

Question Bank- English

N.B.

* As decided by all during the workshop, the word list for designing questions for unit 1 shall be limited to those already provided in the content.

*The theoretical questions listed here broadly cover the syllabus. They only act as sample and would be reframed and redesigned for various mark division and evaluation purposes.

* The objective type questions /grammar exercises only act as sample and fresh question would be designed in the question paper based on these samples

Unit I- Vocabulary Building

Q. What does the root "scrib" or "script" mean?

- a) Write
- b) Struggle
- c) Book
- d) Word

Q. What does the root word "ped" mean?

- a) Child
- b) Foot
- c) Peace
- d) City

Q. What does the root word "aqu" mean?

- a) Pool
- b) Bath
- c) Water
- d) Drop

Q. What does the root word "pyro" mean?

- a) Hot
- b) Small
- c) Fire
- d) Pipe

Q. What does the root word "bio" mean?

- a) Self
- b) City
- c) Forest

Q. What does the root word "hydro" mean?

- a) Wind
- b) Cold
- c) Hot
- d) Water

Q. What does the root word "chrono" mean?

- a) Chrome
- b) Time
- c) Order
- d) Rule

Q. What is the correct definition of the prefix "mid" ?

- a) apart
- b) top
- c) middle
- d) stomach

Q. The prefix "non" means...

- a) within
- b) not
- c) hundred
- d) sometimes

Q. Where is a prefix found?

- a) at the end of a word
- b) at the beginning of a word

Q. Where is a suffix found?

- a) at the beginning of a word
- b) at the end of a word

Q. Which of the following words has a prefix?

- a) covering
- b) easterner
- c) bilingual

d) fertilizer

Q. Which of the following words has a prefix?

- a) standing
- b) workout
- c) proportion
- d) bashful

Q. Which prefix means "together, with"?

- a) uni-
- b) mid-
- c) semi-
- d) syn-

Q. What does the prefix "de-" mean?

- a) down, out, away or apart
- b) one
- c) back, again
- d) measure

Q. Which prefix means "again"?

- a) re-
- b) uni-
- c) graph-
- d) de-

Q. What does the prefix "uni-" mean?

- a) two
- b) one
- c) little
- d) many

Q. What does the root word "meter" mean?

- a) a yard stick
- b) measure
- c) machine
- d) a weird sound

Q. What does the root word "graph" mean?

- a) paper
- b) boxes
- c) recording

d) draw

Q. The prefix "re-" means "back" or "again". So, "rejuvenate" means...

- a) be young
- b) never grow old
- c) make young again
- d) bring a child back home

Q. Which word means "to lose velocity or slow down"? Look at the prefix!

- a) accelerate
- b) decelerate

Q. Which word means "speaking TWO languages fluently?"

- a) answer choices
- b) multilingual
- c) bilingual
- d) unilingual

Q. What does the prefix "multi-" mean?

- a) a few
- b) some
- c) two
- d) many

Q. The prefix "counter-", like in "counterargument", means what?

- a) a place in your kitchen to sit things
- b) opposite or against
- c) similar
- d) to fight

Q. In the following the questions choose the word which best expresses the meaning of the given word.

1. Fumigate
 - a. Upset
 - b. submit
 - c. disinfect
 - d. rankle
2. Bedraggle
 - a. Reduce
 - b. soiled
 - c. hypnotize
 - d. sell

Q. In the following questions choose the word which is the exact OPPOSITE of the given words.

- | | | | |
|---------------|---------|-------------|--------------|
| 1. Hostile | | | |
| a. Alluvial | b. able | c. amicable | d. alterable |
| 2. Ameliorate | | | |
| a. Mar | b. west | c. stuff | d. fad |

Questions and Answers

1. What is IIRC stand for?

- a) If I Remember Certainly
- b) If I Remember Correctly
- c) If I Remind Correctly
- d) If I Remind Certainly

2. What is FYI stand for?

- a) For Your Information
- b) For Your Informations
- c) From Your Information
- d) From Your Informations

3. What is ASAP stand for?

- a) As Same As Possible
- b) As Soon And Possible
- c) As Soon As Possible
- d) As Same And Possible

4. What is BRB stand for?

- a) Be Right Back
- b) Be Right Boy
- c) Black Razor Blade
- d) Black Razor Blades

5. What is LOL stand for??

- a) Laugh Over Loud
- b) Laugh Out Load
- c) Laugh Over Load
- d) Laugh Out Loud

6. What is ROFL stand for??

- a) Roll On the Floor Laughing
- b) Rolling On the Floor Laughing
- c) Rolling On the Floor Laugh
- d) Roll On the Floor Laugh

7. What is CRM stand for?

- a) Customer Relationship Management
- b) Costumer Relation Management
- c) Customerization of Relationship Management
- d) Customerization of Relation Management

8. What is US stand for?

- a) Unity State
- b) Unity States
- c) United State
- d) United States

9. What is TOEFL stand for?

- a) Test of English as a Foreigner Language
- b) Test of English as a Foreigner Languages
- c) Test of English as a Foreign Language
- d) Test of English as a Foreign Languages

10. What is NASA stand for?

- a) National Aeronautics and Space Administration
- b) National Aeronautic and Space Administration
- c) National Aeronautics and Spaces Administration
- d) National Aeronautic and Spaces Administration

Q. What are the main types of word formation?

Q. What are the minor types of word formation?

Q. What are the types of Affixation?

Q. What are the types of Shortening?

Q. Why Should YOU Learn Word Roots?

Unit 2 Basic Writing Skills

Sentence Structure

1. Identify the following sentence as simple, compound, or complex: We can wait here until Carlo calls us.

- ☐ (A) simple
- ☐ (B) compound
- ☒ (C) complex

2. Identify the following sentence as simple, compound, or complex: Either the engine starts, or we will remain here all night.

- ☐ (A) simple
- ☐ (B) compound
- ☐ (C) complex

3. Identify the following sentence as simple, compound, or complex: A group of my classmates studied the problem and solved it in a few minutes.

- ☐ (A) simple
- ☐ (B) compound

- ☐ (C) complex

4. Identify the following sentence as simple, compound, or complex: The old car was in fairly good operating condition, but the condition of the body was poor.

- ☐ (A) simple
- ☐ (B) compound
- ☐ (C) complex

5. Identify the type of dependent clause in the following sentence: The small streams that run through the area are loaded with fish.

- ☐ (A) adverb clause
- ☐ (B) adjective clause
- ☐ (C) noun clause

6. Identify the type of dependent clause in the following sentence: When the leaves begin to fall, we will harvest the last of our crops.

- ☐ (A) adverb clause

- ☐ (B) adjective clause
- ☐ (C) noun clause

7. Identify the type of dependent clause in the following sentence: Your sister said you haven't slept in two or three nights.

- ☐ (A) adverb clause
- ☐ (B) adjective clause
- ☐ (C) noun clause

8. Identify the type of dependent clause in the following sentence: People who have poor diets are likely to catch colds.

- ☐ (A) adverb clause
- ☐ (B) adjective clause
- ☐ (C) noun clause

9. Identify the following sentence as simple or compound:
The crew checked the ship and prepared it for sea.

- ☐ (A) simple sentence
- ☐ (B) compound sentence

10 Identify the following sentence as simple or compound:
 . We must prepare the dam, or the water will rush through.

- ☐ (A) simple sentence
- ☐ (B) compound sentence

Sentence Structure Quiz

1. A simple sentence consists of

- a) one independent thought b) one independent clause

2. An independent clause contains

- a) a subject and a verb b) a subject and an object

3. A compound sentence consists of

- a) one or more independent clauses b) two or more independent clauses

4. Independent clauses can be joined by using

- a) a coordinating conjunction b) a subordinating conjunction

5. Which is a compound sentence?

- a) I like walking on the beach with my dog. b) I like walking but my dog likes running.

6. A complex sentence consists of an independent clause plus

- a) a subordinating conjunction b) a dependent clause

7. A dependent clause can begin with a relative pronoun or a

a) a subordinating conjunction b) a coordinating conjunction

8. "I like him because he's funny." Which is the dependent clause?

a) I like him b) because he's funny

9. Which is a complex sentence?

a) I was late because I missed my train. b) We got up late so I missed my train.

10. A compound-complex sentence consists of two or more independent clauses and

a) one or more dependent clauses b) two or more dependent clauses

Use appropriate punctuation marks in the following sentences.

1. We had a great time in France the kids really enjoyed it
2. Some people work best in the mornings others do better in the evenings
3. What are you doing next weekend
4. Mother had to go into hospital she had heart problems
5. Did you understand why I was upset
6. It is a fine idea let us hope that it is going to work
7. We will be arriving on Monday morning at least I think so
8. A textbook can be a wall between teacher and class
9. The girls father sat in a corner
10. In the words of Murphys Law Anything that can go wrong will go wrong

Answers

1. We had a great time in France – the kids really enjoyed it.
2. Some people work best in the mornings; others do better in the evenings.
3. What are you doing next weekend?
4. Mother had to go into hospital: she had heart problems.
5. Did you understand why I was upset?
6. It is a fine idea; let us hope that it is going to work.
7. We will be arriving on Monday morning – at least, I think so.
8. A textbook can be a 'wall' between teacher and class.
9. The girl's father sat in a corner.
10. In the words of Murphy's Law: 'Anything that can go wrong will go wrong.'

Punctuation and Capitalization Practice Questions

Sentence 1: *"Today's choices for pets go beyond the question of whether to get a cat or a dog?"*

1. What correction should be made to this sentence?

- a. Change the question mark to a period.
- b. Change "Today's" to "Todays."
- c. Change question to questions.
- d. Change whether to weather.
- e. No correction is necessary.

Sentence 2: *"Margaret Chase Smith (who served in both houses of Congress) was the first woman nominated by a major party, the Republicans."*

2. What correction should be made to this sentence?

- a. Place commas before and after the parentheses.
- b. Do not capitalize Republicans.
- c. Change woman to women.
- d. Change nominated to nomminated.
- e. No correction is necessary.

Sentence 3: *"Many businesses in the United States regularly hire 'temps', or temporary workers."*

3. What correction should be made to this sentence?

- a. Remove the quotation marks from temps.
- b. Place the comma inside the quotation marks.
- c. Change the spelling of temporary to temperary.
- d. Remove the comma after temps.
- e. Do not capitalize United States.

Identify the appropriate error in the sentences 4 through 6.

4. Graduation from High School is considered by many a momentous occasion.

- a. Capitalization
- b. Punctuation
- c. Spelling
- d. Grammar

5. The patient's mind was lucid during the evaluation?

- a. Capitalization
- b. Punctuation
- c. Spelling
- d. Grammar

6. David was known for belching; and telling inappropriate jokes in public.

- a. Capitalization
- b. Punctuation
- c. Spelling
- d. Grammar

Identify the sentence that contains an error in usage, punctuation, or grammar. If there are no errors, choose answer choice D.

7. Which of the following sentences contains an error?

- a. Joni designed the grocery stores sign, but Evan painted it.
- b. The "figure-ground phenomenon" is a term used to describe the way we perceive some objects to be in the foreground and others to be in the background.
- c. The Latin professor called his students "quidnuncs" when they asked too many questions about the course; the term is Latin for "what now?"
- d. No mistake

8. Which of the following sentences contains an error?

- a. The term "algebra" comes from the title of a book written in the ninth century that explains how to balance equations.
- b. Atomic clocks keep time by measuring the vibrations of Atoms and molecules.
- c. The chemical formula for the caffeine molecule contains calcium, hydrogen, oxygen, and nitrogen.
- d. No mistake

9. Which of the following sentences contains an error?

- a. The narwhal is a member of the dolphin family, easily recognized by its long, spiraling tusk, it is often compared to the mythical unicorn.
- b. The ocean is saltier in regions where the temperature is higher due to a higher rate of evaporation.
- c. The garter snake is often called a "gardener snake" or a "guarder snake"

because of the similar sounds of the words.

d. No mistake

Questions 10-11 pertain to the underlined sections of the following excerpt:

The Supreme Court ruling of the 1954 Brown v. Board of Education of Topeka case said that segregating students by race was unconstitutional. In other words, it ruled that segregation was illegal. (10) Chief justice Earl Warren (11) "said that when black students are segregated, it causes harm." He advocated a mixture of black and white students in schools around the country. Warren said that learning for both racial groups would improve when there were both black and white students in the same school.

10. How should this portion of the text be written?

- a. Chief justice
- b. The chief justice
- c. The chief Justice
- d. Chief Justice

11. How should this portion of the text be written?

- a. "said that when black students are segregated, it causes harm."
- b. said that when black students are segregated, it causes harm.
- c. said "that when black students are segregated, it causes harm."
- d. said that "when black students are segregated," it causes harm.

Answers and Explanations

1. A: Answer A is correct. The sentence is declarative, rather than interrogative, despite the implied question that is asked. It therefore requires a period as the end mark. Choice B is not correct; the apostrophe is necessary to indicate that it is possessive. Choice C, likewise, is incorrect; it does not solve the problem, and it creates a problem of agreement. Option D is not correct; it offers a false homonym choice, which is not the problem and only compounds the error. Choice E is incorrect as well; the sentence as written contains an error to be remedied.

2. E: Option E is the correct response. This question tests students' knowledge of the use of parentheses, which set off unnecessary information without using commas. The sentence is correct as written. Using commas with the parentheses would be redundant and incorrect, making choice A wrong. Answer B is also wrong; Republicans is the proper name of a particular political party and

requires capitalization. Choice C, likewise, is incorrect; the sentence requires a singular noun to refer to Margaret Chase Smith. Answer D is wrong; the word is correctly spelled as it is written in the text.

3. B: Answer B is correct. Commas belong inside the terms in quotation marks. Option A is incorrect; the word is being distinguished as a slang or insider term and thus requires quotation marks. Choice C is also wrong: the word temporary is correctly spelled as written. Option D is incorrect. The comma is required because it introduces an appositive phrase that defines the term before the comma. Choice E, likewise, is not correct. The United States is the name of a particular country; as such, it is a proper noun and thus requires capitalization.

4. A: The term high school is not a proper noun when used alone. So although Amory High School (a proper noun) would be capitalized, high school would not. It is therefore incorrect to capitalize it.

5. B: The sentence in this example is a declarative statement, not a question. Therefore, it is incorrect to end it with a question mark. The sentence is, in this instance, improperly punctuated (option B).

6. B: Semicolons are most commonly used between two independent clauses or to separate items in a series that contain internal punctuation. In this instance, it is inappropriately used between an independent clause and a dependent clause joined by a conjunction. Therefore, the use of a semicolon as punctuation in this sentence is incorrect.

7. A: Joni designed the grocery stores sign, but Evan painted it.

Error: Apostrophe

Because the sign belongs to the grocery store, an apostrophe should be used to indicate possession. The sentence should read: Joni designed the grocery store's sign, but Evan painted it.

8. B: Atomic clocks keep time by measuring the vibrations of Atoms and molecules.

Error: Capitalization

The word "Atoms" should not be capitalized because it is not a proper noun.

9. A: The narwhal is a member of the dolphin family, easily recognized by its long, spiraling tusk, it is often compared to the mythical unicorn.

Error: Comma splice

There are two complete thoughts here, joined together with a comma. The

second complete thought begins with the words "it is often..." To correct this sentence, replace the comma after "tusk" with a period or semicolon.

10. D: The words "Chief Justice" refer to Earl Warren's title and immediately precede his name. Both parts of the title should be capitalized.

11. B: The words mentioned here are not presented as a quote, so quotation marks should not be used. ?

Q. Put in semicolons, colons, dashes, quotation marks, Italics (use an underline), and parentheses where ever they are needed in the following sentences.

1. The men in question Harold Keene, Jim Peterson, and Gerald Greene deserve awards.
2. Several countries participated in the airlift Italy, Belgium, France, and Luxembourg.
3. There's no room for error, said the engineer so we have to double check every calculation.
4. Judge Carswell later to be nominated for the Supreme Court had ruled against civil rights.
5. In last week's New Yorker, one of my favorite magazines, I enjoyed reading Leland's article How Not to Go Camping.
6. Yes, Jim said, I'll be home by ten.
7. There was only one thing to do study till dawn.
8. Montaigne wrote the following A wise man never loses anything, if he has himself.
9. The following are the primary colors red, blue, and yellow.
10. Arriving on the 8 10 plane were Liz Brooks, my old roommate her husband and Tim, their son.

11. When the teacher commented that her spelling was poor, Lynn replied All the members of my family are poor spellers. Why not me?
12. He used the phrase you know so often that I finally said No, I don't know.
13. The automobile dealer handled three makes of cars Volkswagens, Porsches, and Mercedes Benz.
14. Though Phil said he would arrive on the 9 19 flight, he came instead on the 10 36 flight.
15. Whoever thought said Helen that Jack would be elected class president?
16. In baseball, a show boat is a man who shows off.
17. The minister quoted Isaiah 5 21 in last Sunday's sermon.
18. There was a very interesting article entitled The New Rage for Folk Singing in last Sunday's New York Times newspaper.
19. Whoever is elected secretary of the club Ashley, or Chandra, or Aisha must be prepared to do a great deal of work, said Jumita, the previous secretary.
20. Darwin's On the Origin of Species 1859 caused a great controversy when it appeared.

Q. Place commas wherever they are needed in the following sentences.

1. We went to Bar Harbor but did not take the ferry to Nova Scotia.
2. The ginkgo tree whose leaves turn bright yellow in the fall came to this country from Asia.
3. The address for the governor's mansion is 391 West Ferry Road Atlanta Georgia.
4. The villagers enjoyed fairs festivals and good conversation.
5. When the intermission was over the members of the audience moved back to their seats.
6. Andy took the elevator to the third floor rushed into the office and asked to see his father.
7. When he stumbled over your feet William was clumsy not rude.
8. She listened to her favorite record with close careful attention.

9. Jillian who had worked in the dress shop all summer hoped to work there again during the Christmas holidays.
10. Go to the first traffic light turn left and then look for a yellow brick building on the north side of the street.
11. After eating the dog's dinner Frisbee ate his own.
12. "Oh no," Max exclaimed "I think that Dr. Holmes was referring to Eliot the novelist not Eliot the poet."
13. Below the fields stretched out in a hundred shades of green.
14. To understand the purpose of the course the student needs to read the syllabus.
15. All students are eligible to receive tickets but must go to the athletic office to pick them up.
16. Thomas Paine's pamphlet appeared in Philadelphia Pennsylvania on January 9 1776.
17. You don't want any more hamburgers do you?

Q. Punctuate the following sentences with apostrophes according to the rules for using the apostrophe.

1. Whos the partys candidate for vice president this year?
2. The fox had its right foreleg caught securely in the traps jaws.
3. Our neighbors car is an old Chrysler, and its just about to fall apart.
4. In three weeks time well have to begin school again.
5. Didnt you hear that theyre leaving tomorrow?
6. Whenever I think of the stories I read as a child, I remember Cinderellas glass slipper and Snow Whites wicked stepmother.
7. We claimed the picnic table was ours, but the Smiths children looked so disappointed that we found another spot.
8. Its important that the kitten learns to find its way home.
9. She did not hear her childrens cries.
10. My address has three 7s, and Tims phone number has four 2s.

11. Didn't he say when he would arrive at Arnie's house?
12. It's such a beautiful day that I've decided to take a sun bath.
13. She said the watch Jack found was hers, but she couldn't identify the manufacturer's name on it.
14. Little girls' clothing is on the first floor, and the men's department is on the second.
15. The dog's bark was far worse than its bite.
16. The moon's rays shone feebly on the path, and I heard the insects chirpings and whistlings.
17. They're not afraid to go ahead with the plans, though the choice is not theirs.
18. The man whose face was tan said that he had spent his two weeks vacation in the mountains.
19. I found myself constantly putting two c's in the word process.
20. John's 69 Ford is his proudest possession.

Q. In the following sentences put in quotation marks wherever they are needed, and underline words where italics are needed.

1. Mary is trying hard in school this semester, her father said.
2. No, the taxi driver said curtly, I cannot get you to the airport in fifteen minutes.
3. I believe, Jack remarked, that the best time of year to visit Europe is in the spring. At least that's what I read in a book entitled Guide to Europe.
4. My French professor told me that my accent is abominable.
5. She asked, Is Time a magazine you read regularly?
6. Flannery O'Connor probably got the title of one of her stories from the words of the old popular song, A Good Man Is Hard to Find.
7. When did Roosevelt say, We have nothing to fear but fear itself?
8. It seems to me that hip and cool are words that are going out of style.
9. Yesterday, John said, This afternoon I'll bring back your book Conflict in the Middle East; however, he did not return it.

10. Can you believe, Dot asked me, that it has been almost five years since we've seen each other?
11. A Perfect Day for Bananafish is, I believe, J. D. Salinger's best short story.
12. Certainly, Mr. Martin said, I shall explain the whole situation to him. I know that he will understand.

1. **What is a phrase? Explain using examples.**
2. **What is a clause? Explain using examples.**
3. **Classify sentences based on the number of clauses they contain. Explain giving examples.**
4. **Combine the following sentences:**
(Different sentence groups)
5. **Underline the independent clauses and double underline the dependent clauses in the following sentences.**
(Different sentences)
6. **Punctuate the following:**
(Different paragraphs)
7. **Write notes on:**
 - Conciseness in writing
 - Usage of acronyms and abbreviations in formal writing
 - Jargon
 - Redundancy in writing
 - Avoiding discriminatory writing
 - Mind Maps
 - Topic Sentence
8. **Write a paragraph on *(different topics)*.**
9. **What are the principles of effective writing?**
10. **What are the different techniques for writing precisely?**
11. **What are the organizing principles of paragraphs in documents?**

Unit 3 Identifying Common Errors in Writing

Subject and Verb Agreement Exercise

Choose the correct form of the verb that agrees with the subject.

1. Annie and her brothers (is, are) at school.
2. Either my mother or my father (is, are) coming to the meeting.
3. The dog or the cats (is, are) outside.
4. Either my shoes or your coat (is, are) always on the floor.
5. George and Tamara (doesn't, don't) want to see that movie.
6. Benito (doesn't, don't) know the answer.
7. One of my sisters (is, are) going on a trip to France.
8. The man with all the birds (live, lives) on my street.
9. The movie, including all the previews, (take, takes) about two hours to watch.
10. The players, as well as the captain, (want, wants) to win.
11. Either answer (is, are) acceptable.
12. Every one of those books (is, are) fiction.
13. Nobody (know, knows) the trouble I've seen.
14. (Is, Are) the news on at five or six?
15. Mathematics (is, are) John's favorite subject, while Civics (is, are) Andrea's favorite subject.
16. Eight dollars (is, are) the price of a movie these days.
17. (Is, Are) the tweezers in this drawer?
18. Your pants (is, are) at the cleaner's.
19. There (was, were) fifteen candies in that bag. Now there (is, are) only one left!
20. The committee (debates, debate) these questions carefully.
21. The committee (leads, lead) very different lives in private.
22. The Prime Minister, together with his wife, (greet, greets) the press cordially.
23. All of the CDs, even the scratched one, (is, are) in this case.

Subject–Verb and Pronoun–Antecedent Agreement Quiz

Instructions: Choose the form of the verb and/or pronoun that agrees with the subject and/or antecedent (noun or indefinite pronoun).

Question 1:

A child can increase _____ self-confidence greatly by participating in physical activity.

- ☐ a) his
- ☐ b) their
- ☒ c) his or her

Question 2:

The money spent on athletes' salaries _____ hurting the integrity of professional sports leagues.

- ☐ a) is
- ☒ b) are

Question 3:

Shipping and oil drilling _____ with the risks of oil spills and the pollution of our oceans.

- ☐ a) come
- ☐ b) comes

Question 4:

Open and honest communication _____ to a happy relationship.

- ☐ a) contributes
- ☐ b) contribute

Question 5:

The purpose of this essay is to investigate how the design of toothbrushes _____ changed over time.

- ☐ a) have
- ☐ b) has

Question 6:

A study by the Toronto Adoption Society and Health Canada _____ that infants exposed to cocaine in utero often have birth defects.

- ☐ a) has revealed
- ☐ b) have revealed

Question 7:

Every man over 44 years of age should know the level of _____ prostate-specific antigen.

- ☐ a) his
- ☐ b) their

Question 8:

In regions of the world where poverty prevails, starvation and poor hygiene _____ to disease.

- ☐ a) lead
- ☐ b) leads

Question 9:

Genes are the microscopic parts of a living organism that _____ structure and functions.

- ☐ a) determines its
- ☐ b) determine their
- ☐ c) determine its
- ☐ d) determines their

Question 10:

The effects of Dissociative Identity Disorder on _____ victims _____ catastrophic.

- ☐ a) its . . . are
- ☐ b) their . . . is
- ☐ c) its . . . is
- ☐ d) their . . . are

Question 11:

If someone goes through school studying only science, _____ will complete only part of _____ education.

- ☐ a) he or she . . . their
- ☐ b) they . . . one's
- ☐ c) they . . . their
- ☐ d) he or she . . . his or her

Question 12:

If a hard-working student is surrounded by like-minded individuals, _____ first year will likely be a positive experience, but living with people nothing like _____ will make _____ life difficult.

- ☐ a) his or her . . . him or her . . . his or her
- ☐ b) their...them...their

Question 13:

Radiation as well as moderate doses of chemotherapy _____ given prior to a bone marrow transplant to suppress the immune system.

- ☐ a) is
- ☐ b) are

Question 14:

Teachers can create podcasts for each child, helping _____ learn how to work in groups as well as plan _____ own project.

- ☐ a) him or her . . . his or her
- ☐ b) him...his
- ☐ c) them...their

Question 15:

The everyday stresses of students, such as labs and essay deadlines, _____ them to manage their time wisely.

- ☐ a) teach
- ☐ b) teaches

Misplaced modifiers

Are the modifiers in these sentences correct or misplaced?

1. Did Eve really give her grandfather, for his birthday, an Avril Lavigne concert ticket?

Answer 1:

a. correct b. misplaced

2. The computer system almost cost \$2,000, but Michel had enough money saved from his fire-eating gigs to pay the bill in full.

Answer 2:

- | |
|----------------------------|
| a. correct
b. misplaced |
|----------------------------|

3. Place the plate in front of the diner with the meat, not the vegetables, facing the person.

Answer 3:

- | |
|----------------------------|
| a. correct
b. misplaced |
|----------------------------|

4. Alice decided to, after a particularly bad week both at work and at home, visit her brother for the weekend.

Answer 4:

- | |
|----------------------------|
| a. correct
b. misplaced |
|----------------------------|

5. “Acting simply is not valued by the philistines who grant Academy Awards,” Mimi snorted.

Answer 5:

- | |
|----------------------------|
| a. correct
b. misplaced |
|----------------------------|

6. We had almost thrown all our snowballs when our fort was charged by two frenzied redheads from the opposing team.

Answer 6:

- | |
|----------------------------|
| a. correct
b. misplaced |
|----------------------------|

7. She loaded the bottles and cans into her husband's new Porsche 911, which she planned to leave at the recycling centre.

Answer 7:

- | |
|----------------------------|
| a. correct
b. misplaced |
|----------------------------|

Identifying Modifier Errors Quiz

Instructions: Each of the following sentences is either correct (with no modifier error) or contains a misplaced or dangling modifier. A misplaced modifier is a word, phrase, or clause that, because of its incorrect position within a sentence, modifies the wrong thing. A dangling modifier is a word, phrase, or clause that modifies an element that is missing from a sentence. After identifying the error (if there is one), fix the sentence.

Question 1:

A healthy lifestyle can help reduce stress by simply staying active and allowing time to relax.

- ☐ a) misplaced modifier
- ☐ b) no error
- ☐ c) dangling modifier

Question 2:

Being a first-year student, my professors do not accept Wikipedia as a credible source of information.

- ☐ a) no error
- ☐ b) dangling modifier
- ☐ c) misplaced modifier

Question 3:

Many readers objected to the newspaper's picture of a young man posed beside a dead whale wearing running shoes and holding a gun.

- ☐ a) misplaced modifier

- ☐ b) no error
- ☐ c) dangling modifier

Question 4:

You should be aware that textbook requirements might change for this course while processing your order.

- ☐ a) no error
- ☐ b) dangling modifier
- ☐ c) misplaced modifier

Question 5:

Some animals, such as male frogs, only use their vocal organs to attract a mate.

- ☐ a) no error
- ☐ b) misplaced modifier
- ☐ c) dangling modifier

Question 6:

A woman's body needs time to heal after a traumatic event such as childbirth, which can take many weeks.

- ☐ a) misplaced modifier
- ☐ b) dangling modifier
- ☐ c) no error

Question 7:

Looking around the aisle of my local drugstore, I was amazed by the varieties of cosmetics that are available today.

- ☐ a) no error
- ☐ b) dangling modifier
- ☐ c) misplaced modifier

Question 8:

When examining Pablo Picasso's art, his paintings often portray people with distorted faces.

- ☐ a) misplaced modifier
- ☐ b) no error
- ☐ c) dangling modifier

Question 9:

My studies have been focused on the social sciences, having taken two political science courses and one sociology course.

- ☐ a) misplaced modifier
- ☐ b) dangling modifier
- ☐ c) no error

Question 10:

Female Salvation Army officers in the nineteenth century were expected to raise funds by preaching to crowds in attractive dresses.

- ☐ a) no error
- ☐ b) dangling modifier
- ☐ c) misplaced modifier

Question 11:

Photovoltaic cells convert light energy from the sun and store this energy in batteries for easy use.

- ☐ a) dangling modifier
- ☐ b) no error
- ☐ c) misplaced modifier

Question 12:

Birth defects are common among addicted mothers, such as chronic lung diseases.

- ☐ a) no error
- ☐ b) dangling modifier
- ☐ c) misplaced modifier

Question 13:

Watching Disney movies, heroines are always long-legged, ample-breasted beauties.

- ☐ a) no error
- ☐ b) misplaced modifier
- ☐ c) dangling modifier

Question 14:

Hybrid cars use an electric motor, which can draw power from the car's battery when accelerating.

- ☐ a) dangling modifier
- ☐ b) misplaced modifier
- ☐ c) no error

Question 15:

Moving to Montreal has been a difficult experience because I left my father at home, who is a recent widower.

- ☐ a) misplaced modifier
- ☐ b) no error
- ☐ c) dangling modifier

Question 16:

Hanging on a fencepost in a field, I saw a pair of boots.

- ☐ a) misplaced modifier
- ☐ b) no error
- ☐ c) dangling modifier

Question 17:

In history essays, you have to analyze significant events that have a lot of detail in a precise paragraph.

- ☐ a) misplaced modifier
- ☐ b) no error
- ☐ c) dangling modifier

Question 18:

Living in southern Ontario, her condominium was affected by the recent power shortages.

- ☐ a) misplaced modifier
- ☐ b) no error
- ☐ c) dangling modifier

Question 19:

Ranging from mild to acute, UNICEF reports that 20 per cent of Iraq's 3.5 million children suffer from malnutrition.

- ☐ a) misplaced modifier
- ☐ b) no error
- ☐ c) dangling modifier

Question 20:

With no intelligible written dialect of this ancient civilization, the story of Easter Island remains a matter of speculation.

- ☐ a) misplaced modifier
- ☐ b) no error
- ☐ c) dangling modifier

Exercise : Articles Exercise 1

Directions: Fill in the blank with the appropriate article, *a*, *an*, or *the*, or leave the space blank if no article is needed.

1. I want ____ apple from that basket.
2. ____ church on the corner is progressive.
3. Miss Lin speaks ____ Chinese.
4. I borrowed ____ pencil from your pile of pencils and pens.
5. One of the students said, " ____ professor is late today."
- 6 Eli likes to play ____ volleyball.
7. I bought ____ umbrella to go out in the rain.
8. My daughter is learning to play ____ violin at her school.
9. Please give me ____ cake that is on the counter.
10. I lived on ____ Main Street when I first came to town.
11. Albany is the capital of ____ New York State.

12. My husband's family speaks ____ Polish.
13. ____ apple a day keeps the doctor away.
14. ____ ink in my pen is red.
15. Our neighbors have ____ cat and ____ dog.

Exercise : Articles Exercise 2

Directions: Write the following paragraphs, inserting *a*, *an*, and *the* where needed.

1. I have horse of my own. I call her Pretty Girl. She is intelligent animal, but she is not thoroughbred horse. I could never enter her in race, even if I wanted to. But I do not want to. She is companion, for my own pleasure. I took her swimming day or two ago.

2. Horse knows when he is going to race. How does he know? His breakfast was scanty. (He is angry about that.) He does not have saddle on his back. He is being led, not ridden, to grandstand. He is led under grandstand into unusual, special stall. Horse is nervous. Sometimes he does not know what to do when starting gate flies open and track is before him. If he does not begin to run instantly, other horses are already ahead of him. During race, when he sees another horse just ahead of him, he will try to pass him. Sometimes jockey holds him back to save his energy for last stretch. Eventually horse gets to run as fast as he can. Exercise boy, watching owner's favorite jockey riding horse he has exercised day after day, says nothing. Secretly, he is planning for day when he will be jockey himself, and his horse will be first to cross finish line.

3. Most working people have fewer hours to give to time-consuming activities of clubs than they used to have, but most people in small town belong to club or two. One of clubs is likely to be social and benevolent organization, such as Rotary or Elks. Business people are likely to belong, also to either Kiwanis Club or Lions. Such business people's organizations may meet as often as once a week in one of private dining rooms of town's leading hotel for lunch. They have good lunch, hear good program, and continue their fundraising program for worthy organization, such as local hospital.

Exercise : A or An?

In the following phrases, supply either *a* or *an*:

1. ____ bingo game

2. ____ idiot
3. ____ good job
4. ____ rotten plum
5. ____ used fork
6. ____ uncle
7. ____ historian
8. ____ apple
9. ____ hair
10. ____ artichoke
11. ____ horrible movie
12. ____ opera
13. ____ fine opera
14. ____ television
15. ____ earthquake
16. ____ icicle
17. ____ plant
18. ____ eggplant
19. ____ honorable discharge
20. ____ intelligent man
21. ____ table
22. ____ up stairway
23. ____ paper clip
24. ____ animal
25. ____ usual feeling
26. ____ interest
27. ____ alibi

- 28. ____ early bird
- 29. ____ couch
- 30. ____ airplane
- 31. ____ grade
- 32. ____ pair
- 33. ____ idea
- 34. ____ energy level

Exercise : Prepositions of Direction: To, On (to), In (to)

Complete the following sentences with the correct preposition:

to, toward, on, onto, in, or into. Some sentences may have more than one possible correct answer. Remember that a few verbs of motion take only "on" rather than "onto."

- 1. Anna has returned _____ her home town.
- 2. The dog jumped _____ the lake.
- 3. Are the boys still swimming _____ the pool?
- 4. Thomas fell _____ the floor.
- 5. The plane landed _____ the runway.
- 6. We drove _____ the river for an hour but turned north before we reached it.
- 7. The kids climbed _____ the monkey bars.
- 8. Joanna got _____ Fred's car.
- 9. The baby spilled his cereal _____ the floor.
- 10. We cried to the man on the ladder, "Hang _____!"
- 11. I went _____ the gym.
- 12. Matthew and Michelle moved the table _____ the dining room.
- 13. Allan left your keys _____ the table.
- 14. Dr. Karper apologized for interrupting us and told us to carry _____ with our discussion.

15. I walk _____ the amusement park.
16. Pat drove Mike _____ the airport.
17. Glenn almost fell _____ the river.
18. The waitress noticed that there was no more Diet Pepsi _____ Marty's glass.
19. Lee and Sarah took the bus that was heading _____ the university.
20. Mary Sue jumped _____ the stage and danced.

AVOIDING REDUNDANT PHRASES

The following phrases are redundant. They do not have to be rewritten; simply cross off the unnecessary words.

buried underground responded by saying

first began end result

fume with anger positively identified

closed down said in the past

is now whether or not

combine together unpaid debt

new innovation started out

found out perfect stranger

sent away for set a new record

opened its doors now want

Eliminate the unnecessary words from the following sentences. The sentences do not have to be rewritten; simply cross off the words that are not needed.

1. Health inspectors are in the process of currently investigating the restaurant and may completely close it down in about 3 to 5 days.
2. She spent every summer during her life in the cottage located at Lake Tahoe with her young infant, who is now an attorney at law.

3. It's a very unique problem and, in an effort to prevent another violent explosion, they want to clean up the site at the hour of 2 p.m. regardless of whether or not it's privately owned.
4. It should be pointed out that after he died last Easter Sunday, an autopsy conducted to determine the actual cause of death found that he was, in fact, strangled to death.
5. In the past, he personally assembled together a dozen knowledgeable experts and insisted that they would like the end result regardless of whether or not they were paid.

Unit 4 Nature and Style of Sensible Writing

1. **Describe anyone of the following objects by giving definition, diagram, Description and working:-**

(i) Computer (iii) Calculator (ii) Electric Iron.

2. **Define: Drilling, Hammer, Thermometer.' Brake'**

3. **Write a set of instructions to use OHP (Overhead projector),**

4. **Define: Knife Voltmeter, Chisel. Transformer**

5. **Describe anyone of the following objects with a neat diagram-**

i) Telephone (ii) Thermo meter.

6. **Edit the rules to use a Microwave oven given below so that the language is more direct. Also identify caution, precaution, warning, note accordingly:**

- i. You SHOULD not use metal containers anytime.
- ii. Microwave oven should be kept away from moisture, direct sunlight.

- iii. By using gloves you can keep hands safe. (Levy) wear reformat
Ions ready, so that Electricity consumption can be less.

7. Define:

Fountain Pen, Screwdriver, Electric iron

8. Describe anyone of the following objects giving - (i) definition, (ii) diagram, iii) Description and (iv) working.

- a. Transformer
- b. An Electric Iron
- c. Calculator.

9. Explain anyone of the following processes giving definition, material and description. Draw a neat labeled diagram.

Making a wooden candle stand in your workshop

Or

Making metallic candle stand in your workshop,

10. Define:

Molding, Refrigerator, Electric Torch

11. Describe anyone of the following objects giving definition, diagram, description and working:

Computer; telephone; Voltmeter

12. Explain the process of soldering with reference to definition, material and Description, accompanied by a neat labeled diagram

13. Explain the set of instructions for the process of soldering with a neat labeled diagram.

14. Define: Calculator and Microwave Oven,

15. Describe anyone of the following objects with the help of a diagram:

Calculator

Or

A torch

16. Describe a 'Food Processor or explain the process of 'Scanning'.
17. Write a set of instructions to use Washing machine
18. Write important instructions to be followed while filing
19. Define: Electric Bulb, Soldering, Filing, Chiseling
20. Describe an air cooler under the heading of Definition, components and working. Draw a neat diagram.
21. Explain the process of Hack sawing with reference to definition, material and description a neat labeled diagram.
22. Explain the process of Welding.
23. Distinguish between :- (i) Process writing and Instruction Writing.
24. Define: 1.Hacksaw 2.Welding. 3. Microscope 4. Lathe 5. Electric mixer 6. Telescope
25. Describe different component parts of an LCD Projector.
26. Write a set of about 10 to 15 instructions for
Changing the tube of a tube light OR drilling holes in a wooden plank
27. Write instructions for driving a scooter or a bicycle from your house to the examination centre.
28. Define: (i) E-mail (ii) Drilling (iii) Hammer (iv) Thermometer.
29. Write a set of instructions to use an LCD projector.
30. Write detailed instructions for using a lift or an elevator.
31. Prepare a set of five instructions after reading the following procedure:

To repair cracks in concrete chisel out the crack widening it under the surface. Then you clean the concrete surface thoroughly with a wire

brush. Then mix a batch of mortar according to the directions on the package. Mix the concrete with the mortar according to the directions on the container. Then you put the mixture into the crack using the trowel.

31. Explain with suitable examples the use of these

(i) Caution. (ii) Warning (iii) Note

32. Define:(I)Fountain Pen (ii) Engineering Drawing

33. Describe the process of Molding.

34. Describe anyone of the following objects with the help of a diagram:

Personal Computer

Or

Electric Generator

35. Write a technical description for:

- Thermometer
- Smartphone
- Digital watch
- Calculator
- An electric bulb
- An electric iron
- Electrolysis
- Computer
- soldering

36. Write instructions for:

- Distillation
- Withdrawing money from an ATM
- Using Google Maps for directions
- Write a set of instructions to use Washing machine
- Write a set of instructions to use LED TV

37. Define:

- Dictionary
- Optics
- Dietician
- Hacksaw
- Microscope
- Calculator

- Drilling
- Hammer
- Grinding
- Chisel
- Voltmeter
- Electric Iron
- Welding
- Refrigerator
- Engineering Drawing
- Screw Driver
- Brake
- Knife
- Lathe
- Telescope
- Molding refrigerator

38. Describe any of the following Objects giving definition, components or parts & the scientific principles of working.

Electric bulb Or Table lamp, Make a labeled diagram

39. Describe any of the following Objects giving definition, components or parts & the scientific principles of working. With labeled diagram

- | | | |
|--------------------|-------------------------|-----------------|
| 1. Electric mixer | 5. Telescope | 9. Screw Driver |
| 2. Hammer | 6. Molding Refrigerator | 10. Microscope |
| 3. Refrigerator | 7. Lathe | 11. Brake |
| 4. Vacuum cleaner | 8. Microwave oven | 12. Knife. |
| 13. Spring Balance | 14. Thermos Flask | 15. Telephone |
| 16. T-square | 17. Food Processor | |

40. Describe any of the following Objects giving definition, components or parts & the scientific principles of working.

Electric bulb Or Table lamp, Make a labeled diagram

41. Describe the following processes with neat and labeled diagram

1. Drilling 2. Welding 3. Chiseling 4. Filing
5. Soldering 6. Molding 7. Electroplating 8. Vacuum
- cleaning 9. Electrolysis 10. Galvanizing 11. Drilling

42. **When would you use the following headings?**

Give one example for each.

- (i) Caution. (ii) Warning (iii) Note.

43. **Distinguish between:**

1. Warning and Caution
2. Caution & Precaution
3. Tool and Instrument

44. **When would you use the following headings? Give one example for each.**

- (i) Caution. (ii) Warning (iii) Note.

Application in Real Life

We've all read user guides that had us chewing our knuckles in sheer frustration. Many guides are poorly written, and become such sources of frustration. Most people are reluctant to read user guides and will run a mile rather than suffer through them. You can change this perception by making difficult subjects easier to understand and ensure that the guides assist the user with the task at hand. The role of Technical Writers is to work with users, customer support and the Development Dept. to ensure that the user's perspective is captured in the final document. These writers involved from the start will understand the system better, making it easier to plan and write the required documentation.

Unit 5: Writing Practices

1. Write short notes on:

- Skimming as a reading technique
- Scanning as a reading technique
- Looking for non-verbal signals in a text for the sake of comprehension
- SQ3R Reading Technique

2. *Reading Comprehension exercises*

3. Write a precise for the given text.

4. Write an essay on the given topic.

Unit 6 : Oral Communication

1. Why are listening skills important for engineers and managers?

2. Explain the various stages of listening.

3. Explain the various types of listening.

4. Explain the various barriers to listening.

5. How can you improve one's listening skills?

6. What are the various paralinguistic features? Discuss.

7. Write short notes on:

- Intonation
- Stress
- Formal Communication at workplace
- Grapevine Communication
- Upward Flow of Communication at workplaces
- Downward Flow of Communication at workplaces
- Diagonal Flow of Communication at workplaces
- Organizational Barriers to Communication

8. What are the differences between listening and hearing?

9. What are the points to keep in mind before giving a formal

presentation?

- 10. List 3 situations which could occur in your personal life where you would choose to speak rather than write. Explain the reasons for your choice.**
- 11. What are the causes of poor listening? What steps should one take to ensure good listening?**
- 12. 'We have two ears and only one tongue in order that we may hear more and speak less'. Explain this statement in terms of characteristics of a good listener.**
- 13. 'Good speaking skills are not innate. They 'used to be learned, practiced and constantly evaluated'. How does one learn to speak effectively?**
- 14. What are the causes of poor listening? What steps would you take in order to ensure good listening?**
- 15. Write short notes on-**
 - a) Art of presentation
 - b) Techniques to improve listening skills
 - c) Effective Listening
 - d) Characteristics of a good speaker
- 16. Comment on the difference between Hearing and Listening. What are the benefits of active listening?**
- 17. What is Formal Communication?**
- 18. What is Informal Communication?**
- 19. Differentiate between Vertical and Horizontal Communication?**
- 20. Compare Diagonal Communication with other types of Communication?**

- 21. What are the advantages of Formal Communication?**
- 22. What precautions are to be taken while communicating to your supervisor?**
- 23. State the limitations of Upward Communication?**
- 24. What is meant by Grapevine Communication? Give examples.**
- 25. State the limitations of Diagonal Communication.**
- 26. State the advantages of informal Communication.**
- 27. What is downward communication?**
- 28. Write and analyze a case study for downward communication.**
- 29. Write and analyze a case study for grapevine communication**
- 30. Define grapevine. What are the different types of grapevine?**
- 31. Mention three disadvantages and advantages of grapevine.**
- 32. How can be effective upward communication maintained in an organization?**
- 33. What factors contribute in making diagonal communication effective in an organization?**
- 34. What are the advantages and disadvantages of diagonal communication**
- 35. How can a manager motivate the employees with the help of grapevine?**
- 36. What are the disadvantages of grapevine?**
- 37. Discuss the importance of effective communication in an organization.**
- 38. Explain the need and the importance of communication.**
- 39. What do you mean by internal and external communication?**
- 40. What is meant by terms Channels of communication and Lines of communication?**

- 41.Explain the various means of overcoming organizational communication barriers.**
- 42.Explain Halo effect and Horn effect as communication barriers.**
- 43.Enumerate the barriers to communication that exist in classroom situation. Find out how they can be overcome?**
- 44.Discuss ‘Listening requires more efforts than hearing’.**
- 45.Write a short note on ‘Raising moral as an objective of communication’.**
- 46.Explain communication as a tool for motivating employees.**
- 47.Write notes on;**
- a) Horizontal communication,
 - b) Upward communication,
 - c) Grapevine,
 - d) Vertical or Two way communication,
 - e) Downward communication,
 - f) Diagonal communication,
 - g) Semantic Barriers,
 - h) Physical Barrier
 - i) Language Barrier
 - j) Psychological barrier
 - k) Cultural barrier
 - l) Organizational barrier
 - m) Physical barrier
- 48.Write a note on the importance of language in communication.**
- Explain how language can be a barrier or an asset to communication.**
- 49.Explain the concept and importance of listening. What steps will you take to develop the skill of listening?**

50. What is vertical communication? Discuss its types, and merits and demerits of each.

51. 'Socio'-psychological barriers can be overcome only by one's own efforts'. Discuss the statement giving examples of any three Socio-psychological barriers

52. Explain the concept of 'Barriers'. Using illustrations, explain how medium can be a potential source of barriers in communication.

53. Identify and explain a communication barrier which may hinder each of the process components given in the schematic representation of the human communication process.

54. Explain the following terms with reference to communication barriers and give two examples for each term.

- 1) Organizational barrier**
- 2) Emotional outburst**
- 3) Cultural differences**
- 4) Information overload**
- 5) 'Know it all' attitude**

55. 'A barrier acts like a sieve, allowing only a part of the message to filter through; as a result, the desired response is not achieved.'

Keeping in mind the above statement mention the various types of interpersonal barriers which hinder the communication process. Substantiate your answer with suitable examples.

56. Assume that you have been asked to deliver a talk on the topic 'Strategies for enhancing concentration power' to your classmates.

What persuasive techniques would you use to motivate your audience and why?

57.How important is it to have good presentation Skills?

58.What are the five important aspects to be considered while planning for your presentation?

59.What are the ways in which you can develop your presentation contents?

60.How can you overcome stage fright during a presentation?

61.Do you agree that language plays an important role in presentations? Justify your answer.

62.‘Voice quality impacts your business presentation.’ Discuss this statement with suitable examples.

63.Write down three questions that you would like to ask the interviewers at your first interview for a job?

64.What preparation does the candidate have to make for an interview?

65.What aspects do interviewers assess when they interview candidates?

66.What is an interview? For What purposes is it used?

67.Write Short notes on:

- a) Mental agility
- b) Unsuitable personality
- c) Interpersonal Skills
- d) Apathy
- e) Behavioural questions
- f) Appraisal interview
- g) Exit Interview
- h) Stress interview
- i) Candidates’ preparation for employment interview