

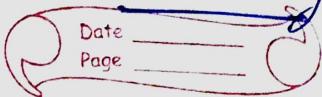


ENGLISH II

~YASH SAHAY

English - 2 [week-01]

@Yash Sahay



figures of speech (simply सांकेतिक)

function → present an idea without directly making a reference to it.

- create heightened or rhetorical effect in speech and writing.
- make language creative.

1. Simile

comparison of two completely unassociated things or ideas.

"जैसे 'like' or 'as'. प्रेरणा वही simile.

2. Metaphor (praise)

literal meaning → ऐसे मौलिक

Hint → (is am are)

→ indirect comparison क्रतव्य-क्रतव्य एवं विभिन्नम्।

3. Personification

- thing or idea को human बना देना आ दृष्टि वर्भुवने के लिए करना।
- poems के दृसी को gyan देना उत्तम है।

4. Paradox

- situation or statement
- True but sounds impossible or conflicting.
- Two opposite facts or characteristics.
- e.g. I must be cruel to be kind.

5. Oxymeron.

- contains two words
- with opposite meanings
- conflicting thoughts or opinions.

6. Antithesis

- Two components
- in opposition at the same.
- same grammatical structure
- for rhythmic writing and speech
e.g. No pain, No gain.

7. Alliteration

- sound (letter) of two adjacent words are repeated.
Tik Tok as an ex.
- company names for catchy phrase.

8. Forms of alliterations

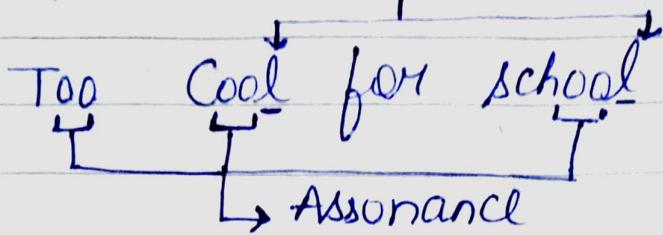
- i.) Assonance → same vowel sound repeated
- ii.) Consonance → same consonant sound repeated
- iii.) Sibilance → sounds /s/ or /sh/ are repeated.

Rhyme → when consonance occurs at the end of two or more words.

- in poetry and prose
- Ad jingles and news tickers as catchphrases.
- provide lyrical effect.

consonance

e.g.



- Simple Simile (similarity)

8. Irony

- often situational
- actual events often expect करे एवं अन्य किन्तु करते हैं।
- opposite of वार्ता।
- clash in expected outcome.

9. Pun

- use of word in a way that it has two meanings.
- words could be same in spelling or sounds.
e.g. can February March? No, but April May.

10. Juxtaposition (contrasting effect)

- two opposing ideas are placed next to each other in such a way that they highlight the differences or the similarities.
- e.g. All is fair in war and love.

11. Synecdoche

its part can be

- use of word or phrase → used to refer to the whole और vice versa.

e.g. How did the accident happen? He fell fast asleep on the wheels. (refers to vehicle or car) → part to whole.

e.g. I went out to lunch with my friends.
Friends refer to certain individuals
↳ whole to part.

12. Anaphora.

- Technique of repetition of word or seq. of words at beginn' of a clause, a phrase or a related clause.
- in campaign slogans and poems.
e.g. Stay home, Stay safe.

13. Metonymy

- use of name of one thing for another.
e.g. Men in Blue (refers to Indian Cricket Team mostly).

14. Litotes

- -ve sentence in +ve way it use ~~कृति~~
e.g. What he said is not without truth.
How's that? Not Bad.

15. Hyperbole (exaggeration)

(मिथि - मिथि थोड़ी ही)

- e.g. pin drop silence, died laughing at jokes.

16. Euphemism

(हाल, त्रुटि, आदि की)
रोचक अप्पेसन व ऐम्बरासिंग, जीवि की
indirect way of कहना।

e.g. passed away instead of died.
downsized (from job) instead of fired.
well fed " " overweight

Discourse Markers

- Basically connectors
- spoken → avoid repetition of words or phrases, to allow for a thinking pause, stop gaps. (informal)
- written → show cause and effect, contrast and addition, chronology, sequence etc.
- mostly at the beginning
- used to shift or end conv."
- express mood and attitude too!

i) to express opinions

+ve → wow, Absolutely, yeah, yep

-ve → Honestly, To be honest

answer → I guess so, I suppose so

ii) for the conversation starters

well, first of all, to begin with, for starters, at the outset

iii) for adding information

to my knowledge, as far as I know, on top of that, another thing

iv) for adding emphasis

Actually, and here's the thing, as a matter of

fact, in fact, apparently, I'd go as far as to say, hands down.

- v) for clarifying
you see this?, you understand this?, did you get that?
- vi) for contrast
that said, at the same time.
- vii) for concluding
overall, all in all, in a nutshell, at the end of the day.

→ for spoken / informal

So, Oh!, You know, Ah! Great news!,
Um..., Right, well!, Anyway, Actually,
Awesome; OK!, Absolutely

Well.

Rhythm

→ Greek → flow

→ Hindi → दिति / दिवि

- repeated patterns of sounds, an arrangement of syllables, in a unit of speech.

- certain pause-groups

→ certain no. of syllables.

→ all groups → रूपित उत्तर सyllables.

→ take similar lengths of time to speak.

- may also have comparable no. of prominent and other syllables.

Pitch

- Highness or lowness of your voice.
- A variety of pitches should be used to hold listener's attention at different situations.
- using more pitch variation helps us to become a good speaker or a fluent speaker.

Intonation.

- rise and fall of the voice in speaking especially when it gives different meaning of what is being said.
- used to avoid monotone and ^{to} give different shades of meanings.

Types —

1. Rising

↳ end of ~~qui~~ sentence makes a sentence in a question.

2. Falling

↳ questions that begin with who, what, when, where, why, which and how usually end in falling intonation.

3. Flat

week - 2 [English - 2]

- Yash Sahay

Date _____
Page _____

Adverbs

- ↳ modifies verbs, adjectives and other adv.
- ↳ express when, where and how action is performed.
- ↳ Indicates quality or degree of action.

Ex: He loved her very much.

Adverb clause

He carried the load until he was tired.

Adverb phrase

You are irritated without any reason.

clause - subject-verb arrangement (मिलेगा)

phrase - subject-verb arrangement - हो (मिलेगा)

Adverb Types

1. Adverb of Manner [How]

↳ express manner/ approach / process of an act

Ex. Beautifully, equally, thankfully, etc.

2. Adverbs of Degree [How much]

↳ express importance/ level/ degree of action.

Ex. completely, nearly, entirely, much, somewhat etc. + Thoroughly,

3. Adverbs of Place / Direction [where/what directⁿ]
↳ indicates place/direction of action.

ex. Across, over, under, in out, through,
backward, thru, around, here, sideways,
upstairs, etc.

4. Adverb of Time / Frequency [when/How often]
↳ expresses → of an action.

ex. Always, never, often, eventually, now,
seldom, before, Sunday, 10AM, etc.

5. Sentence Adverbs. → refer to whole sentence
→ usually at the beginning
→ indicates attitude and POV of speaker or writer.

ex. Hopefully, I will finish the assignment
Apparently, certainly, etc.

6. Conjunction Adverbs
→ connects phrases or independent clauses.
→ also called connectors.
→ transition between ideas.

ex. The train started very late, nonetheless,
it arrived at the destⁿ on time.
However, consequently, etc.

II Tense and Aspects

- 3rd 4 subtypes
- Perfect, continuous etc. etc.
- tells about the moment in time.

• Surf Itna Yadd Rakhna !!



I. Present Tense

i) Simple / Indefinite

→ verb first form

V(1) + s/es

ii) Progressive / continuous

is / am / are + V₁ + ing

iii) Perfect

have / has + V₃ ■

iv) Perfect continuous

have / has been + V₁ + ing

II. Past

i) V₂ form

ii) was / were + Ving

iii) had + V₃

iv) will have

had been + V₁ + ing

III. Future

i) will / shall + V₁

ii) will be + V₁ + ing

iii) will have + V₃

iv) will have been + V₁ + ing

Regular verb forms

I form it derived different 3rd forms ət vTnI
g /

<u>ex.</u>	Present	Past	Past Participle
#	Act	Acted	Acted

Irregular verb forms

New forms but in various other ways.

REGULAR AND IRREGULAR VERB FORMS

- In case of most verbs in English, the past and the participle forms are formed by adding /d/ or /ed/ to the base verb. Such verbs are known as regular verbs.

Present	Past	Past Participle
Act	Acted	Acted
Live	Lived	Lived
Hope	Hoped	Hoped

- In case of other verbs in English, the past tense and past participle forms are got, not in the regular way mentioned above (i.e. by adding /d/ or /ed/), but in various other ways. These verbs are called Irregular verbs.

Present	Past	Past Participle
Am	Was	Been
Are	Were	Been
Bear	Bore	Borne

Present	Past	Past Participle
Become	Became	Become
Begin	Began	Begun
Come	Came	Come
Cut	Cut	Cut
Dream	Dreamed/Dreamt	Dreamed/Dreamt
Go	Went	Gone
Lend	Lent	Lent
Rise	Rose	Risen
Sew	Sewed	Sewn
Shine	Shone/Shined	Shone/Shined
Spin	Span/ Spun	Spun
Strike	Struck	Struck/ Stricken
Wake	Woke/Waked	Woke/Waked/Woken
Wear	Wore	Worn
Write	Wrote	Written

How do we identify Adjectives?

Many Adjectives in English have certain endings, such as

- -able/-ible: uncomfortable, invisible, responsible, adorable etc.
- -al: viral, illegal, educational, gradual, critical, etc.
- -an: Indian, American, Mexican, urban, etc.
- -ar: popular, spectacular, vulgar, etc.
- -ent: competent, patient, intelligent, silent, violent, etc.
- -ful: shameful, powerful, harmful, thoughtful, beautiful, etc.
- -ic/-ical: synthetic, problematic, athletic, energetic, magical, scientific, etc.
- -ine: feminine, masculine, bovine, canine, equine, etc.
- -ile: fragile, agile, docile, fertile, virile, etc.
- -ive: selective, predictive, informative, native, talkative, etc.
- -less: harmless, careless, endless, homeless, senseless, etc.
- -ous: precious, delicious, notorious, cautious, dangerous, etc.
- -some: tiresome, awesome, handsome, lonesome, wholesome, etc.

Noun as Adjectives

→ with Noun

- Dinner Table
- music class

→ Acts as adjectives

Attributive and Predicative Adjectives.

→ before nouns

→ give particular

info. & detail

e.g. I have an old car

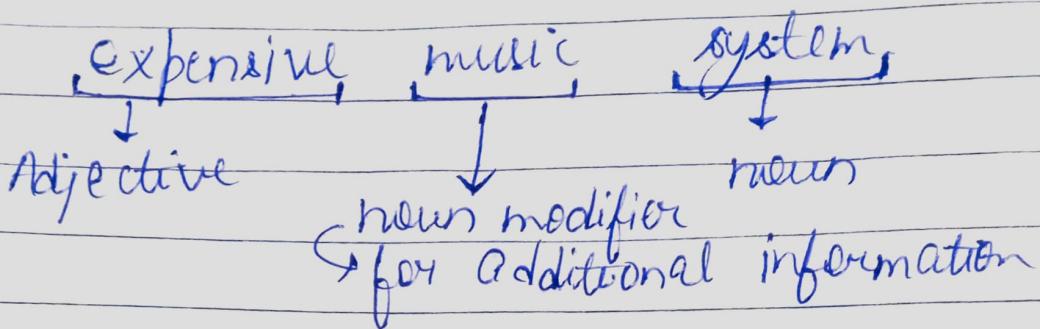
→ after linking verbs

like look, seem, etc.

→ act as complement

She is beautiful.

Adj. before nouns that modify other nouns.



Ordering of Adj. in a phrase

- i) before a Noun - veil dress
- ii) Before an Article & Noun - The dirty room
- iii) Between possessive and a Noun
(pronoun)

e.g.: his Big office.

- iv) Between a Demonstrative and a noun.
(this / that / these / those)

e.g.: that aggressive moment

- v) Between an Amount and a Noun
(some / most / all / a few)

e.g.: a few ordinary things

Intensifiers → → → intensify → Roll (simple)

- Quite: quite an expensive item.
- Rather: a rather painful decision.

Degree Adverbs

- Before Adj., verbs or other Adv.
- tells about extent / degree of something.

~~other~~ • extremely, always, completely, fair, rather, slightly, too, totally, very (much)

very and Too.

↓
to a high degree → more than enough

• Informal spoken, in -ve sentences

↳ too means 'very' sometimes.

very and very much

1. very की verbs के पहले use रही कर सकते but
very much can be, to emphasise with verbs
like Doubt, fear, hope, like, want, admire,
appreciate, enjoy and regret.

2. Verb III form के पहले very use ✓
but very much X

3. But Passive voice # V.III form के पहले
very much ✓ very X

Gradedable Adj

↳ जितकी comparative

जितकी superlative form

e.g. effective, hard, etc.

+

Extremely / Hugely / very

Non-gradable Adj.

↳ Just opposite.

e.g. swell, terrible, etc.

+

Absolutely / simply /
completely.

Quite

Two meanings

↓
to a large degree or
very much

→ to a particular degree
but not 'very'

- comment Adverbs ✓

Focus Adverbs - Only / Even / Alone

usually in mid position
of sentence but if
they refer to subject
they come before it.

comes after
noun and
simply means
'only'.

Active voice

Subject + Verb + Obj.

- tells what a person
or thing does

Passive voice

Obj. + Verb + Subj.

- Tells what is
done to someone or
something

→
form of Be (is/am/are/was... etc.)

+

V₂ (transitive V.)

e.g. Ravi gave Deepa a Book. ⇒ Deepa was given
verb indirect obj. ↓ Direct obj.

Functions of Passive

► Contexts where the passive is preferred:

1. "When the actor is unimportant."
2. "When the actor is unknown."
3. "When you want to hide the actor's identity."
4. "When you need to put the punch word at the end of the sentence."
5. "When the focus of the sentence is on the thing being acted on."
6. "When the passive simply sounds better."

Source: Garner, Bryan A. (2016). *Garner's Modern English Usage*. Oxford University Press. pp. 676–677.

More Functions:

► When we want to emphasize the receiver of the action:

- *America was discovered by Columbus.*

► When we don't know who did the action (the agent):

- *Some rare artefacts were stolen from the museum.*

► When we think the agent is not important.

- *The bridge is being repaired.*

► When the agent is known and predictable:

- *The workers are paid weekly.*

► When we make general statements/announcements/appeals:

- *People are requested generously to the relief funds.*

► When we want to avoid/supress the responsibility of the actions

- *The bullet got fired./The bullet was fired.*

ACTIVE- PASSIVE VOICE



@FAB ENGLISH



Active Passive Voice In One Shot! | Rules, Tips :
And Examples | English Grammar

Bhumika Chauhan English · 52K views · 1 year ago



Just have a look !!

Shorts

Sentence Types

Simple Sentence

- Contains a subject and a predicate
- Expresses a complete thought.

Examples:

The boys went to the park.

We like pizza.

Tip:

A simple sentence is also called an independent clause.

Compound Sentence

- Contains two or more independent clauses.
- Clauses are joined by a coordinating conjunction.

Examples:

The boys went to the park, but they did not go to the zoo.

We like pizza, and we like spaghetti.

Tip:

Look for these conjunctions: *for, and, nor, but, or, yet*.

Complex Sentence

- Contains an independent clause and a dependent clause.
- Dependent clause begins with a subordinating conjunction.

Examples:

Because the boys went to the park, they did not go to the zoo.

The boys did not go to the zoo because they went to the park.

Tip:

Look for these subordinating conjunctions: *after, before, because, although, when, since, if, whenever, unless, while, so that, even though, wherever*.

Clauses

Independent Clauses
(Main Clauses)

Dependent Clauses
(Subordinate Clauses)

Noun Clauses

What?

That

Who

Which

How

Adjective Clauses

(Relative Clauses)

Who, Whom, Whose, Where,
Which, That

Adverb Clauses

How? → as if, like, the way

Why? → because, since, as, for

When? → when, whenever

Where? → where, wherever

Conditional → If

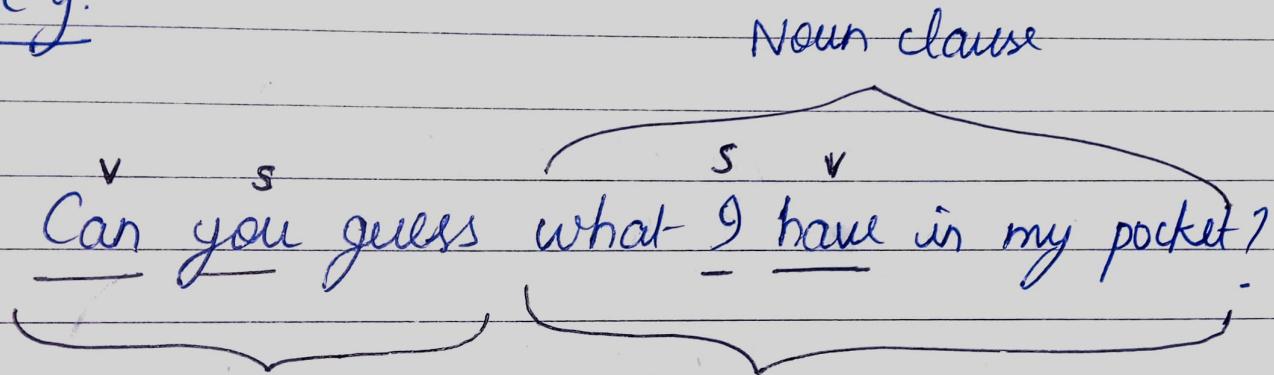
Concession → Although, Though

Noun clauses

Sentence "what" can answer ~~question~~

Keywords: what, whatever, That, who, which, How.

e.g.



Independent
clause

Dependent clause



can be used alone \Rightarrow "what" \rightarrow It answers ✓
as a complete sentence.

Adjective clauses

→ provide some additional information.

Keywords: who, whom, whose, where, which,
That.

e.g.

→ independent
clause

Adj. clause (additional information)

[Those students, who focused on their studies sincerely,
passed the exam.]

Where is the fan, which was working properly?

Independent clause Adj. clause
(Giving additional information)

Adverb clauses → (Conditional, concession)
↳ Answers

How? why? When? where?

e.g.

I completed my work in time because I wanted to impress my boss.

If you don't work hard, you will not succeed.

Sentence - Subj. + Predicate

↳ (verb + object + adverbs etc.)

Complet

complements → structurally indispensable

→ essential part of sentence / clause / phrase.

→ If you remove, sentence becomes ~~longer~~ ungrammatical.

e.g.

Seema reads in the morning.

Adjuncts → structurally dispensable

- optional part of sentence / clause / phrase.
- If removed, doesn't structurally affect sentence formation.

e.g.

Raju helped ~~Ramu~~ in the morning after
Breakfast → No effect



बहुत आसान हैं

CLAUSES



Dependent & Independent Clauses



Noun, Adjective & Adverb Clauses 56:25



Clauses क्या होते हैं? Types: Noun, Adjective & Adverb Clauses | Independent & Dependent C...

Spoken English Guru · 11 lakh views · 1 year ago

Week 4

WEEK 4 important topics with respect to exam...

- synopsis
- illustrations
- essay structure
- revision..

| bs ye dkh lio ek baar bhaii

Week - 5 [-Yash Sabay]

→ deals with range of semantic notions

- Modality - meaning expressed by modal verbs.
- Moods - The way by which an action is carried out

Auxiliaries / Modals

- One way of expressing.
- They do not represent a situation as a fact.
- No number and person distinction.
- Doesn't mark Tense.
- Don't have infinitive (like to go, to come) or -ing forms.
- Separately work on agreement, tense and negation (-ve)

They are :

shall, should, may, might, can, could,
will, would, ought to, dare, must,
need

↓

always takes V_I .

Helping verbs

Be, is, am, are, was, were, being, been.

1. Can vs could

- possibility

could → present / past / future ✓

can → general possibility.

- Ability
can → present

could - past

→ permissions,

→ making suggestions

[could]

. request, offers

[can / could]

[could > can]

politeness + formal

2. will and would



real possibilities (future) → things expected to happen in past.

reported speech
Habits (Past habits)

imagined situations in future

- will

→ what we think or guess will happen.

→ talk about things we are ready to do without any issues.

General rules (signs, code of conduct, company policies etc.)

Give order or commands.

[will < would]

Polite + formal → request / proposal

• with state verbs, → would X

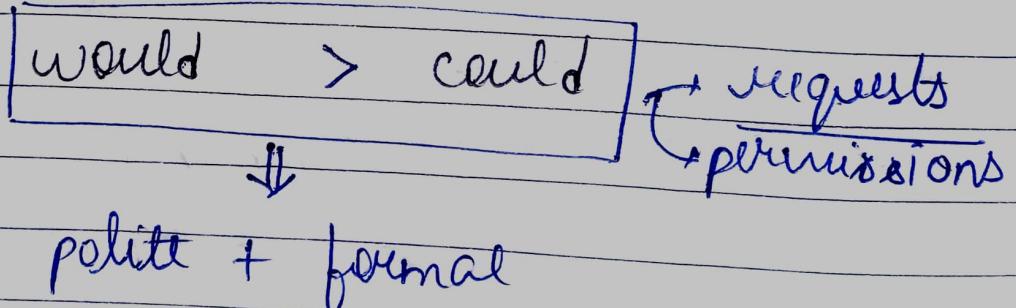
describe a state or cond^ that is stable or unlikely to change (e.g., know, feel, believe, etc.)

- Express liking and preferences for something
love, hate, prefer, like, glad + would
for certain situations.
- Give opinions on certain things → would.
e.g. I would say he is about forty.
- for refusal → would
- wish → would ← result of an action

could vs would

- possible situations
- making suggestions
we could buy maggi.
- imaginary situations.
- Making offers
would you like some tea?

fixed phrase: would you mind ✓



must

- necessity / Mandatory / compulsion.
- obligatory interpretation → three types

- i) self-imposed
 - weak form of obligation
 - involves 1 person Subj.
 - e.g.
I must visit him.
- ii) non-imposed
 - warnings & rules
 - involves human performers of action.
- iii) social obligations
 - contract - gift type
 - e.g. we ~~are~~ are going to Bangalore tomorrow
we must visit Ramesh uncle and his family.

- # Mustn't
- -ve form of must
 - necessary obligations
- e.g. You mustn't distract while driving.

- # will vs shall → intention, willingness, prediction, strong obligations in legal context.
- Normal future case
- I/we → shall others → will

But in case of POET.

- | | |
|---|---|
| P - Promise
O - Oath
E - emphasis
T - Threat | I/we → will
and he/she/it/they/others
→ shall |
|---|---|

- we use ought to in place of should to give an opinion or advice.

P

Should → core meaning → "requirement"

- weaker obligations like social duties, etc.
- Advice or suggestions if to convey requirements of appropriate behaviour.

e.g.

You should inform me before you leave.

- 'why'- questions + should → question or deny social req. relevance.
e.g. why should I do what everyone else does?
- Indicates probability

May (can-informal permission)

- possibility
- permission (formal) → Give or take
- concession (~~R2H4~~ e.g., R2H5)

e.g. He may be child, but he is very wise.

Might

- Possibility and permission
- shows lesser possibility than 'may'.
→ can be hypothetical or unreal interpret'

e.g. She is a bright student, so she might become successful.

Week - 6 [English - 2]

- Yash Bahay



Sentence = Subject + Predicate

Declarative sentence

Predicate = [verb + object (s) [adverbs / adjectives]]

Affirmative (+ve)

- They have had food.

Negative ('not')

- They have not had food.

Question Tag (Q.T.)

1. Tense should be same.

2. Always use a pronoun in the Q.T.

3. Always use contracted forms

4. If sentence is +ve then Q.T. is negative.

Engage
functions
verify
confirm

Did not - Didn't

were not - weren't

Has not - Hasn't

will not - won't

Have not - Haven't

was not - wasn't

Should not - shouldn't

shall not - shan't

am not } aren't
are not }

Exceptions → ex - Everyone loves money, don't they.

Everyone, someone, everybody, each, (one)body
, Q.T. should be plural.
plural verb + plural pronoun.

- some special Q.T. cases

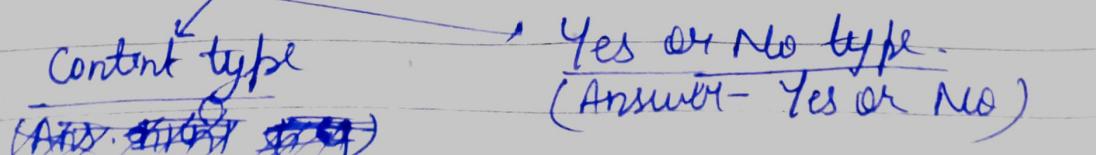
1. Please pass the glass of water _____?
would you → polite
2. Have some cake
would you?
3. Shut up can't you?
→ impatience
4. Stop Non-sense can't you?
→ usually wh-words
→ quest. words in English

Interrogative Sentences

when any sentence (affirmative or any) is converted to interrogative then following things must be same (or agreement must be there) i.e. Person, Number, Gender.

	sing.	Plural.
Present	is, does	do, are Am
Past	was	were + did (in both)
future	shall/will	

- verb hosts agreement marking as well as Tense.
- Question formation attracts attention in the structure of a sentence.
- Two types of Questions



- # Questions in complex sentences (embedded)
- Subj. + Predicate (verbs (sentences))
- "complex sentences" → previous week notes

Embedded Questions

- Two sentences are connected and second sentence is of "wh" family.
- first sentence can be irrespective of tense / verb ... etc.
- In second sentence helping verb also comes after subject.
- Direct / Indirect ~~it~~ mostly question "wh" ~~and~~ embedded ~~of~~ ~~at~~ ~~in~~

imp. example - ~~+ remove 'did'~~

What time did he arrive?

I wonder what time he arrived.

I II

"wh"

it

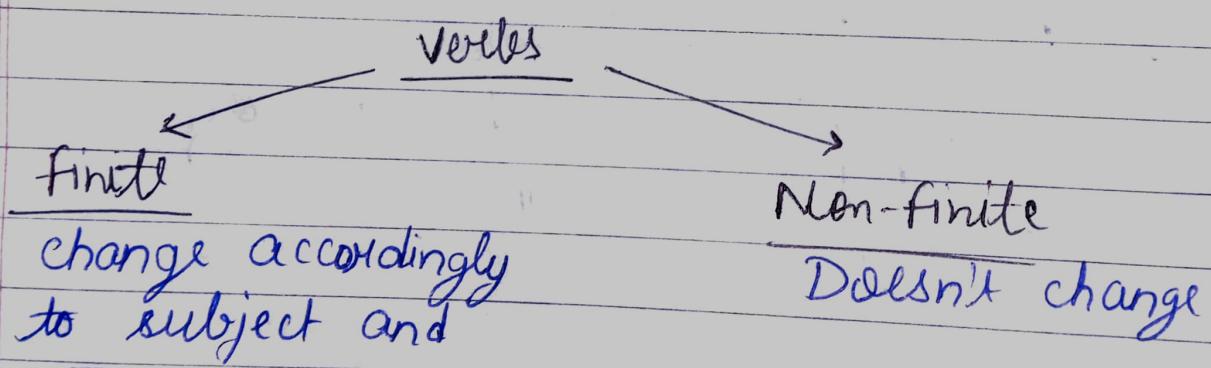
- Tense same ~~परेंटि~~ / ~~क्षेत्री~~ cases common sense ~~परेंटि~~ & ~~क्षेत्री~~, ~~क्षेत्री~~ के ~~परेंटि~~ एवं ~~क्षेत्री~~

Whether and If clauses

- "fx" as complementizers.
- Appears in the form of an indirect question, to add mildness to questions.
- expressing doubts or choices between alternatives.
- introduce a clause or start embedded clause.

Difference between whether and if

1. Before to-infinitive.
whether ✓ if ✗
2. After preposition
whether ✓ if ✗
3. "or not" એ પણ
whether ✓ if ✗
4. "or not" → if it's in end of sentence
--- whether --- or not → formal
--- if --- or not → very informal.



Tense

- same ~~as~~ ^{are} Finite and Non-finite clauses

1. finite

Ex. I know you.
↓
knew
↓
in past

2. Non-finite

→ to-infinitive
Ex. to speak, to write
→ Present participle
→ Past participle

- present participle → Ving form works as Adjective

ex. I saw a barking dog last night.

- past participle → V_{III} form works as Adjective.

ex. I have a broken chair.

- Transitive verb - जिस verb के साथ object रहता है।

ex. He eats fruit.

- Intransitive verb - जिस verb के साथ object नहीं होता है।

ex. He sings.

- Direct object

↪ Ask "what or whom" in sentence. Its answer is direct object.

- Indirect object

↪ Ask "to whom", Its answer is indirect obj. + "for what?"

- Ditransitive verb

verbs that are followed by two objects:

1. direct
2. indirect

ex. My father gifted me a Bike.

A bike - Direct me - Indirect

That - clause → restrictive clause
→ is/am/ are/was/were etc.

Be + adjective - I am sure that
Be + past participle OR - I am disappointed that

- common expressions

Be + afraid, disappointed, sorry + that
aware glad sure
certain happy surprised

The + fact / belief / idea + that ✓

Some common Ditransitive verbs

Tell, gift, inform, Advise, Assure, convince,
Remind, Promise, Teach, etc.

That- clause as a subject

- ▶ It is possible but uncommon to use that- clause as the subject of the sentence.
- ▶ That he believes his own story **is** remarkable.
- ▶ Notice that the word (that) here shouldn't be omitted.
- ▶ Be aware that starting a sentence with a noun clause starting *That* is acceptable, but it grates on lots of people's ears. As a result, many writers prefer to precede it with "The fact...".)
- ▶ The fact that he believes his own story **is** remarkable.

!! For week 7 learn the use of these words (mtlb fill ups
m agr ye aaye toh most appropriate select Krna aana
chahiye bs) !!

much, many, little, few

all, none, any, many, mostly, rarely, seldom, often,
frequently, hardly ever, etc.

billions, dozens, hundreds, litres, meters,
numbers, millions, lakhs, pairs, quintals, scores,
tons, etc.

last, first, least, most, smaller than, greater than,
hardly any, etc.

percent, portion, proportion, ratio, part, partly,
wholly, substantially, several, seldom, etc.

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~ Yash Sahay

Writing An SOP \rightarrow A skill

↳ statement of purpose

- tells reader who you are
- universities, companies, etc ask for an SOP.
To get better picture of the candidate.
- vague statements X
- It should :-

1. tell stories - ~~mention~~ skills, abilities यह
story को form दि दिया जाएगा।
2. Describe events (specific), incidents & targets
3. Avoid jargon, cliché, vagueness, Ambiguity,
etc
4. written in simple words & sentences.
5. Brief, error-free.

- Includes mark sheets, degree certificates
exams passed and how well done so
- Testimonials included.

evaluation \rightarrow learning limited \rightarrow ज्ञान वर्तमान
 \hookrightarrow अचूक - अचूकी बोले करके सब अमानुषी हो जाएंगे मेरे

↓
(successful SOP) ✓

!! Baki example Dekh Lina !!

- Avoid redundant things specially in stories,
like "There was a Monkey" and "it had a tail".

- simple sentence
1 verb + - words
1 or 2 syllables.
simple language

- Redundancy example

1. Independent Researcher and a team player

! Both not possible together!

2. complete (dedication) → only this enough
3. Prove myself — To whom for what
4. English Post-Graduate, etc.

Writing Précis (/précɪs/) with initial syllable stress

↳ Read original passage and then write it in $\frac{1}{3}$ of no. of words in that passage. +
 ↳ ~~$\frac{1}{3}$ words must be same of original~~
 ↳ Till then keep drafting

Ex.

original para word count = 34

Précis = 12 or 13 words



without missing any point

- ultimate skill of writing -

- lines must not like isolated sentences listed next to Bullet points -

- must be one or more paragraph with sentences following from and leading to one another.
- all this + within $\frac{1}{3}$ of words in original passage.
- Need good proficiency in language
- use one word for many words
e.g. In our time - presently
Have had revealed to us - seen
- Rewrite to indirect speech, changing all pronouns into third-person, but without changing their number and gender.
- long lists of names & particulars not include.
- Sentence must be connected, if necessary, with discourse markers like - also, besides, but, etc. keeping their numbers under control.
- only write single digit number numbers in words.

LAB Report answers :

- a) what was done .
- b) why done .
- c) How? [Tools, methods, materials, process, etc.]
- d) Time and cost
- e) Results

- f) Previous work, differences & similarities
- g) Applications, extensions, future work

Pauses

Tells the reader to stop briefly and then continue reading. These are

- 1. comma (,)
- 2. semi-colon (;)
- 3. colon (:)

Comma

- Separate items from a list.
- Separates words that are not part of the sentence.
 - i) sentence adverbs - unfortunately, fortunately, frankly, hopefully, sadly.
- forms of address
 - e.g. Riya, can you ...
 - Sir, I want ...
- Salutations / greetings | closing
 - Dear Sir,
 - Dear Riya,
 - Yours faithfully,
 - Yours sincerely,
- Separate linking words
 - ↳ However, therefore, for example, in fact, etc.
- Clauses → No comma.
 - independent clauses = complete sent.

- Dependent clause (subordinate clause) + independent clause = main sentence
comma ✓

e.g. When I get home from work, she practices violin for an hour.

- Independent clause, ✓ + and / or / but / so + independent clause

- Dependent clause + independent clause = main sentence.

e.g. If you get good grades, I will take you to hell.

- Independent clause + dependent = main sent.
(no comma) //

He was so happy when she failed the qualifier.

- Essential relative / adjective clause: no comma

e.g. That man is the son who looted her ex. last month.

- Non essential relative clause

My friend Bhupinder Jogi, whom you met at my home, is heading US tomorrow.

- use comma before quotation.

Semi colon (;

- The semi colon (;) is used to combine closely related sentences.
 - I went to see the jumbo circus with my kids.
I thought it was terrible. They thought it was great.
I thought it was terrible, but they thought it was great.
I thought it was terrible; they thought it was great.
 - Conjunctive adverbs : however, therefore, of course, in fact, for example etc.
She has not got many friends. However, everyone likes her.
She has not got many friends; however, everyone likes her.
My dog knows many tricks. In fact, he can bark on command.
My dog knows many tricks; in fact, he can bark on command.
-

Colon (:)

- The colon (:) introduces information after an independent clause.
- Lists
- Here are the three states that start with the letter A: Andhra Pradesh, Arunachal Pradesh and Assam.
 - I have several favorite genres of movies: drama, science fiction, and mystery.
- Clauses
- Never forget this point: think before you speak.
 - Never forget this point that you must think before you speak.
 - The world is a stage: play your role well.

Apostrophe (')

- a) mark contraction : use apostrophe in place of omitted letters.
- b) Mark possession.
Sinchan's lover - - - etc
- c) Noun that ends with 's'
shreyas's. ✗ shreyas' to avoid hiss sound.
- d) possessive pronoun (yours, theirs, hers, ours, its) ✓
- e) contradiction
it's - it is or it has

week-9 [English-2]

@ Yash Sahay



Questions from this week in exam:

1. Audio Based
2. Reading comprehension

So, just preparation of this week particularly doesn't matter at all !!

Active : The principal suspended the class.

Passive : The class were suspended (by the principal) → adjunct ✓
→ Agent get role of adjunct.

Passive → Be + V₃.

only transitive verbs participate
purpose → express agency
e.g. The letters were sent.

Participles

- ↓
 - Present
 - Past
- V + ing
- V + ed.

V₃ (Participle) → Eaten / Booked etc.

- Participles fxⁿ as Adjectives

e.g. running away from difficulties.

- Participles fxⁿ as Nouns → Gerund

e.g. swimming is fun.

Reported speech (indirect speech)

↳ helps us to report what other people said.
↳ aids in softening of language in formal contexts

consist of the following

i) the reporting clause

contains Reporting Verbs, (say, tell, ask, etc.)

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usually in simple past form -

- say & 'tell' → most commonly used in spoken.
- add, comment, complain, confirm, agree, admit, explain, offer, hint, suggest, advise, inform, announce, describe, elaborate, etc → formal & written lang.

say → report questions, greetings, wishes.
tell + → personal pronoun
(me, him, her, them & us)

→ In reported, message is more simp. than exact words.

"Best of luck!" → He wished her luck.

(ii) The reported clause

↳ what original speaker said

↳ embedded clause & types depends on the reporting verb.

i) that clause with majority reporting verbs

e.g. She said that -----

ii) if / whether clause (ask, ~~request~~ enquire,

↳ request)

↳ If is more common.

* if clause → Yes/No direct questions.

content questions → wh-family, pronouns changed

& its word order is switched with the verb.

→ my father told me not
to worry.



- (iii) to infinitive with tell.
→ my father told me not to worry.
- (iv) ing participle with suggest
→ he suggested completing & submitting

Modifications to subject & object personal pronouns

- personal pronouns → III person sing.) pl.
form in most cases
- I / we / me / my / mine / us / our → He / she / they /
it / his / her / their,
its respectively.

e.g.

They said, "we have

They said that they

- will not applicable when speaker is reporting
to himself.

e.g. I said that, "I watched

I said that I watched

- II person pronoun changes acc. to object
pronoun in the reporting clause.

e.g. He said to her,

He said to her that she

- III person pronoun in reported clause is
unchanged.

e.g. She said, "He"

She said that he

- # modifications in verb Tense
- ↳ verb tense in reported clause shifts to past tense.
 - simple past →
 - simple present → simple past
 - present continuous → past continuous
 - present perfect → past perfect
 - present perfect continuous → past perfect cont.

e.g. They said, "we have won the game".
They said that they had won the game.

simple past → perfect Tense
(direct) (reported)

- reporting clause in present tense
then reported clause too takes the present tense form.

e.g. He says, "She is a dark person".
He says that she is a dark person.

- In reported clause
 - ↳ Habitual / factual event / universal truth

Always ↓ present tense

e.g. She said, "The sun sets in the west".

She said that the sun sets in the west.

Modifications in Time Adverbials

Today → that day

yesterday → the day before / the previous day

The day Before Yesterday → two days before.

Tomorrow → the next day / following day

Next week / month / year → the following
week / month / year.

last week / month / year → the previous week /
month / year

Ago → Before

This week → that week

This / that → that

Here → there



Left
(Direct)

→
conversion

Right
(Reported)

#

Conditionals

↳ complex sentences ~~occur as~~ where
the independent and subordinate clauses
are connected by a conditional subordinating
conjunction.

condition

I will invite her if she will propose me.

↑ result

independent clause

↳ conditional
clause

- if-clause પછે જરૂર હોય કે જી આ સ્વભાવ હોય |
પછે જરૂર હોય એવા (,) મોટા એફી if
clause

Types of conditionals :

1. Zero conditional

- indicative of General truths like laws, rules, or general facts.
e.g. The clay becomes sticky if you add water to it.
- used to refer to a time that is now & always and situations that are real and possible.

verbs → simple present (both clauses)

2. First conditional

- situations with real possibilities -

Time referred → future

verbs if-clause
 simple present

independent cl.
simple future.

e.g.
If the prices of gifts rises, she will fall.

3. Second conditional

unreal/hypothetical / unlikely situations

Time referred → present or future -

- verb → if-clause → simple past

- Independent clause uses could / would / might modal + infinitive (to)
↳ not in all cases

e.g.

If we had better options, we could move on.

- 'if' follows ~~by~~ 'be' (all is fair) ... ✓
↳ construction is not wrong
- "If I were you ..." → useful in giving advice.

* commonly heard

If she was the president, no one would dare to cheat the lawyer.

4. Third conditional

↳ situations imagines a change in the past leading to a different result of that change.

- verb if-clause → past perfect form.
- independent clause
would ~~+~~ have + verb (participle)
↳ [↓]ed / [↓]ing form

e.g. If I hadn't watched reels, I would have scored well in ET.

5. Mixed conditionals

used to imagine a situation where

→ a change in the past would have resulted in the present.

verb → if-clause

independent clause

past perfect

would + infinitive

e.g. If I had won the lottery, I would be on a Russia tour.

→ a change in the present would mean a different past as well.

verb if-clause

independent clause

simple past

would + have + verb

^{6 (ed)}
past participle
_{form}

e.g. If it wasn't urgent,
I wouldn't have called you.

Expressions with conditional meanings

- 'when' in zero conditional & first conditional instead of if.

e.g. When I reach the office, I will stare her.

- unless, as long as, as soon as, on condition that or in case → first conditional instead of 'if'.

- so long as → informal situations.

- providing (that) [informal]
provide that (formal) → I conditional
- 'Supposing' → I, II, III conditional
- or & otherwise instead of if
e.g. You must start believing yourself, or
you will be cheated.

Formal conditional expressions

- should + subject
- Had + subject

e.g. Had Yash known of his story, he
would not have left him alone.

- If followed by the subject and were to
- were followed by the subject & infinitive.

for ex. → you can visit lecture slides too!

Quantifiers

- sub-group of Determiners
- fx to introduce anoun phrase in a sentence.
- words which specify 'how much' or
'how many' of noun.
- sometimes acts as pronouns also.
- can be used with countable and
uncountable nouns.

Many → large quantities
↳ countable nouns (stars, gift, book)

- possible constructions of many
Not many - few.

Many of - Affirmative & formal

Many (relative clause) (formal)

As many as (shockingly high number)

as many as [in the same number of] -
very many, so many, great many, too many.

Much → uncountable nouns

Much → large quantities

- possible constructions of much.

so much (intensifies)

much of / Too much (more than necessary)

As much as (comparisons with quantity).

much + comparative adj./adv.

This/That much → spoken English

a lot of / lots of

+ with countable & uncountable nouns both

A few → smaller quantities A few of
↳ countable nouns

Few (negative meaning) Little

A little → uncountable nouns / as an adverb too

A little of (another construction) ↫

A little + adv./adj. → modifiers A little
Bit

A bit → small quantities

- used to refer to both concrete & abstract things in different forms.

Ex

I need a bit of help from you. (Abstract)

I think I have lost a bit of weight. Haven't I? (concrete)

For sufficient amount

Most of them can be used with both countable and uncountable nouns.

Enough / plenty of

e.g. Heaps of loads of a load of
cookies time work.

Non-specific amounts

- some → plural / uncountable nouns
 - ↳ mostly used in affirmative sentences

e.g. some money, etc

- Any

↳ negative & interrogative sentences

↳ mostly used in negative context.

Quantifiers for Both countable & uncountable Nouns

All, All (of) → everyone or all complete amount

No, more, more (of), [more and more]
↳ additional quantities

more of (with this) that / those / these

most; most of, most of the, The most.

most (of) → only when 'most' is followed
by the definite ~~definite~~ Article.

• Less, Less of, [less and less], or
↳ reduced Quantity or Amount.

* when used with a verb, less follows
it whereas in all other cases above it
precedes.

only with countable nouns

- several → more than one but not many

- Both, either and neither → about two people
or things.

transform → (Both/Both of + possessive + noun)

Both: — and } emphasize more strong

neither — nor } connection.

either — or

- Neither / neither of (used always with sing.
verbs)

Neither of the + plural noun + sing. verb.

F - Each, each of and every, every single
+ singular verbs always

each one of us (= each of
^{use place})

every other (to mean alternate)

every single

↳ to emphasize each no. of the whole grp.
of people or things.

contrast words

- But - simplest
- Although, Though → in speech more than writing
- even though (stronger form of although)
↳ expresses disappointment
- However → same meaning as 'but'
↳ not used in spoken language.
- Despite and In spite of → same meaning
Despite of → wrong usage

• morphology → study of words & word formation

• Morpheme → single word with meaning
↳ If divide, then becomes meaningless.

Directional

free morpheme

stand alone as
a single word.

e.g. Book, table

Bag, deliver

open class
word

Lexical
morpheme

- carry their
full meaning
in word stuff.

- nouns, verbs, adj, adv.

Bound morpheme

- free morpheme →
either add other use
and etc.

- cannot be uttered
alone with meaning
e.g. s, se, ly, etc.

plays, @ pitchy

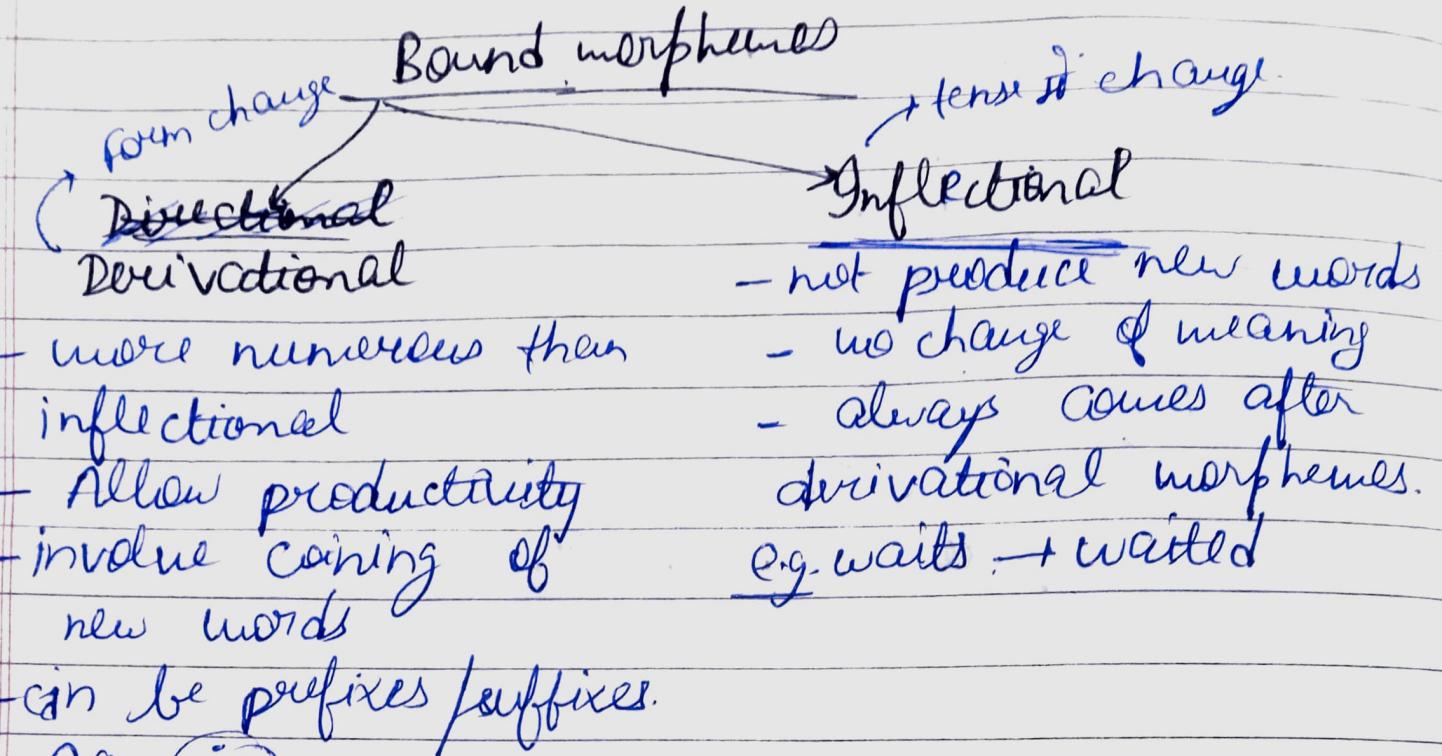
free free

functional
morpheme

Being a fxn
inside of them

pronouns, articles,

conjunctions, prepositions.



e.g. (-ic)

N → Adj.

Alcohol → Alcoholic

Word formation process

1. Clipping → reduction of word to its parts

4 types

i) Back clipping

ad - advertisement

gas - gasoline

cable - cablegram

fax - facsimile

doc - doctor

ii) Fore-clipping

phon - telephone

chute - parachute

varsity - university

coon - raccoon

gator - alligator

pike - town Tumpike

iii) Middle clipping

flu - influenza

tee - detective

pally - apellinarius

jams - pyjamas

shrink - head shunker

iv) complex clipping

cablegram (cable Telegram)

linocut - linoleum cut

op art - optical art

navicert - navigation certificate

Advertorial (Ad- and editorial)

Acronymy

ISRO, NASA, IIT, NDA, UPSC

That's Acronymy

Blending

Blend from parts of two words

Brunch

cyborg - cybernetic and organism.

guesstimate - a blend of guess and estimate

Back-formation

creating new word by removing actual or supposed Affixes.

postpone - prepone.

Borrowing → from other lang.

Biology, Boxer, ozone → German

Jacket, Yoghurt, Kiosk → Turkish

Pistol, Zubrot → Czech

Dharm, laot, jungle → Hindi

coinage → invention of totally new word

compounding

lipstick → Noun + Noun ← teabot

girlfriend → Noun + Noun ← friendzone

waterproof → N+A., etc.

Inflection → earlier ✓

Derivational → ✓

Examples of Adverbs that Connect Ideas

1) Comparing, Contrasting, and Concession

- *Between sentences:* however, nevertheless, on the other hand, on the contrary, though, alternatively, instead, after all, in any case, in contrast, by contrast, otherwise, even so
- *Within sentences:* although, though, even though, while, yet, whereas

Examples of Adverbs that Connect Ideas

2) Causes, Reasons, Purposes, Results

- *Between sentences:* therefore, consequently, hence, as a consequence, in consequence (formal), thus, as a result, so.
- *Within sentences:* because, since, as, so, in order to, so that.

3) Adding ideas

- *Between sentences:* in addition, furthermore, too as well, likewise, similarly, moreover, what's more, also

Examples of Adverbs that Connect Ideas

4) Time: one event at the same time as another

Between sentences: meanwhile, at the same time, at that time

Within sentences: while, as, when, whenever

5) Time: one event before another

Between sentences: soon, then afterwards, after that, before that, subsequently

Within sentences: after, before, as soon as, since

Even Though

- '*Even though*' is a conjunction used to say that a fact does not make the rest of the sentence untrue
- It connects ideas within a sentence
- E.g. *Even though* trade unions are no longer as powerful as they used to be, their political influence should not be underestimated.

Even So

- '*Even so*' is a prepositional phrase used to introduce a fact that is surprising in light of what was just said.
- It connects ideas between sentences.
- E.g. Much of the power of trade unions has been lost. *Even so*, their political influence should not be underestimated.

However

- '*However*' is used to connect ideas between sentences, but also *within* a sentence when:
- It is followed by an adjective or an adverb such as 'much' or 'many'
Eg: We just don't have the money to do the work, **however** necessary you think it is.
- It means 'no matter how'
E.g. **However** he held the mirror, he could not see the back of his neck.



Words from Italian

WORDS	MEANING
Zucchini	A vegetable (Zucchini grows during summer).
Vendetta	A long lasting revenge (Jim was arrested for acting on a vendetta against the man who killed his wife).
Inferno	Hell, a large fire (Can you believe a lit cigar started the inferno that consumed the public library?)
Pizza	Food item of Italian origin (She cancelled her order for a pizza).
Pasta	Food item of Italian origin (Pour the sauce over the pasta).

Words from Japanese

WORDS	MEANING
Typhoon/tsunami	Weather phenomena (After the earthquake shook the ocean, a tsunami wave roared towards the coastline).
Karaoke	Sing-along-songs (If you have a karaoke machine, we can have even more fun).
Anime	Japanese style cartoons (The anime consists of 50 episodes).
Emoji	Digital images expressing emotions (The emoji's primary function is to fill in emotional cues otherwise missing from typed conversations).
Karate, judo, sumo	Martial art forms of Japan (Tony is good at Judo and sumo).
Ninja	Japanese sword fighter/ a person highly skilled in a particular activity. (The BSc programme Madras will produce a lot of ninja programmers.)



Writing – The Conclusion

- Wrap it up.
- Restate thesis statement.
- Present your thesis again but reword it.
- Briefly summarize the points you've made.
- Take a moment to explain why you believe those points support your case.
- If your research is inconclusive, take a moment to point out why you believe this topic bears further research.

Checklist for Revision

- Is your thesis statement clear and concise?
- Is your paper well-organized and does it flow from beginning to end with logical transitions?
- Do your ideas follow a logical sequence in each paragraph?
- Have you used concrete details and facts and avoided generalizations?
- Do your arguments support and prove your thesis?
- Have you avoided repetition?
- Are your sources properly cited?
- Have you checked for accidental plagiarism?



1. Analytical → presenting analysis of information
2. Expository → to explain information
3. Argumentative or persuasive
↳ arguing a conclusion.

Research → make notes → organise

Communicative competence

↳ intuitive functional knowledge and control of the principles of language usage.

→ Dell Hymes model

S-P-E-A-K-I-N-G Model

- By Hymes
- essential for competence.

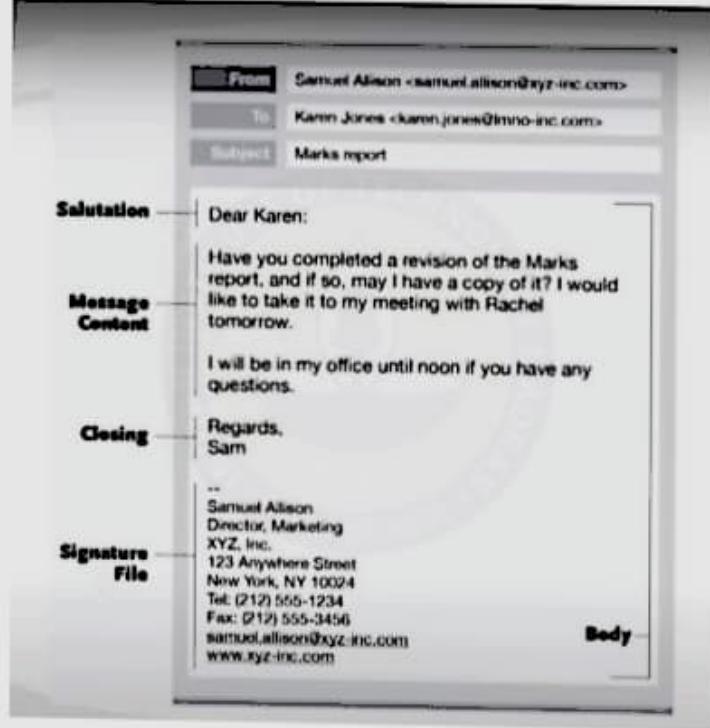
1. S - setting and scene

setting → time and place of a speech
act and in general to the physical circumstances.

2. P - Participants

Speaker and audience - addressees & hearers
+ their status & / + their standards & / requirements /
expectations / etc.

3. Ends - E
purposes , goals and Outcomes
4. A - Act sequence
 - ↳ sequence of speech acts that make up the event.
 - ↳ Act sequence for an event also orients the participant
5. K - Key
Key → refers to clue that establish the 'tone', manner , or spirit " of speech
6. Instrumentalities
 - ↳ forms and styles of speech
7. Norms
social rules governing the event and the participants ' actions and reaction -
8. Genre
kind of speech act or event.
Didactic , moral instruction, gossip , jokes and conversations .



Subject and Salutation

Subject

- Reg. Sick Leave (topic of the mail – Capitalise except articles and prepositions)
- Reg. Resignation (topic of the mail - Capitalise except articles and prepositions)

Salutation

- Hello (formal, capitalise the first word and all nouns. E.g. Hello Sir)
- Dear (formal)
- Hi (neutral)
- Hey (informal)
- Use colon or comma after the salutation. (Colon: AmE; Comma: BrE)

Introducing a topic or informing

- This is to inform you that..... (formal)
- Just to let you know that..... (informal)
- Good news! Bad news! (neutral)
- I have got good/bad news! (neutral)

Following up on a previous discussion

- As we discussed.....
- To follow up on our meeting or discussion.....
- Regarding/ in regards to
- As far as ----- goes
- On the topic of

Asking and requesting

- I would like to know if / when/ how etc
- Would you let me know when/if/ how etc
- Could you confirm if/ when/ how etc
- Do you know if / when/ how etc
- Do you have any details or updates on
- Could you give me an update/quote/an estimate.....

Saying thanks

Thanks for

- Getting back to me.
- The information.
- The heads up.
- The update.
- The email.
- Following up on.....
- Your help with...
- Looking into this.

Ending the mail

- I will get back to you as soon as I can.
- I will let you know.
- I will keep you posted.
- (Please/Kindly) let me know.
- (Please/Kindly) keep me posted.
- Thanks/ Regards/All the best
- Best regards (Capitalise the first word in closing; not the second word)

Spacing

Leave an empty line after salutation.

Leave an empty line between paras.

Leave an empty line before closing.

Leave an empty line after closing.

No empty line or comma after the sign.



Some crucial aspects

- Do not reply right away except when it is required
 - Do not reply when you are angry
 - Do proofread what you write.
 - In fact, do read it at least three times.
-
- Do not forward to a large group
 - Do write a subject line