

## UNIT - I

### Vocabulary Building

- 1.1) The concept of word formation
- 1.2) Root words from foreign language and their use in English.
- 1.3) Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives.
- 1.4) Synonyms, antonyms and standard abbreviations.

## UNIT - II

- 2.1) Techniques for writing precisely (exactly)
- 2.2) Importance of proper punctuation
- 2.3) Comprehension, precis writing, essay writing
- 2.4) Letter writing, report writing, job application and resume writing

## UNIT III

Identifying common errors in writing.

- 3.1) Subject - verb agreement
- 3.2) Noun - Pronoun agreement
- 3.3) Misplaced modifiers
- 3.4) Articles
- 3.5) Preposition
- 3.6) Redundancies
- 3.7) Clauses
- 3.8) Sentence structure
- 3.9) Use of phrases and clauses in sentences

#### UNIT-IV

#### Speaking and Listening skills

- 4.1) Tips for effective listening
- 4.2) Interview skills
- 4.3) Group discussion
- 4.4) Introduction to phonetics

#### \* Suggested Readings :-

- i) Practical English Usage :- Michael swan. OUP 1995
- ii) Remedial English Grammar : FT Wood Macmillan 2007 .

iii) On writing well : William Zihsser. Harper

Resource Book 2001.

iv) Study writing : Liz Hamp-Lyons and Ben Heasty.

Cambridge University Press 2006

v) Communication skills : Sanjay Kumar and Pushplata.

Oxford University Press 2011

vi) Exercises in spoken English : Parts I - III - CIEFL

Hyderabad. Oxford University Press.

#### UNIT-I

Vocabulary → is no. of words known to a person and those words he can and he knows their meaning.

Ques :- i) Define vocabulary

ii) Explain steps for vocabulary building.

Ans :- Vocabulary is words that we can use in sentences, comfortably. We know their meaning and spelling also. Vocabulary is two types :- Active & passive.

i) a) Active Vocabulary is that which we are able to use and express our syllabus.

b) Passive Vocabulary is those words that we hear



hear from the teacher, read in books and listen on the T.V.

ii) There are many reading and take new words from There are many steps that we can take to build our vocabulary. We have to take words from our passive vocabulary into active vocabulary by understanding their meaning.

We should do more reading and take new words from the languages, understand their meaning, enlarge our vocabulary. We should write, listen and speak more. This will also increase our vocabulary.

Ques :- What is the meaning of word formation? How are words brought into the language and how are new words formed in the language.

Ans :- Norman C. Stageberg in his book 'An Introductory English Grammar' in chapter 7 discusses process of word formation. According to him English language had very few words, but now it has more than 10 million words. Word formation is a long process. Old words are borrowed from other languages. Also new words are formed. This can be done by

taking two old words, by combining them and making a new words.

Example :-

Two words smoke and fog were taken and a new word was formed by combining them into 'smog'. So when a new word was needed, it was formed. English language has taken many words from other languages like LATIN, GREEK, GERMAN, FRENCH and many other languages from areas & countries where British went for trade and expansion purposes.

For example, word VISA was taken from Turkish language.

Classical languages greatly influenced English language. So word formation in English language to place in many ways

### ROOT WORDS

\* Root words from foreign language and their use in English :-

- Conference - To carry people to places together.

- To carry people for the purpose of discussion.

\* Latin words:  
Aqua → water  
Duct → A narrow passage.

Aqueduct → A narrow passage of water.

Magnacarta → Representing human rights like freedom and free speech.

Lingua-franca → A common language for communication when many other languages are present.

con → together, carry → carry.

- i) Ab, Extra - from outside or from without.
- ii) Ab, Initio - from the beginning
- iii) Ab, origine - from the origin
- iv) Ad, Hoc - for this purpose
- v) A, die - for that day
- vi) Ad, valorem - according to value.
- vii) Agenda - a list of things to be done, or issues to be discussed.
- viii) Alma, mater - a foster mother

- ix) Anima, mundi - soul of dark world.
- x) Ante, meridiem - before noon.
- xi) Bonafide - in good faith.
- xii) Malafide
- xiii) Confer - compare.

### French

- i) Au, i'voir
- Adieu - until we meet again
- ii) Vien entenby - to be sure
- iii) Bon, jour - goodmorning
- iv) Carpe, blanche - unlimited authority
- v) che, sera sera - what will be will be  
(Italian)
- vi) De facto - reality / really, from the facts
- vii) De, jure - legal, according to law
- viii) deo, volente - god willing.

## UNIT-II

### \* Basic writing skills :-

#### Elements of Effective writing

Good writing skills are needed at higher levels in business management and professional life. Aim of good writing is,

- i) to express an opinion
- ii) to present a point of view
- iii) compare and contrast a topic
- iv) to present an argument
- v) to ~~persuit~~ persuade an audience

#### Some elements of formal writing :-

- i) to understand the problem carefully
- ii) to consider how this issue has been discussed by other people.
- iii) to organize idea
- iv) to budgeting time
- v) use sentence structure and vocabulary you know,
- vi) do not waste time, worrying about spelling, punctuation and grammar

vii) do not waste time worrying about if other people will agree with your opinion and argument

viii) write conclusion

### \* Writing Styles :-

There are six writing styles :-

- i) narrative writing :- to written or relate or recount an event
- ii) Descripibe :- to describe / to give an account or
- iii) describe a scene.
- iv) Explanatory writing :- to give a composite picture, to give a merits & demerits
- v) Argumentative or Analytical :- to give analytic writing
- v) Scientific writing :-  
or  
technical writing } it is about technical subject
- vi) Journalistic writing :- it is everyday summary writing

When answering a question we either compare or contrast.  
Comparison is done between two things.

Contrast is done to show the similarities between things.

Following are the words used for comparing

- i) Like
- ii) Alike
- iii) Just as
- iv) The same
- v) Identical
- vi) Also
- vii) Likewise
- viii) Resembles
- ix) corresponds to

\* Following are the words used for contrast :-

- i) Unlike
- ii) In contrast
- iii) But
- iv) Different
- v) Whereas

Ques (i) Discuss the importance of writing skills

(ii) What elements make writing skill more effective

## \* Techniques for writing precisely :-

Precisely means exactly, or to the point.

(Ans)

Following are the techniques for writing precisely, exactly and briefly :-

- i) Use simple language.
- ii) Use words from active vocabulary
- iii) Make short sentences
- iv) Use following words less - and, but, that, if, either - or, neither - nor.

These are conjunctions and they make a sentence longer. A long sentences can have mistakes.

- v) In a good style of writing words are not repeated.

A sentence contains two types of words :-

① Content words like noun, verbs and adjectives.  
These should not be repeated.

② In a sentence there are functional words like preposition and conjunction.

They may be repeated in the following sentences.

- vi) Effective writing :- is brief writing. It has no extra words, nor irrelevant words.

vii) After completing writing, read it again. If you are not happy with a word, then change it and read it again. This will make your writing effective.

#### \* Punctuation and its Importance :-

Punctuation is correct use of stops and marks in writing, so that the meaning of a sentence is clearly understood. Wrong punctuation can change the meaning of a sentence.

i) Let us eat mother

ii) Let us eat, mother

watch out - Man eating birds

Watch out - Man-eating birds

You will work twentyfour-hours shifts

You will work twenty-four hours shifts

#### \* Types of Punctuations :-

i) Full stop (.)

ii) Comma (,)

iii) Semi-colon (;)

iv) Colon (:)

v) Question mark or sign of interrogation (?)

vi) Sign of Exclamation (!)

vii) Inverted commas (" ")

viii) Apostrophe's (' )

ix) Brackets ([ ]) or ({ })



- X) Dash (-)
- XI) Hyphen (-)
- XII) Capital letters (S)
- XIII) Asterisk (\*)

Ques Write a note on punctuation and its importance.

\* Comprehension Passage :-

Q. What is a comprehension passage or write a note on comprehension passage.

⇒ Comprehension passage is a passage of some length, which has to be read more than once and all ideas in that passage are to be clearly understood. Below the passage a number of questions are given. These questions are to be read carefully. All these questions are to be answered, one-by-one.

Answers must be written in the ~~candidate's~~ own words or language. Answers are not to be copied from the passage.

If you wish to grow in the spirit of understanding, you must let be other person talk and through his satisfaction.

Do not interrupt him, while he is talking. You know that



people get irritated when you stop them from talking. This also happens with you when you are stopped from talking. We must listen. This is the reason that we have one mouth and two ears. If we ~~were~~ talk more and listen less we would have been give two mouths and one ear. Mouth can be closed, but ears are always open. When we speak, if the word has to cross teeth and lips. So we must think two times before speaking one word. Words when spoken can never comes back.

#### Answer the following Question :-

- 1) How can we grow spirit of understanding ?
- 2) Why should we not stop a speaker from speaking ?
- 3) What happen when we are told to stop speaking ?
- 4) Why do we have one mouth and two ears ?
- 5) Why should we think two times before speaking but once ?

#### Answers :-

- 2) We should not stop a speaker from speaking because he may get irritated when we stop them from speaking.
- 3) When we are told to stop speaking, we get irritated & angry.
- 4) We have one mouth and two ears, so that we can listen more and speak less.

5) We should think two times before speaking once because when we speak a word, it never comes back

④ When we are told to stop speaking, we become angry

### \* Precis Writing :-

Ques:- What is precis writing?

Ans:- Precis writing is reducing a passage. It is making a summary. All the important ideas of the passage is are retained, and the original passage should get reflected clearly in the precis. Precis is written in our simple words. It is not a review. It is simply an expression of <sup>the</sup> original. A well-written precis is one-third of the original passage.

Precis writing is an important skill. It teaches us to use words economically. Precis writing skill will help us as a professional to be able to condense views and ideas.

⇒

### Syllabus of

I. BHUMOOR - Listening compreh

II Pronunciation -

III Intonation, Express and r

IV Common Everyday situation

V Conversations and dialogues

VI Communication at work place

VII Interview

VIII Formal presentation

IX Group discussion

X Picture description





## \* Report Writing :-

### Introduction

Report is an account of a matter which after investigation or consideration is to be written down in the form of report and that report will go to chief manager and Brand manager.

Report provide information about the problem and solution to the problem. Report is prepared after investigating and analysing data . Reports provides information in a systematic ways.

### Format of a report :-

Some companies have their own format for report writing or you have to design your own format. Following are important parts of a report :-

- i) Letter of transmittal - it gives a brief about the report and it is necessary to read this part to understand the importance of the report . It has format of a letter including address , name of receiver of report , conclusion main findings of the report , recommendation in the report and credit to those member who helped in the preparation of the report .

- ii) Title of the report: it includes title of the report, name of the writer of the report, name of the company for whom the report has been written.
- iii) Acknowledgement - This page express thanks for all those persons who helped in preparing the report.
- iv) Table of content: It should have a clear layout and include all the chapters and lists of documents attached with the report.
- v) Executive summary: It is one page summary of the report and it is for those officer who will not read the complete report. This summary should have all sources of information, purpose and conclusion as also recommendation.
- vi) Introduction: This will introduce importance topics included in the report. It has 3 main parts
  - ① Background - explaining how the problem started
  - ② Purpose - it describes the purpose of the report and who ordered for the report to be prepared.
  - ③ Scope - the future scope of the subject matter is discussed and also difficulties in getting good results.
- vii) Main Body of the report: It discusses questions like who, why, where, when, what, how.

- viii) Conclusion of the report: Here problems and their resolution is given. It also contain suggestion by the writer of the report.
- ix) Recommendation: Here alternatives are given and how much more investigation is needed that is also given.
- x) There are a list of references of any book, any document, any research paper and publication.

#### \* Types of Reports :-

- i) Technical report - it can be about business and is to be read by engineers and it will give technical details also accounts and finances.
- ii) Field report - are written in industrial relation, in law and other subjects like psychology.
- iii) Scientific or lab report - such a report will have scientific format describing methods results and conclusion.
- iv) Progress report : This report is a summary of the progress made by the company in last 3 month, 6 month or 1 year.
- v) Practical report: A topic recently investigated which gives information about the area of research.

### Questions:

- ① Describe parts included in a report format.
- ② What are different characteristics that are important for writing a report?
- ③ Name & describe important types of reports.

P

### Problem of Population in Delhi

#### Introduction:-

The most pressing problems before India is the problem of population in Delhi. A UN report has very recently fanned the city's population concern, which is perhaps eating into the socio-ecological balance of the capital city. It has to come to pass that Delhi is world's second most populous city in 2014. It has already doubled its population since 1990 and the city is tipped to have 36 million residents by 2030, which can easily spell disaster.

#### Cause and Impact of Delhi's Population:

Like many other large cities of developing nations, the co-existence of plush localities and sprawling

slum is not uncommon. These slums are the home for migrants from rural areas working as domestic helps or daily laborers. Not everyone moving to Delhi finds a place to stay that leads to informal settlement. The annual influx of migrants is continuously depleting city's resource. Delhi gets into a crisis mode for something as basic as drinking water. Even today, the city faces a daily deficit of around 1000 million litres of water.

Only few years back, Delhi came to limelight for being the fourth most polluted city in the world. The air quality in Delhi has degraded alarmingly fast.

### Conclusion

The over population is a threat to our national development. All efforts must be made to the size of the family. In order to stop this mad scramble to settling down in Delhi, the infrastructure in the outer regions should be developed.

Business Letter

39/30/2022

Road no-14

chowk Raxaul

10 November, 2022

Gupta Electronic

Lal Bazar Raxaul

Subject : Complaint about a washing machine.

Dear Sir,

I bought a semi automatic 7.5 kg L.G washing machine from you last week. vide your receipt no B-1234 dated 6 November 2022. Having used it about a week. I found that the washing machine is not clearly wash a clothes and it is not working properly. I therefore, request you to replace the piece with a new



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## \* Resume :-

It has two parts :-

i) covering letter

ii)

① Date

②

③ Sender's Address.

④ Subject - Resume for the post of Computer Assistant or  
data operator.

⑤

⑥

Please find the - for the post of office assistant, HR  
Department.

If given a chance to serve in your esteemed organization  
I will perform my duties with punctuality and efficiency

Your truly/Faithfully

signature

name

Mob/Email id

Encl. - Resume

