

Syllabus

Title - communication skills for employability - I
course code - 23ENSDL201

[MCQ's - $70 \times \frac{1}{2}$]

Unit - I, Grammar - I

1. Types of sentences
2. Modals
3. Conjunctions
4. Subject-verb Agreement
5. prefixes and suffixes
6. Synonyms and Antonyms

Unit - II, Grammar - II

1. Tenses
2. Question tags
3. Correction of sentences and completion
4. Contextual vocabulary
5. words often confused
6. Transformation of sentences (voice/speech/Degrees)

Unit - III, vocabulary

1. word Analogy
2. para completion
3. one word substitutes
4. spelling test
5. Idioms and phrases
6. Joining sentences.

Unit 2 * Types of Sentences

A sentence is a group of words that makes complete sense by itself.

Every sentence has two parts, namely a subject and a predicate.

Kinds of sentences: Based on the meaning they convey there are four kinds of sentences. They are:

1. Assertive/Declarative sentences
2. Interrogative sentences
3. Exclamatory sentences
4. Imperative sentences

① Assertive/Declarative sentences:

- They declare or state something.
- Can be affirmative (+ve) or negative (-ve)
- Always followed by a full stop.

Ex: The school opens today.

② Interrogative sentences: (Questions)

- They ask questions
- we place the auxiliary verb before the subject
- we always put a question mark at the end of an interrogative sentence.
- Questions are different types

Ex: Is she a doctor?

Who is he?

③ Exclamatory sentences: (exclamations)

- Express sudden strong feelings of surprise, anger, appreciation, shock etc.
- Begins with what or how
- Ends with an exclamation mark (!)

Ex: what a beautiful sight!

How melodiously she sings!

Exercise - 1

1. The sun rises in the east. (Assertive)

2. Don't touch that! (Exclamatory)

3. She is a doctor. (Assertive)

4. Please be quite in the library. (Imperative)

5. Where are you from? (Interrogative)

6. The capital of France is Paris. (Assertive)

④ Imperative sentences: (Request/Command/Advice/Suggestion)

- Express a command, an order, a request, an advice, suggestion.
- They begin with a verb and the subject 'you' is implied.
- In sentences that are requests, usually 'please' is used to begin the sentence followed by the verbs.

Ex: Come here.

Please listen to me.

Take the medicine twice daily.

Do your homework properly.

* Modals / modal auxiliary / Modal verbs :

Modal auxiliaries are a special set of verbs which are used before ordinary verbs.

The ~~most~~ :-

Be forms - is, am, are, was, were - 5

Do forms - do, does, did . - 3

Have forms - has, have, had - 3

Modals - can, could, may, might, must, shall, should, will,

would, ought to, used to, need, dare - 13

Total 24 helping verbs

The most commonly used modals are to express -
permission, possibility, ability, necessity, obligation, suggestion,
promise, wish, courage, prohibition, intention, request,
duty...

Usage:-

1. Ability - can, could

2. obligation, Advice, suggestion - should, must, ought to

3. permission - may, can, could

4. possibility - may, might, can, could

5. prohibition - must not, ought not to

6. Request - would, won't, can, could

Examples:

• She can dance very well (Ability)

• Would you tell me the time (Request)

• This statement may be true (Possibility)

- You must take medicine twice a day (Advice)
- I can lift this box (Ability)

→ finite verb - The verb that can change according to the tense.

Ex: she seeks a novel

she is seeking a novel

she has seen a novel

→ nonfinite verb - The verb that cannot change according to the tense.

Ex: she likes baking cakes

v v
 non-finite

she is liking baking cakes

→ Transitive verb - The verb in a sentence having complete meaning (S + V + Obj).

Ex: Birds are flying in the sky

S V Obj

* Conjunctions: (Joining words / Linkers / connectors)

Conjunctions are words to join words, phrases, clauses and statements.

Kinds of conjunctions:

1. coordinating conjunctions
2. correlative conjunctions
3. subordinative conjunctions
4. compound conjunctions

1) coordinating conjunctions:

They join statements of equal rank.

Ex: the bus arrived and the students got into it.

and, both... and, no less... than, still, whereas, or, so, for...

- He is no less ~~no brighter~~ than his sister.
- she is clever still ~~but~~ yet she is lazy

2) correlative conjunctions:

They also join statements of equal rank. They appear as pairs and are used in pairs.

Ex: either... or, neither... nor, not only... but also, as... as, so... as, scarcely... when

- Divya is both a dancer and a singer.
- Either listen to my class or leave the class

3.) Subordinating conjunctions:

They also join statements of unequal rank. (complex sentences)

Ex: who, where, while, because, since, so---that, if,

unless, though, although, as---

I felt happy when I won an award.

• since I didn't pay the fee, they sent me out

4.) Compound conjunctions:

They also join the statements.

Ex: as soon as, as well as, so, but, and

• Ramesh as well as sohan are hard working.

• He is clever but lazy.

* Subject-verb Agreement (concord)

A finite verb in a sentence always agrees with its subject in number and person.

Ex: The student is in the auditorium.

singular singular
subject verbs

The students are in the auditorium

Rules:

1) When two nouns are joined with and, and

refers to the same person or thing or concern

One idea, they take the singular verb.

Ex: Rice and fish curry is my favourite dish.

Two nouns

Singular
verb.

2.) When a plural noun is used for distance, weight, and amount of money as a single figure or quantity, it is regarded as singular and take singular verb.

Ex: Three kilometers is quite a long walk.

Five thousand rupees is donated by this gentleman.

3.) When ever we use 'a pair of ...' we use a singular verb.

Ex: A pair of scissors is kept here.

A pair of socks is washed.

4.) A singular verb is used when any one of the following is the subject of a sentence.

anyone, Everyone, someone, none, another, anybody, everybody, somebody, nobody, Anything, Everything, something, nothing, each other, either.

Ex: Everyone in our class has paid the money

Either of two girls is accompanying you.

was - singular
were - plural

has - singular verb
have - plural verb

5) If the verb subject and the verb are separated by a group of words, the verb must agree with the subject.

Ex: The man, in blue shirt suit is my father's friend.

The boys, in blue uniforms are my classmates

6) When 'either...or' and 'neither...nor' are used in a sentence with nouns or pronouns, they take singular verbs.

Ex: Either my father or my mother is arranging for my trip.

Neither Rita nor Suman is attending the seminar.

7) If there are two subjects in a sentence, the verb will be plural.

Ex: Aditya and Vikas are preparing for their exams.

8) People, police and cattle are considered as plural, they take plural verbs.

Ex: The police are controlling the crowd.

9) Nouns like trousers, pants, shorts, scissors, socks and spectacles are always plural in form and they take plural verbs.

Ex: My new spectacles are lost.

Your blue socks are in drawer.

(i) when as well as, with or along with are used to join two nouns in a sentence, the verb agrees with noun mentioned first.

Ex: the teachers along with the principal are discussing the board's resolutions.

My sister with all the cousins is going to celebrate New Year's Eve at the club.

(ii) 'Much' and 'a little' take a singular verb.

Ex: Much has already been given.

just a little patience is required.

(iii) whenever we use the words a lot of, a plenty of, for quantity of something, we always use a singular verb, but whenever we use a lot of, plenty of for numbers, we use plural verbs.

Ex: A lot of milk has turned sour.

A lot of boys are visiting the museum.

(iv) With words that indicate portions - percent, fraction, part, majority, some, all and so forth - look at the noun in the of phrase (object of the preposition) to determine whether to use a singular or plural verb.)

Ex: Fifty percent of the laddu has (have/has) disappeared.

The proportion of working women is (is/are) very low.

A small proportion of working women are (is/are) very low

14.) Collective nouns such as team and staff are generally singular.

Ex: The staff is (is/are) in a meeting

The team is (is/are) participating in the tournament

Exercise:

1) Ten years is (is/are) the maximum sentence for that offense.

2) Every one is (are/is) born king, and most people die in exile.

3) Each of the boys plays (play/plays) well.

4.) My dogs along with my cat are (is/are) chasing the ball.

5) My sister or my brothers are (is/are) arriving by flight today..

6) My brothers or my sister is (are/is) arriving by flight today.

7) Cars and bikes are (is/are) used by most people as means of transportation.

8.) After the chief, with all men was (were/was) killed.

9.) Bombay as well as Madras is (are/is) a big city.

10.) Cricket and Football are (is/are) two different games.

* Prefixes and Suffixes

Prefixes:

Prefixes are word parts that added to the root word to change its meaning.

Ex:

- 1.) rework, return, review, recover - re
- 2.) disagree, disappear, - dis
- 3.) preview, protest, - pre
- 4.) misplace, misinterpret - mis
- 5.) international, interact - Inter
- 6.) underestimate, underground - under
- 7.) nonfiction, nonverbal - non
- 8.) Multicolour, - Multi
- 9.) Import, Export, Transport - Im, Ex, Trans
- 10.) Final, malpractice, Semifinal - Final, semi

Suffixes:

Suffixes are key in forming words from root forms.

Suffixes are word parts added to the end of the root word to change its meaning or function.

Ex:

- 1.) Happiness, darkness
- 2.) Enjoyment
- 3.) Attendance, friendship, leadership

* Synonyms and Antonyms

Synonyms: Synonyms are words which mean the same, or almost the same as another word.

word

apparent

-

Synonyms

clear, distinct, evident

band

-

group, strip, belt

calm

-

quite, peaceful

~~desires~~ diligent

-

careful,

certain

-

definite, sure

clever

-

intelligent, smart, bright

cruel

-

brutal, mean, merciless

disgrace

-

shame, dishonour

Catch

-

seize, grasp

cordial

-

friendly

desperate

-

hopeless

abandon

-

leave, desert

fine

-

clear, elegant, nice

faint

-

dim, faded, feeble, weak

heterogeneous

-

miscellaneous

verdict

-

decision, judgement

Zeal

-

passion

fad

-

caze

force

-

compel

impair

-

damage, prevent

oust

-

expel, eject, evict

rigid

-

stiff

wicked

-

evil

various	- several, manifold
rest	- enthusiasm
wearily	- tired
tough	- difficult
scanty	- meagre, insufficient
Sympathy	- pity
nameless	- anonymous
nice	- decent
impartial	- neutral, fair
impolite	- rude
messy	- pity

Antonyms: These words that have opposite meanings are called antonyms.

<u>word</u>		<u>Antonyms</u>
abuse	x	hate
afraid	x	bold, courageous
attract	x	repel
arrive	x	depart
brave	x	cowardice
belief	x	doubt
bitter	x	sweet, delicious
cancel	x	conform
comedy	x	tragedy
contaminated	x	pure
coarse	x	smooth

demolish	X	construct
deep	X	shallow
efficient	X	incomplete; inefficient
fatigue	X	freshness
former	X	latter
abstract	X	concrete
antique	X	modern
ascend	X	descend
bareen	X	textile
casual	X	formal
deny	X	affirm
flattery	X	criticism
idle	X	busy
knowledge	X	ignorance
merciful	X	cruel
nourish	X	starve
rigid	X	flexible
smile	X	frown
serious	X	trivial
passion	X	punish
tease	X	please
zenith	X	base, nadir
wealth	X	poverty