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1. Elucidate the history and development of English language.

Answer:

English is a global language that originated in England and is now the most widely spoken language in the world. It is the official language of many countries, including the United Kingdom, the United States, Canada, Australia, and New Zealand, and it is also spoken as a second or foreign language in many other countries. Today, English is used for communication in a variety of contexts, including business, politics, science, and the arts. It is also the most commonly taught second language in the world, with millions of people learning English as a way to communicate with others in an increasingly interconnected world.

A rough timeline of the development of Old English, Middle English, and Modern English is:

Old English = 500 – 1100 AD

Middle English = 1100 – 1500

Modern English = 1500 – Present

Old English - Old English, also known as Englisc, Anglo-Saxon, was the earliest form of the English language and was spoken in England from the 5th to the 11th century. In the fifth and sixth centuries AD the Angles, Saxons, and Jutes invaded the British Isle, and they spoke a language that could be mutually understood by each other; and this language is known today as 'Old English'. The four dialects of the Old English language are West Saxon, Mercian,

Northumbrian and Kentish. Approximately half of all Modern English words are derived from Old English roots.

Middle English - Middle English was the form of the English language spoken in England from the 11th to the 15th century. It was heavily influenced by Norman French, as a result of the Norman Conquest in 1066, and many French words and phrases were incorporated into the English language. During the Middle English period, the English language underwent significant changes, which changed the pronunciation of many vowel sounds. It was also a period of transition between Old English and Modern English, and despite the many changes that the English language has undergone since the Middle English period, many words and phrases from this time period are still in use today.

Modern English - Early Modern English and Late Modern English are two sub-periods within the Modern English period of the English language. Early Modern English is the form of the English language spoken and written from the 16th to the early 18th century. Early Modern English saw the development of a standardized written form of the language, thanks in part to the work of authors such as Shakespeare and the King James Bible. Late Modern English is the form of the English language spoken and written from the late 18th century to the present day. The Industrial Revolution and the British Empire had a significant influence on the development of Late Modern English. During the Industrial Revolution, there was a rapid expansion of industry and technology which led to the development of new words and phrases to describe the new inventions and innovations of the time. The British Empire, which was at its height during the 19th and early 20th centuries, also had a major impact on the English language. As the British colonized and controlled large parts of the world, the English language spread widely and became the dominant language in many parts of the globe. This helped to increase the global reach and influence of the English language, and many words and phrases from other languages were borrowed into English as a result.

2. Define sentence. Write all types of sentences with two examples each.

Answer:

A sentence is the basic unit of language which is a group of words that expresses a complete thought or idea. It consists of a subject, which is the person or thing that the sentence is about, and a predicate, which is the verb or action that the subject is performing. In written language, a sentence is typically marked by a capital letter at the beginning and a period, question mark, or exclamation point at the end. In spoken language, a sentence is usually indicated by a change in pitch or emphasis at the end.

The different types of sentences are positive sentences, negative sentences, statement sentences, interrogative sentences, and exclamatory sentences. The type of sentence is determined by its structure and purpose, and it can be used to make a statement, ask a question, express an emotion, or convey other types of information.

1) Positive sentence: A positive sentence is a sentence that states something as true or factual. It is used to make a statement or to convey information. Examples of positive sentences include:

- "The sun is shining brightly today."
- "I am going to the store."

In these sentences, the subject is "the sun" and "I," respectively, and the verb is "is shining" and "am going," respectively. The sentences are stating something as true or factual.

2) Negative sentence: A negative sentence is a sentence that states something as false or untrue. It is used to convey the opposite of a positive statement or to deny something. Examples of negative sentences include:

- "I am not going to the store."
- "It is not raining outside."

In these sentences, the word "not" is used to negate the verb "am going" and "is," respectively, making the sentences negative statements.

3) Statement sentence: A statement sentence is a sentence that makes a statement or declaration. It is used to convey information or to express an opinion. Examples of statement sentences include:

- "I love ice cream."
- "She is a talented musician."

In these sentences, the subject is "I" and "she," respectively, and the verb is "love" and "is," respectively. The sentences are expressing an opinion or stating something as true.

4) Interrogative sentence: An interrogative sentence is a sentence that asks a question. It is used to seek information or clarification. Examples of interrogative sentences include:

- "What is your name?"
- "Where is the nearest grocery store?"

In these sentences, the subject is "What" and "Where," respectively, and the verb is "is" and "is," respectively. The sentences are asking for information.

5) Exclamatory sentence: An exclamatory sentence is a sentence that expresses strong emotion or surprise. It is usually used to express excitement or to make a strong statement. Examples of exclamatory sentences include:

- "I can't believe I won the lottery!"
- "What a beautiful day it is today!"

In these sentences, the subject is "I" and "What," respectively, and the verb is "can't believe" and "is," respectively. The sentences are expressing strong emotion or surprise.

3. Write in your own words how effective communication will affect your personal and professional life. Write atleast five points.

Answer:

Effective communication is a skill that involves the ability to convey information clearly and accurately, as well as to listen actively and attentively to others. It involves the use of verbal and nonverbal language, and the ability to adapt communication to the needs and preferences of the audience. By being able to communicate effectively, people can build stronger, more meaningful relationships, increase their productivity and leadership capabilities, and enhance their reputation and influence within their personal and professional networks.

Here are some of the ways in which effective communication can impact a person's personal and professional life:

Personal Life:

- Builds trust: When people feel that they are being listened to and that their thoughts and feelings are being accurately conveyed, it helps to build trust and strengthen the relationship.
- Increases understanding: By being open and honest in communication, people can better understand each other's perspectives, values, and needs. This can help to reduce misunderstandings and conflicts.
- Reduces conflicts: By being able to communicate openly and honestly, people can better understand each other's perspectives and needs, which can help to reduce conflicts and improve the overall quality of the relationship.
- Improves problem-solving: When people are able to effectively communicate with each other, they can work together more effectively to solve problems and overcome challenges.
- Increases emotional intelligence: Effective communication involves being able to understand and express one's own emotions, as well as to recognize and respond appropriately to the emotions of others. This can increase a person's emotional intelligence and improve their ability to relate to others.

Professional Life:

- Convey information clearly: Being able to communicate information clearly and accurately is essential in the workplace. It can help to ensure that important

information is understood and acted upon, leading to better decision-making and problem-solving.

- Enhances reputation: People who are skilled communicators are often viewed as more competent, confident, and influential. This can enhance a person's reputation and increase their standing within an organization.
 - Increases productivity: When people are able to communicate effectively with their colleagues, they can work together more efficiently and effectively, leading to increased productivity.
 - Improves leadership: People who are skilled communicators are often seen as more confident and capable leaders. By being able to clearly convey their vision and goals, and by actively listening to and engaging with others, they can build stronger, more collaborative teams.
 - Enhances customer service: In customer-facing roles, effective communication is essential for building and maintaining relationships with clients. By being able to listen to and understand the needs and concerns of customers, and by effectively communicating solutions and information, people can improve the overall quality of customer service.
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4. Convert the below given sentences from Active Voice to Passive Voice:

- Have you finished the report?**
- She has written a novel.**
- The police have caught the thief.**
- The tiger was chasing the deer.**
- She has learned her lessons.**

Answer:

- Has the report been finished by you?
 - A novel has been written by her.
 - The thief has been caught by the police.
 - The deer was being chased by the tiger.
 - Her lessons have been learned by her.
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5. Elaborate on the different ways in which you can build your vocabulary.

Answer:

Expanding our vocabulary is an important part of improving our language skills and become a more effective communicator. There are many different ways how we can build our vocabulary:

1. **Reading:** By reading a variety of materials, such as novels, news articles, academic texts, and more, we can expose ourselves to new words and concepts. As we encounter new words, we should make an effort to look them up and try to use them in our own writing and conversation.
 2. **Use of dictionary:** When we come across a word we don't know, we need to take the time to look it up in a dictionary. We need to make sure to read the full definition, as well as any example sentences provided, to get a better understanding of how the word is used.
 3. **To practice using new words:** Once we've learned a new word, we need to try to use it in our own writing and conversation. This will help us to remember the word and become more comfortable using it.
 4. **To play word games:** There are many fun word games and puzzles that can help us to build our vocabulary, such as crossword puzzles, Scrabble, and Boggle. These games can be a fun and engaging way to learn new words and improve our language skills.
 5. **Use of vocabulary-building apps and websites:** There are many online resources and apps that can help us learn new words and improve our vocabulary. These resources often include quizzes, games, and other interactive elements that can make learning new words more fun and engaging.
 6. **Watching English movies:** This can be a fun and engaging way to build our vocabulary, as movies often use a wide range of vocabulary and may expose you to new words and expressions that you might not encounter in everyday conversation.
 7. **To learn new words in context:** Reading or hearing new words used in context can help us understand their meanings more easily and to remember them more effectively. For example, if we come across a new word while reading a book, we need to take note of the context in which it is used and think about how it contributes to the meaning of the sentence or passage.
 8. **To keep a vocabulary journal:** We need to cultivate the habit of maintaining a journal or list of new words that we learn. We need to write down the word, its definition, and an example sentence using the word. And we need to review our list regularly to reinforce our learning.
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6. Discuss rules related to various forms of tenses.

Answer:

TENSES

Tenses denote the time of action. They show when the work is done. They are:

- (1) Present Tense
- (2) Past Tense
- (3) Future Tense

They are further divided into:

- (1) Simple Present

Assertive Sentences – He drives a cab.

Negative Sentences – He does not drive a cab.

Interrogative Sentences - Does he drive a cab?

Interrogative Negative Sentences - Does he not drive a cab?

(2) Present Continuous

Assertive Sentences – He is driving a car.

Negative Sentences – He is not driving a cab.

Interrogative Sentences - Is he driving a car?

Interrogative Negative Sentences - Is he not driving a cab?

(3) Present Perfect

Assertive Sentences – He has driven a cab.

Negative Sentences – He has not driven a cab.

Interrogative Sentences – Has he driven a cab?

Interrogative Negative Sentences - Has he not driven a cab?

(4) Present Perfect Continuous

Assertive Sentences – He has been driving a cab.

Negative Sentences – He has not been driving a cab.

Interrogative Sentences – Has he been driving a cab?

Interrogative Negative Sentences - Has he not been driving a cab?

(1) Simple Past

Assertive Sentences – He drove a cab.

Negative Sentences – He didn't drive a cab.

Interrogative Sentences - Did he drive a cab?

Interrogative Negative Sentences - Did he not drive a cab?

(2) Past Continuous Tense

Assertive Sentences – He was driving a cab.

Negative Sentences – He was not driving a cab.

Interrogative Sentences - Was he driving a cab?

Interrogative Negative Sentences - Was he not driving a cab?

(3) Past Perfect Tense

Assertive Sentences - He had driven a cab.

Negative Sentences – He had not driven a cab.

Interrogative Sentences – Had he driven a cab (before)?

Interrogative Negative Sentences – Had he not driven a cab (before)?

(4) Past Perfect Continuous Tense

Assertive Sentences – He had been driving a cab.

Negative Sentences – He had not been driving a cab.

Interrogative Sentences – Had he been driving a cab?

Interrogative Negative Sentences - Had he not been driving a cab?

(1) Simple Future

Assertive Sentences – He will drive a cab.

Negative Sentences – He will not drive a cab.

Interrogative Sentences – Will he drive a cab?

Interrogative Negative Sentences - Will he not drive a cab?

(2) Future Continuous Tense

Assertive Sentences – He will be driving a cab.

Negative Sentences – He will not be driving a cab.

Interrogative Sentences - Will he be driving a cab?

Interrogative Negative Sentences - Will he not be driving a cab?

(3) Future Perfect Tense

Assertive Sentences – He will have driven a cab.

Negative Sentences – He will not have driven a cab.

Interrogative Sentences - Will he have driven a cab?

Interrogative Negative Sentences - Will he not have driven a cab?

(4) Future Perfect Continuous Tense

Assertive Sentences – He will have been driving a cab.

Negative Sentences - He will not have been driving a cab.

Interrogative Sentences - Will he have been driving a cab?

Interrogative Negative Sentences - Will he not have been driving a cab?
