

# THE GIFT OF THE MAGI

## About the author:

William Sydney Porter, better known by his pen name O. Henry, was an American writer known primarily for his short stories, though he also wrote poetry and non-fiction. His works include "The Gift of the Magi", "The Duplicity of Hargraves", and "The Ransom of Red Chief", as well as the novel "Cabbages and Kings". Porter's stories are known for their naturalist observations, witty narration, and surprise endings.

## Introduction of the story:

The gift of the magi, a short story published in 1905 by o henry.  
This story is told by a third person omniscient narrator and it is the story of Jim (James Dillingham Young) and Della, a young couple of newlyweds living in New York City  
This story was released in the period of realism.

## Characters:

- James Dillingham Young
- Della
- Madame Sofronie

## Main story:

Della and Jim met each other in their college days. They have been seeing each other since then, but neither of them confessed their feelings for each other. James, after getting a job as a typist in a newspaper company with a salary of \$50, he confessed his feeling to Della. They had a small marriage ceremony. They've rented a furnished house in New York city, which costs \$8 per week. There is a little more about it, In the hall there was a letter box too small to hold a letter. There was an electric bell, but it could not make a sound. Even though they do not possess any fancy stuff, they were still living happily with what they have.

However, now Jim and Della have fallen on some tough financial times as Jim's salary got shrunken to forty dollars a week as there was a recession in the company, he is working in. A week and it's going to be Christmas Eve, all the houses in their neighbourhood are having Christmas tree, decorations, lights etc. except for Jim and Della's house.

Della is very upset; Jim is still at work and she has been saving for months by bargaining and bulldozing the grocer and the vegetable man and the butcher until one's cheeks burned with embarrassment. She counted her saving which were only one dollar and eighty-seven cents. Three times Della counted it. One dollar and eighty-seven cents. Not even a single cent was increased.

The next day would be Christmas, Della desperately wants to buy a Christmas present for Jim. There was nothing left for Della but to flop down on the shabby little couch and howl. There was a name beside the door: 'Mr. James Dillingham Young'. The 'Dillingham' had been flung to the breeze during a former period of prosperity when James was being paid 50 dollars per week. Now, when the income was shrunk to 40 dollars the letters of 'Dillingham' looked blur as though it should have been 'Mr. James D. Young'.

But whenever Mr James Dillingham Young came home, he was called 'Jim' and greatly hugged by Mrs James Dillingham Young, introduced to you as Della. Della finished her cry and attended to her cheeks with the powder rag. There was a mirror between the windows of the room. Suddenly, she whirled from the window and stood before the glass. Her eyes were shining but her face had lost its colour. Rapidly, she pulled down her hair and let it fall to its full length. There were two possessions of the James Dillingham Youngs in which they took mighty pride. One was Jim's gold watch that had been his father's and grandfather's. The other was Della's hair. Della's hair fell about her rippling and shining like a cascade of brown waters. It reached her knee, it covered her almost like a garment.

In Jim's opinion, even if the king Solomon himself was living there in the building with him, he would be jealous of Jim's s pocket watch in spite of all the king Solomons wealth and in Della's opinion, even if the queen Sheba was living there in the building with all of her wealth and all of her extravagant royal gifts, she would be jealous of Della's amazing hair.

So, Della immediately grabs a coat, ties her hair up and covers her hair with the hat. She heads out and stops at a shop that says, 'Madame Sofronie. Hair Goods of all kinds.' 'Will you buy my hair?' asked Della.

'I buy hair.' Said Madame. 'Take your hat off and let's have a look at it.'

Down rippled the brown cascade.

'Twenty dollars', said Madame, lifting the mass with a practised hand.

The next two hours tripped by on rosy wings. She was ransacking the stores for Jim's present, which is worth being possessed by him. She found it at last. It had been made for Jim and no one else. There was no other like it in any of the stores. It was a platinum fob chain, simple and pure in design. Quietness and value - the description applied to both. Twenty-one they took for it and she hurried home with the 78 cents. When Della reached home, looked at herself, she looked like a school boy. She got out her curling irons and lighted the gas and went to work, curling her hair. After forty minutes it started to look a little better. At 7o'clock, the coffee was made and the frying pan was on the back of the stove, ready to cook. Jim was never late. She held the fob chain in her hand and sat on the corner of the table.

She heard his footsteps on the stairs, she turned white for a moment. She ~~be~~ whispered, 'please, God, make him think I am still pretty.' The door opened and Jim stepped in. He looked thin and very serious. Poor fellow, he was only twenty-two and to be burdened with the family! He needed a new overcoat and he was without gloves. His eyes were upon Della and there was an expression in them that she could not read, and it

terrified her. It wasn't anger, surprise, disapproval or horror, any of the sentiments that she had been prepared for. He simply looked at her with that peculiar expression on his face.

Della went to him. 'Jim, darling' she cried, 'don't look at me that way. I sold my hair because I couldn't have lived through Christmas without giving you a present. It will grow out again. My hair grows really fast. Say 'Merry Christmas! Jim and let's be happy'. Jim looked about the room curiously. 'You say your hair is gone?' He said. 'You need not look for it' said Della 'It's sold, I will tell you. Be good to me for it went for you.' Jim awoke out of his trance. 'Don't make any mistake Dell' he said 'I do not think there is anything in the way of a haircut that could make me like my girl any less. But if you'll unwrap the package, you'll see why I was surprised at first'.

She opened the package. There was a delighted scream of joy, and then, quick change to tears and wails, followed by Jim's soft words of comfort to Della. For there lay the combs - the combs that Della had seen in a shop window and loved for a long time. Beautiful combs, with jewels, perfect for her beautiful long hair. She had known they cost too much for her to buy them - she had looked at them without the least hope of owning them. Now they were hers but her hair was gone. She hugged them to her heart. Then she looks up with dim eyes and a smile and said 'My hair grows so fast, Jim!'

Jim had not yet seen his beautiful gift. She held it out to him in her open hand. 'Isn't it dandy, Jim?' I hunted all over the town to find it. You'll have to look at the time for hundred times a day now. Give me your watch. I want to see how it looks on it'. Instead of obeying, Jim just smiled. 'Dell', said he, 'let's put our Christmas presents away and keep them a while. They're too nice to use just at present. I sold the watch to get the money to buy your combs. Now I think we should have our dinner'.

Conclusion:

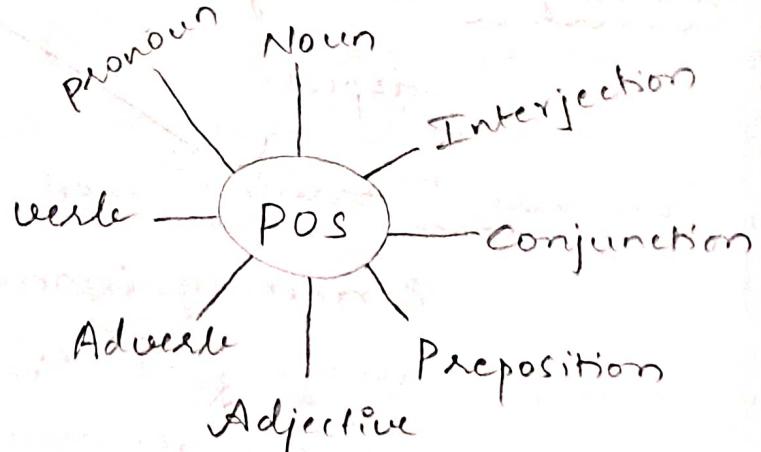
The magi, as you know, were wise men - wonderfully wise men who bought gifts to New born Christ-child. They were the first to give Christmas gifts. Being wise, their gifts are doubtlessly wise ones and this is the story of two children who were not wise. Each sold their most valuable things they owned in order to buy a gift for each other. Here is a last word to the wise of these days: of all who give gifts, these two were the most wise. of all who give and receive gifts, such as they're the most wise. Everywhere there are the wise ones. They are the magi.

## Parts of speech

The parts of speech indicates how the word functions in meaning as well as grammatically within the sentence. It is a category to which a word is assigned in accordance with its syntactic functions. It is a category that describes the role of a word plays in a sentence, understanding the different parts of speech can help you analyze how words function in a sentence and improve your writing. The Oxford learners Dictionary defines as "One of the grammatical group into which words are divided into noun, pronoun, verb, adverb, adjective, preposition, Conjunction, Interjection".

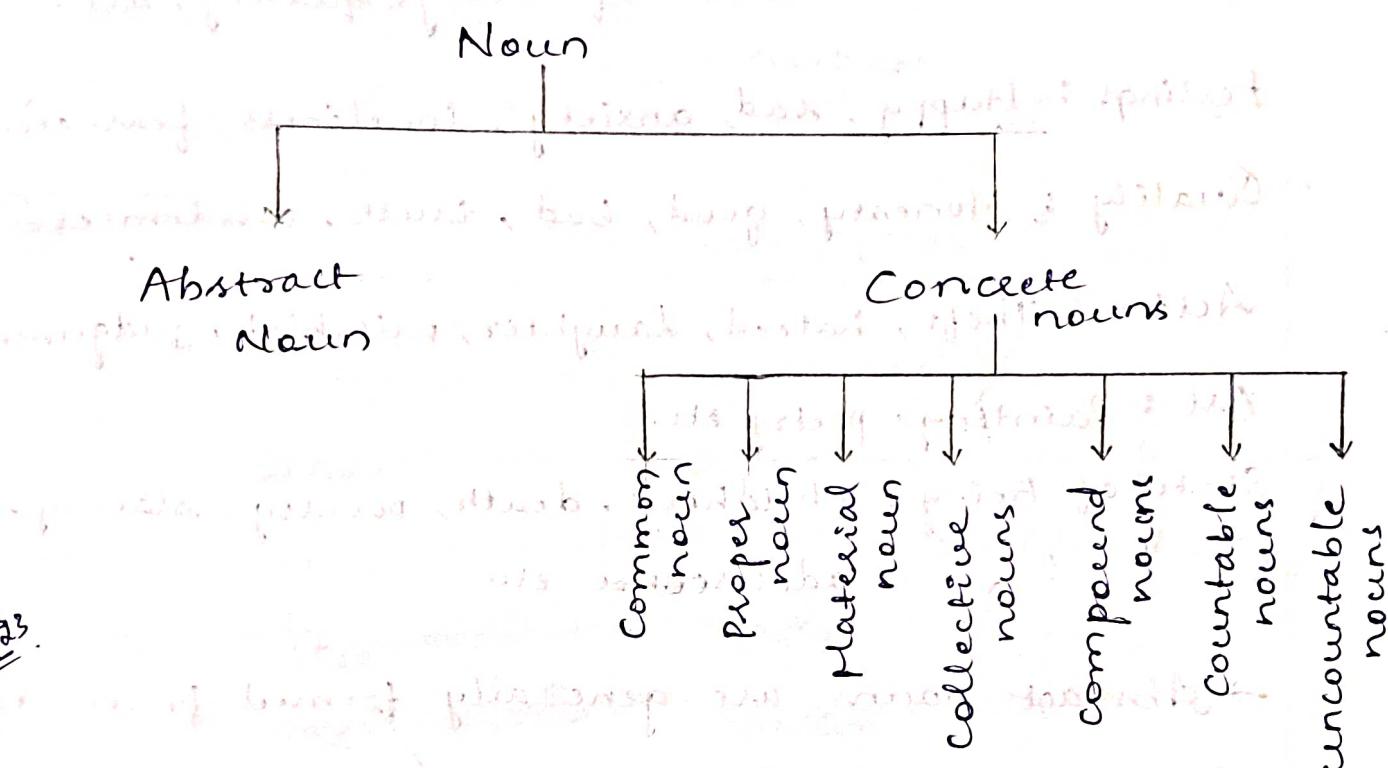
Parts of speech divided into eight. They are

- 1) Noun,
- 2) pronoun,
- 3) verb,
- 4) Adverb,
- 5) Adjective,
- 6) Preposition,
- 7) Conjunction and
- 8) Interjection



1) Noen:

Noun is a naming word. It is a name given to all the things around us i.e., persons, places, animals, things, events, qualities, states, actions, feelings etc.



Concrete noun :-

These nouns that we can perceive with our five senses i.e. we can see, hear, touch, smell or taste them. So, all the things around us are concrete nouns.

Eg: Names of persons : Lahari, Ramya, Uma, prasad etc.

Names of animals : Lion, tiger, cat, dog etc

Names of places : Nellore, chennai, Kochi etc

Names of things : Pen, paper, Eraser etc.

## Abstract Noun:

These nouns that we cannot perceive with our five senses i.e., we can't see, hear, touch, smell and taste things. They are the names of feelings, actions, state of being, quality, art.

Feelings : Happy, sad, anxiety, loneliness, fear etc

Quality : Honesty, good, bad, truth, wisdom etc

Action : Theft, hatred, laughter, mischief, judgement etc

Art : Painting, poetry etc.

State of Being : childhood, death, poverty, slavery, adolescence etc

→ Abstract nouns are generally formed from as follows :

1. Common noun

3. Verbs

2. Adjectives

1) Common noun

- Abstract noun

School

- Schooling

Captain

- Captaincy

child

- childhood

Theif

- Theft

Friend

- Friendship

2)

Adjectives — Abstract Noun

Brave — Bravery

Honest — Honesty

Free — Freedom

Poor — poverty

Dark — Darkness

3)

Verbs — Abstract Noun

Fly — Flight

describe — description

Live — Livelihood

See — sight

Move — Motion

→ Concrete Nouns:

1) Common Noun:

It is the name of an ordinary (any)  
general person, place, thing, animal etc.

Eg: Book, tree, fruit, girl, city etc.

2) proper noun:

A proper noun is the name of a  
particular specific person, place, thing, animal It

always begins with capital letter.

Eg:- America, Bible, Akbar, Rani, Mango, Giraffee etc.

### 3) Material Noun:

These are the names of the thing existing in nature which help us to make other objects.

Eg:- Milk, Gold, wood, Iron, Rice, water etc.

### 4) Collective Noun:

It is the name given to a group of things or persons taken together as a single unit.

Eg:- A bunch of keys, A letter of cubs, A band of musicians, A troop of monkeys, A bouquet of flowers, A team of players, A choir of singers, A pack of cards, A herd of elephants.

### 5) Compound Noun:

It refers to two or more words to

combine to form a single unit

Eg:- Sunflower, rainbow, Schoolboy, sunrise, sunset etc.

## 6) Countable Noun:

It have a singular or plural form. In plural form, these nouns can be used with a number.

Eg:- A box of biscuits.

A drop of blood.

A slice of cake.

A sheet of cardboard.

A dollop of cream.

A block of ice.

A scoop of ice-cream.

A strand of hair.

A set of cutlery.

A hint of doubt.

## 7) Uncountable Noun:

It can be used in singular.

Eg:- Money, water etc.

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## Pronoun:

It is a word which is used instead of a noun.

Eg:- Ramesh <sup>noun</sup> is absent because he <sup>pronoun</sup> is ill.

Rani <sup>N</sup> says that she <sup>Pn</sup> will come.

## 1) Personal pronoun:-

Person	Singular	Plural
First person	I	We
Second person	you	you
Third person	He, She, It	They

## 2) Reflexive pronoun:-

An action done by the subject turns back on the subject.

Eg:- He enjoyed himself.

- She cooked for herself.
- They fought with themselves.
- our group got rewarded by ourselves.

## 3) Demonstrative pronoun:-

These are used to point out the object to which they refer.

Eg:- This is a book.

- Those are trees.
- Is that your pen?
- These are important questions.

#### 4) Indefinite pronouns:

It refers to pronouns persons or things in a general way.

Eg: Anyone, no one, Anybody, something, everybody

- Someone is peeping from the window.

- Everyone is in happy mood.

- No one answered the question.

- Something is fishy.

- Anyone can do voluntary work.

#### 5) Interrogative pronouns:

It refers to ask questions.

Eg: what, why, who, how, where, when, etc, which,

- What is your name?

- Where do you live?

- Why are you lazy?

- When did you come?

- Who are you?

- How are you?

- Which is the highest populated country in the world?

- with whose permission <sup>did</sup> you leave the college?

## 6) Relative pronoun:-

It refers to some noun going before.

Eg:- I met rani who had just returned.

- I have found the pen which I had lost.

- This is the college where we study.

## Verbs

Verb describes any action or experience.

This is being performed by the noun or subject in a sentence. It is referred as a "king" in parts of speech. All verbs ~~also~~ called action words.

Eg:- She plays cricket everyday.

- Tom and Jerry are going to a movie

- My aunt visited.

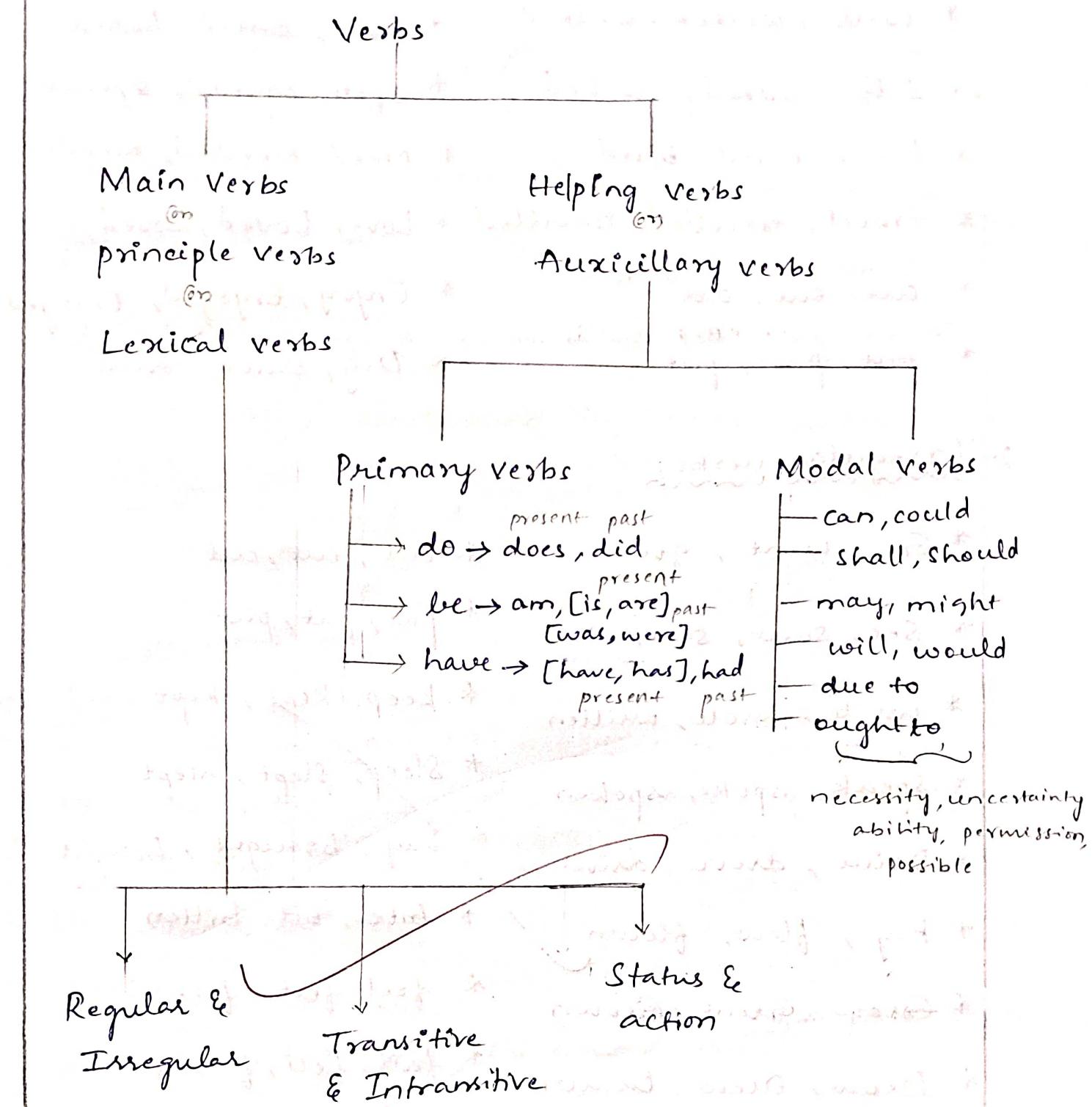
- My friends are dancing.

- Usha is preparing for UPSC

- Mubashirin Ma'am teaches English.

- Students are grasping the knowledge from lessons.

- Mom is cooking in the kitchen.



## 1. Regular verbs:

- |                         |  |
|-------------------------|--|
| * cook, cooked, cooked  | * call, called, called.  |
| * Learn, learnt, learnt | * <del>Act, Acted, Acted</del><br>* <del>keep, kept, Kept</del><br>close closed closed |
| * love, loved, loved    | * sleep, slept, slept  |
| * dance, danced, dance  | * fry, fried, fried  |

- |                                  |                           |
|----------------------------------|---------------------------|
| * walk, walked, walked           | * Bake, Baked, Baked      |
| * talk, talked, talked           | * open, opened, opened    |
| * bore, bored, bored             | * Need, Needed, Needed    |
| * travel, travelled, travelled   | * Love, Loved, loved      |
| * Jump, Jumped, Jumped           |                           |
| * Cut, Cut, Cut                  |                           |
| * complete, completed, completed | * Enjoy, Enjoyed, Enjoyed |
| * put, put, put                  | * Dry, Dried, Dried.      |

## 2. Irregular verbs:

- |                         |                             |
|-------------------------|-----------------------------|
| * Go, went, gone        | * cut, cut, cut             |
| * See, saw, seen        | * put, put, put             |
| * write, wrote, written | * keep, kept, kept          |
| * speak, spoke, spoken  | * Sleep, Slept, slept       |
| * Drive, drove, driven  | * buy, brought, bought      |
| * Fly, flew, flown      | * bite, bit, bitten         |
| * Grow, Grew, Grown     | * feel, felt, felt          |
| * Draw, Drew, Drawn     | * fall, fell, fallen        |
| * eat, ate, eaten       | * choose, chose, chooses    |
| * Break, broke, broken  | * begin, began, begun       |
| * Drink, drank, drunken | * fight, fought, fought     |
| * take, took, taken     | * forget, forgot, forgotten |
| * sing, Sang, Sung      | * steel, stole, stolen      |
|                         | * blow, blew, blown.        |

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As part  
of LKNA

### 3. Transitive Verb:

It is latin word which means "to pass".  
we can convert these from active voice to  
passive voice and vice-versa.

Eg: - Rani sang a song. (active)

A song was sung by rani. (passive)

- I cooked food. (A)

Food was cooked by me. (P)

### 4. Intransitive Verb:

(A verb that can stand only &

Eg: - He sat.

does not transfer its action to  
another noun.)

- I live.

- The baby cried

### 5. Status:

& Describes our likes and dislikes.

Eg: - I like ice cream

- I love children.

- I hate migraine.

- I dislike being scolded.

## 6. Action :

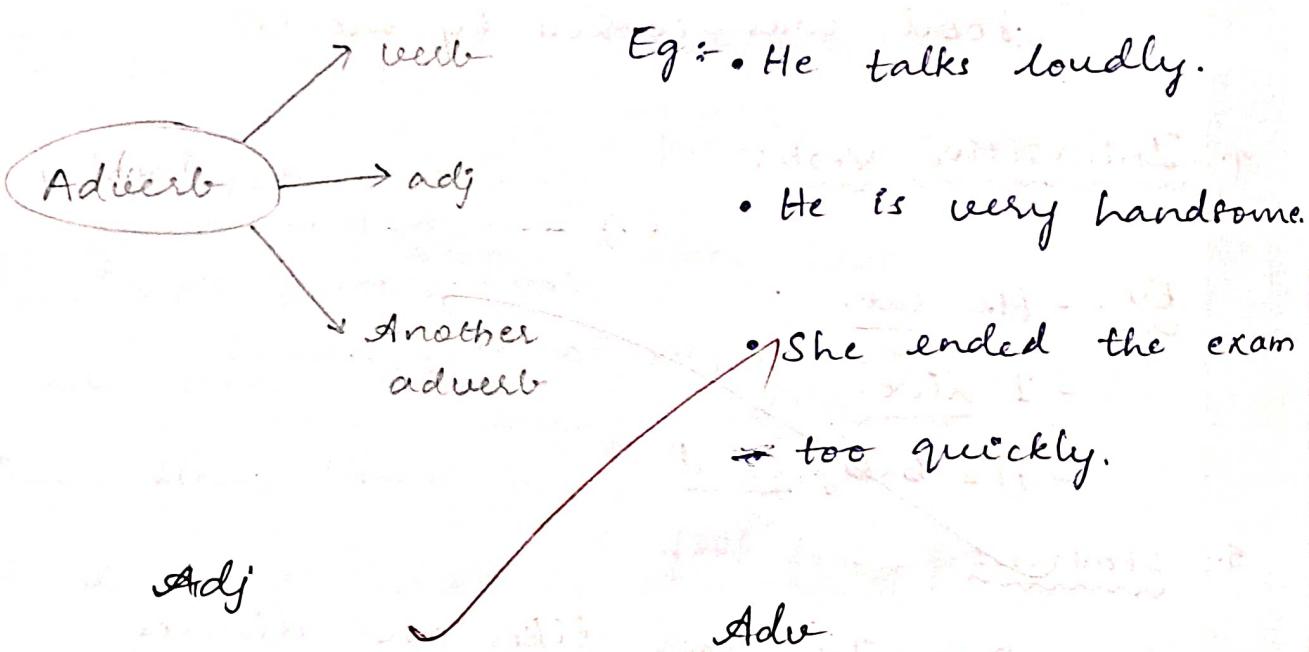
Describes an action.

Eg:- I eat ice-cream

- I am eating ice-cream

## Adverb:

It is a word that describes more information about verb, adjective and another adverb.



- 1) He is a fast runner. - He runs fast.
- 2) My mom is a good cook - My mom cooks good.
- 3) She is a beautiful dancer - She dances beautifully
- 4) They're hardworkers - They work hard.
- 5) She is a book lover - She loves books.

These are the main types of adverbs:

1. Adverb of manner:

- please, excuse me, Thank you, sorry.

Eg: \* Can you please come quickly?

\* Thank you for attending the function.

\* I am sorry for not attending your birthday party.

2. Adverb of degree:

Eg: \* Rama was so sleepy that he could hardly keep his eyes open during class.

\* Women are incredibly great.

3. Adverb of frequency:

- Every day, Every time, never, sometimes.

Eg: \* Raja reads the newspaper everyday.

\* Sometimes children are annoying.

\* You never stop talking.

4. Adverb of time:

- Yesterday, today, tomorrow

Eg: \* I didn't go to college yesterday.

\* Today is Thursday.

\* we have two leisure periods tomorrow

## 5. Adverb of place:

- here, there

Eg:- \* will you please come here.

\* Can you please stand there.

## 6

### Adjective

It is a word that describes a noun or pronoun.

#### 1. Adjective of quality:

- Nice, good, bad, amazing

Eg: \* I have a nice teddy.

\* Today is a good day.

\* It was an amazing event, yesterday.

#### 2. Adjective of quantity:

- enough, a lot, more, less

Eg: \* I have enough water.

\* There is a lot to explore in this world.

\* 2 is less than 4.

\* I got more marks in maths than physics.

### 3. Adjective of interrogative:

E - What, why, where, when, who, how etc

Eg: \* What is the time now?

\* Where have you been yesterday?

\* Why haven't you been to college the day before yesterday?

\* How old are you?

### 4. Adjective of Number:

- one, two, three, four etc

Eg: \* There are three monkeys.

\* My class strength is sixty-six.

\* I am sixteen years old.

### 5. Possessive adjective:

words that are used to show ownership.

His, my, our, their etc It tells us more information about the noun or subject in a sentence.

Eg: \* This book is mine.

\* This is our house.

\* It is their praised possession.

6. Demonstrative Adjective: words that points out a person or thing or animal. (this, that, these, those)

Eg:

\* This house is bigger than that house.

\* Let's sit under those trees.

7.

### Prepositions

It is a word that is used before a noun or pronoun to show place, direction. It is a word that are used to link one part of sentence to another part in a sentence. It shows the position of object or subject in a sentence. (under, on, behind, beside etc)

Eg:

\* The book is on the table.

\* The cat is under the bench.

\* She is hidden behind the tree.

\* I sat beside LR.

\* My name was above my friend's name in the student list.

## Conjunction

It is a word that is used to connect words (or) phrases (or) clauses (or) sentences.

Eg:- because, and, unless, whereas, but, not only, although, yet, hence, therefore, however, moreover, due to, so,

- \* I drank water because I am thirsty.
- \* He was tired and hungry.
- \* The teacher is yet to complete the syllabus.
- \* Unless we do hardwork, we won't succeed.
- \* I'm hungry but I'm lazy to cook.

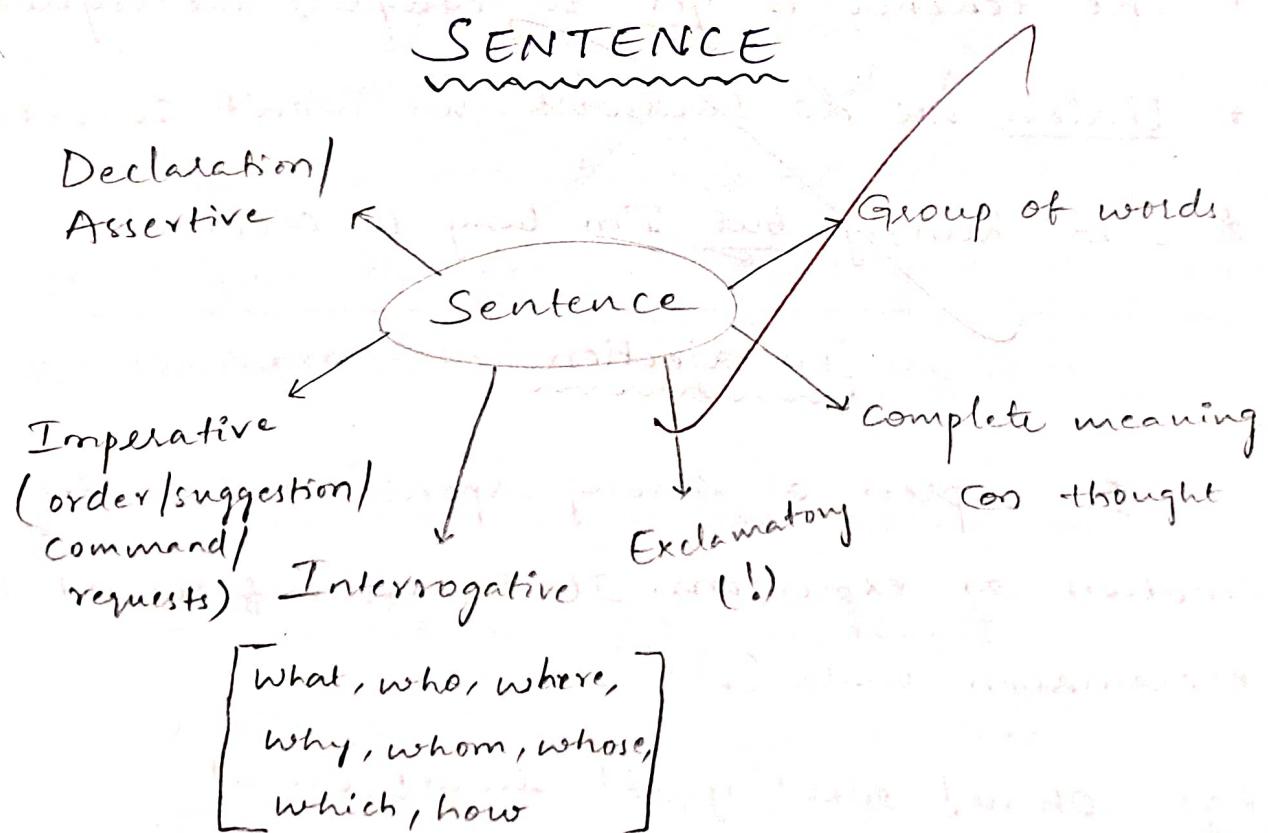
## Interjection

It expresses a strong spontaneous feeling (or) emotion (or) expressions. It is often followed by exclamation mark (!).

Eg:- Oh no! Alas! yuck! wow! ouch!  
wow! Eek! Hurray! yippee! Damn!  
cheers! oops! pfft! sigh!

- \* Oops! she fell down.

- \* Hurray! we won the game!
- \* Sigh! Here comes the ads again.
- \* Eww! He added jam into paneer puri.
- \* Yuck! That was a bad combo.
- \* Wow! That's a beautiful painting.
- \* Damn! She almost got caught using phone.



Basic structure of sentence:

The main structure of sentence are sub, verb, and object.

Subject: The person or thing that does something.

Eg: \* She likes cats.

\* He cooks food.

\* They are riding the bicycle.

\* He jumped over the table.

verb: A word that expresses an action or occurrence or state of being.

object: A person or thing that receives the action of a verb.

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Compliment:

It is derived from the word complete.

A compliment complete the meaning of a subject (or) object

Adjunct:

It is a word or phrase that is added (or joined) to a sentence to give extra meaning. If it is removed no harm.

word order:

1) S + V

Eg: I like.

- She dances.

- He runs.

- Baby cries.

2) S + V + O

Eg: - I like eggs.

- He is reading a book.

- They are playing games.

3) S + V + Adj

Eg: - Laura is lucky

- The flowers are red.

- She writes beautifully.

#### 4) S + V + Adverb.

Eg: - Sarah <sup>s</sup> is <sup>v</sup> here <sup>Adv</sup>

- People <sup>s</sup> are <sup>v</sup> everywhere <sup>Adv</sup>

- Saila <sup>s</sup> ran <sup>v</sup> slowly <sup>Adv</sup>

#### 5) S + V + Noun

Eg: - She <sup>s</sup> is <sup>v</sup> my friend. <sup>N</sup>

- They <sup>s</sup> are <sup>v</sup> teachers. <sup>N</sup>

- Those <sup>s</sup> are <sup>v</sup> trees. <sup>N</sup>

#### 6) S + V + O + C

Eg: - My friends <sup>s</sup> make <sup>v</sup> me happy. <sup>C</sup>

- Everyone found the book controversial.

- ER takes care of our class.

#### 7) S + V + O + Adjunct

Eg: - It <sup>s</sup> is <sup>v</sup> my birthday tomorrow <sup>Adjunct</sup>

- My sister plays ludo everyday.

#### 8) S + V + Indirect object + Direct object

Eg: - Renu <sup>s</sup> bought <sup>v</sup> herself <sup>IO</sup> a hat. <sup>DO</sup>

- Rohit gave some his dress.

## FORMING QUESTIONS

A question is a request for action or information. There are two types of questions. They are open questions and closed questions.

Closed questions: These questions demand yes/no, true/false and right/wrong.

Open questions: These questions leads room for a discussion and that is more useful to get information. Open question starts with "wh" question words.

### Exercise:

1) What time did the train arrive?

Ans:- The train arrived at 8'o'clock.

2) When did you come?

Ans:- I just come now.

3) Where is the cat?

Ans: The cat is under the table.

1) Is this your house?

Ans: Yes, it is.

2) Are those mangoes?

Ans: No, they are not.

## PREFIXES AND SUFFIXES

Prefix:

A prefix is a letter or a group of letters that <sup>we</sup> can add to the beginning of a word. Prefixes change the meanings of words. For example, the prefix un- (or u-n) can mean "not", "remove", or "opposite". Adding un- to the word "happy" gives you the word "unhappy", which means not happy.

Un- and re- (or re-) are the two most common prefixes in English language. Re- means "again" or "back", such as in the words "rethink", "redo" and "repay".

Prefix	Meaning	Example.
non-, un-, im-, in-, il-, ir-	not, opposite	Nonsense, unhappy, illtreat, invalid.
re-	again, back	revisit, replay, recreate.

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## Root words

A root word is the basis of a new word, but it does not typically form a stand alone word on its own. It holds the most basic meaning of a word. Most root words needs a prefix or suffix to create a stand alone word. Prefix appears at the beginning of a word base in the middle. Most root words origin is from "Latin and Greek".

AA

Examples: Geo, mal, fact, anti, dict, supt, auto, script, theero, zeeo, deema, Cali, mania, hemo, astro, tele, gastro, hepa, hex, inter, jud, oct, ouch, bio, chloro, multi, port, VOC, phobia.

1. Root word : Mal Meaning : Bad / evil.

Eg: Maltreat, Malfunction, Malnutritent; Maleficent

- \* The poor are being maltreated.
- \* His lungs are malfunctioning.

2. Geo: earth

Eg: Geography, Geometry, Geocentric, Geothermal.

- \* We studied a part of geography in social.
- \* Geometry is one the topics of Mathematics.

3. Fact : Made / done.

Eg: Factory, Manufacture, Factor, Benefactor, Satisfaction.

- \* The food was satisfactory.
- \* The factories are producing a lot of export materials.

4. Anti : against

Eg: Antibiotic, Antiseptic, Antidote, antisocial, Antibody.

- \* The doctor prescribed an Antibiotic.
- \* The scientists diligently worked to find an Antidote for COVID-19.

5. dict : say

Eg: Prediction, dictated, Indicate, Addicted, Dictionary

- \* The meteorologist predicts the weather.
- \* Our teacher dictated the lesson.

6. erupt : break

Eg: corrupt, erupt, interrupt, rupture.

- \* The monkeys interrupted the class.
- \* Volcano eruption took many lives.

7. Auto : self

Eg: Autobiography, automatic, automobile, Autonomous, autograph.

\* Mahatma Gandhi wrote his autobiography while he was imprisoned.

\* Our college is autonomous.

8. Script : write.

Eg: descriptive, manuscript, scriptures, description, inscription.

\* Descriptive exams takes longer time than objective exams.

\* So Many old scriptures are written in Sanskrit.

9. thermo : heat

Eg: thermodynamics, thermosphere, thermometer.

\* The doctor used thermometer to check body temp.

\* Today we have <sup>an</sup> exam on the topic thermodynamics.

10. zoo : animal

Eg: zoology, zoophobia, zoography.

\* zoology is the study of animals.

\* ~~The girls~~ People who have zoophobia, wouldn't like a trip to zoo.

11. derma : skin

Eg: dermatology, dermis, dermatologist

\* She visited a dermatologist as she was suffering from skin rashes.

\* Dermis is the middle layer of skin.

12. Bio : living thing

Eg: Biology, Biodata, Biopic, Biography, Biomass, Biometer

\* Biology is an interesting but complex subject.

\* We were given a form to fill our biodata.

\* 'Mahanati' is a biopic of Actress Smita.

## Skimming :

It means reading a text quickly to get an overall idea of the text. In this type of reading, you are not interested in complete details (or any specific information). The purpose of skimming is to get the gist of the text.

- \* Read the title
  - \* Read the introduction
  - \* Read any heading and subheadings.
  - \* Notice any pictures, charts, graphs; these are usually included to emphasize important ideas, concepts, (or) trends.
- Skimming is one of the tools you can use to read more in less time. Skimming refers to looking only for the general / main ideas, and works best with non-fiction (or factual) materials. However, with skimming, your overall understanding is reduced because you don't read everything.

## Scanning :

It means looking for specific information. The reader knows what she/he is looking for in text. For example, if you are

looking for the meaning of a word in a dictionary, you already know which word you are searching for. Similarly, if you are searching for the phone number of a particular person in the telephone directory, you know whose number you are looking for.

Step 1 : Collection. To get started, you must decide which files should be scanned, your timeline for digitization and your budget.

Step 2 : preparation .

Step 3 : Scanning .

Step 4 : Sharing.

N. Gopal

## Punctuation Marks

The English language has many punctuation marks, and you will usually learn to use many of them as you master the language. Still, there are some punctuation mark uses you might still not know about despite using and seeing them on a regular basis.

Here are 14 common punctuation marks in English.

**The Full Stop (.)**

**The Question Mark (?)**

**Quotation Marks/Speech Marks (" ")**

**The Apostrophe (' )**

**The Comma (,)**

**The Hyphen (-)**

**The dash (en dash (–) em dash (—))**

**The Exclamation Mark (!)**

**The Colon (:)**

**The Semicolon (;)**

**Parentheses ()**

**Brackets []**

**Ellipsis (...)**

**The Slash (/)**

The following image looks at the 14 common punctuation marks used in the English language.

PUNCTUATION MARKS	
● Full stop or Period	“ ” Quotation Marks
,	‘ ’ Apostrophe
:	a... Ellipsis Points
;	a! Exclamation Mark
?	<u>a</u> Underline
( )	a – b Hyphen
[ ]	a/b Virgule

# Punctuation Marks with Rules & Examples

## Full Stop (.)

A full stop, also known as a period (.) in American English, is one of the most commonly used punctuation marks in the English language. Analysis of texts indicates that approximately half of all punctuation marks used are full stops.

The punctuation rules:

- Mostly used at the end of a declarative sentence, or a statement that is considered to be complete.
- This punctuation mark is also used following an abbreviation.
- A full stop can also show the end of a group of words that don't form a typical sentence.

The full stop examples:

- *My name's Beth and I was 18 in July.*
- *Mr. White was talking with Mr. Smith.*

## Question Mark (?)

We use a question mark (?) after an interrogative sentence in English.

Examples:

- *"Have you a pen I can borrow?" she asked.*
- *Where are you from?*

## Quotation Marks/Speech Marks (" ")

We use quotation marks (" ") for direct quotations in English.

Examples:

- *"I feel I've really earned this," she said, taking up her mug of tea.*
- *"I told a fib about my age," little Tom said.*
- *"It is a historic moment," he told journalists.*
- *"Fine, thanks," he replied in a cheerful manner.*

## Apostrophe (' )

An apostrophe (') is used to show that certain letters have been omitted from a word. The punctuation symbol can also be used to show the possessive form of a noun, in addition to indicating the plural form of lowercase letters.

The apostrophe rules:

### (1) Use an apostrophe in contractions

- *He is = He's*
- *I am = I'm*
- *Do not = Don't*
- *They have = They've*
- *It is = It's*
- *I would = I'd*
- *Let us = Let's*
- *She has = She's*
- *Who is = Who's*

### (2) Use an apostrophe to indicate possession

The apostrophe examples:

- *He joined Charles's army in 1642.*
- *Sally's hair was blond and curly.*
- *We have put together an anthology of children's poetry.*
- *The boy's sister traveled by bus to meet us.*

## Comma (,)

A comma (,) is used to show the difference between two separate ideas or elements within sentence. Commas have other uses as well, as they can be used to separate numbers, a write dates.

The comma rules and examples:

(1) Add a comma when two separate sentences are combined

Example: *We purchased some cheese, and we purchased some fruit.*

(2) Use commas between words in a series. Notice that a comma does not follow the last word in the series

Example: *He was tall, dark, and handsome.*

(3) Use a comma to separate an introductory element from the rest of the sentence

Example: *As the day came to an end, the firefighters put out the last spark.*

(4) Use the comma to set off the words "yes" and "no".

Example: *No, thank you.*

(5) Use a comma to set off a tag question from the rest of the sentence.

Example: *She is your sister, isn't she?*

(6) Use a comma to indicate a direct address.

Example: *Is that you, Mary?*

(7) Add a comma when a participle phrase clause is used.

Example: *Walking slowly, I could see the beautiful flowers.*

(8) Use a comma to separate parts of the date.

Example: *Tuesday, May 2, 2016, was when I graduated.*

## Hyphen (-)

A hyphen (—) is a punctuation mark with three main uses. Many people confuse this punctuation mark with the dash, but the two are quite different. The hyphen can be used in compound words, to link words to prefixes, and also as a way to show word breaks.

The hyphen rules and examples:

(1) Use a hyphen to join two or more words together into a compound term. Do not separate the words with spaces.

Examples:

- *My eight-year-old boy loves reading.*
- *I work part-time.*
- *Self-expression*
- *Self-confidence*
- *Self-consciousness*
- *Nineteenth-century history*
- *Old-furniture salesman*
- *Off-the-peg suits*
- *Self-paced learning exercises*

(2) To link prefixes to words.

For example: *These things happened before the pre-enlightenment era.*

(3) To indicate word breaks

For example: *Unlike what some people might think, the twentieth-century was very different from other preceding time periods.*

## Dash

The dash is used to separate words into statements.

There are two kinds of dashes, the en dash, and the em dash. The en dash shows range or connections. On the other hand, the em dash is used in places where a comma could also be used. The dash can also be used to mark off words or statements that are not important to the meaning of the statement. The dash can also be used in places where a comma would be typically used.

## En dash (-)

Slightly wider than a hyphen, the en dash is a symbol (—) that is used in writing or printing to indicate a range or connections.

Examples:

- *1880–1945*
- *Princeton–New York trains*

## Em dash (—)

Twice as long as the en dash, the em dash (—) can be used in place of a comma, parenthesis, or colon to enhance readability or emphasize the conclusion of a sentence.

Example: *She gave him her answer—No!*

## Exclamation Mark (!)

An exclamation mark is used to show emphasis. It can be used in the middle of a sentence or at the end of a sentence. When used at the end of a sentence, it also takes on the role of a full stop or a period.

We often use an exclamation mark (!) to show strong emotion or give a command.

Examples:

- *Stop!*

- Yeah!
- Sit down!
- What a lovely view you have here!
- That's fantastic!
- Johnny, don't touch that!
- Help!
- Good heavens!
- Aaarrgh!

## Colon (:)

A colon (:) is a fairly common punctuation mark with a varied number of uses. It can be used to introduce a quotation, an example, a series, or even an explanation. Secondly, it can be used to separate two independent clauses. Finally, a colon can be used to show emphasis.

Examples:

- You have two choices: finish the work today or lose the contract.
- That's because we have one goal: for you to consider your website a success.
- John has all the ingredients: minced clams, milk, potatoes, and onions.

## Semicolon (;)

A semicolon (;) is used to separate two independent clauses while still demonstrating that a close relationship exists between them. The semicolon does a better job of showing the connection between two statements than a full stop would.

Examples:

- My daughter is a teacher; my son is a doctor.
- There are eight members in the team: two from China, Japan; three from France, Spain; two from Brazil; and one from India.
- Richard always slept with the light on; he was afraid of the dark.

## Parentheses ( )

Parenthesis, ( ) are quotation marks that show additional thoughts about a statement. In many scenarios, they can be replaced by commas without any changes to the meaning of the sentence.

We also often use parentheses to set off less important details.

Example: The two brothers (Richard and Sean) were learning how to play guitar.

## Brackets [ ]

Brackets are squared off quotations (II) that are used to show information of a technical nature. Even if this information is omitted entirely, the sentence would still make sense.

For example: Was he [the defendant] there when you arrived?

## Ellipsis (...)

An ellipsis is usually represented by three dots (...), although it can also be represented by three asterisks (\*\*\*) . This punctuation symbol is used to show that there has been an omission of some letters or words. In many cases, ellipses are used to cut statement short to avoid unnecessary or irrelevant words that have no impact on the meaning of the statement being made.

We often use an ellipsis to show that parts of sentences are left out.

Examples:

- To be continued...
- You'll never believe what I saw...

# Slash (/)

A slash, which is also known as a forward slash, a virgule, or even an oblique dash, has a number of uses. The slash can be used to separate lines in a song or poem when they are written in a continuous line. The slash (/) is also used in place of the word or. The slash can also be used to show two contradictory notions. The slash punctuation rules and examples:

- (1) Use slashes to separate parts of the internet (web) addresses and file names for some computer programs.  
Example: *http://www.example.com/*
- (2) Use slashes for fractions  
Example: *1/3 = one-third*
- (3) Use a slash to separate the day, month, and year in date.  
Examples:
  - *w/o = without*
  - *n/a or N/A = not applicable or not available*
  - *R/C = radio control*
- (4) Use a slash to show the word "per" in measurements.  
Example: *80 miles/hour = 80 miles per hour*
- (5) Use a slash to separate lines of poetry or rhymes in regular text.  
Example: *Twinkle, twinkle, little star, / How I wonder what you are. / Up above the world so high, / Like a diamond in the sky.*
- (6) Use a slash to show alternatives in a sentence.  
Example: *Please press your browser's Refresh/Reload button.*

## Skimming :

It is a reading technique in which the reader reads through the text quickly to see what it is about.

Skimming means reading something quickly without going into great detail in order to get a sense of what the work is <sup>all</sup> about. For example, a reader may use skimming technique to quickly preview a book (or an article) for the main points to determine whether it is worth reading.

The reader carefully reads the first few paragraphs in detail to grasp the overall message. Then he/she will read the first line of each paragraph, headings, subheadings and also looks at the charts, tables, graphs if any. After that, they directly go through the concluding section in detail to gain a broad understanding of the subject. Hence, by using the skimming technique, a reader can read more text in less time.

## Scanning :

It is a reading technique in which a reader scans the page with their eyes in order to find a specific information.

To scan implies to search for something. Scanning is a selective reading approach performed by the reader when he/she is looking for a certain information (or text

contained in the section without entirely reading it. As a result, when you scan some material, you already know what you're searching for, all you have to do is ~~stop~~ spot and swoop it down.

Here is an illustration of scanning technique, when looking for a phone number in a directory, a person scans the page for the name of the exact person they're looking for or when we are looking for the meaning of a word, we look through the dictionary according alphabetical order to find that particular word. To effectively scan, the reader must first comprehend how the content is organised and decipher the what is read in order to easily discover the required information.

#### Conclusion:

Skimming and scanning are reading techniques that use rapid eye movement and keywords to read quickly through a text for slightly different purposes. That is, skimming is reading rapidly in order to get an overview of a text whereas, scanning is reading rapidly in order to find a specific information. Skimming tells us what general information is within the text, while scanning helps us to locate the particular fact. Overall, skimming is like snorkeling and scanning is <sup>more</sup> like pearl diving.

## Flow chart:

### Skimming

Read the first ~~few~~ few paragraphs in detail



Read the first line of each paragraph, headings, and sub headings



look through graphs, charts & tables to grasp pictorial info.



Directly jump to the concluding section & read through it in detail

### Scanning

Select the information to be searched



Comprehend how the content is organised



locate the specific information that we are looking for



swoop that information down in detail.

Class: I B.Tech ( <i>Common to all Branches</i> )	Semester: I	Academic Year: 2023-2024
Course Title: <i>Communicative English</i>	Code:	Batch: 2023-24
Program / Dept.: FED	Credits: 02	Regulation: NECR B.TECH 23

**QUESTION BANK**  
**SHORT ANSWER QUESTIONS**  
**Module - I : HUMAN VALUES**

S.No.	Question	CO	BL	Marks
1	What is the difference between assertive sentences and imperative sentences? Give examples for each sentence.	1	1	2
2	Identify the sentence structure in the following sentences: (i) He gave a present to her on her birthday. (ii) I looked for Samantha and Rashmika at the bus station.	1	2	2
3	What is the difference between interrogative sentences and exclamatory sentences? Give examples for each sentence.	1	1	2
4	Mention a few rules regarding pluralisation of nouns.	1	1	2
5	What are the different types of questions in English?	1	1	2
6	Mention a few rules for capitalization in English. Define suffix with two examples.	1	1	2
7	How many parts of speech are there in English? Write all those parts of speech.	1	2	2
8	Write the sentence structure of the following sentences: (i) The man is a good father. (ii) The man builds his family a house.	1	1	2
9	Write sentences with this structure: Subject-Verb-Adjective. (ii) Subject-Verb-Adverb.	1	1	2
10	What is skimming and scanning?	1	1	2
11	Define countable and uncountable nouns and give examples.	1	1	2
12	Correct the Punctuation errors in the following sentence and rewrite: <b>At chernobyl the accident occurred while the operators were carrying out a test on the turbo generator with improper test procedures from safety point of view.</b>	1	2	2
13	Define suffix and give examples.	1	1	2
14	Define prefix and give examples.	1	1	2
15	Identify the parts of speech of the underlined words: (i) He <u>crafted</u> (ii) Ravi jumped to <u>conclusion</u> .	1	2	2
16	What did Della do with her hair and why ?	1	1	2
17	Who were the Youngs and what were the two possessions that they were proud of?	1	1	2

18	<p>Underline the adverbs in the following sentences.</p> <p>(i) The Mangoes were ripe, but the seller had to struggle very bad to sell them.</p> <p>(ii) Mr Sastri gave the child a good book to read and she thanked him heartily.</p>	1	2	2
19	<p>Underline the conjunction in the following sentences.</p> <p>(i) The water was very cold, but the child still jumped into the pool.</p> <p>(ii) The novel was a beautiful gift, although it was very expensive.</p>	1	2	2
20	<p>Underline the adjectives in the following passage.</p> <p>Tourists love the fort at Aurangabad as the ruins of some old fortification stand in a beautiful manner on three hills. There is an old fort on the top of one of the hills, which can be reached by a narrow bridge that lies across a wide chasm between the hills.</p>	1	2	2

### **ESSAY QUESTIONS**

#### **Module - I : HUMAN VALUES**

S.No.	Question	CO	BL	Marks
1	How many parts of speech are there in English? Write all those parts of speech with relevant examples	1	1	10
2	How many WH words are there in English which we use in interrogative sentences? Explain each WH word to use in a sentence.	1	1	10
3	a) Explain the various benefits of reading. b) Explain about skimming & scanning.	1	2	5+5
4	(a) Give a detailed note on the different question types in English with examples. (b) Write some expressions for Introduction.	1	2	5+5
5	(a) Explain the formation of prefixes with examples. (b) Explain the formation of suffixes with examples.	1	2	5+5
6	(a) Explain the difference between adverbs and adjectives with Examples (b) Write a note on countable and uncountable nouns.	1	2	5+5
7	Mention different sentence structures with examples	1	1	10
8	How do Jim's and Della's actions symbolize the strength of their love for each other?	1	1	10
9	Write a note on the different ways in which O. Henry tells his readers about the financial situation of the couple.	1	1	10
10	Write a detailed note on 'Punctuation Marks'.	1	1	10

## **MODULE: 1 (HUMAN VALUES) 2 marks**

### **1. What is the difference between Assertive sentences and Imperative sentences?**

**Declarative or Assertive Sentence** – A declarative or assertive sentence is a sentence that is informative and ends with a period or a full stop.

**Examples:**

I like fantasy novels.

There is a white house around the corner.

**Imperative Sentence** – An imperative sentence is a sentence that expresses a command, an order, or a request.

**Examples:**

Please pick up the notes when you come.

Close the door

### **2. What is the difference between interrogative sentences and exclamatory sentences?**

**Interrogative Sentence** – An interrogative sentence is one that is used to question something and it ends with a question mark.

**Examples:**

What is the name of the movie you were watching?

Can I come with you to the book fair?

**Exclamatory Sentence** – An exclamatory sentence is one which is used to express sudden and strong emotions, and it ends with an exclamation mark. You can also use interjections to form exclamatory sentences.

**Examples:**

Wow, how good this is!

That was a great match!

### **3. Mention few rules regarding pluralisation of Nouns.**

<b>Forming Plurals</b>	<b>Singular</b>	<b>Plural</b>
a. Most nouns take S at the end of their singular forms.	camera lesson	cameras lessons
b. If the noun ends in S, Z, CH, SH, O, SS, or X, we add ES.	potato pass tax	potatoes passes taxes
* EXCEPTIONS.	radio photo	radios photos
c. If the noun ends in F or Fe, change F or FE to V, and add - ES.	knife wife thief shelf	knives wives thieves shelves
d. If the noun ends in Y preceded by a consonant, change Y to I; and add -ES(ies)	fly baby country city	flies babies countries cities
e. Some nouns have irregular plural forms	child foot tooth man sheep	children feet teeth men sheep

#### **4. Mention a few rules for capitalization in English.**

The rules governing the capitalization of letters in written English are as follows:

**1. Capitalize the first word of every sentence and every new line.**

**2. Capitalize the first word of quoted sentences.**

He said to her, "You have betrayed my trust."

**3. Capitalize proper nouns.**

I want to holiday in the Himalayas.

**4. Capitalize an interjection, an exclamation:**

Oh!, Woaw!, Look!, etc

**5. Capitalize the pronoun "I"**

My friend and I go to school together.



#### **5. Define countable and uncountable nouns and give examples.**

##### **Countable Noun:**

Definition: The Nouns that can be counted are called countable Nouns.

Example: coins, dogs, boys, birds, apples etc..

##### **Uncountable Noun:**

Definition: The nouns that cannot be counted, although we can measure or weigh them are called uncountable nouns.

Example: Bread, Milk, water, gold, rice etc..

**7. What did Della do with her hair and why?**

Della wanted to gift something fine, rare and sterling to Jim for Christmas, something that was worthy of being owned by him. When she counted that she had only saved one dollar and eighty-seven cents by Christmas Eve, she realised he could not afford anything nice for Jim, so she decided to cut and sell her hair.

**8. Who were the Young and what were the two possessions that they were proud of?**

There were two possessions of James Dillingham Young. One was Jim's gold watch that had been his father's and his grandfather's. The other was Della's hair.

**10 marks:**

**1.How did Jim's and Della's actions symbolize the strength of their love for each other?**  
**(Or)**

**Write a note on the different ways in which O.Henry tells his readers about the financial situation of the people .**

William Sydney Porter (1862 – 1910) was better known by his pen name O. Henry. He was an American writer. He was known primarily for his short stories. He also wrote poetry and non-fiction. His works include “**The Gift of The Magi**”, “The Duplicity of Hargraves”, and “The Ransom of Red Chief”. As well as the novel Cabbages and Kings.

The story begins the day before Christmas with a young woman named Della sitting at home counting her savings. The home she lives in with her husband, Jim, is a cheap, furnished rental apartment. When they first moved in Jim was earning more money, but the couple has fallen on hard times and now lives in poverty. Della has been putting money aside after buying groceries for many months. She is sad and anxious because despite her efforts, she has not saved enough money. She had been hoping to buy Jim something special for Christmas with her savings. Della begins to cry on her couch as she realizes she does not have enough money to buy Jim a Christmas present.

After she stops crying, Della cleans up her face and looks out the window lost in thought. She suddenly catches a glimpse of herself in the dingy mirror on the wall and gets an idea. She lets down her long brown hair and looks at it for a little while. Della's hair, notable for its beauty, is her prized possession. She puts on her old coat and hat and visits a shop that buys and sells hair. The shopkeeper, Madame Sofronie, agrees to cut and buy Della's hair. Della spends the rest of the day going around the city looking for the perfect gift for Jim. His prized possession is a gold pocket watch that has been passed down through his family. She wants to buy him a nice chain to go with it, something special and rare. Eventually, she finds the perfect platinum chain. It costs all the money she got from selling her hair, plus most of her savings. Della goes home feeling very excited to give Jim his present.

When Della gets home, she tries to style her new haircut as best she can. She worries that Jim will be angry and will no longer think she is pretty. When Jim sees Della has cut her hair, he gets a strange look on his face. Not knowing what it means, Della goes to him and quickly explains that she sold her hair to buy him a Christmas present. In response, Jim hugs her and tells her he loves her no matter what her hair looks like. He then gives her a Christmas present: a set of jeweled tortoiseshell combs she'd once admired in a shop window. Della loves the present, but she bursts into tears when she realizes she is unable to use Jim's thoughtful gift. As Jim comforts her, she reassures him her hair will grow back quickly. She then excitedly gives him the platinum watch chain. Jim laughs and reveals he sold his prized watch to pay for the combs.The narrator concludes the story by praising the couple for their selfless gifts of love, calling them even wiser than the three wise magi who brought gifts to the baby Jesus on the first Christmas Eve.

## 2. What are the different types of questions in English?

There are three basic question types:

- Yes/No: the answer is "yes or no"
- Question-word: the answer is "information"
- Choice: the answer is "in the question"

We look at these in more detail below.

### **Yes/No questions:**

Sometimes the only answer that we need is yes or no. Look at these examples:

auxiliary verb	subject	not	main verb		answer: yes or no
Do	you		want	dinner?	Yes, I do.
Can	you		drive?		No, I can't.
Has	she	not	finished	her work?	Yes, she has.
Did	they		go	home?	No, they didn't.

### **Question-word questions:**

Sometimes we want more than yes or no for an answer. When asking for information, we usually place a question-word at the beginning of the sentence.

The question-word indicates the information that we want, for example: where (place), when (time), why (reason), who (person). Look at these examples:

question word	auxiliary verb	not	subject	main verb		answer: information
Where	do		you	live?		In Paris.
When	will		we	have	lunch?	At 1pm.
Why	has	n't	Tara	done	it?	Because she can't.
Who(m)	did		she	meet?		She met Ram.
Who*	has			run	out?	Ati has run out.
Who**				ran	out?	Ati ran out.

### Choice questions

Sometimes we give our listener a choice. We ask them to choose between two possible answers. So their answer is (usually) already in the question. Look at these examples:

auxiliary verb	subject	main verb		or		answer: in question
Do	you	want	tea	or	coffee?	Coffee, please.
Will	we	meet	John	or	James?	John.

### **3. Explain various benefits of reading.**

- Effective reading can provide you with a comprehensible input from the book or document that you read.
- It can enhance your general ability to use other language skills such as listening, speaking, and writing.
- It can enhance your vocabulary, that is, you can always learn new words, phrases, and expressions.
- Effective reading also helps you keep your mind focused on the material and prevents it from unnecessary distractions.
- It helps in building confidence as you start reading longer, and later, voluminous texts.
- It gives you pleasure and relaxation as books are the best and most reliable friends.
- It facilitates developments of various other skills, such as predictions, comparing, recognizing the message as transmitted by the text, improving your critical thinking.

### **4. Mention different sentence structures with examples**

Sentence in English follow certain basic patterns. Some common sentence patterns in English are:

#### **SV**

The stars / are shining.

Subject / Verb

The birds / are chirping.

Subject / Verb

It / is raining.

Subject / Verb

#### **SVO**

Children / love / ice creams.

Subject / Verb / Object

Noah / does not like / bitter gourd.

Subject / Verb / Object

I / have / a pencil.

Subject / Verb / Object

#### **SVC**

I / am / an Indian.

Subject + Verb + Complement

Carol / is / a nurse.

Subject + Verb + Complement

My name / is / Gina.

Subject + Verb + Complement

## **SVA**

Madhu / reached / early.  
Subject / Verb / Adjunct  
All of us / are leaving / for Tokyo.  
Subject / Verb / Adjunct  
He / went / upstairs.  
Subject / Verb / Adjunct

## **SVOC**

We / lost / out cat, / Quinny.  
Subject / Verb / Object / Complement  
My friends / make / me / happy.  
Subject / Verb / Object / Complement  
Everyone / found / the book / controversial.  
Subject / Verb / Object / Complement

## **SVOA**

It / is / my birthday / next month.  
Subject / Verb / Object / Adjunct  
Lakshmi / reached / school / after 9 a.m.  
Subject / Verb / Object / Adjunct  
My brother / plays / football / everyday.  
Subject / Verb / Object / Adjunct

## **SVIODO**

The Board / offered / me / the job.  
Subject / Verb / Indirect Object / Direct Object  
Rohit / gave / Reshma / his favourite book.  
Subject / Verb / Indirect Object / Direct Object  
Neetu / bought / herself / a hat.  
Subject / Verb / Indirect Object / Direct Object

## **ASVC**

Suddenly, / it / grew / dark.  
Adjunct / Subject / Verb / Complement  
Normally, / the weather / is / good.  
Adjunct / Subject / Verb / Complement  
Occasionally, / my dog / gets / restless.  
Adjunct / Subject / Verb / Complement

## **ASVO**

Last week, / we / celebrated / Holi.

Adjunct / Subject / Verb / Object

Usually, / we / get / a token.

Adjunct / Subject / Verb / Object

Every year, / we / visit / the orphanage.

Adjunct / Subject / Verb / Object

## **ASVIODO**

Today, / the teacher / gave / us / our papers.

Adjunct / Subject / Verb / Indirect Object / Direct Object

Yesterday, / my mom / bought / me / a bicycle.

Adjunct / Subject / Verb / Indirect Object / Direct Object

Every time he comes home, / my brother / gets / my mom / her favorite chocolates.

Adjunct / Subject / Verb / Indirect Object / Direct Object

## **SVAA**

They / go / to work / by bus.

Subject / Verb / Adjunct / Adjunct

We / meet / every evening / on the way back home.

Subject / Verb / Adjunct / Adjunct

Jancy / went / to the grocery store / last Saturday.

Subject / Verb / Adjunct / Adjunct

## **ASVAA**

Normally, / my parents / come / by bus / to Pondicherry.

Adjunct / Subject / Verb / Adjunct / Adjunct

Last year, / my friends and I / went / to Meghalaya / for a month.

Adjunct / Subject / Verb / Adjunct / Adjunct

Usually, / Finn's parents / would come / to the airport / as soon as his flight lands.

Adjunct / Subject / Verb / Adjunct / Adjunct

## 5. Write a detailed note on ‘Punctuation Marks’.

Punctuation is a system in which marks are used in writing to indicate pauses and division of sentences. The meaning of written communication is made clear to the readers by using these marks. In fact, Punctuation is the proper use of putting in marks or stops in writing.

### Punctuation Mark (Symbol)

	Name	Usage	Example
.	<b>Full Stop</b> (in British English) or <b>Period</b>	It is used <b>at the end of a sentence or at the end of the short form of a word.</b>	I like football.
,	<b>Comma</b>	It is used to <b>separate parts of a sentence showing a slight pause, or to separate the single things in a list.</b>	I want to eat meat, bread and tomatoes.
;	<b>Semi-colon</b>	It is used <b>between two parts of a sentence, usually when each of the two parts could form grammatical sentences on their own.</b>	John drives a Ferrari; Mary drives a Peugeot.
:	<b>Colon</b>	It is used especially to <b>introduce a list of things or a sentence or phrase taken from somewhere else.</b>	We have two choices: work hard or fail.
?	<b>Question mark</b>	It is used <b>at the end of a phrase or sentence to show that it is a question.</b>	Where is the bank?
!	<b>Exclamation mark</b>	It is used immediately <b>after an exclamation.</b>	What an exceptional child this is!
...	<b>Ellipsis mark</b>	It is used in writing to <b>show where one or more words have been intentionally left out.</b>	You went to the restaurant. And...?

“ ”	<b>Quotation marks</b>	It is used to <b>indicate a word or phrase to show that someone else has written or said it.</b>	“ I want to do it,” she said.
‘ ’	<b>Apostrophe</b>	It is used to <b>show when a letter or a number has been left out, as in I’m (= I am), or that is used before or after s to show possession, as in Sarah’s house.</b>	This is Steven’s car. We’re ready
/	<b>Slash</b>	It is used in writing to <b>separate letters, numbers, or words.</b>	and/or , 05/10 ( October 5 ) , 2/3 = two-thirds
( )	<b>Round Brackets ( in British English ) or Parentheses</b>	It is used to <b>add extra information to a sentence.</b>	Lisa (8 years-old) is a little girl.
[ ]	<b>Square Brackets</b>	It is used to <b>enclose words added by someone other than the original writer or speaker, typically in order to clarify the situation.</b>	“It [electricity] is really just organized lightning.”
<b>English</b>	<b>Underline</b>	It is used to especially <b>emphasize.</b>	The meeting will be start at 10:00 am.
-	<b>Underscore</b>	It is used to <b>draw a line under.</b>	d_k@yahoo.com
-	<b>Hypen</b>	It is used to <b>join words together to indicate that they have a combined meaning or to show that a word has been divided into parts.</b>	well-to-do , rock-forming minerals,pick-me-up
—	<b>Dash</b>	It is used to <b>separate parts of a sentence.</b>	We saw two movies at the theater today—I didn’t really like

either of them.

## 6. How many parts of speech are there in English ? Write all those parts of speech with relevant examples.

In the English language, every word is called a part of speech. The role a word plays in a sentence denotes what part of speech it belongs to.

1. **Nouns** are words that are used to name people, places, animals, ideas and things. Nouns can be classified into two main categories: Common nouns and Proper nouns. Common nouns are generic like ball, car, stick, etc., and proper nouns are more specific like Charles, The White House, The Sun, etc.

### Examples of nouns used in sentences:

- She bought a **pair of shoes**. (thing)
- I have a **pet**. (animal)
- Is this your **book**? (object)
- Many people have a **fear of darkness**. (ideas/abstract nouns)
- He is my **brother**. (person)
- This is my **school**. (place)

2. **Pronouns** are words that are used to substitute a noun in a sentence. There are different types of pronouns. Some of them are reflexive pronouns, possessive pronouns, relative pronouns and indefinite pronouns. I, he, she, it, them, his, yours, anyone, nobody, who, etc., are some of the pronouns.

### Examples of pronouns used in sentences:

- I reached home at six in the evening. (1st person singular pronoun)
- Did **someone** see a red bag on the counter? (Indefinite pronoun)
- Is this the boy **who** won the first prize? (Relative pronoun)
- That is **my** mom. (Possessive pronoun)
- I hurt **myself** yesterday when we were playing cricket. (Reflexive pronoun)

3. **Verbs** are words that denote an action that is being performed by the noun or the subject in a sentence. They are also called action words. Some examples of verbs are read, sit, run, pick, garnish, come, pitch, etc.

### **Examples of verbs used in sentences:**

- She **plays** cricket every day.
- Darshana and Arul **are going** to the movies.
- My friends **visited** me last week.
- **Did** you **have** your breakfast?
- My name **is** Meenakshi Kishore.

4. **Adverbs** are words that are used to provide more information about verbs, adjectives and other adverbs used in a sentence. There are five main types of adverbs namely, adverbs of manner, adverbs of degree, adverbs of frequency, adverbs of time and adverbs of place. Some examples of adverbs are today, quickly, randomly, early, 10 a.m. etc.

### **Examples of adverbs used in sentences:**

- Did you come **here** to buy an umbrella? (Adverb of place)
- I did not go to school **yesterday** as I was sick. (Adverb of time)
- Savio reads the newspaper **everyday**. (Adverb of frequency)
- Can you please come **quickly**? (Adverb of manner)
- Tony was so sleepy that he could **hardly** keep his eyes open during the meeting. (Adverb of degree)

5. **Adjectives** are words that are used to describe or provide more information about the noun or the subject in a sentence. Some examples of adjectives include good, ugly, quick, beautiful, late, etc.

### **Examples of adjectives used in sentences:**

- The place we visited yesterday was **serene**.
- Did you see how **big** that dog was?
- The weather is **pleasant** today.
- The **red** dress you wore on your birthday was lovely.
- My brother had only **one** chapati for breakfast.

6. **Prepositions** are words that are used to link one part of the sentence to another. Prepositions show the position of the object or subject in a sentence. Some examples of prepositions are in, out, besides, in front of, below, opposite, etc.

### **Examples of prepositions used in sentences:**

- The teacher asked the students to draw lines **on** the paper so that they could write **in** straight lines.
- The child hid his birthday presents **under** his bed.

- Mom asked me to go to the store **near** my school.
- The thieves jumped **over** the wall and escaped before we could reach home.

7. **Conjunctions** are a part of speech that is used to connect two different parts of a sentence, phrases and clauses. Some examples of conjunctions are and, or, for, yet, although, because, not only, etc.

#### **Examples of conjunctions used in sentences:**

- Meera **and** Jasmine had come to my birthday party.
- Jane did not go to work **as** she was sick.
- **Unless** you work hard, you cannot score good marks.
- I have not finished my project, **yet** I went out with my friends.

8. **Interjections** are words that are used to convey strong emotions or feelings. Some examples of interjections are oh, wow, alas, yippee, etc. It is always followed by an exclamation mark.

#### **Examples of interjections used in sentences:**

- **Wow!** What a wonderful work of art.
- **Alas!** That is really sad.
- **Yippee!** We won the match.