

Soft Skills

▼ Communication class notes

▼ Self intro

Thank you Ma'am/Sir!

I am Cibi Chellasamy from Courtallam, currently residing in Chennai.

I have Completed my Bachelors in Computer Science Engineering from B.S Abdur Rahman college, Chennai and PGDM in Data Science Engineering from Great Lakes, Chennai.

I did my internship in Data DNA and my project was about network churn. I have used logistic regression for this project and sql as my back end. The datas were selected using rfe ,cleaned ,scaled ,transformed ,trained and tested

I got an accuracy of 72 %

I'm a Quick learner and a goal oriented person .

My Short-term goal is to Secure a suitable role in this reputed organization where I can enhance my skills, gain knowledge and acquire experience.

Thank you!

▼ Other's words

procrastinate - delay or postpone

codially - friendly way

amuse - make laugh

reverie - day dream

slumber - sleep

fib - lie

7. Energetic - (lively or dynamic)→He is lively/ dynamic

8.Easy -(effortless) → This is an effortless job.

1. I am happy - I am elated
2. That wasn't my plan - That is not what I had in mind
3. I am on a break from work- I am on vacation
4. Learning is what keeps me alive - Learning sustains my existence
5. Life is short - Life is confined
6. I have taken leave - I have taken some time off

Affably - in a friendly way

Dainty - Beautiful

Scrumptious - Taste extremely delicious

Envisaging - Expecting

inception - arriva

Declare - (Aver) I Averted not to eat junk food,

Think - (Contemplate) I contemplate that he is coming to the party

Mindfull

Awafe, carefiull

Assault - Attack

Shock - Aghast (I am aghast at his manner)

Sterling (excellent) - The chef received sterling reviews for his innovative dishes and presentation.

Anugraha Sakthimohan

Start each day with a balanced breakfast and always practice mindful eating.

Prabhahar N

alacrity-willingness, eagerness

i am alacrity to learn english

▼ My words

Digress - Instead of addressing the main matters, he started to digress.

Resilient - Despite facing numerous challenges, the boy proved to be incredibly resilient.

Serendipity - In a moment of serendipity, she stumbled upon an old bookstore and found the rare book she had been searching for

Horizon - As the sun dipped below the horizon, the sky was painted with hues of orange and pink, creating a breathtaking view

Quixotic - His quixotic quest to build a utopian society on a deserted island with limited resources seemed both admirable and impractical.

Abysmal (very bad) - The performance of the team in the championship was abysmal, with a series of defeats and a lack of coordination on the field.

Dollop(a large, shapeless mass of something) - I added a dollop of whipped cream to my hot chocolate

Arduous (aa·dyoo·uhs)(difficult) - The climb up the steep and rocky mountain proved to be an arduous journey

Astute(clever) - The astute detective quickly solved the complex clues.

Sterling(British money,excellent) - The chef received sterling reviews for his innovative dishes and impeccable presentation, earning the restaurant a reputation for excellence.

Have and has possessing something

Have

- if the pronoun is I we you they

- And should be in present
 - The have a dog
 - We have a camera

Has

- If the pronoun is he she it
 - It also should be in present Tense

Has

- If the sentence is in past tense

Negative sentence

Don't have

I you we they and in present tense

Doesn't have

He she it present tense

Didn't have

I we you the and past tense

Do + subject + have

I we you they present tense

Does +subject +have

he she it present tense

Did + subject + have

above all are in past tense

▼ Exercise 1 – Verb Form Fill in the Blanks

For each sentence, choose the correct form of the verb provided in brackets.

Every morning, John takes a jog in the park. (take/takes)

The children cheers loudly during the game. (cheer/cheers)

The rabbit ate the carrot. (eat/ate)

We play soccer every weekend. (play/plays)

Sarah went to the market this morning. (go/went)

▼ Exercise 2

Rita runs a mile every day. (run/runs)

The dogs bark all night. (barks/bark)

The cat caught the snake. (catch/caught)

We play in the park in the evenings. (play/plays)

Mia went school yesterday. (went/go)

Sheela wants to be a Police Officer when she grows up. (want/wants)

Mahesh ran back to his mother. (ran/run)

Amy walks very fast. (walk/walks)

You can come with us. (come/came)

They went to a picnic together. (went/go)

Have you seen the baby? (see/seen)

Hannah Montana _sung__ so well. (sing/sung)

The bird _flew__ away from the cage. (flew/ flown)

I _wrote_ a letter for my friend. (write/wrote)

The friends _drove__ back from the trip. (drove/drive)

Did you _do__ anything? (do/done)

They _played__ till late evening. (plays/played)

Can you _swim_ well? (swim/swam)

Cheetahs _run__ very fast. (run/ran)

My brother and I _talk__ every day. (talk/talks)

▼ 12/02 assign

Find the Verbs

1. Jake is pointing to who was selected as the valedictorian
2. Jen and I are the students who got the lead parts in the performance.
3. Sam had to decide whom he would choose to join his team.
4. People who eat healthy are usually in better health.
5. The fans gave a round of applause to whoever volunteered to sing
6. My cousin, who lives Dallas, is my very best friend.
7. The teacher is always unhappy with whoever doesn't do their homework
8. I think he walked the dog.
9. They are the boys who have won all of the track events this year.

10. The students whom we have nominated will vote for their president
 11. Did your sister break the window?
 12. Please roll the dice.
 13. Faria brought treats for whomever the choir decided to honor after the show
 14. Bella and she were the chefs who cooked the fabulous dinner.
 15. Everybody was happy with whom the class got as its teacher.
-

1. My sister turned in her homework late.
 2. I had to fix my bike before I rode it.
 3. I held my mother's hand when I walked into the amusement park.
 4. My younger brother slept early the night before his test.
 5. The teacher guided us through the remaining problems.
 6. My friend is always the first to reply to my invitation request.
 7. My dad had to return the movie he rented for us.
 8. Make sure to return your roller skates before you go home.
 9. I made sure to arrive on time to my first practice.
 10. My dad built me ago-cart for my birth day.
 11. I didn't want to break any bones if I fell off my skateboard.
 12. The health teacher monitored us as we ran.
 13. My friend wanted to trade his baseball card for mine.
 14. My teacher had to order new headphones for the class.
 15. My sister turned in her homework late.
 16. I had to fix my bike before I rode it.
-

Underline the verbs in each sentence.

1 The Army

protect the community and support other countries also.

2. All of the students who received an award, were invited to a celebration dinner.

3. Their coach was so thrilled with their win that he jumped and shouted with joy!

4. Many of the workers in the city would walk to the station and catch the train each day.

5. The band performed in front of an excited crowd who sang and danced.

6. Drew and his friends chased the bus until they realized it was too late and they had missed it.

7. The weather continued to worsen so the flight was cancelled.

8. Once the rain cleared the flight was rescheduled.

9. The taxi driver took a shortcut and avoided the toll road.

10. Once they arrived they paid the driver their fare.

▼ Nouns

Nouns are a fundamental part of English grammar, serving as the names for people, places, things, and ideas. Here are the main types:

- **Common** nouns, which are the general names for things, like 'book' or 'city'.
- **Proper** nouns, which are names for specific things, like 'Shakespeare' or 'London'.
- **Concrete** nouns, which refer to things that can be touched, smelled, seen, felt, or tasted, like 'apple' or 'rain'.
- **Abstract** nouns, which refer to ideas or concepts that can't be physically interacted with, like 'love' or 'freedom'.
- **Countable** nouns, which can have a singular or plural form and can be counted, like 'cat' or 'cats'.
- **Uncountable** nouns, which do not have a plural form and cannot be counted, like 'milk' or 'knowledge'.
- **Collective** nouns, which are names for a group or collection of similar things or people, like 'team' or 'flock'.
- **Compound** nouns, which are formed by combining two or more words, like 'sunglasses' or 'textbook'.
- **Singular** nouns, which refer to one person, place, thing, or idea, like 'bird' or 'idea'.
- **Plural** nouns, which are used to refer to more than one person, place, thing, or idea, like 'birds' or 'ideas'.

▼ Proper noun

1. Sanju's cat is named Whiskers.
2. Sanju's cat is named Whiskers.
3. Asha is a teaching assistant at Belmont High School.
4. John went to the store to buy groceries.
5. Sarah visited Paris during her vacation.
6. Bill Gates co-founded Microsoft in 1975.
7. Climbing Mount Everest is a challenging feat.

8. The Eiffel Tower is one of the most famous landmarks in the world.
9. We always celebrate Diwali with a big family lunch.
10. I ordered a new book from Amazon yesterday.
11. 1. My best friend moved to Russia to study.

▼ **Collective nouns**

1. The hockey team arrived at the rink.
2. Mr. Brown's class enjoys science.
3. My friend's family likes camping.
4. I go camping with my Scouts' troop.
5. The group entered the gym together.
6. A school of fish swam by us.
7. The flight of birds was flying south for winter.
8. How many kittens are in this litter?
9. The school staff will be away on Friday.
10. There was a crowd at the show.
11. My dog has a litter new of puppies.
12. The flock of sheep were in the valley.
13. The box of crayons goes on the shelf.
14. The crowd of people watched the parade.
15. He was chased by a swarm of bees.
16. The army of soldiers marched in line.
17. The class of students were working.
18. There is a basket of fruits on the table.
19. The church choir sang the hymns.
20. His hockey team made it to the finals.

Excercise

1. The **panel** of judges decided the fate of the contestant.
2. A **cluster** of grapes was hanging from the vine.
3. The singer faced a **sea** of fans as she walked off stage.
4. I have a **mountain** of work to get through before I can relax.
5. The celebrity stayed in a **suite** of rooms at the hotel.
6. The **ensemble** of musicians played for hours.
7. The **group** of students were listening to the lecture attentively.
8. The flock of sheep was grazing in the fields, while a **murder** of crows perched on the tree.
9. The **team** of footballers are rigorously training for the tournament.
10. A **deck** of cards were scattered on the floor.

▼ Abstract noun

1. The principal received an application from the **guardian**.
2. Proper guidance is a must for every **student**.
3. **Attendance** in the class is rather thin today.
4. **Handel** earned fame and recognition for his bravery.
5. For his **friendliness**, the judge gave a wrong decision.
6. An **announcement** was made that there was no vacancy in the office.
7. Amidst **poverty**, the boy grew up to be a man of wisdom.
8. The drama was a **tragedy**, for it ended in cruelty and death.

▼ Have Had Has

I you we they present tense - Have

He she it in present tense - Has

I we you they he she it past tense - Had

Negative

I we you they Don't have

He she it Doesn't have

I we you they he she it past tense - Didn't have

Question

I we you they and present tense - Do you

He she it Does

Past tense + subject + had

1. I **forgot** your lunch here.
2. Jane **had** a rough time last year.
3. We **have** little understanding of what causes this.
4. The girls have **all** passed the exam.
5. I **had** a bad dream last night.
6. I **gained** a new perspective this morning.
7. You **have** no idea what I am going through right now.
8. I asked my doctor. He **had** no idea what it is.
9. This puppy **has** bad breath.
10. What we **have** here is a failure to communicate.
11. That dog **had** health problems last month.
12. I **have** a naughty brother. My brother is a good boy.
13. My sister **has** a kitten. It's funny.
14. My mum is a pretty woman. She **has** beautiful eyes.
15. We **have** a bookcase. There are lots of books.
16. They **have** a carpet. The carpet is purple and brown.
17. Bill **has** a piano and he can't play the piano.

18. She can't watch TV. She **has** a TV set.
19. My grandad and granny **have** a house. The house is big.
20. His puppy **has** long ears. Puppy's ears are short.
21. She **has** a pet. Her parrot lives in a cage.

▼ Was and Were

- I, he ,she, it - was - wasn't
- They ,we ,you - were - weren't

1. We _____ in the theatre.
2. How old _____ Kate last year?
3. Where _____ you last Saturday?
4. I _____ in the library at eight o'clock.
5. Ann _____ at home yesterday morning.
6. The color pencils _____ under the table.
7. The English test _____ very easy.
8. Why _____ she in the back of the van?
9. We _____ too tired to finish.
10. _____ you born in 2000?

1. were
2. was
3. were
4. was
5. was
6. were
7. was
8. was

9. were
10. were

1. I _____ crossing the red light when accident took place.

2. Sheena _____ at home yesterday.

3. You _____ very busy on Monday.

4. I _____ so happy yesterday.

5. They _____ working on their chemistry project.

6. She _____ in USA last month.

7. Did She say what she _____ doing.

8. They _____ in front of the Garden.

9. We _____ at school last Sunday.

10. Where _____ they playing.

11. The boys _____ climbing on the tree.

12. Reena and Meena _____ late for school



1. was
2. was
3. were
4. was
5. were
6. was
7. was
8. were
9. were
10. were
11. were
12. were

▼ Pronoun

- Instead of using noun again we can use pronoun
- Dog can be replaced by he she it
- modified by adjectives
- *I, she, he, you, it, we, they - he/him, she/her, and they/them*

▼ Have been ,has been, had been

Present tense

- I we you they plural noun - **have been - Present tense**
- he she it or singular noun - **has been - Present tense**
 - When present perfect or past perfect
 - If action is still continuing have been has been
 - I have been working as a teacher since 2007
- Passive voice
 - Your items have been delivered
- Experience of visiting places
 - We have been to Ireland twice

Past tense

- I we you they plural noun he she it or singular noun - **had been**
 - For all past actions had been i we you we she it singular or plural noun
 - I had been working as a teacher for 7 years when i quit my job
 - The project had been completed when the company started an another one
- When she travelled to the us in 2015 she had never been abroad before.

▼ Exercise

1. She _____ working at the company for five years.
2. They _____ studying for their exams all week.
3. He _____ feeling unwell since yesterday.
4. The project _____ completed ahead of schedule.
5. It _____ raining heavily all morning.
6. She _____ to Paris once before she moved there.
7. They _____ waiting for hours before the train finally arrived.
8. He _____ a teacher before he decided to pursue a career in medicine.
9. By the time they arrived, the concert _____ canceled.
10. She _____ dreaming of traveling the world since she was a child.

▼ Answers

- She has been working at the company for five years.
- They have been studying for their exams all week.
- He has been feeling unwell since yesterday.
- The project has been completed ahead of schedule.
- It has been raining heavily all morning.
- She had been to Paris once before she moved there.
- They had been waiting for hours before the train finally arrived.
- He had been a teacher before he decided to pursue a career in medicine.
- By the time they arrived, the concert had been canceled.
- She had been dreaming of traveling the world since she was a child.

▼ Others Ex

Anu's

1. I love this writer's books. I **have been reading** them for years.

2. His clothes were dirty because he **had been working** in the garden.
 3. Where have you been? We **have been waiting** for you for ages.
 4. He hasn't decided on a career yet, but he **has been thinking** about it lately.
 5. After she **had been playing** the violin for ten years, she joined an orchestra.
 6. Mike has never had an accident and he **has been driving** for years.
 7. She had no idea it was so late because she **had not been watching** the time.
 8. **Have you been taking** your medicine regularly, Mrs. Smith?"
"Yes, doctor."
 9. They eventually found the dog after they **had been looking** for it all night.
 10. How long **had your father been working** for the company when he retired?
-

Durga's

1. **Rahul** has been learning French for three months.
2. **Mr. Rupert** has been staying in New Orleans for the past four years.
3. **The boys** have been playing in the park since five o'clock.
4. **Tina** has been meditating for some time.
5. **The child** has been sleeping for three hours.
6. **Mohit** has been asking for a new PS5 for a long time.
7. **The builder** has been building the tower for a few months.
8. David has been reading David Copperfield since Saturday.
9. **Uma** has been typing the three pages since morning.

10. **Hira** has been waiting for his friend at the cafe since the evening.

Vimalan's

1. A total of five cars **have been** stolen from the city center
 2. Birds **have been** following me all day long.
 3. Children **have been** playing since morning.
 4. I **have been** reading articles on English language for three hours.
 5. How long **have you been** studying English before you moved to London?
 6. I **have been** shopping with my wife in the market since morning.
 7. She **was** shopping in that bazaar before you came home.
 8. Children **were** playing baseball in that field before it started to rain.
 9. He **has been** helping me with my project for some months.
 10. Jyoti **has been** painting stones since last year.
-

Shiva Selvan's

1. The entire team has been working hard to improve their skills.
2. That horse has been running really fast in all of the races.
3. The glacier has been melting a little more each year.
4. The lifeguards have been watching the pool all summer.
5. I want to be a dancer when I grow up.
6. She had a great time playing softball with her friends.
7. The bridge opens when the winter is nice.
8. My dog ran around the pool before jumping in.
9. The singer sang all of my favorite songs at the concert.
10. The river flowed through the countryside.
11. My parents wanted to buy a new house in Florida.

12. The teachers had been reading three books during summer vacation.
 13. My daughter danced in a competition.
 14. The worker delivered the mail to everyone in the neighborhood.
-

Prabakar's

1. The team has been practicing diligently for the upcoming tournament.
2. The novel has been praised by critics for its captivating storyline.
3. They have been discussing the plan for hours before reaching a decision.
4. By the time I arrived, the cake had been eaten by everyone at the party.
5. The movie has been widely anticipated by fans worldwide.
6. She has been learning Spanish for several months now.
7. The sun was shining brightly when we set off on our hike.
8. He has been playing the piano since he was a child.
9. The house had been beautifully decorated for the holiday season.
10. They had been arguing about politics for as long as I can remember.

▼ Could Would

- I could run a mile in 10 when i was younger
- I know we will win the match - present
- I knew i would win the match - past
- It could rain tonight - possibility
- She could be busy - possibility
- If I had a million dollars I would by a beach house

- Polite Expression
 - Make suggestions
 - Making offers
 - Making requests
 - Asking for permission

- We could try the new restaurant - suggestions
- Would you like to have some tea - Offer
- Could you open a window please or would - requests
- Could I borrow your car for a day - permission

▼ **Should**

When something must happen

When giving advice or asking for advice

▼ **Email Etiquette**