



**NARSIMHA REDDY ENGINEERING COLLEGE**

**(Autonomous)**

**Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad**

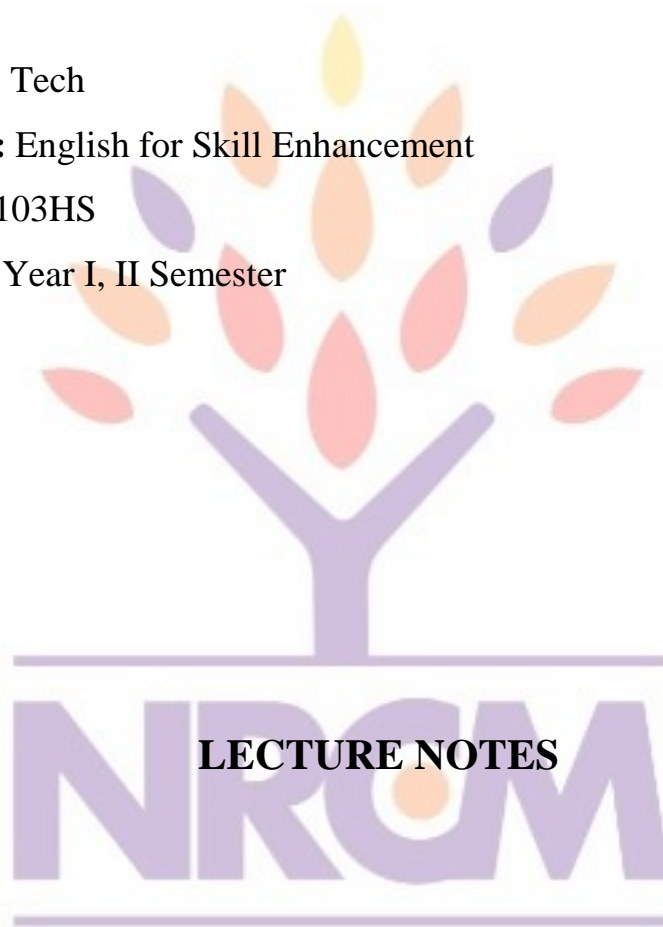
**Accredited by NBA & NAAC with A Grade**

**Program Name:** I B. Tech

**Name of the Course:** English for Skill Enhancement

**Course Code:** 23EN103HS

**Semester and Year:** Year I, II Semester



**LECTURE NOTES**

**your roots to success...**

## Syllabus

### UNIT- I

Chapter entitled 'Toasted English' by R. K. Narayan from "English: Language, Context and Culture" published by Orient Black Swan, Hyderabad.

**Vocabulary:** The Concept of Word Formation -The Use of Prefixes and Suffixes - Synonyms and Antonyms

**Grammar:** Identifying Common Errors in Writing with Reference to Articles and Prepositions.

**Reading:** Reading and Its Importance- Techniques for Effective Reading.

**Writing:** Sentence Structures -Use of Phrases and Clauses in Sentences- Importance of Proper Punctuation- Techniques for writing precisely – Paragraph Writing – Types, Structures and Features of a Paragraph - Creating Coherence-Organizing Principles of Paragraphs in Documents.

### UNIT - II

Chapter entitled 'Appro JRD' by Sudha Murthy from "English: Language, Context and Culture" published by Orient Black Swan, Hyderabad.

**Vocabulary:** Homophones, Homonyms and Homographs

**Grammar:** Identifying Common Errors in Writing with Reference to Noun-pronoun Agreement and Subject-verb Agreement.

**Reading:** Sub-Skills of Reading – Skimming and Scanning – Exercises for Practice

**Writing:** Nature and Style of Writing- Defining /Describing People, Objects, Places and Events.

### UNIT - III

Chapter entitled 'Lessons from Online Learning' by F.Haider Alvi, Deborah Hurst et al from "English: Language, Context and Culture" published by Orient Black Swan, Hyderabad. **Vocabulary:** Words Often Confused - Words Often Misspelt - Words from Foreign Languages and their Use in English.

**Grammar:** Identifying Common Errors in Writing with Reference to Misplaced Modifiers and Tenses.

**Reading:** Sub-Skills of Reading – Intensive Reading and Extensive Reading – Exercises for Practice.

**Writing:** Format of a Formal Letter-Writing Formal Letters E.g., Letter of Complaint, Letter of Requisition, Email Etiquette, Job Application with Resume and CV .

### UNIT - IV

Chapter entitled "Art and Literature" by Abdul Kalam

**Vocabulary:** Standard Abbreviations in English-

**Grammar:** Redundancies and Clichés in Oral and Written Communication.

**Reading:** Survey, Question, Read, Recite and Review (SQ3R Method) - Exercises for Practice

**Writing:** Writing Practices- Essay Writing-Writing Introduction and Conclusion –Précis Writing.

## UNIT - V

Chapter entitled 'Go, Kiss the World' by Subroto Bagchi from "English: Language, Context and Culture" published by Orient Black Swan, Hyderabad.

**Vocabulary:** Technical Vocabulary and their Usage

**Grammar:** Common Errors in English (Covering all the other aspects of grammar which were not covered in the previous units)

**Reading:** Reading Comprehension-Exercises for Practice

**Writing:** Technical Reports- Introduction – Characteristics of a Report – Categories of Reports  
Formats- Structure of Reports (Manuscript Format) -Types of Reports - Writing a Report.

## TEXT BOOK:

1. "English: Language, Context and Culture" by Orient Black Swan Pvt. Ltd, Hyderabad. 2022. Print.7

## REFERENCE BOOKS:

1. Effective Academic Writing by Liss and Davis (OUP)
2. Richards, Jack C. (2022) Interchange Series. Introduction, 1,2,3. Cambridge University Press
3. Wood, F.T. (2007). Remedial English Grammar. Macmillan.
4. Chaudhuri, Santanu Sinha. (2018). Learn English: A Fun Book of Functional Language, Grammar and Vocabulary. (2 nd ed.,). Sage Publications India Pvt. Ltd.
5. (2019). Technical Communication. Wiley India Pvt. Ltd.
6. Vishwamohan, Aysha. (2013). English for Technical Communication for Engineering Students. McGraw-Hill Education India Pvt. Ltd.
7. Swan, Michael. (2016). Practical English Usage. Oxford University Press. Fourth Edition.

## ENGLISH FOR SKILLS ENHANCEMENT

### Unit – 1 TOASTED ENGLISH

R.K. Narayan is known for his simple language and realistic characters. **“Toasted English”** is a half-humorous, half-serious essay about how the same language English differs from one country to another.

In the essay, the difference between American and British English has been shown in an amusing way. The author tells that like Indians, Americans also drove the British out of their country but adopted English. The Americans used the English Language in an easy way and left the use of passive voice. They also gave up formalism and used certain keywords for their convenience.

This process of modifying English is called **“Toasting”**. For e.g. Instead of “Trespassing Prohibited”, they say ‘Newly Planted, don’t walk on’ then the notice board. The new words became very handy because they could be used for multiple meanings.

‘Ok’, ‘Yeah’, and ‘Yes’, are more commonly used expressions. Narayan mentions the Example of the word “Check” which may safely be labeled the **American National Expression**. While The British uses this word according to the definitions, the American uses it anywhere. I’ll check means I’ll find out, examine or verify. ‘Your check’ means your ticket, token ‘Check girl’ is one who takes care of your coat, umbrella, or anything you have.

Further **R.K. Narayan** discusses the bazaar status of English. It is used in a polite way in London. The conductor will never say, “Ticket, Ticket on a London bus, but simply go near the passenger and say, “Thank you” on receiving the fare and issuing the ticket also. We have no need to use ‘Yes Sir’, ‘yes darling’ with the words yes. The words yes, okay are self-sufficient words that need no suffix to show any special respect. “Yeah” seals the sentence without any fuss to continue the dialogue or conversation. ‘Yeah’ is spoken in a short-base of tongue grant.

**R.K. Narayan** feels that the time has come when English should come out in the open in dusty streets and become the language of the common man. Like Americans, it should also adapt according to the Indian needs and atmosphere. He does not want the mongrelization of English. Grammatical rules should have remained the same. Like ‘Toasted English’, India should develop a Bharat brand of English. One should not have to think before speaking. The author wants that Indian English should have its own identity- it’s **“Swadeshi Stamp”**. It should be unique and distinct from the present English.

**Do you agree with Narayan that we need a ‘Bharat’ brand of English? Why?**

Answer: Yes, I agree with the author, R K Narayan, that we require a ‘Bharat’ brand of English. Just as the Americans ‘Toasted’ English to create their own dialect, the time has come for us in India to seriously consider developing our own Bharat brand of English. Until now, English has been relegated to the halls of learning, administration, and courts of justice in India. Now is the time for it to make its way down the dusty street, to the market square, and beneath the banyan

tree. English must adapt to the circumstances of our lives and make an attempt to assimilate its idiom. However, this does not imply a distortion of the grammar. Bharat English will adhere to the rule of law and the dignity of grammar while maintaining a Swadeshi flavour.

Yes, I believe we need a Bharat brand of English because English in India has had a relatively limited presence in the country—most notably in the halls of learning, justice, and administration. Now is the time for it to appear on the dusty street, in the market square, and beneath the banyan tree. English must take the hues of our lives and adapt its idiom. Bharat English would uphold the rule of law and the dignity of grammar while never the less bearing an unmistakable swadeshi mark.

**The author approves and disapproves of American English in certain senses. Give examples to elaborate.**

Answer: The author agrees that Americans have built their own versions of English to fit their tastes and lifestyles, making it simpler, more conversational, and more informal. They liberated themselves from the suffocating tyranny of the Passive Voice in their use of the English language, making it simpler to express themselves. The author, on the other hand, disapproves since it does little to uphold the rule of law and the dignity of grammar. Giving out simplified instructions on the signboard where it is written 'Absolutely Little Parking' is an example of where the author approves of American English, as it provides no space for conjecture and one does not need to spend too much time peeking out and studying the signboard. Another point of contention for the author is the way American English disrespects the rule of law and the dignity of grammar when someone says something like, 'Were U going, man?'

**How have the Americans simplified the language? Give examples.**

Answer: The Americans simplified the language by separating it from the suffocating tyranny of the Passive Voice. For example, in America, the phrase 'Trespassing Prohibited' on a signboard has been replaced with 'Newly Planted', 'Do Not Walk', which is less straightforward than British English and provides no space for speculation. Additionally, many American office doors bear a notice that reads, 'Do Not Enter.' Simultaneously, the traffic signs at pedestrian crossings are unambiguous; they simply say 'Go' or 'Wait'.

### **The Concept of Word Formation**

ROOT	MEANING	EXAMPLES
-ast(er)-(G)	star	asteroid, astronomy, astronaut, asterisk
-audi-(L)	hear	audible, audience, auditory, auditorium
-auto-(G)	self	automatic, automate, autobiography, autograph
-bene-(L)	good	benefit, benign, benefactor, benevolent
-bio-(G)	life	biography, biology, biodegradable, symbiotic
-chrono-(G)	time	chronic, synchronize, chronicle, chronology
-dict-(L)	say	dictate, diction, edict, dictionary, addict
-duc-(L)	lead, make	deduce, produce, educator, conducive
-gen-(L)	give birth	gene, generate, generous, generation
-geo-(G)	earth	geography, geology, geometry, geopolitics
-graph-(G)	write	autograph, graphic, epigraph, demographic



-jur-, -jus-(L)	law	jury, justice, adjure, conjurer, justification
-log-, -logue-(L)	thought	logic, obloquy, apology, dialogue, analogy
-luc-, -lum-(L)	light	lucid, translucent, illuminate, elucidate
-man(u)-(L)	hand	manual, manure, manicure, manipulate
-mand-, -mend-(L)	order	demand, recommend, remand, mandatory

## PREFIX AND SUFFIX

Prefix	Meaning	Example
a, an	without, not	asexual, amoral, anarchy, anhydrous, Anabaptist, anachronism
ab, abs, a	apart, away from	abnormal, abduct, abductor (muscle), abscission . See <i>ad in Prefixes</i> ,
Ad	Toward	adhere, adductor (muscle) . See <i>ab in Prefixes</i> section), adumbrate
Agree	Act	agent, agency, agenda
amphi, ambi	round, both sides	amphitheater, amphibian, ambidextrous, ambivalent
Ante	Before	antedate, anteroom, antecedent, anterior
Anthro	Man	anthropology, anthropomorphic
Anti	Against	antipathy, antitank, anticlimax
Aqua	Water	aquarium, aqueous
Archaios	Ancient	archeology, archetype, archaic, archeozoic
Archos	leader, first, chief	monarchy, oligarchy, anarchy, archetype, architect
Audio	Hear	audiophile, audiometer, auditory
Auto	Self	automatic, automaton, auto-immune
Bi	Two	bi-partisan, bisexual, biennial, binary, bicuspid, bivalve
Bene	well, favorable	benefit, benevolent, benefactor, beneficent
Bible	Book	bibliography, Bible, bibliophile
Meter	Measure	metronome, speedometer, odometer

Micro	Small	microscope,micron,micrometer,microorganism
mittere,mitto	Send	mission,transmit, remit
Mono	one,single	monocle, monopoly, monogamy, monovalent, monomania, monarchy
Mortis	Death	mortician,mortuary,moribund,morbid
Nomen	Name	noble,ignominy,nomenclature,nominal
Olig	Few	oligarchy,oligopoly
Pater	Father	paternal,paternity,patricide
Ped	Foot	pedestrian,pedal,pedicure,podiatrist
Peri	Around	peripatetic,periscope,perineum,peritoneum
Phage	Eat	phagocyte,phagocytosis
Philo	Love	philosophy,philanthropy
Polein	Sell	Monopoly
Polis	City	political,metropolitan
Poly	Many	polygamy,polyphonic,hoipolloi
Porto	Carry	porter,export
Post	After	postscript(p.s.),ex postfacto,posthoc, post-mortem
Pre	Before	premier,preview,premium,prescient
Pro	before,infavor of	project,projectile,
Psyche	mind, soul	Psychology
Publicus	People	public,republic,pub,publican

#### IV Changing of words one form to another

Different parts of speech like noun, verb, adjective and adverb are formed by the addition of a syllable mostly at the end of a word. The process of adding syllables is called “affixing”.

The base word to which a syllable is affixed is called the root/stem. When a syllable or word is affixed at the beginning of the root word, it is called a “prefix”. When we add at the end of the base word, it is called a “suffix”.

1. Suffixes like ---ant, ---ator, ---er, ---ist, ---or are added to form personal nouns.

**Examples:** Immigrate-immigrant, Terminate—terminator, Conduct-----conductor

2. Suffixes ---ance, ---ence, ---ation, ---ion, ---tion, ---ism, ---ment, ---ty ---sion, ---age, ---ency can be used to form functional nouns.

**Examples:** Refer---reference, Maintain----maintenance, Invest-----investment

3. Adjectives are formed by adding suffixes like ---able, ---al, ---iative, ---ical, ---ing, ---ory, ---tic.

**Examples:** Reason-----reasonable, Develop----developing, Paralyze-----paralytic

4. Adverbs are generally formed by the addition of -ally, ---ly, or ---lly to most of the adjectives.

Examples: comprehensibly, communicatively, and developmentally

Noun	Verb	Adjective	Adverb
Activity	Activate	Active	Actively
Beauty	Beautify	Beautiful	Beautifully
Bravery	Brave	Brave	Bravely
Curiosity	(engages someone's interest)	Curious	Curiously
Friend	friend(recent)/befriend	friendly	—
History	(make or write history)	historical	Historically
impossibility	(make not unattainable)	impossible	Impossibly
Perfection	perfect	perfect	Perfectly
Style	style/design	stylish	stylishly/fashion
Approval	approve	approving / approved	Approvingly
Decision	decide	Decisive.	Decisively
Difference	Differ	different	Differently

### Vocabulary: List of Synonyms

**Synonyms and Antonyms:** words similar in meaning are known as synonyms and words opposite



in meaning are known as antonyms.

Word	Synonym	Synonym	Word	Synonym	Synonym
Abandon	Discard	Vacate	Ignorant	Stupid	Unintelligent
Accord	Agree	Grant	Illogical	Incongruent	Rambling
Adversity	Difficulty	Misfortune	Illustrious	Eminent	Famous
Affluent	Plentiful	Rich	Imitate	Copy	Reflect
Aggravate	Annoy	Infuriate	Immense	Huge	Mammoth
Alleviate	Lighten	Mitigate	Impartial	Candid	Impersonal
Amenable	Agreeable	Favorable	Impatient	Anxious	Eager
Anguish	Distress	Sorrow	Implicate	Accuse	Insinuate
Apathetic	Dispirited	Lifeless	Importune	Beg	Solicit
Arrogant	Disdainful	Imperious	Inadvertent	Accidental	Unintentional
Astonish	Confound	Overwhelm	Indifferent	Apathetic	Disinterested
Atrocious	Appalling	Detestable	Isolate	Detach	Quarantine
Augment	Add	Enlarge	Jargon	Argot	Slang
Avoid	Ignore	Shun	Jovial	Genial	Merry
Awkward	Graceless	Inept	Judge	Estimate	Referee
Baffle	Confuse	Deceive	Justification	Excuse	Reason
Banal	Common	Plain	Juvenile	Adolescent	Immature
Barren	Desolate	Sterile	Keen	Clever	Observant
Berate	Criticize	Disapprove	Label	Brand	Classify
Betray	Deceive	Fool	Labour	Toil	Work
Bias	Inclination	Predisposition	Lead	Direct	Proceed
Bitter	Acrid	Sour	Lean	Slim	Thin
Blend	Combine	Mix	Leave	Abandon	Desert
Bliss	Happiness	Joy	Liberal	Copious	Unrestrained
Bluff	Boast	Feign	Liberal	Lenient	Open-minded
Bold	Daring	Fearless	Limitation	Boundary	Constraint
Bonus	Award	Gift	Negate	Contradict	Refute
Bother	Annoy	Irritate	Negligent	Careless	Remiss
Brief	Concise	Short	Negotiate	Bargain	Deal
Brilliant	Clever	Intelligent	Nice	Affable	Benign
Brisk	Fast	Swift	Noble	Aristocratic	Distinguished
Budget	Allot	Plan	Nuisance	Annoyance	Offense
Candid	Honest	Truthful	Obedient	Faithful	Loyal
Caricature	Cartoon	Imitation	Objection	Disapproval	Protest
Casual	Informal	Natural	Obligatory	Compulsory	Required
Category	Classification	Division	Observe	Notice	Watch
Cease	Desist	Stop	Obvious	Conspicuous	Definite

Chaotic	Disordered	Messy	Offend	Anger	Irritate
Cherish	Esteem	Love	Offer	Bid	Proposal

Word	Synonym	Synonym
Narrow	confined	restricted
Nature	aspect	character
Necessary	mandatory	requisite
Negate	contradict	refute
Negligent	careless	remiss
Negotiate	bargain	deal
Nice	affable	benign
Noble	aristocratic	distinguished
Nuisance	Annoyance	offense
Obedient	Faithful	loyal
Objection	disapproval	protest
Obligatory	compulsory	required
Observe	Notice	watch
Obvious	conspicuous	definite
Offend	Anger	irritate
Offer	Bid	proposal
Omen	premonition	sign
Omit	Exclude	remove



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Opportune	advantageous	auspicious
Pacify	appease	placate
Pain	ache	discomfort
Paramount	chief	leading
Partisan	biased	dogmatic
Passive	inactive	lethargic
Pause	break	cease
Permeate	diffuse	disseminate
Perpetuate	endure	preserve
Perplex	astonish	baffle
Persecute	afflict	harass
Radiate	effuse	emanate
Radical	basic	fundamental
Range	anger	furore
Rank	arrange	classify
Word	Synonym	Synonym
Narrow	confined	restricted
Nature	aspect	character
Necessary	mandatory	requisite
Negate	contradict	refute
Negligent	careless	remiss
Negotiate	bargain	deal
Nice	affable	benign
Noble	aristocratic	distinguished
Nuisance	Annoyance	offense
Obedient	Faithful	loyal
Objection	disapproval	protest
Obligatory	compulsory	required
Observe	Notice	Watch
Obvious	conspicuous	Definite
Offend	Anger	Irritate
Offer	Bid	Proposal
Omen	premonition	Sign
Omit	Exclude	Remove
Opportune	advantageous	Auspicious
Pacify	appease	Placate
Pain	ache	Discomfort
Paramount	chief	Leading
Partisan	biased	Dogmatic
Passive	inactive	Lethargic
Pause	break	Cease

Permeate	diffuse	disseminate
Perpetuate	endure	Preserve
Perplex	astonish	Baffle
Persecute	afflict	Harass
Radiate	effuse	Emanate

### Practice Exercise Synonyms&Antonyms

#### A. Matchthesesynonyms

- |                |                |
|----------------|----------------|
| 1. Seal        | a. close       |
| 2. Seek        | b. divide      |
| 3. Argue       | c. imaginative |
| 4. Shut        | d. ask         |
| 5. Speculative | e. disagree    |
| 6. strangle    | f.close        |
| 7. jolly       | g.kill         |
| 8. split       | h .happy       |
| 9. discover    | I. find        |

#### B. Matchthesesynonyms.

- |               |                |
|---------------|----------------|
| 1. Souvenir   | a. remembrance |
| 2. Lofty      | b. extendable  |
| 3. Exorbitant | c. sullen      |
| 4. Elastic    | d.dishonest    |
| 5. Distort    | e. twist       |
| 6. Morose     | f. costly      |
| 7. Corrupt    | g. supervise   |
| 8. Temper     | h. rebellion   |
| 9. Monitor    | i. high        |
| 10. Mutiny    | j. mood        |

Choosethecorrect answer.

- They work hard notbecauseof the \_\_\_\_\_,butbecauseoftheirinnerurge.  
a) desire    b) drive    c) energy    d) incentive    e)motivation
- His \_\_\_\_\_backgroundhas madehimsodocile.  
a) famous    b) lucrative    c)rich    d) advanced    e)humble
- It is \_\_\_\_\_foreveryonetoabidebythelawoftheland.  
a) expected    b) obligatory    c) meant    d) optional    e)recommended
- \_\_\_\_\_heis ahardworker,his qualityofworkisnotofadesirablelevel.  
a) despite    b) because    c)although    d) somehow    e)however
- In spiteof repeated instructions, he\_\_\_\_\_thesame mistakes.  
a) commits    b) detects    c) corrects    d) imitates    e)exhibits
- Rohit\_\_\_\_\_a huge library and has alarge collectionofbooks in it.  
a) wants    b) has    c) wanted    d) had    e)needs

7. Rachna liked her room to be exactly the way she left it and she would \_\_\_\_\_ allow anyone to touch her things.

- a) always      b) sometimes      c) willingly      d) never      e) certainly

### ANTONYMS

#### A. Match these antonyms:

1. Relax a. occasional
2. Strengthen b. wet
3. Disable c. enable
4. Accept d. tense
5. Sensible e. weaken
6. Genuine f. miser
7. Frequent g. remember
8. Forget h. reject
9. Dry i. senseless
10. Spend j. thrift      k. fake

#### B. Match these antonyms:

1. Extravagance a. mean
2. Simple b. ignore
3. Elastic c. full
4. Lofty d. miserliness
5. Generous e. divided
6. Blank f. complex
7. Straight g. zigzag
8. Excited h. dull
9. United i. low
10. Attend j. stiff

### Fill in the blanks with the words opposite in meaning to those underlined.

1. What looks like a convenient shortcut may prove to be very ..... in the long run.
2. No one wants to listen to an ignorant man but everybody listens to a ..... man.
3. Gold is an expensive metal while iron is .....
4. My application was accepted but this was .....
5. The teacher tried to make the student confident but he still looked very .....
6. He failed to qualify in the first two attempts but ..... in the third one.
7. He often visits me but I ..... to go to his house.
8. He is brave but his brother is .....
9. An airplane consumes more fuel while ascending than while .....
10. Tigers are very common in Kerala but lions are .....



## ARTICLES

### What is an Article?

An article is a short monosyllabic word that is used to define if the noun is specific or not. Articles are normally used before nouns and since they are used to speak about the noun, they can be considered as adjectives.

Look at how various dictionaries define an article to have a much clearer idea of what they are.

### Definition of an Article

An article, according to the Merriam-Webster Dictionary, is defined as “any of a small set of words or affixes (such as a, an, and the) used with nouns to limit or give definiteness to the application.” According to the Collins Dictionary, “an article is a kind of determiner. In English, ‘a’ and ‘an’ are called the indefinite article, and ‘the’ is called the definite article.” The Macmillan Dictionary defines an article as “a type of determiner (=word used before a noun) that shows whether you are referring to a particular thing or to a general example of something. The indefinite article is ‘a’ or ‘an’ and the definite article is ‘the’.”

### Types of Articles

There are three articles in English – ‘a’, ‘an’ and ‘the’. These articles are divided into two types namely:

- Definite Article
- Indefinite Article

### Definite Article

Among the three articles, ‘the’ is said to be the definite article. A definite article is used to determine something that is specific or particular. It is also used before plural nouns and to indicate the superlative degree of comparison. Furthermore, it can be used before collective nouns as well.

For example:

- **The** Sun sets in **the** west.

In the above sentence, the nouns ‘Sun’ and ‘west’ are proper nouns and are specific and so the definite article has to be used.

- **The** children are playing cricket.

In the above sentence, the definite article is used to determine the plural noun, 'children'.

- This is **the** world's longest river.

In the above sentence, the definite article is used to denote the superlative degree of comparison.

- **The** crowds sang along with **the** band.

In the above sentence, the definite article is used before the collective nouns, 'crowd' and 'band'.

## Indefinite Article

The articles 'an' and 'a' are termed as indefinite articles. An indefinite article, as the name suggests, is used to indicate something that is not definite or specific. It can also be used before singular nouns.

Among the indefinite articles, 'an' is used before singular nouns that start with vowel sounds and 'a' is used before singular nouns that begin with consonant sounds.

For example:

- I had **a**n apple for breakfast.
- Do you have **a**n eraser?
- I saw **a**n aeroplane.
- She has **a** pet dog.
- My father is **a** doctor.
- My brother gave me **a** calculator.

## A or An?

The article 'an' is normally used before words that begin with vowel sounds. However, this is often confused with the idea that it can be used before words that start with a vowel. Look at the examples given below to understand how this works.

- I have **a**n umbrella.
- This is **a**n orange.
- **A**n elephant was crossing the road.

If you see here, the words 'university' and 'unique' start with a vowel. However, it does not have a vowel sound but a consonant sound 'yu' in the beginning. It is because of this reason that the indefinite article, 'a' is used instead of 'an'.

- Studying in **a** university will give you a lot of exposure.

- This is a unique way of communicating with birds.

In the examples given below, 'an' is used before 'MBA' and 'hour' though they are words starting with consonants. This is because the word 'MBA' starts with 'm' which has a vowel sound (em) in the beginning. Likewise, the 'h' in the word 'hour' is silent, thus having a vowel sound in the beginning.

- 
- I have completed **an** MBA degree.
- It took **an** hour to reach the airport.

### Exceptions

Words starting with a vowel, but use 'a' instead of 'an':

- One
- University
- Unique
- Uniform
- Unit
- Eucalyptus
- Utensil
- Euro
- UFO

Words starting with a consonant, but use 'an' instead of 'a':

- Hour
- Honest
- Hourly
- MBA
- MBBS
- MA
- MSc
- MMR
- MCom
- MLA
- NCC
- Honorary
- X-ray
- Xmas



There are also some cases in which you will have to use the indefinite article 'the' before a common noun. Look at the following set of sentences to understand how this works.

Example 1: My brother and I are going for **a** wedding reception. **The** reception is held in an open lawn at 7 p.m.

Example 2: I saw **a** dog at the end of the street. **The** dog came running to me.

Example 3: Tharun watched **a** movie yesterday. He felt that **the** movie was too slow.

### Examples of Articles

Let us look at a few more examples to find out how articles can be used.

- **The** English teacher is absent today.
- I saw **a** bird sitting on **the** tree in front of my house.
- Not many know how to use **a** oven properly.
- Tom has **a** cat.
- We are going to buy **a** dress for our daughter.
- Carry **a** umbrella. I am sure it will rain.
- Keren found **a** puppy on the road.
- **The** parents have been asked to attend **a** meeting tomorrow.
- **The** committee has decided to bring down **the** fuel rates.
- Due to **a** hartal, **the** shops have been closed.

### Check Your Understanding of Articles

Fill in the blanks with the appropriate articles in the following sentences:

1. Have you watched \_\_\_\_\_ new movie?
2. I have never used \_\_\_\_\_ computer.
3. Do you know \_\_\_\_\_ multiplication tables?
4. Sandra brought \_\_\_\_\_ apple.
5. Madhu has \_\_\_\_\_ teddy bear.
6. \_\_\_\_\_ chairs are all broken.
7. The janitor asked \_\_\_\_\_ students to walk carefully as \_\_\_\_\_ floor was wet.
8. I have finished reading \_\_\_\_\_ book you lent me.
9. Hari is planning to buy \_\_\_\_\_ new car.
10. He has been waiting for \_\_\_\_\_ hour.

Check your answers.

1. Have you watched **the** new movie?
2. I have never used **a** computer.

3. Do you know **the** multiplication tables?
4. Sandra brought **an** apple.
5. Madhu has **a** teddy bear.
6. **The** chairs are all broken.
7. The janitor asked **the** student to walk carefully as **the** floor was wet.
8. I have finished reading **the** book you lent me.
9. Hari is planning to buy **a** new car.
10. He has been waiting **for an** hour.

## PREPOSITIONS

### What Is a Preposition?

A preposition is a short word that is employed in sentences to show the relationship nouns, pronouns or phrases have with other parts within the respective sentences. Prepositions are normally found positioned in the latter part of the sentence, but before a noun or pronoun.

### Uses of Prepositions

Prepositions are seen to show some key characteristics and perform some vital functions when used in sentences. Let us look at the various uses of prepositions in English.

- They are used to show the direction of something.
- They can refer to the time of something happening.
- They can be used to denote the position or location of an object in the sentence.
- They are also used to represent spatial relationships.
- Prepositional phrases, in particular, can be used to do all of these when used in sentences.

### Types of Prepositions

Based on the different uses and functions of prepositions, they can be divided into four main types. They are as follows:

- **Prepositions of Time**—used to show when something is happening.
  - We will be meeting **on** Friday.
  - The supermarket will be closed **from** 9 p.m. **to** 9 a.m.
  - Can you come **after** sometime?
  - We have been asked to work from home **until** the end of May.
  - The whole country was asked to stay home **during** the pandemic to ensure safety and well-being.



- **Preposition of Place**—indicate the place or position of something.

- I have kept the book I borrowed from you **on** the table.
- Henry hid **behind** the door.
- The dog jumped **over** the fence.
- Can you place the red roses **in between** the white daisies?
- He was waiting **in front of** the EB office.

**Preposition of Direction**—used to denote the direction in which something travels or moves.

- The girl ran **toward** her father the moment she saw him.
- Jerry jumped **into** the river to help his sister.
- Veenapass the book **to** Priya.
- When will Salvi be returning **from** London?
- Neena lives **across** the street.

**Preposition of Location**—employed to denote the location of a particular object.

- Kenny would be staying **at** his cousin's place for the weekend.
- Make sure you keep all the toys back **in** its place after you play.
- I lay **on** the floor for a really long time.

**Prepositions of Spatial Relationship**—used to denote an object's movement away from the source and towards a source.

- Navya sat leaning **against** the wall.
- The circus was stationed **opposite** the children's park.
- Lakshmi sat **beneath** the trees.
- Shankar sat **beside** the stairs.
- We spent the evening walking **around** the lake.

**Prepositional Phrase**—a combination of a preposition and a noun (the object it is affecting).

- See to it that you reach the venue **on time**.
- The medicines you asked for are **out of stock**.
- Why don't we try taking classes outside **for a change**.
- Make sure you fill in all the forms **at once**.
- Salmaan was able to finish it only **with the help of** his friends.

## List of Most Popular Prepositions for Everyday Communication

Given below is an extensive list of prepositions that you can make use of in your daily communication.

Examples of Prepositions			
On	At	In	Over
Around	Through	Opposite to	In front of
Behind	Beneath	Beside	Above
Below	Under	Underneath	Down
Up	Out	With	Into
Onto	Across	After	Before
Near	Among	Along	Between
Toward	Away	From	To
Next to	By	Until	About

## Commonly Confused Prepositions

With the huge number of prepositions in the English language, it almost seems impossible to have no confusion at all. Here is a list of prepositions that cause confusion among the users of the language.

- **In/On/At**

These three prepositions can be used to depict both time and position. Take a look at the table below to have a better understanding of how it works.

PrepositionsofPlace		
<b>In</b>	<b>On</b>	<b>At</b>
Can be used to show general locations like neighbourhoods, cities,countriesandplaceswitha boundary	Can be used to refer to more specific locations likestreets, avenues,islands,surfacesand large vehicles	Can be used to refer to very specificlocations
Forexample:I live <b>in</b> India.  Wewillbestaying <b>in</b> ahotel tonight.	For example: Lathastay <b>on</b> thefourthfloor.  Thebookyouarelookingfor is <b>on</b> the rack.	Forexample: You can find us <b>at</b> the park.  Sheis <b>at</b> home now.
PrepositionsofTime		
<b>In</b>	<b>On</b>	<b>At</b>
Can be used to depict general timings like months,years,centuries and parts of days	Can be used to refer to dates, days of the week, days of the monthandholidayswith‘day’ (for example – Republic day)	Can be used to denote very specifictime,timesoftheday and holidays without ‘day’ (for example – Easter)
Forexample:Danwas born <b>in</b> 2000.  Technological developmentinthe fieldofscienceand medicinereachedits zenith <b>in</b> the 21st century.	Forexample:Thereisa national parade every year <b>on</b> Republicday.  All of us will be athome <b>on</b> Christmasday.	Forexample:Wedecidedto meet <b>at</b> 4 p.m.  Iwishedmy brother <b>at</b> midnight.

- **To/From**

TOand FROMaretwo other prepositionsthatcreateconfusion.

<b>To</b>	<b>From</b>

Used to denote the end location	Used to denote the starting location
For example: We went <b>to</b> Sri Lanka with my family.	For example: Have you started <b>from</b> Bangalore?
I gave my coat <b>to</b> Sandra.	I received a letter <b>from</b> my father.

- **By/With**

The prepositions BY and WITH have various meanings. They sometimes appear to be confusing for a second language learner of English

<b>By</b>	<b>With</b>
Near or next to.	In the company of
For example: Is the post office <b>by</b> the bus stop?	For example: Glint went to Chennai <b>with</b> his friends.
At a given time or not later than	In addition to
For example: See that you reach the exam hall <b>by</b> 8:30 a.m.	For example: would you like to have tea <b>with</b> breakfast?
Denotes the doer of the action mentioned in a sentence	By means of
For example: The poem was written <b>by</b> my brother.	For example: I cut my birthday cake <b>with</b> a fruit knife.

### Exercise 1 – Fill in the blanks with appropriate prepositions

1. This shop doesn't have the toys I was looking. (up/for)
2. The teacher divided the sweets \_\_\_ all the children. (between/among)
3. Bruce did not fare well \_\_\_ his examination. (in/at)
4. The dog is grateful \_\_\_ its owner. (to/for)
5. My brother's anniversary is \_\_\_ 5th November. (on/in)
6. The boy \_\_\_ the store is quite young. (at/on)
7. Mahatma Gandhi was born \_\_\_ 2nd October. (on/in)
8. Rupert is fond \_\_\_ muffins. (of/off)
9. The dog jumped \_\_\_ the sofa. (on/in)
10. Humpty Dumpty sat \_\_\_ a wall. (on/at)

11. The police officer is \_\_\_ the station. (at/on)
12. The Sun will not rise \_\_\_ 6 o'clock. (before/since)
13. I know Jack \_\_\_ he was a little boy. (for/since)
14. Priya's house is \_\_\_ mine. (next to/after)
15. The opponents sat \_\_\_ to each other. (opposite/behind)
16. The scientist looked \_\_\_ the microscope. (through/in)
17. I met Suhani when I was \_\_\_ college. (in/on)
18. I will have completed my task \_\_\_ Friday. (till/by)
19. There's a rift \_\_\_ these two kids. (between/among)
20. The soldiers are \_\_\_ war. (in/at)

### READING:

Reading is a method of communication that enables a person to turn writing into meaning. It allows the reader to convert a written text into a meaningful language with independence, comprehension, and fluency, and to interact with the message.

### Why Reading is Important?

While going through an article, you might have come across some words which confuse you or certain words that you hardly even recognize. Finding out their meaning and regularly reading can be the best solution for you to enhance your vocabulary and expand your knowledge.

### Importance of Reading in Polishing Your Mind

Reading requires you to have the patience to build a cognitive perspective. This is considered to be a prime brain-stimulating activity to sharpen your mind. Individuals engaged in reading have a slower memory decline than those who avoid reading. It also improves memory and builds focus.

### Importance of Reading in Strengthening Your Writing Ability

Having a **strong vocabulary** can readily benefit you to strengthen your **writing** ability both personally and professionally. It inspires writers to stay positive and express their thoughts more clearly. Reading helps us in developing a knack for understanding the perspective of different authors that helps in writing about things by ourselves. It is very crucial to comprehend the subject matter and allow our memory to retain it.

### Importance of Reading in Lowering Stress

Reading leads you on a journey to another world. People reading **literature or novels** require a lot of concentration which allows them to stay away from the distraction in their lives which in turn promotes inner calmness and enhances overall health.



### **Importance of Reading in Reducing Depression**

Reading is an essential aspect of learning and has multiple benefits attached to the exercise. Reading is important because it makes you more empathetic, and knowledgeable and stimulates your imagination. A study conducted by the University of Sussex showed that reading reduces stress by 68%. It helps in reducing tension and relax muscles which in turn helps people sleep better and stay healthy.

### **Importance of Reading in Increasing Your Vocabulary**

Medicinal therapy to combat depression can be reduced by incorporating reading habits. This is exactly what self-help books, novels, blogs, articles, and non-fiction books contribute. Reading is found to lower heart rate, reduce stress and decrease blood pressure.

### **Importance of Reading in Enhancing One's Imagination**

Reading is just like a spider web, linking things you know to things you just learn and creating innovative solutions. You work on your dreams when you start imagining them. Imagination also allows an individual to be empathetic toward people and their struggles.

### **Importance of Reading in Providing Entertainment and Peace of Mind**

Reading is one of the simplest entertainment entities for humans. Human beings tend to be fascinated by the world of stories and books open up alternate worlds to explore. This not just transcends to another reality but also helps us in distancing from our daily problems for a while.

### **Importance of Reading in Promoting Positive Sleeping**

Books are perfect company at night before you doze off because it allows your body muscles to relax and your mind to destress. It is known that one can have a sound sleep when one's brain is happy and one is comfortable in their own space. However, it is preferable to grab a printed book than any gadget before you settle in for some dreams.

### **Importance of Reading: When Preparing for Universal Competitive Exams**

- The Reading Comprehension (RC) section in GMAT includes 350-word passages which can be easily mastered by practising active reading and by interacting with the text.
- Reading allows one to develop a better understanding of the subject and gain conceptual clarity when preparing for CAT and especially Reading Comprehension.
- A common success thread in all the students who secure well on the verbal section of the GRE is skilled reading ability. The faster you can scan through the passage while still holding on to the information, the more time you'll have to answer the question.
- The perfect strategy to cover a long passage in the allotted time in IELTS is through increasing your vocabulary by continuous reading.
- To get a high score on the reading section of the TOEFL test, the only key is to read and understand various books and articles.

## Techniques of Reading

### Active Reading

**Active reading is a technique that aids both comprehension and retention. It involves engaging with the reading material when reading it so that you'll understand it and evaluate it based on your needs.**

Some tips for active reading are:

- **Ask questions.** As you read, ask yourself questions like “what does this mean,” “what is the significance of this statement,” etc. This way, you'll fully understand each part of the material.
- **Look for patterns.** Try to see the patterns in the reading as a whole. It helps you bring together all the information you've read into a meaningful whole.
- **Highlight and make notes.** As you read, highlight important points in the reading material. Even better, write down comments or notes on the book's margins or in a separate notebook. When you highlight and make notes, you can easily see the main points anytime you go through the material. To help you identify important points, look for transition words like “importantly,” “in contrast,” etc.
- **Link to existing knowledge.** Try to understand how what you're reading relates to what you know about the topic. This way, you'll clearly see how the information has added to your knowledge.
- **Write a summary.** Summarize what you've read in your own words. Write down the key points.
- **Test yourself.** Using what you have read, ask yourself mock questions, and try to answer these. Testing yourself will tell you how well you understand the material and remember.
- **Teach.** Try to explain what you've read to someone else. When you do so, you're inadvertently explaining it to yourself. So, when you teach someone the material you've read, you'll be reviving your understanding of the text and solidifying it. Active reading is best for academic reading when you have to understand and remember what you read. It is also good when you have to read complex information.

### Detailed Reading

Detailed reading is a technique that involves carefully reading and analyzing every word for a deeper understanding of the material. Detailed reading is used to extract accurate information from a material.

Detailed reading usually starts with skimming. First, you skim the material to have an idea of what it is. Then you carefully read through.

When doing a detailed reading, you need to look up the meaning of unfamiliar words or phrases. You also need to piece words together for better understanding. You use this technique when reading research articles, reports, and literary works.

## SpeedReading

**Speedreading is a technique that helps you read faster without compromising comprehension or retention.**

Speedreading is very different from skimming and scanning. In skimming, you speed through the text to get an idea of what it is, and in scanning, you speed through the text just to find something important.

However, in speed reading, you're not simply running your eyes through texts. Rather, you're reading every word, but fast. Importantly, you're comprehending the text as you speed through.

If you've ever felt that there's so much to read but not enough time, you need to learn speed reading.

There are various steps that you can take to master speed reading. These include:

- **Guide your eyes.** Run a finger or a pen under the words you are reading. Our eyes tend to fixate on moving objects. So, if you run a finger or a pen under the words in a text, your eyes will follow. Do this faster than you'll normally read, which trains your eyes to move faster and to read faster.

You'll agree that running a finger or a pen under the words you're reading will not be "cool" if the reading material is on a digital device. Iris Reading has a [speedreading tool](#) that'll guide your eyes by flashing word chunks on your screen at your chosen speed.

- **Deadline strategy.** Measure how much time it takes you to read a page, then try to beat it. Always remember that whatever can be measured can be managed. Simply set a time of 1–5 minutes and see how many lines you can read in that time. Then, set the same time again and try to beat it by reading more lines.

- **Adjust reading speed.** When speed reading, slow down on the first sentence in a paragraph and increase your speed as you go. Even automobiles don't come flying out of the garage. Just like a car accelerates until it reaches maximum speed, so start relatively slow and pace up as you go.

This is very important to comprehension and retention when speed reading. You'll easily grasp the introductory sentences and follow other sentences more readily as you speed up.

## Basic Writing Skills: your roots to success...

### Sentence Structure & Types of Sentences Parts

#### of a Sentence

A sentence, in the English language, consists of at least a [subject](#) and a [predicate](#). In other words, a sentence should have a subject and a [verb](#).

## SUBJECT

The subject can be a noun or a pronoun that does the action.

For example:

- **The sun** is shining.
- **The sky** is clear.
- **Today** is Wednesday.

## PREDICATE

The verb is the action performed by the particular subject in the sentence. For

example:

- **I love** macaroni and cheese.
- **Merin has** a pet.
- **Anusha can** draw.

## Components of a Sentence

Like a sentence has two parts, it has five main components that make up the structure of a sentence, and they are,

- Subject
- Verb
- Object
- Complement
- Adjunct

Now, let us look at each of these components in detail.

## SUBJECT

A noun that performs the action in a sentence is considered as the subject. It answers the question 'who' or in other words, a subject can be identified by asking the question 'who'. A subject takes the first place in most cases, especially in declarative or assertive sentences.

For example:

- **The child** kept crying.
- **Our school team** won the match.

- **Myson** is in the eighth grade.

## VERB

In every sentence the most important word can be said to be the verb. A verb shows action or activity or work done by the subject. Remember that all verbs including main verbs, helping verbs, stative verbs and action verbs come under this category. Most often, verbs appear immediately after the subject.

For example:

- Neena **is writing** a letter.
- It **was** too dark.
- I **felt** tired.

## OBJECT

An object is a noun or pronoun that receives the action done by the subject. Objects are of two types and they are,

- Direct Object
- Indirect Object

### Direct Object

A noun or pronoun that receives the action directly is the direct object in the sentence. It answers the question 'what'. Direct objects mostly appear immediately after the verb and are the primary objects in the sentence.

For example:

- Harry bought a new **car**.
- My mom made a **cake**.
- I met **my friend**.

### Indirect Object

An indirect object is a noun or pronoun that is a secondary object. It can be identified by asking the question 'whom'. When there is an indirect object in a sentence, it is mostly placed after the verb and before the direct object.

For example:

- Vandhanagave **Keerthana** a cake.



- My mom bought **me** a new dress.
- I gave **him** a chocolate.

### Complement

The words required to complete the meaning of a sentence can be referred to as the complement of the sentence. A complement can be an adjective, a name, a position or a profession.

For example:

- It grew **dark**.
- He is a **dentist**.
- That's her dog, **Bruno**.

Complements are further divided into two types based on which component it speaks about. The two types of complement are,

- Subject Complement
- Object Complement

### Subject Complement

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

For example:

- She is a **doctor**.
- I am **Sindhu**.

### Object Complement

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

For example:

- They made her **angry**.
- The students selected Sreya **the class leader**.

### The Four Different Types of Sentences

There are four different kinds of sentences in English grammar and they are as follows:

**Declarative or Assertive Sentence**—A declarative or assertive sentence is a sentence that is informative and ends with a period or a full stop.

Examples:

- I like fantasy novels.
- There is a white house around the corner.

**Imperative Sentence**—An imperative sentence is a sentence that expresses a command, an order, or a request.

Examples:

- Please pick up the notes when you come.
- Close the door.

**Interrogative Sentence**—An interrogative sentence is one that is used to question something and it ends with a question mark.

Examples:

- What is the name of the movie you were watching?
- Can I come with you to the book fair?

**Exclamatory Sentence**—An exclamatory sentence is one which is used to express sudden and strong emotions, and it ends with an exclamation mark. You can also use interjections to form exclamatory sentences.

Examples:

- Wow, how good this is!
- That was a great match!

Read the detailed Comparison of phrase and Clause given below—

Difference Between Phrase & Clause	
Phrase	Clause
A group of words standing together as a conceptual unit and do not have a subject and a verb.	A grammatical arrangement that contains a set of words having a subject and a verb.

Phrase is component of a clause.	Clause is a component of a complete sentence.
Each word of a phrase has a meaning but collectively it does not form complete sense like a sentence. i.e. it does not give a complete meaning when standalone.	Clause gives complete meaning and can even be a complete sentence when standalone.
A part of sentence without the two parts of speech i.e. Sentence and Predicate and (does not convey any idea).	A part of sentence having the two parts of speech i.e. Subject and Predicate (gives complete idea).
Phrase Example– <ul style="list-style-type: none"> <li>• Fish Swims <b>in the water</b>.</li> <li>• She is sleeping <b>on the floor</b>.</li> <li>• They will meet <b>at the concert</b>.</li> <li>• <b>Over the horizon</b>.</li> <li>• She is sketching <b>on the wall</b>.</li> </ul>	Clause Example– <ul style="list-style-type: none"> <li>• <b>Fish Swims</b> in the water.</li> <li>• <b>She is sleeping</b> on the floor.</li> <li>• <b>They will meet</b> at the concert.</li> <li>• <b>He</b> smiled.</li> <li>• <b>She is sketching</b> on the Wall.</li> </ul>

### Clauses in English–Meaning and Definition

A clause is a combination of words that makes up a sentence. It consists of a subject and a predicate. It can also be said that a clause should have a subject and a [verb](#). Now, take a look at the definitions of clauses given by different dictionaries to understand what a clause is.

According to the Oxford Learner's Dictionary, a clause is defined as "a group of words that includes a subject and a verb, and forms a sentence or part of a sentence." The Cambridge Dictionary defines a clause as "a group of words, consisting of a subject and a [finite form of a verb](#)." "A clause is a group of words containing a verb", according to the Collins Dictionary. According to the Merriam-Webster Dictionary, a clause is defined as "a group of words containing a subject and predicate and functioning as a member of a [complex](#) or [compound sentence](#)."

### Types of Clauses

According to how a clause behaves in a sentence, they can be classified into two types. They are:

- **Main Clause or Independent Clause** – A [main clause](#) is a group of words with a subject and a verb. It is one that can stand alone and makes complete sense. That is why it is called an independent clause.
- **Subordinate Clause or Dependent Clause** – A [subordinate clause](#) is a group of words that consists of a subject, a verb and a [subordinating conjunction](#) or a [relative pronoun](#). Unlike main clauses, subordinate clauses cannot stand alone or convey complete meaning when taken separately from the sentence it is a part of. Dependent clauses can be divided into types based on their function. The types of dependent clauses are noun clauses, [adjective clauses](#), [adverb clauses](#), conditional clauses, relative clauses, comparative clauses, verbless clauses and complementary clauses.

### Examples of How to Use a Clause in a Sentence

Clauses can be placed in the different parts of a sentence. Take a look at the following examples to understand how clauses are formed and can be used.

#### EXAMPLES OF INDEPENDENT CLAUSES

- **I know how to drive a car, but I enjoy riding bikes.**
- **Today is Wednesday.**
- **I was not keeping well, so I took a day off work.**
- **When I met you, I did not think we would get this close.**
- **It was my sister's birthday yesterday; however, she did not want to celebrate.**

#### EXAMPLES OF DEPENDENT CLAUSES

- **After we reached home, we watched a movie.**
- **Everybody knows the boy who won the Best Outgoing Student Award.**
- **My mom asked me to call her as soon as I boarded the bus.**
- **While we were waiting at the bus stop, we saw a monkey snatching a snack from a little boy.**
- **Though Malcom did not find the movie interesting, he stayed until the end of the movie.**

your roots to success...

### Simple Sentences

All of us communicate with the help of language and most often, it is done using simple sentences. Forming simple sentences is easier than you think. Go through the following points to find out how you can effortlessly form and use simple sentences.

- A simple sentence should have at least one subject and one predicate.
- A simple sentence can have multiple subjects which can be combined using conjunctions. They are called compound subjects.
- Likewise, a simple sentence can also have compound predicates. Compound predicates have two or more verbs but they share the same subject/s.
- A simple sentence does not have a dependent clause or a subordinate clause but just one independent clause/main clause.
- A simple sentence should express a complete thought.
- A simple sentence can be a [declarative sentence](#), an [interrogative sentence](#) or an [exclamatory sentence](#). So [punctuation marks](#) like a [full stop](#), a [comma](#), a [question mark](#) and an [exclamation mark](#) can be used in simple sentences.
- A simple sentence can have [prepositions](#), [adverbs](#), [adjectives](#), [adverb clauses](#) and [prepositional phrases](#).

## Paragraph Writing

### What Is Paragraph Writing?

As we all know, a paragraph is a group of sentences that are connected and make absolute sense. While writing along an essay or letter, we break them into paragraphs for better understanding and to make a well-structured writing piece. Paragraph writing on any topic is not only about expressing your thoughts on the given topic, but it is also about framing ideas about the topic and making it convenient for the readers to follow it. In English paragraph writing, it is essential to focus on the writing style, i.e., the flow and connection between the sentences.

Therefore, a paragraph must be written in simple language in order to avoid any interruption while reading. In order to write a paragraph on any topic, you can refer to the samples given below and write a paragraph without any hindrance.

### How to Write a Paragraph?

In order to determine how to write a paragraph, you will have to find a good topic and collect enough information regarding the topic. Once you find the supporting details, you can start framing the sentences, connect the sentences following a sequence, and find a perfect concluding sentence. To understand it better, we have provided a few paragraph writing examples for your reference.

- **Find a Topic Sentence:** It is the first sentence which is an introduction to the given topic. It gives the main idea of what the paragraph would be about.



- **Supporting details:** These are the details that can be collected from various sources. It comprises information related to the topic that gives strong support to the main topic.
- **Closing sentence:** It is the last sentence that ends the paragraph and restates the whole idea of the paragraph. It is basically the concluding sentence that gives the basic idea of the whole topic.

### Types of Paragraph Writing

It is essential to know the types of paragraph writing before you write about any given topic. Therefore, check the below information to understand the various types of paragraph writing.

Majorly, there are four types of paragraph writing, i.e., narrative, descriptive, expository, and persuasive.

- **Descriptive:** This kind of writing basically describes the topic and appeals to the five senses.
- **Narrative:** These kinds of writing are basically an narration of a story or a situation that includes a sequence.
- **Expository:** These kinds of writing are a definition of something. These paragraphs require a lot of research.
- **Persuasive:** These kinds of writing aim to make the audience admit a writer's point of view. These are mostly used by the teachers to provide a strong argument.

### PUNCTUATION

Punctuation serves as a pause within a sentence, which is often necessary in order to emphasize certain phrases or words in order to help readers and listeners understand better what the writer or speaker is trying to convey. Thus, the basic function of punctuation is to place stress on certain sections of a sentence.

Use a **question mark (?)** to indicate a direct question when placed at the end of a sentence.

- WHEN DID JANE LEAVE FOR THE MARKET?

The **exclamation point (!)** is used when a person wants to express a sudden outcry or add emphasis.

The comma, semicolon and colon are often misused because they all can indicate a pause in a series.

The **comma** is used to show a separation of ideas or elements within the structure of a sentence. Additionally, it is used in numbers, dates and letter writing after the salutation and closing.

- Direct address: THANKS FOR ALL YOUR HELP, JOHN.
- Separation of two complete sentences: WE WENT TO THE MOVIES, AND THEN WE WENT OUT TO LUNCH.
- Separating lists or elements within sentences: SUZI WANTED THE BLACK, GREEN, AND BLUE DRESS.



Whether to add a final comma before the conjunction in a list is a matter of debate. This final comma, known as an Oxford or serial comma, is useful in a complex series of elements or phrases but is often considered unnecessary in a simple series such as in the example above. It usually comes down to a style choice by the writer.

The **semicolon** (;) is used to connect independent clauses. It shows a closer relationship between the clauses than a period would show.

- JOHN WASHURT; HE KNEW SHE ONLY SAID IT TO UPSET HIM.

A **colon** (:) has three main uses. The first is after a word introducing a quotation, an explanation, an example, or a series.

- HE WAS PLANNING TO STUDY FOUR SUBJECTS: POLITICS, PHILOSOPHY, SOCIOLOGY AND ECONOMICS.

The second is between independent clauses, when the second explains the first, similar to a semicolon:

- I DIDN'T HAVE TIME TO GET CHANGED: I WAS ALREADY LATE.

The third use of a colon is for emphasis:

- THERE WAS ONE THING SHE LOVED MORE THAN ANY OTHER: HER DOG.

A colon also has non-grammatical uses in time, ratio, business correspondence and references. Dash and the Hyphen

Two other common punctuation marks are the dash and hyphen. These marks are often confused with each other due to their appearance but they are very different.

A **dash** is used to separate words into statements. There are two common types of dashes: en dash and em dash.

- En dash: Slightly wider than a hyphen, the en dash is a symbol (-) that is used in writing or printing to indicate a range or connections and differentiations, such as 1880-1945 or Princeton-New York trains.
- Em dash: Twice as long as the en dash, the em dash can be used in place of a comma, parenthesis, or colon to enhance readability or emphasize the conclusion of a sentence. For example, SHE GAVE HIM HER ANSWER - NO!

Whether you put spaces around the em dash or not is a style choice. Just be consistent.

A **hyphen** is used to join two or more words together into a compound term and is not separated by spaces. For example, part-time, back-to-back, well-known.

Brackets, Braces and Parentheses

Brackets, braces and parentheses are symbols used to contain words that are a further explanation or are considered a group.

**Brackets** are the squared off notations ([]) used for technical explanations or to clarify meaning. If you remove the information in the brackets, the sentence will still make sense.

- HE [MR. JONES] WAS THE LAST PERSON SEEN AT THE HOUSE.

**Braces** ({ }) are used to contain two or more lines of text or listed items to show that they are considered as a unit. They are not commonplace in most writing, but can be seen in computer programming to show what should be contained within the same lines. They can also be used in mathematical expressions. For example,  $2\{1+[23-3]\}=X$ .

**Practice Questions – (Essay type)**

1. What does 'toasted English' refer to in American restaurants? What has happened as a result of the 'toasting' of English in America?
2. What does the author mean by 'the American National Expression'? Why does it say so?
3. The author approves and disapproves of American English in certain senses. Give examples to elaborate.
4. Do you agree with Narayan that we need a 'Bharat' brand of English? Why?
5. Humour is the quality of a literary or informative work that makes the character and/ or situations seem funny, amusing, or ridiculous. Do you appreciate the humour in this piece? Support your answer with examples.
6. Distinguish the features of providing parks in every colony of the city through a paragraph of 150 words.
7. Compare and contrast the aspects of public transport and private transport through a paragraph of 150 words.
8. What conclusions can you draw when you read any biography/ autobiography of Nobel and renowned people? Contribute your ideas in the form of a paragraph.
9. You enjoyed school life thoroughly compared to the present college life. Justify your views in a paragraph of not less than 150 words.
10. Construct a meaningful paragraph of not less than 150 words on the necessity of spending time regularly for reading books.

## UNIT – 2 APPROJRD

How did Sudha Murthy get her first job?

The author of this chapter was Sudha Murthy; she was very bright at studies. She was in the final year of her M.Tech course at the Indian Institute of Science in Bangalore. At that time, this institution was known as the Tata institution. In her postgraduate department she was the only girl. She also wanted to go abroad to complete her doctorate in computer science. She was bold and idealistic. Her life was full of fun and joy. She did not know what helplessness or injustice meant till she came to know about the gender bias prevalent in the society. She had done better than most of her male classmates. She had been offered a scholarship from a university in the US and she did not want to take up any job in India but there was something different in store for her. An incident changed her decision of going abroad for further studies and also starting her career there.

One day she saw an advertisement on the noticeboard. It was a standard job- requirement from the famous automobile company, Telco. It stated that the company required young, bright engineers, hardworking and with an excellent academic background,

There was a small line at the bottom of the job advertisement from the famous company, Telco. It said, "Lady Candidates need not apply." Sudha was shocked to read this. She was quite surprised to find such a big company discriminating on the basis of gender. She grew so angry that she decided to write to the topmost person in Telco's management. She wanted to inform the highest official in TELCO'S management about the injustice that Telco Company was doing. And she wrote a letter to Mr. JRD Tata, praising the TATA's to be Pioneers in Infrastructure, steel & Iron, locomotives. She appreciated them for their concern for higher education in India and at the same time expressing her displeasure at the discrimination against women.

She took it as a challenge to apply for the job which was not considered applicable for women by the Telco Company.

To her surprise Sudha was called to appear for an interview at Telco's Pune office at company expense. Though she wasn't sure she would get the job, she just attended for fun and to do a little shopping for her friends.

When Sudha went for the interview at Telco's Pune office, there were six people on the panel. One of them was an elderly gentleman. He talked to Sudha very affectionately. He told her that they had never employed any ladies on the shop floor of the company. He appreciated Sudha for being first ranker through her academic and said to Sudha that bright people like her should work in research laboratories. Sudha convinced the panel that they should start employing women and should make a start.

Write the content of her letter in your own words.

Answer: The Tatas have always been leaders. They started the infrastructure industries in India, such as iron and steel, textiles and locomotives. They have always shown interest in higher education in India and established the prestigious Indian Institute of Science. I have had the good fortune to study there. But I am surprised that a prestigious company like Telco is discriminating on the basis of gender.

After a long round of technical questions Sudha got the job offer and she was the first woman engineer to join TELCOMotors. After that Telco Company started giving work to other women on its shop floor.

What traits in Sudha Murthy do you think helped her to get the job at Telco? Was it only academic excellence?

Answer: The traits that helped Sudha Murthy get a job at Telco were gender equality where women have the same opportunities as men and also her self-confidence. She had the presence of mind to give a very bold answer to the elderly gentleman at the. She said, 'But you must start somewhere, otherwise no woman will ever be able to work in your factories.' Her conviction that she could do the job that no woman had done before impressed everyone. It was just academic excellence but her self-confidence that got her the job.

What does this reading passage tell you about JRD Tata?

Answer: JRD Tata was an extremely busy person yet he found time to read a postcard written by Sudha Murthy when she was just a young girl. In the postcard she had expressed her admiration for the Tatas but pointed out that the company was discriminating on the basis of gender. JRD must have taken note of the letter and valued the opinion of a young girl seeking justice. That is why Murthy was called for an interview. This tells us that JRD Tata was indeed a great man.

## Vocabulary

### Homophones and Homographs

Homonyms generally include two categories of word types: homophones and homographs.

1. **Homographs** are words that are spelled the same but have different meanings.

2. **Homophones** are words that have exactly the same sound (pronunciation) but different meanings and (usually) different spelling.

**For example**, the following two words have the same sound, but different meanings and spelling:

- hour and our

In the next example, the two words have the same sound and spelling, but different meanings:

- bear (the animal)
- bear (to carry)

Usually, homophones are in groups of two (our, hour), but very occasionally they can be in groups of three (to, too, two) or even four. If we take our “bear” example, we can add another word to the group:

- bare (naked)
- bear (the animal)
- bear (to tolerate)

List of Homophones and Homographs

air	atmosphere (the stuff we breathe)
err	to make a mistake
aisle	walkway
I'll	I will
isle	island
allowed	permitted
aloud	out loud
ant	picnic pest
aunt	relative, as in your mom's sister
arc	curve
ark	Noah's boat
ate	chewed up and swallowed
eight	number after seven
bare	uncovered
bear	grizzly animal
berry	fruit from a bush
bury	to put underground
base	bottom part
bass	deep or low
be	to exist
bee	buzzing insect
beach	sandy shore
beech	type of tree
beat	to pound
beet	type of edible plant
berth	tie up
birth	to be born
bite	nibble
byte	8 bits (computer data)



blew	past of blow
blue	color of ocean
boar	pig
bore	not interesting bore to drill
borough	area or district
burrow	dig through
burro	small donkey
bough	branch
bow	bend or curtsy
buoy	float
boy	young man

## GRAMMAR

### NOUN-PRONOUN AGREEMENT

#### What Is Subject-Verb Agreement? – Meaning and Definition

The term ‘subject-verb agreement’, just like the name suggests, refers to the agreement between the subject and the verb. This is mainly with reference to singular and plural nouns/pronouns that act as subjects. According to the Collins Dictionary, “concord refers to the way that a word has a form appropriate to the number or gender of the noun or pronoun it relates to. For example, in ‘She hates it’, there is concord between the singular form of the verb and the singular pronoun ‘she’.”

#### Rules of Subject-Verb Agreement with Examples

The concept of subject-verb concord matters the most when using the present tenses. The simple past and simple future tenses have the same verbs used irrespective of the subject in the sentence. Knowing and following the rules of subject-verb agreement will help you write error-free sentences. Go through the following rules and also go through the examples to understand how each rule is applied.

#### Rule 1

The first rule is what we have already discussed – the use of a singular verb with a singular subject and a plural verb with a plural subject. The subject can be a noun, a pronoun or even a noun phrase. If it is a pronoun, the subject-verb agreement is done with reference to the person of the pronoun.

Forexample:

- RACHEL SPENDS her free time listening to music. (Singular subject with singular verb)
- BLAINE AND KURT PLAY the piano. (Plural subject with plural verb)
- SHE LIKES to have a dessert after every meal. (Third person singular pronoun with singular subject)

## Rule 2

When using the 'be' form of verbs, there is an exception. In this case, the verb is used according to the number and person of the subject. Check out the following table to see how it works with different pronouns.

Person	Pronoun	Verb	Example
First person singular	I	am	I am confident.
First person plural	We	are	We are confident.
Second person singular/plural	You	are	You are confident.
Third person singular	He	is	He is confident.
	She	is	She is confident.
	It	is	It is amazing.
Third person plural	They	are	They are confident.

Furthermore, when used with other nouns and [noun phrases](#), the rule applies. The same works even with simple past, [present continuous](#) and [past continuous tenses](#) when the 'be' [form of verbs](#) are used as the principal verb/[helping verb](#). Check out the following examples to understand.

- SANTANA IS a singer.
- THE GIRLS ARE WAITING for you.
- WE WERE happy with the review of our first movie.



**Rule3**

The use of 'have' and 'has' in the present perfect tense, the present perfect continuous tense and as a main verb is also dependent on the subject. All singular subjects use 'has' and all plural subjects use 'have'.

For example:

- I HAVE a younger brother.
- YOU HAVE TAKEN the wrong cut.
- SWETHA HAS a pet dog.
- .

**Rule4**

Compound subjects combined using the conjunction 'and' take a plural verb. For example:

- KRISHAN AND RADHA ARE on their way to the airport.
- CAREN, SHEELA AND AKASH HAVE COMPLETED their assessments.

**Rule5**

When more than one noun is joined by the conjunction 'or', the subject is considered to be singular and a singular verb is used.

For example:

- CELERY OR SPRING ONION WORKS fine.
- YOUR MOTHER OR DAD HAS to be here in an hour.

**Rule6**

Sentences with pronouns such as anybody, anyone, no one, somebody, someone, everybody, everyone, nothing and nobody are treated as singular subjects and will therefore use a singular verb.

For example:

- NOBODY HAS UNDERSTOOD anything.
- EVERYONE WAS happy with the outcome.

- NOTHING FITS me well.

### Rule 7

For sentences using 'either...or' and 'neither...nor', the verb should agree with the noun or pronoun that comes just before it.

For example:

- NEITHER RICKY NOR GINA IS here yet.
- EITHER THE TEACHER OR THE STUDENTS HAVE to take an initiative to keep the classroom clean.
- NEITHER THE CHILDREN NOR THEIR PARENTS ARE aware of the consequences.

### Rule 8

When a sentence has subjects like police, news, scissors, mathematics, etc. (noun that are plural by default), the verb used should be plural.

For example:

- THE NEWS OF DEMONETISATION SHOCKS the entire nation.
- THE POLICE HAVE BEEN LOOKING FOR the culprits.

### Rule 9

When a negative sentence is written, the 'do' verb is used and it has to match the subject.

For example:

- THE CHILDREN DO NOT LIKE working out trigonometry problems.
- MY FATHER DOES NOT WORK at the bank anymore.

### Rule 10

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Interrogative sentences also take the help of the 'do' verb. As far as the subject-verb agreement of interrogative sentences is concerned, the first verb ('be' verb or 'do' verb) has to be aligned with the subject of the sentence.

For example:

- DO YOU read thrillers novels?
- DOESN'T SHE know you already?

- ISTINA happy with the new house?

### Rule 11

When you have sentences that begin with 'here', 'there', 'this', 'that', 'those', 'these', etc., always remember that the subject follows the verb and therefore the verb has to be conjugated with reference to the subject.

For example:

- Here IS YOUR BOOK.
- There LIES YOUR SHIRT.
- That WAS A GREAT MOVIE.
- There HAVE BEEN MANY CHANGES in the timetable.

### Rule 12

Abstract nouns and uncountable nouns are considered as singular subjects, so make sure you use a singular verb along with it.

For example:

- HONESTY IS the best policy.
- LOVE MAKES people do crazy things.
- GOOD FRIENDSHIP KEEPS your mind and body healthy.

### Rule 13

When the subject refers to a period of time, distance or a sum of money, use a singular verb. For example:

- 1267 KILOMETRES IS too long for us to travel in half a day.
- 10 YEARS IS not considered optimum to go on the waterslide.
- Don't you think 1000 RUPEES IS a little too much for a portrait?

### Rule 14

The next rule is based on the use of collective nouns as subjects. Remember that when you have a collective noun as the subject of the sentence, the verb can be singular or plural based on the sentence and the context.

Forexample:

- MYFAMILYISsettledinAustralia.
- ALLGROUPSOFPARTICIPANTSHAVEARRIVED.

### Rule15

Insentences that have adjectives such as 'all', 'a lot of', 'lots of' or 'some' are used along with nouns to form a phrase that acts as the subject of the sentence, the verb is used according to the noun just before it.

Forexample:

- ALLOFMYDRESSES HAVEbecometight.
- ALOTOFFOODISleftout.
- SOMEOTHEBOOKSAREtornanddamaged.

### Rule16

When a sentence begins with 'each' or 'every' as the subject, it is considered singular and so the verb has to be singular too.

Forexample:

- EACHSTUDENTHASBEENASKEDtoprovidea consentletter.
- EVERYTEACHER,PARENTANDSTUDENTISexpectedtoworktogether.

### Rule17

When you are using a sentence to express a wish or a sentence expressing a request, verbs are used a little differently from other sentences.

Forexample:

- IWISHIWEREabird.
- IfYOUWEREhere,Iwouldnot be sad.
- WerequestthatEVERYONEMAKEtheirchoicesnow.

Furthermore, go through the article on tenses to learn how verbs are conjugated according to the tense of the sentence.

### Check Your Understanding of Subject-Verb Agreement

Go through the following sentences, analyse if the underlined verb agrees with its subject and make changes if necessary.

1. One of the plates are broken.
2. These seven children from Chennai has been selected for the final round of the quiz.
3. Neither the children nor the teacher has reached yet.
4. Sheena and her sister is here to see you.
5. A lot of food choices was given.
6. My parents live in New Zealand.
7. Don't you think 4 days are a little too long?
8. Do anyone know where the lift is?
9. The little girl do not like mangoes for some reason.
10. You has brought all that I had asked for.

Here are the answers for the exercise. Go through them to find out how many of them you got right.

1. One of the plates is broken.
2. These seven children from Chennai have been selected for the final round of the quiz.
3. Neither the teacher nor the children have reached yet.
4. Sheena and her sister are here to see you.
5. A lot of food choices were given.
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7. Don't you think 4 days is a little too long?
8. Does anyone know where the lift is?
9. The little girl does not like mangoes for some reason.
10. You have brought all that I had asked for.

### Practice Exercises

#### Exercises on Subject-Verb Agreement

##### A) Identify the error and write the correct sentence.

1. Man and woman are complementary to each other.
2. Plenty of mangoes and bananas are available in this season.
3. A dictionary and an atlas are missing from the library.
4. The leader as well as his brothers belong to the same tribe.
5. Cats and dogs do not get along.
6. The brothers as well as their sister are good at their studies.
7. The students accompanied by their teacher have gone on a picnic.
8. A lot of houses have collapsed in the storm.
9. The children as well as their mother are missing.
10. A large sum of money was stolen.



**B) Exercise 2**

1. There (is, are) twenty students in the room.
2. Neither my brothers nor my father (has, have) attended college.
3. The tapes in the glove compartment (belong, belongs) to Jerry.
4. Each of my sons (wear, wears) a baseball cap.
5. The fans at the back of the theatre and that woman in front (was, were) making too much noise.
6. Mahathi and his brother (go, goes) to the cricket ground every day.
7. Everyone on the bus (was, were) annoyed by the little boy running up and down the aisle.
8. Either my hard drive or one of my programs (is, are) not working right.
9. He is one of those people who (work, works) too hard.
10. That man and his friends (meet, meets) for coffee in the snack room.

**Reading Efficiently: The Sub-Skills of Reading:  
Introduction**

Reading efficiently means adjusting one's reading speed and style to match the purpose for which we read. For example, we do not read a novel and a textbook in the same way. When we are reading a novel, we do not need to pay attention to every detail the way we do when reading a textbook and read more quickly: most speed reading involves a process called chunking. Instead of reading each word, the reader takes words in "chunks," — that is, groups of words that make a meaningful unit, such as phrases, clauses or even whole sentences. And, as adults, most of us read in silence. When we read silently, we save the time spent on articulating words, and read in chunks or sense groups instead of one word at a time.

**Skimming:** Reading through a text quickly to get an overall idea of the contents; that is the gist of the passage. For example, before buying a book we glance quickly at the cover page, the reviewer's comments on the back cover (also called book jacket), the contents page, etc., to get a general idea of its contents.

**Scanning:** Searching quickly for a specific piece of information or a particular word. For example, when looking up a word in a dictionary, an address in a directory or the flight arrival schedule of a particular flight, we do not read entire pages or passages. We search for the keywords or ideas because we know what we are looking for. Scanning involves moving our eyes quickly down the page seeking specific words and phrases.

**READING:**

Reading is essential for a student's success. All too often, the barriers faced by children with difficulty reading outweigh their desire to read and, without proper guidance, they never overcome them.

Learning to read is a sequential process; each new skill builds on the mastery of previously learned skills. Early on, for example, children learn to break down words into their most basic sounds in a process called decoding. Later, they begin to comprehend the meaning of words, sentences and, ultimately, entire passages of text.

**Why is reading so important?**



Studies show that reading for pleasure makes a big difference to children's educational performance. Likewise, evidence suggests that children who read for enjoyment every day not only perform better in reading tests than those who do not, but also develop a broader vocabulary, increased general knowledge and a better understanding of other cultures.

In fact, reading for pleasure is more likely to determine whether a child does well at school than their social or economic background.

### Skimming

Skimming means quickly reading the text to get only its main idea. To skim effectively, you need to read only a part of the material.

You have already encountered skimming; when reading along a chapter of a book, or doing a research on a long article. In such case, you would probably read the first sentences of each paragraph, dropping down to the end of the paragraph.

How to skim?

Read the first paragraph attentively to get an idea of what will be discussed in the text.

Read the first (and sometimes the second) sentence of each paragraph - they give the main idea of the paragraph.

After you have read the first sentences, you're eyes should drop down to the end of the paragraph, looking for important pieces of information, such as dates and names.

Read the last paragraph attentively as it may contain the summary. Here's

a picture that illustrates the skimming process:

#### What is Capitalism?

The word capitalism is now quite commonly used to describe the social system in which we now live. It is also often assumed that it has existed, if not forever, then for most of human history. In fact, capitalism is a relatively new social system. For a brief historical account of how capitalism came into existence a couple of hundred years ago, see Marx and Engels' Communist Manifesto. But what exactly does 'capitalism' mean?

#### Class division

Capitalism is the social system which now exists in all countries of the world. Under this system, the means for producing and distributing goods (the land, factories, technology, transport system etc) are owned by a small minority of people. We refer to this group of people as the capitalist class. The majority of people must sell their ability to work in return for a wage or salary (who we refer to as the working class.)

The working class are paid to produce goods and services which are then sold for a profit. The profit is gained by the capitalist class because they can make more money selling what we have produced than we cost to buy on the labour market. In this sense, the working class are exploited by the capitalist class. The capitalists live off the profits they obtain from exploiting the working class whilst reinvesting some of their profits for the further accumulation of wealth.

#### The profit motive

In capitalism, the motive for producing goods and services is to sell them for a profit, not to satisfy people's needs. The products of capitalist production have to find a buyer, of course, but this is only incidental to the main aim of making a profit, of ending up with more money than was originally invested. This is not a theory that we have thought up but a fact you can easily confirm for yourself by reading the financial press.

The capitalists calculate what can be sold at a profit. Those goods may satisfy human needs but those needs will not be met if people do not have sufficient money.

**Attentively  
read the first  
and the last  
paragraphs**

**Read only the  
first sentence.  
"Drop down"  
to the end,  
looking for  
key details**

## Scanning

Scanning means searching for specific phrases in the text to answer some questions. Underline!

The questions on IELTS Reading test often included dates, names, numbers, new terms or other key words. So it's a very good idea to underline those key words while reading, so you could find the answers in the text more easily.

How to scan?

Underline the important information while reading the text (dates, numbers, names etc.)

When you read the question, identify the keyword and scan the text for it. This way you'll find the answer more quickly.

Scanning process looks like this:

### What is Capitalism?

The word capitalism is now quite commonly used to describe the social system in which we now live. It is also often assumed that it has existed, if not forever, then for most of human history. In fact, capitalism is a relatively new social system. For a brief historical account of how capitalism came into existence a couple of hundred years ago, see Marx and Engels' Communist Manifesto. But what exactly does 'capitalism' mean?

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#### The profit motive

In capitalism, the motive for producing goods and services is to sell them for a profit not to satisfy people's needs. The products of capitalist production have to find a buyer, of course, but this is only incidental to the main aim of making a profit, of ending up with more money than was originally invested. This is not a theory that we have thought up but a fact you can easily confirm for yourself by reading the financial press. Production is started not by what consumers are prepared to pay for to satisfy their needs but by what the capitalists calculate can be sold at a profit. Those goods may satisfy human needs but those needs will not be met if people do not have sufficient money.

You look  
for specific  
keywords

your tools to success...

## DESCRIBING PERSONS, PLACES, OBJECTS AND EVENTS

Writing is an art. It is one of the basic four skills of language learning. When mastery over other skills is achieved, then comes the place of writing. Learning to write means to excel in all other skills and then applying them jointly to express one's own ideas, views and creative thinking. Writing means to express something with accuracy and fluency.

### Describing Places

This sort of description is to strengthen the heart of writing. Here the children can write about various places they have either visited or have read about or wish to visit. They can even describe the places which are of great importance and value in our day-to-day lives or the real life situations.

It may include the topics like 'Agra – The City of Taj', 'My School', 'Our Country' etc. Example

#### No.1 'My School'

The name of my school is Modern Islamia Higher Secondary School. It is situated in the heart of city Lal Chowk. It is the first school in our valley and has been best ever since then. We have many big buildings in the school, namely the Lower Primary Department, the Junior Department, the Senior Department and the Higher Secondary Department. There are almost 50 teachers in our school. Mr Samad, a kind hearted ..... and so on. We have many lawns, a volleyball court and a basketball field ..... so on.

## DESCRIBING OBJECTS

Here different objects can be described differently like simple description of things or giving an autobiographical touch to things. For example, describing My Watch, A Coin, My Story Book, The Blackboard etc.

#### Example 1 'My Watch'

Silver watch, in jeweler's shop • Other watches there – the simple ones. • Your father asked for the silver watch lying in the counter. • Your liking - given to you as a birthday present. • Importance of the watch. • Your love for the watch. • Proceeding this way, a beautiful creative piece of writing can be framed out.

### Describing Events

We witness events. Pleasant or unpleasant ones. For example, A House on Fire, My Birthday, Our Annual Day in School, A Bus Accident and so on.

#### Example 1 'A Motor Car Accident'

These days a craze for speed is mainly responsible for many accidents and innocent people lose their lives for nothing. I witnessed one such accident while I was with my parents on the Srinagar – Baramulla road. We were having some ice cream when two guys were coming fast on motor bike. The rider had put on an earphone into his ears and was riding so fast that he passed with a P a g e | 4 splashing sound. Within a fraction of second, there was a big bang and we looked back. The boys had bumped into a motor car. The boys got severe injuries. The passengers in the car, the driver, his wife and their small kid all were badly injured. I don't know what happened to the guys afterward but I know one thing "Speed thrills but kills".



### Classification Essay Pre-Writing Steps

**Step 1. Analyze your audience.** To understand the purpose of your classification essay, you need to know for what kind of public you need to write it. Do you need to define certain terms or is your audience familiar with this topic? Do you need to provide background information?

**Step 2. Brainstorm on the topic.** You need to pick a topic that is not only interesting, but also can be easily divided into categories or types. Freewrite, read the news, think about your favorite topics that you have already learned in this subject, etc. Check out our [topics for classification essay](#) as well.

**Step 3. Collect information.** As soon as you pick the topic, start collecting more information about it. Without proper information, you won't be able to pick categories.

**Step 4. Divide the topic into categories.** This will be the basis for your essay and everything will depend on what kind of information you want to deliver. All categories should be logically connected and relate to the topic. Make sure that you have enough information to cover each category equally.

**Step 5. Create an outline.** Briefly think how you will arrange the text and choose the method of organizing information. If you don't know how to write a classification essay outline, start with writing down all key points on the list. As you finish you will see the overall picture, and you will be able to arrange them in logical order and remove unnecessary points. Classification essays are usually organized by importance, chronically or spatially. Create a plan numbering the classification categories in specific order. Take a look at this example:

1. Introduction.
2. Category 1.
3. Category 2.
4. Category 3.
5. Conclusion.



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### Classification Essay Writing Steps

**Step 1. Write an interesting title.** Keep in mind that the title should clearly state the classification subject or directly refer to it.

**Step 2. Write the introduction.** Start with writing the purpose of the classification and value of your essay. The core of your introduction is the thesis statement.

How to write a thesis statement for a classification essay? Here you need to announce the subject,

state your attitude to the topic, and tell about the organizing principle that you will follow through the entire essay, separating one piece of information from another. Clearly state the method you are using to divide the subject into parts and list the categories that you will be describing in the body paragraph (three or four will be a good choice).

The formula for a classification thesis statement is as follows: topic + organizing method + categories.

For example: There are four levels of vegetarianism – vegan, lacto vegetarian, ovo vegetarian, and lacto-ovo vegetarian.

**Step 3. Write the body paragraph.** Before writing the body paragraph of this essay, let's learn what is a classification paragraph. It is the part of the classification essay that describes one of the categories. Usually a classification paragraph consists of two parts: the topic sentence and basis of classification. Every paragraph should have a logical sequence: from most to least important, most to least harmful, most to least expensive, etc.

You can create a particular paragraph for a certain category or make one body paragraph. For one single paragraph, you should consider numbering each type, as it will be easier for readers to remember and understand your classification. If you have decided to use several body paragraphs, you should focus on one category of which the topic is divided.

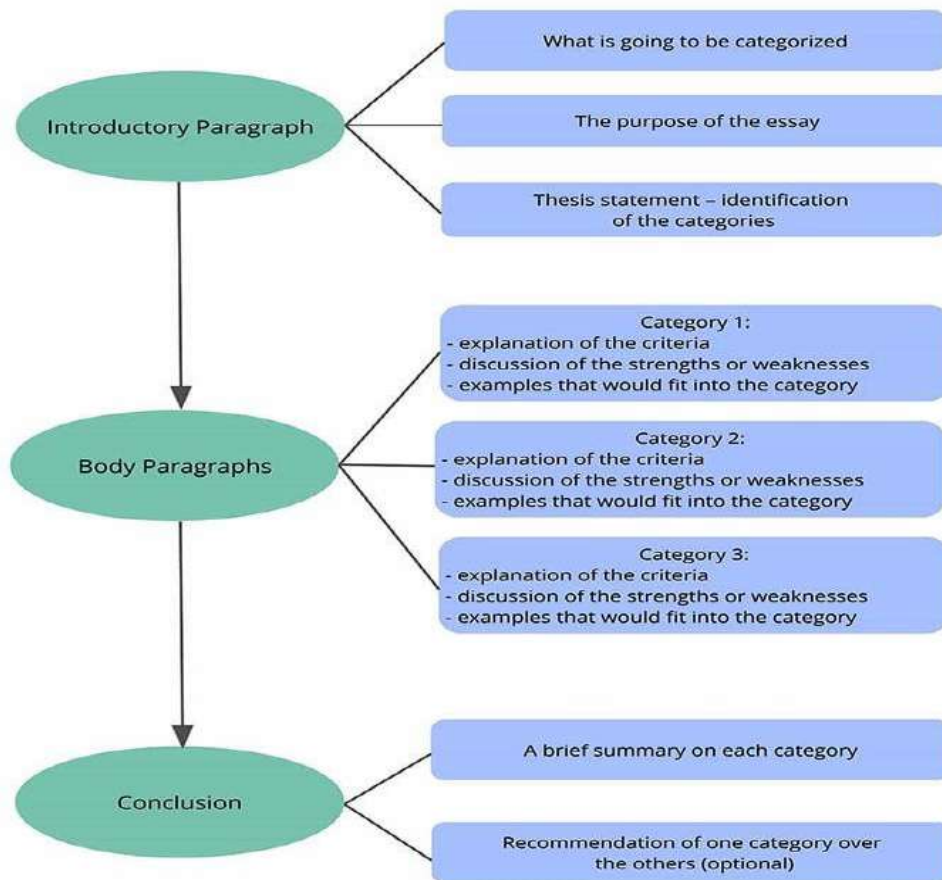
For example, the body structure about categorizing books in your home library may look like this:

- The first body paragraph will be about drama.
- The second body paragraph will be about prose.
- The third paragraph will be about poetry.
- The fourth paragraph will be about nonfiction.

Start every category with a topic sentence that will highlight the essence of the particular classification. Each category should be supported with an explanation of how this category identifies among others. Don't forget to support your categories with detailed examples to explain each category.

**Step 4. Write a conclusion.** A classification essay conclusion should naturally flow from the body paragraph. Once you have finished describing your categories, jot the main ideas from all paragraphs and write your final thoughts about the subject. Restate the thesis statement and express your own thoughts about the subject. Describe how it's important to separate the subject into categories and underscore the importance to look on this issue afresh.





### Elements of a Good Blog Post

There are many different types of blog, but a good blog often has certain characteristics regardless of its subject matter. Whether you are writing a movie review blog on WordPress or a personal diary blog on Tumblr, here are some elements of a good blog post that you might want to incorporate into your work:

1. **A clear subject:** Step one of creating your own blog is having a clear subject and point of view. In order to attract an audience and grow your base through social shares, you need to communicate well and have a clearly defined subject matter that you are knowledgeable and passionate about. Choose topic ideas that appeal to your audience, and read other blog posts to learn from writers who are addressing similar topics.
2. **A great headline:** A great blog post needs a great headline. Strong, punchy headlines will attract a reader's attention and also generate hits if they're well optimized for search engines. When crafting your headlines, subheadings and bullet points, take search engine optimization (SEO) into account and do some keyword research. A successful blog generally has well-written headlines that make someone want to stop and read more.
3. **A hook:** Most good blog posts hook readers with a problem or issue that's first advanced in a headline. Once into the body of a blog post, writers should set up the premise of the post succinctly with a hook that promises a reader more. Blog posts can be thought of like persuasive essays because no matter the style or subject matter, a blogger is trying to bring a reader around to seeing and agreeing with their point of view.

4. **A solution:** Once you've established a clear subject, it's time to offer your distinct take on the subject matter or solution to the problem you've raised. Readers return to blogs time and time again because they feel a connection to the blogger. They relate to the blogger's point of view and have come to rely on their insight. The best blog posts offer a personal take on an issue or subject and clearly express a blogger's feelings and point of view.

### Practice Questions—(Essay type)

1. "The great TATA's have always been pioneers" Justify the statement.
2. How did the city of Pune change Sudha Murthy's life forever?
3. Whose paintings adorned the office wall of Sudha Murthy? Why did she have them?
4. Why was Sudha Murthy fuming, when she saw the Job advertisement of TELCO?
5. Does the title 'Appro JRD' suit the lesson? What qualities of JRD do you find in the text?
6. Write a descriptive essay on your favourite tourist destination.
7. Write a classification essay on your destinations.
8. Imagine you are the coordinator of Music club. Write a blog.
6. Construct a meaningful letter of application using the information provided in the advertisement
7. Sanjana is B.Tech III year student. She is eager to pursue her MS abroad. She plans to take coaching for GRE and TOEFL at Grow Rich Consultancy Services. Develop a letter of enquiry addressing the Center Manager for details.
8. What are the parts of a formal letter? What data is needed to write a formal letter?
9. Construct a meaningful letter of complaint about the poor service at a restaurant.
10. What is a Resume? Construct your resume.



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### UNIT-3

#### **Lessons from Online learning that should stick after the Pandemic.**

One of the many changes COVID-19 brought those in education was an almost immediate switch to online learning. Overnight Educational institutions struggled to keep education moving while ensuring to bridge the physical distance between teacher and learner. Teachers who were used to the traditional methods found it difficult to cope with Online teaching but still took great efforts to convert to digital platform by recording lessons, posting videos and creating breakout rooms, using whatever technology they had available.

Bridging physical distance through online education alone doesn't address learner's needs. Neither posting materials online, recording lectures nor discussions create a collaborative and supportive learning environment.

F. Haider Alvi, Deborah Hurst, Janice Thomas, Martha Cleveland-Innes all Professors from Athabasca University in this essay discuss the changes that the COVID-19 pandemic brought about in our education system. The authors stress their benefits and provide insights into the lessons that we should implement to move forward.

The experience of the above online pioneers highlights four distinct aspects of online learning that we should follow post pandemic: a) Learning to learn online, b) designing online teaching with purpose c) Blending space and time online d) COVID-19 began the disruption, AI will continue it.

#### Learning to learn online:

- Online learning meant only online teaching, where there was more focus on the teacher rather than the learners. But now young learners seek socialization & communication with their peers, with supervision and teacher-led content delivery.
- Poor access to the internet, lack of financial resources and digital incompetence was the major problem during the initial stages of online learning, whereas now we have different modes of online education where the geospatial barriers, multi-modal distance education are taken care. Students are also given orientation on how to learn online.
- The pandemic has taught us that whatever be the situation, Learning will continue.

#### Designing online teaching with purpose:

When online classes were introduced, we did not have quality teaching and learning. Traditional teaching methods & materials were not successful.

Now the approach has changed, more focus is given to the learner rather than the content. Current online education focuses on engaging students effectively and encourages active learning.

Now course materials are detailed and include writing everything the instructor would expect to say in a physical classroom, clearly describing all course requirements and linking students to reading, video and online resources.

The authors insist that technological tools should be brought back to the physical or hybrid class room so that it would increase active, collaborative learning.

### Blending space and time online

During pandemic online classes were synchronous; which means in real time the teachers and learners were present. If the learners missed the time, they would miss the class.

The authors suggest that now online education should focus on asynchronous learning. Teaching and learning should be flexible so that students at any time or place should be able to learn and come together for active online discussion.

### Covid 19 began the disruption, AI will continue

The approach towards education has changed since the pandemic. To make it more reliable and accurate we need to adopt online and AI tools along with digital infrastructure and highly responsive student support. If these are planned carefully and diligently we can make education accessible and inclusive.

## **Vocabulary**

### **List of English Words of Foreign Origin**

A list of English words of foreign origin would be quite lengthy. However, we will look at a number of words and find their usage in English.

#### List of English Words of Foreign Origin

They have a gigantic list of English words from many languages, including: African, Czech, Malay, Hawaiian, Persian, Tagalog, and many more. There are 61 pages to this list, each page containing one language or country of origin. Here is a sampling of what is available:

- African-banana, jumbo, yam, zebra
- Chinese-ketchup, pekoe, shanghai
- French-catalogue, essence, gourmet, justice, massage, perfume, regret, terror
- Japanese - anime, karaoke, tycoon, hibachi, sushi
- Norwegian-fjord, krill, ski, slalom
- Tagalog-boondocks, manila, ylang-ylang (a flower)
- Welsh-corgi (dog), crag, penguin

#### **More Lists**

If you would like to browse a much shorter list of English words of foreign origin, there is a good one that was put together by Westegg.com. It is a collection of curious and interesting words. Here are a few with the language of origin and the definition:

- Alarm-Italian-to arms
- Ballot-Italian-small pebble or ball, people would vote by casting a pebble into a box



- Cantelope-Italian -singingwolf,atowninItalywherethemelonwas grown
- Companion-frombothSpanishandFrench,butwithaLatinroot-onewithwhomyouwouldeat bread
- Denim - French - thecloth was developed in Nimes and called SergediNimes, later shortened to di Nimes, then to denim. It was also made in Genoa, Italy, hence the name “jeans”
- Genuine-Italian-placedon theknees.InRome,a fatherplaced anewbornonhisknee tolegally claim it as his
- Muscle-Latin-littlemouse,whenyouflexamuscle,itwascalledalittlemousethatrunsbeneath your skin
- Night-German-firstmeant“day”becausethedaybeganatsunset,likemanyotherancient civilizations
- Ostracize-Greek-pottery,ifsomeoneasadangertothetown,thepeoplewouldwritetheirvote on chunks of pottery to decide to banish him or not
- Slogan-Celtic-twowordstogetherthatmeanbattlecry
- Victim-Latin-animalthatwastobesacrificed
- Worm-OldEnglish-dragon

### Other Interesting Words

- There are many interestingorunusualwordsin the Englishlanguage. There are alsosomeunique ways of looking at them.

Herearesomeexamples:

- Queueingistheonlywordwithfivevowelsinarow.
- Ioueacontainsallvowelsandisaseasponge.
- Fashionandcushionaretheonlywordsthatendwith “shion”.
- Suspicion,scion,andcoercionaretheonlywordsthatendin“cion”.
- Havingallvowelsinorderorreverseorderare:abstemious,facetious,unnoticeably,subcontinental, and uncomplimentary.
- Thesewordshavesixconsonantsconsecutively:catchphrase,latchstring,sightscreen,watchspring, and watchstrap.
- Thesewordsallhavemorethanonedoubledletter:addressee,balloon,bookkeeper,coffee, committee, keenness, and roommate and succeed.

English is a Germanic language that has borrowed freely from other languages over its long and storiedhistory.LonglistsofEnglishwordsofforeignoriginabound,andwithEnglishbeingamajor languagespoken acrosstheworld,wordsofforeign originareadopted into Englishfrequently. The bulk of the English language, however, stems from the following languages: Latin (29%), French (29%),Germanic(26%),Greek(6%)andacombinationofotherlanguagesandwordsc Createdfrom propernames(10%).EnjoygettingtoknowjustafewoftheEnglishwordsofforeignoriginonthe following list:

### Practice Exercise

**Exercise 1** your roots to success...  
**Choosethecorrectexpressionorphrasefromthefollowingsentences.**

1. Ifyoureceivedaninvitationtoawedding,whichforeignphrasewouldlikelybeonit?
  - i) RSVP
  - ii) Bon voyage
  - iii) Dujour
  - iv) Déjàvu



2. If a person proves extremely knowledgeable in a subject area, he/she is generally referred to as a/an \_\_\_\_\_.

- |                      |                |
|----------------------|----------------|
| i) Prima Donna       | ii) Aficionado |
| iii) Esprit de Corps | iv) Alma mater |

3. If you hugged the President of India instead of shaking his hand, you would be committing a \_\_\_\_\_.

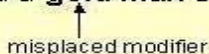
- |               |                 |
|---------------|-----------------|
| i) Alma mater | ii) Fiasco      |
| iii) Faux pas | iv) Avant garde |

## Misplaced Modifiers

A misplaced modifier is a word, phrase, or clause that is improperly separated from the word it modifies / describes.

Because of this separation, sentences with this error often sound awkward, ridiculous, or confusing. Furthermore, they can be downright illogical.

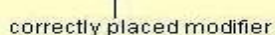
### Example

On her way home, Jan found a **gold man's** watch.  


The example above suggests that a **gold man** owns a watch.

Misplaced modifiers can usually be **corrected by moving** the modifier to a more sensible place in the sentence, generally next to the word it modifies.

### Example:

On her way home, Jan found a man's **gold watch**.  


Now it is the **watch** that is **gold**.

**There are several kinds of misplaced modifiers:**

**1. Misplaced adjectives** are incorrectly separated from the noun they modify and almost always distort the intended meaning.

### Example1

The child ate a **cold dish** of cereal for breakfast this morning.  
 ↑  
 misplaced adjective (modifies *dish*)

Correct the error by placing the adjective *next to the noun it modifies*. Corrected

The child ate a dish of **cold cereal** for breakfast this morning.  
 ↑  
 correctly placed adjective (modifies *cereal*)

### Example2

The **torn student's** book lay on the desk.  
 ↑  
 misplaced adjective (modifies *student*)

Corrected

The student's **torn book** lay on the desk.  
 ↑  
 correctly placed adjective (modifies *book*)

Sentences like these are common in everyday speech and ordinarily cause their listeners no trouble. However, they are quite imprecise and, therefore, should have NO place in your writing.

### 2. Placement of adverbs can also change meaning in sentences.

For example, the sentences below will illustrate how the placement of *just* can change the sentence's meaning.

*Just* means **only**. John was picked, **no one else**:

**Just** John was picked to host the program.

success...

*Just* means **that**. John was picked **now**:

John was **just** picked to host the program.

*Just* means that John hosted **only the program, nothing else**:

John was picked to host **just** the program.

Each of these sentences says something logical but quite ***different***, and its correctness depends upon what the writer has in mind.

Often, ***misplacing an adverb*** not only alters the intended meaning, but also creates a sentence whose meaning is highly unlikely or completely ridiculous.

This sentence, for example, suggests that we brought lunch slowly:

We ate the lunch that we had brought **slowly**.

To repair the meaning, move the adverb slowly so that it is near *ate*.

We **slowly** ate the lunch that we had brought.

Watch out for adverbss such as ***only, just, nearly, merely, and almost***. They are often misplaced and cause an unintended meaning.

This sentence, for example, means that I **only contributed** the money:

I **only** contributed \$10.00 to the fund for orphaned children.

Repaired, however, the sentence means that I contributed **only \$10.00**.

I contributed **only** \$10.00 to the fund for orphaned children.

Like adjectives, adverbs are commonly misplaced in everyday speech, and may not cause listeners difficulty. However, such sentences are quite imprecise and, therefore, **should have NO place in your writing.**

**3. Misplaced phrases** may cause a sentence to sound awkward and may create a meaning that does not make sense.

The problem sentences below contain misplaced phrases that modify the wrong nouns. To fix the errors and clarify the meaning, put the phrases *next to* the noun they are supposed to modify.

Example 1 (a buyer with leather seats?)

The dealer sold the Cadillac to the **buyer with leather seats.**

Corrected

The dealer sold the **Cadillac with leather seats** to the buyer.

Example 2 (a corner smoking pipes?)

The three bankers talked quietly in the **corner smoking pipes.**

Corrected

The three **bankers smoking pipes** talked quietly in the corner.

Example 3 (a house made of barbed wire?)

They saw a fence behind the **house made of barbed wire.**


Corrected

They saw a  **fence made of barbed wire** behind the house.


**4. Misplaced clauses** may cause a sentence to sound awkward and may create a meaning that does not make sense.

The problems sentences below contain misplaced clauses that modify the wrong nouns.

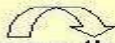
To fix the errors and clarify the meaning, put the clauses *next to* the noun they are supposed to modify. Example 1 (a buttered woman?)

The waiter served a dinner roll to the  **woman that was well buttered**.

Corrected

The waiter served a  **dinner roll that was well buttered** to the woman.



Example 2 (a hamper that Ralph wore?)

Ralph piled all of his clothes in the  **hamper that he had worn**.

Corrected

Ralph piled all of his  **clothes that he had worn** in the hamper.

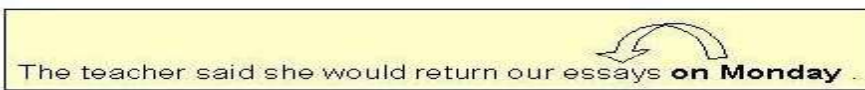
**Becareful!** In correcting a misplaced modifier, don't create a sentence with two possible meanings. Example

The teacher said  **on Monday**  she would return our essays.

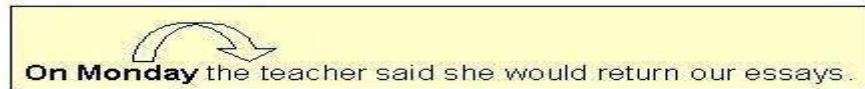


**Problem:** Did the teacher **say** this on Monday or will she **return** the essay on Monday?)

Correction#1 (meaning the essays will be returned on Monday)



Correction#2 (meaning that the teacher spoke on Monday)



### Examples of Modifiers—Learn How to Use Them

Look at the following examples of sentences to comprehend how modifiers are repositioned and how they work.

#### Examples of Adjectives and Adverbs as Modifiers

- Everything was **STILL** intact.
- The museum was built **FIVE CENTURIES** ago.
- The annual day celebration to be held **NEXT WEEK** got postponed.
- She had an **ARDENT** craving to eat burgers and milkshakes.
- The **WHOLE** time, I thought you were trying to help.

#### Examples of Phrases as Modifiers

- We visited Burj Khalifa, **THE TALLEST BUILDING IN THE WORLD**.
- The Eiffel Tower, **SITUATED IN PARIS**, is one of the wonders of the world.
- The pollution **CAUSED BY CITY TRAFFIC** created smog **IN THE STREETS**.
- The dress **WITH FLORAL DESIGNS** made her look **YOUNG**.
- The passport application **TO GO ABROAD** was rejected.

#### Examples of Clauses as Modifiers

- Her baby, **WHOSE EYES WERE BLUE IN COLOUR**, smiled at me.
- The girl **WHO STUDIED IN THE OPPOSITE COLLEGE** became my roommate.
- The teacher **WHO ALWAYS WORE RED SHADES** switched to black colour.

- The antique jewellery store THAT WAS BUILT A HUNDRED YEARS AGO was demolished.
- The clouds THAT LOOKED SCARY changed shapes rapidly.

### Practice Exercises

#### Misplaced modifiers

#### Exercise-I- Correct the modification errors in the following sentence.

1. Mother gave candy to my friend which was sweet.
2. The professor explained to the students that the course would be hard work before the semester began.
3. We served juice to the children in the playroom in plastic cups.
4. We saw Jane at the new mall walking with her boyfriend.
5. We have determined the issues for discussion and the committee members.
6. The authors include a complete explanation of the system of government checks and balances in their last article.
7. The fire safety experts advise people to check all smoke detectors in their pamphlet.
8. The papers, which had been written by the students, were in the recycling container.
9. The woman put the child to bed with a fever.
10. Many members of the audience with binoculars watched the performance.

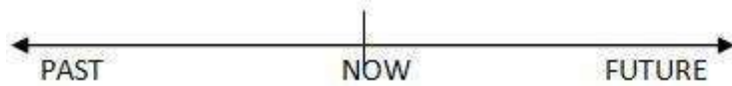
#### Exercise-II

1. Before I registered, I knew that the course would require hard work.
2. Because it is required of all students, the class always has a large enrollment.
3. The boy bought with his birthday money the toy he always wanted.
4. I pointed out the painting to my friend on the wall.
5. After she broke her hip, she was not normally able to walk.
6. Children were, because of the approaching holiday, extremely excited.

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## TENSES

Tenses play a crucial role in the English language. It denotes the time an action takes place, whether some time in the past, in the present or will take some time in the future.



This module is designed for helping the MBA aspirants grasp this crucial topic, to enable them to speak and write English correctly. From a general view of tenses, this module will go on to discuss each tense in detail with examples. The table below gives a glimpse of the way tenses are used using the verb 'play'

	Past	Present	Future
<b>Simple</b>	played (verb+ed)	plays (verb+s)	will/shall play (will/shall+verb)
<b>Perfect</b>	had played (had+past participle)	has/have played (has/have+past participle)	will/shall have played (will/shall+past participle)
<b>Continuous</b>	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)
<b>Perfect Continuous</b>	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

I. **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." (The action took place in the past, is finished and is completely unrelated to the present)

"He flew to London yesterday."

Note:

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

B. The form of Simple Past Tense is- verb+ ed

II. **Past Perfect Tense**- indicates an action in the past that had been completed before another

time or event in the past.

Forexample, "He had exercised before it started to rain."

"He had slept before I came back from the market."

#### Note

A. The form of Past Perfect Tense is -had+verb (past participle form or the 3rd form of the verb) **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.

Forexample, "It was getting darker."

"The light went out while they were reading."

#### Note

A. The form of Past Continuous Tense is - was/were+ verb+ ing

**IV. Past Perfect Continuous Tense**-indicates an action in the past that took place before another time or event in the past and continued during the second event/time point in the past.

Forexample, "At that time, he had been writing a novel for two months." "He had been exercising when I called."

#### Note

A. the form of Past Perfect Continuous Tense is -had+been +verb + ing

### PRESENT TENSE

**I. Simple Present Tense**- indicates an action that is generally true or habitual. That is, it took place in the past, continues to take place in the present, and will take place in the future. This tense is used to denote

-a habitual action -for instance, "He walks to school."

-general truths -for instance, "The sun rises in the east", "Honesty is the best policy."

-a future event that is part of a fixed timetable -for instance, "The match starts at 9 o'clock."

#### Note

A. The form of Simple Present Tense is -verb (infinitive without 'to' and agreeable with the subject)

**II. Present Perfect Tense**-indicates an action that has been completed sometime before the present moment, with a result that affects the present situation.

Forexample, "He has finished the work."

"He has slept."

#### Note

A. The form of Present Perfect Tense is -has/have+ verb (past participle form or 3rd form of the verb)

**III. Present Continuous Tense**-indicates an action that is taking place at the moment of speaking. For example, "She is walking."

"I am studying."

#### Note

A. The form of Present Continuous Tense is -is/am/are+ verb+ ing

**IV. Present Perfect Continuous Tense**-indicates an action that started in the past and is continuing at the present time.

For example, "He has been sleeping for an hour."

**Note**

A. The form of Present Perfect Continuous Tense is -has/have+been+ verb+ ing

**FUTURE TENSE**

**I. Simple Future Tense**-indicates an action that will take place after the present time and that has no real connection with the present time.

For example, "She will visit her ailing grandmother soon."

"He will walk home."

**Note**

A. The form of Simple Future Tense is - will/shall+verb

**ii. Future Perfect Tense**-indicates an action in the future that will have been completed before another time or event in the future.

For example, "By the time we arrive, he will have studied."

**Note**

a. the form of Future Perfect Tense is -will/shall have+verb (past participle form or 3rd form of the verb)

**iii. 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." **Note**

A. The form of Future Continuous Tense is -will/shall be+verb + ing

**IV. Future Perfect Continuous Tense**-indicates an action in the future that will have been continuing until another time or event in the future.

For example, "He will have been exercising an hour at 2:00."

**Note**

A. The form of Future Perfect Continuous Tense is -will/shall have been+verb+ing

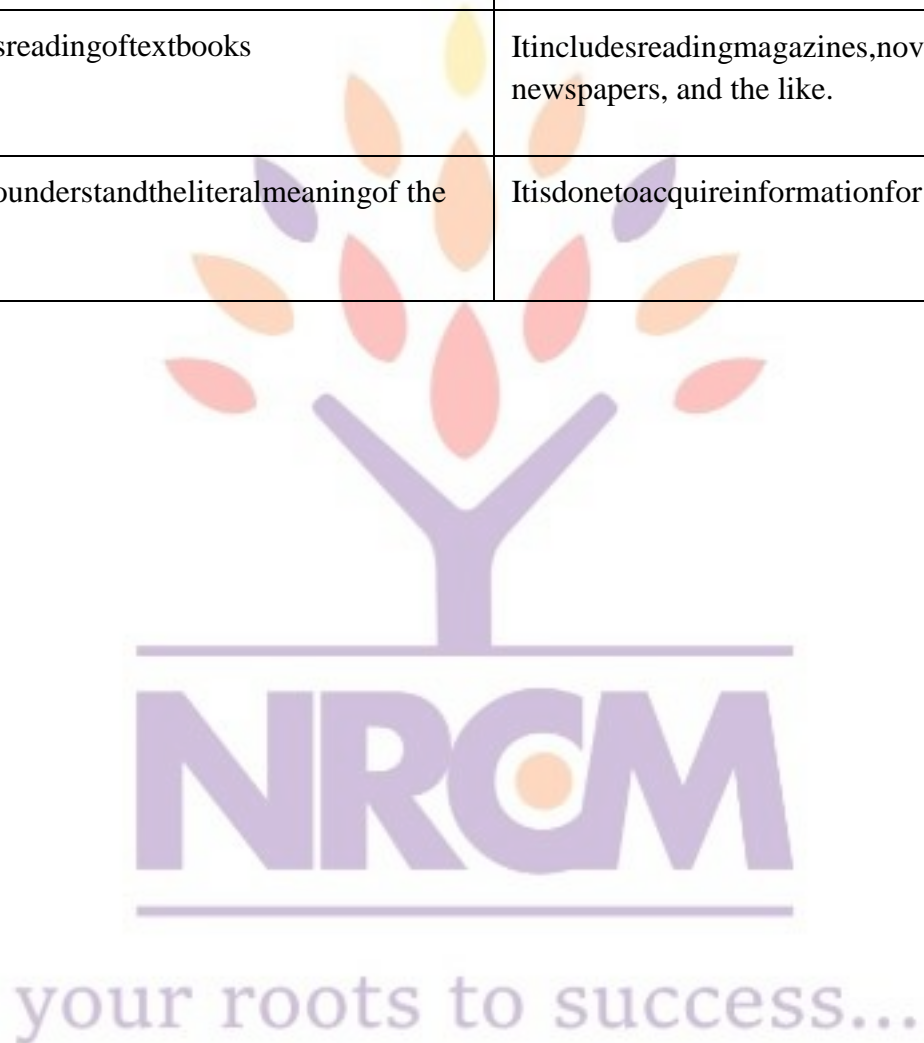
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**READING**

**Differences between intensive reading and extensive reading**



<b>Intensive Reading</b>	<b>Extensive Reading</b>
It is a reading method in which the learners read a short text deeply to gain maximum understanding.	It is a reading method that includes reading along text to gain a general understanding.
It is comprehensive in nature.	It is supplementary in nature.
It includes reading of textbooks	It includes reading magazines, novels, newspapers, and the like.
It is done to understand the literal meaning of the text.	It is done to acquire information for pleasure.



In intensive reading, the reading material is recommended by the teachers.	In extensive reading, the reading material is selected by the individual himself.
--	---

### Similarities between Intensive and Extensive Reading

1. Both intensive reading and extensive reading are forms of reading.
2. Both forms of reading are done to gain an understanding of the text.
3. Both forms of reading are done to improve the comprehension level of the learners.
4. Intensive and extensive reading is more concerned with the learner's progress.
5. Both intensive and extensive reading is concerned with deriving meaning from the text. Intensive reading involves reading short texts to extract a specific piece of information. Extensive reading generally involves reading long texts for pleasure.

### LETTER WRITING

There are two types of letters, i.e. formal letters and informal letters. The former is used for professional purposes, while the latter is used for personal purposes.

#### Formal Letters

You may need to write formal letters for many different reasons. The list may include application letters, complaint letters, letters to ask information and letters to place or follow up an order or booking. You may also need to write letters to apologise, ask for permission or to give advice or instructions.

#### When writing a formal letter, first ask yourself:

Who am I writing to?

What am I writing?

What do I need to tell them?

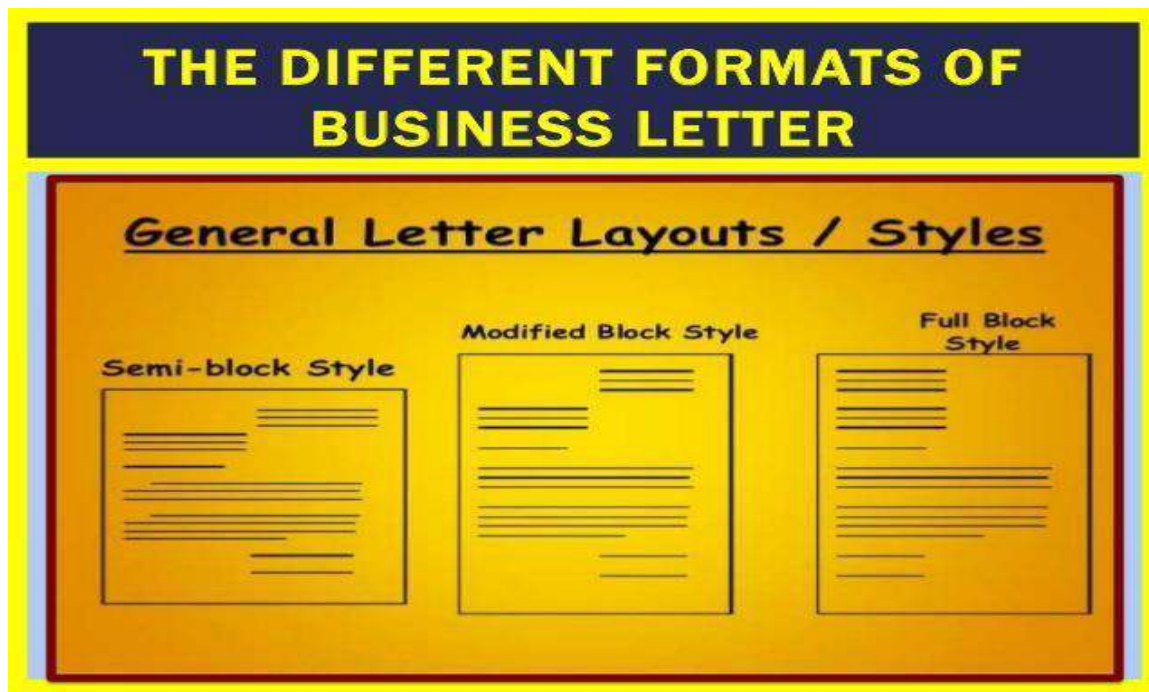
What do I want them to do?

#### Formal Letters Formats

**Formal letter writing format is inclusive of the four mentioned below:**

1. Full Block Style
2. Semi-Block Style
3. Modified Block Style
4. Modified Semi-Block Style

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**A formal letter has the following parts. (FULL BLOCK FORMAT)**

- Sender's Address
- Date
- Addressee's address
- Salutation
- Subject
- Body of the letter (content) (preferably in three or four paragraphs)
- Complementary ending
- Sender's signature & name

### **LANGUAGE USED IN FORMAL LETTERS**

• The Start:

Dear Mr, Ms (Mrs, Miss VERY IMPORTANT Use Ms for women unless asked to use Mrs or Miss)

• Thanking the Potential Customer for His/Her Interest:

Thank you for your letter of ... inquiring (asking for information) about ... We would like to thank you for your letter of ... inquiring (asking for information) about...

• Providing Requested Materials:

We are pleased to enclose...

Enclosed you will find... We enclose...

• Providing Additional Information:

We would also like to inform you...

Regarding your question about... In answer to your question (inquiry) about...

• Closing a Letter Hoping for Future Business:

We look forward to... hearing from you / receiving your order / welcoming you as our client (customer).

• Signature: Yours sincerely (remember use 'Yours faithfully' when you don't know the name of the person you are writing and 'Yours sincerely' when you do).

### Letter of requisition

31/2, 5th Avenue, Bangalore  
- 56

July 2, 2017.

The Bank Manager,  
ICICI bank,  
Secunderabad branch,  
Hyderabad - 29.

Dear Sir,

Subject- Request for Bank account statement.  
Account number: 00913094950004

I am an account holder of your bank and my reference account number is given above. I need bank account statement for the period from 01-Jan-2017 till June 30th 2017. I have to produce the same bank statement for my VISA interview process which is going to happen on July 19th 2017. It will be great if you could consider this request as an urgent one, which will help for my visa interview. So I need the complete bank statement for the above mentioned period from your bank.

Kindly consider this as a special request and process the same. Please send the bank statement to the address mentioned above.

Yours sincerely,  
Abirami

### Letter of inquiry

E-200, Rajpurohit Colony,  
New Delhi-110065

November 20, 2012  
The Warden, XYZ College, Delhi University New  
Delhi-110065

Dear Sir or Madam,  
SUB: Details of hostel facilities and fees

I have recently been enrolled as a student of XYZ College. It is my intention to take up residence at the college hostel, and I would be grateful if you could provide me with the necessary details, regarding the different rooms offered, the fee rates for different rooms, and the facilities that are offered.

Yours sincerely,  
Ravindra Kumar

**Letter of inquiry with reply**

Universal Departmental Store  
34/1, S.P. Road  
Hyderabad 20

June, 2017

Prince Electric Company 59,  
Market Road Karimnagar

Dear Sir/Madam

I have a large departmental store in Karimnagar and I am interested in the electric hair dryers you have advertised in the Times of India.

Please send me a copy of your illustrated catalogue and price list. I would like to know if I can place a trial order to test the efficiency of the products. As I need them urgently, I would appreciate an early reply.

Yours sincerely,

Vibha Chaudary  
Purchase Manager

**Letter of Complaint**

You are Manisha, staying at 22, Kirti Nagar, Delhi. You bought a mobile phone from "Mobile Villa", Roop Nagar, and Delhi. The phone developed a problem within a few days of the purchase. Write a letter to Sales Manager of the showroom complaining about the defect and seeking immediate replacement.

22, Kirti Nagar  
Delhi

**NRCM**  
your roots to success...

15 June 2017



TheSalesManager  
Mobile Villa  
RoopNagar  
Delhi

Sir,

Subject:Complaintagainstdefectivemobilephone

I bring to your kind notice that I bought NOKIA N73 mobile on 15th June 2017 vide receipt no.SE/099 from your showroom.

Iregrettoinformthatafteroneweekofusingit,problemsstartedtoappear.Theflashofthecamera is no longer working. Also, the display screen is getting blurred which makes it difficult for me to see the SMS messages clearly.

Under the terms and conditions of the sale, the phone carries a guarantee of two years towards any defect.Youare,therefore,requestedtoreplaceitattheearliestsothatIwouldbesparedfromfurther inconvenience.

Yoursfaithfully,  
Signature  
ManishaThakur  
Enclosed:1)CashMemo  
2)Copy ofthe warranty

**Replyletter:**

MobileVilla  
Roop Nagar  
Delhi

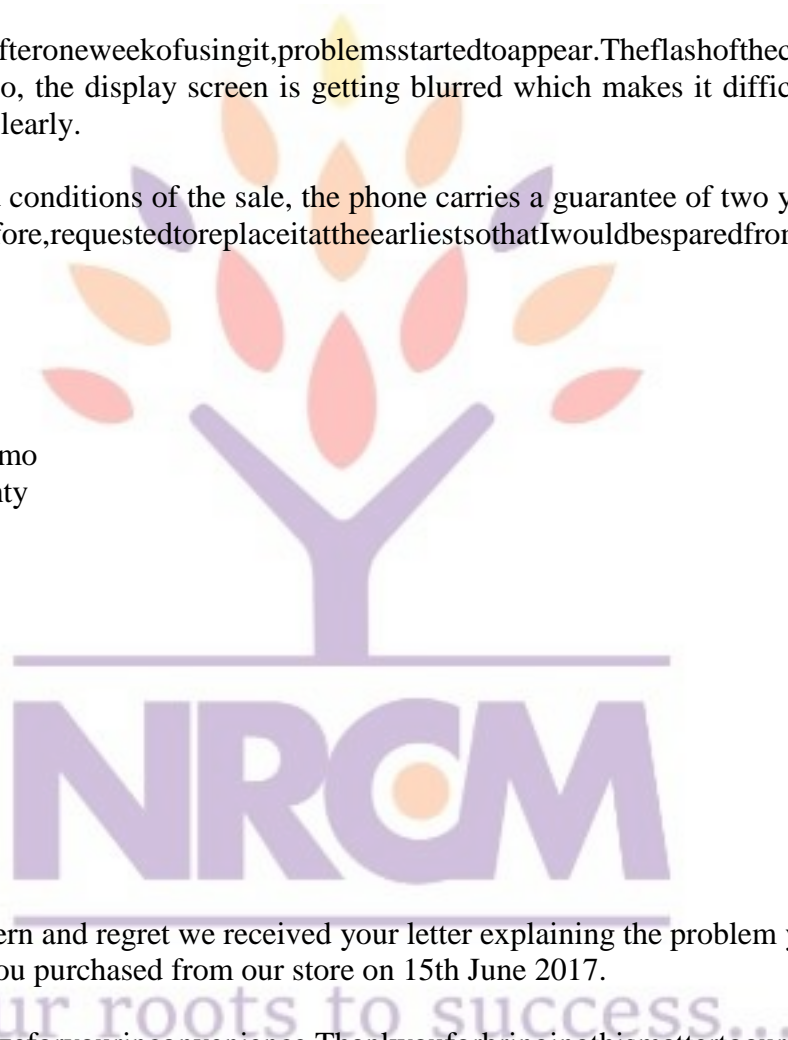
20June2017  
22,KirtiNagar Delhi

DearMs. Manisha,

It is with great concern and regret we received your letter explaining the problem you had with the Nokia mobile that you purchased from our store on 15th June 2017.

Iwouldliketoapologizeforyourinconvenience.Thankyouforbringingthismattertoourattention. I request you to get the phone to our store so that we can redress your grievance. Welookforwardtocontinuingervingyouas a valuedcustomer.

Yourstruly,  
HardeepSingh SalesManager



A cover letter introduces you to the employer and convinces them how well your skills, experience, and interests match the organization's needs.

Your cover letter is a chance to motivate an employer to read your resume, and allows you to include personal details that relate to the position and organization.

Cover letters should:

- Normally be only one page long.
- Be customized for each position or employer you are targeting.
- Not repeat information in your resume.
- Use a business letter format.

### Sample Cover Letter

**James Donaldson**

10 Emerson Drive

[James@email.com](mailto:James@email.com)

July 12, 20XX

555-123-4567

Ms. Mary O'Hara

Personnel Director

Accounting Software International

Lockridge, Tennessee 77777

Dear Ms. O'Hara,

I am drawn to Accounting Software International because of my interest in accounting software and the opportunity to use my skill sets in a more specialized career. I am applying for your Accounting Software Business Consultant position which was posted on Simply-Hired.

My research on your website and through an acquaintance, Donald Brown—who works in the sales department, has demonstrated that ASI has a commitment to customers and a culture of excellence that aligns perfectly with my own convictions.

I have spent the past 12 years working with clients around the globe, helping them to improve operations and maximize profits by utilizing all of the features of their existing software programs. I can quickly and accurately understand organizational needs, and I have a proven track record of meeting those needs. I am confident that I will be a valuable addition to your team.

I'll call you next week to discuss this opportunity.

Thank you for your time and consideration.

Sincerely,

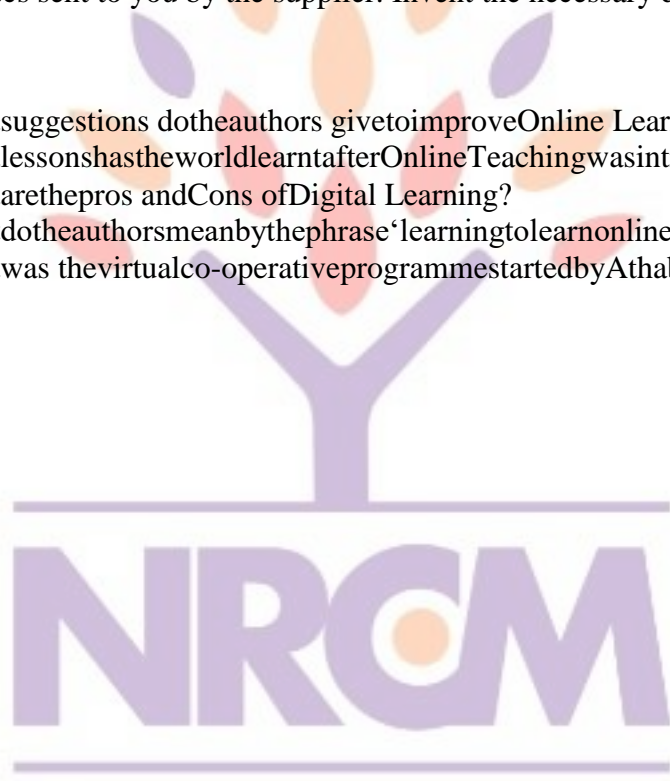
James Donaldson

**Practice exercises:**

1. Write a letter to the editor on the topic "Street light problem"?
2. Write a letter to the editor on the topic "Spreading garbage in and around locality"
3. Write a letter to the editor on the topic "Bad roads in your locality"
4. You have recently ordered an item through the Internet, but are not happy with the purchase. Write to the company. In your letter - describe what you purchased - explain why you are not happy with the purchase - tell them what you would like them to do about the situation.
5. You are the coordinator of the English drama club, and you want to stage 'Othello' by Shakespeare this Saturday. Write to the Welfare Division to book the auditorium and get the arrangements done for light and sound system.
6. As the Purchase officer of a company, write a complaint letter to Uniflex Ltd, New Delhi, pointing out the damage which was discovered after checking the consignment containing Compact Discs sent to you by the supplier. Invent the necessary details

**Practice Questions**

1. What suggestions do the authors give to improve Online Learning?
2. What lessons has the world learnt after Online Teaching was introduced during Pandemic?
3. What are the pros and Cons of Digital Learning?
4. What do the authors mean by the phrase 'learning to learn online'?
5. What was the virtual co-operative programme started by Athabasca University?



your roots to success...

## UNIT\_4

### Art&Literature

#### -ABDULKALAM

#### Arthelpslifetosurvive

Our planet Earth has seen great human civilizations at different periods. Only few of them managed to survive. They are the ones who had the capacity to see the future and the ability to adopt to the dynamics of change. The ability to survive can be formed when literature, poetry, philosophers, scientists, technologists, economists and sociologists all in unity come together to form a great civilization.

Our Indian civilizations absorbed the dynamic changes in spite of the multi-cultural, multi-linguistic, multi-religions and we have seen our country producing great epics like Mahabharata and classics like Thirukkural, Kabirvani and Narayaneeyam. These epics continue to survive and flourish over the centuries.

#### What are Kalam's favourite books and what advice he gives to young students?

Light from Many Lamps edited by Lillian Eichler Watson is a motivational book. Kalam had bought this book in 1953 and it has been his companion for his whole life. This book taught him to be balanced in all situations both in happiness and in sorrow. He felt it was the best book that anyone could get as a gift.

The second book that Kalam venerates is Thiruvalluvar's, Thirukkural. The book is an excellent code of conduct for life and this book can be read by any nation, religion and culture and definitely would elevate the human mind.

The third book is Man the Unknown by Dr. Alexis Carrel, a doctor turned philosopher and Noble laureate. This book highlights on the importance of treating mind and body whenever there is an ailment. He also advises all medical students to read the book. Kalam emphasizes that human body is not a mechanical system but an intelligent and integrated organism made of psychological and physiological systems.

#### Books-our eternal companion

Possession of a good book is an everlasting enrichment for life. It becomes a permanent companion. Some books are eternal; they lived before us and will continue to live for ages and inspire many generations ahead.

Kalam advises students to give one hour a day exclusively for book reading. By doing so one can become a knowledge centre in few years. Kalam also suggests that people should make it a habit to give books as gifts especially to the youth. These actions will enrich our youth and assist them to transform our society into a knowledge society.

## How do different art forms influence human civilization?

### Music & Dance

India has a rich heritage of more than five thousand years of blending literature, music, dance and drama. These art forms can be used as instruments for ensuring global peace and acting as a binding force among the young generations. Music & dance elevates you to a different place. It brings a lot of peace and a happy state of mind. They become an elegant example of propagators of peace and happiness. Music unites people as it has no language. The thread of music united great singers like Purandaradasa from Karnataka, Annamacharya from Andhra, Arunagirinathar from Tamil Nadu.

Uday Shankar is regarded as the father of modern dance in India. He gave a new and wholesome definition to Indian dance and music. He was able to combine the wonderful variety and scope of expression offered by different classical and folk dance forms of our country and incorporated them into a unique artistic expression resulting in an enriched dance form at the highest level of excellence. He was instrumental in introducing Indian dance forms and music to the Western world bringing worldwide respect, acclaim and admiration.

Music and dance not only help in smoothing out the rough edges of our tough life but also preserve, propagate and develop our age-old cultural traditions.

### Drama & Films

Drama has been a great form of entertainment for invigorating the minds of people. It is a powerful medium for delivering messages and planting imaginative ideas and thoughts. During the Independence era it was through drama that people got awareness of our freedom struggle.

Drama has been under pressure due to cinema, TV and multimedia. Films can touch the emotions of the viewer and create an impression in his mind temporarily or some times for longer periods.

### Painting

The great painter M.F. Hussain had said that paintings are the output of the society. If the society is a mediocre society, we will get mediocre paintings and vice versa. If the society is intellectual and prosperous, the paintings will reflect the situation. Every painter and artist is a unique personality in search of beauty out of every event which enriches him.

Kalam goes on to add that a painting could give visual life, beauty and creativity for literature. When a young artist called Manav after seeing Kalam's poem 'Life Tree' spent seven days transforming it into a 'Speaking Tree' with his painting. Kalam realized that painting and poetry are intertwined in a painter's mind. The result is a great amount of happiness in one's mind and soul.

## What makes a country prosperous?



The prosperity of any nation depends directly on the creativity of its artists and writers. Students of art and literature are important contributors to transforming India into a developed nation.

Ample job opportunities in the field of creative entertainment and management are available. The future society would be spending enormous amounts of time and money. Art is a kind of expression of the inner beauty of life. Such a spirit silently but eloquently conveys the message of love, humour, affection and peace.

Art helps to bring out the beauty of life in its noblest form and takes it to higher, better and civilized form. Art gives more meaning and depth to human existence, justifying the purpose of our life. In this world, which is filled with disharmony and materialistic pursuit, only art can save us and bring harmony in this life.

## ABBREVIATIONS AND ACRONYMS

Abbreviations are shortened forms of words or lengthy phrases. You'll find them in almost every discipline and area of life, from commonly used abbreviations in names or titles, such as Mr. for Mister or Sgt. for Sergeant, to less commonly used abbreviations, such as the shortened version of the word abbreviation itself, which is abbr.

There is more than one type of abbreviation. An [acronym](#) is a new word created from the initial letters of a long name or phrase, for example, NATO (North Atlantic Treaty Organization).

An [initialism](#) is where a long phrase is abbreviated to its initial letters but the letters are pronounced individually, not spoken as a word, for example, FBI (Federal Bureau of Investigation). An initialism can be considered a type of acronym.

The U.S. is itself a well-established abbreviation. As you will see in the following list of commonly used abbreviations, they exist in all areas of life from medicine to military and geography to baking. Commonly Used Abbreviations

Everyday Use

### Written and verbal communication often includes these abbreviations:

- A.S.A.P. - "As soon as possible," used when encouraging someone to respond to a request without delay.
- B.Y.O.B. - "Bring your own bottle" is used for parties where guests are expected to bring their own beverages or restaurants that don't sell alcohol.
- D.I.Y. - This acronym stands for "do it yourself," which means creating something on your own. It is used for crafts and home repairs.
- E.T.A. - This acronym means "estimated time of arrival," and is used as a guess for when one expects to arrive somewhere.
- R.S.V.P. - This initialism comes from "Répondez, s'il vous plaît," French for "respond, please." It's often used on invitations to parties and special events, and is intended (as it says) to be responded to with a "yes, we will attend," or "no, we will not."
- AWOL - Absent Without Official Leave (or Absent Without Leave) I don't know where he went. He's totally AWOL.
- ESL - English as a Second Language  
Mary moved to Japan to teach ESL to second graders.

- IMAX-Image Maximum  
We saw *MI:6* in the local IMAX theatre.
- LASER-Light Amplification by the Stimulated Emission of Radiation  
Our cat loves to chase a little red LASER beam.
- NATO-The North Atlantic Treaty Organization  
Let's hope NATO always remains intact.
- RADAR-Radio Detection and Ranging  
The police officer used RADAR to catch them speeding.
- RSVP-In French: Répondez, s'il vous plaît (In English: Answer, please)  
Please RSVP to our barbecue by Friday, July 17th.
- SCUBA-Self-Contained Underwater Breathing Apparatus  
We gathered our SCUBA gear and dove into the Atlantic.
- SEO-Search engine optimization  
Make sure your latest blog post has all the important SEO elements.
- UNICEF-The United Nations International Children's Emergency Fund  
UNICEF appointed a new chairman of the board.
- WASP -White Anglo-Saxon Protestant  
Many citizens in the Colonial Era were WASPs.

## Redundancies and clichés

### Redundancies

In English usage, redundancy is usually defined as the use of two or more words that say the same thing, but we also use the term to refer to any expression in which a modifier's meaning is contained in the word it modifies (e.g., early beginnings, merge together—many more are listed below). Think of redundancies as word overflows.

This list is far from complete, and we're developing it organically (i.e., adding redundancies as they come up in our work) rather than compiling the list by stealing from other online sources, which would be too easy. If you feel strongly that any redundancy should be added here, please comment.

### Below is the list of redundancies:

#### A

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• (absolutely) essential</li> <li>• (absolutely) necessary</li> <li>• (actual) facts</li> <li>• advance (forward)</li> <li>• (advance) planning</li> <li>• (advance) preview</li> <li>• (advance) reservations</li> <li>• (advance) warning</li> <li>• A.M. (in the morning)</li> </ul> | <ul style="list-style-type: none"> <li>• (and) etc.</li> <li>• (anonymous) stranger</li> <li>• (annual) anniversary</li> <li>• (armed) gunman</li> <li>• (artificial) prosthesis</li> <li>• ascend (up)</li> <li>• ask (the question)</li> <li>• assemble (together)</li> <li>• attach (together)</li> <li>• ATM (machine)</li> </ul> |
|--|---|

- autobiography(ofhisorherownlife)

## B

- bald(-headed)
- balsa(wood)
- (basic)fundamentals
- (basic)necessities
- best(ever)
- biography(ofhis--orher--life)
- blend(together)
- (boat)marina
- bouquet(offlowers)
- brief(induration)
- (brief)moment
- (brief)summary
- (burning) embers

## C

- cacophony(ofsound)
- cameo(appearance)
- cancel(out)
- (careful)scrutiny
- cash(money)
- cease(anddesist)
- circle(around)
- circulate(around)
- classify(intogroups)
- (close)proximity
- (closed)fist
- collaborate(together)
- combine(together)
- commute(backandforth)
- crisis(situation)
- curative(process)
- (current)incumbent
- (current)trend

## D

- depreciate(invalue)
- descend(down)
- (desirable)benefits
- (different)kinds
- disappear(fromsight)
- drop (down)
- during(thecourseof)

- dwindle(down)

## E

- each(andevery)
- earlier(intime)
- eliminate(altogether)
- emergency(situation)
- (empty)hole
- empty(out)
- (empty)space
- enclosed(herein)
- (end)result

## F

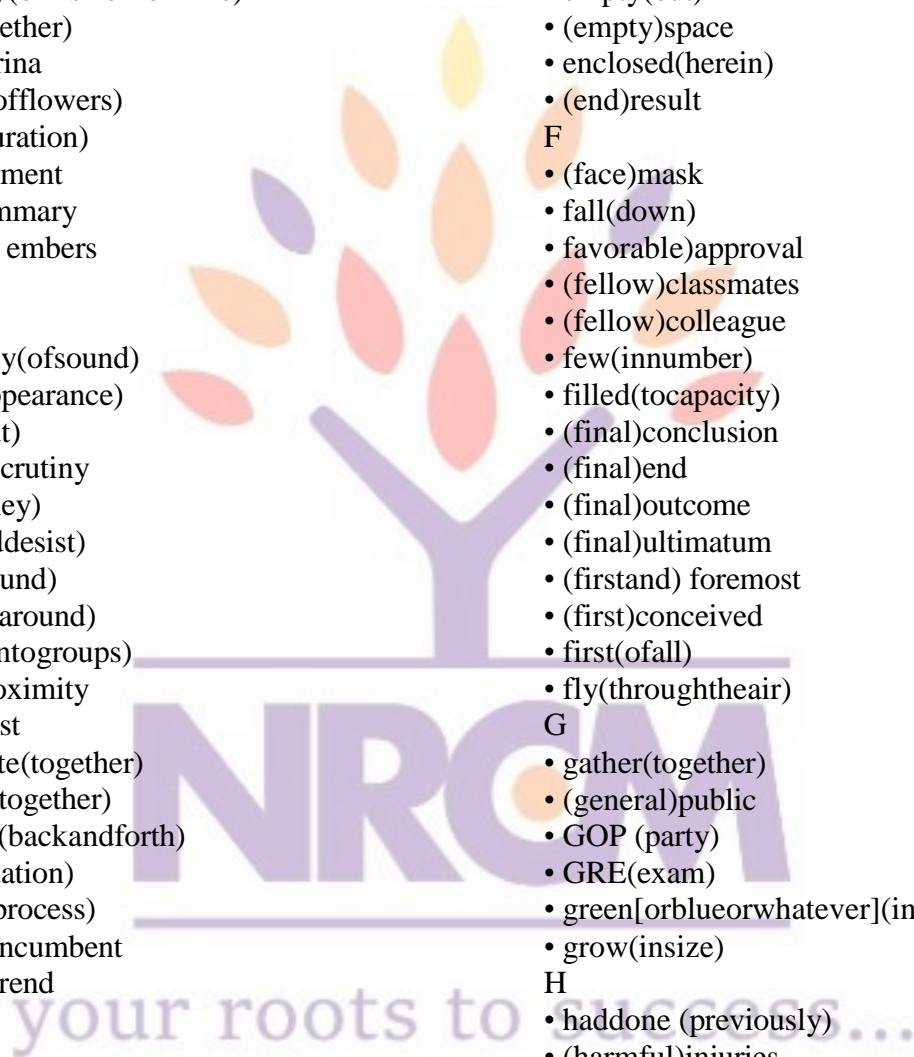
- (face)mask
- fall(down)
- favorableapproval
- (fellow)classmates
- (fellow)colleague
- few(innumber)
- filled(tocapacity)
- (final)conclusion
- (final)end
- (final)outcome
- (final)ultimatum
- (firstand) foremost
- (first)conceived
- first(ofall)
- fly(throughtheair)

## G

- gather(together)
- (general)public
- GOP (party)
- GRE(exam)
- green[orblueorwhatever](incolor)
- grow(insize)

## H

- haddone (previously)
- (harmful)injuries
- (head)honcho
- heat(up)
- HIV(virus)
- hoist(up)
- (hollow)tube
- hurry (up)



**Practice Exercise -1**  
**Exercise on Redundancy**  
**Identify the error and write the correct sentence.**

1. The final conclusion was too close to the bakery
2. The companies merged together last year.
3. They replied back yesterday.
4. Could you repeat that again, please?
5. Raj returned back yesterday.
6. Do you have any cash money?
7. Your dress is very unique!

**Cliches**

‘Clichés’ are commonly used or overused expressions in the English language. You’ll often hear them in both American and British English. Although by definition a cliché is overused and therefore trite, many journalists and writers use clichés as a shortcut to convey their meaning to their readers.

Because they’re commonplace, using idioms or clichés in your written or spoken English can demonstrate your understanding of the language and help you sound like a native-speaker. I’d like to introduce you to four common clichés, often used in English writing and speaking.

The first is: **‘what goes around comes around’**. Commonly used in British English, this expression means that a person’s actions, whether good or bad, will often have consequences for them.

Another example is: **‘to avoid like the plague’**. The ‘plague’ is a disease that can become a deadly epidemic. Avoiding it is definitely something you should do! Therefore, if we say that you should ‘avoid something like the plague’, it means to stay far away from it.

**“And the list goes on”** is an interesting cliché. People tend to use it in speech when they are giving a number of examples. For instance, I could be talking about the benefits of studying abroad, like making new friends, learning a new language, getting to know another culture and ‘the list goes on.’ It’s another way to say ‘etcetera’.

Another cliché commonly used in speech is: **‘it gives me a great deal of pleasure’**.

**A cliché is a word or phrase that has been overused in writing:**

Clichés such as “leave no stone unturned” have been used so much in writing that they have lost all their effectiveness. These phrases have become weak and meaningless. They usually contribute nothing to the message you are trying to convey and will be viewed, by the reader, simply as padding.



Textful of clichés makes the writer appear lazy and uncreative and will, for many readers, kill the significance of the writing.

## Clichés

Clichés are words and phrases that have lost specific meaning or interest over time, generally due to being overused. Whilst they tend to remain in use as part of everyday speech, they are not an effective means of communicating in academic writing. Be particularly careful to avoid clichés that may seem perfectly acceptable and yet have no inherent meaning in the context of your assignment.

## Types of Cliches

**There are various types of clichés. For example:**

### Proverbs

A proverb is a short, well-known saying which states a general truth or a piece of advice. For example:

- A bird in the hand is worth two in the bush.
- A leopard cannot change its spots.

### Idioms

An idiom is a commonly used expression whose meaning does not relate to the literal meaning of its word. For example:

- I am over the moon.
- You have a sword of Damocles hanging over you.
- I'll take any storm.

### Similes

A simile is a figure of speech which compares one thing with another to create an analogy. For example:

- This is about as much use as a chocolate teapot.
- He drinks like a fish.

### Metaphors

A metaphor is a figure of speech which states one thing is another to create an analogy. For example:

- That will put the final nail in the coffin.
- I am banging my head against a brick wall here.

## Curing Cliches:

(1) First, you can simplify the phrase. It's not colorful, but it is better than using a cliché and labeling yourself as an unoriginal writer who can't think of a better way to phrase a simple idea. "A bolt from the blue" would then become "a shock".  
 "beyond the shadow of a doubt" would then become "undoubtedly".  
 "Swept under the rug" would then become "concealed".  
 "As pure as the fresh driven snow" would then become "immaculate".

Finally, the best (and hardest) way to cure a cliché is to make up an entirely new image or phrase, one you have never heard before but which expresses the same idea. Either think of an image that startles the reader by its unexpectedness or one that connotes appropriate emotional



resonances in the reader. The "schemes and tropes" section on CNOnline may help. Try your hand at it. Take the clichés below and create a new original phrase to express the same idea.

rear its ugly head  
sadder but wiser  
I have a sneaking suspicion  
the bottom line  
in one fell swoop  
last but not least  
life takes its toll

few and far between  
crystal clear, clear as a bell  
for all intents and purposes  
take the bull by the horns  
the thrill of victory, the agony  
of defeat

he swept the problem under  
the rug  
packed in as tight as  
sardines  
that captain runs a tight ship  
you mad, bro?

### Common Cliché Sayings

- All that glitters isn't gold
- Don't get your knickers in a twist
- All for one, and one for all
- 

### Clichés that Describe Time

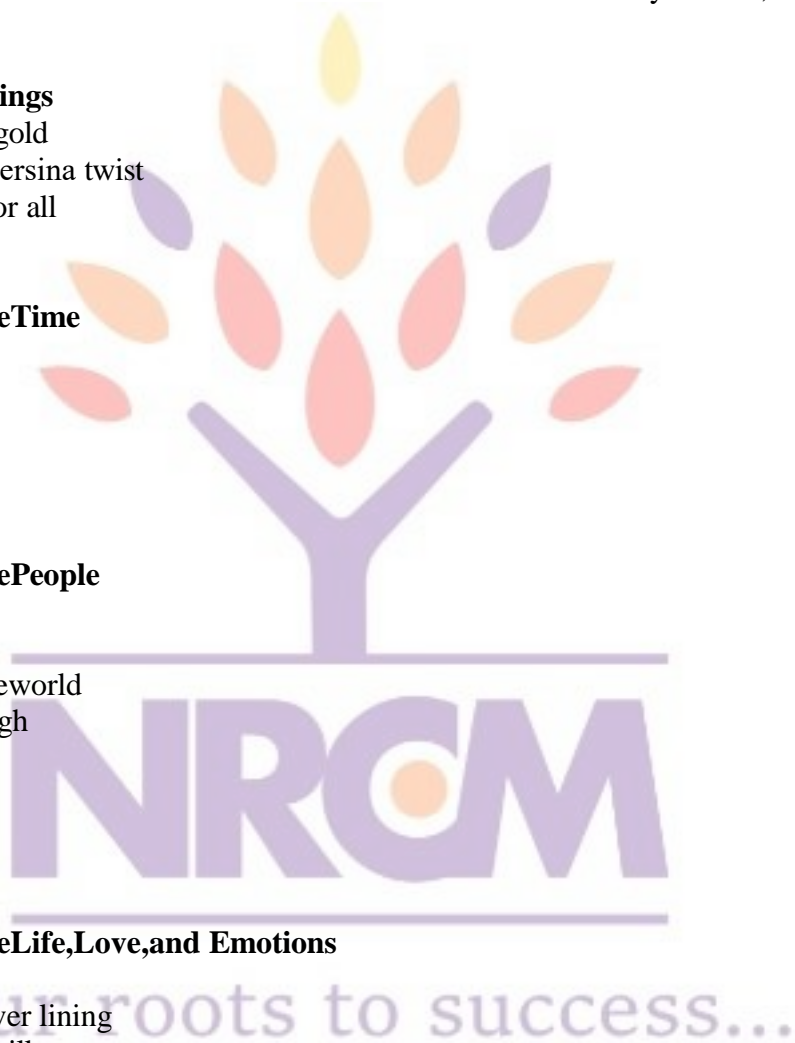
- Only time will tell
- In the nick of time
- Lost track of time
- Lasted an eternity
- Just a matter of time
- 

### Clichés that Describe People

- As solid as the hills
- Fit as a fiddle
- Without a care in the world
- A diamond in the rough
- Brave as a lion
- Weak as a kitten
- Had nerves of steel
- Ugly as sin

### Clichés that Describe Life, Love, and Emotions

- Opposites attract
- Every cloud has a silver lining
- Don't cry over spilled milk
- The calm before the storm
- Laughter is the best medicine
- Love you more than life itself
- Scared out of my wits
- Frightened to death



**Practice Exercise****Exercise on Clichés****A. Identify the error and write the correct sentence.**

1. There should be great efforts in terms of the communication between teachers and their students.
2. During the experiment, the use of key principles was essential to ensure the success of it.
3. My favorite was when the guy with the ball ran the wrong way all the way across the field.

**B. Identify the cliché and rewrite the sentences using clear language.**

1. I'd be happy as a clam if you'd go with me to the movie.
2. The news hit him like a ton of bricks.
3. Kiran asked politely, but Rohan still gave him the cold shoulder.
4. I'm at the end of my rope!

**C. Write the meanings of the following clichés:**

1. The writing on the wall.
2. Every cloud has a silver lining.
3. A diamond in the rough.
4. Haste makes waste.

**READING:****THE SQ3R METHOD****SQ3R**

**SQ3R** is a Reading/Study formula designed to help process and increase retention of written information.

It consists of the following five steps. **S** =

**SURVEY**

Scan the piece of writing to establish its purpose and get the main ideas. Look for: Titles and Headings – Indicate the main topics and concepts being developed.

Pictures, questions, bold or italicized print – emphasize important information

Introduction and conclusion – May give the topics being covered as well as the purpose. First and last sentences in paragraphs

**Footnotes****Q= QUESTION**

Write questions to give purpose and improve concentration. This aids comprehension. Turn main headings and pictures into questions.

jot down questions that you may have as you survey the material.

**R=READ**

Search for answers to your questions.

Make notes and highlight main ideas that support the concept.

**R= RECITE**

Reciting helps to put the information into your long-term memory. Put what you have learned into your own words.

**R= REVIEW**

It is important to review the material to understand and remember it.  
 Did you answer all of the questions and understand the information?  
 Reviewing each time you study will eliminate the need to “cram” for a test.

### Essay Writing:

The word ‘essay’ is derived from a Latin word ‘exagium’, which roughly translates to presenting one’s case. So essays are a short piece of writing representing one’s side of the argument or one’s experiences, stories etc. Essays are very personalized. So let us learn about types of essays, format, and tips for essay-writing.

An essay is generally a short piece of writing outlining the writer’s perspective or story. It is often considered synonymous with a story or a paper or an article. Essays can be both formal as well as informal. Formal essays are generally academic in nature and tackle serious topics. We will be focusing on informal essays which are more personal and often have humorous elements.

### Types of Essays

The type of an essay will depend on what the writer wants to convey to his reader. There are broadly four types of essays. Let us see.

1. **Narrative Essays:** This is when the writer is narrating an incident or story through the essay. So these are in the first person. The aim when writing narrative essays is to involve the reader in them as if they were right there when it was happening. SO make them as vivid and real as possible. One way to make this possible is to follow the principle of ‘show, don’t tell’. So you must involve the reader in the story.
2. **Descriptive Essays:** Here the writer will describe a place, an object, an event or maybe even a memory. But it is not just plainly describing things. The writer must paint a picture through his words. One clever way to do that is to evoke the senses of the reader. Do not only rely on sight but also involve the other senses of smell, touch, sound etc. A descriptive essay when done well will make the reader feel the emotions the writer was feeling at the moment.
3. **Expository Essays:** In such an essay a writer presents a balanced study of a topic. To write such an essay, the writer must have real and extensive knowledge about the subject. There is no scope for the writer’s feelings or emotions in an expository essay. It is completely based on facts, statistics, examples etc. There are sub-types here like contrast essays, cause and effect essays etc.
4. **Persuasive Essays:** Here the purpose of the essay is to get the reader to your side of the argument. A persuasive essay is not just a presentation of facts but an attempt to convince the reader of the writer’s point of view. Both sides of the argument have to be presented in these essays. But the ultimate aim is to persuade the readers that the writer’s argument carries more weight.

### Practice exercise-1

#### Exercises on Essay Writing

Describe the following in not less than 250 words of your own on the following topics.

1. Effects of Pollution
2. The Changes in the Ocean
3. The Civil Rights Movement and the Effects

4. Causes and Effects of the Popularity of Fast Food Restaurants
5. Internet Influence on kids
6. Popularity of Sports in US
7. Effects of professional sport on children
8. Alcohol and nervous system
9. Domestic violence
10. Growing up with a single parent

### PRECIS WRITING:

Précis-Writing is a shortening, in your own words, of a text of written work. You are to describe as accurately and briefly as possible the substance or main ideas contained in a text.

To write an effective précis, read the passage several times for a full understanding. Note key points. It may, in fact, be helpful to underline these words. Do not use abbreviations or contractions. When writing about history, use the past tense.

Finally, check your précis against the original to be sure that it is exact and retains the order, proportions, and relationships of the original.

### Sample 1:

#### Write a Précis of the following passage.

One of our most difficult problems is what we call discipline and it is really very complex. You see, society feels that it must control or discipline the citizen, shape his mind according to certain religious, social, moral and economic patterns.

Now, is discipline necessary at all? Please listen carefully. Don't immediately say YES or NO. Most of us feel, especially while we are young, that there should be no discipline, that we should be allowed to do whatever we like and we think that is freedom. But merely to say that we should be free and so on has very little meaning without understanding the whole problem of discipline. The keen athlete is disciplining himself the whole time, isn't he? His joy in playing games and the very necessity to keep fit makes him go to bed early, refrain from smoking, eat the right food and generally observe the rules of good health. His discipline and punctuality is not an imposition but a natural outcome of his enjoyment of athletics.

**Rough Draft:** Discipline is one of the biggest problems in the world. Society feels that discipline should be controlled to shape the mind of the citizen. Some want to be free to think and do whatever they like. Even the keen athlete is disciplining himself the whole time. He observes the rules of good health.

#### **Fair Draft:** DISCIPLINE IS IMPORTANT

Though discipline seems to be a problem, it is necessary for all. Discipline shapes our mind and regulates our habits. Some want to be free and think that it is not necessary. Discipline and punctuality give enjoyment to athletes.



**Sample2:****Write a Précis of the following passage.**

Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils.

Besides a teacher always remains young. He may grow old in age, but not in spirit. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair. There are different types of forests in India. So, the products received from these forests are also several. The following are some of the forest products which are important in the growth and development of industries.

**Précis Summary:** Teaching is the noblest profession. A teacher himself leading a simple, pure and disciplined life can mould the character of the young children and make them neat and good mannered citizens. Besides he remains every young forgetting his own domestic worries in the constant company of the young.

**Practice Question 1:****Write a Précis of the following passage:**

When we survey our lives and efforts we soon observe that almost the whole of our actions and desires are bound up with the existence of other human beings. We notice that whole nature resembles that of the social animals. We eat food that others have produced, wear clothes that others have made, live in houses that others have built. The greater part of our knowledge and beliefs has been passed on to us by other people through the medium of a language which others have created. Without language and mental capacities, we would have been poor indeed comparable to higher animals.

We have, therefore, to admit that we owe our principal knowledge over the least to the fact of living in human society. The individual if left alone from birth would remain primitive and beast like in his thoughts and feelings to a degree that we can hardly imagine. The individual is what he is and has the significance that he has, not much in virtue of the individuality, but rather as a member of a great human community, which directs his material and spiritual existence from the cradle to grave.

**Rough Draft:**

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**Final Draft:**



**Practice Question 2:****Write a Précis of the following passage:**

A drop of water fell out of the cloud into the sea, and finding itself lost in such an immensity of fluid matter, broke out into the following reflection: 'Alas! What an inconsiderable creature am I in this prodigious ocean of waters: My existence is of no concern in the universe; I am reduced to a kind of nothing, and am the least of the works of God'. It so happened that an oyster which lay in the neighborhood of this drop chanced to gape and swallow it up in the midst of this his soliloquy. The drop, say the fables, lay a great while hardening in the shell, until by degrees it was ripened into a pearl, falling into the hands of a diver, after a long series of adventures, is at present that famous pearl which is fixed on the top of the Persian diadem.

Rough Draft:

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Final Draft:

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**Practice Questions (Essay Type)**

1. Machines using Artificial Intelligence can become a threat to human society. Do you agree or disagree with this statement? Construct an essay in not less than 150 words.
2. How Art and Architecture can transform young students?
3. What are Kalam's favourite books and what advice he gives to young students regarding reading?
4. How do the different art forms influence human civilization?
5. According to Kalam, how do music and dance become important tools in containing terrorism?
6. How would you justify that reading techniques help in communication skills?
7. Apply the SQ3R method to the lesson 'Art & Architecture'.
8. Write an argumentative essay on the topic 'Violence in cinema promotes violence in society'.

9. Write an expository essay on the topic “The benefit of meditation”.
10. Write a narrative or descriptive essay on the topic ‘How you would spend a million rupees?’

## Unit-5

### GO, KISS THE WORLD

**By Subroto Bagchi**

Go Kiss The World is an extract taken from the Welcome Address by Chief Operating Officer, MindTree Consulting, [Mr. Subroto Bagchi](#). The address was delivered on 2nd July 2004 at the [Indian Institute of Management, Bangalore](#). Being a successful entrepreneur, Subroto Bagchi has become a business author and has written a book of the same name, directing his teaching to the whole world.

The speech delivered by Subroto Bagchi tells us his words of wisdom and the lessons taught to him by his parents. The lessons are directed at lighting the meaning of success and are related to the events from Bagchi's life.

#### **Lessons Taught By Subroto's Father**

Subroto's father was a District Employment Officer in Koraput, Orissa, and Subroto was their fifth and the last child. Koraput was a district without electricity and water did not use to run through taps. There were no primary schools due to which Subroto's schooling was done at home only. Subroto's mother had come as a refugee from East Bengal and was raised by a widow.

Subroto's father used to get transferred every year. Therefore they had to move frequently and travel in the government provided jeep. There was no garage in his father's office due to which the jeep used to stay at home always. His father never used the jeep to commute to the office and taught the same lesson to Subroto, telling him that it is an expensive resource given by the government. From this came Subroto's first lesson, **the lesson to never misuse public facilities.**

Subroto and his brothers were also not allowed to call the jeep's driver by his name and were always told to add the suffix “Dada” before his name. When Subroto grew up, he taught the same lesson to his daughters and they were supposed to call their driver “uncle”. Subroto used to cringe every time he used to hear other people disrespecting their drivers. This made up **their second lesson, telling them always to respect their subordinates more than their seniors as it is more important to respect small people.**

Subroto's father had put the habit of reading the newspaper daily in Subroto. He and his brothers were supposed to read the newspaper aloud with the morning tea. Although Subroto did not understand much of what was written in the newspaper, he still contributes his good English to

that habit. After reading the newspaper, he was taught to fold it correctly. **Another lesson which his father taught him and his brothers was “You should leave your newspaper and your toilet the way you expect to find it.”\***

In their childhood, Subroto and his brothers were always attracted by various property and radio advertisements in the newspaper, but their father always refused to buy them, telling them that they don't need a radio because their family already have five (referring to the children). **This made up another lesson, “not to measure personal success and sense of wellbeing through material possessions.”**

### Lessons Taught by Subroto's Mother

Go Kiss The World: The houses which the government gave to the Bagchi family rarely had fences. Subroto along with his mother used to make the fences with twigs and decorate the house with little plant seedlings. When other people asked Subroto's mother that what's she needed to beautify a government house, she replied them that she has to create a bloom in a desert and for that, she has to leave every place given to her more beautiful than what she had inherited. Subroto calls this his first lesson in success, *“It is not what you create for yourself, it is what you leave behind that defines success.”\**

Subroto's mother started developing cataract in her eyes when he was very small. That time his eldest brother has got a teaching job in Bhubaneswar University and was also preparing for civil services examination. It was decided that Subroto's mother and he will move to Bhubaneswar too for the eldest brother's cooking purposes. This was the first time that Subroto saw electricity in houses and water coming from taps. Subroto's daily job there was to read the Oriya script newspaper from head-to-toe for his mother. While reading the newspaper, **Subroto used to feel a sense of larger connectedness with the world that made up another lesson for him which meant to be connected with a larger world.**

During that time, India was at war with Pakistan and [Lal Bahadur Shastri's](#) words *“Jai Jawan Jai Kissan”* sparked the country into unitedness. Subroto Bagchi felt the need to become a hero and dreamt of catching a terrorist to read his news on the newspaper's first page. He decided to spend hours guarding the university's water tank, imagining that a terrorist would come to poison it and he would be the one to catch him. **His imagination became another lesson for him, a lesson that taught him that if he can imagine a future, he can create it and if he can create it, others will live it.**

In the next few years, Subroto's mother's eyesight deteriorated. Therefore she went under operation and saw Subroto's face for the first time. Subroto still pleases every time he remembers his mother's words that praised him. Within few weeks of getting her vision back, Subroto's mother developed corneal ulcer and became blind in both eyes. She lived 32 years with her blindness but never even complained once. When Subroto asked her what did she see with those blind eyes, his mother replied that she does not see darkness but only sees the light. Till

80 years of age, Subroto's mother performed her morning yoga every day, cleaned her room and



your roots to success...

washed her clothes now too even after being blind. **This way Subroto's mother taught him another lesson – Success is not to see the word but about seeing the light.**

#### Subroto's Father's Death

As Subroto grew up, he got a job as a clerk in a government office, became a management trainee and finally settled with a job in IT industry for which he moved to the USA in 1992. During this time his father was living a retired life with his brother when he suffered third-degree burns and was admitted to the Safdarjung Hospital, Delhi. Safdarjung Hospital was a poorly maintained place with untidiness and overworked nurses. Subroto had returned to see his father, one morning he realised that the blood bottle is empty and air could have entered his body. Therefore, Subroto asked the nurse to replace it but got the reply to do it himself by the tired, overworked nurse. When the nurse finally agreed to change it, Subroto was surprised to see the man who himself was on his deathbed was asking his nurse that why she hadn't gone home yet. That day Subroto learned that there's no limit to how much a person can concern for another person and the limit of inclusion he can create. Subroto's father died the following day but left his principles behind.

According to Subroto's father, success is the person's ability to rise above his discomforts and not about creating material comforts.

#### Difference in Subroto's Parents' Ideology

Subroto's father was the believer of British Raj and doubted the capability of post-Independence political parties to govern the country whereas Subroto's mother believed the exact opposite. When she was young, she has garlanded [Subhash Chandra Bose](#) and had learned to spin khadi and use words and daggers. Although Subroto's parents had different ideologies but still they lived together, this taught Subroto **another lesson that success is not the ability to create a dogmatic end state but a process of continuous thinking.**

#### Subroto's Mother's Death

Subroto's Mother died due to a paralytic stroke at the age of 82 in Bhubaneswar hospital. Subroto Bagchi had come from the USA to see her and remained in the hospital for two weeks. His mother was not getting better but was neither getting worse. Subroto eventually has to return to work and therefore, was leaving. He bowed down his head to kiss his mother's face before leaving and in a paralytic state his mother replied him to not to kiss her but to kiss the world. **The words “Go, Kiss the World” were said by Subroto's mother to him on her deathbed.** Subroto's mother had come to India as a refugee and was raised by a widow, her husband's salary was just Rs 300, and she had lost her eyesight but still was telling the author to go, kiss the world.

#### The Epilogue of Subroto's Speech

In the end, Subroto says that success to him is about the vision and the ability to rise above pain. It is about imagination, about sensitivity to small people, about building inclusion, about



connectedness to the larger world, about personal tenacity. It is about giving back more to life and creating extraordinary success with ordinary lives. Subroto Bagchi thanks the audience, wishes them luck, tells them, “Go, Kiss the World” and leaves.

#### Question and Answers

Q: Why do you think Subroto Bagchi's children were not allowed to call their driver by his name?

A: “Go, Kiss the World” is a Welcome Address given to the IIM Bangalore students by the famous entrepreneur Subroto Bagchi. In the speech, Subroto is telling the audience the principles taught to him by his parents, the lessons that define success and in his childhood, Subroto Bagchi and his brothers were not allowed to call their driver by his name due to one of the lessons taught to their father. The lesson which taught them to treat small people with more respect according to their father, it is more important to respect your subordinates than your seniors.

Q: What was the state of Koraput as remembered by Bagchi?

A: As said by Subroto Bagchi in his speech, “Go, Kiss the World” which he delivered on 2nd July 2004 to the students of IIM, Bangalore, Koraput was a district with no primary schools. There was no electricity in the whole district, and Bagchi had never seen a single fan running in it. The presence of water flowing in the taps was also not there. If put together, we can also conclude that Koraput was a very less developed town during Bagchi's childhood.

Q: List three lessons taught to Bagchi by his father and three lessons taught to him by his mother.

As said by Subroto Bagchi in his speech, “Go, Kiss the World” which he delivered on 2nd July 2004 to the students of IIM, Bangalore, his parents taught him various lessons due to which he became a successful person. Some of those lessons are:

*Not to misuse public facilities.*

*To respect our subordinates more than seniors.*

*To not measure personal success and state of well-being through material possessions.*

These lessons were taught to Bagchi by his father.

*Success is not about what you create for yourself but about what you leave behind. Success is about a sense of larger connectedness with the world.*

*Success is not about seeing the world but it is about seeing the light.*

These are some lessons taught to Subroto Bagchi by his mother.

Q: What do you think the last words of Subroto Bagchi's mother, “Go, Kiss the World” mean?

A: “Go, Kiss the World” is a welcome address delivered by Chief Operating Officer, MindTree Consulting to the students of IIM, Bangalore, 2nd July 2003. The last words of Subroto Bagchi's mother, “Go, Kiss the World” are said to Bagchi and are telling him to stay connected to a larger

world existence and live his life instead of being sad for his mother. This is also what Bagchi's father and mother taught him when he was a child and has helped in becoming what he is today.

### **Vocabulary:**

Technical vocabulary is words or phrases that are used primarily in a specific line of work or profession. For example, people who work in the steel industry often use words like "Rockwell", "Olsen", "cup test", and "camber". These words have special meanings pertaining to the manufacture of steel.

### **Adobe Acrobat Reader**

Acrobat Reader is software that allows you to view a PDF document (a document that can be seen

### **Attachment**

An attachment is a document sent with an email message. Many types of files can be sent this way (e.g. Word documents, PDFs, Excel files, JPEGs). Be wary of attaching large files because these can take a lot of time for the recipient to download. If you have a large file, it is considered good practice to compress the file using software such as Winzip before attaching it.

### **Back-end**

Back-end refers to the part of an application that performs an essential task not apparent to the user.

### **Backward compatible**

If software is backward compatible, it is compatible with earlier (superseded) versions of the same software. For example, the Microsoft word-processing program Word 2010 can read files created in the 2003 version of the same program, so it is backward compatible.

### **Bandwidth**

Bandwidth refers to the maximum amount of data that can travel a communications path in a given time, usually measured in seconds.

### **Bit**

A bit (short for binary digit) is the smallest unit of measurement in computing. 8 bits make up 1 byte.

### **Bluetooth**

Bluetooth is a wireless communication technology intended to replace cables. It allows short-range connections between two or more Bluetooth-compatible devices such as mobile phones, tablets, headsets or medical equipment.

### **Bookmark**

A bookmark is a saved link to a particular Webpage. Microsoft Internet Explorer denotes bookmarks as "favourites."

### **Boolean operators**

Most search engines (e.g. Google) allow you to limit your search or make it more specific by using words such as "and", "or" and "not". These words are known as boolean operators because of their origin as terms in logic.

### **Boot (re-boot)**

To boot (or re-boot) is to load and initialise the operating system on a computer. Think of it as

starting up your computer. In Windows you can use the key combination CTRL and ALT and DEL as a "soft" boot. This means restarting the computer rather than turning it completely off and on again, which could cause damage to your computer's hard disk under some circumstances.

### **Bounceback**

An email message that cannot be delivered and returns an error notification to the sender is said to "bounce back". If you receive such an error notification, check that you have typed the address correctly.

### **Broadband**

Broadband is a type of communication technology whereby a single wire can carry more than one type of signal at once; for example, audio and video. Cable TV is one technology that uses broadband data transmission.

### **Browser**

A software program that allows you to surf the web. Popular web browsers include Google Chrome, Mozilla Firefox, Microsoft Edge and Internet Explorer.

### **Cache**

When you download (read) a webpage, the data is "cached," meaning it is temporarily stored on your computer. The next time you want that page, instead of requesting the file from the web server, your web browser just accesses it from the cache, so the page loads quickly. The downside to this is that if the cached webpage is often updated, you may miss the latest version. If you suspect that the web page you're seeing is not the latest version, use the "refresh" button on your browser.

### **CAD**

Computer-aided design (CAD) is a type of software that allows users to create 2D and 3D design and modelling. CAD is used by architects, engineers, artists and other professionals to create precise technical drawings.

### **Chip**

A chip is a microprocessor that performs many functions and calculations that make your computer run. Your computer's chip is also referred to as the CPU (Central Processing Unit) or the processor.

### **Cloud computing**

Cloud computing refers to the storing and accessing of data and programs over the Internet instead of on another type of hard drive. Examples of cloud services include i-Cloud, Google Cloud and Drop box.

### **Compression**

Compression is the reduction of the size of a file. Compressed files take up less memory and can be downloaded or sent over the Internet more quickly.

### **Content**

Content refers to a website's text and information, as opposed to its design and structure.

### **Cookie**

A piece of code or data created by a web server and stored on a user's computer. It is used to keep track of the user's usage patterns and preferences.

**CPU**

The central processing unit (CPU) is the brains behind your computer. The CPU is responsible for performing calculations and tasks that make programs work. The higher the speed of a CPU, the faster the CPU undertakes the calculations and tasks.

**Cybercrime**

Cybercrime is any type of illegal activity that is undertaken (or relies heavily) on a computer. There are thousands of types of cybercrime, including network intrusions, identity theft and the spreading of computer viruses.

**Cyber-security**

Cyber-security refers to measures designed to protect your computer, device or network from cybercrime. This involves preventing unintended and unauthorized access, change and damage.

**Device driver**

A device driver is a small program that allows a peripheral device such as a printer or scanner to connect to your PC.

**Domain**

A domain is a set of computers on a network that are managed as a unit.

**Download**

Downloading is the method by which users access and save or "pull down" software or other files to their own computers from a remote computer via the Internet.

**DV**

DV stands for digital video.

**Email**

Email or electronic mail is a way of sending messages over the internet. Popular email programs include Outlook, Mozilla Thunderbird, Gmail and Yahoo Mail.

**Encryption**

Encryption is the process of converting electronic data to an unrecognisable or encrypted form, one that cannot be easily understood by unauthorised parties.

**Ethernet**

Ethernet is the most common way of connecting computers on a network with a wired connection. It is a type of local area network (LAN) technology, providing a simple interface for connecting multiple devices.

**Firewall**

A firewall is a barrier that acts as a security system to protect trusted computer systems and networks from outside connections and untrusted networks, such as the Internet.

**FTP**

File transfer protocol (FTP) is a common method of transferring files via the internet from one host to another host.

**Gateway**

A point within a network that interconnects with other networks.

**GIF**

Graphics interchange format (GIF) is a graphics file format. Because GIF files are compressed,



they can be quickly and easily transmitted over a network. GIF is one of the main graphics formats on the Internet.

### **Harddisk**

The physical place where a computer stores information - applications and files - is known as its hard disk drive (HDD). The bigger the HDD, the more data it can store.

### **Homepage**

The page that an Internet browser first opens up to. It is usually the starting point of an organisation's or individual's website.

### **HTML**

Hyper-text markup language (HTML) is a set of symbols inserted into files intended for display on the world wide web. These symbols tell web browsers how to display words and images - e.g. which colour, font and type size to use - and they direct it to link to other pages on the world wide web via hyperlinks.

### **Internet**

A set of interconnected networks that allow computers in different locations to exchange information. The Internet includes services such as the world wide web, electronic mail, file transfer protocol (FTP), chat and remote access to networks and computers.

### **ISP**

An Internet service provider (ISP) is a company that provides access to the Internet. In Australia, widely used ISPs include Bigpond, iinet and Dodo.

### **Intranet**

An intranet is basically a private, internal Internet specific to an organisation or group.

### **Java**

Java is a programming language that is commonly used in the development of client-server web applications.

### **JPEG**

JPEG stands for Joint Photographic Experts Group, which was the committee that created the file format known as JPEG. The format is commonly used for photos displayed on the world wide web.

### **LAN**

A local area network (LAN) is a system that connects computers and other devices that share a common communications line and wireless link, generally within a limited geographical area such as a home or office building.

### **Malware**

"Malware" is short for malicious software. It refers to a software program that has been developed to do harm to other computers. Types of malware include viruses, worms and spyware.

### **Megabyte**

A measure of computer processor storage and real and virtual memory. A megabyte (Mb) is  $2^{20}$  bytes, or 1,048,576 bytes in decimal notation.

### **Megahertz**

Megahertz is the unit used to measure the speed of a computer's processor (e.g. 2.8Ghz)



**Modem**

A modem is a device that allows computers to transmit information to each other via ordinary telephone lines.

**Online**

If a computer (or computer user) is online, it is currently connected to a network or to the Internet. Online also refers to resources and services available on the Internet - e.g. online banking, online dictionary.

**Operating system**

An operating system (OS) is the software that manages all of a computer's processes and allows programs and applications to run. The most prominent operating system is Microsoft Windows. Others include Mac OS X and Linux.

**PDF**

Portable document format (PDF) is a file type created by Adobe Systems Inc. PDFs can be read using free software called Adobe Acrobat Reader or another PDF reader.

**Phishing**

Phishing is a type of email fraud in which the perpetrator sends out email that appears to come from a legitimate service or reputable company, such as a bank or an email service provider. These emails aim to lure recipients to reveal confidential information that the perpetrator can use for their financial advantage - for example, online banking log-in details and passwords.

**Plug-in**

A software plug-in is a component that adds to a software program's functionality.

**POP**

A Post Office Protocol (POP) is an Internet protocol used by your Internet service provider (ISP) to handle email. A POP account is an email account.

**Protocol**

A protocol is a standard or set of rules that computers and other devices use when communicating with one another.

**RAM**

Random access memory (RAM) is usually referred to as a computer's "memory" - it stores information used by programs. Generally, the larger your computer's RAM, the more programs it can run at once without slowing down.

**Read-only**

A read-only file cannot be edited, modified or deleted.

**Resolution**

Resolution refers to the number of distinct pixels that make up the display on a computer monitor. It is denoted in DPI (dots per inch). The higher the resolution, the finer and smoother the images appear when displayed at a given size.

**ROM**

ROM stands for read-only memory. It is the part of a computer's memory that cannot be changed by a user. The contents of ROM remain even when the computer is turned off.

**Spam**

Spam refers to unsolicited email messages sent for marketing purposes.

**Unzip**

To unzip a zip file is to extract and decompress compressed files from it. If you are sent a zip file via email, you will need to unzip it before you can access the files inside it.

**URL**

A URL (unique resource locator) or web address is the string of characters you type into a browser to access a particular website or other resource on the Internet. (eg. <http://www.ourcommunity.com.au> )

**Viral**

If an online video, photo or article "goes viral", it experiences a sudden spike in popularity in a short period of time.

**Virus**

A virus is a piece of programming code inserted into other programming to cause damage. Viruses can be sent in many forms but are often transmitted via email messages that, when opened, may erase data or cause damage to your hard disk. Some viruses are able to enter your email system and send themselves to other people in your list of contacts.

**WEP**

Wireless equivalent privacy (WEP) is a security protocol used in Wi-Fi networks. It is designed to provide a wireless local area network (LAN) with a level of security similar to that of a regular wired LAN. WEP-secured networks are usually protected by passwords. (See also WAP.)

**Wi-Fi**

Wi-Fi is a technology that allows computers and other devices to communicate via a wireless signal. Essentially, it means you can browse the internet without tripping over phone cords.

**WPA**

Wi-Fi protected access (WPA) is a security protocol used in Wi-Fi networks. It is an improvement on WEP because it offers greater protection through more sophisticated data encryption.

**Zip**

To zip files is to archive and compress them into one file of smaller size using a program such as WinZip. It's a handy way to make files smaller before sending them via email.

**GRAMMAR****Active & Passive Voice**

Let us first understand the meaning of voice, and what is active voice and passive voice...

**What is Voice of a verb?**

The voice of a verb expresses whether the subject in the sentence has performed or received the action.

**Example:**

- The watchman opens the door.
- The door is opened by the watchman.

**Types of Voices of Verb**

Verbs have two voices (i) Active Voice (ii) Passive Voice

**Active Voice**— When an action performed by the subject is expressed by the verb, it is an active voice. Active voice is used when more straightforward relation and clarity is required between the subject and the verb.

**Active Voice example:**

- Hens lay eggs.
- Birds build nests.

**Passive Voice**— When the action expressed by the verb is received by the subject, it is passive voice. Passive voice is used when the doer of the action is not known and the focus of the sentence is on the action and not the subject.

**Passive Voice Examples:**

- Eggs are laid by hens.
- Nests are built by birds.

### Rules For Conversion of Sentence

Below are the active-passive voice rules to follow for changing an active sentence into a passive voice. Before heading to the rules of active-passive voice, let's check the examples of active and passive voice sentences.

### Conversion of Active and Passive voice examples

- Rita wrote a letter. (Subject + Verb + Object)
- A letter was written by Rita. (Object) + (auxiliary verb) + (past participle) + (by subject).
- She cooks food. (Subject + Verb + Object)
- The food is cooked by her. (Object) + (auxiliary verb) + (past participle) + (by subject)

Candidates can watch the video on Active-Passive voice rules and concept in English. This will help them gain conceptual knowledge and understand the variety of questions asked in the exams even better.

### Rules for Active–Passive Voice Conversions

**Rule 1.** Identify the (S+V+O) Subject, Verb and object in the active sentence to convert to passive voice

**Example:**

He drives car. (Subject – He, verb – Drives, object – Car)

**Rule 2.** Interchange the object and subject with each other, i.e. object of the active sentence become the subject of the passive sentence.

**Example:**

Active voice: She knits sweater. (Subject – She, Verb – Knits, Object – Sweater)

Passive Voice: The sweater is knitted by her. (Object sweater is interchanged with the subject She).

**Rule 3.** In passive voice sometimes the subject is not used, i.e. the subject in passive voice can be omitted if the sentence without it gives enough meaning.

**Example:**

Milk is sold in litres

**Rule 4.** Change the base verb in the active sentence into the past participle i.e. third form verb in a passive sentence i.e. preceded by (By, With, to, etc). Base verbs are never used in passive voice sentences.

**Example:**

- Active voice: She prepares dinner.
- Passive voice: The dinner is prepared **by** her.
- Active voice: She knows him.
- Passive voice: He is known **to** her.
- Active voice: Juice fills the jar.
- Passive voice: The jar is filled **with** juice.

**Rule 5.** While conversion of Active voice sentence to Passive voice sentence, the pronoun used in the sentence also changes in the following manner.

Active Voice Pronoun	Passive Voice Pronoun
I	Me
We	Us
He	Him
She	Her
They	Them
You	You

It	It
----	----

**Rule 6.** Use the suitable helping or auxiliary verb (is/am/are/was, etc.). The rules for using auxiliary verbs in passive voice sentences are different for each tense.

**Example:**

- The letter **is** written by her
- A book **was** not bought by her
- Chocolates **are being** eaten by them.

Read the following sentences and change them as directed.

1. Do you like Naina? (Passive Voice)
2. Asha Bhosle sings beautiful songs. (Passive Voice)
3. Tina is known to me. (Active Voice)
4. The film has been signed by Shah Rukh Khan. (Active Voice)
5. Cricket is played by Sourav Ganguly. (Active Voice)
6. Meeraworshipped Lord Krishna. (Passive Voice)
7. Mark Antony delivered a speech to the Roman people. (Passive Voice)
8. Ved Vyas wrote Mahabharata. (Passive Voice)
9. Mr Singh has been robbed by the burglar. (Active Voice)
10. The cat drank the milk. (Passive Voice)
11. The pianist was being played by Rima. (Active Voice)
12. The guards will have locked the gates by 2 P.M. (Passive Voice)
13. Who cooked the pasta? (Passive Voice)
14. Where was my book found by you? (Active Voice)
15. The children are playing holi. (Passive Voice)

**READING**

**A Reading Comprehension task is made up of these parts:**

- **1-2 passages:** Total length of the text will be about 50-60 lines. The topics are diverse, and many may be unfamiliar to you.
- **Questions:** You'll be asked several questions about the text. Some of the questions can be answered with information explicitly stated in the passage, but many questions ask about what can be inferred.
- **Choices:** You'll be presented with five choices. Only one of them is correct. You'll see us refer to the correct choice as the "answer" throughout your practice sessions.

**What can I do to tackle the Reading Comprehension section most effectively?**

✓ **The first read—focus more on the main claims than the details:** The overall point of a passage is much more important than the details the author uses to support that point. High scorers read critically, identifying the purpose of each paragraph as they go along. In fact, it's often the



case that the LONGER someone spends reading and re-reading for details, the WORSE they perform on Test Day.

✓ **Pay attention to structure:** Instead of focusing too much on WHAT is being said (“What is it about?”), focus on WHY it’s being said (“What is the POINT?”). Ask yourself questions as you go along:

- Why did the passage’s author include this quote? Was it supporting a claim?
- Why did the author include this example?
- What role does each claim, each paragraph play in the text’s overall argument?

Strong critical readers ask themselves how—and why—the argument is being built. What is the author DOING?

✓ **Pay attention to opinions:** As a law student and as a lawyer, you’ll need to be able to keep track of assenting and dissenting voices. Where do they overlap? Where do they diverge? If you see an author’s (or critics’ or anyone’s) point of view expressed in the passage, take note! You will almost certainly see questions about the different perspectives.

✓ **Understand the task:** Different questions require different kinds of work. For example, **recognition** questions that ask you to RECOGNIZE details from the passage call for a close re-reading of the relevant part of the passage. In contrast, **main point** questions are best answered WITHOUT close re-reading. We recommend different approaches for different question types—find out more in the practice area of our system.

✓ **Take time to think:** For some question types, it helps to try to predict what the answer is likely to be BEFORE LOOKING AT THE CHOICES—this can help you locate the answer quickly. For other question types, it’s not as easy to make a prediction, but you should still stop to think about the task. If you DON’T take the time to think and prepare, it’s all too easy to get lost in the choices. Students who find themselves reading and re-reading without a clear purpose are more easily distracted by wrong choices.

✓ **Evaluate the choices:** Once you set yourself up for success, either by making a prediction or by gaining control of your task by clarifying it in your own words, it’s time to evaluate the choices. Ask, for example, “Does this choice match my prediction?” or, “Does this choice accurately restate a detail I just located?”

You are likely to find some passages more challenging than others, due to the density of the text, your familiarity or comfort level with the topic, or the complexity of the questions. Be prepared for a diverse array of challenges, and remember that it’s completely acceptable to SKIP A FEW QUESTIONS in order to make sure you have the time to consider all four passages.

## WRITING

### REPORT WRITING

In Engineering, one of the major forms of communication is the technical report. This is the conventional format for reporting the results of your research, investigations, and design projects.

At a university, reports are read by lecturers and tutors in order to assess your mastery of the subjects and your ability to apply your knowledge to a practical task. In the workplace, they will be read by managers, clients, and the construction engineers responsible for building from your designs. The ability to produce a clear, concise, and professionally presented report is therefore a skill you will need to develop in order to succeed both at university and in your future career.

While reports vary in the type of information they present (for example, original research, the results of an investigative study, or the solution to a design problem), all share similar features and are based on a similar structure.

#### The common types of technical reports are:

1. Policies and procedures for organizations. These operating documents contain rules and regulations for both the organization and its members.
2. Recommendations reports. In this type of writing, you compare several options against a set of requirements as a way to find one specific action or product to recommend.
3. Feasibility reports. These documents consider a project or idea in terms of their viability according to a variety of technical, social and economic factors.
4. Background reports. Intended to provide background details on a technical topic, these documents are written for readers who require the technical information for specific needs.
5. Business plans. Defined simply, these are proposals for starting a new business—a formal statement of the business goals and the plan for achieving them.
6. Research reports. These documents present findings culled for researches, both from laboratories and from the field.
7. Technical specifications. Typically created for new products, these documents present descriptive and operational information needed by those who will use it for a variety of reasons within the organization.

#### Key features of reports

Reports:

- are designed for quick and easy communication of information
- are designed for selective reading
- use sections with numbered headings and subheadings
- use figures and diagrams to convey data.

#### Major components of a general report

##### Title

- The title of the report should indicate exactly what the report is about. The readers should know not only the general topic, but also the aspect of the topic contained in the report.

##### Abstract

- In less than 200 words... what was the problem, how was it investigated, what did you find out and what do your findings mean?

##### Table of Contents

- A list of the major and minor sections of your report.

##### Introduction

- Set the scene; give some background information about the topic. State the aim/purpose of the investigation. Outline the body sections.

### **Main Body**

- Organise the sections in a logical sequence: what you investigated, what you found, what interpretations and what judgements you made. Use short informative headings and subheadings.

### **Conclusion**

- What has been achieved and what is the significance of your findings and your discussion? Have your aims been successful or not?

### **Recommendations**

- What do you recommend as a course of action following your conclusion?

### **References**

- A list of all the sources you used.

### **Appendices**

- Any information (graphs, charts, tables or other data) you used in your report but did not include in the body.

**Business reports** are a type of assignment in which you analyse a situation (either a real situation or a case study) and apply business theories to produce a range of suggestions for improvement. Business reports are typically assigned to enable you to: ... Apply business and management theory to a practical situation.

Handouts can give only a fraction of the customized guidance that an individual conference with a Writing Center instructor can provide. If you have questions about the information in our handouts, please make an appointment to see a Writing Center instructor.

Business Report

(Memo-Format)

Assuming yourself to be the head of the Electronics department of your institution, write a report to the Head of the Institution on the fire caused in the laboratory of your department.

your roots to success...

Brilliant College of Engineering  
Bhopal-462012

Date: 25 January 2020 From:

Dr. Bhaskar

Designation: Head, Dept of ECE.

To: Dr. Ragava Rao

Designation: Principal

Subject: Report on the fire accident caused in the Computer Lab  
Report

With reference to your order number 10.CBD dated 21 January 2020. I have thoroughly investigated the causes that were responsible for the fire accident in Computer Lab at our college.

#### Investigation:

There was a fire accident on 20 January 2020 in the Computer Lab Room no: 230 situated on the II Floor of C.V. Raman Block between 12.00 to 12.30 in the afternoon.

The fire broke out due to voltage fluctuations which resulted in the short circuit. The fire was so strong that within seconds it spread throughout the lab, destroying 20 out of the 30 computers along with wooden furniture and curtains. Fortunately no student or faculty was present in the room as it was lunch break.

#### Findings

As the Head of the department, a number of oral and written requests were made regarding the vulnerability of the lab (copies of the requisition's attached) prior to the accident.

The causes that led to the fire accident are as follows:

1. Voltage fluctuation leading to short circuit because the electric connections and the computers are not controlled by UPS connections.
2. The electric wires used in the lab are of cheap quality.
3. Absence of fire preventing devices such as fire extinguishers.
4. Property worth 1 lakh has been damaged which includes 20 computers, 1 AC, wooden furniture 25 chairs.
5. The accident did not result in any loss of human life.

#### Recommendations

On the basis of the above investigations, the following steps should be initiated to ensure safety from such accidents in future:

1. All electric connections should be controlled by UPS connections.
2. ISI marked electric wires should replace the existing wiring.
3. Mock Fire Drills should be conducted so that students and faculty are made aware how to use fire extinguishers.
4. Fire extinguishers should be placed in every lab to prevent further accidents.

It is important to implement the above recommendation to prevent further untoward incidents. Regards  
Dr. Bhaskar.

OFFICIAL REPORT  
(Letter Format)

Imagine you are the District Education Officer. Write a report to the Secretary, Department of Education regarding the Primary Education Programme initiated in your district.

Mohammed Sharif  
District Education Officer  
Warangal

2 May 2020

Dr. Shashi Prakash  
Principal Secretary  
District Centre  
Department of Education  
Warangal

Subject: Report on the Primary Education Programme Title:

Primary Education Programme

Terms of Reference: As instructed by the Minister of State for Education, a survey was conducted to assess the implementation of the government's 2018-2020 primary education programme in the four villages in the district.

Findings:

As part of the programme, the committee visited the villages of Aknoor, Cherial, Shyampet and Venkatapur to observe and assess the programme. The findings of the study are as follows:

1. According to the records of the local panchayat offices, the number of students who enrolled in 2018-2020 increased from 23 to 50 in Aknoor, 14 to 47 in Cherial, 22 to 70 in Shyampet and 30 to 95 in Venkatapur.
2. It was confirmed that the mid-day meal scheme was being satisfactorily implemented in all the four villages.
3. Except for three cases in Aknoor, primary schools in the villages had all the students vaccinated for typhoid and cholera.



4. It was verified that free distribution of books and stationery was done in all four villages as per the records.

#### Conclusion & Recommendations

1. The Government's programme for improving primary education in the state has succeeded in Warangal district.
2. It is recommended that permission be granted for the recruitment of more trained teachers and for the sanction of funds for the renovation of school buildings in the villages where this study was conducted.

Regards

Mohammed Sharif

#### Practice questions:

1. 'The District Collector, Jhunjhunu, is concerned about the rapid increase in the number of road accidents in Pilani. The Chairman, Municipal Corporation, Pilani, has been asked to submit a report investigating the causes and suggesting measures to improve the situation.' Prepare an outline for the above report.
2. You, as the Collector of Bhuj District, have been asked by the Secretary, Home Department, Gujarat, to submit a report on the relief work that was undertaken after the devastating earthquake hit the area last year. The Ministry sanctioned Rs.50 crore for the relief operations in the district, which was to be spent on free distribution of grains, water, medicine, etc. Now prepare an outline keeping in mind the principles of effective outline.
3. Rajasthan has been facing severe drought conditions for the third year in succession. In order to mitigate the sufferings of the drought-affected areas, the state government is fully geared up to start drought relief operations with the objective of generating employment, maintaining cattle conservation, providing drinking water supply, etc. As Secretary to the State Minister for Relief Operations, you have been asked to write a report on the drought relief operations, to be sent to the Council of Ministers. Now prepare only the outline for this report.

#### Practice Questions (Essay Type)

1. Why did Bagchi's father never let his children ride in the office jeep?
2. What was Bagchi's first lesson in success?
3. Describe the morning ritual in Bagchi's house and bring out its importance.
4. What created in Bagchi a sense of interconnectedness with a larger world?
5. Describe the political outlook of Bagchi's parents.
6. Classify the list of contents of report writing.
7. Construct a meaningful report on the impact of increasing pollution in Hyderabad.
8. Construct a report on a technical fest conducted in your college.
9. What is report writing? Explain.
10. Illustrate the structure of a report.



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