



# Indra Ganesan

## COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
NAAC Accredited, 2(F) Status Institution by UGC



**HS3251**

## **PROFESSIONAL ENGLISH – II**

**Second semester**

**B.E/B.Tech Students**

# GRAMMAR AND VOCABULARY

## 1)SYNONYMS

Words that have similar meaning as another words.

### Examples :

- smart – witty
- river – creek
- hairy – furry
- car – vehicle
- run – sprint
- big – gigantic
- identical – indistinguishable
- drink – beverage
- insect – bug

### Exercise for synonyms

choose the correct answer out of the following :-

1) SOLE

- (A) important
- (B) immediate
- (C) only
- (D) principal

ans: (c) only

2) INADVERTENT

- (A) undisturbed
- (B) ignorant

(C) unexpected

(D) unintentional

ans:(D) unintentional

3) ZENITH

(A) pinnacle

(B) reality

(C) hope

(D) ideal

ans:(A) pinnacle

4) CORDIAL

(A) friendly

(B) kind

(C) affectionate

(D) generous

ans:(A) friendly

5) IMPECCABLE

(A) upright

(B) harmless

(C) inoffensive

(D) flawless

ans:(D) flawless

6) DILIGENT

(A) hard working

(B) proud

(C) conceited

(D) great

ans:(A) hard working

7) INFIRM

(A) nervous

(B) weak

(C) unsteady

(D) timid

ans:(B) weak

8) PENSIVE

(A) contemplative

(B) precise

(C) reluctant

(D) unhappy

ans:(A) contemplative

9) FALLACY

(A) famous invention

(B) mistaken belief

(C) smart move

(D) unfounded fear

ans:(B) mistaken belief

10) BEQUEATH

(A) scold

(B) surround

(C) give

(D) disclose

ans:(C) give

11) YEARN

(A) confront

(B) crave

(C) deny

(D) accept

ans:(B) crave

12) POMPOUS

(A) Demanding

(B) Flashy

(C) Pretentious

(D) Supportive

ans:(C) Pretentious

13) ERRAND

(A) mistake

(B) blunder

(C) energy

(D) task

ans:(D) task

14) CAMOUFLAGE

(A) demonstrate

(B) fabric

(C) disguise

(D) cover

ans:(C) disguise

15) IMPUDENT

(A) Insolent

(B) Arrogant

(C) Vigilant

(D) Astute

ans:(A) Insolent

16) ANNEXURE

(A) attachment

(B) development

(C) retirement

(D) commencement

ans:(A) attachment

17) NARCISSISM

(A) self - admiration

(B) rude behaviour

(C) unpleasant behaviour

(D) self - condemnation

ans:(A) self - admiration

18) TRIVIAL

(A) vital

(B) ordinary

(C) crucial

(D) significant

ans:(B) ordinary

19) VANGUARD

(A) pioneer

(B) race driver

(C) officer

(D) flag bearer

ans:(D) flag bearer

20) MENACINGLY

(A) harmfully

(B) hideously

(C) dangerously

(D) threateningly

ans:(D) threateningly

## 2) ANTONYMS

Words with the opposite meaning to another word.

### **Examples :**

• off – on

• night – day

• entrance – exit

• exterior – interior

- true – false
- dead – alive
- push – pull
- pass – fail
- above – below
- servant – master
- borrow – lend
- give – receive
- buy – sell
- instructor – pupil
- young – elderly
- hard – easy
- happy – wistful
- wise – foolish
- fat – slim
- warm – cool
- early – late
- fast – slow
- dark – pale

## **Exercise for Antonyms**

- 1) What's the opposite of more? - Few, less, a lot, many
- 2) What's the opposite of alive? - Asleep, dead, death, sick
- 3) What's the opposite of loud? - Soft, quite, quiet, noisy
- 4) What's the opposite of happy? - Glad, ugly, difficult, sad
- 5) What's the opposite of last? - First, beginning, start, end



- 6) What's the opposite of now? - Always, never, then, soon
- 7) What's the opposite of to buy? - to take, to sell, to bring, to lend
- 8) What's the opposite of better? - Bad, worse, good, worst
- 9) What's the opposite of dangerous? - Easy, beautiful, safe, pleasant
- 10) What's the opposite of cool? - Warm, hot, cold, cooler

## II.

- 1) What's the opposite of many? - Less, few, more, most
- 2) What's the opposite of deep? - Shallow, narrow, thin, low
- 3) What's the opposite of long? - Broad, small, thing, short
- 4) What's the opposite of clean? - tidy up, clear, dirty beautiful
- 5) What's the opposite of empty? - Shut, open, Ugly, full
- 6) What's the opposite of thin? - Light, slow, fat, more
- 7) What's the opposite of beginning? - End, start, finish, depart
- 8) What's the opposite of big? - Huge, small, large, less
- 9) What's the opposite of modern? - Older, ancient, new, contemporary
- 10) What's the opposite of poor? - Wealth, rich, poverty, wise

## III.

- 1) What's the opposite of to break? - to join, to fasten, to mend, to build
- 2) What's the opposite of early? - Soon, late, last, first
- 3) What's the opposite of to lose? - to forget, to find, to search, to look for
- 4) What's the opposite of over? - Downstairs, below, under, above
- 5) What's the opposite of rough? - Sharp, heavy, hard, smooth
- 6) What's the opposite of heavy? - Light, soft, easy, smooth
- 7) What's the opposite of to learn? - To know, to teach, to forget, to understand
- 8) What's the opposite of high? - Under, low, beneath, down
- 9) What's the opposite of to start? - to stop, to begin, to go on, to continue
- 10) What's the opposite of to push? - to tow, lift ,to pull, to send

## Answers

- I.1) less 2) dead 3) quiet 4) sad 5) first 6) then 7) to sell 8) worse 9) safe 10) Warm

II. 1) few 2) shallow 3) short 4) dirty 5) full 6) fat 7) end 8) small 9) ancient 10) rich

III. 1) to mend 2) late 3) to find 4) under 5) smooth 6) light 7) to teach 8) low 9) to stop 10) to pull

### 3) MATCH THE FOLLOWING

1. a) accelerate      1) feasible  
b) simultaneously    2) increase speed  
c) viable            3) extremely high  
d) prohibitive        4) occurring at the same time

Answer: 2,4,1,3

2. a) distort            1) bulky  
b) cumbersome      2) twist out of shape  
c) comprehend       3) state of being out of date  
d) obsolescence     4) understand

Answer: 3,1,4,2

3. a) alien            1) remove  
b) discard          2) innumerable  
c) myriad          3) foreign  
d) advent          4) arrival

Answers : 3,1,2,4

4. a) priming          1) thing or part added to improve  
b) indispensable    2) preparing  
c) supplement      3) consider before hand  
d) anticipate        4) necessary

Answer: 2,4,1,3

5. a) explore            1) including all

- b) comprehensive 2) arrangement
- c) array 3) unfit to eat
- d) inedible 4) examine

Answer: 4,1,2,3

6. (a) Slight a) Temperate  
(b) Penny-wise b) Generous  
(c) Avaricious c) Heavy  
(d) Greedy d) Extravagant

Answer: c,d,a,b

7. a. Diversity a) Negligent  
b. Inadvertent b) Hindrance  
c. Obstacle c) Shooting forward  
d. Projection d) Difference

Answer: d, a,b,c

8. a) Dynamism 1) producer  
b) Enhance 2) sympathy  
c) Breeder 3) heighten  
d) Empathy 4) strength

Answer: 5,3,1,2

9. a. Accurate 1) Swift  
b. Gigantic 2) Precise  
c. Elide 3) Huge  
d. Rapid 4) Omit

Answer: 2,3,4,1

- 10 a) Conventional 1) use up  
b) Appropriate 2) traditional

- c) consume                      3)exhibit  
d) display                        4)suitable

Answer: 2,4, 1,3

## 4) PREFIXES AND SUFFIXES

A prefix is a word part added to the beginning of a word that changes the word's meaning.

A suffix is a word part added to the end of a word that changes the word's meaning.

### i) Prefixes of Negative and Positive

#### Negative

(prefix) **un** - (meaning) not - (example) unmagnetized

(prefix) **in** - (meaning) not - (example) incomplete

(prefix) **im** - (meaning) not - (example) impossible

(prefix) **il** - (meaning) not - (example) illegal

(prefix) **ir** - (meaning) not - (example) irregular

(prefix) **non** - (meaning) not connected with - (example) non-programmable

(prefix) **mis** - (meaning) bad,wrong - (example) misdirect

(prefix) **mal** - (meaning) bad,wrong - (example) malfunction

(prefix) **dis** - (meaning) opposite feeling - (example) disagree

(prefix) **anti** - (meaning) against - (example) antiglare

(prefix) **de** - (meaning) reduce,reverse - (example) demagnetize

(prefix)**under** - (meaning) too little - (example) underestimate

## Positive

(prefix) **re** - (meaning) do again - (example) reorganize

(prefix) **over** - (meaning) too much - (example) overload

### ii) Prefixes of Size

(prefix) **semi** - (meaning) half, partly - (example) semiconductor

(prefix) **equi** - (meaning) equal - (example) equidistant

(prefix) **mini** - (meaning) small - (example) minicomputer

(prefix) **micro** - (meaning) very small - (example) microscopic

(prefix) **macro** - (meaning) large, great - (example) macroeconomics

(prefix) **mega** - (meaning) large, great - (example) megabyte

### iii) Prefixes of Location

(prefix) **inter** - (meaning) between, among - (example) interface, interactive

(prefix) **super** - (meaning) over - (example) supersonic

(prefix) **trans** - (meaning) across - (example) transmit

(prefix) **ex** - (meaning) out - (example) exclude

(prefix) **extra** - (meaning) beyond - (example) extraordinary

(prefix) **sub** - (meaning) under - (example) subtraction

(prefix) **infra** - (meaning) below - (example) infra-red

(prefix) **peri** - (meaning) around - (example) perihelion

#### iv) Prefixes of Time and Order

(prefix)**ante** - (meaning)before - (example)antecedent

(prefix)**pre** - (meaning)before - (example)preceding , precedent

(prefix)**prime** - (meaning)first - (example)primary,primitive

(prefix)**post** - (meaning)after - (example)postdated

(prefix)**retro** - (meaning)backward - (example)retrograde

#### v) Prefixes of Numbers

(prefix)**semi** - (meaning)half - (example)semicircle

(prefix)**mono** - (meaning)one - (example)monochromatic

(prefix)**bi** - (meaning)two - (example)bipolar

(prefix)**tri** - (meaning)three - (example)triangle

(prefix)**quadra** - (meaning)four - (example)quadruple

(prefix)**penta** - (meaning)five - (example)pentagon

(prefix)**hexa** - (meaning)six - (example)hexadecimal

(prefix)**sept** - (meaning)seven - (example)september

(prefix)**octa** - (meaning)eight - (example)octa-numeral

(prefix)**dec** - (meaning)ten - (example)decimal

(prefix)**multi** - (meaning)many - (example)multicoloured

#### vi) Other Prefixes

(prefix)**pro** - (meaning)before,in advance - (example)progress

(prefix)**auto** - (meaning)self - (example)automatic

(prefix)**co** - (meaning)together with - (example) co-ordinate

(prefix)**con** - (meaning)together with - (example) connect

## **Exercises for Prefixes**

Add the correct prefix to the word to complete each sentence.

- 1- I wanted to ease my stomach \_\_\_\_\_comfort, so I drank some ginger root tea.
  
- 2- Lenny looked funny in his \_\_\_\_\_matched shirt and pants.
  
- 3- Penelope felt \_\_\_\_\_glamorous at the party because she was the only one not wearing a dress.
  
- 4- My mother said those \_\_\_\_\_aging creams do not work, so I should not waste my money on them.
  
- 5- The child's \_\_\_\_\_standard performance on the test alarmed his parents.
  
- 6- When my sister first saw the meteor, she thought it was a \_\_\_\_\_natural phenomenon.
  
- 7- Even though she got an excellent job offer, Cherie did not want to \_\_\_locate to a different country.
  
- 8- With a small class size, the students get to \_\_\_\_\_act with the teacher more frequently.
  
- 9- I slipped on the ice because I did not heed the \_\_\_\_\_cautions about watching my step.
  
- 10- A \_\_\_\_\_combatant is another word for civilian.

## **Answers**

- 1- I wanted to ease my stomach discomfort, so I drank some ginger root tea.

2- Lenny looked funny in his unmatched shirt and pants.

3- Penelope felt (non/un)glamorous at the party because she was the only one not wearing a dress.

4- My mother said those anti-aging creams do not work, so I should not waste my money on them.

5- The child's nonstandard performance on the test alarmed his parents.

6- When my sister first saw the meteor, she thought it was a supernatural phenomenon.

7- Even though she got an excellent job offer, Cherie did not want to dislocate to a different country.

8- With a small class size, the students get to react with the teacher more frequently.

9- I slipped on the ice because I did not heed the precautions about watching my step.

10- A noncombatant is another word for civilian.

Add a prefix to each of the following words to make new words :

.....possible

.....understand

.....attentive

.....polite

.....place

.....depressive

.....employed

.....turn



.....vision  
.....organized  
.....agree  
.....able  
.....justice  
.....lead  
.....gravity  
.....happy  
.....legal  
.....like  
.....write  
.....school  
.....active  
.....regular  
.....logical  
.....sense  
.....stop  
.....known  
.....fiction  
.....expected  
.....historic  
.....cursor  
.....loyal  
.....cover  
.....dote  
.....dress  
.....courage  
.....do  
.....able

.....reliable

.....face

.....climax

## Answers:

impossible

misunderstand

inattentive

impolite

misplace

non-depressive

unemployed

(mis/un)turn

prevision

disorganized

disagree

disable

injustice

mislead

antigravity

unhappy

illegal

dislike

unwrite

preschool

inactive

irregular

illogical

non-sense  
nonstop  
unknown  
nonfiction  
unexpected  
prehistoric  
precursor  
disloyal  
discover  
antidote  
undress  
discourage  
undo  
unable  
unreliable  
preface  
anticlimax

## Suffixes

### i) Noun -Forming Suffixes

(suffix)**ance** - (meaning)state - (example) performance

(suffix)**ence** - (meaning)quality of - (example) independence

(suffix)**er, or** - (meaning)a person who does - (example) programmer, operator, biographer, compiler

(suffix)**ist, yst** - (meaning)a person who - (example) analyst, typist

(suffix)**ian** - (meaning)pertaining to - (example) electrician

(suffix)**tion, ation** - (meaning)the act of - (example) compilation

(suffix)**ness** - (meaning)condition of - (example)readiness,cleanliness,happiness

(suffix)**ion** - (meaning)action/state - (example)conversion

(suffix)**ing** - (meaning)activity - (example)multiplexing

(suffix)**ment** - (meaning)state,action - (example)conversion

(suffix)**ity** - (meaning)state,quality - (example)electricity

(suffix)**ism** - (meaning)condition/state - (example)magnetism

(suffix)**dom** - (meaning)domain/condition - (example)freedom

(suffix)**ship** - (meaning)condition/state - (example)relationship

## ii) Verb-Forming Suffixes

(suffix)**ize/ise** - (example)computerize

(suffix)**ate** - (meaning)to make - (example)automate

(suffix) **ify** - (example)simplify

(suffix)**en** - (example)harden,widen,lengthen

## iii) Adverb-Forming Suffixes

(suffix)**ly**- (meaning)in the manner of - (example)electronically,logically

## iv) Adjective-Forming Suffixes

(suffix)**al** - (example)computational

(suffix)**ar** - (meaning)having the quality of - (example)circular

(suffix)**ic** - (example)magnetic,automatic

(suffix)**ical** - (example)electrical

(suffix)**able** - (meaning)capable of being- (example)comparable,portable

(suffix)**ble** - (example)divisible

(suffix)**ous** - (meaning)like full of- (example)dangerous

(suffix)**ful** - (meaning)characterized by - (example)helpful,careful

(suffix)**less** - (meaning)without- (example)careless,meaningless

(suffix)**ish** - (meaning)like- (example)yellowish

(suffix)**ed** - (meaning)having the quality of- (example)computed,processed

(suffix)**ive** - (example)interactive

## Exercises for Suffixes

Write correctly the forms of the words with their suffixes.

refer + ed

.....

refer + ence

.....

mope + ing

.....

approve + al

.....

green + ness

.....

benefit + ed

.....

resubmit + ing

.....

use + age

.....

greedy + ly

.....  
excite + ment  
.....

## Answers

refer + ed

referred

refer + ence

reference

mope + ing

mopping

approve + al

approval

green + ness

greenness

benefit + ed

benefitted (Br), benefited (US)

resubmit + ing

resubmitting

use + age

usage

greedy + ly

greedily

excite + ment

excitement

**Add a suffix to each of the following words to make new words:**

fear.....

teach.....

help.....

brother.....

happy.....

accident.....

photocopy.....

understand.....

loud.....

courage.....

thought.....

kind.....

care.....

home.....

fashion.....

friend.....

water.....

jealous.....

speech.....

tax.....

popular.....

clear.....

hope.....

mad.....

suit.....

sugar.....

rely.....

prime.....

pain.....

danger.....

fame.....

comfort.....

fog.....

environment...

act.....

use.....

Brazil.....

drink.....

encourage.....

deplore.....

## **Answers:**

fearless

teacher

helpful

brotherly

happiness

accidental

photocopier

understandable

loudness

courageous

thoughtful

kindness

careful

homeless



fashionable

friendly

waterless

jealousy

speechless

taxor

popularity

clearly

hopeful

madness

suitable

sugary

reliable

primary

painful

dangerous

famous

comfortless

foggy

environmental

actor

usable

Brazilian

drinker

encouragement

deplorable

Put the words in brackets in the appropriate form (use prefixes or suffixes):

1- He was acting in a very \_\_\_\_\_ way. (child)

2- She looked \_\_\_\_\_. She started to cry. (happy)

3- He passed his exam. He was \_\_\_\_\_ for the second time. (succeed)

4- The team that he supported was able to win the \_\_\_\_\_. (champion)

5- I couldn't find any \_\_\_\_\_ in his theory. (weak)

6- He wants to be a \_\_\_\_\_ when he grows up. (mathematics)

7- There were only a \_\_\_\_\_ of people at the match. (hand)

8- The road was too narrow, so they had to \_\_\_\_\_ it. (wide)

9- I think that you should \_\_\_\_\_ your decision. It may not be the best thing to do. (consider)

10- You need a \_\_\_\_\_ of motivation, organization and hard work to realize your dreams. (combine)

## **Answers**

1- He was acting in a very childish way. (child)

2- She looked unhappy. She started to cry. (happy)

3- He passed his exam. He was successful for the second time. (succeed)

4- The team that he supported was able to win the championship. (champion)

5- I couldn't find any weakness in his theory. (weak)

6- He wants to be a mathematician when he grows up. (mathematics)

7- There were only a handful of people at the match. (hand)

8- The road was too narrow, so they had to widen it. (wide)

9- I think that you should reconsider your decision. It may not be the best thing to do. (consider)

10- You need a combination of motivation, organization and hard work to realize your dreams.  
(combine)

## **5) Word Formations**

### **i) Formation of Nouns from Verbs :**

agree - agreement

amuse - amusement

employ - employment

excite - excitement

manage - management

treat - treatment

pay - payment

argue - argument

develop - development

entertain - entertainment

invest - investment

advertise - advertisement

achieve - achievement

enjoy - enjoyment

govern - government

announce - announcement

disappoint - disappointment

punish - punishment

## ii) Formation of Verbs from Adjectives :

Able... enable

Abundant...abound

Base...debase

Bitter...embitter

Bold....embolden

Brief... abbreviate

Broad...broaden

Calm...becalm

Certain...ascertain

Cheap...cheapen

Clean....cleanse

Clean....clear

Civil...civilize

Clear....clear

Clear....clarify

Dark....darken

Dear...endear

Deep...deepen

Dense...condense

Different....differentiate

Equal....equalize

False... falsify

Familiar...familiarize

Feeble...enfeeble

Fertile....fertilize

Fine.... refine

Firm....confirm

Firm....affirm

Fond....fondle

Foul....defile

Fresh....refresh

General... generalize

Glad....gladden

Hale....heal

Hard....harden

High....heighten

Humble....humiliate

Humble...humble

Just....justify

Large....enlarge

Little....belittle

Liquid....liquefy

Long...lengthen

Long....elongate

Low....lower

Mad...madden

Moist....moisten

New....renew

Noble...ennoble

Particular...particularize

Perpetual...perpetuate

Poor....impoverish

Popular....popularize

Proper....appropriate

Public....publish

Public....publicize

Pure....purify

Quite....quieten

Rare....rarefy

Real....realize

Rich....enrich

Short....shorten

Sick....sicken

Solid....consolidate

Solid....solidify

Special....specialize

Stable...stabilize

Strange....estrangle

Strong...strengthen

Stupid...stupefy

Sure....ensure

Sweet...sweeten

Thick...thicken

Timid....intimidate

Vile....vilify

Venerable....venerate

White...whiten

Wide....widen

### iii) Formation of Nouns from Adjectives

Abundant ..abundance

Active.. activity

Broad..breadth

Compulsary compulsion

Dense density

Enormous..enormity

Frequent .frequency

Great.. greatness

Honest .honesty

Idle...idleness

Just .justice

Liberal .liberality

New .newness

Open .openess

Quick .quickness

Private .privacy

Rare..rarity

True .truth

Vacant .vacancy

### iv) Formation of Adjectives from Nouns

norm .. normal

music ...musical

industry .. industrial

class . classical

economy ..economic/economical

romance.. romantic

hero . heroic

beauty.. beautiful

harm .. harmful

peace.. peaceful

custom .. customary

moment...momentary

anger ..angry

wealth .. wealthy

adventure. adventurous

ambition . ambitious

child . childlike

worm..wormlike

## v) Formation of Adjectives from Verbs

act...active

create..creative

talk...talkative

attract.. attractive

read . readable

speak .speakable

break..breakable

enjoy .. enjoyable

play ... playful

obey.. obedient

resist . resistant

## vi) Formation of Adjectives from Adjectives



Black...blackish

Green...greenish

Red...reddish

Economic...economical

Many...manifold

Sick...sickly

Tragic...tragical

Whole...wholesome

## Exercise

i) Complete the following (verb-noun)

educate

.....

improve

.....

jog

.....

govern

.....

spell

.....

hesitate

.....

arrange

.....

**ii) Complete the following (adjective-noun)**

stupid

.....

happy

.....

weak

.....

similar

.....

active

.....

sad

.....

popular

.....

**Answers:**

educate

education

stupid

stupidness

improve

improvement

happy

happiness

jog

jogging

weak

weakness  
govern  
government  
similar  
similarity  
spell  
spelling  
active  
activity  
hesitate  
hesitation / hesitance  
sad  
sadness  
arrange  
arrangement  
popular  
popularity

## **6) Tenses**

Tense means "Time" in latin. It is used to indicate the time of an action and its degree of completeness.

**The twelve tenses in English are as follows:**

- i) Simple Present Tense
- ii) Present Continuous Tense

- iii) Present Perfect Tense
- iv) Present Perfect Continuous Tense
- v) Simple Past Tense
- vi) Past Continuous Tense
- vii) Past Perfect Tense
- viii) Past Perfect Continuous Tense
- ix) Simple Future Tense
- x) Future Continuous Tense
- xi) Future Perfect Tense
- xii) Future Perfect Continuous Tense

### **i) The Simple Present Tense**

Subject + Verb in the base form/third person plural form

Example: You look beautiful.

She looks beautiful.

Subject + Do not/Don't/Does not/Doesn't + Verb in the base form/third person plural form

Example: You do not look beautiful.

She does not look beautiful.

Do/Does + Subject + Verb

Example: Do you look beautiful?

Does she look beautiful?

**Don't/Doesn't + Subject + Verb**

Example: Don't you look beautiful?

Doesn't she look beautiful?

## **Exercise for Simple Present tense**

1. Do you \_\_\_\_\_(watch) English movies?
2. I \_\_\_\_\_(read) a lot of short stories.
3. Geetha \_\_\_\_\_(be) a doctor.
4. Deena, Priya and Shanti \_\_\_\_\_(be) friends.
5. He \_\_\_\_\_(go-negative) to work regularly.
6. \_\_\_\_\_(be) you the one who came to get the stationery for the competition?
7. \_\_\_\_\_(take) a left after the petrol bunk on the right.
8. Please \_\_\_\_\_(switch) off the fans when you \_\_\_\_\_(leave).
9. \_\_\_\_\_(give) it to him when he \_\_\_\_\_(arrive).
10. Harry told me that he will meet me before I \_\_\_\_\_(leave) for Chennai.

**Answers:**

1. Do you watch English movies?
2. I read a lot of short stories.
3. Geetha is a doctor.
4. Deena, Priya and Shanti are friends.
5. He doesn't go to work regularly.
6. Are you the one who came to get the stationery for the competition?
7. Take a left after the petrol bunk on the right.
8. Please switch off the fans when you leave.
9. Give it to him when he arrives.
10. Harry told me that he will meet me before I leave for Chennai.

## **ii) Present continuous Tense**

Subject + am/is/are + present participle (verb+ing) + the rest of the sentence

Examples:

I am reading a newspaper.

You are doing it wrong.

He is playing tennis.

Subject + am/is/are + not + present participle (verb+ing) + the rest of the sentence

Examples:

I am not reading a newspaper.

You are not doing it wrong.

He is not playing tennis.

Am/is/are + subject + present participle (verb+ing) + the rest of the sentence

Examples:

Am I reading a newspaper?

Are you doing it wrong?

Is he playing tennis?

Am/is/are + subject + not + present participle (verb+ing) + the rest of the sentence

(or)

Isn't/aren't + subject + present participle (verb+ing) + the rest of the sentence

Examples:

Am I not reading a newspaper?

Are you not doing it wrong? / Aren't you doing it wrong?

Is he not playing tennis? / Isn't he playing tennis?

## Exercise for Present Continuous Tense

1. \_\_\_\_\_ the clock \_\_\_\_\_ (work)?

2. The teachers \_\_\_\_\_ (plan) to dance to all the latest songs on Childrens Day.

3. \_\_\_\_\_ she \_\_\_\_\_ (play - negative) the piano anymore?

4. The dog \_\_\_\_\_ (run) all around the garden.

5. We \_\_\_\_\_ (go - negative) to the party tomorrow.

6. The Bellas \_\_\_\_\_ (perform) the songs of the 80s.

7. Will, Smith and Sherlock \_\_\_\_\_ (dance) well.

8. \_\_\_\_\_ I \_\_\_\_\_ (look) good today?

9. Trinita and Vinitha \_\_\_\_\_ (ride) on their new cat.

10. \_\_\_\_\_ he still \_\_\_\_\_ (stand) there?

## **Answers:**

1. Is the clock working?

2. The teachers are planning to dance to all the latest songs on Childrens Day.

3. Is she not playing the piano anymore?

4. The dog is running all around the garden.

5. We are not going to the party tomorrow.



6. The Bellas are performing the songs of the 80s.

7. Will, Smith and Sherlock are dancing well.

8. Am I looking good today?

9. Trinita and Vinitha are riding on their new cat.

10. Is he still standing there?

### **iii) Present Perfect Tense**

Subject + have/has + past participle + the rest of the sentence

Examples:

I have finished my work.

You have finished your work.

He has finished his work.

She has finished her work.

They have finished their work.

Subject + have/has + not + past participle + the rest of the sentence

Examples:

I have not finished my work.

You have not finished your work.

He has not finished his work.

She has not finished her work.

They have not finished their work.

Have/has + subject + past participle + the rest of the sentence

Examples:

Have I finished my work?

Have you finished your work?

Has he finished his work?

Has she finished her work?

Have they finished their work?

Have/has + subject + not + past participle + the rest of the sentence

(or)

Haven't / hasn't + subject + past participle + the rest of the sentence

Examples:

Haven't I finished my work?

Haven't you finished your work?

Hasn't he finished his work?

Hasn't she finished her work?

Haven't they finished their work?

Have you not finished your work?

Has she not finished her work?

Has he not finished his work?

Have they not finished their work?

**I** - I have worked as a teacher for two years.

**You** - You have worked as a teacher for two years.

**We** - We have worked as teachers for two years.

**He** - He has worked as a teacher for two years.

**She** - She has worked as a teacher for two years.

**They** - They have worked as teachers for two years.

**It** - It has been here the whole time.

**Singular noun** - Michael has worked as a teacher for two years.

**Plural noun** - Suraj and Karthi have worked as teachers for two years.

## Exercises for Present Perfect tense

I We \_\_\_\_\_ (find - negative) it yet.

II Venu and Parvati \_\_\_\_\_ (invited) all their friends for today's party.

III Shashi \_\_\_\_\_ (sleep - negative) all night.

IV \_\_\_\_\_ he \_\_\_\_\_ (finish) his work?

V It \_\_\_\_\_ (be - negative) the same ever since you left.

VI They \_\_\_\_\_ (buy) a 2BHK flat.

VII \_\_\_\_\_ You \_\_\_\_\_ (come) to the right place. —

VIII \_\_\_\_\_ you \_\_\_\_\_ ever \_\_\_\_\_ (be) to Malaysia? —

IX Do you know why she \_\_\_\_\_ (like - negative) it?

X \_\_\_\_\_ you \_\_\_\_\_ (hear) about the new education policies?

## **Answers:**

1. We have not found it yet.
2. Venu and Parvati have invited all their friends for today's party.
3. Shashi has not slept all night.
4. Has he finished his work?
5. It has not been the same ever since you left.
6. They have bought a 2BHK flat.
7. You have come to the right place.
8. Have you ever been to Malaysia?
9. Do you know why she has not liked it?
10. Have you heard about the new education policies?

## **iv) Present Perfect Continuous Tense**

Subject + have/has + been + present participle + the rest of the sentence

Examples:

I have been working on this project for a week.

You have been working on this project for a week.

He has been working on this project for a week.

She has been working on this project for a week.

They have been working on this project for a week.

Subject + have/has + not + been + present participle + the rest of the sentence

Examples:

I have not been working on this project for a week.

You have not been working on this project for a week.

He has not been working on this project for a week.

She has not been working on this project for a week.

They have not been working on this project for a week.

Have/has + subject + been + present participle + the rest of the sentence

Examples:

Have I been working on this project for a week?

Have you been working on this project for a week?

Has he been working on this project for a week?

Has she been working on this project for a week?

Have they been working on this project for a week?

Have/has + subject + not + been + present participle + the rest of the sentence

(or)

Haven't / hasn't + subject + been + present participle + the rest of the sentence

Examples:

Haven't I been working on this project for a week?

Haven't you been working on this project for a week?

Hasn't he been working on this project for a week?

Hasn't she been working on this project for a week?

Haven't they been working on this project for a week?

Have you not been working on this project for a week?

Has she not been working on this project for a week?

Has he not been working on this project for a week?

Have they not been working on this project for a week?

**I** - I have been working as a doctor for two years.

**You** - You have been working as a doctor for two years.

**We** - We have been working as doctors for two years.

**He** - He has been working as a doctor for two years.

**She** - She has been working as a doctor for two years.

**They** - They have been working as doctors for two years.

**It** - It has been raining for a week now.

**Singular noun** - Firoz has been working as a doctor for two years.

**Plural noun** - Manoj and Dheeraj have been working as doctors for two years.

## Exercises for Present Perfect Continuous Tense

1. I \_\_\_\_\_(watch) this movie for two hours.

2. Sam \_\_\_\_\_(ask) for you.

3. Indrajith \_\_\_\_\_(dance) all day.

4. Joji and Shaji \_\_\_\_\_(plan) to go to Hyderabad next week.

5. \_\_\_\_\_ you \_\_\_\_\_ (look) for this bag?
6. I \_\_\_\_\_ (work out - negative) for two months now.
7. Cherina \_\_\_\_\_ (work) on this essay for a week.
8. \_\_\_\_\_ he \_\_\_\_\_ (try) to get into Jawaharlal Nehru University? Is there any progress?
9. They \_\_\_\_\_ (practise) for the farewell programme.
10. Manu \_\_\_\_\_ (think) of sending in his resignation letter.

## **Answers:**

1. I have been watching this movie for two hours.
2. Sam has been asking for you.
3. Indrajith has been dancing all day.
4. Joji and Shaji have been planning to go to Hyderabad next week.
5. Have you been looking for this bag?
6. I have not been working out for two months now.
7. Cherina has been working on this essay for a week.
8. Hasn't he been trying to get into Jawaharlal Nehru University? Is there any progress?

9. They have been practising for the farewell programme.

10. Manu has been thinking of sending in his resignation letter.

## **v) Simple Past Tense**

Subject + Verb in the past form (base form of the verb + ed/d for regular verbs or past tense form of the irregular verbs)

Example: You spoke really well.

I had my breakfast.

Subject + Didn't + Verb in the base form

Example: You did not speak really well.

I did not have my breakfast.

Did + Subject + Verb in the base form

Example: Did you speak really well?

Did I have my breakfast?

Didn't + Subject + Verb in the base form

Example: Didn't you speak really well?

Didn't I have my breakfast?

Referring to an action that happened in the past

We went to the park yesterday evening.

I totally forgot about the meeting.

Manu opened the door for the guests.



## Referring to an action that was true for some time in the past

Karthik played tennis when he was in school.

Miss Holly worked as a guest lecturer at our college.

Santana used to love reading fantasy novels when she was younger.

## Referring to an action that took place several times in the past

I worked as an academic counsellor for six months.

We enjoyed playing Pictionary every time we met.

My father dropped me at school every day till I entered high school.

## Exercises for Simple Past Tense

1. I \_\_\_\_\_(pay) the bills already.
2. The teacher \_\_\_\_\_(motivate) her kids to stand up for themselves and their fellow classmates.
3. Reena \_\_\_\_\_(to be) a student at Delhi University.
4. \_\_\_\_\_you \_\_\_\_\_(finish - interrogative) the science and maths assignments?
5. Tina \_\_\_\_\_(know - negative) about yesterday's test.
6. \_\_\_\_\_he \_\_\_\_\_(complete - negative interrogative) the paper yet?
7. Rahul \_\_\_\_\_(play) basketball in college.
8. Will and Emma \_\_\_\_\_(to be) at the fair.

9. Manish \_\_\_\_\_(sell) all the sachets.

10. I \_\_\_\_\_(think) about it, but I don't think it will work.

## **Answers:**

1. I paid the bills already.

2. The teacher motivated her kids to stand up for themselves and their fellow classmates.

3. Reena was a student at Delhi University.

4. Did you finish the science and maths assignments?

5. Tina did not know about yesterday's test.

6. Didn't he complete the paper yet?

7. Rahul played basketball in college.

8. Will and Emma were at the fair.

9. Manish sold all the sachets.

10. I thought about it, but I don't think it will work.

## **vi) Past Continuous Tense**

Subject + was/were + present participle (verb+ing) + the rest of the sentence

Examples:

I was listening to the news.

You were doing it again.

He was driving a car.

It was raining when you came.

**Subject + was/were + not + present participle (verb+ing) + the rest of the sentence**

Examples:

I was not listening to the news.

You were not doing it again.

He was not driving a car.

It was not raining when you came.

**Was/were + subject + present participle (verb+ing) + the rest of the sentence**

Examples:

Was I listening to the news?

Were you doing it again?

Was he driving a car?

Was it raining when you came?

**Wasn't/weren't + subject + present participle (verb+ing) + the rest of the sentence**

(Or)

**Was/were + subject + not + present participle (verb+ing) + the rest of the sentence**

Examples:

Wasn't I listening to the news? / Was I not listening to the news?

Weren't you doing it again? / Were you not doing it again?

Wasn't he driving a car? / Was he not driving a car?

Wasn't it raining when you came? / Was it not raining when you came?

## Exercises for Past Continuous Tense

1. Oshin \_\_\_\_\_(prepare) dinner.
2. \_\_\_\_\_he \_\_\_\_\_(drive - negative) the car?
3. I \_\_\_\_\_(watch) TV when my mom came.
4. Sheela \_\_\_\_\_(play) the lead role in the skit.
5. Yesterday, we \_\_\_\_\_(clean) the house when the guests arrived.
6. She \_\_\_\_\_(do - negative) what the teacher had asked her to do.
7. \_\_\_\_\_you \_\_\_\_\_(feel - negative) good yesterday?
8. I \_\_\_\_\_(plan) to dance at my cousin's wedding.
9. The train \_\_\_\_\_(run) late by an hour.
10. We \_\_\_\_\_(go) to buy new clothes for all of us.

## Answers:

1. Oshin was preparing dinner.

2. Wasn't he driving the car?

3. I was watching TV when my mom came.

4. Sheela was playing the lead role in the skit.

5. Yesterday, we were cleaning the house when the guests arrived.

6. She was not doing what the teacher had asked her to do.

7. Were you not feeling good yesterday?

8. I was planning to dance at my cousin's wedding.

9. The train was running late by an hour.

10. We were going to buy new clothes for all of us.

## **vii) Past Perfect Tense**

Subject + had + past participle + the rest of the sentence

Examples:

I had completed my assignment before everyone else even started.

You had completed your assignment before everyone else even started.

He had completed his assignment before everyone else even started.

She had completed her assignment before everyone else even started.

They had completed their assignment before everyone else even started.

Subject + had + not + past participle + the rest of the sentence

Examples:

I had not completed my assignment.

You had not completed your assignment.

He had not completed his assignment.

She had not completed her assignment.

They had not completed their assignment..

Had + subject + past participle + the rest of the sentence

Examples:

Had I completed my assignment before everyone else even started?

Had you completed your assignment before everyone else even started?

Had he completed his assignment before everyone else even started?

Had she completed her assignment before everyone else even started?

Had they completed their assignment before everyone else even started?

Had + subject + not + past participle + the rest of the sentence

(or)

Hadn't + subject + past participle + the rest of the sentence

Examples:

Hadn't I completed my assignment before everyone else even started?

Hadn't you completed your assignment before everyone else even started?

Hadn't he completed his assignment before everyone else even started?

Hadn't she completed her assignment before everyone else even started?

Hadn't they completed their assignment before everyone else even started?

Had you not finished your assignment before everyone else even started?

Had she not finished her assignment before everyone else even started?

Had he not finished his assignment before everyone else even started?

Had they not finished their assignment before everyone else even started?

## Exercises for Past Perfect Tense

1. Alice \_\_\_\_\_(read) all the Harry Potter novels by the time she was fifteen years old.
2. I \_\_\_\_\_(complete - negative) my work when my parents arrived.
3. When we were in college, we \_\_\_\_\_(perform) this song live.
4. My friend, Raimy \_\_\_\_\_already \_\_\_\_\_(watch) the movie before we met.
5. \_\_\_\_\_you \_\_\_\_\_(work - negative interrogative) at CTS before you started working at this company?
6. My mom told me that we \_\_\_\_\_(meet) Priyanka already but I don't think so.
7. My brother \_\_\_\_\_(solve) five math problems before I completed two.
8. The place \_\_\_\_\_(close) by the time we got there.
9. \_\_\_\_\_he \_\_\_\_\_(bring) all the documents when you reached?
10. We felt sad that the movie \_\_\_\_\_already \_\_\_\_\_(start) before we got there.

## Answers:

1. Alice had read all the Harry Potter novels by the time she was fifteen years old.
2. I had not completed my work when my parents arrived.

3. When we were in college, we had performed this song live.
4. My friend, Raimy, had already watched the movie before we met.
5. Hadn't you worked at CTS before you started working at this company?
6. My mom told me that we had met Priyanka already but I don't think so.
7. My brother had solved five math problems before I completed two.
8. The place had closed by the time we got there.
9. Had he brought all the documents when you reached?
10. We felt sad that the movie had already started before we got there.

## **viii) Past Perfect Continuous Tense**

Subject + had + been + present participle + the rest of the sentence

Examples:

I had been cooking my mom's favourite dish when she walked into the kitchen.

You had been cooking your mom's favourite dish when she walked into the kitchen.

He had been cooking his mom's favourite dish when she walked into the kitchen.

She had been cooking her mom's favourite dish when she walked into the kitchen.

They had been cooking their mom's favourite dish when she walked into the kitchen.

Subject + had + not + been + present participle + the rest of the sentence

Examples:



I had not been cooking my mom's favourite dish when she walked into the kitchen.

You had not been cooking your mom's favourite dish when she walked into the kitchen.

He had not been cooking his mom's favourite dish when she walked into the kitchen.

She had not been cooking her mom's favourite dish when she walked into the kitchen.

They had not been cooking their mom's favourite dish when she walked into the kitchen.

Had + subject + been + present participle + the rest of the sentence

Examples:

Had I been cooking my mom's favourite dish when she walked into the kitchen?

Had you been cooking your mom's favourite dish when she walked into the kitchen?

Had he been cooking his mom's favourite dish when she walked into the kitchen?

Had she been cooking her mom's favourite dish when she walked into the kitchen?

Had they been cooking their mom's favourite dish when she walked into the kitchen?

Had + subject + not + been + present participle + the rest of the sentence

(or)

Hadn't + subject + been + present participle + the rest of the sentence

Examples:

Hadn't I been cooking my mom's favourite dish when she walked into the kitchen?

Hadn't you been cooking your mom's favourite dish when she walked into the kitchen?

Hadn't he been cooking his mom's favourite dish when she walked into the kitchen?

Hadn't she been cooking her mom's favourite dish when she walked into the kitchen?

Hadn't they been cooking their mom's favourite dish when she walked into the kitchen?

Had you not been cooking your mom's favourite dish when she walked into the kitchen?

Had she not been cooking her mom's favourite dish when she walked into the kitchen?

Had he not been cooking his mom's favourite dish when she walked into the kitchen?

Had they not been cooking their mom's favourite dish when she walked into the kitchen?

## Exercises for Past Perfect Continuous Tense

1. Derrick \_\_\_\_\_(work) at the hospital for over two years before he left for Spain.
2. I don't think the place \_\_\_\_\_(function) well for a very long time before it shut down.
3. Theena \_\_\_\_\_(sing) for an hour before her mom arrived.
4. \_\_\_\_\_you \_\_\_\_\_(wait - interrogative) at the railway station for over two hours when the train finally arrived?
5. How long \_\_\_\_\_you \_\_\_\_\_(stand) there to meet the manager?
6. The dogs \_\_\_\_\_(bark) continuously until the owner finally came home and fed them.
7. My brother \_\_\_\_\_(ask) me to buy him an Axon helmet for years before I could somehow make some money to buy him one.
8. They \_\_\_\_\_(live) in New York for four years when they had to leave due to personal reasons.
9. He \_\_\_\_\_(run) around for hours looking for my dog before I found him with my neighbour at the park.
10. My cousins \_\_\_\_\_(suggest) that we called the police when we found the burglars.

## Answers:

1. Derrick had been working at the hospital for over two years before he left for Spain.
2. I don't think the place had been functioning well for a very long time before it shut down.

3. Theena had been singing for an hour before her mom arrived.
4. Hadn't you been waiting at the railway station for over two hours when the train finally arrived?
5. How long had you been standing there to meet the manager?
6. The dogs had been barking continuously until the owner finally came home and fed them.
7. My brother had been asking me to buy him an Axon helmet for years before I could somehow make some money to buy him one.
8. They had been living in New York for four years when they had to leave due to personal reasons.
9. He had been running around for hours looking for my dog before I found him with my neighbour at the park.
10. My cousins had been suggesting that we called the police when we found the burglars.

## **ix) Simple Future Tense**

Subject + Helping verb (will) + Base form of the verb + the rest of the sentence

For example: I will read the newspaper from tomorrow.

Subject + Will not/Won't + Base form of the verb + the rest of the sentence

For example: I will not read the newspaper from tomorrow.

Will + Subject + base form of the verb + the rest of the sentence

For example: Will I read the newspaper from tomorrow?

Will + Subject + not + Base form of the verb + the rest of the sentence

(or)

Won't + Subject + Base form of the verb + the rest of the sentence

For example: Will I not read the newspaper from tomorrow?

## Exercises for Simple Future Tense

1. Quinn \_\_\_\_\_(sing) at the final auditions.
2. Madame Smith \_\_\_\_\_(be) the judge for the cultural competitions.
3. \_\_\_\_\_you \_\_\_\_\_(finish - negative interrogative) writing the song before the event?
4. I don't think he \_\_\_\_\_(enjoy) something like this.
5. Sandy had told me that it \_\_\_\_\_(rain - negative) today.
6. \_\_\_\_\_Adharsh \_\_\_\_\_(visit) you or not?
7. Amal \_\_\_\_\_(arrive - negative) in time for the reception.
8. Santana \_\_\_\_\_(be) your partner for the dance.
9. Do you think it \_\_\_\_\_(matter) to them at all?
10. Abdul \_\_\_\_\_(give) you all the instructions regarding what should be done when you get here.

## **Answers:**

1. Quinn will sing at the final auditions.
2. Madame Smith will be the judge for the cultural competitions.
3. Won't you finish writing the song before the event?
4. I don't think he will enjoy something like this.
5. Sandy had told me that it will not rain today.
6. Will Adharsh visit you or not?
7. Amal will not arrive in time for the reception.
8. Santana will be your partner for the dance.
9. Do you think it will matter to them at all?
10. Abdul will give you all the instructions regarding what should be done when you get here.

## **x) Future Continuous Tense**

Subject + Helping verb (will + be) + Past participle form of the verb + the rest of the sentence

For example: Balu will be performing at the International event in Australia.

Subject + Will not be/Won't be + Past participle form of the verb + the rest of the sentence

For example: Balu will not be performing at the International event in Australia.

**Will + Subject + Be + Past participle form of the verb + the rest of the sentence**

For example: Will Balu be performing at the International event in Australia?

**Will + Subject + not + be + Past participle form of the verb + the rest of the sentence**

(or)

**Won't + Subject + be + Past participle form of the verb + the rest of the sentence**

For example: Will Balu not be performing at the International event in Australia?

## **Exercises for Future Continuous Tense.**

1. Next month, at this time, I \_\_\_\_\_(chill) in Maldives along with my friends.
2. Nathan \_\_\_\_\_(reach) home at this time tomorrow.
3. Bindhu \_\_\_\_\_(work - negative) for a month as she has to take care of her sick mother.
4. \_\_\_\_\_Sue \_\_\_\_\_(attend - interrogative) the Glee club rehearsals the day after tomorrow?
5. \_\_\_\_\_Gowtham \_\_\_\_\_(come - negative interrogative) along with you to Chennai?
6. Tania \_\_\_\_\_(try out - negative) for the relay this year.
7. Sandhya \_\_\_\_\_(help) us with the arrangements for tomorrow as Theena will not be able to do it.

8. \_\_\_\_\_ Irene \_\_\_\_\_ (lead - interrogative) the drill on Sports Day?
9. \_\_\_\_\_ they \_\_\_\_\_ (perform - negative interrogative) Don't Stop Believing for the Sectionals?
10. The students \_\_\_\_\_ (participate) in the extracurricular activities organised by the senior students on Children's Day.

## Answers:

1. Next month, at this time, I will be chilling in the Maldives along with my friends.
2. Nathan will be reaching home at this time tomorrow.
3. Bindhu will not be working for a month as she has to take care of her sick mother.
4. Will Sue be attending the Glee club rehearsals the day after tomorrow?
5. Won't Gowtham be coming along with you to Chennai?
6. Tania will not be trying out for the relay this year.
7. Sandhya will be helping us with the arrangements for tomorrow, as Theena will not be able to do it.
8. Will Irene be leading the drill on Sports Day?
9. Will they not be performing Don't Stop Believing for the Sectionals?
10. The students will be participating in the extracurricular activities organised by the senior students on Children's Day.

## xi) Future Perfect Tense

Subject + will + have + past participle + the rest of the sentence

Examples:

I will have dressed up by the time you reach home.

You will have dressed up by the time they reach home.

He will have dressed up by the time you reach home.

She will have dressed up by the time you reach home.

They will have dressed up by the time you reach home.

Subject + will + not + have + past participle + the rest of the sentence

Examples:

I will not have dressed up by the time you reach home.

You will not have dressed up by the time they reach home.

He will not have dressed up by the time you reach home.

She will not have dressed up by the time you reach home.

They will not have dressed up by the time you reach home.

Will + subject + have + past participle + the rest of the sentence

Examples:

Will I have dressed up by the time you reach home?

Will you have dressed up by the time they reach home?

Will he have dressed up by the time you reach home?

Will she have dressed up by the time you reach home?

Will they have dressed up by the time you reach home?



Will + subject + not + have + past participle + the rest of the sentence

(or)

Won't + subject + have + past participle + the rest of the sentence

Examples:

Will I not have dressed up by the time you reach home?

Will you not have dressed up by the time they reach home?

Will he not have dressed up by the time you reach home?

Will she not have dressed up by the time you reach home?

Will they not have dressed up by the time you reach home?

Won't I have dressed up by the time you reach home?

Won't you have dressed up by the time they reach home?

Won't he have dressed up by the time you reach home?

Won't she have dressed up by the time you reach home?

Won't they have dressed up by the time you reach home?

Adverbs that can be used with the Future Perfect Tense

- Before
- By the time
- By (a specific time)
- When
- After
- By (date/year)
- By then
- Until
- By the end of
- Till
- By the year 2022

## Exercises for Future Perfect Tense

1. Mom \_\_\_\_\_(cook) our favourite meal since we are going home after a really long time.

2. I think all the plants \_\_\_\_\_(grow) before I return.
3. Sindhu \_\_\_\_\_(forget - negative) anything by now.
4. \_\_\_\_\_you \_\_\_\_\_(complete - interrogative) the invitations before 7 p.m.
5. He \_\_\_\_\_(learn) all the songs by heart before anyone else does.
6. Do you think Karl \_\_\_\_\_(find) all the answers to the questions you gave him by now?
7. I guess I \_\_\_\_\_(finish) my painting by Monday.
8. All our relatives \_\_\_\_\_(arrive) at the hotel in the morning.
9. \_\_\_\_\_ they \_\_\_\_\_(paint - negative interrogative) the house before the guests arrived?
10. We \_\_\_\_\_(meet) the Principal before noon.

## **Answers:**

1. Mom will have cooked our favourite meal since we are going home after a really long time.
2. I think all the plants will have grown before I return.
3. Sindhu will not have forgotten anything by now.
4. Will you have completed the invitations before 7 p.m.

5. He will have learnt all the songs by heart before anyone else does.
6. Do you think Karl will have found all the answers to the questions you gave him by now?
7. I guess I will have finished my painting by Monday.
8. All our relatives will have arrived at the hotel in the morning.
9. Won't they have painted the house before the guests arrived?
10. We will have met the Principal before noon.

## **xii) Future Perfect Continuous Tense**

Subject + will + have + been + present participle of the main verb + the rest of the sentence

Examples:

In January, I will have been living in San Francisco for ten years.

In January, you will have been living in San Francisco for ten years.

In January, he will have been living in San Francisco for ten years.

In January, she will have been living in San Francisco for ten years.

In January, they will have been living in San Francisco for ten years.

Subject + will + not + have + been + present participle of the main verb + the rest of the sentence

Examples:

In January, I will not have been living in San Francisco for ten years.

In January, you will not have been living in San Francisco for ten years.

In January, he will not have been living in San Francisco for ten years.

In January, she will not have been living in San Francisco for ten years.

In January, they will not have been living in San Francisco for ten years.

**Will + subject + have + been + present participle of the main verb + the rest of the sentence**

Examples:

In January, will I have been living in San Francisco for ten years?

In January, will you have been living in San Francisco for ten years?

In January, will he have been living in San Francisco for ten years?

In January, will she have been living in San Francisco for ten years?

In January, will they have been living in San Francisco for ten years?

**Will + subject + not + have + been + present participle of the main verb the rest of the sentence**

(or)

**Won't + subject + have + been + present participle of the main verb + the rest of the sentence**

Examples:

In January, will I not have been living in San Francisco for ten years?

In January, will you not have been living in San Francisco for ten years?

In January, will he not have been living in San Francisco for ten years?

In January, will she not have been living in San Francisco for ten years?

In January, will they not have been living in San Francisco for ten years?

In January, won't I have been living in San Francisco for ten years?

In January, won't you have been living in San Francisco for ten years?

In January, won't he have been living in San Francisco for ten years?

In January, won't she have been living in San Francisco for ten years?

In January, won't they have been living in San Francisco for ten years?

## Exercises for Future Perfect Continuous Tense.

1. Sam and Quinn will definitely not be that exhausted when they get here as they \_\_\_\_\_ (drive - negative) for so long.
2. Vinita \_\_\_\_\_ (walk) around for hours.
3. How long \_\_\_\_\_ they \_\_\_\_\_ (play - interrogative) the guitar next year?
4. Next week, Tharun \_\_\_\_\_ (work - negative) for more than a year.
5. In November, Devika \_\_\_\_\_ (teach) at this school for three years.
6. We are late. I guess Aldrin and Sam \_\_\_\_\_ (wait) for us.
7. Ashwin will be very tired when he gets home as he \_\_\_\_\_ (exercise) for over an hour.
8. \_\_\_\_\_ Neelaveni Ma'am \_\_\_\_\_ (train - negative interrogative) students for more than twenty years at the end of this academic year?
9. \_\_\_\_\_ you \_\_\_\_\_ (live - interrogative) in Australia for over a year when you finish your studies?
10. When you come at 8 p.m, \_\_\_\_\_ they \_\_\_\_\_ (practise) long enough?

## Answers:

1. Sam and Quinn will definitely not be that exhausted when they get here as they will not have been driving for so long.
2. Vinita will have been walking around for hours.

3. How long will they have been playing the guitar next year?
4. Next week, Tharun will not have been working for more than a year.
5. In November, Devika will have been teaching at this school for three years.
6. We are late. I guess Aldrin and Sam will have been waiting for us.
7. Ashwin will be very tired when he gets home as he will have been exercising for over an hour.
8. Won't Neelaveni Ma'am have been training students for more than twenty years at the end of this academic year?
9. Will you have been living in Australia for over a year when you finish your studies?
10. When you come at 8 p.m, will they have been practising long enough?

## **7) Simple, Complex and Compound sentences.**

### **Simple sentences.**

- A simple sentence should have at least one subject and one predicate.
- A simple sentence can have multiple subjects which can be combined using conjunctions. They are called compound subjects.
- Likewise, a simple sentence can also have compound predicates. Compound predicates have two or more verbs but they share the same subject/s.
- A simple sentence does not have a dependent clause or a subordinate clause but just one independent clause/main clause.
- A simple sentence should express a complete thought.

- A simple sentence can be a declarative sentence, an interrogative sentence or an exclamatory sentence. So punctuation marks like a full stop, a comma, a question mark and an - exclamation mark can be used in simple sentences.

- A simple sentence can have prepositions, adverbs, adjectives, adverb clauses and prepositional phrases.

## Examples of Simple Sentences

I am a student at New York Academy of Dramatic Arts.

Abner, Ashwin and Karthi are going to Thailand for their vacation.

Suraj was singing and dancing.

This is a wonderful place!

I don't like milk.

I was waiting at the park.

## Complex Sentences

- A complex sentence follows a particular structure. It should have at least one independent clause and one subordinate clause.

- When forming a complex sentence, make sure you use a subordinating conjunction to link them together. If the subordinating conjunction is used in between the two clauses, you need not use a comma before the conjunction. In case the subordinating conjunction appears in the beginning of a sentence forming a dependent clause, use a comma after it.

- You can also make use of relative pronouns to form relative clauses which are also subordinate clauses. That means, a sentence with a relative clause and an independent clause can also pass off as a complex sentence. When using a relative clause, make sure you enclose them within commas. They are mostly some extra information about the subject or object in the sentence.

## Examples of Complex Sentences

- After I finish my work, I will be meeting my friend.

- Since you helped out, we completed everything in time.

- As soon as the initial introduction is over, we will have the prayer song.

- The children were asked to go home because it was too late.

- The teacher, who taught us French, was the reason we decided to take French in college as well.
- If you want to reach on time, you better start immediately.
- Although she did not have much interest in learning English, she somehow made it a point to do it.
- In the event of you being elected the Chairperson of the Students Union, what will you do for the benefit of the student community?
- The place, where we first met, will always be my favourite spot.
- Unless you make up your mind, nothing can be done.

## Compound Sentences

- Remember that compound sentences are a combination of more than one main clause. A main clause or an independent clause is a clause that can stand by itself and pass off as a complete and meaningful sentence.
- Make sure you use a comma before the coordinating conjunction that links the two independent clauses. The coordinating conjunctions that can be used to link the clauses in a compound sentence are for, and, nor, but, or, yet, so.
- In some cases, you can also form a compound sentence without the use of a coordinating conjunction. When you do so, you have to place a semicolon in between the two main clauses.
- As far as capitalisation is concerned, you have to capitalise only the first letter of the first word in the compound sentence. Unless you are using proper nouns in the sentence, do not think of capitalising any other word.
- Note that you can also use conjunctive adverbs like however, anyway, meanwhile, likewise, otherwise, etc. to combine the main clauses to form a compound sentence. If you are using conjunctive adverbs, make sure you use a semicolon before it and a comma after it.

## Examples of Compound Sentences

- All the employers have been requesting for a change in working hours for many months now; however, the company has not made any changes yet.
- My parents want me to become an IAS officer, but I want to become a teacher.
- My mom was too tired, yet she cleaned the house.
- My father is back home; however, we don't know when he will leave again.
- Study well or you will not pass.
- Nobody was prepared for the test, so the teacher started a new lesson.



- He ate too much, and he felt ill.

- We are happy you made a contribution for the people affected by floods; any amount will be appreciated.

- We have never been to Dubai nor have we ever been to India.

## **Exercises**

### **i) Identify the Type of Sentence**

1. I did not know that this food was meant only for the staff.

2. She is innocent, so she has appealed to the court.

3. If you are not ready with the song, it is better to let them know.

4. She will come home or I will stay back at her place.

5. In the evening, I am going to the park.

6. The sun looks amazing today.

7. I remember the day that we met very well.

8. Nithi is not keeping well, yet she decided to go to work.

9. After they reach the hotel, they will inform us.

10. We are going to the park.

### **Answers:**

1. I did not know that this food was meant only for the staff.

Sentence Type - Complex sentence

Main Clause - I did not know

Subordinate Clause - That this food was meant only for the staff

2. She is innocent, so she has appealed to the court.

Sentence Type - Compound sentence

Main Clause - She is innocent

Main Clause - She has appealed to the court

3. If you are not ready with the song, it is better to let them know.

Sentence Type - Complex Sentence

Main Clause - It is better to let them know

Subordinate Clause - If you are not ready with the song

4. She will come home or I will stay back at her place.

Sentence Type - Compound Sentence

Main Clause - She will come home

Main Clause - I will stay back at her place

5. In the evening, I am going to the park.

Sentence Type - Simple Sentence

Main Clause - I am going to the park

6. The sun looks amazing today.

Sentence Type - Simple Sentence

Main Clause - The sun looks amazing today

7. I remember the day that we met very well.

Sentence Type - Complex Sentence

Main Clause - I remember the day very well

Subordinate Clause - That we met

8. Nithi is not keeping well, yet she decided to go to work.

Sentence Type - Compound Sentence

Main Clause - Nithi is not keeping well

Main Clause - She decided to go to work

9. After they reach the hotel, they will inform us.

Sentence Type - Complex Sentence

Main Clause - They will inform us

Subordinate Clause - After they reach the hotel

10. We are going to the park.

Sentence Type - Simple Sentence

Main Clause - We are going to the park

## **ii) Combine the Sentences to Form Compound Sentences**

1. My mother is sick. My mother is going to the doctor.

2. Jibin has gone to Hyderabad. Jibin has not found any jobs yet.

3. Nalini was not satisfied with her birthday dress. Nalini wore it anyway.

4. Jaffar called me yesterday. I was not able to attend his call.

5. Tina had to present the paper today. Nancy volunteered to do it.

6. It was raining the whole day. We decided to go to the park.

7. Firoz will pick you up. We will book a cab for you.

8. Nobody knew where to go. We asked some random people for directions to the hills.

9. Let them know. You will have to suffer the consequences.

10. My mom was cleaning the house. I helped with the plates.

## **Answers:**

1. My mother is sick. My mother is going to the doctor.

My mother is sick, so she is going to the doctor.

2. Jibin has gone to Hyderabad. Jibin has not found any jobs yet.

Jibin has gone to Hyderabad; but he has not found any jobs yet.

3. Nalini was not satisfied with her birthday dress. Nalini wore it anyway.

Nalini was not satisfied with her birthday dress; however, she wore it.

4. Jaffar called me yesterday. I was not able to attend his call.

Jaffar called me yesterday, but I was not able to attend his call.

5. Tina had to present the paper today. Nancy volunteered to do it.

Tina had to present the paper today; instead, Nancy volunteered to do it.

6. It was raining the whole day. We decided to go to the park.

It was raining the whole day; however, he decided to go to the park.

7. Firoz will pick you up. We will book a cab for you.

Firoz will pick you up, or we will book a cab for you.

8. Nobody knew where to go. We asked some random people for directions to the hills.

Nobody knew where to go, so we asked some random people for directions to the hills.

9. Let them know. You will have to suffer the consequences.

Let them know or you will have to suffer the consequences.

10. My mom was cleaning the house. I helped with the plates.

My mom was cleaning the house; meanwhile I helped with the plates.

### **iii) Combine the Sentences to Form Complex Sentences**

1. You speak up. Nobody is going to know.

2. You are the only friend. You taught me right from wrong.

3. I was not happy. I went to the reception for the sake of my friend.
4. You do not finish it. You will have to face the consequences.
5. I do not know the person. He owns a brand new Mercedes Benz.
6. My brother does not watch animation movies. My brother liked Kungfu Panda.
7. I don't think I will be able to make it. I missed the bus.
8. You should do it. I will have to ask Praveen to do it.
9. There are no trains available. We took a flight.
10. Seetha finishes her work. Seetha will be on her way.

## **Answers:**

1. You speak up. Nobody is going to know.

Unless you speak up, nobody is going to know.

2. You are the only friend. You taught me right from wrong.

You are the only friend who taught me right from wrong.

3. I was not happy. I went to the reception for the sake of my friend.

Though I was not happy, I went to the reception for the sake of my friend.

4. You do not finish it. You will have to face the consequences.

If you do not finish it, you will have to face the consequences.

5. I do not know the person. He owns a brand new Mercedes Benz.

I do not know the person who owns a brand new Mercedes Benz

6. My brother does not watch animation movies. My brother liked Kung Fu Panda.

Even though my brother does not watch animation movies, he liked Kung Fu Panda.

7. I don't think I will be able to make it. I missed the bus.

I don't think I will be able to make it because I missed the bus.

8. You should do it. I will have to ask Praveen to do it.

Either you should do it or I will have to ask Praveen to do it.

9. There are no trains available. We took a flight.

As there were no trains available, we took a flight.

10. Seetha finishes her work. Seetha will be on her way.

As soon as Seetha finishes her work, she will be on her way.



## 8) Negation

Example

I like to sing = I do not like to sing.

### i) Negation in Tenses

1. Present Indefinite Tense      Do = do not/ don't, does = does not/doesn't.
2. Present Continuous Tense      Am = am not, is = is not/isn't, are = are not, aren't.
3. Present Perfect Tense      Have = have not/haven't, has = has not/hasn't
4. Present Perfect Continuous tense      Has been = has not been, have been = have not been
5. Past Indefinite tense      Did = did not/didn't
6. Past Continuous tense      Was = was not/wasn't, were = were not/ weren't
7. Past Perfect Tense      Had = had not/hadn't
8. Past Perfect Continuous Tense      Had been = had not been/hadn't been
9. Future Indefinite Tense      Shall = shall not, will = will not/won't
10. Future Continuous tense      Shall be = shall not be, will be = will not/won't
11. Future Perfect Tense      Shall have = shall not have, will have = will not have/won't have
12. Future Perfect Continuous Tense      Shall have been = shall not have been,  
will have been = will not have been/won't have been

### ii) Negation in Modal-auxiliary

Can    - Can not/ can't

Shall    - Shall not

Could    - Could not/ couldn't

Should    - Should not/shouldn't

May - May not

Will - Will not/won't

Might - Might not/mightn't

would - Would not/wouldn't

Must - Must not/mustn't

Ought to- Ought not to

Need - Need not/needn't

### iii) Negation in Words

Some words such as ever, anybody, anyone, anything, anywhere, instead of never, nobody, no one, nothing, nowhere, etc. represent the Negation.

Examples:

I do not think he can ever reach within time.

### **Negation Exercise**

1. I like her a lot.

Answer: I don't like her a lot.

2. He is working on it.

Answer: He isn't working on it.

3. We have decided to go there.

Answer: We haven't decided to go there.

4. You have been my best friend since we know each other.

Answer: You haven't been my best friend since we know each other.

5. She lied to me last night.

Answer: She didn't lie to me last night.

6. They were playing soccer in the rain.

Answer: They weren't playing soccer in the rain.

7. He had done everything that was asked of him.

Answer: He hadn't done everything that was asked of him.

8. I had been working there for 3 years.

Answer: I hadn't been working there for 3 years

9. They will come to visit you whenever possible.

Answer: They will come to visit you whenever possible.

10. She will be back home soon.

Answer: She won't be back home soon

## 9) Question Tag

simple statement followed by a short question.

- If the statement is positive or affirmative, the question tag should be negative, and if the statement is negative, the question tag used should be positive.

- When there are two verbs (a main verb and an auxiliary/helping verb) in a sentence, the question tag should be formed using the auxiliary verb. For example: They were waiting for her, weren't they?

- If the sentence contains a modal auxiliary verb, the question tag has to be formed using the modal verb. For example: The students should bring their parents for the meeting, shouldn't they?

- Sentences with 'have', 'has' and 'had' as the main verb use the positive and negative form of 'do' as the question tag. For example: You have a pair of shoes, don't you?

- Sentences with pronouns such as 'nothing' and 'nobody' should be considered negative statements and a positive tag has to be used. For example, Nothing is working, is it?

- Sentences with action verbs in the simple present tense form a question tag using the verb 'do/does' and its corresponding negative form. For example: He teaches Chemistry, doesn't he?

- A sentence in the past tense will have question tags formed using the verb 'did'. For example: Harry and Ron played tennis, didn't they?

- As far as imperative sentences are concerned, use the positive or negative form of the verb 'will' to form the question tag.

Positive Statement - Negative Tag

Subject + Verb

Question Tag + Pronoun

Negative Statement - Positive Tag

Subject + Verb

Question Tag + Pronoun

## Simple Present Tense

I am

Aren't I?

I am not

Am I?

You are

Aren't you?

You are not

Are you?

He is

Isn't he?

He is not

Is he?

She is

Isn't she?

She is not

Is she?

It is

Isn't it?

It is not

Is it?

They are

Aren't they?

They are not

Are they?

We are

Aren't we?

We are not

Are we?

## Simple Past Tense

I was

Wasn't I?

I was not

Was I?

You were

Weren't you?

You were not

Were you?

He was

Wasn't he?

He was not

Was he?

She was

Wasn't she?

She was not

Was she?

It was

Wasn't it?

It was not

Was it?

They were

Weren't they?

They were not

Were they?

We were

Weren't we?

We were not

Were we?

## Simple Future Tense

I will

Won't I?

I will not

Will I?

You will

Won't you?

You will not

Will you?

He will

Won't he?

He will not

Will he?

She will

Won't she?

She will not

Will she?

It will

Won't it

It will not

Will it?

They will

Won't they?

They will not

Will they?

We will



Won't we?

We will not

Will we?

## Present Perfect Tense

I have

Haven't I?

I have not

Have I?

You have

Haven't you?

You have not

Have you?

He has

Hasn't he?

He has not

Has he?

She has

Hasn't she?

She has not

Has she?

It has

Hasn't it?

It has not

Has it?

They have

Haven't they?

They have not

Have they?

We have

Haven't we?

We have not

Have we?

## Past Perfect Tense

I had

Hadn't I?

I had not

Had I?

You had  
Hadn't you?

You had not  
Had you?

He had  
Hadn't he?

He had not  
Had he?

She had  
Hadn't she?

She had not  
Had she?

It had  
Hadn't it?

It had not  
Had it?

They had  
Hadn't they?

They had not

Had they?

We had

Hadn't we?

We had not

Had we?

## Future Perfect Tense

I will have

Won't I?

I will not have

Will I?

You will have

Won't you?

You will not have

Will you?

He will have

Won't he?

He will not have

Will he?

She will have

Won't she?

She will not have

Will she?

It will have

Won't it

It will not have

Will it?

They will have

Won't they?

They will not have

Will they?

We will have

Won't we?

We will not have

Will we?

**Examples:**

**Positive Statements with Negative Question Tags**

Shahina is the new lead, isn't she?

They have confirmed, haven't they?

Tharun and Varun are on their way to the airport, aren't they?

Her father is a doctor, isn't he?

The baby elephant that fell into the well was rescued by the locals, wasn't it?

Arranging transport and accommodation for the guests had been their first priority, hadn't it?

You like cookies, don't you?

Bring me some tissue papers, will you?

They bought a new LED television, didn't they?

You have been looking for an apartment, haven't you?

## Negative Statements with Positive Question Tags

Ritu and Brinha were not the best of friends from the start, were they?

Sheena will not be attending the ceremony, will she?

She would not have done that, would she?

They have not arrived yet, have they?

Buying a new car when you already had a loan wasn't a good idea, was it?

Making small talk isn't your forte, is it?

Balu, the bear isn't the one that saves Mowgli from the monkeys, is it?

All students have not submitted their assignments yet, have they?

Tina had not informed the others about the change of venue, had she?

You cannot survive without your phone, can you?

## Exercises for Question Tags.

1. You must be there by 11:30 a.m., \_\_\_\_\_

2. Gowri is not present today, \_\_\_\_\_

3. The teacher had asked you to submit an address proof, \_\_\_\_\_

4. He is the prime suspect, \_\_\_\_\_

5. Harini and Gowtham were not here, \_\_\_\_\_

6. Get me the duster, \_\_\_\_\_

7. I don't think your sister will be pleased to see this, \_\_\_\_\_

8. You will have waited for me, \_\_\_\_\_

9. They brought a bottle of wine when they came, \_\_\_\_\_

10. Dom and Andraah have a baby girl, \_\_\_\_\_

## Answers:

1. You must be there by 11:30 a.m., mustn't you?

2. Gowri is not present today, is she?

3. The teacher had asked you to submit an address proof, hadn't she?

4. He is the prime suspect, isn't he?

5. Harini and Gowtham were not here, were they?

6. Get me the duster, will you?

7. I don't think your sister will be pleased to see this, will she?

8. You will have waited for me, won't you?

9. They brought a bottle of wine when they came, didn't they?

10. Dom and Andrea have a baby girl, don't they?

## 10) Articles

### Types of Articles

There are three articles in English - 'a', 'an' and 'the'. These articles are divided into two types namely:

i) Definite Article

ii) Indefinite Article

### i) Definite Article

'the' is said to be the definite article.

A definite article is used to determine something that is specific or particular. It is also used before plural nouns and to indicate the superlative degree of comparison.

it can be used before collective nouns as well.

Examples:

The Sun sets in the west.

The children are playing cricket

The crowd sang along with the band.

This is the world's longest river.

### ii) Indefinite Article



The articles 'an' and 'a' are termed as indefinite articles.

An indefinite article, as the name suggests, is used to indicate something that is not definite or specific. It can also be used before singular nouns.

'an' is used before singular nouns that start with vowel sounds and 'a' is used before singular nouns that begin with consonant sounds.

Examples:

I had an apple for breakfast.

Do you have an eraser?

I saw an aeroplane.

She has a pet dog.

My father is a doctor.

My brother gave me a calculator.

## Exceptions

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

One

University

Unique

Uniform

Unit

Eucalyptus

Utensil

Euro

UFO

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

Hour

Honest

Hourly

MBA

MBBS

MA

MSc

MMR

MCom

MLA

NCC

Honorary

X-ray

Xmas

### **Exercises for Articles:**

1. Have you watched \_\_\_\_\_new movie?

2. I have never used \_\_\_\_\_computer.

3. Do you know \_\_\_\_\_multiplication tables?

4. Sandra brought \_\_\_\_\_apple.

5. Madhu has \_\_\_\_\_teddy bear.

6. \_\_\_\_\_chairs are all broken.

7. The janitor asked \_\_\_\_\_students to walk carefully as \_\_\_\_\_floor was wet.

8. I have finished reading \_\_\_\_\_book you lent me.

9. Hari is planning to buy \_\_\_\_\_new car.

10. He has been waiting for \_\_\_\_\_hour.

## **Answers:**

1. Have you watched the new movie?

2. I have never used a computer.

3. Do you know the multiplication tables?

4. Sandra brought an apple.

5. Madhu has a teddy bear.

6. The chairs are all broken.

7. The janitor asked the students to walk carefully as the floor was wet.

8. I have finished reading the book you lent me.

9. Hari is planning to buy a new car.

10. He has been waiting for an hour.

# 11) Yes or No Questions

Questions that need either a 'yes' or a 'no' answer are called yes-no questions:

Do you like vanilla ice cream? (answer: yes or no)

Have you ever seen a ghost? (answer: yes or no)

## i) With an auxiliary verb

auxiliary verb (be, do or have) + subject + main verb or with a modal verb + subject + main verb:

Examples:

Be: Is she working very hard?

Were they travelling together?

Do: Does that taste okay?

Did you go to the concert?

Have: Have they eaten yet?

Had they visited Rome before?

Modal: Could you help me lift this?

Should I open the window?

## ii) Without an auxiliary verb

be + subject

Examples:

Is the weather nice in Turkey in the winter?

Was she angry when you told her about the accident?

Have you an identity card?

Do you have an identity card?

Have you got an identity card?

### iii) Negative yes-no questions

Isn't that Pauline's car?

Shouldn't we be leaving?

Isn't that the oldest building on this street?

## Exercises for Yes or No Questions:

1) Am I your friend?

Ans: Yes, you are my friend.

2) Is this a good restaurant?

Ans: No, it is not a good restaurant.

3) Are these islands Greek?

Ans: Yes, these islands are Greek.

4) Was his idea interesting?

Ans: No, his idea was not interesting.

5) Were they happy?

Ans: Yes, they were happy.

6) Am I at the correct location?

Ans: No, you aren't.

7) Are the keys under the books?

Ans: No, they are not.

8) Am I going with you and Tom?

Ans: Yes, you are.

9) Is she working today?

Ans: No, she isn't.

10) Is gold mined in Canada?

Ans: Yes it is.

## 12) WH Question

WH-questions are questions starting with WH-words including: what, when, where, who, whom, which, whose, why and how.

### What

Used to ask about things

- What are you doing?
- What do you think about the movie?

### When

Used to ask about time

- When will the meeting start?
- When are you leaving?

### Where

Used to ask about places

- Where's my bag?
- Where do you live?

### Who

Used to ask about people

- Who do you love the most in your family?
- Who told you that story?

## Whom

Used to ask about people (object of verb)

- Whom did you see in the morning? I saw Mr. Mark, my English teacher.
- Whom was Jim talking to? He was talking to Jack, his new roommate.

## Which

Used to ask about choices

- Which one do you choose? The left or right?
- Of all the drinks in the menu, which one would you like?

## Whose

Used to ask about possession

- Whose pencil is this? Is it yours?
- Whose books are these?

## Why

Used to ask about reasons/ causes

- Why did it happen? I didn't understand.
- Why is he crying?

## How

Used to ask about manner/ process

- How can you explain this problem? Please tell us.
- How can you get here?

# Forming WH questions

## i) with an auxiliary

Wh-word + auxiliary + subject + main verb

- Auxiliary verbs are helping verbs (not main verbs).
- Common auxiliary verbs include be, do, have. Others are will, shall, would, can, could, must, should, may, might, etc.

Examples:

- What do you do for a living?
- Why should we read books?
- When is she coming?

## ii) without any auxiliary

Wh-word + main verb

What happened to Peter?

A bad accident happened to him today.

Who won the game?

Tio won the game.

Who gave you this present?

My cousin gave me this present.

**who** - person - Who's that? That's Nancy.

**where** - place - Where do you live? In Boston

**why** - reason - Why do you sleep early? Because I've got to get up



early

**when**- time - When do you go to work? At 7:00

**how** - manner - How do you go? By car

**what**- object, idea or action - What do you do? I am an engineer

**which** - choice - Which one do you prefer? The red one.

**whose**- possession - Whose is this book? It's Alan's.

**whom**- object of the verb - Whom did you meet? I met the manager.

**what**- kind description - What kind of music do you like? I like quiet songs

**what time**- time - What time did you come home?

**how many** - quantity (countable) - How many students are there? There are twenty.

**how much** - amount, price(uncountable) - How much time have we got? Ten minutes

**how long**- duration, length - How long did you stay in that hotel? For two weeks.

**how often** - frequency - How often do you go to the gym? Twice a week.

**how far**- distance - How far is your school? It's one mile far.

**how old** - age - How old are you? I'm 16.

**how come** - reason - How come I didn't see you at the party?

## Exercises for WH questions

i) Fill in the correct WH words.

1) \_\_\_\_\_ do you live? - I live in London.

2) \_\_\_\_\_'s that girl? - She's my sister.

3) \_\_\_\_\_ do you go to school? - By bus.

4) \_\_\_\_\_ do banks open? - At eight O'clock.

5) \_\_\_\_\_ are you wearing that coat? - Because it's hot!

## Answers:

Where do you live?

who 's that girl?

How do you go to school?

When do banks open?

Why are you wearing that coat?

## ii) Form questions with WH words.

1) They went to Spain.

2) He writes novels.

3) Lacy likes soccer

4) The girls watched a serial.

5) He discovered the truth.

Answers:

They went to Spain. - Where did they go?

He writes novels. - What does he write?

Lacy likes soccer. - Who likes soccer?

The girls watched a serial. - What did the girls watch?

He discovered the truth - What did he discover?

## 13) Subject-Verb Agreement

refers to the agreement between the subject and the verb. This is mainly with reference to singular and plural nouns/pronouns that act as subjects.

i) the use of a singular verb with a singular subject and a plural verb with a plural subject.

The subject can be a noun, a pronoun or even a noun phrase.

If it is a pronoun, the subject-verb agreement is done with reference to the person of the pronoun.

For example:

Rachel spends her free time listening to music. (Singular subject with singular verb)

Blaine and Kurt play the piano. (Plural subject with plural verb)

She likes to have a dessert after every meal. (Third person singular pronoun with singular subject)

ii) When using the 'be' form of verbs, there is an exception. In this case, the verb is used according to the number and person of the subject.

First person - singular- I- am - I am confident.

First person - plural- We - are - We are confident.

Second person - singular/plural - You - are - You are confident.

Third person - singular - He is - He is confident.

She - is - She is confident.

It - is - It is amazing.

Third person - plural - They are - They are confident.

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

For example:

I have a younger brother.

You have taken the wrong cut.

Swetha has a pet dog.

William Shakespeare has written around 37 plays.

Finn has been waiting to talk to you about the test results.

iv) Compound subjects combined using the conjunction 'and' take a plural verb.

For example:

Krish and Radha are on their way to the airport.

Caren, Sheela and Akash have completed their assessments.

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

For example:

Celery or spring onion works fine.

Your mom or dad has to be here in an hour.

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

For example:

Nobody has understood anything.

Everyone was happy with the outcome.

Nothing fits me well.

No one finds the movie interesting.

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

For example:

Neither Ricky nor Gina is here yet.

Either the teacher or the students have to take an initiative to keep the classroom clean.

Neither the children nor their parents are aware of the consequences.

viii) When sentences have subjects like police, news, scissors, mathematics, etc. (nouns that are plural by default), the verb used should be plural.

For example:

The news of demonetisation shocks the entire nation.

The police have been looking for the culprits.

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

For example:

The children do not like working out trigonometry problems.

My father does not work at the bank anymore.

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

For example:

Do you read thriller novels?

Doesn't she know you already?

Is Tina happy with the new house?

Were you looking for me?

Has Sharon submitted her final project yet?

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

For example:

Here is your book.

There lies your shirt.

That was a great movie.

There have been many changes in the timetable.

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

For example:

Honesty is the best policy.

Love makes people do crazy things.

Good friendship keeps your mind and body healthy.

xiii) When the subject refers to a period of time, distance or a sum of money, use a singular verb.

For example:

1267 kilometres is too long for us to travel in half a day.

10 years is not considered optimum to go on the water slide.

Don't you think 1000 rupees is a little too much for a portrait?

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

For example:

My family is settled in Australia.

All groups of participants have arrived.

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

For example:

All of my dresses have become tight.

A lot of food is left out.

Some of the books are torn and damaged.

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

For example:

Each student has been asked to provide a consent letter.

Every teacher, parent and student is expected to work together.

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

For example:

I wish I were a bird.

If you were here, I would not be sad.

We request that everyone make their choices now.



## Exercises for Subject-Verb Agreement

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

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

### Answers:

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

## **14) Prepositions**

a word that connects a noun, a noun phrase, or a pronoun to another word, esp. to a verb, another noun, or an adjective

### **i) Prepositions of Time**

used to show when something is happening.

For example:

on - We will be meeting on Friday.

from,to - The supermarket will be closed from 9 p.m. to 9 a.m.

after - Can you come after some time?

until - We have been asked to work from home until the end of May.

during - The whole country was asked to stay home during the pandemic to ensure safety and well-being.

## ii) Prepositions of Place

on - I have kept the book I borrowed from you on the table.

behind - Henry hid behind the door.

over - The dog jumped over the fence.

between - Can you place the red roses in between the white daisies?

in front of - He was waiting in front of the EB office.

## iii) Prepositions of Direction

toward - The girl ran toward her father the moment she saw him.

into - Jerry jumped into the river to help his sister.

to - Veena passed the book to Priya.

from - When will Salvia be returning from London?

across - Neena lives across the street.

## iv) Prepositions of Location

at - Kenny would be staying at his cousin's place for the weekend.

in - Make sure you keep all the toys back in its place after you play.

on - I lay on the floor for a really long time.

## Examples of Prepositions

On

At

In

Over

Around

Through

Opposite

to

In front of

Behind

Beneath

Beside

Above

Below

Under

Underneath

Down

Up

Out

With

Into

Onto

Across

After

Before

Near

Among

Along

Between

Toward

Away

From

To

Next to

By

Until

About

## Exercises on Prepositions:

- 1) Look..... the painting on the wall.
- 2) He has cut his finger ..... a knife.
- 3) The novel was written ..... a famous author.
- 4) He will arrive.....7 a.m.
- 5) Trains pass ..... the tunnel.
- 6) There are dirty spots.....the floor.
- 7) Leave the papers.....the table.
- 8) They sat.....the grass.
- 9) We stood .....one foot.
- 10) Tom had a blister .....his foot.
- 11) He wore a golden ring ..... his finger.
- 12) There is a coat .....a hook.
- 13) He has no chance ..... winning.
- 14) I need a dictionary..... Spanish.
- 15) He is a professor .....Mathematics.
- 16) Please speak.....English.
- 17) The poem was written ..... biro (a kind of ball pen).
- 18) The lines were printed..... italics.

19) Say it.....a few words.

20) He goes..... a morning walk.

## Answers:

1) at

2) with

3) by

4) at

5) through

6) on

7) on

8) on

9) on

10) on

11) on

12) on

13) of

14) of

15) of

16) in

17) in

18) in

19) in

20) for

## 15) Imperatives

expressing an order

Emphatic imperative

Emphatic imperative is the imperative form that is mostly used for polite requests. It is also used for complaints and apologies.

We can make emphatic imperatives using: do + infinitive.

### Example

All people please do stay still.

Passengers do put your seatbelts slowly.

You are going fast please do slow.

If you are a member of this group do step forward.

When is your turn to play again, do hit the target and not me.

## - Complete the following exercises about Emphatic Imperative

1) If you are a member of this group \_\_\_\_\_

ans: do step forward.

2) When the music starts, \_\_\_\_\_

ans: do dance

3) \_\_\_\_\_ You are blocking the view.

ans: Incorrect! Correct answer: Sir, do sit down please

## Passive imperative

We form passive imperatives by using the auxiliary verb to be after the subject.

We can also use the verb let at the beginning of the sentence, before objects.

In these cases we can have two forms: affirmative and negative.

## Affirmative form

The affirmative form of the passive imperative is:

subject + be + past participle of verb + ...

let + object + be + past participle + ...

## Negative form

The negative form of the passive imperative is:

subject + be + not + past participle of verb + ...

let + object + not + be + past participle + ...

### Example

You are ordered to move away from the car.

You are not requested to exercise more.

All customers are invited to donate to this organisation and show their generosity..

Let all the horses be freed.

Let them be lost.

## Use the most appropriate verb from the list given below to form imperative sentences.

1. \_\_\_\_\_ the application form and \_\_\_\_\_ them before Monday.

2. \_\_\_\_\_ the door when you go out.

3. \_\_\_\_\_ the lights after use.

4. Please \_\_\_\_\_ home when you are free.

5. \_\_\_\_\_ all the documents that are required for verification.



6. \_\_\_\_\_in the ascending order of your height.
7. \_\_\_\_\_(negative) to carry an umbrella.
8. Let's \_\_\_\_\_.
9. \_\_\_\_\_your homework.
10. \_\_\_\_\_your mobile phones before the meeting starts.

## **Answers:**

1. Fill in the applications and submit them before Monday.
2. Close the door when you go out.
3. Turn off the lights after use.
4. Please come home when you are free.
5. Carry all the documents that are required for verification.
6. Stand in the ascending order of your height.
7. Don't forget to carry an umbrella.
8. Let's play.

9. Do your homework.

10. Switch off your mobile phones before the meeting starts.

## **16) Degree of Comparison:**

The Three Degrees of Comparison in English are:

- i) Positive Degree of Comparison
- ii) Comparative Degree of Comparison
- iii) Superlative Degree of Comparison

### **i) Positive Degree of Comparison**

The positive degree of comparison is basically the original form of the adjective.

For example:

Lisa is happy.

This dress is pretty.

He looks handsome.

Meena is tired.

The sun is bright.

### **ii) Comparative Degree of Comparison**

The comparative degree of comparison is used to compare between two nouns that have the same quality or the particular quality of a noun at two different times.

For example:

Tina looks sadder than Katie.

This bed is more comfortable than the other bed.

The sun is brighter than yesterday.

Your hair is longer than hers.

My brother is taller than me.

### iii) Superlative Degree of Comparison

The superlative degree of comparison is the highest degree of comparison. It is used to compare the similar qualities shared by more than two nouns. It shows which of these nouns being compared has the greatest or least degree of the mentioned quality or qualities.

For example:

We climbed the highest mountain.

The last group was the best of all.

The Himalayas are the longest mountain ranges.

Suraj is the tallest girl in our gang.

K.ashwinis the most silent boy in class

Big    Bigger    Biggest

Thin    Thinner    Thinnest

Fat    Fatter    Fattest

Dim    Dimmer    Dimmest

Hot    Hotter    Hottest

Sad    Sadder    Saddest

Slim Slimmer Slimmest  
Red Redder Reddest  
Bright Brighter Brightest  
Short Shorter Shortest  
Weak Weaker Weakest  
Long Longer Longest  
Smart Smarter Smartest  
Cool Cooler Coolest  
Dark Darker Darkest  
Small Smaller Smallest  
Bold Bolder Boldest  
Clever Cleverer Cleverest  
High Higher Highest  
Tall Taller Tallest  
Sweet Sweeter Sweetest  
Deep Deeper Deepest  
Rich Richer Richest  
Fast Faster Fastest  
Thick Thicker Thickest  
Great Greater Greatest  
Kind Kinder Kindest  
Cheap Cheaper Cheapest  
Young Younger Youngest  
Fast Faster Fastest  
Stout Stoutest Stoutest  
Black Blacker Blackest  
Slow Slower Slowest  
Tight Tighter Tightest  
Quick Quicker Quickest

Narrow Narrower Narrowest

Broad Broader Broadest

Large Larger Largest

Close Closer Closest

Dense Denser Densest

HumbleHumbler Humblest

Simple Simpler Simplest

Fine Finer Finest

Noble Nobler Noblest

Brave Braver Bravest

Pale Paler Palest

Nice Nicer Nicest

Funny Funnier Funniest

Happy Happier Happiest

Dry Drier Driest

Lazy Lazier Laziest

Easy Easier Easiest

Heavy Heavier Heaviest

Wealthy Wealthier Wealthiest

Comfortable More comfortable Most comfortable

Beautiful More beautiful Most beautiful

Sensible More sensible Most sensible

Ignorant More ignorant Most ignorant

Attractive More attractive Most attractive

Important More important Most important

Courageous More courageous Most courageous

Faithful More faithful Most faithful

Elegant More elegant Most elegant

Active More active Most active

Popular More popular Most popular

Awesome More awesome Most awesome

Loyal More loyal Most loyal

Fantastic More fantastic Most fantastic

Wonderful More wonderful Most wonderful

Splendid More splendid Most splendid

Famous More famous Most famous

Good Better Best

Bad Worse Worst

Far Further/Farther Furthest/Farthest

Late Later(time)/Latter(position) Latest(time)/Last(position)

Much More Most

Little Less Least

Many More Most

Old Elder/Older Eldest Oldest

## Exercises for Degree of Comparison

1. Thiya is \_\_\_\_\_(smart) than most of her friends.

2. Nobody is \_\_\_\_\_(good) you.

3. Suraj was \_\_\_\_\_(elegant) of all.

4. Haritha is \_\_\_\_\_(tall) her brother.

5. \_\_\_\_\_(recent) movie was excellent.
6. Mount Everest is \_\_\_\_\_(high) peak.
7. F.R.I.E.N.D.S. is \_\_\_\_\_(watched) series.
8. Sam is \_\_\_\_\_(happy) Tina.
9. Abner is a \_\_\_\_\_(patient) kid.
10. These maths problems are \_\_\_\_\_(easy).

Answers:

1. Thiya is smarter than most of her friends.
2. Nobody is as good as you.
3. Suraj was the most elegant of all.
4. Haritha is taller than her brother.
5. The most recent movie was excellent.
6. Mount Everest is the highest peak.
7. F.R.I.E.N.D.S. is the most watched series.
8. Sam is happier than Tina.

9. Abner is a patient kid.

10. These maths problems are easy.

## 17) Pronouns

A pronoun is used in the place of a noun, Pronouns can be used in singular and plural forms. The verb used in the sentence should be used in accordance with the particular form of the pronoun used.

First Person Pronoun (singular) I, Me - (plural) We, Us

Second Person Pronoun (singular) You, Your - (plural) You

Third Person Pronoun (singular) He, She, It, Him, Her - (plural) They, Them, Their

### i) Relative Pronouns

Relative Pronouns are pronouns that are used to relate one part of the sentence to another. Some examples of relative pronouns are that, which, where, when, why, what, whom a

Who - Refers to a person (the noun/pronoun/subject which does the action)

Whom - Refers to the object (the noun or pronoun that receives the action)

Whose - Used to show possession of something or someone

That - Used in a defining clause that refers to a person, animal or thing

Which - Used in a non-defining clause that refers to a person, animal or thing

Here are some examples of how relative pronouns can be used in sentences.



Sheela, who is a teacher, also works as a social worker.

The car that was stolen last month was found in a river.

Susan is the girl whom I was talking about.

The boy, whose sister is a renowned orator, is an orator himself.

The girl, who saved the little boy, was appreciated by everyone.

## Exercise for Relative Pronoun

1. The student solved the math problem. The teacher appreciated the student.
2. My aunt bought me a ukulele. I love the ukulele.
3. Shanu has played the lead role in the new movie. Shanu is a doctor by profession.
4. This is my brother. He moved to New York last year.
5. Sid won a lottery. Sid is my brother's friend.
6. Teena borrowed the white bag. Teena did not return it.
7. We had our college reunion dinner in the seafood restaurant. The restaurant is now closed.
8. My mom asked me to clean up the box. The box was filled with old clothes we no longer use.
9. The students like their English teacher. The English teacher is from Bangalore.
10. The bottle game is liked by all. Have you played the game?

**Answers:**

1. The teacher appreciated the student who solved the math problem.
2. I love the ukulele that my aunt bought me.
3. Shanu, who is a doctor by profession, has played the lead role in the new movie.
4. This is my brother who moved to New York last year.
5. Sid, who is my brother's friend, won a lottery.
6. Teena did not return the white bag that she borrowed.
7. We had our college reunion dinner in the seafood restaurant, which is now closed.
8. My mom asked me to clean up the box, which was filled with old clothes we no longer use.
9. The students like their English teacher, who is from Bangalore.
10. Have you played the bottle game that is liked by all?

## ii) Possessive Pronouns

Possessive Pronouns are pronouns that are used to show possession. Some examples of possessive pronouns are mine, yours, his, hers, theirs and its.

'I', the possessive pronoun would be 'mine'.

'we', the possessive pronoun would be 'ours'.

'he', the possessive pronoun would be 'his'.

'she', the possessive pronoun would be 'hers'.

'you', the possessive pronoun would be 'yours'.

'they', the possessive pronoun would be 'theirs'.

Examples:

Bobby is one of my brothers.

Bobby is a brother of mine.

Does the book belong to you?

Is this book yours?

That little girl is my daughter, and this one is her daughter.

That little girl is my daughter, and this one is hers.

The cake Diana baked last week is not as good as your cake.

The cake Diana baked last week is not as good as yours.

It was not your fault, but it was their fault.

It was not your fault but theirs.

## Exercises for Possessive Pronouns

1. Marianne liked my cookies more than your cookies.

2. Sherlock, is that your car?

3. Did you find the cat's bell?

4. That is not their car. This black one is their car.

5. Whose bike is this? Is it his bike?

## Answers:

1. Marianne liked my cookies more than yours.

2. Sherlock, is that yours?

3. Did you find its bell?

4. That is not their car. This black one is theirs.

5. Whose bike is this? Is it his?

## iii) Reflexive Pronouns

Reflexive Pronouns are pronouns that are used to refer back to the subject in the sentence. Some examples of reflexive pronouns are myself, yourself, herself, himself, oneself, itself, ourselves, themselves and yourselves.

I - Myself

You - Yourself/Yourselves

He - Himself

She - Herself

They - Themselves

We - Ourselves

It - Itself

One - Oneself

Examples :

- They looked at them.

They looked at themselves.

-I learnt to drive a car by myself.

I learnt to drive a car.

-Teena and Tyson have been preparing themselves for the entire semester.

Teena and Tyson are the subjects in example 4 who happen to prepare themselves and no one else.

## Exercises for Reflexive Pronouns

1. Why can't you do it \_\_\_\_\_?
2. Dave and Cian were trying to bake a cake all by \_\_\_\_\_ for their mom's birthday.
3. Casper was not able to clear his table all by \_\_\_\_\_, so his cousins helped him out.
4. The teacher asked the students to work out the maths problems by \_\_\_\_\_.
5. It is crucial that every one of you take the responsibility of taking care of \_\_\_\_\_.

## Answers:

1. Why can't you do it yourself?
2. Dave and Cian were trying to bake a cake all by themselves for their mom's birthday.
3. Casper was not able to clear his table all by himself, so his cousins helped him out.
4. The teacher asked the students to work out the maths problems by themselves.
5. It is crucial that all of you take the responsibility of taking care of yourselves during this pandemic.

## iv) Demonstrative Pronouns

Demonstrative Pronouns are pronouns that are used to point to specific objects. Some examples of demonstrative pronouns are this, that, these and those.

This(singular)

Refers to a particular person, place, animal or thing that is closer in time and distance.

Example:

This is my mom.

This is my pet dog.

This is my favourite restaurant.

This is the book I was looking for.

That(singular)

Refers to a particular person, place, animal or thing that is further away in time and distance.

Example:

That is my student.

That is the dog that chases all those who go on two-wheelers.

That is the place where you can buy books at a lower cost.

That is the box with all the money.

These

Refers to a number of people, places, animals or things that are closer in time and distance.

Example:

These are the children who missed their bus.

These were the cats that were rescued from the nearest neighbourhood.

These are too expensive.

These cost a lot less than what I had expected.

Those

Refers to a number of people, places, animals or things that are further away in time and distance.

Example:

Those are the women who have been waiting at the counter for more than an hour now.

Those belong to my neighbour.

There are so many birds here, but those are my favourite.

The cafes around the corner are a lot more expensive than those down the street.

## Exercises:

Rewrite the following sentences by replacing the nouns with appropriate demonstrative pronouns:

1. Bruno is my cousin.

2. I prefer soft drinks to fresh juices.

3. These flowers smell nice.

4. Be careful. That plate is hot.

5. Did you find the cats in there?

## Answers:

1. This is my cousin.
2. I prefer soft drinks to these.
3. These smell nice.
4. Be careful. That is hot.
5. Did you find those in there?

## v) Interrogative Pronouns

Interrogative Pronouns are pronouns that are used to ask questions. Some examples of interrogative pronouns are who, what, when, why and where.

What - (Interrogative Pronoun)What are you looking for here?- (Interrogative Adjective)What colour do you think I should wear?

Who - (Interrogative Pronoun)Who is the man who stole your purse? - 'Who' cannot be used as an interrogative adjective as it always refers to people who are nouns that play the role of a subject or an object.

Whom - (Interrogative Pronoun)Whom did you bring along with you for the wedding? - 'Whom' cannot be used as an interrogative adjective as it always refers to people who are nouns that play the role of a subject or an object.

Whose - (Interrogative Pronoun)So many of them had lost their phones that night. Whose did you find?  
- (Interrogative Adjective)Whose acting did you like the most?

Which - (Interrogative Pronoun)Which is the book you read last month? - (Interrogative Adjective)Which book did you decide to buy?

## Exercises for Interrogative Pronouns

Identify the interrogative pronouns or interrogative adjectives in the following sentences:



1. Which flower in the bunch do you like?
2. Who is the guy standing next to Winston?
3. What food would you like to have?
4. Whose keys are these?
5. What are you holding in your hands?
6. Have you decided which movie to watch?
7. Who is your boss?
8. Would you mind telling me which article I should work on next?
9. What did Susan find in the box?
10. I was asking him whose phone that was.

## **Answers:**

1. Which flower in the bunch do you like? - Interrogative Adjective
2. Who is the guy standing next to Winston? - Interrogative Pronoun
3. What would you like to have? - Interrogative Pronoun

4. Whose keys are these? - Interrogative Adjective

5. What are you holding in your hands? - Interrogative Pronoun

6. Have you decided which movie to watch? - Interrogative Adjective

7. Who is your boss? - Interrogative Pronoun

8. Would you mind telling me which article I should work on next? - Interrogative Adjective

9. What did Susan find in the box? - Interrogative Pronoun

10. I was asking him whose phone that was. - Interrogative Adjective

## vi) Indefinite Pronouns

Indefinite Pronouns are pronouns that do not refer to any particular person, place or thing. Some examples of indefinite pronouns are someone, somebody, somewhere, something, anyone, anybody, anywhere, anything, no one, nobody, nowhere, everyone, everybody, everywhere, everything, each, none, few, and many.

- Each

The teacher asked each to present their projects.

- Another

Another one of them entered the house.

- Anyone

Is there anyone who likes a pretzel?

- Everyone

Can everyone sit down, please?

- Anything

Anything would be fine for me.

- Everything

I found everything I was looking for.

- Everybody

Everybody reached here on time.

- Nobody

Nobody was okay with what was happening around them.

- None

Allison had invited all of her cousins, but none had come yet.

- Nothing

Nothing happened yesterday.

- Other They wanted to find out who the other was.

- Somebody

Somebody took my bag from the shelf.

- Someone

Could someone tell me where to find a doctor?

- Something

I do not like that there should always be something to do.

- Both

I think I love both.

- Many

Many have been asked to come for the audition.

- Several

Did you look at the options? There are several.

- Any

I was looking for a pencil. Is there any left?

- All

All have arrived on time.

- Some

I have a lot of chocolates. Do you want some?

## Exercise:

Fill in the blanks with appropriate indefinite pronouns:

1. Can \_\_\_\_\_ tell me what is happening here?
2. I was looking for \_\_\_\_\_ ice cubes. I did not find \_\_\_\_\_ here.
3. Ally invited \_\_\_\_\_ to the party.
4. Is it possible for you to give me \_\_\_\_\_?
5. \_\_\_\_\_ liked the movie.
6. \_\_\_\_\_ will be coming home for dinner tonight.
7. The nurse asked \_\_\_\_\_ to settle down according to their slot numbers.
8. I think \_\_\_\_\_ took my science text book.
9. \_\_\_\_\_ wants to know what is going on around here.
10. The doctor asked Telly not to eat \_\_\_\_\_ as the test should be taken on an empty stomach.

## Answers:

1. Can someone/somebody tell me what is happening here?

2. I was looking for some ice cubes. I did not find any here.
3. Ally invited everyone/everybody to the party.
4. Is it possible for you to give me something?
5. Everybody/ Everyone liked the movie.
6. No one/ Everyone/Nobody/Everybody will be coming home for dinner tonight.
7. The nurse asked everyone/everybody to settle down according to their slot numbers.
8. I think someone/somebody took my science textbook.
9. No one/everyone/nobody/everybody wants to know what is going on around here.
10. The doctor asked Telly not to eat anything as the test should be taken on an empty stomach.

## vii) Personal Pronouns

Personal Pronouns are simple pronouns that are used to substitute proper names. Some examples of personal pronouns are I, you, he, she, we, they, him, her, he, she, us and them.

First Person Pronoun(Singular)

**I, Me**

Examples:

I like having coffee in the morning.

Did you call me around 11?

First Person Pronoun(plural)

## **We, Us**

Examples:

We are going to visit the new museum tomorrow.

All of us have been invited to the wedding ceremony in Dubai.

Second Person Pronoun(singular)

## **You**

Examples:

You can take whatever you want from the shelf.

Did they inform you about the reopening?

Second Person Pronoun(plural)

## **You**

Examples:

You (plural) brought this up.

Weren't you all asked to wear the uniform saree on Mondays?

Third Person Pronoun(singular)

## **He/Him, She/Her, It**

Examples:

He reached the station on time.

She was asked to replace the weights on the stand.

Is there any way you could ask him to accompany my brother?

Would it be possible for her to find out if Suraj is coming to the birthday party?

She had been looking all around the place for her blue bag, but she did not find it.

## Third Person Pronoun(plural)

### **They/Them**

Examples:

They will be spending their Christmas holidays in London this year.

Davis asked them to pitch in as bridesmaids as it was time.

## **Exercise for Pronouns:**

Identify the pronouns and the type of pronoun in the following sentences:

- 1) I am going home today evening.
- 2) Her aunt will be vacating next week.
- 3) She is the girl I was talking to you about.
- 4) This is the place where I found my missing bag.
- 5) Did you do it yourself?
- 6) It was a time when I was so happy.
- 7) We always help each other out.
- 8) Has everyone completed the work that was assigned for today?
- 9) That dog down the street is his.
- 10) All my friends are coming home for my parents' 25th wedding anniversary celebration.

## **Answers:**

- 1) I am going home today evening. Personal Pronoun/Subject Pronoun
- 2) Her aunt will be vacating next week. Possessive Pronoun
- 3) She is the girl I was talking to you about. Personal Pronoun
- 4) This is the place where I found my missing bag. Relative Pronoun

- 5) Did you do it yourself? Personal Pronoun, Intensive Pronoun
- 6) It was a time when I was so happy. Relative Pronoun
- 7) We always help each other out. Reciprocal Pronoun
- 8) Has everyone completed the work that was assigned for today? Indefinite Pronoun
- 9) That dog down the street is his. Possessive Pronoun
- 10) All my friends are coming home for my parents' 25th wedding anniversary celebration. Possessive Pronoun

## 18) Cause and Effect

**Cause:**to make something happen.

**Effect:**a change that results when something is done or happens : an event, condition, or state of affairs that is produced by a cause.

We use some expressions to denote cause and effects such as

because of

since

because as

as long as

as much as

due to the fact

Examples:

Cause: I never brush my teeth. Effect: I have 5 cavities.

Cause: I've smoked cigarettes daily for 20 years. Effect: I have lung cancer.

Cause: He broke his arm. Effect: The doctor put it in a cast.

Cause: I flipped the light switch. Effect: The light came on.



It had begun to rain so Sally and Jake had to run inside.

Cause: It had begun to rain.

Effect: Sally and Jake had to run inside.

Since it was so chilly outside, Benjamin built up a big fire in his fireplace.

Cause: It was so chilly outside.

Effect: Benjamin built up a big fire in his fireplace.

Suraj was getting very angry and frustrated because none of her good deeds were being recognized as good.

Cause: Suraj was getting very angry and frustrated.

Effect: None of her good deeds were being recognized as good.

A great twister picked up Auntie Suraj's house, and as a result, Dorothy and Toto ended up in the wonderful world of Oz.

Cause: A great twister picked up Auntie Suraj's house.

Effect: Dorothy and Toto ended up in the wonderful world of Oz.

## **Exercises:**

Read the following items, then identify the cause and effect in each one.

- 1) If you train your dog, he will follow commands.
- 2) I skipped lunch today, so I am extremely hungry this evening.
- 3) I have difficulty trusting people because my last boyfriend lied a lot.
- 4) She forgot to water her plants, so they all died.
- 5) He did not study for the test at all, so he failed it.

## **Answers:**

- 1) If you train your dog, he will follow commands.

cause - training the dog

effect - following commands

2) I skipped lunch today, so I am extremely hungry this evening.

cause - skipping lunch

effect - being extremely hungry

3) I have difficulty trusting people because my last boyfriend lied a lot.

cause - lying boyfriend

effect - difficulty trusting people

4) She forgot to water her plants, so they all died.

cause - forgot to water plants

effect - plants died

5) He did not study for the test at all, so he failed it.

cause - did not study

effect - failed test

## 19) Phrasal Verbs

combination of a verb and an adverb or a preposition.

### - **ask somebody out**

invite on a date

Example: Brian asked Judy out to dinner and a movie.

### - **ask around**

ask many people the  
same question

Example: I asked around but nobody has seen my  
wallet.

### - **add up to something**

equal

Example: Your purchases add up to \$205.32.

### - **back something up**

reverse

Example: You'll have to back up your car so that I can  
get out.

### - **back somebody up**

support

Example: My wife backed me up over my decision to  
quit my job.

**- blow up**

explode

Example: The racing car blew up after it crashed into the fence.

**- blow something up**

add air

Example: We have to blow 50 balloons up for the party.

**- break down**

stop functioning

(vehicle, machine)

Example: Our car broke down at the side of the highway in the snowstorm.

## Exercises:

Fill in the blanks by choosing the most appropriate phrasal verbs from the list of phrasal verbs given below. Conjugate them to suit the tense of the sentence.

(stand for, narrow down, hold on, run into, check out, go through, fall apart, pull off, fill in, hold against)

1. Make sure you \_\_\_\_\_ of the hotel at the right time, else they will charge you extra.

2. Levin was asked to \_\_\_\_\_ for Suresh.

3. \_\_\_\_\_ the whole itinerary before you make a decision.

4. Tom and Jerry \_\_\_\_\_ after their last meeting.

5. Please \_\_\_\_\_ for a minute, I forgot to take my car keys.
6. It is not good to \_\_\_\_\_ such a silly issue \_\_\_\_\_ her for so many years.
7. Do you think Andreah would be able to \_\_\_\_\_ it \_\_\_\_\_ all by herself?
8. We have \_\_\_\_\_ the possibilities of them finding us.
9. Do you know who we \_\_\_\_\_ on our way here?
10. Nelson Mandela \_\_\_\_\_ for the rights of his people.

## **Answers:**

1. Make sure you check out of the hotel at the right time, else they will charge you extra.
2. Levin was asked to fill in for Suresh.
3. Go through the whole itinerary before you make a decision.
4. Tom and Jerry fell apart after their last meeting.
5. Please hold on for a minute, I forgot to take my car keys.
6. It is not good to hold such a silly issue against her for so many years.
7. Do you think Andreah would be able to pull it off all by herself?

8. We have narrowed down the possibilities of them finding us.

9. Do you know who we ran into on our way here?

10. Nelson Mandela stood up for the rights of his people.

## 20) Compound Nouns

A compound noun is a noun that is formed by a combination of more than one part of speech.

### I) Types of Compound Nouns

#### i) Open Compound Noun

A spaced or open compound noun is one in which there is a space between the two words which form the compound noun.

For example:

Cricket bat

Fast food

Flower shop

#### ii) Hyphenated Compound Nouns

A hyphenated compound noun is one in which the two words are separated with the use of a hyphen.

For example:

By-product

Mother-in-law

Passer-by

### iii) Solid Compound Nouns

A closed or solid compound noun is one in which the two words do not have any spaces or hyphens separating them. They are usually considered as a single word.

For example:

Sunflower

Classroom

Rainfall

## II) Forming Compound Nouns

### i) Noun + Noun

compound words formed by combining two nouns.

Bedroom

Music band

Water tank

Starfish

Sunflower

Girlfriend

Police woman

Football

### ii) Noun + Verb

compound words formed by combining a noun and a verb.

Firefly

Rainfall

Sunset

Photoshoot

Sunrise

Raindrop

Haircut

Snowfall

### iii) Verb + Noun

compound words formed by combining a verb and a noun.

Swim suit

Typewriter

Postman

Post office

Notebook

Breakfast

Proofread

Babysit

### iv) Verb + Preposition

compound words formed by combining a verb and a preposition.

Takeaway

Shutdown

Drawback

Checkin

Checkout

Lookout



Takedown

Breakup

### v)Preposition + Verb

compound words formed by combining a preposition and a verb.

Intake

Outdo

Input

Output

Overthrow

Understand

Underestimate

Overlay

### vi)Noun + Adjective

compound words formed by combining a noun and an adjective.

Housefull

Heartbroken

Spoonful

Wireless

Lifelong

Snow white

Sky blue

Worldwide

### vii)Adjective + Noun

compound words formed by combining an adjective and a noun.

Greenhouse

Blackboard

Full-time

Superhero

Hot dog

Blacksmith

Long-term

Last minute

#### viii) Gerund + Noun

compound words formed by combining a gerund and a noun.

Washing machine

Dining room

Swimming pool

Driving licence

Breaking point

Melting point

Living room

Working day

#### ix) Noun + Gerund

Here is a list of compound words formed by combining a noun and a gerund.

Sightseeing

Mind-blowing

Nerve-wrecking

Nail-biting

Brainstorming

Mindmapping

Air conditioning

Time-consuming

Bird watching

## x)Preposition + Noun

compound words formed by combining a preposition and a noun.

Underworld

Overview

Undergraduate

Oversight

Bystander

Afterlife

Background

Forehead

Upstairs

## III) List of Commonly-Used Compound Words

lackboard

South-west

North-east

Indo-European

Afro-American

First aid

Bedroom

Bathroom

Washing machine

Vending machine

Living room

Swimming pool

Drawing room

Copyright

Typewriter

Managing director

Day-to-day

Blood pressure

Cold blooded

Eye opener

Microorganism

Cupboard

Footnote

Locksmith

Blacksmith

Goldsmith

Giveaway

In-depth

Breakup

Breakdown

Blowout

Housefull

Showdown

Long term  
Sunflower  
Dilly dally  
Postman  
Post office  
Breakfast  
Notebook  
Superhero  
Hot dog  
Full moon  
Merry-go-round  
Grandfather  
Mother-in-law  
Father-in-law  
Sister-in-law  
Brother-in-law  
Granddaughter  
Grandson  
Grandchild  
Good-hearted  
Last minute  
Real estate  
Mind-blowing  
Far-fetched  
Warmup  
Firefly  
Butterfly  
Grasshopper  
Blueberry

Strawberry  
Half-baked  
Raincoat  
All-nighter  
Know-it-all  
Smartphone  
Starfish  
Runway  
Toothbrush  
Time table  
Hopscotch  
UptownEyeball

## **Exercise:**

Form compound words from this list of words

Sick, White, Written, Minded, Washed, Home, Hand, Well, Known, Broad, Hair, Lap, Half, Right, Card, Top, Hand, d, Cut, Flash, Sister.

## **Answer:**

1. Homesick
2. Hand-written
3. White-washed
4. Well-known
5. Haircut

6. Half-sister

7. Flashcard

8. Right-handed

9. Laptop

10. Broad-minded

## 21) Homonyms & Homophones

### Homophones

Homophones are words that sound similar to another word but have different spellings and meanings.

Bear(Noun/Verb) , Bare(Adjective)

Have you seen a bear?

I am not able to bear the pain.

We don't suggest you walk barefoot on the hike.

Break (Noun/Verb) , Brake(Noun/Verb)

I need a break.

Did you break the glass?

Please apply the brakes.

It is not good that you brake abruptly in the middle of the road.

Blew(Verb) , Blue(Adjective)

The wind blew swiftly.

I have a blue skirt.

Wine(Noun) , Whine(Verb)

Have you ever tasted wine?

Angela keeps whining about everything all the time.

Sole(Noun/Adjective) , Soul(Noun/Adjective)

My shoes' sole tore after the game.

His sole aim of appearing in competitive examinations was to get into a government job.

She hoped his soul would rest in peace.

Heir(Noun), Hair(Noun)

Who is the next heir to the British throne?

She has really long hair.

Maze (Noun), Maize(Noun)

This route is such a maze.

Maize is one of the chief agricultural crops.

Ate , Eight

They ate rice and curry for lunch.

We have eight rabbits at home.

Jeans(Noun) , Genes(Noun)

Salviya bought a new pair of jeans.

You have my genes.



Serial(Noun),Cereal(Noun)

Do you like to watch serials?

We have cereal for breakfast when we are in the hostel.

Brayed(verb),Braid(Noun)

The donkey brayed at the sight of his master.

Each one of them was admiring her braid.

Browse(verb),Brows(Noun)

It is easier nowadays to find content on any topic. All you have to do is just browse.

Your brows are really thick.

Days(Noun),Daze(verb)

I still remember the days we spent together.

Thomas dazed as the teacher raised questions about the signup sheets.

Haul(verb)

Hall(Noun)

The vehicles in the accident were hauled to the police station.

The hall for the reception was bigger than we had expected.

Sell(verb)

Cell(Noun)

Do you know the man who sells ice cream.

He told me that he felt like every single cell in his body was in pain.

Board(Noun)

Bored(adjective)

Children like it when you let them write on the board. They feel special.

Danny felt so bored that he started irritating his sister.

## Exercise for Homonyms

1. We saw a \_\_\_\_\_(bear/bare) on our way to Ooty.
2. This cupboard is made of \_\_\_\_\_. (steal/steel)
3. The \_\_\_\_\_(soul/sole) purpose of this visit was to resolve the issues between us.
4. I \_\_\_\_\_(sell/cell) second-hand cars for a living.
5. We booked the upper \_\_\_\_\_(berth/birth) for our trip.
6. Did you \_\_\_\_\_(caste/cast) your votes?
7. Can you please give us a \_\_\_\_\_(brake/break)?
8. Does the class have a smart \_\_\_\_\_(bored/board)?
9. Do you have the \_\_\_\_\_(flour/flower) to make cookies?
10. Everyday, my sister wakes up at \_\_\_\_\_(eight/ate) in the morning.

## Answers:

1. We saw a bear on our way to Ooty.
2. This cupboard is made of steel.
3. The sole purpose of this visit was to resolve the issues between us.
4. I sell second-hand cars for a living.
5. We booked the upper berth for our trip.
6. Did you cast your votes?
7. Can you please give us a break?
8. Does the class have a smart board?
9. Do you have the flour to make cookies?
10. Everyday, my sister wakes up at eight in the morning.

## Homonyms

homonyms are those words that have the same spelling or pronunciation but completely different meanings and functions.

Bear

Noun- A large, wild animal

They saw a black bear.

Verb - Being able to accept and deal with something

You will have to bear the pain.

Right

Adjective - Correct or true

You are right.

Noun - The right side

Meena sat on the right.

Adverb - Correctly or exactly

Everything that you told us was right.

Tear

Noun - A drop that comes from your eye when you cry

She had tears in her eyes at the end of the movie.

Verb - To pull something apart in pieces and damage it

The little girl will tear up everything she gets.

Match

Noun - A game

Do you know which team won the match?

Noun - A small stick used to start a fire

I used a match to light up the stove.

Verb - To find something that is suitable

My mom was looking for a lining material that matches the pastel-coloured saree she bought recently.

Ring

Noun - A jewel that you wear on your finger

My father bought me a diamond ring

Noun - A round object

I used a ring to make a dreamcatcher.

Verb - To call someone

Manu will ring you in some time.

Verb - To cause something to sound like a bell

Did you hear the bell ring?

Kind

Noun - A group of people with similar characteristics

We are one of a kind.

Adjective - Being good, generous, helpful

Beena is very kind.

## Exercise for Homonyms:

- 1) The Queen honoured the brave \_\_\_\_\_. (knight/night)
- 2) This dress \_\_\_\_ to be the perfect fit for Mary. (seems/seam)
- 3) This \_\_\_\_\_ of the brave Queen goes back to a thousand ages. (tale/tail)
- 4) There was a \_\_\_\_\_ in my shoe. (whole/hole)
- 5) I can come to your house \_\_\_\_\_. (later/latter)
- 6) This perfume has a strong \_\_\_\_\_ (cent/scent)
- 7) Will she be able to \_\_\_\_\_ the pain? (bear)
- 8) \_\_\_\_\_ your work, you should do it on your own. (its/it's)
- 9) Tina will \_\_\_\_\_ the prize tomorrow. (except/accept)
- 10) The dog has been \_\_\_\_\_ (bark)

Answers:

- 1) The Queen honoured the brave knight. (knight/night)
- 2) This dress seems to be the perfect fit for Mary. (seems/seam)
- 3) This tale of the brave Queen goes back to a thousand ages. (tale/tail)
- 4) There was a hole in my shoe. (whole/hole)
- 5) I can come to your house later. (later/latter)
- 6) This perfume has a strong scent. (cent/scent)
- 7) Will she be able to bear the pain? (bear)
- 8) It's your work; you should do it on your own. (its/it's)
- 9) Tina will accept the prize tomorrow. (except/accept)
- 10) The dog has been barking. (bark)

## 22) Discourse Markers

phrases and words that mark the direction of a conversation or discourse.

Anyway

Like

Okay

As I say

Right

So

However

Therefore

Particularly

Well

Because

For starters

Oh

But

## Using Discourse Markers in a Sentence

To start off a topic or sentence:

For a start

“For a start, 90% of people voted for the new law”

First of all

“First of all, let’s recap what we learned in the last lesson”

To structure ideas:

Firstly, Secondly

“Firstly, I didn’t eat the scones. Secondly, you have no proof that it was me”

then, After that

“I woke up at 7:30, and then I went to have a shower. After that, I got changed and had some breakfast.”

To express an opposing idea:

However

‘Tim wanted to go to Sarah’s birthday party. However, he had a big test to study for’.

To say something in a different way:

To cut a long story short

To cut a long story short, Alice forgot to bring her homework to school”

To provide additional information:

Which

“Assuming that I did eat the scones, which I didn’t, there would be crumbs on the kitchen counter”

## Exercise:

1.....nurses are overworked and underpaid.

Answer:Broadly speaking

2. I don’t believe in ghosts..... I haven’t seen one yet.

Answer:At least

3. I think he should be acquitted ..... he is too young to know the difference between right and wrong.

Answer:After all

4. The man was sleeping soundly on the river bank .....a crocodile was creeping closer.

Answer:Meanwhile

5. The child didn’t get any medical attention. -----, she died soon after.

Answer:As a result

6) He has been warned before. .... , he shouldn’t have repeated this.

Answer:In this case

## 23) Collocations

A collocation is a term where two or more words often go well together.

### Types of Collocations



adverb + adjective: completely satisfied

adjective + noun: excruciating pain

noun + noun: a surge of anger

noun + verb: lions roar

verb + noun: commit suicide

verb + expression with a preposition by its side: burst into tears

verb + adverb: wave frantically

### i) Verb Collocations(verb + noun )

Pay a Bill: I refuse to pay a bill if I am not satisfied with the service.

Come Prepared: Come prepared to the school tomorrow, since you have a presentation.

To Find a Replacement: Indian team requires to find a replacement for Sachin as early as possible.

### ii) Adjective Collocations( add adjectives with nouns and adverbs)

Deep: Deep feeling, deep holes, deep trouble, deep sleep.

Heavy: Heavy rainfall, a heavy drinker, heavy snow, heavy traffic.

Strong: Strong smell, strong body, strong sense, strong denial.

Big: Big disappointment, big failure, big mistake, big surprise.

### iii) Noun Collocations

a verb and a noun can be used to form a group of words

Service industry, tea leaves, dogs bark, water flows, paper flutters, blurred vision, critical analysis.

## Exercise:

Fill in the blanks

1. If you park there, you will have to .....a fine.

- a) pay
- b) take
- c) have

2. He ..... no attention to my requests.

- a) paid
- b) took
- c) had

3. I ..... a cough to catch her attention.

- a) gave
- b) paid
- c) took

4. Although the doctors tried hard, they couldn't .....his life.

- a) save
- b) bring

c) take

5. Abbreviations ..... space and hence they are very common in newspaper headlines.

a) catch

b) save

c) take

6. Do you.....a diary?

a) keep

b) have

c) save

7. Few people can..... a secret.

a) keep

b) save

c) have

8. He still .....in touch with most of his old school mates.

a) keeps

b) saves

c) take

9. I asked her what her problem was but she ..... quiet.

a) kept

- b) took
- c) saved

10. They.....close to hitting each other.

- a) came
- b) took
- c) brought

## Answers:

1. If you park there, you will have to pay a fine.
2. He paid no attention to my requests.
3. I gave a cough to catch her attention.
4. Although the doctors tried hard, they couldn't save his life.
5. Abbreviations save space and hence they are very common in newspaper headlines.
6. Do you keep a diary?
7. Few people can keep a secret.
8. He still keeps in touch with most of his old school mates.
9. I asked her what her problem was but she kept quiet.

10. They came close to hitting each other.

## 24) Fixed and Semi-Fixed Expressions

### Fixed Expressions

Fixed expressions are groups of words used together to express a particular idea or concept.

Expressions in English can be either fixed or semi-fixed.

For fixed expressions, the word order and pattern usually do not change.

Semi-fixed expressions maintain the same word order, but some parts can be changed - depending on the context or situation - to portray a slightly different meaning.

Given below are some of the Fixed expressions along with its Meaning

On the other hand - Introducing a contrasting/opposing view

All of a sudden - Suddenly

Long time no see - It's been a while since you've seen someone

One size fits all - A piece of clothing that fits everyone

Few and far between - Infrequent

To whom it may concern - Addressing someone whose name you don't know

As a matter of fact - Actually/in reality

Happy New Year - A wish said at the beginning of a new year

For the time being - For now (at the present moment)

In the meantime - The time while something else is occurring

Once upon a time - A time in the past (often used in children's stories)

### some exceptions in fixed expressions

Although the word patterns of fixed expressions usually do not change, there are exceptions

'Last but not least.'(This is used to say that, although someone/something is mentioned last, they are no less important)

'Last but certainly not least.'(an adverb has been added)

'Last but by no means least.'(words are added/changed, but this does not change the meaning)

## Semi-fixed Expressions

Given below are some of the semi-Fixed expressions along with its Meaning

I haven't seen you for [length of time].

Could you pass me the [object].

Take [something] into account.

Hold [someone] responsible.

For [someone's] own good.

### **Fill up the blanks using the given fixed / semi fixed expressions.**

(Out of order, In camera, By heart, On time, In case, At ease, On duty, In tears, On foot, At sight)

1. The speaker was----- while giving the lecture.
2. On hearing the news, my mother was -----
3. In ancient times people took up long distances ----
4. The discussion were held -----
5. The child learned the poems -----
6. The solution to this problem is not -----
7. As the officer was----- , he could not immediately proceed to his native place.
- 8-----of any trouble please call the following mobile number.
9. The satellite launch vehicle was put in orbit -----
10. The equipment went ----- and so the patients could not be treated for the time being.

## Answers:

1. At ease
2. In tears
3. On foot
4. In camera
5. By heart
6. At sight
7. On duty
8. In case
9. On time
10. Out of order

## 25) Abbreviations & Acronyms

**Abbreviations** - a short form of a word or phrase.

**Acronyms** - a short word that is made from the first letters of a group of words.

### list of some common used Abbreviations

Dr. = Doctor

Mr. = Mister

Mrs. = Misses

Ms. = Miss

Ave. = Avenue

Blvd. = Boulevard

Dr. = Drive

Ln. = Lane

Rd. = Road

E = East

N = North

NE = North East

NW = North West

S = South

SE = South East

SW = South West

W = West

BA = Bachelor of Arts

BS = Bachelor of Science

MA = Master of Arts

MBA = Master of Business Administration

MFA = Master of Fine Arts

Asst. = Assistant

Corp. = Corporation

Ltd = Limited

Inc. = Incorporated

VP = Vice President

PA = Personal Assistant

brb = be right back

lol = laugh out loud

np = no problem

ty = thank you

yw = you're welcome

sry = sorry

ofc = of course

IMO = in my opinion



tbh = to be honest

FYI = for your information

jk = joking

bro = brother

bros = brothers

sis = sister

etc. = etcetera

e.g. = example gratia (for example)

i.e. = id est (that is)

n.b = nota bene (take note)

P.S. = post scriptum (written after)

et al. = et alia (and others)

C.V. = curriculum vitae

fig. = figure

ft. = feet

hr. = hour

min. = minute

sq. = square

St. = street

yd. = yard

tbs. = tablespoon

tbsp. = tablespoon

n/a = not applicable

a.m. = ante meridiem (before noon)

p.m. = post meridiem (after noon)

GMT = Greenwich Mean Time

UTC = Universal Time Coordinated

PST = Pacific Standard Time

EST = Eastern Standard Time

CST = Central Standard Time

approx. = approximately

appt = appointment

no = number

tel = telephone

temp = temporary

vet = veterinarian

vs = versus

## some examples of acronyms

FOMO: fear of missing out

GIF: graphics interchange format

PIN: personal identification number

AIDS = Acquired Immune Deficiency Syndrome

FIFA = The Federation of International Football Associations

NATO = The North Atlantic Treaty Organisation

OPEC = Organisation of Petroleum Exporting Countries

SARS = Severe Acute Respiratory Syndrome

TOEFL = Test of English as a Foreign Language

UEFA = Union of European Football Associations

UNCTAD = United Nations Conference on Trade and Development

UNESCO = United Nations Educational, Scientific and Cultural Organisation

UNICEF = United Nations Children's Fund (formerly the United Nations International Children's Emergency Fund)

## The difference between abbreviations and acronyms are

An abbreviation is a shortened form of a word used in place of the full word (e.g., Corp.). An acronym is a word formed from the first letters of each of the words in a phrase or name (e.g., NASA or laser).

## Answer the following

- 1) Which abbreviation do you use when you want someone to reply to an invitation?
- 2) Which abbreviation do you use when you want to add something at the end of a letter?
- 3) Which abbreviation is used for times in the morning?
- 4) Which abbreviation is used for times in the afternoon and evening?
- 5) Which abbreviation do you use when you want someone to do something quickly.
- 6) Which abbreviation is used for dead people?
- 7) Which abbreviation is used when someone is prepared to negotiate a price for something.

## Answers:

- 1) RSVP
- 2) PS
- 3) AM
- 4) PM
- 5) ASAP
- 6) RIP
- 7) ono

## 26) One Word Substitutes

One word substitution is the use of one word in place of a wordy phrase in order to make the sentence structure clearer. The meaning, with the replacement of the phrase remains identical while the sentence becomes shorter.

My friend drives me in a car around town. Using one-word substitution in this sentence would give something like this - My friend chauffeurs me around town.

## List of commonly used One Word Substitutes

An act of abdicating or renouncing the throne - **Abdication**

An annual calendar containing important dates and statistical information such as astronomical data and tide tables - **Almanac**

A cold-blooded vertebrate animal that is born in water and breathes with gills - **Amphibian**

A story, poem, or picture that can be interpreted to reveal a hidden meaning, typically a moral or political one - **Allegory**

A statement or proposition on which an abstractly defined structure is based - **Axiom**

A nation or person engaged in war or conflict, as recognized by international law - **Belligerent**

An examination of tissue removed from a living body to discover the presence, cause or extent of a disease - **Biopsy**

The action or offence of speaking sacrilegiously about God or sacred things; profane talk - **Blasphemy**

The arrangement of events or dates in the order of their occurrence - **Chronology**

A vigorous campaign for political, social, or religious change - **Crusade**

Lasting for a very short time - **Ephemeral**

Spoken or done without preparation - **Extempore**

Release someone from a duty or obligation - **Exonerate**

Fond of company - **Gregarious**

Making marks that cannot be removed - **Indelible**

Incapable of making mistakes or being wrong - **Infallible**

Certain to happen - **Inevitable**

A sentimental longing or wistful affection for a period in the past - **Nostalgia**

## One Word Substitution For Government/Systems

A state of disorder due to absence or non-recognition of authority or other controlling systems - **Anarchy**

A form of government in which power is held by the nobility - **Aristocracy**

A system of government by one person with absolute power - **Autocracy**

A self-governing country or region - **Autonomy**

A system of government in which most of the important decisions are taken by state officials rather than by elected representatives - **Bureaucracy**

A system of government by the whole population or all the eligible members of a state, typically through elected representatives - **Democracy**

A state, society, or group governed by old people - **Gerontocracy**

A state or country run by the worst, least qualified, or most unscrupulous citizens - **Kakistocracy**

Government by new or inexperienced hands - **Neocracy**

## One Word Substitution For Venue Or Spot

A collection of historical documents or records providing information about a place, institution, or group of people - **Archives**

A large cage, building, or enclosure to keep birds - **Aviary**

A building where animals are butchered - **Abattoir**

A place where bees are kept; a collection of beehives - **Apiary**

room or building where gambling games are played - **Casino**

A large burial ground, especially one not in a churchyard - **Cemetery**

A room in a public building where outdoor clothes or luggage may be left - **Cloakroom**

A place where a dead person's body is cremated - **Crematorium**

A Christian community of nuns living together under monastic vows - **Convent**

Nursery where babies and young children are cared for during the working day - **Creche**

A stoppered glass container into which wine or spirit is decanted - **Decanter**

A large bedroom for a number of people in a school or institution - **Dormitory**

The nest of a squirrel, typically in the form of a mass of twigs in a tree - **Drey**

## One Word Substitution For Group/Collection

A group of guns or missile launchers operated together at one place - **Battery**

A large bundle bound for storage or transport - **Bale**

A large gathering of people of a particular type - **Bevy**

An arrangement of flowers that is usually given as a present - **Bouquet**

A family of young animals - **Brood**

A group of things that have been hidden in a secret place - **Cache**

A group of people, typically with vehicles or animals travelling together - **Caravan**

A closed political meeting - **Caucus**

An exclusive circle of people with a common purpose - **Clique**

A group of followers hired to applaud at a performance - **Claque**

A series of stars - **Constellation**

## List of One Word Substitutes For Profession/Research

The medieval forerunner of chemistry - **Alchemy**

A person who presents a radio/television programme - **Anchor**

One who studies the evolution of mankind - **Anthropologist**

A person who is trained to travel in a spacecraft - **Astronaut**

The scientific study of the physiology, structure, genetics, ecology, distribution, classification and economic importance of plants - **Botany**

A person who draws or produces maps - **Cartographer**

A person who writes beautiful writing - **Calligrapher**

A person who composes the sequence of steps and moves for a performance of dance - **Choreographer**

A person employed to drive a private or hired car - **Chauffeur**

A person who introduces the performers or contestants in a variety show - **Compere**

A keeper or custodian of a museum or other collection - **Curator**

**Exercise:**

Q.1. The Government wing responsible for making Rules

Judiciary

Executive

Court

Legislature

Answer (4) Legislature

Q.2. Life history of a person written by that person

Autobiography

Topography

Flexography

Biography

Answer (1) Autobiography

Q.3. One who does not take any alcoholic drink

Saint

Teetotaller

Foretaller

Vegetarian

Answer (2) Teetotaller

Q.4. A speech delivered without any previous preparation

Elocution

Dialogue

Extempore

Dialect

Answer (3) Extempore

Q.5. A disease which attacks many people in a particular area in one time

Epidemic

Pandemic

Sardonic

Academic

Answer (1) Epidemic

## 27) Punctuation

a sign or mark used in writing to divide sentences and phrases

the tool that allows us to organize our thoughts and make it easier to review and share our ideas

i) Period/Full stop

ii) Comma

iii) Colon

iv) Semicolon

v) Apostrophe

vi) Quotation marks

vii) Hyphen

viii) Dash

ix) Parentheses

x) Slash

xi) Exclamation mark

xii) Question mark



xiii) Ellipsis

## i) Period/Full stop(.)

A full stop is used,

To mark the end of a sentence, primarily

To mark the end of commands, instructions, orders and requests

After short forms and abbreviations

After an initial

At the end of a sentence containing an indirect question

In website URLs and email addresses

Examples:

Today is the last working day for us.

Cathy is a teacher.

No one is ready yet.

She likes listening to music.

We will be dancing at my cousin's reception.

Using a Full Stop at the End of an Imperative Sentence

Please send the materials as soon as possible.

Turn off the lights and fans when you leave the room.

Using a Full Stop after Abbreviations or Short Forms

I had to buy pencils, pens, erasers, notebooks, etc.

Mr. Dennis and Ms. Sheena will be the guests for the evening.

Using a Full Stop after Initials

M. Kumaran is the manager.

D. H. Lawrence was known for the imagery in his poetry.

## Exercises for full stop punctuation :

Punctuate the following sentences by using capital letters and full stops wherever necessary.

1. i wanted to know if i could take another day to finish my assignment

2. it is high time we took some action

3. my mother asked me whether i was happy

4. bring me a glass of water

5. mrs shiny was made the vice president of the women's association

6. their parents are arriving next month

7. around 6 a m today the sun was shining

8. harish asked me if we knew who the m d was

9. my uncle told me that it might rain tomorrow

10. drindhu has specialised in paediatrics

## Answers:

1. I wanted to know if I could take another day to finish my assignment.
2. It is high time we took some action.
3. My mother asked me whether I was happy.
4. Bring me a glass of water.
5. Mrs. Shiny was made the Vice President of the women's association.
6. Their parents are arriving next month.
7. Around 6 a. m. today, the sun was shining.
8. Harish asked me if we knew who the MD was.
9. My uncle told me that it might rain tomorrow.
10. Dr. Indhu has specialised in paediatrics.

## ii) Comma(,)

The basic function of a comma is to separate nouns (subjects/objects) in a sentence.

A comma can be used to separate phrases or even to separate a phrase and a clause.

A comma can be used to separate a main clause from a subordinate clause.

A comma can be used before a coordinating conjunction and after a conjunctive adverb in a compound sentence.

### Examples:

- We had BBQ Steak burger, Beyond Classic burger and Thousand Island burger for lunch today.
- Ann had honey glazed chicken, dragon chicken and French fries for appetisers and red velvet, tropical creme legere and cheesecake for dessert.
- Annu, Ashish, Danny and Divu will be going to Coonoor.
- To make paneer masala, I ground sautéed tomatoes, onions , dried red chillies and cashew nuts.
- When they went to the zoo, they saw a white tiger, a huge bear, an African elephant, a troop of monkeys and a lake full of crocodiles.

### Use of Comma to Separate Two Phrases / A Phrase and A Clause

- Reading books, listening to songs and planning interior decors are my favourite leisure activities.
- Four years ago, I never thought this would be my life.

### Use of Comma to Separate a Main Clause from a Subordinate Clause

- We went out for lunch, so we did not have anything at home.
- Nobody knew where to find poppies; however, some of them offered to help us find some contacts.
- Phoebe, the girl who sings at Central Perk, is my friend.

## Exercises for Comma

Insert commas wherever necessary in the following sentences.

1. Princy bought a red dress a pair of blue jeans a denim overcoat and a floral frock.
2. Mintu at the end of her second year was given a job at the ISRO.
3. During the summer holidays they have planned to go to the Andaman and Nicobar Islands.
4. Nivin my brother was born in 1989.

5. Varunika made pasta momos and sandwiches for her friends.

6. Once all students have submitted their documents make sure you check if every student's details are correctly entered.

7. During the pandemic many people lost their jobs.

8. Last week we decided to go on a trip to Hampi.

9. RaimyMazeeka Glint and Gowtham will be travelling to Delhi next month.

10. Yesterday at the hotel we met our school friends unexpectedly.

## Answers:

1. Princy bought a red dress, a pair of blue jeans, a denim overcoat and a floral frock.

2. Mintu, at the end of her second year, was given a job at the ISRO.

3. During the summer holidays, they have planned to go to the Andaman and Nicobar Islands.

4. Nivin, my brother, was born in 1989.

5. Varunika made pasta, momos and sandwiches for her friends.

6. Once all students have submitted their documents, make sure you check if every student's details are correctly entered.

7. During the pandemic, many people lost their jobs.

8. Last week, we decided to go on a trip to Hampi.

9. Raimy, Mazeeka, Glint and Gowtham will be travelling to Delhi next month.

10. Yesterday, at the hotel, we met our school friends unexpectedly.

### iii) Colon(:)

- To introduce or state a point,
- To present a list of items, a tabular column and text,
- In citations and biblical references,
- In dialogue writing, to quote the speaker's words,
- To draw attention to nouns/noun phrases, examples and quotations, and
- To mention the time of the day and ratios.

Example 1: Lists/Series

A sentence has two parts and they are:

Subject

Predicate

Example 2: Dialogue Writing

Teacher: Good morning, children.

Students: Good morning, Ma'am.

Example 3: Time

The meeting will start at 11:30 a.m. sharp.

The train is at 6:45 p.m.

Example 4: Biblical References, Titles and Citations

Matthew 20:28 says, "For the Son of Man came not to be served but to serve..."

'The Tipping Point: How Little Things Can Make a Big Difference' by Malcolm Gladwell is a best-seller.

Example 5: Mathematical Expressions

The ratio of milk to water is 1:3.

Example 6: Before Nouns/Noun Phrases, Examples, Quotations

I have what every human being needs: caring friends and a loving family.

For example: Paris, Berlin, Tokyo, Portugal

This is just like what Shakespeare once said: "There is nothing either good or bad, but thinking makes it so".

#### iv) Semicolon(;

- It can be used to separate different sets of items mentioned in a sentence.
- It can be used to separate two independent clauses that do not have a coordinating conjunction linking them together. One way to check if you are doing it right is by - substituting the semicolon with a full stop and checking if the two clauses are complete and make sense.
- It can further be used before a conjunctive adverb in a compound sentence.

Examples

Use of a Semicolon to Separate Various Lists in a Sentence

- My mom had to buy potatoes, tomatoes, onions and capsicums; liquid detergent, body wash, hand wash and fabric softener; bread, butter and jam on her way home.

- We met Santhosh, Rajesh and Aarav at the party; Tina, Sandy and Neetu in the lobby; Charles, Abdul and Sridevi on our way back.

- Glint, the singer; Mikki, the photographer; Aldrin, the professor and Iniyana, the entrepreneur will be present for the gathering today evening.

Use of a Semicolon before Conjunctive Adverbs in Compound Sentences

- We planned to take a trip to Goa; however, we could not go through with it.

- The dress we picked was available in different colours; therefore, we decided to pick one for each of us.

- Philip had to make the presentation today; otherwise, he would have to wait another week until he is given a chance.

Use of a Semicolon to Link Clauses in a Sentence

- There was an accident in our area; the police have reported the case and taken the damaged vehicle to the station.

- My brother had his final review today; he seems to have done it well.

- I have watched F.R.I.E.N.D.S; I also like Glee.

## Exercise for Semicolon

Identify if a comma or a semicolon is needed and use them appropriately.

1. Gowtham will be travelling to Spain Germany Japan and Russia.
2. Keerthi Suresh has done a number of movies 'NadigayarThilakam' is one of her best movies.
3. We had many options however we went with the first one we saw.
4. The last date was on Friday therefore we could not enrol ourselves for the international conference.



5. I will be coming home by then I will pick you up.
6. Last week all my friends surprised me by coming to my office.
7. In the meantime we looked around for a walking stick.
8. Whatever you want to do do it wholeheartedly.
9. Though it was raining Rahul and Akash went on the road trip they had planned.
10. It was late so we decided to stay at our friend's place.

## Answers:

1. Gowtham will be travelling to Spain, Germany, Japan and Russia.
2. Keerthi Suresh has done a number of movies; 'NadigayarThilakam' is one of her best movies.
3. We had many options; however, we went with the first one we saw.
4. The last date was on Friday; therefore, we could not enrol ourselves for the international conference.
5. I will be coming home by then; I will pick you up.
6. Last week, all my friends surprised me by coming to my office.
7. In the meantime, we looked around for a walking stick.

8. Whatever you want to do, do it wholeheartedly.

9. Though it was raining, Rahul and Akash went on the road trip they had planned.

10. It was late, so we decided to stay at our friend's place.

## v) Apostrophe(')

- The apostrophe, when used to show possession or ownership, should be placed just immediately after the noun or pronoun which is the owner of the mentioned object or person, followed by an 's'.

- If the noun or pronoun already has 's' as its last letter, the apostrophe comes after the letter 's'. Also, in this case, you need not add another 's' after the apostrophe as it is already understood.

- Another rule of using the apostrophe to show possession is that you should add an apostrophe and an 's' only to the second word in a hyphenated compound word.

- Also, if two or more nouns show separate ownership, you can use apostrophes for both the nouns. On the other hand, if both the nouns or pronouns own the same thing, use an apostrophe and an 's' at the end of the latter noun or pronoun.

- When using an apostrophe to indicate a missing letter or a number, the apostrophe is placed exactly in the space where the letter is missing. Also, remember that even if more than one letter or number is missing, you should add only one apostrophe and not as many apostrophes as the missing numbers or letters.

- An apostrophe can be used to form contractions like can't, I'm, don't, etc. In these contractions too, the apostrophe is placed in between the letters where the letters are missing.

### Examples

#### Use of an Apostrophe to Show Possession

- Everyone keeps telling me that I am my mom's daughter in every way.

- Rincy's dog went missing yesterday.

Use of an Apostrophe to Form Contractions

- Don't you think you can finish it by next week?
- They weren't at the hotel.

Use of an Apostrophe to Indicate Missing Letters and Numbers

- We did it a li'l differently.
- She was definitely o'er the top when the results were announced.

Use of Apostrophe with Compound Nouns or Hyphenated Nouns to Show Possession

- My mother-in-law's brother came home today.
- The fifteen-year-old's parents were asked to meet the Principal.

## Exercises for apostrophe

use an apostrophe wherever necessary.

1. Tinas sister is a doctor.
2. All the 1s move to the right and all the 2s move to the left.
3. It felt as if we were flying oer the rainbow.
4. Cant you try it out once more?
5. They didnt appreciate the help.
6. How do you decide if you want to read a book or not? By the books cover or title?

7. The number 13s influence on my life is unlike what people usually say.

8. My moms face was glowing from the happiness within her heart.

9. The final teams performance moved my heart.

10. It was nobodys fault that the tap broke.

## Answers:

1. Tina's sister is a doctor.

2. All the 1s move to the right and all the 2s move to the left.

3. It felt as if we were flying o'er the rainbow.

4. Can't you try it out once more?

5. They didn't appreciate the help.

6. How do you decide if you want to read a book or not? By the book's cover or title?

7. The number 13's influence on my life is unlike what people usually say.

8. My mom's face was glowing from the happiness within her heart.

9. The final team's performance moved my heart.

10. It was nobody's fault that the tap broke.

## vi) Quotation marks

there are two types of quotation marks namely,

Single quotation marks and

Double quotation marks

### Single Quotation Marks(")

Single quotation marks, also called 'inverted commas', are mainly used to quote names, book titles, movie titles, characters and specific terms that are given more importance than usual.

For example:

We finally found 'the coat'.

### Double Quotation Marks(“”)

Double quotation marks are chiefly used to quote something someone said in their exact words, as in direct speech. They can also be used to cite something that is written or said by another person or author.

For example:

“I had a dream”, said Martin Luther King. Likewise, I do too.

Nick said, “I enjoy watching musicals.”

## Exercises for Quotation marks

1. Naomi said, I feel very excited as it is the first day of work.
2. Have you read The Pilgrim's Progress?
3. Shakespeare once said, All the world's a stage and we are all actors.
4. The Ice Age: Collision Course is the last one of the Ice Age movie sequels.
5. Have you ever heard of FOMO?
6. Terry said, I have been promoted to be head of sales for the entire northern division.
7. The crowd cheered, An absolute hero!
8. Nothing's gonna change my love for you is my mom's favourite song.
9. Who is the class leader? asked the Principal.
10. A Sensible Heart is a psychoanalytic novel.

## Answers:

1. Naomi said, "I feel very excited as it is the first day of work."
2. Have you read 'The Pilgrim's Progress'?
3. Shakespeare once said, "All the world's a stage, and all the men and women merely players."

4. The 'Ice Age: Collision Course' is the last one of the Ice Age movie sequels.
5. Have you ever heard of 'FOMO'?
6. Terry said, "I have been promoted to be head of sales for the entire northern division."
7. The crowd cheered, "An absolute hero!"
8. 'Nothing's gonna change my love for you' is my mom's favourite song.
9. "Who is the class leader?", asked the Principal.
10. 'A Sensible Heart' is a psychoanalytic novel.

## vii) Hyphen(-)

- To refer to physical quantities if the unit is spelled out and not when it is written in the abbreviated form;
- With numbers, to represent time frames, estimates of distance and other attributes;
- When referring to the age of people or things;
- When writing compound numbers and fractions only if they are spelled out;
- When adding prefixes and suffixes, though not always.

### Examples

#### Using Hyphens to Refer to Physical Quantities

- I had to carry a sixty-pound bag full of clothes up to the third floor yesterday.
- Madhu found an eight-centimetre long chameleon sitting on one of the rose bushes in her garden.

### Using Hyphens to Form Compound Words

- Suraj was a happy-go-lucky kid who enjoyed every moment of her life to the fullest.
- Bennito was a bright-eyed girl.

### Using Hyphens to Refer to the Age of People/Things

- We were surprised to see the ninety-year-old couple do a salsa dance.
- Our four-year-old daughter won the Kids' Beauty Pageant.

### Using Hyphens with Prefixes and Suffixes

- The ex-president is visiting Paris today.
- Our city has been semi-arid for many years now.
- In mid-January, we will be leaving for Canada.
- My great-grandfather was a veteran soldier.

## Exercises for Hyphens

1. My sister has a semiacoustic guitar.
2. The hundred year old clock caught my eyes.
3. There would be around 800 1000 people going on this trip.
4. Can we have fifty five cups of coffee please?
5. Neena would be practising for 3 4 hours by the time we get there.
6. Three fourth of the drink was over within an hour.



7. The self obsessed girl could not manage to see another girl take up the centre stage.

8. My ninety year old grandmother is so active and energetic even at this age.

9. Her great grandmother will be visiting her next week.

10. My brother had a six inch subway for lunch.

## Answers:

1. My sister has a semi-acoustic guitar.

2. The hundred-year-old clock caught my eyes.

3. There would be around 800-1000 people going on this trip.

4. Can we have fifty-five cups of coffee please?

5. Neena would be practising for 3-4 hours by the time we get there.

6. Three-fourth of the drink was over within an hour.

7. The self-obsessed girl could not manage to see another girl take up the centre stage.

8. My ninety-year-old grandmother is so active and energetic even at this age.

9. Her great-grandmother will be visiting her next week.

10. My brother had a six-inch subway for lunch.

## viii) Dash

A dash is a punctuation mark that resembles a hyphen, but longer. A dash is used to separate part of a sentence and indicate a break. It indicates a longer pause than a comma and a semicolon. It is also called a long dash or an em dash.

- It can sometimes be used in place of a comma, a colon and a semicolon.
- It is used after an independent clause, most often, to conclude the thought.
- It is used in pairs instead of brackets to distinguish extra or unessential information from the rest of the sentence.
- It is used in dialogue writing to separate a comment from the rest of the dialogue.
- It is used before a series within a phrase.
- It is also used to indicate a range or a transport route.
- It is used between two country names or adjectives.

## Examples of Dash

- My work timings are from 8-5.
- The trek will be organised from May 12-15.
- We know one thing for sure – something unexpected is coming our way.
- Many children – living in orphanages – do not know what love feels like.
- People – both young and old – were advised to take vaccinations at the earliest.
- The mathematician–philosopher has won the Nobel Prize this year.
- Molotov–Ribbentrop Pact was officially declared null in 1941.
- A lot has changed since last year – probably for the better.
- The Chennai–Mumbai flight will leave at 10:00 a.m.
- Dinesh – the boy from Thanjavur – has arrived.

## ix) Parentheses()

It is a punctuation mark that is used in a sentence to enclose additional or otherwise unnecessary information in a sentence.

## Uses:

To make in-text references

To provide the expansion of an abbreviation

To mention a personal comment

To denote a change in the original words of the speaker when quoted

To provide additional information

To represent the plural form

To emphasise on something

## Examples :

- DroupadiMurmu (former Governor of Jharkhand) has taken office as the President of India.
- The Agam band (Bangalore-based Carnatic progressive band) is playing live at the GYLT on the 5th of August.
- WHO (World Health Organisation) has declared monkeypox as a public health emergency of international concern.
- Being a teacher was a noble profession (not anymore).
- Shakespeare's "All the world's a stage, and all the men and women merely players. They have their exits and their entrances; And one man in his time plays many parts." (As - You Like It, Act 2, Scene 7) is used as a theme in many movies.
- The Civil Disobedience Movement (1930) commenced with the Dandi March.
- Everyone was talking about yesterday's party (Don't even get me started.).
- Mother Teresa (born in Skopje, Macedonia) founded the Christian Missionaries of Charity.
- The rainfall has increased by 100 cms. (See Figure 2)
- Betty (and her little red teddy bear) was always a delight to watch.
- The student(s) are asked to assemble in the main auditorium by 11 a.m.

## x) Slash

A slash, in punctuation, is a slanting line that is generally used instead of the conjunction 'or'. It is also used to denote the availability of options and choices.

### i) Forward Slash (/)

- To separate the date, month and year as in DD/MM/YY
- In between the numerator and denominator to indicate fractions as in  $\frac{1}{4}$
- To denote alternate options meaning either this or that as in coffee/tea
- Instead of the term 'per' as in 45 km/hr

### ii) Backward Slash (\)

- Escape characters in python coding use backslashes. For instance: `\n` for a new line, `\t` for tab, `\'` to insert a single quote, etc.
- Windows uses backslashes to indicate paths or location of a folder as in C:\Users\Admin\Pictures

### iii) Vertical Slash (|)

The vertical slash (|), also known as the straight slash or the upright slash, is mostly used in coding language and mathematics

### Examples

- You are allowed to bring your father and/or mother to the Parent-Teacher meeting.
- You can use a black pen/pencil to mark the parts of the diagram.
- My sister was looking for the newspaper dated 12/09/21.
- A parent/guardian has to accompany the child to the auditorium.
- Another day without your smile/Another day just passes by/And now I know/How much it means/For you to stay right here with me ("I Wanna Grow Old with You" by Westlife)
- Anyone who has his/her own vehicle can leave now.
- I have met them at close of day/Coming with vivid faces/From counter or desk among grey/Eighteenth-century houses. ('Easter, 1916' by William Butler Yeats)
- Carry a sweater/shawl to shelter yourself from the cold weather.
- You will be required to submit address/age proof when you apply for a new bank account.

- My mom asked me to add a little extra powdered pepper/chilli flakes when making pepper chicken gravy if I wanted it to be really spicy.

## xi) Exclamation mark(!)

- exclamation marks are used at the end of exclamatory sentences.

- An exclamation mark is a punctuation sign that is used to indicate strong emotions and feelings. It is used in exclamatory sentences and with interjections.

Examples :

Using an Exclamation Mark in Exclamatory Sentences

- How careless can you be!
- What an amazing life!
- That is really wonderful!

Using an Exclamation Mark at the End of an Interjection

- Wow! That is great news.
- Oh! I am so sorry.
- Alas! That is really bad. What are you going to do about it?

Using an Exclamation Mark in Direct Speech

- Sam said, "I love this movie!"
- What nerve she has to say, "You are rude"!
- The team shouted together, "Whoa! We finally did it."

Using an Exclamation Mark at the End of Phrases/Individual Words

- Careful! Will you?
- What a day!

- Get out! You have pulled the last straw.

## Exercises for exclamatory marks

1. Ouch that hurt badly.

2. What a pretty dress.

3. Sarah said, "Wow that is really great."

4. Sit down.

5. We are fed up with you. Leave now.

6. Hurray. We finally did it.

7. Uh I am not sure I can help you with it.

8. Deepa said, "Ah now I understand."

9. The teacher lost her temper and shouted, "No more activities for you."

10. How wonderful.

## Answers:

1. Ouch! That hurt badly.

2. What a pretty dress!

3. Sarah said, "Wow! That is really great."
4. Sit down!
5. We are fed up with you. Leave now!
6. Hurray! We finally did it.
7. Uh! I am not sure I can help you with it.
8. Deepa said, "Ah! Now I understand."
9. The teacher lost her temper and shouted, "No more activities for you!"
10. How wonderful!

## xii) Question mark(?)

A question mark is a symbol used to punctuate interrogative sentences and at the end of question tags.

- At the end of interrogative sentences/direct questions
- At the end of sentences containing question tags
- To turn a normal statement into a question, in informal writing

### Examples

- When do you intend on telling your parents about this?
- Why do you think it is taking this long?
- Tharun asked, "Can you come with me to the clinic?"
- Vishnu said, "They are all joining us for dinner, right?"

- Susan will not be attending the workshop, will she?
- He is coming home today, isn't he?

#### Use of Question Mark at the End of a Direct Question

- When will you reach?
- What are your plans for tomorrow evening?
- Who is that man?

#### Use of Question Mark at the End of Question Tags

- He is coming home today, isn't he?
- They are not working on the same topic, are they?
- Susan will not be attending the workshop, will she?

#### Use of Question Mark in Direct Speech

- My mom asked, "Has KRK been released on OTT?"
- "When are you leaving for Bangalore?" asked Sheena.
- Tharun asked, "Can you come with me to the clinic?"

## Exercises for Question marks:

Use question marks where required in the following sentences:

1. How did you do this
2. You are still going to the gym, right
3. Do you like cool drinks



4. Is she the one who won the gold medal for the marathon

5. Would you prefer pasta or momos

6. You do not like bitter gourd, do you

7. Can you finish the repair in two days

8. Preetha said, "Haven't you seen this earring before"

9. Won't you find it difficult to travel continuously

10. Are you happy now

## Answers:

1. How did you do this?

2. You are still going to the gym, right?

3. Do you like cool drinks?

4. Is she the one who won the gold medal for the marathon?

5. Would you prefer pasta or momos?

6. You do not like bitter gourd, do you?

7. Can you finish the repair in two days?

8. Preetha said, “Haven’t you seen this earring before?”

9. Won’t you find it difficult to travel continuously?

10. Are you happy now?

### xiii) Ellipsis(...)

It is a type of punctuation that represents a pause or that something has been intentionally left out.

## Examples

### 1) Omitted words

- It must be obvious, from the very start, that there is a contradiction in wanting to be perfectly secure in a universe whose very nature is momentariness and fluidity.

Sentence with Ellipsis added

- It must be obvious [. . .] that there is a contradiction in wanting to be perfectly secure in a universe whose very nature is momentariness and fluidity.

### 2) Pause for dramatic effect or suspense

With sweaty palms, I reached out for the knob and threw the door open to reveal . . . a lost puppy.

### 3) Trailing off into silence

Would you like sugar for your coffee, or . . .

### 4) To suggest there’s more

And then only two remained . . .

# WRITING

## 1) E-Mail Writing

### Informal Email Writing

Email Expressing Your Appreciation

To: Recipient's email address

Subject: Congratulations!

Dear (Name),

My heartfelt congratulations to you. I was glad to see your name on the merit list. All your efforts were definitely not in vain. I bet everyone at home is so proud of you.

You have truly honoured the family name, and I am happy that you would get to take up the course in architecture that you had been waiting for. I am waiting to meet you in person to convey all my love and appreciation.

Convey my regards to uncle, aunty and grandpa.

Regards,

Your name

### Email about Your Trip

To: Recipient's email ID

Subject: About my trip

My dear (Name),

I am very excited to write to you about the long tour I will be going on along with my parents. We will be leaving on the 25th.

We will be away for three months. We are going to San Francisco for an official meeting my father has to attend. We would then be travelling to New York to visit our cousins. We would stay there for a month. After that, we will be going to Paris. It has always been my dream to visit Paris at least once in my lifetime, and my parents have finally agreed to take me there. I will definitely write to you all about my trip - all the different places we visit, the variety of food we eat and the people we meet.

It would have been even more special if you had come along with me. We will make sure we plan out a trip once I am back home.

With best wishes,

Your name

## Formal Email Writing

### Email on Seeking Information Regarding Course Details

To: Recipient's email ID

Subject: Regarding Course Details

Dear Sir,

I have passed the B.Sc. degree examination with Electronics as the main subject. I intend to have a course in Computer Science and would like to know the details of the courses taught at your institution. Could you please send me a copy of your prospectus?

Yours faithfully,

Your name

### Email on Introducing a New Employee to Your Team

To: Recipient's email ID

Subject: Meet the New Customer Service Representative

Dear Team,

I am pleased to introduce you to (Name), who is starting today as our Customer Service Representative. She will be providing technical support and assistance to our users and making sure they enjoy the best experience with our products.

Feel free to greet (Name) in person and congratulate her on the new role!

Best regards,

Your name

Designation

## Email on Official Intimation of Your Resignation

To: Recipient's email ID

Subject: Resignation

Dear Sir/Ma'am,

I am planning to pursue my higher studies in the coming academic year, and hence I would like to inform you of my intention to resign from the post of (Designation) at (Name of the Institution), effective three months from now.

I appreciate the opportunities for growth and development you have provided during my association with (Name of the Institution). It was indeed a privilege working here, and it was a valuable work experience which has helped me grow personally and professionally to a great extent.

Please accept this letter as the formal intimation of my resignation

Thank you for your guidance and support.

Yours sincerely,

Your name

## Email Informing Your Employees about the Change in Work Timings

To: Recipient's email I

Subject: Revised Working Hours

Dear Team,

Our company is growing, and there is a good inflow of projects every week. This has been possible with your dedicated and timely teamwork. In order to keep up with this, we have decided that the working hours would be advanced by 30 minutes. The revised time would be 8:30 am to 5 pm. This will be in effect from July 5, 2021 (Monday). It would be appreciated if all of you keep up with the timing and abide by it.

Feel free to come up with suggestions, if any.

Warm regards,

Your name

Designation

## 2) Letter Writing

Parts of a letter

- Sender's address
- Date
- Greeting or Salutation
- Body of the Letter
- Subscription
- Signature

### Sender's Address

The writer's complete postal address has to be mentioned at the beginning of the letter on the left-hand side of the paper. This lets the receiver know where you wrote the letter from.

### Date

The date is written just below the sender's address, and It lets the recipient know when exactly the letter was written. The date may be written in any of the following ways:

4th July 2005

July 4, 2005

4/6/2005

4-6-2005

4.6.2005

## Greeting or Salutation

The Salutation depends on the relationship between the sender and the receiver.

To members of your family and friends, it could be Dear Father, My Dearest Friend, Dear Uncle, Dear Diana, etc.

To Business people or any officer of higher rank, it could be Dear Sir, Dear Sirs, Sir/Ma'am, etc.

## Body of the Letter

The message that you want to convey is stated in the body of the letter. The style, however, depends on the type of letter you are writing. The style of a friendly letter differs completely from that of a business letter or an official letter, but there are certain points that apply to both formal letters and informal letters.

### Subscription

The subscription helps you end the letter in a polite and courteous manner. The subscriptions change according to the type of letter you are writing. It can be written as Yours faithfully, Yours lovingly, Yours sincerely, With love, etc.

## Signature

The signature or the name of the writer should be written just before the subscription.

## Examples

### Authorized Letter

#### i) Authorized letter(to collect certificate )

The Manager

Sri Krishna Arts and Science College

Anna Nagar  
Chennai – 600025  
5<sup>th</sup> January, 2022

Subject: Authorization to collect certificates

Sir,

I hereby authorize Raymond to act as my representative and collect my Class 10 and Class 12 mark sheets, UG Degree Certificate and my Transfer Certificate on my behalf as I am hospitalised and cannot come in person to collect the certificates within the date prescribed. I am attaching documents to help you identify the authorized person when he comes to collect the certificates.

This letter can be held valid until I provide further notice. Kindly find the name and signature of the authorized person for your reference.

Name of the authorized person : \_\_\_\_\_

Signature of the authorized person : \_\_\_\_\_

Your kind support and cooperation are highly appreciated. You can reach me on my phone number or email address in case of any clarification.

Phone number: 012346

Email address: name.email@gmail.com

Yours faithfully,

Signature

STUART JOSEPH

ii) Authorized Letter format for Bank

The Bank Manager  
Central Bank of India  
New Graeme's Lane  
Mumbai – 400013  
26/12/2021

Subject: Letter of authorization to access my bank account

Sir,



I am Beena, and I authorize my husband, Jerald, to access my savings account with the account number (mention your account number) from the 28<sup>th</sup> of December, 2021 to the 20<sup>th</sup> of May, 2022 as I will be going abroad for a project as part of my work.

I appreciate your continuous support and understanding. I have attached herewith the documents for identification for your reference. Kindly feel free to contact me in case you need any further information.

Thank you very much for your kind cooperation.

Contact information

Phone number – 123456

Email id – name.email@gmail.com

Yours sincerely,

Signature

BEENA JERALD

## Complaint Letter

Sender's address

---

---

---

DD/MM/Y

Receiver's address

---

---

---

Subject: \_\_\_\_\_

Sir/Ma'am, (Salutation)

Body of the Letter explaining the reason for your letter and the complaint.

Thanking you

Yours faithfully, (Complimentary Closing)

Signature

NAME in block letters

## Complaint Letter Sample 1 – Poor Maintenance of the Garden and Improper Waste Disposal

45 B, Rory Lane

Damsel Street

Mumbai – 400056

29th December, 2021

The Secretary

Residential Association

Mumbai – 400056

Subject: Complaint letter regarding the poor maintenance of the garden and improper waste disposal

Sir,

I am Shawn Mendez, a resident of Rory Lane. I am writing to bring to your notice the poor maintenance of the garden around our residential area and the improper disposal of waste. The

garden around the residential area was watered regularly, and grass shrubs were trimmed and maintained neatly in the beginning. It has been more than a month now since any kind of maintenance is done in the garden. We have tried contacting the person in charge, but every effort has just been in vain.

Another growing issue is the problem of waste disposal. There were people from the corporation collecting garbage for disposal every two days, but it has been more than a week now since they have collected any garbage from our area. This has led to the accumulation of waste, and people have started dumping it in the corner of the street as they have no other choice. Kindly look into this and the maintenance of the garden as it would become a huge mess if this continues. It would be highly appreciated if you could also inform the residents that all garbage would be collected and not to throw them out around the street corners.

Thank you in advance.

Yours faithfully,

Signature

SHAWN MENDEZ

## Complaint Letter Sample 2 – Damaged Product Received

5/652, SNV Street

VKL Colony

Hyderabad – 500025

November 26, 2021

The Manager

Customer Service Department

Taurus Shop

New Delhi – 110023

Subject: Complaint about a damaged product received

Sir/Ma'am,

I had purchased a black top from your online store. I received the product today, and I tried filing a return request as the size is smaller than the one I had ordered, and the cloth is torn on the left side. For some reason, the return request is not being filed. The page is either getting redirected or stuck. I have tried multiple times, and I could not go through with it. Can you please check and let me know if the return request has been filed for the order no. 3049. If not, kindly let me know what I should do to return the product.

I am attaching herewith photographs of the damaged portion of the top and the opening video for your reference.

Thank you

Yours sincerely,

Signature

SINDHU SHANKAR

## Complaint Letter Sample 3 – Installation of New Street Lights

12B, Nelson Manickam Road

Nungambakkam

Chennai – 600045

13/12/2021

The Councillor

Ward No. 26

Chennai – 600052

Subject: Regarding installation of new street lights in our area

Sir,

I am writing to bring to your kind attention that there are no street lights in our area and it has become a huge problem as it has started raining. It is very difficult for people who travel through this area because it is very dark at night, and with continuous rains, the place floods up. It becomes really difficult to drive as the roads are damaged, and there have been constant accidents because of this. Therefore, I request you to kindly take some action at the earliest and install street lights in our area as it is a danger if left like this.

Thank you for your time and cooperation in advance.

Yours faithfully,

Signature

DERRICK RAJ

## Consent Letter

Receiver's Address

Date

Subject: Consent to (the reason/purpose)

Salutation or Greeting: Dear Sir/Ma'am,

Body of the letter:

Explain the purpose or reason for which you are providing consent. Do not forget to mention all the necessary and relevant details, including date, event, place, name, etc.

Complimentary close: Yours sincerely; Yours faithfully, etc.

Signature

Name in block letters

Contact details: Phone number and email address

## Consent Letter Format from Parents to Attend Offline Classes

The Class Teacher

Class X C

St. Joseph's Matriculation Higher Secondary School

Trichy Road

Coimbatore – 641018

4<sup>th</sup> January, 2022

Subject: Consent letter to attend offline classes

Dear Ma'am,

I, Geethu Jose, am the parent of Sandra Jose. I hereby acknowledge that I have given my consent for my daughter to attend offline classes from 10<sup>th</sup> January, 2022. I have read and understood all the terms and conditions stated by the school. I ensure that my daughter is completely healthy and has no signs of cold, cough or fever. I will also instruct my ward to follow all the safety measures to prevent being affected by the virus and abide by the rules and regulations set by the school.

Signature of the Parent: Signature

Name : GEETHU JOSE

Signature of the Student: Signature

Name : SANDRA JOSE

# Consent Letter to Attend Internship

The Principal

AVB Institute of Technology

Kelambakkam

Chennai 600129

07/01/2022

Subject: Requesting consent to attend internship

Dear Sir,

I am Ruben Wesley, a final year student of Aeronautical Engineering. I have been given an opportunity to attend one month's internship at Air India Engineering Services Ltd., Hyderabad. I think this will be a good learning experience for me and also give me hands-on training in the field. I have to enrol myself for the internship program on or before the 10<sup>th</sup> of January, 2022.

I request you to provide me with on duty from 10/01/2022 to 15/02/2022. Kindly do the needful.

Thanking you

Yours sincerely,

Signature

RUBEN WESLEY

# Permission Letter

## Letter of Permission from Work

The Manager

BLP Technologies

Indira Nagar

Bangalore – 560038

29<sup>th</sup> December, 2021

Subject: Requesting permission for half day leave

Dear Sir,

I am writing to request permission to take a half day's leave from work tomorrow as I have to be present at the Parent-Teacher meeting. The meeting will be held at 2pm.

I have a document to proofread that is due tomorrow. I will see to it that I finish it by 12 pm tomorrow and submit it for further review before I leave for my son's school. I request you to kindly consider my request and allow me a half day leave for tomorrow.

Thanking you

Yours sincerely,

Signature

RAAM KUMAR

Assistant Editor

## Sample Letter of Request for Permission to Attend the Training Program

5/86, NBC Avenue

G N Mills

Coimbatore – 641023

January 3, 2022

The Editor-in-Chief

The Times of India

Coimbatore – 641056

Subject: Seeking permission to attend the training program

Sir/Ma'am,

I am Jeremy Johnson, a final year student of BA English at GRD College of Arts and Science. I am writing to you to express my interest in the three-month training program that will be conducted from February to April. I have been learning all about journalism and have been waiting for an opportunity to work with an esteemed newspaper.

I request you to kindly permit me to be a part of your training program as this would be a great opportunity for me to learn all about being a journalist and a step that would help a great deal to shape my future career. I promise to do my best, dedicate my time to learn and put into practice whatever I learn during my time there.



Looking forward to hearing from you.

Thank you

Yours sincerely,

Signature

JEREMY JOHNSON

## Letter to HOD for Permission to Practise for the Interdepartmental Competitions

5<sup>th</sup> January, 2022

Dr. Neelaveni

The Head of the Department

Jawaharlal Nehru College of Engineering and Technology

Kukatpally, Hyderabad

Telangana – 500085

Subject: Request for permission to practise for the Interdepartmental competitions

Dear Ma'am,

I am writing to bring to your notice that the Interdepartmental Competitions will be held from the 24<sup>th</sup> to the 31<sup>st</sup> of January, 2022. We have asked students to sign up for the various competitions. It is a good opportunity for all our students to showcase their skills and talents.

We have to conduct auditions and start practising. Kindly permit us to use the Main Hall for the same. Also, please provide the students with on-duty so that they do not lose their attendance. We will make sure that the students who would be part of the competition do not miss out on the classes or any academic projects.

Thank you

Yours faithfully,

Signature

SHALINI S

Assistant Professor

## Job Application :

### Important points to keep in mind :

- Mention the job position you are applying for and where you found the information about the job opening.

- Introduce yourself and highlight your skills and qualifications.
- State strongly why you would be right for the job.
- Use a polite tone throughout your letter.
- Stay genuine and professional.
- End the letter on a positive note.
- Proofread the letter before you send it to the concerned hiring manager/employer.

# Formal Letter of Job Application for the Position of Cryptographer

589/22, Srilakshmi Nagar Block 3

SubbannaPalya Extension

Banaswadi, Bangalore North

560023

January 7, 2022

The HR Manager

Anton Technologies

Electronic City

Bangalore – 560012

Subject: Job application letter for the position of Cryptographer

Respected Sir,

This is with reference to the job posting on LinkedIn for the position of Cryptographer in your esteemed organisation. I have carefully read the job description. I have also browsed through your official website to understand the kind of work you do, and I am interested in working with you.

I am an MSc Electronics graduate, and I have completed multiple diploma courses in Cyber Security. I have hands-on experience of working in the field of cyber security for five years. Planning and executing various security means, analysing and documenting security systems, rebuilding and making arrangements for the safety of the security system, writing and developing security codes are some of the areas I have good experience with. I believe that I will be a good fit for the role in your company and that I can do justice to the responsibilities I will have to take up.

I have enclosed my resume and work samples for your kind review.

Thank you for your time and consideration. Hoping to hear from you.

Yours sincerely,

Signature

BIPIN DAS

# Sample Job Application Letter for the Post of High School English Teacher

28 C, K K Nagar

Avarampalayam

Coimbatore – 641045

12<sup>th</sup> January, 2022

The Principal

D A V Matriculation Higher Secondary School

Ambattur

Chennai – 600012

Subject: Job application letter for the post of High School English Teacher

Dear Mr. Sishir Kumar,

I am writing to you to express my interest in the job opening for the post of High School English Teacher in your prestigious institution. I have reviewed the roles and responsibilities in the job description you have posted on the Naukri employment portal dated 09/01/2022.

I am an MA English graduate. I have also completed my Masters in Education. I have a teaching experience of three years at the Indian Public School, Coimbatore. I have handled students from Class VI to X. I have experience in teaching the IGCSE syllabus. I have also been a part of the curriculum development team. I am looking for better opportunities where I can use my skills and expertise to help and mould students and their communication skills. I believe that I can do well and play a good role in providing quality education.

I have attached my resume and experience certificate for your kind perusal. Looking forward to hearing from you.

Thank you for taking the time to review my application.

Yours sincerely,

Signature

LINDA RODRIGUES

# Formal Letter

## Formal Letter Sample 1 - Letter to the publisher ordering books for your store

Javed

Read More Book Store

24, Crosby Lane

Bangalore 600045

20th August, 2019

The Manager

Zack Publishing House

Mumbai 400012

Subject: Requirement of new books for the store

Dear Sir,

I have received the books that you sent last week. The books are in perfect condition, and they were delivered on time. Owing to the great service rendered, I would like to order more books that would be a great addition to the wide range of books available at my store. Given below is a list of books that I would like to purchase:

Title of the Book	Author	No. of Copies
Wuthering Heights	Emily Bronte	3
Treasure Island	R L Stevenson	2

A Brief History of Time	Stephen Hawking	4
Surely You're Joking, Mr. Feynman!	Richard Feynman	2

I shall be grateful if you could send me copies of these books as mentioned by VPP as early as possible to the address given.

Thank you in advance.

Yours faithfully,

Signature

JAVED

Manager, Read More Book Store

## Formal Letter Sample 2 - Letter to the Editor about a road that needs repair

Ganesh

25, SS Street

Cheran Nagar

Coimbatore 641023

8th September, 2019

The Editor

The Hindu

Coimbatore

Subject: Repair of the road in Cheran Nagar

Sir,

I would like to bring to your notice that the people in and around Cheran Nagar have been facing difficulties in travelling back and forth because of the bad condition of the roads there. We have appealed to the Municipality, but there has not been any response on the issue so far.

As our appeals to their office have had no effect, we believe that perhaps a mention in the media would be of great help. Since the beginning of the last month, the roads in Cheran Nagar have been

almost impassable. The surface is badly broken up by the heavy rains, and on a dark night, it is positively dangerous for vehicles to pass that way. Moreover, there are heaps of road metal on both sides of the road, which leave very little room in the middle. The residents of the area have been inconvenienced in this way for weeks.

The situation is becoming worse. There have been multiple accidents happening due to this condition. I request you to highlight the seriousness of the matter in your newspaper so that the road may be properly repaired without further delay.

Thanking You

Yours sincerely,

Signature

GANESH

Resident

## Informal Letter

### Informal Letter Format 1 - Letter to Your Cousin Enquiring about Her First Visit to Ethiopia

34, Park Avenue

Mumbai – 400023

24<sup>th</sup> September, 2021

Dearest Maria,

I was so glad to hear from my mother that you are back home after the trip. Hope you had a safe and enjoyable trip. I have been waiting to hear all about the trip from you.

Since this was the first time you have been to a foreign land, I guess every little bit of the trip was as exciting as you expected it to be. I have heard from my friends residing there that the place is extremely beautiful and that the people there are very endearing. However, I was worried when I knew that there were a few bomb blasts during your stay there. Hope all of you there were safe. I hope everything else was fine except for this.

I had spoken to your mother earlier, and she told me that you would be coming home after two weeks. I saw your pictures on Instagram as well. I can't wait to meet you and hear all your stories. Waiting eagerly for your reply.

Your loving cousin,

Sarah

## Informal Letter Format 2 - Letter to a Friend about Arranging a Get-together

BB Street,  
Allahabad – 211005  
12/02/2020

Dear Surya,

Hope you are keeping well, and everyone at home is keeping safe and healthy. It has been a long time since all of us have met, so I was thinking we could all meet up. I have planned to have a get-together next month. I would love to discuss more about it.

All of us could meet on Friday evening and stay over the weekend at a resort in Munnar. The climate in Munnar is great and it will be a good stress reliever. We could also go around the tourist spots if everyone is interested. If you are ready, we could talk to the others also. I will visit you next weekend to discuss more on this.

Awaiting your reply and hoping to meet you soon.

Love,  
Sreya

## Informal Letter Format 3 - Reply Regretting Inability to Join

144, Stark Lane  
Mumbai – 400054  
15/02/2020

Dear Sreya,

It is extremely thoughtful of you to plan a get-together for all of us. I wish I could join you, but I am sorry to say that I have a project starting next month, and it would not be possible for me to be there. If there is any way of preponing the get-together to any time before the month-end, I can definitely make it to our gathering.

I hope we can reschedule the get-together and not miss the chance to meet up. Waiting to hear from you.

With love,  
Surya

### 3) Paragraph Writing

Paragraphs are the group of sentences combined together, about a certain topic. It is a very important form of writing as we write almost everything in paragraphs, be it an answer, essay, story, emails, etc

#### Writing a Paragraph

- **Find a Topic Sentence:** It is the first sentence which is an introduction to the given topic. It gives the main idea of what the paragraph would be about.
- **Supporting details:** These are the details that can be collected from various sources. It comprises information related to the topic that gives strong support to the main topic.
- **Closing sentence:** It is the last sentence that ends the paragraph and restates the whole idea of the paragraph. It is basically the concluding sentence that gives the basic idea of the whole topic

#### Types of paragraphs

##### i) Descriptive paragraphs

A general sentence should be used. This sentence conveys the subject of the paragraph to the reader. If this stage is completed, now it is the second stage! The descriptive description should be made starting from the outside of the subject that will be explained in detail in the second stage. In short, the details should be listed from general to specific. And at the last stage, it is necessary to summarize the subject of the paragraph in one sentence and convey ideas.

To write a beautiful descriptive paragraph, different and interesting adjectives should be used. Thus, the taste, smell, sound, and vision abilities of the reader begin to work. Thus, the written paragraph will delight the reader. At the same time, the reader will be able to fully feel and visualize the subject to be told.

Examples :

#### EXAMPLE OF A DESCRIPTIVE PARAGRAPH ABOUT PERSON

It is very important to have close friends because they will always be there and they will not let you go. My close friend's name is Deniz and he is a very important person to me. He is tall and has broad shoulders. He stands like a hero protecting the person next to him. He has a fit body, just like a statue. The features on his face look too pronounced and he has a small nose. His dark green eyes look harsh, like a dark forest. His lashes are like lined arrows. He has neatly lined pearly teeth. When he smiles, he looks like a little boy. Seeing him happy all the time is the biggest thing I want.



## EXAMPLE OF A DESCRIPTIVE PARAGRAPH ABOUT OBJECT

Yesterday I saw a plant in the corner of the park where I was constantly walking. The plant was much taller than my height, enough to touch the sky. Its body stood like a straight pole, it was thin. It had light green leaves. It was the most beautiful green I have ever seen, it was shining. Around, it was trees whose leaves looked like the leaves of the tree I had seen, but they were smaller. The tree I noticed stood in the middle, like the leader of all of them, and was self-evident. It was the most delicate and powerful plant I have ever seen in my life.

## EXAMPLE OF A DESCRIPTIVE PARAGRAPH ABOUT PLACE

I saw the most beautiful bay I have ever seen in my life. As I was descending from the mountain towards the sea, I suddenly looked in front of me and saw the yellow sand like gold. The sun was right overhead and it was very hot. The sands would almost catch fire. Then the deep blue sea was merging with the sky. The sea was so clear that I could see colorful fish swimming between my feet. This was the place that fascinated me the most.

## EXAMPLE OF A DESCRIPTIVE PARAGRAPH ABOUT EVENT

So much time has passed but I still haven't forgotten it. When I was a kid, we had a house in the village. It was a two-story house with a tile roof. One day we went there again with my family. I went into my room with a big brown bag in my hand. It smelled of dampness, I wanted to open my window immediately. Just then I heard a voice as if there was a crying baby in my room. I was very scared but I couldn't even move. I started crying where I was. My parents were in the garden so they didn't hear my voice. I couldn't go anywhere because of my fear, I sat on the floor I was crying. The sound I was hearing was starting to get louder. I was starting to scream. My father ran up the stairs and came up to me. I told him I was hearing voices from where the locker was. The voices were no longer heard. We walked towards the closet together. My dad opened the door of the closet and let's see what! The mother cat gave birth to her children inside. All those voices came from the pain. We built a nice home for the mother cat and her three little kittens. Because I was so small, I was terrified of the sound. Yet there was nothing to be afraid of.

### ii) Narrative paragraph

A narrative paragraph is similar to story telling , it refers to accounts of personal experience.

Examples :

### The Funniest incident in my life:

The most hilarious (funniest) thing that has ever happened to me is when I and my family decided to prank my father, and convince him that I caught the coronavirus. *At the beginning*, we waited for my father to get back home. As soon as he arrived, I started to cough and pretend that I had breathing difficulties, and my mother told him that I am not feeling well. My father was really confused, and he called my brother. A few moments later, my father tried to call the local health authorities. *Suddenly*, my mother stopped him. My father did not know what to do, and he told everyone not get near me. At the end, he decided to lock me in my own room. *Finally*, we told him the truth and everyone started to laugh. All in all, it was a very nice moment that made us forget about the global issue for a while.

### An Unforgettable Experience in my life:

Last weekend, I had the best experience of my life. On Friday night, my best friend visited me and we made a delicious pizza. After we ate, we had a friendly video game competition. After a while, my other best friend, Ali, joined us. On Saturday, my dad took us out on the boat. The weather was perfect and the water was warm. It was a great day to go for a swim. Later in the evening, we went to the movies. We saw an action film and ate a lot of popcorn. Then that night, we spent some time playing chess. Finally, on Sunday, we went bike-riding around town. All in all, we had great moments. Now, with this experience, I've changed my opinion about weekends. Now I have to say that weekends can only be as exciting and fun as we'd make them be.

### iii) Technical/Definitive Paragraph

Technical words are used

## Surfing the Internet

The Internet can be a huge and scary informational jungle for a non-expert. Given the enormous amount of information that the internet contains, this is no surprise. There are things that

one can do though, to make their quest for knowledge easier. When looking for a specific item in this cyberactive library it is easier to have a plan, and then focus on a particular subject. Most likely, using a search tool will be your first means of finding what it is that you need. When using a search tool for the first time it is best to develop a general understanding of it. First, get to know how it works, and the type of language used when dealing with it. For example, each search tool usually has its own unique criteria, thus making the search for information that much more difficult. Responses to a particular query can vary greatly from search tool to search tool. Also the same query sent by the same inspection tool may come up with various responses from day to day, because web pages are constantly being added, removed, and updated.

## Solar energy

All life on Earth receives its energy from the sun. Solar energy is what we get from the sun; it comes to us in the form of tiny light particles called photons. All types of microorganisms and single-celled organisms were created with the help of solar energy, and plants have been using this energy since the beginning of time. As a result, every living thing on Earth is directly or indirectly dependent on the sun. Since solar energy is entirely renewable, it is available as long as there is sunlight. Because no harmful gases, chemicals, or fly ash are produced, it is also pollution-free. Using photovoltaic cells, solar energy can be transformed into thermal or electrical energy. Solar energy has no production costs.

But there are some drawbacks to solar energy. For instance, solar energy can be harnessed for various activities only during the day when there is sufficient sunlight available. When compared to conventional power plants with the same capacity, the

cost of installing solar energy panels is very high, and the amount of energy produced here is very low. However, as science and technology advance, we can harness solar energy and use it as our primary energy source.

## iv) comparison and contrast paragraph

A comparison-contrast paragraph has three main parts. The topic sentence introduces two subjects and says something about them. The body sentences give details about how the two subjects are alike and different. The ending sentence sums up how the subjects are the same or different.

## BMX Bikes Versus Mountain Bikes

BMX bikes and mountain bikes are built in different ways. BMX bikes are great for tricks because they have a low, light frame and short tires. Mountain bikes have a high, heavy frame and thick tires. This makes them great for off-road riding on bumpy surfaces. Another way the two types of bikes differ is the number of gears. Mountain bikes have many different gears, but BMX bikes normally have just one gear. The number of gears relates to the main difference between the two bikes. BMX bikes are built in a way that lets riders do tricks, while mountain bikes are built for off-road riding, including up and down hills.

## v) cause and effect paragraph

Cause-effect paragraphs seek to illustrate the relationship(s) between two or more events by revealing why or how something happened. Therefore, it's not enough simply to state the cause(s) and the effect(s).

- It is about either causes or effects. In one paragraph, you cannot address both. You should say early in your paragraph whether you are talking about causes or effects.
- It is about a topic that is easily managed in one paragraph. In the paragraph you have just read, the author discusses only animals in shelters—this is a small enough topic that it can be covered in one paragraph.
- It recognizes the complexity of the situation. There is often more than one cause for an event or situation, and there is often more than one result. The results can be positive, negative, or both. In the sample paragraph, the writer understands and shows that pets end up in shelters for a variety of reasons.
- It is sufficiently detailed. As with all good paragraphs, don't make your reader guess what you want to say. Give examples.

### Example:

#### Effects of Automobiles

"I worry about the private automobile. It is a dirty, noisy, wasteful, and lonely means of travel. It pollutes the air, ruins the safety and sociability of the street, and exercises upon the individual a discipline which takes away far more freedom than it gives him. It causes an enormous amount of land to be unnecessarily abstracted from nature and from plant life and to become devoid of any natural function. It explodes cities, grievously impairs the whole institution of neighborliness, fragmentizes and destroys communities. It has already spelled the end of our cities as real cultural and social communities, and has made impossible the construction of any others in their place. Together with the airplane, it has crowded out other, more civilized and more

convenient means of transport, leaving older people, infirm people, poor people and children in a worse situation than they were a hundred years ago."

## 4) Report Writing

Report writing is writing detailed accounts on a given topic based on specific information or evidence given about it.

The report should contain :

- The brief details of the event
- Consequences and effects of the event
- Evaluation of statistical data and analytics
- Interpretations from the information
- How the information is relevant to other events

### i) Accident report

#### Report on Fire Accident in a Mall

On the 13th of May, 2022, around 11:30 in the morning, a fire broke out in the Galaxy Mall at Sarojini Nagar, Delhi. The entire area around the mall was covered with thick black smoke. Everyone from the mall was evacuated before the fire engulfed a major portion of the mall. The manager of the mall had called the firefighters to put out the fire. The locals tried to put out the fire but their efforts were of no use. Six fire-engines arrived within 10 minutes and, for the next two hours, tried their best to put out the fire. Due to the presence of flammable things like clothes, plastic, etc. in the mall, the fire spread quite fast. The people living near the mall were asked to leave their houses to ensure that no civilians got injured. After struggling to put out the fire for two hours, finally, the firefighters were able to bring the fire under control. Three of the firefighters were injured during this operation, and they were taken to the nearest hospital. The Chief Minister, SDO, and Chief of firefighters had also arrived at the site of the fire accident. Though the fire was finally put out after long hours of struggle, most of the shops inside the mall were completely destroyed. The firefighters reported that the fire accident took place at such a massive scale due to a short circuit and the absence of adequate fire safety equipment. The Chief Minister issued a statement thanking the firefighters for their job and assuring to help the shopkeepers who had lost their shops to restart their businesses.

## Report on Fire Accident in a House

Around 8:00 p.m. on Monday, a fire broke out in a two-storied house in Rajendra Nagar, Mumbai. Luckily, the members of the house were not present in the house when the fire started. The neighbours who had noticed smoke coming from the house had called the fire brigade. Until the fire brigade arrived, the neighbours tried to put out the fire. The residents of the burning house too had arrived, but were stopped by the locals from entering the house. Two fire brigades arrived within 10 minutes and sprang into action. The officers asked the people living near the burning house to leave their homes and come out to avoid any kind of mishap. After an hour of struggle, the fire was finally put out, but a major portion of the house had been burnt down. One of the firefighters reported that the reason for the fire breakout was not clear and that they would need to investigate further. The affected family members were asked to stay somewhere else till the investigation gets over.

## ii) Survey report

The survey report is a document whose purpose is to convey the information acquired during the survey in its whole and objectively. The report includes all of the results that were gathered. The following are included in the full survey report: Completion Rate.

1. Start with an introduction
2. Use visualizations
3. Focus on key facts first
4. Categorize results
5. Summarize your findings
6. Integrate company branding

Example:

### Survey report on the use of pesticides

Present investigation was undertaken to study the pattern of pesticide usage, management, their health effects on farmers and the perception of farmers' regarding the same. A survey was conducted among 100 farmers in cauliflower and tomato cultivating areas of district Faridabad, Haryana, India from December 2012 to February 2013. Data was collected by means of structured questionnaire, formal and informal interviews, group discussions etc. Chi-square test was used to establish the relation between education level of farmers and safety measures adopted by them for pesticide usage and the age of farmers and health problems due to pesticide exposure. Cypermethrin(62%)

and profenofos (58%) were found as the most popular insecticides while captan (74%) and carbendazim (53%) were the most widely used fungicides by the farmers in this area. However, biological pesticides like azadirachtin (34%) and *Bacillus thuringiensis* (16%) were also observed to have gained considerable acceptance among the vegetable cultivators though they were reported less efficient in comparison to chemical pesticides. Manual application was reported as the method of choice for pesticide application by 70% farmers and 56% of the farmers confirmed that no requisite safety measures and precautions were adopted while applying the pesticides. Choice of pesticide was primarily based on efficiency for pest/pathogen (s) control. Pesticide spray even during harvesting was found in 16% of the cases. Education was observed to influence the approach of the farmers towards adopting requisite protective measures however no association was found between the age of the farmers and the health effects of pesticide.

### iii) Report on Industrial Visit

#### A REPORT ON ONE DAY INDUSTRIAL VISIT

Place of visit: Rashtrathana Blood Centre (RBC)

Date: 21st August 2019.

A batch of 5th semester students of Department of Medical Electronics along with faculty Dr. Manisha Joshi visited Rashtrathana Blood Centre Lab at Basvanguddi in Bangalore. This visit was mainly focussed on to understand the procedures involved during blood donation, the technology and the equipments used. Students were split into two groups. Dr. Sumithra Medical officer there explained about the facilities available inside the centre, their methods of collecting blood, the equipments used for the extraction of certain blood components and their storage and Single Donor Platelets (Apheresis) unit. She also explained about the maintenance of the equipment and ethics considered during blood storage and disposal. After the tour, a presentation was arranged about the SURAKSHA a day care centre for kids suffering from thalassemia that is run along with the blood centre.

#### OUTCOME OF THE VISIT:

- The technology and the equipment used for collection of blood was made familiar
- The various processes involved in collection, separation and storage of blood and its components was explained.
- Discussion on the difficulties faced and possible solutions to overcome these difficulties was held.

Participating students

Total no of students : 45



Yours sincerely,

Signature of the student incharge

## 5) Extended Definitions

An extended definition takes a term, concept or idea and defines it in great detail. An extended definition essay may consider the structure, function, or underlying meaning of the topic at hand.

Example :

### Wi-Fi

Wi-Fi is the wireless local network between nearby devices, such as wireless routers, computers, smartphones, tablets, or external drives. It is part of the LAN (local area network) protocols and has largely replaced the wired Ethernet option. When your device has Wi-Fi turned on, it can find the nearest router. If the router is connected to a modem and works with an Internet service provider (ISP), your device can now access the Internet and other devices on the network. Wi-Fi covers a much more limited area than a cell phone tower. However, Wi-Fi does not use expensive cellular data like LTE or 4G.

Many people believe that Wi-Fi is short for “wireless fidelity.” The founding members of Wireless Ethernet Compatibility Alliance needed a name that was easier to remember than “wireless ethernet,” and much easier than Wi-Fi’s actual original name, “IEEE 802.11b Direct Sequence.” They added the slogan “The Standard for Wireless Fidelity,” but dropped it after people mistook the meaning of Wi-Fi.

### Bravery

Bravery is the mindset one takes when facing a challenge that could be dangerous or difficult. The task could be objectively dangerous, such as engaging in battle or driving in adverse conditions. A person could also perceive a seemingly harmless situation as challenging, such as

climbing a flight of stairs or talking to someone they'd like to date. A brave act requires one to face and embrace the task rather than withdraw from it.

There are examples of bravery in every community. Look no farther than your local fire station or police station to see acts of bravery. Community heroes help others in small and large ways every day, often at great risk to their own lives. Students are brave when they stand up to a bully or present a project in front of the whole class. Practicing small acts of bravery can prepare a person to lead a heroic life.

## 6) Instructions

Write a set of eight instructions to preserve the environment and keep it free from pollution (or) Write a set of eight instructions to protect the ozone layer

1. Create awareness among the public to maintain a clean and healthy environment
2. Avoid deforestation to prevent soil erosion
3. Encourage afforestation
- 4 Encourage rain water harvesting
- 5 Avoid using products made of plastics
- 6 Try to make all the areas litter free zones
7. Use renewable energy sources
8. Check the vehicles frequently for pollution level
9. Recycle the used water in proper way.

Write a set of eight instructions that should be followed to preserve our water resources

1. Create awareness among the public to save water
2. Encourage afforestation
- 3 Encourage rain water harvesting

- 4 Recycle the used water in proper way
- 5 Employ drip water irrigation
- 6 Avoid deforestation to prevent soil erosion
7. Excavate the dams and lakes
8. Construct rain water storage tanks

Write a set of eight instructions followed which you could maintain your computer (or) laptops in good working condition

1. Create an emergency start up diskette.
2. Protect the computer from viruses
3. Scan the hard drive for errors
4. Manage the hard drive space
5. Use a Ups to avoid loss of data
6. Shut down the system when not in use
7. Do not open unwanted sites from the internet
8. Clean the key board, screen and mouse

Write a set of eight instructions that are to be followed in a computer laboratory

1. Remove the footwear outside the laboratory
2. Observe silence inside the laboratory
3. Operate the systems gently
4. Follow the regular procedures for log in and log out
5. Save the programmes often
6. Keep the mouse on the mouse pad
7. Avoid exploiting the systems by playing games
8. Protect the computer from viruses

Write a set of eight instructions that are to be followed when operating a computer

1. Switch on the computer
2. Enter the user name and the password
3. Select the operating system option
4. Click the start button
5. Click the programme
6. Select the required programme
7. Close all the files after finishing the work
8. Switch off the system

## **7) Describing a Process**

Process description means writing about how something is made or how something happens. A process description is usually written in passive voice. The goal of writing a process description is to provide a general introduction to how something works.

### **Examples:**

#### Making Tea

Firstly, one cup of water is boiled in a vessel. Then, one teaspoon of tea leaves is added to it. Let the tea brew along with water and rest it for 5 minutes. Next, the brew is strained into a cup. Lastly, as per taste half cup milk and sugar, or lemon juice with sugar is added to taste and stirred thoroughly. Finally, the tea is served.

## Making Pasta

Firstly, a bowl of pasta is taken and washed. A deep vessel is filled with water and later salt is added to it. Let the water to be boiled and pasta is added to it. The pasta is strained in the strainer when it is three fourth cooked. Let it be rested for few minutes. In the meantime, the oil is heated in the pan. Chopped garlic and tomatoes are added to it. Lastly boiled pasta is added and mixed along with the grated cheese is added on the top. Finally, the pasta is enjoyed.

## Process for recycling plastic

### Step 1 - Collection

Plastic waste is growing by the ton every day. Using a country-wide network for collection of plastic waste through rag pickers, waste collectors and waste dealers and recycling enterprises this plastic waste is collected and brought to the Sorting facilities for further processing.

### Step 2 - Sorting

This second step is the most crucial one as the actual plastic recycling process starts with Sorting. Sorting of different plastics occurs based on:

Color

Resin Content

Plastic Recycling Code

Sorting helps identify and eliminate contaminants. The process may employ manual methods or the use of specifically designed machines.

### Step 3 - Shredding

Once the recyclable plastics have been sorted, they go through the shredder. The shredder grinds and cuts the plastics into tiny pieces. After going through shredding, heavier and lighter

plastics are separated using specially designed machines. This separation helps segregate different plastics.

#### Step 4 - Cleaning

The process of Sorting and Shredding ensures that the correct types of plastics are being processed and assorted together for further processing. After a complete separation, the flakes or chunks are then washed thoroughly with detergents to remove the remaining contamination.

Following the cleaning process, the plastic flakes are subjected to moderate heat so that they can dry.

#### Step 5 - Melting

Post drying, the plastic flakes are melted down under regulated temperatures. The regulation of temperatures ensures that the plastics are melted without getting destroyed. On melting, these plastics are extruded and resized to be processed in to granules which will later be compressed into pellets.

#### Step 6 - Pellet Making

To enable the plastics to be reusable processed granules are compressed into tiny pellets. These pellets are also known as nurdles. Pellets also enables in storing similar types of plastics based on color, types of resin along with easy distribution.

#### Step 7 - Re-Using

It is important to note that, pellets recycled from particular types of plastics cannot to be re-used to make the same kinds of plastics. Instead they are re-purposed and redesigned in to other useful products

## 8) Note making

Effective note makers are efficient learners. Effective note making is a skill that each person develops over time and with practice to suit their own style of working. You will find some ideas to help you start on this path in this section.

**Read the following passage carefully and make notes.**

Most robots of today consist of little more than a mechanical arm and a computer memory. The memory allows the arm to repeat a simple motion like moving a part from one work-bench to another. Because its memory can store a collection of such motions, the robot can switch quickly from one simple task to another. It will not complain of boredom, balk at job demarcation lines, takes as tea-break or go sick.

This faithful servant is also a stupid one. It has no problem-solving intelligence. Also it lacks our senses that would alert it. If say, the part that it was meant to pick up was upside down - or not there at all. A robot is less capable than a man groping in the dark. At least a man can tell by touch if he merely bumps into something.

Although robots are gradually gaining more senses and more brains, today's growth in robotics has come about largely because industry has learnt how to accommodate these mindless, mechanical workers. The automobile industry, which employs some sixty percent of the world's 20,000 robots, has been leading the way to applications.

That should be no surprise. Assembly-line production is repeated with the sort of simple, repetitive jobs that robots can do so well. Robots are being put to work loading and unloading conveyors, welding car bodies together and spray - painting the finished product. Parts of a car have long been carried to human workers on conveyor belts. It takes only a bit of careful engineering to ensure that the parts sent along to robots are presented in precisely the same position each time. Given that accommodation to their senseless, robots can boost productivity with their untiring speed, and boost quality with their mindless ability to do the same job in exactly the same way every time. Even smaller manufacturers are

finding, places for robots in their factories. Some are simply using robots to perform tasks like loading and unloading moulds and presses, which are similar to the jobs, jobs robots do in assembly-line plants.

## Answer:

Today robots

1.a. mechanical arm 1.b. computer memory

1.b. i. repeat simple motions like moving a part from one bench to another 1.b. ii. Store collections of such motions

Advantages

2.a. Switch quickly

2.b. no boredom complaint 2.c. no tea break

2.d. bulk at job demarcation line 2.e. faithful servant

Disadvantages

3.a. no problem-solving intelligence

3.a. i. if a part is upside down - don't know what to do 3.a. ii. Not equal to man



Today's robots

4.a. gain more senses and more "brains" 4.b. industry learnt to accommodate 4.c. automobile industry

4.c. i. employs 60% of 20000 robots 4.c. ii. Used in assembly line production 4.c. ii. A. Simple, repetitive jobs

4.c. ii. B. loading & unloading conveyors 4.c. ii. C. welding car bodies

4.c. ii. D. spray-painting finished products 4.d. i. to boost productivity

4.d. ii. Care to present parts precisely with their speed and mindless nature 4.e. smaller manufacturers

4.e.i. loading & unloading moulds and presses

**Read the following passage carefully and make notes.**

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

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

At the end of each circuit, veins carry that blood to the right atrium, the first of the four chambers  $\frac{2}{5}$  oxygen by then is used up and it is on its way back to the lung to pick up a fresh supply and to give up the carbon dioxide it has

accumulated. From the right atrium the blood flows through the tricuspid valve into the second chamber, the right ventricle. The right ventricle contracts when it is filled, pushing the blood through the pulmonary artery, which leads to the lungs - in the lungs the blood gives up its carbon dioxide and picks up fresh oxygen. Then it travels to the third chamber the left atrium. When this chamber is filled it forces the blood through a valve to the left ventricle. From here is it pushed into a big blood vessel called aorta and sent round the body by way of arteries.

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

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

In the operation theatre, it gives surgeons the chance to repair or replace a defective heart. Many parties have had plastic valves inserted in their hearts when their own was faulty. Many people are being kept alive with tiny battery operated pacemakers; none of these repairs could

have been made without the heart -lung machine. But valuable as it is to the surgeons, the heart lung machine has certain limitations. It can be used only for a few hours at a time because its pumping gradually damages the blood cells.

## **Answer:**

### **Heart**

#### Function of Heart

Vital for living

Supplies oxygen rich blood to different parts of the body.

Structure of the heart

Divided 4 chambers connected by valves

Blood purified in the lungs

Arteries carry pure blood to different parts of the body.

Heart disease - cause

Weak muscles

Defective valves

Defective pace maker

History of open heart surgery

1953 - Dr. Gibbon invented Heart lung machine

Blood could pass through the machine

Enabled open heart surgery

Limitation

Can be used only for a few hours at a time.

Damages blood cells.

## 9) Recommendations

Recommendation is a suggestion or proposal as to the best course of action, especially one put forward by an authoritative body.

### Example

#### 1. Write eight set of recommendations to attend the interview.

- 1) You should dress neatly.
- 2) You should take all the original certificates.
- 3) You should take the interview call letter.
- 4) You should arrive the spot on time.
- 5) You should ask permission before entering the hall.
- 6) You should not be nervous.
- 7) You should speak only the true details.
- 8) You should avoid the lengthy answers

#### 2. Write eight set of recommendation to safeguard yourself against ATM banking frauds.

- 1) You should keep your ATM card in a secure place
- 2) You should cover keypad when entering PIN
- 3) You should block the card immediately if you lose your card.
- 4) You should use pin secretly.

- 5) You should memorize PIN
- 6) You should not handover your ATM card to any other person
- 7) You should not ask help from strangers
- 8) You should not leave ATM till your transaction is over.

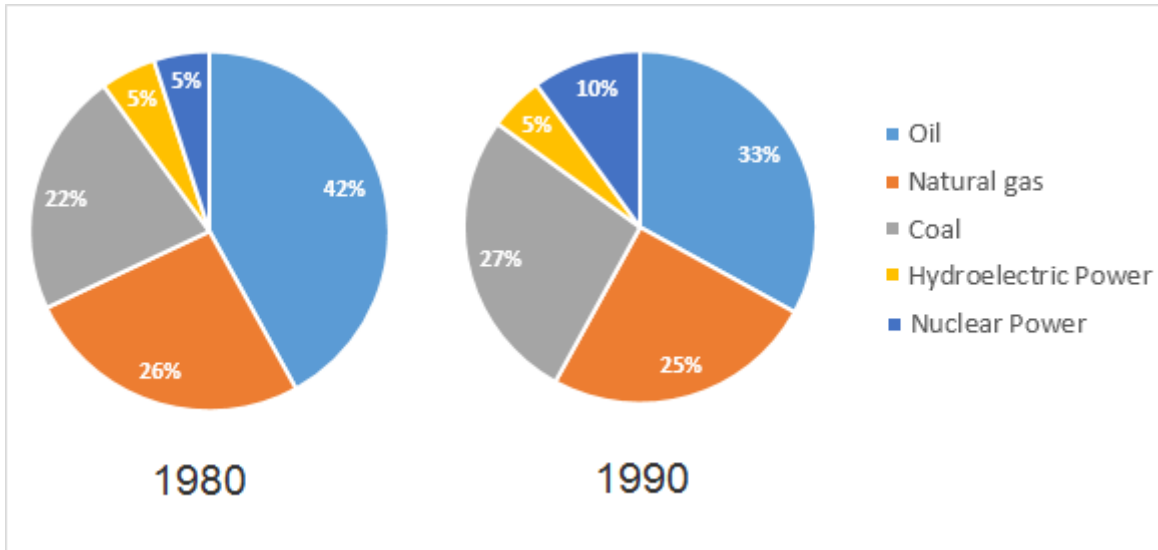
### 3. Write eight set of recommendation to avoid global warming.

1. You should plant more trees.
2. Deforestation should be avoided.
3. You should avoid burning plastic products.
4. You should minimize the usage of refrigerators.
5. Burning of fossil fuels should be avoided.
6. Usage of vehicles should be reduced.
7. You should avoid jet engine.
8. Awareness should be created among the public to save ozone layer

## 10) Interpretation of graphics

### i) Pie chart

Analyse the given two pie charts and write a paragraph about it :

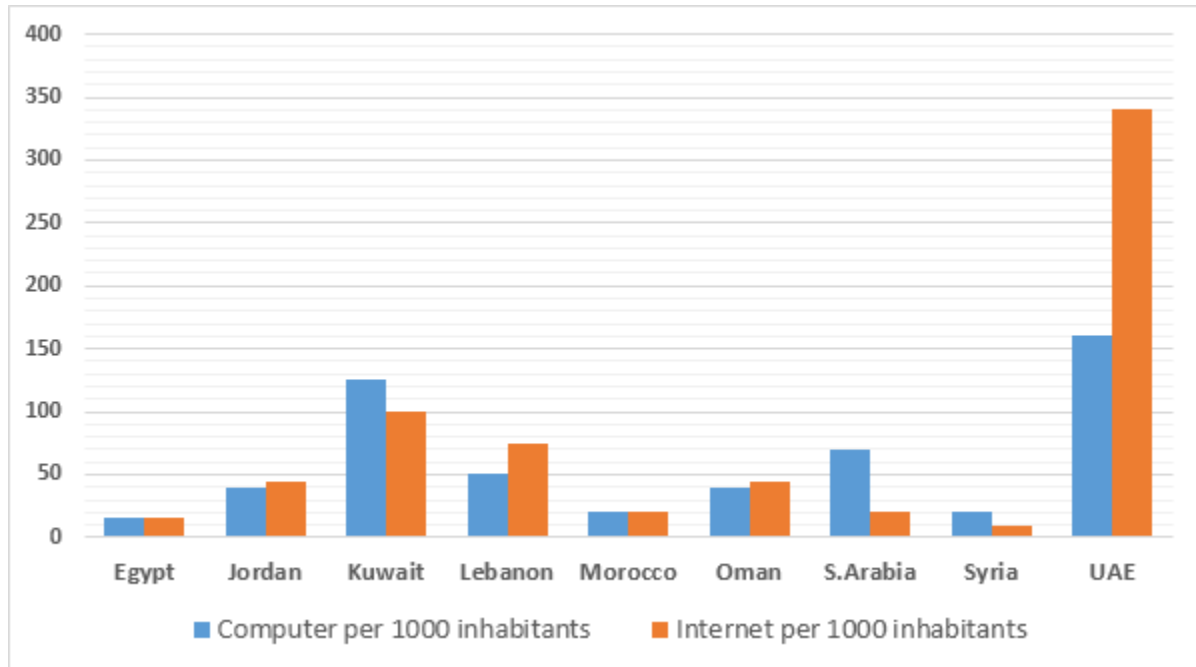


The pie chart depicts the use of different sources of energy in the USA in two decades - 1980s and 1990s. An overview of the diagram shows that the major source of energy in the USA was oil in both decades, and the use of nuclear power as a source of energy doubled in just ten years.

The graphs show that oil was the main energy source for the USA which was used to produce 42% energy in the 1980s and 33% in 1990s. It shows that oil produced energy declined in 1990. Around one-fourth of energy in the USA came from natural gas both in these decades. The use of nuclear power as a source of energy increases and it produced 10% energy in the 1990s which was double than the percentage of energy production from this source in the previous decade. The production of energy from coal in the 1980s was around 22% and it increases by 5% in 1990s. It is very surprising to notice that the production of energy from hydroelectric power remained the same (i.e. 5%) in both decades.

## ii) Bar graph

Analyse the bargraph and write a paragraph about it



The bar graph outlines the proportion of Arab citizens who are connected to the Internet and use computers. Generally speaking, the UAE and Kuwait have by far the highest ratio of netizens, citizens who have access to the computer and Internet technology, while it was the lowest in Egypt and Syria.

As the diagram suggests, around one-third of the UAE citizens have access to the Internet, a ratio which is quite higher than their computer possessions. Kuwait in terms of its internet and computer users stood at the second position but has a significantly lower number of netizens when compared to that of the UAE. Besides, roughly 10% Kuwaitis own computers and use the Internet. Lebanese Internet users were somewhat higher than their ratio of computer owners and only 50 out of thousand Lebanese owned computers and their Internet users' ratio was slightly higher. Interestingly computer ownership in Saudi Arabia was roughly 0.7% and the Internet users were even lower. Finally, computer and the Internet users in the remaining Arab countries like Morocco, Jordan, Oman and Syria were fewer than 0.5% and this depicts a dismaying figure in terms of computer and Internet technology penetration in these countries.

## 11) Essay Writing

Essays are pieces of writing that are longer than just a paragraph but not quite as long as a full-length book. Essay writing is an excellent way for students to demonstrate their understanding of the course material.

## Examples of essay :

### 1) Essay on Reading

Reading is a key to learning. It's a skill that everyone should develop in their life. The ability to read enables us to discover new facts and opens the door to a new world of ideas, stories and opportunities. We can gather ample information and use it in the right direction to perform various tasks in our life. The habit of reading also increases our knowledge and makes us more intellectual and sensible. With the help of this essay on the Importance of Reading, we will help you know the benefits of reading and its various advantages in our life. Students must go through this essay in detail, as it will help them to create their own essay based on this topic.

#### Importance of Reading

Reading is one of the best hobbies that one can have. It's fun to read different types of books. By reading the books, we get to know the people of different areas around the world, different cultures, traditions and much more. There is so much to explore by reading different books. They are the abundance of knowledge and are best friends of human beings. We get to know about every field and area by reading books related to it. There are various types of books available in the market, such as science and technology books, fictitious books, cultural books, historical events and wars related books etc. Also, there are many magazines and novels which people can read anytime and anywhere while travelling to utilise their time effectively.

#### Benefits of Reading for Students



Reading plays an important role in academics and has an impactful influence on learning. Researchers have highlighted the value of developing reading skills and the benefits of reading to children at an early age. Children who cannot read well at the end of primary school are less likely to succeed in secondary school and, in adulthood, are likely to earn less than their peers. Therefore, the focus is given to encourage students to develop reading habits.

Reading is an indispensable skill. It is fundamentally interrelated to the process of education and to students achieving educational success. Reading helps students to learn how to use language to make sense of words. It improves their vocabulary, information-processing skills and comprehension. Discussions generated by reading in the classroom can be used to encourage students to construct meanings, and connect ideas and experiences across texts. They can use their knowledge to clear their doubts and understand the topic in a better way. The development of good reading habits and skills improve students' ability to write.

## **Conclusion**

In today's world of the modern age and digital era, people can easily access resources online for reading. The online books and availability of ebooks in the form of pdf have made reading much easier. So, everyone should build this habit of reading and devote at least 30 minutes daily. If someone is a beginner, then they can start reading the books based on the area of their interest. By doing so, they will gradually build up a habit of reading and start enjoying it.

## **2) Daily Routine Essay**

In our life, we should strictly follow a daily routine. Maintaining and following a daily routine benefits you healthwise and makes life more convenient. Parents can help their children by studying their daily routine and providing inputs to improve their quality of life. As a parent, keep your kids interested in following their daily activities, and teach them to follow the daily routine. It will make them more productive in their activities.

People who follow their daily routine achieve success in their life. So, maintain a daily routine to complete your work on time without pressure. Students should follow their daily routine to complete their homework on time and achieve great results.

### My Daily Routine Essay

I prepared my daily routine with the help of my mother and father. I will share my daily activities and the experience I gain from them in this essay.

I am a morning person and consider it the most productive time of the entire day. In the morning, nature looks so calm and peaceful. Even my parents and teachers suggested waking up early in the morning. I respected their suggestion and followed it.

So, I get up at 6 a.m., brush my teeth, and wash my face with water. After that, I go for a quick stroll in the park. I consider a morning walk essential for a healthy lifestyle. I walk for almost half an hour and also do some exercise. After doing the morning walk, I come back home and freshen up. It keeps me strong and active for the entire day.

Then I eat my breakfast, and after that, I study Science and Maths in the morning. I consider morning the best time to study, and it helps you memorise the concepts and topics efficiently.

### School Time

Around 9 a.m., I get ready to go to school. My father drives me to school, and at around 1 p.m., I get my lunch break after four continuous classes. My school gets over by 4 p.m., and my mother comes to pick me up. Every day, she comes because it takes 20 minutes to reach my home from my school by car. I love going to school and learning new things.

For me, school time is the best time. I get to spend time with my friends and play games during recess. My best friend's name is Anne; she always stands beside me in good and bad times. I love her so much and will never break my friendship with her. To me, she's more than just a friend, she's my family.

### Eat and Sleep Routine

When I go to school, I carry my lunch with me. I have my lunch during recess. My mother knows what I love and prepares lunch accordingly. My favourites are pizzas and burgers but my mom doesn't let me eat from outside. So, she prepares it by herself and I love the food she cooks.

At night I watch TV with my family for some time, and around 10 p.m., I go to bed. When I go to bed, I think about my entire day, and sometimes I read novels or story books.

### Holiday Routine

When it's vacation time, my daily routine differs. I get a lot of spare time. I spend time playing video games, going out with friends and family, and visiting my grandparents. Sometimes I enroll myself in summer vacation camps.

### Conclusion of Daily Life Essay

That's all about my daily routine. I always try to follow this routine. But sometimes, I need to bring some changes to the routine. And when I spend holidays and off days from school, I can't follow this routine. I think this routine is helping me to use my time efficiently and to complete my study tasks correctly.

### 3) Essay on Unemployment

Unemployment is a serious problem among young people. There are thousands of people who do not have any work to do and cannot find work for themselves. Unemployment refers to the situation where a person wants to work but cannot find employment in the labour market. One of the major reasons that contribute to unemployment is the large population of India and the limited availability of resources. In this Essay on Unemployment, we will discuss all these issues responsible for unemployment in India and how we can overcome this problem. Students must go through this unemployment essay to get ideas on how to write an effective essay on the topic related to unemployment. Also, they can practice more [CBSE essays](#) on different topics to boost their writing skills.

Unemployment is measured by the unemployment rate, defined as the number of people actively looking for a job as a percentage of the labour force. The unemployment rate for the year 2013-14 in rural India was 4.7%, whereas it was 5.5% for urban India. In the short term, unemployment significantly reduces a person's income and, in the long term, it reduces their ability to save for retirement and other goals. Unemployment is a loss of valuable productive resources to the economy. The impact of job loss in rural and regional areas flows through the local community, damaging businesses.

#### Reason for Unemployment

An unemployed person is one who is an active member of the labour force and is seeking work but is unable to find any work for himself. There are multiple reasons behind the unemployment of a person. One of them is the slow economic growth due to which jobs in adequate numbers are not created. Excessive dependence on agriculture and slow growth of non-farm activities also limit employment generation. Unemployment in urban areas is mainly the result of substantial rural migration to urban areas. This has also resulted in a labour workforce in cities. The lack of technology and proper machinery has also contributed to unemployment.

The present educational system is based on theoretical knowledge instead of practical work. Thus, it lacks the development of aptitude and technical qualifications required for various types of work among job seekers. This has created a mismatch between the need and availability of relevant skills and training. This results in unemployment, especially among the youth and educated people with high degrees and qualifications. Apart from it, the lack of investment and infrastructure has led to inadequate employment opportunities in different sectors.

#### Steps to Eliminate Unemployment

Various strategies and proposals have been implemented to generate employment. Many Employment programmes and policies have been introduced and undertaken to boost self-employment and help unemployed people engage in public works. The Government of India has taken several policy measures to fight the problem of unemployment. Some of the measures are the Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), National Skill Development Mission, Swarna Jayanti ShahariRozgar Yojana (SJSRY), Regional Rural Banks (RRBs).

Despite the measures taken by the government, India remains a country experiencing severe unemployment problems. It can be resolved by imparting education in such a way that youth get the necessary skills, so as to get employment easily. Setting up various vocational training and vocational courses for undergraduate and postgraduate students will help in finding employment for youth. The government needs to emphasise these courses at the primary level and make them a compulsory part of the curriculum to make students proficient in their early stages of life. Career Counseling should be provided within schools and colleges so that students can choose a better career option based on their interests and ability. Government should create more job opportunities for the youth and graduates.

#### Conclusion

India is a fast-growing economy. There is an enormous scope for improvement in the unemployment sector. The various measures and steps taken by the government to increase the employment rate have succeeded to a great extent. The widespread skill development programmes have gained popularity across the nation. With better enforcement of the strategies, the employment level can be significantly improved. Although, we have to go a long way before we can say that all the people in India will get employment.

## 4) Essay on Healthy Food

Before starting your daily activity, you must have food. Food is essential for our body besides water. Eating healthy food gives you the required nutrients you need to maintain a healthy lifestyle. Your daily food should have carbohydrates, proteins, water, vitamins, fat and minerals. To keep ourselves fit, we need healthy food.

When we talk about our health, healthy food plays a crucial role. It helps preserve our health, and some nutrients renew the health of various organs. Besides, healthy food is always delicious and mouthwatering. Kids, nowadays, should eat healthy food more than ever. We must encourage kids to eat healthy food so that our future generations become healthy and fit.

We should speak more often about the harmful effects of unhealthy food and the positive impact of healthy food. In this way, we can teach our kids about eating healthy foods from an early age.

To keep our internal organs healthy, we should make a habit of eating healthy food. Unhealthy food welcomes life-threatening diseases like heart attack, high or low blood pressure, increased or decreased glucose level, etc. In today's scenario, with so many changes around the world in terms of climate, pollution, etc., eating healthy food should be on our priority list.

### **Advantages of Eating Healthy Food**

We get a solid and fit body by eating healthy and nutritious food.

Healthy food also gives the body physical strength; that way, one can go about their duties comfortably.

Eating healthy food gives good health, saving you from wasting time, money and resources seeking medical assistance and solutions.

By eating nutritious food, we can protect our bodies from getting serious diseases like diabetes, hypertension, elevated cholesterol, and so forth.

It also helps maintain our weight, and unhealthy food leads to obesity.

Likewise, healthy sustenance gives us a fit and fine body and smooth skin.

We never feel lazy in the wake of eating light and solid nourishment; instead, we feel dynamic and energetic.

Eating healthy food helps build the body and its immunity levels, enhancing the living standards one gets to enjoy.

It is one of the ways individuals enjoy life as they get to spend good time with friends and family.

Healthy food is, therefore, a principal requirement for the body.

### **Junk food vs Healthy Food**

In today's scenario, consumption of junk food is increasing rapidly, due to which the fast-food market is also growing fast. Junk foods are easier to prepare and delicious. It became more accessible after the arrival of the food delivery apps. People can now sit at their homes and order junk food as per their choice.

But, unknowingly, we are compromising our health by having junk food. After eating it, you will feel more satisfied. Junk food leads to poor concentration and creates digestive problems as it contains less fibre, which causes indigestion.

Junk food also results in varying blood sugar levels because it contains less protein and carbohydrates. Consumption of junk food also increases levels of triglyceride and cholesterol.

When we talk about healthy food, it contains a plethora of nutrients. It keeps our bodies physically and mentally fit. It enhances our immune system and develops our brain functionality. If we are worried about our health, we should not consume processed food.

We know that junk food seems to be more appealing and tempting, but it comes at a very high price. Therefore, we should eat healthy food to live a longer and healthier life.

### **Conclusion of Healthy Food Essay**

We can end the essay by stating that eating healthy food is our primary need. Eating healthy food is a simple way to increase the ease of the body and the happiness of the mind. Eating junk food will make our bodies weaker and have low immunity. So, it is essential to consume healthy food to maintain good health.

## **5) Essay on the Importance of Games and Sports**

Through the ages, the sport has been known to affect various cultures, traditions, and values in our society. Many people have favourite games, sports, teams, stars, or events, such as the Olympic Games or World Championships. Many people dedicate much time to learning more about their favourite games and sports. They attend sports events in support of their favourite athletes and teams. Many children have aspirations of becoming like their favourite players, yet very few actually get the opportunity to play against or alongside their childhood idols. Sport receives an inordinate amount of media attention and has attracted the interest of people, especially when it comes to Olympics, Commonwealth and Asian Games. In this importance of sports and games essay, students will get to

know the benefits of playing different sports and games. By going through sports and games essays, students get enough information so they can write essays in their own words.

## Games and Sports

The words games and sports are mostly used together. But both of them are different. A game is an activity involving more players, defined by a goal that the players try to reach and some set of rules to play it. A person who participates in a game is known as a player. By masses, games are played primarily for entertainment or enjoyment. The difference of purpose differentiates sport from the game, combined with the notion of individual or team skill.

A sport is a physical activity carried out under an agreed set of rules, for competition or self-enjoyment or a combination of these. Sports are the kind of activities in which a similar kind of body movement is repeated over a long time. For example, swimming and running. The sport involves an activity or activities where the mental capabilities of the sportsperson are judged. In a sport, it is the sportsperson or the individual who determines the outcome. A person participating in a sport is called an athlete or a sportsperson.

## Advantages of Games and Sports

Most people play a sport as a hobby or for the love of the game. They are immensely pleased with the advantages of the sport. Playing games and sports improves health and fitness, provides mental peace and calmness and makes them more active. Sporting activities and games give everyone an opportunity to achieve the personal benefits of sport involvement. These activities aim at the optimum physical, mental and social development of an individual.

Games and sports in some form or other have been a part of human life either for survival or for pleasure. Gradually human beings started organising events, including games and sports, as community events. Consequently, the need was felt to acquire specific skills and advancement in many sports. Each sport has its specific skills which need to be developed for playing correctly. Rules and regulations of the sports are revised from time to time by their federations.

Games and sports are essential to enjoy overall health and well-being. Sports and games offer numerous advantages and are thus highly recommended for



everyone, irrespective of their age. Playing games and sports maintains the human figure and provides strength, patience and endurance. All doctors recommend exercising as a preventive measure for all types of diseases. One of the best workouts for the body is daily exercise or playing any type of outdoor game or sport. People active in sports have better health than those who do not participate in sports as they are physically and mentally prepared for new challenges in their life.



