**HS3252**

**PROFESSIONAL ENGLISH – II**

**PART-C**

1. **Reflexive Pronouns**

Reflexive Pronouns are pronouns that are used to refer back to the subject in the sentence. Some examples of reflexive pronouns are myself, yourself, herself, himself, oneself, itself, ourselves, themselves and yourselves.

I - Myself

You - Yourself/Yourselves He - Himself

She - Herself They - Themselves We - Ourselves

It - Itself

One - Oneself

Examples :

- They looked at them.

They looked at themselves.

-I learnt to drive a car by myself. I learnt to drive a car.

-Teena and Tyson have been preparing themselves for the entire semester.

Teena and Tyson are the subjects in example 4 who happen to prepare themselves and no one else.

Exercises for Reflexive Pronouns

* 1. Why can’t you do it ?
  2. Dave and Cian were trying to bake a cake all by for their mom’s birthday.
  3. Casper was not able to clear his table all by , so his cousins helped him out.
  4. The teacher asked the students to work out the maths problems by .
  5. It is crucial that every one of you take the responsibility of taking care of .

Answers:

1. Why can’t you do it yourself?
2. Dave and Cian were trying to bake a cake all by themselves for their mom’s birthday.
3. Casper was not able to clear his table all by himself, so his cousins helped him out.
4. The teacher asked the students to work out the maths problems by themselves.
5. It is crucial that all of you take the responsibility of taking care of yourselves during this pandemic.

###### **Demonstrative Pronouns**

Demonstrative Pronouns are pronouns that are used to point to specific objects. Some examples of demonstrative pronouns are this, that, these and those.

This(singular)

Refers to a particular person, place, animal or thing that is closer in time and distance.

Example:

This is my mom.

This is my pet dog.

This is my favourite restaurant. This is the book I was looking for.

That(singular)

Refers to a particular person, place, animal or thing that is further away in time and distance.

Example:

That is my student.

That is the dog that chases all those who go on two-wheelers. That is the place where you can buy books at a lower cost.

That is the box with all the money.

These are the children who missed their bus.

These were the cats that were rescued from the nearest neighbourhood. These are too expensive.

These cost a lot less than what I had expected.

Those

Refers to a number of people, places, animals or things that are further away in time and distance.

Example:

Those are the women who have been waiting at the counter for more than an hour now. Those belong to my neighbour.

There are so many birds here, but those are my favourite.

The cafes around the corner are a lot more expensive than those down the street.

Exercises:

Rewrite the following sentences by replacing the nouns with appropriate demonstrative pronouns:

1. Bruno is my cousin.
2. I prefer soft drinks to fresh juices.
3. These flowers smell nice.
4. Be careful. That plate is hot.
5. Did you find the cats in there?

Answers:

1. This is my cousin.
2. I prefer soft drinks to these.
3. These smell nice.
4. Be careful. That is hot.
5. Did you find those in there?
6. Interrogative Pronouns

Interrogative Pronouns are pronouns that are used to ask questions. Some examples of interrogative pronouns are who, what, when, why and where.

What - (Interrogative Pronoun)What are you looking for here?- (Interrogative Adjective)Whatcolour do you think I should wear?

Who - (Interrogative Pronoun)Who is the man who stole your purse? - ‘Who’ cannot be used as an interrogative adjective as it always refers to people who are nouns that play the role of a subject or an object.

Whom - (Interrogative Pronoun)Whom did you bring along with you for the wedding? - ‘Whom’ cannot be used as an interrogative adjective as it always refers to people who are nouns that play the role of a subject or an object.

Whose - (Interrogative Pronoun)So many of them had lost their phones that night. Whose did you find?

- (Interrogative Adjective)Whose acting did you like the most?

Which - (Interrogative Pronoun)Which is the book you read last month? - (Interrogative Adjective)Which book did you decide to buy?

Exercises for Interrogative Pronouns

Identify the interrogative pronouns or interrogative adjectives in the following sentences:

* 1. Which flower in the bunch do you like?
  2. Who is the guy standing next to Winston?
  3. What food would you like to have?
  4. Whose keys are these?
  5. What are you holding in your hands?
  6. Have you decided which movie to watch?
  7. Who is your boss?
  8. Would you mind telling me which article I should work on next?
  9. What did Susan find in the box?
  10. I was asking him whose phone that was.

Answers:

1. Which flower in the bunch do you like? – Interrogative Adjective
2. Who is the guy standing next to Winston? – Interrogative Pronoun
3. What would you like to have? – Interrogative Pronoun
4. Whose keys are these? – Interrogative Adjective
5. What are you holding in your hands? – Interrogative Pronoun
6. Have you decided which movie to watch? – Interrogative Adjective
7. Who is your boss? – Interrogative Pronoun
8. Would you mind telling me which article I should work on next? – Interrogative Adjective
9. What did Susan find in the box? – Interrogative Pronoun
10. I was asking him whose phone that was. – Interrogative Adjective
11. Indefinite Pronouns

Indefinite Pronouns are pronouns that do not refer to any particular person, place or thing. Some examples of indefinite pronouns are someone, somebody, somewhere, something, anyone, anybody, anywhere, anything, no one, nobody, nowhere, everyone, everybody, everywhere, everything, each, none, few, and many.

* Each

The teacher asked each to present their projects.

* Another

Another one of them entered the house.

* Anyone

Is there anyone who likes a pretzel?

* Everyone

Can everyone sit down, please?

* Anything

Anything would be fine for me.

* Everything

I found everything I was looking for.

* Everybody

Everybody reached here on time.

* Nobody

Nobody was okay with what was happening around them.

* None

Allison had invited all of her cousins, but none had come yet.

* Nothing

Nothing happened yesterday.

* Other They wanted to find out who the other was.
* Somebody

Somebody took my bag from the shelf.

* Someone

Could someone tell me where to find a doctor?

* Something

I do not like that there should always be something to do.

* Both

I think I love both.

* Many

Many have been asked to come for the audition.

* Several

Did you look at the options? There are several.

* Any

I was looking for a pencil. Is there any left?

* All

All have arrived on time.

* Some

I have a lot of chocolates. Do you want some?

Exercise:

Fill in the blanks with appropriate indefinite pronouns:

* 1. Can tell me what is happening here?
  2. I was looking for ice cubes. I did not find here.
  3. Ally invited to the party.
  4. Is it possible for you to give me ?
  5. liked the movie.
  6. will be coming home for dinner tonight.
  7. The nurse asked to settle down according to their slot numbers.
  8. I think took my science text book.
  9. wants to know what is going on around here.
  10. The doctor asked Telly not to eat as the test should be taken on an empty stomach.

Answers:

1. Can someone/somebody tell me what is happening here?
2. I was looking for some ice cubes. I did not find any here.
3. Ally invited everyone/everybody to the party.
4. Is it possible for you to give me something?
5. Everybody/ Everyone liked the movie.
6. No one/ Everyone/Nobody/Everybody will be coming home for dinner tonight.
7. The nurse asked everyone/everybody to settle down according to their slot numbers.
8. I think someone/somebody took my science textbook.
9. No one/everyone/nobody/everybody wants to know what is going on around here.
10. The doctor asked Telly not to eat anything as the test should be taken on an empty stomach.
11. Personal Pronouns

Personal Pronouns are simple pronouns that are used to substitute proper names. Some examples of personal pronouns are I, you, he, she, we, they, him, her, he, she, us and them.

First Person Pronoun(Singular)

**I, Me**

Examples:

I like having coffee in the morning. Did you call me around 11?

First Person Pronoun(plural)

**We, Us**

Examples:

We are going to visit the new museum tomorrow.

All of us have been invited to the wedding ceremony in Dubai.

Second Person Pronoun(singular)

**You**

Examples:

You can take whatever you want from the shelf. Did they inform you about the reopening?

Second Person Pronoun(plural)

**You**

Examples:

You (plural) brought this up.

Weren’t you all asked to wear the uniform saree on Mondays?

Third Person Pronoun(singular)

**He/Him, She/Her, It**

Examples:

He reached the station on time.

She was asked to replace the weights on the stand.

Is there any way you could ask him to accompany my brother?

Would it be possible for her to find out if Suraj is coming to the birthday party?

She had been looking all around the place for her blue bag, but she did not find it.

Third Person Pronoun(plural)

**They/Them**

Examples:

They will be spending their Christmas holidays in London this year.

Davis asked them to pitch in as bridesmaids as it was time.

Exercise for Pronouns:

Identify the pronouns and the type of pronoun in the following sentences:

1. I am going home today evening.
2. Her aunt will be vacating next week.
3. She is the girl I was talking to you about.
4. This is the place where I found my missing bag.
5. Did you do it yourself?
6. It was a time when I was so happy.
7. We always help each other out.
8. Has everyone completed the work that was assigned for today?
9. That dog down the street is his.
10. All my friends are coming home for my parents’ 25th wedding anniversary celebration.

Answers:

1. I am going home today evening. Personal Pronoun/Subject Pronoun
2. Her aunt will be vacating next week. Possessive Pronoun
3. She is the girl I was talking to you about. Personal Pronoun
4. This is the place where I found my missing bag. Relative Pronoun
5. Did you do it yourself? Personal Pronoun, Intensive Pronoun
6. It was a time when I was so happy. Relative Pronoun
7. We always help each other out. Reciprocal Pronoun
8. Has everyone completed the work that was assigned for today? Indefinite Pronoun
9. That dog down the street is his. Possessive Pronoun
10. All my friends are coming home for my parents’ 25th wedding anniversary celebration. Possessive

Pronoun

##### Cause and Effect

**Cause**:to make something happen.

**Effect**:a change that results when something is done or happens : an event, condition, or state of affairs that is produced by a cause.

We use some expressions to denote cause and effects such as because of

since because as as long as as much as

due to the fact

Examples:

Cause: I never brush my teeth. Effect: I have 5 cavities.

Cause: I've smoked cigarettes daily for 20 years. Effect: I have lung cancer. Cause: He broke his arm. Effect: The doctor put it in a cast.

Cause: I flipped the light switch. Effect: The light came on.

It had begun to rain so Sally and Jake had to run inside. Cause: It had begun to rain.

Effect: Sally and Jake had to run inside.

Since it was so chilly outside, Benjamin built up a big fire in his fireplace. Cause: It was so chilly outside.

Effect: Benjamin built up a big fire in his fireplace.

Suraj was getting very angry and frustrated because none of her good deeds were being recognized as good.

Cause: Suraj was getting very angry and frustrated.

Effect: None of her good deeds were being recognized as good.

A great twister picked up Aunty Suraj’s house, and as a result, Dorothy and Toto ended up in the

wonderful world of Oz.

Cause: A great twister picked up Aunty Suraj’s house.

Effect: Dorothy and Toto ended up in the wonderful world of Oz.

Exercises:

Read the following items, then identify the cause and effect in each one.

1. If you train your dog, he will follow commands.
2. I skipped lunch today, so I am extremely hungry this evening.
3. I have difficulty trusting people because my last boyfriend lied a lot.
4. She forgot to water her plants, so they all died.
5. He did not study for the test at all, so he failed it.

Answers:

1. If you train your dog, he will follow commands.

cause – training the dog

effect – following commands

1. I skipped lunch today, so I am extremely hungry this evening.

cause – skipping lunch

effect – being extremely hungry

1. I have difficulty trusting people because my last boyfriend lied a lot.

cause – lying boyfriend

effect – difficulty trusting people

1. She forgot to water her plants, so they all died.

cause – forgot to water plants

effect – plants died

1. He did not study for the test at all, so he failed it.

cause – did not study

effect – failed test

##### Phrasal Verbs

combination of a verb and an adverb or a preposition.

* **asksomebodyout**

invite on a date

Example:Brian asked Judy out to dinner and a movie.

* **ask around**

ask many people the same question

Example:I asked around but nobody has seen my wallet.

**-add up tosomething**

equal

Example:Your purchases add up to $205.32.

* **backsomethingup**

reverse

Example:You'll have to back up your car so that I can get out.

* **backsomebodyup**

support

Example:My wife backed me up over my decision to quit my job.

* **blow up**

explode

Example:The racing car blew up after it crashed into the fence.

* **blowsomethingup**

add air

Example:We have to blow 50 balloons upfor the party.

* **break down** stop functioning (vehicle, machine)

Example:Our car broke down at the side of the highway in the snowstorm.

##### Exercises:

Fill in the blanks by choosing the most appropriate phrasal verbs from the list of phrasal verbs given below. Conjugate them to suit the tense of the sentence.

(stand for, narrow down, hold on, run into, check out, go through, fall apart, pull off, fill in, hold against)

1. Make sure you of the hotel at the right time, else they will charge you extra.
2. Levin was asked to for Suresh.
3. the whole itinerary before you make a decision.
4. Tom and Jerry after their last meeting.
5. Please for a minute, I forgot to take my car keys.
6. It is not good to such a silly issue her for so many years.
7. Do you think Andreah would be able to it all by herself?
8. We have the possibilities of them finding us.
9. Do you know who we on our way here?
10. Nelson Mandela for the rights of his people.

Answers:

1. Make sure you check out of the hotel at the right time, else they will charge you extra.
2. Levin was asked to fill in for Suresh.
3. Go through the whole itinerary before you make a decision.
4. Tom and Jerry fell apart after their last meeting.
5. Please hold on for a minute, I forgot to take my car keys.
6. It is not good to hold such a silly issue against her for so many years.
7. Do you think Andreah would be able to pull it off all by herself?
8. We have narrowed down the possibilities of them finding us.
9. Do you know who we ran into on our way here?
10. Nelson Mandela stood up for the rights of his people.
11. **Compound Nouns**

A compound noun is a noun that is formed by a combination of more than one part of speech.

1. Types of Compound Nouns
   1. Open Compound Noun

A spaced or open compound noun is one in which there is a space between the two words which form the compound noun.

For example:

Cricket bat Fast food Flower shop

* 1. Hyphenated Compound Nouns

A hyphenated compound noun is one in which the two words are separated with the use of a hyphen. For example:

By-product Mother-in-law Passer-by

* 1. Solid Compound Nouns

A closed or solid compound noun is one in which the two words do not have any spaces or hyphens separating them. They are usually considered as a single word.

For example:

Sunflower Classroom Rainfall

1. Forming Compound Nouns

i)Noun + Noun

compound words formed by combining two nouns. Bedroom

Music band Water tank Starfish Sunflower Girlfriend Police woman Football

ii)Noun + Verb

compound words formed by combining a noun and a verb.

Firefly Rainfall

Sunset Photoshoot Sunrise Raindrop Haircut Snowfall

iii)Verb + Noun

compound words formed by combining a verb and a noun.

Swim suit Typewriter Postman Post office Notebook Breakfast Proofread Babysit

iv)Verb + Preposition

compound words formed by combining a verb and a preposition.

Takeaway Shutdown Drawback Checkin Checkout Lookout

Takedown Breakup

v)Preposition + Verb

compound words formed by combining a preposition and a verb.

Intake Outdo Input Output Overthrow Understand

Underestimate Overlay

vi)Noun + Adjective

compound words formed by combining a noun and an adjective.

Housefull Heartbroken Spoonful Wireless Lifelong Snow white Sky blue Worldwide

vii)Adjective + Noun

compound words formed by combining an adjective and a noun.

Greenhouse Blackboard Full-time Superhero Hot dog Blacksmith Long-term Last minute

viii)Gerund + Noun

compound words formed by combining a gerund and a noun.

Washing machine Dining room Swimming pool Driving licence Breaking point Melting point Living room Working day

ix)Noun + Gerund

Here is a list of compound words formed by combining a noun and a gerund.

Sightseeing Mind-blowing

Nerve-wrecking Nail-biting Brainstorming Mindmapping Air conditioning Time-consuming Bird watching

x)Preposition + Noun

compound words formed by combining a preposition and a noun.

Underworld Overview Undergraduate Oversight Bystander Afterlife Background Forehead Upstairs

1. List of Commonly-Used Compound Words

lackboard South-west North-east Indo-European

Afro-American First aid Bedroom Bathroom Washing machine Vending machine Living room Swimming pool Drawing room Copyright Typewriter

Managing director Day-to-day

Blood pressure Cold blooded Eye opener Microorganism Cupboard Footnote Locksmith Blacksmith Goldsmith Giveaway

In-depth Breakup Breakdown Blowout Housefull Showdown

Long term Sunflower Dilly dally Postman Post office Breakfast Notebook Superhero Hot dog Full moon

Merry-go-round Grandfather Mother-in-law Father-in-law Sister-in-law Brother-in-law Granddaughter Grandson Grandchild Good-hearted Last minute Real estate Mind-blowing Far-fetched Warmup

Firefly Butterfly Grasshopper Blueberry

Strawberry Half-baked Raincoat All-nighter Know-it-all

Smartphone Starfish Runway Toothbrush Time table Hopscotch UptownEyeball

##### Exercise:

Form compound words from this list of words

Sick,White,Written,Minded,Washed,Home,Hand,Well,Known,Broad,Hair,Lap,Half,Right,Card,Top,Hande d,Cut,Flash,Sister.

Answer:

1. Homesick
2. Hand-written
3. White-washed
4. Well-known
5. Haircut
6. Half-sister
7. Flashcard
8. Right-handed
9. Laptop
10. Broad-minded

##### Homonyms & Homophones

Homophones

Homophones are words that sound similar to another word but have different spellings and meanings.

Bear(Noun/Verb) , Bare(Adjective) Have you seen a bear?

I am not able to bear the pain.

We don’t suggest you walk barefoot on the hike.

Break (Noun/Verb) , Brake(Noun/Verb) I need a break.

Did you break the glass?

Please apply the brakes.

It is not good that you brake abruptly in the middle of the road.

Blew(Verb) , Blue(Adjective) The wind blew swiftly.

I have a blue skirt.

Wine(Noun) , Whine(Verb) Have you ever tasted wine?

Angela keeps whining about everything all the time.

Sole(Noun/Adjective) , Soul(Noun/Adjective)

My shoes’ sole tore after the game.

His sole aim of appearing in competitive examinations was to get into a government job. She hoped his soul would rest in peace.

Heir(Noun), Hair(Noun)

Who is the next heir to the British throne? She has really long hair.

Maze (Noun), Maize(Noun) This route is such a maze.

Maize is one of the chief agricultural crops.

Ate , Eight

They ate rice and curry for lunch. We have eight rabbits at home.

Jeans(Noun) , Genes(Noun) Salviya bought a new pair of jeans. You have my genes.

Serial(Noun),Cereal(Noun) Do you like to watch serials?

We have cereal for breakfast when we are in the hostel.

Brayed(verb),Braid(Noun)

The donkey brayed at the sight of his master. Each one of them was admiring her braid.

Browse(verb),Brows(Noun)

It is easier nowadays to find content on any topic. All you have to do is just browse. Your brows are really thick.

Days(Noun),Daze(verb)

I still remember the days we spent together.

Thomas dazed as the teacher raised questions about the signup sheets.

Haul(verb) Hall(Noun)

The vehicles in the accident were hauled to the police station. The hall for the reception was bigger than we had expected.

Sell(verb) Cell(Noun)

Do you know the man who sells ice cream.

He told me that he felt like every single cell in his body was in pain.

Board(Noun) Bored(adjective)

Children like it when you let them write on the board. They feel special. Danny felt so bored that he started irritating his sister.

Exercise for Homonyms

1. We saw a (bear/bare) on our way to Ooty.
2. This cupboard is made of . (steal/steel)
3. The (soul/sole) purpose of this visit was to resolve the issues between us.
4. I (sell/cell) second-hand cars for a living.
5. We booked the upper (berth/birth) for our trip.
6. Did you (caste/cast) your votes?
7. Can you please give us a (brake/break)?
8. Does the class have a smart (bored/board)?
9. Do you have the (flour/flower) to make cookies?
10. Everyday, my sister wakes up at (eight/ate) in the morning.

Answers:

1. We saw a bear on our way to Ooty.
2. This cupboard is made of steel.
3. The sole purpose of this visit was to resolve the issues between us.
4. I sell second-hand cars for a living.
5. We booked the upper berth for our trip.
6. Did you cast your votes?
7. Can you please give us a break?
8. Does the class have a smart board?
9. Do you have the flour to make cookies?
10. Everyday, my sister wakes up at eight in the morning.

###### Homonyms

homonyms are those words that have the same spelling or pronunciation but completely different meanings and functions.

Bear

Noun- A large, wild animal They saw a black bear.

Verb - Being able to accept and deal with something You will have to bear the pain.

Right

Adjective - Correct or true You are right.

Noun - The right side Meena sat on the right. Adverb - Correctly or exactly

Everything that you told us was right.

Tear

Noun - A drop that comes from your eye when you cry She had tears in her eyes at the end of the movie.

Verb - To pull something apart in pieces and damage it The little girl will tear up everything she gets.

Match

Noun - A game

Do you know which team won the match? Noun - A small stick used to start a fire

I used a match to light up the stove. Verb - To find something that is suitable

My mom was looking for a lining material that matches the pastel-coloured saree she bought recently.

Ring

Noun - A jewel that you wear on your finger

My father bought me a diamond ring Noun - A round object

I used a ring to make a dreamcatcher. Verb - To call someone

Manu will ring you in some time.

Verb - To cause something to sound like a bell Did you hear the bell ring?

Kind

Noun - A group of people with similar characteristics We are one of a kind.

Adjective - Being good, generous, helpful Beena is very kind.

Exercise for Homonyms:

1. The Queen honoured the brave . (knight/night)
2. This dress to be the perfect fit for Mary. (seems/seam)
3. This of the brave Queen goes back to a thousand ages. (tale/tail)
4. There was a in my shoe. (whole/hole)
5. I can come to your house . (later/latter)
6. This perfume has a strong (cent/scent)
7. Will she be able to the pain? (bear)
8. your work, you should do it on your own. (its/it’s)
9. Tina will the prize tomorrow. (except/accept)
10. The dog has been (bark)

Answers:

1. The Queen honoured the brave knight. (knight/night)
2. This dress seems to be the perfect fit for Mary. (seems/seam)
3. This tale of the brave Queen goes back to a thousand ages. (tale/tail)
4. There was a hole in my shoe. (whole/hole)
5. I can come to your house later. (later/latter)
6. This perfume has a strong scent. (cent/scent)
7. Will she be able to bear the pain? (bear)
8. It’s your work; you should do it on your own. (its/it’s)
9. Tina will accept the prize tomorrow. (except/accept)
10. The dog has been barking. (bark)

##### Discourse Markers

phrases and words that mark the direction of a conversation or discourse.

Anyway Like Okay As I say Right So

However Therefore Particularly Well Because For starters

Oh But

Using Discourse Markers in a Sentence

To start off a topic or sentence:

For a start

“For a start, 90% of people voted for the new law”

First of all

“First of all, let’s recap what we learned in the last lesson”

To structure ideas:

Firstly,Secondly

“Firstly, I didn’t eat the scones. Secondly, you have no proof that it was me”

then,After that

“I woke up at 7:30, and then I went to have a shower. After that, I got changed and had some breakfast.”

To express an opposing idea:

However

'Tim wanted to go to Sarah's birthday party. However, he had a big test to study for'.

To say something in a different way:

To cut a long story short

To cut a long story short, Alice forgot to bring her homework to school”

To provide additional information:

Which

“Assuming that I did eat the scones, which I didn’t, there would be crumbs on the kitchen counter”

###### Exercise:

1 nurses are overworked and underpaid.

Answer:Broadly speaking

1. I don’t believe in ghosts. I haven’t seen one yet.

Answer:At least

1. I think he should be acquitted. he is too young to know the difference between right and

wrong. Answer:After all

1. The man was sleeping soundly on the river bank. a crocodile was creeping closer.

Answer:Meanwhile

1. The child didn’t get any medical attention. —————-, she died soon after.

Answer:As a result

1. He has been warned before. , he shouldn’t have repeated this.

Answer:In this case

##### Collocations

A collocation is a term where two or more words often go well together.

Types of Collocations

adverb + adjective: completely satisfied adjective + noun: excruciating pain noun + noun: a surge of anger

noun + verb: lions roar

verb + noun: commit suicide

verb + expression with a preposition by its side: burst into tears verb + adverb: wave frantically

1. Verb Collocations(verb + noun )

Pay a Bill: I refuse to pay a bill if I am not satisfied with the service.

Come Prepared: Come prepared to the school tomorrow, since you have a presentation.

To Find a Replacement: Indian team requires to find a replacement for Sachin as early as possible.

1. Adjective Collocations( add adjectives with nouns and adverbs)

Deep: Deep feeling, deep holes, deep trouble, deep sleep.

Heavy: Heavy rainfall, a heavy drinker, heavy snow, heavy traffic.

Strong: Strong smell, strong body, strong sense, strong denial.

Big: Big disappointment, big failure, big mistake, big surprise.

1. Noun Collocations

a verb and a noun can be used to form a group of words

Service industry, tea leaves, dogs bark, water flows, paper flutters, blurred vision, critical analysis.

Exercise:

Fill in the blanks

* 1. If you park there, you will have to a fine.
     1. pay
     2. take
     3. have
  2. He no attention to my requests.
     1. paid
     2. took
     3. had
  3. I a cough to catch her attention.
     1. gave
     2. paid
     3. took
  4. Although the doctors tried hard, they couldn’t his life.
     1. save
     2. bring
     3. take
  5. Abbreviations space and hence they are very common in newspaper headlines.
     1. catch
     2. save
     3. take
  6. Do you a diary?
     1. keep
     2. have
     3. save
  7. Few people can a secret.
     1. keep
     2. save
     3. have
  8. He still in touch with most of his old school mates.
     1. keeps
     2. saves
     3. take
  9. I asked her what her problem was but she quiet.
     1. kept
     2. took
     3. saved
  10. They close to hitting each other.
      1. came
      2. took
      3. brought

Answers:

1. If you park there, you will have to pay a fine.
2. He paid no attention to my requests.
3. I gave a cough to catch her attention.
4. Although the doctors tried hard, they couldn’t save his life.
5. Abbreviations save space and hence they are very common in newspaper headlines.
6. Do you keep a diary?
7. Few people can keep a secret.
8. He still keeps in touch with most of his old school mates.
9. I asked her what her problem was but she kept quiet.
10. They came close to hitting each other.

##### Fixed and Semi-Fixed Expressions

Fixed Expressions

Fixed expressions are groups of words used together to express a particular idea or concept.

Expressions in English can be either fixed or semi-fixed.

for fixed expressions, the word order and pattern usually do not change.

Semi-fixed expressions maintain the same word order, but some parts can be changed - depending on the context or situation - to portray a slightly different meaning.

Given below are some of the Fixed expressions along with its Meaning

On the other hand - Introducing a contrasting/opposing view All of a sudden - Suddenly

Long time no see - It's been a while since you've seen someone One size fits all - A piece of clothing that fits everyone

Few and far between - Infrequent

To whom it may concern - Addressing someone whose name you don't know As a matter of fact - Actually/in reality

Happy New Year - A wish said at the beginning of a new year For the time being - For now (at the present moment)

In the meantime - The time while something else is occurring

Once upon a time - A time in the past (often used in children's stories)

some exeptions in fixed expressions

Although the word patterns of fixed expressions usually do not change, there are exceptions

'Last but not least.'(This is used to say that, although someone/something is mentioned last, they are no less important)

'Last but certainly not least.'(an adverb has been added)

'Last but by no means least.'(words are added/changed, but this does not change the meaning)

Semi-fixed Expressions

Given below are some of the semi-Fixed expressions along with its Meaning I haven't seen you for [length of time].

Could you pass me the [object]. Take [something] into account. Hold [someone] responsible.

For [someone's] own good.

Fill up the blanks using the given fixed / semi fixed expressions.

(Out of order, In camera, By heart, On time, In case, At ease, On duty, In tears, On foot, At sight)

1. The speaker was while giving the lecture.
2. On hearing the news, my mother was ---------
3. In ancient times people took up long distances ----
4. The discussion were held -------
5. The child learned the poems ----------
6. The solution to this problem is not ---------
7. As the officer was , he could not immediately proceed to his native place.

8 of any trouble please call the following mobile number.

1. The satellite launch vehicle was put in orbit ------
2. The equipment went and so the patients could not be treated for the time being.

Answers:

1. At ease
2. In tears
3. On foot
4. In camera
5. By heart
6. At sight
7. On duty
8. In case
9. On time
10. Out of order

##### Abbreviations & Acronyms

**Abbreviations** - a short form of a word or phrase.

**Acronyms** - a short word that is made from the first letters of a group of words.

list of some common used Abbreviations

Dr. = Doctor Mr. = Mister Mrs. = Misses Ms. = Miss Ave. = Avenue

Blvd. = Boulevard Dr. = Drive

Ln. = Lane Rd. = Road E = East

N = North

NE = North East NW = North West S = South

SE = South East SW = South West W = West

BA = Bachelor of Arts

BS = Bachelor of Science MA = Master of Arts

MBA = Master of Business Administration MFA = Master of Fine Arts

Asst. = Assistant Corp. = Corporation Ltd = Limited

Inc. = Incorporated VP = Vice President

PA = Personal Assistant brb = be right back

lol = laugh out loud np = no problem

ty = thank you

yw = you’re welcome

sry = sorry

ofc = of course

IMO = in my opinion

tbh = to be honest

FYI = for your information jk = joking

bro = brother bros = brothers sis = sister

etc. = etcetera

e.g. = example gratia (for example)

i.e. = id est (that is)

n.b = nota bene (take note)

P.S. = post scriptum (written after) et al. = et alia (and others)

C.V. = curriculum vitae fig. = figure

ft. = feet hr. = hour

min. = minute sq. = square St. = street yd. = yard

tbs. = tablespoon tbsp. = tablespoon n/a = not applicable

a.m. = ante meridiem (before noon)

p.m. = post meridiem (after noon) GMT = Greenwich Mean Time

UTC = Universal Time Coordinated PST = Pacific Standard Time

EST = Eastern Standard Time

CST = Central Standard Time approx. = approximately appt = appointment

no = number tel = telephone

temp = temporary vet = veterinarian vs = versus

some examples of acronyms

FOMO: fear of missing out

GIF: graphics interchange format PIN: personal identification number

AIDS = Acquired Immune Deficiency Syndrome

FIFA = The Federation of International Football Associations NATO = The North Atlantic Treaty Organisation

OPEC = Organisation of Petroleum Exporting Countries SARS = Severe Acute Respiratory Syndrome

TOEFL = Test of English as a Foreign Language UEFA = Union of European Football Associations

UNCTAD = United Nations Conference on Trade and Development UNESCO = United Nations Educational, Scientific and Cultural Organisation

UNICEF = United Nations Children's Fund (formerly the United Nations International Children's Emergency Fund)

The difference between abbreviations and acronyms are

An abbreviation is a shortened form of a word used in place of the full word (e.g., Corp.). An acronym is a word formed from the first letters of each of the words in a phrase or name (e.g., NASA or laser).

Answer the following

1. Which abbreviation do you use when you want someone to reply to an invitation?
2. Which abbreviation do you use when you want to add something at the end of a letter?
3. Which abbreviation is used for times in the morning?
4. Which abbreviation is used for times in the afternoon and evening?
5. Which abbreviation do you use when you want someone to do something quickly.
6. Which abbreviation is used for dead people?
7. Which abbreviation is used when someone is prepared to negotiate a price for something.

Answers:

1. RSVP
2. PS
3. AM
4. PM
5. ASAP
6. RIP
7. ono

##### One Word Substitutes

One word substitution is the use of one word in place of a wordy phrase in order to make the sentence structure clearer. The meaning, with the replacement of the phrase remains identical while the sentence becomes shorter.

My friend drives me in a car around town. Using one-word substitution in this sentence would give

something like this – My friend chauffeurs me around town.

List of commonly used One Word Substitutes

An act of abdicating or renouncing the throne - **Abdication**

An annual calendar containing important dates and statistical information such as astronomical data and tide tables - **Almanac**

A cold-blooded vertebrate animal that is born in water and breathes with gills - **Amphibian**

A story, poem, or picture that can be interpreted to reveal a hidden meaning, typically a moral or political one - **Allegory**

A statement or proposition on which an abstractly defined structure is based - **Axiom**

A nation or person engaged in war or conflict, as recognized by international law - **Belligerent**

An examination of tissue removed from a living body to discover the presence, cause or extent of a disease - **Biopsy**

The action or offence of speaking sacrilegiously about God or sacred things; profane talk - **Blasphemy**

The arrangement of events or dates in the order of their occurrence - **Chronology**

A vigorous campaign for political, social, or religious change - **Crusade**

Lasting for a very short time - **Ephemeral**

Spoken or done without preparation - **Extempore** Release someone from a duty or obligation - **Exonerate** Fond of company - **Gregarious**

Making marks that cannot be removed - **Indelible** Incapable of making mistakes or being wrong - **Infallible** Certain to happen - **Inevitable**

A sentimental longing or wistful affection for a period in the past - **Nostalgia**

One Word Substitution For Government/Systems

A state of disorder due to absence or non-recognition of authority or other controlling systems -

**Anarchy**

A form of government in which power is held by the nobility - **Aristocracy**

A system of government by one person with absolute power - **Autocracy**

A self-governing country or region - **Autonomy**

A system of government in which most of the important decisions are taken by state officials rather than by elected representatives - **Bureaucracy**

A system of government by the whole population or all the eligible members of a state, typically through elected representatives - **Democracy**

A state, society, or group governed by old people - **Gerontocracy**

A state or country run by the worst, least qualified, or most unscrupulous citizens - **Kakistocracy**

Government by new or inexperienced hands - **Neocracy**

One Word Substitution For Venue Or Spot

A collection of historical documents or records providing information about a place, institution, or group of people - **Archives**

A large cage, building, or enclosure to keep birds -**Aviary** A building where animals are butchered - **Abattoir**

A place where bees are kept; a collection of beehives **Apiaryc**

room or building where gambling games are played - **Casino**

A large burial ground, especially one not in a churchyard - **Cemetery**

A room in a public building where outdoor clothes or luggage may be left - **Cloakroom**

A place where a dead person’s body is cremated - **Crematorium**

A Christian community of nuns living together under monastic vows - **Convent**

Nursery where babies and young children are cared for during the working day - **Creche**

A stoppered glass container into which wine or spirit is decanted - **Decanter** A large bedroom for a number of people in a school or institution - **Dormitory** The nest of a squirrel, typically in the form of a mass of twigs in a tree - **Drey**

One Word Substitution For Group/Collection

A group of guns or missile launchers operated together at one place - **Battery**

A large bundle bound for storage or transport - **Bale**

A large gathering of people of a particular type - **Bevy**

An arrangement of flowers that is usually given as a present - **Bouquet**

A family of young animals - **Brood**

A group of things that have been hidden in a secret place - **Cache**

A group of people, typically with vehicles or animals travelling together - **Caravan**

A closed political meeting - **Caucus**

An exclusive circle of people with a common purpose - **Clique**

A group of followers hired to applaud at a performance - **Claque**

A series of stars - **Constellation**

List of One Word Substitutes For Profession/Research

The medieval forerunner of chemistry - **Alchemy**

A person who presents a radio/television programme - **Anchor**

One who studies the evolution of mankind - **Anthropologist**

A person who is trained to travel in a spacecraft - **Astronaut**

The scientific study of the physiology, structure, genetics, ecology, distribution, classification and economic importance of plants - **Botany**

A person who draws or produces maps - **Cartographer**

A person who writes beautiful writing - **Calligrapher**

A person who composes the sequence of steps and moves for a performance of dance - **Choreographer**

A person employed to drive a private or hired car - **Chauffeur**

A person who introduces the performers or contestants in a variety show - **Compere**

A keeper or custodian of a museum or other collection - **Curator**

Exercise:

* 1. The Government wing responsible for making Rules

Judiciary Executive Court Legislature

Answer (4) Legislature

* 1. Life history of a person written by that person

Autobiography Topography Flexography Biography

Answer (1) Autobiography

* 1. One who does not take any alcoholic drink

Saint Teetotaller Forestaller Vegetarian

Answer (2) Teetotaller

* 1. A speech delivered without any previous preparation

Elocution Dialogue Extempore

Dialect

Answer (3) Extempore

* 1. A disease which attacks many people in a particular area in one time

Epidemic Pandemic Sardonic Academic

Answer (1) Epidemic

##### Punctuation

a sign or mark used in writing to divide sentences and phrases

the tool that allows us to organize our thoughts and make it easier to review and share our ideas

1. Period/Full stop ii)Comma iii)Colon iv)Semicolon v)Apostrophe

vi)Quotation marks vii)Hyphen viii)Dash ix)Parentheses x)Slash

xi)Exclamation mark xii)Question mark

xiii)Ellipsis

i)Period/Full stop(.)

A full stop is used,

To mark the end of a sentence, primarily

To mark the end of commands, instructions, orders and requests After short forms and abbreviations

After an initial

At the end of a sentence containing an indirect question In website URLs and email addresses

Examples:

Today is the last working day for us. Cathy is a teacher.

No one is ready yet.

She likes listening to music.

We will be dancing at my cousin’s reception.

Using a Full Stop at the End of an Imperative Sentence Please send the materials as soon as possible.

Turn off the lights and fans when you leave the room.

Using a Full Stop after Abbreviations or Short Forms I had to buy pencils, pens, erasers, notebooks, etc.

Mr. Dennis and Ms. Sheena will be the guests for the evening.

Using a Full Stop after Initials

M. Kumaran is the manager.

D. H. Lawrence was known for the imagery in his poetry.

Exercises for full stop punctuation :

Punctuate the following sentences by using capital letters and full stops wherever necessary.

1. i wanted to know if i could take another day to finish my assignment
2. it is high time we took some action
3. my mother asked me whether i was happy
4. bring me a glass of water
5. mrs shiny was made the vice president of the women’s association
6. their parents are arriving next month
7. around 6 a m today the sun was shining
8. harish asked me if we knew who the m d was
9. my uncle told me that it might rain tomorrow
10. drindhu has specialised in paediatrics

Answers:

1. I wanted to know if I could take another day to finish my assignment.
2. It is high time we took some action.
3. My mother asked me whether I was happy.
4. Bring me a glass of water.
5. Mrs. Shiny was made the Vice President of the women’s association.
6. Their parents are arriving next month.
7. Around 6 a. m. today, the sun was shining.
8. Harish asked me if we knew who the MD was.
9. My uncle told me that it might rain tomorrow.
10. Dr. Indhu has specialised in paediatrics.
11. Comma(,)

The basic function of a comma is to separate nouns (subjects/objects) in a sentence. A comma can be used to separate phrases or even to separate a phrase and a clause. A comma can be used to separate a main clause from a subordinate clause.

A comma can be used before a coordinating conjunction and after a conjunctive adverb in a compound sentence.

Examples:

* We had BBQ Steak burger, Beyond Classic burger and Thousand Island burger for lunch today.
* Ann had honey glazed chicken, dragon chicken and French fries for appetisers and red velvet, tropical creme legere and cheesecake for dessert.
* Annu, Ashish, Danny and Divu will be going to Coonoor.
* To make paneer masala, I ground sautéed tomatoes, onions , dried red chillies and cashew nuts.
* When they went to the zoo, they saw a white tiger, a huge bear, an African elephant, a troop of monkeys and a lake full of crocodiles.

Use of Comma to Separate Two Phrases / A Phrase and A Clause

* Reading books, listening to songs and planning interior decors are my favourite leisure activities.
* Four years ago, I never thought this would be my life.

Use of Comma to Separate a Main Clause from a Subordinate Clause

* We went out for lunch, so we did not have anything at home.
* Nobody knew where to find poppies; however, some of them offered to help us find some contacts.
* Phoebe, the girl who sings at Central Perk, is my friend.

Exercises for Comma

Insert commas wherever necessary in the following sentences.

* 1. Princy bought a red dress a pair of blue jeans a denim overcoat and a floral frock.
  2. Mintu at the end of her second year was given a job at the ISRO.
  3. During the summer holidays they have planned to go to the Andaman and Nicobar Islands.
  4. Nivin my brother was born in 1989.
  5. Varunika made pasta momos and sandwiches for her friends.
  6. Once all students have submitted their documents make sure you check if every student’s details are

correctly entered.

* 1. During the pandemic many people lost their jobs.
  2. Last week we decided to go on a trip to Hampi.
  3. RaimyMazeeka Glint and Gowtham will be travelling to Delhi next month.
  4. Yesterday at the hotel we met our school friends unexpectedly.

Answers:

1. Princy bought a red dress, a pair of blue jeans, a denim overcoat and a floral frock.
2. Mintu, at the end of her second year, was given a job at the ISRO.
3. During the summer holidays, they have planned to go to the Andaman and Nicobar Islands.
4. Nivin, my brother, was born in 1989.
5. Varunika made pasta, momos and sandwiches for her friends.
6. Once all students have submitted their documents, make sure you check if every student’s details are

correctly entered.

1. During the pandemic, many people lost their jobs.
2. Last week, we decided to go on a trip to Hampi.
3. Raimy, Mazeeka, Glint and Gowtham will be travelling to Delhi next month.
4. Yesterday, at the hotel, we met our school friends unexpectedly.
5. Colon(:)

* To introduce or state a point,
* To present a list of items, a tabular column and text,
* In citations and biblical references,
* In dialogue writing, to quote the speaker’s words,
* To draw attention to nouns/noun phrases, examples and quotations, and
* To mention the time of the day and ratios.

Example 1: Lists/Series

A sentence has two parts and they are: Subject

Predicate

Example 2: Dialogue Writing Teacher: Good morning, children.

Students: Good morning, Ma’am.

Example 3: Time

The meeting will start at 11:30 a.m. sharp. The train is at 6:45 p.m.

Example 4: Biblical References, Titles and Citations

Matthew 20:28 says, “For the Son of Man came not to be served but to serve…”

‘The Tipping Point: How Little Things Can Make a Big Difference’ by Malcolm Gladwell is a best-seller.

Example 5: Mathematical Expressions The ratio of milk to water is 1:3.

Example 6: Before Nouns/Noun Phrases, Examples, Quotations

I have what every human being needs: caring friends and a loving family. For example: Paris, Berlin, Tokyo, Portugal

This is just like what Shakespeare once said: “There is nothing either good or bad, but thinking makes it so”.

1. Semicolon(;)

* It can be used to separate different sets of items mentioned in a sentence.
* It can be used to separate two independent clauses that do not have a coordinating conjunction linking them together. One way to check if you are doing it right is by - substituting the semicolon with a full stop and checking if the two clauses are complete and make sense.
* It can further be used before a conjunctive adverb in a compound sentence.

Examples

Use of a Semicolon to Separate Various Lists in a Sentence

* My mom had to buy potatoes, tomatoes, onions and capsicums; liquid detergent, body wash, hand wash and fabric softener; bread, butter and jam on her way home.
* We met Santhosh, Rajesh and Aarav at the party; Tina, Sandy and Neetu in the lobby; Charles, Abdul and Sridevi on our way back.
* Glint, the singer; Mikki, the photographer; Aldrin, the professor and Iniyan, the entrepreneur will be present for the gathering today evening.

Use of a Semicolon before Conjunctive Adverbs in Compound Sentences

* We planned to take a trip to Goa; however, we could not go through with it.
* The dress we picked was available in different colours; therefore, we decided to pick one for each of us.
* Philip had to make the presentation today; otherwise, he would have to wait another week until he is given a chance.

Use of a Semicolon to Link Clauses in a Sentence

* There was an accident in our area; the police have reported the case and taken the damaged vehicle to the station.
* My brother had his final review today; he seems to have done it well.
* I have watched F.R.I.E.N.D.S; I also like Glee.

Exercise for Semicolon

identify if a comma or a semicolon is needed and use them appropriately.

* 1. Gowtham will be travelling to Spain Germany Japan and Russia.
  2. Keerthi Suresh has done a number of movies ‘NadigayarThilakam’ is one of her best movies.
  3. We had many options however we went with the first one we saw.
  4. The last date was on Friday therefore we could not enrol ourselves for the international conference.
  5. I will be coming home by then I will pick you up.
  6. Last week all my friends surprised me by coming to my office.
  7. In the meantime we looked around for a walking stick.
  8. Whatever you want to do do it wholeheartedly.
  9. Though it was raining Rahul and Akash went on the road trip they had planned.
  10. It was late so we decided to stay at our friend’s place.

Answers:

1. Gowtham will be travelling to Spain, Germany,Japan and Russia.
2. Keerthi Suresh has done a number of movies; ‘NadigayarThilakam’ is one of her best movies.
3. We had many options; however, we went with the first one we saw.
4. The last date was on Friday; therefore, we could not enrol ourselves for the international conference.
5. I will be coming home by then; I will pick you up.
6. Last week, all my friends surprised me by coming to my office.
7. In the meantime, we looked around for a walking stick.
8. Whatever you want to do, do it wholeheartedly.
9. Though it was raining, Rahul and Akash went on the road trip they had planned.
10. It was late, so we decided to stay at our friend’s place.
11. Apostrophe(')

* The apostrophe, when used to show possession or ownership, should be placed just immediately after

the noun or pronoun which is the owner of the mentioned object or person, followed by an ‘s’.

* If the noun or pronoun already has ‘s’ as its last letter, the apostrophe comes after the letter ‘s’. Also, in this case, you need not add another ‘s’ after the apostrophe as it is already understood.
* Another rule of using the apostrophe to show possession is that you should add an apostrophe and an

‘s’ only to the second word in a hyphenated compound word.

* Also, if two or more nouns show separate ownership, you can use apostrophes for both the nouns. On the other hand, if both the nouns or pronouns own the same thing, use an apostrophe and an ‘s’ at the end of the latter noun or pronoun.
* When using an apostrophe to indicate a missing letter or a number, the apostrophe is placed exactly in the space where the letter is missing. Also, remember that even if more than one letter or number is missing, you should add only one apostrophe and not as many apostrophes as the missing numbers or letters.
* An apostrophe can be used to form contractions like can’t, I’m, don’t, etc. In these contractions too,

the apostrophe is placed in between the letters where the letters are missing.

Examples

Use of an Apostrophe to Show Possession

* Everyone keeps telling me that I am my mom’s daughter in every way.
* Rincy’s dog went missing yesterday.

Use of an Apostrophe to Form Contractions

* Don’t you think you can finish it by next week?
* They weren’t at the hotel.

Use of an Apostrophe to Indicate Missing Letters and Numbers

* We did it a li’l differently.
* She was definitely o’er the top when the results were announced.

Use of Apostrophe with Compound Nouns or Hyphenated Nouns to Show Possession

* My mother-in-law’s brother came home today.
* The fifteen-year-old’s parents were asked to meet the Principal.

Exercises for apostrophe

use an apostrophe wherever necessary.

* 1. Tinas sister is a doctor.
  2. All the 1s move to the right and all the 2s move to the left.
  3. It felt as if we were flying oer the rainbow.
  4. Cant you try it out once more?
  5. They didnt appreciate the help.
  6. How do you decide if you want to read a book or not? By the books cover or title?
  7. The number 13s influence on my life is unlike what people usually say.
  8. My moms face was glowing from the happiness within her heart.
  9. The final teams performance moved my heart.
  10. It was nobodys fault that the tap broke.

Answers:

1. Tina’s sister is a doctor.
2. All the 1s move to the right and all the 2s move to the left.
3. It felt as if we were flying o’er the rainbow.
4. Can’t you try it out once more?
5. They didn’t appreciate the help.
6. How do you decide if you want to read a book or not? By the book’s cover or title?
7. The number 13’s influence on my life is unlike what people usually say.
8. My mom’s face was glowing from the happiness within her heart.
9. The final team’s performance moved my heart.
10. It was nobody’s fault that the tap broke.
11. Quotation marks

there are two types of quotation marks namely,

Single quotation marks and Double quotation marks

Single Quotation Marks('')

Single quotation marks, also called ‘inverted commas’, are mainly used to quote names, book titles,

movie titles, characters and specific terms that are given more importance than usual.

For example:

We finally found ‘the coat’.

Double Quotation Marks("")

Double quotation marks are chiefly used to quote something someone said in their exact words, as in direct speech. They can also be used to cite something that is written or said by another person or author.

For example:

“I had a dream”, said Martin Luther King. Likewise, I do too. Nick said, “I enjoy watching musicals.”

###### Exercises for Quotation marks

1. Naomi said, I feel very excited as it is the first day of work.
2. Have you read The Pilgrim’s Progress?
3. Shakespeare once said, All the world’s a stage and we are all actors.
4. The Ice Age: Collision Course is the last one of the Ice Age movie sequels.
5. Have you ever heard of FOMO?
6. Terry said, I have been promoted to be head of sales for the entire northern division.
7. The crowd cheered, An absolute hero!
8. Nothing’s gonna change my love for you is my mom’s favourite song.
9. Who is the class leader? asked the Principal.
10. A Sensible Heart is a psychoanalytic novel.

Answers:

1. Naomi said, “I feel very excited as it is the first day of work.”
2. Have you read ‘The Pilgrim’s Progress’?
3. Shakespeare once said, “All the world’s a stage, and all the men and women merely players.”
4. The ‘Ice Age: Collision Course‘ is the last one of the Ice Age movie sequels.
5. Have you ever heard of ‘FOMO’?
6. Terry said, “I have been promoted to be head of sales for the entire northern division.”
7. The crowd cheered, “An absolute hero!”
8. ‘Nothing’s gonna change my love for you’ is my mom’s favourite song.
9. “Who is the class leader?”, asked the Principal.
10. ‘A Sensible Heart’ is a psychoanalytic novel.
11. Hyphen(-)

* To refer to physical quantities if the unit is spelled out and not when it is written in the abbreviated form;
* With numbers, to represent time frames, estimates of distance and other attributes;
* When referring to the age of people or things;
* When writing compound numbers and fractions only if they are spelled out;
* When adding prefixes and suffixes, though not always.

Examples

Using Hyphens to Refer to Physical Quantities

* I had to carry a sixty-pound bag full of clothes up to the third floor yesterday.
* Madhu found an eight-centimetre long chameleon sitting on one of the rose bushes in her garden.

Using Hyphens to Form Compound Words

* Suraj was a happy-go-lucky kid who enjoyed every moment of her life to the fullest.
* Bennito was a bright-eyed girl.

Using Hyphens to Refer to the Age of People/Things

* We were surprised to see the ninety-year-old couple do a salsa dance.
* Our four-year-old daughter won the Kids’ Beauty Pageant.

Using Hyphens with Prefixes and Suffixes

* The ex-president is visiting Paris today.
* Our city has been semi-arid for many years now.
* In mid-January, we will be leaving for Canada.
* My great-grandfather was a veteran soldier.

Exercises for Hyphens

* 1. My sister has a semiacoustic guitar.
  2. The hundred year old clock caught my eyes.
  3. There would be around 800 1000 people going on this trip.
  4. Can we have fifty five cups of coffee please?
  5. Neena would be practising for 3 4 hours by the time we get there.
  6. Three fourth of the drink was over within an hour.
  7. The self obsessed girl could not manage to see another girl take up the centre stage.
  8. My ninety year old grandmother is so active and energetic even at this age.
  9. Her great grandmother will be visiting her next week.
  10. My brother had a six inch subway for lunch.

Answers:

1. My sister has a semi-acoustic guitar.
2. The hundred-year-old clock caught my eyes.
3. There would be around 800-1000 people going on this trip.
4. Can we have fifty-five cups of coffee please?
5. Neena would be practising for 3-4 hours by the time we get there.
6. Three-fourth of the drink was over within an hour.
7. The self-obsessed girl could not manage to see another girl take up the centre stage.
8. My ninety-year-old grandmother is so active and energetic even at this age.
9. Her great-grandmother will be visiting her next week.
10. My brother had a six-inch subway for lunch.
11. Dash

A dash is a punctuation mark that resembles a hyphen, but longer. A dash is used to separate part of a sentence and indicate a break. It indicates a longer pause than a comma and a semicolon. It is also called a long dash or an em dash.

* It can sometimes be used in place of a comma, a colon and a semicolon.
* It is used after an independent clause, most often, to conclude the thought.
* It is used in pairs instead of brackets to distinguish extra or unessential information from the rest of the sentence.
* It is used in dialogue writing to separate a comment from the rest of the dialogue.
* It is used before a series within a phrase.
* It is also used to indicate a range or a transport route.
* It is used between two country names or adjectives.

Examples of Dash

* My work timings are from 8–5.
* The trek will be organised from May 12–15.
* We know one thing for sure — something unexpected is coming our way.
* Many children — living in orphanages — do not know what love feels like.
* People — both young and old — were advised to take vaccinations at the earliest.
* The mathematician—philosopher has won the Nobel Prize this year.
* Molotov—Ribbentrop Pact was officially declared null in 1941.
* A lot has changed since last year — probably for the better.
* The Chennai—Mumbai flight will leave at 10:00 a.m.
* Dinesh — the boy from Thanjavur — has arrived.

1. Parentheses()

It is a punctuation mark that is used in a sentence to enclose additional or otherwise unnecessary information in a sentence.

Uses:

To make in-text references

To provide the expansion of an abbreviation To mention a personal comment

To denote a change in the original words of the speaker when quoted To provide additional information

To represent the plural form To emphasise on something

Examples :

* DroupadiMurmu (former Governor of Jharkhand) has taken office as the President of India.
* The Agam band (Bangalore-based Carnatic progressive band) is playing live at the GYLT on the 5th of August.
* WHO (World Health Organisation) has declared monkeypox as a public health emergency of international concern.
* Being a teacher was a noble profession (not anymore).
* Shakespeare’s “All the world’s a stage, and all the men and women merely players. They have their exits and their entrances; And one man in his time plays many parts.” (As - You Like It, Act 2, Scene 7) is used as a theme in many movies.
* The Civil Disobedience Movement (1930) commenced with the Dandi March.
* Everyone was talking about yesterday’s party (Don’t even get me started.).
* Mother Teresa (born in Skopje, Macedonia) founded the Christian Missionaries of Charity.
* The rainfall has increased by 100 cms. (See Figure 2)
* Betty (and her little red teddy bear) was always a delight to watch.
* The student(s) are asked to assemble in the main auditorium by 11 a.m.

1. Slash

A slash, in punctuation, is a slanting line that is generally used instead of the conjunction ‘or’. It is also

used to denote the availability of options and choices.

1. Forward Slash (/)

* To separate the date, month and year as in DD/MM/YY
* In between the numerator and denominator to indicate fractions as in ¼
* To denote alternate options meaning either this or that as in coffee/tea
* Instead of the term ‘per’ as in 45 km/hr

1. Backward Slash (\)

* Escape characters in python coding use backslashes. For instance: \n for a new line, \t for tab, \’ to

insert a single quote, etc.

* Windows uses backslashes to indicate paths or location of a folder as in C:\Users\Admin\Pictures

1. Vertical Slash (|)

The vertical slash (|), also known as the straight slash or the upright slash, is mostly used in coding language and mathematics

Examples

* You are allowed to bring your father and/or mother to the Parent-Teacher meeting.
* You can use a black pen/pencil to mark the parts of the diagram.
* My sister was looking for the newspaper dated 12/09/21.
* A parent/guardian has to accompany the child to the auditorium.
* Another day without your smile/Another day just passes by/And now I know/How much it means/For

you to stay right here with me (“I Wanna Grow Old with You’ by Westlife)

* Anyone who has his/her own vehicle can leave now.
* I have met them at close of day/Coming with vivid faces/From counter or desk among grey/Eighteenth-

century houses. (‘Easter, 1916’ by William Butler Yeats)

* Carry a sweater/shawl to shelter yourself from the cold weather.
* You will be required to submit address/age proof when you apply for a new bank account.
* My mom asked me to add a little extra powdered pepper/chilli flakes when making pepper chicken gravy if I wanted it to be really spicy.

1. Exclamation mark(!)

* exclamation marks are used at the end of exclamatory sentences.
* An exclamation mark is a punctuation sign that is used to indicate strong emotions and feelings. It is used in exclamatory sentences and with interjections.

Examples :

Using an Exclamation Mark in Exclamatory Sentences

* How careless can you be!
* What an amazing life!
* That is really wonderful!

Using an Exclamation Mark at the End of an Interjection

* Wow! That is great news.
* Oh! I am so sorry.
* Alas! That is really bad. What are you going to do about it?

Using an Exclamation Mark in Direct Speech

* Sam said, “I love this movie!”
* What nerve she has to say, “You are rude”!
* The team shouted together, “Whoa! We finally did it.”

Using an Exclamation Mark at the End of Phrases/Individual Words

* Careful! Will you?
* What a day!
* Get out! You have pulled the last straw.

Exercises for exclamatory marks

* 1. Ouch that hurt badly.
  2. What a pretty dress.
  3. Sarah said, “Wow that is really great.”
  4. Sit down.
  5. We are fed up with you. Leave now.
  6. Hurray. We finally did it.
  7. Uh I am not sure I can help you with it.
  8. Deepa said, “Ah now I understand.”
  9. The teacher lost her temper and shouted, “No more activities for you.”
  10. How wonderful.

Answers:

1. Ouch! That hurt badly.
2. What a pretty dress!
3. Sarah said, “Wow! That is really great.”
4. Sit down!
5. We are fed up with you. Leave now!
6. Hurray! We finally did it.
7. Uh! I am not sure I can help you with it.
8. Deepa said, “Ah! Now I understand.”
9. The teacher lost her temper and shouted, “No more activities for you!”
10. How wonderful!
11. Question mark(?)

A question mark is a symbol used to punctuate interrogative sentences and at the end of question tags.

* At the end of interrogative sentences/direct questions
* At the end of sentences containing question tags
* To turn a normal statement into a question, in informal writing Examples
* When do you intend on telling your parents about this?
* Why do you think it is taking this long?
* Tharun asked, “Can you come with me to the clinic?”
* Vishnu said, “They are all joining us for dinner, right?”
* Susan will not be attending the workshop, will she?
* He is coming home today, isn’t he?

Use of Question Mark at the End of a Direct Question

* When will you reach?
* What are your plans for tomorrow evening?
* Who is that man?

Use of Question Mark at the End of Question Tags

* He is coming home today, isn’t he?
* They are not working on the same topic, are they?
* Susan will not be attending the workshop, will she?

Use of Question Mark in Direct Speech

* My mom asked, “Has KRK been released on OTT?”
* “When are you leaving for Bangalore?” asked Sheena.
* Tharun asked, “Can you come with me to the clinic?”

Exercises for Question marks:

Use question marks where required in the following sentences:

* 1. How did you do this
  2. You are still going to the gym, right
  3. Do you like cool drinks
  4. Is she the one who won the gold medal for the marathon
  5. Would you prefer pasta or momos
  6. You do not like bitter gourd, do you
  7. Can you finish the repair in two days
  8. Preetha said, “Haven’t you seen this earring before”
  9. Won’t you find it difficult to travel continuously
  10. Are you happy now

Answers:

1. How did you do this?
2. You are still going to the gym, right?
3. Do you like cool drinks?
4. Is she the one who won the gold medal for the marathon?
5. Would you prefer pasta or momos?
6. You do not like bitter gourd, do you?
7. Can you finish the repair in two days?
8. Preetha said, “Haven’t you seen this earring before?”
9. Won’t you find it difficult to travel continuously?
10. Are you happy now?
11. Ellipsis(...)

It is a type of punctuation that represents a pause or that something has been intentionally left out.

Examples

1. Omitted words
   * It must be obvious, from the very start, that there is a contradiction in wanting to be perfectly secure in a universe whose very nature is momentariness and fluidity.

Sentence with Ellipsis added

* + It must be obvious [. . .] that there is a contradiction in wanting to be perfectly secure in a universe whose very nature is momentariness and fluidity.

1. Pause for dramatic effect or suspense

With sweaty palms, I reached out for the knob and threw the door open to reveal . . . a lost puppy.

1. Trailing off into silence

Would you like sugar for your coffee, or . . .

1. To suggest there’s more

And then only two remained . . .

**WRITING**

##### E-Mail Writing

Informal Email Writing

Email Expressing Your Appreciation

To: Recipient’s email address

Subject: Congratulations!

Dear (Name),

My heartfelt congratulations to you. I was glad to see your name on the merit list. All your efforts were definitely not in vain. I bet everyone at home is so proud of you.

You have truly honoured the family name, and I am happy that you would get to take up the course in architecture that you had been waiting for. I am waiting to meet you in person to convey all my love and appreciation.

Convey my regards to uncle, aunty and grandpa. Regards,

Your name

Email about Your Trip

To: Recipient’s email ID Subject: About my trip My dear (Name),

I am very excited to write to you about the long tour I will be going on along with my parents. We will be leaving on the 25th.

We will be away for three months. We are going to San Francisco for an official meeting my father has to attend. We would then be travelling to New York to visit our cousins. We would stay there for a month. After that, we will be going to Paris. It has always been my dream to visit Paris at least once in my lifetime, and my parents have finally agreed to take me there. I will definitely write to you all about my trip – all the different places we visit, the variety of food we eat and the people we meet.

It would have been even more special if you had come along with me. We will make sure we plan out a trip once I am back home.

With best wishes, Your name

##### Formal Email Writing

Email on Seeking Information Regarding Course Details

To: Recipient’s email ID

Subject: Regarding Course Details Dear Sir,

I have passed the B.Sc. degree examination with Electronics as the main subject. I intend to have a course in Computer Science and would like to know the details of the courses taught at your institution. Could you please send me a copy of your prospectus?

Yours faithfully, Your name

Email on Introducing a New Employee to Your Team

To: Recipient’s email ID

Subject: Meet the New Customer Service Representative Dear Team,

I am pleased to introduce you to (Name), who is starting today as our Customer Service Representative. She will be providing technical support and assistance to our users and making sure they enjoy the best experience with our products.

Feel free to greet (Name) in person and congratulate her on the new role! Best regards,

Your name Designation

Email on Official Intimation of Your Resignation

To: Recipient’s email ID Subject: Resignation Dear Sir/Ma’am,

I am planning to pursue my higher studies in the coming academic year, and hence I would like to inform you of my intention to resign from the post of (Designation) at (Name of the Institution), effective three months from now.

I appreciate the opportunities for growth and development you have provided during my association with (Name of the Institution). It was indeed a privilege working here, and it was a valuable work experience which has helped me grow personally and professionally to a great extent.

Please accept this letter as the formal intimation of my resignation Thank you for your guidance and support.

Yours sincerely, Your name

Email Informing Your Employees about the Change in Work Timings

To: Recipient’s email I

Subject: Revised Working Hours

Dear Team,

Our company is growing, and there is a good inflow of projects every week. This has been possible with your dedicated and timely teamwork. In order to keep up with this, we have decided that the working hours would be advanced by 30 minutes. The revised time would be 8:30 am to 5 pm. This will be in effect from July 5, 2021 (Monday). It would be appreciated if all of you keep up with the timing and abide by it.

Feel free to come up with suggestions, if any. Warm regards,

Your name Designation

##### Letter Writing

Parts of a letter

* Sender’s address
* Date
* Greeting or Salutation
* Body of the Letter
* Subscription
* Signature

Sender’s Address

The writer’s complete postal address has to be mentioned at the beginning of the letter on the left-hand

side of the paper. This lets the receiver know where you wrote the letter from.

Date

The date is written just below the sender’s address, and It lets the recipient know when exactly the

letter was written. The date may be written in any of the following ways:

4th July 2005

July 4, 2005

4/6/2005

4-6-2005

4.6.2005

Greeting or Salutation

The Salutation depends on the relationship between the sender and the receiver.

To members of your family and friends, it could be Dear Father, My Dearest Friend, Dear Uncle, Dear Diana, etc.

To Business people or any officer of higher rank, it could be Dear Sir, Dear Sirs, Sir/Ma’am, etc.

Body of the Letter

The message that you want to convey is stated in the body of the letter. The style, however, depends on the type of letter you are writing. The style of a friendly letter differs completely from that of a business letter or an official letter, but there are certain points that apply to both formal letters and informal letters.

Subscription

The subscription helps you end the letter in a polite and courteous manner. The subscriptions change according to the type of letter you are writing. It can be written as Yours faithfully, Yours lovingly, Yours sincerely, With love, etc.

Signature

The signature or the name of the writer should be written just before the subscription.

###### Examples

**Authorized Letter**

1. **Authorized letter(to collect certificate )**

The Manager

Sri Krishna Arts and Science College

Anna Nagar

Chennai – 600025

5th January, 2022

Subject: Authorization to collect certificates

Sir,

I hereby authorize Raymond to act as my representative and collect my Class 10 and Class 12 mark sheets, UG Degree Certificate and my Transfer Certificate on my behalf as I am hospitalised and cannot come in person to collect the certificates within the date prescribed. I am attaching documents to help you identify the authorized person when he comes to collect the certificates.

This letter can be held valid until I provide further notice. Kindly find the name and signature of the authorized person for your reference.

Name of the authorized person : Signature of the authorized person :

Your kind support and cooperation are highly appreciated. You can reach me on my phone number or email address in case of any clarification.

Phone number: 012346

Email address: [name.email@gmail.com](mailto:name.email@gmail.com)

Yours faithfully, Signature STUART JOSEPH

1. Authorized Letter format for Bank

The Bank Manager Central Bank of India New Graeme’s Lane Mumbai – 400013 26/12/2021

Subject: Letter of authorization to access my bank account

Sir,

I am Beena, and I authorize my husband, Jerald, to access my savings account with the account number (mention your account number) from the 28th of December, 2021 to the 20th of May, 2022 as I will be going abroad for a project as part of my work.

I appreciate your continuous support and understanding. I have attached herewith the documents for identification for your reference. Kindly feel free to contact me in case you need any further information.

Thank you very much for your kind cooperation. Contact information

Phone number – 123456

Email id – [name.email@gmail.com](mailto:name.email@gmail.com)

Yours sincerely, Signature BEENA JERALD

### Complaint Letter

Sender’s address

DD/MM/Y

Receiver’s address

Subject:

Sir/Ma’am, (Salutation)

Body of the Letter explaining the reason for your letter and the complaint. Thanking you

Yours faithfully, (Complimentary Closing) Signature

NAME in block letters

Complaint Letter Sample 1 – Poor Maintenance of the Garden and

Improper Waste Disposal

45 B, Rory Lane Damsel Street Mumbai – 400056

29th December, 2021

The Secretary Residential Association Mumbai – 400056

Subject: Complaint letter regarding the poor maintenance of the garden and improper waste disposal

Sir,

Iam Shawn Mendez, a resident of Rory Lane. I am writing to bring to your notice the poor maintenance of the garden around our residential area and the improper disposal of waste. The

garden around the residential area was watered regularly, and grass shrubs were trimmed and maintained neatly in the beginning. It has been more than a month now since any kind of maintenance is done in the garden. We have tried contacting the person in charge, but every effort has just been in vain.

Another growing issue is the problem of waste disposal. There were people from the corporation collecting garbage for disposal every two days, but it has been more than a week now since they have collected any garbage from our area. This has led to the accumulation of waste, and people have started dumping it in the corner of the street as they have no other choice. Kindly look into this and the maintenance of the garden as it would become a huge mess if this continues. It would be highly appreciated if you could also inform the residents that all garbage would be collected and not to throw them out around the street corners.

Thank you in advance. Yours faithfully, Signature

SHAWN MENDEZ

Complaint Letter Sample 2 – Damaged Product Received

5/652, SNV Street VKL Colony Hyderabad – 500025

November 26, 2021

The Manager

Customer Service Department Taurus Shop

New Delhi – 110023

Subject: Complaint about a damaged product received

Sir/Ma’am,

I had purchased a black top from your online store. I received the product today, and I tried filing a return request as the size is smaller than the one I had ordered, and the cloth is torn on the left side. For some reason, the return request is not being filed. The page is either getting redirected or stuck. I have tried multiple times, and I could not go through with it. Can you please check and let me know if the return request has been filed for the order no. 3049. If not, kindly let me know what I should do to return the product.

I am attaching herewith photographs of the damaged portion of the top and the opening video for your reference.

Thank you Yours sincerely, Signature

SINDHU SHANKAR

Complaint Letter Sample 3 – Installation of New Street Lights

12B, Nelson Manickam Road Nungambakkam

Chennai – 600045

13/12/2021

The Councillor Ward No. 26

Chennai – 600052

Subject: Regarding installation of new street lights in our area

Sir,

I am writing to bring to your kind attention that there are no street lights in our area and it has become a huge problem as it has started raining. It is very difficult for people who travel through this area because it is very dark at night, and with continuous rains, the place floods up. It becomes really difficult to drive as the roads are damaged, and there have been constant accidents because of this. Therefore, I request you to kindly take some action at the earliest and install street lights in our area as it is a danger if left like this.

Thank you for your time and cooperation in advance.

Yours faithfully, Signature DERRICK RAJ

**Consent Letter**

Receiver’s Address

Date

Subject: Consent to (the reason/purpose) Salutation or Greeting: Dear Sir/Ma’am,

Body of the letter:

Explain the purpose or reason for which you are providing consent. Do not forget to mention all the necessary and relevant details, including date, event, place, name, etc.

Complimentary close: Yours sincerely; Yours faithfully, etc. Signature

Name in block letters

Contact details: Phone number and email address

Consent Letter Format from Parents to Attend Offline Classes

The Class Teacher Class X C

St. Joseph’s Matriculation Higher Secondary School

Trichy Road

Coimbatore – 641018

4th January, 2022

Subject: Consent letter to attend offline classes

Dear Ma’am,

I, Geethu Jose, am the parent of Sandra Jose. I hereby acknowledge that I have given my consent for my daughter to attend offline classes from 10th January, 2022. I have read and understood all the terms and conditions stated by the school. I ensure that my daughter is completely healthy and has no signs of cold, cough or fever. I will also instruct my ward to follow all the safety measures to prevent being affected by the virus and abide by the rules and regulations set by the school.

Signature of the Parent: Signature Name : GEETHU JOSE

Signature of the Student: Signature Name : SANDRA JOSE

###### Consent Letter to Attend Internship

The Principal

AVB Institute of Technology Kelambakkam

Chennai 600129 07/01/2022

Subject: Requesting consent to attend internship

Dear Sir,

I am Ruben Wesley, a final year student of Aeronautical Engineering. I have been given an opportunity to attend one month’s internship at Air India Engineering Services Ltd., Hyderabad. I think this will be a good learning experience for me and also give me hands-on training in the field. I have to enrol myself for the internship program on or before the 10th of January, 2022.

I request you to provide me with on duty from 10/01/2022 to 15/02/2022. Kindly do the needful. Thanking you

Yours sincerely, Signature RUBEN WESLEY

Permission Letter

###### Letter of Permission from Work

The Manager

BLP Technologies Indira Nagar Bangalore – 560038

29th December, 2021

Subject: Requesting permission for half day leave

Dear Sir,

I am writing to request permission to take a half day’s leave from work tomorrow as I have to be

present at the Parent-Teacher meeting. The meeting will be held at 2pm.

I have a document to proofread that is due tomorrow. I will see to it that I finish it by 12 pm tomorrow and submit it for further review before I leave for my son’s school. I request you to kindly consider my request and allow me a half day leave for tomorrow.

Thanking you Yours sincerely, Signature RAAM KUMAR

Assistant Editor

Sample Letter of Request for Permission to Attend the Training Program

5/86, NBC Avenue G N Mills

Coimbatore – 641023

January 3, 2022

The Editor-in-Chief The Times of India Coimbatore – 641056

Subject: Seeking permission to attend the training program

Sir/Ma’am,

I am Jeremy Johnson, a final year student of BA English at GRD College of Arts and Science. I am writing to you to express my interest in the three-month training program that will be conducted from February to April. I have been learning all about journalism and have been waiting for an opportunity to work with an esteemed newspaper.

I request you to kindly permit me to be a part of your training program as this would be a great opportunity for me to learn all about being a journalist and a step that would help a great deal to shape my future career. I promise to do my best, dedicate my time to learn and put into practice whatever I learn during my time there.

Looking forward to hearing from you. Thank you

Yours sincerely, Signature

JEREMY JOHNSON

###### Letter to HOD for Permission to Practise for the Interdepartmental Competitions

5th January, 2022

Dr. Neelaveni

The Head of the Department

Jawaharlal NehruCollege of Engineering and Technology Kukatpally, Hyderabad

Telangana – 500085

Subject: Request for permission to practise for the Interdepartmental competitions

Dear Ma’am,

I am writing to bring to your notice that the Interdepartmental Competitions will be held from the 24th to the 31st of January, 2022. We have asked students to sign up for the various competitions. It is a good opportunity for all our students to showcase their skills and talents.

We have to conduct auditions and start practising. Kindly permit us to use the Main Hall for the same. Also, please provide the students with on-duty so that they do not lose their attendance. We will make sure that the students who would be part of the competition do not miss out on the classes or any academic projects.

Thank you Yours faithfully, Signature SHALINI S

Assistant Professor

#### Job Application :

Important points to keep in mind :

* Mention the job position you are applying for and where you found the information about the job opening.
* Introduce yourself and highlight your skills and qualifications.
* State strongly why you would be right for the job.
* Use a polite tone throughout your letter.
* Stay genuine and professional.
* End the letter on a positive note.
* Proofread the letter before you send it to the concerned hiring manager/employer.

#### Formal Letter of Job Application for the Position of Cryptographer

589/22, Srilakshmi Nagar Block 3 SubbannaPalya Extension Banaswadi, Bangalore North 560023

January 7, 2022

The HR Manager Anton Technologies Electronic City Bangalore – 560012

Subject: Job application letter for the position of Cryptographer Respected Sir,

This is with reference to the job posting on LinkedIn for the position of Cryptographer in your esteemed organisation. I have carefully read the job description. I have also browsed through your official website to understand the kind of work you do, and I am interested in working with you.

I am an MSc Electronics graduate, and I have completed multiple diploma courses in Cyber Security. I have hands-on experience of working in the field of cyber security for five years. Planning and executing various security means, analysing and documenting security systems, rebuilding and making arrangements for the safety of the security system, writing and developing security codes are some of the areas I have good experience with. I believe that I will be a good fit for the role in your company and that I can do justice to the responsibilities I will have to take up.

I have enclosed my resume and work samples for your kind review. Thank you for your time and consideration. Hoping to hear from you. Yours sincerely,

Signature

BIPIN DAS

#### Sample Job Application Letter for the Post of High School English Teacher

28 C, K K Nagar Avarampalayam Coimbatore – 641045

12th January, 2022

The Principal

D A V Matriculation Higher Secondary School Ambattur

Chennai – 600012

Subject: Job application letter for the post of High School English Teacher

Dear Mr. Sishir Kumar,

I am writing to you to express my interest in the job opening for the post of High School English Teacher in your prestigious institution. I have reviewed the roles and responsibilities in the job description you have posted on the Naukri employment portal dated 09/01/2022.

I am an MA English graduate. I have also completed my Masters in Education. I have a teaching experience of three years at the Indian Public School, Coimbatore. I have handled students from Class VI to X. I have experience in teaching the IGCSE syllabus. I have also been a part of the curriculum development team. I am looking for better opportunities where I can use my skills and expertise to help and mould students and their communication skills. I believe that I can do well and play a good role in providing quality education.

I have attached my resume and experience certificate for your kind perusal. Looking forward to hearing from you.

Thank you for taking the time to review my application. Yours sincerely,

Signature

LINDA RODRIGUES

Formal Letter

Formal Letter Sample 1 – Letter to the publisher ordering books

for your store

Javed

Read More Book Store 24, Crosby Lane

Bangalore 600045

20th August, 2019

The Manager

Zack Publishing House Mumbai 400012

Subject: Requirement of new books for the store

Dear Sir,

I have received the books that you sent last week. The books are in perfect condition, and they were delivered on time. Owing to the great service rendered, I would like to order more books that would be a great addition to the wide range of books available at my store. Given below is a list of books that I would like to purchase:

|  |  |  |
| --- | --- | --- |
| Title of the Book | Author | No. of Copies |
| Wuthering Heights | Emily Bronte | 3 |
| Treasure Island | R L Stevenson | 2 |

|  |  |  |
| --- | --- | --- |
| A Brief History of Time | Stephen Hawking | 4 |
| Surely You’re Joking, Mr. Feynman! | Richard Feynman | 2 |

I shall be grateful if you could send me copies of these books as mentioned by VPP as early as possible to the address given.

Thank you in advance. Yours faithfully, Signature

JAVED

Manager, Read More Book Store

Formal Letter Sample 2 – Letter to the Editor about a road that

needs repair

Ganesh

25, SS Street Cheran Nagar Coimbatore 641023

8th September, 2019

The Editor The Hindu Coimbatore

Subject: Repair of the road in Cheran Nagar

Sir,

I would like to bring to your notice that the people in and around Cheran Nagar have been facing difficulties in travelling back and forth because of the bad condition of the roads there. We have appealed to the Municipality, but there has not been any response on the issue so far.

As our appeals to their office have had no effect, we believe that perhaps a mention in the media would be of great help. Since the beginning of the last month, the roads in Cheran Nagar have been

almost impassable. The surface is badly broken up by the heavy rains, and on a dark night, it is positively dangerous for vehicles to pass that way. Moreover, there are heaps of road metal on both sides of the road, which leave very little room in the middle. The residents of the area have been inconvenienced in this way for weeks.

The situation is becoming worse. There have been multiple accidents happening due to this condition. I request you to highlight the seriousness of the matter in your newspaper so that the road may be properly repaired without further delay.

Thanking You Yours sincerely, Signature GANESH

Resident

### Informal Letter

Informal Letter Format 1 – Letter to Your Cousin Enquiring

about Her First Visit to Ethiopia

34, Park Avenue

Mumbai – 400023

24th September, 2021

Dearest Maria,

I was so glad to hear from my mother that you are back home after the trip. Hope you had a safe and enjoyable trip. I have been waiting to hear all about the trip from you.

Since this was the first time you have been to a foreign land, I guess every little bit of the trip was as exciting as you expected it to be. I have heard from my friends residing there that the place is extremely beautiful and that the people there are very endearing. However, I was worried when I knew that there were a few bomb blasts during your stay there. Hope all of you there were safe. I hope everything else was fine except for this.

I had spoken to your mother earlier, and she told me that you would be coming home after two weeks. I saw your pictures on Instagram as well. I can’t wait to meet you and hear all your stories. Waiting eagerly for your reply.

Your loving cousin, Sarah

###### Informal Letter Format 2 – Letter to a Friend about

Arranging a Get-together

BB Street, Allahabad – 211005 12/02/2020

Dear Surya,

Hope you are keeping well, and everyone at home is keeping safe and healthy. It has been a long time since all of us have met, so I was thinking we could all meet up. I have planned to have a get- together next month. I would love to discuss more about it.

All of us could meet on Friday evening and stay over the weekend at a resort in Munnar. The climate in Munnar is great and it will be a good stress reliever. We could also go around the tourist spots if everyone is interested. If you are ready, we could talk to the others also. I will visit you next weekend to discuss more on this.

Awaiting your reply and hoping to meet you soon. Love,

Sreya

Informal Letter Format 3 – Reply Regretting Inability to Join

144, Stark Lane

Mumbai – 400054

15/02/2020

Dear Sreya,

It is extremely thoughtful of you to plan a get-together for all of us. I wish I could join you, but I am sorry to say that I have a project starting next month, and it would not be possible for me to be there. If there is any way of preponing the get-together to any time before the month-end, I can definitely make it to our gathering.

I hope we can reschedule the get-together and not miss the chance to meet up. Waiting to hear from you.

With love, Surya

1. **Paragraph Writing**

Paragraphs are the group of sentences combined together, about a certain topic. It is a very important form of writing as we write almost everything in paragraphs, be it an answer, essay, story, emails, etc

Writing a Paragraph

* **Find a Topic Sentence:** It is the first sentence which is an introduction to the given topic. It

gives the main idea of what the paragraph would be about.

* **Supporting details:** These are the details that can be collected from various sources. It

comprises information related to the topic that gives strong support to the main topic.

* **Closing sentence:** It is the last sentence that ends the paragraph and restates the whole idea of the paragraph. It is basically the concluding sentence that gives the basic idea of the whole topic

###### Types of paragraphs

1. Descriptive paragraphs

A general sentence should be used. This sentence conveys the subject of the paragraph to the reader. If this stage is completed, now it is the second stage! The descriptive description should be made starting from the outside of the subject that will be explained in detail in the second stage. In short, the details should be listed from general to specific. And at the last stage, it is necessary to summarize the subject of the paragraph in one sentence and convey ideas.

To write a beautiful descriptive paragraph, different and interesting adjectives should be used. Thus, the taste, smell, sound, and vision abilities of the reader begin to work. Thus, the written paragraph will delight the reader. At the same time, the reader will be able to fully feel and visualize the subject to be told.

Examples :

EXAMPLE OF A DESCRIPTIVE PARAGRAPH ABOUT PERSON

It is very important to have close friends because they will always be there and they will not let you go. My close friend’s name is Deniz and he is a very important person to me. He is tall and has broad shoulders. He stands like a hero protecting the person next to him. He has a fit body, just like a statue. The features on his face look too pronounced and he has a small nose. His dark green eyes look harsh, like a dark forest. His lashes are like lined arrows. He has neatly lined pearly teeth. When he smiles, he looks like a little boy. Seeing him happy all the time is the biggest thing I want.

EXAMPLE OF A DESCRIPTIVE PARAGRAPH ABOUT OBJECT

Yesterday I saw a plant in the corner of the park where I was constantly walking. The plant was much taller than my height, enough to touch the sky. Its body stood like a straight pole, it was thin. It had light green leaves. It was the most beautiful green I have ever seen, it was shining. Around, it was trees whose leaves looked like the leaves of the tree I had seen, but they were smaller. The tree I noticed stood in the middle, like the leader of all of them, and was self-evident. It was the most delicate and powerful plant I have ever seen in my life.

EXAMPLE OF A DESCRIPTIVE PARAGRAPH ABOUT PLACE

I saw the most beautiful bay I have ever seen in my life. As I was descending from the mountain towards the sea, I suddenly looked in front of me and saw the yellow sand like gold. The sun was right overhead and it was very hot. The sands would almost catch fire. Then the deep blue sea was merging with the sky. The sea was so clear that I could see colorful fish swimming between my feet. This was the place that fascinated me the most.

EXAMPLE OF A DESCRIPTIVE PARAGRAPH ABOUT EVENT

So much time has passed but I still haven’t forgotten it. When I was a kid, we had a house in the village. It was a two-story house with a tile roof. One day we went there again with my family. I went into my room with a big brown bag in my hand. It smelled of dampness, I wanted to open my window immediately. Just then I heard a voice as if there was a crying baby in my room. I was very scared but I couldn’t even move. I started crying where I was. My parents were in the garden so they didn’t hear my voice. I couldn’t go anywhere because of my fear, I sat on the floor I was crying. The sound I was hearing was starting to get louder. I was starting to scream. My father ran up the stairs and came up to me. I told him I was hearing voices from where the locker was. The voices were no longer heard. We walked towards the closet together. My dad opened the door of the closet and let’s see what! The mother cat gave birth to her children inside. All those voices came from the pain. We built a nice home for the mother cat and her three little kittens. Because I was so small, I was terrified of the sound. Yet there was nothing to be afraid of.

1. Narrative paragraph

A narrative paragraph is similar to story telling , it refers to accounts of personal experience.

Examples :

The Funniest incident in my life:

The most hilarious (funniest) thing that has ever happened to me is when I and my family decided to prank my father, and convince him that I caught the coronavirus. *At the beginning,* we waited for my father to get back home. As soon as he arrived , I started to cough

and pretend that I had breathing difficulties, and my mother told him that I am not feeling well. My father was really confused, and he called my brother. A few moments later***,*** my father tried to call the local health authorities. *Suddenly,* my mother stopped him. My father did not know what to do, and he told everyone not get near me**.** At the end**,** he decided to lock me in my own

room**.** *Finally****,*** we told him the truth and everyone started to laugh. All in all, it was a very nice moment that made us forget about the global issue for a while.

An Unforgettable Experience in my life:

Last weekend, I had the best experience of my life**.** On Friday night, my best friend visited me and we made a delicious pizza. After we ate, we had a friendly video game competition. After a while, my other best friend, Ali, joined us. On Saturday, my dad took us out on the boat. The weather was perfect and the water was warm. It was a great day to go for a swim. Laterin the evening, we went to the movies. We saw an action film and ate a lot of popcorn. Thenthat night, we spent some time playing chess. Finally, on Sunday, we went bike-riding around town. All in all,we had great moments. Now, with this experience, I’ve changed my opinion about weekends. Now I have to say that weekends can only be as exciting and fun as we’d make them be.

1. Technical/Definitive Paragraph

Technical words are used

### Surfing the Internet

The Internet can be a huge and scary informational jungle for a non-expert. Given the enormous amount of information that the internet contains, this is no surprise. There are things that

one can do though, to make their quest for knowledge easier. When looking for a specific item in this cyberactive library it is easier to have a plan, and then focus on a particular subject. Most likely, using a search tool will be your first means of finding what it is that you need. When using a search tool for the first time it is best to develop a general understanding of it. First, get to know how it works, and the type of language used when dealing with it. For example, each search tool usually has its own unique criteria, thus making the search for information that much more difficult. Responses to a particular query can vary greatly from search tool to search tool. Also the same query sent by the same inspection tool may come up with various responses from day to day, because web pages are constantly being added, removed, and updated.

###### Solar energy

All life on Earth receives its energy from the sun. Solar energy is what we get from the sun; it comes to us in the form of tiny light particles called photons. All types of microorganisms and single-celled organisms were created with the help of solar energy, and plants have been using this energy since the beginning of time. As a result, every living thing on Earth is directly or indirectly dependent on the sun. Since solar energy is entirely renewable, it is available as long as there is sunlight. Because no harmful gases, chemicals, or fly ash are produced, it is also pollution-free. Using photovoltaic cells, solar energy can be transformed into thermal or electrical energy. Solar energy has no production costs.

But there are some drawbacks to solar energy. For instance, solar energy can be harnessed for various activities only during the day when there is sufficient sunlight available. When compared to conventional power plants with the same capacity, the

cost of installing solar energy panels is very high, and the amount of energy produced here is very low. However, as science and technology advance, we can harness solar energy and use it as our primary energy source.

#### comparison and contrast paragraph

A comparison-contrast paragraph has three main parts. The topic sentence introduces two subjects and says something about them. The body sentences give details about how the two subjects are alike and different. The ending sentence sums up how the subjects are the same or different.

#### BMX Bikes Versus Mountain Bikes

BMX bikes and mountain bikes are built in different ways. BMX bikes are great for tricks because they have a low, light frame and short tires. Mountain bikes have a high, heavy frame and thick tires.Thismakes them great for off-road riding on bumpy surfaces. Another way the two types of bikes differ is the number of gears. Mountain bikes have many different gears, but BMX bikes normally have just one gear. The number of gears relates to the main difference between the two bikes. BMX bikes are built in a way that lets riders do tricks, while mountain bikes are built for off-road riding, including up and down hills.

### cause and effect paragraph

Cause-effect paragraphs seek to illustrate the relationship(s) between two or more events by revealing why or how something happened. Therefore, it's not enough simply to state the cause(s) and the effect(s).

* + It is about either causes or effects. In one paragraph, you cannot address both. You should say early in your paragraph whether you are talking about causes or effects.
  + It is about a topic that is easily managed in one paragraph. In the paragraph you have just read, the author discusses only animals in shelters—this is a small enough topic that it can be covered in one paragraph.
  + It recognizes the complexity of the situation. There is often more than one cause for an event of situation, and there is often more than one result. The results can be positive, negative, or both. In the sample paragraph, the writer understands and shows that pets end up in shelters for a variety of reasons.
  + It is sufficiently detailed. As with all good paragraphs, don’t make your

reader guess what you want to say. Give examples.

### Example**:**

#### Effects of Automobiles

"I worry about the private automobile. It is a dirty, noisy, wasteful, and lonely means of travel. It pollutes the air, ruins the safety and sociability of the street, and exercises upon the individual a discipline which takes away far more freedom than it gives him. It causes an enormous amount of land to be unnecessarily abstracted from nature and from plant life and to become devoid of any natural function. It explodes cities, grievously impairs the whole institution of neighborliness, fragmentizes and destroys communities. It has already spelled the end of our cities as real cultural and social communities, and has made impossible the construction of any others in their place.

Together with the airplane, it has crowded out other, more civilized and more

convenient means of transport, leaving older people, infirm people, poor people and children in a worse situation than they were a hundred years ago."

1. **Report Writing**

Report writing is writing detailed accounts on a given topic based on specific information or evidence given about it.

The report should contain :

* The brief details of the event
* Consequences and effects of the event
* Evaluation of statistical data and analytics
* Interpretations from the information
* How the information is relevant to other events

1. Accident report

Report on Fire Accident in a Mall

On the 13th of May, 2022, around 11:30 in the morning, a fire broke out in the Galaxy Mall at Sarojini Nagar, Delhi. The entire area around the mall was covered with thick black smoke. Everyone from the mall was evacuated before the fire engulfed a major portion of the mall. The manager of the mall had called the firefighters to put out the fire. The locals tried to put out the fire but their efforts were of no use. Six fire-engines arrived within 10 minutes and, for the next two hours, tried their best to put out the fire. Due to the presence of flammable things like clothes, plastic, etc. in the mall, the fire spread quite fast. The people living near the mall were asked to leave their houses to ensure that no civilians got injured. After struggling to put out the fire for two hours, finally, the firefighters were able to bring the fire under control. Three of the firefighters were injured during this operation, and they were taken to the nearest hospital. The Chief Minister, SDO, and Chief of firefighters had also arrived at the site of the fire accident. Though the fire was finally put out after long hours of struggle, most of the shops inside the mall were completely destroyed. The firefighters reported that the fire accident took place at such a massive scale due to a short circuit and the absence of adequate fire safety equipment. The Chief Minister issued a statement thanking the firefighters for their job and assuring to help the shopkeepers who had lost their shops to restart their businesses.

Report on Fire Accident in a House

Around 8:00 p.m. on Monday, a fire broke out in a two-storied house in Rajendra Nagar, Mumbai. Luckily, the members of the house were not present in the house when the fire started. The neighbours who had noticed smoke coming from the house had called the fire brigade. Until the fire brigade arrived, the neighbours tried to put out the fire. The residents of the burning house too had arrived, but were stopped by the locals from entering the house. Two fire brigades arrived within 10 minutes and sprang into action. The officers asked the people living near the burning house to leave their homes and come out to avoid any kind of mishap. After an hour of struggle, the fire was finally put out, but a major portion of the house had been burnt down. One of the firefighters reported that the reason for the fire breakout was not clear and that they would need to investigate further. The affected family members were asked to stay somewhere else till the investigation gets over.

###### Survey report

The survey report is a document whose purpose is to convey the information acquired during the survey in its whole and objectively. The report includes all of the results that were gathered. The following are included in the full survey report: Completion Rate.

* 1. Start with an introduction
  2. Use visualizations
  3. Focus on key facts first
  4. Categorize results
  5. Summarize your findings
  6. Integrate company branding

Example:

Survey report on the use of pesticides

Presentinvestigation was undertaken to study the pattern of pesticide usage, management, their health effects on farmers and the perceptionof farmers' regarding the same. A survey was conducted among 100 farmers in cauliflower and tomato cultivating areas of district Faridabad, Haryana, India from December 2012 to February 2013. Data was collected by means of structured questionnaire, formal and informal interviews, group discussions etc. Chi-square test was used to establish the relation between education level of farmers and safety measures adopted by them for pesticide usage and the age of farmers and health problems due to pesticide exposure. Cypermethrin(62%)

and profenofos (58%) were found as the most popular insecticides whilecaptan (74%) andcarbendazim (53%) were the most widely used fungicides by the farmers in this area. However,biological pesticides like azadirachtin (34%) and Bacillus thuringiensis (16%) were also observed to have gained considerable acceptance among the vegetable cultivators though they were reported less efficient in comparison to chemical pesticides. Manualapplication was reported as the method of choice for pesticide application by 70% farmers and 56% of the farmers confirmed that no requisite safety measures and precautions were adopted while applying the pesticides.

Choice of pesticide was primarily based on efficiency for pest/pathogen (s) control. Pesticide spray even during harvesting was found in 16% of the cases. Education was observed to influence the approach of the farmers towards adopting requisite protective measures however no association was found between the age of the farmers and the health effects of pesticide.

iii) Report on Industrial Visit

A REPORT ON ONE DAY INDUSTRIAL VISIT

Place of visit: Rashtrotthana Blood Centre (RBC) Date: 21st August 2019.

A batch of 5th semester students of Department of Medical Electronics along with faculty Dr.Manisha Joshi visited Rashtrotthana Blood Centre Lab at Basvangudi in Bangalore. This visit was mainly focussed on to understand the procedures involved during blood donation, the technology and the equipments used. Students were split into two groups. Dr.Sumithra Medical officer there explained about the facilities available inside the centre, their methods of collecting blood, the equipments used for the extraction of certain blood components and their storage and Single Donor Platelets (Apheresis) unit . She also explained about the maintenance of the equipment and ethics considered during blood storage and disposal. After the tour, a presentation was arranged about the SURAKSHA a day care centre for kids suffering from thalassemia that is run along with the blood centre.

OUTCOME OF THE VISIT:

* The technology and the equipment used for collection of blood was made familiar
* The various processes involved in collection, separation and storage of blood and its

components was explained.

* Discussion on the difficulties faced and possible solutions to overcome these difficulties was

held.

Participating students Total no of students : 45

Yours sincerely,

Signature of the student incharge

1. **Extended Definitions**

An extended definition takes a term, concept or idea and defines it in great detail. An extended definition essay may consider the structure, function, or underlying meaning of the topic at hand.

Example :

###### Wi-Fi

Wi-Fi is the wireless local network between nearby devices, such as wireless routers, computers, smartphones, tablets, or external drives. It is part of the LAN (local area network) protocols and has largely replaced the wired Ethernet option. When your device has Wi-Fi turned on, it can find the nearest router. If the router is connected to a modem and works with an Internet service provider (ISP), your device can now access the Internet and other devices on the network. Wi-Fi covers a much more limited area than a cell phone tower. However, Wi-Fi does not use expensive cellular data like LTE or 4G.

Many people believe that Wi-Fi is short for “wireless fidelity.” The founding members of Wireless Ethernet Compatibility Alliance needed a name that was easier to remember than “wireless ethernet,” and much easier than Wi-Fi’s actual original name, “IEEE 802.11b Direct Sequence.” They added the slogan “The Standard for Wireless Fidelity,” but dropped it after people mistook the meaning of Wi-Fi.

### Bravery

Bravery is the mindset one takes when facing a challenge that could be dangerous or difficult. The task could be objectively dangerous, such as engaging in battle or driving in adverse conditions. A person could also perceive a seemingly harmless situation as challenging, such as

climbing a flight of stairs or talking to someone they’d like to date. A brave act requires one to

face and embrace the task rather than withdraw from it.

There are examples of bravery in every community. Look no farther than your local fire station or police station to see acts of bravery. Community heroes help others in small and large ways every day, often at great risk to their own lives. Students are brave when they stand up to a bully or present a project in front of the whole class. Practicing small acts of bravery can prepare a person to lead a heroic life.