

**DEPARTMENT OF ENGLISH**

**I SEMESTER**

**GENERAL ENGLISH**

**English Praxis Course-I**

**A Course in Communication and Soft Skills**

**2022-2023**

**STUDY (LEARNING) MATERIAL**

*Name of the Student:*

*Class:*

*Roll Number:*

## DEPARTMENT OF ENGLISH

### I SEMESTER ENGLISH SYLLABUS *Common for I B.A/B.Com/B.Sc* English Praxis Course-I Syllabus A Course in Communication and Soft Skills

#### I. UNIT: Listening Skills

- Importance of Listening
- Types of Listening
- Barriers to Listening
- Effective Listening

#### II. UNIT: Speaking Skills

- Sounds of English: Vowels and Consonants
- Word Accent
- Intonation

#### III. UNIT: Grammar

- Concord
- Modals
- Tenses (Present/Past/Future)
- Articles
- Prepositions
- Question Tags
- Sentence Transformation (Voice, Reported Speech & Degrees of Comparison)
- Error Correction

#### IV. UNIT: Writing

- Punctuation
- Spelling
- Paragraph Writing

#### V. UNIT: Soft Skills

- SWOC
- Attitude
- Emotional Intelligence
- Telephone Etiquette
- Interpersonal Skills

**DEPARTMENT OF ENGLISH**  
**MODEL QUESTION PAPER**  
**UG EXAMINATIONS**  
**Semester: I**

**Course 1: A Course in Communication and Soft Skills**

**Time: 3 hours**

**Max Marks: 75**

**SECTION – A**

**Answer any 5 questions. Each question carries 5 marks**

**(5 X 5M = 25M)**

1. What is the importance of listening?
2. Write a note on accent in the connected speech.
3. **Fill in the blanks with suitable prepositions:**
  - a) I came here \_\_\_\_\_ train.
  - b) John has been working in this office \_\_\_\_\_ 2005.
  - c) What is so great \_\_\_\_\_ the news.
  - d) The teacher explained \_\_\_\_\_ the students the value of time.
  - e) It is important to make a distinction \_\_\_\_\_ prose and poetry.
4. Insert punctuation marks in the given sentence wherever necessary  
there was a villager he didn't know how to read and write
5. What is positive thinking and its advantages?
6. What are the barriers to effective listening?
7. **Match the following sentences under Column "A" with their correct "Question Tags" under Column "B"**

**A**

1. He is an engineer [   ]
2. We are Indians [   ]
3. She has been to London [   ]
4. You are not paying attentions [   ]
5. Don't waste your time [   ]

**B**

- a) Are you?
- b) Will you?
- c) Isn't he?
- d) hasn't she?
- e) Aren't we?

8. Write a note on Telephone etiquette

**SECTION – B**

**Answer all the questions. Each question carries 10 marks**

**(5 X 10M = 50M)**

9. a) Write a note on the types of listening?  
(OR)  
b) List out various strategies we can adopt for effective listening?
10. a) Write an essay on sounds of English  
(OR)  
b) What is an intonation? Illustrate with suitable examples
11. a) **A.** Fill in the blanks in the following sentences with suitable Form of the Verb given in the brackets.
  - a) Dolphins\_(live) in water.
  - b) Srilatha\_\_\_\_(work) in Hyderabad Publin School for the last ten years.
  - c) The train\_\_\_\_(leave), when we reached the station yesterday.
  - d) The men\_\_\_\_\_(repair) the telephone cables. Do not disturb them.
  - e) Health\_(be) wealth.

**B. Correct the following sentences wherever necessary**

- a) I and Gopal went to the exhibition
- b) The population of Chennai is greater than Hyderabad.
- c) My uncle lives in United Kingdom
- d) Being a hot day, the old man did not go out.
- e) This book will not only be liked by men but also women

**(OR)**

**b). Change the following sentences as instructed**

- i) Children like chocolates (Change the voice)
- ii) Sasi is playing tennis (Change the voice)
- iii) Krupa wrote a novel (Change the voice)
- iv) Malli has bought a new car (Change the voice)
- v) He said "I am busy now" (Change into indirect speech)
- vi) She said to me "I will meet you tomorrow" (Change into indirect speech)
- vii) He said, "Do you speak English?" (Change into indirect speech)
- viii) Tea is as popular as coffee (Into Comparative Degree)
- ix) Imaginary fear is more dangerous the real experience (Into Positive Degree)
- x) Very few sights in nature are as beautiful as a rainbow (Into Superlative Degree)

**12. a)** What are the features of a good paragraph? Mention different types of paragraphs

**(OR)**

b) Correct the spelling in the following words

- 1) Tution 2) Commite 3) Athlet 4) Adventrous 5) Costli
- 6) Comunication 7) Planing 8) Reciept 9) Disire 10) Campain

**13. a)** Discuss the importance of SWOT/SWOC analysis for individuals.

**(OR)**

b) What is emotional intelligence and its importance?

## I. UNIT: LISTENING SKILLS

### IMPORTANCE OF LISTENING

#### Q. What is the importance of listening? (Or) Describe the process of Listening.

There are many who tell us that God gave us two ears and one mouth so that we may talk less and listen more. We hear with our two ears just as we see with our two eyes. It is only when the message reaches our brain and starts acting, questioning on the received message. So, listening is a conscious activity. The process of listening has 5 steps namely Receiving, Understanding, Remembering, Evaluating and finally Responding.

**Receiving** : The primary tool involved in the first step of listening is the ear. Receiving is the intentional focus on hearing a speaker's message. We filter out other sources so that we can isolate the message to avoid the confusion.

**Understanding** : In the understanding stage, we attempt to learn the meaning of the message, which is not always easy.

**Remembering** : Remembering takes place when what has been heard or understood. It's also important to know that we can improve our memory of a message by processing it meaningfully.

**Evaluating** : The fourth stage in the listening process is judging the value of the message. Evaluations of the same message can vary from one listener to another.

**Responding** : It is sometimes referred as feedback. It is the final stage of the listening process. It's the stage at which we indicate our involvement. It could be either verbal or non-verbal.

Good communication skills are based on good listening skills. Good listener alone becomes good speaker.

### TYPES OF LISTENING

#### Q. Write a note on the types of Listening. (Or) Describe the “Types of Listening”

Listening is an important skill. It depends on the purpose of listening. There are several types of listening as Active Listening, Content Listening, Critical Listening, Appreciative Listening, Pseudo Listening, Defensive Listening and Projective Listening

**Active Listening** : An active listener engages with the speaker while a passive listener simply receives the message. Active listening consists of both verbal and non-verbal cues.

**Content listening** is to understand the information communicated by the speaker. This includes skills such as understanding the key points and attitude of the speaker.

**Critical listening** is a two layered process which involves absorbing the message and analysing the ideas. This is also called judgmental listening.

**Appreciative Listening** is used for deriving pleasure. The person listens to the message that he appreciates. This is to understand the speaker's mind-set and mood.

**Pseudo-listening** is the act of seeming to be listening while the mind is actually somewhere else. When a person is pseudo – listening, he may nod his head and emit sounds of approval, just as a good listener.

**Defensive listening** is the listener is always quick to take all comments personally and get disturbed.

**Projective Listening** : The listener here is not interested in receiving the speaker's message. He projects his own ideas and observations onto the speaker's message.

## BARRIERS TO LISTENING

### Q. What are the Barriers to Effective Listening?

As listeners, we all know that it is difficult to pay attention and listen for long stretches of time. In special situations where the message is highly important, we may put in our best efforts to stay focused. We may identify many barriers in the listening process as .

**Non-Verbal Signs of Ineffective Listening** : Lack of eye contact with the speaker, an in appropriate posture, for example leaning back in the chair, swinging back and resting on the table are very common non-verbal signs that the listener is not interested. Other signs of distraction are yawning, looking at the watch/clock etc.

**Physical barriers** are the mild hearing levels, sounds, moving objects, microphone distract listeners. So, noise and distortions in sound levels are a major physical barrier.

**Physiological barriers:** Hunger, anger, sleep, a headache, tension of any kind, discomfort in the room temperatures, minor health upsets are all physiological barriers which disturb the proper listening.

**Attitudinal barriers:** Attitude plays a vital role in the process of communication. The qualification, nationality, gender, status, age, race, style of dressing, voice etc., could all trigger a barrier.

**Socio-cultural barriers** : The language, different choice of words, the dialects, and the accents of the speaker make it difficult to listen. The message may be understood in the

wrong way too. One should be careful while listening to a person from a different region or culture.

### STRATEGIES FOR EFFECTIVE LISTENING

**Q. List out various strategies we can adopt for effective listening.**

**(Or)**

**What are the Strategies for Effective Listening?**

The following are the techniques that improve listening capabilities:

- **Get rid of distractions** : Communication between the speaker and the listener cannot develop if there are distractions. An important step towards effective listening is to eliminate all possible disturbances like TV, mobile, music, and other noises.
- **Being patient** : A good listener should not only be attentive but also patient. A listener should wait for the speaker to complete his message.
- **Don't interrupt** : The listener should not interrupt the speaker in the middle of the communication process as it obstructs the flow of speech.
- **Concentration** : To become an effective listener, concentrate on what the speaker speaks. When you concentrate completely on the message, it helps you for effective listening.
- **Have an open mind** : To improve listening skills, one should have an open mind. One has to face the speaker with a view to cultivate interest in him/her.
- **Understanding nonverbal cues** : Listening is more than a physical activity. It involves the eyes and the heart. A listener has to pay attention to the body language.
- **Don't react emotionally** : When listening, some words create a strong impact on the listener. It is important that the listener should not react emotionally but continue to listen until the speaker completes his message.
- **Cultivate positive body language** : Try to sit erect and have eye contact with the speaker.

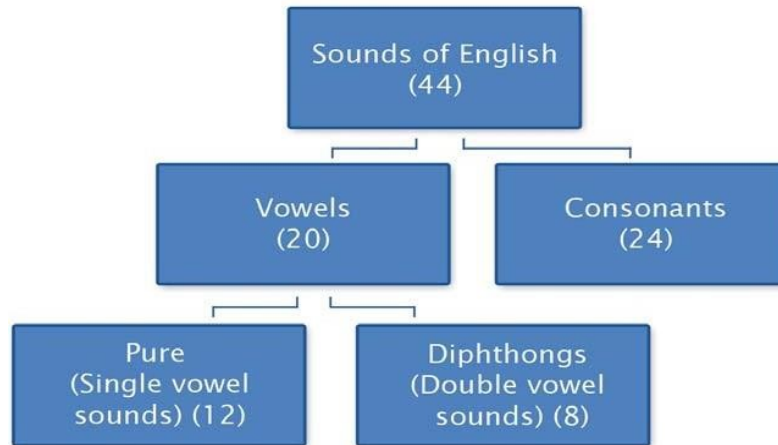
## II. UNIT: SPEAKING SKILLS

### The Sounds of English: Vowels and Consonants

#### ENGLISH PRONUNCIATION

[ ' ɪŋɡlɪʃ pɹənʌnsɪ ' eɪʃn]

In the English alphabet, there are 26 letters, but these letters produce 44 sounds. For this reason, one letter is used to produce more than one sound. In order to know the correct pronunciation certain symbols denoting these sounds have been devised and



standardized. These sounds are classified into two types:

#### **What is a vowel sound?**

There are only 5 vowel letters in English (a,e,i,o,u), but the sounds indicated by these 5 letters are 20. A vowel sound is produced when the air comes out of the mouth freely without any blockage or closure in the mouth cavity by the tongue, teeth, lips, etc. The vowel sounds are of two types:

**Single vowel sounds:** When these sounds are produced, the tongue remains in the same position even when the sound is prolonged. They consist of one sound only and are called pure vowels as in ‘sit’, ‘pot’, ‘heat’, etc. (the underlined letters indicate the single vowel sounds)

**Double vowel sounds:** These vowel sounds are a combination of two single vowel sounds and in pronouncing them the tongue moves from one position to another. For instance, in the word ‘light’ the sound of ‘i’ is a combination of the vowel sounds /a:/ as in ‘art’ and /i/ as in ‘it’. The words ‘hair’, ‘toy’ and ‘poor’ also contain double vowel sounds.

What is a consonant sound?

A consonant sound is one in which the air stream coming out of the lungs is modified in



the mouth cavity by some blockage created by the tongue, lips, etc. When you say the sound of 'p' as in 'pen' a blockage is created in the outgoing breath by closing both the lips and thus, a consonant sound is produced.

### Vowel sounds in English



S.No	Symbol	Examples with Common Spellings	Examples with Other Spellings
1	/i:/- ຄຳ	Sheep	tea, me, field, key, receive
2	/ɪ/- ຈຳ	bit, igloo	gym, bucket, cabbage
3	/e/- ວຸ	egg, net, bet	bread, said
4	/æ/-	bat, cat, rat, sat	—
5	/ʌ/- ອຸ	but, cut, shut	—
6	/ɑ:/- ອຸ	car, large, march	clerk, heart, guard
7	/ɔ/-	hot, pot, otter	swan, pause
8	/ɔ:/-	caught, taught	bought, paw
9	/u/ or /ʊ/- ຕູ	put, truth	hood, could
10	/u:/- ຕູ້	uniform, unity, cube	cue, shoe, new, boot
11	/ə:/or /ɜ:/	fern, perfect	shirt, purple, earth, worm
12	/ə/- ພຸ່ງ	about, alike	—
13	/eɪ/- ວຸ່ງ	tray, pray	train, great, eight, skate
14	/aɪ/- ຈຸ່ງ	kite, bite, night, I	tie, fly, height
15	/ɔɪ/-	boy, toy	noise
16	/əʊ/- ຈຸ່ງ	home, bone, nose	know, grow
17	/aʊ/- ຈຸ່ງ	how, now	—
18	/iə/- ຈຸ່ງ	ear, fear	deer
19	/eə/- ວຸ່ງ	chair, pair	there, their, square, bear, wear
20	/uə/or/ʊə/- ຕູ້	poor	tour, sure

## Vowel Sounds

1. /i:/  
Sheep

2. /ɪ/  
Zip

3. /e/  
Ten

4. /æ/ Cat

5. /ʌ/  
Sun

6. /ɑ:/  
Car

7. /ɔ/  
Pot

8. /ɔ:/ Ball

9. /ʊ/  
Book

10. /u:/  
Moon

11. /ɜ:/  
Bird

12. /ə/ Around

13. /eɪ/  
Eight

14. /aɪ/  
Kite

15. /ɔɪ/  
Toy

16. /əʊ/ Four

17. /aʊ/  
Cow

18. /ɪə/  
Ear

19. /eə/  
Chair

20. /ʊə/ Tourist

## Consonant Sounds

This list describes the consonant sounds of English. Read the examples aloud and also note the various possible spellings of each sound

S.No.	Telugu letter	Symbol	Examples with common spellings	Examples with other
1	ప	/p/	pit, pin	-
2	బ	/b/	bit, bat	-
3	ట	/t/	time, ten	-
4	డ	/d/	door, dog	-
5	క	/k/	<u>k</u> ite, <u>k</u> it	cat, <u>du</u> ck, <u>q</u> ueen, <u>ch</u> emistry
6	గ	/g/	get, go	-
7	టచ	/tʃ/	<u>ch</u> op, <u>ch</u> ick	-
8	జ్	/dʒ/	judge, jam	giraffe
9	ఫ	/f/	fan, fun	tele <u>ph</u> one, rou <u>gh</u>
10	వ	/v/	van, vine	-
11	థ	/θ/	think, thought	-
12	ద	/ð/	that, this	-
13	స	/s/	send, see	circle
14	జ	/z/	zip, zoo	pins
15	ష	/ʃ/	<u>sh</u> op, <u>sh</u> oe	invitation, <u>su</u> re, <u>ch</u> ef, precious, permission
16		/ʒ/	le <u>is</u> ure, ple <u>as</u> ure	-
17	హ	/h/	hen, happy	-
18	మ	/m/	man, monkey	-
19	న	/n/	<u>n</u> ice, <u>n</u> ight	<u>kn</u> ife, <u>gn</u> ome
20	ఇంగ్	/ŋ/	ring, sing, English	tongue
21	ల	/l/	leg, long	-
22	ర	/r/	rat, run	write
23	వ	/w/	<u>w</u> et, <u>w</u> ine	-
24	య	/j/	<u>y</u> et, <u>y</u> es	-

# Consonant Sounds

1. /p/ Pin 	2. /b/ Ball 	3. /t/ Ten 	4. /d/ Deer 
---	--	--	--

5. /k/ Kite 	6. /g/ Girl 	7. /tj/ Chair 	8. /dʒ/ Jug 
9. /f/ Fan 	10. /v/ Van 	11. /θ/ Teeth 	12. /ð/ This box 
13. /s/ Sofa 	14. /z/ Zip 	15. /ʃ/ Ship 	16. /ʒ/ Treasure 
17. /h/ Hat 	18. /l/ Lamp 	19. /r/ Rose 	20. /m/ Monkey 
21. /n/ Nine 	22. /ŋ/ Ring 	23. /w/ Wall 	24. /j/ Yellow 

u

## Vowels

1. /ʌ/ cut, come, mother
2. /ɑː/ car, art, heart, half
3. /ɪ/ pin, English, business
4. /iː/ sea, bee, people, receive
5. /ʊ/ look, put, could, cushion
6. /uː/ too, blue, fruit, fool
7. /e/ bed, head, bury, exit
8. /æ/ cat, bag, apple, black
9. /ɒ/ clock, what, because
10. /ɔː/ or, board, door, small
11. /ə/ the, a, woman, banana
12. /ɜː/ girl, burn, word, heard

## Consonants

1. /p/ play, stop, speak, power
2. /b/ bad, baby, big, object
3. /t/ ten, later, little, pot
4. /d/ day, advice, bed
5. /k/ character, quick, taxi
6. /g/ got, exam, ignore, finger
7. /f/ food, laugh, telephone
8. /v/ vain, over, vanish
9. /θ/ thin, earth, method, both
10. /ð/ they, father, breathe
11. /s/ small, since, scene, psalm why
12. /z/ zoo, goes, xenophobe
13. /ʃ/ shell, nation, machine
14. /ʒ/ genre, measure, vision

## Diphthongs

1. /eɪ/ take, pay, wait, ballet
2. /aɪ/ five, sigh, height, buy
3. /ɔɪ/ noise, boy, lawyer
4. /ɪə/ here, deer, dear, fierce
5. /ʊə/ poor, insure, tour, moor
6. /eə/ care, air, mayor, prayer
7. /əʊ/ no, road, sew, broken
8. /aʊ/ round, renown, doubt

15. /h/ hot, hair, whole, whose
16. /m/ moon, lamp, lamb
17. /n/ can, snow, pneumonia
18. /ŋ/ string, singer, tongue
19. /tʃ/ chair, match, future
20. /dʒ/ just, general, age, soldier
21. /l/ look, small, bottle, isle
22. /r/ real, train, wrong, write
23. /j/ yes, Europe, university
24. /w/ window, twin, quick,

### Exercise 1

Match the phonetic transcriptions with the words.

- |            |           |
|------------|-----------|
| 1. /ʃʌt/   | a. later  |
| 2. /hɑ:t/  | b. joke   |
| 3. /θɪŋk/  | c. heart  |
| 4. /wɜ:k/  | d. there  |
| 5. /leɪtə/ | e. doubt  |
| 6. /bɔ:t/  | f. work   |
| 7. /pu:l/  | g. shut   |
| 8. /daʊt/  | h. think  |
| 9. /dʒəʊk/ | i. pool   |
| 10. /ðeə/  | j. bought |

### Exercise 2

Listen to the reading aloud words and circle the sound that you hear.

- |         |      |
|---------|------|
| 1. /æ/  | /ʌ/  |
| 2. /ɑ:/ | /e/  |
| 3. /ʊ/  | /ɒ/  |
| 4. /ɪ/  | /ɪ/  |
| 5. /ɜ:/ | /ɔ:/ |
| 6. /eɪ/ | /aɪ/ |
| 7. /ʊ/  | /u:/ |
| 8. /ɪə/ | /eə/ |
| 9. /θ/  | /ð/  |
| 10. /ʃ/ | /ʒ/  |

**Circle the word that is pronounced differently from the other three words.**

1. accident access accommodate accept
2. sheep beer field people
3. angry jungle English spring
4. shout now round mould
5. cheese chip machine attach
6. signature foreign Gnostic tongue
7. suit fruit cruise biscuit
8. though rough enough tough
9. floor poor flood door
10. author caught laughter daughter

### Exercise 3

Listen to the words and circle the transcription that you hear.

- |               |             |
|---------------|-------------|
| 1. /hɑʊz/     | /hɑʊs/      |
| 2. /teə/      | /tɪə/       |
| 3. /kləʊz/    | /kləʊs/     |
| 4. /wɪnd/     | /wɑɪnd/     |
| 5. /kɒntrækt/ | /kən trækt/ |

### Exercise 4

- |                             |                        |
|-----------------------------|------------------------|
| 1. management /'mænɪdʒmənt/ | 5. know-how /'nəʊhəʊ/  |
| 2. performance /pə'fɔ:məns/ | 6. check-in /'tʃekɪn/  |
| 3. audience /'ɔ:diəns/      | 7. server /'sɜ:və/     |
| 4. replay /'ri:pleɪ/        | 8. partner /'pɑ:tnə/   |
|                             | 9. desktop /'desktpɒp/ |
|                             | 10. cover /'kʌvə/      |

**ODD SOUNDS**  
**EXERCISES**

1. mother, throw, teeth
2. clothes, those, brother
3. nothing, the, other
4. thanks, father, mother
5. the , other , thin
6. throw, teth , nothing
7. hear, ear, near, bear
8. paper, make, star
9. close, rose, other
10. sister, miss, ice
11. look, book, pool
12. seed, fees, meet, beer
13. bite, kiss, miss
14. but, further, shut
15. soon, moon, blood, fool
16. cut, put, shut
17. fight, sight, right, rough
18. sin, spine, win, spin
19. will, till, mile
20. red, get, eye, wet, pet
21. pain, gain, main, said
22. tie, lie, diet
23. seat, meat, great
24. take, name, lane, back
25. pen, be, me
26. show, town, owl, how
27. art, cat, are, father
28. up, unit, bus, must
29. table, pay, wall, say

30. bread, lead, tea
31. flat , all , gas, gather
32. power , one, wold
33. so , boat , load, son
34. please, clean , near
35. goal , approach, abroad
36. business , judge, sun
37. might , live (adj) , privacy
38. work, disorder , corn
39. won , wrote , done
40. shoot, poor, tool
41. goo , know , through
42. afford, shore, torch
43. fast , man, sat, ran
44. wine, sign, rain
45. this , thought , think
46. tent, future , mat
47. smell , sugar, smile
48. man, fan, about
49. fill, fight , bright
50. drew , flew , knew , blew
51. burst disturb survive
52. trolley , whole , wardrobe
53. port , people , short
54. rule , under, uniform
55. guard, guardian , guaranty
56. anguish , guide, disguise
57. draw, law, away
58. though , rough, cough
59. stuck, luck, buckle, Auckland
60. church, character, cheap

**Sounds of English: Vowels and consonants**

**1. Write an essay on sounds of English (Or)**

**Describe the types of sounds in the English language and the basis of classification of the sounds.**

The sounds of English, as of other languages, can be grouped into consonants and vowels. There are 44 sounds in the English language – 24 consonant sounds and 20 vowel sounds, of which 12 are pure vowel sounds and 8 are diphthongs. Look at the list of consonants and vowels in English and the phonetic symbols used to represent them.

Vowel sounds				Diphthongs		
/i:/ she <u>ep</u> /ʃi:p/	/ɪ/ sh <u>i</u> p /ʃɪp/	/ʊ/ bo <u>o</u> k /bʊk/	/u:/ shoo <u>o</u> t /ʃu:t/	/ɪə/ h <u>e</u> re /hɪə/	/eɪ/ wa <u>i</u> t /weɪt/	
/e/ l <u>e</u> ft /left/	/ə/ teach <u>e</u> r	/ɜ:/ h <u>e</u> r /hɜ:/	/ɔ:/ do <u>o</u> r /dɔ:/	/ʊə/ to <u>u</u> rist /tʊərist/	/ɔɪ/ co <u>o</u> in /kɔɪn/	/əʊ/ sho <u>o</u> /ʃəʊ/



	/ti:tʃə/					
/æ/ <u>h</u> at /hæt/	/ʌ/ <u>u</u> p /ʌp/	/ɑː/ <u>f</u> ar /fɑː(r)/	/ɒ/ <u>o</u> n /ɒn/	/eə/ <u>h</u> air /heə(r)/	/aɪ/ <u>l</u> ike /laɪk/	/aʊ/ <u>m</u> outh /maʊθ/

Consonant sounds			
/p/ <u>d</u> eep /di:p/	/b/ <u>b</u> oat /bəʊt/	/t/ <u>t</u> ree /tri:/	/d/ <u>d</u> og /dɒg/
/f/ <u>f</u> ree /fri:/	/v/ <u>v</u> ideo /vɪdiəʊ/	/θ/ <u>th</u> ink /θɪŋk/	/ð/ <u>th</u> is /ðɪs/
/m/ <u>m</u> ouse /maʊs/	/n/ <u>n</u> ow /naʊ/	/ŋ/ <u>th</u> ing /θɪŋ/	/h/ <u>h</u> ope /həʊp/
/tʃ/ <u>ch</u> ease /tʃi:z/	/dʒ/ <u>j</u> oke /dʒəʊk/	/k/ <u>c</u> oin /kɔɪn/	/g/ <u>g</u> o /gəʊ/
/s/ <u>s</u> ee /si:/	/z/ <u>z</u> oo /zu:/	/ʃ/ <u>sh</u> ake /ʃeɪk/	/ʒ/ tele <u>v</u> ision /telɪ,vɪʒ(ə)n/
/l/ <u>l</u> ove /lʌv/	/r/ <u>r</u> un /rʌn/	/w/ <u>w</u> e /wi:/	/j/ <u>y</u> ou /ju:/

## WORD ACCENT

**Q. Write a note on accent in the connected speech. (Or)  
What is Accent/Stress? Explain with examples**

Accent and Intonation are considered together. They are closely connected elements of speech flow. The accent is usually louder, longer and different in the level of pitch.

### 1. Word Accent:

All syllables in a word are not equally stressed. There are no specific rules to which syllable is stressed in a word. One has to learn by observation and practice of speaking with stress.

#### a) Word accent on first Syllable

ˈfather (FATHER)	ˈable (ABLE)
ˈdoctor (DOCTOR)	ˈmother (MOTHER)
ˈbaggage (BAGGAGE)	ˈteacher (TEACHER)
ˈnurse (NURSE)	ˈcarriage (CARRIAGE)

#### b) Word accent on second Syllable

aˈbout	beˈlieve
beˈhind	beˈcause
deˈsign	maˈchine
toˈmorrow	deˈcided

**c) Word accent on third Syllable**

Photo'graphic  
Poli'tician

demo'cratic  
tele'phonic

**d) Word accent on fourth Syllable**

famili'arity  
exami'nation

**e) If a word ends with 'ion', 'sion' the syllable before is stressed**

edu'cation  
'nation  
pro'motion  
represen'tation

in'vasion  
se'lection  
compe'tition  
oc'casion

**2. Sentence Accent:**

In connected speech all the words are not equally stressed. The content words such as verbs, nouns, adjectives and adverbs are stressed. The functional words such as prepositions, conjunctions, pronouns, and articles are unstressed. Modal verbs are also unstressed.

- eg. 1. My 'brother has been 'training 'hard for the 'sports 'day  
2. He 'bought a 'car  
3. 'Elections are 'held 'every 'five 'years

**Shift in Accent brings change in meaning** English is rich in words that function as more than one part of speech. In such cases, the stress changes from one syllable to the other. Such change is called as

**FUNCTIONAL SHIFT of STRESS or Accent.** Examine the examples.

<b>Noun</b>	<b>Verb</b>
'object	ob'ject
'conduct	con'duct
'contest	contest
'progress	pro'gress

**INTONATION**

**Q. What is an intonation? Illustrate with suitable examples (Or)  
What is Intonation? Explain the kinds of tones**

Intonation is the use of appropriate tone to convey meaning. To some extent intonation is Stress in connected speech. There are four kinds of patterns of intonation (kinds of tones) in English

1. Falling Tone
2. Rising Tone
3. Falling-Rising Tone
4. Rising-Falling Tone

### 1. Falling tone

Statements, wh-questions, commands, exclamations etc are spoken in falling tone

- Eg. 1. GOD made man  
2. The CHILDREN are playing chess  
3. WHAT'S the time?  
4. SHUT the door  
5. What a lovely FLOWer!

### 2. Rising tone

Yes/No questions, requests, greetings and wishes etc are spoken in Rising Tone

1. Can I SEE it?  
2. Have you finished your WORK?  
3. Please sit DOWN  
4. Good MORNING  
5. HeLLO

### 3. Falling-Rising Tone

It indicates a movement of the voice from high level to low level and then to the middle or high level. Question tags and contrast words in a sentence are spoken. Generally in question tags a falling tone is used at the end of the first part and rising tone at the beginning of the second part.

- Eg. 1. You are learning FRENCH, AREN'T you?  
2. Let us have MUSIC, SHALL we?  
3. I want to buy a TELEvision set, not a RADio  
4. My niece is an DOctor, not an engiNEER

### 4. Rising-Falling Tone

This tone indicates a movement of the pitch of the voice from a low level to high level and then to the middle or the low level. Enumeration of things in a sentence i.e. things mentioned in succession are spoken with a rising tone followed by a falling tone at the end

Eg. 1. I CAME, I SAW, I CONquered

1. We are going to FRANCE, ENGLand, ROME and SWITzerlandS

## III. UNIT: GRAMMAR

### CONCORD

#### SUBJECT-VERB AGREEMENT: RULES & EXAMPLES

- **If two subjects together express one idea, then the verb may be singular.**

1. Rice and curry *is* his favourite food  
2. The poet and novelist *was* dead.  
3. My friend and partner *helps* me.  
4. Slow and steady *wins* the race.  
5. Two and tow *makes* four.  
6. The clerk and cashier *is* on leave

**But** The clerk and **the** cashier **are** on leave

- **When a sentence is followed by “either – or” “neither – nor”, not – only – but also the verb agrees with the nearest subject.**

1. Either he or I **am** at the top of the class.
2. Neither he nor his servants **are** aware of the danger.
3. Neither the lecturers nor the principal **was** in the college
4. Either the sons or the father **goes** to market.
5. Either he or they **are** mistaken.
6. Not only the master but his servants also **are** responsible for the mistake.

- **(c) The verb is singular with either, neither, each, everyone, one of the,**

7. Either of these two books **is** useful.
8. Neither of his two brothers **has** helped him.
9. Each of the two flowers **smells** sweet.
10. Every one of the students **is** working hard.
11. One of the doors **was** damaged.

- **The verb is singular with “each and every”, “every and every”.**

1. Every boy and every girl **have** to work hard.
2. Each and every student of the college **is** good.

- **When two or more singular subjects are connected by ‘with’, “as well as” etc., the verb agrees with the first subject.**

1. Sita as well as Padma **knows** dancing.
2. I as well as they **am** tired of the work.
3. The teacher, with all his students, **is** silent.
4. All the passengers, with the driver, **were** killed in the accident.

- **When a plural noun denotes a single quantity, amount, mass and the title of a book, the verb is usually singular.**

1. Fifty rupees **is** too much to this napkin.
2. Hundred miles **is** a long distance.
3. Ten thousand rupees **is** not enough to the course.
5. “Gulliver’s Travels” **is** an interesting novel.
6. The United States of America **has** a big army.
7. Three fourths of the book **was** full of diagrams.

- **The verb is plural with “a large number of”, and “a variety of”.**

1. A large number of students **have** gathered here.
2. A variety of flowers **are** growing in the garden.

- **When such phrases as a number of, lots of, plenty of, a quarter of, part of, rest of, pains, means, wages, percent of, proportions of, two-thirds of, most of, some of, majority of, much of, many of, a good deal of, a great deal of, heaps of, variety of etc. are used in a sentence, verb is either singular or plural according to the noun that follows.**

1. A number of students **were** absent because of heavy rains.
  2. The number of admissions **has** increased this year.
  3. A lot of guests **were** invited to the party.
  4. A lot of work **is** under kept under pending.
  5. Plenty of sugar **is** required to prepare rasagullas.
  6. Plenty of fruits **are** sold in the market.
  7. The rest of the lesson **has** been finished in time.
  8. The rest of the hostlers **have** left for home.
  9. A variety of books on this subject **are** available in the market now.
  10. A variety of food **is** available in the restaurant
  11. Two-thirds of Indian movies **are** trash.
  12. Two-thirds of the book **is** interesting and the rest is boring.
  13. The wages in India **are** much meager.
  14. “Wages of sin is death” says the Bible.
  15. Great pains **have** been taken to complete this project.
  16. Much pains **has** been taken in this project.
  17. Means **are** more important than ends.
- When a plural noun denoted some specific quantity, amount, distance, time, etc the verb is generally singular.
    1. Hundred miles **is** a long distance.
    2. Ten years **is** not a long time to forget any one.
    3. Five hundred rupees is too much for this napkin.
  - Certain collective nouns (although they look like singular) like **police, cattle, children, public, crowd, audience, clergy, people company, poultry** etc. are plural and they take plural verbs.
    1. The police **have** reached late to the accident spot.
    2. The cattle **are** grazing in the field.
    3. People **are** in danger of Corona now-a-days.
  - **Some nouns like advice, bread, poetry, equipment, traffic, alphabet, scenery** etc are **always in singular and they take singular verbs:**
    1. The scenery of Kashmir **is** beautiful.
    2. The poetry of Shelly **is** inspiring.

**Note:** Poem (Singular) Poems (Plural)

Poetry (Singular) No Pural

- **The verb is singular with some nouns plural in form but used as singular:**
  - (i) Branches of study: **Politics, Statistics, Economics, Phonetics, Mathematics, Ethics, physics** etc
  - (ii) Diseases: **mumps, measles, rickets, aids** etc.
  - (iii) Games & Sports: **billiards, gymnastics** etc.
  - (iv) News, **summons, innings, wages, series, gallows, barracks** etc.

1. Mathematics **is** difficult to me.
2. Mumps **is** not serious.
3. Measles **has** broken out in the city.
4. Summons **was** served on him.

**Note:** The plural of summons is **summonses**.

5. Summonses were served on him.
6. A series of events in the novel **is** interesting.
7. No news **is** good news.
8. The second innings is over.

- **With Imaginary wishes**

*“I wish” + verb2*

*I wished + past perfect*

*be form is were for all numbers.*

1. I wish I **had** a car
2. I wish I **were** a butterfly.
3. I wished I **had met** him.

- **The verb is plural with nouns that are always plural.**

*Scissors, shorts, eyeglasses, pants, thongs, jeans, trousers etc.*

1. These scissors **are** sharp.
2. My trousers **are** not fit.

- The verb is plural with **the + an adjective**.

1. The rich **are** happy in the world.
2. The blind **are** the cursed.

- **The verb is singular after the use of “Many a + Noun”**

“Many a” is followed by a **singular noun** and takes a **singular verb**.

1. Many a man **has** attended the party.
2. Many a flower **is** seen in my garden.
3. Many a great occasion **has** come in my life.

- **The verb is singular after one of the + Plural Noun**

1. One of my friends **is** an IAS.
2. One of the doors **was** damaged.

- **None is a singular subject when it is used alone. When it is used with a prepositional phrase starting with of, the subject can be both plural and singular.**

None of the + **singular noun + singular verb**

None of the + **plural noun** + **plural verb**

1. None of the money **has** been used.
  2. None of the boy **is** lazy.
  3. None of the students **are** absent.
  4. None of the bottles **are** clean enough to keep water.
- **The verb is usually singular with Collective nouns.**
    1. The committee has decided to postpone the interviews.
    2. The family was happy with the news.

## TENSES

### EXERCISE --- I

Fill in the blanks with **Present verbs** in correct form

1. The rose \_\_\_\_\_ (smell) sweet. **smells**
2. He \_\_\_\_\_ (love) his neighbours. **loves**
3. She \_\_\_\_\_ (have) some problems. **has**
4. The news \_\_\_\_\_ (be) quite unwelcome. **is**
5. Laddus \_\_\_\_\_ (taste) sweet. **taste**
6. Milk \_\_\_\_\_ (be) white. **is**
7. Sita \_\_\_\_\_ (go) to college walking everyday. **goes**
8. Radha as well as Sita \_\_\_\_\_ (know) dancing. **knows**
9. The earth \_\_\_\_\_ (revolve) round the sun. **revolves**
10. Many a man \_\_\_\_\_ (be) carried away by appearance. **is**
11. They \_\_\_\_\_ (play) cricket on holidays. **play**
12. Every boy and every girl \_\_\_\_\_ (have) to work hard. **has**
13. Fifty rupees \_\_\_\_\_ (be) not large enough as amount. **is**
14. He \_\_\_\_\_ (go) for a walk everyday. **goes**
15. Neither you nor I \_\_\_\_\_ (be) foolish. **am**
16. The sun \_\_\_\_\_ (rise) very early in summer. **rises**
17. Cow \_\_\_\_\_ (give) us milk. **gives**
18. I shall come as soon as you \_\_\_\_\_ (be) ready. **are**

### EXERCISE.....II

Fill in the blanks with the correct forms of verbs in **Present Continuous**

1. He \_\_\_\_\_ (wait) for a train now. **is waiting**
2. Look! Somebody \_\_\_\_\_ (come) **is coming**
3. She \_\_\_\_\_ (cook) food at the moment. **is cooking**
4. He usually drinks coffee but today he \_\_\_\_\_ (drink) tea. **is drinking**
5. Listen! Someone \_\_\_\_\_ (cry) **is crying**
6. Don't disturb him, he \_\_\_\_\_ (sleep) **is sleeping**
7. I \_\_\_\_\_ (go) abroad in July. **am going**
8. Your father \_\_\_\_\_ (come) to see us this evening. **is coming**

### EXERCISE.....III

Fill in the blanks with *Present Perfect Tense* of the verbs given in brackets

1. He \_\_\_\_\_ (come) back recently. **has come**
2. We \_\_\_\_\_ (just hear) the most extraordinary news. **have just heard**
3. I \_\_\_\_\_ (not pay) the telephone bill yet. **have not paid**
4. She \_\_\_\_\_ (sleep) for eight hours. **has slept**
5. He \_\_\_\_\_ (visit) all the European Capitals. **has visited**
6. I \_\_\_\_\_ (never find) a trust worthy man all through my life. **have never found**
7. Her phone \_\_\_\_\_ (ring) for ten minutes. **has rung**
8. Of late he \_\_\_\_\_ (not meet) me. **has become**
9. We \_\_\_\_\_ (already see) the movie twice. **have already seen**
10. It \_\_\_\_\_ (rain) since yesterday. **has rained**
11. I \_\_\_\_\_ (not meet) him for a long time. **have not met**
12. He \_\_\_\_\_ (not see) me so far. **has not seen**
13. She \_\_\_\_\_ (live) here since 1985. **has lived**
14. He \_\_\_\_\_ (live) abroad since his birth. **has lived**
15. I \_\_\_\_\_ (never know) him to be angry. **have never known**

### EXERCISE.....IV

Fill in the blanks with suitable forms of verbs in *Present Perfect Continuous*

1. It \_\_\_\_\_ (rain) all this morning. **has been raining**
2. They \_\_\_\_\_ (study) since 6 “O” clock. **have been studying**
3. He \_\_\_\_\_ (work) in this factory since 1999. **has been working**
4. I \_\_\_\_\_ (live) here for many years. **have been living**
5. She \_\_\_\_\_ (sleep) for three hours now. **has been sleeping**
6. I \_\_\_\_\_ (wait) for you all day. **have been waiting**

### EXERCISE.....V

Fill in the blanks with the correct forms of verbs in *Simple Past*

1. It \_\_\_\_\_ (rain) heavily last night. **rained**
2. We \_\_\_\_\_ (see) a film yesterday. **saw**
3. I \_\_\_\_\_ (never like) coffee when I was young. **never liked**
4. It is time he \_\_\_\_\_ (stop) smoking. **stopped**
5. He pretends as though he \_\_\_\_\_ (be) a doctor. **were**
6. My father \_\_\_\_\_ (go) abroad last month. **went**
7. It is time you \_\_\_\_\_ (begin) doing things. **began**
8. It is time you \_\_\_\_\_ (leave) the place. **left**
9. If only I \_\_\_\_\_ (be) rich. **were**
10. I wish I \_\_\_\_\_ (be) a prince. **were**
11. She looks as if she \_\_\_\_\_ (know) the fact. **knew**
12. He \_\_\_\_\_ (leave) for Simla at 10.30.p.m. **left**
13. You \_\_\_\_\_ (have) better come early. **had**
14. They \_\_\_\_\_ (never drink) wine. **never drank**



15. I \_\_\_\_\_ (see) the bus pass a few minutes ago. **saw**
16. We \_\_\_\_\_ (visit) Kashmir last April. **visited**
17. We \_\_\_\_\_ (have) better speak the truth. **had**
18. He feels as if he \_\_\_\_\_ (be) a doctor. **were**
19. I wish I \_\_\_\_\_ (be) there. **were**

#### EXERCISE.....VI

**Fill in the blanks with the appropriate forms of verbs in Past Continuous**

1. When he \_\_\_\_\_ (write) a letter, the telephone rang. **was writing**
2. The lights went off while he \_\_\_\_\_ (read) in the room. **was reading**
3. While she \_\_\_\_\_ (go) on the road, She met with an accident. **was going**
4. As he \_\_\_\_\_ (get) into the bus, It started suddenly. **was getting**
5. She \_\_\_\_\_ (look) very beautiful when she was young. **was looking**
6. He met with an accident when he \_\_\_\_\_ (cross) the road. **was crossing**
7. While the guests \_\_\_\_\_ (dance), the thieves broke into the house. **were dancing**
8. When I \_\_\_\_\_ (go) on the road, something happened. **was going**
9. It \_\_\_\_\_ (rain) when I met him. **was raining**
10. I saw an accident while I \_\_\_\_\_ (go) on the road. **was going**

#### EXERCISE.....VII

**Fill in the blanks with the suitable forms of verbs in Past Perfect**

1. When we went to the theatre, the film \_\_\_\_\_ (start) **had started**
2. He \_\_\_\_\_ (leave) the place before you reached there. **had left**
3. After she \_\_\_\_\_ (read) the telegram, she fainted. **had read**
4. As soon as the thief \_\_\_\_\_ (see) the police, he ran away. **had seen**
5. He told the truth after he \_\_\_\_\_ (drink) wine. **had drunk**
6. The doctor arrived after the patient \_\_\_\_\_ (die) **had died**

#### EXERCISE.....VIII

**Fill in the blanks with the correct forms verbs in Simple Future**

1. I \_\_\_\_\_ (see) you tomorrow. **shall see**
2. He \_\_\_\_\_ (be) thirty next year. **will be**
3. A large number of students \_\_\_\_\_ (gather) there today. **will gather**
4. The Minister \_\_\_\_\_ (open) the new school this afternoon. **will open**
5. The show \_\_\_\_\_ (begin) in half an hour. **will begin**
6. The train \_\_\_\_\_ (arrive) here within a few minutes. **will arrive**
7. We \_\_\_\_\_ (go) to movie tonight. **will go**
8. She \_\_\_\_\_ (come) here on Monday. **will come**

#### EXERCISE.....IX

**Fill in the blanks with the appropriate forms of verbs given in the brackets**

1. If It \_\_\_\_\_ (rain) we would cancel the trip. **rained**
2. If he \_\_\_\_\_ (come) in time, he could have met me. **had come**
3. If she \_\_\_\_\_ (invite) me, I would have attended the function. **had invited**
4. If she \_\_\_\_\_ (attend) the function, I will do so. **attends**

5. Unless I \_\_\_\_\_ (see) it, I would not believe. **saw**
6. Unless you \_\_\_\_\_ (invite) me, I will not come. **invite**
7. If I were you, I \_\_\_\_\_ (not help) him. **would not help**

### EXERCISE—X

Fill in the blanks with the correct forms of the verbs given in the brackets

1. I wish she \_\_\_\_\_ (be) with me now. **were**
2. If she \_\_\_\_\_ (work) hard, she would not have failed. **had worked**
3. Laddus \_\_\_\_\_ (taste) sweet. **taste**
4. The pot \_\_\_\_\_ (contain) water. **contains**
5. It \_\_\_\_\_ (be) many years since India became free. **has been**
6. It is time he \_\_\_\_\_ (stop) smoking. **stopped**
7. I look forward to \_\_\_\_\_ (see) him soon. **seeing**
8. If it \_\_\_\_\_ (rain) he would cancel the trip. **rained**
9. Many a man \_\_\_\_\_ (be) carried away by appearance. **is**
10. My father \_\_\_\_\_ (go) abroad last month. **went**
11. He \_\_\_\_\_ (leave) the place when I reached. **had left**
12. He pretends as though he \_\_\_\_\_ (be) a doctor. **were**
13. She \_\_\_\_\_ (suffer) from Asthama since last year. **has been suffering**
14. They \_\_\_\_\_ (play) cricket on holidays. **play**
15. He \_\_\_\_\_ (pass) if he worked hard. **would pass**
16. The police \_\_\_\_\_ (have) been informed. **have**
17. Every boy and every girl \_\_\_\_\_ (have) to work hard. **has**
18. Many a flower \_\_\_\_\_ (be) seen in my garden. **is**
19. If she \_\_\_\_\_ (come) in, I would go out. **came**
20. It is time you \_\_\_\_\_ (begin) doing things. **began**
21. The rose \_\_\_\_\_ (smell) sweet. **smells**
22. He \_\_\_\_\_ (love) his neighbours. **loves**
23. While she \_\_\_\_\_ (go) on the road, she met with an accident. **was going**
24. The news \_\_\_\_\_ (be) quite unwelcome. **is**
25. If he \_\_\_\_\_ (come) in time, he could have met me. **had come**
26. She \_\_\_\_\_ (have) some problems. **Has**
27. They \_\_\_\_\_ (go) to England last year. **went**
28. She \_\_\_\_\_ (have) three children. **has**
29. Milk \_\_\_\_\_ (be) white. **is**
30. While I \_\_\_\_\_ (go) on the road, there was an accident. **was going**
31. I \_\_\_\_\_ (live) here for many years. **has been**
32. If she \_\_\_\_\_ (come) I should be happy. **came**
33. If she \_\_\_\_\_ (invite) me, I would have attended the function. **had invited**
34. I wish she \_\_\_\_\_ (be) with me now **(were)**
35. Sita \_\_\_\_\_ (go) to college walking everyday. **goes**
36. The earth \_\_\_\_\_ (move) round the sun. **moves**
37. She says that she \_\_\_\_\_ (meet) me previously. **has met**
38. A large number of students \_\_\_\_\_ (gather) there today. **will gather**
39. Radha as well as Sita \_\_\_\_\_ (know) dancing. **knows**
40. She \_\_\_\_\_ (live) abroad since her birth. **has been living/has lived**
41. A bag of apples \_\_\_\_\_ (be) brought to me yesterday. **was brought**
42. He \_\_\_\_\_ (play) cricket in the afternoons. **plays**
43. Rohit \_\_\_\_\_ (distribute) sweets on his birthday **will distribute/distributes**
44. If it \_\_\_\_\_ (rain) she would stay back home. **rained**

45. He went to Delhi last year. He \_\_\_\_\_ (go) there earlier also. **had gone**
46. I \_\_\_\_\_ (know) him since 1999. **have known**
47. If she \_\_\_\_\_ (attend) the wedding, I will do so. **attends**
48. Neither Rita's parents nor Rita \_\_\_\_\_ (be) present at the function. **is**
49. If he worked hard he \_\_\_\_\_ (pass) **would pass**
50. Unless you \_\_\_\_\_ (invite) me, I will not come. **invite**
51. Fifty rupees \_\_\_\_\_ (be) not large enough as amount. **is**
52. It has been raining since I \_\_\_\_\_ (meet) him. **met**
53. I came here last year. I \_\_\_\_\_ (be) elsewhere earlier. **had been**
54. When I \_\_\_\_\_ (go) on the road, something happened. **was going**
55. With a view to \_\_\_\_\_ (grow) fat, he eats well. **growing**
56. Many a gem \_\_\_\_\_ (be) left uncared for. **is**
57. Neither he nor I \_\_\_\_\_ (have) completed the work. **have**
58. It is high time you \_\_\_\_\_ (leave) the place. **left**
59. The fan \_\_\_\_\_ (hang) from the ceiling by the electrician yesterday. **was hung**
60. He met with an accident while he \_\_\_\_\_ (cross) the road. **was crossing**
61. Sneha enjoys \_\_\_\_\_ (spend) more on cosmetics. **spending**
62. They \_\_\_\_\_ (wait) for the bus for two hours. **have waited/have been waiting**
63. The accident \_\_\_\_\_ (happen) at 3.30 p.m. **happened**
64. He \_\_\_\_\_ (go) for a walk every day. **goes**
65. I look forward to \_\_\_\_\_ (meet) him. **meeting**
66. He said that he \_\_\_\_\_ (be) an Englishman. **was**
67. Flowers \_\_\_\_\_ (smell) sweet. **smell**
68. He usually \_\_\_\_\_ (sit) at the back of the class. **sits**
69. It \_\_\_\_\_ (rain) two hours now. **is raining**
70. His father \_\_\_\_\_ (frequently speak) in the middle of breakfast. **frequently speaks**
71. Don't disturb him he \_\_\_\_\_ (read) a book. **is reading**
72. He looked as if he \_\_\_\_\_ (be) an honest man. **were**
73. He stopped \_\_\_\_\_ (smoke) **smoking**
74. They \_\_\_\_\_ (live) in India since 1996. **have lived/ have been living**
75. His father \_\_\_\_\_ (leave) for Mumbai last night. **left**
76. She \_\_\_\_\_ (pass) B.A. before she married. **had passed**
77. He \_\_\_\_\_ (be) ill since last year. **has been**
78. It \_\_\_\_\_ (rain) heavily last night. **rained**
79. The clerk and cashier \_\_\_\_\_ (be) on leave. **is**
80. One of my friends \_\_\_\_\_ (be) in Ooty. **is**
81. Kindness as well as justice \_\_\_\_\_ (be) to be our guide. **is**
82. The jury \_\_\_\_\_ (have) found him guilty of murder. **have**
83. She \_\_\_\_\_ (not sleep) well last night. **did not sleep**
84. I saw him \_\_\_\_\_ (steal) the watch. **stealing**
85. He \_\_\_\_\_ (eat) three times a day. **eats**
86. He \_\_\_\_\_ (walk) as if he drank wine. **walks**
87. He \_\_\_\_\_ (bite) by a mad dog yesterday. **was bitten**
88. Dolphins \_\_\_\_\_ (live) in water. **live**
89. The Prime Minister \_\_\_\_\_ (speak) to the victims yesterday. **spoke**
90. My aunt \_\_\_\_\_ (eat) an apple everyday. **eats**
91. I \_\_\_\_\_ (live) in a rent house for the last six months. **have lived/have been living**
92. Anand \_\_\_\_\_ (write) a book on health care. **is writing**
93. Varma \_\_\_\_\_ (prepare) for his examinations by this time next month. **will have prepared**
94. Anith \_\_\_\_\_ (go) to school now. **is going**
95. Srilata \_\_\_\_\_ (work) in Hyderabad Public School for the last ten years. **has been working**

96. My father \_\_\_\_\_ (read) a newspaper when I went home after college. **was reading**  
 97. Water \_\_\_\_\_ (boil) at 100 C. **boils**  
 98. She usually \_\_\_\_\_ (go) to college on scooter, but today she \_\_\_\_\_ (go) in a car. **goes, is going**  
 99. The train \_\_\_\_\_ (leave) when we \_\_\_\_\_ (reach) the station yesterday. **had left, reached**  
 100. \_\_\_\_\_ he \_\_\_\_\_ (return) from Delhi? **Has, returned**

## ARTICLES

Fill in the blanks with 'a' or 'an' or 'the'

1. \_\_\_\_\_ Sun rises very early in Summer **(The)**
  2. Copper is \_\_\_\_\_ useful metal **(a)**
  3. He is \_\_\_\_\_ European **(a)**
  4. She is \_\_\_\_\_ University student **(a)**
  5. \_\_\_\_\_ Ganga is \_\_\_\_\_ sacred river **(The, a)**
  6. Galileo was \_\_\_\_\_ Italian scientist **(an)**
  7. I saw \_\_\_\_\_ accident last night **(an)**
  8. He wants to become \_\_\_\_\_ engineer **(an)**
  9. He restored sight sight to \_\_\_\_\_ blind **(the)**
  10. \_\_\_\_\_ Andamans are \_\_\_\_\_ group of islands in \_\_\_\_\_ Bay of Bengal **(The, a, the)**
  11. Akbar was \_\_\_\_\_ greatest king **(the)**
  12. God made \_\_\_\_\_ world according to \_\_\_\_\_ Bible **(the, the)**
  13. \_\_\_\_\_ Godavari is \_\_\_\_\_ longest river in \_\_\_\_\_ South **(The, the)**
  14. I saw \_\_\_\_\_ one eyed man in \_\_\_\_\_ park **(a, the)**
  15. \_\_\_\_\_ Alps are \_\_\_\_\_ highest mountains in Europe **(The, the)**
  16. He bought \_\_\_\_\_ horse and \_\_\_\_\_ ox **(a, an)**
  17. Life is \_\_\_\_\_ education in itself **(an)**
  18. \_\_\_\_\_ fox is \_\_\_\_\_ clever animal **(The, a)**
  19. I went to \_\_\_\_\_ hospital to see a sick friend **(the)**
  20. Man is \_\_\_\_\_ social animal **(a)**
  21. Ceylone is \_\_\_\_\_ largest of all islands near India **(the)**
  22. \_\_\_\_\_ United States and \_\_\_\_\_ U.S.S.R are \_\_\_\_\_ greatest Powers in \_\_\_\_\_ world **(The, the, the, the)**
  23. He looks as stupid as \_\_\_\_\_ owl **(an)**
  24. \_\_\_\_\_ TajMahal is \_\_\_\_\_ most beautiful building in India **(The, the)**
  25. He is not \_\_\_\_\_ honourable man **(an)**
- 
26. \_\_\_\_\_ happier you are \_\_\_\_\_ better I am pleased **(The, the)**
  27. Tirupathi is one of \_\_\_\_\_ pilgrim towns in India **(the)**
  28. Honesty is \_\_\_\_\_ best policy **(the)**
  29. He came by \_\_\_\_\_ G.T. express **(the)**
  30. London is on \_\_\_\_\_ Thames **(the)**
  31. \_\_\_\_\_ Police man is in \_\_\_\_\_ uniform **(The, a)**
  32. This is \_\_\_\_\_ historic event **(an)**
  33. He is \_\_\_\_\_ history lecturer **(a)**
  34. \_\_\_\_\_ camel is \_\_\_\_\_ ship of \_\_\_\_\_ desert **(The, the, the)**
  35. The Supreme Court imposed him \_\_\_\_\_ heavy penalty **(a)**
  36. He experienced \_\_\_\_\_ emotion that he could not express **(an)**
  37. There is \_\_\_\_\_ hospital in our colony **(a)**
  38. He wrote \_\_\_\_\_ article for the paper **(an)**
  39. I have to make \_\_\_\_\_ humble proposal **(a)**

40. We shall stay in \_\_\_\_\_ hotel (a)
41. This is \_\_\_\_\_ usual sight (a)
42. I could not bear such \_\_\_\_\_ insult (an)
43. \_\_\_\_\_ earth moves round \_\_\_\_\_ sun (The, the)
44. we should pity \_\_\_\_\_ poor and \_\_\_\_\_ helpless (the, the)
45. \_\_\_\_\_ book you want is not in \_\_\_\_\_ library (the, the)
46. Kalidas is \_\_\_\_\_ Shakespearw of India ( the)
47. \_\_\_\_\_ University is not \_\_\_\_\_ place for \_\_\_\_\_ lazy (the, a, the)
48. He is \_\_\_\_\_ Indian but his wife is \_\_\_\_\_ European (an, a)
49. We shall come if we get \_\_\_\_\_ opportunity (an)
50. That was not \_\_\_\_\_ very honest thing to do (a)
51. Is there \_\_\_\_\_ hospital in this place ? (a)
52. \_\_\_\_\_ proposal was accepted by \_\_\_\_\_ unanimous vote (The, an)
53. Where there is \_\_\_\_\_ will, there is \_\_\_\_\_ will (a, a)
54. \_\_\_\_\_ strong should help \_\_\_\_\_ weak (The, the)
55. There was \_\_\_\_\_ explosion in \_\_\_\_\_ train (an, the)
56. \_\_\_\_\_ French live in France (The)
57. What \_\_\_\_\_ pretty girl! (a)
58. She bought \_\_\_\_\_ ice-cream (an)
59. She is \_\_\_\_\_ best friend of mine (the)
60. Wordworth wrote poems on \_\_\_\_\_ beauty of nature (the )
61. Many \_\_\_\_\_ great men are honest (a)
62. There is \_\_\_\_\_ bus service on this route (a)
63. \_\_\_\_\_ friend in need is \_\_\_\_\_ friend indeed (A, a)
64. He went without \_\_\_\_\_ umbrella (an)
65. I know \_\_\_\_\_ way to \_\_\_\_\_ hotel (the, the)
66. He saw me \_\_\_\_\_ year ago (a)
67. She took \_\_\_\_\_ dozen apples (a)
68. It is \_\_\_\_\_ good historical drama (a)
69. He crossed \_\_\_\_\_ Indian ocean twice (the)
70. \_\_\_\_\_ dead man tells no lies (A)
71. Will you come for \_\_\_\_\_ walk with me? (a)
72. He is \_\_\_\_\_ bravest man I know (the)
73. \_\_\_\_\_ stitch in time saves nine (A)
74. I always read \_\_\_\_\_ Gita (the)
75. She is \_\_\_\_\_ M.A student (an)
76. Here is \_\_\_\_\_ one rupee note (a)
77. Wood is sold on \_\_\_\_\_ large scale (a)
78. He waited for \_\_\_\_\_ hour (an)
79. He sold \_\_\_\_\_ machine at \_\_\_\_\_ profit (the, the)
80. They will be leaving in \_\_\_\_\_ day (a)
81. It costs \_\_\_\_\_ hundred rupees (a)
82. My brother suffered \_\_\_\_\_ headache last night (a)
83. \_\_\_\_\_ rich are happy in \_\_\_\_\_ world (The, the)
84. Sita plays \_\_\_\_\_ piano very well (the)
85. \_\_\_\_\_ criminal was sent to prison (The)
86. This is \_\_\_\_\_ season for mangoes (the)
87. He is \_\_\_\_\_ only son to his parents (the)
88. I met \_\_\_\_\_ Mayor (the)
89. \_\_\_\_\_ Prime Minister visited Andhra Pradesh (The)
90. \_\_\_\_\_ educated should teach \_\_\_\_\_ illiterate (The, the)

91. Sri Lanka is to \_\_\_\_\_ South of India **(the)**
92. I did not enjoy \_\_\_\_\_ dinner they served **(the)**
93. \_\_\_\_\_ children are making \_\_\_\_\_ noise **(The, a)**
94. I am in \_\_\_\_\_ hurry **(a)**
95. Both \_\_\_\_\_ brothers live together **(the)**
96. He often goes to \_\_\_\_\_ cinema **(the)**
97. \_\_\_\_\_ Indian stepped on \_\_\_\_\_ moon **(An, the)**
98. Cloth is sold by \_\_\_\_\_ metre **(the)**
99. \_\_\_\_\_ English are \_\_\_\_\_ disciplined nation **(The, a)**
100. \_\_\_\_\_ boy played cricket **(The)**
101. He had dinner at \_\_\_\_\_ club last night **(the)**
102. \_\_\_\_\_ beggar saw \_\_\_\_\_ one rupee note on \_\_\_\_\_ road **(the, a, the)**
103. She is \_\_\_\_\_ European **(a)**
104. \_\_\_\_\_ Eagle is \_\_\_\_\_ bird of prey **(the, a)**
105. Iron is \_\_\_\_\_ useful metal **(a)**
106. Everest is \_\_\_\_\_ highest peak **(the)**
107. \_\_\_\_\_ rich are happy in \_\_\_\_\_ world **(the, the)**

## PREPOSITIONS

Fill in the blanks with suitable prepositions

1. Tagore wrote poetry \_\_\_\_\_ nature. **(on)**
2. The Lion jumped \_\_\_\_\_ the elephant. **(upon)**
3. He lives \_\_\_\_\_ Hyderabad \_\_\_\_\_ Telangana. **(at, in)**
4. He is \_\_\_\_\_ the town. **(in)**
5. Examinations will be conducted \_\_\_\_\_ November. **(in)**
6. She finished the work \_\_\_\_\_ two hours. **(in)**
7. She is \_\_\_\_\_ School. **(at)**
8. I will start \_\_\_\_\_ 6° Clock \_\_\_\_\_ the morning. **(at, in)**
9. He jumped \_\_\_\_\_ the well. **(into)**
10. The boy ran \_\_\_\_\_ school **(to)**
11. His shop is \_\_\_\_\_ the theatre. **(by/beside)**
12. I hope to complete the work \_\_\_\_\_ Christmas. **(by)**
13. He sat \_\_\_\_\_ me. **(beside)**
14. The traveller was killed \_\_\_\_\_ a knife. **(with)**
15. You should repay the loan \_\_\_\_\_ a year. **(within)**
16. He plays foot ball \_\_\_\_\_ hockey. **(besides)**
17. He has been absent to the class \_\_\_\_\_ last Monday. **(since)**
18. She has been ill \_\_\_\_\_ five days. **(for)**
19. I slept \_\_\_\_\_ late \_\_\_\_\_ the morning. **(till, in )**
20. Nights are cool \_\_\_\_\_ summer. **(in)**
21. I prefer tea \_\_\_\_\_ coffee. **(to)**
22. She rushed \_\_\_\_\_ my room \_\_\_\_\_ midnight. **(into, at )**
23. My wife reminded me \_\_\_\_\_ an appointment this evening. **(of)**
24. My brother came \_\_\_\_\_ Tuesday. **(on)**
25. Students do not go \_\_\_\_\_ school \_\_\_\_\_ Sundays. **(to, on)**
26. There is no exception \_\_\_\_\_ the rule. **(to)**
27. She put \_\_\_\_\_ her new dress and went \_\_\_\_\_ a stroll. **(on, for)**
28. We will go \_\_\_\_\_ foot. **(on)**
29. He tried \_\_\_\_\_ a job \_\_\_\_\_ many places. **(for, at)**
30. He is ambitious \_\_\_\_\_ fame. **(of)**

31. He lives \_\_\_\_\_ the second floor of the apartment. **on**
32. The cat jumped \_\_\_\_\_ the rat. **upon**
33. The nose is \_\_\_\_\_ two eyes. **between**
34. He is an honest man \_\_\_\_\_ the villagers. **among**
35. The train was passing \_\_\_\_\_ the bridge. **over**
36. An old man sat \_\_\_\_\_ a tree. **under**
37. The road is \_\_\_\_\_ repair. **under**
38. Somebody stood \_\_\_\_\_ the curtain. **behind**
39. She sat \_\_\_\_\_ a bench. **(on)**
40. They came \_\_\_\_\_ musical instruments. **(with)**
41. He went \_\_\_\_\_ market \_\_\_\_\_ his friend. **(to, with)**
42. The traveller was killed \_\_\_\_\_ a knife. **(with)**
43. You should repay the loan \_\_\_\_\_ a year. **(within)**
44. I know Hindi \_\_\_\_\_ Telugu. **(besides)**
45. He plays foot ball \_\_\_\_\_ hockey. **(besides)**
46. The temple is located \_\_\_\_\_ the river. **(beside)**
47. I lived \_\_\_\_\_ Hyderabad \_\_\_\_\_ four years. **(in, for)**
48. The boy will go to school \_\_\_\_\_ tomorrow. **(from)**
49. He has been absent to the class \_\_\_\_\_ last Monday. **(since)**
50. She has been ill \_\_\_\_\_ five days. **(for)**
51. Wait \_\_\_\_\_ I come. **(until)**
52. He worked \_\_\_\_\_ 4 pm. **(till)**
53. He lost all his property \_\_\_\_\_ gambling. **(through)**
54. He hit the dog \_\_\_\_\_ a stone. **(with)**
55. Nights are cool \_\_\_\_\_ summer. **(in)**
56. My wife reminded me \_\_\_\_\_ an appointment this evening. **(of)**
57. My brother came \_\_\_\_\_ Tuesday. **(on)**
58. Students do not go \_\_\_\_\_ school \_\_\_\_\_ Sundays. **(to, on)**
59. She cut her finger \_\_\_\_\_ a knife. **(with)**
60. He was born \_\_\_\_\_ Penugonda village \_\_\_\_\_ West Godavari. **(at, in)**
61. There is no exception \_\_\_\_\_ the rule. **(to)**
62. The poor man died \_\_\_\_\_ Tuberculosis. **(of)**
63. We can't go \_\_\_\_\_ train. **(by)**
64. We will go \_\_\_\_\_ foot. **(on)**
65. He tried \_\_\_\_\_ a job \_\_\_\_\_ many places. **(for, at)**
66. He put the book \_\_\_\_\_ the table. **(on)**
67. He fell \_\_\_\_\_ the horse. **(of)**
68. She looked \_\_\_\_\_ the window. **(through)**
69. She ran \_\_\_\_\_ the room. **(into)**
70. It is not so cold \_\_\_\_\_ Diwali time. **(at)**
71. He came here \_\_\_\_\_ 1974. **(in)**
72. He was born \_\_\_\_\_ January. **(in)**
73. He was born \_\_\_\_\_ Sunday. **(on)**
74. He was born \_\_\_\_\_ 1<sup>st</sup> August, 1940. **(on)**
75. I will give him a watch \_\_\_\_\_ his birthday. **(on)**
76. We go \_\_\_\_\_ Kashmir \_\_\_\_\_ a month every year. **(to, for)**
77. He has lived here \_\_\_\_\_ 1985. **(since)**
78. I have not seen him \_\_\_\_\_ childhood. **(since)**
79. He was born \_\_\_\_\_ Alwar \_\_\_\_\_ Rajasthan. **(at, in)**
80. The kite is flying \_\_\_\_\_ the sky. **(in)**
81. He is sitting \_\_\_\_\_ the table. **(under)**

82. He is waiting \_\_\_\_\_ the house. (**outside**)
83. There is a fan \_\_\_\_\_ my head. (**above**)
84. He is sitting \_\_\_\_\_ the top of the table. (**on**)
85. He climbed \_\_\_\_\_ the hill. (**up**)
86. He came \_\_\_\_\_ the hill. (**down**)
87. I had to appear \_\_\_\_\_ the court yesterday. (**before**)
88. There is a cat \_\_\_\_\_ the table. (**below**)
89. There is a road \_\_\_\_\_ the college. (**behind**)
90. Our college is \_\_\_\_\_ the Godavari canal. (**beside**)
91. He came \_\_\_\_\_ the room. (**into**)
92. He laughed \_\_\_\_\_ me. (**at**)
93. I saw a man \_\_\_\_\_ umbrella. (**with**)
94. Take the book \_\_\_\_\_ table. (**off**)
95. He died \_\_\_\_\_ cholera. (**of**)
96. The train \_\_\_\_\_ Delhi leaves \_\_\_\_\_ 5 minutes. (**for, in**)
97. This table is made \_\_\_\_\_ wood. (**of**)
98. They ran away \_\_\_\_\_ the scene of the murder. (**from**)
99. He is late \_\_\_\_\_ work every day. (**for**)
- 100 I do a lot \_\_\_\_\_ work in the garden. (**of**)
- 101 He refused \_\_\_\_\_ answer me. (**to**)
- 102 He is always \_\_\_\_\_ hurry. (**in**)
- 103 The Dog buried the bone \_\_\_\_\_ the ground. (**in**)
- 104 It will be over \_\_\_\_\_ five minutes. (**in**)
- 105 My friend agreed \_\_\_\_\_ the plan. (**to**)
- 106 The chief guest will arrive \_\_\_\_\_ the party shortly. (**at**)
- 107 For information you should apply \_\_\_\_\_ the Secretary. (**to**)
- 108 Rajiv Gandhi was killed \_\_\_\_\_ Sri Perumbudur \_\_\_\_\_ Tamilnadu. (**at, in**)
- 109 How much do you have \_\_\_\_\_ the bank? (**in**)
- 110 There are two tube lights \_\_\_\_\_ the wall. (**on**)
- 111 He put the bell \_\_\_\_\_ the table. (**on**)
- 112 I put the clothes \_\_\_\_\_ the box. (**in**)
- 113 Read the poem \_\_\_\_\_ Page 46. (**on**)

### QUESTION TAGS

1. She is a nurse by profession, isn't she? (**Affirmative**)
2. She is not a nurse by profession, is she? (**Negative**)

#### **I. Positive statements with Negative tags (Affirmative)**

1. It is raining now, **isn't it?**
2. They have gone away, **haven't they?**
3. She was looking beautiful in her youth, **wasn't she?**
4. His father knows many languages, **doesn't he?**
5. Students should maintain discipline in the college, **shouldn't they?**
6. You got up early yesterday, **didn't you?**
7. They will help you, **won't they?**
8. He and I are friends, **aren't they?**
9. Money makes many things, **doesn't it?**



## II. Negative statements with Positive tags (Negative)

1. He is not regular to the college, **is he?**
2. They don't speak the truth, **do they?**
3. You can't receive my voice, **can you?**
4. There were not many animals in the zoo, **were there?**
5. He did not attend the function last week, **did he?**
6. She does not spend more on cosmetics, **does she?**
7. My brother had a bad dream last night, **hadn't he? Or didn't he?**
8. She won't come with us, **will she?**
9. He was not ill yesterday, **was he?**

### EXERCISE

#### I. Add question tag to the following

1. He is not angry, \_\_\_\_\_ (is he?)
2. They are practical, \_\_\_\_\_ (aren't they?)
3. She does not know Hindi, \_\_\_\_\_ (does she?)
4. He bought a new car, \_\_\_\_\_ (didn't he?)
5. She does not know my address, \_\_\_\_\_ (does she?)
6. He never goes to concerts, \_\_\_\_\_ (does he?)
7. John could not go to office yesterday, \_\_\_\_\_ (could he?)
8. They don't mind the noise, \_\_\_\_\_ (do they?)
9. She had a headache last night, \_\_\_\_\_ (didn't she? /hadn't she?)
10. The twins have conquered their deformity, \_\_\_\_\_ (haven't they?)
11. My mother'd rather cook veg. curries, \_\_\_\_\_ (wouldn't she?)
12. It's no good, \_\_\_\_\_ (is it?)
13. There is a mosque in that street, \_\_\_\_\_ (isn't there?)
14. Everyone warned you, \_\_\_\_\_ (didn't they?)
15. Neither of them helped me, \_\_\_\_\_ (did they?)
16. I am not that woman, \_\_\_\_\_ (am I?)
17. Wait a minute, \_\_\_\_\_ (can you?)
18. Please do me a favour, \_\_\_\_\_ (won't you?)
19. You must take this medicine, \_\_\_\_\_ (mustn't you?)
20. He has no problems, \_\_\_\_\_ (has he?)
21. She ought not to go there, \_\_\_\_\_ (ought she?)
22. He used to swim daily, \_\_\_\_\_ (didn't he?)
23. Open the window, \_\_\_\_\_ (will you?)
24. Barking dogs seldom bite \_\_\_\_\_ (do they?)
25. He is hardly eighteen, \_\_\_\_\_ (is he?)
26. The film is not good, \_\_\_\_\_ (is it?)
27. You never say what you are thinking, \_\_\_\_\_ (do you?)
28. He does not drink liquor, \_\_\_\_\_ (does he?)
29. He daren't challenge you, \_\_\_\_\_ (dare he?)
30. Everyone makes mistakes, \_\_\_\_\_ (don't they?)
31. Smoking ruins our health, \_\_\_\_\_ (doesn't it?)
32. Most people cannot go to Africa, \_\_\_\_\_ (can they?)
33. They won't be late, \_\_\_\_\_ (will they?)
34. I'm afraid of darkness, \_\_\_\_\_ (aren't I?)
35. One should never harm any kind of people, \_\_\_\_\_ (should they?)
36. Children like chocolates, \_\_\_\_\_ (don't they?)
37. You don't remember me, \_\_\_\_\_ (do you?)

38. He's completely aware of his fault, \_\_\_\_\_ (isn't he?)

39. They can't always fool us, \_\_\_\_\_ (can they?)

**Q. Match the following sentences under Column "A" with their correct "Question Tags" under Column "B"**

A			B	
1	Everyone makes mistakes	[ ]	a)	didn't he?
2	The sun rises in the east	[ ]	b)	will you?
3	He bought a new car	[ ]	c)	don't they?
4	Open the window	[ ]	d)	aren't I?
5	I'm afraid of darkness	[ ]	e)	doesn't it?

A			B	
1	You don't remember me	[ ]	a)	won't they?
2	They will help you	[ ]	b)	is it?)
3	The film is not good	[ ]	c)	doesn't it?)
4	Children like chocolates	[ ]	d)	do you?)
5	Smoking ruins our health	[ ]	e)	don't they?)

A			B	
1	Let's have our tea	[ ]	a)	didn't they?
2	They met me yesterday	[ ]	b)	aren't you?
3	You are impatient	[ ]	c)	aren't they?
4	He and I are friends	[ ]	d)	shall we?
5	Nobody said no	[ ]	e)	did they?

A			B	
1	Anybody can come	[ ]	a)	will it?
2	She's read the book	[ ]	b)	can't you?
3	I don't think it will rain	[ ]	c)	won't you?
4	Please excuse me	[ ]	d)	hasn't she?
5	Shut up	[ ]	e)	can't they?

A			B	
1	Neither of them helped me	[ ]	a)	can you?
2	Wait a minute	[ ]	b)	did they?
3	The film is not good	[ ]	c)	does n't it ?
4	The earth moves round the sun	[ ]	d)	will you?
5	Don't forget me	[ ]	e)	is it?

A			B	
1	He never goes to concerts	[ ]	a)	are n't you ?
2	There is a mosque in that street	[ ]	b)	hasn't she?
3	You're the new secretary	[ ]	c)	isn't there?
4	She's been to London	[ ]	d)	isn't it?
5	Everything is alright	[ ]	e)	does he?)

A			B	
1	Somebody wants a drink	[ ]	a)	have they?
2	No one is allowed	[ ]	b)	should they?
3	Neither of them has complained	[ ]	c)	is he?
4	One should never harm any kind of people	[ ]	d)	don't they?
5	He is not angry	[ ]	e)	are they?

## ACTIVE VOICE AND PASSIVE VOICE

### Model----I (Single Objects)

No	ACTIVE VOICE	PASSIVE VOICE
1	The boy opened the door.	The door was opened by the boy.
2	Padma is painting a picture.	A picture is being painted by Padma
3	Everyone makes mistakes.	Mistakes are made by everyone.
4	This book will change your life.	Your life will be changed by this book.
5	The patient cannot drive the car.	The car cannot be driven by the patient.
6	Manners reveal character.	Character is revealed by manners.
7	The leader could not convince his party men.	His party men could not be convinced by the leader.
8	The MLA has paid a surprise visit to the school.	A surprise visit has been paid by the MLA to the school

### Model----II (Double Objects)

No.	ACTIVE VOICE	PASSIVE VOICE
1	The university awarded him doctorate.	He was awarded doctorate by the university.
2	The old man is telling children moral stories	Children are being told moral stores by the old man
3	My father will send some money	Some money will be sent by my father.
4	We pay the government taxes.	The government is paid taxes by us.
5	My uncle presented me a wrist watch.	I was presented a wrist watch by my uncle.

### Model----III (Omission of doer of action)

No.	ACTIVE VOICE	PASSIVE VOICE
1	Someone has stolen her car.	Her car has been stolen.
2	People speak English all over the world.	English is spoken all over the world.
3	They painted the house green.	The house was painted green.
4	We should not deny women their rights.	Women should not be denied their rights.
5	You cannot pump the ocean dry.	The ocean cannot be pumped dry.

### Model----IV (Questions)

No.	ACTIVE VOICE	PASSIVE VOICE
1	Do you <i>speak</i> English?	<i>Is</i> English <i>spoken</i> by you?
2	<i>Did</i> he <i>call</i> me?	<i>Was</i> I <i>called</i> by him?
3	<i>Have</i> you <i>told</i> the truth?	<i>Has</i> the truth <i>been told</i> by you?
4	Who taught you grammar?	By whom were you taught grammar?
5	Who will tell the truth ?	By whom is the truth told ?
6	What are you writing?	What is being written by you ?
7	How do you prepare tea ?	How is tea prepared by you ?

**Model----V**

No.	ACTIVE VOICE	PASSIVE VOICE
1	He <i>laughed at</i> her.	She <i>was laughed at</i> by him.
2	Somebody <i>has knocked at</i> the door.	The door <i>has been knocked at</i> .
3	We must <i>give up</i> our bad habits.	Our bad habits must <i>be given up</i> .
4	You should <i>take care of</i> your health.	Your health should <i>be taken care of</i> .
5	Some people still <i>believe in</i> superstitions.	Superstitions are still <i>believed in</i> (by some people)
6	They <i>put out</i> the fire.	The fire <i>was put out</i> .
7	The principal will <i>preside over</i> the meeting	The meeting will <i>be presided over</i> by the principal.

**Model----VI (Negatives)**

No.	ACTIVE VOICE	PASSIVE VOICE
1	<i>No one</i> told the truth.	The truth was <i>not</i> told by <i>anyone</i>
2	He did not give <i>any reason</i> for the changes.	<i>No reason</i> was given for the changes.
3	<i>Nobody</i> said no.	No was <i>not</i> said by <i>anybody</i> .
4	<i>No student</i> could answer my question.	My question was <i>not</i> answered by <i>any student</i> .
5	<i>Nobody</i> will trouble you.	You <i>won't</i> be troubled by <i>anybody</i> .
6	I have eaten <i>nothing</i> for many days	<i>Nothing</i> has been eaten by me for many days
7	<i>Anybody</i> may do it.	It may be done by <i>anybody</i> .

**Model----VII (Change of Voice without using 'By' )**

No.	ACTIVE VOICE	PASSIVE VOICE
1	The news alarmed him.	He was <i>alarmed at</i> the news.
2	I know him.	He is <i>known to</i> me.
3	The heavy rains annoyed the farmers.	The farmers were <i>annoyed at</i> the heavy rains.
4	Thick smoke has filled the room.	The room has been filled <i>with</i> thick smoke.
5	His failure shocked the M.L.A.	The M.L.A. was shocked at his failure.
6	My father offended me for no reason.	I was <i>offended with</i> my father for no reason.

**Model----VIII (Passive voice with infinitives (To+verb1 becomes to be + verb3))**

No.	ACTIVE VOICE	PASSIVE VOICE
1	He had to postpone his journey.	His journey had to be postponed
2	They have to reduce their expenditure	Their expenditure has to be reduced.
3	She had to give up her studies abruptly	Her studies had to be given up abruptly.
4	You are to inform us the day of your arrival.	We are to be informed the day of your arrival.
<b>Infinitives after the expression "It is time to"</b>		
5	It is time to close the shop.	It is time for the shop to be closed.
6	It is time to take our lunch.	It is time for our lunch to be taken.
<b>Infinitives after object</b>		
7	Women like men to flatter them.	Women like to be flattered by men.
8	Politicians attract voters to elect them	Politicians attract to be elected by voters.
9	I want you to educate.	I want you to be educated.
10	He is a man to admire.	He a man to be admired.

**Model---IX (Infinitives placed after passive verbs are normally infinitives)**

No.	ACTIVE VOICE	PASSIVE VOICE
1	We saw them go out.	They were seen <i>to go</i> out.
2	I have never seen her laugh.	She has been never seen <i>to laugh</i> .
3	They made him tell them everything.	He was made <i>to tell</i> them everything.
4	I saw him come out of the house.	He was seen <i>to come out of</i> the house.
<b>However "Let" is used without 'to'</b>		
5	They let us go	we were let us go.
<b>Circumstances with <i>be obliged to</i></b>		
6	Circumstances will oblige me to go.	I shall be obliged to go.

**Model---X (Infinitive Construction after passive Verbs)**

No.	ACTIVE VOICE	PASSIVE VOICE
1	People know that he is honest	It is known that he is honest. ( <i>or</i> ) He is known to be honest
2	People believe that she is innocent.	It is believed that she is innocent. ( <i>or</i> ) She is believed to be innocent
3	They thought that she was a spy.	It was thought that she was a spy. ( <i>or</i> ) She was thought to be a spy.
4	They say that this company is in troubles.	It is said that this company is in troubles. ( <i>or</i> ) This company is said to be in troubles.
<b>The continuous infinitive can also be used</b>		
5	People suppose that he is living abroad	It is supposed that he is living abroad. ( <i>or</i> ) He is supposed to be living abroad
6	People suppose that you are working hard.	It is supposed that you are working hard. ( <i>or</i> ) You are supposed to be working hard.
7	People suspect him of printing fake notes.	He is suspected of printing fake notes.
<b>The perfect infinitive in passive voice.</b>		
8	People suppose that the criminal escaped from the spot.	The criminal is supposed <i>to have escaped</i> from the spot
9	They suppose that she bought a new car.	She is supposed <i>to have bought</i> a new car.

**Model---XI (The Imperative Mood in the Passive)**

No.	ACTIVE VOICE	PASSIVE VOICE
1	Stop the noise	Let the noise be stopped ( <i>Or</i> ) You are ordered to stop the noise.
2	Open the door	Let the door be opened
3	Do it at once.	Let it be done at once.
4	Take it granted.	Let it be taken granted.
5	Don't make a noise.	Let not a noise be made.
6	Please post this letter.	You are requested to post this letter.
7	Please don't tell lies.	You are requested not to tell lies.

**Model---XII (Sentences begin with *Let* in Active Voice)**

No.	ACTIVE VOICE	PASSIVE VOICE
1	Let him do it.	Let it be done by him.
2	Let me tell the truth.	Let the truth be told by me.
3	Let them help him.	Let him be helped by them.

**MISCELLANEOUS**

No.	ACTIVE VOICE	PASSIVE VOICE
1	I found my friends laughing at me	I found myself being laughed at by my friends.
2	I saw him opening the door.	I saw the door being opened by him
3	May God bless you with good health!	May you be blessed with good health.

**. DIRECT SPEECH AND INDIRECT SPEECH****Model—I (Assertive Sentences)**

No	DIRECT SPEECH	INDIRECT SPEECH
1	He said, "I am busy now."	He said that he was busy then.
2	She said to me, "The bank will be closed tomorrow."	She informed me that the bank would be closed the next day.
3	He said, "My father is ill."	He said that his father was ill.
4	She said, "I sing a song."	She said that she sang a song.
5	She said to them, "I will come with you."	She told them that she would go with them.
6	Laxmi said, "I am reading a novel."	Laxmi said that she was reading a novel.
7	Rama said to Gopal, "You have done wrong."	Rama commented Gopal that he had done wrong.
8	I said to her, "I will meet you again."	I told her that I would meet her again.
9	The man said to the boy, "I know you and your father."	The man told the boy that he knew him and his father.
10	He said, "I lost my pen yesterday."	He said that he had lost his pen the previous day.
11	He said, "I have written two letters this week."	He said that he had written to letters that week.
12	She said, "It will be stormy tonight."	She predicted that it would be stormy that night.
13	Ramesh said, "I cannot solve this problem now."	Ramesh said that he could not solve that problem then.
14	He said to his servant, "I don't believe you."	He told his servant that he did not believe him.
15	He said, "My father will come today."	He said that his father would come that day.

**Model—II( *No Change of tense in case the reporting verb is in present*)**

No	DIRECT SPEECH	INDIRECT SPEECH
1	He says "She is my cousin."	He says that she is his cousin.
2	He says, "I am unwell."	He says that he is unwell.
3	She says "I have done it."	She says that she has done it.
4	She says, "I am doing my home work now."	She says that she is doing her home work then.
5	He says, "I will help you."	He says that he will help me.

**Model—III( No Change of tense in the reported speech in case of Eternal truths, Quotations, Proverbs, Historical Fact, Mathematical Fact, Habitual Act and Morality))**

No	DIRECT SPEECH	INDIRECT SPEECH
1	He said, "The sun rises in the east."	He said that the sun rises in the east
2	The teacher said, "Slow and steady wins the race."	The teacher said that slow and steady wins the race.
3	She said to me, "Honesty is the best policy."	She told me that honesty is the best policy.
4	He said, "Two and two makes four."	He said that two and two makes four.
5	He said, "Delhi is the capital of India."	He said that Delhi is the capital of India.

**Model—IV (Wh—questions)**

No	DIRECT SPEECH	INDIRECT SPEECH
1	He said to me, "Which is the shortest way to post office?"	He enquired me which the shortest way was to post office.
2	He said, "How are you?"	He enquired how I was.
3	She said to me, "Where are you going?"	She asked me where I was going.
4	She said to me, "Why did you come here?"	She asked me why I had gone there.
5	The teacher said to the boy, "What are you doing now?"	The teacher asked the boy what he was doing then.
6	She said, "How old is your son now ?"	She asked how old his son was then.
7	She said to him, " Why do you stop here ?"	She asked him why he stopped there.
8	"What do you mean?", asked the man	The man asked what I meant.
9	The teacher asked the student, "Why didn't you tell the truth?"	The teacher asked the student why they had not told the truth.

**Model—V (Questions)**

No	DIRECT SPEECH	INDIRECT SPEECH
1	She said , " Are there crocodiles in this river ?"	She asked whether there were crocodiles in that river.
2	She said, "Are you busy now?"	She asked whether I was busy then.
3	My father said, "Did you go to film last night?"	My father asked whether I had gone to film the previous night.
4	He said, "Is here any hotel nearby?"	He enquired whether there was any hotel nearby.
5	She said, "Do you know Telugu?"	She wanted to know whether I knew Telugu.
6	He said, "Can you come tomorrow?"	He asked whether I could go the next day.
7	The man said to the boy, "Have you no sense?"	The man asked the boy whether he had no sense.
8	He said to me, "Do you play cricket?"	He asked me whether I played cricket.

**Model—VI (Commands: Positive & Negative))**

No.	DIRECT SPEECH	INDIRECT SPEECH
1	The manager said to the typist, "Type this letter."	The manager ordered the typist to type that letter.
2	She said, "Come again tomorrow."	She asked to come again the next day.
3	He said to his servant, "Go away"	He ordered his servant to go away.
5	The commander said to his soldiers, "Don't lose faith."	The Commander asked his soldiers not to lose faith
6	His father said, "Don't go out."	His father warned not to go out
7	The teacher said to his students, "Don't waste your	The teacher advised his students not to waste

	time.”	their time
8	The Principal shouted, “Don’t talk nonsense.”	The Principal shouted not to talk nonsense.
9	Mother said, “Don’t be a fool.”	Mother warned not to be a fool.
10	I said to my children, “Don’t make a noise.”	I warned my children not to make a noise.
11	The teacher said, “Don’t read so fast.”	The teacher asked not to read so fast.
12	“Close the window.” he said.	He asked to close the window.

### Model—VII (Requests)

No.	DIRECT SPEECH	INDIRECT SPEECH
1	He said to me, “Please post this letter.”	He requested me to post that letter.
2	The air hostess said to a passenger, “Please don’t smoke.”	The air hostess requested a passenger not to smoke
3	I said to the candidate, “Please sit down.”	I requested the candidate to sit down
4	The student said to his teacher, “Please forgive me.”	The student begged his teacher to forgive him
5	He said, “Please help me.”	He pleaded to help him
6	Ravi said to me, “Please lend me your pen.”	Ravi requested me to lend him my pen.
7	He said, “Please wait here till I return.”	He requested to wait there till he returned
8	The teacher said. “please don’t make a noise.”	The teacher asked not make a noise,

### Model—VIII (Exclamations and Wishes)

No.	DIRECT SPEECH	INDIRECT SPEECH
1	They said , “Hurrah ! we won the game.”	They exclaimed with joy that they had won the game.
2	He said, “Alas! She failed in the exam.”	He cried out sadly that she had failed in the exam
3	“Hello! What do you want” he said to her	He greeted and asked her what she wanted
4	He said, “What a lovely location this is!”	He exclaimed that it was a lovely location
5	She said, “May you live long.”	She wished that I would live long
6	He said “How foolish I am!”	He exclaimed that he was foolish.
7	He said, “May God pardon this sinner !”	He prayed that God would pardon that sinner.
8	She said, “How beautiful the garden is!”	She exclaimed that the garden is beautiful.

### Model—IX (Suggestions)

No.	DIRECT SPEECH	INDIRECT SPEECH
1	They said, “ Let us take him to hospital.”	They suggested that they should take him to hospital
2	He said, “ Let us see a film.”	He suggested that they should see a film
3	We said ,”Let us go now.”	We suggested that we should go then
4	She said ,”Let us help the poor.”	She proposed that they should help the poor
5	She said ,”Let me speak first.”	She suggested that she should speak first
6	His wife said, “Let us invite him to dinner”	His wife proposed that they should invite him to dinner.



## DEGREES OF COMPARISON

### MODELS IN DEGREES OF COMPARISON

#### Model – I:

*Superlative: the + adj*

*Comparative: adj+than any other (Or) than all other*

*Positive: No other—as+adj+as*

1. *Superlative:* Honesty is the best policy.  
*Comparative:* Honesty is better than any other policy.  
*Positive:* No other policy is as good as honesty.
2. *Superlative:* She is the laziest girl in the class.  
*Comparative:* She is lazier than any other girl in the class.  
*Positive:* No other girl in the class is as lazy as she.
3. *Superlative:* Somalia is the poorest country in the world.  
*Comparative:* Somalia is poorer than any other country in the world.  
*Positive:* No other country in the world is as poor as Somalia

#### Model – II:

*Comparative: adj+than*

*Positive: not as+adj+as (Or) not so +adj+as*

*No Superlative*

1. *Comparative:* Oranges are cheaper than apples.  
*Positive:* Apples are not as cheap as oranges.

**Note:** There is another way in which we can compare things (*in Comparative Degree*).

Instead of saying ‘Oranges are cheaper than apples’ we can say ‘Apples are *less cheap* than oranges’

2. *Comparative:* The pen is mightier than the sword **(Or)** The sword is less mighty than the pen  
*Positive:* The sword is not as mighty as the pen. .
3. *Comparative:* Rice is costlier than sugar. **(Or)** Sugar is less costly than rice  
*Positive:* Sugar is not as costly as rice.

#### Model – III:

*Superlative: one of the+adj*

*Comparative: adj+than+most other/many other*

*Positive: very few+as+adj+as*

1. *Superlative:* America is one of the richest countries in the world.  
*Comparative:* America is richer than most other countries in the world.  
*Positive:* Very few countries in the world are as rich as America.
2. *Superlative:* India is one of the hottest countries in the world.  
*Comparative:* India is hotter than most other countries in the world.  
*Positive:* Very few countries in the world are as hot as India.

3. **Superlative:** Tagore is one of the greatest Indian writers.  
**Comparative:** Tagore is greater than most other Indian Writers.  
**Positive:** Very few Indian writers are as great as Tagore.

#### Model – IV:

*Positive:* **as+adj+as (Or) at least as+adj+as**

*Comparative:* **not+adj+than**

*No superlative*

1. **Positive:** A fox is as clever as a wolf. **(Or)** A fox is at least as clever as a wolf  
**Comparative:** A wolf is not cleverer than a fox.
2. **Positive:** May is as hot as April.  
**Comparative:** April is not hotter than May.
3. **Positive:** Unemployment is as problematic as over population.  
**Comparative:** Over population is not more problematic than unemployment.
4. **Positive:** I am as brave as he – PD  
**Comparative:** He is not braver than I.

#### EXERCISE – IX

**Change the following into other degrees.**

1. Einstein was one of the most popular scientists. (*Model—III*)
2. He is the oldest man in our village. (*Model—I*)
3. A dead lion is not so strong as a live ass. (*Model—II*)
4. This story is not more interesting than that one. (*Model—IV*)
5. No other kind of exercise is as good as swimming. (*Model—I*)
6. Open rebuke is better than secret love. (*Model—II*)
7. China is larger than most other countries. (*Model—III*)
8. Tea is as popular as coffee. (*Model—IV*)
9. Kashmir is the most beautiful place in India. (*Model—I*)
10. Mary is at least as tall as Jane. (*Model—IV*)
11. Solomon was the wisest king. (*Model—I*)
12. 'The Hindu' is one of the most popular news papers. (*Model—III*)
13. Your house is bigger than mine. (*Model—II*)
14. The train runs faster than the bus. (*Model—II*)
15. Very few countries are as rich as America. (*Model—III*)
16. A dog is more faithful than a cat. (*Model—II*)
17. Rose is more beautiful than any other flower. (*Model—I*)
18. Apples are not as cheap as oranges. (*Model—II*)
19. Lead is the heaviest of all metals. (*Model—I*)
20. Rice is costlier than sugar. (*Model—II*)
21. Very few persons are as beloved as Mother Teresa. (*Model—III*)
22. Ooty is at least as cool as Kodaikanal. (*Model—IV*)
23. No other hotel in this area is as good as this. (*Model—I*)
24. The pen is mightier than the sword. (*Model—II*)

25. Honesty is the best policy. (*Model—I*)
26. This was the funniest story I have ever heard. (*Model—I*)
27. He is the best actor that has ever appeared on any stage. (*Model—I*)
28. This is the most difficult piece of work I have ever undertaken. (*Model—I*)
29. You are more stubborn than anybody I know. (*II Model*)
30. He is the happiest man in the world (*I Model*)

### Exercise – IX: ANSWERS

1. **Comparative:** Einstein was more popular than most other scientists.  
**Positive:** Very few scientists were as popular as Einstein.
2. **Comparative:** He is older than any other man in our village.  
**Positive:** No other man in our village is as old as he.
3. **Comparative:** A live ass is stronger than a dead lion.
4. **Positive:** That story is as interesting as this one.
5. **Superlative:** Swimming is the best kind of exercise.  
**Comparative:** Swimming is better than any other kind of exercise.
6. **Positive:** Secret love is not as good as open rebuke.
7. **Superlative:** China is one of the largest countries.  
**Positive:** Very few countries are as large as China.
8. **Comparative:** Coffee is not more popular than tea.
9. **Comparative:** Kashmir is more beautiful than any other place in India.  
**Positive:** No other place in India is as beautiful as Kashmir.
10. **Comparative:** Jane is not taller than Mary.
11. **Comparative:** Solomon was wiser than any other king.  
**Positive:** No other king was as wise as Solomon.
12. **Comparative:** ‘The Hindu’ is more popular than most other news papers.  
**Positive:** Very few news papers are as popular as ‘The Hindu’
13. **Positive:** My house is not as big as yours.
14. **Positive:** The bus does not run as fast as the train.
15. **Superlative:** America is one of the richest countries.  
**Comparative:** America is richer than most other countries.
16. **Positive:** A cat is not as faithful as a dog.
17. **Superlative:** A rose is the most beautiful flower.  
**Positive:** No other flower is as beautiful as a rose.
18. **Comparative:** Oranges are cheaper than apples.
19. **Comparative:** Lead is heavier than all other metals.

**Positive:** No other metal is as heavy as lead.

20. **Positive:** Sugar is not as costly as rice.

21. **Superlative:** Mother Teresa is one of the most beloved persons.

**Comparative:** Mother Teresa is more beloved than most other persons.

22. **Comparative:** Kodaicanal is not cooler than Ooty.

23. **Superlative:** This is the best hotel in this area.

**Comparative:** This is better than any other hotel in this area.

24. **Positive:** The sword is not as mighty as the pen.

25. **Comparative:** Honesty is better than any other problem.

**Positive:** No other policy is as good as honesty

26. **Comparative:** This was funnier than any other story that I have ever read.

**Positive:** No other story I have ever read was as funny as this.

27. **Comparative:** He is better than any other actor that has ever appeared on stage.

**Positive:** No other actor that has ever appeared on stage is as good as he.

28. **Comparative:** This is more difficult than any other piece of work I have ever undertaken.

**Positive:** No other piece of work I have ever undertaken is as difficult as this.

29. **Positive:** Anybody I know is not so stubborn as you (are).

30. **Superlative:** He is happier than any other man in the world.

**Positive:** No other man in the world is as happy as he.

### CORRECTION OF SENTENCES

1. **Wrong:** The sceneries of Kashmir are beautiful.

**Right:** The scenery of Kashmir is beautiful.

2. **Wrong:** She bought two breads.

**Right:** She bought two loaves of bread.

3. **Wrong:** No news are good news.

**Right:** No news is good news.

4. **Wrong:** The scissor is very sharp.

**Right:** The scissors are very sharp.

5. **Wrong:** He has no sister-in-laws.

**Right:** He has no sisters-in-law.

6. **Wrong:** She bought five dozens oranges.

**Right:** She bought five dozen oranges.

7. **Wrong:** His family members went to Ooty last year.

**Right:** The members of his family went to Ooty last year.

8. **Wrong:** She waited for me one and half hour .

**Right:** She waited for me one and half hours.

9. **Wrong:** She is my cousin sister.  
**Right:** She is my cousin.
10. **Wrong:** The table's leg was damaged.  
**Right:** The leg of the table was damaged.
11. **Wrong:** One should respect his teachers.  
**Right:** One should respect one's teachers.
12. **Wrong:** I and he are friends.  
**Right:** He and I are friends.
13. **Wrong:** Either of the two girls are intelligent.  
**Right:** Either of the two girls is intelligent.
14. **Wrong:** Every boy and every girl have to work hard.  
**Right:** Every boy and every girl has to work hard.
15. **Wrong:** Neither the officer nor the clerks has done it.  
**Right:** Neither the officer nor the clerks have done it.
16. **Wrong:** The two sisters are very fond of one another.  
**Right:** The two sisters are very fond of each another.
17. **Wrong:** The children never quarrel with each other.  
**Right:** The children never quarrel with one other.
18. **Wrong:** We enjoyed during vacation.  
**Right:** We enjoyed ourselves during vacation.
19. **Wrong:** I shall avail this opportunity.  
**Right:** I shall avail myself of this opportunity.
20. **Wrong:** India is hotter than any country.  
**Right:** India is hotter than any other country.
21. **Wrong:** The climate of Hyderabad is better than Bangalore.  
**Right:** The climate of Hyderabad is better than that of Bangalore.
22. **Wrong:** His both sons are doctors.  
**Right:** Both his sons are doctors.
23. **Wrong:** The two first pages of the book are torn.  
**Right:** The first two pages of the book are torn.
24. **Wrong:** Many a man have attended the function.  
**Right:** Many a man has attended the function.
25. **Wrong:** She is elder than I.  
**Right:** She is older than I.
26. **Wrong:** Due to his illness, he could not attend the party.  
**Right:** Owing to his illness, he could not attend the party.
27. **Wrong:** He works very hardly.  
**Right:** He works very hard.
28. **Wrong:** She is one of the best friend I have.  
**Right:** She is one of the best friends I have.
29. **Wrong:** He ran fast lest he may miss the bus.  
**Right:** He ran fast lest he should miss the bus.
30. **Wrong:** The poet and novelist were dead.  
**Right:** The poet and novelist was dead.

31. **Wrong:** Either he or I are at the top of the class.  
**Right:** Either he or I am at the top of the class.
32. **Wrong:** One of the doors were damaged.  
**Right:** One of the doors was damaged.
33. **Wrong:** He is not only brilliant in mathematics but also in physics.  
**Right:** He is brilliant not only in mathematics but also in physics.
34. **Wrong:** Sita as well as padma know dancing.  
**Right:** Sita as well as padma knows dancing.
35. **Wrong:** Hundred miles are a long distance.  
**Right:** Hundred miles is a long distance.
36. **Wrong:** Her voice is so sweet as honey.  
**Right:** Her voice is as sweet as honey.
37. **Wrong:** Coffee is more preferable than tea.  
**Right:** Coffee is more preferable to tea.
38. **Wrong:** She is more cleverer than her sister.  
**Right:** She is cleverer than her sister.
39. **Wrong:** They have ordered for ten cups of coffee.  
**Right:** They have ordered ten cups of coffee.
40. **Wrong:** The police prevented us to go.  
**Right:** The police prevented us from going.
41. **Wrong:** Unless he does not work hard, he won't pass.  
**Right:** Unless he works hard, he won't pass. (Or) If he does not work hard, he won't pass.
42. **Wrong:** If you will ask me, I will help you.  
**Right:** If you ask me, I will help you.
43. **Wrong:** Though he is poor, yet he is honest.  
**Right:** Though he is poor, he is honest or He is poor, yet he is honest.
44. **Wrong:** He is eighteen years.  
**Right:** He is eighteen years old (Or) He is eighteen.
45. **Wrong:** Mother loves her children like anything.  
**Right:** Mother loves her children like nothing.
46. **Wrong:** I am believing you.  
**Right:** I believe you.
47. **Wrong:** We have seen a film yesterday.  
**Right:** We saw a film yesterday.
48. **Wrong:** She looks forward to see him soon.  
**Right:** She looks forward to seeing him soon.
49. **Wrong:** She can do nothing but to weep.  
**Right:** She can do nothing but weep.
50. **Wrong:** The patient has to be operated.  
**Right:** The patient has to be operated on.
51. **Wrong:** I have no pen to write.  
**Right:** I have no pen to write with.
52. **Wrong:** They discussed about politics.  
**Right:** They discussed politics.
53. **Wrong:** They are awaiting for the bus now.

- Right:** They are waiting for the bus now.
54. **Wrong:** The hens have lain no eggs today.  
**Right:** The hens have laid no eggs today.
55. **Wrong:** The river has overflown its banks.  
**Right:** The river has overflowed its banks.
56. **Wrong:** Being poor , she could not educate her son.  
**Right:** She being poor, she could not educate her son.
57. **Wrong:** Go and fetch me a glass of water.  
**Right:** Go and bring me glass water *or* Fetch me a glass of water.
58. **Wrong:** He is very generous, isn't it?  
**Right:** He is very generous, isn't he?
59. **Wrong:** I had seen him yesterday  
**Right:** I saw him yesterday.
60. **Wrong:** He said that he met her already.  
**Right:** He said that he had met her already.
61. **Wrong:** Unless he does not mend himself, he will suffer.  
**Right:** Unless he mends himself, he will suffer.
62. **Wrong:** If he will come, I will also come.  
**Right:** If he comes, I will also come.
63. **Wrong:** I am waiting for her for two hours now  
**Right:** I have been waiting for her for two hours now.
64. **Wrong:** My uncle gave me two good advices
- Right:** My uncle gave me two good advice.
65. **Wrong:** He went to the bed early last night.  
**Right:** He went to bed early last night.
66. **Wrong:** The Children like sweets.  
**Right:** Children like sweets.
67. **Wrong:** I want a chair to sit.  
**Right:** I want a chair to sit on.
68. **Wrong:** He dare not to reject my offer.  
**Right:** He dare not reject my offer
69. **Wrong:** The clerk and cashier are on leave.  
**Right:** The clerk and cashier is on leave.
70. **Wrong:** I am ill since my arrival here.  
**Right:** I have been ill since my arrival here.
71. **Wrong:** He needs work hard.  
**Right:** He needs to work hard.
72. **Wrong:** He has gathered many informations  
**Right:** He has gathered much information
73. **Wrong:** He has been ill since two months  
**Right:** He has been ill for two months
74. **Wrong:** She is not honest nor she is sincere  
**Right:** She is neither honest nor sincere
75. **Wrong:** He is going for a walk everyday  
**Right:** He goes for a walk everyday
76. **Wrong:** The I.A.F. has a lot of aircrafts  
**Right:** The I.A.F. has a lot of aircraft
77. **Wrong:** I love to die than beg.  
**Right:** I love to die than begging

78. **Wrong:** Sitting on the wall, a scorpion stung her  
**Right:** While she was sitting on the wall, a scorpion stung her
79. **Wrong:** We need five breads  
**Right:** We need five loaves of bread
80. **Wrong:** I am awaiting for him  
**Right:** I am waiting for him
81. **Wrong:** He stressed on the importance of honesty  
**Right:** He stressed the importance of honesty
82. **Wrong:** I have known him since many years  
**Right:** I have known him for many years
83. **Wrong:** The laboratory needs a lot of equipments  
**Right:** The laboratory needs a lot of equipment
84. **Wrong:** You have to work very hardly to be successful in life  
**Right:** You have to work very hard to be successful in life
85. **Wrong:** I must have a house to live  
**Right:** I must have a house to live in
86. **Wrong:** He is here since this morning  
**Right:** He has been here since this morning
87. **Wrong:** She has read three-fourth of the book  
**Right:** She has read three-fourths of the book
88. **Wrong:** Even now Usha runs fastly  
**Right:** Even now Usha runs fast

89. **Wrong:** She filled green ink in the Pen  
**Right:** She filled in the Pen with green ink
90. **Wrong:** I am waiting for her since this morning  
**Right:** I have been waiting for her since this morning
91. **Wrong:** No sooner had he got up, he went out  
**Right:** No sooner had he got up than he went out
92. **Wrong:** Being late, the teacher punished him  
**Right:** He being late, the teacher punished him
93. **Wrong:** She congratulated me for my success  
**Right:** She congratulated me on my success
94. **Wrong:** The sun is rising in the east every day  
**Right:** The sun rises in the east every day
95. **Wrong:** He enjoyed very much in Delhi  
**Right:** He enjoyed himself very much in Delhi.
96. **Wrong:** I don't mind to talk to her  
**Right:** I don't mind talking to her
97. **Wrong:** He has been ill since a week  
**Right:** He has been ill for a week
98. **Wrong:** I am hating to go abroad  
**Right:** I hate to go abroad.
99. **Wrong:** There are many deers in this garden  
**Right:** There are many deer in this garden



100. **Wrong:** When I talked to him politely, he walked away  
**Right:** When I was talking to him politely, he walked away
101. **Wrong:** Despite of his laziness, he passed the test  
**Right:** Despite his laziness, he passed the test  
**(Or)** In spite of his Laziness, he passed the test
103. **Wrong:** Our classroom is in the 2nd floor.  
**Right:** Our classroom is on the 2nd floor.
104. **Wrong:** What is the time in your watch?  
**Right:** What is the time by your watch?
105. **Wrong:** I am having four brothers and two sisters.  
**Right:** I have four brothers and two sisters.
107. **Wrong:** He do not have a laptop.  
**Right:** He does not have a laptop.
108. **Wrong:** I cannot cope up with this pressure.  
**Right:** I cannot cope with this pressure.
109. **Wrong:** I came to office by walk.  
**Right:** I came to office on foot.
110. **Wrong:** She is married with an engineer.  
**Right:** She is married to an engineer.

#### IV. UNIT: WRITING PUNCTUATION

##### Exercise

**Insert punctuation marks to the following wherever necessary**

1. she is intelligent honest active and dedicated
2. it was a long dull, and tedious journey
3. he wrote his homework neatly quickly and correctly
4. all people rich and poor high and low young and old proud and humble assembled at one place
5. milton the great english poet was blind
6. i came i saw i conquered
7. he said i am busy now
8. frankly speaking he is not good at heart
9. my brother bought a book i a pen.
10. he, however cannot return before sunset
11. how are you my son

12. the tv which i looked after 15 years is still working
13. she was very poor but she educated her son
14. by virtue of seniority he was promoted.
15. if you work hard you will pass
16. yes i know it
17. he is the strongest candidate even his rivals admit this fact
18. the bell rang the students assembled for prayer the principal addressed them the days work was resumed
19. dr a.p.j abdul kalam says the dream is not what you see in sleep but the dream is which doesn't let you sleep
20. man proposes god disposes
21. this is what i want a spacious room properly furnished with lots of books around me
22. the problem is this how are we to get trained hands at reasonable salaries
23. he can never deceive anyone he is absolutely an honest man
24. what a beautiful the rainbow is
25. weep no more my child
26. she said i am sorry i could not help you
27. why is the market so crowded today asked my uncle
28. my father said remember it takes two to make a row
29. the lawyer said i was present when the accident took place was never said by my client
30. add five 3s and four 9s
31. two 5s make 10
32. i met many M Ps on this issue
33. mind you ps and qs
34. if my husband were alive but why i lament the past
35. only if i were there to help you but why think of the impossible
36. o frailty thy name is woman
37. where are thy charms o solitude
38. i pray to the almighty everyday
39. the images of lord ganesha were immersed in the water
40. he and i are cousins
41. this is all that i can do for you
42. how beautiful this city is
43. have you ever been here earlier
44. in spite of his laziness he passed the exam
45. men may come and men may go but I go on forever

### *Answers*

1. She is intelligent, honest, active and dedicated.
2. It was a long, dull, and tedious journey.
3. He wrote his homework neatly, quickly and correctly.
4. All people, rich and poor, high and low, young and old, proud and humble, assembled at one place.
5. Milton, the great English poet, was blind.
6. I came, I saw, I conquered.
7. He said, "I am busy now."
8. Frankly speaking, he is not good at heart.
9. My brother bought a book; I, a pen.
10. He, however, cannot return before sunset.
11. How are you, my son?

12. The T.V, which I looked after 15 years, is still working.
13. She was very poor, but she educated her son.
14. By virtue of seniority, he was promoted.
15. If you work hard, you will pass.
16. Yes, I know it.
17. He is the strongest candidate; even his rivals admit this fact.
18. The bell rang; the students assembled for prayer; the principal addressed them; the day's work was resumed.
19. Dr. A.P.J Abdul Kalam says: "The dream is not what you see in sleep, but the dream is which doesn't let you sleep."
20. Man proposes: God disposes.
21. This is what I want: a spacious room properly furnished with lots of books around me.
22. The problem is this: how are we to get trained hands at reasonable salaries?
23. He can never deceive anyone: he is absolutely an honest man.
24. What a beautiful the rainbow is!
25. Weep no more, my child!
26. She said, I am sorry, I could not help you."
27. "Why is the market so crowded today?" asked my uncle.
28. My father said, "Remember 'it takes two to make a row'."
29. The lawyer said, "'I was present when the accident took place' was never said by my client."
30. Add five 3's and four 9's.
31. Two 5's make 10.
32. I met many M. P.'s on this issue.
33. Mind you p's and q's.
34. If my husband were alive---but why I lament the past?
35. Only if I were there to help you----but why think of the impossible?
36. O Frailty! Thy name is woman.
37. Where are Thy charms, O Solitude?
38. I pray to the Almighty every day.
39. The images of Lord Ganesha were immersed in the water.
40. He and I are cousins.
41. This is all that I can do for you.
42. How beautiful this city is!
43. Have you ever been here earlier?
44. In spite of his laziness, he passed the exam.
45. Men may come and men may go, but I go on forever

### SPELLINGS

	<b><u>WRONG</u></b>	<b><u>RIGHT</u></b>		<b><u>WRONG</u></b>	<b><u>RIGHT</u></b>
1.	abismal	<b>abysmal</b>	49.	cemetry	<b>cemetery</b>
2.	absence	<b>absence</b>	50.	chaoes	<b>chaos</b>
3.	abundance	<b>abundance</b>	51.	charactor	<b>character</b>
4.	acceptence	<b>acceptance</b>	52.	cheef	<b>chief</b>
5.	accomodation	<b>accommodation</b>	53.	chery	<b>cherry</b>
6.	accross	<b>across</b>	54.	cigarette	<b>cigarette</b>
7.	acheive	<b>achieve</b>	55.	circamstances	<b>circumstances</b>
8.	acheivement	<b>achievement</b>	56.	collegue	<b>colleague</b>
9.	acountable	<b>accountable</b>	57.	commitee	<b>committee</b>
10.	acustomed	<b>accustomed</b>	58.	completly	<b>completely</b>

11.	adjorn	<b>adjourn</b>	59.	compulsary	<b>compulsory</b>
12.	advarcity	<b>adversity</b>	60.	conciuous	<b>conscious</b>
13.	aesthatic	<b>aesthetic</b>	61.	conferance	<b>conference</b>
14.	aknowledgement	<b>acknowledgement</b>	62.	conquerred	<b>conquered</b>
15.	alchol	<b>alcohol</b>	63.	contemporary	<b>contemporary</b>
16.	aliance	<b>alliance</b>	64.	convenient	<b>convenient</b>
17.	ancesters	<b>ancestors</b>	65.	corus	<b>chorus</b>
18.	anciant	<b>ancient</b>	66.	curiocity	<b>curiosity</b>
19.	anormously	<b>enormously</b>	67.	customery	<b>customary</b>
20.	aparatus	<b>apparatus</b>	68.	dailogue	<b>dialogue</b>
21.	appearence	<b>appearance</b>	69.	decieve	<b>deceive</b>
22.	aquire	<b>acquire</b>	70.	decieve	<b>deceive</b>
23.	archetecture	<b>architecture</b>	71.	delibarately	<b>deliberately</b>
24.	arguement	<b>argument</b>	72.	delightfull	<b>delightful</b>
25.	assasination	<b>assassination</b>	73.	dependance	<b>dependence</b>
26.	assend	<b>ascend</b>	74.	descrimination	<b>discrimination</b>
27.	athelete	<b>athlete</b>	75.	desended	<b>descended</b>
28.	attendence	<b>attendance</b>	76.	dilema	<b>dilemma</b>
29.	autum	<b>autumn</b>	77.	dinjy	<b>dingy</b>
30.	avenew	<b>avenue</b>	78.	disapoint	<b>disappoint</b>
31.	available	<b>available</b>	79.	disciplane	<b>discipline</b>
32.	awckward	<b>awkward</b>	80.	documentery	<b>documentary</b>
33.	aweful	<b>awful</b>	81.	drizle	<b>drizzle</b>
34.	axident	<b>accident</b>	82.	earthkwake	<b>earthquake</b>
35.	barberous	<b>barbarous</b>	83.	ecstasy	<b>ecstasy</b>
36.	begining	<b>beginning</b>	84.	ecentric	<b>eccentric</b>
37.	believe	<b>believe</b>	85.	efficent	<b>efficient</b>
38.	beneficiary	<b>beneficiary</b>	86.	either	<b>either</b>
39.	benifitted	<b>benefitted</b>	87.	ellaborate	<b>elaborate</b>
40.	beseige	<b>besiege</b>	88.	eminant	<b>eminent</b>
41.	bossom	<b>bosom</b>	89.	envieronment	<b>environment</b>
42.	bowlders	<b>boulders</b>	90.	excelent	<b>excellent</b>
43.	briliant	<b>brilliant</b>	91.	existance	<b>existence</b>
44.	briliant	<b>brilliant</b>	92.	extention	<b>extension</b>
45.	burocracy	<b>bureaucracy</b>	93.	extravagence	<b>extravagance</b>
46.	businass	<b>business</b>	94.	extrordinary	<b>extraordinary</b>
47.	calender	<b>calendar</b>	95.	fasinate	<b>fascinate</b>
48.	causualty	<b>casualty</b>	96.	fatige	<b>fatigue</b>

	<b><u>WRONG</u></b>	<b><u>RIGHT</u></b>		<b><u>WRONG</u></b>	<b><u>RIGHT</u></b>
97.	fient	<b>faint</b>	147.	ninty	<b>ninety</b>
98.	foriegn	<b>foreign</b>	148.	noice	<b>noise</b>
99.	fourty	<b>forty</b>	149.	obediantly	<b>obediently</b>
100.	frad	<b>fraud</b>	150.	occassionally	<b>occasionally</b>
101.	galantry	<b>gallantry</b>	151.	occured	<b>occurred</b>
102.	genious	<b>genius</b>	152.	ofspring	<b>offspring</b>
103.	gesar	<b>geyser</b>	153.	pamphelet	<b>pamphlet</b>
104.	gorgeus	<b>gorgeous</b>	154.	parelled	<b>parallel</b>
105.	goverment	<b>government</b>	155.	pedler	<b>peddler</b>

106.	grammer	<b>grammar</b>	156.	perpectual	<b>perpetual</b>
117.	greatful	<b>grateful</b>	157.	philosopical	<b>philosophical</b>
118.	guaranty	<b>guarantee</b>	158.	poisonus	<b>poisonous</b>
119.	guidence	<b>guidance</b>	159.	possession	<b>possession</b>
110.	gymnashium	<b>gymnasium</b>	160.	postphone	<b>postpone</b>
111.	harrass	<b>harass</b>	161.	preci	<b>précis</b>
112.	hier	<b>heir</b>	162.	preferance	<b>preference</b>
113.	hight	<b>height</b>	163.	preist	<b>priest</b>
114.	hight	<b>height</b>	164.	previlege	<b>privilege</b>
115.	holocost	<b>holocaust</b>	165.	pristige	<b>prestige</b>
116.	honourary	<b>honorary</b>	166.	procesion	<b>procession</b>
117.	humileate	<b>humiliate</b>	167.	prosparous	<b>prosperous</b>
118.	humourous	<b>humorous</b>	168.	pune	<b>peon</b>
119.	hygeine	<b>hygiene</b>	169.	rasiprocal	<b>reciprocal</b>
120.	hyman	<b>hymn</b>	170.	receit	<b>receipt</b>
121.	hypocrisy	<b>hypocrisy</b>	171.	recieve	<b>receive</b>
122.	idiocyncrasy	<b>idiosyncrasy</b>	172.	recipiant	<b>recipient</b>
123.	ilegal	<b>illegal</b>	173.	releive	<b>relieve</b>
124.	ilusion	<b>illusion</b>	174.	releive	<b>relieve</b>
125.	immediatly	<b>immediately</b>	175.	restle	<b>wrestle</b>
126.	indefinate	<b>indefinite</b>	176.	retreet	<b>retreat</b>
127.	indispensable	<b>indispensable</b>	177.	reveiw	<b>review</b>
128.	influenzial	<b>influential</b>	178.	seperate	<b>separate</b>
129.	innumarable	<b>innumerable</b>	179.	sergant	<b>sergeant</b>
130.	jewllery	<b>jewellery</b>	180.	sieze	<b>seize</b>
131.	jurisdiction	<b>jurisdiction</b>	181.	skillful	<b>skilful</b>
132.	leftnent	<b>lieutenant</b>	182.	solemly	<b>solemnly</b>
133.	liesure	<b>leisure</b>	183.	stubborn	<b>stubborn</b>
134.	magestic	<b>majestic</b>	184.	succed	<b>succeed</b>
135.	magnificient	<b>magnificent</b>	185.	sufferred	<b>suffered</b>
136.	mechine	<b>machine</b>	186.	surity	<b>surety</b>
137.	merryment	<b>merriment</b>	187.	sychology	<b>psychology</b>
138.	mislaneous	<b>miscellaneous</b>	188.	tommorrow	<b>tomorrow</b>
139.	modarate	<b>moderate</b>	189.	tornament	<b>tournament</b>
140.	mottoe	<b>motto</b>	190.	truely	<b>truly</b>
141.	muscele	<b>muscle</b>	191.	tution	<b>tuition</b>
142.	mustache	<b>moustache</b>	192.	twelth	<b>twelfth</b>
143.	neice	<b>niece</b>	193.	unanimus	<b>unanimous</b>
144.	neet	<b>neat</b>	194.	univercity	<b>university</b>
145.	nineth	<b>ninth</b>	195.	vecation	<b>vacation</b>
146.	ninty	<b>ninety</b>	196.	vilan	<b>villain</b>

## PARAGRAPH WRITING

**Q. What are the features of a good paragraph? Mention different types of paragraphs?  
(Or)**

**What is a Paragraph and explain the features of a good paragraph?**

A paragraph is a group of related sentences developed on a specific topic. It may be a part, or a division of an essay. Sometimes it is considered as a mini-essay. A good paragraph is a combination of Unity, Cohesion, Coherence, Balance etc.

### **Features of a good paragraph:**

- 1. Unity:** Words make up a sentence and sentences make up a paragraph. A paragraph deals with one main thought at a time. If sentences do not relate to the central idea, its unity is destroyed.
- 2. Cohesion:** The sentences in a paragraph are linked by cohesive devices like conjunctions, pronouns and the definite article 'the'. These devices make the paragraph stable and clear.
- 3. Coherence:** Cohesive devices are connecting one sentence with another in a paragraph. But, using only cohesive devices do not make a good paragraph. The semantic relationship between sentences is called coherence.
- 4. Balance:** The balance of the paragraph depends on the proper distribution of emphasis. It is closely connected with the logical development of the thought.
- 5. Variety:** Another principle in paragraph is variety. It is meant to avoid monotony. It should be of different lengths, and not always of the same sentence construction.
- 6. Emphasis:** Generally, the opening sentence contains the theme of a paragraph. The idea which has been developed in a paragraph must determine the arrangement.

**Q. Describe various types of Paragraphs.**

Based on the nature of the subject discussed in the paragraph and the style of writing, paragraphs are divided into three types. They are:

### **The descriptive paragraph:**

A paragraph which contains a series of sentences with descriptive details what the writer is trying to describe is called a descriptive paragraph. Descriptive paragraphs are common in story writing. Writers use descriptive language to write descriptive paragraphs.

### **The explanatory paragraph:**

You can create a paragraph giving the details of information in support of the topic sentence. This is the technique used when we explain something with the help of facts and figures.

### **The Narrative Paragraph:**

The narrative paragraph is written to narrate an incident. The sentences in the narrative paragraph should be carefully arranged in a logical sequence so as to guide the reader to understand the incident properly.

### **General Rules of writing a good paragraph:**

- We must make our paragraphs short, but not too short.
- The length of a paragraph depends on the matter to be put into it.
- A paragraph must deal with one theme or one subject at a time.
- We must be careful to secure unity in our paragraph.
- It must be the expression of a single idea or of a series of closely connected ideas.
- It is better to first decide the type of paragraph which suits our subject best.

## V. UNIT: SOFT SKILLS

### 1. Discuss the importance of SWOT/SWOC analysis for individuals.

(Or)

**What is SWOT/SWOC analysis and assess your SWOT analysis?**

SWOT stands for Strengths, Weaknesses, Opportunities and Threats. Now the term **Threat** is changed as **Challenge** to create more positive attitude. It is a scientific tool for any individual or organisations to study these four elements for existing status and plan for future.

**There are four factors in the SWOT analysis:**

- **Helpful** – Strengths and Opportunities
- **Harmful** – Weaknesses and Threats
- **Internal** – The Strengths and Weaknesses are internal to the organisation / individual
- **External** – The Opportunities and Threats are external to the organisation / individual

#### **STRENGTHS:**

- Computer Knowledge
- Communication Skills
- Positive Attitude
- Hardworking
- Strong will power

#### **WEAKNESSES:**

- Short temper
- Public fear
- Late coming
- Shyness
- Poor memory

#### **OPPORTUNITIES:**

- Job opportunities in Multinational companies.
- Job opportunities in Government Sector.
- Job opportunities in Bank Sector.
- Job opportunities in Business field.
- Job opportunities in Self Employment.

#### **CHALLENGES:**

- Changing of syllabus every year
- Friends Competing with me for projects
- Shyness and stage fear lead to failure
- Cluster system in semester creates fear in reaching specific goal.
- Language problem because of Telugu medium background

## **2. What are the advantages of SWOT/SWOC?**

The typical problem of today's youth is familiarity with many things and ignorance of own self. They know many things about cricketers and many more about cine actors but they do not know about themselves. That is why there are advertisements like "Do you want to know about yourself? Contact us" in daily newspapers. "When we know better, we do better" is the saying that emphasises the need of self knowing skills.

In order to achieve something in life, one has to know oneself and build strong personality. The quality of achieving the world depends on the quality of knowing self. It has some weaknesses. If you manage these weaknesses, the path to excellence is easy.

**. The following are some of the advantages.**

- SWOT analysis shows why people are unable to reach their goals in life.
- It helps to understand various ways to reach your goal.
- It is a beneficial to recognise both the opportunities available and the threats to face.
- Its framework makes you unique from your peers by showing your rare talents.
- It points out the need to boost your career
- Using your strengths can make you potential and turns you a quality person.
- It discloses opportunities that you need to be utilised.

## **3. What is positive thinking and its advantages?**

'The way you look at things' is attitude. The way you look at the bright side and remedy side of a problem is called positive thinking. Positive thinking is all about changing your ideas, perceptions and interpretations about the things around you. By doing so, in turn you determine the way of handling your life along with its assets and liabilities. Positive thinking is the capacity to focus on what is right and neglecting what is wrong or unpleasant. Positive thinking is focusing on reality and possibility of happening certain things with your confidence and determination.

Positive thinking is not 'just push yourself to believe that everything is good, bright and it will be fine'. Positive thinking is not ignoring your own flaws and faults of others and being callous. Positive thinking is not being happy with yourself as you are, who you are and where you are, after all you are better off than many. Positive thinking does not tell us to escape from reality, close your eyes and turn back your challenges. Positive thinking does not use the word problem but replaces with the word it by challenge. Positive thinking is not day dreaming.

**Advantages of thinking positive :**

- Positive thinking helps you to derive satisfaction from what you do and what you have.
- Positive thinking guides you to success and peace of mind.
- Positive thinking can make reaching your goals easier and more enjoyable.
- Positive thinking helps you to become a flexible person.
- Positive thinking helps you to unfold the world of problems.
- Positive thinking helps you to motivate yourself.



#### 4. How to develop positive thinking ?

- **Right belief breeds right attitude** : Man believes as he behaves. Your belief in your talent will boost up your confidence and generates your positive thinking. Believe right!
- **Practice positive visualization** : Hope is the rope of success. Try to see good in others and expect bright future. Think big!
- **Accommodate with positive association** : Negative people will instill negative thinking. Avoid those people and establish positive image. Have good friends!
- **Respect yourself and others too** : Comparison is the death of joy. Do not compare yourself with anyone in this world.... if you do so, you are insulting yourself. Be yourself!
- **Set positive goals** : If you fail to plan, you plan to fail. One who is clear about his goal will not be easily trapped and tempted and always has a positive view about things. Be clear!
- **Be optimistic and realistic** : There are three types of thinking; negative thinking, positive thinking and right thinking. Select last one. Be realistic!
- **Instill positive mind at the best time** : Spend your prime time in a day or life for practicing positive things. Start your day with best listening and reading educative things not with entertaining and emotional stuff. Not merely entertainment but education!
- **Do not believe in failure** : Fear of failure will lead one into negative thinking. A person who makes no mistakes does not usually make anything! You can not separate the successes from the failures – it is all part of the same journey. Fall but rise!
- **Break the negative habits** : There are bad and good addictions. Addicting to screen culture, believing in superstitions, false prestige, identity crisis and eager to decide life partner are said to be the negative side of the youth. Have best habits!
- **Remove the labels that are imposed by others** : Remember! Birth and background have nothing to do with a person's greatness. Constant efforts from now only will make a person great. Things which are behind you or before you can do nothing but within you will do everything. You are not responsible what others felt about you!
- **Have a strong and persistent desire** : Ambition is the path to success. Persistence is the vehicle you arrive in. Believe in 'I can win!'

#### 5. What is emotional intelligence and its importance?

Human intelligence has wide range of abilities and one among them is emotional intelligence. It is identifying, understanding and choosing how we think, feel and act. It decides what we learn, how to set priorities, and decide daily actions. People depend upon various sources to take decisions. But using brain is the best one. It is the ability to monitor one's own and other people's emotions. It helps us to maximize health, happiness and competence.

##### **Importance of emotional intelligence:**

Emotional intelligence plays a vital role in today's educational scenario and job market. The ever changing work nature, heavy competition and rapidly advancing technology are demanding dynamic mental skills from students.

## The following are the advantages of emotional intelligence.

- The widest range of acceptance by people.
- Better performance in employment.
- Healthy and effective inter personal relations.
- Error rate in day to day life.
- Easy and flexible life.
- Physical and mental health.
- Self-motivated and result oriented life.

### 6. Write a note on Telephone etiquette

Telephone is an important device with which people separated by distance and can easily interact and exchange their ideas. Telephone is one of the easiest and cheapest modes of communication.

An individual needs to follow a set of rules and regulations while interacting with the other person over the phone. These are often called as *telephone etiquettes*. It is important to follow the basic telephone etiquettes. Our voice plays a very important role in creating an impression of our personality, education, family background as well as the nature of job we are engaged in.

The following are various telephone etiquettes.

- **Salutation:** Always remember your voice is to be very pleasant while interacting with the other person over the phone. Don't just start speaking, before starting the conversation use warm greetings like "good morning", "good evening" or "good noon" depending on the time.
- **Proper Time:** Never call any person at odd hours like early morning or late nights as the person will definitely be sleeping and will not be interested in talking to you.
- **Be Courteous:** In any official call, don't use words like "make a wild guess who I am?". Always say "Is it John?", and do ask him, "Is it the good time to talk to you?" and then start communicating. If the person is busy in other call wait for your turn.
- **Make sure your content is relevant:** Don't play with words, come to the point directly and convey the information in a convincing manner. First prepare your content thoroughly and then only pick up the receiver to start interacting
- **Avoid mouth noises:** While interacting over the phone, don't chew anything or drink or eat your food. First finish your food and then only dial the number.
- **Be Sincere:** If you miss the call, make sure you give a call back as the other person might have an important message to convey. Avoid giving missed calls at work places as it irritates the other person
- **Avoid Disturbances:** Decrease the volume of the television or turn off the speakers while speaking over the phone as noise is disturbance to effective communication. If there is any disturbance in the network, try to call after sometime.
- **Leave a good Impression:** Use valuable phrases like 'Thanks for calling' 'Please call again' 'We appreciate your call' while closing a conversation

### 7. What are Interpersonal Skills?

Interpersonal Skills are the skills we use every day when we communicate and interact with other people, both individually and in groups. They include communication skills such as listening and speaking. Interpersonal Skills are sometimes referred to be soft skills or life skills.

It is important to develop the following interpersonal skills.

- **Communication:** Communication is a two way process. While speaking, be polite, use an appropriate tone and volume, and try to stay positive.
- **Non-Verbal communication:** Nonverbal communication is an essential part of interpersonal skills. It allows us to project professionalism and self confidence which are necessary for a leader.
- **Problem Solving:** It is linked with the skill of negotiation. Depending on a specific job, there might be problems between clients and colleagues. Solve a problem and determine a solution.
- To be a good negotiator, you must be able to listen to others. Use creative problem solving, and arrive at an outcome that satisfies everyone.
- **Decision-Making:** Decision-making is the act of choosing possible solutions to a problem. It can be made through either intuition or reasoning. There are number of problems that can prevent effective decision-making. These include ‘too much information, ‘ too many people’ ‘emotional attachments’ ‘vested interests’ etc.

## 8. What are the factors that develop Interpersonal Skills?

To develop interpersonal skills it requires a lot of practice and awareness until they become a habit. The following are the ways to improve these skills.

- **Become an active listener:** When someone is talking to you, make them feel like you are interested in active listening.
- **Appreciate others:** Thank them when they assist you with anything and make them feel welcome when they seek assistance from you.
- **Smile and use positive body language:** Everyone loves to associate with a happy person.
- **Inspire team spirit:** Help workers by creating a friendly environment. Treat everyone the same. Don't gossip about your team.
- **Efficient communication:** with clear and efficient communication, you will be able to avoid any type of misunderstanding with your team.
- **Resolve conflicts:** It is always advisable to discuss the issues clearly and try to resolve the conflicts
- **Participate actively in conversations:** Do not sit idle in a discussion. Express your opinion and bring something to the table. People always appreciate a person who raises his concerns and expresses his opinion clearly, as and when required.

**DEPARTMENT OF ENGLISH**

**II SEMESTER**

**GENERAL ENGLISH**

**English Praxis Course-II**

**A Course in Reading and Writing Skills**

**2022-2023**

**STUDY (LEARNING) MATERIAL**

**Name of the Student:**

**Class:**

**Roll Number:**

# SYLLABUS

<b>UG(English)</b>	<b>Semester -III</b>	<b>Credits: 03</b>
<b>Course - 3</b>	<b>A Course in Conversational Skills</b>	<b>Hrs/Week: 04</b>

## **Learning Outcomes**

*By the end of the course the learner will be able to :*

- Speak fluently in English
- Participate confidently in any social interaction
- Face any professional discourse
- Demonstrate critical thinking
- Enhance conversational skills by observing the professional interviews

### **UNIT I:**

**Speech** : 1. Tryst with Destiny Jawaharlal Nehru

**Skills** : 2. Greetings  
: 3. Introductions

### **UNIT II:**

**Speech** : 1. Yes, We Can Barack Obama

**Interview** : 2. A Leader Should Know How to Manage Failure Dr.A.P.J.Abdul Kalam/ India  
Knowledge at Wharton

**Skills** : 3. Requests

### **UNIT III:**

**Interview** : 1. Nelson Mandela's Interview With Larry King

**Skills** : 2. Asking and Giving Information  
: 3. Agreeing and Disagreeing

### **UNIT IV:**

**Interview** : 1. JRD Tata's Interview With T.N.Ninan

**Skills** : 2. Dialogue Building  
: 3. Giving Instructions/Directions

### **UNIT V:**

1. **Speech** : 1. You've Got to Find What You Love Steve Jobs

**Skills** : 2. Debates  
: 3. Descriptions  
: 4. Role Play

UG- BLUE PRINT (2020-21 onwards)

MODEL QUESTION PAPER

UG EXAMINATIONS

Semester: I

Course 1: A Course in Communication and Soft Skills

Time: 3 hours

Max Marks: 75

**SECTION – A**

Answer any 5 questions. Each question carries 5 marks

(5 X 5M = 25M)

1. What is the importance of listening?
2. Write a note on accent in the connected speech.
3. Fill in the blanks with suitable prepositions:
  1. I came here\_train.
  2. John has been working in this office\_\_\_\_\_2005.
  3. What is so great\_\_\_the news.
  4. The teacher explained\_\_\_\_\_the students the value of time.
  5. It is important to make a distinction\_\_\_\_\_prose and poetry.
4. Insert punctuation marks in the given sentence wherever necessary there was a villager. he didn't know how to read and write
5. What is positive thinking and its advantages?
6. What are the barriers to effective listening?
7. **B) Match the following sentences under**

**Column “A” with their correct “Question Tags” under Column “B”**

- | A                                |     | B              |
|----------------------------------|-----|----------------|
| 1. He is an engineer             | [ ] | a) Are you?    |
| 2. We are Indians                | [ ] | b) Will you?   |
| 3. She has been to London        | [ ] | c) Isn't he?   |
| 4. You are not paying attentions | [ ] | d) hasn't she? |
| 5. Don't waste your time         | [ ] | e) Aren't we?  |
8. Write a note on Telephone etiquette

**SECTION – B**

Answer all the questions. Each question carries 10 marks

(5 X 10M = 50M)

9. a) Write a note on the types of listening?  
(OR)  
b) List out various strategies we can adopt for effective listening?
10. a) Write an essay on sounds of English  
(OR)  
b) What is an intonation? Illustrate with suitable examples
11. a) **A.** Fill in the blanks in the following sentences with suitable Form of the Verb given in the brackets.
- a) Dolphins\_(live) in water.
  - b) Srilatha\_\_\_\_(work) in Hyderabad Public School for the last ten years.
  - c) The train\_\_\_\_(leave), when we reached the station yesterday.
  - d) The men\_\_\_\_\_(repair) the telephone cables. Do not disturb them.
  - e) Health\_(be) wealth.

**B. Correct the following sentences wherever necessary**

- a) I and Gopal went to the exhibition
- b) The population of Chennai is greater than Hyderabad.
- c) My uncle lives in United Kingdom
- d) Being a hot day, the old man did not go out.
- e) This book will not only be liked by men but also women

**(OR)**

**b). Change the following sentences as instructed**

- i) Children like chocolates (Change the voice)
- ii) Sasi is playing tennis (Change the voice)
- iii) Krupa wrote a novel (Change the voice)
- iv) Malli has bought a new car (Change the voice)
- v) He said "I am busy now" (Change into indirect speech)
- vi) She said to me "I will meet you tomorrow" (Change into indirect speech)
- vii) He said, "Do you speak English?" (Change into indirect speech)
- viii) Tea is as popular as coffee (Into Comparative Degree)
- ix) Imaginary fear is more dangerous the real experience (Into Positive Degree)
- x) Very few sights in nature are as beautiful as a rainbow (Into Superlative Degree)

12. a) What are the features of a good paragraph? Mention different types of paragraphs

**(OR)**

b) Correct the spelling in the following words

- 1) Tution 2) Commite 3) Athlet 4) Adventrous 5) Costli
- 6) Comunication 7) Planing 8) Reciept 9) Disire 10) Campain

13. a) Discuss the importance of SWOT/SWOC analysis for individuals.

**(OR)**

b) What is emotional intelligence and its importance?

## **How To Avoid Foolish Opinions?**

Bertrand Russell was a famous British Philosopher of the 20th Century. His artistic piece 'On avoiding foolish opinions' is thought provoking and informative.

Avoiding foolish opinions is important to maintain good human and social relations. Russell gives us the various ways of avoiding foolish opinions. At the outset he makes it clear that keen observation is very important to avoid foolish opinions. Often people fail to observe what is around them. They think that they know what they don't. He also adds that all kinds of matters may not lend themselves for observation.

Secondly, Russell advises us to identify our weak points and reconsider our opinions. We shouldn't be angry when we hear views contrary to our opinions or beliefs. We should be aware of the existence of various kinds of viewpoints. We get this awareness through travel or by meeting and talking with various people. If we do not have such an opportunity, imaginary dialogues will serve the purpose. We need to visualize a person holding opposite views to ours. Imaginary conversations with such person help us to re consider our opinions.

Russell highlights that we need to guard ourselves against the flattery. Each person has his own merits and demerits. We should always be aware of this and should not take one side. Bertrand Russell exhorts us to remember always the vastness of this universe and smallness of the individual. When one remembers this, ego bursts and foolish opinions vanish.

## **An Astrologer's Day**

R.K.Narayan is one of the most popular Indian writers in English. He is known for his gentle humour and lucid style. An Astrologer's Day is an interesting story of an Astrologer who flees from his village, because of unavoidable circumstances.

The story begins with the description of Astrologer and his professional equipment. Narayan's wit and humour are at the height of his creativity while delineating the character of the Astrologer. The encounter between the Astrologer and the stranger twists the story.

One day when the Astrologer is about to leave for home, a stranger passes by him. The Astrologer invites the stranger to know his future. The stranger makes it clear that he has no interest in Astrology. The Astrologer initiates the dialogue and finally makes a deal with stranger.

The Astrologer happens to see the face of the stranger in the light of the match stick. He identifies the stranger as Guru Nayak. He wants to leave the place at once. When he conveys the same to the stranger, the stranger insists the Astrologer to finish his deal. The Astrologer calls him by his name and reminds him that he was stabbed and pushed into a well in the past. The stranger is surprised and wants to kill the culprit. The Astrologer himself is the culprit. The Astrologer cleverly protects himself by saying that the culprit was killed in an accident. Moreover, he wants Guru Nayak not to leave his village again to live long.

Guru Nayak doesn't know who stabbed him and that becomes a boon for the Astrologer to save himself. Guru Nayak and the Astrologer were once friends in the village. They 'drank, gambled and quarreled badly one day'. In a fit of emotion, the Astrologer pushed Guru Nayak into the well. The guilt of killing Guru Nayak makes the Astrologer leave his village and settle as Astrologer in an unknown place, miles away from his village and his people.

The meeting with Guru Nayak brings great relief to the Astrologer and offers fun and thrill to the reader.



## Coromandel Fishers

The poem “Coromandel Fishers” written by Sarojini Naidu describes the beauty of nature and the folk culture of the coromandel coast of India. It depicts the relationship of fishermen with nature.

The poem is spun around the daily routine of the fishermen. The poet becomes one among them and motivates them towards their onward journey. They begin their work at dawn. They gather their nets, free their boats and dive into the sea “to capture the leaping wealth of the tide”. They keep rowing till sun set and come back at dusk. The sea is their mother and the sea god is their protector. Symbolically, the poem is an appeal to all to move forward in their journey with full faith in God.

Nature occupies a significant place in the poem. The nature imagery in the poem delights the reader. Wakening skies welcome the morning light. The wind sleeps in the arms of the dawn. The sea is the mother of the fishermen. The cloud guides them as their brother. The waves are their friends. Coconut glades, mango groves, moonlit sands and the horizon are the other elements of nature found in the poem.

The rhyme scheme of the poem is “aabb”. The poet employs various poetic devices like similes, metaphors, personifications, alliterations, rhyme and rhythm to make the rich and colourful.

## Upagupta

The poem Upagupta written by Rabindranath Tagore is a philosophical poem. It advocates simple living and high thinking. It exposes the impermanence of worldly beauty and pleasures. It teaches that man should not run after material benefits. Selfless service endears man to God.

Upagupta is an ascetic. He shuns all material comforts and takes pleasure in leading a simple and austere life. He sleeps on dusty roads. A dancing girl invites him to her house. She feels that the footpath is not the right place for such a handsome man. Upagupta tells her that he would come to her when the time is ripe.

In the next encounter with the dancing girl, he finds her lying under the shade of the mango-grove in a pitiable state. She is infected with small pox and the town expels her. Upagupta serves her and soothes her with his nursing.

Tagore intends to establish the superiority of spiritual beauty over physical beauty. Rich imagery, simple language and rich imagery add colour to the poem.

## The Night Train at Deoli

The short story “The Night train at Deoli” is written by Ruskin Bond, one of the most popular Indian English writers. Bond’s themes and content are very close to real life situations.

The narrator lives in Delhi. He visits his grandmother’s place for his summer vacation. He tells us one of his experiences at Deoli station when he was eighteen. Deoli station is located in the Himalayan forests. Lush green trees surround the place. Neither coolies nor passengers are found here. It seems to the narrator that the train stops there for no reason. It is at the station that the narrator gets attracted to a young girl who sells baskets.

The girl steals the narrator’s heart. Her eyes are communicative. She convinces the narrator to buy a basket. The narrator longs to see the girl whenever the train reaches Deoli. He doesn’t find her in his next trips, but he wishes her to cherish her as a sweet memory forever.

Characters in the story are just a few. The setting of the story is a village railway station in the jungles of Himalayas. The entire focus is on single theme and setting. Characters and the writer love to be realistic. Thus it is a realistic story against a romantic backdrop.

## THE DOLL'S HOUSE

--Katherine Mansfield

1. What does Katherine Mansfield want to convey through the story 'The Doll's House?'  
Or  
'Class distinctions are clear and rigid in the story'. Elucidate.

The Doll's House is a beautiful short story written by Katherine Mansfield. It is primarily a tale about how class shapes life in a small village. The story revolves around the daughters of two families, the wealthy Burnells and the lower-class Kelveys. The Burnells do not associate with the poor Kelveys. When the young Burnell sisters receive a doll's house, all the little girls are invited to see it except for the Kelvey sisters. Mansfield suggests that rigid class boundaries can be overcome with empathy and kindness. The characters in The Doll's House are clearly divided into two groups: the wealthier Burnells and the poorer Kelveys. The privileged wealthier wear the right clothes, eat the right sandwiches at lunch, and have the right parents. The Burnells are told by their parents not to associate with the Kelveys. All the other little girls avoid them too. Even the school's teacher follows the Burnells' lead, using a "special voice".

The impoverished Kelvey sisters dress in odd scraps. Mansfield highlights these class indicators. Kezia is the only Burnell to reject such classist thinking. By showing empathy for the lower class Kelveys, Kezia overcomes the harshness of her peers and society. By opening gate to the Kelveys to see the doll's house, Kezia demonstrates how a strict boundary can be easily broken with a simple act of kindness in spite of Aunt Beryl's scoldings. She ignores the rules of class that the adults have tried to impress upon her, instead offering kindness and friendship to the Kelveys. Mansfield argues that class distinctions are ultimately petty, unfair, and meaningless.

## ODE TO THE WEST WIND

—PB Shelley

1. Trace the evolution of thoughts in Shelley's "Ode to the West Wind"

**PB Shelley** is a great poet of Romantic period. The present poem "**Ode to the West Wind**" Shelley wants to send the message of reformation and revolution to the world. It is divided into five parts. The first three parts of the ode describe the impact of the west wind on the earth, the sky and the sea. The last two parts of the ode reveal the poet's prayer to the west wind.

The poet uses the West Wind as a symbol of wild untamed energy. He personifies it and shows its impact on the earth, the sky and the ocean. He calls it the breath of autumn. It drives away the dead and rotten seeds. The West Wind scatters the clouds all over the sky. They look like bright hair uplifted from the head of some fierce maenad. It awakens the ocean and creates a storm. It ruffles its waves and cleaves them. Even the plants at the bottom of the ocean feel its power. They turn grey on hearing its terrible thunder. The West Wind brings rain, shiver and thunder. Though it destroys all that is dead, it is a preserver as well. While the West Wind brings death to old and rotten leaves, it carries seeds to distant places thus bringing rebirth. These seeds sprout into new buds and grow into big trees. In this way, the West Wind becomes the harbinger of a new life.

The West Wind is very powerful. It cannot be tamed. The poet is also equally powerful when he was young. He was also untamed and wild. But now because of the burden of time, he has become weak. The speaker wishes he could be a leaf, a cloud, or an ocean wave so that he may be lifted up by the West Wind. The poem reveals the misery, the speaker currently is experiencing.

Shelley invokes the mighty West Wind to infuse in him poetic inspiration so that he may deliver his invaluable message to mankind. According to the poet, the winter season cannot last longer. After winter, there comes the spring. The West Wind sends the old seeds to their dark wintry beds. They come to life again in the spring season. Hence, the poem ends on a strong note of optimism. He personifies the West Wind as a powerful and uncontrollable spirit. Thus, the poet says that death and decay do not mean the end but rebirth.

## FLORENCE NIGHTINGALE

--Abrar Mohsin

### 1. Write a note on Florence Nightingale.

**Abrar Mohsin** is associated with the field of education. He worked in various positions in Africa. Here he writes about the biographical sketch of Florence Nightingale. It is inspiring. The graphic portrait of the ‘Lady with the lamp’ touches the heart of every reader.

**Florence Nightingale** was a nurse of 19th century. She saved many lives. She was named after the city of Florence in Italy. She belonged to a rich family. Florence was an unusual young woman of her time as she wanted to be a nurse and help people. Her family didn’t want her to become a nurse because drunken prostitutes who were brought to court, given options to a nurse or go to jail. It is regarded as man’s job. Her parents were worried about her. In 1851, she went to Germany and learned all about nursing. It was hard, but she loved it.

In 1854, lots of British soldiers went to fight in the Crimean War. Army hospitals were filled with injured soldiers, but there were no nurses and many men died. Florence Nightingale with her team of thirty eight nurses went there to help them. She worked twenty hours per a day to make the army hospital as a cleaner place. She brought the fresh food for the soldiers. She cleaned the hospital beds. She used very clean bandages for the wounded soldiers.

At night Florence Nightingale walked around the hospital to observe the conditions of the wounded soldiers. She talked to them and helped them write letters to their families. She earned the name “**The Lady with the Lamp**” because she would visit soldiers at night with a small lantern in her hand. When she returned to England, people called her a heroine because of her amazing work in the Crimean War. Queen Victoria gave her personal blessings to her and her mission. She continued to work hard in Britain to improve hospitals and she was awarded the **Order of Merit** in 1907. She was the first woman to receive such a great honour. Very few in this world have worked for a larger and worthier object, in a pure spirit of duty towards God and compassion for men. Persons like her never die but remains immortal in the tears of gratitude dropping from the agonized eyes of the world.

## GRAMMAR TOPICS

### CONVERSION OF WORDS

Conversion is a kind of word formation involving the creation of a word from an existing word without any change in form. For example, the noun *email* can be used as verb too.

- My grandmother complained to the police through an *email*. (noun)
- My grandmother *emailed* her complaint to the police. (verb)

#### Conversion of Nouns into Verbs:

- fool : She called him a *fool*.  
to fool : Love is a trick of heart to *fool* the mind.
- access : A canal provides *access* to the river.  
to access : He *accessed* the computer by phone
- shape : They prepared cake in the *shape* of a Christmas tree  
to shape : The artist *shaped* the stone into a beautiful statue.
- host : The college is a host for Youth Festival.  
to host : They *hosted* a delicious dinner.
- demand : There is a great *demand* for umbrellas in rainy season.  
to demand : The employees *demand*ed hike in their salary.
- insult : She could not bear such an *insult*.  
to insult : Antonio *insulted* Shylock in public.
- dye : He does not use *dye* to his hair.  
to dye : She *dyed* her hair.
- cure : Prevention is better than *cure*.  
to cure : This medicine will *cure* your illness.
- curse : Untouchability is a *curse* on the Indian Society  
to curse : She *cursed* him for a small mistake
- envy : His new car made him the *envy* of his friends  
to envy : She usually *envies* her sister's long hair.

Many words in English have four different forms; verb, noun, adjective and adverb. A large number of words have the four forms; some do not. For example some recently-coined words such as ‘avatar’, ‘captcha’ or ‘selfie’ only exist as nouns. Others, such as the noun ‘fun’, have no verb or adverb form. The verb ‘sing’ has a noun form ‘singer’ but no adjective or adverb. Sometimes several adjectives can be formed from a verb by adding suffixes such as ‘-able,’ ‘-ed,’ and ‘-ing’.

Here are some words with all four forms:

<b>VERB</b>	<b>NOUN</b>	<b>ADJECTIVE</b>	<b>ADVERB</b>
<b>act</b>	<b>action</b>	<b>active</b>	<b>actively</b>
<b>care</b>	<b>care</b>	<b>careful</b>	<b>carefully</b>
<b>clear</b>	<b>clarity</b>	<b>clear</b>	<b>clearly</b>
<b>comfort</b>	<b>comfort</b>	<b>comfortable</b>	<b>comfortably</b>
<b>consider</b>	<b>consideration</b>	<b>considerable</b>	<b>considerably</b>
<b>craze</b>	<b>craze</b>	<b>crazy</b>	<b>crazily</b>
<b>create</b>	<b>creation</b>	<b>creative</b>	<b>creatively</b>
<b>decide</b>	<b>decision</b>	<b>decisive</b>	<b>decisively</b>
<b>delight</b>	<b>delight</b>	<b>delightful</b>	<b>delightfully</b>
<b>differ</b>	<b>difference</b>	<b>different</b>	<b>differently</b>
<b>distract</b>	<b>distract</b>	<b>distracted/ing</b>	<b>distractedly</b>
<b>hate</b>	<b>hatred</b>	<b>hateful</b>	<b>hatefully</b>
<b>hope</b>	<b>hope</b>	<b>hopeful</b>	<b>hopefully</b>
<b>impress</b>	<b>impression</b>	<b>impressive</b>	<b>impressively</b>
<b>include</b>	<b>inclusion</b>	<b>inclusive</b>	<b>inclusively</b>
<b>indicate</b>	<b>indication</b>	<b>indicative</b>	<b>indicatively</b>
<b>insult</b>	<b>insult</b>	<b>insulting</b>	<b>insultingly</b>
<b>intend</b>	<b>intention</b>	<b>intentional</b>	<b>intentionally</b>
<b>madden</b>	<b>madness</b>	<b>mad</b>	<b>madly</b>
<b>protect</b>	<b>protection</b>	<b>protective</b>	<b>protectively</b>
<b>quicken</b>	<b>quickness</b>	<b>quick</b>	<b>quickly</b>
<b>rely</b>	<b>reliability</b>	<b>reliable</b>	<b>reliably</b>
<b>sadden</b>	<b>sadness</b>	<b>sad</b>	<b>sadly</b>
<b>secure</b>	<b>security</b>	<b>secured</b>	<b>securely</b>
<b>speed</b>	<b>speed</b>	<b>speedy</b>	<b>speedily</b>
<b>strengthen</b>	<b>strength</b>	<b>strong</b>	<b>strongly</b>
<b>succeed</b>	<b>success</b>	<b>successful</b>	<b>successfully</b>

**Fill in the blanks with the appropriate form of the words given in the brackets.**

1. Mr. Parks' lessons are really ---- . I hate his lessons. (bore)
2. My sisters are very ----. (ambition)
3. I am so----- that we are going to New York tomorrow. (excite)
4. Women wear these skirts ---- . (tradition)
5. His job is to paint houses and put paper on the walls. He is a/an ---- . (decorate)
6. I want to see the National Theater's ---- of Arthur Miller's 'The Last Yankee'. (present)
7. Are you-----in the latest developments in technology? (interest)
8. She is a very ---- woman. (determination)
9. There is friendly ---- between the two teams. (rival)
10. Is it your final----- ? (decide)
11. I don't like this team at all. They play ---- . (awful)
12. I am -----with her. (disgust)
13. Do you always behave ---- when your naughty nieces come to visit? (tolerance)
14. My nephew is a professional ---- . (wrestle)
15. I don't like eating -----cabbages. (pickle)

**Answers**

1. boring
2. ambitious
3. excited
4. traditionally
5. decorator
6. presentation
7. interested
8. determined
9. rivalry
10. decision
11. awfully
12. disgusted
13. tolerantly
14. wrestler
15. pickled

Many adjectives are formed from nouns and verbs. The adjective hungry, for example, comes from hunger, which may be either a noun or a verb. For each pair of sentences below, complete the second sentence with the adjective form of the italicized noun or verb in the first sentence. When you're done, compare your answers with those below.

1. This birdhouse is made of wood. My grandfather used to make \_\_\_\_\_ birdhouses.
2. I don't desire fortune or fame. Not all rich and \_\_\_\_\_ people are happy.
3. I don't desire fortune or fame. If you have good friends, you are a \_\_\_\_\_ person.
4. I rely on my iPad for recipes while cooking. My iPad is a \_\_\_\_\_ and durable gadget.
5. I have a deep passion for running. I am \_\_\_\_\_ about all forms of exercise.
6. Lucy studies for at least three hours every night. She is the most \_\_\_\_\_ person in her class.
7. The poison in this rare mushroom can cause serious kidney damage. Fortunately, most mushrooms aren't \_\_\_\_\_.
8. It takes skill and determination to be a professional race-car driver. Though I have the determination, I am not yet a \_\_\_\_\_ driver.
9. Everyone enjoyed the concert last night. All in all, it was an \_\_\_\_\_ evening.
10. The teacher had to raise his voice to be heard above the noise in the classroom. It's hard to get any work done in a \_\_\_\_\_ classroom.
11. Uncle Ernie causes trouble for my family during the holidays. I have many \_\_\_\_\_ relatives.
12. My father is accustomed to facing danger. Firefighting is a \_\_\_\_\_ profession.
13. My friends laughed and joked and talked all during the meal. Joey was the most \_\_\_\_\_ one of all.
14. Everyone at work obeys the boss's orders. They are remarkably \_\_\_\_\_ people.
15. My nephew is always causing mischief. He's a \_\_\_\_\_ little boy.

### **Answers**

1. My grandfather used to make wooden birdhouses.
2. Not all rich and famous people are happy.
3. If you have good friends, you are a fortunate person.
4. My iPad is a reliable and durable gadget.
5. I am passionate about all forms of exercise.
6. She is the most studious person in her class.
7. Fortunately, most mushrooms aren't poisonous.
8. Though I have the determination, I am not yet a skillful driver.
9. All in all, it was an enjoyable evening.
10. It's hard to get any work done in a noisy classroom.
11. Uncle Ernie causes trouble for my family during the holidays. I have many troublesome relatives.
12. Firefighting is a dangerous profession.
13. Joey was the most talkative one of all.
14. They are remarkably obedient people.
15. He's a mischievous little boy.

### **More examples are given below.**

1. Respect your parents and teachers. (respect – verb)
2. Be respectful to your parents and teachers. (respectful – adjective)
3. Show respect to your parents and teachers. (respect – noun)
4. He works diligently. (diligently – adverb)

5. He works with diligence. (diligence – noun)
6. He died in an instant. (in an instant – adverb phrase)
7. He died instantly. (instantly – adverb)
8. He accepted all of our proposals. (proposals – noun)
9. He accepted all that we proposed. (proposed – verb)
10. This is apparently a good proposal. (apparently – adverb)
11. This appears to be a good proposal. (appears – verb)
12. It is apparent that this is a good proposal. (apparent – adjective)
13. The performance didn't give me any amusement. (amusement – noun)
14. I wasn't amused by the performance at all. (amused – verb)
15. No invitation was sent to the mayor. (invitation – noun)
16. The mayor wasn't invited. (invited – verb)
17. I do not intend to spend my vacation here. (intend – verb)
18. I have no intention to spend my vacation here. (intention – noun)

## COLLOCATIONS

### 1. Write definition, meaning and types of collocations

'Collocations' is a concept in linguistics. It is the habitual connection of a particular word with another word or words. They are two or more words go together naturally. Words that co (together) locate (placed) form collocations. For example 'to make a tea' (not-to do a tea); 'to make a mistake' (not- to do a mistake); 'to make money' (not-to produce money). Similarly one can do homework but not make homework. In the same way one may do washing but not make washing. Collocations depend on each language. So what is natural in language may not be natural in another. For instance in Telugu we say catch water (neellupattu) to mean 'collect or fetch water'. But when we speak in English, we cannot say 'They catch water at the nearby tap'

#### Types of Collocations:

There are several types of collocation depending on the categories.

- a. Verb+ Noun  There is crowd in the market place.
  - b. Adjective + noun
  - c. Noun+noun
  - d. Verb+preposition
  - e. Adverb+adjective
  - f. Verb+adverb
- a. **Verb+ Noun**
    - Don't make a noise.
    - I do exercise everyday
    - Don't tell lies
  - b. **Adjective + noun**
    - We demand equal rights.
    - She is a beautiful girl.
    - He likes cool climate.
  - c. **Noun+noun**
    - I want window seat
    - He is a money lender



**d. Verb+preposition**

- She prepares for exams.
- We believe in hard work.
- He agreed to my proposal.

**e. Adverb+adjective**

- They are happily married for ten years.
- I am fully aware of your problems.
- He is extremely happy today.

**f. Verb+adverb**

- She cried loudly
- Say clearly
- He acted cruelly.

## SCANNING

### **Q. What is Scanning?**

Scanning is another useful tool for speeding up our reading. In skimming overall idea is gained by speed reading. In scanning, we look only for specific information without reading everything. It is selective reading to get what we want from the text. We scan when we look for our favourite T.V show in a schedule, a phone number in a telephone book, for the sports scores in the newspaper, a date or day in a calendar etc. We use scanning very often in our daily activities, without knowing its definition.

**How to scan:** Generally, the material we scan is typically arranged as alphabetically, chronologically, non-alphabetically or by category. Alphabetical information is arranged in order from A to Z, while chronological information is arranged in numerical order. Information can also be arranged in non-alphabetical order, or by category. Keep the concept of key words in mind while scanning.

**When to scan:** We scan when our aim is to find specific information. If we were doing the research for an oral presentation, we could scan the index of books, web sites, and reference materials to see whether they contain any information we want and the pages where the information can be found.

## READING COMPREHENSION

Comprehension means complete understanding. It is a testing tool in language learning. Questions asked in comprehension are of various types. They may be 'wh' questions, 'yes' or 'no' questions, true or false statements.

### **Sample Comprehension:1**

#### **Q. Read the following passage and answer the questions that follow.**

Once a five year old girl asked her mother, 'Why do you keep your ornaments in the locker even though the maid is in our house for twenty four hours?' The mother replied, 'These ornaments are very precious. So I can't keep them with our maid.' The girl felt very sad. She asked her mother innocently, 'Am I, then, not as precious as our ornaments?'

1. How old was the girl?
2. Where did they keep their ornaments?
3. What did the girl feel sad about?
4. Who looked after the girl during work hours?
5. Pick out the word from the passage to mean 'jewellery'

#### **Answers:**

1. Five years old.
2. In the locker.
3. The girl felt sad about not being treated as precious as ornaments
4. The maid
5. Ornaments

## Sample Comprehension:2

**Q. Read the following passage and answer the questions that follow.**

Once a wealthy person took his son to a village to show him how poverty was about. After their weeklong trip, he asked his son about poverty. The boy replied. We have one dog but they have four. We have a small swimming pool but they have a long river. We have electric lamps but they have glitter stars. We buy food but they grow food and eat it in fresh. We play with computers. They have real friends to play with. We have money which is supposed to make us happy. They have happiness hence they don't need money. But above all their fathers have time for their children whereas our fathers don't. The boy's father was speechless. Then the boy added, 'Thanks dad for showing me how poor we are!'

1. Why did the wealthy father take his young son to a village?
2. Where did the children of that village swim?
3. Why don't the villagers need money?
4. What are the advantages of growing one's own food?
5. What is the difference between the fathers of poor village boys and the fathers of rich town children?

**Answers:**

1. To show the young son what poverty was.
2. In a long river
3. As they have happiness
4. Eat food fresh food
5. Fathers of village children have time for their children but fathers of town children have no time for their children.

## **NOTICES, AGENDAS AND MINUTES**

**Q. What is a notice? (Or) What are the elements of a notice?**

Notices are short messages printed or written in a special manner and put up on the notice boards or mailed or displayed on websites. They play an important role in day to day administrative matters of offices, public firms, private organizations, schools, colleges and other educational institutions. Sometimes notices are written for calling a meeting. It may be related to a governing body, general body, executive committee, finance committee and so on. The notice must reach all the members of the committee or organizations who it is meant for.

For example

### **SVKP & Dr. K S RAJU ARTS & SCIENCE COLLEGE (A) PENUGONDA**

#### **Notice**

25 July 2021

All the members of the sports committee are informed that there will be a meeting at 4p.m on 30 July 2021 in the Seminar hall to discuss the modalities for the conduct of sports activities as part of the Independence day celebrations.

(Sd) Principal

We observe in the above notice that the notice mentions the date of the notice, the purpose of the meeting, who it is meant for, the venue and the date of the meeting. Usually the notices are written in the third person or in passive voice. A notice cannot be long, the name or designation of the notice issuing authority is mentioned at the bottom. The original notice is signed and either the photocopies of the original are circulated or scanned copy is mailed or posted on website.

### **Q. Write a note on Agendas and Minutes**

**Agenda:** The purpose of a meeting is called 'agenda'. An agenda may include more than one item. For example

<b>Notice</b>	25 July 2021
<p>All the members of the sports organizing committee are informed that there will be a meeting at 4p.m on 30<sup>th</sup> July 2021 in the Seminar hall to discuss the following.</p> <p><b>Agenda:</b></p> <ol style="list-style-type: none"><li>1. Types of sports events</li><li>2. Sponsors</li><li>3. Prizes</li><li>4. Chief guest for Prize distribution</li><li>5. Special dinner</li></ol>	

The purpose of the notice is expanded into several items and the items are presented in the form of an agenda. We can either include the agenda as part of the notice or it can be printed separately.

**Minutes:** Minutes of a meeting are a record of what has been discussed, decided or recorded during a meeting. Minutes usually are the key points and are usually made by a designated person. The person who takes down the minutes shall provide an accurate record of the meeting.

Minutes of the meeting shall contain the following details:

- Name of the Department/Organisation/Institution
- Day, date, time and place of the meeting held
- Names of the members present.
- Names of the members absent
- Names of the members who sent apologies for not attending the meeting
- Names of special invitees, if any
- A record of meeting, item by item, numbered in the order they were discussed and as per agenda
- Actions planned, names of people who are assigned the work of implementation and deadlines
- Signatures of the Secretary and the Chairperson

### **SVKP ASSOCIATION, PENUGONDA**

Minutes of the eighth meeting of the executive council held in the management room at 10 a.m. on 21 July 2021.

Present: Sri P. Suryanarayan—Chairman  
Dr. K. RamachandraRaju  
Sri V Lavakumar  
Sri T. Nagi Reddy

Absent: Sri S. Babji

Apologies: Sri G. Ramnjaneyulu

1. The minutes of seventh meeting held on 10 January 2021 were approved by the executive council and signed by the chairman.
2. Sri V Lavakumar was asked to look after the accounts
3. It is decided to increase the salaries of the employees on the basis of seniority in view of the hike of the commodities.
4. The council has decided to have its next meeting on 11<sup>th</sup> November 2021 to review college activities

Sd/ P. Suryanarayana  
Chairman

### **Prepare Curriculum Vitae for the following advertisement.**

Wanted a lady lecturer in English for a girl's residential college. The candidate should be a post graduate aged above thirty five. Even part time lecturers are acceptable. Should have a pleasing personality with excellent communication skills- previous experience preferable-apply to Post Box No. 116, "The Hindu"-Vijayawada

### **Curriculum Vitae**

#### **From**

**K. Padmavathi**

H.No.19-38/A,  
Santhi Nagar,  
Penugonda,  
W.G.Dt.-534 320.

**Date: 26-09-2022**

#### **To**

The Post Box No. 116,  
The Hindu,  
Vijayawada,

Sir,

In response to your advertisement in "The Hindu"- daily dated 04-04-2022; I would like to apply myself as a candidate for the post of lady lecturer in English in girl's residential college. I submit here under my personal details for your kind consideration.

Name : Mrs. K. Padmavathi  
Father's Name : Sarathkumar  
Date of Birth & Age : 20-08-1980, 37 years  
Gender : Female  
Marital Status : Married  
Nationality : Indian

**Academic Qualifications:**

- 2003 - Post graduation in M.A. English with 85% from Andhra University, Visakhpatnam
- 2001 - B. A. English with 88% from Andhra University, Visakhpatnam
- 1998 - Intermediate with 90% from S.V.K. P & P. V. Jr. College, Penugonda, W.G.Dt
- 1996 - SSC with 98% from S.V.K. P Girls' High School, Penugonda, W.G.Dt

Other Qualifications : Diploma in Functional English from CIEFL, Hyderabad.  
Expected Salary : Negotiable  
Experience : 10 years in a reputed College

**Declaration**

I hereby declare that the above particulars are true to the best of my knowledge.

Yours faithfully,

(K. PADMAVATHI)

## LETTER WRITING

### **The art of letter writing is called Epistolary**

Letter writing is the most common means of communication among people. A letter is a visit on paper.

There are mainly two types of letters.

1. Personal letters/Informal letters/ Social Letters
2. Official Letters/ Formal Letters/ Business Letters

Personal Letters are those which we write to members of the family, friends and relatives. Such letters should be written in easy and conversational style.

Official letters are quite different in tone. They are written with practical purpose and should therefore be clearly courteous and to the point. Letters of this type include applications, complaints, requisitions, business letters, letters to newspapers and so on.

As a form of writing, a letter has certain characteristics. The format of the letter and style of the language will vary depending on the type.

While writing a letter, there are some points regarding format and structure which we should observe.

There are five main points.

1. Heading
2. Salutation
3. Body of the letter
4. Subscription
5. Superscription

#### **1. Heading:**

Heading is nothing but writer's address. Here we need to write the name of the writer (sender), but his address and date. Usually there is a comma at the end of each line in the address and full stop at the end of the last line. The date is placed below the address with a full stop. These are written at the top right hand corner of the page.

#### **2. Salutation:**

It is a greeting. The greeting depends on the type of letter and on the intimacy between the sender and sendee in personal letter. A comma has to be put after salutation

**Personal** : Dear Father *or* My dear Father, Dear Rupa, My dear Sarath, Dear Friend

Note: But not My dear Friend Rupa

**Official:** Sir/ Dear Sir

If we write to company rather than an individual, the greeting is like, Dear Sirs/ Dear Gentlemen

#### **3. Body of the letter:**

This is the text of the letter and the most important part of it. The text begins just under the salutation. Here we have to divide the matter into paragraphs. The language that we use on the letters depends on the type of letter. In personal letters we can use conversational style of language, whereas, in official/ formal letters the language has to be thoroughly formal and precise.

The language must be simple and clear while writing letters. The opening sentence of the letter should either be in response to an earlier communication or have a reference to the subject of the letter. Here are some useful phrases and sentences, which can be used as opening sentences of letters.

**Note:** Usually body of the letter is written in three to four paragraphs to convey different ideas

**Personal/Informal letters:**

Hope this letter would find you in good cheer/ high spirits/ in the pink .....

While thanking you very much for your kind letter.....

I am pleased to read your letter.

Congratulations on getting the first rank.

It gives me immense pleasure to write to you.

I have not heard from you for a long time.

Thanks for your gay letter.

I am hale and healthy.

I am fit as fiddle

**Official/ Formal:**

I request your kindness to consider the following few lines....

I feel honoured to write to you.....

I have the honour of inviting your attention....

Through the esteemed columns of your news paper.....

In response to your advertisement dated.....

With reference to your advertisement.....

This is to inform you that.....

I regret to lodge a complaint.....

The concluding sentence may be in the form of conveying love and respect to the family members in personal letters or conveying regards in official letters.

Convey my wishes to you.....

Waiting anxiously for your reply.....

Give my regards to your parents. With kind regards....

I look forward to your positive response.....

I shall always be thankful/ grateful to your kind action (Official Letters)

**Subscription:**

It is leave taking. It varies from letter to letter. The subscription ends with a comma.

**In Personal Letters:**

**Family Members:** yours lovingly, your loving son, your loving brother, your affectionate daughter etc.

**Relatives:** yours affectionately,

**Friends:** yours sincerely,

**In official Letters:**

Yours faithfully,

Yours sincerely,

Yours obediently,

Yours truly,

**Note:** Remember that 'yours' has no apostrophe.

Put your signature just below the subscription. No punctuation mark is used after signature normally.



**Superscription:** It is recipient's address. We should include the name, position and address of the person to whom the letter is addressee

### **PERSONAL LETTERS**

**Q1. Write a letter to your father asking him to send you money for paying your examination fee.**

Penugonda,  
Dt. 26-09-2021.

Dear Father,

I hope this letter will find you in good health and cheer. Here I am doing well up to your expectations.

My friends in the hostel are very cooperative. We together make combined study every day. I don't have even time to write to you because of the semester system. IV Semester examinations are at hand shortly. As you know, the role of examinations is very important for success of life. As examinations are fast approaching with the time, I have to pay the examination fee. So please send me an amount of Rs. 1500/. I require another Rs. 1000/ for my personal expenses. Please convey my best and happy regards to my beloved mother

Yours lovingly,  
XXXXXXXXXXXX.

#### **Address on the Envelope**

K. SubbaRao,  
H.No-46-4-65,  
Rameswaram  
Sakhinetipalli,  
E.G.Dt-534 320.

**2. Write a letter to your uncle expressing him thanks to the gift he presented to you on your birthday**

Penugonda,  
Dt. 26-09-2021.

My dear Uncle,

I hope this letter will find you in good health and cheer. Yesterday was my birthday. I knew, you wouldn't be coming but waited to hear from you. At last, the courier boy came with the parcel. Uncle, I received many gifts on this occasion, but your gift was the best. You have gifted me a beautiful wrist watch, which is now my favorite possession. In fact, everybody liked it. I thank you very much for such a lovely gift.

Your gift is very precious to me. I was often late for college. Not anymore. Now I shall be punctual. This watch will help me during my examination days also. The watch is a token of your love for me. I shall always keep it with me. Once again, I thank you very much.

Please convey my regards to my beloved aunty.

With best regards  
Yours Affectionately,  
(P.SRIKANTH)

Address on the Envelope:

P. Srikanth,  
S/o P. Ravinath,  
Gandhi Nagar,  
Penugonda.

### 3. Write a letter to your friend expressing him thanks for his encouragement

Penugonda,  
Dt. 26<sup>th</sup> September, 2021.

Dear Kesav,

I hope this letter finds you well. I can't believe it has been so long since we've seen one another. I regret that we visited only briefly over the Thanksgiving holidays. I was hoping to visit you when I came home for Christmas, but my work schedule left me with limited time. I do hope to be in the area later this month. Hopefully we can spend some time together then. I can't wait to fill you in on everything that's going on in my life.

I'm so glad that you encouraged me to move to the big city and follow my dream of working as a journalist. Things are going quite well, and I truly enjoy what I'm doing for the first time in a really long time. Your words of wisdom were instrumental in my decision to finally take the plunge, and your background in the business gave me such insight into what I was getting into. I can honestly say that I might never have taken this step if it weren't for your support and confidence in me.

I sincerely appreciate all of your calls and letters and, most importantly, your continued encouragement. I credit much of my success to you. Thank you again for believing in me and helping me to believe in myself.

Yours Sincerely,

(N. VAMSI)

#### **Address on the envelope**

N. Vamsi Prasad,  
S/o Purushottam,  
Vasai Street,  
Penugonda.

## OFFICIAL LETTERS

### 1. Write a letter to a newspaper about a bad road in need of urgent repair.

**From**

K. Sasikumar  
S/o.SubbaRao,  
Vasavi Nagar,  
Penugonda.W.G.Dt.,

Penugonda,  
Dt.26-09-2021.

**To**

The Sub-Editor,  
Saakshi Daily,  
Tadepalligudem-W.G.Dt.,

Respected Sir,

Sub: - Bad roads in our locality-need of urgent repairs-request to bring it to the notice of the authorities- regarding

\*\*\*\*\*

Through the esteemed columns of your newspaper, I would like to bring the following to the kind attention of the authorities.

I am living at Vasavi Nagar in Penugonda. The roads in our area are in the dire need of repairs. They are dangerous with big pot holes. People are afraid of going by the roads in rainy season. School vans, three wheelers and motor bikes escape narrow slip of accidents every day. Not before occurring any kind of sad incident, the concerned authorities should take immediate measures.

Hence I request the concerned authorities to undertake urgent repairs of the roads in our area on war foot base.

Thanking you,

Yours Sincerely,

(K. SASI KUMAR)

**2. Write a letter to the Editor of a newspaper complaining against the nuisance of beggars in your area**

**From**

K. DivyaJyothi,  
D/o Chandra Sekhar,  
Santhinagar,  
Penugonda.

Penugonda,  
Dt. 25.09.2021.

**To**

The Sub-Editor,  
The Indian Express,  
Tadepalligudem.

Respected Sir,

I regret to bring the following few lines for your kind notice and to publish the same in the esteemed columns of your news paper.

I am living at Santhinagar.Penugonda in West Godavari. Of late we are having a big nuisance of beggars in our area. They come at odd times and disturb our routine work. Most of them suffer epidemic diseases and look dirty. Some of them are child lifters. It is a great pity that even able bodied persons are also choosing begging as a profession. The beggars are seen in every public place like bus stop, temples, film theatres, hotels etc.

It is high time the Govt. should take preventive measures against this evil practice in our society. The Govt. should incorporate a special provision for the welfare of the poorest of the poor and provide them food and shelter. Then only the problem has a certain solution to some extent.

Thanking You.

Yours Faithfully,

(K. DIVYA JYOTHI)

**4. Write a letter to the editor of a local newspaper, highlighting the sanitation problems of your area.**

**From**  
P. Chandra Sekhar,  
JVL Nagar,  
Penugonda, W.G.Dt.

Penugonda,  
26-09-2021.

**To**  
The Sub-editor,  
Saakshi daily,  
Tadepalligudem.

Sir,

**Sub:** Heaps of garbage in the streets-stagnation of water in drains-brooding place for mosquitoes-spread of various diseases-necessary action-requested-regarding.

\*\*\*\*\*

With regard to subject mentioned above I regret to bring the following few lines to the kind notice of the concerned authorities through publishing the same in the esteemed columns of our newspaper.

I am living at JVL Nagar in Penugonda, West Godavari. For the last three months we have been facing sanitary problems in our area. There are heaps of garbage in every street. Stench of the damaged waste is unbearable. The drains are stagnated with water. They have become brooding places for mosquitoes. As a result of this polluted environment many people in our area are suffering from various diseases like Malaria, Chikungunya especially dengue fevers. In spite of repeated requests to the local Panchayat Office, the authorities turned deaf ear. People are afraid of stepping out from home. It affects the routine life of the public.

Hence I request the concerned authorities to take immediate measures to solve the sanitation problem in our area.

Thanking you.

Yours faithfully,

(P CHANDRA SEKHAR)

**LETTER WRITING**

**FORMAT OF THE FORMAL LETTER**

Date: \_\_\_\_\_,  
Place: \_\_\_\_\_.

From

.....,  
.....,  
......

To

.....,  
.....,  
......

Sir,

Sub:.....

.....  
.....  
.....  
.....  
.....  
.....

Thanking you,  
With regards,

Yours faithfully/truly/obediently/sincerely,  
.....

**FORMAT OF THE INFORMAL LETTER**

Date: \_\_\_\_\_,  
Place: \_\_\_\_\_.

Dear ----- ,

.....  
.....  
.....  
.....

With lots of love,  
.....

To

.....,  
.....,  
.....,  
......

**1. An official letter from a student to the Principal of her/his college with a request for the improvement of her/his college canteen.**

**Subject: Request for the improvement of the college canteen.**

I feel that it is my duty to bring to your notice the unhygienic condition of our college canteen. A college canteen is a place for refreshment, the area should be kept clean and food should be prepared hygienically. I am sorry to say that the canteen our college is never clean. The food, too, is not made in a hygienic manner and is neither tasty nor healthy. The raw materials used especially the cooking oil, are of very poor quality. Those who can afford to eat elsewhere have stopped eating in the canteen. However, most students are forced to eat in the canteen, having no other alternative.

I request you to take immediate steps necessary for the improvement of the college canteen before any student falls seriously ill. It would be very kind if you could set up teams of two or three students and a lecturer each to supervise things in the canteen everyday and conduct surprise inspections occasionally. I am sure it will improve the situation.

**2. A letter from a student to the Principal of his/her college with a request for a study-cum-character certificate.**

**Subject: Request for study-cum-character certificate.**

My father works as a supervisor in Vizag Electronics industries, which gives a book grant of Rs.5000/- to the children of its employees. To apply for this, I need a study-cum-character certificate from the head of the institution.

I would be grateful if you could please issue the above certificate in my favour in order to help me avail of the benefit of the book grant.

**3. A letter from a student to the Registrar of a University for the announcement of results and issue of marks card**

**Subject: Request for the announcement of results and issue of marks card**

I was a student at -----College and I wrote my final year BA degree examination in the month of May 2016. The result of all the students was announced in the third week of June. However, my number was not on the list. When the principal of our college contacted your office over phone, he was told that the results of a few students have been withheld due to some technical reasons and would be announced in a week. It has now been three weeks, but I have not got my result yet. This has become a matter of great and immediate concern to me since the last date for admission for most postgraduate courses is 31 July and I am left with only ten days. If I do not get my results at once, I will lose one precious year for no fault of mine.

I would be very grateful if you could please take a personal interest in this matter and make immediate arrangements to have my results/mark sheet sent to me as soon as possible.



#### **4. Letter to a bank manager about change in address.**

**Subject: Change of address**

This is with reference to my savings account No. 253479 at the 25 Divya Circle branch. I would like to inform you that I have recently moved from 61/7 Vilas Enclave to the above address at Kasturba Nagar. I request that the change in my address and telephone number be noted and that the records be modified accordingly.

#### **5. Letter to a senior colleague, applying for leave.**

**Subject: Leave application**

This is to inform you that I am unwell and will not be able to attend office for two days. I would be grateful if you could grant me leave for the two days, 31<sup>st</sup> October and 1<sup>st</sup> November 2016

#### **6. Letter written to make a business enquiry**

**Subject: Enquiry about children's titles**

We are one of the best-known booksellers in Chennai, with five outlets in different parts of the city. At present, we are in the process of building up an excellent selection of children's literature and are writing to publishers of books for children who could help us offer a huge variety to our young customers.

As a leading publishing company specializing in books for children, we are sure you would have several titles in which we would certainly be interested. We would be grateful if you could ask your sales executive in Chennai to visit us to discuss possibilities of a business relationship between our two companies. Could you also have a catalogue of your publications sent to us, please? We look forward to hearing from you.

#### **7. Letter written from one branch office to another regarding an internal matter.**

**Subject: Budget for 2016-17**

As directed by the Managing Director, Mr. Prem Khosla, I am enclosing the papers related to the budget that has been finalized for the financial year 2016-17. This is for your reference and necessary action.

#### **8. Letter written to apply for a job.**

**Subject: Application for the post of Assistant Manager, Reservations.**

This is with reference to your advertisement in The Hindu dated 16<sup>th</sup> February 2016 calling for applications for the above post in your hotel. I am 23 years old and I am a graduate in hotel management from the College of Vocational Studies, Mumbai. Although I belong to Madhya Pradesh, I am working at present in Hotel Surya, a three-star hotel in Goa, as a sales executive in Reservations. One of my main duties here is to liaise with travel agents and private companies and get business for the hotel. I have been with Hotel Surya since September 2010. I enclose

copies of my school and college certificates as well as a testimonial from the Manager, Reservations at Hotel Surya. I would be grateful if you could consider me for the advertised positions.

**9. Letter written to a grandmother from a grandson.**

Dear Grandma,

I hope you are doing well. I had the best summer this year at your place. We eat your mango pickle every night with rice.

How is Grandpa's leg? Would you like one of us to come over and help you out? My college doesn't reopen for another fifteen days. We can easily get there if you would like us to come.

**10. Letter to a friend who lives abroad**

Dear John,

How are you? Are your exam results out? I am feeling much better now, thank you. I received your gift. I have already started putting the pieces of the puzzle together. It is a very thoughtful gift. Thank you. Hopefully, next year, I will get to see England during spring time. Let me know when my package reaches you. I hope you like it half as much as I like your gift.

**11. Letter written to congratulate a friend on his new appointment.**

Dear Sunny,

Congratulations! I've just heard that you got a plum job. I bet you're delighted. Does this mean that your immediate goal has been achieved? Well done!

I would to come and see you to congratulate you personally. But I can't do that as I'll be away for a week from tomorrow. I'm going to Delhi to present a paper. I'll tell you all about it later.

Anyway, good luck in your new job. I'll try to come and see you soon.

**12. Letter to a friend to invite him to celebrate Dussehra.**

Dear Vardhan,

I'm having a great time these days as it is the mid-term vacation. I will be going sightseeing with some of my friends who came here recently. I'm writing because I want you to visit me on the eve of Dussehra. My friends would like to meet you. You must bring your warm clothes as it's getting colder every day. Let me know as you decide. And tell me what you're doing these days. Bye for now.

**13. Letter to the principal asking for permission for a picnic /a field trip /a study tour.**

We, the students of \_\_\_\_\_ Class plan to go out on a picnic to \_\_\_\_\_ (Place Name) for a day, on \_\_\_\_\_ (Date). -----have agreed to accompany us and to guide us. The students who have contributed towards this trip are 62. We request you to permit us to go for this picnic. We hope our request would be granted.

**14. Letter to the Principal for issuing provisional certificate.**

**Sub: Issue of Provisional Certificate**

This is to humbly state that I, \_\_\_\_\_, son / daughter of \_\_\_\_\_, resident of \_\_\_\_\_, have qualified in the aforesaid examination. Attached below is a print-out of the online merit-list downloaded from the concerned website. I would like to apply for a job for which -----

[name of the degree concerned] is a minimum eligibility criterion. I came to know that the actual statement of marks and certificate of qualification will be published after one month and by that time the job application will be closed. I therefore request you to issue me a provisional certificate of qualification so that I may proceed to apply for the same. Mentioned below are my roll and registration numbers for your perusal.

Name:

Roll Number:

Registration Number:

### **15. Letter to the Registrar to correct a mistake in the spelling in the mark sheet.**

#### **Subject: Correction in Name / Father's Name**

With due respect it is stated that my Name/Father's Name printed on the ----- issued by your good self is incorrect. My correct details are given below:

1. Name: Mr. / Miss: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Univ. Roll. No.: \_\_\_\_\_
4. Present Semester: \_\_\_\_\_
5. Branch : \_\_\_\_\_
6. Batch : \_\_\_\_\_
7. DMC's issued till date are: 1st Sem. / 2nd Sem. / 3rd Sem. / 4th Sem. / 5th Sem. / 6th Sem.

The incorrect name of mine / my father, printed on the \_\_\_\_\_, is \_\_\_\_\_. My original \_\_\_\_\_ of \_\_\_\_\_ Semester(s) bearing nos. \_\_\_\_\_ are enclosed herewith for your kind consideration. The attested copy of my Matriculation Certificate is also enclosed herewith as a proof for correct name. So, you are requested to correct mine / father's name, and issue the correct ----- to the undersigned for which act I shall be thankful to you.

### **16. Letter to the Tehsildar of your Taluk with a request for the inclusion of your name in the electorate list and for the issue of a voter identity card.**

#### **Sub: Issue of voter identity card.**

This is to inform you that I -----resident of ----- . Kindly include my name in the electorate list as I am eligible to cast my vote. I would be grateful to you if you could issue me the voter identity card as well. I herewith enclose the following documents for your reference and necessary action.

Enclosures:

1. Date of birth Certificate
2. Residence Certificate

**17. Letter to the Vice Chancellor for hosting inter-university athletic competition.**

**Subject: Request for permission to host inter-university athletic competition.**

This is \_\_\_\_\_, writing on behalf of the \_\_\_\_\_. We have organized different kinds of events in the university campus so far. Next month, we would like to organize Inter-University Athletic Competition with many new talents participating in the event. We will utilize the funds collected through this event for running our centre for orphan children and underprivileged people. These people are deprived of the basic amenities and we are working for them to provide good care to them. In this regard, permission may be granted to host this event during ----- for which act of kindness we shall be grateful to you.

**18. Letter to the Principal for permission to celebrate a cultural function in the college campus.**

With due respect and humble submission to state that, I, on behalf of the students of ----- class of your college, beg to your kind attention to the fact that we are interested to celebrate a cultural function in our college campus. This will be the last year of our own college life. Therefore, we should do something memorable. The students of our own class will perform numerous interesting cultural events for example, singing, dancing, recitation, appearing etc. Most of us will manage the deposit collecting subscription from each student in our class. Your permission is required to celebrate our cultural function in the school compound.

We, therefore, pray and hope that you would be kind enough to permit us to celebrate a Cultural Function in the college campus and oblige thereby.

**19. Letter to a sports store for placing an order for a list of sports items and a discount as well.**

**Subject: Order for Sports Materials.**

This is to inform you that I -----, the sports captain of -----college, ----- would like to place an order for a list of sports items. Kindly send the following Sports material at the above address through transport with proper cash bill as well as with discount.

1. Foot Ball (10 Nos).
2. Cricket Balls. (20 Nos).
3. Tennis Balls (20 Nos).
4. Cricket Bats (10 Nos).

Kindly make sure that all the items should be in good condition, well bound and packed properly. Any damage to these items during transportation will be your responsibility. The items should reach the college in 10 days after the receipt of the letter; otherwise the order shall stand cancelled.

**20. Letter to the Registrar of a university for migration certificate.**

I passed the MA examination in English in the year ....., as a student of College /University Name. My roll number was ..... I had applied for a post Doctoral Fellowship in the.....(University Name) and have been selected for the same. The formalities of admission would be completed by ..... (date), for which I would require to submit a Migration Certification from your university. In view of the urgency of the matter, I earnestly request you to do the needful so that I may collect my certificate on next Friday.

**21. Letter to the Principal for the purchase of more books for the college library.**

As president of the students' union, I would like to bring to your attention, the unsatisfactory condition of the college library.

Ours is a renowned college in the city. There are nearly eleven hundred students in our college. Most of us are eager to learn more and more. Only the textbooks cannot satisfy our thirst for knowledge. So, we want to quench our thirst for knowledge by reading novels, poetries, plays, stories, biographies, etc. But number of books in the library has remained almost the same. They are insufficient in proportion to the number of students. Most of the books available in the library have become tattered because of over use. Many important reference books are not available in the library. It is not possible for students to buy all kinds of books from the market. Moreover, it is needless to mention how helpful a good library may be to both the students and the teachers. The books that we have in our library are inadequate. As such, we cannot get books according to our need and choice. So, we need more books to satisfy our thirst. In the circumstances stated above, I pray and hope that your honour would be kind enough to buy more books for our college library and oblige thereby.

**22. You borrowed some books from your college library. Unfortunately you have to go away to visit a sick relative and cannot return the books in time. Write a letter to the librarian and explain what has happened and what you want to do about it.**

I am writing to you regarding the books I borrowed 3 days back which I may not be able to return on time due to unavoidable circumstances. I am due to return them on 30th November of this month. The details of these books can be traced by my student id which is ARI1102. Yesterday, I received the news that my aunt who is only survived by me is extremely ill and needed me to arrive in-----urgently. On reaching there, she was undertaken for an urgent surgery which by god's grace has gone well. However, my presence is required here for another week as she is still under recovery. For this reason, I will be unable to return the books on time. I would request you to take my situation under consideration and provide me with extension on the date of returning these books. I would be extremely grateful if you provide me an extension for a week.



## Email Format

### E—correspondence

#### Q. Write a note on E-Correspondence

E-Correspondence is electronic communication. It is in other words digital communication. With the arrival of electronic and internet era, paper communication has changed place to electronic correspondence. E-mails, letters, notes etc. communicated between parties through digital media are examples of E-correspondence. E-Correspondence now occupies an important part of business, government, industrial or even individual communication. The reasons are quite clear. There are many advantages of E-Correspondence when compared to conventional paper communication.

#### Features of E-Correspondence:

- Messages can be sent to any number of persons at once.
- Automated reply facility is available if necessary.
- Forwarding e-correspondence to any number of parties.
- Message delivered to the addressee is notified.
- Signatures can be attached, pictures can be included.
- Day and date of correspondence is automatically recorded.
- E-Correspondence is possible even in travelling.

#### Sample email: Formal Welcome to English Seminar on 10<sup>th</sup> October, 2021

**svkpksrdc@gmail.com**

Monday, September 27<sup>th</sup>, 2021 at 10 a.m.

To: Rajendra<raja1970@gmail.com

Dear Rjendra,

I am pleased to inform you that the Department of English of SVKP & Dr. K S Raju Arts & Science College, Penugonda is going to organize a one day UGC National Seminar on 'Indian English Novels' on 10th October, 2021. You are cordially invited to attend the seminar.

#### **Seminar Details:**

Date: 10<sup>th</sup> October, 2021

Timing: 10 a.m to 4 p.m

Venue: Seminar

No registration fee

With warm welcome

Convener of the Seminar





**DEPARTMENT OF ENGLISH**

**III SEMESTER**

**GENERAL ENGLISH**

**English Praxis Course-III**

**A Course in Conversational Skills**

**2022-2023**

**STUDY (LEARNING) MATERIAL**

**Name of the Student:**

**Class:**

**Roll Number:**

<b>UG(English)</b>	<b>Semester -III</b>	<b>Credits: 03</b>
<b>Course - 3</b>	<b>A Course In Conversational Skills</b>	<b>Hrs/Week: 04</b>

## Learning Outcomes

*By the end of the course the learner will be able to :*

- Speak fluently in English
- Participate confidently in any social interaction
- Face any professional discourse
- Demonstrate critical thinking
- Enhance conversational skills by observing the professional interviews

### **UNIT I:**

**Speech** : 1. Tryst with Destiny Jawaharlal Nehru

**Skills** : 2. Greetings  
: 3. Introductions

### **UNIT II:**

**Speech** : 1. Yes, We Can Barack Obama

**Interview** : 2. A Leader Should Know How to Manage Failure  
Dr.A.P.J.Abdul Kalam/ IndiaKnowledge at Wharton

**Skills** : 3. Requests

### **UNIT III:**

**Interview** : 1. Nelson Mandela's Interview With Larry King

**Skills** : 2. Asking and Giving Information  
: 3. Agreeing and Disagreeing

### **UNIT IV:**

**Interview** : 1. JRD Tata's Interview With T.N.Ninan

**Skills** : 2. Dialogue Building  
: 3. Giving Instructions/Directions

### **UNIT V:**

1. **Speech** : 1. You've Got to Find What You Love Steve Jobs

**Skills** : 2. Debates  
: 3. Descriptions  
: 4. Role Play



# ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM

II B. A. /B.Sc./B.Com/BCA/BBM, etc.

Semester-III

ENGLISH MODEL PAPER

A COURSE IN CONVERSATIONAL SKILLS

Time: 3hours

Max Marks: 75

## SECTION—A

Answer any FIVE Questions.

5x5=25 Marks

Each question carries 5 Marks

1. Write short note on Greetings.
2. Write a paragraph on how you introduce yourself in the interview?
3. Match the sentences in **Group A** with the correct responses in **Group B**.

**A**

**B**

- |                                     |     |   |
|-------------------------------------|-----|---|
| a) Can I have a glass of water?     | ( ) | 1) Well, all right, if it's a local call.               |
| b) Is it ok if make a phone call?   | ( ) | 2) Yes, sorry. I didn't realise you wanted to sit down. |
| c) Could you say that again please? | ( ) | 3) Oh Sure!The remote is on the table.                  |
| d) Do you mind if I turn the TV up? | ( ) | 4) Yes, of course! What about?                          |
| e) Could you move over please?      | ( ) | 5) Of course, there is a bottle in the fridge.          |
- 
4. A stranger meets you at the college gate. He wants to know a good hotel nearby. How do you direct him to Athidhi Hotel? (Giving information)
  5. Agree with your friend, Malli who is discussing the merits of Government Colleges.
  6. How do you build a dialogue between a teacher and student who wants your counselling? (5 Steps)
  7. How a Doctor instruct a patient on how to use an inhaler?
  8. Describe your favorite city in your own words highlighting your preferences?

## SECTION—B

Answer ALL the questions.

5x10=50 Marks

Each question carries 10 Marks

9. a) What is the central theme and the Unique Aspects of the Speech 'A Tryst with Destiny'?  
(Or)  
b) How does Obama warn those who tear the world down?
10. a) What are the leadership traits that Kalam talks about in his interview?  
(Or)  
b) Write a dialogue between two friends about their future plans (10 Steps)
11. a) What was the message given by Nelson Mandela as seen in the interview with Larry King?  
(Or)  
b) How do you direct your friend to reach your home from the Railway Station?
12. a) Analyze how JRD Tata explains the Voltas case?  
(Or)  
b) What are the important features and rules of the debate?
13. a) Why is Steve Jobs' advice "Love What You Do" essential to a meaningful Life?  
(Or)  
b) Krupa's grandfather died due to Covid complications. Sasi meets him and expresses his condolences (Role play).

## TRYST WITH DESTINY

**Jawaharlal Nehru**

Pandit Jawaharlal Nehru was the first Prime Minister of India. He was a great statesman and the people of India respected his vast knowledge. India won Independence from England on the 15th August, 1947. At the very stroke of the midnight, Nehru announced the happy news of the freedom to the entire world. After the new tricolour national flag was hoisted, Nehru delivered a historic speech which is known as "Tryst with Destiny".

Nehru began his speech by referring to the pledge made by Indians long years ago to win the freedom. Freedom has finally come and the long suppressed soul of the nation is liberated. Nehru asks the people of India to dedicate themselves to the service of India and the whole mankind. Behind this success, lies the long and great sacrifice done by the freedom fighters of many generations. According to Nehru, the people in India will collect their courage from the principles of the past. The success celebrated on the 15th August is only an opportunity for great successes in future. He asks the people to accept this challenge and to serve the future generation of India.

Nehru reminds the people of India that freedom and power bring responsibility. Before 1947, India used to depend upon England for leadership and guidance. After 1947, India is her own master. The country has to take its own decisions, learn from mistakes and move forward. India has to grow into a mature and wise nation and be a model to other nations.

Nehru feels that all Indians should work hard for the development of nation. Service to India means service to millions of poor people who suffer all over the country. Nehru feels that the future has to be taken care of. It is for the future generations that we have to dedicate ourselves. Nehru urges the people to work hard to give reality to the dreams of the nation. Those dreams are not only for India but for the entire world. He says that all the countries in the world are closely connected. No one can live in isolation. Peace, freedom and prosperity are the common property of all humanity. Nehru warns the people that disaster in one part of the world can affect everyone else.

## YES, WE CAN

**Barack Obama**

Barack Hussain Obama was the 44th President of the United States of America. This inspiring and motivating speech '**Yes, We Can**' was delivered by him on January 8, 2008 in New Hampshire prior to being elected on November 4, 2008. It was his victory speech for unity among the people of the U.S.A. In this speech, Obama mentions justice, equality, opportunity and prosperity which are all factors of that of the American Dream.

Obama was the first to win Presidential election of America from the Black race of African American. So, he expressed his thanks to the people for voting him to power. He particularly praised 106-year-old woman named Ann Nixon Cooper of Atlanta who had cast her vote by standing in queue along with others on the scorching heat. She was able to inspire Obama as she was determined to cast her vote. He has taken this old woman as an example to explain how America developed from an era of racialism to reformed one, from a period of denial of rights to woman to getting the equal rights. He sincerely said that he would offer more honest service to people.

Obama wanted the people who disagree with his decisions taken as President to cooperate with him and he was ready to mend the same if necessary. He said that they proved once more that the true strength of their nation comes from the enduring power of their ideals: democracy, liberty, opportunity and unyielding hope. He exhorted the Americans to work hard and open doors of opportunity to the future generation; to restore prosperity and promote the cause of peace; to reclaim the American dream and reaffirm that fundamental truth, that, out of many, they are one.

The themes of Obama's speech were Hope and Change. He used the expression, 'Yes, We Can' repeatedly for a specific purpose. It shows his determination to reach his goals and indicates the spirit and energy that come out of his victory. By uttering 'Yes, We Can' he said that he would overcome the challenges and attain the dreams of America.

### **YOU'VE GOT TO FIND WHAT YOU LOVE**

**Steve Jobs**

Steve Jobs was the chairman, CEO and co-founder of Apple Computer. He is widely recognized as a pioneer of the personal computer revolution of the 1970 and 1980s. This speech '**You've Got to Find What You Love**' was his commencement address to the graduates of Stanford University in the USA in 2005. He shared three stories from his life that illustrated his guiding principles.

In the first, Jobs tells an anecdote about dropping out of college. He urges the students to trust themselves and take challenges in things. Jobs himself took a chance to take a calligraphy class which was interesting. Though he did not know where it would lead him, he could design the first Macintosh Computer.

The second story of Jobs about love and loss conveys that even if one's efforts result in complete disaster, one should continue to believe in oneself and love work. When he got fired by Apple in 1985, he went onto creating bigger and bigger things. He later found NeXT and Pixel Company. His third story is about his reflections on death. When he was diagnosed with cancer, he felt that death is the single best invention of Life. It is life change agent. He says that one's time is limited and advises everyone not to waste time. One should not live someone else's life.

In the concluding part of the speech, Jobs used the words '**Stay Hungry. Stay Foolish**'. The repetition of the words contributes his urge to the students to pursue their dreams and see the opportunities in life's setbacks including death itself. He encouraged the students to be risky, strive for what they want in their gut, destiny and life.

## **A LEADER SHOULD KNOW HOW TO MANAGE FAILURE**

**Dr. A.P.J. Abdul Kalam**

Dr. APJ Abdul Kalam, the recipient of the highest civilian honour Bharat Ratna, was the eleventh President of India from 2002 to 2007. He was popular as the Missile Man of India and People's President. During the Wharton India Economic Forum in Philadelphia, Kalam spoke with *India Knowledge@Wharton* about his career as a scientist, his vision for India's future, and the most important traits for leaders, among other issues.

Defining the knowledge, Kalam quoted a four-line poem-like thing called 'Creativity' written by him. He says "Learning gives creativity, Creativity leads to thinking, Thinking provides knowledge and Knowledge makes everyone great. When Kalam was asked about the biggest differences between the past India and the present India, he witnessed the Second World War, India's independence, the economic progress of India, the green revolution, the white revolution, the telecom revolution, the growth of information and technologies as well as India's successes in the space programme and self-sufficiency in strategic weaponry.

Citing his own experience, Kalam shared an example of great leadership. When he was a project director of SLV-3, the satellite launch was a big failure. Then ISRO chief Prof. Satish Dhawan took all the blame upon himself of the failure at the press conference. But when they succeeded the next year, Prof. Satish Dhawan told Kalam to conduct the press conference. He learned a very important lesson that day. When failure occurred, the leader of the organization owned that failure. When success came, he gave it to his team.

Kalam said that the young people have to understand how they should manage failure. According to Kalam, a leader should have six traits. Firstly, the leader must have a great vision. Secondly, the leader must be able to travel into a new path. Thirdly, the leader must know how to manage success, and even more importantly, failure. Fourthly, the leader must have courage to take a decision. Fifthly, the leader must have nobility in management. Lastly, every action of the leader should be transparent; the leader must work with integrity.

Kalam said that peace is essential for India's development. Peace comes from strength. That's how India's weapon missiles were produced. If India becomes strong, other powerful countries can respect the country. He explained how the social grids - the knowledge grid, the health grid and e-governance grid help make India a developed country.

## **JRD TATA'S INTERVIEW WITH T.N. NINAN**

JRD Tata, the recipient of India's highest civilian awards the Padma Vibhushan and the Bharat Ratna, was the most famous industrialist in India. He was an Indian aviator, entrepreneur and chairman of the Tata Group. He is also best known for being the founder of several industries under the Tata Group. As a follower of ethics in business, he helped India a lot. This interview was between JRD Tata and India Today Executive Editor TN. Ninan.

When JRD Tata started his business, there was no licensing system and no bribing. Business was honest and taxes were reasonable. As the government needed money to run elections, the whole culture changed. Along with this punitive tax, the license system came into existence. As Taxes became heavy, tax evasion, black-marketing and corruption erupted.

When asked about the Voltas case, JRD Tata replied Voltas was a clean company. The government charged heavy excise duty on air-conditioners made in the organized sector. The smaller sector was not charged excise duty at all. They wanted to sell more number of air conditioners at low prices. This was done without crossing the limits of the law. Though the company was in financial crisis, they did not go into liquidation.

Tata admired Nehru for many things. But he disagreed with all the economic policies of Nehru's government. He even didn't agree with Nehru's foreign policy. Nehru said that a large population is the greatest source of strength of any country. But JRD Tata felt that there should be control in population growth though both of them trusted each other.

Throughout the interview, Tata expressed his views about the great personalities in Indian business like G.D Birla and Dhirubhai Ambani. He said that Birla was a man of vision and Dhirubhai Ambani had tremendous drive, tremendous capability and tremendous novelty of ideas. He told the interviewer that he chose Mr. Ratan Tata, a man with modern ideas, as his successor and his role in introducing new ideas and new strategic planning.

### **NELSON MANDELA'S INTERVIEW WITH LARRY KING**

Nelson Mandela was the former South African President and civil rights advocate. He dedicated his life and fought for the rights of African people with non-violence like Mahatma Gandhi. Larry King was an American television and radio host of *CNN's Larry King's Live* which ran from 1985 to 2010. He interviewed Mandela in 2000 about his release from prison after 27 years. King declared that interviewing Mandela was one of the greatest moments of his life.

Nelson Mandela worked as a lawyer and fought for freedom, justice and equality of the black South African people. He was called a terrorist. He was arrested and sentenced to life imprisonment on June 12, 1964. While in prison, Mandela could read the literature of Tolstoy, the biographies and history. He had the opportunity to examine his past. He could know whether his behaviour was befitting to a person who tried to serve society. The prisoners used to stage a number of hunger strikes as their best weapon. The International Red Cross helped them in many ways.

According to Mandela, President EW de Klerk has a place in history. When Klerk became the South African President, he lifted the ban on the African National Congress and ordered the release of Mandela after 27 years as a political prisoner. When Mandela was released, the new national flag of the Republic of South Africa was un-furled in 1994, marking the newly born democracy in the world. Mandela was made the first President of this new democracy.

Mandela's name is meant for forgiveness as he is loving and forgiving. He believes that 'Forgiveness is a powerful weapon which liberates the soul and removes fear'. Though he did not want to become the first black President of South Africa, he was forced to be after their leader Oliver Tambo's death. He served as the President of South Africa from 1994 to 1999 as a great leader, statesman and philanthropist.