

ENGLISH FOR ENGINEERS

ANSWER KEY

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Answer Key

UNIT 1 THE RAMAN EFFECT

Warm-up

Can you identify the following three inventors from the details provided?

1. Johannes Gutenberg
2. The Wright brothers
3. Martin Cooper

Post-reading

1. Choose the sentence that best summarises the main idea in each paragraph of the text.

- A. 1 B. 1 C. 1 D. 2 E. 1

2. Answer these questions.

- a. Raman was awarded the Nobel Prize for his work on the scattering of light by liquids.
- b. According to Raman, the blue colour of the sea was due to the scattering of sunlight by the water molecules. He verified this by using a polarised Nicol prism on a sample of sea water to show that light was scattered by the water molecules. He called this phenomenon, molecular diffraction.

Task 1

Form opposites of the words given below by adding prefixes. An example has been done for you.

2. qualify – disqualify
3. possible – impossible
4. climax – anticlimax
5. confirmed – unconfirmed

Task 2

Form adjectives by adding appropriate suffixes to the words listed below. An example has been done for you.

2. create – creative
3. beauty – beautiful

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4. excite – exciting
5. pain – painful/painless

Task 3

Complete the sentences using the most appropriate forms of words given in the box.

1. The techno giant was penalised heavily for using customers' personal **information** without authorisation.
2. The motto for the new PM should be minimum **government** but maximum **governance**.
3. The ruling party is facing a strong **anti-incumbency** wave in the upcoming assembly polls.
4. A possibility of **extraterrestrial** life has always attracted people's attention.

Task 4

Change the grammatical category of the words in Column A, using an appropriate suffix from the box below.

- | | | | | |
|------------------|----------------|-------------|----------------|-------------|
| 2. movable | 3. crystallise | 4. magnetic | 5. nationalism | 6. delivery |
| 7. advertisement | 8. spacious | 9. frighten | 10. assessment | |

Task 5

Add suitable affixes to form what is indicated within brackets. One has been done for you.

- | | |
|----------------------------------|------------------------------------|
| 2. un- + palatable = unpalatable | 3. suffocate + -ion = suffocation |
| 4. attract + -ive = attractive | 5. additional + -ly = additionally |
| 6. activate + -ion = activation | 7. capable + -ity = capability |
| 8. il- + logical = illogical | 9. torrent + -ial = torrential |
| 10. corrode + -ive = corrosive | |

Task 6

Underline the indefinite articles in these sentences.

1. Ahan Parekh was interested in renewable energy; he completed a internship with a company dealing in solar energy last year.
2. A great deal of time and effort has been devoted to finding a cure for cancer.
3. The nucleus of a atom holds a positive charge and has a specific number of protons and neutrons.

Task 7

Underline the definite articles in these sentences.

1. Farmers used the constellations in the night sky for predicting the seasons.
2. The man who invented the USB technology didn't make any money out of it.
3. The primary advantage of Li-Fi technology is that it allows for faster transmission of data as compared to the existing Wi-Fi technology.
4. The Netherlands is a beautiful country.
5. The integrated circuits used in computers were replaced by microprocessors in the 1970s.
6. The only way to account for the variations in the readings was to repeat the procedure a number of times.

Task 8

Fill in the blanks using the correct articles where required. You may use a/an/the or X (for 'none').

1. This instance was one of the first UFO sightings reported by X pilots anywhere in the world. Whilst flying from one city to another, in the USA, two pilots encountered a large, cigar-shaped craft, flying close to them, barely missing them at times. At one point, the object appeared to stop abruptly before vanishing into thin air. The pilots concurred that it was a long, thin craft, with two rows of tiny windows that emitted a bluish-green glow. It was moving really fast and leaving behind it a trail of orange exhaust.
2. Several witnesses at an American airbase claimed to have seen an identical object half an hour before what the pilots experienced. Officials from the US government were able to rule out the possibility of it being a military or commercial flight as there were no such flights scheduled at that time.
3. After a prolonged investigation, government officials wrote off the sightings as an illusion caused by X temperature changes. They later changed their minds and claimed that it was a meteor. However, experts later decided that, as the description of the object does not at all fit that of a meteor, this sighting will be classified as 'an unexplained phenomenon'.

Task 9

Correct the errors in the use of articles in this paragraph.

In the year 2005, Arvind Thiagarajan was **a** 25-year-old inventor with **a** couple of patents to his credit. By 2011, he managed to file for about 40 patents. When President Abdul Kalam presented him with **the** Junior Scientist Award in 2001, he inspired Arvind to invent and, more importantly, also patent his inventions. His most interesting invention is HDFonoDoc, **the** first device in the world which can analyse and document heart murmurs in real time. It was **a** replacement for the mechanical and digital stethoscopes used **by doctors** worldwide.

Task 10

Some sentences below have errors in the use of articles. Identify the error and rewrite the sentences. If there is no error, retain the sentence as it is.

1. The Himalayas are a sensitive eco zone. (No error)
2. A union minister visited our college last year for the anniversary function. (No error)
3. Practice makes a person perfect.
4. The peacock is considered our national bird.
5. One of the most prominent rivers of India is the Ganga. (No error)
6. B. Tech is the most sought-after degree in many parts of India.
7. Gold is a good investment option since the interest rates are going down.
8. The Olympian was awarded an honorary doctoral degree last year.
9. All except the Sharmas were invited to the engagement ceremony. (No error)
10. Every year many Indian students go abroad for higher studies.

Task 11

Read this paragraph and underline the prepositions.

to, of, in (repeated across sentences)

Task 12

Fill in the blanks using the correct prepositions.

1. on, in
2. in, to
3. by
4. by
5. in

Task 13

Fill in the blanks using the correct prepositions.

1. to, for
2. by, with
3. in, for
4. through
5. in, by

Task 14

Some sentences below have errors related to use of prepositions. Identify the error and rewrite the sentences.

1. The politician divided his property among his three daughters.
2. My brother has a two-wheeler besides two small cars. (No error)
3. The address on the envelope was wrong and therefore it was sent back.
4. When we reached the hotel, the entire staff of the hotel was waiting with flowers at the reception.

5. During our trip to Shimla, the train went through a tunnel.
6. You can consult a doctor for tips to sleep in hot and humid weather.
7. My teacher was angry with me because I was very late for his class.
8. It is really hard to laugh at Rakshit's jokes; they are really bad!
9. Reshma's parents trusted in her and she never failed them.
10. These days one needs to manage stress at work and yoga is a popular method. (No error)

Task 15

Separate the following into two groups, phrases and clauses.

1. Mesmerising quotes on life from social media – phrase
2. The students are shouting – clause
3. Life-threatening diseases – phrase
4. Gold price has hit all-time high – clause
5. An all-time favourite song – phrase
6. Well-designed but badly executed welfare programme – phrase
7. I wonder why – clause

Task 16

Classify the following sentences into simple (S), compound (CP) and complex (CX).

1. I called up my brother and discussed our travel plans. CP
2. The teacher read out the names of winners of the cultural competition on stage. S
3. The star player did not disappoint his fans as he scored two goals in yesterday's match. CX
4. Orcas, which are also known as 'killer whales', are extremely intelligent animals. CX
5. Many tourists are feared trapped in the deadly mudslide near the famous pilgrimage place. S
6. The train was cancelled because of technical issues. CX
7. Though I didn't believe in ghosts, the extraordinary events in our house made me approach the well-known paranormal investigators. CX
8. The title of my next book is 'I am not what I am'. S

Task 17

Fill the blanks using suitable forms of the words given in brackets.

1. would have been 2. write 3. read 4. will be 5. were

Task 18

Spot the errors in these sentences and correct them.

1. If it is sunny, the guests will want some lemonade.
2. If I had more money, I would buy a house.
3. If you slept on time, you would be able to wake up early.
4. If I am stuck in traffic, I will let you know.
5. If my brother moves to Singapore, I will visit him there.
6. If they want to, they can host the event.

Task 19

Insert commas at the correct places in these sentences.

1. The recipe required flour, sugar, eggs and cream.
2. Once the storm had subsided, the people returned home from the makeshift shelters.
3. We intended to visit Coorg as well, however, we couldn't for lack of time.
4. Sanghavi, an avid social media user, decided to spread awareness about the air pollution in her city.
5. I cannot afford a house in Bandra, so I am moving to Malad.

Task 20

Insert apostrophes at the correct places in these sentences.

1. Raja Ravi Varma's paintings have become a part of the Indian imagination of the epics.
2. My friend's flat is located in one of the most expensive localities in the city.
3. The senior surgeon's opinion was to go ahead with the surgery.
4. Who's taken the library books that were on my table?
5. The children's section is located on the right-hand side of this bookstore.

Task 21

Insert colons at the correct places in these sentences.

1. You have only one lifeline: use it while you can.
2. On your Facebook profile, you can do the following: upload a profile photo, indicate your likes and interests, create albums of your favourite moments and include a cover photo.
3. I can understand one thing from Satwik's tweets: he is travelling all over the world.
4. The scientist said: 'We need to increase our focus on research to encourage the spirit of innovation among the youth.'
5. Make a note of the items you need to carry to the camp: a torch, sleeping bag and safety kit.

Task 22

Check if the semicolon has been used properly in these sentences and correct it where required.

1. I'm allergic to cottage cheese-based curries; milk-based products do not agree with me. (No error)
2. Kerala is a lovely place; it has beautiful beaches and lovely weather.
3. The social media usage fell sharply in the hostel last week; many students were preparing for exams.
4. In the meeting today we have: Mr. Sachit Bhagat, CEO, MediaTech; Mr Piyush Gorakh, Director, Soltex Marketing; Ms Pratima Shah, Chairperson, Women Entrepreneur's Association of Hyderabad and Mr Satish Sehgal, Assistant Manager, Latitude Software Solutions.
5. The librarian placed an order for books, journals, magazines and newspapers.

Task 23

Tick the correct uses of hyphen, en dash and em dash.

1. We are expecting around 1000 - 2000 people for the wedding. ✗
2. You may think this solution will work—it won't. ✗
3. This is a one-way street. ✓
4. Conan Doyle was a famous nineteenth—century novelist. ✗
5. India—China relations have seen many ups and downs over the years. ✓

Task 24

This paragraph has 10 errors related to vocabulary, grammar and punctuation. Identify the mistakes and rewrite the paragraph.

March 20 is celebrated as the World Sparrow Day since 2010. The aim is to generate awareness about sparrows, which were once very common in our surroundings but are now rare. Till a few years back, sparrows could be seen nesting in almost every backyard and public places such as bus and railway stations. The sparrows lived in large colonies and survived on food grains and tiny worms, and had a close relation with human beings. Now it's hard to believe that this tiny, humble sparrow is in danger of disappearing completely/entirely. What is causing distress to the humble sparrow? Experts note that the changing human landscape is the main culprit. Modification in house designs in both rural and urban areas, rise of skyscrapers, mobile towers and increased pollution have made it difficult for sparrows to survive.

Task 25

Delete redundant portions and make these sentences as brief as possible. An example has been done for you.

2. The government says that petroleum prices cannot be reduced because the prices are high in the global market.

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3. The player was thinking of deciding on his retirement.
4. We will meet tomorrow at 11 am in the Conference room for just 10 minutes.
5. The project leader shall ensure dedication from all the team members and timely completion of the project.

Task 26

Identify the topic sentence in the following paragraphs.

1. An enormous amount of research on how people respond to extreme events has been done by an American university. **After studying scores of disasters such as floods, earthquakes and tornadoes over several decades, one of the most notable findings has been that people rarely lose control.** During earthquakes, when the ground shakes, dwellings crumble, fires rage, and people are crushed, they do not run screaming through the streets in a wild attempt to escape the horror, even though they undoubtedly feel horrified. Earthquakes and tornadoes wreak havoc on entire communities. Yet people do not usually turn against their neighbors or suddenly forget personal ties and moral commitments. Instead the more consistently observed pattern is that people bind together in the aftermath of disasters – working together to restore their physical environment and their culture to their former shape.
2. An extremely significant factor in climate change awareness is social justice. **It has been observed that those who are the most vulnerable to climate changes, those who are already suffering from the impacts of climate change, are the people and communities who contributed least to the problem.** When governments and policy makers consider global reductions in emissions it is essential for them to ask exactly which countries are being asked to reduce emissions and by how much. They must be fair and bring in policies that require those countries with excessive emissions to reduce them significantly, but allow countries with very low emissions to increase them, up to the point where all countries have the same per capita emissions.

Task 27

Edit the following paragraph to achieve better cohesion and coherence.

Railways, in collaboration with Doodle, has set up free wifi at railway stations. You can connect to RailFi by following some simple steps. When you reach a railway station, make sure your phone or computer's wifi is on. Scan for available networks. You must be able to see 'RailFi'. Connect to it. Activation portal opens in your default browser and asks for your mobile number. Enter it and request for 'OTP' (One Time Password). Enter the OTP you have received. You will get a message that you are successfully connected.

Task 28

Here is a sequence of events leading up to India becoming a Republic. Write a narrative paragraph based on these points. Remember to use suitable sequencing words.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

Initially, when India became independent on 15 August 1947, it did not have a constitution of its own. *Hence*, on 28 August 1947, a drafting committee was appointed to draft a permanent constitution for the country with Dr B R Ambedkar as the head. *Subsequently*, on 4 November 1947, the drafting committee submitted its report. On 24 January 1950, following discussions and revisions, the report was signed by the Constituent Assembly. Two days later, the constitution came into effect. India is *now* a truly sovereign country with a constitution of its own.

Task 29

Historical records show that the Titanic had the best wireless signalling system of the times. However, when the disaster struck, help could not reach the Titanic on time. Use these notes to write a paragraph on why the radio signalling system might have failed.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

The *Titanic* had the most powerful radio signalling system designed by the inventor of the radio, Marconi, and managed by The Wireless and Telegraph Company owned by him. All messages were sent wirelessly via Morse Code and could be accessed by anybody on that particular frequency. However, one reason why it failed was that the operators on the *Titanic* were busy handling the communication of high-profile passengers on board and hence, did not receive the warnings about the icebergs. Another reason was that many ships received the distress call from the *Titanic*, but the messages were transmitted and re-transmitted, leading to confusion.

UNIT 2 ANCIENT ARCHITECTURE IN INDIA**Warm Up**

Work in pairs and look at the pictures above. Choose the names of the famous monuments from the box below. Can you think of one fact about each of these places?

Picture 1: Mahabalipuram

Picture 2: Ellora Caves

Picture 3: Red Fort

Picture 4: Golden Temple

Post-reading**1. Choose the correct answer.**

- a. III b. II c. both I and II d. I e. IV

2. Complete the table by mentioning the architectural contributions of the various dynasties. Two have been done for you.

Dynasties	Architectural contributions
Satavahanas	A great stupa at Amaravati in the Lower Godavari region
Guptas	Free-standing Hindu temples at Deogarh (Jhansi district) and Bhitargaon (Kanpur district)
Rashtrakutas	The Kailash temple at Ellora
Pallavas	The <i>ratha</i> temples of Mahabalipuram
Cholas	The Brihadeshwara temple at Thanjavur; developed a Dravidian style
Eastern Ganga	The Sun Temple in Konark
Chandelas	The temple complex at Khajuraho in the Bundelkhand region of Madhya Pradesh
Solankis	The Dilwara temples dedicated to Jain <i>tirthankaras</i>

3. Using your own knowledge of Indian history, discuss why temples were the most important architectural achievements of various dynasties that ruled India.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

Temples were the most significant architectural achievements of rulers in different parts of ancient India. The possible reasons for this are many. Religion and religious rituals were a very important part of people's lives. Every occasion had a religious ritual attached to it that probably

necessitated a visit to a temple. However, it was not just the commoners who offered prayers in temples for social occasions. The kings who built the temples themselves offered prayers before and after wars. It was an age of expansion of empires and wars were frequent. Therefore, temples were a necessity for rulers who sought divine blessings before a war. Temples were also centres of learning and cultural activities such as the practice of art, dance and music. Indian classical dance forms such as Bharatnatyam and Odissi have originated from temple dances. Lastly, temples functioned as royal treasuries in times of crises. Rulers, under threat are known to have hidden parts of their wealth in temples in the belief that attackers would not desecrate and plunder holy places.

Task 1

Fill in the blanks with the suitable synonyms from the second column in the table above.

- a. near b. strong c. careful d. secretive e. tight

Task 2

Identify the synonyms of the words in bold.

1. b 2. a
3. none of the options is an exact synonym; 'agreed' is the closest option
4. a 5. d

Task 3

Fill in the blanks with antonyms of words in brackets.

1. natural 2. identical 3. reject 4. definite 5. connect

Task 4

Fill the blanks with the correct pronouns.

1. his or her 2. their 3. they 4. his 5. he

Task 5

1. Spot and correct the errors in these sentences.

- a. The movie was a good watch, though at times the scenes were a bit dragging.
- b. Coal is so cheap that trying to generate electricity without it would be economic suicide, especially for developing countries.
- c. A dragonfly keeps itself airborne by creating whirlwinds and vortices in the air.

2. Answer these questions.

- a. The tenses of the verbs were incorrect in each instance.
- b. I corrected them by noting whether the subjects of the sentences were in singular or plural. The tenses of the verbs had to be changed accordingly.

Task 6

Correct the errors related to subject–verb agreement in these sentences.

1. Emergencies **are** by their nature unexpected events and **require** a prompt and proper response. If you **follow** the advice and guidance given in this book you will undoubtedly be able to give early and effective help when needed.
2. Lungs **do** not have any muscles, so they cannot move air on their own. Instead, muscles in the chest **make** the lungs expand, or blow up like a balloon as air is sucked in.
3. Certain days of the week and selected times of a day **are** better than others for holding meetings.
4. People **have** been on the move since before historical records began, whether fleeing from their enemies or looking for new land to settle in. In fact, there **are** numerous historical **pieces of evidence** that show this.
5. That bouquet of roses **was** probably the most meaningful gift that Della received on such an important day in her life. It **was** her birthday and she knew very well that Jim would not be able to buy an expensive gift.

Task 7

Correct the errors in these sentences.

1. Neither the project manager nor his assistant **is** attending the meeting.
2. Logistics **is** not my area of expertise.
3. These pliers **are** not strong enough for the job.
4. Our team **is** going to work overtime to meet the deadline.
5. The committee **has** decided to pass the budget proposal in this session.
6. They **do** not know the reason for the postponement of the event.
7. Printers and scanners **need** regular maintenance for trouble-free service.
8. *The Seven Habits of Highly Effective People* **has** been written by Stephen Covey.
9. Each of the employees **has** been rewarded for contributing to the growth of the business.
10. *The Conjuring 2* **was** one of the scariest films to be released this year.

Task 8

Read the following title and subtitle of a passage and predict the content.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

The title indicates that the passage will be an academic report or a research paper on the subject of social media addiction, with reference to Facebook.

Task 9

Read this passage and attempt the questions that follow.

Choose the best alternative/s.

1. b 2. c 3. b
4. *(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)*

Apart from Twitter, Buck could have also used Facebook or WhatsApp to spread the message about his arrest. Social media is much more dynamic than traditional media and gets word across multiple platforms very fast. Social media is also a largely democratic space where posts are not censored by regulatory bodies, or do not have vested interests. Traditional media, on the other hand, has to be much more cautious with the content that it publishes or broadcasts and often has to be careful as to not hurt popular sentiments. On the flip side, traditional media is much more accountable than social media where people can post pretty much anything without proper verification of information.

Task 10

Circle the facts and underline the opinions in the following extract.

We live in an age where we cannot simply wish away the presence of social media. We are surrounded by these media-sites all the time. In the beginning, it all sounded very exciting, until a large number of people got hooked on and things started getting out of hand. (Opinion) For instance, in a recent study sponsored by a major media house, it was found that 13-year-olds check their social media feeds about 100 times a day, around 90 per cent of teens have used social media and 75 per cent of them have profiles on social networking sites. More than 50 per cent of them reported experiencing anxiety while using social media. (Fact)

Task 11

Tick the points that you would include in the letter.

a, c, e, f, h, i, j

Task 12

Here is a letter based on the situation in Task 11. Read the letter carefully, identify and label its parts. Choose from the options in the box.

- | | | | |
|---------------------|----------------|-----------------------|-----------------------|
| a. sender's address | b. date | c. receiver's address | d. opening salutation |
| e. subject line | f. signing off | | |

Answer these questions.

1. Yes, the subject line clearly and concisely specifies the applicant's purpose in writing the letter.
2. The receiver can contact the sender at the address that the latter has mentioned in the letter.

Task 13

Write letters of enquiry for these situations

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

1.

Satish Gupta
M 161/11
Sharda Nagar
Hyderabad – 500049

1 September 2016

Mr S Z H Iyengar
Branch Manager
The Bharat Insurance Company
Shyam Nagar
Hyderabad – 50004

Dear Sir,

Sub: Request for brochure with details of insurance policies

I am a 31-year-old businessman. I wish to take an insurance policy in order to avail tax benefits. I would like to know about the insurance policies that your company provides. My yearly turnover is Rs. 1,50,00,000. Could you please send me a brochure with the details of the various schemes available?

Regards,
Yours faithfully
Satish Gupta
2.

Sheena Mehta
J 19/B
Badshah Nagar
Lucknow –226044

20 March 2016

Mr Y S Zutshi
M/S Good Books Enterprises
Indira Nagar
Lucknow–226049

Dear Sir,

Sub: Enquiry for the availability of books

I am a student of Class X in Good Shepherd Academy, Lucknow. I want to purchase the complete set of books for Class X prescribed by my school. I have attached a copy of the list of prescribed books with this letter.

Could you please check and let me know, as soon as possible, if the books are available with you? The new session at my school begins from 6 April 2016.

Please also let me know the mode of payment that would be the most convenient for you.

Regards,

Yours faithfully
Sheena Mehta

3. Ravi Chaturvedi
N1/6
Anand Vihar
New Delhi – 110092
1 July 2016

Dr Samapti Sehgal
Chairperson
Airports Authority of India
Vasant Kunj
New Delhi – 110037

Dear Ma'am,

Sub: Permission for a field visit to the aircraft maintenance facility at an airport

I am a student of Aeronautical Engineering studying at IIT, Delhi. I am in my second year and as a part of the requirement of the courses that we have in this semester, it is mandatory for us to visit the aircraft maintenance facility at an airport.

We are a batch of 60 students. Kindly grant us the permission to visit the aircraft maintenance facility at any airport in or around Delhi.

Regards,

Yours faithfully
Ravi Chaturvedi

Task 14

Gautam had seen the following advertisement at his workplace regarding a new sporting facility for the employees. Underline the important points in the advertisement.

1. Having corporate connections with more than 40 business houses, Wizsports is proud to offer the employees of D & B Innovations the following facilities in the sports centre:
 - A fully equipped gym with qualified instructors
 - A hygienic swimming pool for both the beginners and the trained
 - Full-sized tennis and shuttle courts
 - An indoor basketball court
 - A restaurant offering diet-friendly cuisine from our experienced chefs

So, wear your sporting shoes and come down to the sports centre. As an employee of D & B Innovations, you will be eligible for a 10% discount on the annual membership fee. Get in touch with Mr Aarav Gupta, our customer service representative, on 9440088665.

2. **Gautam visited the sports centre and took up a membership. After a couple of weeks, he realised that he was not satisfied with the facilities and the quality of service. Here is the letter of complaint that he wrote to the management on this matter. Read the letter and discuss the following questions with your friends.**

1. This is a formal letter. It is written in a precise and concise manner. The salutation, subject and closing is that of a formal letter. The letter carries a subject line which sums up its purpose. It carries a suitably-worded opening sentence and avoids the use of contracted forms.
2. The first paragraph is a general statement regarding the poor quality of services provided at Wizsports centre.
3. The second paragraph carries the specific details of the problems and the third paragraph carries further details.
4. The last paragraph, which is a request for action, is a significant part of a complaint letter. This is imperative in a letter of complaint and should always be included.
5. The tone of the letter is firm yet polite.

Task 15

Danish had purchased some sports equipment for his college from Bharath Sports Pvt. Ltd., Patna. However, he faced some problems with the delivery. These are the notes he made regarding this. Using the notes and the format of the complaint letter given in Task 13, write a letter of complaint.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

Danish Ashraf
17/B, Baruna
Patna 803201
Bihar

16 May 2016

Shyam Ojha
Managing Director
Bharat Sports Pvt Ltd
Begumpur, Patna 800009
Bihar

Dear Sir,

Sub: Complaint regarding the delivery of sports equipment

This letter is to inform you about the improper delivery of sports equipment from Bharat Sports Pvt. Ltd., Patna.

On 20 April 2016, I had placed an order for 15 badminton racquets, 20 cricket kits and 50 roller skates. However, only 10 shuttle racquets, 25 cricket kits and 100 roller skates were delivered. Moreover, the company had promised the delivery on 30 April, but delivered the items on 15 May, a date much later than the promised date. The promised discount of 10 percent was also not provided. Further, the packaging was open and some of the cricket kits had been tampered with.

I request you to kindly look into the matter and resolve these issues as soon as possible. I look forward to hearing from you on this.

Yours sincerely,
Danish Ashraf

Task 16

Write letters of complaint on these situations for further practice.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

1. Rohit Sharma
B-1/18
Vasant Kunj
New Delhi – 110070

19 October 2016

Harshali Mehta
Managing Director
Ebuystore.com
Connaught Place
New Delhi –110001

Dear Ma'am,

Sub: Complaint regarding the delivery of a damaged phone

This letter is to inform you about the improper delivery of a mobile phone ordered during the discount sale from Ebuystore.com, New Delhi.

On 5 October 2016, I placed an order for a mobile phone (model name: ZASUS Zenphone 2) during the discount sale. The phone that I received was damaged. The screen had a deep crack. Besides, the battery appeared to have been removed from the box.

I request you to kindly look into the matter and resolve the issue by providing either a replacement at the same price or a refund of the amount. I look forward to hearing from you on this.

Yours sincerely,
Rohit Sharma

2. Sara Ahmed
165/4
Rana Pratap Marg
Lucknow – 226001
Uttar Pradesh

4 February 2016

Sushil Arora
Circulation Manager
Sports Outlook
Hazratganj
Lucknow – 226001
Uttar Pradesh

Dear Sir,

Sub: Complaint regarding non-delivery of magazine

This letter is to inform you about the non-delivery of the magazine issues of *Sports Outlook*.

A month back, I had subscribed to the fortnightly magazine *Sports Outlook* and sent a demand draft of Rs.2000 towards an annual subscription. However, I have not received even a single issue of the magazine as yet.

I request you to kindly look into the matter and resolve the issue as soon as possible. I look forward to hearing from you on this.

Yours sincerely,
Sara Ahmed

Task 17**Write letters of requisition based on the following situations.**

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

1.

Rupal Kohli
Sunrise Apartments
156, Gandhi Road
Bhubaneswar – 536142
Odisha

12 August 2016

The Dean of Academics
Lalit Professional University
Bhubaneswar – 536003
Odisha

Dear Sir,

Sub: Request for permission to use the Computer Lab after hours

I am an MCA student of first year at Lalit Professional University. I am currently working on my end-of-term project for which I require the use of the university computer lab from 22–30 August, between 7 and 9 PM.

I was unwell and hospitalised last month due to which I have not been able to complete the project on time. I have received an extension from Professor S Gupta. Could I request you to grant me permission to use the lab after hours, on the above mentioned dates? This will enable me to meet my new project submission deadline.

I look forward to receiving permission from you and thank you in anticipation.

Regards,
Yours faithfully,
Rupal Kohli

2. Brajesh Mishra
71B, Sunflower Apartments
Tilak Marg
Patna – 200567
Bihar

18 February 2016

Mr. Satyapal Acharya
Onsite Supervisor
DataLabs Pvt Ltd
33, Clinton Road
Patna – 200122
Bihar

Dear Sir,

Sub: Request for 'Intern Assessment' Report

I have completed my 6 month internship with DataLabs Pvt Ltd, last week. Request you to kindly provide the 'Intern Assessment' report for my performance during the last six months. I need the report for submission to the Head of the Department in order to be considered for a permanent role in this organisation. The last date for submission is 7 March 2016.

Looking forward to a favourable report.

Regards,

Yours faithfully,
Brajesh Mishra

Task 18

Based on the models discussed in this unit, create a résumé and cover letter for this job advertisement.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

COVER LETTER

Hari Roy
17/8, Arya Nagar
Lucknow – 226005
Uttar Pradesh

23 July 2016

The Manager
Human Resources Department
Softtech

Dear Sir/Ma'am,

Sub: Applying for the post of Software Engineer with reference to the advertisement in Hindustan News, dated 20 July 2016.

This is in response to the advertisement for the post of Software Engineer. After carefully reviewing the requirements of the job, I feel that I am suitable for this job. I hold a B.Tech degree in Computer Science from IIT Kanpur and have an experience of 2 years with a reputed IT organisation. I have worked on several projects including coding, testing, reviewing, planning and design. I have experience in application development and product engineering services.

I feel that I can make a difference as I can add professionalism and accuracy to the current team. With extensive experience of working on Java, Oracle, Sybase, C++, Linux and Unix, I feel I can handle varied projects. Besides, I can multi-task and complete projects on time with minimal supervision.

If you find my profile suitable, I would be interested in taking this opportunity to meet you to learn more about your company, the requirements of the position and whether my qualifications would be suitable for your purpose.

I am grateful to you for your time and consideration. I look forward to hearing from you soon.

Yours faithfully,

Hari Roy
Enclosure: Résumé

RÉSUMÉ

Hari Roy
17/8 Arya Nagar, Lucknow
hari.roy@gmail.com

Academic qualifications:				
Degree/ certificate	Institute	Board/ University	Year	Percentage/GPA
B Tech (Computer Science)	Indian Institute of Technology, Kanpur	--	2013	78%
12th Std	St Sebastian School, Lucknow	ICSE	2009	95.6%
10th Std	St Sebastian School, Lucknow	ICSE	2007	92%

Training/projects undertaken:		
Name of the institute/ organisation	Project details	Duration
Tata Consultancy Services	Database Management System The project involved coding, testing, reviewing, planning and design. I also helped in application development and product engineering services.	June 2012–November 2014

Computer proficiency:

Java, Oracle, Sybase, C++, Linux and Unix

Achievements:

Meritorious position in the Computer Olympiad in Class 12

Participated in and organised inter-collegiate debates

Personal details: Date of birth: 27 January 1992

Gender: Male

Languages known: English, Hindi, Bengali

UNIT 3 BLUE JEANS

Post-reading

1. Choose the correct answer.

- a. ii b. iv c. ii d. iii

2. Here are the different stages in manufacturing jeans. Arrange them in the right sequence.

c, e, j, h, g, i, b, d, a, f

Task 1

Here is a list of words starting with the prefix 'bio-', which means 'life'. Find out what these words mean. Use these words in sentences of your own.

1. biochemistry – a branch of science that studies the chemistry of living things
2. biography – the life story of a person written by someone else
3. biodegradable – being able to decay naturally without causing harm to the environment
4. biotechnology – using biological processes and organisms for industrial, medicinal and other such purposes
5. biohazardous – a biological agent such as a pathogen or a chemical that may harm human beings, animals and the environment
6. bioinformatics – the science of collecting and processing complex biological data such as human genetic codes using computer technology

Task 2

Here is a list of words ending with the suffix '-phobia'. Find out what these words mean. Use these words in sentences of your own.

1. hydrophobia – fear of water
2. claustrophobia – fear of closed spaces
3. agoraphobia – fear of going outside and staying in public spaces
4. xenophobia – fear of foreigners and their culture
5. photophobia – fear of light
6. acrophobia – fear of heights

Task 3

Complete these sentences choosing from the list of words and phrases above.

1. Copernicus proposed that it was the earth that went around the sun and not **vice versa** as the people had thought so far.

2. In a **quid pro quo** arrangement, in exchange for a donation, the politician may support a law that favours the gun manufacturing company.
3. The President has accused the national media of pursuing a **vendetta** against him.
4. The restaurant has a lavish buffet with authentic Indian dishes. If you do not like it, you can go for an equally exciting **a la carte** menu of exquisite continental dishes.
5. The teacher made an inappropriate racial remark in the class. The students walked out **en masse** in protest. Later the teacher apologised.
6. The fast food giant committed a serious **faux pas** when it refused to serve food to a man clad in shirt and lungi.
7. We all use **emojis** efficiently on mobile phones, but do you know how to get them on computers?
8. The actor is known for his **impromptu** lines in between the rehearsed dialogues and his fans love him.
9. We bought a marble replica of Taj Mahal as a **souvenir** during our trip to Agra.
10. Many people died in the **tsunami** on the shores of the Indian Ocean in 2004.

Task 4

Rewrite these sentences placing the modifiers in the right place.

1. The student's new books were bought online.
2. I slowly ate the lunch that the office boy had bought.
3. The student's torn book was lying on the desk.
4. Simran just wanted to say 'hi' to the actor.
5. He tried to make nearly all of his teachers happy.
6. The children went to a museum yesterday.

Task 5

Explain the differences in meaning among sentences within each set.

1. (a) I always focus on dedication to work. – qualifies 'what I do'
 (b) I focus always on dedication to work. – qualifies 'what I focus on'
 (c) I focus on dedication to work always. – qualifies 'dedication to work'
2. (a) Fortunately, Dev has worked on similar projects in the past. – qualifies the entire sentence
 (b) Dev has fortunately worked on similar projects in the past. – qualifies 'worked'
 (c) Dev has worked on similar projects fortunately in the past. – qualifies 'in the past'
3. (a) Only John can write a novel like this. – qualifies 'John'
 (b) John can only write a novel like this. – qualifies 'write'
 (c) John can write only a novel like this. – qualifies 'a novel like this'

Task 6

Identify whether the underlined verbs are in the present, the past or the future.

1. Present
2. Past
3. Future
4. Past
5. Present

Task 7

Identify the tense forms of the underlined verbs in these sentences.

1. Present perfect
2. Present perfect continuous
3. Present continuous
4. Present perfect
5. Simple present

Task 8

Fill in the blanks using the correct present tense form of the verbs given in brackets.

1. drives
2. have read
3. are attending
4. has been studying
5. has submitted

Task 9

Identify the tense of the underlined verbs.

1. Simple Past
2. Past Perfect
3. Past Perfect
4. Past Continuous
5. Past Perfect Continuous

Task 10

Fill in the blanks using verbs in the correct tense.

1. bought
2. learnt/learned/will learn/will be learning
3. lived
4. had started
5. had been taking

Task 11

Identify the tense of the underlined verbs in these sentences.

1. Simple Future
2. Future Perfect
3. Future Continuous
4. Future Continuous
5. Future Perfect Continuous

Task 12

Fill in the blanks in these sentences using the given verbs in the correct tense.

1. will get
2. will be writing
3. will have been studying
4. will give
5. will have finished

Task 13

Identify the errors in tenses in these sentences and correct them.

1. Last year, the football team had performed very poorly.
2. It appears that he is not satisfied with my response.
3. Time and tide wait for no man.
4. They were looking for a new direction when the merger of the companies took place. / They are looking for a new direction when the merger of the companies takes place.
5. The university declared the result by the time the students completed their internship.
6. By this time next year, you will be completing your graduation.
7. He regretted his decision for the last two years.
8. The technician was testing the gadget when there was a short circuit.
9. Every Christmas Ryan goes home and spends time with his family.
10. The diagram below depicts what happens/happened when the profit margins drop drastically within a year.

Task 14

Skim the following prospectus of a B-school quickly and answer the questions that follow.

1. Both (Teaching section does not use pronoun 'you' to refer to students directly)
2. a. Yes b. Yes c. Yes
3. Industry visits and tie-ups with top companies
4. Yes
5. True
6. False
7. Yes
8. Yes
9. No
10. True

Task 15

1. Now, scan the passage above carefully and find words that match these definitions.

- | | | | | |
|------------|-------------|-------------|----------|----------|
| a. plot | b. pieces | c. ordeal | d. infer | e. vivid |
| f. evolved | g. strategy | h. pugilist | | |

2. Answer these questions.

- Boxing and wrestling were popular in ancient India, though they were not general hobbies of respectable men but the preserve of professional pugilists, who performed for the amusement of the audience.
- The bullfight was seen as an ordeal to test the manhood of young men, as girls who watched the performance would choose their husbands from amongst the successful competitors.
- True
- Polo, hockey, boxing, wrestling, archery and chess are some of the sports that have survived the test of time and are still enjoyed in India today.

Task 16

Define the following terms. You may refer to a dictionary for help.

- Eco-friendly office – an office which has adopted eco-friendly practices such as solar energy, reduced paper usage, no plastic etc.
- Disability friendly college – a college that has facilities such as ramps, lifts, special washroom facilities et cetera for people with disabilities to help them move around independently
- Social media – an online platform where people share views, photographs and make friends and interact with them
- SUV – a type of light motor vehicle similar to a car but built for a high performance in rugged terrains
- Bar code – an electronic identification system – consisting of vertical bars of varying width, which can be scanned by a laser – for goods

Task 17

Describe any one of the following objects.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well)

- Description of mobile phone

I have a Lenovo Vibe P1 mobile phone. The dimensions of this are 71.8 mm × 141 mm × 9.5 mm. It has a 16 GB RAM, a quad core processor, an LED touchscreen, 1280 × 720 resolution and HD recording. The primary camera is of 8 megapixels and the secondary camera is of 5 megapixels. It has Bluetooth support and can be connected to a Wi-Fi network.

There are many advantages of buying this device. This device has a huge battery of 5000 mAh which does not require frequent charging. The power saver button also helps when the battery is low; a charge of 15% provides a standby of around 7 hours. The device restricts data usage through background app management. The memory is extendable up to 120 GB. Besides, one gets 1.3 GB RAM at the first boot up. Also, lightweight back cover and a screen guard come free of cost with the device. This saves about Rs 500. The device also has gravitation, light and proximity sensors.

The disadvantages of this device are that it is a little heavy, has a non-removable battery, and does not have a Gorilla glass. It is also difficult to place a micro SIM card in it. Besides, the device has an average-quality camera, a single speaker, and takes around three hours to get charged once it runs out of power. However, in this price range, this mobile phone is the best choice as there is no need to carry power banks in order to keep the phone charged and valuable data can be saved through various advanced features.

Task 18

Read the description of the structure seen in the image. Mark which of the aspects is described in each line.

This is the Lingaraja Temple of Bhubaneswar. It is made of sandstone **(the material)**. The tallest spire is in the shape of an elongated dome **(shape and features)**. The structure next to this dome is pyramid shaped and has horizontal layers of sandstone **(shape and features)**. Sturdy pillars support the triangular, temple-like roof of this structure **(shape and features)**. The outer walls of these structures are covered in sculptures of animals and humans **(details of the outer walls)**.

Task 19

In pairs, think of other details that you can add to the description by just looking at the image from the previous task.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well)

This architectural structure is horizontally-long with multiple adjoining towers. There are two towers in the front and two turrets adjacent to the gate. The front part of the building has bastions at the top. It also comprises four dome-shaped structures. The building has a big courtyard as well.

Task 20

Look at the image carefully. Describe this structure in about five lines.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well)

This is the Jama Masjid of Delhi. It is made of red sandstone and white marble. There are two tall minarets on either side of the main building. In the centre is the arched gateway. There is an open courtyard in front of the gateway. The main dome of the mosque is partially visible behind the arch of the gateway. On either side of the large central dome, two smaller domes are seen.

Task 21

Choose one of the following and write a descriptive paragraph in about 250-300 words.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well)

5. The place I want to visit at least once in my lifetime.

I want to visit Iceland at least once in my lifetime. Iceland is a small island country in the Atlantic ocean. Though it is midway between Europe and North America, it is politically a part of Europe. In fact, it is Europe's second largest island, after Great Britain. My interest in Iceland lies in its volcanoes. The country has several active volcanoes. In fact, it was created as a result of volcanic activity. As a result, Iceland has many geysers. The interior of the Icelandic island consists of cold deserts. They are uninhabitable highlands that are a combination of sand, mountains and lava.

To me, the other attraction in Iceland is the Northern Lights. Of course, this is visible from many arctic countries such as Norway, Sweden and Finland. But in my opinion, it adds to the tourism value of Iceland. In winters when it is very dark, the sky is lit up by these multicoloured dancing lights that are a spectacle to behold.

With a host of natural wonders like geysers, glaciers, basalt stacks and of course the northern lights, Iceland has seen a tourism boom in recent years. I want to visit this quaint country and experience a natural landscape that is unique to its geographical and geological location. The view that Iceland offers would not be available in any other part of the world.

Task 22

Choose any one of the following and write a description in about 300 words.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well)

3. The incident which made me change my views about a teacher.

People wear masks and very often we know the mask and not the real person behind it. However, once in a while an incident occurs that gives us a glimpse of the real person and it completely changes our views about him/her.

I had a similar experience with the Dean of Academics in my college. Dr B R Yadav was known to be a strict disciplinarian by everyone. He did not tolerate missed classes, rude behaviour or poor grades. Our professors took full advantage of his image and routinely packed us off to his office to explain ourselves when we missed our classes. That was the experience we dreaded most throughout the three years of college.

I saw him only once after I had left college. My suitcase had just been stolen in a long distance bus journey – a suitcase in which I was carrying all my educational certificates while going for a job interview. When I reached my destination, I braced myself for some harsh words and called Dr Yadav fully expecting a telling off for being careless. Instead, I found that he was the most considerate person I'd ever known. His kind words and offer of support to get a new copy of my certificates, made me see him as a person who was genuinely concerned for his students. Unfortunately, he had to wear a mask to run the college well and most students went through college without ever getting an opportunity of knowing the well-wisher behind the mask. A chance incident, unfortunate though it was, changed my views about Dr Yadav.

Task 23

Choose one of the following and write a paragraph in about 300 words.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well)

3. Components of a desktop computer

A desktop computer has many components. Some of them are essential, without which the computer cannot run. Some of them are optional – they are only needed if we want the computer to perform some extra functions. Let us begin with the essential parts of a computer.

A desktop computer has four essential parts – the Central Processing Unit or the CPU, the monitor, the keyboard and the mouse. The CPU is the brain of the computer. It is where the data is stored in hard drives. It is also where the processor which helps run the computer is located. The monitor is a display device. It converts inputs from the CPU into a visual form that we can see and understand. The keyboard is an input device. It helps us to type information. Using the keyboard we can give various commands to the computer and have it perform various operations. These may range from running a complex software to writing an essay. The mouse is a pointing device. We use it to click and select options displayed on the monitor.

The optional parts of a desktop computer are usually determined by users' choices and preferences. For example, if we want to listen to music on the computer we can add a set of speakers to it. If we wish to take VOIP calls, we might need a headset with a microphone. A UPS is recommended if one lives in a place that experiences frequent power cuts. In this way a desktop computer with four basic parts can be customised to do much more depending on the users' needs and choices.

UNIT 4 WHAT SHOULD YOU BE EATING?

Warm Up

Plan a balanced meal using the table. The meal should have adequate amounts of carbohydrates, protein, dairy, fibre and vitamins. The total number of calories in the meal should not exceed 700.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

Meals	Breakfast			Lunch			Dinner		
Food items	Butter milk	Boiled egg	Papaya	Phulka	Dal	Stuffed tomato	Milk shake	Papaya	-
Quantity	200 ml	1	½ cup	2	1	50 gm	1 glass	½ cup	-

Post-reading

1. Fill in the blanks.

- a. iv b. iv c. iii

2. Why are processed foods and drinks popular among the youth, even though they are harmful? List at least 4–5 reasons.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

- Processed foods and drinks uplift the mood, boost energy levels and make one feel contented and relaxed.
- They are tempting for people who have a busy lifestyle as they are time-saving.
- They are easy to get and are available in all seasons and everywhere.
- They come in cans and airtight bottles with added preservatives and can easily be stored.

Task 1

Sort these words in the table into acronyms and abbreviations and write their full forms.

	Abbreviation/ acronym	Full forms
RAM	acronym	Random Access Memory
Mr	abbreviation	Mister
LASER	acronym	Light Amplification by Stimulated Emission of Radiation
St	abbreviation	Saint

	Abbreviation/ acronym	Full forms
Dec	abbreviation	December
BBC	acronym	British Broadcasting Corporation
cent	abbreviation	Century

Task 2

Find out what these abbreviations/acronyms stand for.

DNA	Deoxyribo Nucleic Acid	LAN	Local Area Network
SONAR	Sound Navigation and Ranging	FYI	for your information
Sci-fi	Science Fiction	approx	approximately
EU	European Union	LPG	Liquefied Petroleum Gas
sitcom	situation comedy	laser	light amplification by stimulated emission of radiation
scuba	self-contained underwater breathing apparatus	e.g.	exempli gratia (for example)
NASA	National Aeronautics and Space Administration	GIF	Graphics Interchange Format
DNA	Deoxyribo Nucleic Acid	cont	continued
i.e.	id est (that is)	RSVP	Repondez S'il Vous Plait (reply if you please)
TNT	Trinitrotoluene	VAT	Value Added Tax

Task 3

Identify and delete the redundant words/phrases from these sentences.

1. In earlier days, there was a consensus that the Earth was flat.
2. The result of the rainwater harvesting initiatives was that the level of ground water improved dramatically.
3. Imports during the financial year 2017-18 reduced considerably.
4. It is better that the assessments are postponed.
5. Edmund Halley the astronomer, compiled a chart on trade winds and monsoons in 1686.
6. This phone is a better choice because it has a RAM of 4 GB.

Task 4

Rewrite these sentences avoiding the clichés used.

1. During the monsoon, the road behind my house should be avoided since it tends to get waterlogged.
2. Ravi, who is always ahead of time, submitted his assignment much before the deadline.
3. Malpractice during the examinations will not be tolerated.
4. The movie was an exciting thriller.
5. Regular exercise and proper diet ensure that one remains healthy.

Task 5

Read the passage and complete the table.

Type	Media	Pros	Cons
Magazines	print	<ul style="list-style-type: none"> • serve consumers by interest and trade • longer shelf life as compared to newspapers 	<ul style="list-style-type: none"> • do not serve a small area • glossy magazines are expensive • circulation in a small market may not be cost-effective
Radio	sound	a great way to reach the target audience	<ul style="list-style-type: none"> • difficult to remember what is heard • the regular repetition of message leads to a significant increase in the cost
Television	audio-visual	<ul style="list-style-type: none"> • extensive reach • demonstration of ideas through sound, sight, movement and colour • can demonstrate how a product or service works 	<ul style="list-style-type: none"> • TV advertisements are generally expensive
Hoarding and transit posters	print	<ul style="list-style-type: none"> • can be put up on buses, taxis and bicycles • messages on large billboards can get across with a lot of impact 	<ul style="list-style-type: none"> • contain limited information • advertising can be very expensive for prime locations and supersized billboards

Type	Media	Pros	Cons
Direct mail, catalogues and leaflets	print/ electronic	<ul style="list-style-type: none">• more personal• cost-effective if sent directly to an email database	mailing list needs to be more precise for a better reach
Online	electronic	<ul style="list-style-type: none">• cost-effective way to attract customers• reach a global audience at a low cost	cannot be used to reach customers who do not have access to the Internet

Task 6

Here are a few statements. Think of three reasons for each of these statements. Discuss in pairs to see if your reasons match. One has been done for you.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

- b. The higher production costs for a visual medium like television and expensive commercial slots make television a costlier way of advertising, as compared with radio which uses only sound; television ensures a better reach as people watch television more often than they listen to radio; an advertisement on television is easier to remember as compared to a jingle on radio.
- c. Newspapers have a short shelf life and, hence, the advertisements need to be printed on a regular basis in order to attract customers; newspaper advertisements are less attractive; people read news online increasingly and do not subscribe to newspapers.
- d. Wrong estimation of the target audience may lead to improper circulation; direct mail involves logistical difficulties and expenses; people often do not read unimportant mail.
- e. Online advertising ensures better circulation as more and more people have started using the Internet; it is cost-effective; it is attractive in terms of more dynamism in design and interaction.

Task 7

Read the following passage and answer the questions that follow.

1. a. seeking evidence b. examining all sides of an issue
2. a. looking at the issue b. considering the problem c. examining evidence from all sides
d. taking action e. looking back to consider the outcome
3. a. Correct b. Incorrect c. Correct
d. Incorrect

4. b. to see if something is suitable
5. a. imagined

Task 8

Write essays on the following topics in about 350-400 words each.

(This is an open-ended question. Possible responses are provided here. There could be alternative responses as well.)

1. It is 9 PM and Gautam is trudging back home from work. He has a feeling of exhaustion and fatigue. As he steps off the bus, he wonders why he feels like this while returning home every evening. He believes he is overworked. Despite this, his manager pulls him up every week for not having completed his tasks or for not having completed them well. Is Gautam incompetent? He believes he is not. What then is the reason for this fatigue when half of the items on his to-do list are incomplete?

The reason is time spent on social media. Gautam and many more young professionals like him spend a lot of time at work hooked on to apps like Facebook, LinkedIn and Whatsapp. The addictive nature of the social media platforms makes one oblivious to the amount of time that one is spending on the platform. As a result, either the workday extends to accommodate the unfinished tasks or bright minds turn into careless and sloppy professionals. Social media platforms are the biggest reason for loss of productivity at work and are therefore considered time wasters by both employers and experts. Unofficial reports indicate that the productivity loss at the workplace due to social media alone is as high as 13%!

The indirect effect of social media is on the health of its users. Sleeplessness and anxiety triggered by social media usage lowers employee productivity as professionals come to work having had 4-5 hours of sleep every night. It affects the concentration of students and reduces their attention span. In extreme cases, people's visions are also affected.

One might argue that a lot of work can be completed via social media. For example, it gives a ready customer base to small businesses. A lot of buying and selling can happen through social media platforms. Social media can also be used as a learning tool or as mode of networking. However, the benefits are little and dependent on the motivation of the user. In comparison, the 13% loss of productivity is significant and companies are left clueless about how to manage the menace.

2. The concept of artificial intelligence is the new buzzword in the world of technology. New experiments are being conducted by universities and corporates alike and a whole body of research is being created every week on this concept. While there is a lot of talk about how machines with artificial intelligence or AI are going to make our lives easier, there is also a whole lot of speculation about the ill effects that it is going to have on human society.

Machines using Artificial Intelligence can become a threat to human society. I agree with this statement and here are some reasons as to why I agree with it.

Firstly, there is the threat of huge job cuts. Scientists and industry pundits predict that people will not be required to do rote jobs any longer because robots will be able to do them just as well, if not better. The percentage of people losing their livelihoods to robots could be as high

as 40% by the year 2030! Robots will be able to drive cars, generate bills at supermarkets, interpret financial data and work in assembly lines in factories. Where does all this leave the human species?

There is another and bigger threat posed by the use of AI. Just like all scientific and technological inventions, machines with AI are also liable to be misused by people with a criminal bent of mind. In a world that is becoming more and more reliant on online conveniences, digital security systems being exposed to newer AI threats can cause havoc. Harassment, blackmail, theft, conspiracy theories can all be fed by the abuse of AI.

Lastly, it is necessary to point out that human society is at an existential risk from artificial intelligence. This is a hypothesis that states that someday AI will achieve supremacy over human beings and cause a global catastrophe. Human society will become dependent on AI for its survival just like endangered species of plants and animals are currently dependent on humans for their survival.

These reasons are valid and point to a less than happy future for the human race that can be brought about by the 'intelligence' of machines without a conscience.

Task 10

Attempt a précis of the following passage.

(This is an open-ended question. A possible response is provided here. There could be alternative responses as well.)

Bad habits are behaviours that we internalise and carry on with. We should erase these habits to improve the quality of our lives.

Firstly, we must learn to admit our mistakes, even though they might affect our self-esteem.

Secondly, we should stop entertaining negative thoughts about ourselves lest we internalise them and become vulnerable to disorders like depression or anxiety. We must find some positive thoughts to replace negative thoughts.

Thirdly, we should try to maintain a good posture. A good posture lifts our mood and makes us confident. We must always keep our spine straight, look up and focus.

Fourthly, we must avoid multitasking in activities which require our complete attention. In such cases, one or both the activities is adversely affected. To overcome this, we must practice mindfulness.

Lastly, we should stop jumping to conclusions about other people, especially when they are rude to us. We must consider possible alternative explanations. Sometimes the reason for their anger is not related to us at all.

UNIT 5 HOW A CHINESE BILLIONAIRE BUILT HER FORTUNE

Warm Up

1. Larry Page is an American computer scientist and an Internet entrepreneur who co-founded Google Inc. with Sergey Brin in 1998.
2. He is the Chief Executive Officer of Google's parent company, Alphabet Inc.
3. Both his parents were teachers of Computer Science.
4. He earned his undergraduate degree in Computer Science from the University of Michigan.
5. While studying at the University of Michigan, Larry Page made an inkjet printer using LEGO Bricks.

Post-reading

1. **Arrange the sentences in the order in which they appear in the passage.**

e - b - f - c - g - d - a

2. **Circle the qualities that Zhou Qunfei is seen to possess. Then find the lines in the passage that support it.**

Hard-working: 'She landed a job that required her to work from 8 am to 12 pm, polishing glass.'

Demanding: 'Ms Zhou is very hands-on with her job. She still tours the factory floor and sits down at the machines to work them herself. This is her way of finding any faults in the process or equipment that are in use. She expects the same amount of dedication from her employees as well. Her employees know her to be fastidious and observant of the smallest details. She notices a manager slouching at a meeting and asks him to sit straight.'

Obsessive: 'Zhou is obsessive about the standards maintained in her factory. From her office, a door leads to an apartment. She uses this apartment to rest, so that she can have access to the factory floor day and night.'

Task 1

Fill in the blanks using suitable terms from the box.

- | | | | | |
|--------------|-------------|-------------|-----------------|---------------|
| 1. GDP | 2. catalyst | 3. phishing | 4. attachments | 5. ultrasonic |
| 6. quarterly | 7. mergers | 8. buoyancy | 9. line manager | 10. spam |

Task 2

Match these terms with their meanings.

- | | | | |
|-----|-----|-----|-----|
| 1-d | 2-h | 3-g | 4-b |
| 5-a | 6-e | 7-c | 8-f |

Task 3

Identify the errors in the use of articles and prepositions in these sentences and correct them. If there is no error write 'No error'.

1. The media was caught spreading lies about the country's top leader.
2. The board agreed with the CEO's opinion on expanding the market. (No error)
3. The students are worried about the classes, because the textbooks are not yet available in the market.
4. Freedom of speech is one of the fundamental rights guaranteed by our constitution. (No error)
5. The school insists on our wearing a uniform all six days of the week.
6. The candidate's answer sheets were re-evaluated and she became the topper.
7. A unique feature of our country is unity in diversity. (No error)
8. The cricketer was found guilty of tampering with the ball.
9. The farmers are protesting against the thermal power plant.
10. The actor apologised for his recent insensitive comments on social media.
11. Honesty is the best policy.
12. At the peak of his career, Dev resigned from his job and went back to his village.
13. The instructor told us to refer to our notes while doing assignments.
14. One needs to have an MBBS from a recognised university to become a doctor.
15. My mother is yet to recover from viral fever even after two weeks.
16. The Dravidian languages/Dravidian languages are spoken mainly in the southern states of India.
17. Manoj has sent an invitation for his wedding.
18. Every student must carry the identity card always.
19. The doctor informed the patient's relatives about the course of treatment.
20. France is a European country.

Task 4

Identify the errors in tenses in these sentences and correct them.

1. When I was walking in the park, I heard a loud noise.
2. Before I joined a US company, I had completed an internship at HYF Ltd.
3. Joseph is a lecturer in an engineering college.
4. Yesterday the students were talking loudly in the class while the teacher had dozed off.
5. I sing songs during parties for a livelihood.

6. MNTE has been constructing this bridge since 2008 and it's not complete still.
7. By the same time next year my sister will have been married.
8. When the teacher reminded me about the time, I had already completed the exam.
9. I like this new office cabin design.
10. During the next year, we will be building our new house.
11. Rita always hated night shifts but she had no other options.
12. The earth takes almost 24 hours for a single rotation on its own axis.
13. I have been waiting for the bus for the last two hours and I am really worried about getting home.
14. After relocating to Kolkata from Hyderabad, my uncle is still adjusting to the new city.
15. We went to market and bought fruits and vegetables.

Task 5

Identify the errors in subject–verb and noun–pronoun agreement in these sentences and correct them.

1. Some of the shoes in this shop are on discount. (*'some of the shoes' is plural*)
2. The committee decided to review its expenditure for the current financial year before placing a request for additional funds. (*'committee' is singular*)
3. If anybody is not satisfied with the quality of the product, he/she/they* can ask for a refund of his/her/their money. (*'anybody' is a singular pronoun*)
**Note: 'They' is preferable as it is gender neutral.*
4. On seeing the old lady in the bus, one of the girls gave up her seat. (*'one of the girls' is the subject and is singular*)
5. The list of the books required for the library is on my table. (*'list' is singular*)
6. Our college team is headed for the state-level match after a brilliant performance in the district level knockout games. (*'team' is singular*)
7. The staff was requested to attend the meeting. (*'staff' is singular*)
8. Fifty percent of the stock was gutted in the fire. (*'stock' is singular*)
9. Either Mr Reddy or Mr Rao is going to be appointed chairperson of the committee. (*The subject indicates only one of the men will be appointed. Therefore, it is singular*)
10. Marks & Spencers is a major British multinational retailer headquartered in London. (*'Marks & Spencers' is a brand name and so is singular*)

Task 6

Rewrite these sentences after placing the modifiers in the right place.

1. The patient with a severe headache was referred to a doctor.
2. They served food wrapped in aluminum foil to the children.

3. He drives the taxi for nearly eight hours every day.
4. My sister has one child only.
5. Unfortunately, I can take only three students to the conference.
6. The tall soldier with the beard led the parade.
7. I bought a used car with a damaged windscreen from an online site.
8. Sam asked me over the phone to go for a ride with him.
9. The results will be known only after all the votes have been counted.
10. The pedestrian walking on the footpath was hit by a car.

Task 7

Identify and eliminate the clichés and redundancies in these sentences. Rewrite the sentences in the space given.

1. We decided to combine our resources to tackle the problem.
2. I was certain that this was the correct route to the library.
3. I couldn't hear the instructions clearly. Could you repeat them please?
4. The conference organisers replied to my mail saying that they would be able to fund my trip.
5. First, I'd like to draw your attention to the first item on the agenda.
6. Ultimately, it is the budget which will decide whether we would add additional systems to our existing facility.
7. I don't think it would be advisable to take the short cut to Golconda Fort.
8. This story has been fabricated by the media.
9. The agenda of the meeting should be circulated to all team members.
10. The lawyer suggested that we add a clause to the agreement.

Task 8

Read this passage and answer the questions that follow.

1. The Google Self-driving Car project involves the development of technology to run driverless electric cars.
2. Google Chauffeur is a software that helps run the driverless car.
3. Google Chauffeur is fitted with sensors that can 'see' everything around the car. It can also make a search about aspects of driving. It captures minute details. This is why Sebastian Thurn describes it as a 'perfect driving mechanism'.
4. Examples of human factors involved in driving include maintaining one's lane, holding the right body position and anticipating traffic.
5. prototype

Task 9

Read this passage and answer the questions that follow.

1. The Greek word 'klon' means to create new plants from buds and twigs of existing plants.
2. J B S Haldane is credited with the use of the word 'clone' in the sense of creating duplicates of human beings. He is a geneticist and science writer as well.
3. The title of the speech given by Haldane in 1963 is 'Biological Possibilities for the Human Species of the Next Ten Thousand Years'.
4. Today, cloning is widely used for selective assisted breeding of animals.
5. clone

Task 10

Read this passage and tick the correct option to answer the questions that follow.

1. b 2. a 3. a 4. b 5. b

Task 11

Read this passage and answer the questions that follow.

1. At the time of the Great Depression, people were going through a lot of suffering because of the recession. They needed to feed their imagination with heroes who would see them through the troubled times. Newspaper comic strips of superheroes provided just that.
2. The two scientific and technological breakthroughs of the twentieth century mentioned in the passage are Albert Einstein's theories on the nature of the universe and pioneering activities of airmen and women.
3. Meanings:
 - a. utopian – a perfect world
 - b. pseudoscientific – falsely scientific
4. The superheroes mentioned here are Superman and Spiderman.
5. Stories about the pseudoscientific backgrounds of the superheroes made them more realistic to their audience.

Task 12

These extracts are from a report on Bt Brinjal. Decide which section of the report each extract has been taken from.

1. Introduction
2. Methods
3. Introduction
4. Acknowledgements

5. Conclusion
6. References
7. Title page
8. Conclusion

Task 13

Read and decide if these sentences are suitable or unsuitable, based on their construction, for inclusion in a report. Give reasons for your choice. One has been done for you.

- 2.1 – no, uses informal language (contractions)
- 2.2 – yes, uses formal language
- 3.1 – yes, explains acronyms
- 3.2 – no, does not explain acronyms
- 4.1 – no, uses direct speech
- 4.2 – yes, uses indirect speech
- 5.1 – yes, is crisp and precise
- 5.2 – no, is convoluted, uses redundancies