

Simple sentence

single verb

ing form

v - adj / noun

v - to + v, infinitive.

I wrote a letter & posted it (simple)

→ I wrote a letter to post it.

The written letter was posted by me.

After writing letter, I posted it.

Compound sentence

Two or more than two verbs.

Two independent sentences.

FANBOYS

F - Fan, A - And, N - Nor, B - But, O - Or, Y - Yet, S - So.

Example

I went to a dance club for dancing.

Ram & Shyam are students.

Ram is a student and Shyam is also a student.

I have not completed my assignment (yet; I need to complete before deadline).

Complex sentence

two or more than two verbs.

two sentences,

Dependent & Independent.

(sub - ordinate clause) (main clause).

Relative clause who (whom / whose - person)

when - time

what / that / which - animal /

where - place

thing

- 1) The sun rose and the fog disappeared (simple)
After rising of the sun, the fog disappeared.
- 2) He must not be late or he will be penalized (simple)
He will be penalised for coming late.
- 3) You must have regular habits otherwise you cannot remain healthy. (simple)
→ You must have regular habits to remain healthy.
- 4) Our soldiers reached Kashmir and the Pakistani raiders fled immediately. (complex)
→ When our soldiers reached Kashmir the Pakistani raiders fled immediately.
- 5) Mosquitoes cause malaria and this is well-known. (complex)
→ It is well known that mosquitoes causes malaria.
- 6) For all his riches, he is not contended. (complex)
→ He is not contended as much as his riches
Although he is rich, he is not contended.
- 7) We know the name of the writer of that letter. (complex)
we know who wrote the letter.
- 8) I am certain of pulling you out of a trying situation.
(complex)
If you are in trying situation, I am certain of pulling you out.
- 9) You must work hard to pass the examination. (complex)
→ You must work hard for passing the examination

- 10) Owing to ill health, she could not cook (compound)
→ She was ill and she could not cook.
- 11) Inspite of his health, he was willing to do it now. (compound)
→ He was weak but he was ready to do it now.
- 12) Hard work is necessary for you to get promotion. (compound)
→ Hard work is necessary or you won't get promotion.
- 13) Do as I tell you or you will regret it. (complex)
→ If you won't do as I tell, you will regret it.
- 14) I paid off the debts which my father had contracted. (simple)
→ I paid off my father's debt.
- 15) If you act so foolishly, you will certainly be ruined.
(compound)
→ Stop acting so foolishly or you will be ruined.
- 16) Speak the truth and you will never regret it. (complex)
→ If you spoke the truth, you will never regret.
- 17) Although we saw the danger signal, we continued our onward march. (compound)
→ We saw the danger signal yet we continued our onward march.
- 18) Her father died & this multiplied her problems (simple)
→ Her problems multiplied because her father died.
- 19) I was weak in English yet I tried my best. (complex)
→ I tried my best because I was weak in English.

- 20) He pleaded that he was ignorant of the law (simple)
→ He pleaded his ignorance of the law.
- 21) He was very weak yet he was ready to do it now. (simple)
→ Inspite of being very weak, he was ready to do it.
- 22) In the event of being late, he will be penalized. (complex)
→ He will be penalized for being late.
- 23) Unless you do as I tell you, you will regret it. (complex)
→ Do as I tell you or you will regret it.
- 24) The Pakistani raiders fled as soon as our soldiers reached Kashmir. (complex)
→ Our soldiers reached Kashmir and the Pakistani raiders fled immediately.
- 25) You must not act so foolishly or you will certainly be ruined. (complex)
→ If you act so foolishly you will certainly be ruined.
- 26) He is rich still he is not contended. (simple)
→ Although he is rich, he is not contended.
- 27) We saw the danger signal but continued our March onward. (complex)
→ Although we saw the danger signal, we still continued our march.
- 28) I am certain that I shall pull you out of a trying situation (simple)
→ I am certain of pulling you out of trying situation.

- 29) Although I was weak in English, I tried my best. (compound)
→ I was weak in English and I tried my best.
- 30) She was ill, so she couldn't cook. (simple)
→ Owing to ill health, she couldn't cook.
- 31) The moon having risen, the darkness disappeared. (compound)
→ The moon rose so the darkness disappeared.
- 32) You must work hard or you will not pass the exam. (simple)
→ You must work hard to pass.
- 33) You must have regular habits to remain healthy. (complex)
→ If you have regular habits you are likely to remain healthy.
- 34) I paid off my father's debts. (complex)
→ I paid off my father's debts which he left for me to pay.
- 35) It is well known that mosquitoes cause malaria. (simple)
→ Mosquitoes cause malaria.
- 36) If you speak the truth, you will never regret it. (compound)
→ Always speak the truth and you will never regret it.
- 37) We know the name of the writer who wrote this letter. (complex)
→ We know the name of the writer of that letter.
- 38) You must ^{work} hard or you will not pass the exam. (simple)
→ You must work hard to pass the exam.

- 3g) Her father's death multiplied her problem (compound)
 → Her father died ^{so} and her problems multiplied.
- 4d) He pleaded his ignorance of the law. (complex)
 → He pleaded that he was ignorant of the law.

If 3 Complex sentence

conditional sentence (if / whether / until)

Reason connectives

(Although, so that, as, because, however, therefore etc.)

Example -

- I didn't go to college because I was sick.
 I did not go to college because of my sickness.
 → I saw a black bird which flew over the tree.
 I saw a bird that was black.

Varieties of English

BrE

AmE

polite / impolite

formal / informal

written / spoken

tactful / tentative

common core

slang.

BrE - word level - uctro (BrE) - meter (AmE)

AmE - Grammar level - v3 form of irregular verb.

BrE → has / have + got + caught

+ spilt + lit.

+ dreamt

AuE

has / have + gotten

+ (laughed)

+ spoiled

+ lighted.

+ dreamed

~~but also with to be able to do, going back to the original meaning.~~

to make rule (Duty & obligation)

AuE

BfE.

are, to, have to, → should.

make to

second verb of the compulsion

AuE

BfE

direct without should

should.

Exception

repetition of pronoun

one must work hard for one's success. (BfE)

one must work hard for his/her success.

Comparative form

BfE - from

AuE - than

His opinion is different than ours
(from)

(Impersonal) You go to doctor today.

passive form It is better to go to doctor today.

I wrote a letter.

A letter was written by me.

Text

Custom - Clyde Kluckohn:

- Chinese people do not like milk and milk products whereas Indian people like.
- Japanese people willingly die to look Banzai charge but it is senseless for American.
- we enjoy having food cooked in humble cooking pot rather instead of Beethoven Sonata.
- Kayak family of Siberia thought a woman that her husband should have many other female companions.
- Arizona American State - A woman opened a restaurant of sandwich. She made sandwich of rattle snakes which resulted instant vomiting to the high profile people of America.
- two boys culturally upbrought in American and India were recognized by a teacher by the way they danced.

H. At the bottom of the level all human beings are alike? Explain (custom).

Tutorial 1 Section-1

Grammer Section - Varieties of English and Transformation

- 1) The communities are to manage the fund by themselves. (BrE)
 → The communities got to manage the fund by themselves.
- 2) You should go to the meeting to get the project.
 (Impersonal style)
 → They said that they should go to the meeting to get the project.
- 3) On the decease of his parents he was obliged to leave the quarter. (Informal)
 → He was forced to leave the quarter on the decease of his parents.
- 4) Let them go to other exercises of these chapters. (Polite)
 → Please, let them go to other exercises of these chapters.
- 5) As the students have to attend the class in the morning, they have to wake up early in the morning. (spoken)
 → The principal announced, "Since you have to attend the class in the morning, you have to wake up early in the morning."
- 6) She has got a beautiful present for her birthday. (AmE)
 → She had a beautiful present for her birthday.
- 7) Would you mind shutting the door? (Familiar)
 → Shut the door, will you?
- 8) Which post was he selected for? (Formal)
 → Which post was he appointed for?
- 9) He didn't attend his exam because of his illness. (Common)
 → He was ill and didn't attend his exam.
- 10) Join us for a meal at a restaurant. (Tactful)
 → I will be glad if you'd join or for a meal at a restaurant.

- 11) One cannot succeed unless one tries hard. (AmE)
 → One can't succeed unless she tries hard.
- 12) I wonder if you would mind typing the letter for me. (Familiar)
 → Would you mind typing the letter for me?
- 13) I know the person to whom you spoke. (Informal)
 → I know the person you spoke to.
- 14) We will discuss this issue in a next morning (Impersonal)
 → This issue will be discussed in the coming morning.
- 15) Um ... your name? (written)
 What is your name.
- 16) Well! I don't have um. Uh - a single penny these days. I am really broken. (written)
 Well, I don't have a single penny these days, I am really broken.
- 17) Come and sit down. (Polite)
 Would you please come and sit down.
- 18) It is going to rain today. (Tentative)
 It might rain today.
- 19) They have gotten only one ticket for the flight. (BrE)
 They have got only one ticket for the flight.
- 20) The teacher instead that Ram should be dropped from the team. (AmE)
 The teacher asked to drop Ram from the team.
- 21) We should submit our proposal before the assessment examination. (Tentative)
 We might submit our proposal before the assessment examination.
- 22) Hey! Shut the door. (polite)
 Please, shut the door will you?

- 24) Feeling unwell, he hasn't taken his lunch. (common)
 → He ~~hasn~~ is feeling sick and has not taken his lunch.
- 25) He is a soccer player. (BrE)
 He is a football player.
- 26) We will clear up the road by next month. (Impersonal)
 It will be cleaned by next month.
- 27) Help me with your homework. (Polite) My bike is different from yours (AmE)
 Please, help me with your homework.
 My bike is different than yours.
- 28) We go picnic. (Tentative)
 we might go to the picnic.
- 29) The letter be written (BrE)
 The letter should be written.
- 30) You had better see a doctor. (Impersonal)
 It would have been better to see a doctor.
- 31) We proposed that she take the vacation. (BrE)
 We proposed that she should take the vacation.
- 32) One secures good marks if one studies hard. (AmE)
 One secures good marks if he studies hard
- 34) Prepare the minutes of the meeting. (Tactful)
 → You might as well prepare the minutes of the meetings.
- 35) Ram is riding motorbike. (Formal)
 Mr. Trapa is riding a motorbike.
- 36) Give me your pen. (Polite)
 Give me your pen, please.
- 37) Radio, we are listening. (common)
 we are listening to the radio.
- 38) Prepare the minutes of the meeting. (Tactful)
 → I will be happy if you would prepare for the minutes.
- 40) The students are to manage the fund by themselves (BrE)
 The students ~~are~~^{should} to manage the fund by themselves.

- (41) Being an active member of the parliament, now he shall fight for his country
He is an active member of parliament and now he will fight for his country.
- (42) Offer something to him for refreshments. (tactful)
- (43) Clear, the site would be valuable. (written)
Clear the site which would be valuable.
- (44) They died in accidents (formal)

Communication skills

Freedom 275 - Arjun Khanal.

Letter from foreign grave - 90%.

The story of an hour.

Have you ever seen a perfectly free person in the world?

* Slavery

Natural Slavery → natural activities flood, earthquake, diseases,

Unnatural Slavery

① (Karl Marx) states our society in high class and low class. Gradually changes into peace by controlling hard.

② Propaganda (Fasified history)

③ Using Freedom.

Letter from foreign grave (Sleep Walk) J B Gurung

"Ayo Gorkhali" "To always be brave"

"Mantra"

"Seven hundreds seas away"

"Khukuri"

The Story of an hour. (Kate Chopin)

Characters

Mrs Brentley Mallard - Husband.

Mrs Mallard - wife

Josephine - Sister of Mrs. Mallard.

Richard - Friend of Mr. Brentley Mallard / New editor

"Free Free Free"

"Free body soul free"

"Drinking the elixir of life"

Mrs. Mallard doesn't have her identity and job. She has to always stay home and is physiologically weak. She is seen as a vulnerable character and also has weak heart leading her the risk of heart attack.

She shared the feeling "Drinking the elixir of life" when she was able to live even after hearing the death of her husband. She actually felt the relief after his death as she would be called by her name now onwards, she would not be forced or compelled to stay home, she was free to work and earn for herself. She was actually getting

Road foundation

1) Preliminary survey

consists of

a) Ecological study

b) Feasibility study - showing the budget and feasibility of the project on people of society.

c) Prescised line - outlining of the road line.

2) Field Survey

Soil test where we check load bearing capacity.

It is done by deep digging the land and check the soil deep beneath by different machines.

If hard soil is found it is more feasible.

3) Material analysis

Analyzing the supply of materials needed for the project.

a) Drainage management

b) Use excavator - consisting 3 process

i) refill - Adding materials according to need

ii) resurface - maintaining the surface of land.

iii) excavate - throwing the unnecessary parts of road (stones, soils and rocks are used here)

c) Use of roller, pebble, crusher material, gravel, sand)

It is used for making base and sub-base

d) Sealing the road with tar and bitumen.

Memo

'Memo' means to be remembered. It is short type of writing for own organisation and not for others.

1) Enclosure

Outline the page where memo is to be written

- 2) Topic - Memo write only memo and underline it.
- 3) Date - right side (at bottom of page)]
- 3) In writing from and to, the seniority dependent
- 4) Date is writing below from and to
- 5) Subject
- 6) No greeting /subscription
- 7) Body part (impersonal style)
"It is to notify that" 2 (para)

8) Signature

Name,

9) CC :

a :

b :

Memo

From : or To : [Depending upon]

To : From : [seniority]

Date.

Subject :

RG
Rachel Green

CC :

II. Question. Suppose you are the principal of your college, write a memo to all the faculties and the students to be participating in the sports week.

Memo

From : Principal

To : All the faculties and students

Date : 19th January, 2018

Subject : To participate in the sports week.

It is to inform all the faculties and the students that EEMC is going to organize the sports week according to the decision of annual general meeting. The sports is an extra curricular activity which energizes the teaching learning process. So this, 5th sport week is going to be inaugurated by the sports minister on 25th January 2018.

The buses will be available in college premises at sharp 7 am. The venue for the sports is chassel ground, Lalitpur.

I hope the program will be conducive with huge participation.

RG

Rachel Geller

CC :

a: The students welfare division
b: HOD section.

H Revision.

BIE

- Ex ① He played scoocer yesterday.
AmE.

He played football yesterday.

- ② He has got one pen. (is in BrE)
He has gotten a pen.

B/E → obligatory, should, must

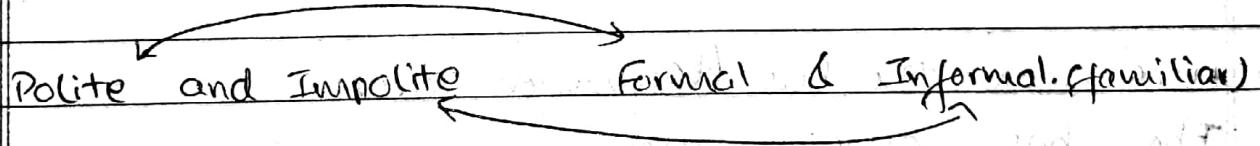
AmE → more common than BrE and is often used in formal English

- ③ Students are to do their work (in AmE)

students should do their work (^{is} in Re)

- (4) He should work ~~to~~^{is} himself (in BrE)

He works himself. (in AME)



- Ex ① Give your pen. (Impolite/ Informal /familiar)

Start the sentence from verb or by name.

Please, give me your pen.

- ② They died in accident. (in informal)

From expired I denied I passed away in accident

Mr & Mrs Ghandari (died)

is
(informal)

- (3) which post was he selected? (in informal)

which post was he ^{is} targeted for? (in informal)

which post was Mr. Adhikari selected for? (in formal)

Tactful → expression of happiness or sadness.

To

① offer him something for refreshment (to tactful) ^(change)

→ I will be extremely happy if you participated
in dance competition.

Tentative → use may & might.

② student should submit there work. (to tentative)

→ student ~~should~~ may / might submit there work.

③ It is going to rain today (to tentative)

→ It might rain today.

Example

① ~~He~~ need to check with doctor. (is in personal)

It is better to check with doctor. (is in impersonal)

② → Here comes the bus. (to common core)

The bus comes here.

③ He didn't come to college because of his illness ^(to nonconcessive)

→ He didn't come to college because he was sick.

II. Sentence Transformation:

① Simple → make single verb,

use ing form , verb + adj / noun , verb + to + vi

I went Pokhara and I participated in a seminar. ^(in compound)

I went Pokhara to participate in a seminar. (in simple)

I went Pokhara for participating in a seminar (in simple)

Date _____
Page _____

Compound sentence.

FANBOYS → for And nor but or yet so.

I saw a black bird (is in simple)

I saw a black and it was black (is in compound)

Complex sentence

If clause , Relative clause Reason connectives.

Topic → River side factory & pollution.

Date _____
Page _____

48

Technical Talk.

- 1) Topic
- 2) Greeting and brief introduction (paragraph)
Speaker's introduction.

Topic

Sub topic

Report / Proposal - 1518

Process.

- 1) Coverpage → use full page.
- 2) Cover letter.
- 3) Acknowledgement
- 4) Table of content
- 5) Abstract.
- 6) Acronyms
- 7)

A report on Topic	11
Submitted by	Submitted To

April, 2018.

- 1) Introduction
(statement of problem)
Literature Review

- 2) Objectives to study.
will + v, - (proposal)
to + v
Explore / discover
solve - c
Start / analyze.

- 3) Methodology
How you approach to the study even
primary data - Interview field visit eye witness.
secondary - book, article, movie, etc.

- 4) Discussion /
- 5) Budgeting / delineation (Proposal)
- 6) Conclusion and recommendation.

Reference.

APA/MLA.

Surname name Article/book, Publication, place, year.

- II Draft a report under the topic of "Outer ring road. Kathmandu Valley" with different parts of Introduction, objective, Discussion and conclusion.

2015 fall.

7. a) AmE locks should football.
 BrE will have ("should"), soccer

b) We know the name of writer who wrote the letter.

- b) Although the teacher insured/assured the students, they continued the strike.
 c) She made a promise and kept it.
 d) After rising the sun, the jar disappears.
 e) Do not enter without permission.

2015 spring.

7. a) They have got only one ticket for the flight.
 gotten is BrE.
- b) Please tell me your father's name?
 c) In what country was Dupesh born?
 Informal → keep a name.
 Formal → keep he or she
 d) One cannot succeed unless he tries hard.
 To change to AmE change one to he.
 e) I will really be happy if you prepare the meeting.
 Tactful → happiness & sadness.

b i)

- iii) Control your bad temper or you will not get the job.

iv)

v)

goal goal

= a)

She has done it and I am certain.

b) She found it difficult ^{therefore} ~~so~~ she gave up.

c)

d) Where are you from?

e) The book which he has brought belonged to his brother.

7.b)

i)

ii) He suggested David ~~to be~~ be the manager.

iii) Please, tell me your name.

iv) I feel awful that there's no chocolate left for you.

v) It may/might rain today.

2016

Spring

2013 T

Technical Talk

"Solution of Drinking Water Shortage in Kathmandu Valley."

Introduction

Hello everyone, I'm Sajina Pathak representing Triyag High, to talk about solution of drinking water shortage in Kathmandu Valley. A eighteen year young

- 2) Shortage = ^{cause} not enough production of water.
though many rivers, not good management.
Rivers are polluted
effect → diseases, can't be clean (food & people).
- 3) Construction of project → creation of dam, management of pipes, suitable & experienced manpower.

RG

Rachel Green

Post (student).

Memo.

From J (seniority)
To

Date

Subject

It is to inform that

Also,

I hope the program will be effective.

Rachel Green

CC

- a) To ...
- b) To ...

GEILER CLUB UNAGI

ROCHESTER, NPL

Date - 15th May 2022

Notice

This is to notify that

(in impersonal style)

~~RG~~
Rachel Green

Secretary

③ Technical Talk.

Topic

Greetings & brief introduction (of speaker)

Topic

Subtopic (bulletting) not less than 5.

Conclusion

~~RG~~.

Rachel Green

Post (student).

Minute

SELLER CLUB UNAGI

Address - 3108 BANESHWOR, KTM,

Ph no - 985016952

Date - Feb 19, 2024.

Minute

The 1st meeting of the unagi club was held on Feb 17 under the chairmanship of Joey Tribbiani.

The present members were.

Name	Post	Signature

The absent members were.

Name	Post
(Signature)	Unidentified member

Decisions made

1) Minute distribution of previous meeting.

2) - - .

3) - - .

4) - - .

~~Secretary~~

Joey
Chairperson

letter writing.

GENERAL SUSHI ORGANISATION

Chicago, KPL

Refno - 225

Date - 27 Dec 2022

~~GREEN WEARING ORGANISATION~~

Hangigam, QHS.

Subject ->

RNO subject needed in case of complain & adjustment.

Curriculum Vitae

Photo

1) Personal Information

Name - surname Name

Address -

Mobile no -

Citizenship - Nepali

Marital status - Single (unmarried)

2) Career Objectives

be a professional IT officer
to develop an application in life.

1) Simple

ing v - adj / noun v - to + v, infinite

2) Compound statement

FANBOYS (for, and, nor, but, or, yet, so)

3) Complex statement.

use of relative clauses

Although, because, after, so that

Sentences

- 1) The sun having risen, the fog disappeared.
The rising sun disappeared the fog.
- 2) In the event of being late, he will be penalized.
- 3) You must have regular habits otherwise to remain healthy.
- 4) When our soldiers recived Kashmir, the Pakistani raiders flee immediately.
- 5) It is well known that mosquito causes Malaria.
- 6) He is not contended as much as his riches.
- 7) We know the name of the writer who wrote this letter.
- 8) If you are in a trying situation, I am certain of pulling you out.
- 9) You must work hard for passing the examination.
- 10) She was ill and she couldn't cook.
- 11) He was weak yet he was ready to do it now.
- 12) Working hard is necessary so you got promoted.
- 13) Either do as I tell you or you will regret it.
If you don't do as I tell you, you will regret it.
- 14) I paid off my father debt.
- 15) You will certainly be ruined for acting foolishly.

- 16) If you speak the truth you will never regret it.
- 17) We saw the danger signal yet continued our onward march.
- 18) Her father's death multiplied her problems.
- 19) Although I was ^{very} weak in English, I tried my best.
- 20) He pleaded his ignorance of law.
- 21) Inspite of his weakness, he was ready to do it now.
- 22) If you are late, you will be penalised.
- 23) Do as I tell you or you will regret it.
- 24) The soldier reached Kashmir and the Pakistani raiders fled away.
- 25) If you act so foolishly, you will certainly be ruined.
- 26) Being rich ^{no} is not contended.
- 27) Although we saw the danger single signal, we continued our march onward.
- 28) I am certain I will pull you out of a trying situation.

- 29) I was weak in English still I tried my best.
- 30) Due to ill health, she couldn't cook.
- 31) The moon rose and the darkness disappeared.
- 32) You must work hard to pass the exam.
- 33) In order to remain healthy, you must have regular habits.
- 34) I paid off the debts ^{which} my father had.
- 35)
- 36) You will never regret it for speaking the truth.
- 37) The name of the writer of this letter is known.
- 38) You must work hard to pass the exam.
- 39) Her father died and it multiplied her problem.
- 40) He pleaded that he was ignorant of law.

Question Bank

2013 fall

- i) Everything comes to a man waiting patiently.
- ii) Although God made the country, man made the town.
- iii) A guest stays very long so he is unwelcomed.
- iv) Although I have money, I can't spare.

- v) Distance and angle can be measured or read electronically ^{both}

2013 spring.

- i) complex
- ii) complex
- iii) complex
- iv) complex
- v) compound.

2014 fall

- i) They decided to take revenge for being beaten by the mobs.
- ii) Although he was 85 years old, he lived a very active life.
- iii) A girl is going to lodge a complaint against him.
- iv) They succeeded and were able to collect funds for flood victims.
- v) Only after having permission.

2015 spring.

- i)