

Business English

DEVELOPMENTAL ASSIGNMENTS

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Assignment 1

- Type: Individual work
- Topic-Grammar (Tense and Voice)
- Time: Preparation—1 week.
- Presentation time---10 minutes

Previous Knowledge: Participants are familiar with Tense and Active/Passive Voice usage

Objective: To use the right tense in expressing information related to time and the use of right voice in providing clarity to the message.

Activity- Change the following active voice into its passive voice form after writing out the present, past and future tense forms:

An E.g. sentence, 'He rings a bell' has been done for you. Try out for these two sentences:

- The cleric wrote a letter**
- The girl drinks apple juice**

Hint: use the verb 'be' form : is, was, are, were, am, be, being, been, to change the voice of the verb. E.g. is, are, am (Simple Present Tense), was, were (Simple Past Tense), be (Simple Future Tense), being (Continuous Tense), been (Perfect Tense). E.g. He has built a house (Active voice); A house has been built by him (Passive voice). E.g. He is building a house (Active voice); A house is being built by him (Passive voice)

Tense	Active	Passive
Simple Present Tense	He rings a bell	A bell is rung by him
Present Continuous Tense	He is ringing a bell	A bell is being rung by him
Present Perfect tense	He has rung a bell	A bell has been rung by him
Present Perfect Continuous Tense	He has been ringing a bell	No passive form
Simple Past Tense	He rang a bell	A bell was rung by him
Past Continuous Tense	He was ringing a bell	A bell was being rung by him
Past perfect Tense	He had rung a bell	A bell had been rung by him
Past Perfect Continuous Tense	He had been ringing a bell	No passive form

Simple Future Tense	He will ring a bell	A bell will be rung by him
Future Continuous Tense	He will be ringing a bell	No passive form
Future perfect tense	He will have rung a bell	A bell will have been rung by him
Future Perfect continuous	He will have been ringing a bell	No passive voice

Assignment 2

- Type: Group Presentation
- Topic- Speaking Skills-Vowels
- Time: Preparation—1 week.
- Presentation time---15 minutes

Previous Knowledge: Participants are familiar with the manner of articulation of the English Vowel sounds.

Objective: To reduce mother tongue influence in articulation and arrive at a neutral accent.

Activity: Compare the vowel sounds in English with the corresponding sounds in your Mother tongue. Make a presentation on the similarities and differences with concrete examples. Also discuss how undue influence of mother tongue will lead to bad pronunciation.

Assignment 3

- Type: Group Presentation
- Topic- Speaking Skills-Vowels
- Time: Preparation—1 week.
- Presentation time---15 minutes

Previous Knowledge: Participants are familiar with the articulation of the consonant sounds in English.

Objective: To increase clarity in articulation.

Activity- Pick out as many examples as possible for consonant clusters starting with a combination of two and taking it forward. Also discuss how certain sounds are dropped when it occurs in a cluster environment.

Assignment 4

- Type: Individual work
- Topic: Reading skills, Vocabulary Building
- Time: Preparation – 1 week

Previous Knowledge: Participants are familiar with the techniques of reading and levels of reading comprehension.

Objective: To apply the suitable techniques of reading to understand the passage and practice reading comprehension at different levels.

Activity: Read the article given below and complete the below requirements.

Parichay 4.0

The fourth edition of the biggest cultural extravaganza of the Mysore DC Parichay 4.0 was held on December 17.

Chaired by Antony Joseph (FSI) and co-chaired by Vaisagh Selvaraj (ENG), Parichay 4.0 was a visual treat for the audience. The theme of the event was Magadheera which was inspired by the Telugu action blockbuster of the same name.

A team of over 50 coordinators comprising of scriptwriters, audio and video editors, photo and videographers, stage managers, dubbing artists and prop artists worked to put up a flawless show. Over 150 dancers, actors and models sizzled on stage with an array of amazing performances.

The amphitheater and the food court at the DC were brimming with Infoscions, who were enjoying every bit of the show. Right from the display of the acting prowess of Infoscions, to various dance forms such as Indian classical, folk, hip hop and salsa, to the nail-biting fight sequences, every performance at the event grabbed the attention of the crowd of over 4000 Infoscions.

Infoscions walked the ramp sporting western costumes designed by fashion designer Rajesh Shetty who has also worked for television and movies, besides live shows. The highlight was the show-stoppers making an entry a la James Bond, and the elegant ballroom dance performance which left the audience impressed.

The show ended with the telecast of the video, 'Making of Parichay', which showcased the effort that went into putting the show up.

1. Express in two sentences the gist of the passage.
2. Write a sentence each using three antonyms of the word 'flawless'.
3. What does the word 'sizzled' mean in the context? Use the word in a sentence with a different meaning.
4. Give 3 examples of 'nail – biting performances' which you may have watched in your childhood and had you fascinated.
5. The passage contains a few examples of various dance forms. Find out a few more Indian dance forms and explain each in two sentences .

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