

Important Points : **Or rough draft**

- Prevention is better than cure.
- Mosquitoes cause malaria.
- We should get rid of malaria.
- The static water is the breeding place of mosquitoes.
- If the land is dry, the mosquitoes will not breed there.
- WE should destroy the mosquitoes by draining all ponds and pools.
- Another way to destroy the mosquitoes is to cover the ponds and the pools with a layer of kerosene oil.

The larvas get air and ultimately die.

Fair Draft :

Mosquitoes cause Malaria

Mosquitoes, which cause Malaria, breed in stagnant water. They can not breed in dry lands. If we use kerosene, the stagnant water is covered with a layer of kerosene, the larva will die. By doing so, we could prevent the spreading of malaria.

Precis-Writing

up

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

Example 1 -

Write a Precis of the following passage.

Prevention is better than cure. It is recognised that the only way to get rid of malaria completely is to get rid of the mosquitoes which cause it. Malaria is always associated with damp and marshy land. This is not because the land is damp, but because the static water is the breeding place of the mosquitoes which begin their life as a larva in the water. Malaria does not frequently occur in dry desert countries because mosquitoes can not breed there. The only way to destroy mosquitoes is to prevent their breeding in static water. This can be done by draining all ponds and pools. And by keeping them covered in the breeding season with a film of kerosene oil which by depriving the larva of air, kills them.

Example:

- Ram : Hi Sam: What's up? Looking confused?
- Sam : Hi Ram; You have come at the right time. I need your help.
- Ram : Yes, what's it?
- Sam : Can you please help me in filling this form? I am applying for an ATM card.
- Ram : Oh, Sure, First you read the instructions given here, then you can fill in the form.
- Sam : Yes, you are right.
- Ram : To begin with, write your name here in block letters. Then mention your account number in the box provided. After that write your address for communication in the space given here. Last, put your signature in this space and don't write anything under the column, "For office use only"
- Sam : Thanks Ram.
- Ram : My pleasure! It is always better to begin with reading instructions.
- Sam : Yea, I understood.

Explanation :

Describing a process involves the use of sequence words like **first, second, next, then, finally**, etc., so that there is clarity in the sequence of steps.

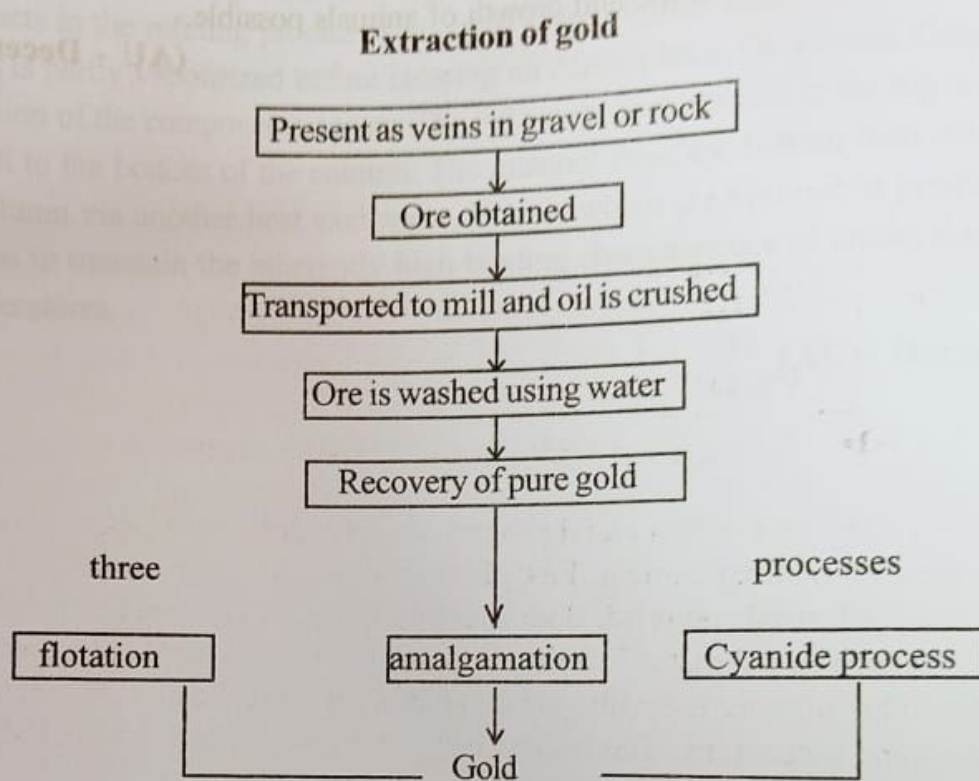
TASK :

1. Enact a conversation with your friend describing the process of (a) getting library cards. (b) getting bonafide certificate from college office and (c) opening an e-mail account.

Example 1

Study the flow chart carefully and write out a short paragraph :

(AU, Tirunelveli - Jan, 2010)



Answer:

This flow chart describes the process of extraction of gold from its ores. Gold ore is found present as veins in gravel or rock. This rock is broken using explosives and the ore is obtained. From there, it is transported to mills and the ore is crushed. Then the ore is washed using a stream of water. Then, gold is recovered from this ore. The ore obtained is impure in nature. There are three processes by which pure ore is got. The first method is called flotation. The second method is amalgamation and the third process is carried out using cyanide. Thus, pure gold is obtained.

- (ii) The first letter of a quotation.
eg. **Rama** shouted, "I have cleared all the papers"
- (iii) Proper nouns.
eg. **Names of persons** : Eliza K. Paul
 places : New Delhi
 things : Onida T.V.
- (iv) The title used before and after a name.
eg. **Prof. Martin Lloyd**
 Ms. Kathy Samuel, Barrister - at - Law
- (v) 'I' and 'O' when they are used as words.
eg. **When I reached home, I was shocked.**
 "O, gentle breeze, take my message".
- (vi) The names of months, days of the week and special days.
eg. **Sunday, January, Christmas, New Year's Day**
- (vii) The names of historical events and documents.
eg. **World War I the Green Revolution**
 First War of Indian Independence.
- (viii) Words that refer to God, religion, religious group, sacred books.
eg. **The Almighty, Buddhism, Lord Jesus,**
 The Bhagavat Gita, Protestants
- (ix) The names of mountains, peaks, bodies of water, planets and buildings.
eg. **Mt. Everest, Mars, The Nile, Empire State building**
- (x) The titles of books, chapters, newspapers, plays, poems, stories and the like.
 Lord of the Flies (book)
 The New Indian Express (newspaper)
 The Merchant of Venice (play)
 The Solitary Reaper (poem)

i. Apostrophe (')

- Apostrophe (')**
- (i) The apostrophe is used in contracted form
e.g. **he'll (he will)**
Can't (cannot)
we're (we are)
they've (they have)
 - (ii) It is used to indicate that some letters or numbers are left out
e.g. **'flu**
28 January, '72
 - (iii) It is used in plurals of letters and numbers.
e.g. **In 1980's, he was a student.**
 - (iv) The apostrophe is used in plural forms of words which normally do not have plurals.
eg. **No If's and but's in this matter.**
 - (v) It is used in possessive forms.
eg. **God's grace**
Everyone's duty.

Note : The 's' may be omitted in a name ending in 's'
Dickens' novels

j. Hyphen (-)

- Hyphen (-)**
- (i) A hyphen is used to separate parts of compound numbers and fractions.
eg. **Eighty-seven students** **One-fourth of the total mass**
- (ii) A hyphen is used to separate parts of many compound nouns, compound adjectives and compound verbs.
- compound nouns : **steam-engine, motor-car.**
- compound adjectives : **hard-brittle metal, soft-loving person**
- compound verbs : **automated-washing.**
- (iii) In some words, prefix is separated from the root word by a hyphen.
- self-evaluation** **post-modernism**
- semi-automatic** **pre-planned**

k. Capitalization

The following are usually capitalized

- (i) The first letter of a sentence.
eg. **Noise pollution is a serious problem.**

Usage

Simple Present

1. For habitual action.
2. To express general facts.
3. To convey the near future.
4. For professional activities
5. To express ownership

Present Continuous

1. To express action at the moment of speaking.
2. An activity that takes place this week, this month of this year.
3. To express future arrangements.

Present Perfect

1. To denote actions just completed.
2. Actions that began in the past and continuing till now.
3. Completed actions which have 'current' relevance
4. Activity/experience in the past

Present Perfect Continuous

1. Indicates the duration of an action that began in the past and continue in the present.
2. An action that began in the past and has just recently ended.

Simple Past

1. To express actions that began and ended at a particular time in the past.
2. An action started and completed in the past.

Examples

He goes to temple daily.
Magnet attracts iron.
The plane arrives at 9 AM.
The cobbler makes shoes
This house belongs to me

I am watching a movie now.

I am preparing for my examination.

He is going to the States next summer.

He has finished the work.

I have worked here for 8 years.

I have written four novels.

I have been to Bangalore several times

My friend has been doing this work for 2 hours.

Have you been doing this work alone?
You look tired.

We went to Goa last year.

She worked in GH for 10 years.

3. An action that took place regularly in the past.
4. When interrogating about past actions

She exercised every morning before going out.

Where did you have your schooling?

Past Continuous

1. An interrupted action.
2. A continuous action in the past.

I was reading the novel when Ram came.

I was having many friends at college.

Past Perfect

1. An action that just occurred before another action in the past.
2. An action that was expected to occur in the past.
3. To report of an action completed before a point of time in the past

John had just left when I arrived at the party.

I had longed to get news from my brother before today.

Tom was 14 years. He had set a world record by then

Simple Future

1. Predicting actions likely to happen in future.
2. To express willingness to do something.
3. To express a decision made at the time of speaking.
4. Used in question tags

You will pass in the examination.

I will help you.

I will call on you in a short while.

Lets leave this place, shall we?

Future Continuous

1. To express continuity of action at a particular time in the future.

Next year, this time, I will be preparing to go abroad.

Future Perfect

1. An action that will be completed before a particular time in future.

By this time next month. I will have finished my examination.

Future Perfect Continuous

1. To express duration of time that occurred before a specific point of time in future.

By next November I will have been working in this company for 6 years.

Care should be taken to use verb that agrees with the subject in number and person.

EXERCISE

I. Rewrite the following paragraphs changing the tense of the underlined verbs:

1. Change to future tense :

All domestic airlines except Air India slashed the airfares by 200%.

In written English, we use standard abbreviations like cm, km, ms, mi, Dr. a.m., p.m., B.C., A.D. The purpose is to save time and avoid repetitions.

(e.g) **The Central Processing Unit is the main part of a computer.**

The CPU contains.....

As the first letters of certain long compound units are used, abbreviation is also called **Initialism.**

(e.g) BBC, USA, CBI, UN, WWW, ALU. As the first four are abbreviations of an organization, they always take the article 'the' before them.

While note-taking, abbreviations form a handy tool for getting all the points down.

Acronyms are also formed with the first letters or syllables of a compound noun. Some acronyms are read as words.

(e.g.) UNESCO, UNICEF, WHO, NATO, RADAR.

Given below are some of the commonly used abbreviations and acronyms and their expansions:

- | | | | |
|----|-------|---|--|
| 1. | QUIZ | - | Question Under Intelligent Zone. |
| 2. | SDSC | - | Satish Dhawan Space Centre at Sriharikota. |
| 3. | STOVL | - | Short Take Off and Vertical Landing. |
| 4. | DOTS | - | Directly Observed Treatment Short. |

16. ASSP
17. SIM
18. PING
19. VHSIC
20. ACM
21. MAN
22. URL
23. RAPID
24. TSBE
25. NTES
26. LAN
27. WAN
28. NPCIL
29. TAPP
30. ASCII
31. ISDN
32. GATT
33. BPO
34. POL
35. CIT

- | | | | |
|-----|-------|---|---|
| 36. | CZR | – | Coastal Zone Regulations |
| 37. | NEP | – | National Environment Policy |
| 38. | OPEC | – | Organization of Petroleum Exporting Countries |
| 39. | DRDO | – | Defence Research and Development Organization |
| 40. | TERLS | – | Thumba Equatorial Rocket Launching Station |
| 41. | NPT | – | Nuclear Non-Proliferation Treaty |
| 42. | IPCC | – | Intergovernmental Panel on Climate Change |
| 43. | WMO | – | World Meteorological Organization |
| 44. | BSNL | – | Bharat Sanchar Nigam Limited |
| 45. | CIA | – | Central Intelligence Agency |
| 46. | ITES | – | Information Technology Enabled Services |
| 47. | OCR | – | Optical Character Recognition |
| 48. | LED | – | Light Emitting Diode |
| 49. | ANSI | – | American National Standards Institute |
| 50. | UPS | – | Uninterrupted Power Supply |

EXERCISE

Give the expansions of the following acronyms/abbreviations:



REDMI NOTE 9
AI QUAD CAMERA

17. USE OF ABBREVIATIONS AND ACRONYMS

Example

Expand the following abbreviations and acronyms.

- | | |
|-----------|-------------------------------|
| (a) fb | - floating point |
| (b) cm | - Centimeter |
| (c) RADAR | - Radio Detection and Ranging |
| (d) ROM | - Read only Memory |

Explanation

In written English, we use standard abbreviations like cm, km, Ms, Mr, Dr. a.m., p.m., B.C., A.D. The purpose is to save time and avoid repetitions.

(e.g) **The Central Processing Unit is the main part of a computer.**

The CPU contains.....

As the first letters of certain long compound units are used, abbreviation is also called **Initialism**.

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d. Comma (,)

- (i) comma is used to separate items in a series.
e.g. **My teacher can speak Tamil, Telugu, French, German and English.**
- (ii) It is used after independent clause joined by a co-ordinate conjunction (and, but, or, either, neither, nor and the like) to a subordinate clause.
e.g. **He was known for his punctuality, but he comes late nowadays.**
- (iii) It is used with non-identifying relative clause.
e.g. **The engine, which was an old model, stopped functioning.**
- (iv) It is used to set off adverb clauses when these come at the beginning of the sentence. A comma is not used when an adverbial clause comes at the end of a sentence.
e.g. **If you complete the work in time, you will be given an incentive.**
You will be given an incentive if you complete the work in time.
- (v) A comma is used to set off 'sentence adverbs' when these come in the middle of a sentence.
e.g. **My brother had, surprisingly, visited me.**
- (vi) It is used to set off quotation, name of the person or thing addressed and mild interjections such as yes, no, well, ok.
e.g. **Amit said, "I am going home"**
If you want, Ms. Elisa, you can continue to work.
Well, I don't want to answer that.
- (vii) It is used to separate a question tag from the rest of the sentence.
e.g. **He sings well, doesn't he?**

e. Semicolon (;)

- (i) Semicolons are mostly used in the place of full stops, between grammatically independent sentences, but closely connected in meaning.
e.g. **Some engines need lubrication more often; some others do not need so often.**
- (ii) It is used to separate independent clauses joined by traditional connectives such as: also, however, thus, moreover, for example, in fact, on the other hand.
e.g. **The workers are not satisfied with the management; however, they are unwilling to go on a strike.**