

UNIT-1

Etymology

Answer key

- 1. Primary**
- 2. Primate**
- 3. Proceed**
- 4. Procession**
- 5. Provoke**
- 6. Profit**
- 7. Recite**
- 8. Reiterate**
- 9. Retrospect**
- 10.Recline**
- 11.Seclude**
- 12.Secure**
- 13.Supervise**
- 14.Suggest**
- 15.Suffocate**
- 16.Subscribe**
- 17.Unanimous**
- 18. Translucent**
- 19.Unity**
- 20.Transparent**

Salutations

Ans-1 Dear Sir/ Ma'am

Ans 2: To whom it may concern

Ans3

- Long time, no see
- It's great to see you!
- How have you been?
- How are you doing these days?

Ans 4: Dear Sir/ Ma'am, Hello Sir/ Ma'am

Ans5 Meet Mr Ronit

Ans6 Fine, thank you. How are you?/ How do you do?

MCQs

1. Greetings in business are usually formal, but greetings among family and friends are much more

A. impolite

B. polite

C. casual

D. semi formal

2. If you meet someone at night, you can greet them by saying

A. Good night

B. Good evening

C. Good sleep

3. Which is a greeting that friends might use when meeting for coffee?

A. Nice to meet you

B. Good to see you

C. Want a coffee?

4. Which of these can you say after being introduced to someone for the first time?

A. Nice to meet you

B. Nice to greet you

C. Nice to see you

5. Saul: "I'd like to _____ you to Mary. Mary, this is Helen." Helen: "How do you _____."

A. point...do

B. introduce...do

C. show...go

D. give...be

6. Helen: "It's _____ to meet you." Mary: "It's my _____."

A. nice...pleasure

B. good...pleasure

C.great...pleasure

D.All of the answers are correct

7.Hi Jake, I haven't seen you for ages! Howyou been?

1. has

2. had

3. are

4. have

8.What is the meaning of the question 'How are you?' in English?

1. 'How are you?' looks like a question, but it is really just a part of the greeting, so you are not expected to give a truthful answer. In other words you say, 'I'm good/fine/very well/great/okay' even when you are really not.

2. 'How are you?' is a question about one's health, so you should always give a detailed answer such as 'I feel terrible. I missed my bus, my boss is crazy and my colleagues are toxic.'

Ans:1

9.You: you met Ted? He's our new IT specialist.

Your colleague: Nice to meet you, Ted. Great to have you on board!

1. Will

2. Would

3. Did

4. Have

10. You would like to say hi to Dr Baker, your family doctor. What do you say?
Select 2 correct answers.

1. Hi, Doctor Baker.

2. Hi, Mrs Dr Baker.

3. Hello, Doctor.

4. Hi.

5. Hello, Dr Julia Baker.

Introduction

1. Fill in the blanks giving appropriate aspects of your introduction.

*My name is _____. Currently, I am pursuing _____
from Lovely Professional University. I am in _____ year. I have done my senior
secondary from _____ securing _____.*

*The aim of my life is to _____. As per my achievements, I
have _____.*

My strengths are _____. In my free time, I like to _____.

Answers may vary

2. Fill in the gap using the appropriate word:

While talking about your strengths, you say :

I am a _____ person as I remain tough under the most difficult circumstances.

A.orthodox

B.crucial

C.Resilient

D.amiable

If you are asked about your weakness and you say that you are a reserved kind of a person,you are_____

A.taciturn

B.flamboyant

C.gregarious

d.dexterous

3.Read the introduction given below and fill in the gaps using appropriate word from the list:

Innovative strengths advertising background
optimisation

My name is Tara, I moved to New York City because _A)_____is my passion and this is the place to find an inspirational,B)_____ ad community. I have a rich _C)_____analyzing audiences for messaging _D)_____and would love to tell you about the E)_____I can bring to this role.”

Answers

A.advertising

B.innovative

C.background

D.optimisation

E.strengths

Descriptive questions on Introduction:

Answers will vary

Asking for Help

Q1. *Dorothy and Kevin are talking about how to ask for help.*

Use the following words to complete the conversation:

Second lend ask around assistance ask for minute
favor

Kevin: Dorothy, could you help me for a second?

Dorothy: Okay, no problem. I can help.

Kevin: I'm trying to think of more ways you can ask for help. Do you think you can ask around?

Dorothy: One way is to ask, "Do you have a minute?"

Kevin: That's a good one. I use, "I need your help, please."

Dorothy: The other day someone asked me, "Could you do me a favour?"

Kevin: Yes, it's good to ask in a nice way. My friend says, "Can you lend me a hand?"

Dorothy: You can also say, "I need some assistance, please."

There's a lot of ways to ask for help. Here's an easy one: "Can you help

Kevin: me?" However, it's better to use could because it's more polite than using can.

Dorothy: I think you now know plenty of ways to ask for help!

Q2 Fill in the gaps using appropriate words :

would helps Favor mind Could should

Peter: Hi Anna. I've got a favor to ask. Would you mind cooking dinner tonight? I'm kind of busy.

Anna: Sure, Peter. What would you like for dinner?

Peter: Could I trouble you to make some pasta?

Anna: That's sounds good. Let's have pasta. Which type of sauce should I make?

Peter: Would it be too much trouble to make a four cheese sauce?

Anna: No, that's easy. Yum. Good idea.

Peter: Thanks Anna. That really helps me out.

Anna: No problem.

Q3. Asking for a favor which is refused

Fill in the gaps using the pool of words given below:

Last moment really need little too much trouble

Employee: Hello, Mr. Smith. Could I ask you a question?

Boss: Sure, what do you need?

Employee: Would it be too much trouble for you to let me come in at 10 tomorrow morning?

Boss: Oh, that's a little difficult.

Employee: Yes, I know it's last moment, but I have to go to the dentist.

Boss: I'm afraid I can't let you come in late tomorrow. We really need you at the meeting.

Employee: OK, I just thought I'd ask. I'll get a different appointment.

Boss: Thanks, I appreciate it.

Dialogue conversations

.

Answers will vary

Common errors based on parts of speech

Directions: Read each sentence to find out whether there is any grammatical mistake/error in it. The error, if any, will be in one part of the sentence. Mark the number of the part with error as your answer. If you do not find any error in the sentence, select 'No error' as your answer. (Ignore errors of punctuation, if any)

1. It is a pity (a) / that even five years old boys (b) / are engaged in hazardous factories (c) / No error (d)
2. It is not my business (a) / to give an advice to those (b) / who are not sensible enough to deal with their own problems (c) / No error (d)
3. I don't think (a) / it is your house (b) / It is somebody's else (c) / No error (d)
4. She misplaced her spectacle (a) / and is now feeling (b) / great difficulty in studying (c) / No error (d)
5. Arabian Nights are (a) / a collection of (b) / very interesting episodes of adventure (c) / No error (d)
6. The master did not know (a) / who of the servants (b) / broke the glass (c) / No error (d)
7. The ruling party stood (a) / for implementation of the bill (b) / and was ready to stake their political existence (c) / No error (d)
8. Mahatma Gandhi taught us (a) / that one should respect (b) / the religions of others as much as his own (c) / No error (d)
9. Each of these players (a) / have been warned (b) / not to repeat the silly mistake (c) / No error (d)
10. Lime and soda (a) / is (b) / a digestive drink (c) / No error (d)
11. The mother as well as her children (a) / were brought (b) / to the police station for interrogation (c) / No error (d)
12. Few remarks (a) / that he made were (b) / offensive to my friend (c) / No error (d)
13. It is a (a) / worth watching documentary (b) / & you must not miss it (c) / No error (d)

Explanation:) Replace 'worth watching documentary' by 'documentary worth watching'

14. Of all the students (a) / Rita was less worried (b) / when the date

for the annual examination was announced
(c) / No error (d)

Ans:(b) Replace 'less' by 'least'

15.The Sunshine hotel was fully equipped (a) / to offer leisure
stay (b) / to its clients (c) /

No error (d)

Ans: (b) Replace 'leisure' by 'leisurely'

16. People invent new machines (a) / when they think (b) / different
(c) / No error (d)

Ans:C Replace different with differently

17. Although they listen to me (a)/ but their actions (b) / prove
otherwise (c) / No error (d)

Ans:b Replace but by yet

18. She looked at him (a) / in such distress (b) / as he had to look away
(c) / No error (d)

Ans:c Replace "as" by "that"

19. The widely publicised manifesto (a) / of the new party is not (b) /
much different than ours (c) / No error (d)

Ans:c replace "than" by "from"

20. I was taken with surprise (a) / when I saw (b) / the glamorous
Appu Ghar (c) / No error (d)

Ans: a Replace "with" by "by"

Errors based on Tenses

1. After you **will** return (A)/ from Mumbai (B) / I will come to meet you. (C) / No
error.(D)

Answer a

Explanation – Remove will. Do not use will after time clause.

2 My father (A)/ **has** left (B) /for Bombay last Saturday. (C) /No error.(D)

Answer b

Explanation –It is clearly mentioned that the activity is of last Saturday use simple past in part b. So remove has.

3 I used to study (A) /till 10 pm and (B) /and then I **go** to bed. (C) /No error. (D)

Answer c

Explanation – ‘Used to’ is used for past habitual action. In part c change go to went.

4 Air pollution caused by industrial fumes has been studied (A)/ for years, but only recently **has** (B)/ the harmful effects of noise pollution become known(C)/. No error.(D)

Answer b

Explanation-use have instead of has as harmful effects of noise pollution is plural.

5 The judge asked the man (A)/ if the bag he had lost (B)/ **contain** five thousand rupees (C)/No error (D)

Answer c

Explanation- Replace contain by contained as the sentence is in past tense.

6 As you can see(A)/ by my visiting card (B)/that now I am in Mumbai.(C)/No error (D)

Answer d (no error)

7 The ministry **was** considered several proposals (A)/ for the development of small and medium enterprises (B)/during Budget discussions. (C)/No error (D)

Answer A

Explanation – Use simple past tense. (The ministry considered several proposals)

8 Having **work** (A)/ in both public and private sector banks(B)/she is the most suitable person to take over the post of the chairman.(C)/No error(D)

Answer A

Explanation- Replace work by worked as the sentence is of past tense.

9 He started a very small business two years ago (A)/ but it grew very fast (B)/as the country **is experiencing** a boom at that time.(C)/No error(D)

Answer c

Explanation-The sentence is of past tense. So use was experiencing.

10 Keeping in mind the current market conditions (A)/ it **has** better for us (B)/ to invest in the infrastructure structure. (C)/No error (D)

Answer B

Explanation-Replace it has better for us by it is better for us. The sentence is in present tense.

11 Since I had lived there for many years(A)/the villagers were very comfortable(B)/ **talked** to me about all their problems.(C)/No error(D)

Answer C

Explanation-Use talking instead of talked as the latter part of the sentence is in past continuous tense.

12 Our equipment gets (A)/ **damage** very often in summer (B)/ because there are too many power cuts. (C)/No error (D)

Answer B

Explanation-Use damaged instead of damage as the sentence is in passive voice. Third form of the verb is used in passive voice.

13 Most children liked to rest in the afternoon (A)/ after they returned from school (B)/but my son **seems** to have an inexhaustible source of energy. (C)/No error (D)

Answer C

Explanation- replace seems by seemed as the sentence is in past tense.

14 The cutting down on costs (A)/was the main reason for the firm to survive (B)/even during a very difficult period. (C)/No error (D)

Answer D (No error)

15 I will go (A)/ for the swimming classes tomorrow (B)/ if I **have recovered** from fever. (C)/No error. (D)

Answer c

Explanation – If I have recovered is to be replaced by if I recover. Sentences of future beginning with if should be in simple present.

16 The principal announced (A)/ in the school assembly that the school fees (B)/ **will** be hiked from the beginning of the next academic session. (C)/No error(D)

Answer C

Explanation – replace will by would. (The sentence is in indirect speech)

17 The terrorist did not (A)/ **confessed** his crime even till the very end (B)/of his trail and said that he was innocent.(C) /No error (D)

Answer B

Explanation – replace confessed by confess. (We use first form of the verb with did.)

18 If the industrial sector continues to grow(A)/ at the same rate for the next few months(B)/ I think **it has** a high growth rate this year.(C)/No error (D)

Answer c

Explanation – replace I think it has by it will have as it is of the future tense.

19 Results **find** that boys (A)/ played not only more than girls (B)/ but also performed better in many fields. (C)/No error (D)

Answer A

Explanation – replace find by found as the sentence is of past tense.

20 Celebrating his ten long years in the film industry (A)/the actor **announce** that he would be doing a new show (B)/on television which would be done completely free of cost.(C)/No error (D)

Answer B

Explanation – replace announce by announced as the sentence is of past tense.