Tenses

Simple Present :-

In simple present tense, the action is happening in present constantly. It is repetative. So we use adverbs of time to show the repetation :-

→ Every ... day / summer / winter / Diwali / Eid / christmas / .. Pongal .. / time / Sunday / Monday.

→ Always, often, rarely, frequently, occassionally, Generally, Usually, Casually, Normally, Religiously.

→ We use the present tense ~~on~~ for describing daily routine / time table / schedule / habits / hobbies / likes / dislikes / behaviour / attitude.

[S + V + O + Adv of time.]

What do you do / ~~on~~ sundays ?
daily / everyday ?

~~Dai~~ usually I wake up at 8.a.m. I brush my ~~teeth~~ and wash my face. I eat my breakfast. After that I watch TV till 11 a.m. Then I go to bath and then eat lunch. ~~At~~ ~~I~~ start ~~my~~ reading.

I read books or I do the assignments/ works. After that I go for walking/ shopping. I play games badminton. After that wash my clothes. Then I go for dinner. then after that I go for walking. then I go to sleep.

→ Geography (statistics)
→ Facts
→ Universal Truths } → uses simple present tense.

Eg:- All planets are revolves around the sun. solar system, Galaxies.

Home Town :-

Metropolitant	Commercial	Spiritual
Cosmopolitant	Residential	Peaceful
Rural ≠ Urban	Historical	Costal
Industrial	Agricultural (cultivate)	Dessertique
	Educational	Hilly
		Mountainous

Climate

Humid

Hot } moderate
Cold } extreme

heavy rainfall ≠ less rainfall.

Snowy / foggy

densly populated ≠ less populated
(crowded) ≠ less crowded

polluted ≠ less polluted

Holy place
IT Hub.

→ Location → city / state

If any "History".

→ Famous → places / food / celebrities / ~~colleges~~ / universities.

→ Education → colleges / universities

→ Famous art → painting, folk-dance, pottery, silk, handicrafts / poets / writer. classical dance / music.

→ Festivals

→ People / language

→ Agriculture → cultivate

→ End it with emotional note.

Third Person Rule:-

* In simple prusent tense the third person singular in (he, she, it), 's, es, ies'.

To eat		To go	
I eat	we eat	I go	we go
You eat	You eat	You go	You go
he/she/it eats	They eat	He/she/it goes	They go.

To carry

I carry — we carry
You carry — You carry
he/she/it carries — they carry.

→ What does your roommate do daily?

Daily, ~~she~~ my roommate wakes up at 6 am. she ~~play~~ goes to ground and plays tennis. she returns to room by 8 am. After that she takes bath and she gets ready. she eats breakfast. she goes to institute classes. she returns to room by 1 pm. she eats lunch. Again she goes to institute. she returns to room at 6pm. she washes her clothes. she studies for some time. she ~~goe~~ eats dinner. ~~She goes to sleeps at 10 pm~~ she goes to sleep.

→ What does your mother do daily?

Daily, my mother wakes up at 5 am. she goes ~~for~~ walking and returns at 6am. she takes bath. ~~she prepares the food~~ she cooks breakfast and lunch. she packs the lunchbox for me. and she cleans the

home. she does pooja. she ~~watches~~ eats breakfast. she washes the clothes. she ~~wa~~ cleans the utensils. she watches TV. she eats lunch. she relaxes for some time. she goes to market and buys vegetables, groceries. she ~~returns~~ comes back ~~back~~ to home and prepares dinner. she goes to sleep at 10 am.

Questions :-

wh → Why
What
Where
Who / whose / which / whom
When
How

to do :-

To make form questions in simple present tense use [to do] as helping verb.

do → I, / You / You / we / they.

[does → He / she / it.]

Question formati :-

[WH + do / does + subject + verb + O + Adv of time]

eg:-

Where [do] you go daily on sundays in the mornings.

Where does she go on sundays?
→ she goes to - - - - -

Some basic questions:-

To do:-

What do you like to eat?
What does she like to eat?
→ she likes to eat
Where does your father work?
How many siblings do you have,
How many siblings does she/he have?
→ she/he has 2 siblings.
Which actor do you like?
Which color do you like?
Which actor does she like?
→ she likes Allu Arjun.

What is your favourite color?
What is our leave policy?
What are your hobbies?
Which is your fav food?
Where is the cafteria?
Who is my Team Leader?
Where is TL's cabin?

Past Tense Questions (Did → to form questions)

Helping verb → did

[wh + did + sub + verb + O + Adv of time]

What did you do last Sunday?

Where did you go yesterday?

→ I went

Where did you go last week?

→ I went to temple.

What did you eat in yesterday?

→ I ate Biryani.

* When did you celebrate your farvaul party?

* → We celebrated our farvoual party on last Saturday.

~~How~~ ~~did~~ was your summer goa trip?

→ It was very nice/good.

* Which book did you read last night?

→ I read a novel.

* Where did you buy this dress?

→ I bought this dress at zudio.

When did you son return ~~back to~~ from hostel?

→ I returned, from hostel on last Sunday.

* which movie did you see last week?
→ I ~~saw~~ Amazon movie.

* where did you forget your wallet?
→ I forgot my wallet in the market.

* What did you bring from market?
→ I brought vegetables and fruits.

[Yes/No] → [negative → did + not + verb]
↓
Did + verb.

→ Did you go to the party last night?
No I did not go to the party.

→ when the answer is yes/No, the question starts from "Did".

Did she eat her lunch, today?
Yes she ate.
No she did not eat (didn't).

* Did you break this glass?
→ No I did not break this glass.
→ Yes I broke this glass.

* Did you fight with your brother/sister?
→ No I did not fight with my sister

* Did you cut these vegetables/fruits?
→ Yes, I cut these vegetables.

* Did you get your results, yesterday?
→ Yes I got my results, yesterday.
→ No I did not get my results.

* Did you, draw this painting?
→ Yes, I drew this painting.
→ No, I did not draw this painting.

* Did you keep this fruits in ~~fre refrigi~~ refrigirator?
→ Yes, I kept this fruits.
No, I did not keep this fruits in refrigirator.

* Did you pay the electricity bill?
→ Yes, I paid the electricity bill.
→ No, I did not ~~pa~~ pay the electricity bill.

* Did you meet your friend, last week?
→ Yes, I met my friend.
→ No, I did not meet my friend.

Gaur Gopal Das
Sudha Murthy

Movies:- (Accent)

finding Nemo	Brave
Kunfu Panda (All parts)	Cars (All parts)
Ice Age (All parts)	Angry Birds
Frozen (I & II)	Stuart little
	Toys story.

[Shallow, Gravity] → Loden

Persuit of Happiness → (later)

Rata tauille.

Chronicles of Narnia (All parts)

Home - Alone (All parts)
↓ family movie

Baby's day out (english)

Harry Potter (All parts)
↓ (British Accent)

Pirates A caribbean.

Spiderman (marvel).

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filmyworlds.com
Vega movies.com
hdhub4u.com.
Pikashow.com
} (Websites)

Rieke (Telegram channel).

[Raki/Rani ko prem kahani]

Simple Future

The action is happening in future, but not planned (it is decided right now).

[S + [will + verb] + O + Adv of time]

Adv of time:-

Next → year, day, month, winter, summer, Diwali, pongal - - - -

After, later, tomorrow, day after tomorrow

→ then .....

→ Upcoming .....

Gaur Gopal Das.

Sadhguru (Youth and Truth).

Jay shetty.

Sourabh Bothra

Youth and Truth.

GD Topics :-

1) Online and Offline shopping.
2) Impact of social Media.
3) Communication skills and Technical skills its importance in fresher's life.
4) Online and Offline classes.
5) Impact of movies on society.
6) Technology Boon / curse.

Present Continous

The action is happening continously in present. To show the continuity of the action we use "ing" form of the verb. Also we use "to be" as a helping verb in continous tenses..

subject + (is / am / are + ing of verb) + O + Adv of time.

is → He/she/it

am → I

are → You / ~~You~~ / we / ~~They~~

eg:-

Sandra is writing a letter.
(she)

Sandra and Mike are writing a letter.
(They)

Right now, I am sitting ~~in~~ at RK/~~beach~~ beach. The sun is rising. I am enjoying the sunrise. The old couple are walking. The kids are constructing igloo's/houses with sand. ~~The~~ A pre wedding shoot is happening. The photographer is clicking / taking the photos. The couple are getting ready for stills. ~~the~~ One girl is running. One person is selling coffee. In front of coffee shop two people are drinking coffee. One from some peoples are sitting/climbing ~~on~~ rock and chitchatting.

There are some people who are playing Kabaddi.

2)

Action is happening in continously in present situation either in my Life, around me, around the world anywhere.

Adverbs of time:-

Right Now / Now
Currently
Presently
Now a days
Today
Day by Day.

→ Education :-

Currently, the education system is becoming day by day. expensive. ~~So~~ ~~Some~~ The schools people are doing business with education

→ The mainly middle class families are facing troubling a lot. The fee for nursery is so high. In schools the extra circular activities are not there. happening. The They are not conducting extra circular activities. In schools, the sixth IIT training is started from 6th class.

→ They are introducing IIT training to the students from 6th class onwards. They are charging lakhs of fee.

→ They are not conducting extra circular activies to the children.

→ Due to this training,

The children ~~are becoming exhausting~~.

Now a days, pre-schools ~~are~~..

3) It already planned in the future. (sure, day, date, reason, time).

Eg:- Next sunday, I am visiting my hometown for my sister's wedding.

→ Next January, visiting.

I am going ~~to~~ my hometown for pongal.

I am wishing my friend on.

• I am celebrating next new year with my friends.

~~(~~ (Me and my friends are celebrating my friend).

I am celebrating my friends birthday, on next week.

Test

(8)/10

1) Every year his family goes to Europe for two weeks (go) (✓)

2) Jane and Emily take a Pilates class on Wednesday mornings. (take) ✓

3) Does that airline ~~flies~~ fly to Paris? (fly) (✓)

4) The semester ~~does not finish~~ until the end of July. (not finish) ✓

5) Sarah usually tries to call her mother in the mornings. (try) ✓

6) ~~who pays~~ Who pay for your car expenses? (Who/ pay)

7) The shops ~~does not close~~ do not close (not close) (✓)

8) Mary receives the ball and ~~kicks~~ kicks it into the net. (receive/kick)

9) ~~what~~ How many times a day do you take your dogs for walk? (take)

10) Does he always use his cell phone for long distance calls? (use).

(4)/5

1) Sarah and John speak French very well.
2) I don't often watch movie ✓
3) The college opens at 7.30 every morning ✓
4) Bad driving causes many accidents (✓)
5) I live in a very small flat. (✓)
6) The olympic Games take place every four years. (✗)

14/15

1) Mark likes (like) music. He plays (play) many instruments. He plays (play) the piano and and saxophone. The bagpipes ~~like~~ are (✓) his favourite instrument to play. Jim plays the bagpipes for celebrations. He also plays (play) the guitar. The audience listen to the guitar. They clap (clap) for Mark. They enjoy the music. (enjoy).

2) James is (be) a cowboy. He lives (live) on a farm. He has (have) a horse named Stallion. James loves (love) Stallion. He rides (ride) Stallion every day. Sometimes they walk (walk) slowly, and sometimes they run (run) fast. They always have (have) a good time.

(6/8) (5/7)

1) Jane doesn't drink (not / drink) coffee very often.

2) what time does the banks (the banks / do / open) open here? (✓)

3) I've got a car, but I don't use (not / use) it much.

4) where does Ricky come (Ricky / come) from? 'From Miami.' (x)

5) What do you do (you / do)?
'I'm an engineer'.

6) It takes (take) me an hour to get to work. How long it takes (it / take) for you? (x)

7) Look at this sentence. what does this word mean (this word / mean)?

8) Ricky isn't very fit. He does not / doesn't play (not / do / play) any sport.

Simple Past

28
19
47

19/19

32
19
51

1) Last year my friend, Alan and I took (take) a trip to Germany. I never travelled (travel) to another country like this one. We studied (study) German for two months before we left (leave). When the day of our flight finally arrived (arrive), we were (be) so nervous and excited! The flight was (be) fun because the flight attendants spoke (speak) German, and we practiced (practice) speaking with them. Finally we arrived (arrive) in Frankfurt. It was (be) so beautiful! We rode (ride) on the subway to get from the airport to our hotel. After that first day, we rode (ride) the subway every day. I felt (feel) so thrilled to finally be in another country. Alan fell (fall) in love with the city, and wanted to move there permanently. While we were there, we went (go) to many museums, saw (see) a lot of monuments, and met (meet) a lot of interesting people. We made (make) so many new friends.

2) (3/4) 14/15

On saturday, the Taylor family ~~went to shopp~~ shopp (x) (shop) for a christmas tree. They ~~got~~ (get) in the car. They drove (drive) to the tree farm. Mr and Mrs. Taylor walked (walk) around the tree farm with their kids.

5/5

3) The Taylor family ~~was looking~~ ~~looked~~ × looked ✓ (look) at all the trees. They ~~were looking~~ ~~looked~~ × looked (look) at tall trees and short trees. They ~~were looking~~ looked at fat trees and skinny trees. They looked at every farm tree on the farm. They wanted (want) a perfect tree.

5½/6½

(6/6)

The Taylor's kids finally found (find) the perfect tree. It was not too tall or too short. It was not too fat or too skinny. The tree was (be) exactly what they wanted (want). It was (be) the perfect christmas tree!

65/74

65/74

Important Task
urgent Task

Important Task /But Not urgent

urgent Task
(Not important)(anymor)

Not Important
Not urgent.

(Reduce the time)

Simple Past Examples:-

Did + Sub + V1 + obj ?
Did you attend the communication skills/ spoken english class yesterday?
Yes, I attended the CS/SE class yesterday.
No, I did not attend the CS/SE class yesterday because.....
Did you take your breakfast in the morning?
Yes, I took my breakfast in the morning.

→ ~~Always~~ use do not / did not instead of using (didn't / don't). (Polite way)

Program:-

```
if (Did and Question)
print( Did + S+V1 +obj ?)
elif ( Did and Answer(No))
    print ( S+ Did + not + V1 obj)
elseif ( Did and Answer(Yes))
    print ( S+ V2 +obj)
else
print( it is not a simple past sentence) .
```

Simple Future:-

Syntax:- Subject + shall/will + V1 + object.

Eg:- I, we → shall (50-50%) - may / may-not.
I, we → will (80%)
I shall help you / I will help you.

He, she, name, you, they → will (10-80)
→ ~~shall not used~~
do not use shall.

~~we~~ we will call you / we shall call you.

eg:- I will meet my friend on next sunday.

eg:- I will go to lab after this class.

Keyword :- Next day.... (next++).

Program:-

```
if (s = I/we && v = will)
    print (80% - I will help you).
elif (s = I/we and v = shall)
    print (50% - 50% I shall help you)
elif (s = he/she/name/they/you and v = will)
    print (10-80% - he will help you).
elif (s = he/she/name/they/you and v = shall)
    print (Order - he shall sit here)
else
    print ("it is not a simple future tense").
```

eg:- I will call my mother after this class.

I shall call my grandparents after this class.

Evening

Goals:-

I will complete my java full stack course by March/April. I will get job in a software company. I will do my job for few months. After few months I will join in a musical class. I will learn ~~mus~~ the piano and violin. After that I will join in car driving school. After that I will

learn car driving. After that I will buy a new car. After that I will travel all over the India.

Evening Plans:-

I will go to JS lab. After that I will go to hostel. I will get fresh up. I will take my dinner. After that I will go for a walk. I will come back to hostel. I will study/revise for some time. I will do coding. After that I will play ludo my with my friends. After that I will go to sleep.

Questions (For simple future tense).

→ If you become the CEO/Manager/Team Lead of the company, what are the steps that you will take in order to develop the organisation.

→ What are your plans for next 5/10 years?

→ What will you do if you get some other opportunity.

→ What is/will be your short term/long term goal?

→ What will you do if you get rejected?

Interview Questions (for the simple past tense):-

→ Tell me about your memorable day of your life.?

→ Tell us about, the experience of the

first day of your college?

→ Tell us about your school and/ college life?

→ Tell us about your the difficult situation that you have faced in your life? what did you learn from it?

→ Tell us about your childhood memories?

If

1) OK
2) boiling
3) are playing
4) OK
5) goes
6)
7) usually go
8) I am coming.
9) are getting married.
10) she always gets.

Present Continous:-

1) please don't make so much noise. I am trying (I/try) to work.
2) Let's go out now. It is not raining (it/rain) any more.
3) You can turn off the radio. I am not listening (I/listen) to it.
4) Kate phoned me last night. she's on holiday in France. she is having (she/have) a great time and doesn't want to come back.
5) I want to lose weight, so this week - I am not eating (I/eat) lunch.

Put the verb onto correct form.

1) shopping online is growing in popularity nowadays.
2) The stocks are dropping (drop) constantly due to the economy.
3) Today, most people are using ~~used~~ (use) text messages instead of the phone.

Second GD Topics :-

Work from home (pros & cons)

Demonitisation

Love Marriage and Arrange Marriage.

Self Realisation is a best realisation

What has corona thought me.

Past continous:-

→ Action is continously happening in the past for some time. We use helping verb "to be" (was/were).

S + (was / were + ing of the verb) + O + Adv of time (Past) + (for) some time.

Adv of time = Past Adv of time + (for) + sometime).

Eg:- Last night, I was practising Java for 1 hour / 2 hour / sometime.

Eg: Yesterday, she was working on her project for whole day.

More than 1 action is happening:-

→ While, I was studying, was also eating my lunch, and was chit chatting with my friends.

used to → For past habits / capabilities.

Future Continous

1) Action is continously happening in future for sometime.

S + [will + be + (ing form of verb)] + O + Adv of time

I will be visiting my village next sunday, for my sister's wedding.

[Already planned → Action will continue for some time ..

→ I will be going (visiting) to my village on next month for pongal.

→ I will be going to my friend's house on 25th Dec for christmas celebrations.

→ I will be .

2) Going to (Another way of using future continous).

[S + to be + going to + verb + O + Adv of time]

Next sunday, I am going to visit my home for pongal.
will be visiting.

Next week, she is going to meet her friends for birthday party.

2) Guess (by seeing present situation) :-

→ It is cloudy, It is going to rain.

→ She has worked very hard, she is going to take rest.

→ She is running late, she is going to miss the ~~metro~~ meeting.

She ~~stucked~~ (has stuck) in traffic, ~~so~~ she is going to ~~miss the meeting~~ be late to the meeting.

I stuck in traffic, I am going to be late to the meeting.

→ Virat is practising hard, he is going to be hit (score) centuary.

→ The road was block

→ It is raining, The road is going to be block.

Articles

Articles ~~are~~ ~~extra~~ written ~~ed~~ before the nouns.

Articles → a, an, the..

a/an/the + Nouns.

1) Common Nouns:-
(a, an, the).

a girl, the girl(s)
a boy, the boy(s)
an apple, the apple(s)
a cat, the cat(s)
a teacher, the teacher(s)
a dog, the dog(s)
a car, the car(s).

2) Proper Nouns: → 90% (No articles).
Name of person / place / animal / things.

3) Collective Nouns → singular

a class, a herd of elephants
a team, a bunch of grapes / flowers
the packs of wolves, a pride of lions
a school of fishes, a flock of birds.

4) Abstract Nouns :- (Do not take articles)
Emotions, attitute, love, pain,

'a', 'an'.

→ a, an are indefinite articles. They are used before singular countable Nouns.

→ a is used for consonants, an is for vowels

a → consonents

an → vowels.

Eg:- an apple, an orange, an icecream, an umbrella, an owl, an ant.

a bat, a dog, a ribbon, a cat, a girl, a hen.

Exceptions:-

* Rule:- whenever there is an adjective before noun, article depends on adjective

eg:- a nice book. (a/an → follow adjective)

an interesting book.

an early breakfast, an amazing person.

* Rule:- Vowel sound (an)

article → follow vowel sound.

vowel sound → 'H'

an honest man/person

an honorable man/person/woman.

* Rule:- → Consonent sound:- (a)

a European man/girl

'Y' → consonent sound.

'a', 'an'.

→ a, an are indefinite articles. They are used before singular countable Nouns.

→ a is used for consonents, an is for vowels.

a → consonents
an → vowels.

Eg:- an apple, an orange, an icecream, an umbrella, an owl, an ant.
a bat, a dog, a ribbon, a cat, a girl, a hen.

Exceptions:-

* Rule:- whenever there is an adjective before noun, article depends on adjective.

Eg:- a nice book (a/an → follow adjective)

an interesting book.

an early breakfast, an amazing person.

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article → follow vowel sound.

vowel sound → 'H'

an honest man/person
an honerable man/person/woman.

Rule:- → Consonent sound:- (a)

a European man/girl
'Y' → consonent sound.

(consonent sound)
a union.
The universe
The / a university.
(✱).

(vowel sound)
The Earth
The Environment
The internet.
(✱).

✱ Rule :-

a one Rupee

'w' sound → consonant.

Love Marriage & Arrange Marriage :-

compatibility
Respect
affection
Love
understanding.
Loyality

→ too much of unrealistic expectation → Divorse → reason to taking

→ Society pressure (not taking divorse)

Problems

Love Marriage
Honour killing.

Arrange Marriage
↓
Dowry
Astrology
Caste.

"THE"

It is a definite article which is used before singular / Plural Countable Nouns.

Eg:- The book, The books, the bag, the bags, the boy, the boys, the girl, the girls.

Para Eg:-

→ There is a white board, which is placed on the chairs.

→ There are two chairs, The white board is placed on the chairs.

→ My friend is sitting on the broken chair which is broken. (in front of me)

→ There is the black bag which is black color.

→ In front of me, there is the black bag.

→ There are some chairs placed in the corner.

→ The speaker is mounted on the wall.

→ The paper is sticked to the door.

→ The cc camera is placed on the left corner.

→ Mam wrote on the board with the black pen/marker.

Uncountable Nouns

when uncountable nouns are placed in a measurable container, take articles.

- a/an → singular
- the → Plural.

a fistful of nuts
a pinch of salt
a lit of oil.
a packet of milk
a jar of juice/water.
a bowl of rice
a glass of water
a cup of tea.

the bowls of rice.
the glasses of water
the cups of tea.

---

abstract noun, solids, liquids, gases → uncountable nouns.

1) Did you hear noise/a noise just now? No, I didn't hear anything. (a noise is correct)

2) a) If you want to know the news, you can read paper/a paper.

b) I want to print some documents but the printer is out of paper/papers.

3) a) Light/A light comes from the sun.

b). I thought there was somebody in the house because there was light/a light inside.

4) a). ~~It~~ I was in a hurry this morning. I didn't have time/a time for breakfast.

b) "Did you have a good holiday?" Yes, we had wonderful time/a wonderful time.

5) This is nice room/a nice room. Did you decorate it yourself?

6) Jane was very helpful. She gave us some very useful advice/advices.

7) Did you have nice weather/a nice weather when you were away?

8) We were very unfortunate. We had bad luck/a bad luck.

9) Is it difficult to find a work/job at the moment?

Mike is unemployed. He can't get a job

8) If you want
Mike is unemployed. He can't get work.

9) If you want to leave early, you have
* to ask for a leave permission.

Put a/an :- / empty :-

1) I've seen some good films recently.

2) What's wrong with you? Have you got
x headache?

3) I know a lot of people. Most of them
are x students.

4) When I was a child, I used to be
very shy.

5) Would you like to be an actor?

6) Questions, questions, questions! You're always
x asking ~~some~~ many questions!

7) What a beautiful garden!

8) ~~some~~ Few birds, for example the penguin,
x cannot fly.

9) Do you like staying in x hotels?

10) I've been walking for three hours.
x I've got no article x sore feet.

11) I don't feel very well this morning.
I've got a sore throat.

12) Maria speaks ~~x~~ English, but not very much.

13) It's a shame we don't have a camera. I'd like to take picture of that house.

14). Those are nice shoes. Where did you get them?
→ I got it from a shoe store.

15). I'm going shopping. I want to buy ~~a~~ some new shoes.

16) You need a visa to visit some countries, but not all of them.

17) Jane is a teacher. Her parents were ~~also~~ no article teachers too.

18) I don't believe him. He's ~~a~~ liar. He's always telling x lies.

(17/21)

Put a/an/the/no-article :-

(9/10)

1) Are you coming to the party next sunday saturday?

2) I bought a new TV set yesterday.

3) I think the man over there is very ill. He can't stand on his feet.

4) I watched the video you had sent me.

5) she was wearing an ugly dress when she met him.

no article

6) I am crazy about reading the history * books.

7) she is a nice girl.

8) Do you want to go to the restaurant where we first met?

9) He is an engineer.

10) He thinks that x love is what will save us all.

what do you have to cross to travel from Europe to America?

1) The Atlantic..

2) where is Argentina? South America.

3) which is the longest river in Africa? The Nile.

4) of which country is stockholm the capital?

The capital of sweden.

5) of - - - - - - . washington the capital?

A) The U.S.A (United

6) What is the name of the mountain range in the west of North America?

The Rocky Mountains.

7) what is the name of the sea b/w Africa and Europe?

The Mediterranean sea.

8) which is the smallest continent in the world?

Australia

9) what is the name of the ocean b/w North America and Asia?

The Pacific Ocean

10) What - ocean - b/w Africa and Australia

The Indian Ocean.

11) which river flows through London?

The River Thames.

12) Which river flows through Vienna, Budapest and Belgrade?

→ The Danube River

13) of which country is Bangkok the capital?

→ Thailand.

14) what joins the Atlantic and Pacific Oceans?

→ The Panama canal

15) which is the longest river in South America?

→ The Amazon River.

Presentation Skills

DO
Research
300% → 100%
PPT

Audience

Make rough draft and then extract data.
The time management is compulsory.
→ Prepare slides based on given time.

→ Practise against the time
↳ delete data
↳ add points } according to time.
↳ add pictures.

⇒ Power Point Presentation :-

only Bullet points
No paragraphs → No reading.
Use key words / Key statements.

slides → colour → No flashy (choose light color
Font-size / Font-color / Font-style
should be same.
↓
In slides ~~font~~ everything should be readable.

→ Add Animation Effects to the slides.
Add effects to the bullet points, pictures, flow charts.

→ Images.

convey the message
Msg is retained
Objective is achieved.

→ Text
→ verbals } should be forgattable.

→ Images should not be forgattable easily.

Flow charts
Pie chart
Bar chart } make the charts.

Gaining of time :-

Greet

15-18 min

Joy Shetty
Indranoi → clippings
Tedex → Topics

Manifest what you really want

By Sadhguru

→ Everything we as human beings have created on this planet was essentially first created in our minds...

* First found expression in our mind → it got manifested.

→ Its important to learn to create right things in our mind.

If we do not ~~everything~~ what we create should be accident or unhazard.

→ Learning to create right things in our mind is the basis to create the way we want

Story:-

A man

Accidentally he walked into paradise (heaven).

↓

very beautiful, pleasant or peaceful place.

A tree → food → Drink → Chast → teacher

↓

Died.

charles Darwin → Monkey → tail fall away

↓

humans.

In Yoga, refered unestablished mind as a monkey.

unnecessary moments, imitation.

he was sitting under kalpavruksha (wish tree).

→ Dont look in forest you find tree only.

A well established mind, a mind which is referred in a state of samyukti is refered to kalpavrukshe

A well established mind → Kalpavruksha

organize mind well → organize whole system

Your body
your emotion
your energy.

all in one direction
↓
Anything you wish it happens.
You are Kalpavruksha

The problem is changing its direction

start → destination

self destructive → Technology

boon → curse.

house → not possible.

faith → god →
↓
he will not lift single finger for you.

How strong

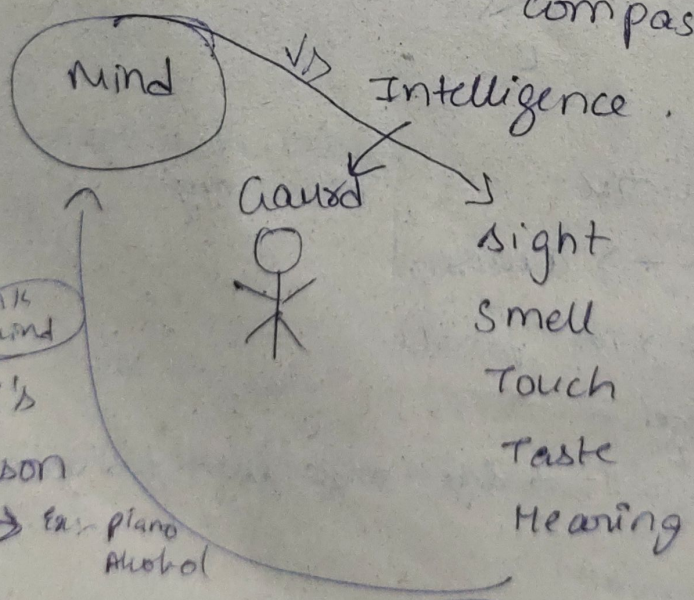
Break Your Bad Habits

Think Like A Monk → By Jay shetty.

sleep Alarm
food → Malak cake.

How to overcome

Monkey Mind	Monk Mind
Jumping from branch to branch	focus on root of issue
look for	focus on discipline
→ instant gratification	long term gain
→ next pleasure (instant)	→ calm
→ short-term win	composed
complains,	collaborative (పనిచేస్తూ working with someone)
compares	caring
criticizes.	compasionate (sympathy & concern for others)



Research → book/Podcast/people. Reward

Repetation

Responsibility. → cycling.

↑ absorb information

↑ transformation.

Preposition.

At / on / in in terms of time

at:- (pure time / specific time)

at - 9am / 4am.

at dinner time	at sunrise	at midnight
at lunch time	at sunset	at night.
at breakfast.	at weekend	

→ I will go ~~to~~ lab at 6pm.

→ CS class starts at 4pm daily.

→ I wakes up at.

→ I woke up at 6am.

→ I spoke ~~with~~ to my mother at dinner time.

→ ~~I will go to~~

→ I met my friend at lunch, yesterday.

→ I will go to shopping at coming weekend.

→ Yesterday, my sister called me at midnight

→ Yesterday, I went ~~out~~ to coffee shop at sunset.

On (day / date) :-

On 12th August

On 21st september.

On 23rd october

On 15th August, 1947, we got independence.

I was born on 12th August, 2002.

on Sunday(s)
on Monday(s) 'on' before days
on Tuesday(s)

* No preposition → Next / Last.

no preposition

Meet me ~~on~~ next sunday. (not on, at)
met me ~~on~~ Last sunday.

* i) Meet me on sunday.
on Monday.

In :-

in → Longer duration.

Year / month / era / season...

~~in 192~~	in 2002	in summer(s)	in August
~~192~~	in 1947	in winter(s)	in January
		in rainy(s)	in March

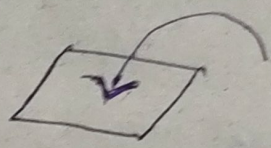
in the morning(s)	in stone age
in the evening(s)	in Ice-age
in the afternoon(s)	in copper-age
	in Jurasic...

at / on / in → (position) :-

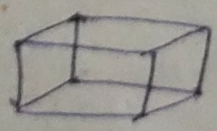
at → point.

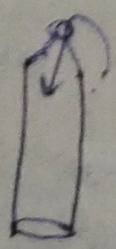
→ at the platform
→ at the reception
→ at the traffic signal
→ at the cross road
→ at the parking
→ at the building
→ at the gate.

→ at the beach
→ at the terminal
→ at the top of
→ at the bottom of
→ at the end of
→ at the start of
→ at the corner of.

on →  plain surface.

on the playground
on the menu
on the forehead / on the nose
on the board
on the wall
on the table / chair
on the floor.

in → 



→ in the pool / ocean / sea / well
→ in the shop / office / mall
→ in the IT department
→ in front row
→ in back row
→ in the room
→ in the car / in an auto
→ in the stadium.

Preposition for Transportation

Travel

By → General

→ by bus / by car / by train / by flight / by ship / by cruise / by truck / by walk / by bicycle.

→ by sea / by waters / by rail / by road / by air.

On → moving vehicle → walk / stand / running / dancing / cycling

on the bus	on the cruise	on the skate board.
on the train	on the ferry	on the bike
on the flight	on the tram.	
on the ship	on the surf board / on the ice skatt	

In .. (small vehicles)

→ in the helicopter
→ in the boat
→ in the car
→ in the taxi
→ in an auto rikshaw

Possessive Pronouns

(my)
mine
yours
his
hers
theirs + in
ours

in my car
in your car
in their car

Test :-

Put ~~in~~, at, on (or) in :- (7/9)

1) Albert Einsten was born <u>in</u> 1756.
2) I've been invited to a wedding <u>on</u> 14 February.
3) Electricity prices are going up <u>in</u> October
4) <u>At</u> weekends, we often go for long walks in the country.
5) I haven't seen Kate for a few days. I last saw her <u>on</u> Tuesday.
6) Jonathan is 63. ~~He'll~~ He'll be retiring from his job <u>in</u> two year's time.
7) I'm busy right now, but I will be with you ~~at~~ in a moment.
8) My brother is an engineer, but he doesn't have a job <u>at</u> the moment.

9) There are usually a lot of parties on New Year's Eve.

10) I don't like driving at night.

Fill in/on/at :- (11/12)

1) My birthday falls in April.

2) Birds often migrate in spring and Autumn

3) My great-grandmother was born in 1950.

4) Breakfast is a meal which is generally eaten in the morning.

5) My parents grew up in the 1970s.

6) My vacation ends on Tuesday.

7) We're going bowling on Saturday night.

8) My brother Mike was born in September, on 7th.

9) We always have a huge celebration on New Year's Eve.

10) Meet me at 7:30.

11) The town is always well-decorated at christmastime

12) Now that my grandfather is older, he no longer drives at night.

Fill in the correct prepositions:- 8/8

1) Peter is playing tennin on sunday.
2) My brother's birthday is on the 5th of November.
3) My birthday is in May.
4) we are going to see my parents at the weekend.
5) In 1666, a great fire broke out in London.
6) I don't ~~fe~~ like walking alone in the streets at night.
7) What are you doing in the afternoon?
8) I will have finished this essay on Friday.

Fill in the correct preposition:-

1) we live in a city ~~at~~ on the coast of canada.
2) There are so many lovely flowers ~~on~~ in the field.
3) We had our honeymoon in London
4) My train arrives at 11:30. Can you meet me at the station.
5) Some people are in prison for crimes that they did not commit.
6) A friend of mine was injured in an accident a few days ago. She's still in hospital.
7) It was a very slow train. It stopped at

every station.

15/18

8) The exhibition at the museum of modern art finishes on Friday.

9) I didn't expect you to be at home. I thought you'd be at work.

10) Get off the elevator on the third floor. The office is on the left.

11) This morning, there was a serious accident at the intersection.

12) I saw a photo of our class; are you in it?

13) It is a good idea to write your name on the back of the envelope.

14) I like to have sugar and cream in my tea.

15) Let's move the chair to another spot. It will look best at the corner.

Complete the sentences with in / at (or) on :-

1) There was a long queue of people at the bus stop.

2) Jane was wearing a silver ring on her little finger.

3) There was an accident at the crossroads this morning.

4) I wasn't sure whether I had come to the right office. There was no name on the

door.

5) There are some beautiful trees in the park.

6) You'll find the sports results on the backpage of the newspaper.

7) I wouldn't like an office job. I couldn't spend the whole day sitting at a computer.

8) My brother lives in a small village in the south-west of England.

9) The man the police are looking for has a scar on his right cheek.

10) The headquarters of the company are in New York.

11) I like that picture hanging on the wall the kitchen.

12) If you come here by bus, get off at the stop after the traffic lights.

13) Who is that man standing at the door?

14) Turn left at the traffic lights.

15) We have to get off the bus at the next stop.

16) When you leave the hotel, please leave your key at the reception desk.

Put in / on / by :-

65/75

12/15

1) George usually goes to work by bus.

2) I saw Emma this morning. She was on the bus.

3) How did you get here? Did you come by train?

4) I decided not to go by car. I went on my bike instead.

5) I didn't feel like walking home, so I came home in a taxi.

6) Sorry we're late. We missed the bus, so we had to come on foot.

7) How long does it take to cross the Atlantic by ship.

8) Last summer we went to Russia ~~by~~ on the ferry.

9) I saw your parents in car yesterday evening

10) They came to their office by bus.

11) Jane has to go the bus stop if she has to go by bus.

12) My brother always comes ~~by~~ on his bike (on/in/by)

13) My parents met each other on a plane during their flight to England.

14) I didn't go there by car. I went ~~by~~ on foot.

Present Perfect :-

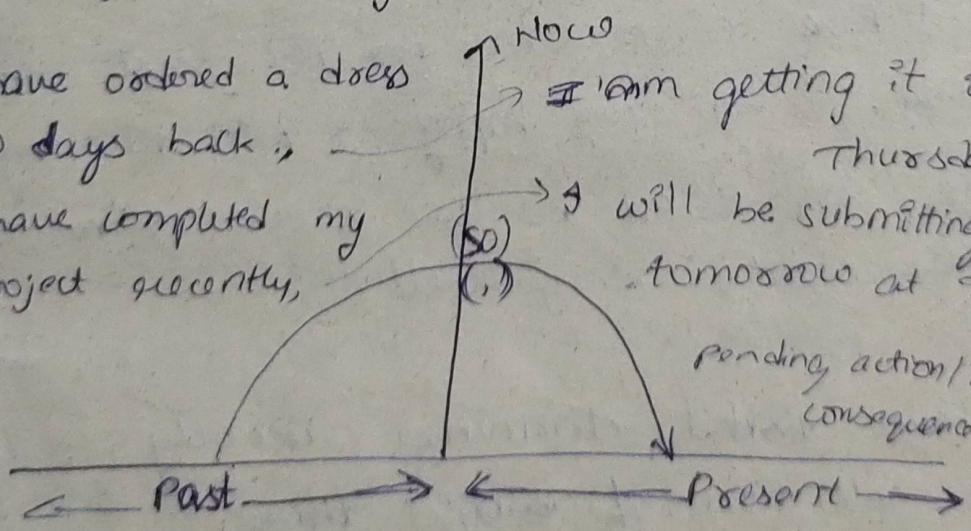
He / she / it.

Subject + (has (or) have + P.P) + O + Adv of time.

Ex:- Sandra (she) **has completed** her work recently.

Mike and Sandra (They) **have completed** their work recently.

→ The action is completed in the past, however it has some impact in present, in the form of pending actions / results / consequences. As the timing of action is not fixed, the adverbs of time are already, just now, recently, few days back, few months back.



Peter has worked very hard this week, He needs rest, He will take leave. He is going to a holiday.

→ I have already booked my ticket, I am going to my hometown on Friday.

→ I have completed my project, I am going to upload in github.

→ I have applie

she

→ she has completed her java course ~~so she~~ recently, she is going to apply for jobs.

→ she has

② Rule:-

→ The action is finished in the past and can be repeated in the future. We use adverbs of time → many times, first time, second time, several times, once, twice, thrice.

Ex:- I have driven a car for the first time recently. I am very happy. I will drive again.

Ex:-

→ She has visited Mumbai several times, she knows about it very well.

Ex:-

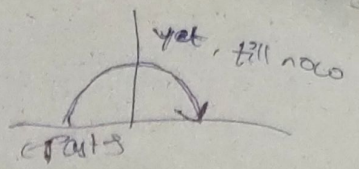
→ I have visited charminar recently, I love the collection of bangles there.

→ I have visited ~~tank~~ golkonda fort recently, I want to visit it again.

→ I have visited

→ I have travelled in

Exception :-



* Yet = till now.

~~when~~ the action
Something which is not done in the past till now, we use "yet".

The sentence or question is always negative,

Ex:-

→ Sandra has not been to Paris, yet.
→ I have not finished my project yet.

→ Have you finished your project?
→ No, I have not finished it yet.
No, I haven't.

→ Haven't you done it, yet?
Haven't you cleared your room, yet?

→ I haven't tried swimming.
→ I haven't ~~tri~~ learn
→ I haven't visited Birlamindar, yet. I am planning to visit it
→ I haven't driven the car, yet. I want to drive.
→ I haven't ~~do~~ done my internship yet.

* Been ⇒ visited (వెళ్ళివచ్చింది). (వెళ్ళివచ్చాను)
~~Been~~ is (related to place only)
→ Recently, sandra has been to New York, she has gotten some gifts for us.

go → gone (related to place only) (gone → వెళ్ళింది) → వెళ్ళాను)

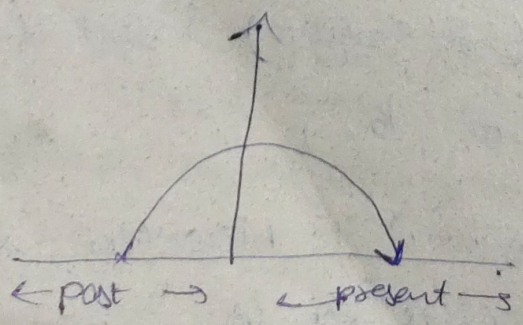
~~she~~
Sandra [has gone] to New York few days back.
she is enjoying ~~there~~. the trip/vacation.

ex:-
→ I haven't been Agra, yet.
→ Just now I have been to the market, I am very tired.
→ Just now I have gone to the market and brought some vegetables.

Present Perfect Continous :-

Action has started in the past and its continued in present, and also it ~~has~~ ~~will~~ have some impact in present.

Subject + (has (or) have + been + ing of the verb) + O + Adv of time.



Ex:- she has been working since morning.
we have been practising java for 2 hours

Ex:- we are ~~learning~~ now, we are
we have been learning Java since sep 2024, for 4 months.

I have been looking for you since morning for 5 hours.

* since → start point ~~to~~ till now.
* for → start point + till now = total duration or time.

Ex:-

→ They have been working on their project since last month (November 2024). for 3 months. They are going to complete their project by this weekend.

→ I have been ~~studying~~ preparing & coding questions since october, 2024 for 4 months. So I am ready for interviews.

→ ~~I have be~~

→ I have been living in hyderabad, ~~to~~ since 4 months. (Now I'm adaptable here for october 2024.) so I like the climate here.

→ I have been living in hyderabad, since 4 months / for october 2024, so I like the culture here.

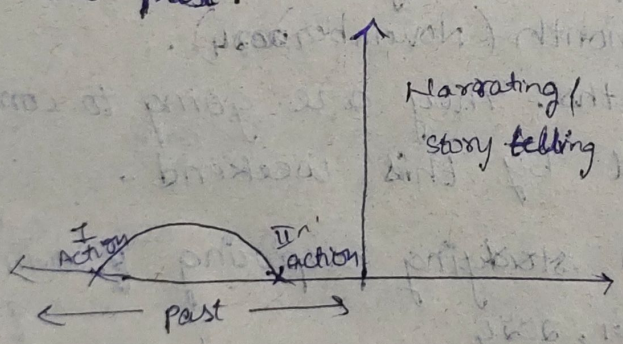
→ I have been living in my home since August 2023 / for 2 years, so I love my house / so I know each and every corner of my house.

Past Perfect

S + (had + P.P) + O + Adv of time.

Adv of time = Past tense (last week, yesterday) + already / before / when.

→ The action is completed before certain action in the past.



→ She had already completed her project before you.

Ex:-

→ Last sunday, The train had already left (I Action) before I reached (II Action).

→ Last sunday, when I reached (II Action), the train had already left (I Action).

ex:-

→ Yesterday, The oracle × Class had already started, before I ~~came~~ entered into the classroom.

→ Yesterday, My mummy had prepared dinner, before I came to home.

→ Yesterday, My friends had already × gone to shopping, before I reached to the hostel.

~~Yesterday, The sir had already × started the class,~~

→ Yesterday, before I entered into × the classroom, the sir had already started the oracle × Class.

~~before I entered the~~

→ Chris bailey.

Active & Passive Voice

In active voice; the action is done by the subject on the object directly.
However, in the passive voice, the subject becomes inactive. in the

Steps to convert active voice into passive voice:

1) Identify the subject and the object.
2) Convert subject into object and object into subject.
3) Check whether the converted subject is singular or plural.
4) Accordingly, use verb "to be".

is / am / are → is
was / were → was
will be → will be

being | been

* "To be" is also ~~da~~ used as per the tense in the active voice.

5) ~~Use~~ The verb in the active voice is changed to past participle in the passive voice.

6) Preposition "by" ~~is~~ used to show the action done.

Ex:-

Ram helps Hari very often. (A.V)

→ Hari is helped by Ram, often. (P.V)

Ram ~~an~~ helps Hari and sita very often.

→ Hari and sita are helped by Ram often.

Conversion of Pronouns:-

AV	P.V
I	me
He	His/him
she	her
they	them
we	us
you	you
It	It.

Simple Present:- (Passive).

S + (is / am / are + P.P) + by + O + Adv of time

singular / plural

Ex:-

sandra completes project(s) on time

Project is completed by sandra on time.

Projects are

I complete the project on time.
The project is completed by me.

Simple Past :- (Passive)

S + (was / were + P.P) + by... + O + Adv of time

singular / plural

Ex:-

Last month Sandra completed the project(s) on time.

→ Last month the project was completed by Sandra on time.

→ Last month, The Projects were completed by Sandra on time.

Simple Future :- (Passive)

S + (will + be + P.P) + by + O + Adv of time

Next monday Sandra will complete the project.

→ Next monday, the project(s) will be completed by Sandra.

Perfect Tenses: [to be → been (Past participle)]

Present Perfect :- (Passive) :-

S + (has (or) have + been + PP) + by + ...

Recently, Sandra has submitted the project, so .....

Sandra and Mike have submitted the projects ....

Recently, The project $\boxed{\text{has been submitted}}$ by sandra, ----

Recently, The projects $\boxed{\text{have been submitted}}$ by Sandra & mike ..----

Past Perfect (Passive):-

S + (had + been + P.P) + by + O.t + Adv of time

Last Monday, sandra $\boxed{\text{had submitted}}$ the project before the submission date.

→ Last Monday, The project had been submitted by sandra before the submission date.

Future Perfect (Passive):-

S + (will + have + been + P.P) + by + Obj + Adv of time

By Next Month, Sandra $\boxed{\text{will have completed}}$ the course.

→ By Next Month, The course $\boxed{\text{will have been completed}}$ by sandra, ...

Continous Tenses:- to be → being

Present Continous (Passive):-

S + (is / am / are + being + P.P) + by + - - - -

Right now, Mike is writing a letter to his mom.

→ Right now, A letter is being written by Mike, to his mom.

A / The letters are being written by - - - - - -

Past Continous (Passive):-

S + (was / were + being + PP) + by + - - - -

Yesterday, Mike was writing a letter to his mom.

Yesterday, A letter was being written by mike, to his mom.

Yesterday, The letters were being written by - - - - - - - -

Future Continous (Passive):-

S + (will + be + being + PP) + by + - - - -

Next sunday, Mike will be writing a letter to his mom.

Next sunday, A letter will be being written by Mike. - - - -

* Sometimes in the passive voice the doer of the action is unwanted, not necessary. However, it is understood.

→ For example, Daily the roads are cleaned. (By the people/Municipality).

→ Many candidates were recruited last year. (by IBM/~~some~~ by the company).

→ Many times, our efforts are not appreciated. (By the people/society).

Complete the sentences using one of these verbs in the correct form, present or past: (5)

Cause, overtake, damage, show, hold, surround, invite, translate, make, write.

1) Many accidents are caused by dangerous driving.

2) Cheese ~~are made~~ is made from milk.

3) The roof of the building was damaged in a storm a few days ago.

4) You were invited to the wedding. Why didn't you go?

5) A cinema is a place where films are shown.

6) In the United states, elections for president are ~~holds takes~~ held every four years.

7) Originally, the book was written in French, and a few years ago it was ~~was translated~~ translated into English

8) Although we were driving fast, we were ~~overtaking~~ overtaken by a lot of other cars.

Rewrite these sentences. Instead of using somebody, they, people etc, write a passive sentence. (6)

1) Somebody cleans the room every day.

A) Everyday, the room is cleaned. (by somebody)

2) They cancelled all flights because of fog.

A) All flights were cancelled because of fog. (by them)

3) People don't use this road much.

A) This road ~~is~~ does not is used ~~by~~ much (by people)

4) ~~How do~~ somebody accused me of stealing money.

A) I was accused of stealing money (by somebody)

5) How do people learn languages?

A) ~~tana~~ How the languages are learned by people.

6) People warned us not to go out alone.

→ We were warned not to go out alone (by people).

Change the following sentences into the passive voice.

(5)

1) She made a third attempt.

A) A Third attempt was made by her.

2) The boy asked a difficult question.

A) A difficult question was asked by the boy.

3) She wrote an award-winning novel.

A) An award-winning novel was written by her.

4) The terrorists bleo up the bridge.

A) The bridge was bleon up by the terrorists

5) The police caught the theif.

A) The theif was caught by the police.

change into Passive:-

(5)

1) Emma was writing a poem.

A poem was being written by emma

2) The woman was washing clothes

A) clothes were being washed by the woman.

3) The masons were building the house

A) the house was being ~~building~~ built by the masons.

4) Mother was making a cake.

A) A cake was ~~ma~~ being made by mother.

5) The girl was painting a picture.

A) A picture was being painted by the girl.

Active to passive :- (4)

1) He sings a song.

A song ~~was~~ is sung by him.

2) The boy killed the spider.

A) The spider was killed by the boy.

3) Farmers ~~sow~~ maize in the rainy season

Maize ~~was~~ is sown by the farmers in the rainy season.

4) Are you writing a letter?

~~A letter~~

A) ~~As~~ A letter ~~is~~ being written by ~~are~~ you?

(5)

Rewrite the sentence in passive voice:-

1) I had worn the shoes.

A) The shoes had been worn by me

2) Jane had cleaned the tables.

A) The Tables had been cleaned by Jane.

3) They had started a fight.

A) A fight had been started by them.

4) I had been reading an article.

→ An article had been being read by me.

5) She had not noticed me.

→ I had not been noticed by her.

Convert into Passive voice:- (5)

1) Anna will buy a new computer.

A new computer will be bought by Anna.

2) Million of people will visit the museum.

The museum will be visited by the million of people.

3) Our boss will sign the contract.

The contract will be signed by our boss

4) They will not show the new film.

The new fill will not be shown by them.

5) Will the plumber repair the shower?

Will The shower be repaired by the plumber.

Put the verb into the correct form, present simple or past simple, active or passive.

1) It's a big factory. Five hundred people are employed (employ) there.

2) Did somebody cleaned (somebody / clean) this room yesterday?

3) Water covers (cover) most of the earth's surface.

4) How much of the earth's surface ~~was~~ is covered (cover) by water?

5) The park gates are locked (lock) at 7:30pm every evening.

6) The letter had sent (send) a month ago and it (arrive) arrived yesterday.

7) The boat is hit a rock and sank (sink) quickly. Fortunately everybody was rescued (rescue)

8) Marc's parents were died (die) when he was very young. He and his sister were brought up (bring up) by their grandparents.

9) I was born in London, but I was grown up (grown up) in London.

10) While I was on holiday, my camera was stolen (steal) from my hotel room.

11) While I was on holiday, my camera was disappeared (disappear) from my hotel room.

12) Why Jane ~~was~~ resigned (Jane / resign) from her job? Didn't she enjoy it?

13) Why John was fired (John / fire) from his job? Did he do something wrong?

14) The company is not independent. It is owned (own) by a much larger company.

15) I saw an accident last night. Somebody called (call) an ambulance but nobody was injured (injure), so the ambulance was not needed. (not / need).

Present Perfect:-

1) Marc and Amanda have owned (own) their yacht for 10 years. During that time, they have sailed (sail) together many times. They have sailed (sail) to lots of places.

2) They have sailed (sail) on the Pacific Ocean. They have also sailed on the Atlantic ocean. They have even sailed (sail) around the Gulf of Mexico twice. However, they have never sailed on the Indian ocean.

3) Emma lives (live) in California in the ~~United~~ states. ~~Her grandfather~~ grandchildren ~~lives~~ (live) in London, England. They have lived (live) in London for 5 years. Emma ~~has~~ has not seen (not/see) her grandchildren in over a year.

She talks (talk) to her grandchildren on the phone and through e-mails many times. She also ~~has seen~~ sees (see) pictures of her grandchildren. They ~~grows~~ have grown (grow) so much since the last time they visited America.

Emma knits scarves and blankets to send to her grandchildren in London. So far, she ~~knits~~ (has knitted) (knit) two beautiful scarves for her granddaughters.

14/15

Present Perfect continuous

1) We have been working (work) in this company since 1990.

2) It has been raining (rain) for two days since it began.

3) Kate has been living (live) in Germany since she was a child.

4) Why are your hands so red? It has been peeling (peel) potatoes for ages.

5) How long have you been learning (learn) English?

6) We have been looking (look) for a house for ages.

7) It has been raining (rain) without stopping for a week.

8) How long has the baby been crying (cry) in the park?

9) He has been working (work) in the company since 2011.

10) They have been married (marry) for 10 years.

has / have been ing

Present Perfect continous:-

1) He has been working (work) in this company since 1920.

2) I have been waiting (wait) ~~for~~ you since one o'clock.

3) Kate has been living (live) in Germany since 2009.

4) why do you look so tired? I have been playing (play) Badminton for 2hours.

5) How long ~~you have~~ have you been ~~learning~~ (learn) German?

6) We have been looking (look) for subway for one hour.

7) I have been living (live) without electricity for a week.

8) How long ~~has~~ has she ~~has~~ been playing (playing/sho) in the parks?

9) He has been working (work) in the company since 2011.

10) They have been ~~marrying~~ married (marry) for 10 years.

(3) Fill the correct tense (Present Perfect contin / Present contin)

1) I cannot sleep because the baby is crying (cry).

2) I think the baby is hungry, she has been crying (cry) for ~~ar~~ over an hour.

3) Where have you been? We have been waiting (wait) for you since 1.00pm.

4) A car alarm is ringing (ring) ~~to~~ in the parking.

5) This alarm has been ringing (ring) for half an hour.

Present Perfect continous / simple present:-

Mark has been playing (play) football since he was 5 years old. He likes (like) to play football. He plays (play) with the other kids. He also teaches (teach) other kids how to play the game.

Lately, he ~~teaching~~ has been teaching (teach) Mike how to play football. He ~~teaching~~ has been teaching (teach) Mike all the rules of the game. He ~~teaching~~ has been teaching ((teach)) Mike how to win.

Past Perfect :-

1) I had (have) never seen such beautiful sights before I visited (visit) Paris in 2010. I had saved money for 7 years before I booked (book) my trip to Paris. I was (be) very excited! Before my trip to Paris, I had never been (be) out of the United states. When I went (go) to Paris, I spent (spend) many days touring the city. The city was (be) big.

(a)

1) After Kate had spent (to spend) her holiday in France she wanted (to want) to learn French.

(9)

2) Tom ~~hadphoned to~~ (to phone) Dad at work before he ~~had~~ left (to leave) for work.

3) Sandra turned on (to turn on) the television after she had washed (to wash) the dishes

4) When she arrived (to arrive) the match had already started (to start)

5) After the man had ~~come to~~ (to come) home he fed (to feed) the dogs.

6) Before he sang (to sing) a song he had played (to play) the guitar.

7) she watched (to watch) a video after the children had ~~went~~ gone (to go) to bed.

8) After Jane had made (to make) breakfast she phoned ~~to~~ (to phone) his friend.

9) I was (to be) very tired because I had studied (to study) too much

10) They had ridden (to ride) their bikes before they met (to meet) their friends.

~~Read the situations and write sentences~~

simple Past | Past Perfect (9)

1) When he woke up (wake up), his sister (already) ~~had~~ already prepared (prepared) breakfast

2) We went (go) to London because the Queen had invited (invite) us for tea..

3) He ~~had~~ heard (hear) the news, ~~had gone~~ went (go) to the telephone and called (call) a friend.

4) When she started (start) to learn English, she had already learnt (already) (learn) German.

5) Maria (already) had already typed (type) ten pages when her computer crashed (crash).

6) By the time he arrived (arrive) at the restaurant, they had run (run) out of food.

7) Before that day we (never) had never thought (thought) of going to Europe.

8) I had known (know) him for a long time before I met (meet) his family

9) They did not know (not/know) where to meet because nobody had told (told) them.

10) It had been (be) cloudy for days before it finally began (begin) to rain.

Simple Past | Past Perfect (4)

1) My friend had eaten (eat) up all the cake we had baked (bake).

2) The teacher corrected (correct) the tests we had written (write)

3) I gave (give) them some of the chocolates I had bought (buy).

4) My sister did not see (not) (see) the note that I had laid (lay) on the kitchen table for her

5) We wanted (want) to watch a film that we had never seen (not) (see) before.

Simple Past / Past Perfect:

1) The patient had died (die) before the doctor arrived (arrive).

2) As the fire broke (break) out, people hurried (hurry) out of their house.

3) I met (meet) him yesterday.

4) I recognized (recognize) him immediately as I had seen (see) him before.

5) I wish I had stayed (stay) with my friends during his last days.

6) If he had applied (apply) in time, he would have got the job.

7) By the time the firemen arrived (arrive), the fire had destroyed (destroy) many huts.

8) Long before the chief guest arrived (arrive), the invitees had assembled (assemble)

9) I wish I had sent (send) my application in time.

10) I did not spoke (do/speak) to him, as I had not been (have/not/be) stop him.

Future continous / Future Perfect Continous.

Put the verb into the correct from will be (do) ing or will have (done).

1) Don't phone between 8 and 9. We will be having dinner then (we / have).

2) Phone me after 8 o'clock. We will have finished dinner by then. (we / finish)

3) Tomorrow afternoon we are going to play tennis from 3 o'clock until 4:30. So at 4 o'clock ~~we will be playing~~ ~~have played~~ we will be playing tennis (we / play).

4) Mark: Can we meet tomorrow? July: Yes, but not in the afternoon. I will be working (work).

5) Jane has to go to a meeting which begins at 10:0 o'clock. It will last about an hour.
A: will you be free at 11:30?
Jane: Yes the meeting will have ended by then (the meeting / end).

6) Mike is on holiday and he is spending his money very quickly. If he continues like this he will have spent all his money before the end of his holiday (he / spend).

7) Do you think you will be still doing the same job in ten years time? (you / still / do)

8) Emma is from New Zealand. She is travelling around Europe at the moment. So far she

has travelled about 15000 miles. By the end of the trip, she will have travelled more than 5,000 miles (she / travel)

9) If you need to contact me, I will be staying _____ at the Caesar Hotel until saturday. (I / stay).

10) A: Will you be seeing Laura tomorrow? (you / see).

S: Yes, probably, why?

A: I borrowed this DVD from her can you give it back to her?

$\frac{15 \times 4}{60}$

3 things.

attention span grew

Stimulation:- encouragment of something to make it develop or become more active.

over stimulated → too much

to cause (someone or something) to become too active/excited.

nugget → a small, valuable piece of information or knowledge.

our brain releases a burst of dopamine, a neurotransmitter associated with feelings of pleasure.

hit of dopamine:- our minds feels good.

making us want to repeat.

when we experience something enjoyable, dopamine is released, signaling to the brain that this activity is worth repeating.

wandering → travelling aimlessly.

to move around without having a particular purpose/direction.

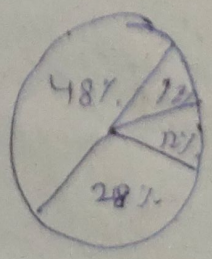
48
28
12
88
12
100

48
28 40
12
88

Past → 12% of time

Present → 28% of time

Future → 48% of time



12% unwanted random

2 shifts.

↓

how we think about our attention.

hustling → అంచెలంచెలు

push roughly

work hard, smart and ~~so~~ with a sense of urgency.

~~success~~

Anti-hustler

→

rejects the notion that success is solely measured by the number of hours worked or the amount of stress endured.

boredom

we need more space

we need ~~to fit more in~~

~~Distraction~~ is the enemy of focus.

Overstimulation

Challenge:-

what happens to your attention

How many ideas do you get

How does your focus change?

How many plans do you make

features

3 ingredients of productivity

time

Attention

energy

↓

how to focus

by notifications

Manage your attention deliberately

~~our attention is~~

Time is spending
Empty tasks
your mind also empty.

Pleasurable ①
Threatening ②
Novel ③

1) Choose productive or meaningful object for your attention.

2) Eliminate potential distractions by training what's novel around you
move phone to another room

3) When you focus, Be mindful
your attention has a rhythm
& your mind will naturally

when you focus, Be mindful your attention has a rhythm & your mind will naturally wander off. so you have to be aware of this and draw your attention

Attention

Naturally wander off

Aware of this

Reading

Having your attention only gets better with Practice.

A great way to practice is To

meditate.

Our Attention is Really worth managing Deliberately For a more Productive and Better Life!

How to Get Your Brain to Focus

→ Chris Bailey

one day he is distracted by his phone

get rid of this thing for

experiment

result

- Attention span
- More Ideas
- More Plans

enough time to call him back on whatever he want to do
listen music
podcast
learn something

was a tapping / beeping and blopping and distracting him

why this happens ?

getting rid of one simple device led to these 3 effects (Attention / Ideas / Plans)

started researching to get to the bottom of what it takes to focus in a world full of distraction.

he pored 100's of research papers in his office

he flew out to meet experts around the world who study focus.

more experiments.

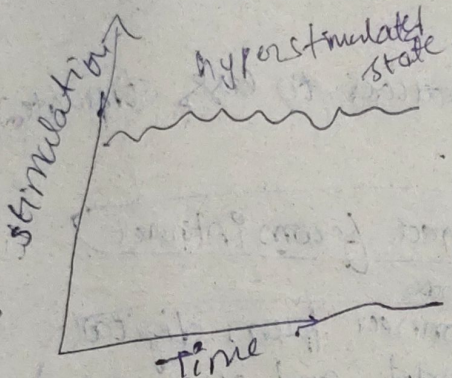
How does technology influence our attention and our ability to focus?

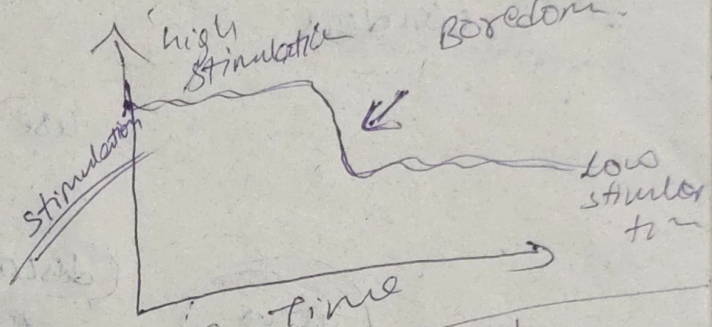
→ Attention span

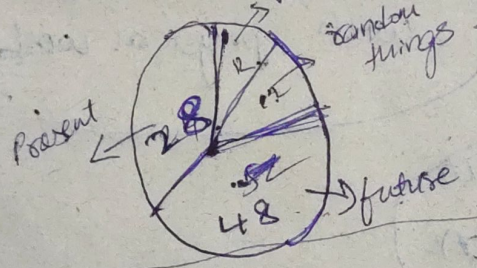
our brains ~~are distracted~~ are over stimulated
crave distraction.

a mechanism → novality bias

↓ dopamine







Knitting	Notepad → write ideas
You could be more Creative.	

Focus.

- Meditation
- Practise
- Be mindful
- Eliminate potential distractions
- choose productive object for your attention

2 shift attention.

we are doing enough ~~so~~ much
so our ~~mind~~ mind never wanders.

2 phases

we don't think we're doing enough more

our mind never wanders

our stimulated distraction is the enemy of focus

use features to less stimulated

focus

disconnect from internet

disconnect from digital world and reconnect with physical world

Rediscover boredom

scatter your attention

Limit screen time

Disconnection Ritual/Day

Rediscover Boredom

scatter focus

If we distracted in each moment, those moments of ~~create~~ distraction build up and accumulate to create a life that feels more distracted. &

we don't have clear directio

the state of our attention determines state of our lives

Email - Writing

→ Formal emails, have to be polite, short, professional and with clarity.

~~To show the politeness~~

→ To use polite language, use modal verbs 'could', 'would', 'May'.

(capability, request/invites, permission).

→ Do not use 'should', 'have', 'must'. (only used by authorities).

Ex:-

→ Could you please help me to explain today's java class?

→ I would like to invite you for my sister's wedding.

→ Would you like to join us for 'lunch'.

→ ~~Could~~ would you please pass me the water bottle.

→ May I take leave tomorrow.

Structure:-

To :-

From :-

CC :-

BCC :-

subject :-

Body.

→ CC is a carbon copy.
→ CC is a copy of the original email.
→ send to Authorities only with their permission.
→ ~~can to~~ send confidential information.
→ ~~up~~ to update the authorities.
→ Passive Readers (Authorities) ~~involve~~ whenever needed only intesifere.

BCC:-

→ Blind carbon copy.
→ It is used for ~~bulk~~ to send bulk emails. (one cannot see another mails).
→ The receivers cannot see other's mails.
→ Confidential.

Salutation:-

Dear Sir / Ma'am,

Dear Name,

Hello Name,
Hi Name } if we knows the persons very well.

Dear Mr. Name

Dear Ms. Name.

Setting signature in outlook:-

Open [Signature].

[Font] [Size] [Colour]

Name :-

Designation :-

extension No :-

Desk NO :-

Company Address :-
(full Address)

PINCODE :-

Phone NO :-
(landline office no)

[Ok].

Covering Letter

Dear Sir/Ma'am;

→ (Name), (Education, B.Tech/ Stream) from (University/ c/g) %, would like to apply for the post of (_____). Job portal (~~Po~~ job code). Currently residing in Hyd.

→ I am good at (Technical skills (major)) and (soft skills (1/2)), Expert Areas (.....(1/2)).

→ Availability time (sunday/Monday) (Timings)

→ Can contact (cell no).

Thanks & Regards

Name

Contact.

Resume

Don't's

→ Don't Title 'Resume'

→ No photo

→ Don't copy paste

1) Objectives

2) strengths

→ Don't copy Technical Templates.

Name :-

contact :-

email :-

Permanent Address :- Vizag

Current Address :- Hyd

Links :-

Objective :-

one or two lines → Technical.

Qualification :-

S/NO	Qualification	University/college/school	Grades	Year
	B Tech (ECE)		%	2024
	Intermediate		%	
	SSC		%	

Technical Skills :-

CORE JAVA :- OOPS, Multithreading, Exception Handling, Collections (Basics).

Advanced Java :- JDBC, servlet

SQL :- DML, DDL - - - - - -

Oracle :- - - - -

HTML :- - - -

CSS :- - - -

Javascript :- DOM, events, - - - - - -

→ Ellobarate and write technical skills.

Projects :- → Internship

Academics :-

Major :-

1) Name :- → Input (link) → Output → Domain

2/3 lines description (short)

2) Mini:-

Name:-

3) NareshIT:- (Assignments)

1) OOPS (50)
2) C (40)
3) Arrays (60).

Participations :-

Sports / Seminars / workshops / certifications / events / Paper Presentation / Debate / Dance / singing / NGO's / NCC / - - -

Achiev

→ Participated in 2 days AI workshop in college (year)

→ organised

→ Conducted.

Achievements :-

Certificates / Awards / Rewards / Trophies / Medals - - - - - -

Language skills :-

Read / Write / speak.

Hobbies :-

1)
2)
3)

Place :-

Date :-

Name

(Signature).

SWOT Analysis

(✓) Leadership
(✓) Team-work (✓)
Time - Management
Self - Study
(✓) Self-motivator (✓)

Presentation skills
Communication skills
(✓) Good at Research (✓)
Multi-Tasking (✗)
Adaptable (✗)

Good listening (✓)(✓)
Decision Making
(✓) Problem Solving (✓)
Analytical skills
Negotiation (✗)
Interactive (✓)

Participa

Interview Skills

1) Tell me something about yourself?

→ Greetings (Good morning / evening)

→ Name / Place / Mother / Father (occupation)

→ Qualification (Highest) / grades / university / Plac

→ Technical Skills :→ Courses / expert areas / learned

→ Projects → Final Project / self Project / Naresh IT (JAVA projects.

2) Why should I / we hire you?

1) Technical Skills (As per the requirements)

+

strengths (real time Eg :- past experiences Past examples).

3) Why do you want to join us?

(Wipro / Mind Tree / TCS / IBM / Amazon).

→ Website

→ Establishment

→ Founders

→ Current No of Employees

→ Employees when they started (only for start ups)

① Product Base

↓

Name the products.

2) Service Based

Name the services.

3) Domains / Technologies | (upcoming / current)

Imp

4) Key clients

→ Recent Awards & Rewards (Name / year)

→ CEO / MD → Names

→ Head-quater offices in India

→ Turn Over (DO NOT DISCUSS WITH HR).

Short Term / Long Term Vision :-

Organisational Chart / Hierarchal chart.

Dr. Pani Bozuri (MD & CEO)
Prashant Achanta (President & Co-Founder)

Algoleap

Algorithm 2.0 → 2 years

→ Product and service based startup.

→ clients from USA.

→ Products :-

focused on product engineering and advanced technologies

Address

B Block, cyberhateway, Hitech City, madhapur Hyderabad.

IT Services and IT consulting. (2021)

services based company

(50+) employees.

Product Engineering :-

1) custom Applications :- client needs

2) Mobile capabilities

3) Automation & AI :- utilizing AI for creative & Innovative Problem solving.
Machine Learning & Robotic Process Automation

4) AI Implementing advanced AI techniques to process and decision-making.

Services :-

Service management :- Managing and optimizing tech and business operations through agile solutions.

Advisory services:- Providing expert guidance on technology and automation adoption to maximize value realization and efficiency.