

UNIT-1

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.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.”

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 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

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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.

UNIT -2

Part 1

Ques1.

I - usually, set an alarm, after, always get dressed, while, listen to, but, as soon as, go to sleep, in short

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

III - regularly, whenever, because, moreover, along with, unhealthy, necessary, Thus

Part 2

Ques 1.

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

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

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

Part 3

Ques 1.

- a) Travel agency
- b) Brochures
- c) Accommodation
- d) Destination
- e) Splash out
- f) Last minute deals

Part 4

1. So
2. But
3. Moreover
4. However
5. As a result
6. Similarly
7. On the other hand

8. Yet
9. But
10. First
11. Nevertheless
12. While
13. As a result
14. Yet
15. Furthermore
16. For example
17. So
18. Or
19. And
20. However

Unit-3

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 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 like 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. Torn 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".

Dialogue

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)..... .

Answers- 3.1 why he was late from school ?

3.2 he had slipped by stepping on a banana

3.3 if he had hurt himself

3.4 he had got a bad bruise on his left knee

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.

Answer-

(a) that she wanted to order

(b) when her birthday was

(c) that she could collect it/to collect it

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.

what she was doing there; he had not seen her

she had just come

she had enjoyed

loved; had been

if she had gone / whether she had gone

had been her; could show him

was doing something the next day / was doing something the following day

must arrange / had to arrange

must arrange / had to arrange

might come to her; they would meet

would be

if it was / whether it was

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

David: Hello, my name is David. _____ **It's nice to meet you** _____.

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 _ **do you do for a living** _____?

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: _ **Sorry to hear that** _____. It has been really nice talking to you.

David: Yes. _ **It was a great pleasure** _____ meeting you.

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

First day at work conversation

Mike: Good morning, John.

John: Good morning, Mike.

Mike: Let me _ take you to your cubicle _____ 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. _ let’s go say hi _____ to her.

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

Mary: Welcome aboard, John. I am_ very glad to see you _____. 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__ glad to be of any assistance _____.

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

Mary: _ See you later _____, 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

Conversation about a brief conversation between 2 old friends meeting by chance at a cafe

Sarah: Hello Jason, how are you, it's been a long time _____ since we last met?

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

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. _ What have you been up to _____?

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, _ I hope you and your family have a _____ 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 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 be there at 9
- iii) I'll call tomorrow then
- iv) I would prefer today's appointment

Ques 3 Write a small conversation on the following

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)