

SARDAR VALLABHBHAI PATEL INSTITUTE
OF TECHNOLOGY, VASAD (041)



BE PROGRAMME

ENGLISH
(3110002)

LAB MANUAL

SUBMITTED BY

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- XNA: XNA's Not Acronymed - Microsoft's new game development framework
- pseudo-acronyms are used because, when pronounced as intended, they resemble the sounds of other words:
- ICQ: "I seek you"
- IOU: "I owe you"
- OU812: "Oh, you ate one, too?", a Van Halen album
- CQR: "secure", a brand of boat anchor
- multi-layered acronyms:
- VHDL: VHSIC Hardware Description Language, i.e. Very High Speed Integrated Circuits Hardware Description Language

The above mentioned word formation processes are the most frequent or important in the English language, but it is rarely the case that only one process occurs in one word. Words can be loaned and then back formed, later on gaining an affix. There are practically no boundaries to those processes other than human ingenuity.

Exercise 1

Match A with B

Sr. No.	A	B	Answer
1	a. water	clip	Watermelon
2	b. match	ache	Matchstick
3	c. egg	hole	Egg cup
4	d. head	stick	Headache
5	e. dish	cup	dishwasher
6	f. tooth	melon	Tooth
7	g. bed	washer,	Bedroom
8	h. paper	room	Paper clip
9	i. key	ball	key hole
10	j. foot	ground	Football
11	k. air	get	Airplane
12	l. grand	plane	Grandmother
13	m. for	mother	Forget
14	n. under	get	Underground

Exercise 2

Which of the words given below can be placed after the word given in to form a compound word:

1. WHITE print

- a) worm b) wash c) way d) print

2. HOME made

- a) made b) wash c) line d) white

3. WORLD wide

- a) ball b) way c) wide d) cube

4. TEAR filled

- a) heart b) side c) hand d) filled

5. LIFE long

- a) step b) long c) through d) hand

6. PASS word

- a) word b) learn c) print d) room

7. EVERY where

- a) fast b) eat c) air d) where

8. OVER throw

- a) light b) throw c) walk d) side

9. CHILD hood

- a) hand b) proof c) hood d) mark

10. BABY sit.

- a) sheet b) time c) bottle d) sit

Exercise 4

Give the opposite of the following words by adding the appropriate negative prefix (i.e., dis-, il-, im-, in-, ir-, mis-, un-) and then translate them:

legal	:	<u>illegal</u>	agreement	:	<u>disagreement</u>
responsible	:	<u>irresponsible</u>	Official	:	<u>unofficial</u>
dependent	:	<u>independent</u>	employed	:	<u>unemployed</u>
honest	:	<u>dishonest</u>	adequate	:	<u>inadequate</u>
possible	:	<u>impossible</u>	logical	:	<u>illogical</u>
available	:	<u>unavailable</u>	understand	:	<u>misunderstand</u>
match	:	<u>mismatch</u>	efficient	:	<u>inefficiencies</u>
approve	:	<u>disapprove</u>	moral	:	<u>immoral</u>

Exercise 5

PERSONAL NOUNS – Nouns referring to people can be formed by adding the prefixes -er, -or, -ee, -ian, -ant or -ist. Complete each sentence with a noun that refers to the type of person described:

1. He works at the reception, so he is a receptionist
2. A contract is signed by both the employer and the employee
3. He works in the legal department, so he is a lawyer
4. As an accountant, she audits the company's accounts.
5. She works in real estate, so she is a builder
6. She studied electricity and became an electrician
7. As a reporter for the Financial Times, he reports on events around the world.
8. As a freelance photographer, he can sell his photos to newspapers and magazines.

Exercise 6

REMEMBER!!! SUFFIXES forming adjectives

- from nouns: -ous, -ful, -al, -y, -ant, -ly, -ic, -less, -ary, -able;
- from verbs: -ive, -able, -ent.

Now, make adjectives from the following nouns and verbs:

	NOUNS		VERBS
Care	: <u>careful</u>	Depend	: <u>dependent</u>
Person	: <u>personally</u>	Advise	: <u>advisable</u>
risk	: <u>risky</u>	Complete	: <u>completable</u>
Quarter	: <u>quarterly</u>	Attract	: <u>attractive</u>
Strategy	: <u>strategic</u>	Succeed	: <u>successive</u>
profit	: <u>profitable</u>	Exclude	: <u>excludable</u>
Use	: <u>useful</u>	suit	: <u>suitable</u>
Fame	: <u>famous</u>	Adjust	: <u>adjustable</u>
Industry	: <u>industrial</u>	renew	: <u>renewable</u>
money	: <u>moneyless</u>	predict	: <u>predictable</u>

Exercise 7

Complete the following sentences by giving the right derived word:

- **LEGAL (TO LEGALIZE – LEGALITY – LEGALIZATION – ILLEGAL)**

1. It's illegal to sell such goods without a proper permit.
2. They questioned thelegality..... of the company's action.
3. Swedish Left Party wantsto legalize..... piracy.
4. legalization.... will not be a cure-all for the problems of drug abuse.

- **TO PRODUCE (PRODUCT – PRODUCTIVITY – PRODUCTION – UNPRODUCTIVE)**

1. The new model should be in...production..... in three months.
2. The finished product. must leave the factory in perfect condition.
3. I'm afraid our talks with the manufacturers have been ...unproductive.
4. Any ...productivity.... bonus will be paid every four months.

- **TO EMPLOY (EMPLOYER – EMPLOYEE – EMPLOYMENT – UNEMPLOYMENT)**

1. In an area of high unemployment people are desperate to find jobs.
2. Every ...employment.... of the firm is entitled to a 10% discount.
3. Her ...employer.... gets very angry if she uses the phone too much.
4. I'm looking for temporary ...employee.. during the summer holidays.

Telephone Game

Students have to sit into lines or rows then whisper a sentence into the first student's ear (make sure you write it down on paper!). That student then whispers what they heard to the next student and so on. The final student in line runs to the board and writes the sentence on the board. The closest to the original sentence wins. [to make this even crazier, start a sentence at both ends of the line]

Listen and Draw

A) Draw the Picture.

The teacher has a picture in her/his hand. The students draw the picture as described. They compare with other students afterwards and check their drawing against the teacher's. Next, the students do the same as the teacher, in a small group or in pairs.

Listen and Draw. (Teacher- Students)



Exercises 1

Put the words below into the correct box in the phonemic chart, according to the sound they exemplify. The first one is done for you.

i:	I	U	U:	eɪ	eɪ		
see	ship	put	too	hear	day		
e	ə	ɜː	ɔː	ʊə	ɔɪ	əʊ	
Pen	ago	her	saw	pure	bay	low	
æ	ʌ	aɪ	ɒ	eə	aɪ	au	
cat	run	arm	hot	hair	my	bowl	
p	b	t	d	tʃ	dʒ	k	g
pit	bee	ten	do	chin	general	key	go
f	v	θ	ð	s	z	ʃ	ʒ
fat	vat	thin	that	sum	zip	ship	measure
m	n	ŋ	h	l	r	w	j
map	nose	hang	hot	led	red	wet	pct
pit run		see too		day how			
wet hot		arm her		my near			
cat put		saw		boy hair			
ago				low pure			
bee hat		nose ten		general ship			
do yet		pen vat		hang measure			
fat key		red wet		that chin			
go led		sun zip		thin			
map							

Exercises 2

Look at the transcriptions of these words. Tick the correct ones and correct the ones which are wrong.

1. table /teɪbl/ <input checked="" type="checkbox"/>	2. handbag /hænbæg/ <i>hænd'bæg</i>	3. dangerous /deɪndʒərəs/ <i>deindzəras</i>
4. fortunately /fɔtunatli/ <i>fo:tfnatli</i>	5. jumping /dʒʌmpɪŋ/ <i>dʒʌmp</i>	6. thanks /θæns/ <i>θænks</i>
7. university /ju:nɪvəsəti/ <i>juna'vəsəri</i>	8. mother /mʌðə/ <i>mʌð(r)</i>	9. matched /mættʃt/ <i>mæft</i>
10. muddled /mʌdlt/ <i>mʌA mʌdI</i>	11. careful /ke:f'l/ (UK) /kɛ:f'l/ (US)	12. shampoo /ʃæmpu:/ <i>ʃæm'pu</i>
13. pleasure /plæzə/ <i>pleza</i>	14. because /bɪkɒz/ <input checked="" type="checkbox"/>	15. women /wɪmɪn/ <input checked="" type="checkbox"/>
16. harmful /ha:mfl/ (UK) /ha:rmfəl/ (US) <input checked="" type="checkbox"/>	17. mysterious /mɪstrəriəs/ (UK) /mɪstirɪəs/ (US) <input checked="" type="checkbox"/>	18. housewife /həʊswɜ:f/ <input checked="" type="checkbox"/>

Exercises 3

Look at these transcriptions. What word do they transcribe? Write in the missing symbol. Only one sound is missing in each case.

1. /sætɪsf-/ satisfy	2. /s-mhau/ somehow
3. /l-ja/ ladder	4. /bʌk-t/ bucket
5. /n-taim/ anytime	6. /m-gnifisənt/ magnificent
7. /klaimi-/ claiming	8. /fi-əmən/ firemen
9. /mə-ɒriti/ majority	10. /bjutif-l/ beautiful

Exercises 4

Write each of the following words in phonetic transcription.

1. heat **hi:t**

6. shrink **ʃrɪŋk**

2. stroke **strɔ:k**

7. torque **tɔ:k**

3. phase **fə:z**

8. attentive **ətɛntiv**

4. chump **tʃʌmp**

9. flop **flop**

5. loonie **lu:nɪ**

10. wrath **wrθ**

Exercises 4

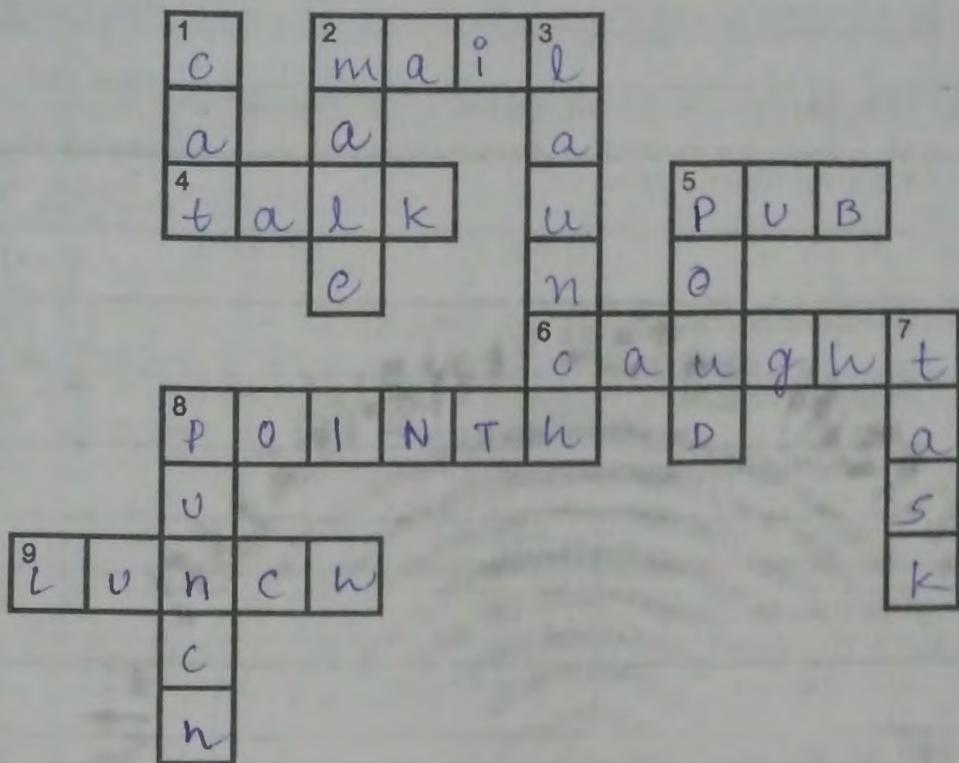
Give for each phonetic description the correct word.

Suit

Phonetic description	English word
1. ['emʃənt]	ancient
2. [ə'tæk]	attack
3. ['breɪk]	break
4. ['bʌtəflaɪ]	butterfly
5. ['sentʃəri]	century
6. [ke'mju:nɪkeɪt]	communicate
7. ['deə(r)]	dear
8. [ɪ'neɪbəl]	enable
9. ['fɪə(r)]	fear
10. ['dʒə'rent]	detergent.

Exercises 5

Phonetic sound differentiation

**Across**

2 /mɔ:l/ /mæl/ (4)

4 /tɔ:k/ (4)

5 /dæb/ (3)

6 /kɔ:t/ (6)

8 /pɔ:ntʃ/ vs /pæntʃ/ (6)

9 /læntʃ/ (5)

Down

1 /kʌt/ (3)

2 /mæl/ (4)

3 /lɔ:ntʃ/ la/ntʃ/ (6)

5 /dɔ:b/ /da:b/ (4)

7 /tɔ:k/ (4)

8 /pæntʃ/ (5)

Exercises: Transcription practice

Answer the following questions

1	Which word sounds different?				Answer
a) tea	b) pea	c) see	d) the		the
2	Which word sounds different?				Answer
a) who	b) so	c) zoo	d) to		so
3	Which word sounds different?				Answer
a) to	b) why	c) I	d) my		to
4	Which word sounds different?				Answer
a) grew	b) new	c) threw	d) go		go
5	Which word sounds different?				Answer
a) say	b) may	c) monkey	d) weigh		monkey
6	Which word sounds different?				Answer
a) fee	b) be	c) tea	d) pear		pear
7	Which word sounds different?				Answer
a) may	b) try	c) high	d) buy		may
8	Which word sounds different?				Answer
a) through	b) to	c) you	d) two		through
9	Which word sounds different?				Answer
a) car	b) care	c) far	d) jar		care
10	Which word sounds different?				Answer
a) eye	b) buy	c) high	d) angry		angry

Exercises: Transcription practice

Give transcription to the following sentences

1. I am a boy.

I am a boy

2. My name is _____ (student's name).

mai neim iz

3. I live in _____ (city).

ai liv in

4. I am an engineering student.

ai aem an endzinden

5. We pray to God every day.

wi paei tu: god euridee

6. My college is located at Vasad.

mai kdudz iz lookeitid vasad

7. I love and respect my country.

ai luv aend rispskt mai kantrij.

8. One should behave properly in the class.

wuh shud bi'hezv propuhlee in @ klas

9. A positive attitude helps the person to get success easily.

a pozitiv actitjud: helps do get suksees

10. Try and try until you get success.

try aend try until u get suksees.

- Measurements - used with specific measurements for trousers, suits, etc.
- Shop assistant/store clerk
- Trousers/Slacks/Pants
- Waist
- Inseam
- Credit cards

Quiz

Provide the missing word to fill in the gaps to complete this conversation with a store clerk.

Store clerk: Hello, may I help you find anything?

Customer: Yes, I'm looking for a blouse and some matching trousers.

Store clerk: Great. What colour would you like?

Customer: I'm finding for a white blouse and black trousers. They're for an important job interview.

Store clerk: Okay. Please follow me to the business apparel section.

Customer: Thanks for your help.

Store clerk: It's my pleasure. Do you see anything you like?

Customer: Yes, that blouse looks nice.

Store clerk: What size are you?

Customer: I'm small. Now, let's take a look at the pants.

Store clerk: These are nice. Would you like to try them on?

Customer: Do you have anything else?

Store clerk: Yes, we also have these trousers.

Customer: I like those, I'll try those on.

Store clerk: What are your size?

Customer: I have a 26" waist and 32" inseam.

Store clerk: Here's a pair. Would you like to try them on?

Customer: Yes, where's the room?

Store clerk: You can try them on over there.

Customer: Thank you. (*Tries the clothing on, walks out of the changing room to show the store clerk*) What do you think?

Store clerk: You look fantastic! I'm sure you'll get that job!

Customer: Thanks! I'll take them.

Store clerk: Would you like to pay by cash or by credit card?

Customer: Card, please. Here's my visa card.

Store clerk: Thank you. That will be \$145.

Passenger: OK. Here you are.

Customs official: Thank you. Anything else?

Passenger: I bought a T-shirt for my daughter.

Customs official: That's fine. Have a nice day.

Passenger: You, too.

Fill in the blanks with the most appropriate word for these formal and informal greetings.

1. Saul: "I'd like to introduce you to Mary. Mary this is Helen." Helen: "How do you do?" (point...do, introduce...do, show...go, give...be)
2. Helen: "It's nice to meet you." Mary: "It's my pleasure." (Nice...pleasure, good...pleasure, great...pleasure, All of the answers are correct)
3. Jason: "I'm going home now. See you tomorrow." Paul: "Later!" (tomorrow...later, later...later, soon...sounds good!, All of the answers are correct)
4. Ron: "Hey Jack. What's up?" Jack: "Not much. I'm just watching TV." (on...trying, home...sitting, going...not, up...just)
5. Hey there, Joe. What's going on? (going on, in the way, on)
6. Customer: "Good afternoon. Could I see a menu, please?" (menu, napkin, glass)
7. Customer: "Everything looks good. What would you recommend?" (get, ask, recommend)
8. Waitperson: "One of our specialties is the fresh trout." (good fish, specialties, things)
9. Waitperson: "Would you like an appetizer?" (have, like, eat)
10. Customer: "I'd like to order a glass of sparkling water, please." (like to order, want, need)
11. Waitperson: "Did you enjoy your meal?" (want, eat, enjoy)
12. Customer: "Could you bring me the bill, please?" (bill, check, Both answers are correct.)
13. Have you ever chosen a travel gateway at the last minute? (car, home, Getaway)
14. These types of destinations can be some of the most exciting due to the unexpected nature of the experience. (trips, experience, destinations)
15. One way to find a great destination is to check with a online... (destination...online travel agent, place...store, last minute deal...travel agent)
16. Once you've booked your vacation, pack your suitcase and get ready for an adventure. (Pocketbook, lunch, suitcase)
17. Generally, the local tourist board can provide information on fun day excursions in the area. (Information, tourist board, school)
18. If you are traveling in London, you would take the Tube, but in New York this form of underground transportation is called the taxi. (Tube...taxi, bus...Underground, Tube...subway)
19. If you are traveling across a body of water, you might take a Ferry. (Rowboat, Ferry, Jetski)
20. If you're driving you will probably need to buy a car. Make sure to ask about insurance! (Buy, lend, rent)

Prepare dialogue based on the following cards

Card: A

You have just moved to a new neighbourhood. You ask your neighbour where you can find the following places: the bank, the grocery store, post office, the school.

Riya : Hey, how are you? I am Riya, your new neighbour.

Krishna : Hi. I am fine. Krishna here. Nice to meet you Riya.

Riya : Same here.

Krishna : So tell me, how can I help you?

Riya : Actually I am new to this city, I am from Delhi. So I am confused for some locations.

Krishna : Oh! I can help you. Tell me, what locations do you want to know.

Riya : Will you please give me nearby location of ICICI bank and post office?

Krishna : Yeah sure, it's very close to our house. Just go right from the main road. There is bank and just beside it there is post office.

Riya : And what about nearest school and grocery shop?

Krishna : Grocery shop is behind our society and the nearest school is 1.5km away from here i.e. Blossom school.

Riya : Oh, okay! Thank you so much.

Krishna : It's my pleasure.

Card B

A new neighbour asks where to find local services. Use this information to help: bank—2 blocks north; grocery store—around the corner to the left; post office—next to the bank; school—on the corner of Main Street and 3rd Avenue.

Pooja : (knocking at the door)
(Door knocks)

Pooja : (Opening the door) Who's this?

Reema : Reema here. Your new neighbor. I have recently shifted in the next house to yours.

Pooja : Oh, hi! Come inside. Get yourself comfortable.
What would like to have?

Reema : Nothing much. I am here to ask you about the local services as in where is the post office, grocery store, school and everything located nearby.

Pooja : (Serving the juice) Have some. (Reema takes the glass and thanks her). Well, you'll find the grocery store in the opposite lane and besides to it there is the vegetable market. Then, the bank and the post office are at the left of main street and you'll find a ~~soo~~ school on the corner of Main Street and 3rd Avenue.

Reema : Okay! Thank you so much.

Pooja : It's my pleasure to help you. Feel free to contact me if you need some other help.

SIMILAR CONFUSING WORDS

Bring or Take

1. Take this book to the library, please.
2. Could you please bring me some water?
3. He often takes his sister to her aunt.
4. When you come to my party, don't forget to bring something to drink.
5. Is Peter taking Steve to my party?

There, their or they're

1. Where are your parents? They're out.
2. The children did their homework yesterday afternoon.
3. There is a cat in the garden?
4. The boys are playing football with their ball.
5. Where are the CDs? They're in the box.

your or you're

- 1) This is your book.
- 2) He's from Chester and you're from Bristol.
- 3) Are these your pencils?
- 4) Did you see you's sister yesterday evening?
- 5) You're a student.

Effect or Affect

1. The volcanic eruption (affect) affected the entire country.
2. Your answer will not (affect) effect your grade on the test.
3. Your answer will have no (affect) effect on your grade on the test.
4. What he said to her (affect) effected her deeply.
5. The patient asked how the medication would (affect) effect her energy level.

Boring or Bored

Commonly Confused Words

Below you'll find pairs of words that are commonly confused (or misspelled) in writing. Choose the correct response to complete each of the sentences:

1. Are you telling me that they're not coming to the party?
a) their b) they're
2. She likes to go shopping with both my brother and I.
a) me b) I
3. Is that his bag or hers?
a) her's b) hers
4. That isn't your car, it's ours.
a) our's b) ours
5. I should've known you were here.
a) should've b) should of
6. Make sure you compliment our teacher on how nice she looks.
a) complement b) compliment
7. Those earrings really complement your dress.
a) complement b) compliment
8. This is an historical event!
a) historic b) historical
9. The historic accuracy of this book is doubtful.
a) historic b) historical
10. You're German, aren't you?
a) your b) You're

Score
12
05-02-03-059-1

Name: Kaishna, kanjani
Date: 17/06/2021

Subject: Year 5 Literacy
Sheet: Adjectives, verbs and nouns



Adjectives, Verbs and Nouns

Look at the list of words below. Are they adjectives, verbs or nouns? Tick the correct box.

Word	Adjective	Verb	Noun
wear		✓	
rich	✓		
short	✓		
cabbage			✓
fold		✓	
dream		✓	
grass			✓
smooth	✓		
salty	✓		
wigwam			✓
car			✓
copy	✓		

Choose the correct word from the following pairs:

1. ACCESS / EXCESS

1. Senior students have access to the library at weekends.
2. An excess of enthusiasm is not always a good thing.
3. Hackers had complete access to the company files.
4. They both eat to access.

2. AMONG / BETWEEN

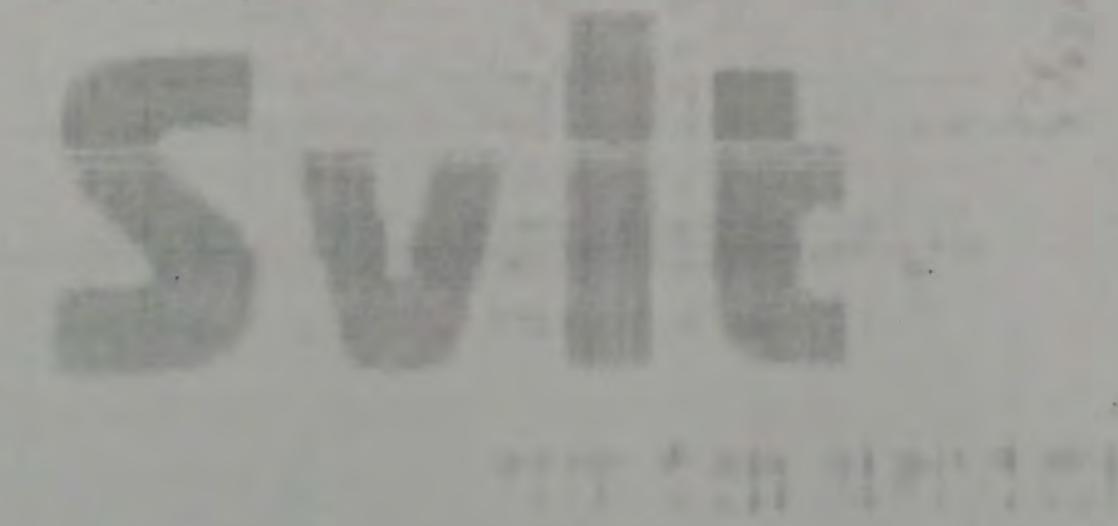
1. I saw something lying between the wheels of the bus.
2. We found a little house hidden among the trees.
3. He shared his property among his wife, his daughter, and his sister.
4. How can you find anything between all these papers!

3. AS / LIKE

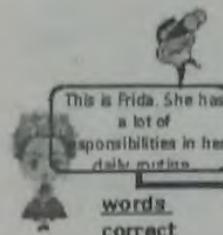
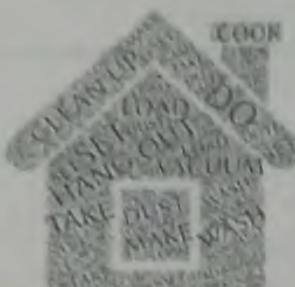
1. Her hair was so soft it was just like silk.
2. Strong leaders, like Winston Churchill, are few and far between.
3. He worked for a long time as a teacher in Africa.
4. It could be used as evidence against him.

4. BASE / BASS

1. One of the lieutenants of the army base liked to play bass guitar.
2. At the base of the cliff was a rocky beach.
3. The fisherman hauled an enormous bass out of the river with his bare



DO I HAVE TO ?



words correct

- A.** There are missing parts in Frida's daily routine. Look at the on the house and complete the Frida's daily routine with the ones.

Frida gets up early in the morning. After she has her breakfast, she starts to do her daily works. She clean her bed. Then, she starts to clean the house. First, she collect the floor. Then, she wash the laundry and complete the washing. Afterwards, she clean the shelves. Late afternoon, she prepare the meals and clean the table. After she has the dinner, she wash the dishwasher. In the end, she goes to bed.

- B.** Answer the sentences below according to the words given in the parenthesis.

Example: What is your father responsible for after dinner? (take out the garbage)

My father is responsible for taking out the garbage after dinner.

- 1) What do they usually have to do? (feed the cat)

They usually have to feed the cat

- 2) What does Benjen have to do in the morning? (make the bed)

Benjen has to make the bed in morning

- 3) What does Cersel sometimes have to do? (do the grocery shopping)

Cersel have to do the grocery shopping sometimes

- 4) What are your homemates responsible for on Saturdays? (clean up the house)

My homemates are responsible to clean the house

- 5) What does your mother always have to do after the dinner? (wash the dishes)

Mother always have to washes the dishes after dinner.

1

Reading Test

Seat Belts

Directions: Read the following passage and answer the questions that follow. Refer to the text to check your answers when appropriate.

"Click!" That's the sound of safety. That's the sound of survival. That's the sound of a seat belt locking in place. Seat belts save lives and that's a fact. That's why I don't drive anywhere until mine is on tight. Choosing to wear your seat belt is as simple as choosing between life and death. Which one do you choose?

Think about it. When you're driving in a car, you may be going 60 MPH or faster. That car is zipping down the road. Then somebody ahead of you locks up his or her brakes. Your driver doesn't have time to stop. The car that you are in crashes. Your car was going 60 miles per hour. Now it has suddenly stopped. Your body, however, is still going 60 MPH. What's going to stop your body? Will it break your windshield or your seat belt? Everytime that you get into a car you make that choice. I choose the seat belt.

Some people think that seat belts are uncool. They think that seat belts cramp their style, or that seat belts are uncomfortable. To them I say, what's more uncomfortable? Wearing a seat belt or flying through a car windshield? What's more uncool? Being safely anchored to a car, or skidding across the road in your jeans shorts? Wearing a seat belt is both cooler and more comfortable than the alternatives.

Let's just take a closer look at your choices. If you're not wearing your seat belt, you can hop around the car and slide in and out of your seat easily. That sounds like a lot of fun. But, you are also more likely to die or suffer serious injuries. If you are wearing a seat belt, you have to stay in your seat. That's no fun. But, you are much more likely to walk away unharmed from a car accident. A small pleasure for a lot less pain. That's a tough choice. I think that I'll choose less pain.

How about giving me a way? Do you like to give your money away? Probably not. And when you're ever younger than 16 years old, you are less likely to give your money away. That's because kids are less likely to wear seat belts every single time that you're riding in a car, and you don't know if the person who is driving can give you a ticket. Then you will have to go to court. I think that going to court is not something that you want to do, so yours how you want.

Wearing a seat belt does not make you invincible. You can still get hurt or killed while wearing your seat belt. But wearing them has proven to be safer than driving without them. You are much less likely to be killed in a car wreck if you are wearing a seatbelt. You are much less likely to get seriously injured if you are wearing one. So why not take the safer way? Why not go the way that has been proven to result in fewer deaths? You do want to live, don't you?

1. Which title best expresses the main idea of this text?
 - a. *Car Accidents: Ways That We Can Prevent Them*
 - b. *Slow Down, Save Lives By Driving Slower*
 - c. *Seat Belts: Their Value to Survive Any Wreck*
 - d. *Why Not Supply Your Child with Seatbelts?*

2. Which best expresses the author's main purpose in writing this text?
- To inform readers about seat belt laws
 - To persuade readers to wear seat belts
 - To entertain readers with stories and jokes about seat belts
 - To describe what car accidents are like without seat belts
3. Which best describes the text structure in the fourth paragraph?
- Compare and contrast
 - Chronological order
 - Sequential order
 - Problem and solution
4. Which best defines the word *alternatives* as it is used in the third paragraph?
- Being safe
 - Being unsafe
 - Other choices
 - Driving fast
5. Which best expresses the main idea of the fifth paragraph?
- Seat belts are a waste of money.
 - People don't like to give money away
 - Not wearing a seat belt may cost you.
 - Seat belt laws save lives.
6. Which best defines the word *invincible* as it is used in the last paragraph?
- Uncool
 - Difficult or impossible to see
 - Glow-in-the-dark
 - Unable to be harmed
7. Which statement would the author most likely agree with?
- Being safe is more important than being cool.
 - Moving freely around a car is worth the risks
 - Seat belts will keep you safe in any car accident
 - You should be most concerned with your comfort
8. Which argument is not made by the author?
- Not wearing a seat belt can be expensive.
 - Penalties for not wearing a seat belt should increase.
 - Seat belts keep you from flying through the windshield.
 - Wearing a seat belt is cooler than suffering an injury.
9. Which statement would the author most likely disagree with?
- Seat belts save lives.
 - Every state in America has seat belt laws.
 - You shouldn't drive anywhere until you are wearing your seat belt.
 - Seat belts increase your chances of being injured in a car wreck.
10. Which best explains why the author starts his essay with the word *click*?
- He is trying to scare readers.
 - He is trying to get the reader's attention.
 - He is trying to remind readers how seat belts sound when clasped.
 - He is trying to describe what it's like to ride in a car.

Long Response

1. What are three main points that the author uses to support his argument? Put them in your own words.

The author is strong believer that if we want safety than wearing seatbelt is compulsory. Some people think that wearing seatbelt is uncool, but it isn't. Wearing a seat belt is both cooler and more comfortable than the alternatives. Wearing a seatbelt does not make you invincible. Though wearing them has proven to be safer than driving without them.

2. Why does the author write about driving in a car in the second paragraph? What is his purpose? Refer to the text in your explanation.

The author writes about driving in a car, that the cars tipping down the road with 60 mph speed. With such high speed, it's better to wear seatbelts. For example, Somebody ahead of you locks up his or her brakes. Your driver doesn't have time to stop. The car that you are in crashes. Your car goes was going with 60 mph. Now it has stopped suddenly. Your body, however, is still going 60 mph. What is going to stop your body? Seatbelt, if you have one.

3. Do you believe that the author is more interested in being safe or being comfortable? Refer to the text in your response.

The author is more interested in being safe than being comfortable because being safe rather saves your life. What's more uncool? Being safely anchored to a car, or flying through a car windshield? Therefore, wearing a seat belt is both cooler and more comfortable than the alternatives.

Reading Test

Questions 1-7.

In the sixteenth century, an age of great marine and terrestrial exploration, Ferdinand Magellan led the first expedition to sail around the world. As a young Portuguese noble, he served the king of Portugal, but he became involved in the quagmire of political intrigue at court and lost the king's favor. After he was dismissed from service to the king of Portugal, he offered to serve the future Emperor Charles V of Spain.

A papal decree of 1493 had assigned all land in the New World west of 50 degrees W longitude to Spain and all the land east of that line to Portugal. Magellan offered to prove that the East Indies fell under Spanish authority. On September 20, 1519, Magellan set sail from Spain with five ships. More than a year later, one of these ships was exploring the topography of South America in search of a water route across the continent. This ship sank, but the remaining four ships searched along the southern peninsula of South America. Finally they found the passage they sought near a latitude of 50 degrees S. Magellan named this passage the Strait of All Saints, but today we know it as the Strait of Magellan.

One ship deserted while in this passage and returned to Spain, so fewer sailors were privileged to gaze at that first panorama of the Pacific Ocean. Those who remained crossed the meridian we now call the International Date Line in the early spring of 1521 after ninety-eight days on the Pacific Ocean. During those long days at sea, many of Magellan's men died of starvation and disease.

Later Magellan became involved in an insular conflict in the Philippines and was killed in a tribal battle. Only one ship and seventeen sailors under the command of the Basque navigator Elcano survived to complete the westward journey to Spain and thus prove once and for all that the world is round, with no precipice at the edge.

1. The sixteenth century was an age of great ___ exploration
 - A. cosmic
 - B. land
 - C. mental
 - D. common man
 - E. none of the above
2. Magellan lost the favor of the king of Portugal when he became involved in a political ___
 - A. entanglement
 - B. discussion
 - C. negotiation
 - D. problems
 - E. none of the above
3. The Pope divided New World lands between Spain and Portugal according to their location on one side or the other of an imaginary geographical line 50 degrees west of Greenwich that extends in a ___ direction.
 - A. north and south
 - B. crosswise

- C. easterly
 D. south east
 E. north and west
4. One of Magellan's ships explored the ___ of South America for a passage across the continent.
 A. coastline
 B. mountain range
 C. physical features
 D. islands
 E. none of the above
5. Four of the ships sought passage along a southern ___.
 A. coast
 B. inland
 C. body of land with water on three sides
 D. border
 E. was not available
6. The passage was found near 50 degrees S of ___.
 A. Greenwich
 B. The equator
 C. Spain
 D. Portugal
 E. Madrid
7. In the spring of 1521, the ships crossed the ___ now called the International Date Line.
 A. imaginary circle passing through the poles
 B. Imaginary line parallel to the equator
 C. area

Question 14 Marie Curie was one of the most accomplished scientists in history. Together with her husband, Pierre, she discovered radium and elements newly used for treating cancer, and other diseases. She got her first job at a radiochemical laboratory in Paris, and Marie's amicable colleagues there helped her to become a successful scientist.

Marie Curie was born in 1867 in Warsaw, Poland, where her father was a professor of physics. At an early age, she displayed a brilliant mind and a lively personality. Her great exuberance for life caused her to continue her studies after high school. She became disheartened, however, when she learned that the university in Warsaw was closed to women. Determined to pursue a higher education, she traveled to Paris and in 1891 began at the Sorbonne, a French university, where she earned her bachelors degree and doctorate in physics.

Marie Curie went to have studies in Paris, along with some of the greatest scientists of her time. There she met Pierre Curie, a brilliant scientist who had just graduated in 1895 and spent many hours in the laboratory. The two young people soon fell in love and were married in 1897.

Curie's feeling of desolation finally began to fade when she was asked to succeed her husband as a physics professor at the Sorbonne. She was the first woman to be given a professorship at the world-famous university. In 1911 she received the Nobel Prize in chemistry for isolating radium. Although Marie Curie eventually suffered a fatal illness from her long exposure to radium, she never became disillusioned about her work. Regardless of the consequences, she had dedicated herself to science and to revealing the mysteries of the physical world.

8. The Curies' _____ collaboration helped to unlock the secrets of the atom.
 A. friendly B. competitive C. courteous D. industrious E. chemistry
9. Marie had a bright mind and a _____ personality.
 A. strong B. light-hearted C. humorous D. strange E. envious
10. When she learned that she could not attend the university in Warsaw, she felt _____.
 A. hopeless B. annoyed C. depressed D. worried E. None of the above
11. Marie _____ by leaving Poland and traveling to France to enter the Sorbonne.
 A. challenged authority B. showed intelligence C. behaved D. was distressed
E. answer not available in article
12. _____ she remembered their joy together.
 A. Dejectedly B. Worried C. Tearfully D. Happily E. Sorrowfully
13. Her _____ began to fade when she returned to the Sorbonne to succeed her husband.
 A. misfortune B. anger C. wretchedness D. disappointment E. ambition
14. Even though she became fatally ill from working with radium, Marie Curie was never _____.
 A. troubled B. worried C. disappointed D. sorrowful E. disturbed

ORDER LETTER

76

Universal Company Inc.
Dangee Dums, Akota
Vadodara City

June 25, 2021

The Manager
Pastries Bakeshop
10 Main Street
Ahmedabad city

Dear Sir / Madam ,

This letter is a formal confirmation about the verbal order we had on phone last June 24. These are the following orders I have made :

- 1) 5 dozen of Red Velvet Cupcakes.
- 2) 3 round Blueberry Cheesecake
- 3) 2 dozen of Vanilla Cupcakes.

I expect to receive the order this coming July 20 before dinner time at our office in the given address. Please send me the price details so that I can pay you a day before the delivery of the order. I am looking forward for your response or you can call me the cost of my order. Thank You.

Yours sincerely ,

Vishakha Jain ENGLISH LAB MANUAL

A. S. & H. DEPARTMENT

SVIT, VASAD (041)

(Vishakha Jain)
Manager.

INQUIRY LETTER

77

A-23, Patel complex
Near Airport Circle,
Vadodara - 390019

June 27, 2021

Senior Manager
Shah Enterprises Pvt Ltd
Vadodara - 390022

Subject: Job vacancy and profile related inquiry

Respected Sir/Ma'am,

My name is Viny and this letter is in reference to vacancy inquiry at your respectable organisation. I am a post graduate with a Master's degree from a reputable institution.

I am currently seeking job in the marketing segment of the companies industry wide. It will be a pleasure to be able to associate myself with an organization with such stature like yours. Through this letter I would like to inquire about any job vacancies that might be open for recruitment within the coming few days.

I hope you will keep my inquiry for record and inform me as and when a suitable job vacancy comes up. Hoping to hear from you soon.

Yours sincerely,

ENGLISH LAB MANUAL

Viny Sharma

(Viny Sharma)

A. S. & H. DEPARTMENT

SVIT, VASAD (041)

JOB APPLICATION

78

I, Pratapnagar
Kazelibaugh,
Vadodara - 390018

June 27, 2021

The Principal
The Maharaja Sayajirao University
Pratapgunj
Vadodara - 390002

Subject: Application for the post of lecturer in English /
Demonstrator in Physics/Chemistry / Botany

Respected Sir/ Madam,

In response to your advertisement in The Times of India, dated March June 26, 2021 for the post of English lecturer/ Demonstrator in Physics, Chemistry and Botany in your campus, I wish to offer my candidature. I would like to bring to your notice that I possess all the afore-mentioned qualities required for the job. Below are my biodata details:

BIODATA :

Name - Ivanii Mehta

Father's Name - Shrikumar Mehta

Date of Birth - December 31, 1998

Age - 24 years

Address - 1, Pratanagar, Karelibaug, Vadodara- 390018

Phone No. - 94420XXXXX

E-mail - Iva31@gmail.com

Marital status - Unmarried

Nationality - Indian

Languages known - Hindi, English, Gujarati, Spanish

EDUCATION & EDUCATIONAL QUALIFICATION:

Name of the examination	Name of the board/university	Location	Year of Passing	Percentage/ CPI
SSC	American School of Baroda	Vadodara	2012	89%
HSC	VIBGYOR High School	Vadodara	2014	87%
BA(English)	MS University	Vadodara	2017	9.73 CPI
MA(English)	MS University	Vadodara	2019	8.91 CPI

WORK EXPERIENCE:

- 1.5 years (August 2019 - February 2021) as an English Teacher in St The New Horizon School, Vadodara.

ACHIEVEMENTS:

- 3rd Rank in IEO examination in HSC.
- 1st Rank in Essay Writing Competition held on the occasion of World No Tobacco Day in 2016.
- 2nd Rank in swimming competition in 2018.

HOBBIESTS :

- Dancing
- Swimming
- Reading Novels
- Listening to Music.

REFERENCES:

- Mr. Vijay Mather, Principal
VIBGYOR HIGH SCHOOL, Vadodara.
- Mr. Satish Oberoi, Head of Department : Commerce
MS university.

If given a chance to serve you, I assure you that I shall work with utmost sincerity and dedication up to your satisfaction. I'll be available for the interview on any day of your convenience. I am enclosing a copy of my bio-data for your convenience.

Thank You.

Yours faithfully,

Ivani..

(Ivani Mather)

COMPLAINT LETTER

81

3, 63rd Street
Sai Avenue
Bangalore - 29.

June 28, 2021

Secretary
BKC Association
Bangalore - 29
Karnataka.

Subject - Complaint letter regarding the parking facility
in the locality.

Mr. Abhimanyu,

My name is Akshita Verma. I am writing this letter to complain to you about the poor parking facility provided by your association in our locality. The parking lot is assigned for each individual living in the society. Still there are people who aren't parking the vehicles in this lot assigned to them. It is causing other people difficulties to park their vehicles. Sometimes even many of them don't get parking space because of the extra vehicles parked. There have been disputes between us and those people because of the same reason.

I therefore here request to ask all the people of the area to obey the rules as per instructed by the association. And also there should be strict action to be taken for the rule-violators. I expect a resolution from you for the present situation as soon as possible.

Your faithfully,

Akshita

(Akshita Verma)

SVIT

Answer: Home shelters the young who are weak and unexperienced and unable to face the temptation in life. It is a centre of their elementary education and a nursery of sweet affections and pleasant memories. Its magic that lasts forever. A weary mind turns to it for rest. Such is the function of a home and in some measure of the university.

Exercises 2

When we survey our lives and efforts we soon observe that almost the whole of our actions and desires are bound up with the existence of other human beings. We notice that whole nature resembles that of the social animals. We eat food that others have produced, wear clothes that others have made, live in houses that others have built. The greater part of our knowledge and beliefs has been passed on to us by other people through the medium of a language which others have created. Without language and mental capacities, we would have been poor indeed comparable to higher animals. We have, therefore, to admit that we owe our principal knowledge over the least to the fact of living in human society. The individual if left alone from birth would remain primitive and beast like in his thoughts and feelings to a degree that we can hardly imagine. The individual is what he is and has the significance that he has, not much in virtue of the individuality, but rather as a member of a great human community, which directs his material and spiritual existence from the cradle to grave.

Answer: Being social animals, human beings have their actions and desires bound up with society. In matter of food, clothes, knowledge and belief they are interdependent. They use language created by others. Without language their mental power would not grow. They are superior to beast, because they live in human society. An individual life, left alone from birth would grow utterly beast like. So human society and not individuality guides man's material and spiritual existence.

To: jyotsharma123@hotmail.com

Cc: Bcc

Subject: Complain about the bike riders creating nuisance.

Respected Sharma Sir,

As a member of our residential society, I am here to request you to take some action against the bike riders which are creating nuisance. Every evening outside our society they are riding their bikes so rushly that it is difficult for us to even walk in the society. As there are many children playing outside the society we fear that they might get harmed. Even elders go for a walk in the evening. I request you to take some strict action against them.

Yours faithfully,

Roshni Kapoor.

Sans Serif • T B I U A • E H R Y P I X



To ahmedkhan@hotmail.com

Cc Bcc

Subject Sharadchopra - Poor quality of service

Respected Sir,

I bought an Audi car at your Smart Automotive Company, within 2 month I faced lot of problem in a car. In service center's, they were not able to identify the exact problem of my car. Very few employees were concerned about servicing my car. I registered a complaint by no action was taken. The maintenance cost were way too high and time consuming. I expected the delivery to be on time atleast but it too wasn't as I expected. Please kindly look take measures to increase customer satisfaction.

Yours faithfully,
Rajesh Chopra.

Sans Serif • T - B / U A - E - I II III IV V VI

Send A B C D E

To: sillybilly@hotmail.com

Cc: Bcc

Subject: Appreciation for coordination

Dear Billy,

This is Project manager Prakash Sharma writing to you. I would like to thank you first for your huge contribution to our project. This project was long period spanning to 6 months of time. Due to location constraints, the flexibility to work in this project was very low. But due to your timely contribution and hard work, this was made possible. Your technical expertise is hugely invaluable. I have never seen such a co-operating person in my life like you Billy. There were some critical moments and deadlines in this project but it was made possible due to your service. Thank you so much and all the best ahead.

Best Regards,

Prakash Sharma.

Sans Serif - T B I U A - E. H. H. H. H. H. I.

Send

A

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I

Memo

To: Human Resources Department.

From: Karan Shah, Manager of Production Dep. of XYZ Company

Subject: To encourage employees for increasing productivity.

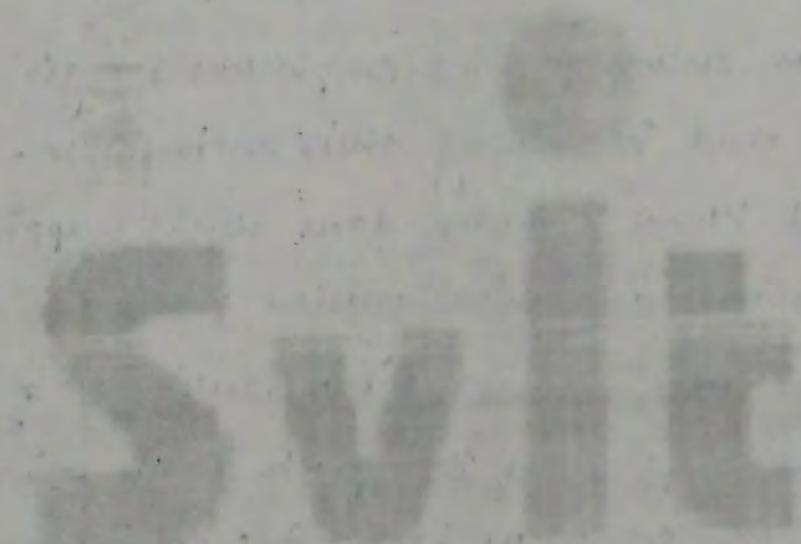
Date: July 5, 2021

Introduction: This writing has been issued to draw your attention towards the stagnant production rate for last three months and we are require to increase the productivity rate for next session.

Discussion: You can encourage the employees by giving them bonuses and increasing their enthusiasm. The thing we all know is work done with happiness, enthusiasm and great passion bears the fruit and we can also increase the productivity of our company by allowing them to refresh their minds and have some fun events up here. One can even talk to each of them personally and see what problems are they facing. Also, you can give them vouchers and certificates for showing some extraordinary skills.

Conclusion : Thus, I would like to conclude that we are required to increase our productivity and one of the way we can achieve that is just by having a bonus plan for our Employees.

Ms. Karamvi Shah
[Production Dept. Manager]



Memorandum

To: Managing Director of Speed Motors
 From: Rohit Saxena, Sales Manager of Speed Motors
 Subject: Impact due to the reduction of imported duties
 Date: July 10, 2021

Introduction: I am writing this to inform you that, the new development act because of which there has been decrease on duties of our imported case which will lead to decrease in our sales indirectly leading us towards the loss.

Discussion: The new development has imposed to decrease on the duties of our imported cases leading to decrease in the sales of our company. Thus, we are required to act accordingly to protect the future loss to our company. Either we can cancel this order or we need to marketise this product at a large scale imposing the impact on people's mind. We can opt for other cases having more duties.

Conclusion: Through this memo, I would like to conclude that our sales are going to drop to less duties

On our cars and we are required to take steps
immediately.

Recommendation:

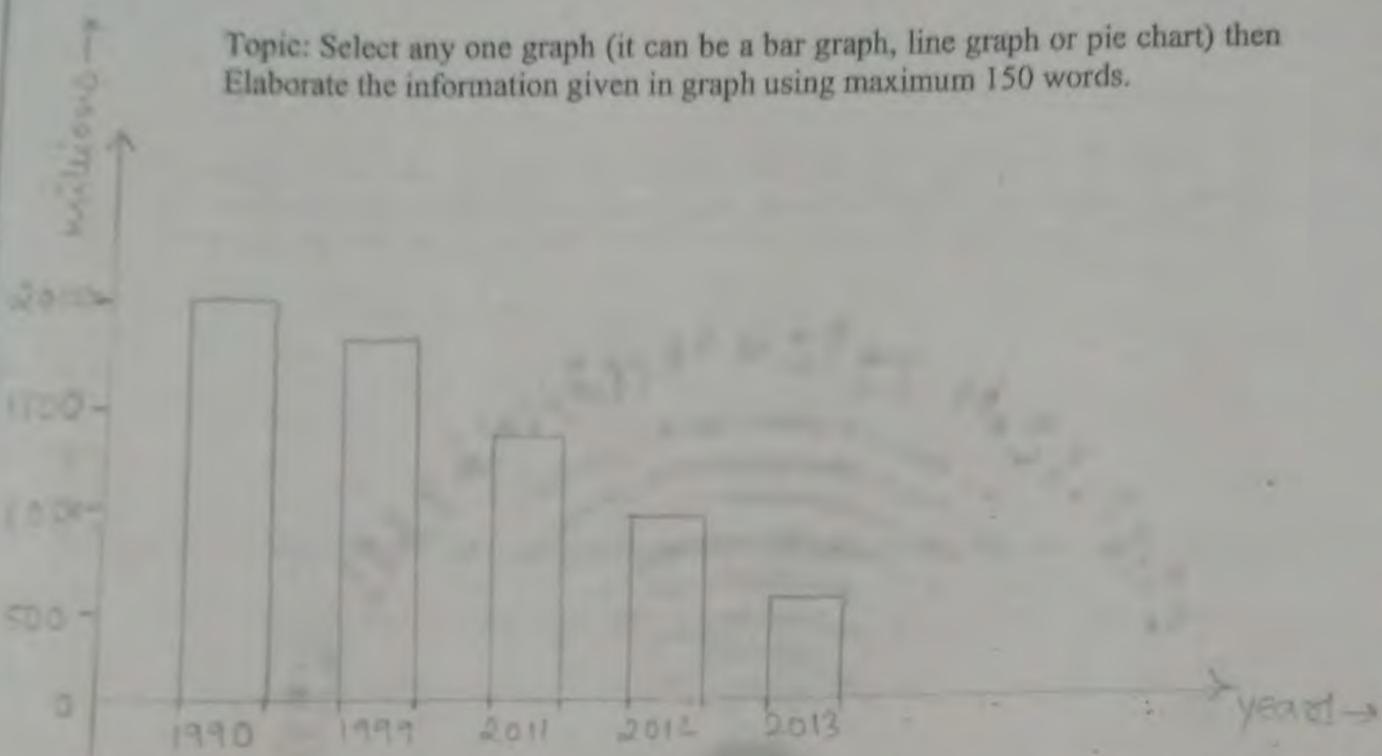
- Can increase the marketing of the products.
- Prefer for the other cars having higher duties.

Mr Saxena.

[Sales Manager]

SVIT

Topic: Select any one graph (it can be a bar graph, line graph or pie chart) then Elaborate the information given in graph using maximum 150 words.



The above graphs represent the scenario of global poverty for the year 1990, 1999, 2011, 2012, 2013. The criteria to determine someone as poor was made by setting poverty line. The graph represents the numbers of poor people (in millions) across the globe for several years. From the graph, we can deduce that there has been a steady decrease in the number of poverty over the past 25 years. The chart also shows that 40% of global population was poor in 1990 but by 2015 these numbers decreased to 10%. Although the graph shows steady decline in global poverty, it cannot however, attributes to other factors such as life expectancy, human development index etc.

Topic: – Select any one picture like landscape, location, maps etc. then describe it in 200 words. (Note: You are supposed to paste the original picture.)



This picture shows, children planting a sapling in the garden. They dug out the ground with a shovel and planted a small sapling. This sapling will one day grow up and become a tree which will provide oxygen to us. Planting of trees is known as afforestation, that is what the children are doing here. Planting trees is very important and these children here are setting an example for the others. Cutting down the trees damages the Earth in many ways, that is why planting trees is very important. 'Go green and plant a tree'.

Description of a Person: (Select any one person)

1. Include the following information for describing a person.
- (a) Physical appearance: Tall /Short .Lean/Fat;
 - (b) Description of hair, nose, lips etc.,
 - (c) Attire
 - (d) Face: Round, Flat, Oval, Square etc.

Today, I met a man. His name is John. Mr. John was the tallest of all the men I have seen. He had a height of 6'5". He had a very pointy nose with the small lips and his hair were shiny brown and curly. He had very beautiful eyes. He was wearing a black T-shirt and trousers. He had a curved jawline and a faintcut beard. He had a perfect oval shaped face that justified all the curves of his look. He was fit enough as an athlete does.

SUIT

Exercise: 1 Fill in the correct form of the verb – All tenses

1. My family have bought (buy) some land in southern France recently. They built (build) a summer house there at the moment.
2. Andy and Mary will be going (go) to a concert tomorrow night. They were looking forward to (look forward to) it the whole week.
3. Jonathon watches (watch) the news on TV every day and it helps (help) him with his English.
4. My car broke (break) down when I was driving (drive) home from work. I would have fixed (fix) it if I had known (know) what was wrong. But I didn't so I had (have) to take it to the garage.
5. When he founded (found) Microsoft, Bill Gates was only 20 years old. He had already written (already write) his first computer programme six years earlier.
6. An accident happened (happen) near my house last night. A car had hit (hit) a young man. He was riding (ride) his bike when someone in front of him suddenly opened (open) a car door. Many people saw (see) the accident. The police interrogated (interrogate) them last night.
7. Mrs Smith said that one day she will retire (retire) from teaching. She said that she would spend (spend) her new free time learning about computers.
8. I didn't sleep (not sleep) at all last night. Someone was listening (listen) to music all night.
9. I saw (see) a film a week ago, but I didn't enjoy (not enjoy) it very much because I had already read (already read) the book. If I wouldn't have read (not read) the book I probably would've enjoyed (probably enjoy) the film more.

10. The judge sentenced the man to eight years in prison because he robbed (rob) a bank.
11. They stood (stand) in the queue for over an hour when the manager told (tell) them that there were no more tickets.
12. Alan was (be) in the car accident yesterday. The other driver lost (lose) control of his car because he fell (fall) asleep.
13. She had not seen (not see) her father since he started (start) to work in Marseille two years ago.
14. I was sleeping (sleep) when the fire broke out.
15. Linda phoned and explained that she can not (not can) to come to the party the next day because she is (be) still sick.
16. I just saw (just see) the film "The Da Vinci Code". - Have you seen (you see) it too? - No, I haven't (not have) but I have read (read) the book.
17. My sister flew (fly) home from London today. Her flight will arrive (arrive) in an hour so I would leave (leave) for the airport right now to get there in time.
18. Unless he sells (sell) more he won't get much money.
19. While he was waiting (wait) for the bus there was (be) a robbery at the bank. After the robbers went (go) away the police came (come) but they cannot (not can) to catch them.
20. I used (use) to ski when I was at the university but I broke (break) a leg five years ago and since then I cannot ski (not ski) any more.

Exercise: 2 Using the following phrases and elliptical clauses as introductory modifiers, write complete sentences.

Example: Having weeded the garden, my father sat down to admire his handiwork.

1. When putting the microfilm on the reader,
she spent most of her time noggling the library.
2. Skiing behind the boat,
he felt like, he was on the top of the world.
3. To be on time for my first class, I woke up a bit early.
4. Before placing the overseas call, you might address the issues to manager
5. Having lined up by the fountain, the children were made to form a circle.
6. Frequently interrupted by others living in the dormitory, taught me to be patient with people.
7. Not wishing to disturb the student working in the reference room, the teacher went to the library
8. While exploring the attic, he found an old watch of his mother.
9. To make good coffee, I grinded the coffee beans in the morning
10. Thinking realistically about the future, sustainable resources should be given the utmost importance.

Exercise: 3. Correct the following using suitable modifiers

1. On her way home, Jan found a gold man's watch.

On her way home, Jan found a man's gold watch.

2. The dealer sold the Cadillac to the buyer with leather seats.

The dealer sold the Cadillac with leather seats to the buyer

3. The waiter served a dinner roll to the woman that was well buttered

The waiter served a dinner roll that was well buttered to the woman

4. Looking towards the west, a tornado stirred up dust and debris.

Looking towards the west, a tornado that I saw stirred up dust and debris

5. When nine years old, my father enrolled in medical school.

When I was nine years old, my father enrolled in medical school

6. Having been fixed the night before, Tatiana could use the car.

Tatiana could use the car which have been fixed the night before.

Exercise 4: Proofreading for Subject-verb Agreement Errors – Paragraph

Circle the subjects and underline the verbs. Make an arrow from the verb to its subject. If the sentence has a subject-verb agreement error, cross out the incorrect verb and write the correct verb form above it.

The Columbia Icefield

The Rocky Mountains, on the border of the provinces of Alberta and British Columbia, has many attractions for tourists. One attraction is the Columbia Icefield. This huge field of ancient ice cover 125 square kilometres. The Athabasca, Stutfield and Dome glaciers make up the icefield. As the ice melts, the water flow into four major river systems. These systems is the Columbia, Fraser, Mackenzie and Saskatchewan. The meltwater flows down these rivers into three different oceans, the Pacific, Arctic and Atlantic. This high point in a continent's water system is called a "hydrological apex", and the Columbia Icefield is one of only two such apexes in the world. Tourists visit the icefield from April to October each year. Walking tours and snow coach tours is available. Many people go to the icefield because it is the biggest area of ice and snow in North America south of the Arctic Circle.

Exercise 5: Proofreading for subject-verb agreement errors - sentences

Circle the subjects and underline the verbs. Make an arrow from the verb to its subject. If the sentence has a subject-verb agreement error, cross out the incorrect verb and write the correct verb form above it.

Example: Everyone are excited about the party.

1. Sara and Desmond ^{are} ~~is~~ organizing the food.
2. Many of my classmates ^{are} ~~is~~ arriving early to decorate the party room.
3. The party ^{starts} ~~start~~ at 8:00.
4. Each of us ^{are} ~~is~~ bringing a small gift that cost less than \$10 for another person.
5. Mike, like many other students, have been trying to decide on the best gift to buy.
6. Mike ^{likes} ~~doesn't want to get~~ something serious ^{he} ~~like~~ to make people laugh.
7. Unfortunately, all the funny things ^{are} ~~is~~ too expensive.
8. Susan ^{is} ~~Min~~ making a cake, and Maria ^{is} ~~buying~~ some special chips.

Exercise: 6 Noun-Pronoun Agreement

Select the sentence which has the pronoun agreeing with the antecedent noun.

Which of the following sentences have the **pronoun** agreeing with the antecedent **noun**?

A: When a company changes **its** marketing strategy abruptly, it may cease to make money.
 B: When a company changes **their** marketing strategy abruptly, they may cease to make money.

A: If any one of the employees **is** late, s/he [OR 'he or she' OR 'she or he' OR 'they'] must report at once to the foreman.
 B: If any one of the employees **are** late, they must report at once to the foreman.

A: Neither trouble nor expense **was** spared in giving each of the boys the education **he** wanted.
 B: Neither trouble nor expense **were** spared in giving each of the boys the education **they** wanted.

A: When certain marketing tactics **are** not working, then obviously **it** must be changed.
 B: When certain marketing tactics **are** not working, then obviously **they** must be changed.

A: Each of the political parties **are** being forced to disclose **their** campaign expenses.
 B: Each of the political parties **is** being forced to disclose **its** campaign expenses.

A: The crew of three men and two women **was** applauded when **its** boat crossed the finishing line.
 B: The crew of three men and two women **were** applauded when **their** boat crossed the finishing line.

A: Several theories **were** put forward to explain the accident, but the investigators found **it** unsatisfactory.
 B: Several theories **were** put forward to explain the accident, but the investigators found **them** unsatisfactory.

A: All levels of the profession had **its** own salary range.
 B: All levels of the profession had **their** own salary range.

A: Management issued a statement on **their** new work practice agreement.
 B: Management issued a statement on **its** new work practice agreement.

A: Every woman present at the function was a leader in **their** profession.
 B: Every woman present at the function was a leader in **her** profession.

Exercise: 7. Fill in the blank selecting most suitable option given below each sentences.

1. I moved to _____ USA when I was 15 years old.
 a) a b) the c) no article
2. I can spell as well as _____ most students.
 a) a b) the c) no article
3. He is _____ most famous actor I know.

- a) a b) the c) no article
 4. Hurry up. We don't have a lot of time.
 a) a b) the c) no article
 5. I live around here = I live in the neighborhood.
 a) a b) the c) no article
 6. I don't know at all = I don't have a clue.
 a) a b) the c) no article
 7. I have an idea!
 a) an b) the c) no article
 8. The tea in my cup is too hot to drink.
 a) A b) The c) no article
 9. The US President lives in the White House.
 a) a b) the c) no article
 10. My parents live in the white house.
 a) a b) the c) no article

Exercise 8

Exercise based on the opening text in *Thanks a Million*

Please complete the following exercise using *a/an/the/0* (no article) in the underlined spaces where appropriate. Change capital letters to lower case letters at the beginning of a sentence if necessary.

Ms Parrot, (1)the most famous lady detective of (2)the twenty-first century, was born in (3)the United Kingdom in (4)+ 1960s. Since then, she has been to many countries, including (5)the Portugal, Singapore and Australia, and has lived in (6)the northern hemisphere and (7)the southern hemisphere, as well as on (8)the equator. She has never been to (9)+ Philippines or (10)+ United States, but she speaks (11) English, French and Portuguese. Like Sherlock Holmes, (12)the famous detective, she plays (13) a violin, and sometimes practises up to five times (14) a day. She is also (15) the only person in (16)the world to have performed Tchaikovsky's 1812 overture [a long piece of music] in one breath on (17) a recorder.

She has been (18) a detective for thirty years and claims that although many people think that being (19) a detective is (20) the piece of cake, detectives generally work very hard and it's not all fun and games. (21) A detective is someone who solves mysteries, and (22) the people who contact Ms Parrot have some very unusual problems. Little information is available about some of (23) the cases she has solved, but quite (24) a few of her most famous cases have attracted worldwide attention and she has been offered up to (25) a thousand dollars (26) an hour to help solve mysteries such as (27) a case of (28) an Australian owl in (29) an uniform. (30) The bird laid (31) an egg in (32) the European nest in less than (33) an hour after its arrival. What (34) a strange problem!

With great (35) + modesty, she has either declined such (36) a fee or donated (37) the money to (38) + poor, or to (39) the Grammar Survival Fund, believing that (40) a detective should use their skills for (41) a common good.

Exercise 9

Please add prepositions to the gaps in this passage. You will need: *at, for, from, in, of, on, to,*

➤ Here is a reminder of some uses of these prepositions:

- *at* – connected to a location
- *for* – with a purpose or giving a reason
- *from* – the origin of something
- *in* – completely or partly enclosed by something
- *of* – belonging to something or someone; contained in something
- *on* – the basis for something
- *to* – in a direction

In order to write a thesis, one must engage to research which focuses on a specific topic relevant to one's field of study. Current issues at the field should be addressed by means of a review of the literature of their chosen subject. Candidates should show an awareness on recent debate in the area and not rely on secondary sources but make use of primary data with particular reference to recent findings. Training of research methodology is important and students should be guided in their choice of appropriate software packages and receive instruction on their use. They should be introduced to qualitative and quantitative research methods and learn how to construct questionnaires on volunteers to complete, with questions of relevant details. The answers should be given at a scale of one to seven. Researchers should clearly indicate the limitations of their study and its usefulness in terms of the wider research of the field. All researchers must study at a South Australian university in the second semester in 2015.

Exercise 10 Complete the following sentences using appropriate modal auxiliary verbs.

1. It won't rain this evening. (Complete certainty)
 - won't
 - must not
 - should not
2. There is the phone. That will be Jane. (Complete certainty)
 - will
 - can
 - may
3. I may see you again – who knows? (Weak possibility)
 - might
 - may
 - will
4. They knelt in front of the child who will rule them one day. (Complete certainty)
 - will
 - would
 - could
5. She should be here soon. (Possibility)
 - should
 - may
 - Either could be used here
6. I knew it can't be James. (Complete certainty)
 - shouldn't
 - couldn't
 - can't
7. One day we all may be millionaires. (Weak probability)
 - could
 - will
 - may
8. Kerala can be quite warm in February. (Theoretical possibility)
 - can
 - may
 - will
9. Students must pay their fee by the end of this month. (Strong obligation)
 - must
 - should
 - ought to
10. Will I get a visa for Myanmar? (Strong obligation)

- a) Need b) Will c) Can

Exercise 10 Rewrite the following sentences so that they are no longer redundant.

1. Shayur's alarm was set for 7 a.m. in the morning.

Shayur's alarm was set for 7 am.

2. The burglar returned back to the scene of the crime.

The burglar returned to the scene of crime.

3. At the end of the concert, the crowd rose to its feet and gave the musicians a standing ovation.

At the end of the concert, the crowd gave a standing ovation to musicians.

4. We all need to cooperate together, or we will never make any progress.

We all need to cooperate together, or we will never make any progress.

5. For most people, riding in a hot-air balloon is a unique, once-in-a-lifetime opportunity.

For most people, riding in a hot-air balloon is a once-in-a-lifetime opportunity.

6. The troops advanced forward toward the village.

The troops advanced towards the village.

7. Have you ever at any time spilled cranberry juice on a white carpet?

Have you ever spilled cranberry juice on a white carpet.

8. Many famous celebrities attended the Grammy Awards.

Many celebrities attended the Grammy Awards.

9. Mrs. O'Connor asked Tanya to circulate the sign-up sheet around to all the students in the classroom.

Mrs O'Connor asked Tanya to circulate the sign-up sheet to all the students in the classroom.