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**Subject : English**



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### **UNIT -1**

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**VOCABULARY** : Word Formation –Prefix, suffix and root word

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**WRITING** : Guided Writing

# UNIT -1

## Reading

### PROSE: A HORSE AND TWO GOATS

- **R.K NARAYAN**



### SUMMARY



Kritam was the tiniest of all the villages in India.



The rest of the houses were made of bamboo thatches, mud, straw, etc.

The story takes place in Kritam, one of the smallest of India's seven hundred thousand villages. Despite its small size, the village has a grandiose name: Kritam means "crown" or "coronet" in the Indian language of Tamil. There are only thirty houses in the village, most of them simple thatched huts. The only sophisticated residence in the village is the Big House, a brick and cement building from whose well the local villagers get their water. Muni, an old goat herder, lives with his wife in one of the huts. He is the poorest resident of the village. Every day, he herds his two goats to the highway on the outskirts of the village and lets them graze as he sits and watches them.

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A poor man named Muni lived in this village, who was once quite prosperous.



One day, Muni desired to eat drumstick curry, so his wife asked him to bring some ingredients from the local vendor.

Muni and his wife have not always been so poor. Once, when he considered himself prosperous, he had a flock of forty sheep and goats which he would lead out to graze every day. But life has not been kind to him or to his flocks: years of drought, a great famine, and an epidemic that ran through Muni's flock have taken their toll and now he is left with two goats .

One day, Muni picks some "drumsticks," or seed pods, from the tree in front of his home and asks his wife to cook them in a sauce for him to eat. Because of the couple's poverty, Muni's daily meals usually consist of only millet and an onion at lunch. Muni's wife agrees to make the sauce if he can get all of the necessary ingredients from the village shop: dhal, chili, curry leaves, mustard, coriander, gingelly oil, and a potato. Muni has no money to pay for the items, but tries to convince the shop owner to give them to him on credit by engaging in conversation and laughing at his jokes. However, the shop owner shows Muni a ledger of past debts that he owes, and says he must pay them off before he can apply for credit. Muni tells him that his daughter will give him some money for his fiftieth birthday, although he does not actually have a daughter. The shop owner does not believe him and says that he looks at least seventy.Muni goes home and tells his wife to sell the drumsticks, since he could not get the ingredients for the sauce



One day, Muni desired to eat drumstick curry, so his wife asked him to bring some ingredients from the local vendor.



However, the local vendor humiliated him and sent him back empty handed.

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He and his wife have no children to help them in their old age, so their only income is from the odd jobs his wife occasionally takes on at the Big House. Muni has exhausted his credit at every shop in town, and today, when he asks a local shop man to give him the items his wife requires to cook the drumsticks, he is sent away humiliated.



He then takes his flock of goats and goes to the highway to let them graze as usual. While he is there, he sits on a pedestal at the base of a clay statue depicting a majestic horse and warrior. The statue had been there since Muni was a young child, and his grandfather had explained to him that the horse in the statue was a reference to the mythical horse Kalki, who according to Tamil legend will come to life when the world ends and trample all bad men. While Muni is sitting there, he sees a yellow station wagon coming towards him down the highway.

The car runs out of gas and comes to a stop on the road in front of the statue. A white foreigner gets out of the car and asks Muni in English whether there is a gas station nearby. However, Muni cannot communicate with him because he does not speak English and the foreigner does not speak Tamil. The foreigner, who tells Muni he is a coffee trader from New York, takes an interest in the statue and wants to buy it. He offers to pay Muni for the statue, thinking that it belongs to him. Muni does not understand what the foreigner wants, and initially mistakes him for a police officer, because he is dressed in khaki. Muni believes the man had arrived to investigate a dead body that was found on the border between Kritam and a neighboring village a few weeks before. He tells him that he does not know anything about the incident and that the murderer probably lives in the other village.

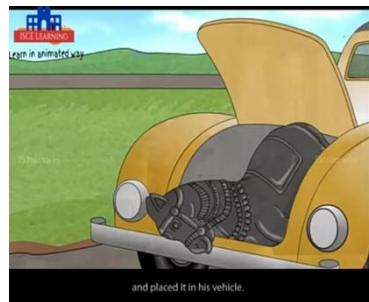
The foreigner does not understand. He offers Muni some cigarettes, and explains that he and his wife, Ruth, decided to travel to India on vacation after a power failure in the Empire State Building forced him to work four hours without air conditioning on a hot summer day. Muni eventually realizes that the foreigner is interested in the statue, and starts explaining the

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statue's history and the legend of Kalki to him. He talks about the Hindi religion and asks the foreigner about his family while the latter tries to negotiate a price for the statue and says that it would look good in his living room. The conversation continues for a while before the foreigner gives Muni a hundred-rupee note and asks him to help move the statue to his car. Muni believes at first that the foreigner is asking him for change, and suggests that he go to the village money-lender. When the foreigner stoops down to pet some of his goats, however, Muni mistakenly believes that the man is giving him a hundred rupees to buy his flock. Elated, Muni accepts the man's money and leaves the goats behind for him.



Thinking Muni had agreed to sell him the statue, the foreigner flags down a passing truck and pays the men to help him detach the statue from the pedestal and move it to his car. He also pays to siphon off some of their gas so he can restart his engine. Muni goes home and shows his wife the hundred-rupee note, telling her that he received it from a foreign man who stopped to buy his goats. At that moment, however, the couple hears bleating outside their door and discover two of Muni's goats standing there. Muni is confused, while his wife suspects him of stealing the money, and says she will go to her parents' home because she does not want to be there when the police apprehend him.



### **ANALYSIS OF THE STORY**

A horse and two goats summary, one of the well-known works of R.K. Narayan. He has thrown lights on the important issues prevailing in society by the use of humour instead of using a serious tone. The story is focused on a villager 'Muni' who has two goats. He eventually enters into a miscommunication with an American. American thinks Muni as the owner of the horse statue and buys it for a hundred rupee note. Muni thinks it as a deal for his goats. He tells his wife the same. She accuses him of theft. R. K. Narayan in his short story "A Horse and Two Goats" has addressed many important social issues through the use of humour, instead of seriousness.

The title of the story draws attention. By the title "A Horse and Two Goats", it seems like the horse was also a pet of Muni just like the two goats. But actually it was a clay horse statue. It didn't even belong to Muni. But due to the miscommunication, it happened so that the American bought the horse statue from Muni thinking him to be the owner. So, the horse statue served Muni more than his goats. Again, it was the horse statue which the man wanted to buy, but Muni thought that he was selling his goats. So the most amusing part of the story lies there in the confusion between the horse and the goats. So, from both the angles the title serves the purpose well.

The characterization of Muni, his wife and the American has been great. The greatest themes in the story have been the theme of cultural clash between the East and the West, the theme of poverty and wealth, and finally the theme of knowledge and wisdom. Moreover, it has been a vivid portrayal of rural life in India with hunger and poverty, social classes and caste system, prejudices and superstitions.

The story depicts the cultural differences between the East and the West. Also, it throws light on poverty and wealth, a theme of knowledge and wisdom. Furthermore, it portrays the rural life in India, social classes, prevailing of the caste system, prejudices and superstitious beliefs.

The main theme of the story are culture clash, miscommunication, money, wealth, and poverty. Narayan contrasts Muni's impoverished (poor) but culturally rich lifestyle with the foreigner's materialistic (money oriented) worldview, in which everything may be bought and paid for. While the horse statue carries great cultural and religious importance for Muni's village, to the foreigner it is just a decorative item to serve as a talking piece during house parties.

### **CHARACTER SKETCH OF MUNI:**

In R. K. Narayan's short story "A Horse and Two Goats", Muni and the clay horse both are important figures but Muni is undoubtedly the central character of the story. Of course, the horse statue constitutes a considerable part of the story and even makes it to the title of the story. Moreover, the statue was the thing of prime interest to the American visitor.

The story "A Horse and Two Goats" is all about Muni and his distressed life with all his ignorance, prejudices, grudges, desires and hopes. Muni is the main character of A Horse and Two Goats, and he's described to be very poor and very old farmer. Muni and his wife lead very poor lives. Although Muni is initially described as poor, the author then goes on to say that he was wasn't always as poor as he is. He had been at one time rather well in relative terms being the proud owner of a flock of forty sheep but some disease had killed all of them and now he is left with just two scraggly goats.

Muni is so used to seeing the terracotta horse on the road side, he could not have imagined anyone wanting to buy it. The only thing of value for him were his two goats so when the American offers money, he believes it is for the goats.

### **CHARACTER SKETCH OF MUNI'S WIFE**

Muni's wife has spent some sixty years with him (neither of them is sure about their ages), through prosperity and poverty. Muni's wife was supportive as she never questioned or blamed Muni for his failures. Although she appeared to be a little rude from outside , sometimes she was really a kind-hearted wife. She loved her husband a lot and cared for him too. She is willing to cook for him the special meal but doesn't have ingredients to cook. She works as hard as he does, or harder, getting up at dawn to fix his morning meal, and taking odd jobs at the Big House when their stores are low. But poverty has worn her down: her first reaction when she sees the hundred rupees is to accuse Muni of stealing.

### CHARACTER SKETCH OF FOREIGNER

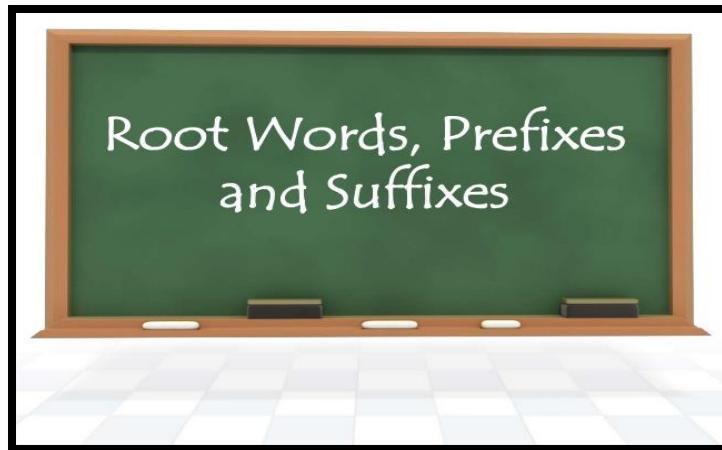
An American tourist who lives in the suburbs of Connecticut and travels to work in the Empire State Building each day, where he works as a prosperous coffee trader. He decides to visit India with his wife after working for four hours without air conditioning during a brownout in New York City. He is dressed in the khaki clothing worn by American tourists in the tropics.

He comes upon Muni after running out of gas along the highway. he speaks only English, but is surprised and a little annoyed to find that Muni can speak only Tamil, and although he is in the tiniest village in India, he expects to find a gas station. He spends quite a bit of time conversing with Muni, but the men are unable to understand one another due to their language barrier. The foreigner represents American culture; This middle-class businessman views “time as money” and understands the world in terms of financial transactions and amassing material possessions. When he sees the grandiose horse and warrior statue at the foot of which Muni sits, he immediately sees it as an object he must possess and assumes, that Muni must be a salesman desperate to sell the statue to a rich Westerner.

With his assumption that he can buy anything for a price—even an invaluable statue with enormous sentimental, religious and cultural significance—The foreigner represents the greedy, emotionless, and mindless person who wants to buy anything with the money.

### VOCABULARY

#### ROOT WORD, SUFFIX, PREFIX



### Root Words

- Some words are made up of different parts, for example, unemployment
  - Unemployment has a beginning (prefix), a middle (root word) and an ending (suffix).
  - **Unemployment** : **un** (prefix), **employ** (root) **ment** (suffix)
- The root word is the basic word and by adding prefixes and suffixes, we can change its meaning.

### Prefixes

A prefix is a group of letters that you can add to the **beginning** of a root word\* to change the meaning of the word. For example, **mis** + fortune = **misfortune**.

### Suffixes

- A suffix is a group of letters that you can add to the **end** of a root word\* to change the meaning of the word. For example, paint + **ing** = **painting**.

### I .Do As Directed

1. We watched a preview of the new Pixar movie.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

2. The dancing cat was seen by more than two-million YouTube viewers.

Root: \_\_\_\_\_

Suffix: \_\_\_\_\_

3. The teacher handed out paper hearts to the students who had done extra work.

Root: \_\_\_\_\_

Suffix: \_\_\_\_\_

4. The magician made the rabbit disappear.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

5. At the end of his performance, the magician made a graceful bow to the audience.

Root: \_\_\_\_\_

Suffix: \_\_\_\_\_

6. Shyla asked the magician for his autograph.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

7. Because of the lightness of the breeze, the sailboat moved quite slowly.

Root: \_\_\_\_\_

Suffix: \_\_\_\_\_

8. Despite the heaviness of his backpack, Jack raced up the hill.

Root: \_\_\_\_\_

Suffix: \_\_\_\_\_

9. Some dogs are shy or unfriendly, and they might bark or snap if you try to pet them.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

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10. Esther quickly reopened the door and called for her cat.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

11. We stood on a bluff overlooking the ocean.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

12. In today's world, no part of the globe is unreachable.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

13. My father never let anyone see him dressed informally.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

14. Everyone thought that Mr. Darcy was the proudest, most disagreeable man in the world.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

15. The speaker pointed out the unfairness of blaming high schools for the poor preparation of college freshmen in reading, writing, and math.

Root: \_\_\_\_\_

Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

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Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

## **English Unit -1 Notes (AICTE)**

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### **II. FILL IN THE BLANKS BY ADDING APPROPRIATE AFFIXES**

1. It's always \_\_\_\_\_ to carry some cash on you, in case of an emergency. (USE)
- 2 - Planning a holiday can be just as \_\_\_\_\_ as going on holiday. (EXCITE)
- 3 - I found that this medicine is the most \_\_\_\_\_ for colds. (EFFECT)
- 4 - She speaks French \_\_\_\_\_.(FLUENT)
- 5 - I do not want to get into an \_\_\_\_\_ with you about this. (ARGUE)
6. It can be \_\_\_\_\_ to cross the train line so be very careful. (DANGER)
7. I really like this sofa. It is extremely \_\_\_\_\_. (COMFORT)
8. We have decided to have our lessons in the garden, as it was a lovely \_\_\_\_\_ day. (SUN)
9. John's toothache was quite\_\_\_\_\_ and he had to go to the dentist.(PAIN)
10. The shop assistant was so \_\_\_\_\_ or children under 10. There is far too much violence. (SUITABLE)
11. Many people often make a \_\_\_\_\_ between London and New York.(COMPARE)
12. This book \_\_\_\_\_ as a series of lectures about shipwrecks, which were given two decades ago. (ORIGIN)
13. There are power stations across Europe that use the\_\_\_\_\_ rise and fall of the ocean tides. (DAY)
14. If you weren't so \_\_\_\_\_ of Ben, he would be happier to spend time with you. (CRITIC)
15. Don't you find it \_\_\_\_\_ how Jeremy always comes to work looking so untidy? (INTRIGUE)
16. Doctors say a glass of warm milk before bedtime can result in a more \_\_\_\_\_ night's sleep. (REST)
17. Tim-Berners Lee has received many awards as the \_\_\_\_\_ of the world wide web.(INVENT)

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18. I've lost all \_\_\_\_\_ for this concert, I'm finding it boring. Can we go? (ENTHUSE)

19. The \_\_\_\_\_ of the Rubik's Cube peaked in the early 1980s. (POPULAR)

20. The Age Of Enlightenment was one of great inventions an revolutionary\_\_\_\_\_.(discover)

### **III Put the word in brackets into the correct form. You will have to use prefixes and/or suffixes.**

1. He was sitting \_\_\_\_\_ in his seat on the train. (comfort)

2. There was a \_\_\_\_\_ light coming from the window. (green)

3. He was acting in a very \_\_\_\_\_ way. (child)

4. This word is very difficult to spell, and even worse, it's \_\_\_\_\_. (pronounce)

5. He's lost his book again. I don't know where he has \_\_\_\_\_ it this time.  
(place)

6. You shouldn't have done that! It was very \_\_\_\_\_ of you. (grace)

7. He didn't pass his exam. He was \_\_\_\_\_ for the second time. (succeed)

8. Some of the shanty towns are dreadfully \_\_\_\_\_. (crowd)

9. The team that he supported were able to win the \_\_\_\_\_. (champion)

10. There is a very high \_\_\_\_\_ that they will be late. (likely)

11. I couldn't find any \_\_\_\_\_ in his theory. (weak)

12. He wants to be a \_\_\_\_\_ when he grows up. (mathematics)

13. You need to be a highly trained \_\_\_\_\_ to understand this report. (economy)

14. There were only a \_\_\_\_\_ of people at the match. (hand)

15. She arrived late at work because she had\_\_\_\_\_. (sleep)

16. The road was too narrow, so they had to \_\_\_\_\_ it. (wide)

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17. He was accused of \_\_\_\_\_ documents. (false)
18. They had to \_\_\_\_\_ the lion before they could catch it. (tranquil)
19. He needed to \_\_\_\_\_ the temperature. (regular)
20. I think that you should \_\_\_\_\_. It may not be the best thing to do. (consider)
21. There was a three-hour \_\_\_\_\_ because of the strike. (stop)
22. You need a \_\_\_\_\_ of motivation, organization and revision to learn English.(combine)
23. You must not be \_\_\_\_\_ to your boss.(polite)
24. It is very \_\_\_\_\_ to run air-conditioning with the door open. (economy)
25. His \_\_\_\_\_ has been expected for the last half an hour. (arrive)
26. I'm \_\_\_\_\_ to work on weekends.(able)
27. I told him my plan but he wasn't very \_\_\_\_\_. (appreciate )
28. She had no \_\_\_\_\_ of going to see him. (intend)
29. He spent half an hour \_\_\_\_\_ himself with the building. (familiar)
30. Failing her driving test was a great \_\_\_\_\_ to her. (appoint)
31. He decided to study \_\_\_\_\_ at university. (journal)
32. The film was \_\_\_\_\_ good. (surprise)
33. There was the need for \_\_\_\_\_ construction when the fighting stopped. (war)
34. I don't like him at all. He's so \_\_\_\_\_. (pessimist)
35. The company has over 500 \_\_\_\_\_. (employ)
36. The new manager was very efficient and a good \_\_\_\_\_. (business)
37. It is \_\_\_\_\_ to hire children as maid.(legal)

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38. The rate of \_\_\_\_\_ in Brazil has been rising steadily. (employ)
39. With the real plan, the rate of \_\_\_\_\_ in Brazil has fallen. (inflate)
40. She looked at him \_\_\_\_\_, and started to cry. (happy)
41. The party was \_\_\_\_\_, everything went wrong. (disaster)
42. The film was so \_\_\_\_\_ that we left before the end. (bore)
43. The film was terrible, I felt really \_\_\_\_\_. (bore)
44. I think that there has been a \_\_\_\_\_, I didn't order this. (understand)
45. The bacteria are so small that you need a \_\_\_\_\_ to see them. (scope)
46. Have you seen that new \_\_\_\_\_? He's very funny. (comedy)
47. The event was totally \_\_\_\_\_. It was terrible. (organise)
48. There is a small \_\_\_\_\_ explaining the new traffic code. (book)
49. Eating junk food is \_\_\_\_\_. (health)
50. He was \_\_\_\_\_. He wouldn't change his mind. (compromise)

## GRAMMAR

### ARTICLES, PREPOSITION AND DETERMINERS

#### ARTICLES :

##### Rules Of Articles:

#### Kinds of Articles

In English language, there are total three articles. (**A, An** and **The**). These three articles are divided into two types.

1. **Definite:** **The** (*is used to refer any particular person, place or thing.*)
2. **Indefinite:** **A & An** (*does not refer particular noun*)

#### Rule 1

‘**a**’ is used before a word (or a countable noun) beginning with a consonant sound.

**Ex:**

a boy  
a man  
a girl  
a table  
a young man

#### Rule 2

‘**an**’ is used with a word beginning with a vowel sound.

**Ex:**

an apple  
an elephant, an egg,  
an ink-pot, an iдиот  
an orange, an orphan,  
an u

#### Rule 3

‘**an**’ is used before a word beginning with a consonant letter but a vowel sound.

**Ex.**

an honest man  
an hour  
an honorable guest  
an heir

#### Rule 4

‘**a**’ is used before a word beginning with a vowel letter but a consonant sound.

**Ex.**

a university  
a European  
a union

#### Rule 6

A word beginning with ‘vowel’ letter but ‘consonant’ sound /w/ takes ‘**a**’ as an article.

**Ex.**

**a one** rupee note  
**a one** eyed man  
**a one** dollar note  
**a one** way ticket  
**a one** legged man

### **Fill in the blanks with appropriate articles**

1. .... man is mortal.
2. I am ..... university student.
3. She goes to the temple in ..... mornings.
3. Kiran is ..... best student in the class.
4. ..... camel is the ship of the desert.
5. This book has won ..... Booker prize.
6. Harishchandra was ..... honest king.
7. I am fond of ..... classical music.
8. I met ..... boy in the store.
9. Gold is ..... precious metal.
10. She returned after ..... hour.
11. There is ..... institution for ..... blind in this city.
12. On our trip, we visited ..... Lake Victoria.
13. Have you ever visited ..... United Kingdom?
14. ..... pets are not allowed in this hotel.
15. Rabbits are ..... small wild furry animals with long ears.
16. New York is in ..... United States of America.
17. Ariane has got ..... German car.
18. Lisa is ..... English teacher.
19. Where's ..... electric heater? I can't find it.
20. ..... old person sometimes feels lonely.
21. Mike's mother bought him ..... guitar for his birthday .
22. I'm thinking of buying ..... new pair of trousers.
23. In the end there was ..... war between the two countries.
24. Jim plays ..... piano very well.
25. Bradley gave his teacher ..... apple.
26. I like ..... blue T-shirt over there better than ..... red one.
27. Their car does 150 miles ..... hour.
28. Where's ..... USB drive I lent you last week?
29. Do you still live in ..... Bristol?

## English Unit -1 Notes (AICTE)

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30. Is your mother working in ..... old office building?
31. Carol's father works as ..... electrician.
32. The tomatoes are 99 pence ..... kilo.
33. What do you usually have for ..... breakfast?
34. Ben has ..... terrible headache.
35. ..... cover of my English book is red.

### Fill In The Blanks With Appropriate Articles :

1. I opened \_\_\_\_\_ door and found \_\_\_\_\_ old man wearing \_\_\_\_\_ hat standing on \_\_\_\_\_ doorstep.
2. All of them went to \_\_\_\_\_ picnic near \_\_\_\_\_ waterfall at \_\_\_\_\_ Green Valley on \_\_\_\_\_ Saturday.
3. \_\_\_\_\_ boy came cycling down \_\_\_\_\_ street and banged into \_\_\_\_\_ tree in front of \_\_\_\_\_ house opposite ours.
4. What \_\_\_\_\_ pity \_\_\_\_\_ Eric could not go to \_\_\_\_\_ football match that was held on \_\_\_\_\_ school field. It was really \_\_\_\_\_ exciting game.
5. \_\_\_\_\_ price of \_\_\_\_\_ eggs has been on \_\_\_\_\_ increase for \_\_\_\_\_ long time. Now, \_\_\_\_\_ egg costs much more.
6. I found \_\_\_\_\_ empty tin by \_\_\_\_\_ roadside just now. This is not \_\_\_\_\_ unusual thing, but \_\_\_\_\_ point is that \_\_\_\_\_ tin can cause \_\_\_\_\_ serious accident.
7. \_\_\_\_\_ author of this book came to our school yesterday and gave us \_\_\_\_\_ lecture on \_\_\_\_\_ importance of reading good books for \_\_\_\_\_ education.
8. When I woke up early in \_\_\_\_\_ morning, I saw \_\_\_\_\_ fine mist covering \_\_\_\_\_ hills and trees. But \_\_\_\_\_ hour later, \_\_\_\_\_ mist had disappeared, and \_\_\_\_\_ sun was shining brightly.
9. As he was going to \_\_\_\_\_ school, he met with \_\_\_\_\_ accident. He received \_\_\_\_\_ bad bump on \_\_\_\_\_ head and was taken to \_\_\_\_\_ hospital in \_\_\_\_\_ ambulance.
10. \_\_\_\_\_ bus stopped at \_\_\_\_\_ bus-station. \_\_\_\_\_ old woman wearing \_\_\_\_\_ faded skirt and \_\_\_\_\_ old blouse got off \_\_\_\_\_ bus.
11. Mary suddenly let out \_\_\_\_\_ frightened scream. She had felt \_\_\_\_\_ cold object brush past her face. We told her that it was probably \_\_\_\_\_ owl or \_\_\_\_\_ bat, and warned her to look out for potholes along \_\_\_\_\_ path.
12. \_\_\_\_\_ old shopkeeper works too hard in \_\_\_\_\_ shop. He is on his feet \_\_\_\_\_ whole day long, serving \_\_\_\_\_ customers, and climbing up and down \_\_\_\_\_ stepladder to get \_\_\_\_\_ things they want. What he needs is \_\_\_\_\_ long rest and \_\_\_\_\_ assistant to help him in \_\_\_\_\_ shop.

### PREPOSITION

#### Preposition of Place

Here are some examples for preposition of place:

Above, up, after, on, before, against, by,  
behind, below, along, near, down,  
in, at, across, inside, between, over

The aeroplane is flying above the clouds.

The dog buried the bone under the ground.

Our house is at the end of the street.

The cat ran across the road.

#### Preposition of Time

Here are some examples for preposition of time:

About, before, for, by, around, in, ago, at, past,  
since, to, on, after, until, between, during

The train is about an hour late.

The classes begins at 8 o' clock.

My birthday falls on Wednesday

India has been independent since 1947.

DELL YOUTH LEARNING

#### Preposition of Movement

Here are some examples for preposition of movement:

Down, past, into, behind, up, onto, through, off,  
over, on, across, at, by, for, after, towards

The cat has climbed up a tree.

The children got off the bus.

She ran along the pavement.

The bus goes towards the market

#### Simple Prepositions

Here are some examples for simple prepositions:

Above, under, around, through, after, on,  
before, about, among, behind, along,  
near, down, in, at, across, between, over

The paper is on my desk.

The man was standing under the tree.

I will meet you near your house at 5 p.m.

She is currently staying in a hotel.

# English Unit -1 Notes (AICTE)

## Double Prepositions

Here are some examples for double prepositions:

Inside, outside, into, onto, upon,  
up to, within, without, amid

Outside the house lies a beautiful garden.

It is up to us to find a way out.

The dog jumped onto the bed.

Once upon a time, there lived a king.

## Compound Prepositions

Here are some examples for compound prepositions:

According to, apart from, close to, because of,  
far from, next to, rather than, instead of,  
out of, due to, relating to, in front of

My car is parked in front of the house.

Rita was never close to her parents.

She cannot stay here as of now.

## I . FILL IN THE BLANKS WITH APPROPRIATE PERPOSITIONS :

1. Where do you come .....?
2. My cousin lives ..... Norway.
3. They are walking ..... the bridge.
4. I don't like flying, so I went to Paris ..... bus.
5. You can stay ..... me tonight.
6. My birthday is ..... 29th February.
7. I'll see you ..... Christmas.
8. Put the books ..... the table, please.
9. I haven't seen you ..... ages.
10. I like this house..... the river.
11. She was born ..... 2004.
12. They are waiting ..... the bus.
13. Don't forget to bring some flowers ..... you.
14. I haven't smoked ..... ages.
15. You can look up the word ..... a dictionary.
16. She is allergic ..... insect stings.
17. I'm looking ..... my keys. Have you found them?
18. The song was written ..... Madonna.
19. He likes to travel ..... Spain in summer.
20. The police car chased the robbers ..... the streets.

## II. CHOOSE THE CORRECT ANSWER :

## English Unit -1 Notes (AICTE)

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1. Do you live (at, on) Bay Street (in, on) Newport?
2. I hung the picture (above, on) the fireplace.
3. She walked (in, into) the kitchen and put her packages (on, over) the table.
4. Is Jane (at, in) home? No, she is (on, at) the library.
5. Mary is sitting (in, on) the sofa (at, in) the living room.
6. Michigan is situated (in, between) Lake Michigan and Lake Huron.
7. While waiting for my train, I took a walk (around, across) the station.
8. A formation of twelve airplanes flew (over, on top of) our house.
9. The artist spends many hours (in, on) his studio (on, at) 50 Charles Street.
10. John found a note pinned (in, on) his door which said: "Meet me (at, in) the corner of Pine and Fifth Streets."
11. The Blake family lives (at, on) Third Street (in, on) Cleveland, Ohio.
12. Don't forget to put your return address (in, on) the envelope.
13. He sat (near, against) the camp fire.
14. Mr. Flanagan, who is (from, of) Ireland, is staying (at, to) his sister's home in Boston.
15. Someone has spilled ink (in, on) this rug and has burned a hole (in, on) that one.
16. The door was locked; so I shoved the letter (under, around) the door.
17. He piled the books (above, on top of) the table.
18. He arrived (in, at) Switzerland last week.
19. You are ahead of me. Your name is (above, at the top of) the list.
20. Your score on the examination is well (above, over) average.

### III. Fill in the blanks with the appropriate Preposition in the following Paragraph.

\_\_\_\_\_ June 13 the Circle Players will open \_\_\_\_\_ Star Theater \_\_\_\_\_ a revival \_\_\_\_\_ George Bernard Shaw's play, Major Barbara. When the play opened \_\_\_\_\_ Philadelphia a week ago, the critics gave the Circle Players enthusiastic reviews. Good reviews are not unusual for the Circle Players, who have thrilled audiences \_\_\_\_\_ their performances \_\_\_\_\_ the past decade. In fact, they were so loudly acclaimed \_\_\_\_\_ London for their performance of Major Barbara that the play ran \_\_\_\_\_ three years. Tickets are now on sale \_\_\_\_\_ the box office \_\_\_\_\_ the Star Theatre \_\_\_\_\_ the three week engagement. There will be a performance every night, except Sunday, \_\_\_\_\_ 8:30p.m., and a matinee \_\_\_\_\_ Wednesday and Saturday \_\_\_\_\_ 2:30 p.m. Reservations may be made \_\_\_\_\_ mail or telephone.

### **DETERMINERS**

**Determiners are words that are used before nouns to identify them**

**Determiners may be divided into:**

#### **1. Articles: a/an, the**

The words 'a' and 'an' are called indefinite articles. They are used with singular countable nouns.

**Example:** Have you a pencil?

The word 'the' is called the definite article. It is used before a noun which refers to something or someone definite.

**Example:** You may keep the change.

#### **2. Demonstrative adjectives: this, that, these, those**

These adjectives indicate the noun that is being referred to.

**Examples:** This book is **mine**. Those books are **yours**.

#### **3. Adjectives of quantity:**

some, much, less They tell us how much of a thing is being referred to

**Examples:** I ate **some** rice.

I did not eat **any** rice.

I ate **much** rice.

#### **4. Adjectives of number: many, few, several, each**

They tell us how many things or persons are being referred to.

**Examples:** Several books were stolen from the library.

This cell phone has **many** useful features.

December is the **twelfth** month of the year.

Listen to **every** word I say.

### 5. Possessive pronouns: my, our, your, their, his, her, its

These pronouns are used to show possession or belonging.

**Examples:** This is **my** family.

What is **your** address?

## **DETERMINERS IN ENGLISH**

1. **Definite article** : the
2. **Indefinite articles** : a, an
3. **Demonstratives**: this, that, these, those
4. **Pronouns and possessive determiners** : my, your, his, her, its, our, their
5. **Quantifiers** : a few, a little, much, many, a lot of, most, some, any, enough
6. **Numbers** : one, ten, thirty
7. **Distributives** : all, both, half, either, neither, each, every
8. **Difference words** : other, another
9. **Pre-determiners** : such, what, rather, quite

## **I .FILL IN THE BLANK WITH APPROPRIATE WORD**

1. .... people do not trust politicians.(most/most of )
2. Neither ..... open the door.(keys/key)
3. Our garden looks awful this summer. There are too ..... Weeds.(much/many)
4. They say ..... knowledge is a dangerous thing.(little/a little/ the little )
5. I am having ..... trouble passing my driving exam.(lot of /a lot of)
6. .... people can afford a home these days.(few/little)
7. She earns ..... money than I do.(less/fewer/lesser)
8. Neither of ..... valid.)this argument is/these arguments is /these arguments are)
9. .... are closed on Sundays.(most of the shops /most shops)
10. They spend ..... their income on movies.(half /half of )
11. .... my friends wished me on my birthday.(no one of /none of /none )
12. .... was given a present.(each child/each of the child)

## English Unit -1 Notes (AICTE)

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13. .... his ideas are quite interesting.(all of his /all his )
14. .... my children are engineers.(both /both of )
15. His ideas are ..... different from those of his parents.(little /less/least )
16. The new job isn't ..... different from the old one.(many/much /most )
17. He is an expert on languages, but he knows ----- about mathematics.(several/few/little/a lot of )
18. Both players in the tennis match have been warned by the referee but ----- of them seems to take it seriously. (None/ either/ every/ neither)
19. I had to live in Paris and Madrid for many years because of my business but I don't like ----- city much.( all/ whole/ either/ neither)
20. In my country, ---- universities offer a wide range of courses. That's why they are preferred by foreign students as well.( every/ each/ a great deal of/ most)

### II. Choose the appropriate determiners from the box and fill in the blanks in the following sentences.

this	these	those	my	our	their	your	several	many	both	each	some
either-or	neither-nor	latter									

1. I have a book. I will write \_\_\_\_\_ name on \_\_\_\_\_ book.
2. We will write \_\_\_\_\_ names on \_\_\_\_\_ books.
3. The children are walking with \_\_\_\_\_ parents.
4. I rang him up \_\_\_\_\_ times but there was no reply.
5. \_\_\_\_\_ reward \_\_\_\_\_ punishment has any effect on these boys.
6. \_\_\_\_\_ animals are in danger of becoming extinct.
7. \_\_\_\_\_ her parents are doctors.
8. The gardener put \_\_\_\_\_ soil into \_\_\_\_\_ flower pot.
9. Of the three, opera, movies and music, the ..... is his favourite.
10. \_\_\_\_\_ days of lockdown are indeed memorable.

### III . Choose the correct answer.

**Determiners :** the ,a, *all*, *each*, *every*, *few*, *little*, a little, a few , most , ,many of ,many ,my friends , my friend , no ,any ,some ,etc.

1. They were bored because there was \_\_\_\_\_ to do.
2. We invited \_\_\_\_\_ friends over to our house for a barbecue.
3. \_\_\_\_\_ of the cakes had been baked the day before.
4. Sally didn't take \_\_\_\_\_ photos when she went on holiday.
5. The teacher gave \_\_\_\_\_ of the students a piece of paper.
6. Every one of \_\_\_\_\_ sent me a birthday card, but none of them bought me a present.
7. Henry had \_\_\_\_\_ idea what the answer to the question was.
8. I like many of her songs, but not \_\_\_\_\_ of them are good.
10. There are \_\_\_\_\_ books in the library.
11. I often go to \_\_\_\_\_ bed late.
12. Have you ever had \_\_\_\_\_ high fever?
13. \_\_\_\_\_ National Health Service was set up in Britain in 1946.
14. Do you often have \_\_\_\_\_ headaches?
15. In \_\_\_\_\_ countries,you have to pay for the medical treatment.
16. The patient takes \_\_\_\_\_ prescription to the chemist's.
17. My brother is \_\_\_\_\_ dentist.
18. \_\_\_\_\_ people think that development is modernization.

## English Unit -1 Notes (AICTE)

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19. Only  houses were spared by earthquake.

20. You must learn  little English every day to improve your language

21. I drink  glass of milk.

22.  patience and advice help more than medicine.

23. My father has just bought  new car.

24. Can I have  bar of chocolate?

25. There isn't  bread in that tin.

26. Is there  ink in the bottle?

27. Are there  eggs in the basket?

28.  the students must attend the seminar.

29. One of my  stays in Mumbai.

30.  of the schools are using zoom app for online classes.

### **WRITING :** **(GUIDED WRITING)**

#### **Sample#1 Importance of moral values at work place**

Honest-kind-sense of control –everyone equally- imbibing good qualities-good moral character – looked down by the society-conviction to follow- strong willed- interviewers – job interviews –employee bears- ethical code conduct- disciplined employees –respected –less corruption – fair chance –employers –special attention-selecting employee-unfortunately –not much importance –moral values-growing competition –degradation of moral values –people – do not –hesitate to lie-deceive-spoil work environment - deserving employees lead a lifetime on the same position- immoral practices reach on the top.

---

Moral values include being honest, kind, showing respect to others, helping others, having a sense of self control, treating everyone equally and imbibing other such good qualities. A person possessing such qualities is known to bear a good moral character. On the other hand, those who do not possess such qualities are looked down upon by the society. It requires conviction to follow good habits and imbibe moral values. Not every individual is as strong willed to follow these habits. However, we must try to imbibe these.

People look forward to individuals with good moral values. One of the things that the interviewer examines during a job interview is whether the prospective employee bears good moral values. Besides the basic moral values, every organization has a defined ethical code of conduct that the employees are expected to follow. An organization with disciplined employees who possess good moral values are respected and regarded . There is less corruption and everyone gets a fair chance to learn and grow in such an environment. This is the reason why employers give special attention to this quality while selecting an employee.

However, unfortunately, the youth today does not give much importance to the moral values. The growing competition these days is one of the reasons for the degradation of these values. In an attempt to grow professionally, people do not hesitate to lie, deceive and use other unethical and immoral practices. Finally,i would say that Our society needs more individuals that possess good moral values in order to grow and develop the right way.

### **Sample#2 IMPORTANCE OF PARENTS IN ONE'S LIFE**

Parents-biggest role-career development – precious gift-overcome negative attributes and insufficiency unconditional love - train – pillar of strength- future challenges -education-respect-sacrifice-reduce cost of living- work hard-guidance and support-Difficult times-motivate-inspire –guidance and support –help us to live -! Life is beautiful- Live happily

\*\*\*\*\*

Parents play the biggest role in our life. Father & Mother play important role in our mental, physical, social, financial and career development. They help us in every step of our life.

Parents are the most precious gift of God for humans. They are the ones who help the child overcome negative attributes and insufficiency. We are blessed to have their unconditional love and support . When we are happy then they are happy. During our tough times , they are like pillar of strength teacher. They train us very hard to face future challenges of life.

Parents do almost all the things to make us educate and be well respected in the society. They sacrifice and reduce their own cost of living for the future of their children. They provide each and everything to us. Parents work hard day and night for their children's education. Indeed , they feel proud of us when we are successful in our life. Their guidance and support help us to live the life we always wanted. Respect your parents and live happily! Life is beautiful when you are living along with your parents. Live happily and keep others happy.

### **Sample#3 BRAIN DRAIN IN INDIA**

Experts- scientists, engineers, doctors- migrate from under-developed countries- settle down- called “Brain Drain- problem- India- being faced by almost all- Brain drain results- direct loss- underdeveloped and poor countries- train these experts at a great cost- these experts migrate- get the services of the experts- without having- spend anything- According to a U.N.O- thousands of experts- U.S.A., U.K., Canada, Germany- number of factors-lacks job opportunities- do not get any employment in India- do not recognise talent- offered lucrative jobs

\*\*\*\*\*

When highly qualified experts like scientists, engineers, doctors and often trained persons migrate from under-developed countries and settle down in advanced countries, their migration is called “Brain Drain”. This problem is not peculiar to India alone. It is being faced by almost all the developing country of the world.

Brain drain results in direct loss to the underdeveloped and poor countries who train these experts at a great cost. When these experts migrate to advance countries, such countries stand to gain because they get the services of the experts without having had to spend anything on their training- do not recognise talent- lacks facilities for advanced research- lacks facilities for advanced research- go abroad for higher research do not return to India-

According to a U.N.O. report, thousands of experts migrate from backward countries like India to highly advanced countries like the U.S.A., U.K., Canada, Germany, etc. U.S.A. has been the biggest gainer from the brain drain in India.

There are a number of factors responsible for brain drain in India. First of all, India lacks job opportunities. When, after completing higher studies, people do not get any employment in India, they start looking forward to advance countries for jobs. Secondly, we do not recognise talent in our people; Thirdly, India lacks facilities for advanced research. Most of the students who go abroad for higher research do not return to India. They are offered lucrative jobs so that they may stay on in advanced countries and give these countries the benefit of their research.

All the doctors, scientists and engineers should realise that they owe some duty to their country. Our country spends lakhs of rupees on their training. On becoming experts, they should not betray their country by serving foreign countries. They should have a feeling of gratitude to their country.

### **Sample#4**

A rich farmer - lot of land - cattle and servants - two sons - happy life - After some years younger son unhappy - asked for his share of the property - wouldn't listen to father's advice - got his share - sold them all - went away to another country - fell into bad ways - soon all money gone - poor - no one to help him - understood his mistake.

\*\*\*\*\*

Once there was a rich farmer in a Village. He had a lot of land, cattle and many servants. He had two sons. He led a happy life with them. After some years the younger son became unhappy.

He asked his father for his share of the property. His father advised him not to demand like that. But he would not listen to his father's advice. He got his share and sold them. He had a huge amount with him.

With this amount he travelled to a distant country. He had bad company there and fell into evil ways. All the money was gone. He became poor and no one helped him. Then he understood his mistake and returned to his country. His father and brother took him into their fold and supported him forever. We should obey our parents .

### **Sample#5**

The illiterate boy..... caught for pick pocketing.....sent to juvenile prison.....forced to do lessons.....becomes sullen rebellious .....watches French comic film on T.V. during recreation hour.....fascinated with the language.....requested coaching classes.....a French tourist guide today

---

Raju was a little boy who was born in a poor family. He wanted to get education but his financial condition did not allow him to do so. He remained illiterate and so did not have any means of earning. He took to pickpocketing and small thievery.

One day, he was caught red-handed for pick-pocketing. Since he was only thirteen, he was sent to juvenile prison where he was forced to do lessons. He had no interest in them and the compelling behaviour of the prison-people made him sullen and rebellious. It was only during the recreation hour that he seemed to be his normal self.

One day he watched a French comic film on T.V. He was fascinated with the French language and wanted to learn it. He requested the prison authorities for coaching classes in French. They agreed to his proposal as they were themselves interested to make him learn something so as to be self-dependent. Raju showed a keen interest in learning the language and in a very short period, had acquired a mastery over the language. Raju was set free after two years. He had already decided to use the French language as his means of earning.

He became a French tourist guide and started leading an honourable life. He forgot all about his past and is happy these days for the sudden but positive turn in his life. He has set an example for others that man is a master of his own destiny.

-----😊The end 😊-----

# DECCAN COLLEGE OF ENGINEERING AND TECHNOLOGY

# Compiled By

# Rehana Sultana

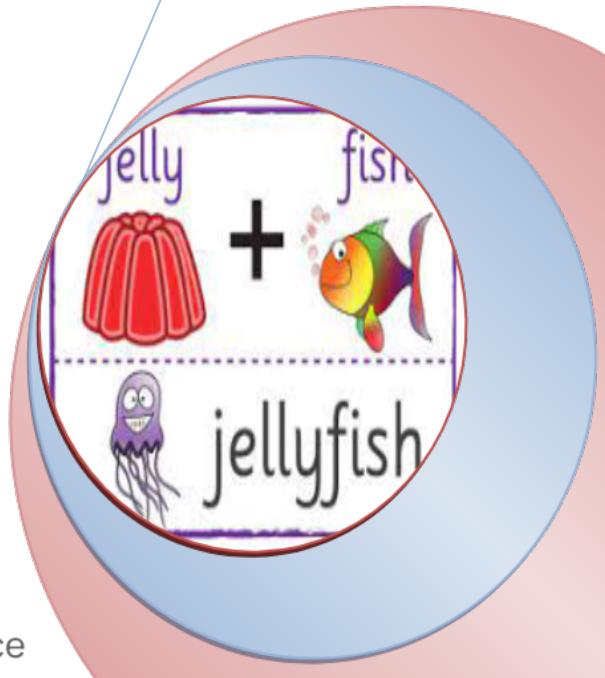
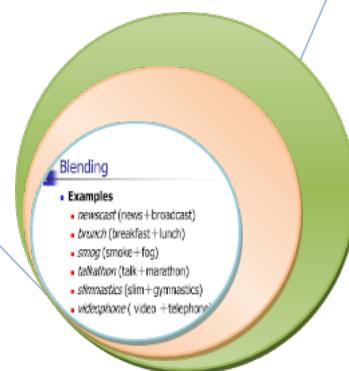
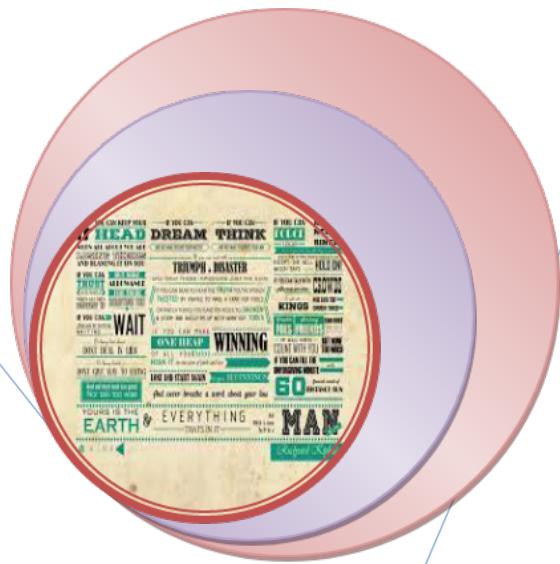
# CONTENT

## UNIT -2

## READING : Poem "If" by Rudyard Kipling

## VOCABULARY : Compounding, Blending and Contractions

## GRAMMAR : Transitions and Connectives



## READING

### Poem "If" by Rudyard Kipling

If you can keep your head when all about you  
Are losing theirs and blaming it on you,  
If you can trust yourself when all men doubt you,  
But make allowance for their doubting too;  
If you can wait and not be tired by waiting,  
Or being lied about, don't deal in lies,  
Or being hated, don't give way to hating,  
And yet don't look too good, nor talk too wise:

THERE WILL BE  
HATERS, DOUBTERS,  
NON-BELIEVERS,  
AND THEN THERE  
**WILL BE YOU,**  
PROVING THEM WRONG.

If you can dream—and not make dreams your master;  
If you can think—and not make thoughts your aim;  
If you can meet with Triumph and Disaster  
And treat those two impostors just the same;  
If you can bear to hear the truth you've spoken  
Twisted by knaves to make a trap for fools,  
Or watch the things you gave your life to, broken,  
And stoop and build 'em up with worn-out tools:

If you can make one heap of all your winnings  
And risk it on one turn of pitch-and-toss,  
And lose, and start again at your beginnings  
And never breathe a word about your loss;  
If you can force your heart and nerve and sinew  
To serve your turn long after they are gone,  
And so hold on when there is nothing in you  
Except the Will which says to them: 'Hold on!'

FRIENDS  
LIST  
ENEMIES  
LIST

If you can talk with crowds and keep your virtue,  
Or walk with Kings—nor lose the common touch,  
If neither foes nor loving friends can hurt you,  
If all men count with you, but none too much;  
If you can fill the unforgiving minute  
With sixty seconds' worth of distance run,  
Yours is the Earth and everything that's in it,  
And—which is more—you'll be a Man, my son!



~~Lies~~  
Truth



Value  
Your  
Time



### Summary:

The poet is advising his son on how to lead an ideal life. He lays down set of guidelines to lead a successful and meaningful life. The poet wanted to show his son the right way to be a future leader. The poem deals the challenges of life and how to deal with them. This poem gives an indication of the things one can strive to accomplish and maintain in maturing and becoming an adult with integrity. Ultimately the poem is a blueprint for personal integrity, behaviour and self-development.

### STANZA 1 :

1. To be a good human being and to succeed in life, We should not lose our temperament. Losing the temper does not solve a problem, rather intensifies that. Keeping our head cool makes us think wisely to face those tough situations, and ultimately a solution comes out. We should have the faith in ourselves, even when others doubt us. We should work hard and wait for the result patiently. We should not get tired by waiting. People may lie about us to others, but we should not indulge ourselves in lies. In other words, we should always remain truthful. It is important to speak the truth even if that hurts .People may show their hatred towards us, yet we should not hate them. We should show our love and respect to others.

Stanza 1 deals with being confident about the decisions you make and taking responsibility for those decisions. If others, who cannot take that responsibility for themselves react negatively, you have to be patient with them and not reduce yourself to their level by telling lies or dealing in hate. However, don't ever think you are above



Truthfulness  
is the foundation  
of all human  
virtues.

Abdul-Baha

### STANZA 2:

1. To do something bigger, we should dream first. It is good to dream, but do not let your dreams control your life. We can have longings, but we should never take crooked paths to achieve them. We should think – but mere thinking should not be our aim. Our aim is to act and achieve. Put your thoughts into action by making your dream a reality and for that, you require passion, dedication and hard work.
2. Life is a combination of success and failure; joy and sorrow; good times and bad times. We should accept both and face both situations with similar treatment. Here the poet personifies Triumph and Disaster as (pretenders or cheaters).
3. We commonly face a situation where we see that people misinterpret or even deliberately distort (manipulate) our words. We should not lose our temper hearing that. Rather we should tolerate that, ensuring we have spoken the truth
4. We have to hold our nerves even after seeing that our hard work and passion did not give the desired results. The poet says never mind; failures are stepping stone of success, we should gather our will power to do that again. To keep our cool is not easy in such a situation. However, patience and the mental toughness would help us to turn our failures into success again.

Stanza 2 states that it is good to dream, but don't let your dreams control your life. It is good to think, but don't just think in fact put those thoughts into action. You will experience triumph and disasters in your life, but don't take them seriously because they are not the substance of life, they are the extremes. If you hear things you said misused or things you have done destroyed, you need to be able to pick yourself up and rebuild them with everything that you have left in you.



**Failure is the key  
to SUCCESS.  
Each mistake  
teaches us something.**

### STANZA 3:

1. We should be able to accumulate all we have and take a risk in one turn of the game of pitch-and-toss. We may lose the game and all our possessions. However, we have to stay calm without uttering a word about that loss and rebuild it from the beginning.
2. Here the poet talks about the capability of taking big risks to achieve much greater success and keeping quiet even if we face failure .In the four lines above the poet continues the same theme of mental strength and the power of Will.

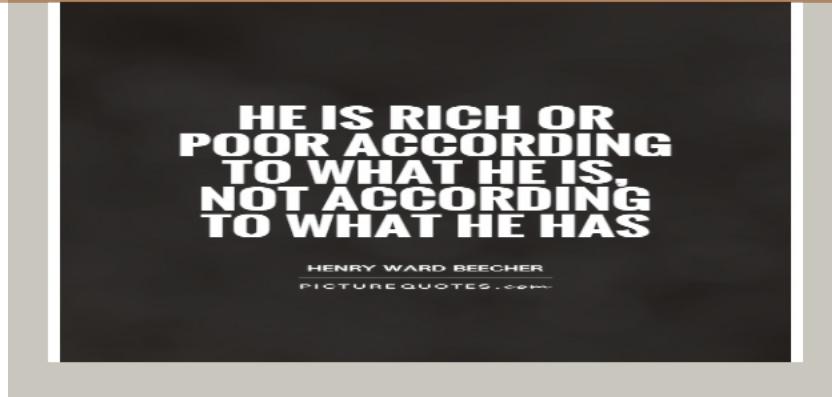
Stanza 3 counsels don't be afraid to take risks and possibly lose everything. If you do lose everything, don't talk about it, just start all over again at the beginning. When you are tired and exhausted and your body just feels like it can't continue on, use your mind and your will to tell yourself to "Hold on" and persevere. Push through it.



### STANZA 4:

1. We should stay in touch with people from every class of the society. You need to be able to walk with men of power and influence and yet not forget the common man and his needs. The poet advises that we need to maintain good rapport with different types of people in society. We should not discriminate and behave differently seeing their status.
2. We should build ourselves strong enough, mentally and physically, so that neither enemies nor loving friends can hurt us. Moreover, we should develop healthy relationship with everyone around us, and should not allow anyone to harm us. We have to develop our personality the right way, so that everyone supports us and gives us importance.
3. Time is precious and We should utilize every minute of our life in productive work. Wasting time is not something we can afford in our life. Finally the achievement that we can get if we fulfil all the conditions mentioned so far is priceless. We can win this earth and everything in it. We can go to top of the world and rule over everything. And what is more, we would be a complete and perfect human being.

Stanza 4 deals with a person's reaction to others. You need to be able to talk to large groups of people and yet not let them influence your belief in what is right, wrong, moral, or immoral. You need to be able to walk with men of power and influence and yet not forget the common man and his needs. You need to know yourself and your beliefs so well that neither your friends nor your enemies can hurt you because you know who you are and what you stand for. People can depend on you, but don't let others become too dependent on you. You need to live every single minute of your life to the fullest. If you do these things,



### VOCABULARY

### COMPOUNDING, BLENDING AND CONTRACTIONS

#### ► BLENDING WORDS

Blending is the word formation process in which parts of two or more words combine to create a new word whose meaning is often a combination of the original words.

1. blog (web + log)
2. brunch (breakfast + lunch)
3. cyborg (cybernetic + organism) : a hypothetical human being with physical abilities that are beyond a normal human because mechanical elements have been built into the body.
4. emoticon (emotion + icon)
5. humongous (huge + monstrous)
6. Internet (international + network)
7. mocktail (mock + cocktail)
8. motel (motor + hotel)
9. smog (smoke + fog)
10. Spanglish (Spanish + English)
11. spork (spoon + fork)
12. alphanumeric = alphabetic + numeric
13. advertorial = advertisement + editorial)
14. bit = binary + digit (only in computing)
15. breathalyzer = breath + analyzer
16. camcorder = camera + recorder
17. email = electronic + mail
18. forex = foreign + exchange



## English Unit -2 Notes (AICTE)

- |  |
|--|
| 19. mechatronics = mechanics + electronics               |
| 31. sheeple = sheep + people                             |
| 20. Oxbridge = Oxford + Cambridge                        |
| 32. Modem= modulator + demodulator                       |
| 33. medicare =medical + care                             |
| 22. transistor = transconductance or transfer + resistor |
| 34. Keytar== keyboard + guitar                           |
| 35. hi-tech= high + technology                           |
| 24. webinar = web + seminar                              |
| 36. edutainment=education+ entertainment                 |
| 37. Amerind =American + Indian                           |
| 26. infotainment (information + entertainment)           |
| 38. Brexit =Britain + exit                               |
| 39. fantabulous =fantastic + fabulous                    |
| 28. Interpol= international + police                     |
| 40. chillax (verb)=chill/relax                           |
| 41. Biopic=biographical / picture                        |
| 30. travelogue -travel + catalogue                       |
| 42. faction (fact + fiction)                             |
| 43. hangry (noun)=hungry/anger                           |
| 44. heliport=helicopter + airport                        |
| 45. techno-wizar =wizard + technology                    |

### ► COMPOUNDING

A compound word is made from two smaller words.

bath + robe = bathrobe

cow + boy = cowboy

1. Open Compound Words : have space between them ,they are read together and have a new meaning .

Example: living room, full moon, real estate, dinner table ,coffee mug....

2. Closed Compound Words: They occur when two unique words are joined together.  
They do not have space between them

Example: notebook ,Superman, waistcoat, bookstore, fireman



## English Unit -2 Notes (AICTE)

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### 3. Hyphenated Compound Words: connected by a hyphen

Example: ice-cream ,bare-foot.

### WORKSHEET -1

1. ice + berg = \_\_\_\_\_
2. milk + shake = \_\_\_\_\_
3. new + born = \_\_\_\_\_
4. earth + worm = \_\_\_\_\_
5. grand + mother = \_\_\_\_\_
6. south + west = \_\_\_\_\_
7. flag + pole = \_\_\_\_\_
8. after + noon = \_\_\_\_\_
9. over + grown = \_\_\_\_\_
10. button + hole = \_\_\_\_\_
11. ship + yard = \_\_\_\_\_
12. wash + cloth = \_\_\_\_\_
13. foot + bridge = \_\_\_\_\_
14. hay + stack = \_\_\_\_\_
15. sea + weed = \_\_\_\_\_

### WORKSHEET -2

Read each sentence below and circle the compound word or words.

1. In the afternoon I will immediately arrange a meeting with my friend.
2. I agree that watching too much television may hurt your eyeballs.
3. The thunderstorm arrived early in the morning.
4. Meanwhile, can you wait for me in the front of the school?
5. Does anyone have a telephone I can use?



## English Unit -2 Notes (AICTE)

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6. I had butterflies in my stomach when I went to the hospital.
7. I have a concern because the zipper on my backpack got stuck.
8. The students felt the earthquake during school.
9. I had to apply to work at the hamburger restaurant.
10. I climbed the mountain even though my backbone hurt.
11. Without the president our country would struggle for leadership.
12. I used a toothpick to clean my teeth.
13. My favorite football player scored a touchdown in the fourth quarter.
14. We used a lifeboat to take us to safety.
15. I had to have a conversation in my bedroom.
16. We reached our hundredth milestone when we won the game.
17. Our neighborhood is very safe.
18. I don't want to see many litterbugs on my street.

### WORKSHEET -3

Choose the correct compound word from the following word box :

babysitter, forecast, homesick , foreword, jackpot ,mastermind ,kick-start ,record breaking ,red- handed ,heartfelt , breathtaking ,breaking news ,far – fetched .

1. My neighbors hired a \_\_\_\_\_ to look after the toddler.
2. The weather \_\_\_\_\_ on television was calling for snowfall in Shimla .
3. He expressed his gratitude for his father in the \_\_\_\_\_of his novel.
4. Indian cricket has hit the \_\_\_\_\_since they got Virat Kohli as their captain.
5. The view from the hill top was \_\_\_\_\_.
6. The students living in hostel often feel \_\_\_\_\_ as they miss their



## English Unit -2 Notes (AICTE)

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homes.

7. We look forward for another \_\_\_\_\_ year in terms of sales.
8. The \_\_\_\_\_ of the terrorist attack left everyone sad and depressed.
9. The thief was caught \_\_\_\_\_ at the shopping mall. He was handed to the police immediately.
10. My \_\_\_\_\_ wishes and good luck to all the students who are writing boards this year.
11. Your stories about super heroes and UFOs are \_\_\_\_\_.
12. The play needs a good \_\_\_\_\_ to get good reviews.
13. The \_\_\_\_\_ of the bank robbery was Daniel.
14. With this work, he earned the \_\_\_\_\_ gratitude of his countrymen.
15. The cable car journey to the top is the longest in the Alps and the whole journey is filled with\_\_\_\_\_ scenery.

### ► CONTRACTIONS

Contractions in English are words or phrases that are shortened by dropping one or more letters and replacing the letter or letters with ' (an apostrophe).

Examples:

he is = he's, *We remove the i and replace it with an apostrophe.*

I have = I've, *We remove the h and a and replace them with an apostrophe.*

did not = didn't, *We remove the o and replace it with an apostrophe.*

will not = won't, *We remove the ill and n and replace them with an apostrophe*

### Common Contractions in English

are not	aren't
cannot	can't
could not	couldn't
did not	didn't



## English Unit -2 Notes (AICTE)

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does not	doesn't
had not	hadn't
has not	hasn't
have not	haven't
he will; he shall	he'll
he is; he has	he's
I had; I would	I'd
I will; I shall	I'll
I am	I'm
I have	I've
is not	isn't
let us	let's
might not	mightn't
shall not	shan't
she had; she would	she'd
she is; she has	she's
should not	shouldn't
that is; that has	that's
there is; there has	there's

### WORKSHEET -1

Rewrite the sentence by changing the verb in contracted form:

1. He does not play.\_\_\_\_\_.
2. She has not got a pet .\_\_\_\_\_.
3. Who is that man.\_\_\_\_\_.
4. That is my book.\_\_\_\_\_.

## English Unit -2 Notes (AICTE)

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5. There will be many people here tomorrow.\_\_\_\_\_.
6. You should not talk so much.\_\_\_\_\_.
7. They have written the text.\_\_\_\_\_.
8. Let us go home.\_\_\_\_\_.
9. I could not find my pen.\_\_\_\_\_.
10. They had forgotten their homework.\_\_\_\_\_.
11. She is my sister.\_\_\_\_\_.
12. He is fifteen years old.\_\_\_\_\_.
13. That is an extra slice of pizza.\_\_\_\_\_.
14. Is not this a friendly dog?\_\_\_\_\_.
15. Do not knock the glass over!\_\_\_\_\_.
16. Jenny cannot drive yet.\_\_\_\_\_.
17. It did not rain last night.\_\_\_\_\_.
18. I will go with you to the park.\_\_\_\_\_.
19. He will like this present.\_\_\_\_\_.
20. She will need a winter coat.\_\_\_\_\_.
21. We will keep you company.\_\_\_\_\_.
22. You will enjoy the book.\_\_\_\_\_.
23. I am very happy.\_\_\_\_\_.
24. She cannot write this report in French.\_\_\_\_\_.

### WORKSHEET -2

Rewrite the sentence by changing the contracted form of verb in long form :

1. I don't understand what you mean.\_\_\_\_\_.
2. She'll come over tomorrow.\_\_\_\_\_.
3. I could've gone to the football game.\_\_\_\_\_.
4. You shouldn't talk with your mouth full.\_\_\_\_\_.
5. I won't be home until Thursday.\_\_\_\_\_.
6. She's gone to the bank already.\_\_\_\_\_.
7. They weren't in the kitchen.\_\_\_\_\_.
8. Billy wasn't eating any of the cake.\_\_\_\_\_.
9. I've already cleaned the dishes.\_\_\_\_\_.



## English Unit -2 Notes (AICTE)

10. We'd better not make too much noise.....
11. It's been a gloomy day.....
12. It'll be a sunny day tomorrow.....

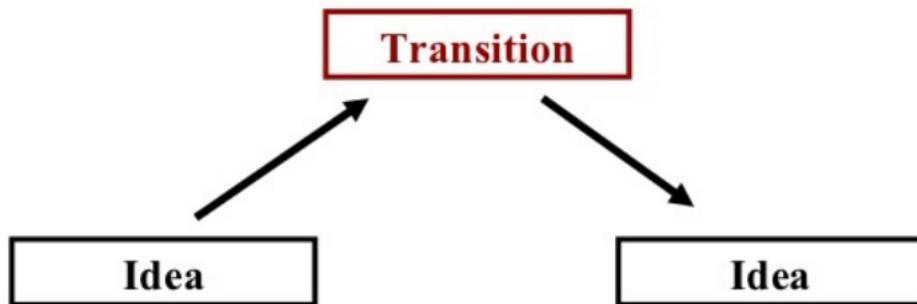
### GRAMMAR

#### TRANSITIONS AND CONNECTIVES

<p><b>Transition Words</b></p> <p>Transitions words are used to connect words, phrases, and clauses.</p> 	<p><b>How they use..</b></p> <ul style="list-style-type: none"><li>• Transitions are phrases or words used to connect one idea to the next</li><li>• Transitions also show the relationship within a paragraph (or within a sentence) between the main idea and the support the other ideas</li></ul>
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## Transitions

A transition word directly tells the reader the logical relationship between one idea and another idea.

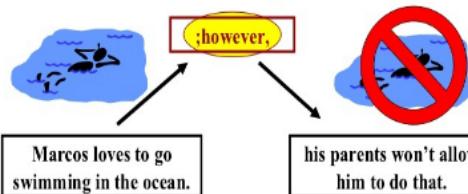


## Transitions

Look at the two groups of sentences below. Which sentences read more smoothly? Click on an answer below.

- My friend, Marcos, loves to play sports and is very athletic. He has won a scholarship to play football at a university next year.
- My friend, Marcos, loves to play sports and is very athletic. In fact, he has won a scholarship to play football at a university next year.

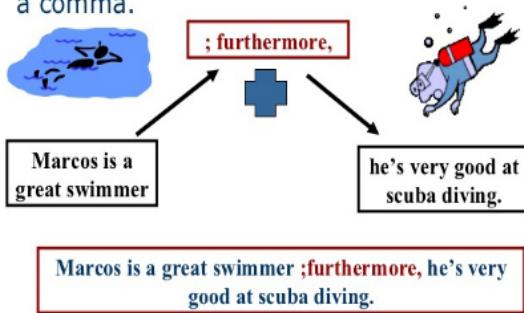
## Example



The transition, **however**, tells the reader that the logical relationship between the two ideas is **contrast**.

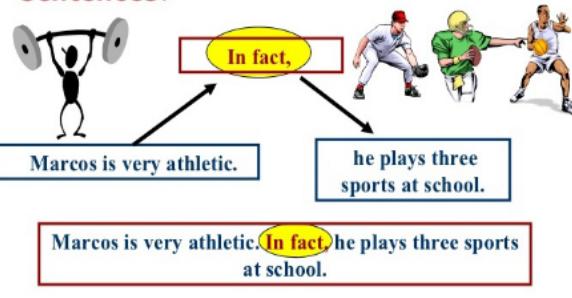
## Joining Two Independent Clauses

One way of joining **two independent clauses** is with a semicolon, a transition, and a comma.

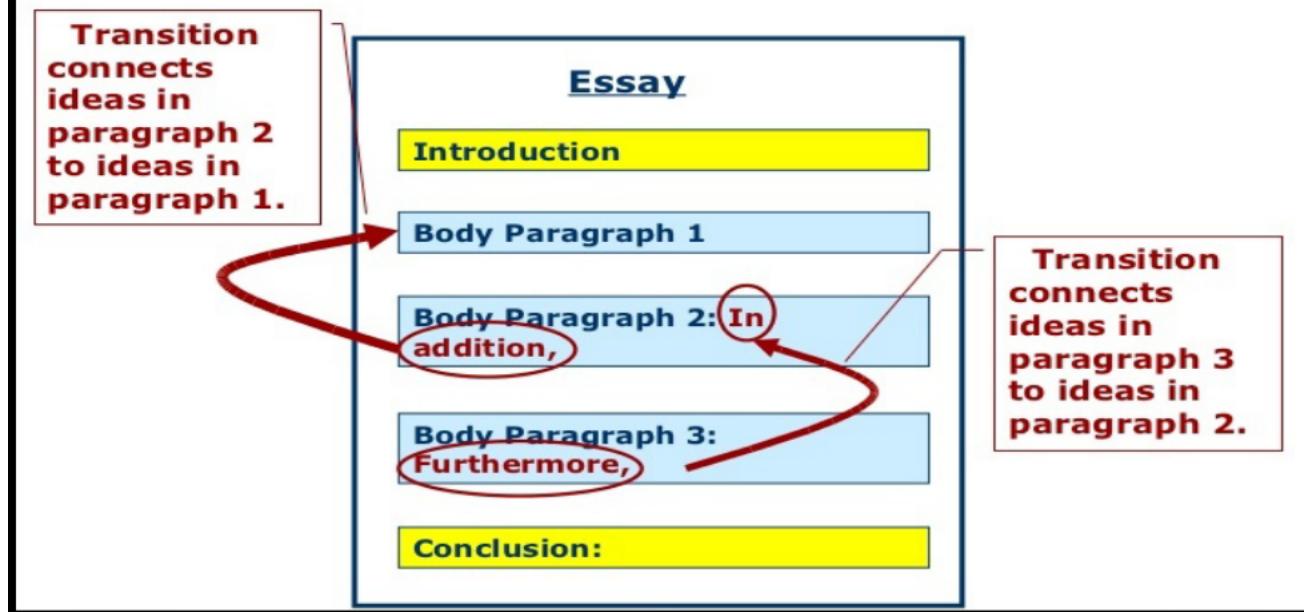


## Connecting Two Sentences

You can use a transition and comma to tell the reader the logical relationship between **two sentences**.



### **Example- Longer Piece of Writing**



<u><b>Types of Transitions</b></u>	
<b>Relationship</b>	<b>Transition</b>
Addition	Moreover Furthermore In addition besides
<b>Marcos loves to ski</b> <b>he likes to fish.</b>	
; <b>moreover</b> , ; <b>furthermore</b> , ; <b>in addition</b> , ; <b>besides</b> ,	

<u><b>Types of Transitions</b></u>	
<b>Relationship</b>	<b>Transition</b>
Reinforcement/Emphasis	Indeed In fact
<b>Marcos plays basketball</b>	
; <b>in fact</b> , ; <b>indeed</b> ,  <b>he plays every Saturday.</b>	

## English Unit -2 Notes (AICTE)

### Types of Transitions

Relationship	Transition
Exemplification	For example For instance In particular

Marcos enjoys outdoor sports

The second clause is more specific than the first.

;for example,  
;for instance,  
;in particular,

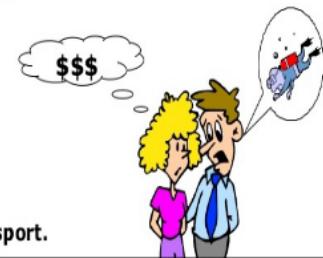
he likes hiking, skiing, and fishing.

### Types of Transitions

Relationship	Transition
Contrast	However In contrast On the contrary On the other hand

Marcos enjoys scuba diving

;on the other hand,  
;however,  
;on the contrary,  
;in contrast,



I think it is an expensive sport.

### Types of Transitions

Relationship	Transition
Result or Effect	Consequently Thus Therefore
	Accordingly Hence As a result

Marcos broke his leg



;thus,  
;consequently,  
;therefore,  
;hence,  
;as a result,  
;accordingly,



### Types of Transitions

Relationship	Transition
Time	Meanwhile (at the same time) Subsequently (after) Thereafter (after)

Marcos scored a goal



;subsequently,  
;thereafter,

his team won the game

after



# TRANSITIONAL WORDS AND PHRASES

RELATIONSHIP	TRANSITIONAL WORDS/PHRASES
Similarity	also, in the same way, just as ... so too, likewise, similarly, in comparison
Exception/Contrast	but, however, in spite of, on the one hand ... on the other hand, nevertheless, nonetheless, notwithstanding, in contrast, on the contrary, still, yet, although
Sequence/Order	first, second, third, ... next, then, finally
Time	after, afterward, at last, before, currently, during, earlier, immediately, later, meanwhile, now, recently, simultaneously, subsequently, then, initially, soon, eventually, previously
Example	for example, for instance, namely, specifically, to illustrate
Emphasis	even, indeed, in fact, of course, truly
Place/Position	above, adjacent, below, beyond, here, in front, in back, nearby, there
Cause and Effect	accordingly, consequently, hence, so, therefore, thus
Additional Support or Evidence	additionally, again, also, and, as well, besides, equally important, further, furthermore, in addition, moreover, then
Conclusion/Summary	finally, in a word, in brief, in conclusion, in the end, in the final analysis, on the whole, thus, to conclude, to summarize, in sum, in summary

### WORKSHEET\_1

#### I.ADDITION

1. Horror movies are our favorite type; \_\_\_\_\_, we also enjoy psychological thrillers.
2. My brother broke his leg and \_\_\_\_\_ he also bruised three ribs.
3. My friend speaks Korean and English. \_\_\_\_\_, she is learning Chinese.
4. Cheating is dishonest. \_\_\_\_\_, it defeats the purpose of taking courses to obtain knowledge.
5. Students should be on time. They should be prepared for class \_\_\_\_\_.

#### II.EXEMPLIFICATION

1. I have been to many countries. \_\_\_\_\_, I have been to Chile, Russia, Mexico, and South Africa.
2. He often eats strange foods. He once ate cow brains \_\_\_\_\_.
3. I like to travel. \_\_\_\_\_, I enjoy places with natural beaches and beautiful rainforests.
4. I love fruit. \_\_\_\_\_, I like bananas, pineapple, and strawberries the most.
5. My friend hates skiing for several reasons. \_\_\_\_\_, she dislikes being cold and she often falls.

#### III. CONTRAST

1. Billy earned a 4.0 on his essay. \_\_\_\_\_, Susie got a 3.0.
2. We wanted to leave at 8:00 a.m. \_\_\_\_\_, our driver did not arrive until 9:30 a.m.
3. Students can enroll in traditional classes. \_\_\_\_\_, they can also

## English Unit -2 Notes (AICTE)

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enroll in online classes.

4. I am not going out tonight. \_\_\_\_\_, I will stay home and watch a movie.

5. Women usually enjoy shopping. \_\_\_\_\_, men often dislike shopping.

### **IV. EXCEPTION**

1. He knows that he should do his homework; \_\_\_\_\_ studying for tests, he does not do his work.

2. I need to wear reading glasses. \_\_\_\_\_ I hate how I look in them.

3. I know you don't like to study most subjects. \_\_\_\_\_ English class, you detest all other subjects.

4. Sam enjoys exercising regularly. \_\_\_\_\_ jogging, she loves all other physical activities.

5. My history books are difficult to read. \_\_\_\_\_ the memoir Night, I find the others boring as well.

### **V. SIMILARITY**

1. Math was hard for me in high school. \_\_\_\_\_, I had a difficult time with math in college.

2. Jonathon did well on his exam. \_\_\_\_\_, his study partners also got excellent scores.

3. Houseplants require a lot of care and attention. \_\_\_\_\_, outdoor plants also require proper care.

4. Pottery takes much practice and skill. \_\_\_\_\_, learning to write well requires a lot of practice.

5. Regular exercise \_\_\_\_\_ good nutrition will ensure a long and healthy life.

### **VI. RESULTS/CONSEQUENCE**

1. Janet passed the test; \_\_\_\_\_, she is very happy and wants to celebrate.
2. Tim was too late to catch the train. \_\_\_\_\_, he could not go to the concert with us.
3. James is not feeling well; \_\_\_\_\_, he will not be at work today.
4. I forgot that the cake was in the oven for too long. \_\_\_\_\_, it burned.
5. Tina lost her car keys. \_\_\_\_\_, she could not drive home and had to take the bus instead.

### **VII. SEQUENCE/TIME**

1. I think that using a variety of study habits is important. \_\_\_\_\_, I read instructions very carefully.
2. I believe that she is a very good student. She wasn't the greatest student \_\_\_\_\_ though.
3. I was quizzing my friend on vocabulary words. \_\_\_\_\_, I was also learning the words.
4. She truly deserved the scholarship. We should have awarded more than scholarship \_\_\_\_\_.  
\_\_\_\_\_.
5. My daughter lost her job last month. \_\_\_\_\_, I began helping her financially as much as I could.

### **VIII. EMPHASIZING**

1. The bookstore sells greeting cards. \_\_\_\_\_, the sell birthday cards.
2. James is the first person I have known who has been to Africa. He \_\_\_\_\_ loved South Africa.
3. He is always late for class for many reasons. \_\_\_\_\_, he often forgets to set his alarm.

## English Unit -2 Notes (AICTE)

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4. The plan needed only two things to succeed, \_\_\_\_\_ time and money.

5. \_\_\_\_\_ details, she has become a skilled writer who can create beautiful images with her words.



## Worksheet -2

(otherwise,in fact,unless ,in addition  
to,moreover,hence,although,whereas,furthermore,despite,nonetheless ,therefore  
,instead,however, meanwhile , otherwise ,before, nevertheless,consequently ,in case)

1. She got the job \_\_\_\_\_ the fact that she had very little experience.
1. My sister's hand-writing is always so neat, \_\_\_\_\_ mine is a total mess.
2. I lost the game, but I told myself that I had improved a lot \_\_\_\_\_.
3. You'd better wear a helmet when you go roller-blading. \_\_\_\_\_, you could hurt yourself.
4. Reading is an excellent way to increase your vocabulary. \_\_\_\_\_, it can also help you improve your grammar.
5. The student's essay was badly written. \_\_\_\_\_, it was too short.
6. Wine will spoil if exposed to light; \_\_\_\_\_, wine bottles are usually green or yellow.
7. Alcohol can delay your reaction times; \_\_\_\_\_, you should never drink and drive.
8. \_\_\_\_\_ we have talked about the dangers of smoking to the students before, I think the information bears being repeated.
9. He was an absolute failure in medical school, so he decided to try law \_\_\_\_\_.
10. Margaret Mead once observed, "Never doubt that a small group of thoughtful, committed citizens can change the world. \_\_\_\_\_, it's the only thing that ever has."
11. You are not eligible for a subsidized bus pass \_\_\_\_\_ you are a full-time student.
12. Stephanie cooked the carrots and washed the lettuce. \_\_\_\_\_, her brother prepared the broccoli.
13. Jane wanted to drive Tanya and Michael to the mall; \_\_\_\_\_, she only had two seats in her car.
14. Rodger was a chocolate fanatic, and he ate two servings of dessert every night. \_\_\_\_\_, he began to grow incredibly overweight.



## English Unit -2 Notes (AICTE)

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15. Julia was almost ready to perform the experiment. \_\_\_\_\_, she would need to run tests on the control group.
16. Mother said I needed to finish all of my chores. \_\_\_\_\_, I would not be able to go to the movies with my friends.
17. Katy's mother, father, and brother are all vegetarians; \_\_\_\_\_, Katy eats meat every day
18. Karen is rich; \_\_\_\_\_, her cousin Kate is poor.
19. You'd better take a taxi. \_\_\_\_\_, you'll arrive late.
20. \_\_\_\_\_ the invention of television, people probably spent more of their leisure time reading.
21. Eating well is important for good health. \_\_\_\_\_, it helps to make you more intelligent.
22. The apartment is very pretty and, \_\_\_\_\_, the rent is quite low.
23. Johnny Pacheco has a creative talent as a composer; \_\_\_\_\_ he is a successful manager.
24. All the soldiers had to take their masks with them --- there was a gas attack.
25. The kids didn't study. \_\_\_\_\_, they failed the course.
26. Essays must be handed in by the due date. \_\_\_\_\_, they will not be accepted.
27. The weather was terrible. \_\_\_\_\_ we decided to delay our trip.
28. That house isn't big enough for us, and \_\_\_\_\_, it's too expensive.
29. She's extremely rich; \_\_\_\_\_, she's not snobbish.



# WRITING

## PARAGRAPH WRITING

### **Defining Paragraphs**

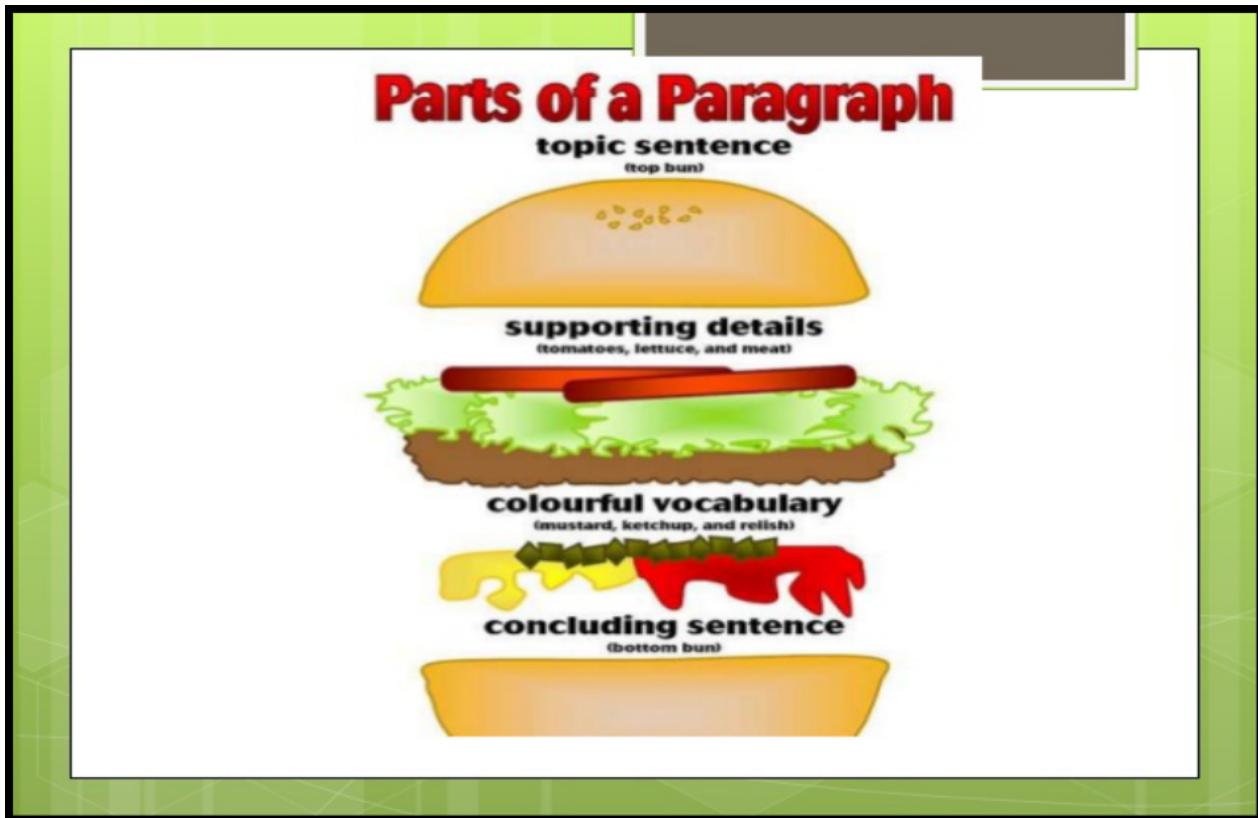
A **paragraph** is a group of sentences that deals with one particular idea. Paragraphs are defined by the point that they support, the controlling idea, and not just by how long they are.

Only one idea should be discussed per paragraph.

### **Parts of a Paragraph**

- A Paragraph has three parts:





### Topic Sentences

- It is usually the first sentences in a paragraph.
- It is also the most general sentences in a paragraph.
- It introduces the main idea of a paragraph.
- Summarize the main idea of your paragraph. Indicate to the reader what your paragraph will be about.

### Supporting Details

- Supporting Details come after the topic sentence.
- Write at least 3 supporting sentence.
- They support the information of the topic sentence.
- You should give supporting facts, examples, and details.
- This will help the reader understand your topic better.



### Conclusion Sentences

- This is the last sentence in a paragraph.
- It reminds what the topic sentence was about.
- It restates the main idea of a paragraph using different words.

### An Effective Paragraph;

- presents a single idea
- begins with a topic sentence that makes this single idea evident
- contains support in form of sentences that convey this single idea
- is strategically organized to maintain flow
- informs and entertains your reader about your paper's overall idea
- Use transition words

## Common Types of Paragraphs

- Narrative
- Expository
- Descriptive
- Persuasive
- Classification
- Compare and Contrast

### How To Write A Perfect Paragraph

#### I. TOPIC SENTENCE

1. What is the topic sentence? ---The topic sentence is the first sentence in a paragraph.
2. What does it do? -----It introduces the main idea of the paragraph.
3. How do I write one? -Summarize the main idea of your paragraph. Make clear what your paragraph will be about.

Example: **Canada is one of the best countries in the world to live in.** First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.



## English Unit -2 Notes (AICTE)

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### II. SUPPORTING DETAILS

1. What are supporting sentences? --They come after the topic sentence, making up the body of a paragraph.
2. What do they do? ---They give details to develop and support the main idea of the paragraph.
3. How do I write them? ---You should give supporting facts, details, and examples.

Example: Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.

### III. CLOSING SENTENCE

1. What is the closing sentence? --The closing sentence is the last sentence in a paragraph.
2. What does it do?---It restates the main idea of your paragraph.
3. How do I write one? ---Restate the main idea of the paragraph using different words.

Example: Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.



## English Unit -2 Notes (AICTE)

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☺All the best ☺



## CONTENT

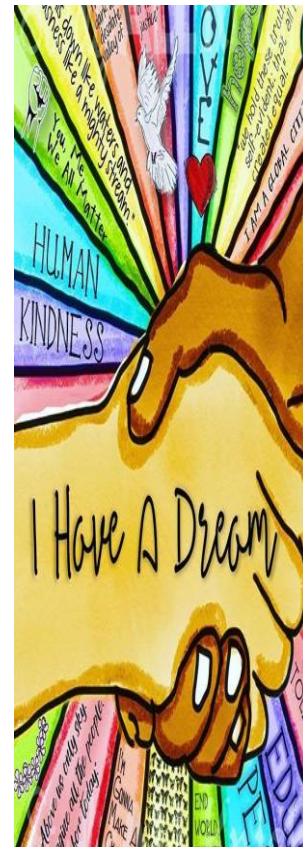
### UNIT -3

READING : I Have a Dream by Martin Luther King Jr

VOCABULARY : Synonyms ,Antonyms And One Word Substitute

GRAMMAR : Active voice and Passive Voice

WRITING : Letters



**ANTONYM**

**One Word  
SUBSTITUTION**

**ACTIVE  
PASSIVE**



## **UNIT -3**

### **I HAVE A DREAM**

**-MARTIN LUTHER KING**

#### **Speech Summary :**

1. Martin Luther King, Jr. delivered his famous “I Have a Dream” speech on August 28, 1963, at the March on Washington for Jobs and Freedom at the Lincoln Memorial. The March (demonstration) on Washington was a monumental day in the civil rights movement and, at the time, was one of the largest peaceful protests in the world. The goals of the March (demonstration) were to create greater economic equality for people of color, especially Black Americans, and to protect the right to vote. These topics—economic equality and voting rights protection—feature heavily in King’s speech. His speech urges the protesters present to have hope for the future of the United States and to continue fighting for social justice. One of its most powerful lines reads, "I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character."



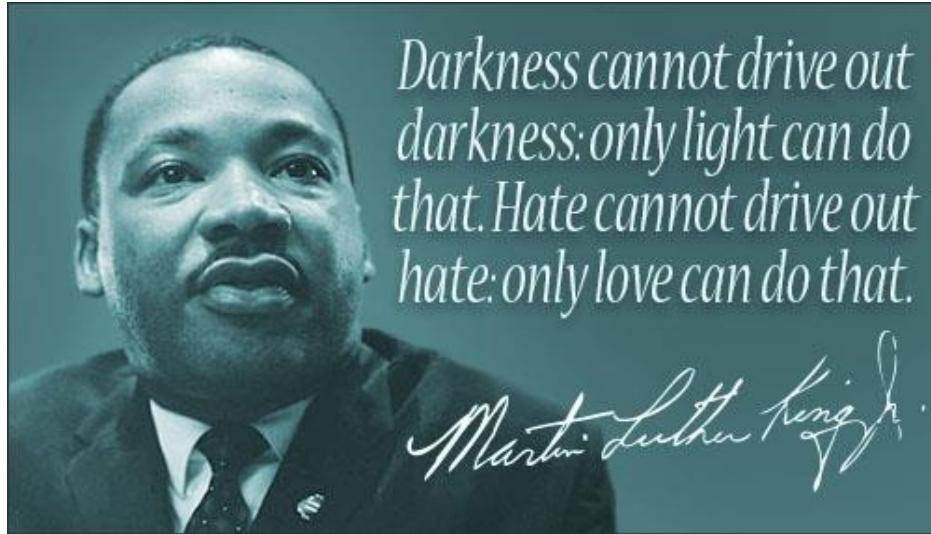
## **Compiled by Rehana sultana**

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**2. King begins his speech by acknowledging his surroundings. Standing before the Lincoln Memorial, he discusses President Abraham Lincoln's Emancipation (liberation) Proclamation (public statement), issued one century prior. King states that, despite the great promise of the proclamation, Black Americans are still not free: They face heavy discrimination and segregation (isolation). They cannot fully participate in society. They remain poorer than White Americans. King's speech drew attention on two important topics called inequality and oppression. He also discusses the poverty endured by black Americans. Black Americans live on a "lonely island of poverty" in the middle of a vast ocean of prosperity. They are ostracized (disliked) even in their own country. America has given the Negro people only discrimination.**



**3. Dr Martin Luther King recalls an important point of American history, he emphasizes about the Declaration of Independence .It had a promissory note to all the Americans, guaranteeing them the right to 'life, liberty, and the pursuit of happiness.' However the African –Americans have been fooled, they have been never given equal rights and freedom in fact they were cheated and ill-treated. All the promissory notes were for whites. Dr. King refuses to accept this. He believes there is room for everyone to receive and enjoy these rights in America. He, and all the Negro people, are ready to finally cash in on their check and enjoy the freedom and justice that is due to them.**



4. Dr. King emphasizes the importance of the present. He warns against assuming racial justice will happen eventually(ultimately). This is the moment to affect real change. He warns the nation not to underestimate the urgency of the cause. King then states that there is no more time to wait or to make gradual changes. Rather, the United States needs to make change immediately and swiftly. African-Americans will not be quiet now. The movement will not die down until blacks are finally granted equal rights. However, Dr. King insists this revolution must not ever devolve(give rise to) into bitterness, hatred, and violence. He urges his fellow African-Americans to have a peaceful demonstration and avoid physical violence in their struggle against injustice. He also recognized and thanked that many white people have stood united with blacks in the fight for civil rights. After King encourages his audience to continue to protest peacefully, he validates (acknowledge and certify ) ) their cause and emotions. He states that Black Americans “**can never be satisfied**” until their full rights are granted and protected.



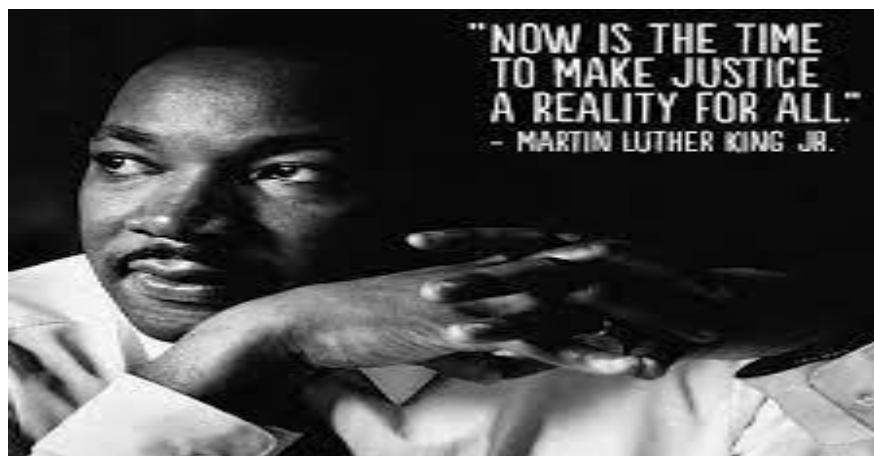
## Compiled by Rehana sultana

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5. Then comes the most famous part of this speech, for which it is titled. King says his dream is “deeply rooted in the American dream.” This reinforces (highlights ) the Black American’s equality in America. He says he dreams that “**the sons of former slaves and the sons of former slave owners will be able to sit down together at the table of brotherhood.**” This emphasizes the need for black and white Americans to work together. He says that “**I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character.**”

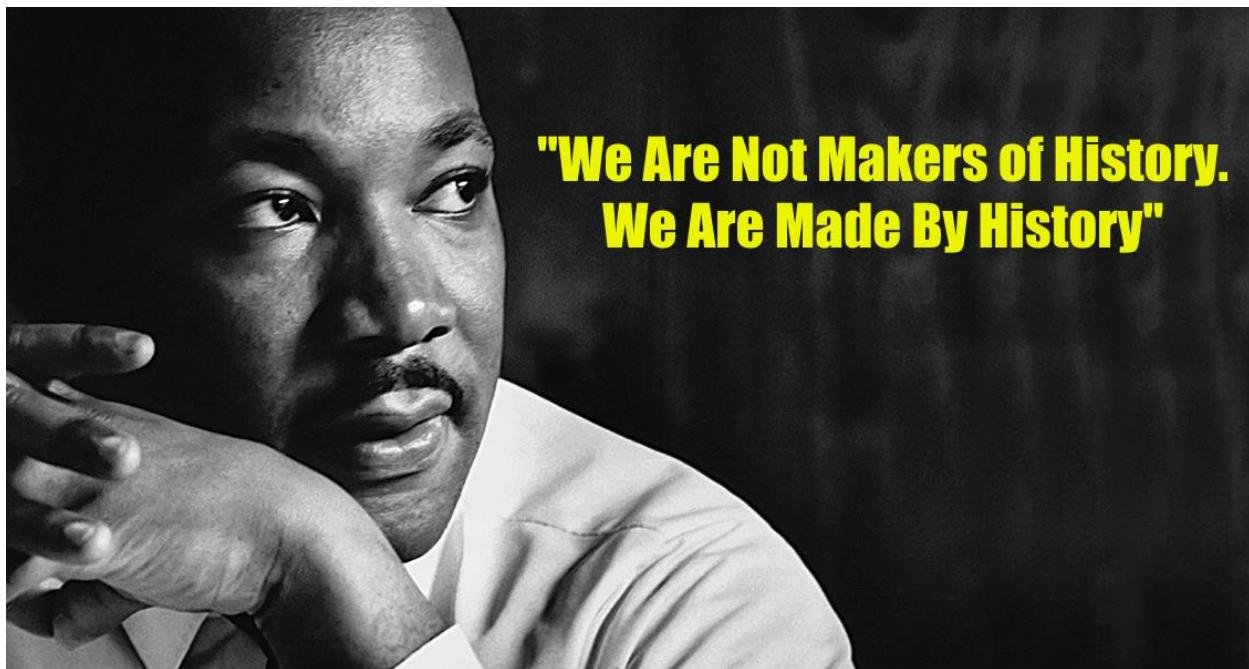


6. King closes the speech with another iconic line: “When all of God’s children, black men and white men, Jews and Gentiles, Protestants and Catholics, will be able to join hands and sing the words of the old Negro spiritual: ‘**Free at last! Free at last! Thank God Almighty, we are free at last!**’”



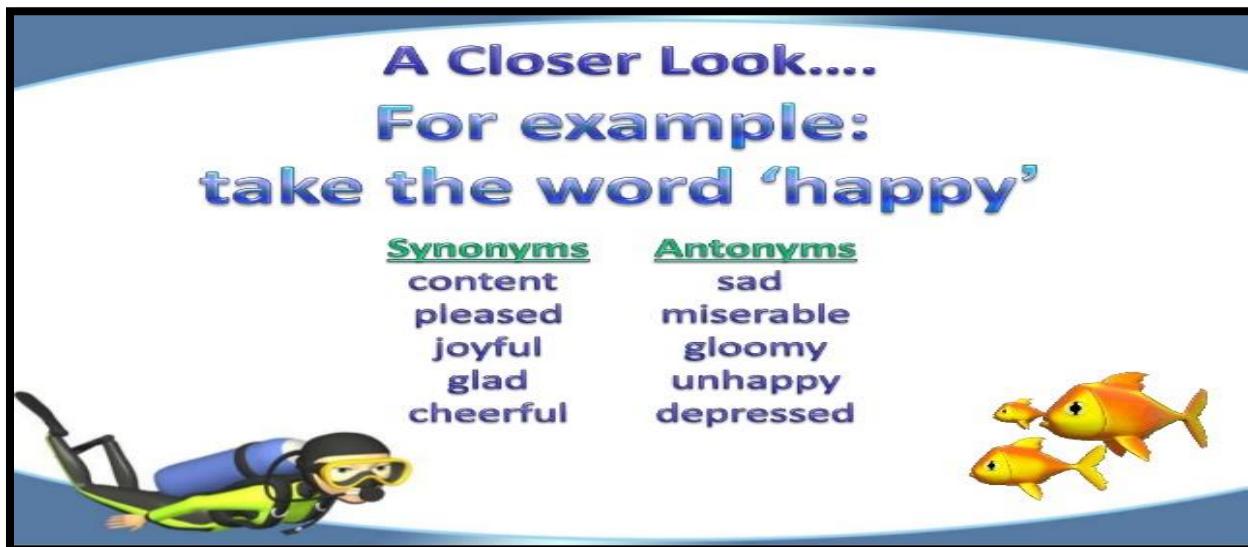
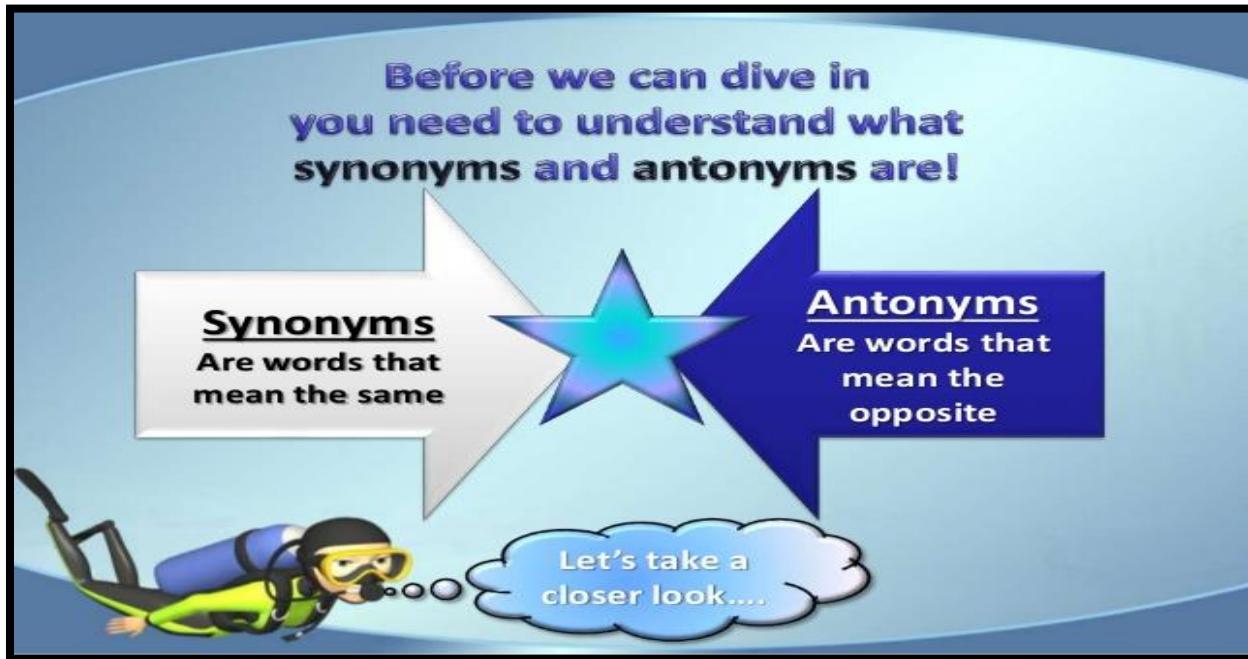
## **Impact of the speech**

1. Although he did not know it at the time, King had delivered the greatest speech of his life. His words conveyed, to a television audience of millions, the moral power of the great crusade (campaign) for civil rights in the 1960's. The large crowd was charged with emotion and enthusiasm as King took the podium. The three major television networks were to provide live television coverage of the speech, so King had carefully prepared a formal text. In an interview a few months after giving the speech, he recalled he was so moved by the emotion of the crowd spread out before him on that August afternoon in the nation's capital that he abandoned the prepared text and began to preach from the heart, using the phrase, "I have a dream."
2. No longer could the country ignore the injustices of poverty, segregation, and violence against African Americans in the United States. King's eloquent (effective and fluent speech ) is a powerful reminder that much still needed to be done. His conclusion powerfully summarized his dream for the United States and his hope for the future.



VOCABULARY:

Synonyms, Antonyms And One Word Substitute



### WHAT IS A SYNONYM?

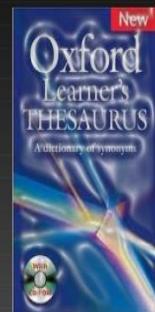
A **SYNONYM** is a word that has the **same** or almost the **same** meaning as another word.

#### EXAMPLES:

big- large

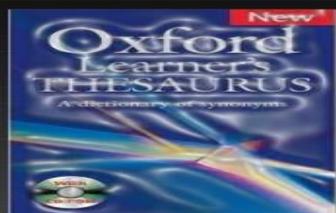
cold-chilly

ANOTHER RESOURCE  
to find a synonyms for evening



### THE THESAURUS!

### THE THESAURUS



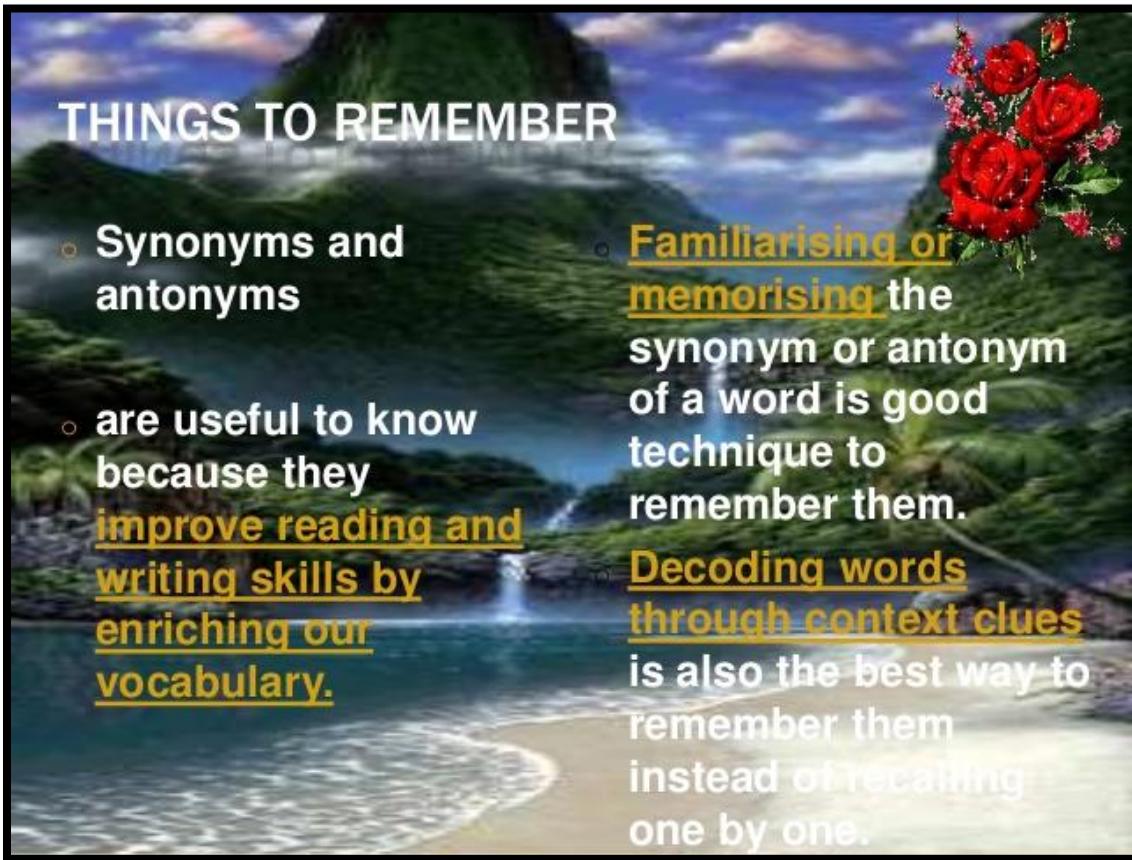
A thesaurus is a **book of synonyms**, which makes it a perfect resource for finding synonyms!

### What is an antonym?

An **antonym** is a word that means the **opposite** of another word.

#### EXAMPLES:

happy-sad  
hot-cold



## Synonyms And Antonyms

**TICK with suitable synonym from the options:**

1. The engine has been subjected to **exhaustive** tests.
  - a) Complicated b) thorough c) exclusive d) compulsory
2. We must prevent the **proliferation** of nuclear weapons.
  - a) Complicated b) increase c) expansion d)m extension
3. I told him that he was a very **erudite** person.
  - a) Boring b) pleasant c) learned d) demanding
4. He didn't **unearth** his secret to the last.
  - a) Suppress b) dig c) disclose d) simplify
5. They are carrying a **charade** of negotiations with the government.
  - a) Series b) charter c) pretence d) serious
6. He gave her his **pristine** white handkerchief.

## Compiled by Rehana sultana

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- a) Pure    b) position    c) primary    d) priestly
7. Researchers say they have made a major **breakthrough** in cancer treatment .  
a) Advancement    b) setback    c) discovery    d) improvement
8. The play loses **momentum** towards the end .  
a) Encouragement    b) interest    c) energy    d) drive
9. Kamal is a **renowned** actor.  
a) Important    b) famous    c) notorious    d) interesting
10. One should take necessary steps to **accomplish** one's goal  
a) Perform    b) complete    c) perfect    d) achieve
11. Akbar is known for his **fortitude.**  
a) Audacity    b) cunning    c) timidity    d) courage
12. He made a **cogent** argument at the meeting  
a) Powerful    b) logical    c) appealing    d) convincing
13. The incident **blemished** his reputation .  
a) Fix    b) mend    c) darken    d) spoil
14. The waiter was **chastised** for forgetting the customer's order.  
a) Criticized    b) punished    c) pardon    d) spare
15. He was selfish and **callous** man.  
a) Hard    b) heartless    c) humane    d) kind
16. The article was full of lies and **defamation.**  
a) False information    b) truth    c) confidential information    d) improper
17. The job requires manual **dexterity.**  
a) Cleverness    b) skill    c) easily movable    d) finesse
18. She spoke with **eloquence** on the need of better society .  
a) Poetry    b) oratory    c) finery of speech d) inability
19. I'm not **gullible** enough to believe what you say.  
a) Easy    b) fooled    c) cheated d) wide eyed
20. His **pragmatic** opinion of public education comes from his long experience.  
a) Logical view    b) busy    c) practical    d) realistic

## Compiled by Rehana sultana

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21. He was kind but **eccentric** man .  
a) Crazy b) strange c) hilarious d) abnormal
22. They gave all their children **fanciful** name  
a) Foolish b) fantastic c) imaginative d) unreal
23. She was always **scrupulous** about her work  
a) Careful b) honest c) immoral d) dishonest
24. He was **conscientious** about following doctor's orders  
a) Very careful b) immoral c) dishonorable d) honest
25. Please donate **magnanimously** for orphanage  
a) Gallant b) noble c) huge d) degenerate
26. The rules are made to be **enforced**.  
a) replied b) applied c) supplied d) engraved
27. The post master looked at me **suspiciously**.  
a) carefully b) doubtfully c) affectionately d) untruthfully
28. Lakshmibai is the most famous Indian woman to have **defied** the British.  
a) opposed b) accepted c) considered d) jopined
29. Michael is bored with his daily **Chores**.  
a) plans b) obstacles c) lessons d) tasks
30. Mary felt **elated** and decided to give her best.  
a) sorrow b) victorious c) happy d) happy and excited
31. We should always try to maintain and promote communal **amity**.  
a) bondage b) peace c) hatred d) understanding
32. He was told to take his shoes off of the **couch**.  
a) chair b) stool c) sofa d) seat
33. He was **dismayed** when he saw the smoke coming out from under the hood of his car.  
a) confused b) scared c) worried d) frightened

## **Compiled by Rehana sultana**

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34. They lived an **austere** life in the village

- a) simple    b) harsh    c) strict    d) lavish

35. She wrote **indignant** letter to the letter.

- a) anger    b) fearless    c) delighted    d) pleased

**TICK with suitable ANTONYM from the options:**

1. Rainfall is more **abundant** this year .

- a) minimal    b)plentiful    c) generous    d) bare

2. They watched the ballons slowly **ascend** the sky.

- a) arise    b) awake    c) lift    d) descend

3. He received a medal for **bravery**.

- a) best    b) finery    c) cowardice    d) bold

4. The prisoners were released from **captivity** .

- a) liberty    b) prison    c) refuge    d) arrest

5. The camera has many **attractive** features.

- a) appealing    b) fascinating    c) repulsive    d) revolting

6. My **acquaintance** with that person saved me from a danger which would have killed me.

- a) Friendship    b) information    c) enmity    d) knowledge

7. The invaded forces were **annihilated** by Our Army.

- a) destroy    b) suppress    c) support d) extinguish

8. His **benevolence** made it possible for many poor boys to attend college.

- a) kindness    b) charity    c) humanity    d) inhumanity

9. That is the ship that was **crippled** in a storm in 1987.

- a) disable    b) impair         c)ease         d) weaken

10. A surface is made of **coarse** material.

- a) unpolished    b) indelicate    c) rude    d) elegant

11. He works long hours every day to the **detrimental** of his health.

- a) adverse    b) damaging    c)beneficial    d) destructive

12. It is only because of his **invincible** determination, he succeeded.

- a) inseperable    b) indestructible    c) powerless    d) defenceless

## Compiled by Rehana sultana

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13. He took voluntary retirement at the **zenith** of his career.

- a) apex   b) peak   c) pinnacle   d) nadir

14. The army **consolidated** its position.

- a) raised   b) injured   c) weakened   d) degraded

15. His pain **worsened** day by day.

- a) infected   b) lessened   c) aggravated   d) increased

16. He took **voluntary** retirement.

- a) compulsory   b) essential   c) necessary   d) natural

17. He has **elegant** manners.

- a) crude   b) primitive   c) uncivilized   d) indecent

18. Make a **prudent** use of time.

- a) foolish   b) poor   c) proper   d) unwise

19. This is a **barbarous** act.

- a) civilized   b) inhuman   c) savage   d) cruel

20. The result of DNA fingerprinting finally **exonerated** the man.

- a) clear   b) acquitted   c) freed   d) arrested

21. Medicines are given to **mitigate** the patients' pain.

- a) ease   b) help   c) relieve   d) aggravate

22. The soldiers couldn't **impede** the enemy advances.

- a) assist   b) hold back   c) interfere   d) stop

23. We were **reluctant** to go the party.

- a) hesitant   b) inclined   c) unwilling   d) willing

24. Destiny plays a **crucial** role in one's life .

- a) deciding   b) meaningful   c) trivial   d) general .

25. The movie is full of **obscure** reference, we didn't understand.

- a) mysterious   b) unclear   c) clear   d) confusion.

26. These photos give **ever lasting** memories .

- a) temporary   b) permanent   c) eternal   d) changing

## ONE WORD SUBSTITUTE

1. A place where horses kept – stable
2. One who leaves his own country to settle in another- emigrant
3. One who odes something for pleasure but not as profession – amateur
4. A person who says one thing and does another – hypocrite
5. One who looks at the brighter side of life- optimist
6. One who looks at the negative side of life- pessimist
7. One who works for the betterment of the underprivileged people through money – philanthropist
8. A person who helps someone to do wrong or a crime is called – accomplice
9. Never making a mistake – infallible
10. One who spends lavishly- spendthrift
11. Something that cannot be ignored –inevitable
12. A remedy for all diseases – panacea
13. One who abstain himself from alcoholic drinks and other harmful drugs – Tee-totaler

14. One who has long experience in a particular field- veteran
15. One who ahs noble ideas- idealist
16. Impossible to forget- indelible
17. Longing for past – nostalgia
18. Remove completely- obliterate
19. One who believes in peace- pacifist
20. One who gets pleasure hurting someone – sadist.
21. One, who considers the happiness and well-being of others first – Altruist
22. A person appointed by two parties to solve a dispute- Arbitrator

## **Compiled by Rehana sultana**

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- 23. A critical judge/expert of any art and craft - Connoisseur**
- 24. One, who offers one's services - Volunteer**
- 25. One who is all powerful - Omnipotent**
- 26. Literary theft or passing off an author's original work as one's own - Plagiarism**
- 27. One who is present all over - Omnipresent**
- 28. One, who is devoted to the pleasure of eating and drinking - Epicure**
- 29. One who easily believes others - Credulous**
- 30. Mysterious personality - Enigma**
- 31. One with unlimited power –autocrat**
- 32. One who knows everything – omniscient**
- 33. A speech delivered without previous preparation - Extempore**
- 34. One who loves mankind – Philanthropist**
- 35. A book published after the death of the author- Posthumous**
- 36. One who knows many languages –Polyglot**
- 37. One who looks at the dark side of the things in life- Pessimist**
- 38. One who looks at the dark brighter side of the things in life- Optimist**
- 39. A person who loves above 100 years – centenarian**
- 40. A book lover –Bibliophile**

## GRAMMAR

### ACTIVE AND PASSIVE VOICE

#### Active & Passive Voice

- **Voice** is the form a verb takes to indicate whether the subject of the verb performs or receives the action.
- There are two types of voice: **active voice** and **passive voice**.

#### Active Voice

- **Active Voice** – indicates that the subject of the verb is acting
  - Because the subject does or "acts upon" the verb in such sentences, the sentences are said to be in the **active voice**.

## Examples



The police arrested the criminal.  
Subject is doing the action.  
Active voice

## Examples



The judge is reading the case.  
Subject of the action  
Active voice

## Examples

- These examples show that the **subject** is **doing** the verb's action.
  - **The dog jumped onto the boy.**
    - **The dog (subject) is doing the jumping (verb).**
  - **Kristy will give a book report to the class.**
    - **Kristy (subject) is doing the giving (verb).**

## Passive Voice

In a **passive voice sentence**, the subject and object flip-flop. The subject becomes the passive recipient of the action.

Because the subject is being "acted upon" (or is **passive**), such sentences are said to be in the **passive voice**.

## Examples

The criminal was arrested by the police.

Subject is receiving the action.

Passive voice



## Examples

The case is being read by the judge.

Receiver of the action

Passive voice



## Examples

- These examples show the **subject being acted upon by the verb**.
- **The boy was jumped on by the dog.**  
– **Boy (subject) was being jumped on (verb)**
- **A book report will be given by Kristy to the class.**  
– **Report (subject) will be given (verb)**.

## **RULES OF ACTIVE AND PASSIVE VOICE**

### **Rule 1 :**

- Simple Present Tense

Active Sentences	Passive Sentences
He writes an essay	An essay is written by him
Sheena does the housework	The housework is done by Sheena
She cares for the rabbit	The rabbit is being cared for by her
Jacob always plays the guitar	The guitar is always played by Jacob

### **Rule 2 :**

- Present Continuous Tense

Active Sentences	Passive Sentences
They are eating bananas	The bananas are being eaten by them
Bob is drawing a diagram	A diagram is being drawn by Bob
Samta is playing the piano	A piano is being played by Samta
She is waiting for Reema	Reema is being waited for by her

### **Rule 3:**

- Simple Past Tense

Active Voice	Passive Voice
Ria paid the bills	The bills were paid by Ria
The teacher called the student	The student was called by the teacher
She did not buy the fruits	The fruits were not bought by her

## **Rule 4:**

- Past Progressive/Continuous Tense

Active Voice	Passive Voice
They were waiting for him	He was being waited for by them
Astha was learning French	French was being learnt by Astha
She was playing kabaddi	Kabaddi was being played by her

## **Rule 5:**

- Past Perfect Tense

Active Voice	Passive Voice
She won the match	The match had been won by her
I had finished her work	Her work had been finished by me
He had missed the last metro	The last metro had been missed by

## **Rule 6:**

- Simple Future Tense

Active Voice	Passive Voice
He will write a letter	A letter will be written by him
He will repair her cycle	Her cycle will be repaired by him
He shall start the meeting	The meeting will be started by him

## **Rule 7:**

- Future Perfect Tense

Active Voice	Passive Voice
Meena will not have changed the bedsheet	The bed sheet will not have been changed by Meena
They will have won the match	The match will have been won by them
Reena will have washed the skirt	The skirt will have been washed by Reena

## **ACTIVE AND PASSIVE VOICE**

**CHANGE THE FOLLOWING SENTENCES INTO PASSIVE VOICE:**

1. He teaches English.
2. The child is eating bananas.
3. She is writing a letter.
4. The master punished the servant.
5. He was writing a book.
6. Who wrote this letter?
7. Somebody cooks meal every day.
8. He wore a blue shirt.
9. May God bless you with happiness!
10. They are building a house.
11. I have finished the job.
12. I sent the report yesterday.
13. She bought a diamond necklace.
14. Somebody had stolen my purse.
15. The librarian arranged the books in the shelf.
16. John collects money.
17. Anna opened the window
18. We have done our homework.

## **Compiled by Rehana sultana**

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**19.The Government is planning a new road near my house**

**20. My grandfather built this house in 1943.**

**21. Picasso was painting Guernica at that time.**

**22. The cleaner has cleaned the office.**

**23. He had written three books before 1867.**

**24. By this time tomorrow we will have signed the deal.**

**25. People speak Portuguese in Brazil.**

**26. Everybody loves Mr Brown.**

**27. The wolf ate the princess in the story .**

**28. Somebody has drunk all the milk!**

**29. A workman will repair the computer tomorrow.**

**30. Somebody must have taken my wallet.**

**31. Mother made a cake yesterday.**

**32. I will never forget this experience.**

**33. Did she do her duty?**

**34. Have you finished the report?**

## Compiled by Rehana sultana

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### **CHANGE INTO ACTIVE VOICE:**

1. The jar is filled with sand.
2. The thief is being interrogated by the police.
3. Reading is enjoyed by Mary.
4. The house has been decorated by my mother.
5. The town was destroyed by fire.
6. The matches have been cancelled by the board.
7. The airplane was flown to Bermuda by the pilot
8. You are requested to be quiet.
9. Crackers were eaten by the puppy.
10. The clothes are designed by the famous designer.
11. The thief had been caught by the police .
12. The cheese was eaten by Sara .
13. I have been invited to their party.
14. The dog was beaten by its master.
15. The flowers have been plucked by the children.
  
15. Short stories are written by her.

### **SOME ADDITIONAL SENTENCES:**

- |   |   |
|---|---|
| 1. Active: Carry it home.<br>Passive: Let it be carried home  | 4. Active: Throw the ball.<br>Passive: Let the ball be thrown.                                |
| 2. Active: Do it at once.<br>Passive: Let it be done at once. | 5. Active: Help me.<br>Passive: You are requested to help me.                                 |
| 3. Active: Open the door.<br>Passive: Let the door be opened. | 6. Active voice: Who wrote this book?<br>Passive voice: <b>By whom</b> was this book written? |

## LETTER WRITING

### SAMPLE : 1 COMPLAINT LETTER

#### BLOCKED FORMAT

Xxxx  
House no 2-87/8/9/1  
Road no 12  
Xyz colony  
Himayathnagar  
Hyderabad -500024

Sender's Address

6/02/2019

Date

The Manager  
Xyz enterprises  
Road no 12  
ABC Nagar  
Nampally  
Hyderabad -500024

Receiver's Address

Sir

Salutation

Sub: Complaint regarding defective XXXX washing machine purchased at Electronics world on 15 June 2018.

Subject line

I bought an XXX washing machine of capacity 6.5 kg with top load from an authorized dealer, Electronics World on 15 June 2018. After about 06 months, it stopped working. When I inform this to the dealer, he got it checked and told me that motor unit is completely burnt out beyond repair. Since the machine has a guarantee of 05 years, I asked him to replace it. But no action has been taken after several reminders from me.

First Para

Hence I bring this situation to your attention as you have good reputation in Indian markets. I believe I would get a quick response from you and get it replaced through the local dealer. I have enclosed the copies of cash memo and guarantee card.

Second Para

Thank you in advance.

Closing line

Sincerely Yours

Signature

Name

Encl.: 1. Copy of cash memo

2. Copy of guarantee card

complementary close

**SAMPLE : 2 ADJUSTMENT LETTER**

**The Manager  
Xyz enterprises  
Road no 12  
Nampally  
Hyderabad -500024**

**11/02/2019**

**Xxxx  
House no 2-87/8/9/1  
Road no 12  
Xyz colony  
Himayathnagar  
Hyderabad -500024**

**Sir**

**Sub: Response to the complaint letter regarding the defective XXXX washing machine.**

**Ref: Letter no 00000123/2/45/2019 Dated 6 / 2 /2019.**

**We are sorry to hear from you about the inconvenience caused you have faced with the recently purchased XXXX washing machine. We are thankful to you for bringing this matter to our notice.**

**We have contacted our dealer and got the details of your washing machine. We will rectify the error, in case if the machine needs to be replaced. Our executive would do the needful within 48 hours.**

**We are extremely sorry about this delay. We assure you our best services and guarantee to the customer.**

**Thank you in advance**

**Faithfully Yours  
Signature  
Name  
Designation**

## **SAMPLE 3: COMPLAINT LETTER**

Write a letter to M/s. Oxford Publishing House, Himayathnagar complaining that the books sent by them were not those you had ordered for. Ask for replacement. You are Varun Joshi, Librarian of MSD Engineering College , Sector-20, Shamirpet .

**MSD Engineering college  
Sector -20 Shamirpet  
Ranga Reddy District**

---

**02-02-20**

**The Publisher  
M/s. Oxford Publishing House  
Consumer Complaint Division  
Himayathnagar  
Hyderabad -500002.**

**Sir,**  
**Sub: Complaint regarding receipt of wrong set of books.**

**On December 1, 2019 the college had ordered 50 books of Engineering Mechanics of BE – Second Year books common to CIVIL ,MECHANICAL,PRODUCTION AND INSTRUMENATTION from your publishing company (Order No. 000154) to be delivered to MSD Engineering College , Sector-20.**

**To our dismay, the college has not received the set ordered and instead, received the wrong books set that is Market Management of MBA second year .To resolve the problem, I would appreciate it if you could replace the wrong books set with the one originally ordered. Please let me know as soon as possible. I look forward to hearing from you within the next ten days.**

**Enclosed are copies of the transaction document and the receipt. I look forward to your reply and a resolution to my problem.**

**Sincerely,**

**Varun Joshi**

**Enclosure: Copy of receipt and transaction docs.**

➤ **Adjustment letter to sample complaint letter #3**

M/s. Oxford Publishing House  
Consumer Complaint Division  
Himayathnagar  
Hyderabad -500002.

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**12-02-20**

**The Librarian  
c/o Principal  
MSD Engineering college  
Sector -20 Shamirpet  
Ranga Reddy District**

**Sir,**

**Sub: Response to the complaint letter regarding dispatch of wrong consignment .  
Ref: Complaint dated 02 February 2020.**

**We thank you for your letter Dated 02-02-20 and feel sorry to learn that you have received wrong items. We really regret the inconvenience.**

**Kindly accept our sincere apologies for the delivery of incorrect consignment .We started a formal inquiry in this regard and discovered that the error happened at our end and the wrong order was recorded in your name. We have instantly taken steps to correct the error and have set up counter measures which will prevent the occurrence of such an error in future.**

**We have put your order on priority so the consignment of 50 sets of Engineering Mechanics of BE – Second Year books common to CIVIL, MECHANICAL, PRODUCTION AND INSTRUMENTATION will be delivered within two days .**

**Sincerely,**

**Sampath Batra**

**SAMPLE : 3 ENQUIRY LETTER**

Xxxx  
House no 2-87/8/9/1  
Road no 12  
Xyz colony  
Himayathnagar  
Hyderabad -500024

11/02/2019

Manager  
Hari travels limited  
Lane 25  
ooty -585

Sir

**Sub: Enquiry of details about the Ooty tour**

I happened to go through your travel website and I am quite impressed with the wide range of travel and tourism services which your company is offering.

I am planning to go on a holiday with my family later this year to Ooty for a week. It would be great if you could send me a detailed information regarding the holiday package to Assam. If there are any specialist tours included, please send me their details too.

Please include in the itinerary, the transportation charges, hotel reservations and tour guide charges.

I look forward to hear from you

Thank you

Faithfully Yours  
Signature  
Name

**SAMPLE 4 : Response to the enquiry letter**

**ABC Public School  
2-87/8/9/1 Road no 12  
XYZ colony  
Himayathnagar  
Hyderabad -500024**

**Sir**

**Sub: Response to Enquiry of Ooty Tour Package -Reg  
Ref: Letter no 00000123/2/45/2019 Dated 11 /2 /2020.**

**I am pleased you selected ABC travels limited Travel Agency for your upcoming vacation in Ooty. Our company offers the best packages for hassle-free (comforatble) vacations at the most reasonable prices. We are a reputed travel agency offering a wide range of travel related services for the last 10 years in the industry. All our services aim to meet all kinds of travel needs of our clients that range from tickets to accommodation reservations.**

**Please find the brochure of all our services enclosed with the letter which also contains complete information on the travel packages offered by us and their prices for domestic and international traveling. Our services also include delivery of tickets at your doorstep without any extra payment.**

**I hope you will find the information I have provided useful. I would be happy to have one of our account managers contact you with a view to establishing an account with us, or if you have any further questions about our services, you may call me directly on 2255 4423 ext 001.**

**We hope to serve you with our travel services soon.**

**Thank you**

**Fiathfylly Yours  
Signature  
Name**

## **SAMPLE 5: ENQUIRY LETTER**

Xxxx  
House no 2-87/8/9/1  
Road no 12  
Xyz colony  
Himayathnagar  
Hyderabad -500024

11/02/2019

The Manager  
ABC coaching center  
Lane 25  
New Delhi -585

Sir  
Sub: Enquiry of GATE coaching classes-Reg

This is with reference to your advertisement in the Indian Express for GATE coaching classes. I have appeared for my final year examinations of B.E ( branch ) from Osmania University and I am awaiting the result. I am interested to join your coaching classes for appearing in GATE-2019.

Kindly let me know the procedure of applying for screening test and also the date of the test. I would like to know the duration of the coaching classes and frequency per week. Information about fee structure and mode of payment if given would be appreciated.

I look forward to hear from you  
Thank you

Faithfully Yours  
Signature  
Name

**SAMPLE 6 : RESPONSE TO THIS ENQUIRY LETTER**

**ABC coaching center  
Lane 25  
New Delhi -585**

---

**28-02-20**

Xxxx  
**House no 2-87/8/9/1  
Road no 12  
Xyz colony  
Himayathnagar  
Hyderabad -500024**

**Sir**

**Sub: Response to Enquiry of GATE coaching classes-Reg  
Ref: Letter no 00000123/2/45/2019 Dated 11 /2 /2019.**

**Thank you for your interest in taking coaching for GATE 2019. The application is available online on our website [www.gatecoaching.com](http://www.gatecoaching.com) .you may download the form from the mentioned website. You are requested to fill in the form online and send it along with a scanned photograph and B.E 1,2,3, 4 Year Marks Memo .The date of entrance examination is tentatively 20<sup>th</sup> march. The duration of the programme is seven weeks and fee payable is 15000/-.**

**A copy of our prospectus is enclosed along with the letter.**

**I look forward to hear from you**

**Thank you**

**Faithfully Yours  
Signature  
Name**

**ENCL: A copy of the prospectus .**

**SAMPLE : 4 OFFICIAL LETTER TO PRINCIPAL.**

NAME: xxxxxx

BRANCH: XXXXX

ROLL NO-xxxx

**2 FEBRUARY,2016**

The principal  
Deccan college of engineering and technology  
Hyderabad

Sir,

**Sub: Report on the Two-Day workshop on Personality Development for the professionals conducted on 25 and 26 January 2016.**

A two-day international conference on personality development for professionals was successfully organized during 25 & 26 January 2016 by Amazon. It had attracted 150 participants from different colleges. It was very informative and knowledge orientated.

The workshop emphasized the importance of communication skills, non-verbal cues and soft skills. 10 invited speakers delivered talks on relevance of impressive personality in business organizations. The speakers stressed on importance of quality education in building personality.

This workshop served as a platform to widen our knowledge on various aspects of personality development for professionals to work in cooperate world and meet its challenges.

Thank you,  
Yours sincerely,  
xxxxxxxx

**SAMPLE : 5 OFFICIAL LETTER TO POLICE**

Xxxx  
House no 2-87/8/9/1  
Road no 12  
Xyz colony  
Himayathnagar  
Hyderabad -500024.

11/02/2019

The Superintendent of Police  
Hyderabad district  
Hyderabad -500024.

Sir,

**Sub: Request for traffic signal near Aghapura road connecting to XYZ college.-Reg.**

I am a student of B.E First Year of XYZ college, Nampally, Hyderabad .I would like to draw your kind attention towards the danger that our college students face every day. Our college is situated on one of the busiest roads of Nampally –Aghapura road. .Almost at every hour of the day, one can see endless stream of vehicles and huge traffic jam on this road connecting our college from Nampally Railway Station.

The students are facing lot of difficulties while reaching the college .I would like to mention that during last two months there have been 12 cases of minor accidents on this road. Vehicles do not stop for the students to cross the road.

I humbly request you to draw your kind attention towards this problem and install a traffic signal post at Aghapura road so that students will have feasibility in crossing the road. Moreover, this would be safe for everyone.

Thank you,

Sincerely yours,  
Signature  
Name

## **Compiled by Rehana sultana**

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### **SAMPLE : 6 OFFICIAL LETTER TO GHMC COMMISSIONER**

Hallmark School

53, Link Road

Moti Nagar

Hyderabad -500009.

31/7/2021

The Municipal Commissioner

GHMC Office

Moti Nagar

Hyderabad-500009.

Sir,

**Subject: Bad condition of Roads in Moti Nagar -complaint –Reg.**

I would like to bring to your notice the bad condition of the roads in our area Moti Nagar through this letter. For the last four months, the road has been almost impassable(blocked). We have made several complaints. However, the problem is being neglected for a long time. The surface of the road is broken by the heavy rains and . due to this the motorists are facing lot of difficulty while riding on the roads of our area. There are heaps of road materials on both sides of the road. Thus, They leave only little room in the middle for the vehicles to pass by . The side drains are blocked and the water flows out. Therefore, the road gets flooded even after a slight rain. There are pot-holes on the road and the broken culvert is also a danger for vehicles.

The residents are facing a lot of problems. Kindly look into the matter and do the needful.

Sincerely Yours

Name: XXXXXX.

Signature :