

PEL 131 Practice Work book



COMMUNICATION SKILLS-II

Unit-I

Q1.1. Single line questions on Salutation

Q1 How would you greet your teacher in the morning?

Q2 What salutation would you use , if you are not sure of the person you are addressing to ?

Q3 If you haven't seen a friend or family member for a long time, which informal greetings would you use to mark the occasion?

Q4 How would you address a close colleague or a co-worker?

Q5. When you introduce a person (Ronit) to another person (Ankit), you can say

Q6.What would you say, If someone says "How do you do?"

Q1.2. MCQs on Salutation

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.'

9. Fill in the blank using appropriate word from the options given below:

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.

Q1.3. 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_____.

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.flambuoyant

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.”

Q1.4. Do as Directed

1 Write your introduction using the following words and phrases

My name is, interest, passion, strengths, goals, respect, values, hometown, reading, dancing, favourite

2. Introduce yourself to the famous personality who has come to your university for a performance using the following details

Learning dancing and singing, important and necessary, I am a student at, looking for a chance, courteous, amiable, would love to

3. How would you introduce yourself to your room-mates Parents who visited the hostel for the very first-time.

Q1.5. 3 Fill in the gaps for 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 _____?

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 _____

Dorothy: One way is to ask, “Do you have a _____?”

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 _____?”

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

Dorothy: You can also say, “I need some _____, please.”

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

Q2 Fill in the gaps using appropriate words :

would helps Favor mind Could should

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

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

Peter: _____ I trouble you to make some pasta?

Anna: That's sounds good. Let's have pasta. Which type of sauce _____ 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 _____ 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 _____ for you to let me come in at 10 tomorrow morning?

Boss: Oh, that's a _____ difficult.

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

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

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

Boss: Thanks, I appreciate it.

Q1.6. Dialogue conversation for asking for help with hints

1 You are nervous about starting your office specialist course, which will teach you about computer software. You think that if you got the notes in advance from the instructor you would be more ready for the class and better able to understand. You are now

meeting with the instructor. How would you make the request for notes in advance?

Start the conversation like this:

You: Hello Sir,I have enrolled in your office specialist course.

Instructor: That's great.This course is one of the best in the world.You would be getting hands on experience related to software.

Y:Thanks Sir.I was wondering-----

I:Why not? But May I know why do you need it?

Y:-----

I:Ok.-----

Y:-----

I:-----

Y-----

2.You are already attending LPU but have been taking pre-credit classes for over a year. You are getting better at reading and writing, but they keep telling you to take another class. You feel that if you don't start your certificate program soon, you will give up and quit school. Before you do that you decide to talk to your advisor and ask for their help in getting out of the pre-credit classes.

Start the conversation like this:

You: Hello sir.How are you?

Advisor: I am good .What about you?

You:Fine Sir.I have been taking pre-credit classes for more than a year now.

A: So?

Y:-----

A-----

Y-----

A-----

Y-----

3.You live in a hostel of Chaman Vatika school. You have your Maths exam tomorrow and you have not prepared well for the exam. Your room-mate is very good in the subject. But he also has his exam. How would you ask him for help?

Start the conversation like this:

Room-mate: Hi ...What's up?

You: Nothing much In a fix right now.

D: Why? What happened?

Y:-----

D:-----

Y:-----

D:-----

Y:-----

4.You wish to enhance your communication skills in English but no one around you converses in English. Although you have started reading novels and listening to youtube videos, you know that unless and until you apply what you have learnt in your speaking, you will not be able to master the language. You approach a friend to become your language partner who could interact with you in English. This person is a bit busy though but can speak fluent English. How would you convince him.

Start the conversation like this:

You: Hi Mate. How are you?

Friend: All good. What brings you here?

Y: I am in a dilemma.

F: What happened?

Y: In about 2 years time ,companies will come to the campus for placements.

F:So?

Y:We need to upgrade our skills till that time.

F:Ok.Go ahead

Y:-----

F:-----

Y:-----

F:-----

Y:-----

5.You have got a class assignment from your verbal faculty.Your friend is a work-dodger.He wants to take advantage of your friendship.He is sure that you would not say no.So he approaches you to give him your assignment so that he could copy.You know that if caught ,you both could get a zero for plagiarism.You also fear losing his friendship if you were to say no.How would you refuse your friend politely so that he is not offended and also learns a lesson?.Pretend that I am your friend .What would you say?

You: Hi Rahul.How are you?

Rahul: I am fine. Can you do me a favour?

You: Why not?

R:-----

You:Oh!-----

R:-----

Y:-----

R:-----

Y:-----

Q1.7 MCQs on Common errors based on Tenses

1. After you will return (A)/ from Mumbai (B) / I will come to meet you. (C) / No error.(D)
2. My father (A)/ has left (B) /for Bombay last Saturday. (C) /No error.(D)
3. I used to study (A) /till 10 pm and (B) /and then I go to bed. (C) /No error. (D)
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)
5. The judge asked the man (A)/ if the bag he had lost (B)/ contain five thousand rupees (C)/No error (D)
6. As you can see(A)/ by my visiting card (B)/that now I am in Mumbai.(C)/No error (D)
7. The ministry was considered several proposals (A)/ for the development of small and medium enterprises (B)/during Budget discussions. (C)/No error (D)
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)
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)
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)
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)
12. Our equipment gets (A)/ damage very often in summer (B)/ because there are too many power cuts. (C)/No error (D)
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)
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)

15. I will go (A)/ for the swimming classes tomorrow (B)/ if I have recovered from fever. (C)/No error. (D)
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)
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)
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)
19. Results find that boys (A)/ played not only more than girls (B)/ but also performed better in many fields. (C)/No error (D)
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)

Q1.8 MCQs on 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)

1It is a pity (a) / that even five years old boys (b) / are engaged in hazardous factories (c) / No error (d)

2It 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)

3I don't think (a) / it is your house (b) / It is somebody's else (c) / No error (d)

4She misplaced her spectacle (a) / and is now feeling (b) / great difficulty in studying (c) / No error (d)

5Arabian Nights are (a) / a collection of (b) / very interesting episodes of adventure (c) / No error (d)

6The master did not know (a) / who of the servants (b) / broke the glass (c) / No error (d)

7The ruling party stood (a) / for implementation of the bill (b) / and was ready to stake their political existence (c) / No error (d)

8Mahatma Gandhi taught us (a) / that one should respect (b) / the religions of others as much as his own (c) / No error (d)

9Each of these players (a) / have been warned (b) / not to repeat the silly mistake (c) / No error (d)

10Lime and soda (a) / is (b) / a digestive drink (c) / No error (d)

11The mother as well as her children (a) / were brought (b) / to the police station for interrogation (c) / No error (d)

12Few remarks (a) / that he made were (b) / offensive to my friend (c) / No error (d)

13It is a (a) / worth watching documentary (b) / & you must not miss it (c) / No error (d)

14Of all the students (a) / Rita was less worried (b) / when the date for the annual examination was announced (c) / No error (d)

15 The Sunshine hotel was fully equipped (a) / to offer leisure stay (b) / to its clients (c) /
No error (d)

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

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

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

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

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

Unit-II

Q2.I. Fill in the Blanks with the use of connectors / transition words (Routine based)

In short, usually, While, after, always, get dressed, listen to, set an alarm, but, go to sleep, as soon as

I reach home at about 3 or 4 in the morning, so I _____ get up late. I never _____ because I don't like waking up to that annoying sound of my alarm clock. _____ waking up, I _____ have a good breakfast. Then I take shower and _____. I get ready for work at around 5 in evening. _____ getting ready, I _____ music. I reach the club at 7 _____ my turn to play music comes at 9 o'clock. Meanwhile, I enjoy being an audience to other DJs. I am generally the last DJ, so _____ the party gets over, I come back to my house and _____. _____, I don't have a very interesting routine.

II. Fill in the Blanks with the use of connectors / transition words

catch up, alternatively, trying out, sometimes, but, being, always, at times, specifically

I spend my leisure time indoors. I like _____ new recipes and different cuisines from all over the worlds. _____ I the kitchen busy making new dishes is enjoyable. The meals _____ are disgusting _____ the experience is _____ fun for me. _____, I like reading non fiction books _____ describing historical events. Occasionally, I also go to the theaters or cinemas and _____ on the latest movies and plays with friends. _____ I stay at home and watch my favourite TV series.

III - Fill in the Blanks with the use of connectors / transition words

whenever, regularly, moreover, along with, unhealthy, necessary, thus, because,

Personal hygiene includes washing our hand, mouth and face _____. We must regularly use cleaning agent like soaps, hand sanitizes, hand gels, etc. _____ we take out our shoes, we must clean our legs with soap _____ keeping legs clean creates positive effect on our body balance. _____, washing vegetables with clean water before cooking them, _____ cutting our nails regularly, cleaning our nose, ear and hair are hygienic habits. We should not touch our mouth and face at public places. Going to our bed with school dress or with outside clothes is _____. Cleaning teeth twice a day is very _____ for good dental health. Being hygienic is an important social duty just like other social duties. Our neighborhood, schools, footpath, our

body, our daily usable things, etc. should be free of dirt and filth. _____, many have been noticed throwing out dirt of their houses. This must be completely avoided.

1. I Fill in the Blanks with the use of correct connectors / transition words (Shopping based)

loyalty cards, advertising campaign, on tight budget, local shops, moreover

Martha : Hey Anjie! Why is there such a large gathering at the city departmental store?

Anjie : Don't you know? There is a huge sale at the store. Looks like the store's _____ worked well. They are offering an additional 10% discount to those who have _____.

Martha : Why didn't you go there?

Anjie : I can't. I have already spent a fortune on buying the DVD player. Now I am _____. _____, I prefer shopping from _____ than from international chain stores.

II Fill in the Blanks with the use of correct connectors / transition words (Shopping based)

besides, must have products, shop assistant, however, feedback, value for money,

Manager : Thank you for shopping with us. How was your experience?

John : It was good. The _____ treated us well. We could find all the _____.

Manager : We are glad to serve you. What would you say about the quality and price of the products?

John : Well, I must say that most of the products were _____. _____, the cosmetics were priced quite high. _____, the quality of all products was top notch.

Manager : Thank you for your valuable _____. Visit again.

III Fill in the Blanks with the use of correct connectors / transition words (Shopping based)

moreover, shop around, try on, although, picking up a bargain, nevertheless

Rhea : I think online shopping is so much better than traditional offline shopping.

Jess : I beg to differ. How can you buy something that you can't _____. I mean how do you even know if it'll look good on you.

Rhea : But online shopping is so convenient. You don't need to _____. You get everything on one site.

Jess : There is no scope of _____ online. You have to pay the full price. _____, window shopping is more fun otherwise.

Rhea : _____ I still feel online shopping is better, I agree to the window shopping part.

Jess : _____ let's go out and eat.

Ques2 - Write a short passage on the following. Use the hints given.

I - My most memorable summer vacation

Summer camp - hill station - lots of activities - trekking - camping - other adventure sports - also learned to cook - shoot a gun - bonfire - singing songs - grooving - moreover - meditated early in morning - although cold - kept a journal - enjoyable as well as learning

II - My daily activities at college

Reach college at 9 - first class - greet friends - attend lectures - discuss about tests and projects - free lecture - generally - go to library - alternatively - sit under shade - listen to music

- munch - after attending remaining lectures - exhausted - however - hang out - friends - bid adieu

Q2.2 Write a short passage on the following. Use the hints given.

I - You recently visited the new shopping mall in your city. Describe your experience.

Shopping mall - located - heart of the city - people excited - visited with my friends - window shopping - to begin with - huge complex - 6 floors - all high street names - such as - Gucci, Channel - summer sales- slashed prices in all stores - food court - as well as - gaming zone - very noisy - yet - fun place

II - Perks of online shopping

To begin with - very popular - many reasons - firstly - convenient - no shopping around - must have products - fair prices - rather - saves money - additionally - e-loyalty cards - extra discount - moreover - no pay in cash - shop until you drop - hassle free - on the contrary - risk of fraud - however - very popular.

III - My shopaholic brother

Loves to shop around - yet - very careful with his money - very fussy - can't give him hard sell - although - value for money - snaps up a bargain - generally - pays in cash - however - sometimes - runs up a credit card bill - still - never goes into debt - shops till he drops - nevertheless - smart buyer.

Q2.3.a. Replace the underlined group of words with one/two word(s).

a) We planned a family trip to Goa and got our reservations done from a company that makes travel arrangements for people.

b) My friend showed me various small magazines containing pictures and information of many tourist spots.

c) We had to plan well in advance because it was difficult to find a comfortable space to live during vacations.

d) My friends were very curious to know about the surprise place where we were going.

e) We were on a budget holiday. That explains why we couldn't spend money freely on shopping. F)f) Smith is a very smart traveller. He can always get his hands on promotions that are advertised at the latest possible time for those who are more spontaneous.

Ques 2.3 - Write a short passage on each of the following. Use the hints.

I - Your most memorable vacation

Last year's summer vacation - Europe tour - booked tickets in advance - travel agency - 15 days trip - comfortable accommodation - self catering - not fond of western cuisine - however - sister likes it - but - no appropriate clothing - didn't check weather details - shopping - visited all famous places - tour guide - so that - know history - thoroughly enjoyed - most memorable trip

II - You run a travel agency that is organizing a 5 day trip to Manali for high school children. Explain the tour plan using the hints

Earl morning departure - arrival at hotel - 6 p.m. - rest - dinner at 8 - next morning - visit the Monastery - along with - Hadimba and Manu temple - leisure - evening at the Mall Road - DJ night at hotel - following day - backpacks - explore Rohtang pass or the Solang valley - also - experience snow scooter, Zorbing, skiing, etc - fourth day - leave for Kullu - river rafting - sight seeing - bonfire - next day - departure for host destination - all inclusive package - accommodation - meals - as well as - entry tickets - complimentary - fanny packs to all students

III - Your most terrible vacation

Recent visit - grandparents - small village in U.P. - favourite place - lot of childhood friends - but this time - turned out terrible - forgot to make reservation - last minute booked tickets - terrible train journey - nevertheless - still excited to meet grandparents - reached there - relaxed - next day - state locked down - Covid 19 pandemic - stuck at home - adding fuel to fire - frequent electricity cuts - no source of entertainment - all plans failed - annoyed and sad.

Q2.4. Fill in the blanks with appropriate transitions.

1

- b. In order that
- c. Considering that
- d. In addition to
- e. As a result

9. While eating sweets, the brain instantly releases endorphins which make us feel happy and reduce pain; ---- many pediatricians give sweets to children while giving injections.

- a. that's why
- b. nonetheless
- c. as long as
- d. so as to
- e. since

10. Srirangam was an ancient place of pilgrimage for the Indians and was surrounded by a strong fort but there was ---- the necessary army ---- the weapons to protect it.

- a. both / and
- b. neither / nor
- c. hardly / when
- d. not only / but also
- e. either / or

11. Many smokers believe that e-cigarettes can help them quit smoking., scientific researches show that e-cigarettes are more addictive and lethal than traditional cigarettes.

- a. In addition
- b. However
- c. As a consequence

d. Equally important

12. Urban planners argue that the rise of private vehicles is a leading cause of traffic congestion., they also associate poor infrastructure development with the problem.

a. Furthermore

b. In conclusion

c. For example

d. But

13. Many students in rural areas do not get access to quality education., they struggle to find well-paid jobs after graduating from university.

a. Consequently

b. Moreover

c. In short

d. On the other hand

14. the impacts of global warming, Vietnam has witnessed an increasing number of hurricanes over the past few years.

a. In spite of

b. In contrast

c. Because of

d. Until

15. Scientific researches indicate a number of negative impacts of poor sleeping quality., the problem can lead to anxiety and depression.

a. Otherwise

b. For example

c. To conclude

d. Nevertheless

16. Developing countries are experiencing a significant rise in birth rates., other developed economies such as Japan and Germany are facing a severe shortage of laborers.

a. Likewise

b. Besides

c. To summarize

d. In contrast

17. continuous efforts of the Japanese government, the overwork culture in this country is still growing.

a. Due to

b. As soon as

c. Unless

d. In spite of

18. The tourism industry of Vietnam is expanding fast with an increasing number of foreign visitors., the trend also applies to other ASEAN countries such as Thailand.

a. Whereas

b. Similarly

c. For instance

d. Thus

19. The Vietnamese government decides to loosen regulations imposed on new business creation., the number of newly created companies has increased at a record high.

a. In brief

b. On the other hand

c. As a result

d. In particular

20. Before the storm, the city council failed to inform residents of the disaster., the death toll was enormous.

a. Therefore

b. At the same time

c. Nevertheless

d. Firstly

Unit-III

Q3.1. I Conversation about two people asking each other what they do for a living.

David: Hello, my name is David. _____.

Jenny: Hi, I'm Jenny. It's nice to meet you too.

David: Am sorry. What was your name again?

Jenny: Jenny.

David: So Jenny, What _____?

Jenny: I work at the local school teaching English. What do you for a living?

David: I'm also an English teacher, but am currently out of work.

Jenny: _____. It has been really nice talking to you.

David: Yes. _____ meeting you.

do you do for a living It was a great pleasure It's nice to meet you Sorry to hear that
--

Q3.1 II First day at work conversation

Mike: Good morning, John.

John: Good morning, Mike.

Mike: Let me _____ and then I will give you a tour of our facility.

Mike: Here is your cubicle, your “home away from home” from 8:00 to 5:00 every day, John.

John: Oh, very nice!

Mike: Drop your belongings here, and let's go!

John: OK, I am ready Mike.

Mike: That is Mary over there. She is our senior financial analyst. You will be working with her in the future. _____ to her.

Mike: Mary, this is John, our department's new addition.

Mary: Welcome aboard, John. I am _____. Boy! I was swamped with work the last couple of weeks. But, I can see myself going home at a more decent time from now on.

John: Thank you. I am very happy to be here. Just let me know whenever you need me. I am _____.

Mike: I am giving John a tour of our facility so that he knows his way around here.

Mary: _____, John.

John: OK, Mary.

glad to be of any assistance	very glad to see you
See you later	let's go say hi take you to your cubicle

Q3.1 III Conversation about a brief conversation between 2 old friends meeting by chance at a cafe

Sarah: Hello Jason, how are you, _____ since we last met?

Jason: Oh, hi Sarah I've got a new job now and is going great. _____?

Sarah: Not too bad.

Jason: How often do you eat at this cafe?

Sarah: This is my first time my friends kept telling me the food was great, so tonight I decided to try it. _____?

Jason: I have been so busy with my new job that I have not had the time to do much else, but otherwise, me and the family are all fine.

Sarah: Well, _____ lovely meal.

Jason: Yes you too.

I hope you and your family have a	How about you
it's been a long time	What have you been up to

Ques 3.2 -

Part I - To complete the exercise on small talk read each question and choose the most suitable response for it.

a I've just bought a new car – Ford Escort.

- (i) Really? I've heard it is a very bad car.
- (ii) Really? Why did you do that?
- (iii) Really? Are you pleased with it?

b My daughter Sarah has gone to Oxford University.

- (i) Really? What is she studying?
- (ii) I don't believe you!
- (iii) Oh, that must be very expensive!

c I'm afraid I have a bad cold.

- (i) Keep away from me! I don't want to catch it.
- (ii) I knew someone who died from a bad cold.
- (iii) That's very bad luck. But thank you for coming to the meeting.

d Our national team will be in the World Cup if we beat Germany.

- (i) Germany has a good team. You're not going to win.
- (ii) Germany has a good team. I'm sure it will be a great game.
- (iii) Anyone can beat Germany. They have a terrible team.

Part II – Choose the correct option

e. Robert: How's Jane doing? I haven't seen her for ages.

Linda: Oh, she's fine. She just got a job with the government.

Robert: That's great news. _____. Sarah would love to see you both, too.

Linda: Sure. That'd be great. ...

- i) We should get together one of these days
- ii) I always knew she'll do something great
- iii) She has always been an achiever
- iv) We should talk about our partnership

f. **Jane** What time is it? We are going to be late for Sarah's party!

David It's a quarter past six. We are on time. The party starts at 7 pm. _____.

- i) I have bought a gift already
- ii) Don't worry we will be fine
- iii) She might not be expecting us
- iv) We should take John along

g. Chloe: Hey, Deborah. take a look at those desserts they look so good! How about baking a cake when we get home?

Deborah: Hmm ... Yes, that's a brilliant idea! We better buy some ingredients then, while we are here.

Deborah: OK, _____?

Chloe: The recipe I use calls for flour, sugar, icing sugar and butter. Oh! I nearly forgot, and we also need some eggs and chocolate chips and a chocolate flake to sprinkle on top.

- i) how much time does it take to bake
- ii) shall I buy onions too
- iii) do you know what we need to bake a cake
- iv) which flavor would you like

h. **William:** Excuse me, am sorry to trouble you, but could you tell me how I can get to the train station?

Kate: Yes no problem, it's that way. Keeping walking straight ahead then after you pass the library you have to turn left. then take your first right and it's across from the bus station. You cannot miss it!

William: Thank you so much! _____ .

Kate: Oh, I know that feeling. Me and my husband moved here a 6 months ago, and I still don't know how to find certain places! Manchester is so big.

- i) I have only been in Manchester for 2 days, so I don't know how to get anywhere yet.
- ii) I am very poor with directions.
- iii) I came back to Manchester after a long time.
- iv) You seem to be a local resident

i) **Hotel reception:** Reception Linda speaking. How can I help you today?

Bridget: Hello, I'm staying in room 321. I would like you to send someone to clean the room, if it is possible?

Linda: Sure. _____ ?

Bridget: Well, me and my family are leaving in 15 minutes. Could you send someone after we have left.

- i) When do you plan to check out
- ii) Do you want a vacuum cleaning
- iii) Do you want it cleaned now or do you have a time in mind
- iv) When are you leaving

j) **Mr Smith:** Good afternoon

Receptionist: Hello Mr Smith

Mr Smith: I would like to make an appointment to see the doctor as soon as possible please.

Receptionist: Am sorry the doctor is very busy today, but he is free this tomorrow morning. is 9am all right for you?

Mr Smith: _____ , thank you for your time.

Receptionist: you are welcome see you tomorrow.

- i) I am afraid that is not suitable

- ii) Yes, that is fine thanks I will there for 9
- iii) I'll call tomorrow then
- iv) I would prefer today's appointment

Ques 3 Write a small conversation on the following using the given hints

- i) To book an air ticket
(would like to book – departure from- arrival at – window seat preferred – business class – meal included)
- ii) Planning to go on a concert with your friend
(free on Sunday – music concert – favourite band – 5 pm)
- iii) Ordering food at a restaurant
(Take order – ice tea – anything else – french fries – spicy or not)

Q3.4. Direct Indirect on Positive Statements.

Positive sentences

1. The Prime Minister said that no one would be allowed to disturb the peace.

- (1) The Prime Minister said, "We shall not allow any one to disturb the peace."
- (2) The Prime Minister said, "We would not allow no one to disturb the peace"
- (3) The Prime Minister said, "No one will disturb the peace."
- (4) The Prime Minister said, "No one can disturb the peace."

2. I said to my friend. "Good Morning. Let us go for a picnic today."

- (1) I told good morning to my friend and asked to go for a picnic that day.
- (2) I wished my friend good morning and proposed that we should go for a picnic that day.
- (3) I wished my friend good morning and proposed that they should go for a picnic that day.
- (4) I told good morning to my friend and suggested to go for a picnic today.

3. The boss said, "It's time we began planning our work".

- (1) The boss said that it was time they had begun planning their work.
- (2) The boss said that it was time we had begun planning our work.
- (3) The boss said that it was time they began planning their work.
- (4) The boss said that it was time we began planning his work.

4. My father once said to me, "If I can't trust my people, then I don't want to be doing this."

- (1) His father once told him that if he couldn't trust his people then he didn't want to be doing that.
- (2) My father once told me that if he couldn't trust his people then he didn't want to be doing that.
- (3) My father once told me that if he couldn't trust my people then he didn't want to be doing that.
- (4) My father once told me that if he couldn't trust his people then he didn't want to be doing this.

5. **"Ravi refused to wear the seat belt. Let him answer the police officer", said his father.**

1. Ravi's father said that Ravi had refused to wear the seat belt and proposed that he **answers** the police officer.
2. Ravi's father said that Ravi had refused to wear the seat belt and said that he answered the police officer.
3. Ravi's father said that Ravi had refused to wear the seat belt and said that he **answers** the police officer.
4. Ravi's father said Ravi **refused** to wear the seat belt and said that he answered the police officer.

6. We will say to Hina, "You have brought her paintings to show us and your Mom."

- A). We will tell Hina that she has brought her paintings to show us and her Mom.
- B). We will tells Hina that she had brought her paintings to show us and your Mom.
- C). We will say Hina that she brought her paintings to show us and her Mom.
- D). We would tell Hina that she has brought her paintings to show us and your Mom.

7. He said, "I shall get up early in the morning".

- A). He said that he would get up early in the morning.
- B). He said he would get up early in the morning.
- C). He said that he will get up early in the morning.
- D). He asked that he would get up early in the morning.

8. He said, "I shall go as soon as possible".

- A). He said that he would go as soon as it was possible.
- B). He said that he would go as soon as possible.
- C). He said he would go as soon as it was possible.
- D). He said that he will go as soon as it was possible.

9. He says that he is very sorry.

- (1) He said, 'He was very sorry'.
- (2) He says, 'I am very sorry'.
- (3) He said, 'He is very sorry'.
- (4) He told me. 'I felt sorry'.

10. Iba said that she might go home the next day with her sister.

- (1) Iba said, "I could go home tomorrow with my sister."
- (2) Iba said, "I may just go home tomorrow with my sister."
- (3) Iba said, "I can go home tomorrow with my sister."
- (4) Iba said, "I will go home tomorrow with my sister."

Interrogative sentences

1. He said to the interviewer, "Could you please repeat the question?"
 - (1) He requested the interviewer if he could please repeat the question.
 - (2) He requested the interviewer to please repeat the question.
 - (3) He requested the interviewer to repeat the question.
 - (4) He requested the interviewer if he could repeat the question.
2. The new student asked the old one, "Do you know my name?"
 - (1) The new student asked the old one if he knew his name.
 - (2) The new student asked the old one that whether he knew his name.
 - (3) The new student asked the old one did he know his name
 - (4) The new student asked the old one if he knows his name
3. I wondered how many discoveries went unheeded.
 - (1) I said, "How many discoveries have gone unheeded?"
 - (2) I said. "How many discoveries went unheeded?"
 - (3) I said, "Do discoveries go unheeded?"
 - (4) I said. "How many discoveries go unheeded?"

4. I said to him, "Where have you lost the pen I brought for you yesterday?"

- (1) I asked him where he had lost the pen I had brought for him the day before.
- (2) I asked him where he had lost the pen I had brought for him the previous day.
- (3) I asked him where he had lost the pen I had brought for him the next day.
- (4) I asked him where he had lost the pen I brought for him the previous day.

5. The boss said to his secretary, "Did you discuss the matter with the manager?"

1. The boss asked his secretary whether he **discussed** that matter with the manager.
2. The boss asked his secretary if **you have discussed** that matter with the manager.
3. The boss asked his secretary if he had discussed the matter with the manager.
4. The boss asked his secretary whether he **has discussed** that matter with the manager.

6. He said to Sita, "What time does the bus leave in the evening and when will you go?"

1. He enquired Sita what time did the bus leave in **that evening** and when would she go.
2. He asked Sita what time did the bus leave in the evening and when would she go.
3. He asked Sita what time **had the bus left** in the evening and when would she go.
4. He asked Sita what time **does the bus leave** in the evening and when would she go.

7. He said to her, "Is this your first attempt in this exam?"

1. He asked her if it was her first attempt in that exam.
2. He asked her **it was** her first attempt in that exam.

3. He **interrogated** her if it was her first attempt in this exam.
4. He asked her if it was her **attempt** in that exam.

8. **The Chief Minister said, “How much money do you need boys for this project?”**

1. The Chief Minister asked the boys how much money they **need** for this project
2. The Chief Minister asked the boys how much money **is needed** for this project
3. The Chief Minister asked the boys how much money they needed for that project.
4. The Chief Minister **told** the boys how much money they needed for that project.

9. **The lady teacher said to the student, “Why were you screaming at the top of your voice in my absence?”**

1. The lady teacher asked the student why he was screaming at the top of **her voice in his absence.**
2. The lady teacher asked the student why **was he** screaming at the top of his voice in her absence.
3. The lady teacher **scolded** the student why he was screaming at the top of his voice in her absence.
4. The lady teacher asked the student why he was screaming at the top of his voice in her absence.

10. **She asked me if I was going to college.**

(1) She said, “Am I going to college?”

(2) She said to me, “Are you going to college?”

(3) She asked me, “Will you go to college?”

(4) She asked to me, “Was I going to college?”

Exclamatory sentences

1. **She said, “May you live long!”**

1. She prayed that I might live long.
2. She **prays** that I might live long.
3. She **wished** that she might live long.
4. She prayed that **my life** may be longer.

He said, “Oh! Enough!”

1. He exclaimed with disgust that it was enough.
2. He exclaimed with disgust **if it was enough**.
3. He **told with surprise** that it was enough.
4. He **shouted** that it is enough.

3. **“Wow! What a lovely weather it is!” said the children.**

1. The children said that **wow** it was a lovely weather.
2. The children exclaimed with joy that it was a lovely weather.
3. The children said that **it is** lovely weather.
4. The children exclaimed with **joy it** was a lovely weather.

4. The father warned his son tat he should be beware of him.

1. The father warned his son, “beware of him!”
2. The father warned the son, “Watch tat chap!”

3. The father warned the son, “Be careful about him!”
4. The father warned the son, “Don’t fall into his trap!”

5. He said, “Oh! Enough!”

1. He exclaimed with disgust that it was enough.
2. He exclaimed with disgust **if it was enough**.
3. He **told with surprise** that it was enough.
4. He **shouted** that it is enough.

6. Rama said, “Dear! I have spilt tea on the sofa cloth.”

1. Rama exclaimed that she **has spilt** tea on the sofa cloth.
2. She exclaimed with sorrow that she had spilt tea on the sofa cloth.
3. She **shouted** that she spilt tea on the sofa cloth.
4. She exclaimed with surprise that **I** had spilt tea on the sofa cloth.

7. He said, “Would that she were not so inhuman!”

1. He **wishes** that she was not so inhuman.
2. He wished that she **was** not so inhuman.
3. He wished that she were not so inhuman.
4. He **desired** that he were not so inhuman.

8. Shanker said to his friend, “Be careful! The floor is wet and you can slip Anil.”

1. Shanker told Anil to be careful as the floor was wet and he could slip.
 2. Shanker told Anil to be careful as the floor **had been wet** and he could slip.
 3. Shanker told Anil to be careful as the floor was wet and he **can** slip.
 4. Shanker **warned** Anil **to be careful** as the floor was wet and he could have slipped.
9. "How clever of you to have solved the puzzle so quickly!" said the mother.
- (1) The mother exclaimed admiringly that it was very clever of him to have solved the puzzle so quickly.
 - (2) The mother expressed that he was so clever to have solved the puzzle quickly.
 - (3) The mother told that he was very clever in solving the puzzle so quickly.
 - (4) The mother exclaimed with joy that he was clever enough to solve the puzzle so quickly.
10. **He exclaimed with joy that their team had won the tournament.**
- (1) He said, "Our team has won the tournament"
 - (2) He said, "Wow I Our team won the tournament"
 - (3) He exclaimed, "Hurrah! Our team has won the tournament!"
 - (4) He said, "Our team won the tournament."

Modals and Imperative

1. Doshi said to his wife, "Please select one of these necklaces."
- (1) Doshi requested his wife to select one of those necklaces.
- (2) Doshi said to his wife to please select one of these necklaces.
- (3) Doshi told his wife to please select one of those necklaces.
- (4) Doshi pleased his wife to select one of those necklaces.

2. Priya advised me not to go to school the next day.

- a) “Don’t go to school next day” Priya said to me.
- b) “Don’t go to school tomorrow” Priya said to me.
- c) Priya said, “Will you not go to school tomorrow?”
- d) Priya told me that, “Don’t go to school tomorrow.”

3. The foreman said to his workers “I cannot pay you higher wages.”

- a) The foreman warned his workers that he cannot pay them higher wages
- b) The foreman told his workers that he could not pay them higher wages.
- c) The foreman told his workers that they could not be paid higher wages.
- d) The foreman forbid his workers to pay higher wages.

4. “Call that corrupt man here immediately”, said the Judge.

- 1. The judge commanded to call that corrupt man immediately there.
- 2. The judge commanded them to call that corrupt man immediately there.
- 3. The judge commanded that the corrupt man immediately be called there.
- 4. The judge commanded to call that corrupt man.

5. I said, “Return home before it gets dark or your father will be very angry.”

- 1. I ordered to return home before it got dark or his father would be very angry.
- 2. I ordered to return home before it gets dark or his father would be very angry.
- 3. I ordered to return home before it got dark or his father will be very angry.
- 4. I ordered to return home before it got dark or his father would have been be very angry.

6. Iba said that she might go home the next day with her sister.

(1) Iba said, “I could go home tomorrow with my sister.”

(2) Iba said, “I may go home tomorrow with my sister.”

(3) Iba said, “I can go home tomorrow with my sister.”

(4) Iba said, “I will go home tomorrow with my sister.”

7. “Give yourself fifteen minutes and walk gently,” Uncle Podger always said.

a. Uncle Podger always advised me to give myself fifteen minutes and walk gently.

b. Uncle Podger always ordered me to take fifteen minutes and walk gently.

c. Uncle Podger always requested me to take fifteen minutes and walk gently.

d. Uncle Podger always asked me to take fifteen minutes and walk gently.

8. I said, “Let Mohan do his worst, he cannot harm me.”

a. I suggested to Mohan to do his worst, he could not harm me.

b. I told that if Mohan did his worst, he could not harm me.

c. I declared that Mohan might do his worst, he could not harm me.

d. I declared that though Mohan might do his worst, he could not harm me.

9. Rakhi says to him, "You must come back home in time."

1. Rakhi tells him that he has to come come back home in time.

2. Rakhi tells him that he had to come come back home in time.

3. Rakhi tells him that he will have to come come back home in time.

4. Rakhi tells him that he must come come back home in time.

10. The policeman told the students, “Do not throw garbage here.”

- a. The policeman asked them not to throw garbage here.
- b. The policeman asked them not to throw garbage there.
- c. The policeman asked them not to throw garbage.
- d. The policeman asked not throw garbage here.

Miscellaneous

1. I said to my friend. "Good Morning. Let us go for a picnic today."
 - (1) I told good morning to my friend and asked to go for a picnic that day.
 - (2) I wished my friend good morning and proposed that we should go for a picnic that day.
 - (3) I wished my friend good morning and proposed that they should go for a picnic that day.
 - (4) I told good morning to my friend and suggested to go for a picnic today.
2. He wrote in his report, "The rainfall has been scanty till now."
 - (1) He reported that the rainfall has been scanty till now
 - (2) He reported that the rainfall had been scanty till now.
 - (3) He reported that the rainfall has been scanty till then.
 - (4) He reported that the rainfall had been scanty till then.
3. The teacher said to Ram, "Would you like to take part in the contest?" Ram said, "Yes"
 - 1. The teacher asked if Ram would like to take part in the contest and Ram replied yes.
 - 2. The teacher asked Ram if he would like to take part in the contest and Ram replied in the positive.
 - 3. The teacher asked Ram if he would liked to take part in the contest and Ram replied in the affirmative.

4. The teacher told Ram if he would like to take part in the contest and Ram replied in the affirmative.

4. My mother screamed angrily at me “Do as you wish, I am fed up of helping you in times of mess.”

1. My mother screamed angrily at me to do as I wished and said that she was fed up of helping me in times of mess.
2. My mother screamed angrily at me that do as I wishes and said that she was fed up of helping me in times of mess.
3. My mother screamed angrily at me to do as I wishes and said that she was fed up of helping me in times of mess.
4. My mother screamed angrily at me to do as I was wishing and said that she was fed up of helping me in times of mess.

5. Gandhiji said, “Independence is the birthright of every nation.”

1. Gandhiji said that Independence is the birthright of every nation.
2. Gandhiji said that Independence was the birthright of every nation.
3. Gandhiji declared that Independence is the birthright of every nation.
4. Gandhiji said that Independence has been the birthright of every nation.

6. Good morning children, we will start tenses today.” said the English teacher at Pinnacle.

1. The English teacher at Pinnacle wished the children to start tenses that day.
2. The English teacher at Pinnacle wished the children good morning and said that they would start tenses that day.

3. The English teacher at Pinnacle greeted the children and said they would be doing tenses that day.
 4. The English teacher at Pinnacle greeted the children and said we would be doing tenses that day.
7. “What is there for dinner today?” said Jaya, “Nothing,” said her mother.
1. Jaya asked her mother what was there for dinner that day. Her mother replied in the negative.
 2. Jaya asked her mother what was there for dinner on that day. Her mother replied there was nothing.
 3. Jaya asked her mother what is there for dinner on that day. Her mother replied there was nothing.
 4. Jaya told her mother what was there for dinner on that day. Her mother replied there was nothing.
8. The dealer said, “Either make your purchases or walk out of my shop.”
- a. The dealer told the customer that he would either make his purchases or walk out of his shop.
 - b. The dealer ordered the customer to make his purchases and walk out of his shop.
 - c. The dealer told the customer that he should either make his purchases, or walk out of his shop.
 - d. The dealer requested the customer to make his purchases or walk’ out of his shop.
9. “May you live long and prosper”, said the old lady to her son.
- a. The old lady congratulated her son with long life and wished him prosperity.
 - b. The old lady prayed for her son’s long life and prosperity.

- c. The old lady prayed for her son and said that he might live long and prosper.
- d. The old lady blessed her son and prayed for his long life and prosperity.

10. Tom said that he had had a strange experience the day before.

- a. Tom said, 'I have a strange experience yesterday'.
- b. Tom said, "I have had a strange experience yesterday".
- c. Tom said, "I experienced a strange experience yesterday".
- d. Tom said, "I had had a strange experience yesterday".

Q Read the following conversation and complete the passage. Write your answers in the space provided.

1. Mother : Why are you late from school, Amit ?

Amit : While coming from school to bus stop, slipped by stepping on a banana peel.

Mother : O, my son! Did you hurt yourself ?

Amit : I got a bad bruise on my left knee.

Mother asked Amit (3.1)..... Amit replied that while coming from school to bus stop(3.2).....peel. Mother was shocked to hear this. She further asked (3.3)..... . Amit answered that (3.4)..... .

2. Anne : I want to order a big pineapple cake for my birthday.

Confectioner : When is your birthday?

Anne : It is tomorrow.

Confectioner : You can collect it by noon.

Anne told a confectioner (a)..... a big birthday cake for her birthday. The confectioner asked (b)..... Anne replied it was the following day. The confectioner told her (c)..... by noon.

3. Mike: "What are you doing here, Liz? I haven't seen you since June."

Liz: "I've just come back from my holiday in Ireland."

Mike: "Did you enjoy it?"

Liz: "I love Ireland. And the Irish people were so friendly."

Mike: "Did you go to the Wicklow Mountains?"

Liz: "It was my first trip. I can show you some pictures. Are you doing anything tomorrow?"

Mike: "I must arrange a couple of things. But I am free tonight."

Liz: "You might come to my place. What time shall we meet?"

Mike: "I'll be there at eight. Is it all right?"

Mike asked Liz ____ and he said ____ since June. Liz explained that ____ back from her holiday in Ireland. Mike wondered if ____ it. Liz told him that she ____ Ireland and that the Irish people ____ so friendly. Mike wanted to know ____ to the Wicklow Mountains. Liz said that it ____ first trip and that she ____ some pictures. And then she asked him if he _____. Mike explained that he ____ a couple of things. But he added that he ____ free at night. Liz suggested that he ____ place and asked him what time _____. Mike said he ____ there at eight. And then he asked ____ all right.