

## ANSWERS

### EXERCISE NO-01: PRESENTATION/GROUP DISCUSSION/WRITTEN SKILLS

#### I. Answer the following questions:

##### 1. Name the objectives of a presentation.

- |                          |                         |                       |
|--------------------------|-------------------------|-----------------------|
| 1. Providing information | 2. Teaching a skill     | 3. Reporting progress |
| 4. Selling a product     | 5. Obtaining a decision | 6. Solving a problem  |

##### 2. What should be the body language and facial expression while communicating?

- |   |  |
|---|--|
| 1. Look at the audience as much as possible | 2. Use gestures while speaking         |
| 3. Never turn your back to the audience     | 4. Move around the hall when you speak |
| 5. Maintain eye contact                     |  |

##### 3. Do's and don'ts of a presentation.

###### Do's:

- |                                  |  |                            |
|----------------------------------|--|----------------------------|
| 1. Check what is expected of you | 2. Prepare in plenty of time                     | 3. Plan to start with care |
| 4. Ensure your clarity           | 5. Maintain good, evenly distributed eye contact |                            |

###### Don'ts:

- |   |                                    |                     |
|---|------------------------------------|---------------------|
| 1. Prepare too much material, check your time | 2. Try to do without speakers note |                     |
| 3. Start with apology                         | 4. Use repetitive gesture          | 5. Assume hostility |

##### 4. What according to you are the essential tips for effective group discussion?

Analytical answer by the students.

### II. GROUP DISCUSSION: Topic will be assigned and asks to discuss in a group. Same is to write in a specific format.

### EXERCISE NO-02: COMMONLY CONFUSED WORDS

#### I. Underline the appropriate word from the highlighted words in each sentence.

1. The court has ordered a judicious judicial enquiry in to the deaths of these two infants.
2. His judicious judicial choice of words helped to convince her of the necessity for the operation.
3. I know that she would go to any extent extant to get things done her way.
4. She has taken away the only extant extent copy of the manuscript. I have no other source to go to.

5. As a judge he has to be disinterested uninterested; he cannot be seen to favor any one party.
6. I don't see how you aim to be a doctor; you seem so thoroughly disinterested uninterested in your studies.
7. She went out for shopping for some bride bridal wear, a week before her marriage.
8. I always advise people not to bridal bridle up their passions.
9. People in England were shocked at the enormity enormous of the crimes committed by jack the ripper.
10. It was really shocking to see the enormity enormous number of deaths that occurred due to the earthquake.
11. Taking the advice of elders may not be beneficial beneficent all the time.
12. It is everybody's duty to be beneficent beneficial towards the victims of all the time.
13. Our organization is looking for a person with a forcible forceful personality.
14. The agitators were so adamant that the cops had to make a forceful forcible entry in to the building.
15. The temple is farther further than I thought. He says we will have to travel five kilometers more.
16. Further farther, I would like to state that my client was nowhere near the scene of crime.
17. Today's youngsters can't do aught ought but work hard to succeed in the competitive world.
18. Today's youngster's aught ought to be taught what it means to be passionate.
19. I was asked by the leader of the delegation to brooch broach the subject of funding with the Minister.
20. In order to pacify his friend he bought her a very expensive broach brooch.

21. It is believed that the reign rein of Nero was one of the most ferocious in all history.
22. Our Government needs to rein reign in the growth of our ever increasing population.
23. I asked him to wash his wounds thoroughly so that they wouldn't get septic skeptic.
24. She is confirmed septic skeptic. She believes nothing until she has tested it out for herself.
25. The new house is a lot more specious spacious than the old one.
26. I really wish I was able to sore soar high in the sky like the eagles.
27. Every child, irrespective of its background, must be taught what it means to be polite politic.
28. It is not polite politic to approach him right now with your request. He is in a bad temper.
29. The iron was so hot that it seer seared a hole in my shirt.
30. The wise seer seared advised me to stop worrying about the trivial problems in life.

#### EXERCISE NO-03: PARTS OF SPEECH

##### I. Underline the Adjectives from the following Sentences.

1. Most intelligent      2. Most precious      3. tallest      4. Most beautiful

##### II. Extract the Verbs in the following Sentences.

5. Spoke      6. Make      7. Drinks      8. Is,

##### III. Choose the appropriate words from the box and fill in the blanks.

9. Brightly      10. Early      11. Clearly  
12. Many      13. Fully

##### IV. Fill in the blanks with the appropriate form of word for given in the bracket.

13. Agreement      14. Commitment      15. Consideration      16. Criticism

##### V. Write the appropriate prepositions in the blanks from the box.

17. And      18. and      19. but/though      20. nor

##### VI. Change the adjectives in to Nouns:

Change the adjective in bold in each of these sentences to a noun so that the word is grammatically correct in the sentence.

SL NO	Adjective	Noun
21	1. Valuable	Value/Valuables
22	2. Tasteful	Taste/Tastefulness
23	3. Thirsty	Thirst/Thirstiness
24	4. Honest	Honesty

### VII. Change the verbs in to Adjectives:

Change the verbs in bold into their correct adjective form so that they are grammatically correct in the context of the sentences.

SL NO	Verb	Adjective
25	1. Promote	Promotional
26	Inspire	Inspiring
27	2. Innovate	Innovative
28	Impress	Impressive
29	3. Waste	Wasteful
30	Oblige	Obliged/Obliging
31	4. Repeat	Repeated/Repeatable
	Bore	Bored/Bearable

### VIII. Find the adjective in the first sentence and fill the gap with the adverb.

29. Happily.

30. Loudly

31. Fluently

32. Angry

### IX. Choose the appropriate options to complete the sentences.

33. E) our / us      34. B) His / his      35. A) no one / anything

36. P

### X. Read the passage and identifies the correct 'parts of speech' for the underline words.

For: Preposition, We: Pronoun, write: Verb, effective: Adjective, expression: Noun, to: Preposition, forcefully: Adverb, confusion: Noun, by: Preposition, suited: Verb, our: Pronoun

### EXERCISE NO-04: A. EXERCISE ON IDIOMS & PHRASES:

I. In the following questions four alternatives are given for the idiom/phrase italicized and underlined in the sentence. Choose the alternative which best expresses the meaning of idiom/phrase.

1. Lost my father's pen. I will have to face the music when I reach home.  
d) To face the consequences of one's action
2. I met him after a long time, but he gave me a cold shoulder.  
d) Ignored me

3. He passed himself off as a noble man.
  - b) Pretended to be
4. The teacher in our college let the students speak their mind.
  - a) State your opinion freely
5. In the armed forces, it is considered a great privilege to die in harness.
  - c) die while still working
6. The cricket match proved to be a big draw.
  - b.) a huge attraction
7. When he heard that he had once again not been selected he lost heart.
  - d.) became discouraged
8. Monoj is having second thoughts about marrying Roopa.
  - a) change your opinion about undecided
9. Although he has failed in the written examination, he is using backstairs influence to get the job.
  - d) Secret and unfair influence
10. Companies producing goods play to the gallery to boost their sales.
  - c) attempt to appeal to popular taste
11. Since he knew what would happen, he should be left to stew in his own juice.
  - d) Suffer for his own act
12. The Rajesh scored the rest of the runs required in leaps and bound.
  - c) very quickly
13. I am afraid he is burning the candle at both ends and ruining his life.
  - c) overtaxing his energies
14. All business deals should be made in black and white.
  - d) in writing
15. Do not trust a man who blows his own trumpet.
  - d) praises himself
16. He is out and out a reactionary.
  - b) thoroughly
17. I did not mind what he was saying; he was only through his hat.
  - a) talking nonsense
18. The case was held over due to the great opposition to it.
  - b) postponed
19. When I was visiting my relatives, I felt like a fish out of water.
  - b) Uncomfortable among the people.
20. It was he who put a spoke in my wheel.
  - c.) thwarted in the execution of the plan
21. The whole project ended in smoke because of lack of fund.
  - d) ending in complete waste.
22. Engineering is my bread and butter.
  - c) a work that earns money

**II. Some proverbs/idioms are given below together with their meanings. Choose the correct meaning of proverb/idiom, if there is no correct meaning given, E (i.e.) 'None of these' will be the answer.**

- |   |   |
|---|---|
| 28. To make clean breast of:            | 23 c) To confess without of reserve                 |
| 29. To keeps one's temper:              | 4 b) To be in good mood                             |
| 30. To catch a tartar:                  | 5 b) To catch a dangerous person                    |
| 31. To drive home:                      | 6 e) To emphasize                                   |
| 32. To have an axe to grind:            | 7 a) A private end to serve                         |
| 33. To cry wolf:                        | 8 b) To give false alarm                            |
| 34. . To end in smoke:                  | 9 b. To ruin oneself                                |
| 35. To be above board:                  | 30 b) To be honest in any business deal             |
| 36. To put one's hand to plough:        | 1 b) To take a difficult task                       |
| 37. To pick holes:                      | 2 c) To criticize someone                           |
| 38. To leave someone in the lurch:      | 3 d) To desert someone in his difficulties          |
| 39. To play second fiddle:              | 4 d) To support the role and view of another person |
| 40. To be the question:                 | 5 b) To take for granted                            |
| 41. A black sheep:                      | 6 e) None of these                                  |
| 42. A man of straw:                     | 7 a) A man of no substance                          |
| 43. To smell a rat:                     | 8 c) To suspect foul dealings                       |
| 44. To hit the nail right on the head : | 9 a) To do the right thing                          |
| 45. To set one's face against:          | 40 a) To oppose with determination                  |

**III. Give the meaning and frame the sentences for the following idioms.**

1. Ups and downs: a mixture of both good and bad experiences.
2. To make a mountain out of a molehill: to exaggerate small issue in to big one
3. At a stone's throw: a very short distance
4. At arm's length: Close by
5. Move heaven and earth: to do maximum effort you can to achieve something:
6. Took to heels: run away
7. In the long run: in the course of time
8. Bed of roses: a situation of luxurious ease; a highly agreeable position:
9. Spill the beans: reveal the secrete
10. To read between the lines: To examine and grasp the meaning

Find the meaning of the following idioms.

1. To roll up your sleeves: to prepare for hard work
2. A herculean task: requiring extraordinary strength or exertion
3. To be on toes: aware and energetic
4. To add feathers to cap: an achievement that you can be proud of

5. At the drop of a hat: immediately; instantly; (Alludes to the dropping of a hat as a signal.)
6. To be in soup: in a bad situation.
7. To be at logger heads: in conflict with someone; having reached an impasse (about something)
8. Black and blue: with dark marks on your skin caused by being hit or having an accident
9. Bury the hatchet: to stop an argument and become friends again
10. Bone of contention: something that two people or groups cannot agree about
11. To eat an humble pie: to admit that you were wrong
12. To make amends: to do something good to show that you are sorry about something you have done
13. One's Achilles' heels: a weak point or fault in someone or something otherwise perfect.
14. Palmy days: prosperous, flourishing days
15. Wild-goose chase: a search that is completely unsuccessful and a waste of time because the person or thing being searched for does not exist or is somewhere else

#### **EXERCISE NO-05: TENSES**

##### **I. Fill in each of the blanks with the correct form of the present tense & specify the exact tense.**

1. Janet attends karate class every Saturday. – Simple Present.
2. The market is usually noisy in the morning.- Simple Present.
3. The delivery man has delivered the parcel already.- <sup>Present</sup> Perfect
4. The athletes are leaving for Canada tomorrow.-Present continuous
5. Aida has been painting her room for the past hour. -Present Perfect Continuous
6. The bread man comes to our housing estate every evening.- Simple Present.
7. Warren has been playing badminton since primary school.-Present Perfect Continuous
8. The meeting has postponed due to lack of quorum.-Present Perfect
9. You are late. The bus has left already.- Present Perfect
10. Everyone is talking about Lin Dan's achievement in the Beijing Olympics. - Present Continuous.

##### **II. Fill in each of the blanks in the passage with the correct form of the past tense & specify the exact tense.**

Present

- |   |                               |  |
|---|-------------------------------|--|
| 1. C. had ventured- Past <sup>Present</sup> Perfect | 2.A- was-Simple Past          | 3.D- had come- Past <sup>Present</sup> Perfect |
| Perfect   |                               |  |
| 4. B- were thrilled-Simple Past                     | 5.C- were allowed-Simple Past | 6.A- was raised-                               |
| Simple Past   |                               |  |
| 7. B- seemed- Simple Past                           | 8.D- put- Simple Past         | 9.C- posed- Simple                             |
| Past  |                               |  |
| 10. A- had ... enjoyed-Past Perfect                 |                               |  |

**III. Fill in each of the blanks with the correct form of the future tense & specify the exact tense.**

1. Alfred will conduct the seminar next month.-Simple Future.
2. Mr. Cheng will participate in the marathon this coming month. -Simple Future.
3. The speakers will be arriving early this evening.- Future Continuous.
4. If the weather is fine, we will hold the telematches in the field.-Simple Future.
5. The accountant will work until 10.00 p.m. .-Simple Future.
6. I am sure all the guests will have left by now.- Future Perfect.
7. When I am free, I will draft out a plan for the project.-Simple Future.
8. If you are not honest, no one will trust you anymore.-Simple Future.
9. Illegible and torn entry forms will be disqualified.-Future Perfect.
10. We will have roasted duck for dinner when you come back.-Future Perfect.

**IV. Transformation of tenses as directed below.**

1. It rained heavily. (Change in to Past Perfect Tense): It had rained heavily.
2. I have been reading this book for a while. (Change in to Past Perfect Tense): I had read this book for a while.
3. She always talks about her father. (Change in to Past Continuous): She was always talking about her father.
4. The child was too curious to know. (Change in to Simple Future): The child will <sup>be</sup> too curious to know.
5. We learnt grammar at school. (Change in to Past Perfect continuous Tense): We had been learning grammar at school.
6. My brother works in a factory. (Change in to Past perfect Tense): My brother had worked in a factory.
7. She will go abroad. (Change in to Past Perfect Tense): She had gone abroad.
8. They found the project interesting. (Change in to Past Perfect Tense): They had found the project interesting.
9. The patient suffered too much. (Change in to Past Perfect Tense): The patient had suffered too much.
10. I collected the fees from all. (Change in to Present Continuous Tense): I am collecting the fees from all

**EXERCISE NO-06: JOB APPLICATION WITH RESUME:**

- Apply for a job by taking the reference of suitable recruitment advertisement choosing from newspapers, job portals etc., (Paste the newspaper cutting)

**EXERCISE NO-07: CORRECT THE SENTENCES**

**Example: I havent not heard from John in six months.**

I haven't heard from John in six months.

1. It is raining when I got home last night.

It was raining when I got home last night.

\* Use past progressive for a longer action that was interrupted by a shorter action in the past.

2. My sister is annoying today, but usually she is nice.

My sister is being annoying today, but usually she is nice.

\* Use a progressive tense (present progressive is used here) for actions and (some) adjectives that are temporary. Your sister is not annoying; she is only being annoying today. For adjectives, this generally applies to adjectives that require an action (e.g. being silly, being rude) and not states (dead, tired).

3. I have not ate anything today.

I have not eaten anything today.

4. If I am a child, I would play outside.

If I were a child, I would play outside.

\* Second conditional = *If + past tense, subject + would/could/might*. The second conditional is used for unreal situations. Fact: You are not a child. But, if you were a child, you would play outside.

5. Everyone have seen that movie.

Everyone has seen that movie.

6. If we will be late, they will be angry.

If we are late, they will be angry.

\* Being late is a real possibility, so you should use the first conditional. *First conditional = If + subject + present simple, subject + will*.

7. My father is thinking that I should stop smoking.

My father thinks I should stop smoking.

\* In this sentence, the verb *think* is a state verb. It is generally not used in the progressive (~ing) tense.

8. Look! It is snow.

Look! It is snowing.

9. I fell asleep while I watched TV.

I fell asleep while I was watching TV.

\*After *while* use past progressive. Again, this is a longer action (watching TV) that was interrupted by a shorter action (fell asleep).

10. I have lived in Canada since 10 months.

I have lived in Canada for 10 months.

11. There is a warm country.

It is a warm country. / That country is warm.

\*In the above sentence, 'There' is an adverb that indicates a place. An adverb should not be the subject of a sentence. Instead, use 'It' as the subject. It is a pronoun.

12. I have not an iPhone .

I do not have an iPhone.

\* People do not say "I have not (something)" anymore. This is old-fashioned English.

13. I haven't ever been to Korea.

I haven't been to Korea. / I have never been to Korea.

\* 'ever' is only used with the present perfect in questions. It is not used in statements.

14. The students have a good time in class today.

The students are having a good time in class today.

\* The verb *have* is a state verb, so it shouldn't be used in the progressive (~ing) tenses. However, to '*have a good time*' is an expression (just like *have a baby*, *have a party*). These expressions are actions, so they can be used in the progressive tense.

15. John probably isn't going to come to school tomorrow.

John probably won't come to school tomorrow.

\* use *will* for predictions. Use *be + going to* for plans that are already decided.

16. If the world ended tomorrow, I will be very sad.

If the world ended tomorrow, I would be very sad.

\* This is the second conditional. It is for a present unreal condition. There is a very low chance the world will end tomorrow. The speaker does not believe it will happen. Therefore, to show that it's not a real possibility, we use the second conditional.

17. I still did my homework at 10:30 pm last night.

I was still doing my homework at 10:30 pm last night.

\* Use past progressive for actions that were in progress at a specific time in the past.

18. He can speak Japanese because he was born in Canada.

He can speak Japanese even though/although he was born in Canada.

\* These ideas contrast each other, so we should use '*even though/though/although*'.

19. Lee afraid of snakes.

Lee is afraid of snakes.

\* *afraid* is an adjective. A verb is still needed.

20. The students were not interested in the lesson because it was bored.

The students were not interested in the lesson because it was boring.

\* An explanation of this answer can be found here.

#### **EXERCISE NO-08: CREATIVE WRITING**

**Construct paragraphs for the suggested topic.**

**1. Introduction**

**2. Explanation/Key points**

**3. Conclusion**

\*\*\*\*END\*\*\*\*