

FUNDAMENTALS OF BUSINESS ENGLISH  
**INSTRUCTOR REFERENCE**

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## My English Learning Track

Lesson 1	Introduction to Grammar	Grammar	One hour
Lesson 2	Adverbs, Adjectives	Grammar	One hour
Lesson 3	Articles	Grammar	One hour
Lesson 4	Prepositions	Grammar	One hour
Lesson 5	Introduction to Articulation Skills	Speaking	One hour
Lesson 6	Speech patterns 1	Speaking	One hour
Lesson 7	Speech Patterns 2	Speaking	One hour
Lesson 8	Listening to Understand	Listening	One hour
Lesson 9	Listening for Interpersonal effectiveness	Listening	One hour
Lesson 10	Tenses	Grammar	One hour
Lesson 11	Tenses	Grammar	One hour
Lesson 12	Subject Verb Agreement	Grammar	One hour
Lesson 13	Techniques to Reading	Reading	One hour
Lesson 14	Levels of Reading Comprehension	Reading	One hour
Lesson 15	ABC of Writing, The KISS concept	Writing	One hour
Lesson 16	Essay Writing	Writing	One hour
Lesson 17	Essay Writing practice	Writing	One hour
Lesson 18	Précis writing, Memos and Notices	Writing	One hour
Lesson 19	Introduction to Verbs-Auxiliary, Modals	Grammar	One hour
Lesson 20	Link Expressions, Question Tags	Grammar	One hour
Lesson 21	Active and Passive Voice	Grammar	One hour
Lesson 22	Modifiers, Collocation, Phrasal Verbs	Grammar	One hour
Lesson 23	Compound nouns/Countable/Uncountable nouns	Grammar	One hour
Lesson 24	Report Writing	Writing	One hour
Lesson 25	E mail Etiquette	Writing	One hour
Lesson 26	Email Writing	Writing	One hour
Lesson 27	Business quiz, Idioms and Phrases	Vocabulary	One hour
Lesson 28	Individual presentations	Speaking	One hour
Lesson 29	Individual presentations	Speaking	One hour
Lesson 30	Feedback and Poster creation	Closure	One hour

## Lesson One

### Introduction to Grammar



### Practice 1

1. Rewrite the jumbled sentences in the order of subject and predicate:

- a. make, not ,any, do, noise,
- b. expensive, bananas, this, are, year,
- c. blames, a, tools, workman, his, bad,
- d. sand, the, leaves, some, on

Answers:

- a. Do not make any noise. (You-implicit meaning-subject, predicate- Do not make any noise)
- b. Bananas are expensive, this year. (Bananas-subject, predicate- are expensive, this year)
- c. A bad workman blames his tools. (A bad workman-subject, predicate- blames his tools)
- d. Some leaves are on the sand. (Some leaves -subject, predicate- are on the sand)

2. Tick the sentences that are complete:

- a. Rose smells heavenly.
- b. Because there are so many restaurants and so less
- c. Some pages on the floor...
- d. People are standing up.
- e. A loving mother's soothing touch!

Answers:

- a. Rose smells heavenly. ✓
- b. Because there are so many restaurants and so less
- c. Some pages on the floor
- d. The people are standing up. ✓
- e. A loving mother's loving touch

3. Group the sentences under different categories as statement, Interrogative, Imperative and Exclamatory:

- a. A strong individual can change the world.
- b. Is the training clear to you?
- c. Don't touch the screen.
- d. Well done!
- e. Let us start learning.

Answers:

- a. A strong individual can change the world. (Statement)
- b. Is the training clear to you? (Interrogative)
- c. Don't touch the screen. (Imperative)

- d. Well done! (Exclamatory)
- e. Let us start learning. (Imperative)

## Practice 2

1. Point out the Nouns in the following sentences and identify whether they are common, proper, abstract, collective or material nouns:

- a. The crowd was noisy.
- b. We love honesty as a policy.
- c. The elephant can carry heavy load.
- d. The Ganges is a holy river.
- e. My pearl chain is precious to me.

Answers:

- a. The crowd was noisy. (crowd -Collective)
- b. We love honesty as a policy. (honesty, policy- Abstract nouns)
- c. An elephant can carry heavy loads. (elephant, loads -Common nouns)
- d. The Ganges is a holy river. (Ganges -Proper) (river -Common)
- e. My pearl chain is precious to me. (pearl -Material) (chain -Common)

2. Fill in the blanks with the parts of speech given below:

She (Pronoun), slowly (Adverb), Oh! (Interjection), and (Conjunction), when (Conjunction), manager (Noun), compliments (Verb), pretty (Adjective)

- a. Janet is an efficient .....
- b. ....is very clever in handling people.
- c. Her .....face lights up when someone .....her on her looks.
- d. She would .....lower her eyes in modesty.
- e. Her friends Joan .....Lana, help each other.
- f. f).....It is so wonderful to see them together.

Answers:

- a. Janet is an efficient manager.
- b. She is very clever in handling people.
- c. Her pretty face lights up when someone compliments her on her looks.
- d. She would slowly lower her eyes in modesty.
- e. Her friends Joan and Lana help each other.
- f. Oh! It is so wonderful to see them together.

3. Use the following words in sentences as both Nouns and Verbs:

Board. E.g. The board (Noun) was black in colour. He boarded (Verb) the bus.

- a. Plan
- b. Bark
- c. Center

- d. Account
- e. Mistake

Answers:

- a. Plan: His plan was good (Noun). He planned to escape from the prison (Verb).
- b. Bark: The bark of the tree is dry (Noun). The dog barked at the milkman (Verb).
- c. Center: His life centered on his son (Verb). The study center is very useful to the students (Noun).
- d. Account: You have to give an account of your journey (Noun). They could not account for the change in her behaviour between now and earlier. (Verb)
- e. Mistake: He mistook him for a thief (Verb). That was a common mistake (Noun).

4. Pick out all the Nouns and classify them:

Many years ago, the city of Florence in Italy, was the home of the greatest artist in the world. Many great artists and painters in the city saw amidst them, a young man, who could draw, paint and sculpt. He studied the horse, the cloud, the plant or the butterfly to become the greatest painter in Florence. He had an eye for beauty and a generosity of spirit. He was Leonardo da Vinci.

Answers:

Many **years** ago, the **city** of **Florence** in **Italy**, was the **home** of the greatest **artist** in the **world**. Many great **artists** and **painters** in the **city** saw amidst them, a **young man**, who could draw, paint and sculpt. He studied the **horse**, the **cloud**, the **plant** or the **butterfly** to become the greatest **painter** in **Florence**. He had an **eye** for **beauty** and a **generosity** of **spirit**. He was **Leonardo da Vinci**.

Proper Noun: **Florence, Italy, Leonardo da Vinci.**

Common Noun: **years, city, home, artist, world, artists, painters, young man, horse, cloud, plant, butterfly, painter, eye.**

Collective Noun:

Abstract Noun: **beauty, generosity, spirit**

5. Read the following story and identify all the eight parts of speech:

A farmer got a bountiful crop of oranges in his orchard. He was very pleased with himself. He thought of gifting his first basket of oranges to the munificent king. He travelled to the palace with his juicy fruit but was stopped at the gate by the security guard. The farmer enquired with the guard, "Please help me get an audition with the king." The guard judged the farmer to be a simpleton. The greedy guard said, "Well, I will convey you to him, but you have to promise me, half of what he gives you." The farmer agreed readily, and was presented before the king. The king appreciated the gift of luscious oranges and wanted to do something kind in return. He asked, "Tell me, dear man, what can I give you as a reward?" The ingenious farmer said, "Oh King! Please give me hundred lashes as a reward. I have promised to divide my reward equally with your servant. Fifty are for him." Hurray! Long live the king!! The just king not only punished the corrupt guard but also rewarded the farmer's family with an employment in his palace.

Answers:

A farmer got a bountiful crop of oranges in his orchard. He was very pleased with himself. He thought of gifting his first basket of oranges to the munificent king. He travelled to the palace with his juicy fruit but was stopped at the gate by the security guard. The farmer enquired with the guard, "Please help me get an audition with the king." The guard judged the farmer to be a simpleton. The greedy guard said, "Well, I will convey you to him, but you have to promise me, half of what he gives you." The farmer agreed readily, and was presented before the king. The king appreciated the gift of luscious oranges and wanted to do something kind in return. He asked, "Tell me, dear man, what can I give you as a reward?" The ingenious farmer said, "Oh King! Please give me hundred lashes as a reward. I have promised to divide my reward equally with your servant. Fifty are for him." Hurray! Long live the king!! The just king not only punished the corrupt guard but also rewarded the farmer's family with an employment in his palace.

Noun: farmer, crop, basket, oranges, orchard, king, palace, fruit, gate, guard, Simpleton, promise, gift, man, reward, lashes, audition, Fifty, family, employment, servant, palace.

Preposition: of, in, with, to, at, by, before,

Pronoun: He, him, his, himself, I, me, my, you, your

Adjective: bountiful, first (basket), munificent, juicy, security, greedy, luscious, kind, dear, ingenious, hundred (lashes), corrupt, avaricious, just, impartial, corrupt,

Verb: got, thought, travelled, enquired, , agreed, presented, appreciated, wanted, do, said, conveyed, judged, rewarded, punished, divide, got,

Adverb: very, equally, readily,

Conjunction: but, as, and, not only...but also,

Interjection: Hurray!

6. Examine different types of sentences in the above story and categorize them:

For E.g.: Statement sentence- A farmer got a bountiful crop of oranges in his orchard.

- a. Interrogative sentence- \_\_\_\_\_
- b. Imperative sentence- \_\_\_\_\_
- c. Exclamatory sentence- \_\_\_\_\_

Answers:

**Statement sentence-** He was very pleased with himself.

He thought of gifting his first basket of oranges to the munificent king.

He travelled to the palace with his juicy fruit but was stopped at the gate by the security guard.

The guard judged the farmer to be a simpleton.

The farmer agreed readily, and was presented before the king.

The king appreciated the gift of luscious oranges and wanted to do something kind in return.

Fifty are for him."

The just king not only punished the corrupt guard but also rewarded the farmer's family with an employment in his palace.

**Interrogative sentence-** He asked, "Tell me, dear man, what can I give you as a reward?"

**Imperative sentence-** The farmer enquired with the guard, "Please help me get an audition with the king."

The greedy guard said, "Well, I will convey you to him, but you have to promise me, half of what he gives you."

I have promised to divide my reward equally with your servant.

The ingenious farmer said, "Oh King! Please give me hundred lashes as a reward.

**Exclamatory sentence-** Hurray! Long live the king!!

7. Introduce suitable conjunctions into the sentences:

Some conjunctions: but, yet, or, nor, until, unless, that, which, while, because, so, as

- I am hungry. Give me some rice ..... some noodles.
- Two crows quarreled..... two doves sat on the fence.
- I have neither eaten .....rested.
- .....you hurry, you will miss the train.
- The trekker was both adventurous.....intelligent.
- My friend told me .....she would visit me soon.

Answers:

- I am hungry. Give me some rice **or** some noodles.
- Two crows quarrelled **while** two doves sat on the nearby fence.
- I have neither eaten **nor** rested.
- Unless** you hurry, you will miss the train.
- The trekker was both adventurous **and** intelligent.
- My friend told me **that** she would visit me soon

8. Add suitable interjections, with exclamatory mark (!) to the following sentences:

Some interjection words are: Bravo, Alas, Wow, Hurray, Cheers and Behold

- She is dead
- The victory is ours
- You have made us proud
- The warriors stand tall
- What a great idea

Answers:

- Alas!** She is dead!
- Hurray!** The victory is ours!
- Bravo!** You have made us proud!
- Behold!** The warriors stand tall!
- Wow!** What a great idea

## Lesson Two

### Adverbs, Adjectives



### Practice



1. Add suitable Adverbs to the following sentences to complete them:

Some adverbs: always, never, almost, already, ever, often

- a. He .....reached the station on time.
- b. The shop keeper.....cheats his customers.
- c. She .....forgot to pay her electricity bill.
- d. Nothing.....happens by chance.
- e. The passersby ..... talk to her.

Answers:

- a. He **almost/ always/ never/ often** reached the station on time.
- b. The shop keeper **always/ never/ often** cheats his customers.
- c. She **almost** forgot to pay her electricity bill.
- d. Nothing **ever** happens by chance.
- e. The passersby **always/ never/ often** talk to her.

2. Complete the following sentences with suitable Adjectives; you can use your own imaginative adjectives.

A ..... motorist rode his .....bike, dangerously on the .....streets of Delhi. A .....accident occurred. He ran over..... street hawkers. As many as five people were critically injured. A/an .....crowd gathered around the place of accident. He was badly beaten up. His.....face was bruised.

Answers:

A **young** motorist rode his **red** bike, dangerously on the **busy** streets of Delhi. A **tragic** accident occurred. He ran over **innocent** street hawkers. As many as five people were critically injured. An **angry** crowd gathered around the place of accident. The rider was badly beaten up. His **attractive** face was bruised.

3. Choose suitable adjectives from the list given below to complete the following sentences:

These, festive, such, whole, a number of, all

Dussera has .....rituals connected with its festivity. People of ..... the communities come together to celebrate Dussera. Bonds of friendship and brother hood are fostered with .....celebrations. Deepavali is considered one .....occasion when the .....country wears a ..... air.

Answers:

Dussera has **a number of** rituals connected with its festivity. People of **all** the communities come together to celebrate Dussera. Bonds of friendship and brother hood are fostered with **these** celebrations. Deepavali is considered one **such** occasion when the **whole** country wears a **festive** air.

4. Underline the Nouns in the sentences which act as adjectives:

- I always use paper towels in the kitchen.
- The dog got its head stuck in the empty cookie jar.
- I heard that papaya juice is very healthy.
- My dog loves to eat cat food.
- Some automobile dealers are trustworthy.

Answers:

- I always use **paper** towels in the kitchen
- The cat got its head stuck in the empty **pickle** jar
- I heard that **orange** juice is very healthy
- That dog loves to eat **cat** food
- Some **automobile** dealers are trustworthy

5. Put the adjectives in brackets in the correct position:

- Brown gloves (woolen)
- An unusual ring (platinum)
- Dark clouds (stormy)
- A big cat (grumpy)
- A cheerful face (lovely)

Answers:

- Brown (woolen) gloves
- An unusual (platinum) ring
- (Stormy) dark clouds
- A (grumpy) big cat
- A lovely (round) face

## Lesson Three

### Introduction to Articles



### Practice

1. Complete these sentences about festival of Dussera in Mysore with appropriate articles a/an/the:

.....festival of art and culture is a big crowd puller. Dussera attracts people from across ..... world. Scores of tourists from different countries, witnessed .....grand finale of .....nine-day celebrations. Elephants were .....highlights of .....procession. ....official designate, .....elephant Balarama carried the 75 Kg golden howdah, becoming .....cynosure of all eyes.

Answers:

A festival of art and culture is a big crowd puller. Dussera attracts people from across **the** world. Scores of tourists from different countries witnessed **the** grand finale of **the** nine-day celebrations. Elephants were **the** highlights of **the** procession. **The** official designate, **the** elephant Balarama, carried the 75 Kg golden howdah, becoming **the** cynosure of all eyes.

2. Tick the correct sentences:

- a. It is a one-sided game.
- b. It is an one-sided game.
- c. I saw a European walking on the streets.
- d. I saw an European walking on the streets.
- e. He fought like a hero.
- f. He fought like an hero.
- g. This is the book he gave her.
- h. This is a book he gave her.
- i. An donkey is an useful animal.
- j. A donkey is a useful animal.

Answers:

- a. It is a one-sided game ✓
- b. It is an one-sided game
- c. I saw a European walking on the streets ✓
- d. I saw an European walking on the streets
- e. He fought like a hero ✓
- f. He fought like an hero
- g. This is the book he gave her ✓
- h. This is a book he gave her
- i. An donkey is an useful animal
- j. A donkey is a useful animal ✓

3. Insert articles where ever necessary:

- a. Get litre of oil from corner store.
- b. Will you paint portrait of me?
- c. The traveller was old master craftsman.
- d. The poor farmer did not have even rupee.
- e. The courageous warrior lost arm in battle.
- f. Staying at home is very comforting.

Answers:

- a. Get **a** litre of oil from **the** corner store.
- b. Will you paint **a** portrait of me?
- c. **The** traveller was **an** old, master craftsman.
- d. **The** poor farmer did not have even **a** rupee.
- e. **The** courageous warrior lost **an** arm in **the** battle.
- f. Staying at home is very comforting. (Article unnecessary)

4. Pair the nouns with suitable articles:

- a. ....ulcer
- b. .... yellow flower
- c. ....U.N.Agency
- d. ....Indian product
- e. ....year old boy
- f. ....heretic
- g. ....usurper
- h. ....womanly quality
- i. ....aircraft
- j. ....x-ray plant
- k. ....ugly person
- l. ....hostel
- m. ....historical novel
- n. ....Unique feature
- o. ....unanimous decision
- p. ....hindu custom
- q. ....unimportant event
- r. ....ideology
- s. ....ewe
- t. ....one-way ticket

Answers:

- a. **an** ulcer
- b. **a** yellow flower
- c. **an** U.N.Agency
- d. **an** Indian product
- e. **a** year old boy
- f. **a** heretic
- g. **a** usurper
- h. **a** womanly quality
- i. **an** aircraft
- j. **an** x-ray plant
- k. **an** ugly person
- l. **a** hostel
- m. **a** historical novel
- n. **a** Unique feature
- o. **a** unanimous decision
- p. **a** hindu custom
- q. **an** unimportant event
- r. **an** ideology
- s. **a** ewe
- t. **a** one-way ticket

## Lesson Four

### Preposition



### Practice

1. Fill in the blanks with the right preposition of time:

- a. The meeting is \_\_\_\_ September 15th \_\_\_\_ 9 a.m.
- b. Due to weather conditions, the plane couldn't take \_\_\_\_ \_\_\_\_ time.
- c. Ram usually gets up \_\_\_\_ 6am.
- d. We are planning to go out \_\_\_\_ Saturday night.
- e. I fell asleep \_\_\_\_ the film.
- f. John will be back \_\_\_\_ a few minutes.
- g. I learnt to play guitar \_\_\_\_ 4 weeks.
- h. I have been with this company \_\_\_\_ four years.
- i. We have been neighbors' \_\_\_\_ January 2002.
- j. Let's wait \_\_\_\_ we get the orders.
- k. Last week we watched TV \_\_\_\_ 8am \_\_\_\_ 8pm.
- l. The time now is quarter \_\_\_\_ ten.
- m. It gets very hot here \_\_\_\_ April.
- n. It gets very hot here \_\_\_\_ night.
- o. They had a massive fight \_\_\_\_ Christmas day.

Answers:

- a. The meeting is on September 15th at 9 a.m.
- b. Due to weather conditions, the plane couldn't take off on time.
- c. Ram usually gets up at 6am.
- d. We are planning to go out on Saturday night.
- e. I fell asleep during the film.
- f. John will be back in a few minutes.
- g. I learnt to play guitar in 4 weeks.
- h. I have been with this company for four years.
- i. We have been neighbours' since January 2002.
- j. Let's wait till we get the orders.
- k. Last week we watched TV from 8am to 8pm.
- l. The time now is quarter to ten.
- m. It gets very hot here in April.
- n. It gets very hot here at night.
- o. They had a massive fight on Christmas day.

2. Fill in the blanks with the correct prepositions given here:

before, at, towards, under, into, beside, over, around, towards, through.

The student sits .....his computer, the whole day. His feet are ..... the table. Sometimes, he stands .....his bed and gazes .....the far distance. He passes his hands .....his hair. Lost in thought, he wanders .....his desk. Finally, he walks .....the door.

Answers:

The student sits **before** his computer, the whole day. His feet are **under** the table. Sometimes, he stands **beside** his bed and gazes **into** the far distance. He passes his hands **over** his hair. Lost in thought, he wanders **towards/around** his desk. Finally, he walks **through/towards** the door.

3. Complete the conversation given below, using suitable prepositions:

Vicky: Will the college be open ..... 9 am?

Sana: Absolutely ....time.

Vicky: I found my assignment here ....accident.

Sana: Where did you copy the answers .....

Vicky: Would you be quiet, I am .....the phone.

Sana: I am ..... Room No 9, if you want .... find me later.

Vicky: I am coming .....you, in fact you will find me .....you, cheers!

Answers:

Vicky: Will the college be open **at** 9 am?

Sana: Absolutely, **on** time.

Vicky: I found my assignment here **by** accident.

Sana: Where did you copy the answers **from**?

Vicky: Would you be quiet, I am **on** the phone.

Sana: I am **in** Room No 9, if you want **to** find me later.

Vicky: I am coming **with** you, in fact you will find me **beside** you, cheers!

4. Tick the correct preposition in each bracket:

- The parents look after the child. (in, on, after)
- My aunt came (over, into, across) rare coins, when she cleaned out the attic.
- Please switch (off, for, over) the lights after use.
- He has retired (with, from, away) politics.
- Don't worry (of, over, from) the past.

Answers:

- The parents look (in, on, **after**) the child.
- My aunt came (over, into, **across**) rare coins, when she cleaned out the attic.
- Please switch (**off**, for, over) the lights after use.
- He has retired (with, **from**, away) politics.
- Don't worry (of, **over**, from) the past.

## Lesson Five

### Introduction to Articulation Skills



Practice

Role plays scenarios- Face to face and Telephone conversations:

Facilitator to divide the class into smaller groups of four or six. Each group is given a scenario. The group is given five minutes to prepare for the role play and three minutes to perform the scenario. Facilitator to give feedback on their articulation skills- clarity of thought and speech, structure of the message and clear understanding between both the parties. Be specific in your feedback giving instances where they could have articulated better and providing alternate sentences/phrases. Refrain from giving too harsh a feedback. Encourage them by giving both the positives and the areas for improvement.

## Lesson Six

### Speech patterns 1



#### Practice

Intonation and word stress practice

Facilitator to divide the class into smaller groups of four or six. The smaller groups to practice the speaking exercises in their groups. the facilitator can walk around and correct the individuals as they practice.

## Lesson Seven

### Speech patterns 2



#### Practice

1. Remove Indianisms and rewrite the sentences:

- a. I am having two uncles.
- b. We had gone to there yesterday.
- c. I was not knowing about that
- d. I didn't knew that.
- e. My favourite hobby is listening music.
- f. I only suggested the plan.
- g. The food there is bad it seems.
- h. My good name is Aarthi.

Answers:

- a. I have two uncles.
- b. We went there yesterday.
- c. I did not know about it.
- d. I didn't know.
- e. My favourite hobby is listening to music.
- f. I suggested the plan.
- g. I heard/ believe the food there is bad.
- h. My name is Aarathi.

## Lesson Eight

### Listening to understand



Listen to any one of the TED videos and write a summary of the concept discussed by the speaker.

Facilitator to play some of the short, easy to understand, TED videos. Ask the students, in pairs, to write the summary of the presentation.

## Lesson Nine

### Listening for Interpersonal Effectiveness



State whether the below sentences are True or False:

Answers:

- a. When someone is telling you something, it helps to ask leading questions so you know where the conversation is going (T)
- b. Paraphrasing does not help effective listening as it brings your personal biases into the context of the conversation. (F)
- c. To check out the exact meaning of the sender's words by using open or closed questions is ineffective as it interrupts the speaker's flow of thoughts (F)
- d. Making direct eye contact with a speaker is considered rude in western cultures as it can be seen as intrusive. (F)
- e. Using open body posture when listening to someone is effective as it means that you are tuned in and receiving the message. (T)
- f. Use of "encouragers" such as head nodding, smiling, and saying "uh-huh" etc. does not constitute attentive listening as it can distract the speaker (F)

2. Paraphrase the following statements:



Answers:

(Tip: you may use stems like-“I understand”, It sounds like.....”, “It seems as though...”; “I imagine that....”

- a. Deepak says: “I told you the deadline was Friday and you didn’t meet it! I don’t want to work with you on any more projects as you never meet your deadlines.”

Answer: “It seems that you don’t want to work with me anymore as I have not been meeting deadline”.

- b. A new staff member says to you: “This place is sure really strict, what happens if someone wants to do something different, I did a similar job last year and found several ways to save time.

Answer: “It seems as though you find this place strict and you are not sure if your ideas will be accepted like in your earlier workplace”.

## Lesson 10 &11

### Tenses



### Practice

1. Correct the following sentences:

- Surjeet lives in Chennai last year.
- David is eating mangoes yesterday.
- We will win the match by 10 wickets in 2010.
- She waits for me near the road patiently.

Answers:

- Surjeet **lived** in Chennai last year.
- David **ate** mangoes yesterday.
- We **won** the match by 10 wickets in 2010.
- She **waited** near the road for me patiently.

2. Fill in the blanks with the correct form of the verb in brackets:

I ..... (love) Mysore. It is a ..... (grow) city. It ..... (assimilate) people easily into its culture. There ..... (be) a number of things a tourist can do, when he .....(plan) a vacation in Mysore. He ..... (modal+visit) the world famous KRS, pay homage to Goddess Chamundi... (wander) into the Zoo or visit the shopping area. Mysore ..... (be) the place to be in, during Dussera. One ..... (get) to see the city in all its splendour. Foreigners..... (come) to this city in large numbers. They..... (love) to.....( visit) Mysore palace and .....(admire) its traditional architecture. They..... (stand) awe struck when the palace .....(be+light) up during the night time. They..... (like) the beautiful handicrafts and mirror work fabrics on display, in the Dussera exhibition. I..... (has+been) to Mysore several times. I never get..... (tire) of visiting Mysore.

Answers:

I **love** Mysore. It is a growing city. It **assimilates** people easily into its culture. There **are** a number of things a tourist can do, when he **plans** a vacation in Mysore. He **can visit** the world famous KRS, pay homage to Goddess Chamundi, **wander** into the Zoo or visit the shopping area. Mysore **is** the place to be in, during Dussera. One **gets** to see the city in all its splendour. Foreigners **come** to this city in large numbers. They **love** to visit Mysore palace and **admire** the traditional architecture. They **stand** awe struck when the palace **is lighted** up during the night time. They **like** the beautiful handicrafts and mirror work fabrics on display, in the Dussera exhibition. I **have been** to Mysore several times. I never get **tired** of visiting Mysore.

3. Rewrite the following sentences, changing the verbs to the Continuous, Perfect, Perfect Continuous forms of Present Tense:

1a) Mother cooks a meal (Simple Present Tense)

1b) ..... (present continuous)

1c) ..... (present perfect)

1d) ..... (present perfect continuous)

2a) She sweeps her room (Simple Present Tense)

2b) ..... (present continuous)

2c) ..... (present perfect)

2d) ..... (present perfect continuous )

3a) The man caught a fish (Simple Present Tense)

3b) ..... (present continuous)

3c) ..... (present perfect)

3d) ..... (present perfect continuous)

Answer

1a) Mother cooks a meal (Simple Present Tense)

1b) Mother is cooking a meal (**Present Continuous Tense**)

1c) Mother has cooked a meal (**Present Perfect Tense**)

1d) Mother has been cooking a meal (**Present Perfect Continuous**)

2a) She sweeps her room (Simple Present Tense)

2b) She is sweeping her room (**Present Continuous Tense**)

2c) She has swept her room (**Present Perfect Tense**)

2d) She has been sweeping her room (**Present Perfect Continuous Tense**)

3a) The man catches a fish (Simple Present Tense)

3b) ) The man is catching a fish (**Present Continuous Tense**)

3c) ) The man has caught a fish (**Present Perfect Tense**)

3d) ) The man has been catching a fish (**Present Perfect Continuous Tense**)

4. Fill in the blanks with the correct form of the Future Tense of the verb given in brackets:

- We ..... homework when father comes home in the evening. (do)
- I..... the latest bestsellers before the end of my summer vacation. (read)
- You ..... the tragic news already. (be+have+hear)
- I..... tennis after I finish my class. (play)
- I ..... my internship by this time tomorrow. (be+have+complete)
- Don't forget, you ..... her to the party next Saturday. (escort)
- I ..... my English skills by the end of next month. (learn)

Answers

- We **will do** homework when father comes home in the evening. (do)
- I **shall read** the latest bestsellers before the end of my summer vacation. (read)
- You **will have heard** the tragic news already. (be+have+hear)
- I **shall play** tennis after I finish my class. (play)
- I **will have completed** my internship by this time tomorrow. (be+have+complete)
- Don't forget, you **will escort** her to the party next Saturday. (escort)
- I **will learn** my English skills by the end of next month. (learn)

5. Identify the different forms of Tenses:

He married a sweet girl. E.g. Simple Past Tense

- They are going to visit Thailand.
  - She has built a mansion.
  - It will rain in the next hour
  - I shall buy a new bag tomorrow
  - They have been working hard
  - What are you doing at present?
  - Dogs do not see colors
  - He will have been shooting wild animals by this time next week
  - I had created a training module
- 
- They are going to visit Thailand. (**Present Continuous Tense**)
  - She has built a mansion. (**Present Perfect Tense**)

- c. It will rain in the next hour. **(Simple Future Tense)**
- d. I shall buy a new bag tomorrow. **(Simple Future Tense)**
- e. They have been working hard. **(Present Perfect Continuous Tense)**
- f. What are you doing at present? **(Present Continuous Tense)**
- g. Dogs do not see colors. **(Simple Present Tense)**
- h. He will have been shooting wild animals by this time next week. **(Future Perfect Continuous Tense)**
- i. I had created a training module. **(Past Perfect Tense)**

## Lesson 12

### Subject Verb Agreement



### Practice

1. Identify the error in the following sentences:

- a. Tom is tallest boy in class.
- b. They worked hardly.
- c. I got this book from the stationary shop.
- d. Practice is necessary for perfection.
- e. An one-legged man was struggling to walk.
- f. The cost of commodities have risen.
- g. Anu as well as her friends have gone home.
- h. There are a bunch of keys on the floor.
- i. A good friend and neighbour are hard to come by.
- j. The crowd were jubilant.

Answers:

- a. Tom is **the** tallest boy in **the** class.
- b. They **hardly** worked.
- c. I got this book from the **stationery** shop.
- d. Practise is necessary for perfection.
- e. **A** one-legged man was struggling to walk.
- f. The cost of commodities **has** risen.
- g. Anu as well as her friends **has** gone home.
- h. There **is** a bunch of keys on the floor.
- i. A good friend and neighbour **is** hard to come by.
- j. The crowd **was** jubilant.

2. Tick the correct verbs from the bracket to concur with the subject:

- a. Either answer (is, are) satisfactory.
- b. One hundred rupees (is, are) the price of a movie ticket.
- c. Either my pen or my book (is, are) always misplaced.
- d. There (was, were) plenty of dancers on the dance floor.
- e. One of my friends (is, are) presenting a fashion show.

- f. Chethan and Bharat (doesn't, don't ) want to eat at home.
- g. Neither the cat nor the kittens (drink, drinks) milk.
- h. Literature (is,are) his favourite subject.
- i. Your trousers (is,are) at the dry-cleaners.
- j. The family next door often (quarrel, quarrels) among themselves.

Answers:

- a. Either answer is satisfactory.
- b. One hundred rupees is the price of a movie ticket.
- c. Either my pen or my book is always misplaced.
- d. There were plenty of dancers on the dance floor.
- e. One of my friends is presenting a fashion show.
- f. Chethan and Bharat don't want to eat at home.
- g. Neither the cat nor the kittens drink milk.
- h. Literature is his favourite subject.
- i. Your trousers are at the dry-cleaners.
- j. The family next door often quarrels among themselves.

## Lesson 13

### Techniques to reading



### Practice

1. Read the following short passages (A to G) quickly. Mark A to F as appropriate in the blank beside the type of passages given below:

(Clues: A letter, A memo, A set of instructions, part of a short story, case study, a page from the dairy)

One example has been done for you:

A.

September 11, 2011

Today was my day off. I did a bit of shopping-met Grace for lunch. She had been ill lately. She looked good today. We also caught a movie at multiplex. The movie was so... so but it had great music. In the evening I talked to mom over the phone. Later I watched TV.

Type of passage- a page from the Dairy

B.

Mumbai

September 30, 2011

Dear Riya,

Thanks for your letter. It was sweet of you to reply. I wanted to ring you up and speak to you but then I don't know your work timings.

I am so happy to know that you will be coming in December. Finally, we will be able to meet. Let me know the exact date of your arrival. We will have dinner in our favourite restaurant. Call me on my cell: 78654321.

I look forward to hearing from you soon.

Your friend,

Poorna

Type of passage\_\_\_\_\_

C

Kayla, who just recently graduated from high school, works for a magazine publisher. She has been working at her new job as a data-entry clerk for only two weeks. On her coffee breaks, Kayla likes to go down to the composition department and watch Juan and Carin use the computers to make up magazine pages. Juan has even volunteered explanations on how the programs work. Carin has never offered to explain anything to Kayla. Yesterday Carin told Juan that she had to take special classes to learn the software programs, so she didn't think it was right for Juan to teach Kayla how to use the software. "Besides," Carin said, "she might get so good that she'll take over one of our jobs!"

Type of passage\_\_\_\_\_

D

Research at Oxford University and other educational institutions have revealed that the majority of the global organizations look for individuals to work in their company who are not only technically competent but are also good in their behavioural attributes. In this competitive global village, hard skills on its own does not merit as much as an individual's soft skill competency. Hence the need to ensure that the graduates who are at the threshold of joining the professional world are equipped at the college levels itself so that they get a definitive edge when they move into an organization.

Type of passage\_\_\_\_\_

E

Blend three cups of water, one cup of orange juice (about two oranges), and ½ cup of sugar. Serve with ice. Makes 4 glasses.

Type of passage\_\_\_\_\_

F

To: All Department Heads

From: Pankaj Das, Department Head

Date: 15 September 2011

Re: Holiday Announcement

A new holiday list is going to be circulated for the New Year 2012. If there are any objections/suggestions please call me at 6785432198.

Type of passage\_\_\_\_\_

Answers:

- A. a page from the dairy
- B. A letter
- C. part of a short story
- D. case study
- E. A set of instructions
- F. A memo

2. First read the following questions. Scan the schedule to find the answers.

- a. You want to watch both the highlights of the cricket match as well as the road show. Is it possible?
- b. Is there a show on how to make good investments?
- c. You are thinking about traveling to the US for a holiday. Which show would you watch?
- d. Your friend is fond of movies and loves to know what happens in Bollywood. You invite her over to watch this show with you. What time would that be?
- e. Priya is interested in keeping fit, which show should she watch?
- f. You love outdoor games! Which sport can you watch that takes place outside?
- g. Which indoor sport can you watch this week?
- h. You want to catch up on the latest cinema released. Which program should you watch?
- i. How often can you watch the news?
- j. You are in a mood for a horror film this evening. Any luck?

STAR Minus	24X30	Ace TV
6.00 p.m.: Headlines Today- join Ketan Mehta for your daily news roundup. 6.30: Ghar Ghar ki Kahani-Phalguni walks out of her house. See more in today's episode. 7.00: Sports Review- Watch highlights of IPL's final fight between CSK and MI's. 8.30: - In news today: Meet Palit Jodi who is in the thick of controversy over IPL. 10.30: News at Bedtime- A nightcap of the day's most important events. 11.00: MOMA: Art of Living- A fascinating documentary that helps you enjoy the difference forms of rural art in India. 12.00: Late Night drama- Reflections from Barkha on parliament today.	6.00 p.m.: News In-Depth – an In-depth coverage of the most important national and international news stories. 7.00: Nature Revealed- A documentary that takes a look at the beautiful universe of the Bandipur National Park. 7.30: World Masters- Live coverage of world badminton championship from Peking. 9.30: It's Your Money- Popular game show that makes or breaks the player depending on how they place their bets. 10.30: Green Park- Stephen King's latest movie on monster madness to scare you silly. 0.30: Late Night News- catch up on the news you missed out during your busy day.	6.00 p.m.: Travel Abroad - This week Dev and Rea take us on a trip to sunny California! 6.30: Enemies-watch another entertaining episode of the four enemies. 7.00: The Bikers- watch the action in the thrilling reality show. 9.00: Film Fare award night-be with the dazzling stars in the glittering award ceremony. 10.00: Slim Fit- A guide to losing weight to be fit and healthy. 11.30: Review The Three Idiots- Aamir and Maddy come together to showcase their new movie Three Idiots. 1.00: Countdown- a close look at India's participants to the Miss world contest-their trial and triumphs

Answers:

- a. No
- b. No
- c. Travel Abroad
- d. 9pm
- e. Slim fit
- f. Sports review, 7pm STAR Minus
- g. world Masters-7.30 24X30
- h. Ace TV 11.30 Review
- i. at least six times
- j. yes

### 3. Activity on Intensive reading:

Is intensive reading really reading?

This question may seem a bit strange. Obviously, intensive reading is at least one kind of reading, a slow, careful reading style that is appropriate for very difficult texts. However, in many ways, intensive reading is really more of a language study method than a form of reading. Intensive reading is useful for English study because its slow speed allows students to stop and look new words up in the dictionary; it also allows students to pause and carefully study long or difficult sentences to get a better understanding of their grammar.

However, intensive reading alone will not make students good readers. In fact, too much intensive reading may actually cause students to develop bad reading habits. For example, because intensive reading requires students to pay attention to every detail, it often encourages the habit of paying more attention to the vocabulary and grammar of a text than to its overall meaning. It also encourages the habit of reading English very slowly, and students who become accustomed to reading English in this way often never learn to read any faster. Finally, intensive reading tends to be relatively boring, so students who fall into the habit of reading everything intensively often come to dislike reading in English.

The main reason why we read extensively is to understand the meaning of the text, usually as quickly as possible, so extensive reading is more like "real" reading than intensive reading is. In order to become good readers, students need to practice reading extensively as well as intensively. It is important for students to use intensive reading especially so that they can study a text's grammar and vocabulary. They also need to read intensively if a text is very difficult. But it is equally important for them to spend time reading texts in an extensive style, focusing mainly on the meaning of the text, not stopping to look up every new word.

Furthermore, to become good readers, students need to read a lot - entire books or magazines - instead of just short articles or passages from English textbooks. Just as a runner must run a lot every day in order to build muscles for running, good readers need to read frequently and extensively to build good reading skills.

According to the passage, what are the main purposes of intensive reading?

- a. What are some things students can learn through intensive reading?  
It allows students to stop and look new words up in the dictionary; it also allows students to pause and carefully study long or difficult sentences to get a better understanding of their grammar.
- b. What are some bad habits that intensive reading may encourage?  
Since intensive reading requires students to pay attention to every detail, it often encourages the habit of paying more attention to the vocabulary and grammar of a text than to its overall meaning. It also encourages the habit of reading English very slowly, and students who become accustomed to reading English in this way often never learn to read any



faster. Finally, intensive reading tends to be relatively boring, so students who fall into the habit of reading everything intensively often come to dislike reading in English.

- c. What is the main purpose of extensive reading?  
The main reason why we read extensively is to understand the meaning of the text, usually as quickly as possible, so extensive reading is more like "real" reading than intensive reading is.
- d. How do students become good readers?  
Students need to read a lot - entire books or magazines - instead of just short articles or passages from English textbooks.
- e. What would help students to develop good reading skills?  
Just as a runner must run a lot every day in order to build muscles for running, good readers need to read frequently and extensively to build good reading skills

## Lesson 14

### Reading Comprehension



#### Practice

Read the following passage and answer the questions:

Remove the extra word from the passage below:

Answers:

1	We all rely on answering machines and voice mail. Yet <u>a</u> research shows that they are	a
2	among the most hated things in business life. What's worse, you can easily upset	
3	callers with a bad message. Here it is how to improve your message. First state your/	it
4	your company's name. It is frustrating enough not to have speak to someone without	to
5	wondering if you have even so reached the right person. Ask callers to leave their	so
6	name, reason for calling and phone no. Also, if you leave out an alternative no., say it	out
7	slowly. It's a good idea to let the people know when you will pick up your messages.	the
8	Next, make sure of the bleep sounds immediately after the outgoing message. It is	of
9	irritating for callers to have to start there message all over again because the bleep	their
10	interrupted them. Researchers say that seven out of ten callers do not leave messages	
11	so far it may be better to get a phone answering service to handle your calls.	far
12	In the end, it will cost you too much less to pay an agency to handle your callers	much
13	than to lose a client but who is unable to get through to you.	but

## Lesson 15

### Business writing



#### Practice

### 1. Exercise on Accuracy, Brevity and Correctness:

Sometimes using too many short sentences can make e-mail messages difficult to read. Here are a few such examples. Try joining the sentences using conjunctions like and, but, however, although, besides, etc.

- a. There was a technical problem. The server went down. The technicians had left by then.
- b. You had sent the query last week. We had sent the solution yesterday. You may not have seen it.
- c. Our company has the culture of hard work. Our executives seem to be facing burnout. We need to improve their efficiency.
- d. Short sentences are easy to write and understand. Long sentences are confusing. A simple writing style is always recommended.
- e. All business messages should be courteous. People like to be treated with respect. It is inappropriate to use a style that makes others feel humiliated.

#### Answer

- a. There was a technical problem and the server went down, besides the technicians had left by that time.
- b. You had sent the query last week and we had sent the solution yesterday, however you may have not seen it.
- c. Our Company has the culture of hard work due to which our executives seem to be facing burnout, hence we need to improve their efficiency.
- d. Short sentences are easy to write and understand wherein long sentences are confusing; hence a simple writing style is recommended
- e. All business messages should be courteous as people like to be treated with respect, therefore it is inappropriate to use a style that makes others feel humiliated.

### 2. Rewrite these sentences to make them crisp.

- a. As requested, I have attached the latest report and feel sure that you will find it useful to make your presentation, particularly to the clients who are onsite who have specific requirements regarding the new project.
- b. Working in this team requires a great deal of specialist knowledge, including mastery of the complex documentation, an awareness of the various methods of data processing available and the ability to interact with customers located in various global locations.
- c. One of the most difficult aspects of communicating with people who you have not face to face is establishing a personal relationship with them in order to show them that you are not just a distant voice somewhere but a real person, a part of the team.

#### Answers:

- a. As requested, I have attached the latest report. I am sure you will find it useful to make your presentation to clients' onsite, who have specific requirements regarding the new project.
- b. Working in this team requires a great deal of specialist knowledge including mastery of complex documentation, awareness of various data processing methods and client interfacing skills.
- c. It is difficult to establish a personal rapport/relationship when the communication is not face to face.

### 3. Correct the punctuation mistakes in this e-mail.

- a. i am afraid that we have not been able to contact you by telephone as my colleague called throughout the day yesterday at half hourly intervals but was told that you were not available so please contact me as soon as possible as we need to check a number of details in your order

- b. you can reach me by phone at any time this afternoon or tomorrow morning and our office hours are 9 to 6 so you can leave a message for me to call back if necessary

Answers:

- a. I am afraid, that we have not been able to contact you by telephone. My colleague called throughout the day yesterday at half hourly- interval's but was told that you were not available; please contact me as soon as possible. We need to check a number of detail's in your order.
- b. You can reach me by phone at any time this afternoon or tomorrow morning. Our office hours' are 9 to 6. You can leave a message for me, to call back if necessary.

## Lesson 16 &17

### Essay Writing



### Practice

1. Identify the style required to write on this topic. Write a 200 word essay and get it reviewed by your buddy/mentor.

1. In today's world what plays an important role? Is it the Knowledge that you possess or the Money that you earn? Compare both the aspects.
2. Persuade your friend on your view that reality show provides a platform for the youth of today to display their talents.
3. Evaluate the adage, "First Impression is the best impression and this impression always plays an important role in the life of an Individual."
4. Describe the beautiful Infosys Campus ay Mysore DC.

Answers:

1. Comparative
  2. Persuasive
  3. Evaluative
  4. Descriptive
5. Categorize the topics into the right slot:
1. Fresh Food Vs Canned Food
  2. White tiger is a great book
  3. My cat has blue eyes
  4. Global climate change is made by man
  5. Harry Potter series is one of the best, I have ever read
  6. Spectacles Vs. Contact lenses
  7. An apple a day keeps the doctor away
  8. My watch has three colours with a leather strap
  9. Soft skills add value to an individual
  10. Star movies Vs HBO

Answers:

1. comparative
2. persuasive
3. descriptive
4. Evaluative

5. persuasive
6. Comparative
7. Evaluative
8. descriptive
9. evaluative
10. comparative

## Lesson 18

### Précis Writing, Memos and Short Notices

Form groups and assign a topic each group to write the memo. Facilitator has to correct them on structure, grammar, content etc.

## Lesson 19

### Auxiliary Verbs



### Practice

1. Underline the verbs in the following sentences; say whether they are transitive or intransitive verbs:

- a. He picked up the bill for discussion.
- b. The road ran across the field.
- c. Put the tent here.
- d. The sun rises in the East.
- e. The tiger jumped into the well.
- f. The men built the bridge.
- g. The walls fell over.
- h. You are irritating me.

Answers:

- a. He **picked** up the bill for discussion.
- b. The road **ran** across the field. (Intransitive verb)
- c. **Put** the tent here. (Intransitive verb)
- d. The sun **rises** in the East. (Intransitive verb)
- e. The tiger **jumped** into the well. (Intransitive verb)
- f. The men **built** the bridge. (Transitive verb)
- g. The walls **fell** over. (Intransitive verb)
- h. You are **irritating** me. (Intransitive verb)

2. Complete the following by adding suitable objects:

- a. The child broke.....
- b. Most people dislike.....
- c. The dacoit killed.....
- d. He is making.....
- e. He sold.....
- f. A goldsmith makes.....

Answers:

- a. The child broke **the toy**.
- b. Most people dislike **winter**.
- c. The dacoit killed **women**.
- d. He is making **rice**.
- e. He sold **his house**.
- f. A goldsmith makes **golden chains**.

3. Choose the right words from the brackets:

- a. The horse (flew, blew, galloped) hard that day.
- b. A boat (floats, flows, sails) on the river.
- c. They (hang, hanged, hung) pictures on the wall.
- d. The teacher (abused, appointed, praised) the children that day.
- e. The banker (hurried, wandered, ignored) the people around him.
- f. The bird has (flown, flew, flowed) its coop.
- g. Mother (lay, laid, put) the breakfast on the table.

Answers:

- a. The horse galloped hard that day.
- b. A boat sails on the river.
- c. They hung pictures on the wall.
- d. The teacher praised the children.
- e. The banker ignored the people around him.
- f. The bird has flown after resting.
- g. The Minister laid the foundation for the hospital.

4. Identify the transitive and intransitive verbs in the following:

- a. We were angry.
- b. The gates are closed.
- c. She was watching the T.V.
- d. He was detained over raging a junior college mate.
- e. Karna applied for medicine at the college.

Answers:

- a. We were **angry**. (Intransitive verb)
- b. The gates are **closed**. (Intransitive verb)
- c. She was **watching** the cookery show on TV. (Transitive verb)
- d. He was **detained** over ragging a junior college mate. (Transitive verb)
- e. Karna **auditioned** for DJ at the night club. (Intransitive verb)

## Lesson 20

Link Expressions, Question tags



Practice

1. Fill in the blanks using the right link expression:

(Though, Otherwise, hence, as soon as, since, nevertheless, until, therefore)

- a. The team hopes to complete the order on time ----- they will be in trouble.
- b. \_\_\_\_\_you receive the email, let us know.
- c. Our company is downsizing, \_\_\_\_\_ we are not taking in new recruits.
- d. \_\_\_\_\_ last week, we are having major power cuts.
- e. Ram is not a good worker, \_\_\_\_\_ he got to go onsite.
- f. \_\_\_\_\_ we get the information from the management, we are in the dark.

Answers:

- a. otherwise
- b. As soon as
- c. hence
- d. since
- e. nevertheless
- f. until

2. Fill in the blanks with the right question tags.

- a. Tom works at Infosys, \_\_\_\_\_?
- b. They are going home for the weekend, \_\_\_\_\_?
- c. Asha is coming for the movie with us, \_\_\_\_\_?
- d. I am not smart, \_\_\_\_\_?
- e. John and Jane don't talk to each other, \_\_\_\_\_?
- f. You haven't completed the assignment, \_\_\_\_\_?

Answers:

- a. Doesn't he?
- b. Aren't they?
- c. Isn't she?
- d. Am I?
- e. Do they?
- f. Have you?

## Lesson 21

### Voice



### Practice

1. Identify the Active and Passive sentences from the following:

- a. The building was owned by a rich businessman
- b. The ball missed the goal
- c. The children looked after their father
- d. Most of the work was done by her
- e. He raised his face to the sky

- f. Evil ministers surrounded her
- g. They hired a car to travel to Delhi
- h. He won the match by a goal

Answers:

- a. The building **was owned by** a rich businessman. (Passive voice)
- b. The ball missed the goal. (Active voice)
- c. The children looked after their father. (Active voice)
- d. Most of the work **was done by** her. (Passive voice)
- e. He raised his face to the sky. (Active voice)
- f. Evil ministers surrounded her. (Active voice)
- g. They hired a car to travel to Delhi. (Active voice)
- h. He won the match by a goal. (Active voice)

2. 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:

- a. The cleric wrote a letter
- b. 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

## Lesson 22

### Modifiers, Collocations, Phrasal Verbs



### Practice

1. From the following pair choose the right one:

Answers:

- a. I almost watched the whole movie.
- b. I watched almost the whole movie.**
  
- a. We read that the company is expanding in the annual report.
- b. In the annual report, we read that the company is expanding.**
  
- a. My computer nearly stopped five times today.
- b. My computer stopped nearly five times today.**

2. Choose the right collocation:

Answers:

- a. Raj was not very confident to (give/**make**) a suggestion in the discussion.
- b. Sam had to step out of the session to (do/**make**) a telephone call.
- c. Infosys will always (do/**make**) an attempt to keep our customers delighted.
- d. The beleaguered Hockey team tried their level best to (**win**/beat) a match in the tournament.
- e. The team will require all details to (put/**carry**) out a plan of action.

3. Look at the following sentences. What do the expressions in bold mean?

- a. He got **held up** in the traffic during the rush hour.
- b. They **called off** the program due to low nominations.
- c. Where are you **put up**?
- d. The client was **put off** by the poor hospitality shown towards them.
- e. I need to **wash up** before the meeting.

Answers:

- a. delayed
- b. cancelled
- c. staying
- d. disappointed
- e. prepare

4. Match the verbs and prepositions to form different phrasal verbs. Write a sentence using the phrasal verb formed.

give	off	Give up, give out, give in
stand	out	Stand out, standoff, Stand in, stand up, stand on



make	down	Make do, make up,
hold	in	Hold on, hold up, hold out
speak	on	Speak on, speak up, speak down, speak out
keep	do	Keep off, keep out, keep down, keep on, keep up
stuck	up	Stuck off, stuck out, stuck down, stuck in, stuck on, stuck up

## Lesson 23

### Compound, Countable, Uncountable Nouns



### Practice

1. Match the following list of words to create compound words:

office	manager	Office manager
business	team	Businessman
executive	hunter	Executive director
mailing	computer	Mailing list
head	director	Head hunter
marketing	call	Marketing strategy
conference	shake	Conference call
Sales	strategy	Salesman
over	house	Overhead
key	list	Keyboard
hand	head	Handshake
green	system	Greenhouse
Project	man	Project team
personal	board	Personal computer

2. Form sentences using the following compound nouns:

- Breakdown- The breakdown in the server created a lot of commotion.
- Outcome- we are expecting positive outcome from this negotiation.
- Cut back – the economic crisis has resulted in a severe cut back on expenditure.
- Drop-out- The team decided to drop out of the contest due to work load.
- Feedback- The trainer was thrilled to get a positive feedback from the class.
- Hold-up- there was a hold up in the traffic due to an accident.
- Makeup- We had to make up for the poor presentation with some fun activities.
- Output- the output of all this hard work was not worth the pain.
- Set-back- it was a severe setback when we lost the deal.
- Stand-in- I had to stand in for the meeting as my manager was on leave.
- Takeaway- there was great takeaway for the group from the seminar.
- Weekend- we plan to work right through the weekend.
- Chairperson- the chairperson was the first to arrive for the conference.
- network- we need to build a good network to move up the ladder
- Software- The software that is required for this work is expensive.

3. Identify and segregate the countable and uncountable nouns:

Countable- Information, accommodation, water, understanding, baggage, wood, cheese, garbage, knowledge  
Uncountable- person, bottle, dollar, suitcase, coin, animal, women

## Lesson 24

### Report Writing



#### Practice

Activity:

Activity:

You college has conducted a cleanliness drive and a seminar on waste management last week. This event was very well appreciated by all the participants and the local populace. In fact the college wants to make it an annual event. You are part of the group of volunteers who took part in this drive,. Your college principal has asked you to give him a report on-

- The event
- what went well
- the challenges faced
- Recommendations on how it can be improved for the next time.

Write a report using a standard report template and ensuring all the guidelines is followed.

Note: Facilitator can change the activity to suit the requirements of the batch.

## Lesson 25

### E mail writing



#### Practice

To : Rajesh

Sub: **Status Update-CARISTA**

**Hi/Dear** Rajesh,

This is to \_\_\_\_\_(note/check /**update**) you that the three \_\_\_\_\_(**modules**/pieces/codes) of the CARISTA project, i.e. Billing, Dispatch and Tracking are on \_\_\_\_\_(**schedule**/time/plan).

\_\_\_\_\_ (**unfortunately**/sadly/on the other hand) the order entry module has been \_\_\_\_ (**delayed**/held up/overdue) by two days due to a/an \_\_\_\_ (flaw/dysfunction/ **error**) in the ZED code. (But/**however**/not to worry) we are working overtime to \_\_\_\_\_(change/**rectify**/convert) it.

Please \_\_\_\_\_ (ask/**revert**/check) if you have any \_\_\_\_\_ (doubts/**queries**/confusion).

Thanks & Regards,

Amish

To: Sumesh

Sub: **Unable to take up CR**

**Hi/Dear Sumesh,**

As \_\_\_\_\_ (mentioned/**discussed**/spoken) with you last week, I plan to go on leave from Wednesday for two weeks. I have already \_\_\_\_\_ (planned/**made**/prepared) all the necessary arrangements to travel and have handed over my tasks to Sumit.

\_\_\_\_\_ (**therefore**/regret/so) i will not be able to take up the CR from the client as it would \_\_\_\_\_ (need/**involve**/mean) a lot of effort and additional time which I will not be able to \_\_\_\_\_ (**spare**/give/contribute) at this point in time.

I \_\_\_\_\_ (ask/**request**/recommend) you to please suggest one of our team members for this initiative. Once I am back from my leave, I \_\_\_\_\_ (**assure**/promise/ guarantee) you that I will be ready for any additional tasks.

**Thanks & Regards,**

Ashish

To: Team\_USP

Sub: status meet

**Hi/Dear** team,

As you are \_\_\_\_\_ (knowing/**aware**/conscious), lately there have been certain \_\_\_\_\_ (problems/**issues**/worries) that have hindered our \_\_\_\_\_ (task/mission/**deliverables**) and have created slip ups in our timelines.

Today's meeting will \_\_\_\_\_ ( look/ tackle/**address**) the following concerns:

- a. XXXXXXXXXXXX
- b. YYYYYYYYYYYY
- c. ZZZZZZZZZZZZ

We need to \_\_\_\_\_ (work out/**brainstorm**/ devise) on ways to overcome the \_\_\_\_\_ (droop/**slump**/failings) in our performance and get the project back \_\_\_\_\_ (**on track**/running/moving).

Will look forward to your \_\_\_\_\_ ( **active**/sincere/interactive) participation today.

Thanks & Regards,

Nimesh

To: Flex.com

Sub: **information on Adobe Fex**

I am \_\_\_\_\_ (**undergoing**/undertaking/enduring) the e-learning course on Adobe Flex on LMS  
\_\_\_\_\_ (yet/**but**/except)I am unable to \_\_\_\_\_ (**download**/copy/transfer) the application to my system \_\_\_\_\_

(since/**because**/for) I do not have the Flex builder on my system.

Is Flex builder the only way I can code Flex applications? \_\_\_\_\_ (**if not**/if so/ thus) can we write the code on a notepad and \_\_\_\_\_ (**copy**/transmit/move) it like we do in Java?

I have tried \_\_\_\_\_ (surfing/**browsing**/probing) Infy wiki to get some answer on this, but there are none. Hence I have approached you for \_\_\_\_\_ (help/ **assistance**/aid).

Thanks for any \_\_\_\_\_(data/**information**/ facts) provided.

Regards,

Ramesh

To: Ganesh

Sub: **\_Additional resources needed**

Hi Ganesh,

Due to a \_\_\_\_\_ (**bug**/worm/germ) detected last week in the EUI package, the team has not been able to \_\_\_\_\_ (**deliver**/transfer/send) the module \_\_\_\_\_ (on/in/before) time. We are in the process of \_\_\_\_\_ (**fixing**/correcting/clearing) the defect and it will take considerable amount of \_\_\_\_\_ (**rework**/recoding/redoing) to set it right. To \_\_\_\_\_ (create/**complete**/finish) the module on time, we may require \_\_\_\_\_ (**additional**/further/more) resources from the AXL project team.

I request you to \_\_\_\_\_ (delegate/**assign**/direct) three people for a week to help us reach our \_\_\_\_\_ (aim/**target**/intention)

**Thanks & Regards,**

Samish

To: PSB\_MYS

Sub: **policy on taking copies**

Team,

We had a \_\_\_\_\_ (**meeting** / get together/ face to face) with CCD head Ganesh regarding the file server inside the ODC (offshore development center) which uses the client network.

As per the security policy, Infosions should not be taking \_\_\_\_\_ (spares/duplicates / **copies**) of any data which is in the client network inside the ODC. \_\_\_\_\_ (further/**based**/ in lieu) on these instructions we have stopped taking copies of the file server.

Also, we need to stop using the file server and move them back to your \_\_\_\_\_ (particular/relevant/**respective**) share point portal or any other \_\_\_\_\_(link/ page/ **folder**) given by the corresponding system managers for storing the documents.

Please \_\_\_\_\_ (**move**/push/ shift) all your documents from the file server by eod. CCD will be deleting the project folders from the file server after 8pm.

Please contact me if you need any \_\_\_\_\_ (**assistance**/help/backing) regarding this.

Thanks,

Suresh

## Lesson 26

### Email practice



#### Practice

Facilitator to get the students to write email on specific situations. This can be done either in groups/pairs or individually. The facilitator can go around and check the writing for etiquette, grammar, sentence construction, spellings, structure etc.

## Lesson 27

### Vocabulary



#### Practice

1. Write the meaning and a sentence for the given Idioms and Phrases:

- a. As cool as a cucumber- A person who is as cool as a cucumber is a person who is not anxious, but relaxed and non-emotional." Jim is unflappable, even in a crisis he is as cool as a cucumber!"
- b. Be on the ball- If you are on the ball, you are aware of what is happening and are able to react to the situation quickly and intelligently. "Tim is always on the ball, he is aware of all that's happening around."
- c. Bear the brunt- A person who bears the brunt of something is the one who suffers the most when something bad or unpleasant happens. "When things go wrong, his assistant always has to bear the brunt of his anger."
- d. Cutting edge- This expression refers to the newest, most advanced stage in the development of something." The company is at the cutting edge of aeronautics."
- e. Deliver the goods- If a person delivers the goods, they do what is expected of them or what they have promised to do. "Let's hope that new whiz-kid the boss hired can deliver the goods!"
- f. Explore all avenues- If you explore all avenues, you try out every possibility in order to obtain a result or find a solution. "We can't say it's impossible until we've explored all avenues."
- g. Fast track something- If you decide to fast track something, such as a task or project, you give it high priority so that the objective is reached as quickly as possible. "In view of the number of homeless, it was decided to fast track the construction of low-cost housing."
- h. Go the extra mile- If you go the extra mile, you do more than what is expected of you. You can count on Tom; he's always willing to go the extra mile."
- i. Hard as nails- A person who is hard (or 'tough') as nails is unsentimental and shows no sympathy. "Don't expect any sympathy from him. He's as hard as nails."
- j. Hidden agenda- If a person or organization has a hidden agenda, they have hidden interests or ulterior motives. "I can guarantee that we have no hidden agenda. Our intentions have always been clear."

## 2. Words to be used for the Business Quiz:

- a. Best of breed- best in class
- b. Customer centric-customer focused/driven
- c. Core competency- what we specialize in
- d. End to End-the whole process
- e. Out of the box- creative, innovative
- f. Push back-change the others opinion, negotiate
- g. Quick win- easy to achieve
- h. Scalable-can be enlarged for a bigger group
- i. Seamless- effortless, easy
- j. Turn-key-one that is complete
- k. Upskill- develop/enhance skill set
- l. win-win- good/works for both the parties

## Lesson 28 and 29

### Individual presentations

## Lesson 30

### Wrap up

- Feedback
- Recap of learning
- Planning for further skills enhancement

The participants can work in groups to create a poster on what they have learnt and explain it to the class.

### About Infosys

Many of the world's most successful organizations rely on Infosys to deliver measurable business value. Infosys provides business consulting, technology, engineering and outsourcing services to help clients in over 30 countries build tomorrow's enterprise.

**Infosys** | Building  
**Tomorrow's** Enterprise

For more information, contact [askus@infosys.com](mailto:askus@infosys.com)

[www.infosys.com](http://www.infosys.com)