

**UNIT IV**

**GRAMMAR & VOCABULARY**

**SEMESTER-II**

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## 1. Framing Questions- 'Wh' Questions, Question Tags

### A. Frame questions

There are innumerable ways to frame questions. The interrogative pronouns **who, what, whom, whose, which** and the interrogative adverbs **where, when, why and how** are used to frame informative questions.

The structure '**how + adjective/adverb**' may also be used to frame information questions.

**Examples:**

- I bought a parker pen.  
**What** did you buy?
- Mahatma Gandhi is the father of our nation.  
**Who** is the father of our nation?
- I won the match yesterday.  
**When** did you win the match?
- He is playing in the garden.  
**Where** is he playing?
- He came to the office late because there was an accident.  
**Why** did he come to the office late?
- He played well.  
**How** did he play?
- Chennai is my favourite city.  
**Which** is your favourite city?

Yes/No questions are questions to which the answer is Yes or No

Look at these statements:

They **are** working hard. **Are** they working hard?  
They **had** worked hard. **Had** they worked hard?  
They have been working hard. **Have** they been working hard?  
They **might** have been working hard. **Might** they have been working hard?

In present simple and past simple forms:-

For all verbs except **be** and **have** we use **do/does** and **did** with the **base form** of the verb to make Yes/No questions for the present simple and past simple forms:

They work hard	-	Do they work hard?
He works hard	-	Does he work hard?
They worked hard	-	Did they work hard?

For all verbs except **be** and **have** we make negatives by putting **not** after **do/does** and **did** for the present simple and past simple forms:

They work hard	-	They <u>do</u> not ( <u>don't</u> ) work hard.
He works hard	-	He <u>does</u> not ( <u>doesn't</u> ) work hard.
They worked hard	-	They <u>did</u> not ( <u>didn't</u> ) work hard.

### Exercise:

#### Fill in the blanks

1. .... will you stay with?
2. With ..... are you going?
3. .... is your boy?
4. .... old is your father?
5. .... did you come to this place?

### B. Question Tags

Question tags are short questions that we use at the end of a sentence to confirm the given information or to induce the listener to agree with the speaker – particularly in spoken English. The following are the rules to be kept in mind while using question tags.

1. A comma must be placed after the sentence and before the question tag.
2. Question tag must always be in lower case and contracted form.
3. Positive/negative

➤ If the main part of the sentence is positive, the question tag is negative.

Example: *He's a doctor, isn't he?*

➤ If the main part of the sentence is negative, the question tag is positive.

Example: *She isn't coming, is she?*

#### 4. With/without auxiliary verbs

- The question tag uses the same verb as the main part of the sentence.
- If there is an auxiliary verb then the question tag is made with the auxiliary verb.

Examples: *He had met him before, hadn't he?*

*You don't recognise me, do you?*

#### Without auxiliary verbs

- If the verb of the sentence is in present tense, the tag begins with 'do' or 'does'. Does is used when the subject is in third person narrative.

Examples: *We love music, don't we?*

*She knows Hindi, doesn't she?*

- If the verb is in simple past tense the tag begins with 'did'.

Examples: *The soldiers fought bravely, didn't they?*

*The boy drank coffee, didn't he?*

#### 5. With modal verbs

- If there is a modal verb in the main part of the sentence the question tag uses the same modal verb.

Example: *They couldn't hear me, could they?*

#### 6. 'A few' and 'a little' are treated as positive therefore they take negative tags.

Examples: *A few students know the way, don't they?*

*A little did he speak, didn't he?*

#### 7. Words such as 'none, no one, nothing, nowhere, little, few, hardly, scarcely, rarely, never and seldom' are negative and so take positive tags.

Examples: *We could hardly hear him, could we?*

*Few students passed the test, did they?*

#### 8. Simple requests, invitation and suggestion take 'will you' as tag.

Examples: *Please open the window, will you?*

*Have another cup of milk, will you? Or would you?*

#### 9. 'Let's' usually takes 'shall we' as the tag.

Example: *Let us go for a movie, shall we?*

#### 10. Words such as 'everybody, every one, none of, and some of' take plural tag.

Examples: *Everyone likes music, don't they?*

*Some of the boys were absent, weren't they?*

**Complete the sentences with the correct question tags.**

1. Mr. McGuiness is from Ireland \_\_\_\_\_?

2. The car isn't in the garage, \_\_\_\_\_?

3. You are John, \_\_\_\_\_?

4. She went to the library yesterday, \_\_\_\_\_?

5. None of them voted for the ruling party, \_\_\_\_\_?

6. Cars pollute the environment. \_\_\_\_\_?
7. Mr. Pritchard has been to Scotland recently, \_\_\_\_\_?
8. The trip is very expensive, \_\_\_\_\_?
9. He won't tell her, \_\_\_\_\_?
10. He saw no one in the street, \_\_\_\_\_?
11. He'd done that before, \_\_\_\_\_ he?
12. They won't do that, \_\_\_\_\_?
13. They've got too much luggage, \_\_\_\_\_?
14. Life will be different in a hundred years' time, \_\_\_\_\_?
15. We can go out now; the danger is over, \_\_\_\_\_?
16. You'll join us tonight, \_\_\_\_\_?
17. It's been a long time since you've seen him, \_\_\_\_\_?
18. Let us play carrom for a while, \_\_\_\_\_?
19. You went on an expensive skiing holiday, \_\_\_\_\_ you?
20. He can do nothing, \_\_\_\_\_?
21. She's been very kind, \_\_\_\_\_ she?

**Source:**

[www.myenglishtutor.in/how-to-frame-or-make-whquestions/](http://www.myenglishtutor.in/how-to-frame-or-make-whquestions/)  
<https://www.englishpractice.com/games/read-answers-frame-questions>  
[https://www.engisch-hilfen.de/en/grammar/qu\\_tags.htm](https://www.engisch-hilfen.de/en/grammar/qu_tags.htm)  
<https://www.grammarbank.com/question-tags-exercises.html>  
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‘Success’ edited by T. Marthandam, 1<sup>st</sup> edition, June 2005, New Brilliant Publication, Madurai.

## 2. Active and Passive Voice

An action of a subject, in relation to an object, is expressed in two ways. These two ways of expressing action of a subject are known as voices.

**Active Voice** - Subject is given more importance.

**Passive Voice** - Object is given more importance.

**Subject** = action doer of the sentence

**Object** = receiver of the action

The sentence undergoes few changes when it is converted from active to passive and vice versa.

**Assertive Type (Statement Type):**

**Example:**

**Active Voice**

Subject (action doer)	Verb	Object (Receiver of the action)
He	throws	the ball
They	will write	the answers
The teacher	gave	chocolates
Raj	has completed	the work

**Passive voice**

Object (Receiver of the action)	Auxiliary Verb	Main Verb	Preposition	Subject (action doer)
The ball	is	thrown	by	him
The answers	will be	written	by	them
Chocolates	were	given	by	the teacher
The work	has been	completed	by	Raj

**Steps involved in the conversion:**

1. Positions of the subject and object are interchanged.
2. Tense is maintained with the help of the auxiliary verb.
3. Past participle form of the verb is used.
4. 'by' is added before the subject in the passive voice sentence.

**Transformation of Subject during conversion**

Active Voice	Passive Voice
I	Me
We	Us
You	You
He	Him

She	Her
It	It
They	Them

Examples:

Active Voice	Passive Voice
I play football.	Football is played by me.
I am playing football.	Football is being played by me.
I have played football.	Football has been played by me.
I have been playing football.	-----
I played football.	Football was played by me.
I was playing football.	Football was being played by me.
I had played football.	Football had been played by me.
I had been playing football.	-----
I will play football.	Football will be played by me.
I will be playing football.	-----
I will have played football.	Football will have been played by me.
I will have been playing football.	-----

### Interrogative Sentences (Question Type):

Interrogative sentences can be divided into two types:

- Yes/No type
- Wh type

#### I. Yes/No Type

##### Active Voice

Auxiliary Verb	Subject (action doer)	Verb	Object (Receiver of the action)
Does	he	throw	the ball?
Will	they	write	the answers?
Did	the teacher	give	chocolates?
Has	Raj	completed	the work?

##### Passive Voice

Auxiliary Verb	Object (Receiver of the action)	Main Verb	Preposition	Subject (action doer)
Is	the ball	thrown	by	him?
Will	the answers	be written	by	them?
Were	chocolates	given	by	the teacher?
Has	the work	been completed	by	Raj?

## Examples

Active Voice	Passive Voice
Do I play football?	Is football played by me?
Am I playing football?	Is football being played by me?
have I played football?	Has football been played by me?
Have I been playing football?	-----
Did I play football?	Was football played by me?
Was I playing football?	Was football being played by me?
Had I played football?	Had football been played by me?
Had I been playing football?	-----
Will I play football?	Will football be played by me?
Will I be playing football?	-----
Will I have played football?	Will football have been played by me?
Will I have been playing football?	-----

## II. Wh question type:

What, Why, Who, Whom, Which, When, How

### Active voice

Question Words	Auxiliary Verb	Subject (action doer)	Verb	Object (Receiver of the action)
When	does	he	throw	the ball?
How	will	they	write	the answers?
Why	did	the teacher	give	chocolates?
How	has	Raj	completed	the work?

### Passive voice

Question Words	Auxiliary Verb	Object (Receiver of the action)	Main Verb		Subject (action doer)
When	is	the ball	thrown	by	him?
How	will	the answers	be written	by	them?
Why	were	chocolates	given	by	the teacher?
How	has	the work	been completed	by	Raj?

## Examples

Active Voice	Passive Voice
When Do I play football?	When is football played by me?
When Am I playing football?	When is football being played by me?
When have I played football?	When has football been played by me?
When have I been playing football?	-----
When did I play football?	When has football played by me?

When was I playing football?  
When had I played football?  
When had I been playing football?  
When will I play football?  
When will I be playing football?  
When will I have played football?  
When will I have been playing football?

When was football being played by me?  
When had football been played by me?  
When will football be played by me?  
When will football have been played by me?

### Exercise I: Assertive sentences

#### Active to Passive:

1. Doctors are performing operation.
2. They have studied the details of the project.
3. Ramu will find the answer tomorrow.
4. The shop keeper was measuring sugar.
5. I like reading novels.

#### Passive to Active:

1. The examination was written by me.
2. The bus has been missed by my friend.
3. The room will be cleaned by the maid.
4. The people are being addressed by the chief minister.
5. The problem is solved by the HR.

### Exercise II: yes/ no question type

#### Active to Passive

1. Did he share his plan?
2. Have they identified the problem?
3. Will we have discussed the points by tomorrow?
4. Do they run the show everyday?
5. Was I looking after my belongings?

#### Passive to Active

1. Has the project been completed by them?
2. Was the position occupied by him?
3. Are the meetings being attended by the doctors?
4. Will the situation be explained by him?
5. Are some books bought by you for additional reading?

### **Exercise III : WH question type**

#### **Active to Passive**

1. Why has he taken the bus?
2. When did you buy the house?
3. Why are they looking for the documents?
4. How will they pass the message?
5. When were they meeting their relatives?

#### **Passive to Active**

1. When was the tenure being completed by the government?
2. When was the lecture given by the principal?
3. In which floor has the stock room been kept by the company?
4. Why are the welfare schemes introduced by the management?
5. What is being communicated to the students by the teacher?

### 3. PREFIX & SUFFIX

#### I. Prefix

A prefix is a group of letters that you can add to the beginning of a root word to change the meaning of the word. For example, mis+ fortune = misfortune

A root word stands on its own as a word but you can make new words from it by adding beginnings (prefixes)

For example, 'comfort' is a root word. By adding the prefix 'dis' and the suffix 'able' you can make new words such as 'discomfort' and 'comfortable'.

Every prefix has a meaning.

For example, the prefix 'un' means 'not'. The root word 'clear' means 'bright', 'free from difficulty'

So un+ clear = unclear, meaning 'not clear' or 'dim', 'difficult to see or understand'.

There are no rules to help you remember which prefix you should use, although knowing the meaning of the prefix can help.

#### A Short List of Prefixes:

PREFIX	MEANING	EXAMPLES
de-	from, down, away reverse, opposite	decode, decrease
dis-	not, opposite, reverse, away	disagree, disappear
semi	half	semicircle, semi-final
re-	again	rediscover, reiterate
im-	not	impatient, impossible
post-	after	post-mortem, postpone, post-natal

#### Exercise

ex-	
il-	
im-	
in-	
mis-	
non-	
pre-	
pro-	
re-	

## II. Suffix

A suffix is group of letters added at the end of a word that modifies its usage or meaning.

A Short List of Suffixes:

PREFIX	MEANING	EXAMPLES
ed	past tense	hammered, laughed
able	able to be	excitable, portable, preventable
-icide	act of killing	homicide, genocide
-est	most	funniest, hottest, silliest
-hood	state, condition, or quality	childhood, neighbourhood
-ism	doctrine, belief	Judaism, scepticism
-ful	characterized by, tending to, as much as will fill	careful, harmful, spoonful
-ion	denotes action or condition	election, extraction
-ment	the action of doing something or the result of an action	treatment, appointment

The new word is most often a different word class from the original word. In the table above, the suffix -ful has changed verbs to adjectives, -ment, and -ion have changed verbs to nouns. If you see a word ending in -ment, for example, it is likely to be a noun (e.g. commitment, contentment).

Often, the suffix causes a change in the spelling of the root word.

Examples:

1. heavy, ready + -ness → heaviness, readiness (-y changes to i)
2. beauty, duty + -ful → beautiful, dutiful (-y changes to i)
3. able, possible + -ity → ability, possibility (-le changes to il)
4. permit, omit + -ion → permission, omission (-t changes to ss)

## Exercise

-er	
-est	
-ful	
-able	
-ily	
-ing	
-less	
-ly	
-ness	
-y	

Source:

<https://www.learnthat.org/pages/view/suffix.html>

#### 4. ONE WORD SUBSTITUTION

One word substitution is a process in which people use one word to replace phrases, to make the sentence structure more clear. For example, if you have a sentence that states 'He drives me in a vehicle around town.' you can instead use 'He chauffeurs me around town.'

##### Examples of one word substitution

To fall apart over time	- Disintegrate
A copy of something that is identical	- Facsimile
Old age that results in odd and unique behaviours	- Senility
A smart and educated individual	- Intellectual
Someone who is driven by passion to do crazy things	- Zealot

##### List of One Word Substitution for Individual Character/ Person/ People

PHRASE	ONE WORD
One who is not sure about God's existence	Agnostic
An unconventional style of living	Bohemian
One who is bad in spellings	Cacographer
One who tells the police or reporters about some secret	Whistle Blower
One who feeds on human flesh	Cannibal
A dabbler (not serious) in art, science and literature	Dilettante
One who is for pleasure of eating and drinking	Epicure

##### List of One Word Substitution for Collection / Group

PHRASE	ONE WORD
A group of guns or missile launchers operated together at one place	Battery
A large bundle bound for storage or transport	Bale
A large group of people	Horde
A temporary police force	Posse
A large number of fish swimming together	Shoal
A strong and fast-moving stream of water or other liquid	Torrent

##### List of One Word Substitution for Research/ Profession

PHRASE	ONE WORD
The medieval forerunner of chemistry	Alchemy
A person who presents a radio/television programme	Anchor
The branch of science concerned with the origin, structure, and composition of rocks	Petrology
One who study the elections and trends in voting.	Psephologist

### List of One Word Substitution for Spot/ Venue

PHRASE	ONE WORD
A collection of historical documents or records providing information about a place, institution, or group of people	Archives
A large cage, building, or enclosure for keeping birds in	Aviary
A building where animals are butchered	Abattoir
A place where wild animal live	Lair
A place where coins, medals, or tokens are made	Mint

### EXERCISE

Match the following meanings with the right words.

Sl. NO	PHRASE	ONE WORD
1.	A family of young animals	Autonomy
2.	A collection of wild animals kept in captivity for exhibition	Brood
3.	Government by the wealthy	Cache
4.	A place where coins, medais, or tokens are made	Hamlet
5.	An extreme or irrational fear of the night or of darkness	Menagerie
6.	Fear of death	Mint
7.	A strong and fast-moving stream of water or other liquid	Nyctophobia
8.	A community of people smaller than a village	Plutocracy
9.	A collection of items of the same type stored in a hidden or inaccessible place	Thanatophobia
10.	A self-governing country or region	Torrent

## **5. JUMBLED WORDS**

In order to arrange the words in the proper order, first, the purpose or the intended meaning of the sentence should be analysed. This can indicate who or what is the subject (a noun) and what they are doing (a verb or action word). Identify all of the nouns and then find the adjectives which relate to them and put them with their nouns. Now do the same with the verb(s) and adverbs. Some of the examples are given below.

### **Examples:**

1. ship violently the storm rocked the
2. masterpiece artist painstakingly the his worked at
3. gift free a Dad offered firm by the was.
4. I read paper in the burglar been caught had the that.
5. nightfall began cricketers the at their piercing calls.
6. wore a hat he of coconut made fiber his on head.
7. parts many coffee popular in world the is very of.
8. cave could explore not they torch the without a.
9. the storm shed damaged the was during.
10. the dog James talking sat next to himself to.

### **Answers**

1. The storm rocked the ship violently.
2. The artist painstakingly worked at his masterpiece.
3. Dad was offered a free gift by the firm.
4. I read in the paper that the burglar had been caught.
5. The cricketers began their piercing calls at nightfall.
6. He wore a hat made of coconut fiber on his head.
7. Coffee is very popular in many parts of the world.
8. They could not explore the cave without a torch.
9. The shed was damaged during the storm.
10. James sat next to the dog talking to himself.

### Exercise

Rearrange the following words to make meaningful sentences.

1. brother/ has/ a/ your/ job/ got?
2. buildings/ are/ this/ there/ beautiful/ town/ some/ in.
3. history/ mother/ the /their/ college/ at / teaches.
4. music/ like/ the / I/ evenings/ listening/ in/to.
5. lights/ are/ the/ in / those/ sky/ what?
6. you/ time/ do/ work/ finish/ what?
7. at/ yesterday/ were/ not / school/ they
8. phone/ she/ me / the/ not/ at / weekend/ did.
9. look/ hearing/I/ from/ forward/ soon/ you/ to
10. before/ go/ bed/ he/ usually/ have/ bath.
11. He/ think/ a lot/ modern houses/ bad/ us.
12. My classmates/ come/ different provinces.
13. There/ 27/ students/ my class. They/friendly/ but/ it/ isn't/ easy/ understand/ them.
14. She/ live/ family/ a small, old house/ near/ centre/ the city.
15. Everyday/ she/ drive/ children/ school/ 7 o'clock.
16. What/ your parents/ do/ the evening?
17. I/ afraid/ I/ not come/ party/ your house/ Sunday.
18. I/ love/ learn/ English/ because/international language.
19. Mary/ sing/ well/ when/ little girl.
20. Pamela/ speak/ people/ radio/ then/ fly/ help them.
21. Margaret/ collect/ post/ boat/ deliver/ all the houses/ the island
22. Their parents/ never have/ holidays/ and/ not like/ watch T.V
23. Writing/ system/ telephone/ am/ to/ I/ about/ banking/ your/ complain
24. I/ tried/ four/ details/ this/ week/ to/ system/ access/ to/ account/ my/ times/ have/ use/ the
25. Crashed/ on/ I/ the/ system/ been/ that/ each/ informed/ computer/ has/ have/ occasion/
26. branch/ day/ person/ unable/ to/ working/ I/ a/ am/ bank/ my/ as/ during/ the/ visit
27. I/ access/ do/ addition/ service/ have/ so/ internet/ use/ cannot/ the/ to/ in/ your/ not/ online
28. Advertise/ use/ convenient/ telephone/ you/ as/ to/ banking/ your/ service/ and/ easy
29. Afraid/ not/ of/ evidence/ have/ I/ features/ seen/ am/ I/ either/ yet/ these/ of/
30. Grateful/ will/ problems/ I/ as/ would/ that/ be/ soon/ for/ have/ I/ described/ an/ the/ possible/ as/ assurance/ out/ be/ sorted

Source: <https://www.englishgrammar.org>

**UNIT-V**

**FUNCTIONAL ENGLISH**

**SEMESTER-II**

## Contents

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## I. Letter Writing

A letter is an important means of communication in the workplace as well as our personal lives. A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope. Now that e-mails and texts and other such forms have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication, especially the formal kind, is done via letters. Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication. That is why it is important that we know the intricacies of letter writing.

### Types of letters

There are broadly two types of letter, namely Formal Letters and Informal Letters. But then there are also a few types of letter based on their content, formalities, the purpose of letter writing etc., Let us have a look at the few types of letters.

#### 1. Formal Letters

These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this category.

#### 2. Business Letter

This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.

#### 3. Official Letter

This type of letter is written to send official information to offices, branches, subordinates of official information. It usually relays official information like rules, regulations, procedures, events, or any other information. Official letters are also formal in nature and follow certain structure and decorum.

#### 4. Social Letter

A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc. are social letters.

#### 5. Circular Letter

A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.

#### 6. Employment Letters

Any letter with respect to the employment process, like joining letter, promotion letter, application letter etc.

#### 7. Informal Letters

These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.

## **Letter Writing Tips**

### **Identify the type of letter**

This is the first step of the letter writing process. You must be able to identify the type of letter you are to be writing. This will be dictated by the person the letter is addressed to and the information that will be conveyed through the letter. Suppose you were writing to the principal of your college to ask for leave, this would be a formal letter. But say you were writing to your old college professor catching up after a long time. Then this would be a personal (informal) letter.

### **Make sure you open and close the letter correctly**

Opening a letter in the correct manner is of utmost importance. Formal letters open with a particular structure and greeting that is formal in nature. Informal letters can be addressed to the person's name or any informal greeting as the writer wishes.

Even when closing the letter, it must be kept in mind what type of letter is being written. Formal letters end respectfully and impersonally, whereas informal letters may end with a more personal touch.

### **Establish the main intent of the letter**

Once you start writing, make sure to get to the point as soon as possible. Especially in formal letters, it is important to immediately make clear the purpose of the letter.

### **Be careful of the language**

A letter is always supposed to be polite and considerate. Even if it is a complaint letter, the point must be made in a careful and courteous manner. It is therefore necessary to use polite expressions and civil language in all types of letters.

### **Length of the letter**

The other important factor to be considered is the length of the letter you are writing. It should be kept in mind that formal letters are generally to the point, precise and short. Lengthy formal letters tend to not have the desired effect on the reader. The length of an informal letter is determined by the message in the letter and the relation to the recipient.

## **FORMAT FOR THE FORMAL LETTER**

- **Sender's Address** (House number-  
Sector-  
City)
- **Date** (for example: 24 September, 2018)
- **Receiver's Address** (for example: The Editor  
Name of the Newspaper)

- **Salutation** (Sir/Madam)

**Note:** if not sure about the gender, always write Sir.

- **Subject** (Mention The problem or purpose in 6-8 words)
- **Body of the Letter** (3-5 Paragraphs)

- Introduction(introduce yourself and the problem briefly)
- Main Content(The causes and effects of the problem)
- Conclusion(Suggestions for solving the problem)

Thanking you.

- **Complimentary Close** (Yours faithfully/truly)

- Words that follow 'Yours' should only be in lower case.
- Apostrophe to be avoided between 'Your' and 's'

- **Signature**
  - (Designation)

**Example (Formal Letter)**

Write a letter to the editor of a daily newspaper complaining about the construction work on your road in the middle of monsoon season causing inconveniences to the people of your locality.

House number-123  
Nethaji Street, 2<sup>nd</sup> main road,  
Annanagar,  
Chennai 600040

Date – 24 September, 2019

The Editor  
Indian Express  
29, Second main road,  
Ambattur Industrial Estate,  
Chennai 600058

Sir,

**Subject:** Construction work in our locality during monsoon season causing us difficulties.

Through the medium of your esteemed and respected daily, I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season has started a few days ago and is compounding our problems.

The repair work has been ongoing for five weeks now and is falling way behind schedule. And now with the current weather condition, we are having persistent problems of water logging and flooding in our area. Another worry is about the accidents that may occur due to the debris lying around the road. Diseases caused due to waterlogging are another one of our concerns.

Therefore I wish to draw the attention of the authorities concerned with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Thanking you.

Yours sincerely,

Signature

### **Exercise**

1. Write a letter to the bank manager for reissuing your ATM card.
2. Write a letter to the Municipal Officer demanding a garbage bin in your area.
3. Write a letter to the Principal of your College requesting him to make effective changes in the college library.
4. Write a letter to your customers informing the change of premises and also inviting them to visit the new branches.
5. Write a complaint letter to the manager of a company regarding the supply of defective goods.

### **Example (Formal Letter)**

Write a letter to the editor of a daily newspaper complaining about the construction work on your road in the middle of monsoon season causing inconveniences to the people of your locality.

House number-123  
Nethaji Street, 2<sup>nd</sup> main road,  
Annanagar,  
Chennai 600040

Date – 24 September, 2019

The Editor  
Indian Express  
29, Second main road,  
Ambattur Industrial Estate,  
Chennai 600058

Sir,

**Subject:** Construction work in our locality during monsoon season causing us difficulties.

Through the medium of your esteemed and respected daily, I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season has started a few days ago and is compounding our problems.

The repair work has been ongoing for five weeks now and is falling way behind schedule. And now with the current weather condition, we are having persistent problems of water logging and flooding in our area. Another worry is about the accidents that may occur due to the debris lying around the road. Diseases caused due to waterlogging are another one of our concerns.

Therefore I wish to draw the attention of the authorities concerned with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Thanking you,

Yours sincerely,

Signature

### **Exercise**

1. Write a letter to your cousin apologising for not being able to make it for his/her birthday party.
2. Write a letter to your elder brother asking him to guide you in making a career choice.
3. Write a letter to your friend thanking him/her for the hospitality during your visit to her house.
4. Write a letter to your father requesting him to send you some extra funds for the payment of hostel dues.
5. Write a letter to your favourite author praising his/her book.

## II. Paragraph Writing

### What is a paragraph?

A paragraph is a group of sentences organized around a central topic. In fact, the cardinal rule of paragraph writing is to focus on one idea. A solidly written paragraph takes its readers on a clear path, without detours.

### How to write a paragraph?

A basic paragraph structure usually consists of five sentences: the topic sentence, three supporting sentences, and a concluding sentence.

There are three main parts of a paragraph:

Topic sentence - it has the main idea.

Supporting sentence - details that relate to and support the topic sentence

Concluding sentence - a brief reflection or statement about the main idea

The secrets to paragraph writing lay in four essential elements, which when used correctly, can make an *okay* paragraph into a *great* paragraph.

#### Element 1: Unity

Unity in a paragraph begins with the topic sentence. Every paragraph has one single, controlling idea that is expressed in its topic sentence, which is typically the first sentence of the paragraph. A paragraph is unified around this main idea, with the supporting sentences providing detail and discussion. In order to write a good topic sentence, think about your theme and all the points you want to make. Decide which point drives the rest, and then write it as your topic sentence.

#### Element 2: Order

Order refers to the way you organize your supporting sentences. Whether you choose chronological order, order of importance, or logical presentation of details, a solid paragraph always has a definite organization. In a well-ordered paragraph, the reader follows along easily, aided by the pattern you've established. Order helps the reader grasp your meaning and avoid confusion.

#### Element 3: Coherence

Coherence is the quality that makes your writing understandable. Sentences within a paragraph need to connect to each other and work together as a whole. One of the best ways to achieve coherency is to use transition words. These words create bridges from one sentence to the next. You can use transition words that show order (first, second, third); spatial relationships (above, below) or logic (furthermore, in addition, in fact). Also, in writing a paragraph, using a consistent verb tense and point of view are important ingredients for coherency.

#### Element 4: Completeness

Completeness means a paragraph is well-developed. If all sentences clearly and sufficiently support the main idea, then your paragraph is complete. If there are not enough

sentences or enough information to prove your thesis, then the paragraph is incomplete. Usually three supporting sentences, in addition to a topic sentence and concluding sentence, are needed for a paragraph to be complete. The concluding sentence or last sentence of the paragraph should summarize your main idea by reinforcing your topic sentence.

#### Exercise

Write a paragraph on the following topics.

1. I'm happy when...
2. Give arguments for or against teenage working.
3. Pocket money - how much do you get - how much do you need?
4. Which do you prefer - reading a book or watching the film?

### **III. Essay Writing**

Essay is a short piece of writing that records a person's thoughts or opinion on a subject. Improving one's writing skills requires a systematic practice. Essays are written in impersonal and formal style. The ideas are divided into different paragraphs while writing essays. The writer's main concern must be to maintain cogence and coherence. The paragraphs must be structured carefully. There must be a natural flow of thought from one key point to the next.

Essay writing allows the students to develop the skills of selection, organization and good writing which are considered to be the most precious assets one can have in almost every area of one's future life.

Essays can be of different types, and the students need to be sure which approach is right. Some are 'descriptive' essays; certain others are 'compare and contrast' essays. Here are some rules to be followed to enhance one's essay writing skill:

1. Select the topic of your essay.
2. Choose the central idea of your essay.
3. Outline your essay into introduction, body and conclusion.
4. Begin the introductory paragraph with an interesting sentence.
5. After this first sentence, add your thesis statement.
6. Use a Topic Sentence in each paragraph.
7. In each paragraph, the Topic Sentence is developed.
8. Summarize your essay in the concluding paragraph.
9. Begin the concluding paragraph by restating the important ideas of your essay.
10. The last statement should restate your basic thesis of the essay.
11. The final statement can be a future prediction based on what is written in the essay.

#### **What is pollution?**

Environmental pollution occurs when pollutants contaminate the natural surroundings. Pollution disturbs the balance of our ecosystems, affect our normal lifestyles and gives rise to human illnesses and global warming. Pollution has reached its peak due to the development and modernization in our lives. People have become prisoners of their own creations.

We waste the bounties of our nature without a thought that our actions cause serious problems. We must deepen our knowledge of nature's laws and broaden our understanding of the laws of the human behavior in order to deal with pollution. So, it is very important to know different types of pollutions, their effects and causes on humanity and the environment we live in.

#### **Types, causes, and effects of pollution**

Air pollution is one of the most dangerous forms of pollution. A biological, chemical, and physical alteration of the air occurs when smoke, dust, and any harmful gases enter into the atmosphere and make it difficult for all living beings to survive as the air becomes contaminated. Burning of fossil fuels, agriculture related activities, mining operations, exhaust from industries and factories, and household cleaning products entail air pollution. People release a huge amount of chemical substances in the air every day. The effects of air pollution are alarming. It causes global warming, acid rains, respiratory and heart problems,

and eutrophication. A lot of wildlife species are forced to change their habitat in order to survive.

Soil pollution occurs when the presence of pollutants, contaminants, and toxic chemicals in the soil is in high concentration that has negative effect on wildlife, plants, humans, and ground water. Industrial activity, waste disposal, agricultural activities, acid rain, and accidental oil spill are the main causes of soil pollution. This type of contamination influence health of humans, affects the growth of plants, decreases soil fertility, and changes the soil structure.

Water pollution is leading our world on a path of destruction. Water is one of the greatest natural resources of the whole humanity. Nothing can live without water. However, we do not appreciate this gift of nature and pollute it without thinking. The key causes of the water pollution are: industrial waste, mining activities, sewage and waste water, accidental oil leakage, marine dumping, chemical pesticides and fertilizers, burning of fossil fuels, animal waste, urban development, global warming, radioactive waste, and leakage from sewer lines. There is less water available for drinking, cooking, irrigating crops, and washing.

Light pollution occurs because of the prominent excess illumination in some areas. Artificial lights disrupt the world's ecosystems. They have deadly effects on many creatures including mammals, plants, amphibians, insects, and birds. Every year many bird species die colliding with needlessly illuminated buildings. Moreover, artificial lights can lead baby sea turtles to their demise.

Noise pollution takes place when noise and unpleasant sounds cause temporary disruption in the natural balance. It is usually caused by industrialization, social events, poor urban planning, household chores, transportation, and construction activities. Noise pollution leads to hearing problems, health issues, cardiovascular issues, sleeping disorders, and trouble communicating. Moreover, it affects wildlife a lot. Some animals may suffer from hearing loss while others become inefficient at hunting. It is very important to understand noise pollution in order to lower its impact on the environment.

Radioactive pollution is the presence of radioactive substances in the environment. It is highly dangerous when it occurs. Radioactive contamination can be caused by breaches at nuclear power plants or improper transport of radioactive chemicals. Radioactive material should be handled with great care as radiation destroys cells in living organisms that can result in illness or even death.

### Solutions to pollution problems

Environmental pollution has negatively affected the life of both animals and human-beings. The only way to control current environmental issues is to implement conservation methods and create sustainable development strategies. We should find some effective solutions in order to restore our ecological balance.

First of all, we should make sustainable transportation choices. We should take advantage of public transportation, walk or ride bikes whenever possible, and consider purchasing an electric car. It is very important to make sustainable food choices. Choose local food whenever possible; buy organically grown vegetables and fruits or grow your own.

People should conserve energy. Turn off electronics and lights when you are not in the room. Consider what small changes can lead to big energy savings. Use energy efficient devices. It is also essential to understand the concept of reduce, Reuse and Recycle. Try to buy used items whenever possible. Choose products with minimal packaging. Buy reusable items. Remember that almost everything that you purchase can be recycled.

Conserve water as much as possible. Dispose of toxic waste properly. Do not use herbicides and pesticides. Use natural, environment-friendly chemicals for your everyday chores.

### Conclusion

Environmental pollution is one of the biggest problems caused by human activities that we should overcome to see a tomorrow and guarantee our descendants a healthy life. There are many environmental concerns for communities around the world to address. We should always remember that pollution problems affect us all so each of us has to do his or her best to help restore ecological balance to this beautiful place we call home. Learn about the major polluters in your area to protect the air and water where you live. Encourage people to stop pollution, tell them everything you know about this problem, and protest local polluters together. The masses should be educated on the danger of different types of pollution. People should know everything about all consequences of the environmental pollution in order to prevent the worst from happening. Let's protect the water we drink, the air we breathe, and the soil we use to grow our food.

### Exercise:

Write an essay on the following topics.

- 1) Good vs. evil – what will win in modern society?
- 2) Social impact of Globalization of India
- 3) Current status of Indian economy.
- 4) Evils of terrorism
- 5) Advertising Good or Bad

Source : [www.skhpl.com](http://www.skhpl.com) (text)

#### **IV. Drafting Circular**

A circular letter is used to share the same information with a large audience. It differs in purpose from a personal letter, which sends particular information to one or a few recipients. Circular letters are often used to announce new information or to clarify policies. They are somewhat general in topic, since they are widely read.

Writing a circular letter of any kind requires a few important steps. They are as follows:

- Know your audience
- Distinguish between internal and external letter
- Use the tone appropriate for the kind of communication ( Internal or External)
- Share only authorized information

#### **Features of a good Circular**

A good Circular should have the following features

1. **Brief:** A circular should provide information in minimum number of words. About 40 to 50 words are enough. Sentences should be short with no repletion and introduction.
2. **Complete:** A circular should provide complete information. If you are writing circular about sports competition, it should tell about participation criteria like age limit, fees if any, date, venue, chief guest, prize etc.
3. **Authority:** A circular must include name of the authority who is issuing it. It can be a teacher, principal, bank manager, secretary of departments etc.
4. **Clarity:** There should not be any ambiguity in the information. Message should be straight forward.

Thus brevity, completeness and clarity are the main ingredients of a good circular.

#### **Format for Circular**

A circular has three parts- head, body and authorisation.

- 1) **Head:** it is the eye catcher. It tells the main topic of the circular.

Example: a) Circular - Dance Competition.

b) Circular - Annual Magazine of School

c) Circular - Sports Competition.

- d) Circular - Change in Interest Rates of Bank.
- 2) **Body:** all information is provided here.
- 3) **Authorisation:** Name or/ and signature of circular issuing authority should be included in the end. If circular requires meeting with someone to submit name, paper or other things, name and contact number of the issuing authority, venue and time should also be included.

**EXAMPLES:**

- Q1) As a secretary of a magazine committee, draft a circular and invite write-ups from the students for the annual magazine to be published the following month.

**Circular – Annual Magazine**

Our college is publishing annual magazine next month. Interested students can submit their articles, stories, essays, poems, jokes, etc to the undersigned in room no 205, in the 4<sup>th</sup> period before 15<sup>th</sup> January, 2019. Mention your name, class, roll no, and also submit one photograph. Write up should be original. In choosing content, decision of selection committee will be final.

Sunil  
Secretary /Magazine committee

- Q2) You are the secretary of Mahatma Gandhi Library. There are changes in membership fees and book rental charges from the next month. Write a circular to inform the members.

**Circular –Change in Membership & Rental Charges.**

Our library is the oldest and the biggest in the city. We are increasing many facilities like Internet and online books. We are committed for quality. So, in this atmosphere of inflation we are compelled to increase membership fees by 25% and

book rental charges by 20% w.e.f . the first day of April 2019. I hope you'll bear with us.

Secretary,

Mahatma Gandhi Library.

**Exercise:**

1. As a sports secretary, draft a circular for the sports meeting which would be held the following week.
2. Your company has decided to work on a new software, draft a circular to your employees, briefing them the reason for the launch of the new software.
3. Assume that you are the manager of a company. Draft a circular for a skill development training that you have organized for your newly recruited employees.
4. You have been elected as the secretary of your apartment; draft a circular informing the inmates to use the water rationally to prevent water shortage.
5. As the cultural secretary of your college, draft a circular to the cultural representative of different departments for a meeting regarding the cultural festival that you are going to organize in the following month.