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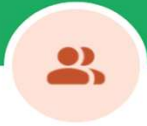
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# Communication Skills Lab

—— Lab 1: Articles, Prepositions, and Subject-  
Verb Agreement ——

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**Communication Skills (sec C)**  
**Monsoon 2025-26**  
WhatsApp group



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# Articles

Articles are words that are placed before nouns to indicate whether the noun is specific or general

Definite article: **The** ( Used to specify that the noun it is placed before is a specific noun)

Example: **The** college I did my graduation from is hosting a trade expo. (here, the is used before college because it refers to a specific college that is being talked about)

Indefinite article: **A/ An** ( Used to specify that the noun it is placed before is not specific, but general)

Example: I will go to **a** college after I finish my schooling ( here, a is used before college to indicate the general category of college; not any specific college)

**A:** used before nouns that begin with consonant sounds

**An:** used before noun that begin with vowel sounds

Countable Nouns		Uncountable Nouns
When the reference is to non- specific noun	a/ an for singular, no article for plural	No article
When the reference is to specific noun	The	The

## Fill in the blanks using appropriate articles (leave the blank in case of no article)

(1) \_\_\_\_ postmaster first took up his duties in \_\_\_\_ village of Ulapur. Though \_\_\_\_ village was \_\_\_\_ small one, there was \_\_\_\_ indigo factory nearby, and \_\_\_\_ proprietor, \_\_\_\_ Englishman, had managed to get \_\_\_\_ post office established.

(2) Our postmaster belonged to \_\_\_\_ Calcutta. He felt like \_\_\_\_ fish out of water in this remote village. His office and living-room were \_\_\_\_ a dark thatched shed, not far from \_\_\_\_ green, slimy pond, surrounded on all sides by \_\_\_\_ dense growth.

(3) The men employed in the indigo factory had no leisure; moreover, they were hardly desirable companions for decent folk. Nor is \_\_\_\_ Calcutta boy adept in the art of associating with others. Among strangers he appears either proud or ill at ease. At any rate, \_\_\_\_ postmaster had but little company; nor had he much to do. At times he tried his hand at writing a verse or two.

(4) That \_\_\_\_ movement of \_\_\_\_ leaves and the clouds of \_\_\_\_ sky were enough to fill life with joy—such were \_\_\_\_ sentiments to which he sought to give expression. But God knows that \_\_\_\_ poor fellow would have felt it as \_\_\_\_ gift of \_\_\_\_ new life, if some genie of the Arabian Nights had in one night swept away the trees, leaves and all, and replaced them with \_\_\_\_ macadamised road, hiding the clouds from view with rows of tall houses.

(5) \_\_\_\_ postmaster's salary was small. He had to cook his own meals, which he used to share with Ratan, \_\_\_\_ orphan girl of the village, who did odd jobs for him.

(6) When in the evening the smoke began to curl up from the village cowsheds, and the cicalas chirped in every bush; when \_\_\_\_ mendicants of the Baül sect sang their shrill songs in their daily meeting-place, when any poet, who had attempted to watch the movement of the leaves in the dense bamboo thickets, would have felt \_\_\_\_ ghostly shiver run down his back, the postmaster would light his little lamp, and call out "Ratan."

## Answers

- 1) **The** postmaster first took up his duties in **the** village of Ulapur. Though **the** village was **a** small one, there was **an** indigo factory nearby, and **the** proprietor, **an** Englishman, had managed to get **a** post office established.
- 2) Our postmaster belonged to **(no article)** Calcutta. He felt like **a** fish out of water in this remote village. His office and living-room were in **a** dark thatched shed, not far from **a** green, slimy pond, surrounded on all sides by **a** dense growth.
- 3) The men employed in the indigo factory had no leisure; moreover, they were hardly desirable companions for decent folk. Nor is **a** Calcutta boy adept in the art of associating with others. Among strangers he appears either proud or ill at ease. At any rate, **the** postmaster had but little company; nor had he much to do. At times he tried his hand at writing **a** verse or two.
- 4) That **the** movement of **the** leaves and the clouds of **the** sky were enough to fill life with joy—such were **the** sentiments to which he sought to give expression. But God knows that **the** poor fellow would have felt it as **a** gift of **a** new life, if some genie of the Arabian Nights had in one night swept away the trees, leaves and all, and replaced them with **a** macadamised road, hiding the clouds from view with rows of tall houses.
- 5) **The** postmaster's salary was small. He had to cook his own meals, which he used to share with Ratan, **an** orphan girl of the village, who did odd jobs for him.
- 6) When in the evening the smoke began to **(no article)** curl up from the village cowsheds, and the cicadas chirped in every bush; when **the** mendicants of the Bāül sect sang their shrill songs in their daily meeting-place, when any poet, who had attempted to watch the movement of the leaves in the dense bamboo thickets, would have felt **a** ghostly shiver run down his back, the postmaster would light his little lamp, and call out "Ratan."

# Prepositions

Prepositions are placed before a noun/ pronoun/ noun phrase to highlight its relation to some other part of the sentence.

Some common types of prepositions:

**Prepositions of place:** Used to refer to a specific location or a location in relation to another thing

(above, across, against, around, at, behind, below, between, in, on, etc. )

**Prepositions of Time:** Used to refer to the time of an occurrence/ event

(after, around, at, before, by, during, for, in, on, since)

**Preposition of direction or movement:** Used to refer to movements, directions or transformation in condition

(across, along, around, down, into, onto, out of, over, through, toward)

**Prepositions of Manner:** Refers to the manner in which something is done/ the way in which something happened

(by, like, for, in, with)

## Fill in the blanks with the correct prepositions

1. My friend's birthday party is \_\_\_\_\_ 5: 30 \_\_\_\_\_ the evening \_\_\_\_\_ 25th August \_\_\_\_\_ a resort \_\_\_\_\_ his hometown (at, in, on).
2. I stayed \_\_\_\_\_ a peaceful guesthouse \_\_\_\_\_ my stay in the remote village of Uttarakhand (at, since, for, on, during).
3. \_\_\_\_\_ being knowledgeable, the new instructor is kind and generous to the students (beside, besides)
4. I looked \_\_\_\_\_ her name in the directory but I could not find it (up, down, forward to).
5. Sangeeta was upset as her friend did not live \_\_\_\_\_ her expectations ( up, up to, on, beyond).
6. We will have to put \_\_\_\_\_ the celebration for a day or two (on, off, down, out, up).
7. I don't know how is it possible for anyone to put \_\_\_\_\_ with his tantrums (on, off, down, out, up).
8. I am relieved that finally, we can all agree \_\_\_\_\_ the menu for the party (to, with, on).
9. I can't find enough reasons to agree \_\_\_\_\_ my boss on the details of the project (to, with, on).
10. He does not get \_\_\_\_\_ with his colleagues (along, on, off).
11. Tripti prefers taking \_\_\_\_\_ notes while attending lectures (down, after, off).

## Answers

1. My friend's birthday party is **at** 5: 30 **in** the evening **on** 25th August **at** a resort **in** his hometown. (at is used for specific time as a preposition of place, and a smaller location in a larger place as a preposition of place; on is used for a specific day, date, or occasion; in is used for a longer period of time, or a part of a day (except night)/ larger places)
2. I stayed **at** a peaceful guesthouse **during** my stay in the remote village of Uttarakhand ( during is used to refer to an event that happens over a period of time)
3. **Besides** being knowledgeable, the new instructor is kind and generous to the students (While beside is used for something that is next to something else, besides is used to mean except for)
4. I looked **up** her name in the directory but I could not find it (look up is a phrasal verb meaning to find something)
5. Sangeeta was upset as her friend did not live **up to** her expectations (live up to is phrasal verb that means to fulfill someone's expectations).
6. We will have to put **off** the celebration for a day or two (the phrasal verb put off means to postpone).
7. I don't know how is it possible for anyone to put **up** with his tantrums (in this case, the phrasal verb put up means to accommodate).
8. I am relieved that finally, we can all agree **on** the menu for the party (agree on is used to refer to an agreement between people over something).
9. I can't find enough reasons to agree **with** my boss on the details of the project (agree with is used to indicate someone's agreement over something with another person).
10. He does not get **along** with his colleagues (the phrasal verb get along means to gel well).
11. Tripti prefers taking **down** notes while attending lectures (the phrasal verb taking down means writing



**Use any fifteen of the following prepositions to make a short story of your own**

Against, on, into, with, among, by, across, beneath, under, over, at, besides, for, near, in, like, toward, between, through

# Subject Verb Agreement

**The subject of a sentence should agree with the verb in number and person.**

I- am

They- are

He/ She- is

- When the subject consists of two or more nouns/ pronouns joined by and, plural verb is used.

Example: My friend and I were playing in the garden when she came home.

Exception: In certain cases, when the two subjects are joined to depict a singular idea, singular verb is used instead of plural.

Example: Bread and butter is my favourite breakfast.

- When a subject consists of two or more nouns/ pronouns connected by nor/ or, the verb agrees with the part of the subject closest to the verb.

Example: The program coordinators or the Vice Chancellor has approved the program proposal.

- When any of the following is used as a subject: "each," "each one," "either," "neither," "everyone," "everybody," "anyone," "anybody," "nobody," "somebody," "someone," and "no one" , a singular verb is used.

Example: **Everyone** **does** not read popular fiction.

- When the subject is separated from the verb due to a phrase, the verb agrees with the main subject of the sentence and not the nearest noun/ pronoun.

Example: The **teacher**, as well as the students, **has** left the class.

- Some countable nouns in English such as *earnings*, *goods*, *odds*, *surroundings*, *proceeds*, *contents*, and *valuables* only have a plural form and are followed by plural verbs.

Example: The **earnings** from the exhibition **have** been donated to the orphanage.

- When the subject is a collective noun, singular verb is used.

Example: The home minister's **staff** **is** cordial and hospitable.

## Choose the correct form of the verb that agrees with the subject

1. My thoughts often (become/ becomes) confused when I sit down to write an essay.
2. There (is/are) quite a few varieties of flowering plants in the campus.
3. A paintbrush, a canvas and oil pastels (is/ are) required to sit in the oil painting class.
4. Neither the driver not his family members (was/were) alive after the accident.
5. (Do/Does) everyone like reading in the class?
6. The interview taken by the team of research assistants (was/ were) transcribed using a software.
7. Diabetes (affect/ affects) many people around the world.
8. The country's economic policies (need/ needs) serious reforms.
9. The valuables in the car (is/ are) not mine.
10. The information I received from the informer (has/ have) not been verified yet.
11. A pair of scissors (is/ are) needed to complete the craft project.
12. The police effectively (manage/ manages) the law and order in our town.
13. Neither of the two dresses (fit/fits) me properly.
14. The rich (is/are) not given leverages in the judicial system.
15. The theatre audience (understands/ understand) the technicalities of the performance.

## Answers

1. My thoughts often **become** confused when I sit down to write an essay.
2. There **are** quite a few varieties of flowering plants in the campus.
3. A paintbrush, a canvas and oil pastels **are** required to sit in the oil painting class.
4. Neither the driver not his family members **were** alive after the accident.
5. **Does** everyone like reading in the class?
6. The interview taken by the team of research assistants **was** transcribed using a software.
7. Diabetes **affects** many people around the world.
8. The country's economic policies **need** serious reforms.
9. The valuables in the car **are** not mine.
10. The information I received from the informer **has** not been verified yet.
11. A pair of scissors **is** needed to complete the craft project.
12. The police effectively **manage** the law and order in our town.
13. Neither of the two dresses **fits** me properly.
14. The rich **are** not given leverages in the judicial system.
15. The theatre audience **understands** the technicalities of the performance.