, physical appearance is unimportant.

‘The phrase is attributed to Benjamin Franklin.’

‘I really don't care if she is ugly. All cats are gray in the dark.’

42. all dressed up and nowhere to go

The phrase all dressed up and nowhere to go means getting ready for something and then it never happened. The phrase may be used literally or figuratively.

‘She was waiting for him but he never showed up. As usual, she was all dressed up and nowhere to go.’

43. all hat and no cattle

Describing someone who is full of big talk but lacking action, power, or substance; pretentious.

‘We expect our president to be effective in his job, not a person who is all hat and no cattle.’

44. all in a day's work

What is normal, typical or expected.

‘Grading my students' papers is all on a day's work for me.’

45. all one's eggs in one basket

The state of having invested heavily in just one area or of having devoted all of one's resources to one thing.

‘The stock market decline wouldn't have hurt him so badly if he hadn't had all his eggs in one basket’

46. all that glitters is not gold

appearance is sometimes misleading. Things that appear valuable or worthwhile might not be as good as they look.

‘The house looks beautiful from the outside but the inside part of the house looks terrible; all that glitters is not gold.’

47. all that jazz

Everything else related to something; and other similar things.

‘They enjoyed the party: cocktails, dancing, and all that jazz.’

48. all the more

even more.

‘Her family didn't want her to get married to her new boyfriend, but that just made her all the more determined.’

49. all walks of life

Occupations, roles, social class, or lifestyle.

‘Those who attended the wedding represented all walks of life.’

50. all's fair in love and war.

In love or in war, you are allowed to be deceitful in order to get what you want.

‘To get her to go out with him, he lied and told her that is very rich. All's fair in love and war.’

51. along the lines

In a general direction or manner.

‘I was thinking along the lines of a vegetable garden, but I could be persuaded to include some perennials.’

52. always chasing rainbows

If you are always chasing rainbows, it means you are trying to do something that you will never achieve.

‘Although he is 48 years old, he is still dreaming of becoming a famous singer. He's always chasing rainbows.’

53. an act of war

An act which is considered violent enough to cause war.

‘Bombing the United States naval base at pearl harbour was considered an act of war.’

54. an arm and a leg

a lot of money.

‘These glasses cost me an arm and a leg.’

55. an eye for an eye

(also, an eye for an eye and a tooth for a tooth.) said to suggest that punishment should equal the crime. At the root of this principle is that one of the purposes of the law is to provide equitable retribution for an offended party.

‘In some countries, justice operates on the principle of an eye for an eye. That is, if you kill someone, you deserve to die.’

56. another nail in one's coffin

One in a series of events which lead to downfall or inevitable failure.

‘After the bankruptcy and the death of his only son, divorce is just another nail in his coffin.’

57. any minute soon now

(also any moment/second/time now) very soon

‘The news about the president's resignation will be broadcasted on TV any moment now.’

58. any port in a storm

An unfavorable option which might well be avoided in good times but which nevertheless looks better than the alternatives at the current time.

‘That horrible hotel was a case of any port in a storm as we couldn't find any place to spend the night.’

59. any port in a storm

This idiom is used to describe a situation in which you are forced to accept any solution whether you like or not.

‘I accepted the job although it was below my expectations. Any port in a storm, you know!’

60. apple of somebody's eye

Said about someone whom you love the most and you are very proud of.

‘His son is the apple of his eye.’

61. are your ears burning?

Said about someone who was not present but was the topic of discussion.

‘We were just talking about you. Are your ears burning?’

62. armchair critic

An armchair critic is a person who knows or pretends to know a lot about something in theory rather than practice.

‘He is such an armchair critic; he has no experience in the subject but he is ready to give’ plenty of advice.

63. armed to the teeth

The phrase armed to the teeth is an idiomatic expression that means heavily armed with deadly weapons.

‘He was caught armed to the teeth and was a danger to himself and the community.’

‘The robbers were armed to the teeth. They threatened everybody and asked them to lie down’.

64. arrow in the quiver

This idiom is used when talking about one of a number of resources or strategies that can be used to achieve a goal.

‘If you are having a job interview, improving your communication skills can be another arrow in your quiver.’

Exercises:

Frame a sentence for each of the following idioms:

1. art is long and life is short :
2. as blind as a bat :
3. as gentle as a lamb :
4. as one man :
5. as ugly as sin :
6. at a loss for words :
7. at death's door :
8. at hand :
9. at sixes and sevens :
10. at the drop of a hat :
11. at the wheel :
12. at your mother's knee :
13. Hook or crook :
14. On and off :
15. To make both ends meet :
16. To loose ground :
17. To win laurels :
18. To make up ones mind :
19. For a short while :
20. To turn a deaf ear. :
21. Round the corner :
22. To go out of control :
23. To spread like a wild fire :
24. Gift of gab :
25. To take one’s heels :
26. In cold bold :
27. To hit the nail on its hand :
28. To freeze one blood :
29. Hoping against the hope :
30. To be at sea :
31. Ball in your court :
32. Fish out of water :

FREQUENTLY USED PHRASAL VERBS

Phrasal verbs are an important part of learning the English language. Most phrasal verbs consist of two words (**verb + adverb** or **verb + preposition**) but a few consists of three words. Phrasal verbs provide the action in a sentence. However, by combining a verb with a particle, the combination of the words makes the verb phrase take on a meaning of its own.

Phrasal Verb	**Meaning**	**Example**
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 **is away** on business for three weeks.
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 **is 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 **is** not **up** yet.
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 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.
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.

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.	Tiger are died off
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 j**azzed 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 hay fever 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 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 door staff 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.

Make after	Chase.	The police made after the stolen car.
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.
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.
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 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**.

Exercises:

Frame a sentence for each of the following phrasal verbs:

1. Do over :
2. call off :
3. pick up :
4. hand in :
5. take of :
6. fill up :

7. turn off :
8. turn up :
9. turn down :
10. hang up :
11. hold up :
12. talk over :
13. put on :
14. set up :
15. try out :

UNIT III SITUATIONAL ENGLISH

DIALOGUE FOR THE DAY TO DAY LIFE

A dialogue is a literary technique in which writers employ two or more characters to be engaged in conversation with one another. In literature, it is a conversational passage, or a spoken or written exchange of conversation in a group, or between two persons directed towards a particular subject.

Complete the dialogue

Example: 1: As a student conversing with the teacher

Student : Good morning Sir

HOD : Good morning, what do you want?

Student : I could not attend the test yesterday. So the class teacher asked to meet you

HOD : Why didn't you attend the test? Where is the leave letter? I want speak to your father.

Student : I became ill and could not even move. Even to-day, I am very weak. Please excuse me Sir for this time.

HOD : Ok. I can understand problem. Give me the leave letter. If you want to continue you should produce medical certificate. Take care.

Student : Thank you, Sir. Here is the leave letter and I do not need leave any more.

Example: 2: At the Clinic

Doctor : Yes come in

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

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

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

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

Patience : Is there anything serious sir

Doctor : Nothing to worry. Take rest for at least two days. Don't see the monitor for at least two days and we will see.

Patience : Ok sir, will I be relieved of this pain?

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

Patience : Is it necessary to scan the head?

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

Patience : What about your fees sir?

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

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

Example: 2: Dialogue between two friends on the topic of air pollution.

Neeta : friends on the topic of air pollution.

Vibha : Vibha, why are you rubbing your eyes?

Neeta : I feel acute irritation in them.

Vibha : What is the reason?

Neeta : It is due to air pollution.

Vibha : Oh yes, the air is full of fumes.

Neeta : These fumes have poisonous gases

Vibha : Yes , it has sulphur dioxide and nitrogen oxide. I forgot to bring my sunglasses today.

Neeta : How would sunglasses help?

Vibha : They shield the eyes from harmful gases.

Neeta : Then, I'll also wear mine from tomorrow.

Vibha : Yes, you must.

Complete the dialogue:

Exercise :1 Between a manager and a customer

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

Customer : _____. I want to open a current account.

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

Customer : How much should I pay?

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

Customer : _____ by ID?

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

Customer : What is the advantage of net banking sir?

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

Customer : Do I need to pay more for this?

Manager : _____ it is completely free.

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

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

Customer : I will return them in a short time sir

Manager : _____. The process will take few minutes.

Exercise : 2 <u>Between a shopkeeper and a buyer</u>

Shopkeeper : Please come in Sir! How can I help you Sir?

Buyer : _____ some stationery

Shopkeeper : Have you brought the list of your requirements?

Buyer : Yes here it is

Shopkeeper : Is that all or will you like add some more

Buyer : _____ would like to add on some more

Shopkeeper : O sure sir! As you please

Buyer : Do you give any discount to the customers?

Shopkeeper : _____. We have only branded items and We cannot give.

Buyer : Ok. Make sure that none of the item are dented, should not be torn or mutilated!

Shopkeeper : _____. Don' worry Sir

Buyer : Ok. Here is the bill amount.

Shopkeeper : _____.

Exercise: 3 <u>Conversation between two friends</u>

Shruti : Did you visit the book fair in Pragati Maidan?

Arushi : No. Did you?

Shruti : Yes, _____

Arushi : Did you buy any books?

Shruti : Yes, _____

Arushi : Well, what sort of science fiction books did you buy?

Shruti : Stories about space and unidentified flying objects.

Arushi : Were _____?

Shruti : Yes, books of all the subjects were available there.

Arushi : Do you have any idea _____?

Shruti : I guess it will go on till 30th of this month.

Arushi : _____ and buy some good books.

SHORT MESSAGES FOR E-COMMUNICATION

While writing a short message it is better to keep a few things in mind

1. Message should be short and sweet and communicative.
2. Mention date, time, and place.
3. Use the salutation like sir, madam, dear.
4. Use phrases or broken sentences.
5. Mention the name of the sentences.
6. Use action verbs like short, new, move, receive.

Model: 1 Father to son - instructing to: receive a relative at the railway station.

28.5.2019

Madurai

3pm

Dear Ram,

Your aunt coming by Goa express tonight by 10pm. Receive her at Chennai central railway station.

Loving Dad

Model 2: Between two hostel boarders to bring his record notebook and laptops to the afternoon session.

28.5.2019

Madurai

3pm

Dear Vishnu,

This afternoon- programming lab certain – Bring your record notebooks and laptop.

Deva

Model 3: Mother to daughter–requesting /instructing to meet their relatives in the hospital.

9.7.2019

Trichy

5pm

Hai Abi,

Your aunt hospitalized at Maruthi – meet her this evening with fruits and Horlicks.

Loving Mother

Model 4: Manager to secretary prepare for next day Board Meeting

9.7.2019 Virudhunagar 5pm Mr. Kumar, Our Board Meeting on 9.7.2019 – Make preparations Manager

Model 5: Doctor to Nurse – make arrangement for surgery – the next day

9.7.2019 Virudhunagar 10am Mr.Aruna Dental surgery to Raja – Time 11am tomorrow –makes arrangement for surgery. Dr.Sam

Exercises:

1. Between two friends – inviting for sister's marriage.
2. HOD to the staff – Instructing to attend an Industrial visit to BHEL, Trichy.
3. Hostel Warden to the hostellers intimates the parents for the fees payments.
4. Coach to the team captain for attending a meeting on rules and regulations.
5. Manager to a client – Requesting to come next Weak – about the delivery of goods.
6. Write a short message to your friend asking him to send study materials forthcoming examinations.

LETTER WRITING FOR ACADEMIC PURPOSE

(Leave application, requisitions for Bonafide, applying for TC)

Letter writing is a communication device. A letter must convey the writer's thoughts clearly. The text must be simple and precise.

They are classified as:

Informal/ personal letters

Formal / Impersonal letters

Format of formal letter:

From address

Your name

Your address

Your city, state zip code

Your phone Number

Your Email Address

To address (The person or company you are writing to)

Name

Company address

City

State Zip Code

Greeting (Salutation Examples)

Dear Mr. /Ms. Last Name: (Use a formal salutation, not a first name, unless you know the person extremely well. If you do not know the person's gender, you can write out their full name. For instance, you could write "Dear Mr. Kumar" or "Dear Ms. Kumar." Note that the person's name is always followed by a colon (:) in a business letter, and not a comma. If you do not know the recipient's name, it's still common (and safe) to use the old-fashioned "To Whom It May Concern :").

Body of the Letter

The first paragraph of your letter should provide an introduction as to why you are writing so that your purpose is obvious from the very beginning.

Then, in the following paragraphs, provide more information and specific details about your request or the information you are providing.

The last paragraph of your letter should reiterate the reason you are writing and thank the reader for reviewing your request. If appropriate, it should also politely ask for a written response or for the opportunity to arrange a meeting to further discuss your request.

Closing

Best regards, (Closing Examples)

Signature

Handwritten Signature (for a hard copy letter – use blue or black ink to sign the letter)

Typed Signature

Example:

1. Application for leave letter.

From

S.Raja,

First year Computer Technology,

VSVN Polytechnic College,

Virudhunagar.

To

The Principal,

VSVN Polytechnic College,

Virudhunagar.

Subject: Application for leave.

Sir/Madam

I am a student of computer Technology in our polytechnic college. Next week, my cousin's marriage has been scheduled at Delhi so I want to attend it. Therefore, it is not possible for me to attend school from _____ to _____. Therefore, you are requested to kindly grant me leave for _____days so that I can attend my family function. I shall be really thankful to you.

Thank you

Virudhunagar. Yours truly,

9.7.19. S.Raja

2. Application to Principal Requesting to Issue Transfer Certificate after Completing School.

From

S.Raja,
69, West Street,
Virudhunagar.

To

The Principal,
VSVN polytechnic college,
Virudhunagar.

Subject: Application for School Leaving Certificate

Respected Sir/Madam,

With due respect, I would like to state that I have completed Computer Technology from your reputed polytechnic college VSVN Polytechnic College in 2019 with First Grade. I have no pending dues and furthermore, I have cleared everything with the Library department. Therefore, I request you to kindly issue me my school transfer certificate. I will be really grateful to you.

Thanking you

Virudhunagar Yours truly,
9.7.19. S.Raja

Letter 3: Bonafide Certificate Request Letter for Company Visit

From

S.Raja,

First year computer technology,

VSVN Polytechnic College,

Virudhunagar.

To

The Principal,

VSVN Polytechnic College,

Virudhunagar.

Respected Sir,

I am Raja studying First year Computer Technology in our Polytechnic College. As I have planned to visit HCL Company during 29-07-2020 to 03-08-2020 for doing my project titled, Technological Development. I am in need of bonafide certificate from our college. Hence, I kindly request you to grant me the same at the earliest.

Thanking you

virudhunagar Yours truly,

9.7.19 S.Raja

Exercises:

1. Application Letter for Bonafide Certificate from School for Aadhar Card
2. Student Transfer Letter for School Due to Family Move to Other Place
3. Write a leave letter to your HOD asking two days leave

DIARY / ITINERARY WRITING

A diary entry is a section of writing that has been organized by date. The entries within your diary are how you organize the thoughts, feelings and opinions you are pouring into it.

Format of dairy writing:

Top left- Date, day and time.

Tense Most frequently used- Simple past, Present perfect and future.

First person application.

Steps

Write the date, day and time, then start with Dear Diary (as diary is like a friend).

Begin the entry with general sentence describing the day or momentary feelings.

In the body, you may discuss an event, your feelings towards it. How it is likely to affect your future plans. Conclude with final remark and future course of action.

Example :

1. Write a diary entry expressing your feelings

3rd February, 2020,

Thursday

9:00p.m.

Dear diary,

Today was a splendid day. I enjoyed myself so much. My cousins came over and we had a blast. My mom's made cookies for us.

By 1:00 p.m we visited the zoo. After we walked through the museum, our legs ached. And then my father bought us some ice-cream. At around 5:30 p.m. we dropped them off at the railway station.

I was really sad as they were leaving…. But they promised me that they will visit us soon….

I wish they would come soon…

Love

XXX

2. You are Naresh. You happened to go to Agra in a crowded bus on a hot summer day. Record your experience in the form of a diary entry.

3rd February, 2020,

Thursday

9:00p.m.

Dear Diary

Today I had the bitterest experience of my life. I never had such an awful experience in my life before. I had gone to Agra for an urgent work. There were very few buses plying today as most of them had been put on election duty. I waited for two hours at the bus-stop to get into the bus. It was much crowded. I somehow managed to get some space for myself. It was really difficult to breathe. Everyone was sweating. People were pushing each other. After journey of two hours, I came out of the bus and took a sigh of relief.

I'll never forget this journey in my life.

Naresh

3. Write a diary entry about you met your old friend today. Write about your feelings in your diary.

Date: 20th March 2016

Tuesday

Time: 8.30 p.m.

Dear Diary,

Today I am extremely happy. I met an old friend of mine. Rahul. It was surprising as well as pleasant. How unexpected it was I was standing at the counter of a shop dealing in readymade garments. Some other customers were also standing there. One of them was continuously looking at me. He walked up to me and gave me a broad smile. 'Excuse me', he said, 'Are you Mr Anil? From the way he smiled. I at once recollected that he was my childhood friend, Rahul. Many years ago, his father had migrated to England with his family. Rahul had now so grown into a smart, handsome young man. That was why I couldn't recognize him at first sight. '0 yes, and the next moment we were in each other's embrace. What a joy it was to meet an old friend of mine!

Anil

Itinerary Writing:

A travel itinerary outlines all elements of a trip, from hotel stops to destinations. It can be indispensable, whether you're planning a weekend vacation or an extended road trip. A good itinerary gives a trip structure, and maximizes the amount you'll be able to see and do. Though it seems a daunting task, an itinerary is simple to develop. With your basic travel information and a map, you can plan an entire trip out in an efficient and organized manner.

For an itinerary to be effective, it has to include the following information.

1. **Tour Program:** This is the main and most important part of an itinerary. It consists of the different activities that you will engage in during your travel. Do your research beforehand. What are the activities that the city you are visiting boasts of? List down your top choices that you can visit later on.
2. **Timetable:** This is also another major component of every itinerary. Your timetable must include an explanation of when you are going to do exactly what. If you want to maximize your time, be specific in making your timetable, but make sure that you give time for emergencies or unexpected interruptions, such as traffic, bad weather, and even bathroom time.
3. **Duration:** Duration is an important element in your timetable, which means that it's also important to your whole itinerary. You must explain the length of time that you are allowing yourself during every stop and every activity. For example, you decided to take a trip to Las Vegas (which isn't exactly in a new country, but it's still a new place with a lot of popular tourist attractions), and visiting Hoover Dam is on your itinerary. Instead of driving there and spending half a day admiring that 726-foot monstrosity, give the specific amount of time that you can spend there so that you will have enough to do other things. Perhaps an hour is sufficient. After which, you can head out to Bellagio to watch their signature dancing fountains.
4. **Health information.** If you are traveling with someone who has recently been sick, is prone to ill health, or has a severe allergy, it's always a good idea to have the names, addresses, and numbers of local hospitals and emergency medical hotlines.
5. **Destination:** Your itinerary should mention your starting point and the destination to be visited, taking into consideration the amount of travel time, including the stops, in between.

Examples of itinerary templates:

Trip Itinerary Template

Company Name : ABC Company

Destination : Hong Kong

Period : 5th – 8th January 2013

Date/Time	Location	Event	Detail
5th January 2013, 6:00 AM	Singapore	Flight to Hong Kong	Flight Detail : Cathay Pacific Business Class
5th January 2013, 10:00 AM	Hong Kong Airport Hong Kong Hotel	Arrive at Hong Kong Check in at Hong Kong hotel	Pick up by : Hotel Services Hotel Phone :
5th January 2013, 01:00 PM	Hong Kong Hotel Hong Kong company	Meeting at Hong Kong company	Pick up by : Hong Kong company at hotel Hong Kong company phone :
5th January 2013, 07:00 PM	Hong Kong Restaurant	Dinner with business partner	Pick up by : Business partner Business partner phone
6th January 2013, 07:00 – 09:00 AM	Hong Kong Hotel	Breakfast	Breakfast at Flower Restaurant
6th January 2013, 10:00 AM – 16:00 PM	Hong Kong Trade Center	Exhibition	Using MTR – Octopus Card Go to Hong Kong train station next to hotel Back to hotel using the same MTR or taxi
6th January 2013, 07:00 PM	Hong Kong Restaurant	Dinner	Any place or at hotel

Travel Itinerary

Start Date - End Date

Sunday, January 13, 2019 -
Saturday, January 19, 2019

Full Name	Ramon Cornwell
Purpose of Travel	Business Travel

Departing of Flight

Date	Depart Time	Airline	Confirm Code
January 13, 2019	6:30 AM	Qatar Airways	#A452TY68

Departure	Gate	Arrive Time
New York	A28	8:40 AM

Car Rental

Company	Pick Up Time	Location of Pick Up	Drop Off Time
Excellence Car Rental	January 13, 2019	Potsdamer Platz	January 18, 2019

Location of Drop Off Time
Potsdamer Platz

Hotel

Hotel Name	Room	Check In Date	Check Out Date
Hilton Hotel	568	January 13, 2019	January 19, 2019

Address
Brandenburgische Street 31
Konradshöhe, Berlin, 13505

1

BUSINESS TRAVEL ITINERARY

Company Name : ABC Company
Destination : Hong Kong
Period : 5th – 8th January 2013

Date/Time	Location	Event	Detail
5th January 2013, 6:00 AM	Singapore	Flight to Hong Kong	Flight Detail : Cathay Pacific Business Class
5th January 2013, 10:00 AM	Hong Kong Airport Hong Kong Hotel	Arrive at Hong Kong Check in at Hong Kong hotel	Pick up by : Hotel Services Hotel Phone :
5th January 2013, 01:00 PM	Hong Kong Hotel Hong Kong company	Meeting at Hong Kong company	Pick up by : Hong Kong company at hotel Hong Kong company phone :
5th January 2013, 07:00 PM	Hong Kong Restaurant	Dinner with business partner	Pick up by : Business partner Business partner phone
6th January 2013, 07:00 – 09:00 AM	Hong Kong Hotel	Breakfast	Breakfast at Flower Restaurant
6th January 2013, 10:00 AM – 16:00 PM	Hong Kong Trade Center	Exhibition	Using MTR – Octopus Card Go to Hong Kong train station next to hotel Back to hotel using the same MTR or taxi
6th January 2013, 07:00 PM	Hong Kong Restaurant	Dinner	Any place or at hotel
7th January 2013, 08:00 – 10:00 AM	Hong Kong Hotel	Breakfast meeting with business partner	Breakfast at Flower Restaurant
7th January 2013, 10:00 – 12:00 AM	Hong Kong Business Partner Company	Business partner manufacture visit	Pick up by : Business Partner Business Partner Phone :
7th January 2013, 01:00 PM	Hong Kong Restaurant	Lunch with business partner	Business partner location choice
7th January 2013, 03:00 PM	Hong Kong	Free time, city tour	The Peak Tsim Sha Tsui
8th January 2013, 08:00 – 10:00 AM	Hong Kong Hotel	Breakfast meeting	Breakfast at Flower Restaurant
8th January 2013, 12:00 AM	Hong Kong Hotel	Check Out from Hong Kong hotel	Hotel Taxi Services
8th January 2013, 05:00 PM	Hong Kong Airport	Flight to Singapore	Flight Detail : Cathay Pacific Business Class
8th January 2013, 09:00 PM	Singapore Airport	Arrive at Singapore	Pick up by : Company Car

Birthday Party Itinerary:

Birthday Party Itinerary

Below is a recommended party itinerary. Please inform your guests to arrive on time in order to participate in the craft and exhibit exploration.

Birthday parties are held on Saturday & Sunday at 11am-1pm or 2pm-4pm

The party family receives 30 minutes before and after party for set-up and clean-up. Total rental time is three hours.

11 AM Party

Start	End	Duration	Activity
10:30 am			**Host arrives**
11:00 am			**Party start time**
11:00 am	11:05 am	5 min	Greeting
11:05 am	11:20 am	15 min	Craft
11:20 am	11:30 am	10 min	Exhibit Exploration
11:30 am	12:30 pm	1 hour	Free Play
			Party Assistant to clean-up craft and set-up for cake cutting
12:20 pm	12:30 pm	10 min	Gather party back into classroom
12:30 pm	1:00 pm	30 min	Cake cutting / food
12:50 pm			10 minutes left
1:00 pm			**End of party**
1:00 pm	1:30 pm	30 min	Start clean-up
1:30 pm			**Host vacates room**

2 PM Party

Start	End	Duration	Activity
1:30 pm			**Host arrives**
2:00 pm			**Party start time**
2:00 pm	2:05 pm	5 min	Greeting
2:05 pm	2:20 pm	15 min	Craft
2:20 pm	2:30 pm	10 min	Exhibit Exploration
2:30 pm	3:30 pm	1 hour	Free Play
			Party Assistant to clean-up craft and set-up for cake cutting
3:20 pm	3:30 pm	10 min	Gather party back into classroom
3:30 pm	4:00 pm	30 min	Cake cutting / food
3:50 pm			10 minutes left
4: 00pm			**End of party**
4:30 pm	5:00 pm	30 min	Start clean-up
5:00 pm			**Host vacates room**

CONFERENCE ITINERARY

Conference Name/Title
Improve and Enhanced your Learning Skills

Conference Start Date
December 19, 2019

Venue
ABC Conference Hall

Time
7:00 AM

Day 1

December 19, 2019

Time	Acitivity Description	Facilitator/Presenter
07:00 AM	Breakfast	John Smith
08:00 AM	Registration	Robert King
09:00 AM	Welcome Ceremony and Introduction Speech	Jane Smith
09:30 PM	Improve and Enhanced your Learning Skills	John Smith
12:00 PM	Lunch Break	Julie Doe
01:00 PM	Improve and Enhanced your Learning Skills	Anne King
03:00 AM	Questions and Answer	Anne King
04:00 AM	Awarding Ceremony	Robert King
05:00 AM	Closing or End of Formal Topic	Larry Smith
05:15 PM	Free Time	-
06:00 PM	Conference Dinner	Robert King
08:00 PM	Entertainment	-
09:00 PM	Hotel Accommodation	Julie Doe

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JotForm

AllBusiness Templates

Travel Itinerary

Date: April 17, 2019

Client Information	
Traveler's Name	
Address	
Telephone Number	
Fax Number	
E-Mail Address	
Travel Dates	

Departure Flight	
Date	
Airline	
Flight Number	
From	
Departure Time	
Departure Terminal/Gate	
To	
Arrival Time	
Length of Flight	
Class	
Seat Number	
Status	
Confirmation Number	
Meal	
Aircraft Type	

TRAVEL ITINERARY SPREADSHEET

Trip Notes	Traveller Names
Trip Start Date:	
Trip End Date:	
Number of Travellers:	
Number of Days:	

Itinerary				
Date	Destination	Days	Lodging	Reservation

Transportation					
Date	From	Mode	Departure	To	Reservation

Packing				
Name	Clothes	Accessories	Medication	Books

Excercises

1. Today you happened to visit the market where you saw an old building that used to be your primary school. Now the school has been moved to another place.
2. Write a diary entry presenting a list of things to be done for the next day tour.
3. Make a itinerary to trekking trip in Manali

COMPREHENSION

To comprehend is to read the given passage with understanding get its meaning in full. The process of doing it is called comprehension

Points to remember when doing comprehension:

1. Read carefully the questions one by one.
2. Read the given passage carefully two or three times, till you are clear with the meaning. Find the main idea of the passage.
3. Then take up the questions one by one and find the appropriate part of the essay that has the answer in reference.
4. Then write answers to the questions in your own words.
5. As far as possible, avoid lifting the parts from the passage. Then take up the questions one by one and find the appropriate part of the essay that has the answer in reference.

Example:

1. Read the questions and find answers in the given paragraph.

SONA

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

a. Who is Sona to the speaker of this passage?

Sona is niece to the speaker of this passage.

b. Does Sona study?

Yes Sona does study.

c. Describe Sona's character.

Sona is also a friendly girl. She is always playing funny jokes on people to make them laugh. She likes to talk a lot to show how smart she is. She is always eager to recite lessons or poems. Finally, my niece Sona is a very active little girl

d. **Describe Sona's appearance.**

Sona is a tall girl. She has curly, dark black hair and black eyes. When she smiles, her little white teeth seem to light up her face.

e. **What is your opinion of Sona?**

My opinion about Sona, she is cute lovable girl.

Exercises:

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

1. **What was the 8th international conference about?**
2. **Which is under the conceptual stage?**
3. **When is the manned expedition to moon expected to be carried out?**
4. **Give the full form of IAA and ASI.**
5. **How much did India spend for launching Chandryaan-1?**

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

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

1. **What are the seven metros that stand to be benefitted by the proposed online certificate course for their professionals?**
2. **What is the proposed online certificate course on?**
3. **Who has conceived the proposed certificate course?**
4. **How does the course plan to offer the inter-action between the learners and the faculty?**
5. **What is the duration of the proposed certificate course?**

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

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

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

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

CHENNAI IDBI BANK PACT WITH ARMY

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

Questions:

1. **Who are the partners of MOU?**
2. **Where was the MOU signed?**
3. **What is to be offered by the IDBI bank?**
4. **Who have signed the MOU?**
5. **Will IDBI charge any commission for its services?**

UNIT IV CREATIVE ENGLISH

Review Writing (Book / Movie / TV Program)

A review is an evaluation of a publication, service, or company such as a movie (a movie review), video game (video game review), musical composition (music review of a composition or recording), book (book review); a piece of hardware like a car, home appliance, or computer; or an event or performance, such as a live music concert, play, musical theater show, dance show, or art exhibition. In addition to a critical evaluation, the review's author may assign the work a rating to indicate its relative merit. More loosely, an author may review current events, trends, or items in the news. A compilation of reviews may itself be called a review.

Book Review:

A book review is a form of literary criticism in which a book is merely described (summary review) or analyzed based on content, style, and merit. A book review may be a primary source, opinion piece, summary review or scholarly review. Books can be reviewed for printed periodicals, magazines and newspapers, as school work, or for book web sites on the Internet. A book review's length may vary from a single paragraph to a substantial essay. Such a review may evaluate the book on the basis of personal taste. Reviewers may use the occasion of a book review for an extended essay that can be closely or loosely related to the subject of the book, or to promulgate their own ideas on the topic of a fiction or work.

Example:

Write a review on Wings of Fire by APJ Abdul kalam

Introduction

APJ Abdul Kalam is a renowned Indian scientist who went on to become 11th President of India (2002-2007). He is very well known across India and is a recipient of India's three highest civilian awards – Padma Bhushan, Padma Vibhushan and Bharat Ratna. Wings of Fire are an autobiography of APJ Abdul Kalam written jointly by Arun Tiwari and Abdul Kalam. It covers Kalam's life before he became president of India and in 2013 another autobiography titled "My Journey: Transforming Dreams into Actions" was released.**Book Review: Wings of Fire by APJ Abdul Kalam**

Wing of Fire is an autobiography of APJ Abdul Kalam covering his early life and his work in Indian space research and missile programs. It is the story of a boy from a humble background who went on to become a key player in Indian space research/Indian missile programs and later became the president of India. The book has been very popular in India and has been translated into multiple languages. I recently picked up a copy and read it in a

couple of days. It was very engaging initially, but tended to drag a bit towards the end with lot of technical details and procedural information of his space research and missile projects.

Wings of fire cover Kalam's personal life only briefly which is strange for an autobiography. For example, we don't know why he decided to remain single or his activities outside space research (even though we can conclude in the end that he was married to science and technology).

Through Wings of Fire, we come across some brilliant people who worked behind Indian space research such as Vikram Sarabhai and Dr. Brahm Prakash. The book also contains about 24 photos and I found the ones from the early days of Indian space program very interesting. This alone is worth the price of the book!

One of the things that stand out throughout the book is Kalam's positive thinking. He held many high ranking positions in various organizations. Yet in the book he rarely mentions anything about lethargy/corruption of bureaucracy or politicians. The secret to his success seems to be his ability to ignore negative things around him. The book also gives a clue to his popularity in India. Kalam is a simple, secular, inspiring humanitarian.

Step-by-Step Guide to How to Write a Movie Review

Beginnings are always the hardest. This is the point where you set the pace and determine how to approach this assignment in the most efficient manner. Here are some useful tips to kick-start the movie review writing process:

- **Watch the movie or documentary twice** and take notes of both major and minor events and characters. It's a mistake to rely on the power of your memory only, there's always something we overlook or forget
- **Carry out a thorough research**. Watching the movie isn't enough, research is equally important. Look for details such as the name of filmmaker and his/her motivation to make that film or documentary work, locations, plot, characterization, historic events that served as an inspiration for the movie (if applicable). Basically, your research should serve to collect information that provides more depth to the review
- **Analyze the movie after you watching it**. Don't start working on the review if you aren't sure you understand the film. Evaluate the movie from beginning to an end. Re-watch it, if necessary, if you find some parts confusing. Only when you understand events that happened on the screen will you find it easier to create the review
- **Draft an outline** that you will follow to write the review in a concise and cohesive fashion
- Include examples for claims you make about the movie. If the plot has holes, then mention an example of a situation or scene when that was evident. Also, if the character(s) is poorly

developed or bad casting affected the movie quality, name examples too. Provide examples when commenting dialogues, locations, plot, everything. If you want the reader to agree with you, it's essential to back up your claims with evidence. You don't want to make it seem like you're praising or criticizing the movie without any reason whatsoever

- **Consider and comment a movie's originality and quality of scenes**. Explain how the movie stands out or whether it just uses the same approach that worked for previous works in the industry

Example:

Write a review on movie Enthiran 2.0

After delivering Enthiran, one of the biggest ever Indian films up until then, back in 2010, director Shankar is back with its highly-anticipated sequel, 2.0. In this Magnum opus bankrolled by Lyca Productions, we have a reloaded 2.0 version of Chitti, Superstar Rajinikanth, Akshay Kumar, and Amy Jackson playing the lead roles with AR Rahman handling the music, Nirav Shah behind the lens, Anthony with the cuts and Resul Pookutty designing the sounds.

Right from the word go, we are brought to the biggest conflict of the film. All the cell phones in a particular city start to disappear all of a sudden. When the ministers realize no amount of human power can stop this force, with the help of Dr. Vaseegaran, they resort to restoring Chitti, the robot.

Needless to say, the majority of 2.0's HUGE budget was spent on the VFX department. But, we can say without a doubt that this is one of the finest VFX outputs India has ever seen. In a sci-fi film of international standards with a message that is universal, the VFX plays the biggest role and the execution seems to be brilliant. The choice to go ahead with 3D and SRL 4D sound have worked wonders for the scale of the film and the intricacies behind the making deserve applause.

For all these years, Shankar has been regarded as the visionary who introduces to us, various aspects of science and technology that we are mostly unaware of. It is extremely fascinating to see him integrate so many ideas into the screenplay. There are scientific terms that amaze us at regular intervals.

The film, however, falls into the trap of a screenplay that has been tried and tested multiple times and that happens to be the biggest drawback of 2.0. If the presentation of the story was done in a tighter manner, it could have worked better for a certain section of the audience. Following the pattern of what he has already done in films like Anniyan and Shivaji could prove to be redundant to a few and lessen the engagement factor. The revenge

aspect shines brightly yet again. We have Shankar's typical touches of comedy and romance. But this time, they seem to be minimalized a lot. The film slides into the story very early thereby not allowing any deviations.

For all the Superstar fans, there is plenty to rejoice. The quintessential Rajini moments in the form of action scenes and dialogues are abundant. In the pre-climax portions, the film reaches its peak with the reloaded 2.0 taking shape. It is always a pleasure to watch Rajinikanth perform in the villainous scenes as he nails it once again. He delivers the dialogues with ease and his taunting nature is immensely enjoyable. As Vaseegaran and Chitti too, Rajini is impressive. He keeps proving that age is no bar, except in very few sequences where he is required to physically exert himself a lot.

Akshay Kumar proves himself to be a wonderful performer time and again. His role in 2.0 is the central character around whom the conflict is based. It is a tough role to pull off, barring the fact that his screen time is substantially lesser. He appears in a different form, yet never ceases to impress us.

Amy Jackson as a robot is quite impressive. She doesn't have to do much, and her casting falls right in place. There are many actors who play their parts well, even though the lip- sync is not on point due to the fact that this is a bilingual film. This includes Sudhanshu Pandey and Adil Hussain, who again have very minimal space in the screenplay.

AR Rahman's work in this film could almost go unnoticed as the sound effects are mostly overpowering. But the scenes in which he gets the space, he aces his work. Resul Pookutty must be highly appreciated for delivering a sound of such standards. The SRL 4D sound is a big boon to 2.0.

Nirav Shah as the cinematographer also deserves praise. Being a 3D film, it is quite a tough task to shoot it. But his work seems effortless as the cinematography is very appealing. The colors and lighting perfectly suit the film. Anthony's cuts are neat and pose no threat to the film.

But it all comes down to the climax fight sequence. Shankar, having designed the sequences, proves to be someone with an insane sense of imagination. The formations, the new ideas and reloaded versions of older techniques just come together to form an amalgamation of something that is to be seen with awe. The introduction of another character of Rajinikanth in the climax is something extremely interesting. It works very well for the audience and could entertain a larger section of society.

On the whole, without giving up on Superstar's swag, Akshay's performance and his love for spectacularly grand scenes, Shankar presents us with a product that cannot be

sidelined. With contemporary touches and technological infusions, 2.0 is a brand that could stand tough against the biggest of Hollywood franchises.

TV Show review:

Television reviews focus on a range of TV shows, such as nail-biting dramas or situation comedies, but they all provide a critical perspective that entices readers to watch the show. In a review, draw upon a show's performance and production, and illustrate the strengths and weaknesses of a show, as well as what audiences might enjoy most. Reviews evaluate the overall production and performance of a show and also compare the show to the cast and crew's previous work.

Example:

Write review on Man vs. Wild

In ‘MAN VS. WILD’, survival expert Bear Grylls helicopter drops into some of the world's harshest terrain and then fights his way back to safety. With only a few basic instruments, Grylls demonstrates survival techniques and teaches skills like finding water in the desert, climbing out of quicksand, catching fish without a pole, and fighting hypothermia after falling into a frozen lake. The idea is to provide help to adventure tourists who might find themselves stranded in inhospitable circumstances and would otherwise die or create a search-and-rescue nightmare. Throughout Grylls' adventures, he relates recent real-life tragedies of people stuck in similar situations.

Exercises:

1. Write a review on any one of the TV programme about 50 words.
2. Write a review on any one of the book you read recently in about 50 words.
3. Write a review of anyone of the movie you saw recently in about 50 words.

VISUAL DESCRIPTION

Visual writing is the language of stories. This language translates a vision of some potential reality, including settings, events, motivation, and dialogue, into aesthetics, movement, and dramatic action, that can be presented cinematically. If writers were able to do this, they would be writing "shooting scripts" and directing, and their names would be given prominence at the front of the film. But few writers can write visually, so directors have someone else translate the script into visual language, if it gets done at all. Visual description is used to improve the vocabulary of the students. It will help them to maintain a good sentence structure. By describing the picture, he can develop his creative and writing skill.

Model:

1. Describe the given visual

The picture shows the winter season. The father and son are playing cricket. There is a foot ball, chair and table near them. Under the tree they are playing. They have some eatables to eat. The land is full of grass. It is full of greenery.

2.

The place shown in the picture is market. A child is playing. One man is selling vegetables. One grandma is buying vegetables. Two ladies with a child are standing in front of the shop. An old man is walking near the playing child. There are many shops in the market.

3.

This picture is the cover page of a book: Picture Comprehension. The sun is rising from the cloud. A child is carrying a cow. An elephant is playing with the joker. It is level IV book. The cover page is full of green in colour.

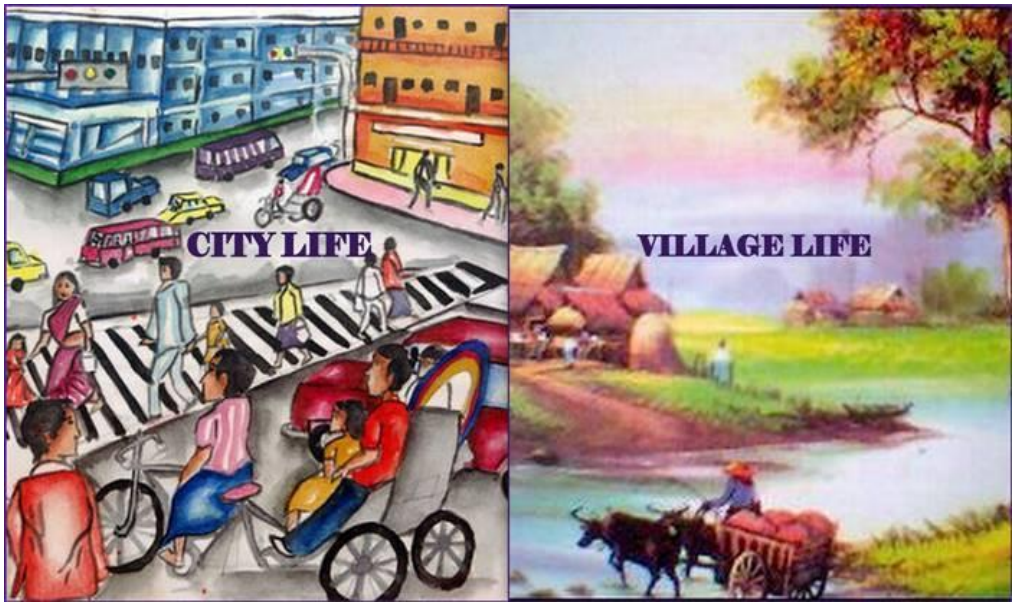
Exercise:

1. Describe the following pictures given below in sentences.

2.

3.

4.



ADVERTISEMENT WRITING

Advertising is a type of communication where by people promotes or persuades customers to utilize their services. They are generally text- based ads where newspaper agencies generally charge on the number of words used. It should be very well covered in a range of around 50 words.

Model:

1. Write an advertisement for combo offer

2. Write an advertisement of a construction for diwali offer

3. Write an advertisement of a mobile company

4. M/s Bright Vision have produced a new television named 'Home Theatre'. Draft an advertisement for a local daily to promote the sale of the television. Offer a Kodak Camera free along with the television to those who buy it before March 30.

WATCH & CLICK OFFER

Free

A CLICK N SHOOT CAMERA

When you buy

HOME THEATRE

31" flat screen

HI-FI SOUND SYSTEM

COMPETITIVE PRICE

BUT HURRY

This is a limited offer

Open upto 30 March

Contact

Your nearest dealer Today

BRIGHT VISION TELEVISIONS

The promise of a happy home

5. Draft a display advertisement to promote the sale of Ajanta Steel Tubes and Pipes.

AJANTA

STAINLESS STEEL TUBES AND PIPES

The most reliable name in S.S. Tubes and Pipes in India

- ISI Standards
- Competitive Rates
- Rust Free
- All-weather fit

Approved by National and International Agencies

Caution: *Beware of spurious material*

For trade enquiries, contact:

AJANTA TUBES LTD. HISAR (INDIA)

6. On behalf of Jagdish store, a leading supplier of furnishing material, draft an advertisement offering special Diwali discount on Bed Sheets and Towel sets.

Diwali Gift ideas
to hug, touch, wrap, spread
and play with

Bed Sheet & Towel Set
M.R.P. ₹ 1071/-

Bed Sheet M.R.P. ₹ 699/-

Towel Set M.R.P. ₹ 529/-

Bed Sheet & Towel Set
M.R.P. ₹ 1260/-

Special offer for bulk/corporate buyers

JAGDISH STORE

Furnishings that bring joy in your life

Karol Bagh, New Delhi Ph. 25767985 e-mail: jagdish_store@rediffmail.com

• *Conditions apply* •• *Prices according to size — quality — brand.*

7.National Rail Museum and Railway Women Welfare Central Organization are organizing an exhibition on Nehru and Railways and an on-the-spot Drawing and Painting Competition for Bal Diwas as the Indian Railways completes 150 years of glorious service. Draft a display advertisement for publication in a newspaper.

NATIONAL RAIL MUSEUM

and

Railway Women Welfare Central Organisation

in connection with

BAL DIWAS

celebrate

On-the-Spot

Drawing & Painting Competition

on

150 GLORIOUS YEARS OF INDIAN RAILWAYS

9th November 20XX, 9.30 a.m. to 11.30 a.m.

at National Rail Museum

Free entry only to pre-registered participants and their escorts

- Up to 10 participants per Institution
- Registrations open till 4.30 p.m. on 5.11.20XX

Special Events

An Exhibition on Nehru & Railways

Museum's Star Attractions

for Heritage,

Romance, Nostalgia and

Edutainment

- Fairy Queen • Mono Rail • AC Indoor Gallery
- Joy Train • Lawns & Archives • Kayaking • Souvenir Shop

NATIONAL RAIL MUSEUM

Chanakyapuri, New Delhi-110021
Ph.: 011-26881816, 26880939, 23304137
Fax: 011-26880804
E-mail: rajesh_agrawal@vsnl.com
website: www.railmuseum.org

150 GLORIOUS YEARS

DELHI'S MOST POPULAR MUSEUM

8. As the Manager of Bhawna Securities and Financial Services Ltd. G -52, Ashok Vihar, New Delhi, draft an advertisement offering concessions and freebies to your customers on car loans.

Looking for Best deals for Car loans?
Visit
BHAWNA SECURITIES & FINANCIAL SERVICES LTD.
G-52, Ashok Vihar, New Delhi
and
DRIVE YOUR OWN
MARUTI • ZEN • ALTO • ESTEEM
or
• SANTRO • HONDA • LANCER • IKON

- Max. Discount
- Spot Approval
- Ready Delivery
- Free Insurance
- Lowest Interest
- Sim Card Free
- No income proof needed
- Free Central Locking

Special Offer for Defence Personnel
• Free Accessories • Cash Discount
OR
MICROWAVE / PERSONAL COMPUTER / DVD PLAYER

9. All India Publishing House in collaboration with International Trade Authority is organising 14th International Book Fair at Pragati Maidan for a week beginning from 23rd July. The exhibition will be inaugurated by HRD minister Smt. Smriti Irani. Write an advertisement for publication in national dailies.

BOOKS FOR PLEASURE

14TH INTERNATIONAL BOOK FAIR 2014

Date	23 July – 30 July
Time	9 a.m. – 8 p.m.
Venue	Pragati Maidan

Inauguration: **Smt. Smriti Irani**
23 July 9.00

DISPLAY PROFILE
- Books for all age groups
- Computer software & CD forms
- Teaching aids
- Audio-Visual aids

SPECIAL ATTRACTIONS
- Meet the Author — Communicative Sessions
- Get signed copies — first 500 only
- 15% discount on all purchases
- No Entry Fee

Organisers:
International Trade Authority

Sponsored by:
All India Publishing House

BOOKS FOR LEISURE

10. As a travel agent, construct a suitable advertisement offering an attractive package to Kullu-Manali during the summer.

Beat the Heat
Enjoy
The cool sylvan surroundings of

KULLU / MANALI

Avail Fantastic Offer

HONEYMOON / HOLIDAY PACKAGES

4 days/3 nights

Bonanza Package ₹ 5999/- per person

(*including accommodation, all meals, transfers and sight seeing*)

Two Children below 12 — free in the same room

Plus:
- ★ Fishing, Riding & Trekking
- ★ Audio/Video/Children Games
- ★ Conference & Club Facility
- ★ Modern Bar
- ★ Library

Contact: **GLOBE TRAVELS**

B2/28, Sun Towers, IP Estate, New Delhi

Tel.: 25343411, 25340433

Exercise:

1. Write an advertisement for Diwali sale in a textile shop.
2. Write an advertisement for Aadi sale in a mobile company.
3. Write an advertisement of a college for its admission.
4. Write an advertisement for a sweet shop with its offer for its celebration of 5th year anniversary.

TRANSFORMING OF WORD CLOUD INTO PASSAGE

Word cloud are created based on the frequency of words in a text. Word cloud can include key vocabulary words from a unit or theme can be displayed in the classroom. Word cloud can alsobe used in introducing new stories or for making predictions. Word clouds can be integratedinrfeading in order to improve vocabulary, comprehension and writing.

Examples:

Write a short passage of 50 words using the words in the word cloud below and give suitable title.

1.

Marketing is the study and management of exchange relationships. In the digital world everything like advertisement, selling, buying have been happening only through internet. Google is the main research engine. It is used to search anything by using keywords. YouTube, email, face book, twitter are all social media that has been making India one of the digitalized country.

2.

There are so many innovations have been made on computer technology. There are so many softwares in the computer. At first apps will be in mobile phones only. But now- a-days apps can be used in computer. In network there are number of websites, which consists online booking, online payment and it gives lot of information etc..

3.

Animals have to be protected with love and care. Animals like cat, dog, rabbit are being pet for many people. All pet animals are faithful to its owner. Though one cannot be able to protect or to do welfare for the animals, one should not mistreat the animals. Being a human its our responsibility to save the trust of animal on its owner and it is our duty to save it.

Exercise:

Write a short passage of 50 words using the words in the word cloud below and give suitable title.

1.

2.

digital
industry
innovation
technology
business
information
development
communication
future
network
engineering
web
design
internet
tech
computer
virtual
system
technics
www
modern
research
science
software
product
knowledge
advanced
idea
connection
electronic
invention
data
machinery
automation

3.

social
Media
Buttons
Facebook
Twitter
share
site
great
bookmarking
Marketing
Important
Digital
comment
users
business
Provided
WordPress
Google
LinkedIn
Reddit
post
company
tagxedo.com

4.

social
media
Facebook
consumer
market
content
page
tweet
more
business
Twitter
infographic
company
like
make
post
brand
use
conscious
strategy
competitor
muddywall
create
informed
engage
image
customer
share
app
user
sign
click
appears
good
community
inspire
first
week
time
recommend
platform
technology
want
new

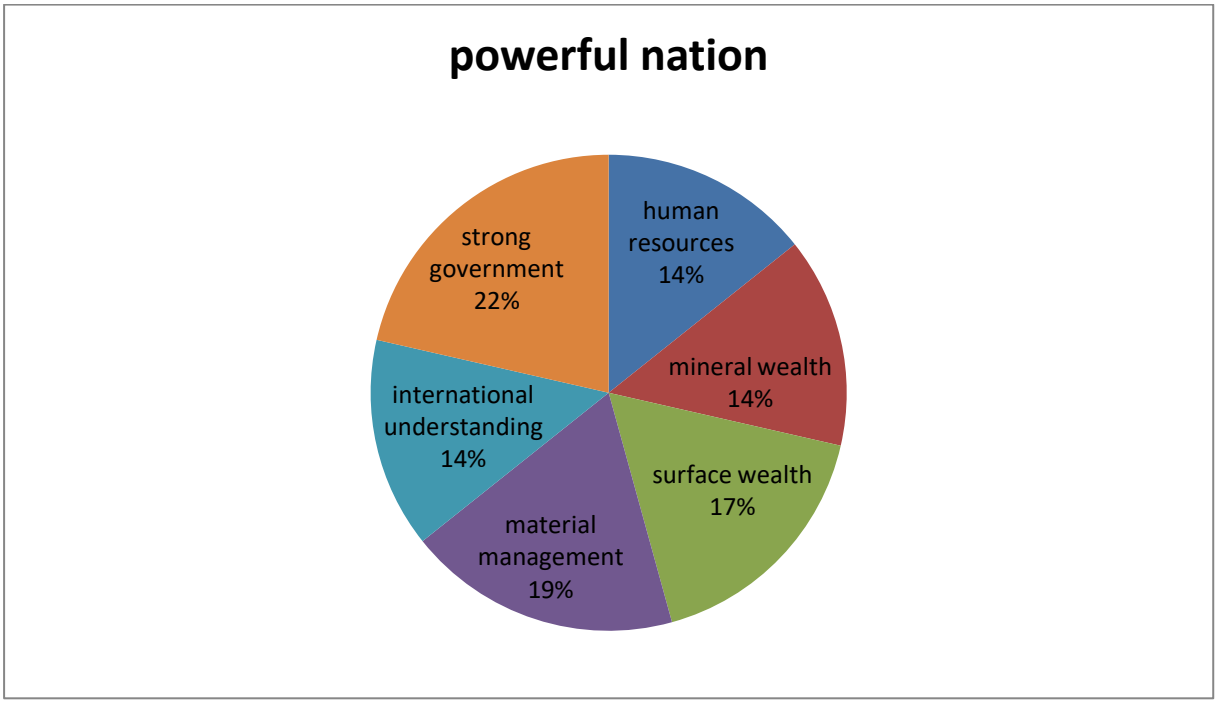
TRANSFORMING VERBAL PASSAGE INTO GRAPHICS

Verbal texts can be converted into a diagram for easy and quick understanding. The data can be given in any suitable chart or diagram. Charts or diagrams are otherwise called graphics. Graphics help us in a precise communication. Graphics communication can be done through table. Pie chart, flow chart, bar chart, tree chart, line chart etc.

Examples:

1. Convert the verbal text into a visual representation using a pie chart.

The important factors playing decisive role for a country to become a powerful nation are given below: There are six factors namely human resources, mineral wealth, inter- national understanding, surface wealth, material management and strong government. International understanding, mineral wealth and human resources play only 10% of role in making it a powerful nation. Surfers wealth is 12% and material management contribute 13% and strong Government 15%



2. Convert the verbal text into a visual representation using a table.

There are flightless birds like ostrich Africa, the emu of Australia the rheas of South Africa and the Kiwi of New Zealand. Some birds are ornamental, like the peacock in India and the san and tease in England. All countries have some domestic and game birds like ducks, chickens, turkeys and pigeons. Nearly 80 kinds of birds are in danger of becoming extinct, like whooping crane, the flamingo of West Indies California condor. About 40 kinds of birds have becomes extinct like hornbill of India and the ivory billed woodpecker of South East Asia.

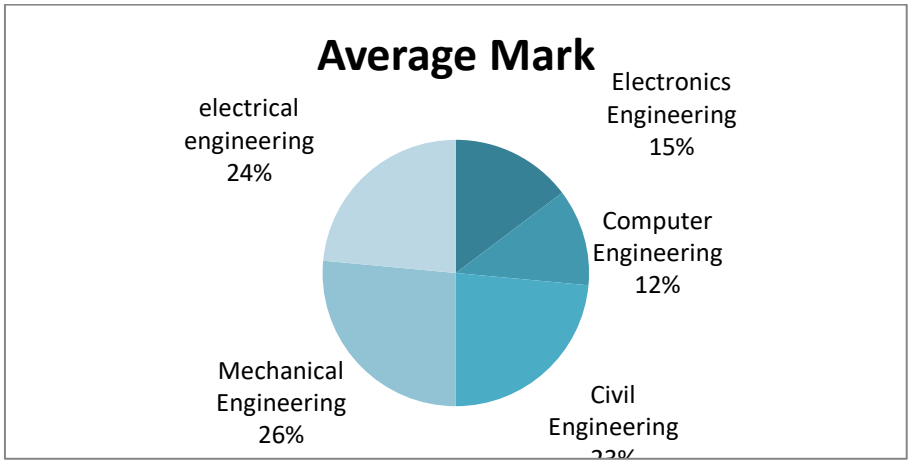
Birds and their Habitat

Kinds of birds	Species	Habitat
Flightless	Ostrich, emu rhea, kiwi	Africa, Australia, South America, New Zealand
Ornamental	Peacock, geese, swan	India, England
Game	Turkey, duck, pigeon, chicken	All countries
Endangered Birds	Whooping crane, California condor	West India, California
Extinct Birds	Hornbill ivory billed woodpecker	India, South East Asia
Domestic birds	Duck, turkey, pigeon, chicken	All countries

3. Convert the verbal text into visual representation using a bar chart.

The following details are engineering student's average mark:

Electronics Engineering	50
Computer Engineering	40
Civil Engineering	80
Mechanical Engineering	90
Electrical Engineering	80



Exercise:

1. Convert the verbal text into a visual representation using a simple flow chart.

Insects can be divided into two main kinds: Those insects which are useful to him and those insects which are harmful to him. There are also those which are merely interesting or beautiful. Bees and silkworms are examples of useful insects. Bees collect honey and wax from flowers for our use. Silk worms supply us with firm, strong silk. Thus insects provide man with food and clothing.

Locusts and mosquitoes, on the other hand are harmful to man. Locusts will eat all growing plants and every year trees and crops are destroyed by these hungry creatures. Mosquitoes pass the dangerous disease of malaria from persons and every year millions of people become ill and even die because of the activities of mosquitoes which are a great danger to health.

There are some insects which are not directly useful or harmful to man but are interesting and beautiful. Examples of such insects are colourful butterflies, pretty little lady birds and fluttering moths.

2. Convert the verbal text into a visual representation using a pie chart.

The Solar System

Our solar system consists of the Sun, the nine planets and the asteroids, comets and meteoroids that are associated with the planets. The nine planets that make up our solar system are Mercury, Venus, Earth, Mars, Jupiter, Uranus, Neptune and Pluto. Mercury is closest to the sun. It is hot and dry. Venus is one of the brightest objects in the sky after the sun and the moon. Venus is also the hottest planet in the solar system. Next is the Earth, the only living planet. Mars is very dry now. Jupiter is the largest planet. Its bright colour comes from its clouds. Saturn is the second largest planet and has side wings. The planet Uranus is in bright blue colour. After Uranus is Neptune, that rotates around the Sun once in every 164 years. Pluto is the farthest planet from the sun.

3. Convert the verbal text into a visual representation using a bar chart or table chart.

Various expenditure incurred in publishing a book as follows:

Paper cost	30%
Printing cost	30%
Transportation cost	5%
Royalty cost	30%
Promotion cost	5%

4. Convert the verbal text into a visual representation using a flow chart.

This chart is about how a rural woman spends a day. Her day of life is split into six sectors namely animal husbandry, childcare, T. V viewing, sleeping, other household works and kitchen works. She spends six hours each in animal husbandry and sleeping, three hours each in childcare T.V. viewing, other household works and kitchen works. She spends twenty five percent of hours with animals in total she takes only six hours for sleeping. She works eighteen hours a day. This is the plight of a rural woman.

UNIT V ENGLISH FOR SCHOLARLY PRESENTATION

A SNAKE IN THE GRASS

Author Introduction:

Narayan was born in Mysore, India, in 1906. His father was an administrator and headmaster at several government schools and instilled in Narayan a love of literature. He did not have much academic success, however, having difficulty with his college entrance exam in English. In 1926, he enrolled in the B.A. program in English in Maharaja College, Mysore, after which he embarked on a short-lived teaching career. Finding the academic life was not for him, Narayan turned to writing. After being turned down by several publishers, Narayan gave the manuscript of his first novel, Swami and Friends (1935), to a friend and gave him permission to destroy it. The friend showed the novel to Graham Greene, who was impressed and found a publisher for the book. Narayan's writing career was born and the prolific writer went on to publish novels, several volumes of short stories, collections of essays, and his memoirs, entitled My Days (1974).

A Snake in the Grass

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

The fact that Dasa is in bed when the snake arrives and is the only person in the story who is still in bed further suggests that Dasa may be lazy. It is as though Dasa knows what he can and can't get away with. There is also a sense that Dasa can't be trusted. Firstly as mentioned he half-heartedly searches for the snake and secondly at the end of the story he

claims to have found the snake in a pot yet nobody actually sees the snake in the pot. Leaving one of the boys to question as to whether there were two snakes. When in all likelihood there is only the one snake and Dasa doesn't have the snake at all. As to why Dasa might like to lie to the family. It is possible that he is conscious of the threat that the family have made towards him about being fired and as such he concocts a story in order to save his job. Which in reality is understandable though at the same time is dishonest. Dasa's number one priority in the story appears to be maintain the status quo. That being keeping himself in comfortable employment for a family who do not seem to see that Dasa is not only lazy and dishonest but also untrustworthy.

Narayan may also be exploring the theme of tradition. Something that is noticeable through the mother and the beggar's conversation. This may be important as the mother's fears are alleviated after she talks to the beggar. So thankful is the mother that she gives the beggar a coin. It is also possible that Narayan may be suggesting that it can be beneficial to an individual to follow tradition. However though the mother might believe that the cobra is a sign of God Subramanya visiting her the reality is that the cobra still needs to be caught as it is venomous. It has the potential to kill an individual regardless of their beliefs. What is also interesting is how easily afraid the mother can get. When her son tells her that a person dies every twenty minutes from a cobra-bite the mother nearly screams with anguish. Though as mentioned the beggar does alleviate the mother's fears. Whether her words ring true is another thing. The introduction of the snake-charmer also plays on the theme of tradition. Though he is only briefly mentioned in the story his words also help the mother when it comes to her fears and apprehensions over the snake. Though unfortunately he is unable to do anything till the snake can be found. Something that Dasa eventually claims to have done.

It may also be a case that Narayan is exploring the theme of control. The snake-charmer has control over snakes. Dasa is supposed to have control over the garden yet it is growing wild and the family are supposed to have control over Dasa. Though this does not appear to be so in the story. It would appear that Dasa is his own boss. The family trust him to do things like cut the grass or help find the snake but he never fully exerts himself. In reality Das is living the life a master would rather than the life of a servant. He is fully trusted by the family but the reader is already aware that this trust is misguided. Dasa simply can't be trusted. Something that might be understood by the college-boy who wishes that he had looked inside the pot that Dasa was carrying. Dasa has saved himself from being fired though how long he may remain in the family's employment is difficult to say. Eventually they must realise just

what type of character Dasa is. A lazy, dishonest and untrustworthy man who is taking advantage of his job as a servant to the family.

R.K.NARAYAN

Answer the following questions:

1. Why did the cyclist ring the bell frantically(excited manner)?

The cyclist rang the bell frantically to inform the people in the house that a big Cobra has got into their compound.

2. Why did Dasa try to dismiss the news of the arrival of a snake?

Dasa is found with the fault of not maintaining the garden. If he does not catch the snake, he fears that he may get fired from his job.

3. What was Dasa's defense for not keeping the garden tidy?

Dasa said that if he was given a grass-cutter which he had been asked for months, he would maintain the garden well. So, he told that it was not his fault.

4. What did the beggar woman promise to do? Did she keep up her Word?

The beggar woman promised to send down a snake charmer as she went. Yes she did kept her promises.

5. Why could the snake charmer not help the family in catching the snake?

The family did not show the exact place of the snake. So the snake charmer could not help the family members.

6. Why did the family wonder whether there were two snakes in the compound?

The youngest son of the family notices a snake crawling out of the compound. So the family wondered whether these were two snakes in the compound.

7. Why did the family decide to reward Dasa?

The family members decide to reward the old servant, Dasa, for his brave act of catching the cobra.

OF PARENTS AND CHILDREN

Author Introduction:

Francis Bacon was born on January 22, 1561 in London, England. Bacon served as attorney general and Lord Chancellor of England, resigning amid charges of corruption. His more valuable work was philosophical. Bacon took up Aristotelian ideas, arguing for an empirical, inductive approach, known as the scientific method, which is the foundation of modern scientific inquiry.

Of Parents and Children

THE JOYS of parents are secret; and so are their grief's and fears. They cannot utter the one; nor they will not utter the other. Children sweeten labors; but they make misfortunes bitterer. They increase the cares of life; but they mitigate the remembrance of death. The perpetuity by generation is common to beasts; but memory; merit, and noble works are proper to men. And surely a man shall see the noblest works and foundations have proceeded from childless men; which have sought to express the images of their minds, where those of their bodies have failed. So the care of posterity is most in them that have no posterity. They that are the first raisers of their houses are most indulgent towards their children; beholding them as the continuance not only of their kind but of their work; and so both children and creatures. 1

The difference in affection of parents towards their several children is many times unequal; and sometimes unworthy; especially in the mother; as Solomon said, a wise son rejoiced the father, but an ungracious son shames the mother. A man shall see, where there is a house full of children, one or two of the eldest respected, and the youngest made wantons; 1 but in the midst some that are as it were forgotten, who many times nevertheless prove the best. The illiberality of parents in allowance towards their children is a harmful error; makes them base; acquaints them with shifts; makes them sort 2 with mean company; and makes them surfeit more when they come to plenty. And therefore the proof is best, when men keep their authority towards their children, but not their purse. Men have a foolish manner (both parents and schoolmasters and servants) in creating and breeding an emulation between brothers during childhood, which many times sorteth 3 to discord when they are men, and disturbed families. The Italians make little difference between children and nephews or near kinsfolks; but so they be of the lump, they care not though they pass not through their own body. And, to say truth, in nature it is much a like matter; insomuch that we see a nephew sometimes resembled an uncle or a kinsman more than his own parent; as the blood happens. Let parents choose betimes the vocations and courses they mean their children should take;

for then they are most flexible; and let them not too much apply themselves to the disposition of their children, as thinking they will take best to that which they have most mind to. It is true, that if the affection or aptness of the children be extraordinary, then it is good not to cross it; but generally the precept is good, optimum elige, suave et facile illudfacietconsuetudo[choose the best—custom will make it pleasant and easy]. Younger brothers are commonly fortunate, but seldom or never where the elder are disinherited.

BACON

Answer the following Questions:

1. What is meant by "Perpetuity by generation"?

"Perpetuity by generation" means an unending duration of life by producing children.

2. How greater are the childless men than the parents according to Bacon?

While comparing to the parents, childless men have more time to devote to the benefit of the society. The noblest works and foundations have been done mostly by them.

3. How did the parents show inequality among their children according to Bacon?

In a family of many children, the eldest got more respect and attention while the youngest was spoiled by excessive love. The midst some, though the most ignored was proved to be the best.

4. What was indicated by Bacon from Solomon's quote?

In the view of Solomon, the society appreciates the father when his son is wise and talented. But the same society degrades the mother whose son is disrespectful and wicked.

5. How should the parents pave the way for their children's profession?

According to Bacon, Parents should choose a right profession for their children at very earlier. But when the children show interest in different profession, the parents should support them.

6. Where can the parents express feeling of their children?

All kinds of emotions and feelings of parents for their children, whether it is joy, grief, or fear, are private and personal that they don't share with others.

THE LAST LEAF

Author Introduction:

O. Henry was an American writer whose short stories are known for wit, wordplay and clever twist endings. He wrote nearly 600 stories about life in America. He was born William Sidney Porter on September 11, 1862, in Greensboro, North Carolina. His father, Algernon Sidney Porter, was a medical doctor. When William was three his mother died and he was raised by his grandmother and aunt. He left school at the age of 15 and then had a number of jobs, including bank clerk. In 1896 he was accused of embezzlement. He absconded from the law to New Orleans and later fled to Honduras. When he learned that his wife was dying, he returned to US and surrendered to police. Although there has been much debate over his actual guilt, he was convicted of embezzling funds from the bank that employed him; he was sentenced to 5 years in jail. In 1898 he was sent to the penitentiary at Columbus, Ohio.

The Last Leaf, short story by O. Henry, published in 1907 in his collection The Trimmed Lamp and Other Stories. “The Last Leaf” concerns Johnsy, a poor young woman who is seriously ill with pneumonia. She believes that when the ivy vine on the wall outside her window loses all its leaves, she will also die. Her neighbour Behrman, an artist, tricks her by painting a leaf on the wall. Johnsy recovers, but (in a twist typical of O. Henry) Behrman, who caught pneumonia while painting the leaf, dies.

The Last Leaf

In a little district west of Washington Square the streets have run crazy and broken themselves into small strips called "places." These "places" make strange angles and curves. One Street crosses itself a time or two. An artist once discovered a valuable possibility in this street. Suppose a collector with a bill for paints, paper and canvas should, in traversing this route, suddenly meet himself coming back, without a cent having been paid on account!

So, to quaint old Greenwich Village the art people soon came prowling, hunting for north windows and eighteenth-century gables and Dutch attics and low rents. Then they imported some pewter mugs and a chafing dish or two from Sixth Avenue, and became a "colony."

At the top of a squatty, three-story brick Sue and Johnsy had their studio. "Johnsy" was familiar for Joanna. One was from Maine; the other from California. They had met at the table d'hôte of an Eighth Street "Delmonico's," and found their tastes in art, chicory salad and bishop sleeves so congenial that the joint studio resulted.

That was in May. In November a cold, unseen stranger, whom the doctors called Pneumonia, stalked about the colony, touching one here and there with his icy fingers. Over on the east side this ravager strode boldly, smiting his victims by scores, but his feet trod slowly through the maze of the narrow and moss-grown "places."

Mr. Pneumonia was not what you would call a chivalric old gentleman. A mite of a little woman with blood thinned by California zephyrs was hardly fair game for the red-fisted, short-breathed old duffer. But Johnsy he smote; and she lay, scarcely moving, on her painted iron bedstead, looking through the small Dutch window-panes at the blank side of the next brick house.

One morning the busy doctor invited Sue into the hallway with a shaggy, grey eyebrow.

"She has one chance in - let us say, ten," he said, as he shook down the mercury in his clinical thermometer. " And that chance is for her to want to live. This way people have of lining-u on the side of the undertaker makes the entire pharmacopoeia look silly. Your little lady has made up her mind that she's not going to get well. Has she anything on her mind?"

"She - she wanted to paint the Bay of Naples some day." said Sue.

"Paint? - bosh! Has she anything on her mind worth thinking twice - a man for instance?"

"A man?" said Sue, with a jew's-harp twang in her voice. "Is a man worth - but, no, doctor; there is nothing of the kind."

"Well, it is the weakness, then," said the doctor. "I will do all that science, so far as it may filter through my efforts, can accomplish. But whenever my patient begins to count the carriages in her funeral procession I subtract 50 per cent from the curative power of medicines. If you will get her to ask one question about the new winter styles in cloak sleeves I will promise you a one-in-five chance for her, instead of one in ten."

After the doctor had gone Sue went into the workroom and cried a Japanese napkin to a pulp. Then she swaggered into Johnsy's room with her drawing board, whistling ragtime.

Johnsy lay, scarcely making a ripple under the bedclothes, with her face toward the window. Sue stopped whistling, thinking she was asleep.

She arranged her board and began a pen-and-ink drawing to illustrate a magazine story. Young artists must pave their way to Art by drawing pictures for magazine stories that young authors write to pave their way to Literature.

As Sue was sketching a pair of elegant horseshow riding trousers and a monocle of the figure of the hero, an Idaho cowboy, she heard a low sound, several times repeated. She went quickly to the bedside.

Johnsy's eyes were open wide. She was looking out the window and counting - counting backward.

"Twelve," she said, and little later "eleven"; and then "ten," and "nine"; and then "eight" and "seven", almost together.

Sue look solicitously out of the window. What was there to count? There was only a bare, dreary yard to be seen, and the blank side of the brick house twenty feet away. An old, old ivy vine, gnarled and decayed at the roots, climbed half way up the brick wall. The cold breath of autumn had stricken its leaves from the vine until its skeleton branches clung, almost bare, to the crumbling bricks.

"What is it, dear?" asked Sue.

"Six," said Johnsy, in almost a whisper. "They're falling faster now. Three days ago there were almost a hundred. It made my head ache to count them. But now it's easy. There goes another one. There are only five left now."

"Five what, dear? Tell your Sudie."

"Leaves.On the ivy vine. When the last one falls I must go, too. I've known that for three days. Didn't the doctor tell you?"

"Oh, I never heard of such nonsense," complained Sue, with magnificent scorn. "What have old ivy leaves to do with your getting well? And you used to love that vine so, you naughty girl. Don't be a goosey. Why, the doctor told me this morning that your chances for getting well real soon were - let's see exactly what he said - he said the chances were ten to one! Why, that's almost as good a chance as we have in New York when we ride on the street cars or walk past a new building. Try to take some broth now, and let Sudie go back to her drawing, so she can sell the editor man with it, and buy port wine for her sick child, and pork chops for her greedy self."

"You needn't get any more wine," said Johnsy, keeping her eyes fixed out the window. "There goes another. No, I don't want any broth. That leaves just four. I want to see the last one fall before it gets dark. Then I'll go, too."

"Johnsy, dear," said Sue, bending over her, "will you promise me to keep your eyes closed, and not look out the window until I am done working? I must hand those drawings in by to-morrow. I need the light, or I would draw the shade down."

"Couldn't you draw in the other room?" asked Johnsy, coldly.

"I'd rather be here by you," said Sue. "Beside, I don't want you to keep looking at those silly ivy leaves."

"Tell me as soon as you have finished," said Johnsy, closing her eyes, and lying white and still as fallen statue, "because I want to see the last one fall. I'm tired of waiting. I'm tired of thinking. I want to turn loose my hold on everything, and go sailing down, down, just like one of those poor, tired leaves."

"Try to sleep," said Sue. "I must call Behrman up to be my model for the old hermit miner. I'll not be gone a minute. Don't try to move 'til I come back."

Old Behrman was a painter who lived on the ground floor beneath them. He was past sixty and had a Michael Angelo's Moses beard curling down from the head of a satyr along with the body of an imp. Behrman was a failure in art. Forty years he had wielded the brush without getting near enough to touch the hem of his Mistress's robe. He had been always about to paint a masterpiece, but had never yet begun it. For several years he had painted nothing except now and then a daub in the line of commerce or advertising. He earned a little by serving as a model to those young artists in the colony who could not pay the price of a professional. He drank gin to excess, and still talked of his coming masterpiece. For the rest he was a fierce little old man, who scoffed terribly at softness in any one, and who regarded himself as especial mastiff-in-waiting to protect the two young artists in the studio above.

Sue found Behrman smelling strongly of juniper berries in his dimly lighted den below. In one corner was a blank canvas on an easel that had been waiting there for twenty-five years to receive the first line of the masterpiece. She told him of Johnsy's fancy, and how she feared she would, indeed, light and fragile as a leaf herself, float away, when her slight hold upon the world grew weaker.

Old Behrman, with his red eyes plainly streaming, shouted his contempt and derision for such idiotic imaginings.

"Vass!" he cried. "Is dere people in de world mit der foolishness to die because leafs dey drop off from a confounded vine? I haf not heard of such a thing. No, I will not bose as a model for your fool hermit-dunderhead. Vy do you allow dot silly pusiness to come in der brain of her?Ach, dot poor leetle Miss Yohnsy."

"She is very ill and weak," said Sue, "and the fever has left her mind morbid and full of strange fancies. Very well, Mr. Behrman, if you do not care to pose for me, you needn't. But I think you are a horrid old - old flibbertigibbet."

"You are just like a woman!" yelled Behrman. "Who said I will not bose? Go on. I come mit you. For half an hour I haf peen trying to say dot I am ready to bose. Gott! dis is not

any blace in which one so goot as Miss Yohnsy shall lie sick. Some day I villbaint a masterpiece, and ve shall all go away. Gott! yes."

Johnsy was sleeping when they went upstairs. Sue pulled the shade down to the window-sill, and motioned Behrman into the other room. In there they peered out the window fearfully at the ivy vine. Then they looked at each other for a moment without speaking. A persistent, cold rain was falling, mingled with snow. Behrman, in his old blue shirt, took his seat as the hermit miner on an upturned kettle for a rock.

When Sue awoke from an hour's sleep the next morning she found Johnsy with dull, wide-open eyes staring at the drawn green shade.

"Pull it up; I want to see," she ordered, in a whisper.

Wearily Sue obeyed.

But, lo! after the beating rain and fierce gusts of wind that had endured through the livelong night, there yet stood out against the brick wall one ivy leaf. It was the last one on the vine. Still dark green near its stem, with its serrated edges tinted with the yellow of dissolution and decay, it hung bravely from the branch some twenty feet above the ground.

"It is the last one," said Johnsy. "I thought it would surely fall during the night. I heard the wind. It will fall to-day, and I shall die at the same time."

"Dear, dear!" said Sue, leaning her worn face down to the pillow, "think of me, if you won't think of yourself. What would I do?"

But Johnsy did not answer. The lonesomest thing in all the world is a soul when it is making ready to go on its mysterious, far journey. The fancy seemed to possess her more strongly as one by one the ties that bound her to friendship and to earth were loosed.

The day wore away, and even through the twilight they could see the lone ivy leaf clinging to its stem against the wall. And then, with the coming of the night the north wind was again loosed, while the rain still beat against the windows and pattered down from the low Dutch eaves.

When it was light enough Johnsy, the merciless, commanded that the shade be raised.

The ivy leaf was still there.

Johnsy lay for a long time looking at it. And then she called to Sue, who was stirring her chicken broth over the gas stove.

"I've been a bad girl, Sudie," said Johnsy. "Something has made that last leaf stay there to show me how wicked I was. It is a sin to want to die. You may bring a me a little broth now, and some milk with a little port in it, and - no; bring me a hand-mirror first, and then pack some pillows about me, and I will sit up and watch you cook."

And hour later she said:

"Sudie, some day I hope to paint the Bay of Naples."

The doctor came in the afternoon, and Sue had an excuse to go into the hallway as he left.

"Even chances," said the doctor, taking Sue's thin, shaking hand in his. "With good nursing you'll win." And now I must see another case I have downstairs. Behrman, his name is - some kind of an artist, I believe. Pneumonia, too. He is an old, weak man, and the attack is acute. There is no hope for him; but he goes to the hospital to-day to be made more comfortable."

The next day the doctor said to Sue: "She's out of danger. You won. Nutrition and care now - that's all."

And that afternoon Sue came to the bed where Johnsy lay, contentedly knitting a very blue and very useless woollen shoulder scarf, and put one arm around her, pillows and all.

"I have something to tell you, white mouse," she said. "Mr. Behrman died of pneumonia to-day in the hospital. He was ill only two days. The janitor found him the morning of the first day in his room downstairs helpless with pain. His shoes and clothing were wet through and icy cold. They couldn't imagine where he had been on such a dreadful night. And then they found a lantern, still lighted, and a ladder that had been dragged from its place, and some scattered brushes, and a palette with green and yellow colours mixed on it, and - look out the window, dear, at the last ivy leaf on the wall. Didn't you wonder why it never fluttered or moved when the wind blew? Ah, darling, it's Behrman's masterpiece - he painted it there the night that the last leaf fell."

O.HENRY

Answer the following questions:

1. What is Johnsy's illness? What can cure her, the medicine or the willingness to live?

Johnsy's illness is Pneumonia. Later, she could cured not by the medicine, but by the willingness to live.

2. Behrman has a dream. What is it? Does it come true?

Behrman has a dream of painting a masterpiece. It comes true, when he has gotten a chance to paint a leaf.

3. What is Behrman's masterpiece? What makes Sue say so?

The leaf painted by Behrman is his masterpiece. Sue said so because it looked as good as a real leaf. Also, it was a masterpiece because it brought back Johnsy's desire to live.

4. How did Johnsy connect her life with "The Last Leaf"?

Johnsy thought that her life was going to end. So she believed that she would die when the last leaf fell down.

5. Who is Joanna? What is her profession?

Joanna is a young artist who is familiarly known as Johnsy.

6. What is the relationship between Sue and Johnsy?

The two young artists Sue and Johnsy are friends, who came from different countries to Greenwich Village, New York.

ON HIS BLINDNESS

Author Introduction:

John Milton, (born December 9, 1608, London, England—died in 1674. English poet, pamphleteer, and historian, considered the most significant English author after William Shakespeare.

WHEN I consider how my light is spent
  Ere half my days in this dark world and wide,
  And that one Talent which is death to hide
  Lodged with me useless, though my soul more bent
To serve therewith my Maker, and present 5
  My true account, lest He returning chide,
  "Doth God exact day-labour, light denied?"
  I fondly ask. But Patience, to prevent
That murmur, soon replies, "God doth not need
  Either man's work or his own gifts. Who best 10
  Bear his mild yoke, they serve him best. His state
Is kingly: thousands at his bidding speed,
  And post o'er land and ocean without rest;
  They also serve who only stand and wait."

MILTON

Answer the following Questions:

1. When did Milton write his sonnet "On His Blindness"?

The sonnet "On His Blindness" may have been written in 1652.

2. What is the sonnet about?

The sonnet laments the blindness of Milton.

3. What type of sonnet is "On His blindness"?

On His Blindness is a Petrarchan or Italian type of sonnet with octave and sestet.

4. What does Milton mean by "era half of my days"?

Milton became blind in the middle of his life and he totally blind in 1652 at the age of above 44.

5. "That one talent"

What is the double meaning of 'talent'? Is there any allusion here?

Here talent means gift (poetic gift given to him by God).

Talent originally means 1gold coin. It has the allusion to the Biblical story of one gold coin given by a master to his servant and the servant did not use the talent.

6. 'Which is death to hide'

What does Milton mean here?

It meant that to hide the gift or to keep it useless is death to him. It is spiritual death.

7. What does Milton's soul wish?

The soul of Milton wishes to serve God by writing great poetry.

8. How does one serve God best?

One serves God best by submitting to the gentle control of himself.

9. Who are the thousands at God's bidding?

Milton perhaps means the angels traveling over land and oceans. God's ministers (servants) are the sun, moon, stars, natural objects who work their allotted duties.

WHEN I HAVE FEARS

Author Introduction:

John Keats born on October 31, 1795, London, England- died February 23, 1821, Rome. John Keats (1795-1821) was an English Romantic poet. He was born in London. He was the eldest son of Thomas and Frances Jennings Keats's four children. He died at the age of twenty-five, Keats had perhaps the most remarkable career of any English poet. He published only fifty-four poems whose reputation grew after his death. In this poem, published posthumously in 1848, speaker shares his desires for his future and his doubts that he will accomplish them. It is a sonnet written in iambic pentameter, with three quatrains and a couplet.

When I have fears that I may cease to be
  Before my pen has gleaned my teeming brain,
Before high-pilèd books, in charactery,
  Hold like rich garners the full ripened grain;
When I behold, upon the night's starred face,
  Huge cloudy symbols of a high romance,
And think that I may never live to trace
  Their shadows with the magic hand of chance;
And when I feel, fair creature of an hour,
  That I shall never look upon thee more,
Never have relish in the faery power
  Of unreflecting love—then on the shore
Of the wide world I stand alone, and think
Till love and fame to nothingness do sink.

JOHN KEATS

Answer the following questions:

1. What is an essential message conveyed in Keats poem "when I Have Fears"….?

The poem conveys an essential message that everything in this world such as love, fame, and beauty are just transitory.

2. Mention some of the major themes of the poem?

Fear of death, love and nature are some of the significant themes found in the poem "when I Have Fears That I May Cease to Be".

3. What are the images used by Keats in his sonnet "When I Have Fears That I May Cease to Be"?

Keats has used images of sight such as "fair-creature", "wide world", "night's starred face" and "high-piled books" in his sonnet.

4. What is personification? Give an example from, this poem?

Personification is giving human characteristics to non-human things.

Ex: "magic hand of chance"

5. What are the various things that the poet is worrying about?

The poet worries that death may approach him before he gets popularity. He also worries that he misses the beautiful wonders of nature and his beloved's company after his untimely death.

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COMMUNICATION ENGLISH –I

Model Question Paper – I

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

Part – A **(10X3=30)**

I. Answer any Ten of the following:

1. Frame a sentence by using the parts of speech given below:

a. Verb : like

b. Noun : laboratory

c. Adjective : black

2. Frame a sentence for the first two patterns and write the patterns of the last one:

a. S +V+A

b. S+ V+O+A

c. He is a cricket player

3. Make use each of the following main verb or auxiliary verb to make three sentences of your own:

a. Have

b. Give

c. Was

4. Frame three Sentences by using the following tense forms:

a. Simple Future

b. Present Perfect

c. Past Continuous

5. Frame 'WH' question for the responses given:

a. Rama scored centum in Mathematics.

b. She will come tomorrow.

c. I met my friend in the train.

6. Identify and write the passive verb in the following Sentences:

a. The problem was solved by the rural boys.

b. The girls were well received by the teachers.

c. The exam is being written by the students.

7. Fill in the blanks by using suitable prepositions:

a. The sky is _____ the earth (above / below)

b. It is the secret ____ you and me (between / with)

c. Parthiban walks _____ the road (along / behind)

8. Write down any three possible derivates of the following Word:

a. Word: Exam

9. Match the following and form collocations:

a. Common - your emotions

b. Alphabetical - Knowledge

c. Bottle up - a headache

d. Clear - medicine

e. Alternative - message

f. Human - order

10. Fill in the blanks with the suitable word from the homophones given in brackets:

a. The PT master _____ the whistle. (blew / blue).

b. That's a good _____ to roast the chicken. (way / weigh).

c. You should be _____ tomorrow. (here / hear)

11. Write one word Substitutes for the following:

a. Persons living at the same time

b. One who is not sure about God's existence

c. One who runs away from justice

12. Frame a sentence for each of the following idioms:

a. Once in a blue moon

b. For a short while

c. Hook or crook

Part – B **(5X3=15)**

II. Answer any Five of the following in about 50 words.

a. Why did the family wonder whether there two snakes in the compound?

b. How did the parents show the inequality with their children according to Bacon?

c. What was Johnsy's comparison between the life and the last leaf?

d. What does Milton's soul wish?

e. What are some poetic devices in keats's "when I have fears"?

f. What are the fears that the poet is referring to in when I have fears by Keats?

g. What is Behrman's master piece? What makes sue say so?

Part – C **(3X5=15)**

III. Answer the following:

1. Write a short message to staff – HOD instructing to attend an Industrial visit to BHEL, Trichy.

2. Draft a letter to your HOD requesting him to issue Transfer Certificate after completing Polytechnic College.

OR

Write a diary entry about your team won District level in football match. Write about your feeling in your diary.

3. Complete the dialogue:

Doctor : _____

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

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

Patient : _____

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

Patient : Is there anything serious sir

Doctor : _____. Take rest for atleast two days. Don't see the monitor for atleast two days and we will see.

Patient : Ok sir, will I be relieved of this pain?

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

Patient : Is it necessary to scan the head?

Doctor : _____ .We will see in two days.

Patient : What about your fees sir?

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

Patient: _____. I will contact you over phone if it is necessary.

Part – D **(3X5=15)**

IV. Answer any Three of the following:

1. Write a review of anyone of the movie you saw recently in about 50 words.

2. Describe the picture below in about 50 words.

3. Write an advertisement of mobile sales.

4. Write a short passage of 50 words using the words in the word cloud below and give suitable title.

5. Read and transform the following passage into a table:

There are flightless birds like ostrich Africa, the emu of Australia the rheas of South Africa and the Kiwi of New Zealand. Some birds are ornamental, like the peacock in India and the san and tease in England. All countries have some domestic and game birds like ducks, chickens, turkeys and pigeons. Nearly 80 kinds of birds are in danger of becoming extinct, like whooping crane, the flamingo of West Indies California condor. About 40 kinds of birds have becomes extinct like hornbill of India and the ivory billed woodpecker of South East Asia.

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COMMUNICATION ENGLISH –I

Model Question Paper – II

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

Part – A **(10X3=30)**

I) Answer any TEN of the following:

1. Frame a sentence by using the parts of speech given below:

a. Adjective: brilliant

b. Verb: live

c. Noun: Office

2. Frame a sentence for the first two patterns and write the patterns of the last one.

a. S+V+O+A

b. S+V+C+A

c. She was tired.

3. Make use of each of the following main verb or auxiliary verb to make three sentences of your own.

a. bring

b. have

c. is

4. Frame three Sentences by using the following tense forms:

a. Simple Present

b. Past continuous

c. Present Perfect

5. Frame Yes/No questions for the responses given:

a. Yes, I met my brother yesterday

b. No, I plan a building

c. Yes, She loves tennis.

6. Identify and write the passive verb in the following Sentences:

a. The new College was opened by Minister.

b. I read the book.

c. The cake was eaten by rats.

7. Fill in the blanks by using suitable prepositions.

a. The meeting will be held ____ Tuesday. (at / on)

b. His continuous lecture ___ three hours bored everyone. (for / of)

c. She came to ooty _____ bus. (by / in)

8. Write down any three possible derivatives of the following word;

Word: Collect

9. Match the following and form collocations:

a. Fast - a record

b. bottle up - an appointment

c. make - food

d. have - your emotions

e. break - a difference

f. human - a headache

10. Fill in the blanks with the suitable word from the homophones given in brackets:

a. The teacher read the instructions_____ [allowed/aloud] to the students.

b. The day was warm, so the students_____ [ate/eight] their lunch outside.

c. The tree_____ [blue/blew] over in the storm.

11. Write one word substitutes for the following:

a. The generations of people who will exist in future

b. A work of art such as painting, film or book that is made with great skill

c. Being too formal or much worried about small details

12. Frame a sentence for each of the following phrasal verbs:

a. Take care of

b. Log in

c. Go through

Part – B **(5X3=15)**

II. Answer any FIVE of the following in about 50 words.

a. Bring out the observations of Bacon on the duties of Parents and Children.

b. How does Milton arrive at the conclusion- "they also served who only stand and wait."?

c. Explain by listing out the fears that Keats refers in his poem?

d. What is Behrman's masterpiece? How did it save the life of Johnsy?

e. Elucidate the narrative skill of R. K. Narayan with reference to the short story you studied.

f. What does Milton's soul wish?

g. Behrman has a dream. What is it? Does it come true?

Part – C **(3X5=15)**

III. Answer of following:

1. **Write a short message to your friend asking him to send study materials for the forthcoming examinations.**
2. **Draft a letter to your HOD requesting him to issue bonafide certificate for opening a savings bank account.**

OR

Write a diary entry presenting a list of things to be done for the next day tour.

3. **Read the passage below and answer the questions that follow:**
   a. **What was the 8th international conference about?**
   b. **Which is under the conceptual stage?**
   c. **When is the manned expedition to moon expected to be carried out?**
   d. **Give the full form of IAA and ASI.**
   e. **How much did India spend for launching Chandryaan-1?**

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

Part – D **(3X5=15)**

IV. Answer any THREE of the following:

1. **Write a review of anyone of the books you studied recently in about 50 words.**

2. Describe the picture below in about 50 words.

3. Write an advertisement for a Home appliances Show Room highlighting Diwali festival offers.

4. Write a short passage of 50 words using the words in the word cloud below and give a suitable title.

5. Read and transform the following passage into a pie- chart.

A survey was conducted to study people using different browsers in Europe. Five browsers- Firefox, Chrome, Opera, Safari and Internet Explorer were selected for this purpose to see the impact of browsers on the Internet Users. It was found that as much as 37.9% people used Firefox that was the highest of all other browsers accessed through the Net. Next came the Internet Explorer, Chrome was accessed by 15.5% of the internet users. The number of users the remaining two browsers equally fell around 4.55%. It was also found that all other browsers were used by less number of people who were around less than 1 Percentage.