

**Unit-I**
(Grammar and Usage)**1. Detect errors in the given sentences****(U)**

| Sentences | Error | Correct |
|------------------------------------|-------|---------|
| Spending time for their kids bring | | |
| immediate as well long last | | |
| gain for a parents. According to a | | |
| research, children with concerned | | |
| parents are more efficient | | |

2. Detect errors in the given sentences**(U)**

| Sentences | Error | Correct |
|--|-------|---------|
| In the Prisoner's Room a candle is | | |
| Burning dimly. <u>A</u> prisoner himself | | |
| sat by the table only <u>him</u> back, | | |
| the hair <u>by</u> his head, and his | | |
| hands <u>are</u> visible from outside | | |
| through the window. | | |

3. Detect errors in the given sentences**(U)**

| Sentences | Error | Correct |
|---|-------|---------|
| <u>A</u> first Indian woman physician | A | the |
| Anandibi Joshi graduated <u>at</u> 1886 | | |
| About 125 years later, Indian women had <u>start</u> to | | |
| outnumber men in admission <u>of</u> medical colleges. | | |

4. The following passage contains 10 mistakes, such as grammatical errors, wrong prepositions and conjunctions. Correct the mistakes and rewrite the correct version of this passage.**(U)**

On cold, wet morning, my class was filled with excitement. Someone (1) have discover that the next day was our teacher's birthday. Our teacher was the kindest person that ever (2) exist. Thus it (3) is no surprise she was the favourite teacher (4) to the pupils. Everyone (5) want to get her a present. I, very much anted to (6) shown any appreciation too. That afternoon, I (7) spends the whole afternoon (8) shop for a present. After a long search, I finally made (9) on my mind. The next day I (10) gived her a bouquet of beautiful roses and she exclaimed with pleasure.

5. The following paragraph has not been edited. There is an error in each line. Write the error along with its correction in the space provided. (U)

| Sentences | Error | Correction |
|--------------------------------|-------|------------|
| Today the girls have broke the | | |
| five-foot barrier and on some | | |
| cases is a half foot taller | | |
| then their grandmothers. | | |

6. The following paragraph has not been edited. There is an error in each line. Write the error along with its correction in the space provided. (U)

| Sentences | Error | Correction |
|--------------------------------|-------|------------|
| The city police have decide | | |
| to taking stern action against | | |
| drivers which attempt to | | |
| overtake in the left | | |
| side on city roads. | | |

7. The following paragraph has not been edited. There is one error in each line. Identify the error and write down its correction against the correct blank number. The first one has been done for you. Attempt any four. (U)

| Sentences | Error | Correction |
|---------------------------------|-------|------------|
| Countries near on equator are | on | of |
| much warmer then countries | | |
| farthest to the north and south | | |
| as all knows that Kerala is | | |
| warm than Punjab | | |
| on winter | | |

8. The following paragraph has not been edited. There is an error in each line. Write the error along with its correction in the space provided. (U)

| Sentences | Error | Correction |
|--|-------|------------|
| Tallam is situated in an | | |
| altitude of about 550 feet on a southern | | |
| arm of a deep bay of the Western Ghats. | | |
| Tallam boasts of delight forest scenery | | |

9. The following paragraph has not been edited. There is an error in each line. Write the error along with its correction in the space provided. (U)

| Sentences | Error | Correction |
|------------------------------------|-------|------------|
| Spending time for their kids bring | | |
| immediate as well as long-last | | |
| gain for a parents. According to a | | |
| research, children with concerned | | |
| parents are more efficient. | | |

10. The following paragraph has not been edited. There is an error in each line. Write the error along with its correction in the space provided. (U)

| Sentences | Error | Correction |
|-------------------------------------|-------|------------|
| Sachin Tendulkar is <u>a</u> best | a | the |
| cricketer in India. He has play for | | |
| more than 20 years on the country. | | |
| He retired from the games | | |
| last year. He is known from | | |
| his skill in batting or fielding. | | |

11. The following paragraph has not been edited. There is an error in each line. Write the error along with its correction in the space provided. (U)

| Sentences | Error | Correction |
|---------------------------------------|-------|------------|
| The pleasure in being outdoors | in | of |
| is fundamental for human | | |
| happiness. There are so much | | |
| to learn and it is an constant | | |
| source of delight to know more on the | | |
| flora and fauna around. One discover | | |
| how exciting the world is. | | |

12. The following paragraph has not been edited. There is one error in each line. Identify the error and write down its correction against the correct blank number. The first one has been done for you. (U)

| Sentences | Error | Correction |
|---|-------|------------|
| Some days is good and some days | is | are |
| are bad. Today, I got on very late. I | | |
| ran to bathe. Then I had to got ready | | |
| for my school. I ran by the bus stop to | | |
| catching my school bus. It had | | |
| already left but I came back home. | | |

13. The following paragraph has not been edited. There is one error in each line. Identify the error and write down its correction against the correct blank number. The first one has been done for you. (U)

| Sentences | Error | Correction |
|-----------------------------------|------------|-------------|
| The modern student understand the | understand | understands |
| importance for physical exercise. | | |
| He spend one or two hours daily | | |
| on the open air where he takes | | |
| part in exercises when work | | |
| wonder for his health. | | |

14. Find the error in the following sentence.

(U)

| Sentence | Error | Correct |
|---|-------|---------|
| An one-eyed man was travelling | An | a |
| through a bus one day. | | |
| He was carrying a huge bag on him shoulder. | | |
| Anyone sitting next to him said, | | |
| "Why didn't you keep your bag. | | |
| beneath the seat?" The mean smiled | | |
| and said, "It is too big to be kept their." | | |

15. Spot the error in the given Paragraph:

The word interview is been derived to French language which means 'Visit'. It suggested an formal meeting among two person with an purpose. In these procedure a employer tried to knew the caliber with candidate. Thus a interview was an face by face communication. Selection interview had an dominant place then other type to interview. The basis by these interview are the qualification, experienced and result. Necessary formalities is to be make after a interview.

16. Write appropriate helping verb, verb, and auxiliary in place of underlined words.

I am the secretary of club since 1970. I should be the member of club before 1970. There I give a lecture on plan. They stop me but I insist. After that reporters approaching me. They has word with me. I give them suggestions regarding modification.

17. Fill in the blanks with correct part of speech.

(U)

- She beautiful.
 - ravishing
 - ravishingly
 - ravished
 - ravish
- I was surprised.
 - pleased
 - pleasant
 - pleasantly
 - please
- It was john who the window.
 - break
 - broke
 - broken
 - breaking
- She was quite to receive the prize.
 - Happily
 - Happy
 - Happiness
 - None
- It is only a arrangement.
 - temporary
 - temporarily
 - temporal
 - temperate
- It was heavily.
 - showed
 - snowing
 - snow
 - none
- They are eagerly for your response.
 - awaiting
 - await
 - awaited
 - none
- The rioters were into custody.
 - took
 - taking
 - taken
 - take
- The intervention of the policeman saved his life.

- (a) timed (b) timely (c) time (d) timeliness
10. The meeting for three hours.
(a) last (b) lasted (c) lastly (d) none
11. Your proved false.
(a) statement (b) state (c) status (d) None of these
12. The way he treats us is an of discrimination.
(a) act (b) action (c) active (d) None of these
13. of water should be checked.
(a) Leak (b) Leakage (c) Leaking (d) None of these
14. is the key to happiness.
(a) Innocent (b) Innocence (c) Innocency (d) None of these
15. The of nouns should be done carefully.
(a) classification (b) classify (c) class (d) None of these
16. likes to live a miserable life.
(a) Nobody (b) Anybody (c) Everybody (d) None of these
17. must do one's duty honestly.
(a) He (b) One (c) You (d) None of these
18. were happy at the child's birthday celebrations.
(a) Everyone (b) Everybody (c) All (d) None of these
19. He nobody ever loved became a saint later.
(a) who (b) whose (c) whom (d) None of these
20. This Shirt is mine. Here the underlined word is an example of-
(a) Subject Pronoun (b) Reflexive Pronoun (c) Object Pronoun (d) Possessive Pronoun
21. A girl is full of vim and vigour.
(a) vivacious (b) vivacity (c) vivace (d) None of these
22. She wore a beautiful dress on her birthday. Here the adjective is –
(a) she (b) birthday (c) dress (d) beautiful
23. Leela said it in a feeble state. Here the adjective is –
(a) state (b) feeble (c) Leela (d) none of the above
24. My mother is angry with me. Here the adjective is –
(a) angry (b) my mother (c) with (d) me
25. They live in a big house. Here the adjective is –
(a) they (b) live (c) house (d) big
26. I saw her carrying the bag in her hand tightly. Here the adverb is –
(a) the bag (b) tightly (c) carrying (d) saw
27. Arjun readily agreed to my proposal. Here the adverb is –
(a) readily (b) Arjun (c) agreed (d) my proposal
28. My mother went towards the kitchen hastily. Here the adverb is –
(a) went (b) the kitchen (c) hastily (d) none of the above
29. Ramesh snatched the pen from his sister angrily. Here the adverb is –
(a) Ramesh (b) snatched (c) the pen (d) angrily
30. He is actively doing all his tasks. Here the adverb is –
(a) actively (b) his tasks (c) He (d) none of the above

31. **Choose right kind of preposition for the given line-**

I will go school and that I will go mall in order to buy gift my mother.

32. **Change the following sentence into interrogative & interrogative negative.**

He goes to school.

33. **Complete the sentence given below by using articles.**

..... Times of India published article regarding man who won prestigious global ward.

34. **Rearrange the jumbled words into meaningful sentence.**

Qualifies, the adjective, a word, a noun, that and, Pronoun as, is known.

35. **Complete the sentence using adjective, abstract noun & verb given below.**

Beauty, beautiful, thrilled

A girl was seen on the platform. Her was mesmerising. On seeing her I felt

36. **Rearrange the following parts in a meaningful way.**

(a) are provided with tall chimneys

(b) high up into the air

(c) which carry smoke

(d) Factories & power stations

37. **Find out the error in the given sentence:**

A teacher was teaching on the class when he notice that an student is sitting on the back.

38. **Fill in the blank with right form of verb.**

The patient before the doctor (die, come)

The train at the station in no time (arrive)

39. **Identify the adverb in the lines give below.**

I reached there on time. I noticed that he was doing the task fastly. He did this type of behaviour frequently.

40. **Give the one word for the following**

Exchange of Information:

Name of person & place:

18. Instruction/ Direction: Write true if the statement is correct and write false. If the statement is incorrect. (U)

1. 1. Verb falls into two categories proper and common verb. (T/F)

2. 2. A word that names a person, thing or place is a noun. (T/F)

3. 3. Conjunction is being used to describe the noun in a sentence. (T/F)

4. 4. Verbs are the words that describe the actions being done in a sentence.

(T/F)

5. 5. Philippines is an example of an adverb. (T/F)

6. 6. Interjection is a word that is being used to express an emotion. (T/F)

7. 7. Adverb is what modifies or describe a verb or another adverb. (T/F)

8. 8. Now is an example of Interjection. (T/F)

9. 9. Pronoun is what replaces a verb in the sentence. (T/F)

10. 10. Smart is an example of an adj.. (T/F)

19. Improve the following sentences by choosing right option for the underlined part. If no improvement needed mark that option:

1. We did not see this movie yet.

(A) have not seen

(B) never seen

(C) seen

(D) No improvement

2. Sincere workers do not rest till they have reached perfection.

(A) having reached

(B) have achieved

(C) had achieved

(D) No improvement

20. Combine these two sentences using a conjunction.

(a) Ram is a good boy

(b) Ram is a kind boy.

21. Complete the following sentence using right preposition.

He was going school. the way he found a ten rupee note. It was lying the road. He decided give it its owner.

22. Find out the error in the given sentence:

Informal communication was an fast process of giving messages or information to sender from an receiver.

23. Choose the right form of verb for the blank given below.

(a) The lion pity on the mouse and it. (take, forgive)

(b) I my identify card. I for a new one. (lose, apply)

24. Which modals should be used in the blank given below.

I play cricket when I was young. Now I because of injury. I start playing again. I Know I do it at this age also.

25. Rearrange the jumble parts in a right sequence:

(a) by wild life management

(b) of animals and birds are expected

(c) According to ecologists more than 600 specieds

(d) to be extinct if not protected

26. Give the one word substitution for the following.

Study of chemicals

Use of sign, symbols & body language

27. Write down synonym and antonym of the words given below:

(a) Beautiful

(b) Expensive

28. Match the part of speech to the correct definition.

(U)

- | | |
|-----------------|--|
| 1. Pronoun | A. Words that name people, places, things or ideas. |
| 2. Adverbs | B. Words that modify nouns or pronouns. |
| 3. Verbs | C. Words that connect words, phrases, or clauses. |
| 4. Adjectives | D. Words that describe a relationship between a noun or pronoun and another element in the sentence. |
| 5. Conjunctions | E. Words that show emotion. |
| 6. Prepositions | F. Words that modify verbs, adjective and adverbs. |
| 7. Nouns | G. Words that show an action or a state of being. |
| 8. Interjection | H. Words that take the place of nouns. |

29. Choose the right part of speech from the choices listed.

(U)

- | | |
|--|-----------------|
| 1. Today, I will wear my <u>yellow</u> skirt. | |
| (a) noun | (b) adjective |
| 2. <u>No</u> , you may not climb onto the roof. | |
| (a) interjection | (b) pronoun |
| 3. This warm bath <u>will</u> feel good on my legs. | |
| (a) verb | (b) adverb |
| 4. This is <u>good</u> movie. | |
| (a) adverb | (b) adjective |
| 5. <u>Throw</u> the ball as hard as you can. | |
| (a) verb | (b) noun |
| 6. I am <u>extremely</u> excited for our trip to Costa Rica. | |
| (a) adjective | (b) adverb |
| 7. Should we stay in a hotel <u>or</u> in a youth hostel. | |
| (a) interjection | (b) conjunction |
| 8. <u>Where</u> is my suitcase? | |
| (a) verb | (b) adverb |
| 9. your suitcase is <u>in</u> the closet. | |
| (a) preposition | (b) adjective |
| 10. Let's make cookies? | |
| (a) noun | (b) preposition |

30. Choose the right word

(U)

- | | |
|--------------------------------------|-----------------|
| 1. I am doing | |
| (a) good | (b) well |
| 2. You play the piano | |
| (a) beautiful | (b) beautifully |
| 3. I would like two glasses of | |
| (a) milks | (b) milk |
| 4. is coming to the concert. | |
| (a) Her (b) | She |
| 5. Yesterday, I for two hours. | |

- | | |
|--|--------------------|
| (a) play | (b) played |
| 6. This song is than that song. | |
| (a) more better | (b) better |
| 7. I sat the coffee shop. | |
| (a) in (b) | between |
| 8. My sister to play the flute. | |
| (a) is learning | (b) have learned |
| 9. I sleepy. | |
| (a) are (b) | am |
| 10. This closet is than my closet. | |
| (a) more organized | (b) most organized |

Short answer Questions

31. Arrange the jumbled sentences into meaningful

(U)

1. This Friday/ have/ we/ a holiday.
2. Cooked/ my mom/ delicious food/ yesterday.
3. The computer/ is working on/ my neighbour/ No error.
4. Our gratitude/ to show/ we have/ to them.
5. If you/ surely/ work hard/ you/ will succeed.
6. From the pitcher/ some water/ sipped/ the sparrow.
7. A beautiful/ I shall/ for myself/ gown/ buy.
8. As you listen/ to note down/ points/ it is important.
9. Most important/ of his career/ match/ it was the.
10. In the city/ many garden/ there are/ No error.
11. Should/ one/ the garbage/ dispose off/ properly.
12. Clapped happily/ came in/ when/ the children/ Santa Claus.
13. Had travelled/ was tired/ far/ and/ the old man.
14. Has given/ some/ our cow/ lovely milk today.
15. Come from/ where/ did/ all the/ litter.
16. All over/ spread the/ we have/ the town/ garbage.
17. My friend/ I received/ an email/ from.
18. The window/ smashed/ the ball/ through.
19. Is located/ the skull/ inside/ the brain.
20. I ran towards/ it started raining/ and/ the bus stop.
21. The desert/ a camel/ carries/ through/ travelers.
22. Wind blew/ the garden/ around/ the strong.
23. After saying/ the prayers/ left/ the children.
24. The furniture/ we will sell/ in the market/ tomorrow.
25. Flowers/ bought/ these/ who/ beautiful.
26. Called/ name of/ noun/ person/ and/ place/ is/ thing.
27. During/ the game/ the wrong/ you were/ moves/ making.
28. The cake/ home from school/ when he returned/ his mother/ baked.
29. Rumbled/ along/ in the street/ the car.
30. Learning English/ I have/ for a/ long time/ been.
31. That his mother/ John/ is in the/ tells you/ hospital.
32. All around/ dirty/ were/ scattered/ clothes.
33. Bank/ of my college/ in front of/ there is a.
34. In the class/ Seema/ of all the/ is the/ children/ the youngest.
35. As her family/ his family/ is not/ as rich.
36. Qualifies/ is called/ the word/ that/ a noun/ adjective/ and/ a pronoun.
37. Is the shortest/ the class/ girl/ Emma/ in.
38. Smallest continent/ Australia is/ the/ in the world.
39. The boots/ the gentleman/ who ordered/ is a/ doctor.
40. His poor mother/ he might help/ so that/ he went to work.
41. Important/ games/ studies/ are as/ as.
42. Praised/ she/ be/ to/ likes.
43. Do not/ please/ the roads/ spoil.
44. Natural/ to/ scared/ be/ of/ flood/ it is.
45. Dinner/ what/ is/ for/ today/ the?

46. Twice/ day/ brush/ teeth/ a/ your.
47. Doctor/ keeps/ Apple/ away/ on/ a/ day/ the.
48. A/ narrating/ will/ story/ be/ I/ tomorrow.
49. Can/ life/ only/ succeed/ he/ in/ then.
50. Is a/ of time/ they/ waste/ think/ that/ playing.

32.Change affirmative into negative sentences:

(U)

1. All the students liked the program.
2. Chennai is hotter than Mumbai.
3. The farmer was too weak to walk.
4. He is always on time.
5. James runs faster than Peter.
6. The water is too cold for me to drink.
7. James can write faster than me.
8. Everyone found the play interesting.
9. This medicine is cheap.
10. Iron is a heavy metal.
11. Rahul is tallest boy in the class.
12. Everyone in India knows Mahatma Gandhi.
13. My friend is sometimes foolish.
14. There is no smoke without fire.
15. Each person has some strength.
16. We live in a big city.
17. Zane plays the Piano very well.
18. She knows my phone number.
19. My sister likes the Cinema.
20. A giraffe is taller than an elephant.

33.Change affirmative into Interrogative sentences:

(U)

1. This is not my stop.
2. I reached home yesterday.
3. The computer was not working.
4. Herry was your best friend.
5. All the students have assembled in the examination hall.
6. Annu has never liked dark chocolate.
7. They have not been talking to each other.
8. It was a perfect idea.
9. Nobody was ready the presentation.
10. Your garden is full of flowering plant.
11. His parents have arrived.
12. Our team won the championship.
13. The boys applauded the players.
14. She rang him up.
15. They left in the morning.
16. The girl borrowed the book from the library.
17. The dog waited for his master at the gate.
18. Sania works at a factory.
19. We agree about most things.
20. He always feeds the cat before going out.

34.Spot the error in the given Paragraph.

Communication was very essential function to human life. Every human is affected with communication. Communication was always supposed to be right. All activities is performed in the help of communication. On this process information and ideas is transferred to one level from other. Communication was an two-way process. It was an social process also.

35.Underline verb, adverb, noun & pronoun is the given paragraph:

Ram is very intelligent boy. He always stood first in the class. Other students try to copy him but fail to do so. The reason of his success is time management. The principle of time management is simple. One needs to divide time into meaningful productive parts. Planning and prioritizing will help you to focus your efforts effectively.

36.There are eight sentences given. Arrange them in a right sequence to make a meaningful paragraph.

- (a) Communication is meaning based
- (b) For example when a door bell rings, it indicates that someone is standing out of the door.
- (c) Communication is an essential part of life.

- (d) It means each communication activity has a specific meaning.
- (e) Or when a siren rings, it indicates that there is some emergency.
- (f) It is a two way process
- (g) Through this process we can exchange our ideas, thoughts, information etc.

37. Pick the most effective word from the given words to make a meaningful sentence.

(U)

1. Fate smiles those who cop with realities of life.
(a) with (b) over (c) on (d) by
2. I saw a of cows in the field.
(a) group (b) herd (c) swarm (d) flock
3. The grapes are now enough to be picked.
(a) ready (b) ripe (c) mature (d) useless
4. Success in exams depends hard work.
(a) at (b) over (c) for (d) on
5. My uncle decided to take and my sister at home.
(a) I (b) me (c) mine (d) you
6. Man does not live by alone.
(a) food (b) bread (c) meals (d) diet
7. To err is to forgive divine.
(a) beast (b) natural (c) human (d) animal
8. Qualifier of the verb is
(a) adverb (b) noun (c) pronoun (d) article
9. established relation with noun or pronoun.
(a) Article (b) Conjunction (c) Preposition (d) Adverb
10. Word denotes time of the action is
(a) verb (b) adverb (c) adjective (d) noun
11. During Diwali the shops are of people.
(a) busy (b) full (c) crowded (d) filled
12. The paths of glory lead to the grave.
(a) in (b) at (c) but (d) by
13. The patient before I reached.
(a) was died (b) dying (c) had died (d) died
14. Nehraji spent his childhood Anand Bhawan.
(a) at (b) in (c) on (d) across
15. The telephone many times, before I answered it.
(a) was ringing (b) has rung (c) had rung (d) ring
16. I hate sitting him.
(a) besides (b) along (c) at (d) beside
17. It that Prashant will not selected.
(a) feels (b) looks (c) believes (d) seems
18. In bush, Ram was up more than his match.
(a) for (b) into (c) against (d) to
19. I haven't seen you a week.
(a) within (b) since (c) for (d) from
20. The car in which the minister was travelling with an accident.
(a) hit (b) drove (c) crashed (d) met

38. Identify the modal verb in the following sentences?

(U)

- My teacher (can/must) speak four languages?
- (May/Should) i use your mobile to call my mother?
- You (must/could) use a little help in packing all these clothes?
- I (can/might) not be able to make it tonight?
- My parents (shall/ought to) arrive soon?
- I (could/might) not be any happier?

39. Article Practice Paragraph

(U)

1. CPU is brain of computer system. CPU is also responsible for activating and controlling operations of other units. It plays important role to quickly evaluate any computer's capabilities.

2. Cache memory is extremely fast, small memory between CPU and main memory, whose access time is closer to processing speed of CPU. It acts as high-speed buffer between CPU and main memory. Since Cache memory is faster than main memory. processing speed is increased by making data and instructions needed in current processing available in cache.
3. way there can be array of ints of array of floats similarly, there can be array of pointers. Since a pointer variable always contains address, array of pointers would be nothing but collection of address. address present in array of pointers can be addresses of isolated variables or addresses of array elements or any other addresses.
4. Common consumer devices like microwave ovens, mashing machines and digital cameras are getting smarter by day. This smartness comes from microprocessor, operating system and program embedded in these devices. In industry where newer languages , tools and technologies emerge and vanish day in and day out language that has survived for more than three decades has to be really good.
5. Linked list is very common data structure that is often used to store similar data in memory. individual elements of linked list are stored "Somewhere" in memory. order of element is maintained by explicit links between them. Thus linked list is collection of elements called nodes, each of which stores two item of information element of list, and link, i.e., pointer or address that indicates explicitly location of node containing successor of this list element.

40. Find out the Prepositional errors from the following statements-

(U)

1. The telnet service allows an internet user to log into another computer somewhere on the internet. That is, a user can execute the telnet command on his/her local computer to start a login session on remote computer. This is also called "remote login".
2. FTP service is also used for more secure file transfer operations. In such cases, a user needs a valid username and password to access a particular computer. This is common, for example, for organization that wish to let only certain people access their computer.
3. A newsgroup is like a large notice board, which is accessible to all the members belonging to the group. A member, who wants to exchange his/her views/ideas. information with other members, sends a specially formatted message, which is processed and interpreted as a notice to be posted on the notice board by the member's computer, which has an appropriate software running for this purpose.
4. When people talk about computer memory, they usually mean the volatile RAM memory. Physically this memory consists of some integrated circuit chips, either on the motherboard, or on a small circuit board attached to the motherboard. A computers motherboard is designed to the motherboard. A computer's motherboard is designed in a manner that its memory capacity can be easily enhanced by adding more memory chips.
5. ROM are mainly used to store more programs and data, which do not change and are frequently used. For example, the most basic computer operations are carried out by viewed electronic circuits. However, several higher level operations, which are very frequently used, require very complicated electronic circuit for their implementation.

41. Gravitation is the force (that/who) holds us all down (on/in) the surface of the earth. Anything (to throw/ thrown) upwards falls back to the earth. It is not only the earth that has the pull of gravity. Everything in this universe attracts (every/ either) other body to (itself/ himself).

(U)

42. Fill the blanks with suitable article- a, an, the

(U)

I ate ice-cream toast but bill didn't mention ice-cream. Instead it billed me for bottle of water sandwich plate of momos and off course toast, I'd eaten.

Analytical Questions

(K)

43. When to use how much vs how many?
44. Do demonstrative pronoun and adjective always have to be at the beginning of the sentence?
45. Find the grammatical error in the following. 'Who would have thought that I d be in this position in my life where going back to school was just a dream'
46. How are 'have' and 'has' used correctly in grammar provide examples?
47. What is Complex sentence?
48. What is the plural form of Hero?
49. What is an adjective clause?
50. What is the difference between reflexive and intensive pronoun?

51. Explain the difference between relative and interrogative pronoun?
52. Explain the difference between Finite and Non-finite verb?

UNIT II

(Translation)

53. HINDI TO ENGLISH.

(U)

- मैं प्रसन्नता से जीना चाहता हूँ।
- अकाल सारे जिले में फैल गया।
- उसको अपना पाठ खूब याद है।
- तुम क्या कर रहे हो ?
- आखिरकार जंग समाप्त हो गयी है ?
- वह दिल का नेक है ?
- आग बुझ गई है ?
- चोर को पुलिस के हवाले कर दो।
- मेला पूरी रौनक पर है?
- उसको नियुक्त किया गया है।

54. ENGLISH TO HINDI

(U)

- He went to see the matinee show today.
- Who won the toss.
- Press his head gently. It relieves him a bit.
- Poor as he is, he will sympathies with you.
- Neither you nor your companion is to blame.
- we both honor and love our friends
- As you sow, so shall you reap.
- O think before you speak.
- Necessity is the mother of invention.
- Rome was not built in a day.

Unit-III

(Writing Skills)

Writing

(K)

55. Application to the principal regarding leaving the school and asking for T.C.
56. Application to School administration requesting issuance of new I.D card.
57. To the principal of your college saying your father is sending you to England for technical education and asking his advice.
58. Write a letter to the insurance company to assess the loss by fire?

Report

(K)

59. Write a letter to customer whose account has been overdrawn informing him that such a practice is not encourage by bank.
60. You are Vinod/Vinita of Subhas public school, Gorakhpur recently your school celebrated its silver Jubilee. Write a report in 150-200 words for your school magazine describing the various programme arranged in your school for the celebration.
63. A super Speciality hospital was inaugurated in your town by your health minister as a reporter from "The Hindu" write a brief report on the same to be published in the newspaper.

64. Power shortage is becoming norm these days. Your cities facing this problem regularly. Write a report for publication in your school magazine in 150-200 words. Highlighting this problem and offering solution.
65. You had attended a workshop on personality development for students. Many eminent personalities had been presented. Write a report in 125-150 words on how the workshop proved beneficial. You are Rajesh/ Rajshiri.
66. A few teachers and students from the Edwin University has visited your school on an exchange program. You welcome them grandly. Write a report in 125-150 words on the celebration. You are Brajesh/Bennu.
67. On teacher's day the badge holder of your school organized a grand celebration to honour the teacher of your school. As the Head boy of your school. Write a report in 125-150 words on the celebration.
68. As you were travelling in a train you happened to witness an accident at an unmanned level crossing. As a reporter of a newspaper write a report on the accident, including details of the no. of the people injured and the extent of damage caused.
69. You are the sport captain of your school the annual sport were conducted last month. Write a report on 125-150 words on the conducted the same. You are Manish/ Meeta of PQR school, Mall Road.
70. You are Gori/ Gaurav of ABC School, Gandhinagar, Meerut, Your School just celebrated the literary week. As the secretary of Literary club, write a report in 125-150 words to be published in the school news letter. Invent all the necessary details.

E-mail

(K)

71. Your friend wants to visit Rajasthan- write an e-mail giving your knowledge about Rajasthan.
72. Write an email to the hotel manager to make a reservation.
73. Write an e-mail to the supervisor intimating about your absence sign as jane doe.
74. Write an e-mail to express an apology after cancellation of order.
75. **Write an E-mail to your mentor informing her about your bad health and ask for leave.**
76. **Write an E-mail to customer care initiating him about a faulty product.**

Job application with resume & C.V. (Write in 125-150 words.)

(K)

77. You are Anand/Aarti of 14 Model Town, Delhi. you have seen an advertisement in the Hindu for the post of chief in a 5-star-hotel. Apply for the job with complete biodata.
78. You are Prem/Parul of 16, TT Nagar, Bhopal. You would like to apply for the post of marketing manager in a reputable firm in Mumbai. write a letter to the public relations officer, chetak enterprises, Mumbai, applying for the job. Write the letter in 125-150 words giving your biodata.
77. Write a letter to the sales manager complaining about a washing machine which is not functioning properly and asking for a replacement of the same.
79. Write a letter of resignation.
80. Write a letter to the mayor of your city requesting him for a playground in your locality.

Informal letter

(K)

81. A letter to a friend thanking him for a present sent to you on your birthday.
82. Write a letter to your sister who has passed her higher se-examination advising her to join the I year class in Eco-educational college.
83. Write a letter to your mother telling her how you saved the life of a drowning child.
84. Write a letter to your sister requesting her to get some gifts from abroad.

Essay Writing on General Topics

(K)

85. Global warming and climate change
86. 75 years of India's Independence
87. Responsibility of media in 21st Centaury
88. Force of Value education
89. Communal Harmony
90. Pleasures of Reading
91. The problem of Unemployment
92. Pandemic Crisis
93. Corruption or Public life
94. Tourism in Rajasthan
95. Problems of working women and working mothers
96. India of my dreams
97. Terrorism
98. The problem of Pollution

Unit-IV
(Basic Communication Skills)

Very Short Answer Type Questions

(K)

100. What is communication?
101. What is the communication process?
102. What are the different types of Communication?
103. What is verbal communication?
104. What is visual communication?
105. What do you mean by written communication?
106. What is body - language?
107. What are the learning objectives of effective communication?
108. What is communication cycle?
109. What is feedback.
110. What do you mean by formal communication?
111. What is interpersonal communication?
112. What is vertical communication?
113. What do you mean by diagonal communication?
114. What is verbal communication?
115. What is the important part of communication?
116. Write the name of the 7' Cs of communication?
117. Do you believe that teenagers could benefit from communication courses?
118. There are eight sentences given below. Arrange them in a meaningful order.
 - (a) While he is making speech.
 - (b) The success of any presentation or meeting.
 - (c) Listening means to get the ideas of a speaker
 - (d) depends on good listening.
 - (e) it will be sheer wastage of time and energy.
 - (f) If there is no listening in communication process
 - (g) The procedure of listening is related to the message.

119. Match the following channel with appropriate skill.

(U)

| Channel | Skill |
|-------------------|--------------|
| E-mail | Non-verbal |
| Emojis | Visual |
| Body language | Written |
| Telephone talking | Verbal/ Oral |

120. Solve the below puzzle?

(K)

A rich man needs A poor man has If you eat you die. and when you die you can take with you!

One word fits all four blank spaces it's a 7 letter words what's the answer.

Short Questions on Communication

(K)

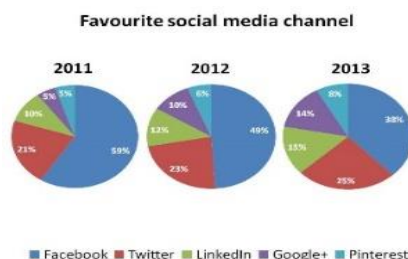
121. What are the advantages and disadvantages of verbal communication?
122. What is non-verbal communication and what is the purpose of non-verbal communication?
123. Type of non-verbal communication?
124. What is visual communication?
125. Comment upon the barriers of communication?
126. Explain the seven 'C's of communication?
127. Difference between interpersonal and intrapersonal communication?
128. Explain the cycle of communication?
129. Which flow of communication is basically used in Bank?
130. What do you understand by 'Ethics' of business communication?
131. What is the difference between formal and informal communication?
132. Identify the conjunctions and prepositions from the list below and write these in the correct box.

133. over, because, under, and, since, in, at, although, or, up, on, beside.
134. What are the basic part of speech in the English language?
135. What are the various parts of the sentence?
136. Discuss impact of culture on business along the functioning of an organization?
137. Elaborate the saying: "Picture speaks more than words"
138. "We communicate more through non-verbal communication" Elaborate the statement?
139. How does the body and appearance send silent messages?
140. Why the communication is important to your success?
141. How much do you know about the Microsoft office.

Analytical Type Questions

(Application)

142. How do you define communication without using a dictionary? On a scale from 1 to 10, how do you rate the importance of communication? (A)
143. What is the problem that you see when it comes to the digital age and communication? (A)
144. Based on what you have learned about communication, what advice do you offer? (A)
145. The digital age has brought many new ways to communicate such as E-mail, Twitter and Facebook. How has communication changed? What is helpful? (A)
146. What do you think you do well when you Communication. (A)
147. Write down the common Communication barriers you may come across when you move to a new city or country? (A)
148. Draw any five common signs used for visual communication. Explain what each conveys and where you see it? (A)
149. Explain what it means to communicate as a professional in a business context? (A)
150. State different C's of effective communication? (A)
151. Discuss the role of communication in modern day's business? (A)
152. Social media is a part of which type of communication? Which social media account is increased its yearly users. Explain as per the following pie chart. (K)



153. Identify the communication and define the following image in your own words? (K)



154. Explain the following images on the basis of interpersonal and intrapersonal communication? (K)



155. Analyses the role of Internet in your daily life learning.
156. Analysis the different types of flows in the process of communication:

157. Suppose you have to give a presentation on communication, then how will you greet the audience and give presentation?
158. What are the qualities that make you strong and what are the flaws that make you weak?
159. Analyse your daily routine and what changes you want to make in your daily routine?
160. How can one improve intra-personal communication? Write down the tips.
161. What is the basic difference between letter, application and E-mail writing and what is the most convenient way of communication these days according to you.
162. If you are given a chance to change one incident of your life then what it would be and why? (K)
- 163.
164. How language, noise, sitting & lighting arrangement, and your attitude can create obstacle in the process of communication?
165. How symbols, signs, colors, pictures and clothes can be helpful in communication and also identify what kind of communication is this?
166. What are your goals in life and where do you see yourself after five year?
167. Write down a dialogue between two friends meeting after a long time.
168. What is the difference between communication with yourself and communication with others? How can we improve communication with others.
169. Write down an application for a job opportunity also with your profile.
170. How will you make presentation in power point? and on which topic you want to make presentation. Draw slides of your presentation content.
171. How do you spend your leisure time? What are your hobbies and mention the most interesting one.
- 172.
173. Skill Questions (A)
174. How would you describe yourself?
175. Do you work well with other people?
176. How would your co-workers describe your personality?
177. What major challenges and problems have you faced? How did you handle them?
178. Describe a difficult work situation project and how you overcome it?
179. What have you learned from your mistakes?
180. What was it like working for your supervisor?
181. What do you expect from a supervisor?
182. Have you ever had difficulty working with a manager?
183. How do you handle stress and pressure?
184. What has been the greatest disappointment in your life?
185. What are you passionate about?
186. What can you contribute to this company?
187. What are the three most important aspects of a job in your opinion?
188. How would you explain a complex topic to a new customer or a colleague?
189. Do you consider yourself independent in work?
190. How do you motivate your subordinate?
191. How do you show your communication skill in an interview?
192. Creative Questions
193. What contribution you want to make society more acceptable towards Transgenders?
194. What was the toughest decision of your life and how did you make that decision?
195. Do you prefer verbal or written communication. Explain with appropriate reason?
196. Rate your communication skill on a scale of 1 to 10. Give examples of experience is that demonstrate the rating is accurate?
197. How much experience do you have communicating with people of different culture. How have these experiences impacted you?
198. When you enter into a new workplace, community or culture how do you learn how to communicate effectively in that space.
199. What are your fear about intercultural communication?
200. Have you ever worked in a group before? How did the experience go. Did you experience any miscommunication?
201. When you first came to college campus, How did you feel about communicating with your teachers? How do you feel now?
202. How did you learn how to communicate with others. Do you feel that all the communicate skill you learned were helpful why or why not?
203. Are communication skill acquired by nature or nurture. Explain?
204. What are the trends for today's workplace?
205. Can culture, Gender, nationality, or social class have an effect on communication?

- 206.** Has the development of the Internet and social media caused a change in the way we communicate (quality, Quantity, style etc.)
- 207.** Do you believe that teenagers could benefit from communication courses?
- 208.** Give me an example of a situation in which you had to communicate clearly. Why was it important. How did you manage it? What are in your opinion your strength and weaknesses regarding your communication skill.
- 209.** Describe the situation where you had a disagreement with a co-worker and how you handled it?
- 210.** What is the importance of knowledge & money in one's life? If you have to choose between both whom will you choose & why.
- 211.** If you were given chance to choose a super powder, which power would you like to choose and why? Justify your choice also.
- 212.** Write down ten qualities of your personality and write the one quality you like the most and why.
- 213.**
- 214.**