



**STUDY MATERIAL
DEGREE: B. TECH
SEMESTER: 4TH
SUBJECT: VERBAL ENGLISH**

CHAPTER 1: APPLICATION OF ADVERB

Introduction: An adverb is a word that qualifies;

(a) A verb

Example: She walks **slowly**.

(b) An adjective

Example: He drank **very** hot coffee.

(c) An adverb

Example: He worked **quite** hard.

(d) A preposition

Example: The helicopter hovered **exactly** over his house.

(e) A conjunction

Example: He likes her **simply** because she has a clear conscience.

(f) A complete sentence

Example: **Fortunately** he did not hurt himself.

• Usually, an adjective qualifies a noun or pronoun but a few adverbs for Ex: 'only' even at last, almost, can also be used for same purpose.

Ex –

(1) Only Hari has passed.

Only -Adverb

Hari- Noun

(2) Only they can save you.

Only- Adverb

They- Pronoun

Classification of Adverbs:

• **Adverbs are of three types:**

1. Simple adverbs
2. Interrogative adverbs
3. Relative adverbs

1. Simple Adverb: If denotes time, place, number, manner, frequency, degree, affirmation, or negation.

(i) Adverb of Manner: An adverb of manner tells how a work is done.

The following words express the manner of an action and answer the question 'how', boldly, bravely, quickly, slowly, easily, badly, well, etc.

Ex – He works honestly. He works slowly.

Remember: The adverb ending in 'ly' generally comes under adverb of manner.

Adjective	Adverb
Slow	Slowly
Glad	Gladly
Honest	Honestly

Miser, niggard, scholar & coward are few nouns in which we often get confused between their adjective and adverb forms.

Noun	Adjective form	Adverb form
Coward	Cowardly	In a cowardly manner
Miser	Miserly	In a miserly manner
Scholar	Scholarly	In a scholarly

Remember:

- A few words have the same adverb and adjective forms.

Ex – Fast, straight, out right, direct, hard, late high, safe and quiet.

- **Adverb of time: after, ago, early, late, now, then, soon, today, tomorrow etc.** are adverbs of time.

It shows when does the action take place.

Ex – I came late.

- **Adverb of place: here, there, near, by, up, down, in, out, everywhere, nowhere, somewhere, anywhere, nowhere else etc.** are some examples of adverb of place.

Ex – I. Where is your match?

II. It is here.

- **Adverbs of manner: boldly, bravely, quickly, slowly, easily, badly, hard, how, fast, well, etc.** are some example of adverb of manner.

Ex – I. How is she typing?

II. She is typing carefully.

- **Adverb of frequency/number: once, twice, thrice, always, never, seldom, often, frequently etc.**

are some examples of adverb of frequency/number. It shows how often.

Ex – I. He is always punctual.

II. She has always helped me.

- **Adverbs of degree: almost, very, very much, too, enough, so much, just, of course, quite rather, rarely, hardly, much, more, most, barely, etc.** are some examples of adverb of degree.

Ex – I. He is too ill to go to work.

II. He is rich enough to maintain a car.

- **Adverbs of reason: So, hence, therefore, on account of consequently etc.** are some examples of adverb of reason.

Ex – I. I could not come because I was not well.

II. I do not like him since he has cheated my people.

- **Adverbs of affirmation: Surely, certainly, truly, etc.** are some examples of adverb of affirmation.

Ex – I. She will truly help you.

II. I will surely repay the loan

- **Adverbs of negation: No, not, never etc.** are some examples of adverb of negation.

Ex – I. He did not reply to my letter.

II. I have never cheated anybody.

• **Relative adverbs: When, where, why and how, etc.** are some examples of relative adverb.

Ex – I. I do not know where he was gone.

II. He will come when I call him.

• **Interrogative adverbs: Why, when, where, now, etc.** are some examples of interrogative adverb.

Ex – Why are you surprised? Where has she seen me?

Degrees Of comparison

Adverbs has three degree of comparisons : positive, comparative and superlative.

Positive	Comparative	superlative
fast	faster	fastest
hard	harder	hardest
high	higher	highest
slowly	more slowly	most slowly
politely	more	most politely
wisely	politely more	most wisely
well	wisely	best
badly	better	worst most
much	worse more	least
little	less	

Rule 1: With the positive degree 'as + positive degree + as' is used in the affirmative and 'not + as + positive degree + as' is used in the negative.

Ex – I. Suresh works as hard as Ramesh.

II. He does not sing as melodiously as she does.

Rule 2: With the comparative degree we use 'comparative form + than'. For example.

Ex – Dolly works harder than Daisy.

Rule 3: With the comparative degree we can use 'of the two + noun + + the + comparative' form.

Ex – Of the two girls Lina behaves the more politely

Rule 4: The construction 'the + comparative the + comparative' is used to express parallel increase or decrease.

Ex – The higher you go the wider it is.

Rule 5: 'Else' is followed by 'but' and 'rather' is followed by 'than'.

Ex – I. I would rather die than beg.

II. It is nothing else than foolishness. (Use 'than' in place of 'but')

Rule 6: Adverbs like **seldom, never, nowhere, nothing, hardly, scarcely, neither, barely, rarely** are negative in meaning.

Ex – I. I rarely went to meet nobody. (Use 'anybody' in place of 'nobody')

II. I hardly know somebody about you. (Use 'anybody' in place of 'somebody')

Rule 7: Negative words like not/never is not used with deny, forbid, both, unless, until, lest, hardly, sacredly, rarely, seldom and too.

Ex – I. She denied that she had not done anything wrong. (Delete 'Not')

II. Both of us are not going there. (×)

III. Neither of us is going there.

Rule 8: 1 Adverb 'as' can be used with — regard, describe, define, treat, view, know.
 2 Adverb 'as' cannot – be used with – Name, elect, think, consider, call, appoint, make, choose.

Ex – I. I regard him my brother. (Add 'as' after him).

II. She is considered as the best – student of my class (Drop 'as' after 'considered')

Rule 9: 'Seldom or never', 'seldom, if ever', 'little or nothing', 'little, if anything' are correct but it is wrong to say 'seldom or ever' or 'little or anything'.

Ex – He seldom or never goes to see movies.

Rule 10: Verbs of sensation (Taste, Smell, feel, Appear, sound and look) should take adjective and not adverb after them.

Rule 11: Mainly, masterly, slovenly, friendly, orderly, gentlemanly, sickly, weekly, monthly are adjectives which must not be mistaken as adverbs just because they end in 'ly'.

Ex – He behaved friendly (×)

He behaved in a friendly manner. (✓)

Rule 12: To emphasize the adverb, it is used at the beginning of the sentence.

Ex – I. Off she goes.

II. Here comes the chief guest.

Rule 13: Adverb of time (always, never ever, often, seldom, sometimes) are used before the verbs that they modify. But if these adverbs come at the beginning of the sentence, the sentence takes inversion form which means the verb/helping verb at the beginning of the sentence.

Ex – I. Seldom he comes to Delhi. (×)

Seldom does he come to Delhi.

II. Never I' II go there (×)

Never shall I go there.

Practice Set:

Question	Module	Bloom's Level	Marks
Direction (1-10): Analyze the given sentences to find out the error & write down the correct answer with proper explanation			
1. In spite of toiling very hardly he (1)/ realized that he had (2)/ not earned anything substantial. (3)/ No error (4)	Verbal English	4	1
2. We were very much (1)/ carefully in our approach (2)/ and hence we would complete the complicated task. (3)/ No error (4)	Verbal English	4	1
3. Hard had he (1)/ thrown the ball (2)/ when it fell on the ground. (3)/ No error (4)	Verbal English	4	1

4. We are confident (1)/ enough to earn (2)/ our livelihood by toiling hardly. (3)/ No error (4)	Verbal English	4	1
5. All said and done (1)/ it is the basic values that (2)/ are most importance and help you in the long run. (3)/ No error (4)	Verbal English	4	1
6. She was so (1)/ emotional stable that (2)/ she was not moved by their decision to suspend her. (3)/ No error (4)	Verbal English	4	1
7. The villagers fled away their houses (1)/ when they saw (2)/ the flood water rising. (3)/ No error (4)	Verbal English	4	1
8. This machine looks (1)/ good but is very (2)/ badly designed and does not work good. (3)/ No error (4)	Verbal English	4	1
9. Vikas has been writing (1)/that essay (2)/ for two hours but he still has not finished. (3)/ No error (4)	Verbal English	4	1
10. All of them (1)/ work very careful (2)/ right from the beginning till they finish. (3)/ No error (4)	Verbal English	4	1

TECHNICAL REPORT WRITING

A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information.

Structure

A technical report should contain the following sections;

Section	Details
Title page	Must include the title of the report, name of author and name of institution
Abstract	A summary of the whole report including important features, results and conclusions
Table of Contents	Numbers and lists all section and subsection headings with page numbers
Introduction	States the objectives of the report and comments on the way the topic of the report is to be treated. Leads straight into the report itself. Must not be a copy of the introduction in a lab hand out.
Discussion	Divided into numbered and headed sections. These sections separate the different main ideas in a logical order

Methodology	The method of data collection for the report
Observations/Findings	The observations derived from the data collected
Conclusions	A short, logical summing up of the theme(s) developed in the main text
Bibliography	Other published sources of material, including websites, not referred to in the text but useful for background or further reading.
Appendices (if appropriate)	Any further material which is essential for full understanding of your report (e.g. large scale diagrams, computer code, raw data, specifications) but not required by a casual reader
Acknowledgements	List of people who helped you research or prepare the report, including your proof readers

10 Laws Of Good Report Writing

1. Produce the report for your reader(s)
2. Keep the report as short as possible
3. Organise information for the convenience of the reader
4. Include accurate references
5. Ensure your writing is accurate, concise and straightforward
6. Include diagrams with the right labels in the right place for your reader
7. Make sure your abstract gives the whole picture in brief
8. Check the report for technical errors, typing errors and inconsistency
9. Consider design as well as content
10. Produce the report for your reader(s)

Question	Module	Bloom's Level	Marks
Direction: Write a Technical Report based on the topics given below.	Verbal English		
1. Artificial intelligence in power station	Verbal English	6	10
2. Deforestation in India	Verbal English	6	10
3. Endangered species around the world	Verbal English	6	10
4. Industrial waste disposal	Verbal English	6	10
5. Computer-aided education	Verbal English	6	10

THANK YOU