

UNIT-I : MAKING COMPARISONS

E-MAIL WRITING

- E mail stands for electronic mail. It is the easiest and the cheapest way of communication. It is used in formal, semi-formal as well as an informal way of expression or writing. The email writing format is the same for each of the categories. Though the choice of words and language differ depending upon the type of email.
- One can use friendly and casual language in informal emails. The language used in formal emails should be professional, clear, and formal.
- An email written for any friends, family members or relatives comes under this category. Use of polite, friendly and casual words along with proper greetings and closings are some of the rules

EXAMPLE

1. Write an E-mail to the principal of your college requesting him to arrange a charitable show to help the deaf and blind.

From: xyz@gmail.com
To: theprincipal@gmail.com
Cc:
Subject: To help blind and deaf- reg

Respected Sir,

With due regards I, xyz on behalf of the student council, wish to bring to your kind notice that we have decided to organize a Charitable show in our college auditorium. The income collected through this show will be used to help the blind and deaf students of our area. As they are neglected lot in the society. We have decided to do so. Therefore, I request you to allow us to organize the show. We have invited some of the famous personalities in town to grace this occasion.

Thanking you,
Yours faithfully,
xyz

COMPARE AND CONTRAST ESSAY

In a compare and contrast essay, you write about the similarities and differences between two or more people, places, or things. You can organize the essay by writing about one subject first and then comparing it with the second subject. A more effective way is to organize the essay by comparing each subject by category.

SOLAR POWER

Solar power is defined that it's an energy from the sun that's converted into thermal or electrical energy. And this power is considered as a one of sources for the energy that has significance among the other powers. So this power has a several characteristics and the beginning is with the economic.

Efficiency has an important role in the quality of solar power. Science daily wrote "Cheap, Efficient Solar Power" indicating to the effectiveness of the power, and according to the scientist Erin Baker who works in this domain stated that in 2015 the solar power will be the efficient power and it will be used in all

over the world. Baker also added that the solar power is more cheap than the electricity power which is effective on the environment too by producing the carbon. In the other hand, there are units combined with each other called solar cells, these cells proved, that it's consist of the silicon which it increases the efficiency to 40 %, also the effectiveness will reach 80% in close time.

The environment, which it has a big function in human life. which has nothing of producing the emissions, so this is what solar power is, comparing to the electricity power which is more effected to the environment. That's why the solar power is the friend for the environment. In the other hand using electricity power has shown that it's the biggest causer for the damages towards the environment. The solar power is a natural power which is based on the light of sun, which means there's no harmful emissions, also it's the one of the best way to use because it's one of the renewable sources.

WIND POWER

The wind power is defined as a power is derived from the wind and this power is considered as one of the used powers all over the world. Furthermore, it's included in economic due to the cheapness more than any power. First, the economic, according to American Wind Energy association which published that basing on wind power can save 1.6 million in costs over the wind power's life time, where also could solve the problems such as gas prices by its cheapness because the gas has a high price nowadays they reduce the gas to save the economic.

The efficiency is more than important to the countries specifically, for the consumers at the energy, and regard to wind turbines is getting better where it shows that a maximum capacity which is reach to 2000 kilowatt or megawatt per turbine. There's also turbines that has a strong power, which support the efficiency for the wind power. Thirdly the environment, the environment has played a huge role in wind power where the countries don't look at the economic and the environment only. They look also for a good environment for their country, he winds power doesn't produce any kind of emissions that effect on the environment.

CONTEXTUAL MEANING OF WORDS

Reading requires making inferences that depend on your previous knowledge. Guessing the lexical and contextual meanings is the first step in understanding a written message. Below given are some suggestions which would help you to recognize the meanings of words in context in which they appear.

⌘ Unless you are familiar with the subject you will not be able to comprehend the meaning. So try to understand the technicalities. Only a fair knowledge of the subject will enable you to infer the meaning.

⌘ Do not stop reading if you are not able to get the meaning of a certain word.

Continue reading and gradually you will learn.

☪ Try to understand the syntax-the sentence structure and guess the meaning of the words with the help of context clues, signal words and derive at the meaning of the unknown words. Prefixes and suffixes and root words can help you.

☪ You can also get the clue to the meaning of the word from the context. For example,

☪ Her prolonged illness has made her very weak and she is not able to walk long distances.

From the above sentence you get the meaning of the word prolonged by understanding the conditions mentioned as an effect of illness.

☪ You may infer the meaning of an unknown word through its extended definition or qualities mentioned. Example:

☪ In order to be forgiven for her carelessness Shyla rendered profound apology to her teacher.

☪ You may guess the meaning of profound (as heartfelt, sincere) from the reason stated

☪ If you come across an antonym of the unknown word you may be able to guess the meaning. Example: Few years ago, real estate was a dull business. While today, it is a very lucrative one.

☪ The meaning of lucrative (making large profit) is derived from the word dull.

Read the following passage and answer the questions that follow:

Monsoons have arrived and so have the mosquitoes. As drains get water logged and stagnant pools form in the by-lanes, mosquitoes seem to breed in millions. Incidence of malaria increases manifold and no part of the city remains devoid of the problem. People use various means to protect themselves from these little biting, blood sucking vampires. Whatever the season, some like to sleep under the mosquito net. There are others who feel safe after switching on mosquito repelling machines or applying mosquito repellent creams. Some go mad trying the various new contraptions introduced in the market every year. The grumbling sorts spend their nights clapping and trapping, hitting sundry objects and pillows. But the mosquitoes are the ones to have the last laugh. Blessed are those to whom any number of mosquitoes playing orchestra near their ears makes no difference. However, we are as much to be blamed for the problem as is the weather. Coolers are no longer used but the water is never changed or coolers emptied making them a breeding place. Municipal staff claims that delisting and cleaning out drains is done regularly. But the choked sewers and drains overflowing with polythene bags tell another tale. People do not understand one plain fact that garbage is not something which will vanish in the air once it is thrown out of their house. It will very much remain outside the colony from an area or city. Mosquitoes do not demarcate between colonies. Diseases do not

choose people. When they strike, they strike everywhere equally. When we act, we don't reach at the root of the problem. We only look for cures but it is already too late for prevention.

Examples:

I. Match the table of the words with their meaning given:

- a) Delisting– Helps to drive away the mosquitoes.
- b) Stagnant – Removing mud and sand.
- c) Repellent – Strange looking devices.
- d) Contraptions – Still water

II. Find the opposites of the following words from the passage.

- a) Decrease
- b) Cursed
- c) Few
- d) Filled

I. Match the table of the words with their meaning given:

- a) Removing mud and sand
- b) Still water
- c) Helps to drive away the mosquitoes
- d) Strange looking devices.

II. Find the opposites of the following words from the passage.

- a) Increase
- b) Blessed
- c) Manifold
- d) Empty

MIXED TENSES

A verb indicated action, condition or process. The term 'tense' is used to refer to different forms of the verb indicating time of action. Only a person, having a good understanding of tense will be able to write and speak correctly without any ambiguity. Those who do not stick to a particular structure for a particular purpose, may intend to say something, but it may be interpreted the other way. This brings out the fact that it is mandatory to have a clear concept about the use of different tense structures for different purposes of time and action. The following table shows the different forms of the verb in various tenses.

Tense	Simple	Continuous	Perfect	Perfect continuous
Present	write/s	am/is/are/writing	has/have/written	has/have been writing
Past	Wrote	was/were writing	had written	had been writing
Future	shall/will write	shall/will be writing	will have written	will have been writing

USAGE

EXAMPLE

- | | |
|----------------------------------|---|
| 1 .For habitual action. | He goes to temple daily. |
| 2. To express general facts. | Magnet attracts iron. |
| 3 .To convey the near future. | The plane arrives at 9AM. |
| 4. For professional activities. | The cobbler makes shoes. |
| 5. To express ownership. | This house belongs to me. |
| 6. Used in probable condition | If you work hard, you will get distinction. |
| 7. To denote permanent situation | This road leads to Nagercoil. |

Keywords: usually, generally, commonly, rarely, occasionally, frequently, always, daily, often, every day, every month, every year, once a month, on Mondays, etc.

S+ am/is/are +v+ being

USAGE

EXAMPLE

1. To express action at the time of speaking. I am watching a movie now.
2. An activity that takes place this week, this month of this year. I am preparing for my exams.
3. To express future arrangements He is going to the states next summer.
Keywords: now, at present, at the moment

PRESENT PERFECT

S+ has/have +been +p.p.v

USAGE

EXAMPLE

1. To denote actions just completed. He has finished the work.
2. Action that began in the past and continuing till now. I have worked here for 8 years.
3. Completed actions which have 'current' relevance I have written four novels.
4. Activity/experience in the past I have been to Bangalore several times.

Key words: just, just now, already, just before, already, ever, never

PRESENT PERFECT CONTINUOUS

S + has/ have +been +v +ing

USAGE

EXAMPLE

Indicates the duration of an action that My friend has been doing this work for 2 hours. began in the past and continue in the present

An action that began in the past and has Have you been doing this work alone?

You look just recently ended. tired.

SIMPLE PAST

USAGE

1. To express action that began and ended a particular time in the past.

We went to Goa last year.

2. An action started and completed in the past.

Eg: She worked in GH for 10 years

3. An action that took place regularly in the past. ('used to' is used)

Eg: She used to play in the evening when she was young.

4. When interrogating about past actions

Eg: When did you have your schooling?

8

Keywords: yesterday, last week, last month, last year, recently, 1947 etc

PAST CONTINUOUS

USAGE

EXAMPLE

1. An interrupted action.
Ram came.

I was reading the novel when

2. A continuous action in the past.
college.

I was having many friends at

Keywords: when, while

PAST PERFECT

USAGE

EXAMPLE

1. An action that just occurred before another action in the past.

Before I went to the railway station, the train had left.

After she had completed her homework she went to bed.

2. To report of an action completed before a point of time in the past.

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

Keyword: after, before

SIMPLE FUTURE

USAGE

EXAMPLE

1. Predicting actions likely to happen in future. You will pass in the exams.
2. To express willingness to do something. I will help you.
3. To express a decision made at the time of speaking. I will call on you in a short while.
4. Used in question tags. Let's leave this place, shall we?

Be forms: shall be, will be

Key words: tomorrow, next week, next month, next year, in 2025, etc.

FUTURE CONTINUOUS

USAGE

EXAMPLE

1. To express continuity of action at a particular time in the future
2. Next year this time I will be preparing to go abroad.

Keywords: this time tomorrow, this time next week, this time next year

FUTURE PERFECT

USAGE

EXAMPLE

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

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

Keywords: by, within

FUTURE PERFECT CONTINUOUS

USAGE

EXAMPLE

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

UNIT-II EXPRESSING CASUAL RELATIONS IN SPEAKING AND WRITING

Writing responses to complaints

How you reply to a customer complaint can have a significant impact on its acceptance and your chances of retaining the customer. Writing an effective response to a customer complaint reinforce a positive brand image for your company.

How to write a response to customer complaint?

1. Read the entire complaint
2. Apologize for any inconvenience
3. Explain what may have caused the issue
4. Propose an actionable, detailed solution
5. Explain how you can improve the customer's experience in the future.
6. Offer an incentive
7. Encourage customer response
8. Reply to any follow-up letters or questions.

EXAMPLES: Write a letter responding to the complaint given against the subscription access issue.

Dear (name),

I sincerely apologize for the inconvenience these issues may have caused you. I have taken the liberty of refunding your subscription fee for this month. You will continue to have full access to all features of our software.

It appears that the connectivity issues you experienced were caused by a malfunction on our server. Poor connectivity is also the most likely cause of your inability to save your update. Our team has identified the source of the issue and is working actively to implement a fix. We estimate that the problem will be fully resolved within the next hour. I'll reach out directly to let you know as soon as your access is restored.

Further, we'll be migrating to new servers within the next months, which will provide further stability to our service.

Please don't hesitate to contact us if you need further assistance. Thank you for taking the time to provide us with valuable feedback.

Sincerely,

Xxxx

Write a letter responding to the complaint regarding the delay in the order given.

Dear (name),

I am so sorry to learn that your order has not arrived. I understand how frustrating this must be.

I've tracked your package via the U.S. Postal Service, and it's currently listed as (place). If you'd like to keep track of your package's status, you can visit this link: (link)

Please contact me directly if your package has not arrived by (date) by responding to this message. Alternatively, you can call me directly at 1-234-567-8910

Once again, I sincerely apologize for the inconvenience.

Best,

XXX

Write a letter responding to the complaint regarding the service provider.

Dear (name),

Thank you for your email. We take customer satisfaction seriously and are glad to hear from you.

First, I would like to apologize for the frustration you've been experiencing recently. I want you to know that we appreciate your feedback. It will allow us to resolve any problems that occur and help us to improve our services.

We're proud that you've selected our company as your service provider for the last five years, and we'd like the opportunity to resolve your concerns and earn your continued trust.

To help us route your complaint to the appropriate department who can address your concerns, we'd be grateful if you can provide us with additional details regarding your experience by filling out the attached form.

We are truly sorry for the inconvenience and hope to offer you better services in the future.

For any questions or further assistance, please reply to this message or call us at 1-23-456-78-910.

Best regards,

xxx

ACTIVE PASSIVE VOICE TRANSFORMATIONS

Voice is the form of verb that says whether the subject does something or something is done to the subject. The form that tells us what the subject does it is called **active voice** and the form that tells us that something is done to the subject is called the **passive voice**.

Changing Active voice into Passive voice:

When we change active voice into passive voice, the following rules must be kept in mind:

1. Only transitive verbs have passive voice.
2. The **subject** in the active voice becomes the **object** in the passive voice and object in the active voice becomes the subject in the passive voice.
3. After the passive verb, we place 'by' before the agent if it is important. But, if the agent is unimportant, 'by' and the agent are left out.
4. If the active voice has two objects, we may take direct object or indirect object as a subject.
5. When we change the passive the infinitive verb (to + v) is converted into to be + past participle of the verb.

Eg: to finish – to be finished

Have to complete – have to be completed

6. When we change a question into passive, it will remain a question. So the question word should come in the beginning.
7. In imperative sentences 'let' is used.

Changing of subjects into gents (object in passive form)

I - me (by me)

We - us (by us)

You - you (by you)

He - him (by him)

She - her (by her)

It - it (by it)

They - them (by them)

Eight tense forms have passive forms.

Tense	Passive form
Simple present	Am/is/are + P.P.V
Present continuous	Am/is/are+ being+ P.P.V
Present perfect	Has/have +been + P.P.V
Simple past	Was/were + P.P.V
Past continuous	Was/were +being + P.P.V
Past perfect	Had + been + P.P.V
Simple future	Shall/will + be + P.P.V
Future perfect	Shall/ will +have + been + P.P.V
Note : P.P.V means past participle form of the verb	

Simple present tense

S+ am/is/are + P.P.V+ by + O

Eg: He draws a picture.

A picture is drawn by him.

They draw pictures

Pictures are drawn by them.

Exercise:

1. He likes tea.

Tea is liked by him.

2. He calls me.

I am called by him.

3. Patient consults doctor.

Doctor is consulted by patient.

4. Ragul collects shells.

Shells are collected by Ragul.

5. Birds build nests.

Nests are built by birds.

Note: He gives her a pen.

A pen is given to her by him.

She is given a pen by him.

There are two objects in the above sentence. They are indirect object and direct object (her is indirect object, pen is direct object). At first direct object 'pen' is taken. But the indirect object her is placed before 'by.' In the second sentence indirect object 'her' is taken. 'Her' is converted into 'she' (subject). But a 'pen' is placed before 'by.'

Present continuous tense

S + am/is/are+ being+ P.P.V+ by+ O

Eg : He is drawing a picture.

A picture is being drawn by him.

They are drawing pictures.

Pictures are being drawn by them.

Exercise:

1. He is painting the wall.

The wall is being painted by him.

2. She is collecting stamps.

Stamps are being collected by her.

3. The children are playing cricket.

Cricket is being played by the children.

Present perfect tense

S+ has/have +been + P.P.V + by + O

Eg: He has drawn a picture.

A picture has been drawn by him.

They have drawn pictures.

Pictures have been drawn by them.

Exercise:

1. She has completed his project.

The project has been completed by her.

2. Robbers have looted the bank.

The bank has been looted by robbers.

3. The tree has yielded fruits.

Fruits have been yielded by the tree.

Simple past tense

S+ was/ were + P.P.V+ by + O

He drew a picture.

A picture was drawn by him.

They drew pictures.

Pictures were drawn by them.

Exercise:

1. Rama killed Ravana.

Ravana was killed by Rama.

2. He painted the wall.

The wall was painted by him.

3. Valmiki wrote the Ramayana.

Ramayana was written by Valmiki.

4. We built these houses in 2001.

These houses were built by him in 2001.

Past continuous tense

S +was/were +being + P.P.V + by + O

Eg: He was drawing a picture.

A picture was being drawn by him.

They were drawing pictures.

Pitures were being drawn by them.

Exercise:

1. They were making noise.
Noise was being made by them.
2. The children were watching Television.
Television was being watched by the children.
3. The policeman was beating the culprit.
A culprit was being beaten by the policeman.

Past perfect tense

S+had + been + P.P.V + by +O

Eg: He had drawn a picture.

A picture had been drawn by him.

They had drawn pictures.

Pictures had been drawn by them.

Exercise:

1. She had carried a pot of water.
A pot of water had been carried by her.
2. He had bought a new car.
A new car had been bought by him.
3. She had taught the students Grammar.
Grammar had been taught to the students by her.

Simple future tense

S+ shall/will + be + P.P.V + by + O

Eg : He will draw a picture.

A picture will be drawn by him.

They will draw pictures.

Pictures will be drawn by them.

Note: ‘shall’ in the active voice is converted into ‘will’ in the passive voice form when the subject is second or third person.

Eg : We shall play a match tomorrow.

A match will be played by us tomorrow.

If the subject has the auxiliaries like **can, could, may, might, would, should, must, ought to, instead of, shall or will**, there will be no change in the auxiliaries.

Eg : I can do the work.

The work can be done by me.

Exercise:

1. The principal will welcome the chief guest.

The chief guest will be welcomed by the principal.

2. The servant will polish the shoes.

The shoes will be polished by the servants.

3. The police will arrest the thief.

The thief will be arrested by the police.

Future perfect tense

S +shall/ will +have + been + P.P.V + by + O

Eg : He will have drawn a picture.

A picture will have been drawn by him.

They will have drawn pictures.

Pictures will have been drawn by them.

Exercise:

1. She will have completed the project.

The project will have been completed by her.

2. They will have finished the work within two days.

The work will have been finished by them within two days.

3. He will have submitted the record by next week.

The record will have been finished by him by next week.

a) Imperatives

Let + s + be + P.P.V

Eg : Open the door.

Let the door be opened.

Don't insult the poor.

Let not the poor be insulted.

Note: If the sentence begins with 'let,' it should not be used in passive voice. But before verb 'should be' is used.

Eg : Let the students write the answers.

The answers should be written by the students.

b) Questions

Eg : Who broke this glass?

By whom was this glass broken.

How much did you pay for this shirt?

How much was paid by you for this shirt?

Exercise:

Change the following into passive voice:

1. Indian airlines has introduced the automatic printing of tickets in major cities.
2. A very small quantity of nuclear fuel can produce enormous amount of energy.
3. We can use coal to produce detergents, explosives and paints.
4. Multinational companies make huge investments in oil-rich countries.
5. We use radiations measuring instruments to monitor radiation levels.
6. Users can maintain his pump themselves.
7. The electricity board is laying cables in every nook and corner of the city.
8. The social welfare organization gave a gift worth Rs. 1000 to all self help groups.
9. This will prevent metal surfaces from coming into contact.
10. The Egyptians knew the art of jewellery making as early as 3000 BC.
11. Teachers can best sow the seed for any type of behavior at a tender age.
12. Bhutan has maintained a policy of careful, controlled development order to preserve its natural identity.
13. One can easily solve this problem.
14. He presented her a watch on her birthday.
15. China produces thousands of electronic devices every year.
16. Life-science companies employ various methods to control the global bio-industrial markets.
17. The authorities us the conference hall only on special occasions.

18. The editors have retained the board themes of the original book in the revised edition.
19. The ornithologist observed the activities of the owl over a period of two months.
20. The company had manufactured high powered engines.
21. The government of India gives awards to outstanding scientists.
22. All sections of people discuss climate change today.
23. Call the doctor at once.
24. Don't write the answer now.
25. Who built this house?

Change the following into active voice:

1. Data will be required by the management on capacity utilization.
2. The crew found the meteorological information very useful.
3. Many faults have been scribed to dams by people.
4. The art of jewellery making was known to the Egyptians as early as 3000 BC.
5. My friend was awarded a medal by the Chairman for his new project.
6. Fuel injection can be coordinated by engine management computers.
7. A picture of the moon has been sent by the satellite.
8. The nuclear reactor is controlled by control rods.

c) Impersonal passive voice

When the agent is unimportant in the passive form, it is left out. That passive is called impersonal passive voice. Generally a technical writer wants to be objective and impersonal.

Eg: somebody has stolen his watch.

His watch has been stolen.

He operates the electric motor carefully.

The electric motor is operated carefully.

Exercise:

1. Welders normally prefer a V- shaped weld.
2. We call these supports bearings.
3. The workers are repairing the bridge.
4. We can cast this metal into many complicated types.
5. We pass an electric current across the electrodes.
6. The engine driver averted the accident in time.
7. They have successfully installed the new machinery in the factory.
8. A skilled operator can carry out operations on a CNC machine.
9. The panel is reviewing the performance of the employees.
10. The mechanics use thin grease as a lubricant in ball bearings.
11. The professor thought that Columbus never realized that he had discovered America.
12. Someone will speak Japanese at the meeting.
13. The writer has focused attention on the emerging trends of technology.
14. We have introduced several innovations in the design of the latest automobile.
15. They are constructing a new bridge across the river.
16. Coal miners produce millions of tons of coal every week.
17. A skilled operator can carry out many operations on the lathe.
18. You must take care not to damage the machinery.
19. You may generate heat for welding in several ways.
20. This will prevent damage to the shaft.

INFINITIVES AND GERUNDS

Gerund

A gerund is a verbal noun. It is formed by adding 'ing' to the verb and functions as a noun.

Example:

Swimming is a good exercise.

- a) It is used as a subject of a verb.

Eg: Advising others is easy.

- b) It is used as a object of a verb.

Eg: He likes acting.

- c) It is used after preposition.

Eg: I think of marrying her.

- d) It is used as a complement.

Eg: His aim is becoming an engineer.

Exercise:

Put the bracketed verbs into the appropriate gerund form:

1. Stop _____ (kick) the ball into the river.
2. She enjoys _____ (run) to school.
3. I am looking forward to _____ (meet) you.
4. Please have a drink before _____ (leave).
5. I like _____ (play) cricket.
6. It stopped _____ (rain) an hour ago.
7. I can't help _____ (meet) him today.

Rewrite the infinitives as gerunds:

1. To train young graduates is easy.
2. To make mistakes is human.
3. It is firesome to stand in long queues.
4. It is a bad habit to smoke in the public.
5. To climb Mount Everest seemed an impossible task.

Infinitives

An infinitive is formed from a verb but doesn't act as a verb. It often acts as a noun. It is used as subject of a verb.

Example:

To err is human.

It is used as an object of a verb.

I like to sing.

Put in the bracketed verbs into infinitives:

1. ____ (play) cricket is my hobby.
2. ____ (plan) for our future is very essential.
3. He stopped ____ (play) football.
4. She dislikes ____ (take) bath in ponds.
5. He likes ____ (finish) the work.

Rewrite the gerunds as infinitives:

1. She loves writing poems.
2. They started driving the car.
3. They began working.
4. I hate wasting time.
5. Reading books is a good habit.

WORD FORMATION

Different parts of speech like noun, verb, adjective, and adverb are formed by the addition of a syllabus mostly at the end of a word.

Exercise:

Form different parts of speech by adding suitable syllabus

Verb

Noun

Adjective

1. Promote	-----	
promotable		
-----	Operation	operative
Conclude	-----	conclusive
Break	Breakage	

2. Compare	-----	
comparable		
-----	employment	employable
Ferment	-----	fermentable
Pollute	pollution	

3. Destroy	-----	
destructible		
Organize	organization	-----
-----	continuation	continuable
Improve	improvement	-----
4. -----	occupation	
occupational		
Recommend	recommendation	

Prepare	preparation	-----
Measure	-----	measurable
5. Repeat	-----	repetitive
Quality	qualification	-----

-----	realization
realizable	

Explain	explanation	-----
Fill in the blanks with the appropriate form of the word:		

Noun	Adjective	Person
concerned		
1. Botany	-----	botanist
Politics	political	-----
-----	environmental	environmentalist
Drama	-----	dramatist
2. Psychology	-----	psychologist
Ecology	ecological	-----
Sociology	-----	sociologist
-----	diplomatic	diplomat
3. Geography	geographical	-----
-----	mechanical	mechanic
Linguistics	linguistic	-----
Technology	-----	technologist

ADVERBS

Adverb is a word used to add something to a meaning of a verb, adjective, or another adverb.

Eg: He wrote the answer correctly.

‘**correctly**’ is the adverb that adds meaning to the verb ‘**wrote**’

The answer is quite correct.

'quite' is the adverb adding meaning to adjective 'correct'

She wrote the exam very well.

'very' is the adverb adding meaning to the adverb 'well'

- 1) **Adverb of Manner**- swiftly, happily, quickly, hard, well, fast, etc.,
 - a) The dog is barking loudly.
 - b) He deals honestly with customers.
 - c) She spoke loudly.
 - d) He behaved foolishly.
- 2) **Adverb of Place** – here, there, hence, thence, hither, thither, in, out, within, without, above, below, inside, under, outside, far, near, everywhere, up, away, backward, etc.,
 - a) Let us rest here.
 - b) He is planning to go there.
 - c) The book is under the table.
 - d) My house is near the market.
- 3) **Adverb of Time** – now, then, before, since, ago, already, soon, presently, immediately, instantly, early, late, afterwards, yesterday, today, tomorrow, lately, daily, formerly, never, etc.,
 - a) He met her some time ago.
 - b) She will soon arrive.
 - c) The doctor has already come.
 - d) He was taken ill yesterday.
- 4) **Adverb of degree** – fairly, hardly, quite, too, very, much, almost, little, a little, rather, somewhat, half, partly, wholly, so, etc.,
 - a) He is a very handsome boy.

She is clever enough for me.

- b) Rajagopal is quite an intelligent boy.
 - c) His attitude could fairly be described as hostile.
- 5) **Interrogative Adverb** – when? where? why? etc.,
 - a) How long will you remain here?
 - b) Where do you want to go?

- c) How many students attended the class today?
 - d) Why did he do that?
 - e) How much did you solve the sums?
- 6) **Relative Adverb** – when, where, why, etc.,
- a) This is where we work.
 - b) Let us know when you will leave.
 - c) This is the reason why he refused to accompany me.
- 7) **Sentence Adverb** – apparently, probably, certainly, in fact, really, undoubtedly, etc.,
- a) He had apparently escaped by bribing a guard.
 - b) I will certainly do it.
 - c) The painting is undoubtedly genuine.
 - d) He is probably stuck in a traffic jam.

Some adverbs:

Beautifully, Brilliantly, Very, Perfectly, Correctly, Well, Frequently, Loudly, Softly, Late, easily, effectively, rapidly, comfortably

Exercise:

1. He played the flute _____
2. She danced _____ on the college day.
3. I have solved the program _____
4. He speaks English _____
5. He called her son _____
6. He arrived _____ in the evening.
7. He _____ visits her house.
8. I answered all the questions as it was _____ easy.

UNIT-III PROBLEM SOLVING

LETTER TO THE EDITOR

Letters that are intended for publication should usually be drafted more carefully. Letter to the Editor is also called Guerilla Publicity, because they cost nothing. The 'Letters'

column is always read with interest by ordinary citizens, representatives of the newspapers from the district government authorities and so on.

DIFFERENT POINTS FOR WRITING SUCCESSFUL LETTERS

Point 1

A topic we feel passionate about must be picked up. It can also be related to an issue very recently discussed in the newspaper to which we are writing.

Point 2

New ways must be thought of to discuss the topic and proper solutions must be presented.

Point 3

The letter must be written clearly and concisely following the limitations in writing editorial pages.

Point 4

The major points must be included within the first few paragraphs.

Point 5

The letter can be typed leaving double space between lines.

Point 6

Errors are to be avoided.

Point 7

Our name, phone number and address if required are to be noted.

When a letter is written to the Editor of a Newspaper the problem should be explained in detail and the effect of the problem can be stated with one or two incidents. Suggesting a remedy is a welcoming factor. The letter can be completed by requesting the authority to take care of the matter. While writing about the problems, difficulties and solutions the following structures can be used.

EXAMPLE

1. **Write a letter to the Editor of a Newspaper highlighting any four problems faced by the commuters in city buses. Suggest suitable solutions for each one of the problems highlighted.**

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From

M.Mohammed Ashiq
2/82 Chintamani St,
Coimbatore.

To
The Indian Express,
Chennai.
Sir,

I request you to publish in your Daily the problems experienced by the commuters in the city buses. The buses plying from K.K. Nagar to. Paris are always over crowded. Passengers find it extremely difficult either to get into the buses or get down. School children suffer a lot due to this problem. Hence it is essential for operating more buses to solve this problem.

Some of the buses are not stopping at the regular bus stops. The passengers are found running here and there to catch the buses. The careless drivers and conductors are to be treated seriously and suitable punishments given.

More ambitious of the collection incentive, the transport employees allow more luggage causing severe inconvenience to the passengers. The transport authorities should look into this matter immediately.

Another problem experienced by the commuters of our locality is that most of the buses plying on our route are very bad in condition. The travel becomes unpleasant causing utmost discomfort to ladies and children. Hence immediate action is expected of the authorities to introduce new and better buses on this route.

Thanking You

Yours
faithfully,
M.Mohammed
Ashiq
(Post
Master)

2. Write a letter to the Editor of the newspaper on the evils of street begging.

Chidambaram

10.04.2022

From

H. Inul Farvin,
26/B Pasha Palace,
New Street,
Chidambaram,

To

The Hindu,
Chennai.
Sir,

I should be much obliged if you allow me a little space in the column of your esteemed paper and to enable me to bring home to your readers the evils of street begging which is becoming a greater nuisance every day to the shopkeepers and passersby on our main streets.

Begging in the streets is such a long established custom in India. It is true that we must help the poor and the needy, but all the beggars are not really wretched. Not all the beggars deserve our help giving. Unthoughtful and indiscriminate alms make the beggars lazy. Hence the authorities concerned should view this matter seriously and establish homes for these beggars.

Thanking You

Yours faithfully,
H. Inul Farvin.

3. You happen to live in an area where political meetings are held frequently. Write a letter to the editor of a newspaper highlighting the problems experienced on account of noise pollution and suggest the steps that must be taken to solve the problem.

Vandavasi
12.02.2001

From

S. Abdul Khader,

14, A, Yusufia Nagar,
Vandavasi.

To
The Hindu,
Chennai.
Sir,

I request that the following may be published in your Daily.

The people of our locality are experiencing greater problems of noise pollution resulting out of the blaring loud speakers. Our area has an open space which is attracting the politicians of almost all parties to organise meetings. It has become a common occurrence and a regular nuisance to the residents. Even though the meetings are conducted in the evenings the loud Speakers blare throughout the day. Old people and students are greatly affected due to this. In spite of the repeated reports to the authorities concerned, the problem has not come to an end. Perhaps the officials are reluctant to act against the politicians. Hence it is requested that the Government considers this matter and takes stern measures to shift the area for organising these meetings.

Thanking You

Yours faithfully,
S.Abdul Khader.

4. Write a letter to the Editor of a popular Newspaper (highlighting) the traffic problems in a cosmopolitan city like Chennai, and also offering suitable solutions to solve them.

Salem

11.5.2013

From
S.Divyabharathi
1,1/A North Street,
Salem.

To
The Hindu,
Chennai.
Sir,

I request you to publish the following in your Daily.

Chennai as the capital city is of course good in many respects. Though many steps have been taken, the traffic problems still persist in certain areas of Chennai. So many vehicles moving inch by inch cause air pollution and inconvenience to the commuters. So it is essential, some more fly overs are to be constructed to solve this problem.

It was also noticed that the signals do not function properly in some places. As a result, accidents frequently occur. It is unfortunate that the advanced technological society is experiencing toward incidents. It is the responsibility of the police department to minimise the number of accidents. It is found that the pedestrians do not adhere to the traffic rules, try to cross the thoroughfare and tend to cause more accidents. Hence the authorities are requested to put barricades in almost all places.

Thanking You

Yours faithfully,
J S.Dhivya Bharathi.

5. Write a letter of complaint to the Editor of a Newspaper about the increasing air pollution in Chennai City. Your letter should also suggest suitable solutions to tackle the problem of air pollution.

Madurai
18.06.2021

From
E. Divya,
42K, Chetty St,
Madurai.

To
The Indian Express,
Chennai.
Sir,

The following matter, may kindly be published in your Daily.

Air pollution in Chennai has been aggravated due to many factors. Increasing traffic has resulted in higher levels of energy consumption. The high influx of population to Chennai, increases in consumption patterns to the problems of air pollution. The Chennai vehicles are the major contributors for spreading air pollution. The rapid increase in urban population has resulted in the increase of consumption patterns and higher demands for transport, energy, other infrastructure thereby leading to pollution problems. In Chennai, the road-based passenger transport has recorded very high growth in recent years.

The drastic increase in the number of vehicles has also resulted in a significant increase in the emission load of various pollutants. Other reasons are the types of engines used, age of vehicles, congested automotive technologies and traffic management system.

In Chennai, people breathe air with high concentrations of dreaded pollutants. This has led to reduced physical performance, frequent medical consultations and so on.

In such a situation prevailing in Chennai, prevention based environmental policy needs to be strengthened. Since vehicles contribute significantly to the total air pollution load in Chennai, Vehicular pollution control deserves top priority. A mixed set of instruments are to be devised to reduce both emission and congestion.

Thanking You

Yours
faithfully,
E. Divya

Exercise:

1. Write a letter to the Editor of a Newspaper highlighting any four road safety problem faced by the citizens of Chennai. Also give suitable solutions in your letter to the problem you have highlighted.
2. Write a letter to the Editor of a Newspaper complaining about the problems caused by frequent power cuts in your residential area. Your letter should also give suggestions to solve this problem of frequent power supply breakdown in your area.

CHECKLISTS

Check list is prepared to ascertain the preparations that you have done before any events or trip. Using a prepared checklist will ensure you that if extreme care is taken to cover all needed amenities. It helps to the successful accomplishment of a planned action.

- Check list consists of minimum eight set of questions.
- The questions start with auxiliary verbs.
- Past tense should be avoided in framing the questions.

For eg:

	Yes	No
Is the mobile phone taken?	<input type="checkbox"/>	<input type="checkbox"/>

Exercise No: 1

Write a set of eight checklists to be checked before arranging a conference:

	Yes	No
1. Have I arranged the seating?		
2. Have I arranged the audio visual?		
3. Have I arranged the decoration?		
4. Have I framed various committees?		
5. Have I invited the chief guest?		
6. Have I sent invitation to all colleges?		
7. Are the certificates arranged?		
8. Do I prepare the topics for paper presentation?		
9. Have I bought the mementoes for the chief guest?		
10. Have I arranged the MC?		

Exercise No: 2

Write a set of eight checklists to be followed before going on a tour.

	Yes
No	

1. Are the dresses arranged?
2. Do I take the ATM card with sufficient balance?
3. Have I taken the camera?
4. Have I taken the map?
5. Have I taken the contact number of my friend?
6. Do I book the room?
7. Have I taken the snacks items?
8. Have I taken the drinking water?
9. Is the first aid box taken?
10. Have I taken the mobile phone:

Exercise No: 3

Write a set of eight checklists to be followed before going for an interview:

Yes
No

1. Are the certificates taken?
2. Have I taken the project report?
3. Are the dresses arranged?
4. Have I taken the formal wear?
5. Do I take the ATM card?
6. Do I book the room?
7. Have I got the contact number of my friend?
8. Have I taken the call letter for the interview?

Exercise No: 4

You are planning to go for trip of Tirupathi by your own. Write a checklist

Covering eight aspects that you should take care before starting the trip:

Yes

No

1. Are the RC book and papers safely kept in the dashboard?
2. Are the tyres properly inflated?
3. Is the petrol tank filled?
4. Have I serviced the car?
5. Have I checked the brake?
6. Is the audio system working?
7. Have I taken the stepney tyre?
8. Are the wipers and headlights in good condition?

Exercise No: 5

You are the Staff Secretary of your college. Write a checklist covering eight items to conduct an annual day /sports day in your college:

Yes

No

1. Have I arranged the stage?
2. Have I arranged the audio visual?
3. Have I invited the chief guest?
4. Have I given invitation to all?
5. Are the prizes and certificates arranged?
6. Have I prepared the agenda?
7. Are the refreshment arranged?
8. Have I arranged memento for the chief guest?
9. Is the photographer informed?
10. Have I arranged various committees?

Exercise No: 6

Your municipality has decided to supply purified drinking water to the locality

Write a set of eight check list that would help them to fulfil their proposal easily:

Yes

No

1. Are the water source cleaned?
2. Are the water source disinfected?
3. Are the water source fenced?
4. Are the pipes and fittings of good quality?
5. Is the water tank cleaned properly?
6. Is proper water treatment done?
7. Is the purifier installed in good condition?
8. Is the water checked in the lab for ensuring purity?

ESSAY WRITING

An essay is a short piece of writing, it is often written from an author's personal point of view. The definition of an essay is vague, overlapping with those of an article and a short story.

In recent times, essays have become a major part of a formal education. Secondary students are taught structured essay formats to improve their writing skills, and essays are often used by universities in selecting applicants. In both secondary and tertiary education, essays are used to judge the mastery and comprehension of material. Students are asked to explain, comment on, or assess a topic of study in the form of an essay.

Academic essays are usually more formal than literary ones. They may still allow the presentation of the writer's own views, but this is done in a logical and factual manner.

Kinds of Essays

1. Definition Essay

When you are writing a definition essay, you take a term or an idea and write about what it is.

Often, definitions are combined with classification or other forms of organization in the essay. You need to give a careful definition of the key term before going on to discuss different types or examples.

2. Classification Essay

In a classification essay, you separate things or ideas into specific categories and discuss each of them. You organize the essay by defining each classification and by giving examples of each type.

3. Description Essay

In a description essay, you write about What a person, place, or thing is like. You organize the essay by describing different parts or aspects of the main subject.

4. Compare and Contrast

In a Compare and contrast essay, you write about the similarities and differences between two or more people, places, or things. You can organize the essay by writing about one subject first and then comparing it with the second subject. A more effective way is to organize the essay by comparing each subject by category.

5. Sequence Essay

In a sequence essay, you are writing to describe a series of events or a process in some sort of order. Usually, this order is based on time. You organize the essay by writing about each step of the process in the order it occurred.

6. Choice Essay

In a choice essay, you need to choose which object, idea, or action that you prefer. You organize the essay by describing each option and then giving your opinion.

7. Explanation Essay

In an explanation essay, you explain how or why something happens or has happened. You need to explain different causes and effects. You should organize the essay by explaining each individual

cause or effect.

8. Evaluation Essay

In an evaluation essay, you make judgments about people, ideas, and possible actions. You make your evaluation based on certain criteria that you develop. Organize the essay by discussing the criteria you used to make your judgment.

Example:

1. Comparison/contrast essay: Microsoft Vs Apple

Microsoft primarily makes its profits from business to business, which mainly consists of selling licenses to its operating systems to computer manufacturers and office suites for enterprises. It does not mean that they don't sell their products to consumers they do, and they have consumer-specific product lines as well, such as the Xbox gaming console, and, of course, home users also buy Windows and MS Office. This means that their business targets pretty much everyone from home computer owners to developers and enterprises. Apple is primarily a consumer goods company, and makes most of its profit selling hardware, like its iPod music players and Macintosh (Mac) computers.

This makes the target of Apple's website much clearer-marketing, selling, and providing support for its products to consumers. They don't have to worry about selling licenses to manufacturers because they are the only manufacturer, so the key purpose of the website would be to advertise and promote their multiple product lines, as well as selling them through their online store. Windows-based computers are more practical, easier to use, and more versatile than Macintosh computers.

There has always been much debate over which is the better system. There are people who are die-hard Macintosh users, and there are people who are the complete opposite, and naturally there are people sitting somewhere in between. The fact remains that the majority of home and business users own Windows-based systems because of their versatility in all areas.

2. Argumentative essay: Capital punishment

If there are people who are in favor of capital punishment, there are also those who want it to be abolished. According to the opponents, capital punishment is nothing but an act of violence. There is nothing more inhumane than tolerating the killing of another human being. It is indeed very funny that the state can allow the killing of a human being as a solution to crime and violence. Violence can never be the right solution to the rising criminal nature of humans. It is sad that violence gets legalized because of this.

Capital punishment is also understood as useful for the Society because it stops a criminal from committing another crime, and it also prevents other criminals from committing the same crime. However, so far there has been no scientific literature to prove that there is a cause-and-effect relationship between capital punishment and the commission of crime. The third objection against capital punishment is that it is always possible that an inmate who is on death row may turn out to be innocent. There are flaws in every criminal justice system. Death penalty is a process that can be irreversible. Under normal circumstances, once it is awarded, it can no longer be taken back by the state.

In view of the above, some people feel that capital punishment is not the right solution for dealing with crime.

CAUSE AND EFFECT ESSAY

Cause and effects of pollution

About 40 percent of deaths worldwide are caused by water, air, and soil pollution. For the last several years, the problem of too much pollution has been brought to public attention, and small steps to stop it have been taken but the main causes of pollution still exist. Three main causes to pollution are the cars and machines people use, people's inability to use renewable resources, and the attitude of people to throw away their junk instead of recycling them and to not help stop pollution. The machines that people use cause lots of pollution that normally wouldn't occur naturally.

Since they don't occur in nature, it is harder for nature to deal with it. For example, carbon pollution occurs somewhat naturally, so trees use it to make oxygen. One of the largest contributors to the increase in pollution for the past several years is the machines people use like cars and electronic appliances.

The second cause of pollution comes from people and their inability to use renewable resources and environmentally friendly products. Toxic wastes that people don't properly dispose of aren't a large problem but they are still a very serious one. Companies and people who dump toxic wastes, even in small quantity, can ruin a whole ecosystem and cause harm to many life forms, even people.

Lastly, the pollution that exists today is caused by the people's attitude. People drinking from adulterated water supplies cause health problems, thus making them susceptible to diseases and resulting in human casualties too.

PROBLEM SOLUTION ESSAY

1. No More Traffic Jams

There is nothing worse than being trapped in your car, waiting in the middle of a traffic jam. It is frustrating, knowing that there is nothing you can do and that you are going to be late to work. Traffic jams often occur during rush hour or right after a large event because there are more cars on the road than normal. Traffic jams can also be caused by car accidents or road construction. They usually occur on major roads that many people use to travel to work or school. Traffic jams are a problem because they make people late for work or school, they can cause car accidents, and they are frustrating. How can we reduce the number of traffic jams? Possible solutions include carpooling or using public transportation. The best way to solve traffic jams is by using public transportation because it will be efficient, economical, and reliable.

First, using public transportation is efficient. A bus is a very efficient way to move lots of people from one place to another using only one vehicle. Instead of having one vehicle for each person on the road, buses take many cars off the road as people ride together. Trains are even more efficient at reducing the number of cars on the road. Because trains have their own dedicated rail system to get people around, all of the cars are eliminated without adding any more traffic to the roads. Not only are buses and trains more efficient at carrying passengers, but time spent on a bus or a train is more efficient for the passenger. This encourages more people to use public transportation. It is easy to see how efficient public transportation is and the impact that it has on reducing traffic.

Another reason that public transportation is the best solution to traffic jams is because it is so economical. People want to use public transportation instead of driving their own car because they can save money. Public transportation usually does not cost very much, especially for people who use it often. There are discounts for seniors and students, which makes it an even more economical way for these groups to travel around town. Using public transportation also

eliminates the need to pay for parking, car insurance, and car maintenance, not to mention gasoline.

All of the expenses related to owning a car are replaced with one simple fare. Because it is so economical, public transportation is a good solution to traffic Jams by encouraging more people to travel together and reduce the number of cars on the road.

Finally, public transportation is the best solution because it is reliable. Many people set up carpools to reduce traffic, but this is only a temporary solution. Every time someone has a Change in their schedule, the carpool need to be adjusted, For example, if someone has to go to one doctor or sleeps in, the carpool will not work that day. If someone changes jobs or transfers to a new school, the carpool will need to be adjusted again. Public transportation, on the other hand, is more reliable, The bus and train schedules don't change every time that one rider needs to go to the doctor. The schedules are set and people can plan on them. People who use public transportation will find that it is reliable and can help limit the number of cars on the road.

Because it is efficient, economical, and reliable, public transportation is the best way to reduce the number of traffic jams. There are other possible ways to address this problem, but using public transportation is clearly the best. Traffic jams during very busy hours on the road can be reduced and more people can get to work on time and avoid the frustration caused by sitting in the middle of long line of cars. Cities and governments should consider ways to improve their public transportation system and encourage more people to use it. If they do, they will surely see fewer traffic jams on their roads and much happier drivers.

2.ENVIRONMENTAL POLLUTION

Environmental pollution generally means that the atmosphere, air and water everything is becoming dirty. It happens through changes in energy patterns, radiation levels, chemical and physical constitutions. This dirty atmosphere makes the air unsuitable for breathing. It harms the quality of water and soil. It causes damage the health of human beings, plants and animals. The major types of environmental pollution are air pollution, water pollution and soil pollution. Deforestation and hazardous gaseous emissions also lead to environmental pollution.

During the last 10 years, the world has witnessed severe rise in environmental pollution. The scenario in India is also the same. We all live on earth which, is but a planet, - and the only planet known to have an environment, where air and water are two basic things that sustain life. Without these air and water the earth would be like the other planets - no men, no animals, no planets. The biosphere in which living beings have their sustenance has oxygen, nitrogen, carbon dioxide, argan and water vapour. All these are well balanced to ensure and help a healthy growth of life in the animal world. This balance does not only help

the life cycles of animals and plants, but it also creates the perennial sources of minerals and energies without which the human civilization of to- day could not be built. It is for this balance that the human life and other forms of existence have flourished on earth for so many thousands of years.

The gases from factories are damaging the ozone layer of the atmosphere. Noise from loudspeakers, vehicles, factories, television, and radio cause noise pollution. Thus these types of pollution are causing threat to mankind. The environmental pollution is not caused by the fall -out from nuclear tests or industries alone. The smoke left behind the automobiles and other vehicular traffic the increasing use of synthetic detergents, nitrogen fertilizers and insecticides contaminate both air and water. The water we drink the air we breathe and even the vegetables and fish we eat are all contaminated today. As a result of this contamination our world is afflicted with a quite a number of incurable diseases Nothing in this world is immune, no life is safe, and the future of this world is bleak. The life on earth is becoming more and more difficult. The situation is quite alarming, and we have to stop this pollution otherwise it will be too late. Eco friendly products must be promoted. Use of polyenes must be banned. Afforestation should be encouraged. People should be made aware of cleanliness and other forms of pollution. Everybody should contribute to solve this global problem of environment pollution

3. ROAD SAFETY

NOW a days road accidents are very common. Many accidents are Occurring every day. Road accidents are human tragedy that results in health, environmental and social problems. Road accidents have been and will continue to be one of the greatest health hazards. Statistically, it has been shown that the number of death and injuries due to road accidents has been steadily increased within the past five years. Fatalities and injuries within the past two years have exceeded other years by a vast number. There are many causes of road accidents. The most important factor which contributes to road accidents is the irresponsibility of the drivers. Driving an automobile is a privilege, which many people succeed to abuse. Anything that may impair one's ability to make wise decisions should never be mixed with driving.

This is when a driver should practise "social responsibility" Drivers must always, abide by the safety regulations of the road and most importantly stick to the speed limits or stick to a speed which will allow one to stop within a safe distance. Drivers must, most importantly, always take responsibility for themselves, they must know that they should not drive if they feel tired, sick, drunk or upset. They must also ensure that the appropriate eye wear or hearing aid be worn if necessary. Patience is a quality in which drivers must exercise.

They must be cautious especially on wet roads, pedestrian crossing, and junctions. Increasing of vehicles is also another reason for road accidents. So, step should be taken to make the roads safer. Lack of knowledge of basic traffic rules, limited skills of the driving license examiners and unavailability of a reliable accident investigation and data system are also the other problems causing accidents. Other important factors which could avoid accidents are Automate Highway System, defensive driving, headlights in good condition, following highway rules, avoid using of cell phone while driving and keeping stop signs.

Write an essay of the following In about 300 words.

1. Nature's terror- Global Warming and the ways to handle it.
2. Who is the probable winner? Money or Humanism Justify
3. Freedom of press in abroad and India
4. Merits and demerits of technology
5. Pollution
6. Increasing air pollution
7. Internet and TV
8. Cyber crime
9. Internet- curse and blessing
10. Which is better after passing B.E higher education or Job?
11. More industries mean more Environmental pollution.
12. The computers and modern man.
13. Energy crisis.
14. Computers of the future.
15. Impact of the television on people.
16. Noise menace in the modern world.
17. Television and children is education.
18. Environmental conservation.
19. Robots and their uses.
20. Internet and it uses.
21. Science in modern life.
22. Modern industries and water pollution.
23. Road safety in India.
24. How to reduce pollution.
25. Indian achievements in science and technology.

IF CONDITIONALS

Conditional Sentences are also known as Conditional Sentences or If Clauses. They are used to express that the action in the main clause (without, if) can only take place if a certain condition (in the clause with if) is fulfilled. There are three types of Conditional Sentences.

Conditional Sentence Type	Usages	If clause	Main clause
Type- I	A possible condition and its probable result	Simple present	Simple future
Type-II	A hypothetical condition and its probable result	Simple past	Present conditional or present continuous conditional
Type-III	An unreal past condition and its probable result in the past	Past perfect	Perfect conditional

If Clause Type I

If+ simple present, will – future

Example: **If I find her address, I will send her an invitation.**

- The main clause can also be at the beginning of the sentence. (don't use comma in this case) Eg: I will send her an invitation if I find her address.
- Main clause and/ or if clause might be negative.

Eg: If I don't see him this afternoon, I will phone him in the evening.

Use: This type refer to future. An action in the future will only happen if a certain condition is fulfilled by that time. We don't know for sure whether the condition will be fulfilled or not, but the condition seems rather realistic- so we think it is likely to happen.

EXERCISES:

1. If Caroline and Sue **prepare** the salad, Philip **will decorate** the house.
2. If Sue **cuts** the onions for the salad, Caroline **will peel** the mushroom.
3. Jane **will Hoover** the sitting room if Aaron and Tin **move** the furniture.
4. If Bob **tidies** up the kitchen, Anita **will clean** the room.
5. Alan **will mix** the drinks if Jane **gives** him some of her cocktail recipes.

If Clause Type II

If + simple past, main clause with conditional I (=would + infinitive)

Example: **If I found her address, I would send her an invitation.**

I would send her an invitation if I found her address. (Main clause in the beginning)

If I had a lot of money, I wouldn't stay here. (Main clause is negative)

- In IF clauses type 2, we usually use 'were'- even if the pronoun is I, he, she or it.
- Eg: If I were you, I would not do this.

Use: This type 2 refer to situations in the present. An action could happen if the present situation were different. I don't really expect the situation to change, however. I imagine, what would happen if"

EXERCISES:

Complete the conditional type 2 by putting the verbs into the correct form. Use conditional 1 with would in the main clause.

1. If we (have) **had** a yacht, we (sail) **would sail** the seven sea.
2. If he (have) **had** more time, he (learn) **would learn** karate.
3. If they (tell) **told** their father, he (be) **would be** very angry.
4. She (spend) **would spend** a year in the USA if it (be) **were** easier to get a green card.
5. We (help) **would help** you if we (know) **knew** how.
6. She (not/ talk) **would not talk** to you if she (be) **were mad** at you.

If Clause Type III

If + past perfect, main clause with conditional II

Example: **If I had found her address, I would have sent her an invitation.**

I would have sent her an invitation if I had found her address. (Main clause in the beginning)

If I hadn't studied, I wouldn't have passed my exams. (Main clause is negative)

Use: This type 3 refer to situations in the past. An action would have happened in the past if a certain condition has been fulfilled. Things were different then, however. We just imagine, what would have happened if the situation had been fulfilled.

EXERCISES:

Complete the conditional sentences (type 3) by putting the verbs into the correct form. Use conditional 2 with would in the main clause.

1. If you (study) **had studied** for the test, you would have passed it.
2. If you (ask) **asked** me, I would have helped you.
3. If we (go) **gone to** the cinema, she would have seen my friend Jacob.
4. If you (speak) **have spoken** English, she would have understood.
5. If they (listen) **had listened** to me, we would have been home earlier.

EXERCISES:

1. If he had practiced well, he would have got the prize.
2. If the weather is good, I will go to temple.
3. If I were a bird, I would fly.
4. If she had money, she would buy for you.
5. If you go fast, you will catch the train.
6. If I had started earlier, I would have met you at the station.
7. If you treat her well, she will obey you.
8. If the weather is rough, we will stay at home.
9. If there is a power break down, we cannot watch TV.
10. If the engine is serviced regularly it will run smoothly.

COMPOUND WORDS

A noun Compound is a grammatical form in which nouns are linked together to express a

new concept. In the English language adjectives are used to describe the characteristics of nouns.

A compound words is made up of two or more words that are used together. Compound words can

be one word, two words, or hyphenated.

Examples:

- Flashlight
- High school
- Guesthouse
- Great-grandmother

The two parts may be formed by:

1. Noun +Noun

- Motorcycle
- Railway
- Horse power

2. Verb +Noun

- Driving license
- Swimming pool

3. Adjective+ Noun

- Blackboard
- Software
- Greenhouse

4. Adverb + Noun

- Overcoat
- Bypass

5. Adverb + Verb

- Income
- Outset

6. Verb +Adverb

- Lookout

- Feedback
- Take off

7. Gerund+ Noun

- Blotting paper
- Stepping- stone

Expansion of Nominal compounds

- | | |
|-----------------------------------|--|
| 1. Aircraft engine | - engine of the aircraft |
| 2. Acid nitrate deposition | -the deposition of acid nitrates |
| 3. Arithmetic unit | - a unit in which arithmetic is performed |
| 4. Air quality program | -a program to maintain the quality of air |
| 5. Air vent | -vent for relieving the air |
| 6. Aluminium alloy cylinder block | - a cylinder block made from an aluminium alloy |
| 7. Aircraft pilot | -pilot operating the aircraft |
| 8 Aluminium extraction | -extraction of aluminium |
| 9. Brass terminal | -terminal made of brass |
| 10 Belt sander air filter | -filter used to remove the impurities from air |
| 11. Blast furnace | -furnace of the type which works by blast |
| 12. Battery charge indicator | - an indicator that shows a battery charge |
| 13. Boiler feed water | -water for feeding the boiler |
| 14. Box top | - top of the box |
| 15. Butt weld | - weld of the type called 'butt |
| 16. Cathode ray tube display unit | - a display unit which uses a cathode ray tube |
| 17. Carbon steel rod | -a rod made of carbon steel |
| 18. Camera platform | -a platform for a camera |
| 19. Computer industry | - the industry concerned with computers |
| 20. Code file | -file which contains code |
| 21. Computer diagnosis | - a diagnosis to find out the problems in a computer |

- | | |
|-------------------------------|---|
| 22. Computer design | - a design made using a computer |
| 23. Circuit diagram | -diagram representing the circuit |
| 24. Component location | - location of the component |
| 25. Condenser extraction pump | -pump for extracting from a condenser |
| 26. Cooling towers | - towers for the purpose of cooling |
| 27. Cooling device | - a device for the purpose of cooling |
| 28. Computer memory | -memory capacity of the computer |
| 29 Computer fuel testing | -testing the fuel using the computer |
| | |
| 30. Calculation speed | -the speed of making calculation |
| 31. Copper wire | - wire made of copper |
| 32. Dam construction | -construction of dam |
| 33. Engine housing | -a housing to protect the engine |
| 34. Energy source | - source where from energy is obtained |
| 35. Gear pump | - a pump that operates by means of gears |
| 36. Gasoline engine | - the engine that mixes gasoline with air |
| 37. Gear mechanism | -mechanism for the gears |
| 38. Generation power | -the power from a generator |
| 39. Heat transfer | -transfer of heat |
| 40. Heat treatment | -treatment with or by heat |
| 41. Hot water | -water that is hot in condition |
| 42. Information centre | -centre for giving information |
| 43. Petrol engine | -engine using petrol |
| 44. Space travel | - travel in space |

45. Steam engine	-an engine that is operated by means of steam
46. Steel chair	-a chair made of steel
47. Silver extraction	- extraction of silver
48. Steam chest	-chest containing steam
49. Steel bar	- bar made of steel
50. Washing machine	- machine used for washing

EXERCISES:

1. Power Cable
2. Steel box
3. Gear Mechanism
4. Control tower
5. Silver extraction
6. Petrol engine
7. Power mill
8. Computer design
9. Heat treatment
10. Research laboratory

SENTENCE COMPLETION

Sentence completions test the skill to use the information observed in complex and incomplete sentences in order to correctly complete them. It tests a candidate's vocabulary power and skill to follow the logic of sentences. These sentences are often quite complex.

Types:

There are possibly four types of sentence completions:

1.Restatement: Containing words such as namely, in other words, in fact, that is, etc.

Example: The pickpocket was a trickster, in other words, a ----- . Here answer will be knave

or scoundrel, which restates "trickster,"

2.Comparison: Containing the words such as likewise, similarly, and, just as, as like as, etc.

Example: Jack was cleared of all charges; similarly, Jill was-----

Here we have to compare 'cleared of all charges' with the suitable word, and hence vindicated

is the answer.

3. Contrast: Containing the words such as though, although, however, despite, but, yet, on the other

hand, but, however, despite, or, on the contrary, etc.

Example: Although the tiger is a solitary beast, its cousin the lion is a-----wild animal.

Here answer should be in contrast with "solitary". Therefore, gregarious or sociable are possible

answers.

4. Cause and effect: Containing words such as this, therefore, consequently, because of, etc. Also

contains phrases such as due to, as a result, leads to, etc.

Example: A truck stole her parking spot; consequently, Rocky's ----- look showed her displeasure.

Here answer should be to find the cause for someone to steal. Therefore, answer may be scowling

or sullen.

Exercises:

Choose from four alternatives the words which best complete the sentence.

1. The latest negotiations came to a sudden close with the----- of renewed agitation.

(a) demand

(b) threat

(c) note

(d) call

2. A large number of----- career women are unhappy at the lack of childcare facilities.

(a) desiring

(b) desirous

(c) would-be

(d) willing

3. Access to your personal library is the only thing for which I had ever-----

(a) set out

(b) concluded

(c) intended

(d) craved

4. The rules required that anyone who had held office for two consecutive year was not-----

for re-election.

(a) admissible

(b) permissible

(c) eligible

(d) accessible

5. All our efforts to persuade grandfather to come and stay with us were of no-----

(a) effect

(b) avail

c) result

d) purpose

6. The motion was----- by seven votes or two, with one absention.

(a) allowed

(b) proposed

(c) voted

(d) carried

7. Considering the poor and inadequate municipal services we get, the rates we pay are-----

(a) out of this world

(b) down to earth

(c) daylight robbery

(d) peanuts

8. With a little imagination it is possible to organise house work so as to----- inefficiency.

(a) subtract

(b) diminish

(c) make less

(d) minimise

9. She had known me-----

(a) since long

(b) a long time

(c) last two years

(d) before two years

10. Having been born in a good family he is -----rich to beg

(a) very

(b) greatly

(c) too

(d) plenty

11. I waited patiently until----- my friend came out of her deep despair and began on talk to me again.

(a) in the end

(b) at the end

(c) finally

(d) at least

12. -----other faults he may have had, he did not lack concentration.

(a) Whatever

(b) However

(c) Besides

(d) In addition to

13. In these days of inflation, administration costs are-----

(a) climbing

(b) raising

(c) lifting

(d) soaring

14. This bus pass is----- for a year.

- (a) valuable
- (b) employable
- (c) valid
- (d) functional

15. Good advice is generally -----even by friends.

- (a) welcomed
- (b) followed
- (c) appreciated
- (d) criticised

16. Did you watch the last episode of the serial Hum Log on the TV last Saturday?-----

- (a) no, I didn't.
- (b) yes, I didn't.
- (c) no, I did.
- (d) I did.

17. All of a sudden fire----- in my neighbour's farm.

- (a) broke away
- (b) broke through
- (c) broke down
- (d) broke out

18. The building was so full of----- that the firemen could not get inside.

- (a) some smoke
- (b) the smoke
- (c) a smoke
- (d) smoke

19. She was extremely naughty and always----- some mischief or other.

- (a) in for
- (b) up to
- (c) up at
- (d) out for

20. Since the----- of the motor car, road accidents have increased dramatically.

- (a) inception
- (b) initiation
- (c) inauguration
- (d) advent

21. He was -----Rs. 5,000 for drinking and driving.

- (a) penalised
- (b) fined
- (C) punished
- (d) paid

22. Many schools set a lot of----- by the success of their students in examinations.

- (a) store
- (b) price
- (c) honor
- (d) value

23. People who never read or travel tend to be-----

- (a) restricted
- (b) narrow - minded
- (c) straight - laced
- (d) sheltered

24. The slum children-----round a makeshift fire to keep warm.

- (a) grouped
- (b) huddled
- (c) tucked
- (d) elbowed

25. It is possible to satisfy one's----- by doing some extra work.

- (a) pride
- (b) wants
- (c) desires
- (d) heart

ERROR CORRECTION

Read the following sentences and identify and correct the errors.

1. Many peoples attended the funeral of the great man.
2. The shepherd took the cattles to the field.
3. Sita could not understands what the teacher was saying.
4. Do you know the importance for clean water?
5. Laugh is the best medicines.
6. The flock of sheeps blocked the road.
7. The children was playing in the Giant's garden.
8. The children decided to surprise Miss Holmes on teacher's day.
9. I saw Richard when I'm on the flight.

10. Man have depended on nature for a long time.
11. Ramu is a honest man.
12. Bread and butter are Sheldon's favourite breakfast.
13. Birds of feathers flock together.
14. The teacher called me on 12 o'clock.
15. The sweets was distributed between all the children.

Answers –

1. Many **people** attended the funeral of the great man.
2. The shepherd took the **cattle** to the field.
3. Sita could not **understand** what the teacher was saying.
4. Do you know the importance **of** clean water?
5. **Laughter** is the best **medicine**.
6. The flock of **sheep** blocked the road.
7. The children **were** playing in the Giant's garden.
8. The children decided to surprise Miss Holmes on **teachers'** day.
9. I saw Richard when **I was** on the flight.
10. Man **has** depended on nature for a long time.
11. Ramu is **an** honest man.
12. Bread and butter **is** Sheldon's favourite breakfast.
13. Birds of **a feather** flock together.
14. The teacher called me **at** 12 o'clock.
15. The sweets **were** distributed **among** all the children.

The following passages have not been edited. There is an error in each line against which a numeral is given. Write the incorrect word and the correction in the space provided. Remember to underline the word that you have supplied.

Exploring space mean to study	e.g.	mean	mean
space to the sake of knowledge	(a)
in the largest interest of mankind.	(b)
Exploiting space mean using space	(c)
for commercial use. There aims	(d)
are quite difference. The former one	(e)
is to enhance knowledge but to satisfy	(f)

curiosity while the later is	(g)
to making money.			

Answers–

	Incorrect	Correct
(a)	to	for
(b)	largest	Larger
(c)	mean	means
(d)	There	Their
(e)	difference	different
(f)	but	and
(g)	later	latter
(h)	making	make

EXERCISE – 2

		Incorrect	Correct
In a kingdom of fools, both the	e.g.	a	the
king or the minister were foolish.	(a)
Under their rule peoples worked at	(b)
night and enjoy sleep at day time.	(c)
Once, the guru and his disciple	(d)
mean means came to this kingdom for fools.	(e)
The guru made down his mind to	(f)
leave it, because he thinks it was	(g)

danger to stay in that town.	(h)
------------------------------	-----	-------	-------

Answers–

	Incorrect	Correct
(a)	or	and
(b)	peoples	people
(c)	enjoy	enjoyed
(d)	the	a
(e)	for	of
(f)	down	up
(g)	thinks	thought
(h)	danger	dangerous

EXERCISE – 3

		Incorrect	Correct
It is truth that parents are	e.g.	truth	true
more valueable then any other	(a)
things in the world for a child.	(b)
They are the more precious property.	(c)
A child depend upon them all the	(d)
He needs them at every steps	(e)
because they takes care of him.	(f)	
Under the care of their parents,	(g)
a child feel secure.	(h)

Answers–

	Incorrect	Correct
(a)	then	than
(b)	things	thing
(c)	more	most
(d)	depend	depends
(e)	steps	step
(f)	takes	take
(g)	their	his
(h)	feel	feels

EXERCISE – 4

		Incorrect	Correct
Freshly made tea is tasty but beneficial	e.g.	but	and
if some simple rules are observing.	(a)
It is best to keep her separately in a	(b)
jar If kept Open, its aroma escape	(c)
and it loses its taste and curative	(d)
Stale tea should not be took.	(e)

Tea is the excellent cure for colds.	(f)
A cup of fresh tea stimulate	(g)
concentration or improves capacity to work.	(h)

Answers–

	Incorrect	correct
(a)	observing	observed
(b)	her	It
(c)	escape	escapes
(d)	looses	loses
(e)	took	taken
(f)	the	an
(g)	stimulate	stimulates
(h)	or	and

EXERCISE – 5

		Incorrect	Correct
The birth of a son on our family	(a)
was the great occasion. In fact,	(b)
I was an only daughter of my	(c)
My parents fearing I might	(d)
be their first or last child.	(e)
I had wished all along to had a	(f)

brother My grandmother pray to God	(g)
day and night to have the grandson.	(h)

Answers–

	Incorrect	Correct
(a)	on	in
(b)	the	a
(c)	an	the
(d)	fearing	feared
(e)	or	and
(f)	had	have
(g)	pray	Prayed
(h)	the	a

EXERCISE-6

		Incorrect	Corre
One morning a poet was stood in	e.g.	stood	standin
a forest. He saw two roads running on	(a)
different directions. For the long time,	(b)
he could not decide something. Finally,	(c)
he took the road on whom few people	(d)
had travel. He thought that	(e)
he will travel the other road some	(f)

other day although he know that	(g)
he would not be able to came back.	(h)

Answers–

	Incorrect	Correct
(a)	on	in
(b)	the	a
(c)	something	any thing
(d)	whom	which
(e)	travel	travelling
(f)	will	would
(g)	know	knew
(h)	came	come

UNIT-IV REPORTING OF EVENTS AND RESEARCH

REPORT WRITING

A report is a formal document written for a specific purpose. It is a basic management tool in decision making. A report may vary from one page to many pages. The report written in one page is informal report or short report. The report which consists of more pages is called formal report or long report. Report may so vary in form content and purpose. The literal meaning of the word report is a statement of facts.

A report has various purposes

1. Presenting Data
2. Describing problems
3. Discussing and analyzing data.
4. A giving feedback and recommendations.

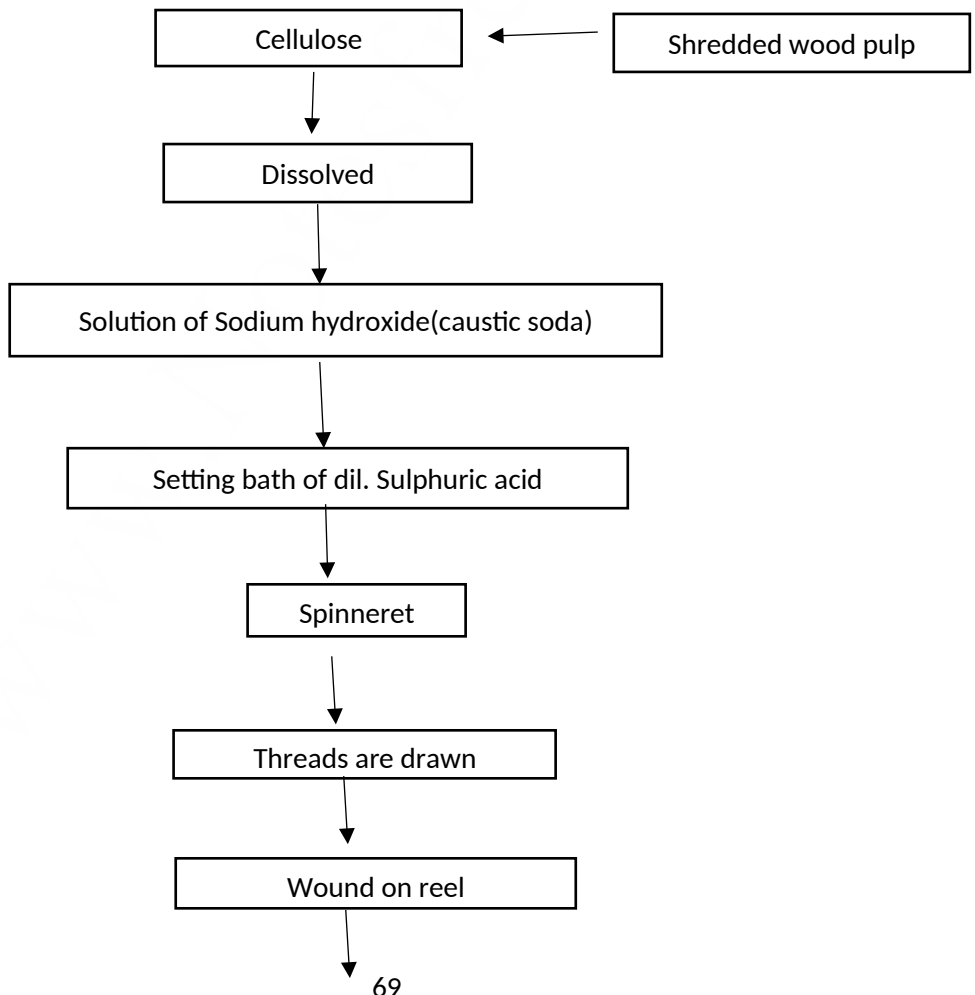
A report may be oral or written. An oral report is easy to present. But a written report is a

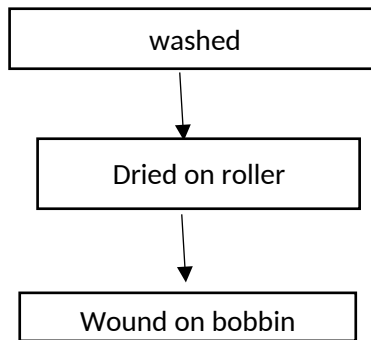
permanent record. A good report must have precision, accuracy, relevance, objectivity, simplicity and brevity.

TRANSCODING

EXAMPLE:1

Describe the process of making Rayon as represented in the flow chart.

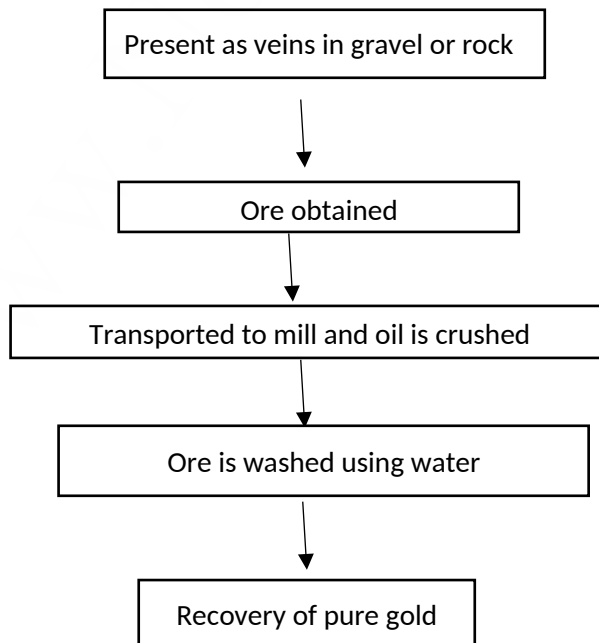


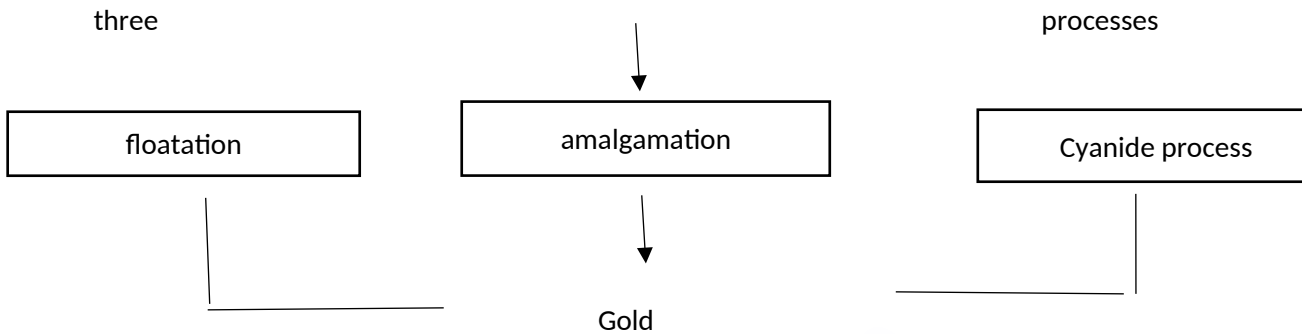


Answer:

The given flow chart describes the process of making rayon from cellulose. First, cellulose is extracted from shredded wood pulp. Then, the cellulose is dissolved in a solution of Sodium hydroxide. Then, the mixture is immersed in a bath of dilute sulphuric acid. After this, the mixture is passed into the spinneret where threads are drawn. This thread is wound on a reel and is washed and dried on a roller. The dried thread is wound on a bobbin and is sent for distribution. Thus, rayon is prepared from cellulose.

EXAMPLE:2





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 steam 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 floatation. The second method is amalgamation and the third process is carried out using cyanide. Thus, pure gold is obtained.

REPORTED SPEECH

DIRECT AND INDIRECT SPEECH (OR) CHANGE INTO REPORTED SPEECH

Reported speech plays a major role in report writing . While changing from direct into indirect form certain changes are needed in the case of Tense, person, pronoun , adverbials and demonstrative adjectives. For easy understanding these changes are tabulated

A) Change in Tense (verb form)

S.No	Direct	Indirect

1.	Simple present E.g. He <u>plays</u>	Simple past E.g. He <u>played</u>
2.	Simple past E.g. He <u>played</u>	Past perfect E.g. He <u>had played</u>
3.	Present Perfect E.g. He <u>has played</u>	Past perfect E.g. He <u>had played</u>
4.	Present Continuous E.g. am/is/are <u>playing</u>	Past continuous E.g. was/were <u>playing</u>
5.	Past Continuous E.g. was/were <u>playing</u>	Past perfect continuous E.g. had been <u>playing</u>
6.	Present perfect continuous E.g. have been <u>playing</u>	Past perfect continuous E.g. had been <u>playing</u>

b) Changes in auxiliaries

S.No	Direct	Indirect
1.	Am/is	Was
2.	Are	Were
3.	Have,has	Had
4.	Had	Had

C) Change in modals

S.No	Direct	Indirect
1.	Will	Would
2.	Shall	Should
3.	Can	Could
4.	May	Might
5.	Must	had to

For each person (I, II and III) there are three forms
(subjective ,objective and possessive)

	Subject	Objective	Possessive
I Person	I	Me	My
	We	Us	Our
	You	You	Your
II Person	He	Him	His
	She	Her	Her
	It	It	Its

III Person	They	Them	Their

D) Changes in Persons and Pronoun

Direct	Indirect
I	He/She
Me	Him/Her
My	His/Her
We	They
Us	Them
Ours	Their
You	He/She/They
Your	His/Her/Their

E) Change in adverbs and adjectives

S.No.	Direct	Indirect
1.	Today/tonight	That day/That night
2.	Tomorrow	The next day/the following day
3.	Yesterday	The previous day
4.	This	That
5.	These	Those
6.	Now	Then
7.	Thus	So
8.	Ago	Before /earlier
9.	Last Week	The Previous week
10.	Next Year	The Following Year
11.	Here	There

Sentences are of four types , i.e Statements, Questions,Exclamations and Imperatives.A part from the above said common rules , tabulated form,care should be taken to follow the specific rules for various sentence pattern.

1) Statement

E.g.: (Direct form)

Raja said , “ I am going to Chennai today”.

Raja said to Ramesh , “ I will help you”.

(Indirect form)

Raja said that he was going to Chennai that day

Raja told that he would help him .

Specified rules :

While changing into indirect form

1) All commands and quotations should be removes .

2) Connecting word is ‘ that’

3) ‘said to’ is changing into ‘told’.

4) Changes denoted in the tabular columns should be followed

5) Exceptions

A) If the reporting verb is in present form, there is no need to change the verb (tense) in the reported form

E.g. : He says “ I am a student ”

He says that he is a student (present form)

B) If the statement is an universal truth, there is no need to change the verb form (tense)

E.g: Raju said , “ The earth is round ”

Raju said that the earth is round .

Exercises :

The chairman said to the secretary , “ We have to arrange a meeting tomorrow ”.

The chairman told the secretary that they had to arrange a meeting the next day .

1) Reghu said, “ I must finish my project today”.

Reghu said that **he had to** finish his project that day.

2) Ram said to Raghavan, “ I am trying to get a job abroad”.

Ram told Raghavan that he **was trying** to get a job abroad.

3) Sita said , “ I will do the work now”.

Sita said that she **would do** the work **then**

4) Teacher said to the students, “ Jupiter is the largest planet”

Teacher told the students that Jupiter is the largest planet.

2) Questions (Interrogations)

Questions are of two types. ‘Wh’ Questions and Auxillary Questions
(Yes / No Questions)

‘Wh ’ Questions : (QW+ S+V)

E.g : Questions : (QW+ S+V)

1) Sita said to Mala , “ Where did you finish your degree ”

Sita asked Mala where she had finished her degree

2) Raghu said, “ What is the problem with the vehicle now ”

Raghu asked what the problem was with the vehicle then

Rules :

1) Comma , Quotation and question and question mark should be changed

- 2) Connecting word is the question word itself .
- 3) Said/said to is converted into asked .
- 4) While changing the Question in indirect form the pattern
(Question word + Subject + Verb) should be followed.
- 5) Rules specified in tabular column are also to be adopted
- 6) ‘Said and ‘Said to’ are changed into asked

Do and does +v	= past tense
Do Want /Does want	= Wanted
Did + v	= had +past participle
Did + want /wanted	= had wanted

Exercises

1. Ram said to Raghavan , “When will the vaigai express depart”
Ram asked Raghavan when the Vaigai express would depart
2. Swaminath said to his friend , “ Why are you wasting your
Precious time ”.
Swaminath asked his friend why he was wasting his precious time.
3. The teacher said to the students , “ When is your next exam
conducted.

The teacher asked the students when their next exam was conducted.

4. Kala asked to Mala , “ When do you come to Chennai”

Kala asked Mala when she came to Chennai.

5. Ram said to Balu , “ Where are you residing ”

Ram asked Balu where he was residing .

6. Sujatha said to Kala , “ Why did you use my pen ”

Sujatha asked Kala why she had used her pen.

Yes /No Questions (CW+S+V) – CW = Connecting word

Questions that begins with auxillary verbs are yes/no questions.

E.g :

1. Latha said to Bala , “ Are you coming today”

Latha asked Bala whether she was coming that day

2. Ram said to Babu , “Will you help me to write this projects”

Ram asked Babu if he would help him to write that projects.

Rules :

1) Comma, Quotation and Question mark to be removed.

2) “ If” or “ Whether” is the connecting word.

3) If or “Whether” is the connecting word.

4) Said/Said to is converted into asked.

Exercise

1. Balu asked Ram , “ Can you do me this favour ?”

Balu asked Ram if he could do him that favour .

2.Latha said to Mala , “Have you written the exams well ?”

Latha asked Mala whether she had written the exams well.

3.Ravi said to Kannan , “may I get into your room ?”

Ravi asked Kannan whether he might get into his room.

4. Raghu said to Mala , “ Are you preparing for competitive exam ?

Raghu asked Mala if she was preparing for competitive exam.

5. Kamala said to Gomala , “ Shall I come with you ?

Kamala asked Gomala whether she would come with her

Exclamatory Sentence :

Statements that express sudden feelings and ends with exclamatory mark are exclamatory sentences.

E.g.

1. Sita said , “ Oh ! How big the building is ”

Sita exclaimed that it was a very big building .

2. Raghu said , “ Alas ! My grandfather is dead .

Raghu sorrowfully said that his grandfather was dead.

Rules :

1) Comma , Quotation , Exclamation should be removed

2) Connecting word is “ that ”

3) That exclamation sentence should be written in ordinary statement form

Using all rules in lobular.

4) Alas is converted into sorrowfully said that.Hurrah is changed into joyfully said

5) Said/ said to is converted into exclaimed or wondered

6) Instead of question word , ‘ very’ is added in indirect form.

Exercise :

1. Mala said , How beautiful that bird is !

Mala exclaimed that the bird was very beautiful.

2) Raghu said , “ Bravo ! India has won the match ”

Raghu exclaimed that India had won the match.

3) Sheeba said, “ Hurrah ! I have won the prize”

Sheeba joyfully said that she had won the prize.

Imperatives :

All commands and requests are called Imperative statements.

E.g :

1. The teacher said to the students, “ Do your home work ”

The teacher instructed the students to do their homework.

2. Ramu said to his sister, “ Don’t take my book”

Ramu advised his sister not to take his book .

3. Babu said to his father, “ please give me permission to go for U.S.A.

Babu requested his father to give him permission to go U.S.A.

4. The teacher said to Ramu , “ Close the window ”

The teacher ordered Ramu to close the window.

5. Raju said to his friend, “ Share all things among us”

Raju told his friend to share all things among them.

6. Ram said to the students, “Be quiet in the class room ”

Ram advised the students to be quiet in the classroom.

Rules :

1) Comma, Quotation should be removed

2) Connecting word is “ to ” and “ not to ” for “ don’t ”

3) “ Said to ” should be changed into ‘ ordered ’ , ‘ advised ’ , ‘ instructed ’ and ‘ requested ’ according to the words used in the reported speech .

Exercise No 28 :

Change the following into indirect forms .

1) Balu says, “ I wake up at 5’ O clock daily ”.

2) The girls said , Hurrah ! We have won the football match”.

- 3) Mother said to Ram , “Do you like to have a cup of tea .”
- 4) He said to me , “ Kindly lend me your book ”.
- 5) Raghu said to his son, “ Do not go outside at night ”.
- 6) The students said to the principal, “ May I come in , sir ?”
- 7) Dravid said, “Sachin came to meet me yesterday ”.
- 8) The principal said to Ravi , “ Can you attend the interview tomorrow?”
- 9) The teacher said , “ The sun rises in the east.”
- 10) Kamal said , “What a beautiful bird it is ! ”
- 11) He said , “ What a beautiful bird it is !”.
- 12) The principal said to the peon , “ Go to the post office at once”.

- 13) The oldman said to the boy , “ Please , help me to cross the road”.
- 14) The student said to the teacher “We have already completed the project ”
- 15) Murugan said to Jothi , “How much rice did you buy ?”
- 16) Gokul said to his friends, “ Have you prepared all lessons ?”
- 17) Thampi said to his friend “ Where do you live ? ”
- 18) Akilan said to Kabilan , “ Did you bring my book ?”
- 19) He said to her , “Alas ! I am dying of thirst ”
- 20) He said to his wife , “ Bring me a cup of water ”

MODAL VERBS

Shall, should, will, would, can, could, may, might and must are modal auxiliaries. Ought to, used to, need and dare are quasi or semi modals. Let us study the usage of modal verbs.

S.No.	MODAL	MEANINGS / FUNCTIONS	EXAMPLES
1	Will	To express the simple future time with the second and third person. Invitation Request Command	He will go to Chennai tomorrow. Will you come to my house tomorrow? Will you please close the window? You will attend a special class tomorrow
2	Would	Willingness Habitual action in the past Request Preference Improbable	I would get you water from the pot. He would go to Ooty during summer. Would you please lend me your camera? He would rather starve than beg. If I were a bird I would fly.
3	Shall	Futurity Suggestion Command A promise	I shall go to Chennai tomorrow. Shall we go to a movie? Thou shall not steal. You shall have a holiday tomorrow.
4	Should	Duty or obligation Purpose	We should obey our superiors. Walk fast lest you should miss the train.
5	Can	Ability Permission	I can speak English You can go now.
6	Could	Ability in the past. Formal request	When he was young he could run fast. Could you switch on the fan, please?

7	May	Permission Possibility Wishes	May I come in sir? It may rain today May God bless you.
8	Might	Possibility Probability	She might come tomorrow It might rain tonight
9	Must	Obligation or compulsion Probability Strong determination	You must see a doctor before your fever getting worse. The lady in the car must be very rich. I must have my own way in the matter.

QUASI OR SEMI MODALS

1	Ought to	Duty or moral obligation.	We ought to help the poor.
2	Used to	(discontinued) habit	He used to go for a walk when he was young.
3.	Need	Necessity Obligation	I need your help He need not run so fast
4	Dare	Boldness; Challenge	He does not dare to oppose his boss How dare you open my box?

Exercise :

1.you hear my words?
2.You not worry about you future.
3. I come in Sir,
4. I f you work hard you get good marks.
5. You.....not worry about your future.
6. I f I were a bird. I.fly.
7. Ilike to do something for the sake of you.
8. When he was young he.go to gym.
9. You seem to be dull.....help you?
10. You.....have prepared well before your examination.
11.we go for a walk.
12. He.....come tomorrow.
13. Smoking is injurious to health. You.....stop it.
14. He.....plays in the evening when he was young.
15. You.....have a passport to go to foreign countries.
16. I n the army soldiers.....obey their officers.
17. The sky is overcast, it.rain.
18. All citizens.....obey the laws of the land.
19. He asked his boss,.I ask you a favour T'

CONJUNCTION

It is used to join two words or two sentences

eg. He is poor but he is generous.

Conjunction can be classified into three categories they are :

I. Subordinating Conjunction Exercises

Complete each sentence using the subordinating conjunction from the parenthesis:

1. I visit the Tajmahal_____I go to Delhi (once, whenever, wherever)
2. This is the place_____we stayed last time we visited. (where, when, how)
3. _____you win first place, you will receive a prize. (wherever, if, unless)
4. You won't pass the test_____you study. (when, if, unless)
5. I could not get a seat,_____I came early. (as, though, when)
6. We are leaving Wednesday_____or not it rains. (if, whether, though)
7. Pay attention to your work_____you will not make mistakes. (so that, unless, or)
8. The musicians delivered a rousing performance_____they had rehearsed often. (though, as, once)
9. She's honest_____everyone trusts her. (if, so, when)
10. Write this down_____you forget. (or, when, lest)

Answers: 1 – **whenever**, 2 – **where**, 3 – **if**, 4 – **unless**, 5 – **though**, 6 – **whether**,
7- **so that**, 8 –**as**, 9 – **so**, 10– **lest**

II. Correlative Conjunction Exercises

Complete each sentence using the correct correlative conjunction pair from the parenthesis:

1. I plan to take my vacation_____in June_____in July. (whether / or, either / or, as)
2. I'm feeling happy_____sad, I try to keep a positive attitude. (either / or, whether / or,_____when / I'm)
3. _____had I taken my shoes off_____I found out we had to leave again. (no sooner / than, rather / than, whether / or)
4. _____only is dark chocolate delicious,_____it can be healthy. (whether / or, not / but, just as / so)
5. _____I have salad for dinner,_____I can have ice cream for dessert. (if / then, when / than, whether / or)

6. _____ flowers _____ trees grow _____ during warm weather.
(not only / or, both / and, not / but)
7. _____ do we enjoy summer vacation, _____ we _____ enjoy winter break. (whether / or, not only / but also, either / or)
8. Calculus is _____ easy _____ difficult _____ (not / but, both / and, either / or)
9. It's _____ going to rain _____ snow tonight. (as / if, either / or, as / as)
10. Savory flavors are _____ sweet _____ sour. (often / and, neither / nor, both / and)

Answers: 1 — either / or, 2 — whether / or, 3 — no sooner / than, 4 — not / but, 5 — if / then, 6 — both / and, 7 — not only / but also, 8 — not / but, 9 — either / or, 10 — neither / nor

III. Coordinating Conjunction Exercises

Complete each sentence using the correct coordinating conjunction from the parenthesis:

1. My car has a radio _____ a CD player. (but, or, and)
2. Harsha hates to listen to rap music, _____ will she tolerate heavy metal.
(but, nor, or)
3. Anu wanted to drive to Chennai _____ Thanu insisted that they fly. (and, or, but)
4. I'm afraid of heights, _____ I appreciate the view from the top of this building. (and, yet, nor)
5. I have to be on time, _____ my boss will be annoyed if I'm late. (and, nor, for)
6. Do you like chocolate _____ vanilla ice cream better? (or, nor, and)
7. I have to go to work at six, _____ I'm waking up at four. (but, so, yet)
8. I was on time, _____ everyone else was late. (so, but, for)
9. Nithya doesn't like to drive, _____ she takes the bus everywhere.
(but, yet, so)

10. Our trip to the museum was interesting,_____there were several new artifacts on display. (but, for, yet)

Exercises I

Combine the following sentences using appropriate conjunctions.

1. He was hungry. He ate too much.
2. He is poor. He is honest.
3. Shakespeare was a dramatist. He was a poet.
4. You go fast. You will miss the train.
5. It was a difficult problem. He solved it easily.
6. She did well in the interview. She was selected.
7. He was ill. He did not attend the meeting.
8. He was lazy. He failed to get a job.
9. You work hard. You will get distinction.
10. This type of turbine is very widely used. It has a much greater efficiency.

Exercises II

Result as directed.

1. He knows to speak French. He knows to write French (not only..... but also)
2. You should improve your soft skills. Then only you will get a job (Unless)
3. The student did not attend the examination. He did not give any reason (Neither - nor)
4. All data was lost. The power supply was interrupted (Because)
5. A nail has pierced the tyre. It has become flattened (Since)

PREPOSITION

Preposition is a word placed before noun or pronoun to show its relation to some other word in a sentence.

e. g. Latta is sitting under a tree

The book is on the table

Some prepositions are given below:

at, in, on, upon, among, between, of, by, for, with, to, from, above, under, about, across, after, before, over, towards, up, near, behind, down, beside, besides **At:-**

Used before fixed time.

e.g. at 9.30 am, at noon, at sunrise, at dawn

Used before small places

e.g. at Nagercoll, at Palkulam, at Anjugramam

Used before particular buildings

e.g. at Centenary Hall, at Nirmal Bhavan, at Taj Mahal

Used before festival.

e.g. at Diwali, at Christmas

In:

Used before month and year

e.g. in July, in 1947

Used before a particular time

e.g. in the morning, in summer

Used before large cities.

e.g. in Chennai, in New Delhi

By:

Before agent in the passive voice

e.g. the picture was drawn by her

Used before a certain time.

e.g. by 5 p.m

e.g. she will finish the projects by 5 pm today

For:

Used with period of time

e.g. for two years, for three days

Used for denoting purpose

e.g. He worked hard for earning money

Since:

Used with a point of time

e.g. I have been working in this college since 2012

Of :

To tell about somebody or something

e.g. the History of India

Related to a Particular background

E.g. The people of Tamil Nadu

To indicate cause

e.g. died of dengue fever

Refer to a particular person among many

e.g. one of the students

On:

Used before day and date

e.g. On Sunday, On 15th August

For referring to the contact with the surface

e.g. He is sitting on the bench

Note: 'on' is used for things at rest whereas 'Upon' is used for things in motion

e.g. He sat on the rock. She is riding upon the horse.

To:

To express the direction

e.g. walking to the courtyard

With:

To express in the company

E.g. I went with my father

'by' refers to person whereas 'with' refers to an instrument

e.g. The criminal was beaten by the policeman with a lathi

'among' refers more than two persons whereas 'between' refers within two particular persons or things

e.g. The Old man distributed the property among his five sons There was a fight between two friends

From and to:

e.g. He is working **from** morning **to** evening

Beside and besides :

Beside means near and besides means in addition to

e.g. He sat beside her

Besides being a dramatist Shakespeare was also a poet

Some words with prepositions (phrasal verbs)

Font of, aware of, afraid of, die of, capable of, jealous of, sure of,
tired of, made of, believe in. concern for, need for, sorry for,
respect for, interest in, result in, belong to, look for, pray for,
similar to, married to

Excercise Type I

Fill in the blanks with the preposotions given in the box below. Use each preposition only one.

Since	Before	By
till	Untill	for
at	During	Within
in		

1. Everyday Mrs. Sujatha goes to the market_____7 a.m.
2. All school children should be in class_____7.30 a.m.
3. Mr. Kingston has been driving_____5 hours.
4. The teacher says, "you have to hand in your homework_____Tuesday.

5. She has been waiting for friends_____10.0 a.m.
6. If flooded_____December last year.
7. You have to wait_____Monday for the O level examination results.
8. _____the seceond world war, many people died.
9. Please wait for me_____I come back from school.
10. You cannot enter the museum_____9 a.m.
11. The students have to do all the excercises_____3 hours.

Excercise Type II

1. Fill in the blanks with suitable prepostions :

Maharaj Sawar Singh II_____Jaipur was passionately interested_____Mathematics. He sought to creat a gigantic observatory that was more accurate and permanent than the brass instrument_____his day. He constructed five astronomical observatory_____India.

2. Fill in the blanks of the following sentences with suitable prepositions.

a) The fire bells sounded, workers immediately switched_____their machines and moved_____safer places.

b) The skilled worker carried out many operation_____a lathe _____his supervisor.

3. The thorium reserves can be used_____fast breader reactors. A very small quantity_____nuclear fuel produces energy that can otherwise be produced____vast quantities_____conventional fuesl like coal.
4. One of the important benefits_____machine civilization is that our standard of life they improved. There is much more variety_____

our lives. We have a wide choice of everything wrist watches to flash lights. Food from any part of the world can be obtained any season of the year.

5. Although there is evidence to show that some from (i) printing, was known (ii) ancient times, it was printing (iii) movable type that constituted a turning print (iv) the development (v) printing. The invention (vi) printing as we know it today is ascribed (vii) Hohann Gutenberg (1440-68) (viii) strasbourg.
6. A team European researchers coordinated the university of plymouth have invented a new device harnessing the power the waves.
7. I .The water heated.
..... power plant is cooled.....two reasons, to comply.thermal pollution regulations and to gain greatest efficiency. This will be useful.....environmental protection. (A.U 2010)
8. One of the banes.
contemporary civilization is T.V. viewing. Not enough attention has been paid..... its adverse effects.....young men, who remain glued to the screen.Hours
(A.U 2011)
9. The progress.....the field..... Chemistry has resulted.....the development all kids.....industries. The

UNIT-V- THE ABILITY TO PUT IDEAS OR INFORMATION COGENTLY

COVER LETTER

A cover letter is the letter attached to a printed resume/ cv. It is also called job application letter. Writing an application (covering letter) for job and preparing a data sheet or resume to be Sent along with it or separately, are among the most important skills. In a way, an application letter serves the same purpose that of sales letter. The sales letter aims at selling a product or service, while an application letter sells a person's suitability for a job or ability to work.

It should not exceed more than a page. cover letter should be a complement to the resume. Rather than repeating the information from cv a covering letter should provide additional information about the candidate's skills and accomplishments.

Cover letter should mention the position one applies for and justify with necessary details about what makes him /her the perfect fit for the company. It should Include specific information about why you're a strong match by using examples from your own work life. The goal is to add a personal touch to complement the data-oriented facts from your resume. An effective cover letter should also explain the reasons for why the candidate is interested in the company and position applied for. cover letter consists of just a few paragraphs. A beginning, an introduction, a body text, and a closing. It should be brief.

Qualities Of Good Job Application Letter

Professional approach: Use standard letter format and style.

Positive tone: The tone of letter should be consistently positive.

Genuine interest: Show interest and concern towards the job and company.

Be specific: Give specific details of the applicant's education; training, experiences, and skills should be emphasised.

Coherence: Organise your letter with consistent style and logical sequencing.

Sample:1

Dear Maria,

Your advertisement looking for a Content Marketing Manager made my heart skip a beat. I helped grow My Shoppy's revenue with 85% by adding content marketing to our growth strategy and I am confident that I can do the same for you.

In my previous position with My Shoppy I worked independently on a project aimed to grow its brand awareness by implementing content marketing. This strategy ensured that our prospective customers and partners always felt a strong connection to our company and products and thus I was able to build quality relationships and work collaboratively and professionally with all stakeholders.

A year after implementing the content marketing strategy the results reflected:

- 67% increase in overall customer recognition of our brand and products
- 33% increase in brand ambassadors

I find myself suitable for your present requirement of a person to oversee the channel-specific strategy and development of all content for the department's social channels and video platforms. This task is a great opportunity to expand your audience's knowledge of

your content, which I as a Content Marketer is passionate about. Given the chance I would love to use my knowledge of social media and video-editing skills to achieve great results.

I'd be thrilled to learn more about this job opening, and show you how I can help Unilever grow through a strategic content marketing effort.

Sincerely,

James Joseph

Sample 2

From

30 10 2021

S.V.Aryan
55, Gopuram colony
Sivakasi

To

The Manager,
MANTech,
Suzlon Energy, Coimbatore

Sub: Applying for the post of Project Engineers in Civil Engg dept.

Dear Sir,

I read on your website of your client's requirement of Project Engineers to work in your reputed company. I have a degree in Civil Engineering from Anna University. I believe that I have the necessary credentials for the position you are offering. I speak English fluently as I studied in an English medium from my schooling. Besides. I also have a

TOEFL score. This is the first time I am applying for this kind of job. but I have worked at various level in the construction industry. As you can see from my CV, I worked several summers as a general

labourer, and now working as an Assistant Construction Instructor.

As a person, I am hard-working, punctual, responsible and I think I am able to communicate effectively with people. I am confident that my civil engineering degree, along with my construction industry experience, makes me a suitable candidate for your Job.

My aspiration is to work for a reputed company such as yours. I look forward to hearing from you. Thank you for your consideration.

Yours sincerely,

C. Karthick

Sample 3

From

K.Raj Kumaar 9/10/2017
15 Car street.
Velachery
Chennai-42

To

The Senior Manager
NFG Bearings LtdA..
174. Anna Salai.
Chennai-600 002.

Respected Sir.

Sub: Application for the post of Development Engineer in your organization- Reg

Ref: Your Adv. No.467/NFG/11 dated 05/10/2011 published in "The Hindu".

With reference to the advertisement cited above, I offer my candidature for the post of development Engineer. With regard to my academic career. I am a fresher with B. Tech in Mechanical Engineering from XYZ Engineering College, Chennai with first class. I did a 4-month project work in the field of bearings in ANS Ball Bearings Ltd, Bangalore and a 2-month project in marketing division of VK Bearings Ltd., Hyderabad. As the field of my specialization is in bearings, I am confident of performing my job efficiently. Further, the experience I gained both as a development engineer and in charge of the marketing division would help me to discharge my duties with commitment and initiative. If offered an opportunity to serve in your company, I will prove to be an asset to the company.

Thanking you

Yours sincerely,

K.Raj Kumar

Difference between Bio Data / CV and Resume

Resume, CV and bio data are three terms often used in similar cases yet each having different meanings at the core

Bio Data

Bio-data is the short form for biographical data. It is an archaic terminology for Resume or CV. Bio-data is mainly used for applying in government and defense jobs or for any academic or research grants or matrimony websites or To introduce someone as a guest speaker Or to be retained on the back cover of a Book regarding the author of that book . Objective of a bio-data is to represent Their personal particulars. A bio-data is not about any Particular specialization or skills Rather it is about personal attributes.

The Essential information of a bio-data includes our Name, age ,height ,weigh,t sex, date of birth,Gender, race ,religion, nationality, Residence, marital status, family members, Education and professional profile. A bio-data does not Require any references

Curriculum Vitae

CV is a short form of curriculum vita, It is a Latin word meaning course of life. CV is a preferred option for Fresh graduates people looking for a career change.

Objective of a CV is to demonstrate Someone's academic as well as Scholarly acheivements alongside all the Experiences and skills and every other General talent one possesses. CV contains all general Information of a candidate. It is not

Job specific. The essential information of a CV includes experiences technical Proficiencies, achievements, positions or responsibilities handled, personal talents, Voluntary and extra-curricular Activities etc. The length of a CV is Generally two to three pages or even Longer as per the requirement . the length of a body that can be as long as it takes to entail all the relevant Information. In CV it is necessary to include references.

Resume

Resume is a French word meaning summary. A resume is suitable when experienced people apply for Specific positions where certain Specific skills are more important than Education. It is more applicable for middle and senior level jobs. The objective of a resume is to represent the skills and experiences necessary to succeed in the position.

It is job-specific and contains only job specific information of a candidate. The essential information in resume covers only and specifically those skills and experiences which are relevant to the target job profile one is looking for. The length of resume should be Preferably one page or at best two pages It is not necessary to include references in a resume.

RESUME

N.J Mohammed Farook

Mobile: +91-9894889142,

E-Mail: farookm@yahoo.co.in

CAREER OBJECTIVE

Seeking a position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible. To work in a challenging environment that provides me very good opportunities for growth and development.

PERSONAL PROFILE

Hardworking, Self-motivated and Responsible, outgoing personality. Enjoy meeting new

challenges and well adapt to new situations.

PROFESSIONAL EXPERIENCE:

(12th August 2009– 10th February 2014)

4 Years & 6 months (54 months)

JOB DESCRIPTION

- An International BPO (Out bound voice process).
 - Finding genuine clients with genuine projects.
 - Verifying the genuinity of client.
- Interactions with the client regarding the projects and its updates.
- Handled the roles and responsibilities of **Operations Manager**.
 - Hiring agents and provide them with offered salary.
 - Update daily sales details to client.
 - Prepare Invoice for approved sales
- Get regular updates from client regarding the process.
 - Handled a team with 20 members
- Handled Projects individually from Front-end User Interface Design, to Back-end Relational Database Design and Development.
- Handled US, Canadian and Australian client

(26th December 2006– 29th April 2009)

2 years & 4 months (28 months)

Senior CUSTOMER CARE EXECUTIVE - Sutherland Global Services Chennai, India.

- International inbound voice process
- Database Query tuning and Implementation.
 - Handling customer's queries/issues.
- Does up selling regarding the product once the customer issue has been resolved.
 - Maintained proper AHT and Sales target.
 - Worked for BELL CANADA & INTUIT QBG.
- Solving customer issues within the time frame.

(July 2006-December 2006)

5 months

Soft Logic Systems Pvt Ltd Chennai - Customer Service

Executive ACADEMIC RECORD

Examination	University/ Board	Institution	Year	Percentage
B.E. (Mechanical)	Anna University	M K Engineering College.kilakarai.	2002 – 2006	70 %
Higher Secondary Examination	Tamil Nadu State Board	SH Higher Secondary school, Panthalam .	2000 – 2002	68.00 %
SSLC	Tamil Nadu State Board	Swas School, Tripunithura	1999 – 2000	60.00 %

TECHNICAL BACKGROUND

- ⇧ Pro-Engineer
- ⇧ Autocad2000
- ⇧ MS – Office
- ⇧ C, C++, & Java

STRENGTHS

- Quick learner and hard worker
- Flexible and quickly adapt to new working environments
- Work independently and as part of a team
- Ready to do jobs without any conflicts

FIELD OF INTEREST

❏ Production Technology

PROJECT:

TOPIC: Failure Analysis in BUTT SEAM Welding Machine.
Integral Coach Factory, Chennai

HOBBIES

❏ Aqua culture
❏ Playing games
❏ Chatting

REFERENCE

Dr. Sudha
Associate
Professor
Dept of Mechanical
Engg M K
Engineering College.
Kilakarai.

PERSONAL MEMORANDUM

Date of birth : 19/03/1983

Nationality : Indian

Language's known : Malayalam, English, and Tamil.
: Malayalam (Read, Write, & Speak)
: English (Read, Write & Speak)
: Tamil (Read & Speak)

Contact Address : FAYAS Manzil,
Manjalumoodu
, Kanyakumari
district.
Tamilnadu.

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place :

Date : (N.J Mohammed Farook)

NUMERICAL ADJECTIVES

Numerical Adjectives indicate how many persons or things are meant or in what order a person or thing stands. They are three kinds:

Definite Numerical Adjectives:

These Adjectives refer to an exact number, e.g. one, two, three, first, second and etc.

Indefinite Numerical Adjectives:

Indefinite numeral adjectives are **used to specify numerous subjects however they do not give any specific count value**. They do not refer to an exact number. They only provide information about the amount of noun but do not tell the exact amount of noun in the sentence such as all, no, many, few, some, any, certain, several, etc.

These Adjectives refer to each single person or thing in a group
e.g. each, every, either, neither and etc

Numerical adjectives must be hyphenated

a investment of 5 lakhs - A5-lakh investment a

journey of 200 miles - A 200-mile journey

An interval of 10 minutes: A ten minute interval

A DC supply of 250 volts - A 250- volt DC supply

The pipe is three feet long – A 3-foot pipe

The curing cycle lasts 30 minutes - A 30- minute curing cycle

A flask with capacity of 5 liters – A 5-litre flask

Blocks of 10 tons - A 10-ton block A

base of 12 acres - A 12-acre base

An incline of 60 degrees - A 60 - degree incline

a bottle with a capacity of 10 litres - A 10-litre capacity bottle a

pipe of 3 feet length - A 3-foot pipe

a motor bike weights 150 kilograms - A 150-kilogram motor bike a

incline of 33 degrees - A 33- degree incline

a lamp power of 30 watts - A 30 watt lamp.

a refrigerator with capacity of 150 litres - A 150 - litre capacity
refrigerator

Exercises based on Anna University Question Paper Pattern

Complete the following:

1. A lamp of power of 60 watts
2. A cricket match lasting three days
3. A project grant of Rs. 60 lakhs
4. A symposium lasting for three days
5. A stamp value of Rs. 10
6. A monitor with a size of 21 inches
7. A hard disk with 250 MB memory

8. A monitor with 16 inches -
9. A refrigerator with a capacity of 165 litre.
10. A tank capacity of 5000 liters

RELATIVE CLAUSES

What is a Relative Clause?

A relative clause is a dependent clause that can modify any noun in the independent clause. Relative clauses always start with relative pronouns and must connect to an independent clause to create a complete thought.

For example:

I scheduled an interview with her mother, who is the CEO of a prominent banking institution. In this sentence, the relative clause who is the CEO of a prominent banking institution modifies the object of the prepositional phrase, with her mother

Defining clauses

A defining or identifying clause tells us which specific person or thing we are talking about in a larger group of people or things. If a defining relative clause is removed, the meaning of the sentence changes significantly. A defining relative clause is not separated from the rest of the sentence by commas or parentheses.

Examples

The woman who visited me in the hospital was very kind. The umbrella that I bought last week is already broken. The man who stole my backpack has been arrested. The weather that we had this summer was beautiful.

Non-defining clauses

A non-defining or non-essential clause gives us more information about the person or thing we are talking about. If a non-defining relative clause is removed from a sentence, we lose some detail, but the overall meaning of the sentence remains the same. Non-defining relative clauses are always set off from the rest of the sentence with commas or parentheses.

Examples

The farmer, whose name was Fred, sold us 10 pounds of potatoes. Elephants, which are the largest land mammals, live in herds of 10 or more adults. The author, who graduated from the same university I did, gave a wonderful presentation. My mother, who is 86, lives in Paris.

3 Tips for Understanding Relative Clauses

Here are some important tips to help you understand relative clauses:

Tip #1. Relative Clauses must connect back to someone or something mentioned previously in the sentence.

For example:

My uncle, who is a war veteran, was recognized in a special ceremony last weekend.

Without the noun, uncle, being introduced earlier in the sentence, the relative pronoun who would not make sense. Relative clauses are helpful tools for adding information, but without that initial noun, relative pronouns have nothing to "relate" or "connect back to".

Tip #2. Relative clauses always start with a relative pronoun and modify a noun in the sentence

For example:

The necklace, which was her great grandmother 's, was lost at sea many years ago.

In this sentence, the dependent relative clause helps to specify which necklace was lost at sea to add clarity to the independent clause.

Tip #3. Relative clauses always modify key words in a sentence rather than replace them. Relative clauses are similar to noun clauses in that they are both considered dependent clauses; however, while noun clauses replace nouns in the independent clause, relative clauses modify nouns in the independent clause instead of replacing them.

For example- here is the same pronoun used in both a noun clause and in a relative clause.

They may look similar; however, their functions are very different. Noun clause: She could not decide which pie she liked better.

Relative clause: The chocolate pie, which was made by her grandfather, was her favourite.

In the first example, the noun clause replaces the direct object in the independent clause. In the second example, the relative clause modifies the subject of the independent clause. As long as you understand the function of each of these clauses, you can avoid becoming confused as a reader and as a writer.

EXAMPLE

1. The cookies ... you baked are really delicious.

- a) why
- b) which c) when

2. My grandfather remembers the time... there was no television.

- a) when
- b) where
- c) that

8. I visited my uncle.. lives in a different city.

- a) who
- b) which c) when

9. The movie... we saw last week won three awards.

- a) who
- b) when c) which

10. Do you know the reason... there are no penguins at the North Pole?

- a) where
- b) why c) whose

11. The people ... names are on the list will stay here.

- a) whose
- b) where
- c) that

12. He had a feeling... something terrible was going to happen.

- a) why
- b) who
- c) that

13. I want to borrow the book ... you bought last month.

- a) whom
- b) that
- c) when

14. My home is a place... I can come home and relax after work.

- a) where
- b) when
- c) whom

IDIOMS

An idiom is an expression whose meaning is different from the meaning of its constituent words.

Knowledge of idioms is an important part of comprehension of the English language. Below is a list of some commonly used idioms in English with their meanings and usage.

1. A.B.C. (basic principles): I do not know the A.B.C. of music.
2. Acid Test (hard test): Appearance before the Joint Parliamentary committee, will be an acid test for the Prime Minister.
3. Between the devil and the deep sea (between two dangers or difficult situations): He is between the devil and the deep sea as to whether he should accept his invitation or not.
4. To bury the hatchet (to step hostilities): Let us bury the hatchet and live in peace.
5. To call in question (to doubt): Even Gandhiji's staunchest enemies could not call his honesty in question.
6. To eat a humble pie (to face a humiliating defeat) He had to eat a humble pie when he found his adversary extra powerful.
7. To cut a sorry figure (to be humiliated): He had to cut a sorry figure at the time of cross examination.
8. To eat one's words (to retract one's statement: One may have to eat one's words if one does not speak cautiously.
9. To receive with open arms (to give a warm welcome): The Prime Minister was received with open arms by the people.
10. To give a red-carpet reception (to give a warm reception): He got a red-carpet reception when he reached the town.

11. To turn a new leaf (to change the course of life): She has turned a new leaf in her life.
12. To take a leaf out of one's book (to learn some lesson): We should take a leaf out of the lives of great men.
13. A hard nut to crack (a baffling problem): The problem of Ram temple and Babri Masjid at Ayodhya is a hard nut to crack.
14. To turn a deaf ear to (to disregard): He turned a deaf ear to my advice.
15. To take to task (to rebuke): I took him to task for his mischief.
16. On the spur of the moment (suddenly): This idea struck me on the spur of the moment.
17. To let the sleeping dogs lie (not to disturb): Let the sleeping dogs lie.
18. To play fast and loose (to say contradictory things): He is not a reliable person as he plays fast or by crook.
19. By hook or by crook (by means fair or foul): Most of the people try to achieve their object h. By hook or by crook.
20. Once in a blue moon (seldom): He visits this place once in a blue moon.
21. To all intents and purposes (virtually): Their marriage has broken to all intents and purposes.
22. In flesh and blood (in human form): The coming generations will wonder whether Gandhii ever lived in flesh and blood.
23. To make one's mark (to distinguish oneself): He has made his mark in the field of mathematics
24. Hall-mark (important characteristic): It is the hall-mark of a gentleman to be police.
25. At one's wit's end (to be puzzled): He is at his wit's end and he does not know what to do in the matter.

26. To dance to one's tune (to follow): He always dances to his wife's tune.
21. To dance attendance upon (to play a subservient role): He dances attendance upon his wife in all matters.
28. To play second fiddle to (to play a subservient role): He plays second fiddle to what his wife says.
29. To steer clear of (to get rid of by evading): He has steered clear of all his difficulties.
30. Off and on (occasionally): He comes to this place off and on.
31. To put one's foot down (to take a firm stand): I never retrace my steps when once I put my foot down.
32. At one's fingers' ends (to remember thoroughly): all the poems in this book are at his fingers' ends.
33. To put a spoke in one's wheel (to check one's progress): He tried to put a spoke in my wheel but failed.
34. A man of parts (a learned man): G. K. Gokhle was a man of parts.
35. From hand to mouth (without any saving): The poor peon is living from hand to mouth.
36. Milk of human kindness (mercy): Socrates was full of milk of human kindness for the common people.
37. To hold water (to stand the test of veracity): Your argument does not hold water.
38. Every inch (thoroughly): He is every inch a gentleman
39. To die by inches (to die a slow, painful death): The poor paralytic patient died by inches.
40. Hand and glove (very intimately): They are hand and glove in love with each other.
41. To burn the candle at both ends (to overtax one's energies): It is foolish to burn the candle at both ends.

42. By fits and starts (irregularly): He studies only by fits and starts.
43. Overhead and ears (completely): He is over head and ears in debt (or love).
44. To see red (to be angry): He saw red when he found his daughter in the company of Raghunath.
45. At issue (in dispute): First we should try to settle the point at issue.
- A6. Through and through (thoroughly): I shall stand by you through thick and thin.
- A7. In weal and woe (in joy and sorrow): The mother stands by her children in weal and woe.
48. In wet blanket (a discouraging factor): He is a wet blanket to all progressive schemes.
49. To throw cold water on (to discourage): He threw cold water on our scheme.
50. A snake in the grass (a hidden enemy): Beware of him; he is a snake in the grass.
51. All in all (everything: having full authority): He is all in all in this office.
52. To sit on the fence (to take a hesitant posture): He is sitting on the fence as regards the quarrel between the two neighbours.
53. To burn one's boats (to take a hesitant posture): He is sitting on the fence as regards the quarrel between the two neighbours.
54. To burn one's fingers (to get oneself in trouble): He has burnt his fingers by attacking a constable.
55. To hit the nail on the head (to say or do the right thing): I hit the nail on the head by telling his awful mistake.
56. To grease the palm of (to bribe): He got the loan sanctioned by greasing the palm of the officer concerned.
57. To bid fair (to be promising): He bids fair to be a doctor.
58. To give oneself airs (to behave haughtily): It is foolish to give oneself airs.

59. In vogue (fashion): Loose clothes are in vogue these days.
60. The order of the day (prevailing fashion): Corruption has become the order of the day.
61. The gift of the gab (a talent for speaking impressively): Khrushchev was known for his gift of the gab.
62. In the good books of (to be having favour with): She is in the good books of her teachers.
63. To spread like wild fire (spread fast): Bad news spreads like wild fire.
64. To have one's own axe to grind (to have vested interest): He has his own axe to grind in this room.
66. At sixes and sevens (scattered, in disorder): His books were lying at sixes and sevens in the matter.
67. To get rid of (to have riddance): Try to get rid of him; he is a cheat.
68. To hit upon a plan (an idea): She hit upon a clever plan to dupe others.
69. Not worth his salt (worthless): If he fails even in his present attempt, he is not worth his salt.
70. Not worth the candle (of no value): This toy of yours is not worth the candle.

Choose the correct meaning of idiom from the following sentences.

1.-----Students must be when the teacher is teaching in class.

A) all ears B) all heart C) all arms

2.-----Govind his mother to buy him a new mobile phone.

A) done deal B) badgered C) add fuel to the flame

3.-----The movie "Indian" was a movie.

A) blockbuster B) block bust C) blocked

4.-----Janifer's parents were proud of her
because she got-----in her IIT exam.

A) flying start B) fly colour C) flying colours

5.-----Chandran selling properties last year.

A) make a kill B) made a kill C) made a killing

6.-----Manikandan is now rich and
successful. Hers is a-----kind of story.

A) rags to riches B) riches to rags C) rag to rich

7. Youngsters nowadays give up easily rather than to-----

A) weathered the storm B) weather the storm C) weathering the storm

8.-----My always drives me crazy, she just can't keep quiet.

A) backseat driver B) backseat person C) backseat girl

9.-----Parents must make sure their
children do not mix with any-----at school.

A) good egg B) bad eggs C) bad egg

10. The party last night was great. Everyone had-----

A) ball B) a ball C) a bowl

11. My mother has to-----when my father is angry.

A) bear the brunt B) bear the anger C) bear the cool

12.-----We must that living in a city is costlier than living in a village.

A) mind B) bear in mind C) bore in mind

13. His brother is-----for stealing motorbikes.

A) behind bar B) behind house C) behind bars

14. Honest people will tell the truth but deceivers will try to-----

A) bend the truth B) break the truth C) bending the truth

15. Javed has been-----with grief since his wife passed away last week.

A) beside oneself B) beside himself C) besides himself

16. The SPM English exam was a-----

A) piece of pie B) piece of meat C) piece of cake

17. My mother's fruit cakes always sell like-----

A) hot cake B) hot cakes C) hot books

18. Many young professionals are-----due to poor financial management.

A) saddled with debt B) sad with debt C) saddled with money

19. You can leave your son with my aunt, don't worry, he'll be in-----

A) safe hands B) safe house C) save hands

20. Some outsiders-----into our fruit party last night.

A) gate crash B) gate crashed C) gate painted

21.-----Two senior staff of the company due to restructuring of the company.

A) get the axe B) got the axe C) get the hammer

22. Javid needs to-----else he's going to loose the contract.

A) get his hat together B) get his money together C) get his act together

23. Vaishnavi is very annoying, she likes to-----

A) get in people's hair B) get in her hair C) getting in people's hair

24. My grandfather is 92 but he is still-----

A) active and hale B) heart and hale C) hale and hearty

25. Mrs. Fathima kept-----on her toddler while preparing milk for him in the kitchen.

A) full a eye B) half an eye C) half an eyelid

26. Mr. Hari never fails to-----the importance of studying hard on his children.

A) hammer home B) hammering C) hammered

27.-----Every night, our neighbors go They argue non-
stop
every night.

A) hammer and tongs B) pots and pans C) hammer and tin

28.-----Poverty and crime go in big cities all over the world.

A) hand in hand B) hand and foot C) hand on hand

29.-----Students nowadays----- teachers a
time with their undisciplined and rude

behavior

A) gave...hard B) giving...hard C) give.....hard

30. Couch potatoes like to spend time in front of the -----

A) tv box B) color box C) idiot box

31.-----My husband is but master of none.

A) jack of all trades B) one jaws drop C) join the club

32. Some students-----when they have to do public speaking.

A) juggle act B) get the jitters C) juggle frogs

33. Vincent-----when he passed his driving test.

A) jumped to conclusion B) jumped the light C) jumped for joy

34. "We must not-----before we get all the facts," said the lawyer to his client.

A) jump to conclusions B) jump the light C) Jump for joy

35. Several people-----at the post office due to slow service and the long queue.

A) on their knees B) kicked up a fuss C) knew the score

36. Julie managed to-----everyone with her impeccable presentation.

A) knock the socks off B) know the score C) knuckle down

37. The economy crisis brought the country -----

A) to its knees B) to its head C) to its stop

28 If you want to do well in your exam then you will have to-----to do some serious revision.

A) knuckle up B) knuckle on C) knuckle down

39. Most people give a-----for not coming to work on time.

A) lame excused B) lame duck C) lame excuse

40.-----The annoyed teacher at her students for being noisy.

A) lashed on B) lashed out C) latched out

41.-----I might be broke but killing myself is the right now.

A) last thing on my mind B) lashed out C) lame excuse

42. If Damodaran can't get any loan from the bank then he'll have to sell his car as a-----

A) lame duck B) last resort C) last word

43. Karthiga wore a funny looking hat to school and became the-----of her friends.

A) laugh up her sleeve B) laughing stock C) laughed it off

44. Children nowadays are stressed with school work; they need to play some games to-----

A) let off steam B) let up steam C) lie in

45.-----My uncle and aunty still fight like although they have been married for 30 years.

A) a broken record B) cat and dog C) a scalded cat

46. I tried to explain to him about the mistake but it was like talking to a-----

A) brick wall B) live wire C) lame duck

47. Most poor families in the third world countries live from-----

A) hand to hand B) hand to mouth C) mouth to mouth

48.-----Vinoth's job requires him to travel a lot that he lives-----most of the time.

A) like thief in the night B) out of the suitcase C) a lie

49. Many families living in cities find it hard to -----

A) make cold calls B) make a go C) make ends meet

50. Fresh graduates have forgotten the importance of the minding their-----during job interviews.

A) P's and Q's B) two minds C) mind over matter

B. Some idioms are given below together with their meanings. Choose the correct meaning idiom, If there is no correct meaning given, E (i.e.) 'None of these' will be the answer.

1. To make clean breast of

A. To gain prominence

B. To praise oneself

C. To confess without of reserve

D. To destroy before it blooms

E. None of these

D. To overcome someone

2. To keeps one's temper

A. To become hungry

6. To cry wolf

A. To listen eagerly of

B. To give false alarm

C. To turn pale

D. To keep off starvation

E. None of these

7. To end in smoke

A. To make completely understand

B. To ruin oneself

C. To excite great applause

E. None of these

B. To be in good mood

C. To preserve ones energy

D. To be aloof from

E. None of these

3.

A. To trap wanted criminal with great difficulty

B. To catch a dangerous person

C. To meet with disaster

D. To deal with a person who is more than one's match

E. None of these

4. To drive home

A. To find one's roots

B. To return to place of rest

C. Back to original position

D. To emphasise

E. None of these

5. To have an axe to grind

A. A private end to serve

B. To fail to arouse interest

8. To be above board

A. To have a good height

B. To be honest in any business deal

C. They have no debts

D. To try to be beautiful

To catch a tartar E. None of these

9. To put one's hand to plough

A. To take up agricultural farming

B. To take a difficult task

C. To get entangled into unnecessary things

D. Take interest in technical work

E. None of these

10. To pick holes

A. To find some reason to quarrel

B. To destroy something

C. To criticise someone

D. To cut some part of an item

E. None of these

11. To leave someone in the lurch

A. To come to compromise with someone

C. To have no result

D. To work for both sides

E. None of these

12. To play second fiddle

A. To be happy, cheerful and healthy

B. To reduce importance of one's senior

C. To support the role and view of another person

D. To do back seat driving

E. None of these

13. To be the question

A. To refer to

B. To take for granted

C. To raise objections

D. To be discussed

E. None of these

14. A black sheep

A. An unlucky person

B. A lucky person

C. An ugly person

B. Constant source of annoyance to someone

C. To put someone at ease

D. To desert someone in his difficulties

E. None of these

17. To hit the nail right on the head

A. To do the right thing

B. To destroy one's reputation

C. To announce one's fixed views

D. To teach someone a lesson

E. None of these

18. To set one's face against

A. To oppose with determination

B. To judge by appearance

C. To get out of difficulty

D. To look at one steadily

E. None of these