

UNIT - I

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Toasted English

Toasted English : By R. K. Narayan

Introduction to the Author

R. K. Narayan : Rasipuram Krishnaswami Narayanswami, who generally prefers the abbreviated name R. K. Narayan, was born on 10 October 1906, in Madras. He is a recipient of the *Sahityakadem Award* and *the Padma Bhushan*, continues to be one of the most well-known and widely - read Indian novelists. One of India's greatest English - language novelists, he is credited with introducing English - language Indian literature to the world as a whole. His tales were simple, fictitious and praised the humour and vitality of everyday life. In 1935, he published his first book, *Swami and Friends*. The majority of his works, such as *Swami and Friends* are set in the fictitious town of Malgudi, which represents all things Indian while retaining its own identity. R.K. Narayan's writing style was characterised by simplicity and understated wit. On 13 May 2001, he passed away. He narrated tales of common people attempting to live simple lives in a universe that was constantly changing.

Summary of the Text

In the text 'Toasted English', R. K. Narayan shows the difference between American and British English. He begins by describing how 'Toasted English' is an authentic sandwich derived from the English language. Then, using his witty sense of humour, he continues to poke fun at the fact that Americans have discarded everything British, but continue to speak English. He further explains the differences between American and British English, which he calls "toasting." He continues to add that American English is composed of "Passive English" and provides examples such as "Freshly planted, do not enter" instead of "Trespassers will be prohibited." R. K. Narayan provides additional examples of such American passive constructions.

The author believes that by 'toasting,' Americans have developed certain basic key phrases that can be used by anyone, anywhere and whose meaning can be universally accepted with little modification. The author uses the word "check" as an illustration, explaining its various connotations, such as "I'll check" meaning "I'll investigate, look into, analyse, etc." This phrase refers to your boarding pass, token, etc. A "Check girl" is a person who cares for our belongings, such as jackets, umbrellas and other items we bring when we travel to a location. The author provides a few additional examples, similar to those provided previously, to demonstrate that American English can be used in any discussion and still have meaning in the universal lexicon.

Other adjectives he provides are "Fabulous" and "Okay." He relates how a woman he met described her cats as "fabulous," implying that they are eccentric, but we understand the gist and accept it. A young man who is described as "Fabulous" is delightful, disciplined, etc. The author is also fond of the word "Okay." According to him, "Okay" is the simplest - sounding word that does not require a prefix in order to acknowledge the listener. He believes that studying the modification of English words in a nation where it is widespread spoken is worthwhile. A ticket collector in England does not say "Ticket, Ticket"; instead, he approaches passengers with courtesy and expresses gratitude when he obtains the fare. This sentence illustrates the difference between the English being spoken in India and London. In addition to how the tone of a phrase emphasises the significance of a sentence or an emotion. He continues to provide similar examples to facilitate comprehension. From which he emphasizes the root of our nation's language problems.

English for Skill Enhancement

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Questions

Toasted English

The author concludes his essay with the provocative statement that the Bharat variety of English could also exist among us. That English should develop, adapt to Indian tastes and be utilised in everyday conversation. He concludes that Bharat English must adhere to the conventions and integrity of the English language and its grammatical structures, while also bearing the stamp of Swadeshi culture, such as the Madras handicraft industry check shirt or Tirupati doll.

The essay 'Toasted English', demonstrates the distinctions between American and British English with exemplary examples. The author immediately reminded us that, like the Native Americans, the Americans expelled the British from their nation but allowed the English to remain. By renouncing Passive Voice, the English language has been simplified by the Americans. On the notice board, for example, they wrote "Newly planted, do not walk" instead of "Trespassing Prohibited." This method of modifying the English language is referred to as "toasting" by R. K. Narayan. The Americans have created a set of fundamental core words that can be used anywhere and at any time, words with global multipurpose application. Okay, "Yeah" and similar statements are used more frequently.

He then analyses the "bazaar status" of English. The English language is used with finesse in London. After having received the fare and going to issue the ticket, the conductor on a London bus will simply approach the traveler and say 'Thank you' after never saying "Ticket, Ticket."

Finally, he concludes by creating a "Bharat brand of English" by having to adapt English to our requirements. He states categorically that he opposes "mongrelisation" and the transfection of English. The author thinks that Indian English ought to have its own identity, a "Swadeshi Stamp." The writer believes that Indians will develop their own English which is more unique and original than current English.

Q.1 What has happened as a result of the 'toasting' of English in America?

Ans. : 'Toasted English,' according to the author, refers to English muffins that, despite being created in America, still bear the 'English' label as a nod to their heritage.

Q.2 What does 'toasted English' refer to in American restaurants?

Ans. : 'Toasted English,' according to the author, refers to English muffins that, despite being created in America, still bear the 'English' label as a nod to their heritage.

Q.3 How have the Americans simplified the language? Give examples.

Ans. : The Americans simplified the language by separating it from the suffocating tyranny of the Passive Voice. For example, in America, the phrase 'Trespassing Prohibited' on signboards has been replaced with 'Newly Planted', 'Do Not Walk', which is less straightforward than British English and provides no space for speculation. Many American office doors bear a notice that reads, 'Do Not Enter.' Simultaneously, the traffic signs at pedestrian crossings are unambiguous; they simply say 'Go' or 'Wait'.

Q.4 What does the author mean by 'the American National Expression'? Why does it say so?

Ans. : The author expresses how Americans have evolved specific keywords that can be utilised anywhere in the world by using the phrase "the American National Expression." He says this because expressions like 'check,' 'anywhere' and 'anyhow' can be used carelessly and still be considered acceptable for the situation.

Q.5 The author approves and disapproves of American English in certain senses. Give examples to elaborate.

Ans. : The author agrees that Americans have built their own versions of English to fit their tastes and lifestyles, making it simpler, more conversational and more informal.



They liberated themselves from the suffocating tyranny of the Passive Voice in their use of the English language, making it simpler to express themselves. The author, on the other hand, disapproves since it does little to uphold the rule of law and the dignity of grammar. Giving out simplified instructions on the signboard where it is written 'Absolutely Little Parking' is an example of where the author approves of American English, as it provides no space for conjecture and one does not need to spend too much time peeking out and studying the signboard.

Another point of contention for the author is the way American English disrespects the rule of law and the dignity of grammar when someone says something like, 'Were U going, man?'

Q.6 How according to the author, can the mongrelisation of English can be prevented?

Ans. : The mongrelisation of English, in the opinion of R. K. Narayan can be avoided by respecting the rule of law and preserving the dignity of grammar, which keeps the English language on track.

Q.7 How does the author visualize Bharat English?

Ans. : The author envisions Bharat English as upholding the rule of law and the dignity of grammar. He stated that the Bharat brand would have to come to the dusty street, the market place and under the banyan tree with an unmistakable swadeshi stamp, much like the Madras handloom check shirt or the Tirupati doll.

Think and Write

Q.8 Humour is the quality of a literary work that makes the character and situations seem funny, amusing and ridiculous. Do you appreciate humour in the text? Support your answer with examples.

Ans. : Yes, being a reader, I enjoy humour of the text. R. K. Narayan proficiently communicated his thoughts through an interesting narrative that would have otherwise been a completely different case. There are many examples to show humour in the essay. R. K. Narayan refers to American form of English as 'toasted' English because, Americans preserved English language after

removing the British, modified it and made it their own language over time. His exaggeration, one can say 'check' in every setting and believe that it will fit in, is also an amusing way of ensuring the readers the word's vast range of meanings in different contexts.

The essay has a splendid sense of humour. The author uses humour skillfully throughout the text to show various scenarios. Many examples can be cited to show humour in the text. For example, the essay's portrayal of the English language's transformation into 'Toasted English' illustrates humour. Besides, I find the author's overemphasis of the term 'check' as an American National Expression to be amusing. Yet the different examples of signboards mentioned in the text are humorous, to be appreciated.

Q.9 Answer the following questions In about 50 to 100 words each.

i) What is the process of 'toasting of language, according to R.K. Narayan?

Ans. : Americans in their restaurants call English as 'toasted English', referring to English muffins which, though being made in America, now retain English as a sort of concession to their origin. The same may be said of the Americans language too. They also went through a phase of throwing out the British but retaining their own language and letting it flourish on American soil. The resultant language is somewhat different from its British counterpart; it may be said to have gone through a process of toasting. One noticeable result of this toasting is that much of the formalism surrounding the use of English has been abandoned. The 'toasting' of English can also be achieved through other means also. Americans have developed certain basic keywords having universal, multi-purpose use, which may be used anywhere, anyhow.

ii) Why does the author label the word 'check' as the 'American National Expression'?

Ans. : R. K. Narayan gives an example of the word 'check' that may safely be labelled the American National Expression. The British usage confines it to its bare dictionary definitions, while Americans use it anywhere, the expression being so devised that one may blindly utter it and still find that it is suitable for the occasion.

'I'll check' means till find out, investigate, examine, scrutinise, verify or probe. Your check means your ticket, token or whatever you may have to produce. Check room is where you leave your possessions for a while. 'Check girl' is one who takes care of your coat, umbrella or anything else you may leave in custody. 'Check in' and 'Check out' (at first the author heard it as 'Chuck out' and felt rather disturbed) refer to one's arrival in a hotel and departure therefrom. There are scores of other incidental uses for the word. If you are ever hard up for a noun or a verb you may safely utter the word 'check' and feel confident that it will fit in.

iii) How are questions used as suggestions In English?

Ans. : The refinements of usage in countries where English has a bazaar status are worth a study. London bus approaches the passenger and says 'Thank you' and on receiving the fare says again, 'Thank you, sir.' The author found out that one could calculate the number of passengers in a bus by having the total number of 'Thank you' heard. In any Western country if a receptionist asks, 'Can I help you?' it means, 'Have you any business here?' Or it may mean evidently you have wandered off into a wrong place, go away! A man who wants to pass justice burst out, 'What do you mean by standing there gaping at the world while you block everybody's passage?' Stand aside, man! When you send your card in, the busy man's secretary appears and whispers in your ear, would you like to wait? Though the tone is one of consultation, you have really no choice in the matter. The thing to do is not to answer the question but say "Thanks" and look for a comfortable seat in the waiting room, although you may feel like saying, No, I wouldn't like to wait. I have other things to do.

iv) What is the author's attitude in the text?

Ans. : The tone of speaker, in the essay is satirical and ironic because he attempts to make fun of usage of word 'okay' and many other words. The authors attitude is positive towards English as he wants it to become the language of common man. A part of grasping nature seems to be evident in Narayan's attitude towards the English language.

Narayan's position in this regard is quite ambivalent and complex. He is aware that English is the language of the Englishmen, yet he found to have accepted it for practical reasons. The author points the reality of society and how it should be. The author views that the Britishers are thrown away from the country by the Indian, but kept the English in them.

According to R. K. Narayan, the phrase 'toasted English refers to English muffins; though being made in America, now retain 'English' as a sort of concession to their origin. Further, Narayan feels that the time has come when English should come out in the open and become the language of the common man. America, now retain 'English' as a sort of concession to their origin.

Q.10 Answer the following questions In about 250 to 300 words each.

i) What has happened to English in America through the process of 'toasting'? In your opinion, what has language gained and what has it lost through such toasting.

Ans. : Americans have freed the language from the stifling tyranny of the passive voice. Where we should say 'ceremoniously, Trespassing Prohibited, their signboards, as the author noticed in the parks of Berkeley, merely say Newly Planted. Don't Walk. No Parking leaves, no room for speculation and no motorist need to spend too much time peering out and studying the notice. Similarly, authorities are likely to plant a twenty - line inscription across the landscape to say under Municipal Act so and so the area has been reserved, etc. etc. and any vehicle stationed thereon will be deemed to have contravened sub-section so and so of the Motor Vehicles Act, etc. etc. I saw on many American office doors just 'Do Not Enter'. The traffic signs at everyday crossings never mince words, they just say 'Go or Wait.' In a Hollywood studio, the author was rather startled to read Mark Stevens' 'Keep Out.' Mark Stevens is a busy television personality; who does not like to be disturbed by visitors. Incidentally, it left him wondering why, if Mr. Stevens did not like interruption, he announced his name at all on the door! But it is one of the minor mysteries that make travel through that country.

II) What does R. K. Narayan mean by stating that there should be a Bharat brand of English? Has English in India developed unique expressions and usages?

Ans.: According to the author, the time has come to consider the question of a 'Bharat brand' of English. As he has said in the essay on 'English in India', so far English had a comparatively confined existence in our country—chiefly in the halls of learning, justice or administration. Now the time is ripe for it to come to the dusty street, marketplace and under the banyan tree. English should adopt the complexion of our life and assimilate its idiom. The author is not suggesting here a mongrelisation of the language. He is not recommending that we should go back to the days when we heard, particularly in the railways, where are you going, man? Bharat English will respect the rule of law and maintain the dignity of grammar, but still have a swadeshi stamp unmistakably, like 'the Madras handloom check shirt' or 'the Tirupati doll.' How it can be achieved is a question for practical men to tackle.

Q.11 What do you mean by the word 'contravened'?

- a An unfair use b Tyranny
- c Violated
- d In a very polite and formal way

Ans.: (c)

Q.12 Where did the author started to read 'Mark Stevens -- Keep Out'?

- a Hollywood studio
- b Bollywood studio
- c Photo studio

Ans.: (a)

Q.13 Which of the following does not mean 'I'll check' according to R. K. Narayan?

- a I'll find b I'll investigate
- c I'll prove d I'll scrutinize

Ans.: (d)

Q.14 In which bus you will not hear the conductor crying 'TICKET, TICKET'?

- a American b Indian
- c London d African

Ans.: (c)

Q.15 Which of the following words does not mean 'fabulous' in American English?

- a Eccentric
- b Sincere compliment to insinuation
- c Originated by vocal cords

Ans.: (c)

Q.16 What do you mean by the word 'tyranny'?

- a An unfair use
- b An act of thinking about something and planning before doing it
- c Something that you allow
- d Premeditation

Ans.: (a)

Q.17 Where did R. K. Narayan hear a lady declare, 'Oh, those cats of mine are fabulous'?

- a Pennsylvania
- b Wisconsin
- c Alabama
- d Minnesota

Ans.: (b)

Q.18 Which American word from the following, is used mostly?

- a Thank you
- b Okay
- c Please move aside
- d Ticket, Ticket

Ans.: (b)

Q.19 What does the receptionist mostly say in western countries?

- a Can I help you?
- b Do you have any business over here?
- c You came to the wrong place

Ans.: (a)

Q.20 What does the consultant whisper in your ear?

- a Would you like to wait?
- b Excuse me
- c Wait, you are the wrong person. Oops.

Ans.: (a)

Q.21 What does RK Narayan not want to change in India?

- a The political affairs
- b A new Bharat brand of English
- c English to be spoken everywhere in India.

Ans.: (a)

Q.22 What does not R. K. Narayan suggest in the text?

- a Mongrelisation of English
- b Not changing the language
- c Speaking like Americans

Ans.: (a)

Q.23 According to the author, which of the following is unthinkable?

- a Yes sir b Yeah sir
- c Thanks, sir d Thank you, sir

Ans.: (b)

Q.24 What does the word 'sibilant' mean?

- a Eccentric
- b Characterized by a hissing sound

- c Mixing of languages
- d Emanated

Ans.: (b)

Q.25 What do Americans refer to 'Toasted English' in the restaurants?

- a stifling tyranny of the passive voice
- b English cookies
- c English muffins
- d charming lunacy

Ans.: (c)

Q.26 What is word formation?

Ans.: Word formation is the process in which new words are formed by adding an affix, another word or converting from one-word class to another by removing and adding alphabets.

Q.27 Explain the four types of word formation?

Ans.: The four types of word formation are as below:

- Adding prefix
- Adding suffix
- Change from one-word class to another
- Making compound words

Q.28 From Narayan's essay, find two examples of words created through derivation (that have not already been mentioned in this section).

Ans.: Concession, Formalism, comprehensive, mongrelisation, etc.

Q.29 What is the difference between the following processes of word formation? Illustrate your answer with three examples of each word formation process.

i) Back-formation and clipping

Ans.: Back-formation is the opposite of affixation: new words are created by removing a prefix or (more commonly) a suffix from an existing word. Often, the existing, longer word happens to be a noun borrowed from

French, Latin or Greek without a corresponding verb in English and the process of back-formation fills the gap in English vocabulary by creating the verb form. Back-formation usually relies on applying the model of an existing pair of words in English to, say noun that doesn't have a corresponding verb. For example :

- Liaise from liaison
- Televise from television
- Enthuse from enthusiasm
- Loaf from loafer

Clipping creates words by shortening an existing word. The meaning of the original word (or its grammatical class) doesn't change. For example :

advertisement = ad; refrigerator = fridge,
spectacles = specs; internet = net;
mathematics = maths, etc.

II) Compounding and blending

Ans. : Compounding creates words by simply joining two existing words. Neologisms created through compounding often start off as hyphenated words, but over time the hyphen gets dropped from the compound word.

Key + word = keyword; well + known = wellknown;
market + place = marketplace
self + sufficient = self-sufficient.

Blending creates words by combining parts of two or more words. These neologisms are referred to as portmanteau words. A portmanteau word fuses both the sounds of the original words and the meanings of its components. For example :

- Breakfast + lunch = brunch
- fog + smoke = smog
- spoon + fork = spork

III) Clipping and creating acronyms

Ans. : Clipping creates words by shortening an existing word. The meaning of the original word (or its grammatical class) doesn't change. For example :

- Gymnasium = gym
- popular = pop
- telephone = phone

Acronyms are words formed by combining the first letters or syllables of a longer phrase; for example, radar, which is a shortening of radio detection and ranging. For example :

- Light amplification by stimulated emission of radiation = laser
- Self-contained underwater breathing apparatus = scuba
- Graphics interchange format = GIF
- Personal Identification Number = PIN

Q.30 Which methods of word formation are illustrated by the following examples ?

Ans. :

1. robot = bot --- clipping
2. loan + word = loanword --- compounding
3. mis+ spell = misspell ---- blending
4. access (noun) = access (verb) derivation
5. babysitter = babysit clipping
6. British + exit = Brexit blending

Q.31 Look up the meanings of each of the portmanteau words given below. Figure out the original words from which each portmanteau was created. Use each portmanteau in sentences of your own.

Ans. :

1. biopic : biography + picture
2. romcom : Romantic comedy
3. infomercial : information + commercial
4. hangry : hungry + angry
5. emoticon : emotion + icon
6. guesstimate = guess + estimate
7. malware = malicious software
8. frenemy = friend + enemy
9. edutainment = education + entertainment

Q.32 Give some examples of word formation.

Ans. : Here are some examples of the various types of word formation :

- Practical - impractical (adding prefix)
- Purpose - purposeful (adding suffix)
- Silent - silence (making conversion)
- Dining + room - Dining room (making compound word)
- Small - smaller - smallest (by degrees of comparison)

A Q.33 What is prefix ? Explain with examples.

Ans. : The term 'prefix' refers to one or more alphabets added to the stem of a word, mostly to make it negative. The most commonly used prefixes include 'in-', 'un-', 'dis-', 'im-', 'ir-', etc. Look at the examples given below for a clearer understanding of how prefixes are used to form new words. Examples of Word Formation by adding prefixes :

- Just - unjust
- Tidy - untidy
- Happy - unhappy
- Polite - impolite
- Experience - inexperience
- Practical - impractical
- Respect - disrespect
- Understand - misunderstanding
- Comfortable - uncomfortable
- Comfort - discomfort
- Responsible - irresponsible
- Honest - dishonest
- Discipline - indiscipline
- Legal - illegal
- Ethical - unethical
- Potent - impotent
- Important - unimportant

Q.34 What is Suffix ? Explain with examples.

Ans. : A suffix is a short syllable added at the end of a basic word. Addition of suffixes changes the word class of the particular word. The most common suffixes in practice are '-ment', '-ness', '-ity', '-ous', '-tion', '-sion', '-al', '-able', '-ible', '-ive', '-ly', '-ate', '-er', '-or', etc. The following examples illustrate the use of suffixes.

- Comprehend (v.) - comprehension (n.) - comprehensible (adj.)
- Inform (v.) - information (n.) - informative (adj.)
- Invest (v.) - Investment (n.) - Investor (n.)
- Write (v.) - writer (n.)
- Authorise (v.) - authorisation (n.)
- Move (v.) - movement (n.)
- Add (v.) - addition (n.)
- Happy (adj.) - happiness (n.)
- Conserve (v.) - conservation (n.)
- Wide (Adj.) - widen (v.)
- Manage (v.) - manageable (adj.) - manager (n.)
- Courage (n.) - courageous (adj.)
- Brave (adj.) - bravery (n.)
- Profit (n.) - profitable (adj.)
- Quick (adj.) - quickly (adv.)
- Happy (adj.) - happily (adv.)
- Sad (adj.) - sadness (n.)

Q.35 Fill in the blanks by adding a suitable affix to the words on the right (as instructed). In some cases, the original words may need to be modified to ensure grammatical correctness, etc.

Ans. :

1. He wants to befriend me on Facebook. prefix + friend
2. She guesstimate her strength; she lacks confidence. prefix + estimate
3. Our team won the hockey champions. Champion + suffix

4. It is illegal to kill endangered animals. Prefix + legal
 5. She was given a handful of sweets. hand + suffix
 6. You need a combination of hard work and determination to succeed. combine + suffix
 7. Don't be childish. child + suffix

Q.36 Make three words each by using the following prefixes. The meanings of these prefixes are provided.

Ans. :

- contra - (against) : contradict, contrast, contrary
- milli - millionaire, millions, milli(thousandth part)
- mega - (large) : megaflop, megavolt, megadose, etc.
- trans - (through) : transmission, transnational, transliteration.
- uni - (one) : union, unisex, united.
- mono - (one) : monosyllabic, monolithic, monotonous.
- post - (after) : post-mortem, post-delivery, post-pregnancy
- pro - (in front of) : prognosticating, professionalism, Prosper
- multi - (many) : multinational, multistore, multistep

Q.37 Make three words each by using the following suffixes. The meanings of these suffixes are provided.

Ans. :

- -an/-ian (belonging to) : Indian, Asian, Canadian
- -ship (condition of, quality) : friendship, relationship, fellowship.
- -ous (having, full of) : callous, courageous, various
- -ant (one who does an action) : restaurant, consultant, accountant.
- -ee (one who receives an action) : employee, interviewee, examinee.
- -ance/-ence (state, quality, process) : permanence, assonance, vigilance.

Q.38 Guess the answer from the given clues. Each word is taken from R.K. Narayan's essay Toasted English. Then, complete the rest of the table as shown in the example.

Ans. :

Clue	Answer	Word/root	Suffix
E.g. One who drives an automobile	motorist	motor	-ist
One who receives visitors or answers calls	visitor	visit	-tor
The act of using something one owns or the act of owning	authority	authorize	-ity
Having more than one use	universal	universe	-al
A device with a screen for receiving broadcast signals	television	televise	-ion

Q.39 Guess the answer from the clues and complete the rest of the table. Each word is taken from Toasted English.

Ans. :

Clue	Answer	Word/root	Suffix
The action of disturbing someone/something	trespassing	trespass	-ing
A part of something already divided	segment	segmentum	-ment
Too unlikely to be considered a possibility	premeditation	premeditate	-ate

Q.40 Identify the prefixes and suffixes in the following words by splitting them as shown in the examples below : unfortunate = un- + fortune + -ate.

Ans. :

1. disappear : dis + appear
2. autobiography = auto + bio + graphy
3. unbelievable : un + believe + able
4. happiness : happy + ness

- informally : inform + ally
- inexhaustible : in + ex + haustible
- Correction : correct + action
- contentment : content + ment
- methodical : method + identical
- visibility : visible + ability

Q.41 Match each word on the left with its most commonly used synonym on the right.

1. abate	a. useless
2. yearly	b. approach
3. meticulous	c. compulsory
4. appear	d. basic
5. broad	e. clear
6. futile	f. lessen
7. Lucid	g. seem
8. elementary	h. wide
9. wreck	i. destroy
10. Mandatory	j. annually
	k. stressed
	l. careful

Ans. :

- Abate - lessen
- Yearly - annually
- Meticulous - careful
- Appear - approach
- Broad - wide
- Futile - destroy
- Lucid - clear
- Elementary - basic
- Wreck - useless
- Mandatory - compulsory

Q.42 Complete the sentences using words that mean the same as those in brackets. Note that there may be more than one correct answer.

Ans. :

1. She hardly (rarely) plays the violin now.
2. It was a dangerous (hazardous) journey and we were lucky to have escaped unharmed.

- I had to be away from office because of doing (pressing) personal work.
- The bus slowed down at the point (junction).
- We longed (Craved) for a cold drink after the long walk in the heat.
- What a useless (pitiless) man you are!

Q.43 State the rules of word formation with proper illustrations ?

Ans. : Formation of words can be a very interesting exercise but one has to be very careful while adding affixes. There are a few things, one should bear in mind while forming words. Before making any change to the stem of the word, try to analyse what kind of meaning you want the word to convey and what role the word will have to play in the sentence. In most cases the beginning of the base word remains the same. Only when prefixes are added, the word has a syllable added to the beginning of it.

When suffixes are added, there are many examples where we have to remove the last one or more alphabets of the word and add the suffix. However, there are words like 'movement' where the suffix is added without any change in the spelling of the base word.

- Most often, nouns ending in 'er', 'or', 'ist', 'ian', 'ion', 'ment', 'ness' and 'ity'; verbs end in 'ise', 'ate' and 'en'; adjectives end in 'able', 'ible', 'ive', 'ic', 'ed', 'ing' and 'al'; and adverbs normally end in 'ly'.
- When words are formed by conversion, they should be converted accurately, using them in a sentence properly.
- While forming compound words, use the right combination of words.
- Changing from one tense to another also can also be considered a type of word formation as the word is inflected to indicate the twelve different tenses in the English language.
- Forming degrees of comparison is also considered as word formation. Here, the comparative and superlative degrees are formed by adding 'er' and 'est' to the end of the adjective. The comparative and superlative degrees of polysyllabic words are always formed by using 'more' and 'most' respectively along with the adjective.

Test Your Understanding

Q.44 Add prefixes and suffixes to the following words.

- I. Entertain _____
- II. _____ representation
- III. Neat _____
- IV. Invent _____
- V. _____ interpret
- VI. Passion _____
- VII. Remember _____
- VIII. _____ conscious
- IX. Sense _____
- X. _____ acceptable

Ans. :

- I. Entertainment
- II. Misrepresentation
- III. Neatly / Neatness
- IV. Invention
- V. Misinterpret
- VI. Passionate
- VII. Remembrance
- VIII. Unconscious / Subconscious
- IX. Sensible / Senseless
- X. Unacceptable

Q.45 Go through the following words and convert them as directed.

- I. Money (change into adjective)
- II. Brave (change into noun)
- III. Clean (change into noun)
- IV. Prayer (change into adjective)
- V. Resemblance (change into verb)
- VI. Slow (change into adverb)
- VII. Treat (change into noun)

VIII. Confession (change into verb)

- IX. Vary (change into adjective)
- X. Beauty (change into verb)

Ans. :

- I. Monetary
- II. Bravery
- III. Cleanliness
- IV. Prayerful
- V. Resemble
- VI. Slowly
- VII. Treatment
- VIII. Confess
- IX. Various/variable
- X. Beautify

Q.46 What Is a synonym ?

Ans. : Synonyms are different words that have similar meanings. Synonyms occur in all parts of speech, including nouns, verbs, adjectives, adverbs and prepositions. In short, the more synonyms you know, the better you'll be at choosing the best word for what you want to communicate.

For example : One of the most commonly used words, 'good' has a lot of synonyms that mean : fine, excellent, satisfactory, wonderful, superb, etc.

Q.47 What are the types of synonyms ?

Ans. : There are three different types of synonyms, based on how similar the words' meanings are as below :

Absolute synonyms :

• These mean exactly the same thing; there is no difference in meaning. We can use absolute synonyms interchangeably; one can replace another without changing the meaning.

Examples :

- o identical - indistinguishable
- o drink - beverage
- o insect - bug

Partial synonyms :

- These words mean almost the same thing, with only slight differences. What separates them is a degree such as the difference between good and excellent or one word can be a specific type of a more general word - the way a puppy is still a dog.
- If we replace a word with its partial synonym, the meaning changes a little.

- o car - vehicle
- o run - sprint
- o big - gigantic

Near synonyms :

- These are the words having different meanings, but their meanings are still related. These cannot be used interchangeably; if we replace a word with a near synonym, the meaning becomes different. A near synonym is more accurate word choice than the original.

- o smart - witty
- o river - creek
- o hairy - furry

Q.48 What Is an antonym ?

Ans. : These are the words sharing opposite meanings. For example, an antonym of bright is dark and an antonym of up is down. The term 'antonym' comes from 'antonymy', which is the technical grammar term sharing contradictory meanings.

For example : The antonym of big is small; because big and small are opposites.

Q.49 What are the types of antonyms ?

Ans. : As there are different types of opposites, so there are different types of antonyms. The following are some of the notable types :

Complementary antonyms :

- They are also known as contradictory antonyms; these are word pairs where the positive use of one means the negative use of the other. In other words, they have an

either-or relationship : Something can be either one or the other but never both at the same time.

Examples :

- o on - off
- o real - fake
- o alive - dead

Gradable antonyms :

- These are opposite amounts of the same quality. For example, far and near are gradable antonyms because they are opposite amounts of distance.

Examples :

- o new - old
- o hot - cold
- o long - short

Relational antonyms :

- These antonyms play opposite roles in a mutual relationship. For example, teacher and student are relational antonyms : Neither can exist without the other and yet their roles are completely different.

Examples :

- o buy - sell
- o left - right
- o parent - child

Q.50 In each set, select the word that is the closest antonym of the italicised word on the left. Use a dictionary to look up the meanings of words that you are not familiar with.

1. diffident	----	difficult	tolerant
2. extempore	careful	extraordinary	----
3. consent	----	resent	permit
4. amicable	negative	surprising	----
5. ambiguity	----	guilt	liveliness
6. Subside	initiate	ignore	----

Ans. :

1. confident 2. well-prepared
 3. forbid 4. unfriendly
 5. clarity 6. increase

Q.51 Form antonyms for the words given below by either adding, removing or modifying prefixes or suffixes :

Ans. :

1. accurate : inaccurate
 2. injustice : justice
 3. proper : improper
 4. interior : exterior
 5. careless : careful
 6. understand : misunderstand

Q.52 Fill in the blanks by using the antonym of the italicised word given alongside each sentence.

The clue words are taken from R.K. Narayan's essay *Toasted English*. An example is provided for you to follow. Note that more than one correct answer is possible in most cases,

Ans. :

Sentence : Are you free right now ?

CLUE : busy Ans. : free

1. This tool can only be used for this **private** purpose.

2. I found the book very **boring**.

engrossing

3. The survey was in its scope. right now?

comprehensive

4. His habits and routines are quite **eccentric**

eccentric

5. She is careful to always the rules **contravene**

6. Pay attention! We are discussing issues that are **incidental**

Q.53 Sometimes, adding, removing or modifying prefixes or suffixes produces a word that is entirely unrelated to the modified word, instead

of producing its antonym. For example : UNEARTH -prefix UN = EARTH (which is not the antonym of UNEARTH; the antonyms of UNEARTH are : BURY, CONCEAL, HIDE, IMPLANT, etc.). Given below are a list of similar words. Look up the meanings of these words and find the correct antonyms for each of these. Note that there will be multiple correct answers.

Ans. :

- Inflammable : ignitable, combustive, burnable, fiery, incendiary
- Heartless : ruthless, merciless, callous, compassionless, cruel, unfeeling,
- Reckless : cautious, careful, prudent, safe, wary,
- Underhanded : honest, straight, ethical, honorable, aboveboard.
- Egoless : humble, diffident, meek, unassertive, self-critical
- Disgust (verb or noun) : distaste, hatred, nausea, revulsion, horror, repulsion.

Q.54 Identifying common errors in writing with reference to articles and prepositions.

Ans. :**Common errors in the use of articles :**

- Wrong : We live in village.
- Right : We live in a village.
- Wrong : She works in pub.
- Right : She works in a pub.
- A singular common noun (e.g. boy, girl, tree, country, teacher, village etc.) must have an article. A plural common noun can be used with or without an article.
- Wrong : He is best player in the team.
- Right : He is the best player in the team.
- Wrong : She is fastest runner.
- Right : She is the fastest runner.
- The definite article the must be used with superlative adjectives.
- Wrong : The Paris is big city.

- Right : Paris is a big city.
- Wrong : I live in the Mumbai.
- Right : I live in Mumbai.
- If the noun is proper it will take no article. Note that a proper noun is the name of a particular person, place or thing. Examples are : Sam, Mary, India, Paris, London etc.
- Wrong : The iron is a useful metal.
- Right : Iron is a useful metal.
- Wrong : The gold is yellow.
- Right : Gold is yellow.
- Articles are not used with material nouns. Examples are : gold, silver, iron, wheat, rice etc.
- Wrong : We should not make noise.
- Right : We should not make a noise.
- Wrong : I have an urgent business.
- Right : I have urgent business.
- Note these fixed expressions.
- Wrong : Do you sell eggs by kilo or by dozen ?
- Right : Do you sell eggs by the kilo or by the dozen ?

Q.55 Fill in the blanks in the sentences below with A, AN OR THE. In case more than one article can be used, use the one you think would be more appropriate than the other(s). If the blank space does not need an article, indicate this with an X.

Ans. :

1. A peacock is in X danger of extinction.
2. There is an European and Ethiopian among the tourists.
3. X Sanaz I know lives in Bhubaneswar.
4. Sumita found a wallet on her way home. She took the wallet to the police station.
5. We must work to save the tigers from becoming extinct. A tiger is an important part of Ecosystem.
6. Have you had a breakfast.

- 7. There's no school today. The school is being used as polling station.
 - 8. This is a painting of the Western Ghats and that is a photograph of the Mahabaleshwar peak.
 - 9. Mary will go to a school when she is three.
 - 10. Our library has three copies of the Mahabharata.
- Q.56** Insert articles wherever necessary.
- Ans. :**
1. There is a book in my backpack. The Book is very heavy.
 2. Do you know where I left car keys ?
 3. I enjoy reading detective novels, especially ones by the famous author Arthur Conan Doyle
 4. French drink wine, while Americans drink beer.
 5. Group of MBA students from university of Mumbai visited Harvard University in the United States.
 6. The Bible was the first book to be printed by Gutenberg in fifteenth century.
 7. I am fond of the music of Mozart. My grandfather owns an antique piano.
 8. Cloth is sold by a metre. The Metre of this fabric cost me moon.
 9. The Sun is at the highest point in sky at noon.
 10. After humans, chimpanzee is the most intelligent among animals.
- Q.57** Correct the following sentences by using the right articles (or by removing articles where not required).
- Ans. :**
- I am studying for an MA in history.
 - He had spelt the word with 's' instead of 'c'.
 - I always use a HB pencil.
 - In the class, the children were having an arithmetic lesson.
 - My brother is an electrical engineer.
 - The war lasted the almost hundred years.
- TECHNICAL PUBLICATIONS® - an up-thrust for knowledge
- TECHNICAL PUBLICATIONS® - an up-thrust for knowledge
-
- Scanned with OKEN Scanner

- I always get a headache if I don't wear my glasses.
- Swiss are very fussy about hygiene.
- His lawyer produced an important new evidence.
- We must try harder to stop these people from destroying the nature.

Q.58 Some of the following sentences may have errors relating to the use of articles. Rewrite the incorrect sentences correctly.

Ans.:

- oranges and lemons are the citrus fruits.
- Asif is going to visit Oxford University.
- Government needs to enforce pollution laws. The Government around the world need to cooperate in a fight against pollution.
- Have you been to the Nilgiri hills?
- A history is not really Faiza's favourite subject, but she finds the history of Greeks fascinating.
- You can take the Vishakha Express to Mumbai.
- The children have been sent to bed.
- The English language is full of confusing rules. English also has many strange idioms.
- The Gold you buy here, is of the excellent quality.
- The UK laws don't apply to the UAE except at UK embassy.

Common Prepositional Errors

Many prepositions serve multiple purposes; it is quite difficult to decide which preposition to use in a particular situation. It is especially tricky for the prepositions we use after verbs.

Verbs of motion - to vs. in

- Rule 1 :** When the verbs describe the movement from one place to another; they take the preposition 'to'; whereas a verb describes a movement from one place into another, we use the prepositions 'in' or 'into.' This leads to confusion between the two prepositions. For example :

- "I went to London last year." (right)
- "I went in London last year." (wrong)
- Rule 2 :** When we use a motion verb in this way, we use the preposition of movement to. The only exception to this is the verb phrase 'go home', where 'home' is an adverbial noun that modifies the verb. Otherwise we can use it to express going from A to B.
- Here are some examples of motion verbs that take the preposition 'to':
 - Turn to the right.
 - Swim to the shore.
 - Drive to the country.
 - Cycle to work.
 - Walk to school.
 - Run to the store.
 - Move to the left.
- Rule 3 :** Prepositions of movement can be used while describing different relationships between the verb and the object of the preposition. For example :
 - Walk across the road.
 - Run along the river.
 - Cycle round the park.
 - Drive over the bridge.
 - Swim up and down the pool.
 - Went in the school.

Regarding Static verbs - at vs. to

- I arrived at the airport late. (right)
- I arrived to the airport late. (wrong)
- Rule 4 :** 'to' can be used with motion verbs while describing the movement from one location to another. Arrive, however, is considered a 'static' verb, meaning it indicates no movement from point A to point B. Here, the preposition 'at' can be used, that is used to indicate being in a location. Other examples of static verb are being and stay; we also use at rather than to with these verbs, as in :

- I was at the theater last night. (Right)
- I was to the theater last night. (wrong)
- I stayed at my brother's house last night. (Right)
- I stayed to my brother's house last night. (Wrong)

Regarding possession and access - to vs. of

- Rule 5 :** The prepositions 'to' and 'of' can both be used to signify that something belongs to or is a property of someone.
 - This is the key to my room. (Right)
 - This is the key of my room. (Wrong)

Regarding Different media - in vs. on

- There is another pair of similar prepositions that is 'in' and 'on', it can be used to describe the medium by which something is seen.
 - I read it in the newspaper. (Right)
 - I saw it on the newspaper. (wrong)
 - I saw it on TV. (right)
 - I saw it in TV. (wrong)

Regarding containment and nativity - in vs. of

- The Nile is the longest river in the world. (right)
- The Nile is the longest river of the world. (wrong)
- 'of' relates to belonging, while 'to' refers to being inside or within someplace. For example :
 - He is a citizen of Greece. (right)
 - He is a citizen in Greece. (wrong)
 - The gray wolf of North America is a beautiful creature. (right)
 - The gray wolf in North America is a beautiful creature. (wrong)

Regarding Performance - in vs. at

- 'at' is used to describe how well someone does something, using preposition 'in' leads to a confusion. For example :
 - My brother is good at maths. (right)
 - My brother is good in maths. (wrong)

- My sister does well in college. (right)
- My sister does well at college. (wrong)

Regarding over, on and at the weekend :

- While talking about our plans for an upcoming weekend, various prepositional constructions can be used. 'over' and 'on' are commonly used in American English; while at and over are used in British English.
 - She will complete her project on the weekend. (American English)
 - She will complete her project over the weekend. (American and British English)
 - He will do complete his tasks at the weekend. (British English)
 - He will do his tasks during the weekend. (wrong)

Regarding transitive and intransitive verbs :

- Prepositions should be used carefully with transitive and intransitive verbs. Note that, transitive verbs take direct objects, while intransitive verbs do not.

Prepositions with intransitive verbs :

- A preposition should be used to express a direct relationship between an intransitive verb and something that seems to be receiving its action. For example :
 - She listened to him last night. (right)
 - She listened him last night. (wrong)
 - She'll wait for you. (right)
 - She'll wait you. (wrong)

Prepositions with transitive verbs :

- Prepositions should be used carefully with the objects of transitive verbs :
 - She'll answer the phone call. (correct)
 - She'll answer to the phone call. (wrong)
 - Savita is going to marry a lawyer. (right)
 - Savita is going to marry with a lawyer. (wrong)
 - He asked him to buy brown bread. (right)

- He asked to him to buy brown bread. (wrong)
 - The verb 'ask' can also be used as an intransitive verb. For example :
 - She asked Jeff. (transitive)
 - She asked for Jeff. (intransitive)
- Regarding prepositions and indirect objects :**
- Some transitive verbs take both direct and indirect objects. For example :
 - John sent me a parcel. (correct - indirect object)
 - John sent a parcel to me. (correct - adverbial prepositional phrase)
 - However, not all transitive verbs take indirect objects. But if a verb doesn't have an indirect object, we need to put the person or thing receiving the direct object in a prepositional phrase with 'to'. For instance :
 - She'll explain the problem to you. (right)
 - She'll explain you the problem. (wrong)

Regarding the Verbs that take both to and at :

- Many verbs take multiple prepositions after them. Note the following use :

Shout to vs. shout at

- She shouted to Mary, but she was too far away to hear her.
- My wife kept shouting at me, even though I had apologized.

Throw to vs. throw at

- If you throw something to someone, like a ball, you intend the person to catch it. For example :
- Samita threw the ball to the dog. He caught it and ran away with it.
- If you throw something at someone, you want to hit with it. This could be because you are angry.
- Sajani was so angry with her husband that she threw her wedding ring at him.

Point to vs. point at

- We can point at a person or an object.
- While pointing to someone or something, we indicate a location or direction. For example :
- Namita pointed to the sky.
- While pointing to someone, we draw attention to the specific person or thing, as in :
- "He" is the one; who stole my bag, she shouted," pointing at the thief.

Fill in the blanks in the following sentences with suitable preposition.

- The guests are coming _____ six o'clock _____ the evening _____ Thursday.
- We will have completed the work _____ tomorrow.
- I lived _____ my parents _____ Bengaluru _____ four years.
- She is _____ leave _____ the end of the week.
- I read your brother's article _____ this journal. It is _____ page 36.
- The house is _____ the park _____ the right _____ the school.
- They go _____ the office _____ the train.
- This dog belongs _____ Sheila. She brought it _____ Pune.
- They were talking _____ us _____ their son.
- He got _____ the bus and walked _____ the theatre.

Ans. :

- | | |
|------------------|-----------------|
| 1. at, in, on | 2. by |
| 3. with, in, for | 4. about to, by |
| 5. in, at | 6. near, at, of |
| 7. to, in | 8. to, in |
| 9. to, with | 10. into, to |

Q.60 Rewrite the following sentences correctly.

- Annie went in the bedroom to get her Shaw.

Ans. : Annie went to the bedroom to get her Shaw.

- He goes to the university by foot.

Ans. : He goes to the university on foot.

- The doctor has been practising here since many years.

Ans. : The doctor has been practising here from many years.

- They were shocked over the sight of the destruction.

Ans. : They were shocked at the sight of the destruction.

- Are you going for the party?

Ans. : Are you going to the party?

- Please put the books back in the table.

Ans. : Please put the books back into the table.

- He climbed across the wall and ran until the main road.

Ans. : He climbed across the wall and ran to the main road.

- The burglar got in by the window besides the door.

Ans. : The burglar got by the window near the door.

- The purse is below the pillow.

Ans. : The purse is under the pillow.

- Don't be afraid. You're between friends here.

Ans. : Don't be afraid. You're among friends here.**Q.61 Fill in the blanks with the correct prepositions chosen from those given in brackets alongside each sentence.**

- He lives _____ 19 Tower Road. (at, on)
- We will be gone _____ two days. (for, since)
- Tom and his friend will divide the money _____ themselves. (among, between)
- Many foods _____ milk contain calcium. (beside, besides)
- I will arrive _____ six o'clock. (at, in)
- I have known her _____ last year. (for, since)

Ans. :

- | | |
|----------|------------|
| 1. on | 2. for |
| 3. among | 4. besides |
| 5. at | 6. since |

Q.62 Paying attention to the nouns (in bold) which are usually followed by certain prepositions, fill in the blanks with the correct prepositions chosen from the pairs given in brackets.

- We played a joke _____ him. (about, on)
- Who else has access _____ the computer files? (of, to)
- Missing the bus is no excuse _____ being late. (for, of)
- I have confidence _____ his abilities. (for, of)
- The report should shed some light _____ the situation. (for, on)
- She has a reputation _____ having the ability to deal with any situation. (for, of)
- People often make fun _____ what they do not understand. (of, to)
- We will take a survey _____ the participants. (of, on)

Ans. :

- | | |
|--------|--------|
| 1. on | 2. to |
| 3. for | 4. of |
| 5. on | 6. For |
| 7. of | 8. of |

Reading Skills**Q.63 What is reading? Explain.**

Ans. : A simple definition of reading is that it is a process whereby one looks at and understands what has been written. This definition of reading does not mean that one needs to understand everything in a text. Understanding is not at all from that it follows that reading is not all. It involves many sub skills that includes - literal comprehension, inferential comprehension, interpretation, evaluation and critical appreciation. The process of reading has the following characteristics.

1. It is both a physical and mental activity.
2. It requires attention and thought.
3. It involves the participation of the reader emotionally and intellectually.
4. It involves interpretation of the written (printed) symbols.

Different readers may interpret the same text differently. This implies that readers put meaning into what they read. The meaning that a reader may put on a piece of writing is determined by several factors. For example, the reader's background, knowledge or very versatile activity because it can take place almost anywhere: in a classroom, library, house, vehicle, train etc.

Q.64 What are the types of reading ?

Ans. : There are several types / ways/techniques of reading. They are previewing, skimming, scanning, word for word reading, light reading, intensive / critical reading and extensive reading.

Previewing :

It involves looking over a text to determine its relevance and worth for a specific reading purpose. It helps the reader to predict in a very short time, what a reading text is all about and to determine its degree of relevance. You then can decide whether to read the book or not or whether to read a part or parts of it and which part. Previewing a text is done by looking at the following :

- Front matter : Title, forward / preface or introduction, table of contents.)
- back matter : Blurb, index, glossary, bibliography.
- The book itself : Headings, subheadings, organizations, language, content, diagrams.

Skimming :

It is used when a reader wants to get the gist of a text within a very short time. When skimming, you need to read the topic sentences only. The topic sentence is usually the first in a paragraph and expresses the main

idea. But sometimes a writer may choose to make the second sentence of a paragraph the topic sentence. On rare occasions, a writer may make the last sentence of the paragraph the topic sentence. This is determined by the writing style that a writer may adapt to convey certain information. You can skim through a long text or even a book in just a few minutes and get the gist of the text.

Scanning :

It involves searching for particular items of information. You are interested in these items only and not everything in the text.

Word by word reading :

The reading technique is used when one is learning how to read for the first time. You might use this technique if you decide to learn a new language. Word for word reading means trying to understand fully one word or phrase at a time. It is a slow reading technique. Scientists and mathematicians use this reading while they are studying processes and formulae.

Intensive reading :

It entails content study of what is read in some detail and study of language in which the material is written. Intensive reading calls for a deep and thorough understanding of what is written. The concern is with detailed comprehension of short texts-typically not more than five hundred words in length. Intensive reading implies approaching a text under the guidance of a task (or a teacher) which forces the student to use analytical, critical and evaluative skills. It is the type of reading a university student engages in when studying

To be an efficient intensive reader, one needs to get rid of some bad reading habits :

- i) Trying to understand every word that you read by consulting the dictionary from time to time. Slows down reading and interferes with concentration.
- ii) Vocalization or moving lips as you read. This slows down reading to a speaking pace and is therefore inefficient.



□ Retrogression :

This means reading forwards and backwards. It hinders comprehension unless you are doing word by word reading.

Pointing - using a finger, pencil or pen over what is being read or nodding the head. This is not only slow but also clumsy.

Extensive Reading :

It might be said to emphasize the process whereby a student comes to understand a book without fully grasping every point of it or even trying to.

Strategies such as skimming and scanning are important here, but there are also others such as recognizing the contribution of 'plot' or 'argument' to understanding a text. Extensive reading usually involves long texts or books with many pages - or just wide reading. The objectives of extensive reading are : To promote enjoyment of reading, to provide various experiences and to provide wide exposure to written English in use.

Q.65 What is effective reading ?

Ans. : Effective reading means reading in a way that helps you understand, evaluate and reflect on a written text. The skill is very important to college students; no matter what field you're going into; you'll be doing a lot of reading. The more effectively you read, the easier it'll be, the less time it will take and the more you'll enjoy the experience.

Q.66 Say whether the following sentences are assertive, interrogative, imperative or exclamatory.

Ans. :

- | | |
|----------------------------------|---------------|
| 1. Is the towel on the bed ? | interrogative |
| 2. Hand me the purse. | imperative |
| 3. What a clever strategy ! | exclamatory |
| 4. They don't like travelling. | assertive |
| 5. Switch on the light. | imperative |
| 6. Oh, that I had wings to fly ! | exclamatory |

Q.67 Re-write these jumbled sentences in the correct order.

1. He old songs loved.
2. Sitting is the grass on a dog.
3. The platform is on the train.

4. Water the cold is how!
5. Seven o'clock the rose at moon.

6. Ringing a man the doorbell is.
7. Library is the not first the floor on.

8. They a movie last night watched.
9. Where the capital of the country is located ?

10. To college walk I every day.
11. Ans. : I walk to college every day.

Q.68 In each of the following sentences, identify the subject, the main verb and the direct object if any.

1. Imran drives a truck.

12. Ans. : Subject : Imran; the main verb : drive; direct object : a truck.

13. Kunal asked me a question.

14. Ans. : Subject : Kunal; the main verb : asked; direct object : a question.

15. Are you combing your hair ?

16. Ans. : Subject : you; the main verb : comb; direct object : hair

4. Fishing is very relaxing.

Ans. : Subject : fishing the main verb : is; direct object : no.

5. She threw the ball at me.

Ans. : Subject : she; the main verb : threw; direct object : the ball.

6. Vijaya drives well.

Ans. : Subject : Vijaya; the main verb : drives; direct object : no.

Multiple Choice Questions

Q.69 The reading technique used to find a job advertisement in a newspaper is _____.

- a) skimming
- b) scanning
- c) detailed

Ans. : (a)

Q.70 If you read a leaflet that you receive in the street. Which reading technique will you use ?

- a) Skimming
- b) Scanning

Ans. : (a)

Q.71 The technique to read a telephone number from the address book is _____.

- a) skimming
- b) scanning

Ans. : (b)

Q.72 Which reading technique is used for preparing a subject for an exam ?

- a) Skimming
- b) Scanning

Ans. : (b)

Q.73 If you are asked to research a topic for your Childe care assignments. Which technique you use here ?

- a) Skimming
- b) Scanning

Ans. : (b)

Q.74 Which technique is used to proofread work ?

- a) Skimming
- b) Scanning

Ans. : (b)

Q.75 Which reading technique is used to find the purpose of a text ? (e.g. informative, persuasive, instructional)

- a) Skimming
- b) Scanning

Ans. : (a)

Q.76 Reading a recipe before cooking comes under _____ technique of reading.

- a) skimming
- b) scanning

Ans. : (a)

Q.77 What is phrase ?

Ans. : A phrase is a group of word, within a sentence or a clause, having a structure to form a unit smaller than a clause and a sentence but greater than a word. It does not contain a subject and a finite verb like a clause/a sentence. It may however contain an infinite verb like a participle, infinitive or gerund. A phrase does not make complete sense in itself, but can have meaning only through its relation to some part of the sentence in which it stands.

E.g. The writer was a man of great talent.

He shot an arrow into the air.

It was a scene of great beauty.

She wore a gown made of silk.

Q.78 What do you mean by a clause ? Explain the types of clauses with examples ?

Ans. : • A clause is a group of words that forms a part of a sentence that has a subject and a finite verb of its own. Generally, clauses are of three types.

- Main clause
- Coordinate clause
- Subordinate clause
- Main clause : It is also called the principal clause / independent clause as the clause makes complete sense.

Noun clause :

• A subordinate clause that acts as a noun in a sentence is called a Noun clause.

E.g. a) I told him that I would get his book.

b) Tell her what she wants to know.

c) I want to know if he is telling the truth.

• Note : Noun clauses are generally introduced by that If / whether Wh-question words like who, why, what etc.

Adjective / relative clause :

• This clause qualifies a noun or a pronoun in the main clause and does the work of an adjective. It is also known as Relative Clause.

• Examples : The book, you are reading, is a masterpiece.

• The car, in steel gray colour, is mine.

• I respect all the people; who are knowledgeable.

Adverb clause :

• This clause performs the function of an adverb in a sentence.

• Examples : Wait till he returns.

• It is useless to argue him as he will not understand.

• The suggestions were so good that we agreed immediately.

• The underlined clauses are Adverb Clauses.

Q.80 Say whether each underlined group of words in the sentences below is a phrase or a clause. If it is a clause, say whether it is an independent or a dependent clause.

1. The hermit lived in a hut made of wood. phrase

2. He saw Nandini and she waved to him. Independent clauses

3. The politicians do not know what the people want. dependent clause

4. That my friends will succeed in their attempt, I have no doubt. Independent clauses

5. Milk is good for health. phrase

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6. Their house is on Convent Road, where we played cricket as children. **Interdependent clauses**
7. The reason why he was dismissed is not known. **phrase**
8. Walking down the road, I met Sukhbir. **Independent clauses**
9. The Indian flag was hoisted on the building. **phrase**
10. Ms. Shah is an English teacher who also teaches classical dance in her free time. **Independent clause and dependent clause**
11. Birds of a feather flock together. **phrase**
12. If he apologises to me, I shall forgive him. **Independent clauses**

Multiple Choice Questions

Q.81 A simple sentence consists of :

- a One independent thought
 b One independent clause

Ans. : (a)

Q.82 An independent clause contains

- a a subject and a verb
 b a subject and an object

Ans. : (a)

Q.83 A compound sentence consists of one or more independent clauses joined by :

- a Coordinating conjunction
 b Subordinating conjunction

Ans. : (a)

Q.84 Which is a compound sentence ?

- a I like walking on the beach with my dog.
 b I like walking but my dog likes running.

Ans. : (b)

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Toasted English

Q.85 A complex sentence consists of an independent clause plus

- a subordinating conjunction
 b dependent clause

Ans. : (a)

Q.86 I like him because he's funny. Which is the dependent clause ?

- a I like him
 b he's funny

Ans. : (b)

Q.87 Which is a complex sentence ?

- a I was late because I missed my train.
 b We got up late so I missed my train.

Ans. : (b)

Q.88 Identify the below mentioned as phrase or clause.

i) He works hard every day.
 a Clause
 b Phrase

Ans. : (a)

ii) Before the next light
 a Clause
 b Phrase

Ans. : (a)

iii) In a dark and dangerous hallway.
 a Clause
 b Phrase

Ans. : (b)

iv) If I need to call you.
 a Clause
 b Phrase

Ans. : (a)

v) After a good day.
 a Clause
 b Phrase

Ans. : (b)

(I - 24)

Toasted English

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vi) Because it's the right thing to do.

- a Clause
 b Phrase

Ans. : (a)

vii) As quickly as possible.

- a Clause
 b Phrase

Ans. : (b)

viii) This car's not working.

- a Clause
 b Phrase

Ans. : (a)

ix) Working for himself.

- a Clause
 b Phrase

Ans. : (b)

x) Whenever it gets cold.

- a Clause
 b Phrase

Ans. : (a)

xi) If they want to talk to me.

- a Clause
 b Phrase

Ans. : (a)

xii) Towards the north.

- a Clause
 b Phrase

Ans. : (a)

xiii) In front of the building.

- a Clause
 b Phrase

Ans. : (b)

xiv) Jumping up and down on the bed.

- a Clause
 b Phrase

Ans. : (a)

xv) Until the next time.

- a Clause
 b Phrase

Ans. : (b)

(I - 24)

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- Fundamental rights include right to equality, right to freedom and right to education.
 - A comma is necessary when two independent clauses are joined by a coordinating conjunction. (e.g. and or, but, yet)
 - Vijaya left her cap on the field and now it is missing.
 - A comma is necessary when a dependent (subordinate) clause precedes an independent (main) clause. Upon finding her cap missing, Vijaya returned to the field.
 - Commas are used to enclose non-restrictive (i.e., non-defining) clauses or non-essential details in a sentence. The commas are placed on either end of such an insertion or clause.
 - Vijaya, our team captain, has lost her cap.
 - Commas are also used before question tags.
 - Vijaya lost his cap, didn't she?
 - The colon (:) is used to elaborate on an idea that has been stated.
 - One way of doing this is by introducing a list.
 - Vijaya played several sports hockey, basketball, kho-kho and volleyball.
 - The colon also separates two independent clauses where the second clause demonstrates, illustrates or explains the first.
 - For example : The election results were into she had lost.
- The semicolon :**
- The semicolon has two uses :
 - It is used to link two or more independent clauses that connected to each other.
For example : She refused to give up; she had worked too hard.
 - The semicolon is also used to separate items in a list.
For example : She went to shop to buy books, pen, pencil and stationary.

• The apostrophe ('') has two (very different) functions in English punctuation.

- To indicate possession for nouns;
For example : Vimal's cap, priya's toy etc.
- To indicate omissions in contractions.
For example : it's = it is; you're = you are

Q.90 Punctuate the following sentences correctly. Capitalise words where required.

- i speak telugu and hindi better than english what about you.
Ans. : I speak Telugu and Hindi better than English. What about you ?
- i need an assistant who can do the following input data write reports and complete tax forms.
Ans. : I need an assistant; who can do the following input, write reports and complete tax forms.
- whos there oh its you ?
Ans. : Who's there ? Oh! It's you.
- the ganges is considered a holy river, by the hindus its source is the gangotri glacier in the himalayas and it empties into the bay of bengal in eastern india
Ans. : The Ganges is considered a holy river by the hindu's. its source is the gangotri glacier in the Himalayas and it empties into the Bay of Bengal in eastern India.
- i drove my rusty old green ambassador back home as it chugged slowly down the street its engine grunting and wheezing its wheels wobbling all the way i realised it was time to buy a new car.
Ans. : I drove my rusty old green ambassador back home as it chugged slowly down the street. Its engine grunting and wheezing its wheels wobbling all the way; I realized it was time to buy a new car.
- he got what he worked for a promotion
Ans. : He got, what he worked for a promotion.

vii) its a lovely day today isn't it i want to go to the park but im not sure if its open.

Ans. : It's a lovely day, today, isn't it ? I want to go to the park but I'm not sure if its open.

viii) you may be required to bring many things sleeping bags pans utensils and warm clothing.

Ans. : You may be required to bring many things sleeping bags, pans, utensils and warm clothing.

ix) id forgotten that hed mentioned that its there

Ans. : I'd forgotten that had mentioned that its there.

x) sultan was born at gandhi memorial hospital. in hyderabad hes an investment banker he lives sir New York but he visits india often his sisters birthday is in january on new years day.

Ans. : Sultan was born at Gandhi memorial hospital, in Hyderabad. He is an investment banker. He lives in New York but he visits India often his sisters' birthday is in January on new year day.

Techniques for Writing Precisely :

Q.91 What are the techniques for writing precisely ? Explain.

Ans. : • Apart from organizing the writing, the writer also need to ensure that his / her writing is precise. It means that his / her writing should convey exactly what he / she wish to convey. The information provided to the reader should be correct; the meaning should be clear, not vague or ambiguous; the reader should not feel confused. Precision in writing can be achieved in a multiple way. Some of the more important ones are :

- Be concise :** All official and scientific writing should be kept short and to the point; because no one likes reading long, meandering sentences unless it is a literary work.
- Be grammatically correct :** Make sure the structures of your sentences correctly because good grammar ensures clarity of meaning.

simply submit your first draft-always proof-read or check your writing carefully before submitting it.

- The tips and techniques given above will help to write more concisely and correctly. And practicing the principles will help to communicate more effectively.

Q.92 What do you mean by paragraph writing ? Explain.

Ans. : Paragraphs are the group of sentences combined together, about a certain topic. It is a very important form of writing as we write almost everything in paragraphs, be it an answer, essay, story, emails, etc. A well-structured paragraph is the essence of good writing. The purposes of the paragraph are to give information, to explain something, to tell a story and to convince someone that our idea is right.

Further they are the blocks of textual content that segment out a larger piece of writing for example : stories, novels, articles, creative writing or professional writing portions, etc. making it less complicated to read and understand. Excellent paragraphs are an available writing skill for plenty of types of literature and proper writers can substantially beautify the clarity of their news, essays or fiction writing whilst constructing nicely.

Q.93 Explain the structure of a paragraph with examples.

Ans. : A paragraph has three major sections -

- Topic sentence
- Supporting sentences
- Concluding sentence

1. Topic sentence :

It is a precise statement that reflects the central idea of the paragraph. It should be carefully written as it shows the reader what the paragraph is going to talk about. Words chosen for it, should not be cluttered and ambiguous as readers will decide to read further. It is not mandatory to write the topic sentence at the beginning of the paragraph. It can be put anywhere, as long as it reflects the central idea. For instance, suppose you are going to talk about the advantages of using the hand sanitizer, then

in supporting sentences, you should only talk about advantages, not the features.

2. Supporting sentences :

These sentences explain the topic sentence in detail. These expand the main topic and develops the chief idea into the explanation. These also explain the main topic using examples, facts, quotes, etc. They have to be related to the topic sentence.

There can be two types of supporting sentences, First, the major supporting sentence; which directly explains the main idea with some new fact or new idea. Second, a minor support sentence that helps the major supporting sentence develop the controlling idea.

3. Concluding sentence :

A good concluding sentence brings a paragraph to a polished end. It may give a summary of the main topic, a concluding sentence also gives a final take on the topic and leaves the reader with complete information.

A good conclusion can either be just reiterating the topic again or it could be concluded with a few main points which were not exclusively mentioned in the paragraph.

Q.94 What makes a paragraph unique ?

Ans. : A well - written paragraph comprises a key sentence, applicable supporting sentences and a last sentence. The structure is fundamental to maintaining the paragraph centered on the main topic and creating a clear and concise image. In order to add something interesting and adding an interesting fact in your content does not necessarily follow the conventional paragraph structure, it's more about scene building and continuing a story. A well-written paragraphs bear staple of suitable flash fiction. When the sentences are unified and connected with other sentences, it makes a good paragraph.

Q.95 Elucidate the tips to write a good paragraph ?

Ans. : Whether we are writing a small / big paragraph, the basic laws of structure should be applied to both. Though the framework of fiction is less strict than of nonfiction, the story you write must logically tie to the

next paragraph. These aspects help in establishing the coherence of your body paragraphs, linking them together to form a unified whole around a topic.

1. Think Before You Write

Thinking before writing aids to establish a structure and understand what we are going to answer in the paragraph. How we answer and what points should be provided to support our hypothesis ? What facts and quotes can support our idea, etc.

2. Open Your Notebook

Write the answers to the above questions in a manner that includes all the important points. Just write in pointers to remember the gist of the matter.

3. Choose the Main Idea

Out of all the information you have found, you will have to decide the main idea of the paragraph which you would like to operate.

4. Use a Dictionary and Thesaurus

Use a dictionary and thesaurus to add additional words to express your ideas.

5. Make Your Topic Sentence's First Sentence.

The opening line of your first paragraph sets the tone for what your audience will learn as they continue reading. Even in fiction, a paragraph's introduction either creates or extends an idea or scenario from the previous paragraph. Every successful paragraph starts with a central topic and the rest of the paragraph aims to support, regardless of what style or genre you're writing for.

6. The Intermediate Sentences Should be used to Provide Support.

Follow-up information to your main sentence or prior paragraph is included in these sentences. These phrases are where you persuade your reader to believe or imagine what you believe and offer them all they need to see your point of view.

7. Make Use of Transitional Words.

Transition words help unite disparate paragraphs to generate a unified theme. Readers will be able to trace your ideas and comprehend how they relate to one another if you use phrases like "in addition" or "moreover," which will make for a smoother, more enjoyable reading experience. This is especially important for essayists and bloggers, who frequently share a single concept with their audience at a time.

Conclusion :

- This segment has to wrap all of your arguments and factors.
- Must restate the primary arguments in a simplified way.
- Make sure that the reader is left with something to think about, specifically if it's far from an argumentative essay continually don't forget to permit time to rewrite the first proofread your essay before turning it on.

Q.96 State the types of paragraph ?

Ans. :

- Narrative paragraphs
- Illustrative paragraphs
- Descriptive paragraphs
- Process analysis paragraphs
- Classification paragraphs
- Definition paragraphs
- Comparison and Contrast paragraphs
- Cause and Effect paragraphs
- Persuasive or Argumentative paragraphs

Q.97 Explain the steps about how to write a paragraph ?

Ans. : The below mentioned are the steps to be followed to write a paragraph.

- If you are unsure about how to begin writing a short piece of text, follow these steps.
- Think about the topic on which you have to compose the paragraph.
- Write down five to ten ideas on the topic that come to your mind.

- Some of the steps taken are large scale planting of trees, taxing industries that produce harmful gases and promoting alternative sources of energy which will not produce harmful gases.
- Suitable title : The greenhouse effect.
- Topic sentence : The earth is getting warmer. This is because of the greenhouse effect.

Multiple Choice Questions

Q.101 How many sentences does a paragraph have ?

- a 5 - 7 b 6 - 8 c 3 - 4 d 9

Ans. : (a)

Q.102 What is the first sentence of a paragraph called ?

- a The introduction sentence
 b The exclusive sentence
 c The topic sentence
 d The first sentence

Ans. : (c)

Q.103 When do you use supporting details or supporting sentences ?

- a Before the first sentence at the introduction
 b After the last sentence because it helps you summarize the paragraph.
 c Never use these in paragraphs because they are for essays only.
 d After the topic sentence and before the closing sentence

Ans. : (d)

Q.104 What is a descriptive paragraph ?

- a Text describing a person, animal, place, thing, along with idea and theme.
 b Tell a story to the reader.

- c Give your opinion to the reader.
 d Explaining a concept or idea.

Ans. : (a)

Q.105 The basic paragraph consists of how many parts ?

- a 7 b 3 c 2 d 4

Ans. : (c)

Q.106 A topic sentence is the central idea of each paragraph, usually appearing at the beginning of the paragraph.

- a Yes b No

Ans. : (a)

Q.107 What is the main purpose of the persuasive paragraph ?

- a Inspire the reader to feel a certain way towards an event, character, place, etc.
 b Explain a concept in full depth.
 c Make the reader experience whatever is narrated.

Ans. : (a)

Q.108 What are the common sources of supporting details in a paragraph ?

- a Facts and Statistics
 b Research studies
 c Interviews
 d Personal experiences

Ans. : (a)

Q.109 A paragraph can never end with an exclamation mark. True or false ?

- a True b False

Ans. : (a)

