

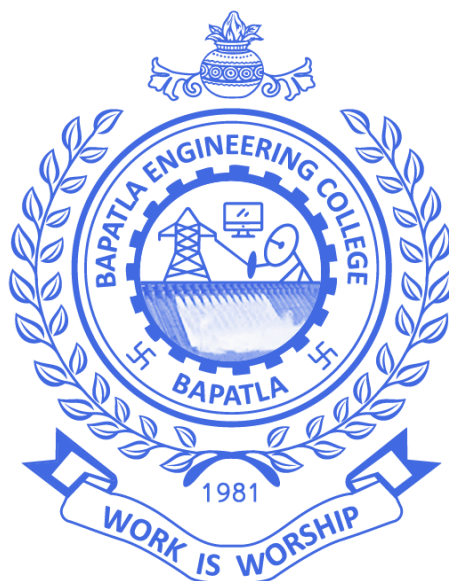
COMPUTER SCIENCE AND ENGINEERING

TECHNICAL ENGLISH

(CODE:-18EL002)

MATERIALS

CSE-2B



abbreviations
corporate vocabulary
analogue words
idioms and phrasal words
circular or memo
report
resume
transcoding
transition words

REGD.NO:-.....

NAME:-.....

BAPATLA ENGINEERING COLLEGE::BAPATLA
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Acronyms

A

1. AC -- Alternating Current
2. AC -- Automation College
3. ACC--Advanced Combustion Control
4. ACE--Application Control Environment
5. ACE-T--Application Control Environment with TPS Connection
6. ACIDP--Advanced Control Interface Data Point
7. ACM--Alarm Configuration Manager
8. AFM--Advanced Formula Manager
9. AGA--American Gas Association
10. AGC--Automatic Gain Control
11. AGI--Application Graphic Interface
12. AI--Analog Input
13. AIChE--American Institute of Chemical Engineers
14. AM--Application Module
15. AM--Alarm Management
16. A-MC--Advanced Multifunction Controller
17. AMPC-- Adaptive Multivariable Process Control
18. AMRI--Application Module Redundancy Interface
19. AO--Analog Output
20. AOP--Annual Operating Plan
21. AOSM--Analog Output Standby Manual
22. APAC--Asia-Pacific
23. APC--Advanced Process Control
24. APECS--Application Programming Environment for Control and Simulation
25. API--Application Programming Interface
26. API--American Petroleum Institute
27. APICS--American Production Inventory Control Society
28. APM--Advanced Process Manager
29. APP--Application Programming Platform
30. AR--Action Request
31. AS-I--Actuator Sensor Interface
32. ASIC--Application Specific Integrated Circuit
33. ASM®--Abnormal Situation Management
34. AU--Arithmetic Unit (number cruncher for processor)
35. AWG--American Wire Gauge
36. AxM--Application Module X-Windows

B

- 37. B&P --Bid and Proposal
- 38. BBU--Battery Backup Unit
- 39. BC--Batch Controller
- 40. BCM--BizCalc Manager
- 41. BDW--Business Decision Week
- 42. BEE--Block Execution Environment
- 43. BG--Benefits Guardianship
- 44. BG-- Max
- 45. Benefits Guardianship Maximum
- 46. BGP--Benefits Guardianship Program
- 47. BGP --Optima
- 48. Benefits-- Guardianship Program Optima
- 49. BGP PerformaBenefits Guardianship Program Performa
- 50. BGP PlusBenefits Guardianship Program Plus
- 51. BIOS Basic Input/Output System
- 52. BISBusiness Information System
- 53. BMABlending Movement & Automation
- 54. BMMBlending and Movement Management
- 55. BMSBuilding Management System
- 56. BOSBasic Operating System
- 57. BOSBasic Operator Station
- 58. BPC Blend Property Control (refinery software package)
- 59. BPCSBasic Process Control System
- 60. BPSBits Per Second
- 61. BRCBlend Ratio Control (refinery software package)

C

- 62. C/S--Client/Server
- 63. CAN--Controller Area Network
- 64. CAPEX--Capital Expenditure
- 65. CAT --Customer Acceptance Test
- 66. CB--Controller Box (TDC2000 Basic Controller)
- 67. CB--Control Builder
- 68. CBM--Condition-Based Maintenance
- 69. CCFA --Common Card File Assembly
- 70. CCM--Client Configuration Manager (CM50N)
- 71. CCP--Communication and Control Processor
- 72. CCR --Continuous Catalytic Regeneration
- 73. CCTV--Closed Circuit Television
- 74. CD--Cross Directional

75. CD--Cross Direction Controls (Paper Machine)
76. CD-ROM--Compact Disk Read Only Memory
77. CE--Continuation Engineering
78. CE--Conformite (or Communaute) Europeene (mark indicating EC compliance)
79. CE --Consulting Engineer
80. CE --Configuration Engineer
81. CEE--Control Execution Environment
82. CEM--Continuous Emissions Monitor
83. CEMS--Continuous Emissions Monitoring System
84. CFA--Card File Assembly
85. CFR--Code of Federal Regulations
86. CG--Computer Gateway
87. CGMP--Current Good Manufacturing Practice
88. CHP--Combined Heat and Power
89. CI--Continuous Improvement
90. CIM--Computer Integrated Manufacturing
91. CIOM-A--Chassis Input/Output Modules – Series A
92. CIP
93. Critical Infrastructure Protection
94. CIP--Cleaning In Place
95. CIU--Computer Interface Unit
96. CIU--Communication Interface Unit
97. CL --Control Language
98. CL/AM--Control Language for Application Module
99. CL/PM--Control Language for Process Manager
100. C-LINK--Communications Link
101. CLM--Communications Link Module
102. CLM-BB--Communications Link Module Bristol Babcock
103. CLM-T--Communications Link Module TIWAY (Texas Instruments tank gauging)
104. CM--Computing Module
105. CM--Commercial Management
106. CM --Control Module
107. CM50--Computing Module
108. CMD--Customer Material Description
109. CMMI--Capability Maturity Model Integration
110. CMS--Conformance Management Services
111. CNG--Compressed Natural Gas
112. CNI--ControlNet Interface
113. CNM --Control Network Module (620 LCS)
114. COC --Certificate of Conformance
115. COE--Center of Excellence
116. COGS--Cost of Good Sold
117. COTS--Commercial Off-The-Shelf

- 118. CPA--Canada Pipeline Accessories
- 119. CPG--Consumer Packaged Goods
- 120. CPM--Control Performance Monitor
- 121. CPN--Customer Priority Notice
- 122. CPU--Central Processing Unit
- 123. CRC--Cyclic Redundancy Checking
- 124. CRC--Customer Response Center
- 125. CRP--Certified Recycled Parts
- 126. CRT--Cathode Ray Tube
- 127. CSA--Canadian Standards Association
- 128. CSA--Checklist, Summary and Approvals
- 129. CSA--Customer Support Automation
- 130. CSR--Corporate Social Responsibility
- 131. CT--Cycle Time
- 132. CU--Control Unit

D

- 133. DAS --Data Acquisition System
- 134. dB--Decibel
- 135. DC--Direct Current
- 136. DCIS--Distributed Control and Information System
- 137. DCS--Distributed Control System
- 138. DDE--Dynamic Data Exchange (Microsoft interface)
- 139. DDT--Data Definition Table
- 140. DE --Digitally Enhanced
- 141. DFM--Design for Manufacturing
- 142. DFSS--Design for Six Sigma
- 143. DH--Data Hiway
- 144. DHB--Data Hiway Bridge
- 145. DHI--Data Hiway Interface
- 146. DHP--Data Hiway Port
- 147. DI--Digital Input
- 148. DI--Digital Integration
- 149. DMS--Development Material Spec
- 150. DMZ--De-Militarized Zone
- 151. DNCF --Dual Node Card File
- 152. DNPWR--Dual Node Power Supply Assembly
- 153. DO--Digital Output
- 154. DOS--Disk Operating System
- 155. DP--Differential Pressure
- 156. DSA--Distributed System Architecture
- 157. DTC--Digital Turbine Control
- 158. DTE--Data Terminal Equipment
- 159. DVM--Digital Video Manager

E

- 160. E&C--Engineering and Construction

161. E&I--Engineering and Installation
162. E&I --Engineering and Instrumentation
163. EBI--Enterprise Buildings Integrator
164. EBM--Experion Batch Manager
165. EBR --Experion Backup and Restore software
166. EC--Extended Controller
167. EC--Executable Command file
168. EC--European Community
169. ECN--Engineering Change Notice
170. EDI--Electronic Data Interchange
171. EH&S--Environmental Health and Safety
172. EHB--ExperionHiway Bridge
173. EHM--Equipment Health Management
174. EHPPM--Enhanced High-Performance Process Manager
175. EHS--Extended Hardware Support
176. EHS--Environment, Health and Safety
177. ELMM--Enhanced Logic Manager Module
178. EMC--Electro Magnetic Compatibility
179. EMEA--Europe, Middle East, Africa
180. EMI--Electromagnetic Interference
181. ENIM--Enhanced Network Interface Module
182. EOS --Enhanced Operator Station
183. EPC--Engineering Procurement and Construction
184. EPC--Engineering and Procurement Contractor
185. EPDG--Enhanced Peripheral Display Generator
186. EPLCG--Enhanced Programmable Logic Controller Gateway
187. EPNI--Enhanced Process Network Interface
188. EPRI--Electric Power Research Institute (Palo Alto, CA)
189. EPROM--Erasable Programmable Read Only Memory
190. ERP--Enterprise Resource Planning (expanded MRP system from Atlantic Research Company)
191. ESD--Electrostatic Discharge
192. ESD--Emergency Shut-Down
193. ESPC--Energy Saving Performance Contracting
194. EST--Experion Station TPS
195. ESVT--Experion Server TPS
196. ETN--Enhanced TPS Node
197. EUCN--Enhanced Universal Control Network

F

198. FAQ--Frequently Asked Questions
199. FAT--Factory Acceptance Test
200. FAT--File Allocation Table
201. FAX--Facsimile Transmission
202. FC--Flow Conditioner
203. FC--Field Controller
204. FCCU--Fluidized Catalytic Cracking Unit
205. FCE--Field Controller Express
206. FDAP--Field Device Access Point

- 207. FDCM--Field Device Configuration Manager, replaced by FDM
- 208. FDM--Field Device Manager
- 209. FDU--Field Demonstration Unit
- 210. FEED--Front-end Engineering Design
- 211. FEL--Front-End Loading
- 212. FERC--Federal Energy Regulatory Commission
- 213. FF--Foundation Fieldbus
- 214. FFGR--Fluid Gas Recirculation
- 215. FGS--Fire and Gas System
- 216. FI--Field Instrumentation (transmitters, etc.)
- 217. FIFO--First In First Out
- 218. FIM--Fieldbus Interface Module
- 219. FLM--Fieldbus Library Manager
- 220. FM--Factory Mutual
- 221. FOB--Free On Board (freight and insurance responsibility)
- 222. FOB--Factory Order Blank
- 223. FPA--Fire Protection Agency
- 224. FPD--Flat Panel Display
- 225. FSC--Fail Safe Controller
- 226. FSC --Frame Sequence Check
- 227. FSD--Final System Definition
- 228. FT--Functional Transformation
- 229. FTA--Field Termination Assembly
- 230. FTA--File Transfer Access
- 231. FTB--Front Terminal Block
- 232. FTE--Fault Tolerant Ethernet
- 233. FTP --File Transfer Protocol
- 234. FWME--Flow Weighted Mean Error

G

- 235. GB--Gigabyte (1,073,741,824 bytes)
- 236. Gb--Gigabit
- 237. GHG--Green House Gases
- 238. GI--Galvanically Isolated
- 239. GM--General Manager
- 240. GPCI--General Purpose Computer Interface
- 241. GTG--Gas Turbine Generator
- 242. GUI--Graphical User Interface
- 243. GUS--Global User Station

H

- 244. HA--History Archiver
- 245. HAI--Host Application Interface
- 246. HART--Highway Addressable Remote Transducer
- 247. HAZOPS--Hazard and Operability Studies
- 248. HCI--Honeywell Communications Interface
- 249. HCIM--Hiway Cable Interface Module

- 250. HCM--Hiway Coupler Module
- 251. HDC--Highly Distributed Control
- 252. HDLC--High Level Data Link Controller (computer protocol)
- 253. HDLC --Honeywell Digital Logic Controller
- 254. HEM--Hiway Emulator Module
- 255. HEMS/BRC--refinery software package (/Blend Ratio Control)
- 256. HESVP--Honeywell Enraf Small Volume Prover
- 257. HFS--Honeywell Field Solutions
- 258. HG--Hiway Gateway
- 259. HHT--Hand-held Terminal
- 260. HIM--Hiway Interface Module
- 261. HIPS--High Integrity Plant Shutdown System
- 262. HL--High Level
- 263. HLAI--High Level Analog Input
- 264. HLLAPI--High Level Language Application Program Interface
- 265. HLPUI --High Level Process Interface Unit
- 266. HM--History Module
- 267. HMI--Human Machine Interface
- 268. HON--Honeywell
- 269. HOS--Honeywell Operating System
- 270. HPI--Hydrocarbon Processing Industry
- 271. HPM--Horizon Production Manager
- 272. HPM--High-Performance Process Manager
- 273. HPS--Honeywell Process Solutions
- 274. HSE--Health Safety Environmental
- 275. HTD--Hiway Traffic Director
- 276. HTG--Hydrostatic Tank Gauging
- 277. HUE--Honeywell User Experience
- 278. HUG--Honeywell Users Group
- 279. HVAC--Heating, Ventilating and Air Conditioning
- 280. HVT--Hardware Verification Test

I

- 281. I&C--Instrumentation and Controls
- 282. I&E--Installation and Engineering
- 283. I.O.N--Integrated Operator Node
- 284. I/O--Input/Output
- 285. IB--Install Base
- 286. IBP--Integrated Business Plan
- 287. ICS--Industrial Control Systems
- 288. ICSS--Integrated Control and Safety System
- 289. IDM--Industrial Division Material
- 290. IDS--Integrated Delivery System
- 291. IEC--International Electrotechnical Commission
- 292. IECEx--IEC System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres
- 293. IEEE--Institute of Electrical and Electronics Engineers

- 294. IFP--Ind Finish/Plating Spec
- 295. IGCC--Integrated Gasification Combined Cycle
- 296. IIOT--Industrial Internet of Things
- 297. IKB--Integrated Keyboard
- 298. I-MAC--Integrated Main Automation Contracting
- 299. IOLE--I/O Link Extender
- 300. IOP--I/O Processor
- 301. IOT--Internet of Things
- 302. IOTA--I/O Termination Assembly
- 303. IPS--Integrated Personal Station (SCAN3000)
- 304. IS--Intrinsically Safe or Intrinsic Safety
- 305. IS--Information Systems
- 306. IS--Integration Services
- 307. IS--Industrial Security
- 308. ISA--International Society of Automation
- 309. ISA--Industry Standard Architecture
- 310. ISC--Integrated Supply Chain
- 311. ISLLMUX--Intrinsically Safe Low-Level Multiplexer
- 312. ISO--International Organization for Standardization
- 313. ISO--Isometric
- 314. IT/OT--Information Technology/Operations Technology
- 315. IWBS--Ind Welding Brazing Soldering

K-

- 316. K&E--Kits and Enhancements
- 317. K2LCN--High Density Local Control Network, 68020 Processor
- 318. K4LCN--High Density Local Control Network, 68040 Processor
- 319. KB--Knowledge Builder
- 320. KB--Kilobit
- 321. Kb--Kilobyte (1024 bytes)
- 322. KBPS--Kilobytes Per Second
- 323. KISS--Keep it Safe and Sound
- 324. KPI--Key Performance Indicator

L

- 325. L/T--Loader/Terminal (620 LCS)
- 326. LAN--Local Area Network
- 327. LBOS--Local Batch Operator Station
- 328. LCA--LCN Communications Adapter (Release 500)
- 329. LCD--Liquid Crystal Display
- 330. LCI--Local Computer Interface
- 331. LCM-- LCN Communication Manager (part of PCNM Server)
- 332. LCM--Lifecycle Management (service program)
- 333. LCN--Local Control Network
- 334. LCNE--LCN Extender

- 335. LCNP--Local Control Network Processor (GUS)
- 336. LCS--Logic Controller System
- 337. LE--Low Energy
- 338. LEAP--Lean Execution of Automation Projects
- 339. LED --Light Emitting Diode
- 340. LEPIU--Low Energy Process Interface Unit
- 341. LIMS--Laboratory Information Management System
- 342. LL--Low Level
- 343. LLAI--Low Level Analog Input
- 344. LLCN--Low Power Local Control Network board

- 345. LLMUX--Low Level Multiplexer
- 346. LLP--Ladder Logic Program
- 347. LLPIU--Low Level Process Interface Unit
- 348. LM --Logic Manager Programmable Controller
- 349. LMM--Logic Manager Module
- 350. LNG--Liquefied Natural Gas
- 351. LOB--Line of Business
- 352. LOS--Local Operator Station
- 353. LOS--Local Operator Shelter
- 354. LPM--Loop Processor Module
- 355. LSW--Leadership Standard Work

M

- 356. MAC--Main Automation Contractor
- 357. MACL--Manufacturing Automation Control Language (MAS)
- 358. MAS--Modular Automation System
- 359. MAS/C--Manufacturing Automation Systems Controller
- 360. MC--Multifunction Controller
- 361. MCAA--Measurement, Control and Automation Association (offshoot of SAMA)
- 362. MCC--Motor Control Center
- 363. MCC--Modified Continuous Cooking (pulp)
- 364. MD--Machine Direction
- 365. MES--Manufacturing Execution System
- 366. MFC--MultiFunction Controller
- 367. MID--Measuring Instruments Directive
- 368. MIS --Management Information System
- 369. MOR--Monthly Operations Review
- 370. MOV--Motor Operated Valve
- 371. MPC--Master Pressure Control
- 372. MPC--Multivariable Predictive Control
- 373. MPU--Microprocessor Unit
- 374. MRD--Marketing Requirements Document (Honeywell)

- 375. MRG--Master Reference Ground
- 376. MRL--Manufacturing Readiness Level
- 377. MRO--Maintenance, Repair and Organizational Supplies
- 378. MRP--Manufacturing Resource Planning
- 379. MRR--Management Resource Review
- 380. MSC--Multi Stream Controller
- 381. MSDS--Material Safety Data Sheet
- 382. MTTF--Mean Time To Fail
- 383. MTTR--Mean Time to Repair
- 384. MU--Memory Unit
- 385. MUX--Multiplexer
- 386. MVC--Multivariable Control
- 387. MVIP--Multivendor Interface Program

N

- 388. NERC--Nuclear Energy Regulatory Commission
- 389. NESC--National Electrical Safety Code
- 390. NG--Network Gateway
- 391. NIC--Network Interface Card
- 392. NIM--Network Interface Module
- 393. NPI--New Product Introduction

O

- 394. O&M--Operations and Maintenance
- 395. ODA--Open Data Access
- 396. ODVA--Open DeviceNet Vendor's Association
- 397. OIML--OrganisationInternationale de MétéorologieLégale (International Organization of Legal Metrology)
- 398. OLE--Object Linking and Embedding
- 399. OM--Operations Management
- 400. OM--Operator Module
- 401. OM&S--Oil Movements and Storage
- 402. OPC--OLE for Process Control
- 403. OPE--Off Process Environment
- 404. OPEX--Operational Expenditure
- 405. OSS--Open Systems Services
- 406. OTC--Order to Cash
- 407. OTCCTR--Order to Cash Cycle Time Reduction
- 408. OTTR--On Time To Request
- 409. OVOC--Observational Voice of the Customer

P

- 410. PAC--Product Action Committee
- 411. PAuto--Hashtag used in social media for Process Automation, also spelt as #pauto and #Pauto
- 412. PBP--Performance-Based Pricing
- 413. PCB--Printed Circuit Board

- 414. PCC--Precipitated Calcium Carbonate
- 415. PCC--Production Control Center
- 416. PCDI--Peer Control Data Interface
- 417. PCFA--Point Card File Assembly
- 418. PCI--Peripheral Component Interconnect
- 419. PCI --Product Cost Index
- 420. PCIM--Personal Computer Interface Module
- 421. PCN--Process Control Network
- 422. PCNM--Personal Computer Network Module
- 423. PCS--Process Control System
- 424. PCSI--PC Serial Interface
- 425. PDG--Peripheral Display Generator
- 426. PET--Portable Enraf Terminal
- 427. PGM--Profibus Gateway Module
- 428. PHD--Process History Database
- 429. PI--Pulse Input
- 430. PI--Plant Information System
- 431. PI--Process Instruction
- 432. PI/PO--Phase In / Phase Out
- 433. PID--Proportional, Integral, Derivative
- 434. PIPO--Phase In / Phase Out
- 435. PIU--Process Interface Unit
- 436. PKS--Process Knowledge System
- 437. PLC--Programmable Logic Controller
- 438. PLCG--Programmable Logic Controller Gateway
- 439. PLNM--Plant Network Module
- 440. PM--Process or Project Manager
- 441. PM--Preventive Maintenance
- 442. PM--Production Management
- 443. PM--Parts Management
- 444. PMD--Process, Machinery and Drives
- 445. PNI--rocess Network Interface
- 446. PNM--Process Network Modem
- 447. PNO--ProfibusNutzer Organization
- 448. PO--Purchase Order
- 449. PO--Pulse Output
- 450. PPL--Pipe Path Length
- 451. PPM--Plant Performance Monitor
- 452. PPM--Parts Per Million
- 453. PPO--Plant Performance Optimizer
- 454. PSD--Process Shutdown
- 455. PSM--Process Safety Management

- 456. PTB--PhysikalischTechnischeBundesanstalt (German metrology institute providing scientific and technical services)
- 457. PTZ--Pan, Tilt and Zoom
- 458. PV --Process Variable
- 459. PWA--Printed Wiring Assembly (i.e. Plug-in Board)
- 460. PWB--Printed Wiring Board (no components Installed)

Q

- 461. QA--Quality Assurance
- 462. QC--Quality Control
- 463. QCI--Quality Control Instruction
- 464. QCS--Quality Control System
- 465. QVCS--Qualification and Version Control System (Experion platform feature)

R

- 466. RAID--Redundant Array of Inexpensive Disks
- 467. RAM--Random Access Memory
- 468. RAS--Remote Access Service (NT web browser feature)
- 469. RASIC--Responsible, Approve, Support, Inform, Consult
- 470. RC--Regulatory Control
- 471. RCM--Redundancy Control Module
- 472. RDBMS--Relational Database Management System
- 473. RFID--Radio-frequency Identification
- 474. RH--Relative Humidity
- 475. RHC--Remote Hardened Controller
- 476. RHMUX--Remote Hardened Multiplexer
- 477. RIE--Remote Instrument Enclosure
- 478. RIO--Remote I/O
- 479. RISC--Reduced Instruction Set Computer
- 480. RLL--Relay Ladder Logic
- 481. RMA--Return Material Authorization
- 482. RMPCT--Robust Multivariable Predictive Control Technology
- 483. RMPCT--Robust Multivariable Predictive Control Technology
- 484. RMS--Record Management System (MAS)
- 485. RMS--Root Mean Squared
- 486. RoHS--Restriction of Hazardous Substances (European Directive)
- 487. ROI--Return on Investment
- 488. RPM--Remote Performance Monitoring
- 489. RPS--Rapid Problem Solving
- 490. RQUP--Request to Quote Unreleased Product (Honeywell)
- 491. RTDB--Real-Time Database
- 492. RTF--Refer To Factory
- 493. RTO--Real Time Optimization
- 494. RTP--Remote Terminal Panel
- 495. RTU--Remote Terminal Unit

- 496. RUSIO--Remote Universal Safety I/O
- 497. RUSLS--Remote Universal Safety Logic Solver
- 498. RV--Remote Variable

S

- 499. SAC--Service Advisory Council
- 500. SAMA--Scientific Apparatus Makers Association
- 501. SAT--Site Acceptance Test
- 502. SBE--Strategic Business Enterprise
- 503. SBG--Strategic Business Group
- 504. SBM--Supply Based Management
- 505. SBRPT--SAFEbus® Report
- 506. SBU--Strategic Business Unit
- 507. SCA--Supply Chain Automation
- 508. SCADA--Supervisory Control And Data Acquisition
- 509. SCAN--Supervisory Control and Networking
- 510. SCM--Smart Coreolis Mass flowmeter
- 511. SCM--Sequence Control Module
- 512. SCM--Supply Chain Management
- 513. SDP--Strategy Deployment Process
- 514. SEA--Schedule of Executive Approvals
- 515. SEER--Steam Electric Evaluation & Recording, Software
- 516. SEI--Software Engineering Institute (Carnegie-Mellon)
- 517. SESP--Software Enhancement and Support Program
- 518. SFN--Smart Field Network
- 519. SG--System Gateway
- 520. SHE--Safety, Health and Environment
- 521. SI--Serial Interface
- 522. SI--System Infrastructure
- 523. SIF--Safety Instrumented Function
- 524. SIL--Safety Integrity Level
- 525. SIM--Serial Interface Module
- 526. SIM--Simulation Interface Module
- 527. SIO--Serial Input/Output
- 528. SIOP--Sales Inventory Operations Plan
- 529. SIS--Safety Instrumented System
- 530. SKU--Stock Keeping Unit
- 531. SLC--Single Loop Controller
- 532. SLIC --Select Area, Load, Install, Change Area (to alter Area Database)
- 533. SM--Safety Manager
- 534. SMM--Safety Manager Module
- 535. SMP--Strategic Marketing Program
- 536. SNR--Signal-to-Noise Ratio
- 537. SOE--Sequence of Events

- 538. SoS--Speed of Sound (also known as Velocity of Sound)
- 539. SOS--Safety Observation System (Honeywell)
- 540. SP--Set Point
- 541. SPC/SQC--Statistical Process Control/Statistical Quality Control
- 542. SPCI--Smart Peripheral Controller Interface
- 543. SPF--SmartPlant Foundation
- 544. SPI--SmartPlant Instrumentation powered by INtools
- 545. SPU--Signal Processing Unit
- 546. SRS--Supplemental Restraint System
- 547. SSC--Solution Support Center (Honeywell)
- 548. SSC--Single Stream Controller
- 549. SSD--Solid State Drive (TDC 2000)
- 550. SSS--Site Support Specialist
- 551. ST3000--Smart Transmitter (pressure measurement)
- 552. STC--Smartline Technology Center
- 553. Std--Standard
- 554. STDC--Smart Transmitter Digital Communication
- 555. STI--Smart Transmitter Interface
- 556. STIF--Smart Transmitter Interface
- 557. STIM--Smart Transmitter Interface Module
- 558. STI-MV--Smart Transmitter Interface Multi-Variable
- 559. STR--System Trouble Report (TAC software)
- 560. STRAP--Strategic Plan – Strategy Development
- 561. STT3000--Smart Transmitter (temperature measurement)
- 562. SUIT--Security Updates Investigation Team
- 563. SVP--Small Volume Prover

T

- 564. TAC--Technical Assistance Center
- 565. TAPPI--Technical Association for Pulp and Paper Industries
- 566. TAS--Terminal Automation Solutions
- 567. TAS--Terminal Automation System
- 568. TC,T/C--Thermocouple
- 569. TCC--Thermoform Catalytic Cracker (refinery)
- 570. TCF--Technical Construction File (EC Compliance)
- 571. TCF --Totally Chlorine Free (pulp)
- 572. TCM--Task Control Module
- 573. TCM--Total Cost Management
- 574. TCO--Total Cost of Ownership
- 575. TD--Trend Display
- 576. TDC--Total Distributed Control
- 577. TI--Test Instruction
- 578. TLA--Three Letter Acronym
- 579. TLC --Tie Line Control

- 580. TM--Terminal Manager
- 581. TMM--Task Monitor Module
- 582. TMP--hermomechanical Pulp
- 583. TMR --Triple Modular Redundant (Triconex)
- 584. TP--TotalPlant
- 585. TPA--TotalPlantAlcont
- 586. TPB--TotalPlant Batch
- 587. TPDG--Turbo Peripheral Display Generator (UxS)
- 588. TPN--TotalPlant Network
- 589. TPS --TotalPlant Solution System (successor to TDC 3000x)
- 590. TRG--Technical Requirements Group

U

- 591. UBC--Uniform Building Code of the International Conference of Building Officials
- 592. UCC--Uniform Commercial Code
- 593. UCN--Universal Control Network
- 594. UDC--Universal Digital Controller
- 595. UIO--Universal Input/Output
- 596. UIS--User Input Subcommittee
- 597. UL--Underwriters Laboratories
- 598. UOP--United Oil Products
- 599. UPN--Universal Process Network
- 600. UPS--Uninterruptable Power Supply
- 601. UPS--Universal Power Supply
- 602. URL--niform Resource Locator (Internet pathname/address)
- 603. URS--User Requirement Specifications
- 604. URT--Unified Real Time
- 605. US--Universal Station
- 606. USM--Ultrasonic Flowmeter
- 607. USMP--USM Package, including meter tubes, flow computer and thermo-well
- 608. UWS--Universal Work Station

V

- 609. VIM--International vocabulary of basic and general terms in metrology
- 610. VOC--Voice of the Customer
- 611. VPD--Velocity Product Development
- 612. VPN--Virtual Private Network

W

- 613. WAN--Wide Area Network
- 614. WDM--Wireless Device Manager
- 615. WSI--Work Station Interface (UxS)

Bapatla Engineering College-Department of English

Corporate Vocabulary

Management	Those in charge of running a business
Business	The activity of providing goods and services involving financial and commercial and industrial aspects.
Marketing	The commercial processes involved in promoting and selling and distributing a product or service.
Profit	the amount of money left over after expenses are taken out
Telecommuting	involves working at home usually on a computer
Downsizing	A planned reduction in the number of employees needed in a firm in order to reduce costs and make the business more efficient
Outsourcing	Contracting out selected functions or activities of an organization to other organizations that can do the work more cost efficiently.
R&D	Research and Development: Business or government activity that is purposely designed to stimulate invention and innovation
Headquarters	(usually plural) the office that serves as the administrative center of an enterprise
Market	the world of commercial activity where goods and services are bought and sold
Bonus	An additional payment (or other remuneration) to employees as a means of increasing output.
Personnel	Staff, employees, work force.
Quarter	One of four equal parts into which anything is or may be divided.
Promotion	act of raising in rank or position
Asset	anything of value that is owned
Recruitment	Finding new people to join an organization.
Sales Department	The division of a business that is responsible for selling products or services.
Liability	an amount owed by a business
Presentation Meeting	A show or display a formally arranged gathering.
End User	The person or group who will use the product produced by the project.
Party	a person involved in legal proceedings
Objective	the goal intended to be attained (and which is believed to be attainable)
Entrepreneur	a person who organizes, manages, and takes on the risks of a business
Contract	A binding agreement between two or more persons that is enforceable by law.
Commercial	a commercially sponsored ad on radio or television
Venture Capital	money that is invested in new or emerging companies that are perceived as having great profit potential
Credit	arrangement for deferred payment for goods and services

Opportunity Cost	cost in terms of foregone alternatives
Logistics	the process of strategically managing the efficient flow and storage of raw materials, in-process inventory, and finished goods from point of origin to point of consumption.
Agreement	a decision reached by two or more people or groups
Shareholder	someone who holds shares of stock in a corporation
Stakeholder	Any group within or outside the organization that has a stake in the organization's performance.
Interest	the price paid for the use of borrowed money
Customer Service Department	The department in a retail organization that handles customer inquiries and complaints.
Inventory	(Accounting) the value of a firm's current assets including raw materials and work in progress and finished goods.
Terms	The amount of money needed to purchase something, Any of a variety of conditions attached to a financial transaction.
Loan	An amount of money given to the borrower for a set period of time. After the set time has passed, the money must be paid back plus the lending fee, called interest. Payments are normally made over a series of months.
Lien	The right to take another's property if an obligation is not discharged.
Manager	Someone who coordinates and oversees the work of other people so that organizational goals can be accomplished
Board Of Directors	A group of people elected by the stockholders of a corporation to set the policies for the corporation.
Accounting	The occupation of maintaining and auditing records and preparing financial reports for a business.
Staff	Personnel who assist their superior in carrying out an assigned task.
Human Resources	Maintains policies, plans, and procedures for the effective management of employees.
Capital	Wealth in the form of money or property owned by a person or business and human resources of economic value.
Budget	A summary of intended expenditures along with proposals for how to meet them.
Disruption	An unexpected event that throws a plan into disorder; an interruption that prevents a system or process from continuing as usual or as expected.
Networking	Using contacts with friends and family members as a means of finding job leads
Launch	to officially start something
Consumer	a person who uses goods or services
Supply Chain	The connected chain of all of the business entities, both internal and external to the company, that perform or support the logistics function
Startup	A new venture that is trying to discover a profitable business model for future success.
Branding	Combination of name, words, symbols, or design that identifies the product and its source and distinguishes it from competing brands.

Overhead	the amount of money it takes to run a business.
Point Of Sale	places where goods are sold to the public - shops, stores, kiosks, market stalls, etc
Cost Of Sales	The cost of the inventory that the business has sold to customers.
Wholesale	Selling or related to selling goods in large quantities for resale to the consumer.
Company	An institution created to conduct business.
Revenue	The entire amount of income before any deductions is made.
Salary	the money paid for employee services
Account	a statement of recent transactions and the resulting balance
Grant	a sum of money or other payment given for a particular purpose
Non-Profit Organization	An organization whose goals do not include making a personal profit for its owners or organizers.
Operations	Performance of a practical work or of something involving the practical application of principles or processes.
Ceo	The corporate executive responsible for the operations of the firm.
Equity	The difference between the market value of a property and the claims held against it.
Competitor	One who competes or is a rival of another business enterprise.
Merger	Combination of two or more companies into a single firm.
Acquisition	The taking over the control of one company by another.
Partnership	a contract between two or more persons who agree to pool talent and money and share profits or losses
Agenda	a temporally organized plan for matters to be attended to
Status Report	a report summarizing a group's past achievements and future goals
Margin	(finance) the net sales minus the cost of goods and services sold
Sponsor	Businesses or organizations that pay for advertising.
Income Statement	a financial statement that gives operating results for a specific period
Balance Sheet	a financial statement that reports assets, liabilities, and owner's equity on a specific date
Cash Flow Statement	A financial statement that shows the flow of money in and out of the business.
C/O	care of
Platform	The means of delivering a specific piece of media content.
Web 2.0	the read/write web; the second generation of web-based services and tools which make content creation on the web easier and more accessible to a wide variety of users.
Social Media	media whose content is created and distributed through social interaction
Project	Any piece of work that is undertaken or attempted.
Multitask	to do more than one thing at the same time
Reach a Consensus	all the people in a group agreeing on an idea or opinion
Resign	leave (a job, post, post, or position) voluntarily

CV	a summary of your academic and work history
Conference Call	A synchronous virtual meeting in which participants meet at the same time via a voice-communication channel.
Exchange Rate	the value of a currency in one country compared with the value in another
Transaction	a business activity that changes assets, liabilities, or owner's equity
Viral Marketing	A strategy to get consumers to share a marketer's message, often through e-mail or online video, in a way that spreads dramatically and quickly.
Industry	the people or companies engaged in a particular kind of commercial enterprise
Monetization	the process of converting something that once was free into a product that is sold
Scalable	The property of a network that allows you to add nodes or increase its size easily.
Strategy	an elaborate and systematic plan of action
Information Technology	the use of technology to move and process information
Trademark	a formally registered symbol identifying the manufacturer or distributor of a product
Cba	The formal decision making process used when considering the economic feasibility of implementing information security controls and safeguards is called a(n) ____.
Business Plan	A written description of the business idea and how it will be carried out, including all major business activities.
Deadline	deadline

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Teacher's Material on Analogous words:

1. Particular:fussy::_____:subservient
a. meek b. above c. cranky d. uptight

Particular is a synonym for fussy, and **meek** is a synonym for subservient.

2. Tureen:_____:goblet:wine
a. napkin b. soup c. spoon d. Pilsner

A tureen is used to hold **soup**, and a goblet is used to hold wine.

3. Son:nuclear::_____:extended
a. father b. mother c. cousin d. daughters

A son is part of a nuclear family, and a **cousin** is part of an extended family.

4. feta:Greek::provolone:_____
a. salad b. Swiss c. blue d. Italian

Feta is a Greek cheese, and provolone is an **Italian** cheese.

5. Pilfer:steal::_____:equip.
a. return b. damage c. exercise d. furnish

To pilfer means to steal, and to **furnish** means to equip.

6. Junket:_____:junk:trash.
a. trounce b. trip c. refuse d. trinket

A junket is a synonym for **trip**, and junk is a synonym for trash.

7. Bog:_____:slumber:sleep.
a. dream b. foray c. marsh d. Night

A bog is a synonym for a **marsh**, and slumber is a synonym for sleep.

8. Miserly:cheap::homogeneous:_____
a. extravagant b. unkind c. alike d. friendly

Miserly is another word for cheap, and homogeneous is another word for **alike**.

9. Gerrymander:divide::filibuster:_____
a. Bend b. punish c. delay d. rush

To gerrymander is a political term meaning to divide land, and to filibuster is to **delay** legislature.

10. Quixotic:pragmatic::murky:_____
a. rapid b. Cloudy c. clear d. Friendly
Quixotic is an antonym for pragmatic, and murky is an antonym for **clear**.

11. Nymph : _____ :: seraphim : angel
a. maiden b. sinner c. candle d. priest

A nymph is a **maiden**, and a seraphim is an angel.

12. Jibe : praise :: _____ : enlighten
a. jib b. delude c. worship d. wed

To jibe is an antonym of to praise, and to **delude** is an antonym of to enlighten.

13. abet : _____ :: alone :: lone
a. bet b. loan c. wager d. Single

Abet becomes **bet** when the “a” is removed, and alone becomes lone when the “a” is removed.

14. segregate : unify :: repair : _____
a. approach b. push c. damage d. Outwit

To segregate is an antonym of to unify, and to repair is an antonym of to **damage**.

15. principle : doctrine :: living : _____
a. will b. dead c. likelihood d. Livelihood

A principle is another word for a doctrine, and a living is another word for **livelihood**.

16. conjugate : pair :: partition : _____
a. divide b. consecrate c. parade d. Squelch

To conjugate means to pair, and to partition means to **divide**.

17. tacit : implied :: _____ : inferior
a. shoddy b. taciturn c. forthright d. Superior

Tacit is another word for implied, and **shoddy** is another word for inferior.

18. gambol : _____ :: gamble : bet
a. Skip b. win c. bat d. Worship

To gambol means to **skip**, and to gamble means to bet.

19. monarch : _____ :: king : cobra
a. queen b. butterfly c. royal d. Venom

A monarch is a type of butterfly and a king is a type of cobra.

20. cicada : _____ :: collie : canine
a. fruit b. mineral c. cat d. Insect

A cicada is a type of **insect**, and a collie is a type of canine.

21. lapidary : _____ :: dramaturge : plays
a. cows b. gems c. rabbits d. Movies

A lapidary is one who works with **gems**, and a dramaturge works with plays.

22. cytology : _____ :: geology : rocks
a. cyclones b. psychology c. pharmacology d. cells

Cytology is the study of **cells**, and geology is the study of rocks.

23. Argentina : Brazil :: _____ : Iran
a. Canada b. Iraq c. Ireland d. Mexico

The country of Argentina neighbors the country of Brazil. Similarly, **Iraq** borders Iran.

24. cushion : sofa :: shelf : _____
a. ledge b. bookcase c. storage d. Frame

A cushion is a part of a sofa, and a shelf is part of a **bookcase**.

25. Stars: astronomy :: _____ : history.
a. battles b. eclipse c. horse d. Autumn

Stars are a component of astronomy, and **battles** make up history.

26. bowler : _____ :: satchel : bag
a. Hat b. lane c. trophy d. Ottoman

A bowler is a type of **hat**, and a satchel is a type of bag.

27. _____ : dolphin :: herd : cow
a. ocean b. Pod c. porpoise d. Leap

A **pod** is a group of dolphins, and a herd is a group of cows.

28. chatter : talk :: flutter : _____
a. dance b. wobble c. sing d. FLap

To chatter is to talk rapidly, and to flutter is to flap rapidly.

29. _____ : money :: urn : ashes
a. Cash b. wealth c. purse d. Inheritance

A **purse** is used to hold money, and an urn is used to hold ashes.

30. lawless : order :: captive : _____
a. trouble b. punishment c. jail d. Freedom

To be lawless is to lack order, and to be captive is to lack **freedom**.

31. bivouac : _____ :: axis : alliance
a. diplomacy b. sergeant c. soldier d. Camp

A bivouac is another word for a **camp**, and an axis is another word for an alliance.

32. search : _____ :: defeat : vanquish
a. Peer b. ransack c. destroy d. Find

To **ransack** is to search thoroughly, and to vanquish is defeat thoroughly.

33. cord : telephone :: _____ : television
a. watch b. screen c. program d. Table

A cord is part of a telephone, and a **screen** is part of a television.

34. _____ : wrist :: belt : waist
a. arm b. hand c. bend d. Bracelet

A **bracelet** is worn around the wrist, and a belt is worn around the waist.

35. hint : _____ :: whisper : shout
a. demand b. Point c. surprise d. Secret

To hint is to ask subtly and to **demand** is to ask insistently, and whisper is to talk quietly and to shout is to talk loudly.

36. jetty : _____ :: bouquet : flowers
a. daffodils b. beach c. rocks d. Water

A jetty is composed of **rocks**, and a bouquet is composed of flowers.

37. _____ : assistant :: administrator : teacher
a. office b. school c. executive d. Campus

An **executive** manages an assistant, and an administrator manages a teacher.

38. scientist : experiment :: _____ play
a. beaker b. rehearsal c. actor d. Lab

A scientist performs an experiment, and an **actor** performs a play.

39. _____ : court case :: abstract : research paper
a. brief b. judge c. hypothesis d. Lawyer

A **brief** is a summary of a court case, and an abstract is a summary of a research paper.

40. trot : _____ :: jog : sprint
a. drive b. canter c. horse d. Speed

To trot is slower than to **canter**, and to jog is slower than to sprint.

41. irrelevant : significance :: relaxed : _____
a. care b. calm c. thoughtful d. Asleep

To be irrelevant is to lack significance, and to be relaxed is to be free of **care**.

42. _____ : silo :: art : museum
a. field b. fodder c. farm d. Windmill

Fodder is kept in a silo, and art is kept in a museum.

43. _____ : launch :: breakfast : lunch
a. sandwich b. dinner c. eggs d. Countdown

A **countdown** precedes a launch, and breakfast precedes lunch.

44. dough : bread :: _____ : pancake
a. griddle b. cake c. batter d. Oven

Dough becomes bread in the cooking process, and **batter** becomes a pancake.

45. follow : chase :: nudge : _____
a. thrust b. pursue c. catch d. Precede

To follow is less intense than to chase, and to nudge is less intense than to **thrust**.

46. postmortem : _____ :: rainbow : downpour
a. address b. forecast c. morning d. Death

A postmortem follows a **death**, and a rainbow occurs after a downpour.

47. elevator : transport :: rickshaw : _____
a. train b. bicycle c. carry d. slip-shod

An elevator is used to transport people, and a rickshaw is used to **carry** people.

48. tarpaulin : rain :: _____ : stain
a. Stove b. picnic c. puddle d. Apron

A tarpaulin is used to protect from rain, and an **apron** is used to protect from stains.

49. thrifty : _____ :: hungry : gluttonous
a. virtue b. vice c. avarice d. Self-control

Thrifty describes **avarice**, and hungry describes gluttonous.

50. _____ : incising :: spatula : lifting
a. pancake b. bullhorn c. scalpel d. Truck

A **scalpel** is used to make an incision, and a spatula is used for lifting.

51. economy : parsimony :: _____ : rift
a. disagreement b. fissure c. bounty d. River

Economy is a synonym of parsimony, and fissure is a synonym of rift.

52. candle : illuminate :: _____ : cool
a. breeze b. wick c. burn d. Refrigerator

A candle illuminates when in use; a **refrigerator** cools when in use.

53. dictionary : definition :: _____ : map
a. direction b. south c. atlas d. Longitude

A dictionary is a book containing definitions, and an **atlas** contains maps.

54. annex : _____ :: insert : book
a. shelf b. building c. page d. Wing

An annex is a structure added to a **building**, and an insert is something added to a book.

55. hostel : _____ :: barn : livestock.
a. traveler b. hotel c. countryside d. Dog

A hostel is used as shelter for **travelers**, and a barn is used as shelter for livestock.

56. speech : _____ :: race : track
a. lectern b. odds c. preamble d. Tote

A speech takes place at a **lectern**, and a race takes place at a track.

57. _____ : flood :: helmet : injury.
a. drowned b. Coast Guard c. river d. levee

A **levee** prevents a flood, and a helmet prevents injury.

58. laconic : words :: parched : _____.
a. heat b. moisture c. desert d. Vapid

Laconic is characterized by a lack of words, and parched is characterized by a lack of **moisture**.

59. indifferent : _____ :: ardent : zealot.
a. stoic b. altruist c. cynic d. Zealous

Indifferent describes a **stoic**, and ardent describes a zealot.

60. valise : _____ :: cask : wine
a. bicycle b. glass c. vine d. Clothes

A valise holds **clothing** and a cask holds wine.

61. brethren : sect :: actors : _____.
a. company b. church c. liturgy d. Stagehand

Brethren means members of an order or sect, and actors are members of a **company**.

62. logorrhea : words :: _____ : money
a. cash b. wealth c. mint d. Pesos

Logorrhea is an excess of words, and **wealth** is an excess of money.

63. heliotrope : _____ :: turnover : pastry.
a. cake b. angel c. candle d. shrub

A heliotrope is a type of **shrub**, and a turnover is a type of pastry.

64. folderol : _____ :: benevolence : charity
a. cash b. greed c. nonsense d. Event

Folderol is a synonym for **nonsense**, and benevolence is a synonym for charity.

65. malice : charity :: _____ : gloom.
a. victim b. lose c. glee d. Cloud

Malice is an antonym for charity, and **glee** is an antonym for gloom.

66. whole : _____ :: hole : pit
a. pittance b. whale c. donut d. Sum

Whole is another word for **sum**, and hole is another word for pit.

67. armor : combat :: _____ : sewing.
a. flag b. needle c. dueling d. Thimble

Armor is worn for protection in combat, and a **thimble** is worn for protection in sewing.

68. scythe : grass :: _____ : beard.
a. hair b. face c. skin d. Razor

A scythe is used to cut grass, and a **razor** cuts a beard.

69. mean : average :: kind : _____.
a. hurtful b. meaning c. variety d. Kindness

Mean is a synonym for average, and kind is a synonym for **variety**.

70. hilt : sword :: needle : _____
a. Tease b. compass c. dagger d. Kilt

A hilt is part of a sword, and a needle is part of the **compass**.

71. olfactory : _____ :: optical : eye
a. Nose b. ear c. heart d. Vision

Olfactory relates to the sense of **smell**, or a nose, and optical relates to vision, or an eye.

72. rue : _____ :: rule : dominate
a. avenue b. domino c. regret d. Rules

To rue means to **regret**, and to rule means to dominate.

73. fatuous : sensible :: _____ : generic.
a. fat b. lofty c. specific d. Generous

Fatuous is an antonym for sensible, and specific is an antonym for generic.

74. mythical : historical :: general : _____.
a. participatory b. particular c. colonel d. Orderl

Mythical is an antonym for historical, and general is an antonym for **particular**.

75. canonize : unshroud :: ignore : _____

- a. Gape b. jibe c. bunk d. Slag

Canonize is an antonym for unshroud, and ignore is an antonym for **gape**.

76. cordon : _____ :: seam : stitches

- a. corduroy b. troops c. chicken d. Thread

A cordon is a line of **troops**; a seam is a line of stitches.

77. comical : _____ :: broad : narrow.

- a. pathetic b. new c. joke d. Hysterical

Comical is an antonym for **pathetic**, and broad is an antonym for narrow.

78. embassy : ambassador :: _____ : eagle.

- a. mouse b. flag c. hawk d. Nest

An embassy is the residence of an ambassador, and an eagle lives in a **nest**.

79. mural : wall :: inscription : _____.

- a. plaque b. dedication c. brush d. Floor

A mural is a painting that appears on a wall, and an inscription appears on a **plaque**.

80. cabana : pool :: chalet : _____.

- a. billiards b. Swiss c. ocean d. mountain

A cabana can be found near a pool, and a chalet is found near a **mountain**.

81. plume : feather :: flume : _____.

- a. duck b. gorge c. nest d. laughter

A plume is a feather, and a flume is a **gorge**.

82. attic : _____ :: crown : head.

- a. king b. family c. stairs d. house

An attic is the upper part of a **house**, and the crown is the upper part of the head.

83. endure : continue :: entreat : _____.

- a. plea b. segue c. purchase d. Surrender

To endure means to continue, and to entreat means to **plead**.

84. confederate : _____ :: narrator : chronicler.

- a. north b. partner c. history d. teacher

A confederate is a synonym for a **partner**, and a narrator is a synonym for a chronicler.

85. wattle : _____ :: crust : bread.

- a. waffle b. griddle c. gait d. Neck

The wattle is part of the **neck**, and crust is part of bread.

86. Peak : mountain :: _____ : house.
a. maximize b. roof c. porch d. bungalow

The peak is the top of a mountain, and the **roof** is the top of a house.

87. Glasses : _____ :: bicycle : unicycle.
a. helmet b. pedal c. speeds d. monocle

A **monocle** has one lens while glasses have two lenses, and a unicycle has one wheel while a bicycle has two wheels.

88. Pilgrim : journey :: recluse : _____.
a. ocean b. home c. space d. Thanksgiving

A pilgrim can be found on a journey, and a recluse can be found at **home**.

89. Reconcile : fight :: _____ : procrastinate.
a. hurry b. stall c. cover d. shun

Reconcile is an antonym of fight, and **hurry** is an antonym of procrastinate.

90. epaulet : shoulder :: cravat : _____.
a. head b. arm c. neck d. foot

An epaulet is worn on the shoulder, and a cravat is worn on the **neck**.

91. brew : _____ :: fret : worry
a. drink b. bar c. wipe d. Contrive

To brew means to **contrive**, and to fret means to worry.

92. succor : _____ :: ire : anger.
a. aid b. offense c. flavor d. Sleep

Succor means help or **aid**, and ire means anger.

93. bathysphere : _____ :: telescope : astronomer.
a. sea b. tub c. oceanographer d. Universe

A bathysphere is used by an **oceanographer**, and a telescope is used by an astronomer.

94. channel : waterway :: _____ : fabric.
a. polyester b. zipper c. cotton d. stone

A channel is a natural waterway, and **cotton** is a natural fabric.

95. deference : elder :: indifference : _____.
a. defendant b. child c. stranger d. judge

Deference is shown to an elder, and indifference is shown to a **stranger**.

96. shadow : trail :: _____ : disgrace
a. litter b. forest c. hike d. Shame

To shadow is to trail someone, and to **shame** is to disgrace someone.

97. phenomenon : phenomena :: die : _____
a. hn b. miracle c. dice d. phenomenal

Phenomenon is the singular of phenomena, and die is the singular of **dice**.

98. partisan : biased :: _____ : limited
a. first b. balanced c. dogged d. finite

Partisan is a synonym for biased, and finite is a synonym for limited.

99. Sagacious : undiscerning :: amusing : _____
a. clever b. droll c. humorless d. confusing

To be sagacious is to be the opposite of undiscerning and to be amusing is to be the opposite of **humorless**.

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Idioms and Phrasal Verbs:

Oxford dictionary defines an idiom as a group of words whose implied meaning is different from the meaning of the individual words. 'The couple has three children but Amit is *an apple of their eyes*,' refers to the fact that out of the three children Amit is their favourite. We can see that *an apple of one's eye* is a group of words whose meaning has nothing to do with that of the individual words.

Idioms are an indispensable part of English language. An idiomatic language is always better equipped to communicate as it lends charm and expression to a routine language. Idioms and phrases are language specific and also vary from culture to culture. However, excessive use of idioms may not be advisable as it makes the language showy and may give an impression that the speaker wants to impress the listener.

Some Commonly Used Idioms:

1. A bed of roses: A comfortable position.
2. A bed of thorns: An uncomfortable position.
3. A bird in the hand is worth two in the bush: Having something that is certain is much better than taking a risk for more.
4. A bird's eye view: A brief general view.
5. A blessing in disguise: Something good that isn't recognized at first.
6. A chicken-hearted fellow: A timid person.
8. Achilles heel: A point of vulnerability.
9. A doubting Thomas: A skeptic who needs physical or personal evidence to believe something.
10. A fair weather friend: One who betrays in difficulty.
11. A fish out of water: A person in uncomfortable surroundings.
12. A hen-pecked husband: A person servile to his wife.
13. A picture paints a thousand words: A visual presentation is far more descriptive than words.
14. A piece of cake: A task that can be accomplished very easily.
15. A red letter day: An important day.
16. A slap on the wrist: A very mild punishment.
17. A snake in grass: A deceitful person.
18. Actions speak louder than words: It's better to do something in reality than just talk about it.
19. Add fuel to the fire: To do something to make a bad situation even worse than it is.

20. Against the clock: To do something fast to finish it before a particular time.
21. All in the same boat: When everyone is facing the same challenges.
22. At the drop of a hat: Willing to do something immediately.
23. Beat a dead horse: To force an issue that has already ended.
24. Beating about the bush: Avoiding the main topic. Not speaking directly about the issue.
25. Black sheep: A person who is considered a disgrace to a family.
26. Blood is thicker than water: The family bond is closer than anything else.
27. Blow one's own horn: To praise your own abilities and achievements.
28. Blue moon: A rare event or occurrence.
29. Break the ice: To remove the tension, hesitation at the first meeting or at the opening of a party, etc.
30. Carry a torch: To be infatuated with.
31. Clean slate: To make a new start by clearing records.
32. Cock and bull story: An unbelievable tale.
33. Crocodile tears: Pretending to be sad, in an attempt to manipulate the situation.
34. Cross your fingers: To hope that something happens the way you want it to.
35. Cry wolf: Intentionally raise a false alarm.
36. Curiosity killed the cat: Being inquisitive can lead you into a dangerous situation.
37. Dark horse: One who was previously unknown and is now prominent.
38. Draw the line: To set a limit, as of accepted behaviour.
39. Drink like a fish: To drink very heavily.
40. Eye for eye: Revenge.
41. Feather in one's hat: An accomplishment a person can be proud of.
42. Field day: An enjoyable day or circumstance.
43. Finding your feet: To become more comfortable in whatever you are doing.
44. Flash in the pan: Something that looks promising in the beginning but fails to deliver anything in the end.
45. Flesh and blood: Material of which people are made of, or it can refer to someone's family.
46. Fools' gold: A worthless rock that resembles real gold.
47. From pillar to post: From one place or thing to another.
48. Fuddy-duddy: An old-fashioned and foolish type of person.
49. Good Samaritan: Someone who helps others when they are in need with no thought of reward.
50. Great minds think alike: Intelligent people think like each other.
51. Green room: The waiting room, especially for those who are about to go on stage, a TV or radio.

52. Gut feeling: A personal intuition that something may not be right.
53. Hat trick: Three scores made continuously without break in a sport, such as three wickets in cricket or three soccer goals.
54. Have a finger in every pie: To be involved in a lot of different activities and have influence over them.
55. He lost his head: Angry and overcome by emotions.
56. Head over heels: Very excited and/or joyful, especially when in love.
57. Hit the books: To study, especially for a test or exam.
58. Hold your horses: Be patient.
59. Icing on the cake: Something extra that is added to an already good situation.
60. It's a small world: You frequently see the same people in different places.
61. Keep an eye on somebody: You should watch a person carefully.
62. Keep your chin up: To remain joyful in a tough situation.
63. Knock on wood: Knuckle tapping on wood to avoid some bad luck.
64. Last but not the least: An introduction phrase to let the audience know that the last person mentioned is no less important than those introduced before him/her.
65. Lend me your ear: To politely ask for someone's full attention.
66. Let sleeping dogs lie: To avoid restarting a conflict.
67. Let the cat out of the bag: To share a secret that wasn't supposed to be shared.
68. Maiden speech: The first speech made by a person.
69. Make no bones about: To state a fact so there are no doubts or objections.
70. Off the record: Something said in confidence that the one speaking doesn't want attributed to him/her.
71. On the fence: Undecided.
72. On the same page: When multiple people all agree on the same thing.
73. Out on a limb: When people put themselves in a risky situation.
74. Out on the town: To enjoy yourself by going out.
75. Over the top: Highly excessive.
76. Pig out: To eat a lot and eat it quickly.
77. Pull the plug: To stop something. To bring something to an end.
78. Pulling your leg: Tricking someone as a joke.
79. Raining cats and dogs: A very loud and noisy rain storm.
80. Read between the lines: To pay attention to what is implied in writing or speech.
81. Rise and shine: Time to get out of bed and get ready for work/school.
82. Run out of steam: To be completely out of energy.
83. Saved by the bell: Saved at the last possible moment.
84. Scapegoat: Someone else who takes the blame.
85. Show your true colours: To reveal your true intentions, personality or behaviour.

86. Sick as a dog: To be very sick (with the flu or a cold).
87. Smell a rat: To detect someone in the group who is betraying others.
88. Smell something fishy: Detecting something isn't right and there might be a reason for it.
89. Southpaw: Someone who is left handed.
90. The ball is in your court: It is your decision this time.
91. Tie the knot: To get married.
92. To be in one's good books: To be favoured.
93. To carry the day: To be victorious.
94. To pay lip service: To pretend to be faithful.
95. Turn a blind eye: Refuse to acknowledge something you know is real or legitimate.
96. Under the weather: Feeling ill or sick.
97. Wear your heart on your sleeve: To openly and freely express your emotions.
98. Wild and woolly: Uncultured and without laws.
99. You are what you eat: To stay healthy you must eat healthy food.
100. You can't judge a book by its cover: Decisions shouldn't be made primarily on appearance.

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● **Phrasal Verbs:**

Phrasal verbs are verbal compounds with a grammatical structure of verb + preposition and/ or adverbs. They form a fixed group of words with an idiomatic meaning. They are expressions (also known as verbal idioms) whose real meaning cannot be detected from that of the constituent words. Like idioms, phrasal verbs are widely used in English and they make our expression rich and fresh. Phrasal verbs are better suited to informal speech. You would complain about your friend who has not kept his/her promise by saying, “He has backed out at the last moment.” On the other hand if you are a buyer, you would better express the similar idea formally to a supplier who has not supplied the ordered goods by writing, “we are sorry to say that you have not fulfilled your commitment.”

Some Common Phrasal Verbs:

1. Abide by: Respect or obey the law, a decision, a rule
2. Account for: Explain, give a reason
3. Add up: Make sense, seem reasonable
4. Agree with: Have the same opinion as somebody else.
5. Allow for: Take advantage of something (an opportunity)
6. Answer back: Reply rudely
7. Apply for: Make a formal request for something (job, permit, loan, etc.)
8. Avail (oneself) of: Take into consideration, include in a calculation
9. Back away: Move backwards, in fear or dislike
10. Back down: Withdraw, concede defeat
11. Blow up: Explode; be destroyed by an explosion
12. Back up: Give support or encouragement; make a copy of (file, program, etc.)
13. Black out: Faint, lose consciousness
14. Block off: Separate using a barrier
15. Boil down to: Be summarized as
16. Break down: Go out of order, cease to function; lose control of one's emotions
17. Break out: Start suddenly
18. Break into: Enter by force
19. Bump into: Meet by accident or unexpectedly
20. Burn out: Stop (something) working; become exhausted from overworking
21. Butt in (on something): Interrupt impolitely
22. Call back: Return a phone call
23. Call off: Cancel
24. Call on/upon something: Formally invite or request
25. Calm down: Become more relaxed, less angry or upset
26. Carry on: Continue

27. Carry out: Do something as specified (a plan, an order, a threat); perform or conduct (test, experiment)
28. Check in: Register at a hotel or airport
29. Check out: Pay one's bill and leave (a hotel); investigate
30. Clam up: Refuse to speak
31. Close down: Stop operating (company, restaurant, cinema)
32. Come across: Find by chance; appear
33. Come forward: Present oneself
34. Conk out: Stop working; stop or fall asleep from exhaustion
35. Come up against: Be faced with or opposed by
36. Count on: rely or depend on (for help)
37. Cross out: Remove by drawing a line through
38. Cut down on: Reduce in number or size
39. Cut out: Remove using scissors; stop doing something
40. Deal with: Handle, take care of (problem, situation)
41. Die down: Calm down, become less strong
42. Dress up: Wear elegant clothes; disguise oneself
43. Do without: Manage without
44. Drag on: Last longer than expected
45. Draw up: Write (contract, agreement, document)
46. Drop in: Visit, usually on the way somewhere
47. Drop out: Leave school without finishing
48. Drop off: Deliver someone or something; fall asleep
49. Ease off: Reduce, become less severe or slow down (pain, traffic, work)
50. Even out: Eliminate differences of opinion; become level or regular
51. Fall through: Fail; doesn't happen
52. Figure out: Understand, find the answer
53. Fill out: Complete (a form/an application)
54. Find out: Discover or obtain information
55. Focus on: Understand; find a solution
56. Figure out: Concentrate on something
57. Get at: Imply
58. Get away: Escape
59. Get back at: To get revenge on somebody
60. Get in: Enter
61. Get into (+noun): Manage to cope or to survive
62. Get off: Leave (bus, train, plane); remove
63. Get on: Board (bus, train, plane)
64. Get on with (something): Continue to do; make progress
65. Get out: Leave
66. Get on (well) with (somebody): Have a good relationship with
67. Get out of: Avoid doing something
68. Get over: Recover from (illness, disappointment)

69. Give up: Stop doing something
70. Get rid of: Eliminate
71. Get together: Meet each other
72. Get up: Rise, leave bed
73. Go through: Experience
74. Grow up: Spend one's childhood; develop; become an adult
75. Hand in: Distribute
76. Hand out: Submit (report, homework)
77. Hang out: Spend time in a particular place, or with a group of friends
78. Hang up: End a phone conversation
79. Hit at: Aim a blow at
80. Hit back: Retaliate; reply to an attack
81. Hit on/upon: Find unexpectedly or by inspiration
82. Hold on: Wait; grip tightly
83. Hurry up: Be quick, act speedily
84. Iron out: Resolve by discussion, eliminate differences
85. Join in: Participate
86. Join up: Engage in, become a member of, meet and unite with
87. Jot down: Take quick notes
88. Keep on: Continue doing something
89. Keep up with: Stay at the same level as someone or something
90. Kick off: Begin, start
91. Leave out: Omit, not mention
92. Let down: Disappoint
93. Look after: Take care of
94. Look ahead: Think of the future
95. Look down on: Consider as inferior
96. Look on: Be a spectator at an event
97. Look for: Try to find something
98. Look forward to: Await or anticipate with pleasure
99. Look up to: Admire
100. Make fun of: Laugh at/ make jokes about
101. Make up: Invent (excuse, story)
102. Mix up: Mistake one thing or person for another
103. Move in: Arrive in a new home or office
104. Move out: Leave your home/office for another one.
105. Nod off: Fall asleep
106. Note down: Write something
107. Opt out: Leave a system or decide not to participate
108. Own up: Admit or confess something
109. Pass away: Die
110. Pass out: Faint
111. Pay back: Reimburse

- 112 Put off: Postpone, arrange at a later date
- 113 Put on: Turn on, switch on
- 114 Put out: Extinguish
- 115 Put up: Accommodate, give somebody a bed
- 116 Pick up: Collect somebody
- 117 Point out: Indicate/direct attention to something
- 118 Rely on: Count on, depend on, trust
- 119 Rule out: Eliminate
- 120 Run away: Escape from a place or suddenly leave
- 121 Run into: Meet by accident or unexpectedly (also: bump into)
- 122 Run out of: Have no more of something.
- 123 Set off: Start a journey
- 124 Set up: Start a business
- 125 Shop around: Compare prices
- 126 Show off: Brag or want to be admired
- 127 Show up: Appear/arrive
- 128 Stick up for: Defend
- 129 Take after: Resemble, in appearance or character
- 130 Take care of: Look after
- 131 Take off: Leave the ground
- 132 Take on: Hire or engage staff
- 133 Tell off: Reprimand/criticize severely
- 134 Think over: Consider
- 135 Try on: Wear something to see if it suits or fits
- 136 Turn down: Refuse
- 137 Use up: Finish a product (so that there's none left)
- 138 Vouch for: Express confidence in, or guarantee something
- 139 Watch out: Be careful
- 140 Wear out: (1) Become unusable (2) Become very tired
- 141 Work out: (1) Do physical exercise (2) Find a solution or calculate something
- 142 Wipe off: Clean (board, table)

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Task:

Make sentences with the following idioms:

Clean slate
Dark horse
A blessing in disguise Achilles heel
A penny saved is a penny earned At loggerheads
Break the ice
Every cloud has a silver lining From pillar to post
Gut feeling

1. Make sentences with the following phrases:

Break down
Come across Ease off Kick off
Look forward to Move in
Pass out Put out
Rule out Take after

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INVERSIONS

We can shape our use of English to add emphasis in a number of different contexts. For example, to give strong advice, to express opinions clearly, to disagree, to show concern, to entertain. The list is endless.

One of the most effective ways to make language more emphatic when using English is by inverting a sentence's regular word order. Emphasis in this way is often presented through written language and is of a highly formal register. Let's take a look at the following sentence:

1) *She had never seen such an impressive live performance*

The sentence above displays a regular, relatively common word order in English. We have our subject (*She*), followed by a negative verb form in the past (*had never seen*) and a modified object (*such an impressive live performance*). Now let's look closely at a second example:

2) *Never had she seen such an impressive live performance*

Our second sentence clearly demonstrates a shift in the first example's word order. *Never* is what is known as a 'Negative Adverbial'. Above, *Never* has been taken away from the sentence's main verb phrase and inserted at the beginning. Additionally, the past auxiliary *had* is placed in front of the subject, *she*. The basic formula for transforming common sentences into more emphatic statements is as follows:

Negative Adverbial or 'Only'/'No' Expression + Auxiliary or Modal Verb + Subject + Main Verb + Object

3) *Never had we heard such a fascinating story*

Despite using the past perfect in sentences 2) and 3), this formula remains reliable with the present tense also. For example:

4) *Rarely will I eat chocolate during the week*

5) *Under no circumstances should you leave your children unsupervised*

Other Negative Adverbials include: *rarely, not since, hardly, never before, not until, little, at no time* etc.

'No'/'Only' Expressions include: *under no circumstances, not only, no sooner, in no way, only when* etc.

Take a look at the following sentence pairs and start practicing your own form of emphasis in class!

I have played little tennis since I was a child
Little have I played tennis since I was a child

He had hardly taken a seat before he started to talk
Hardly had he taken a seat before he started to talk

Fruit and vegetables are not only good for your health, but they are also extremely delicious
Not only are fruit and vegetables good for your health, but they are also extremely delicious

The cyclist was in no way held responsible for the recent accident
In no way was the cyclist held responsible for the recent accident

An inverted sentence switches the placement of the [verb](#) before the subject of a sentence as if in a question. Here are some examples of inverted sentences:

- *Not only is he difficult to understand, but he is also funny.*
- *Never have I understood less about women.*
- *Scarcely have they been on time.*

Inverted sentences are required with certain grammar structures, or used as a means of sentences stress or emphasis. Follow the instructions below to learn how and when inverted sentences are used in English.

Inverted Sentence = Question Form

The [question form](#) (auxiliary + subject + main verb) takes the place of the standard positive [sentence structure](#) (i.e. He goes to work every day) in inverted sentences.

- *Not only do I enjoy classical music, but I also have a season ticket to the symphony.*
- *Seldom has the boss been so upset!*
- *So difficult has science become that only specialists can fathom its complexities.*

In this case, the question form is substituted for standard sentence structure in a statement. Generally, an inversion is used to stress the uniqueness of an event and begins with a negative.

Using Never, Rarely, Seldom in Inverted Sentences

Never, rarely, and seldom are used in inverted sentences to express how unique a given situation is. These time expressions are often used with a perfect form and often include comparatives:

- *Never have I been more insulted!*
- *Seldom has he seen anything stranger.*
- *Rarely has someone been so wrong as you.*

Hardly, barely, no sooner, or scarcely. These time expressions are used when there is a succession of events in the past. The use of this form of inversion focuses on how quickly something happened after something else had been completed.

- *Scarcely had I got out of bed when the doorbell rang.*
- *No sooner had he finished dinner, when she walked in the door.*
- *Barely had I walked in the door when my dog came rushing to greet me.*

Using After "Only" Expressions, Such as "Only After" and "Only Then"

"Only" is used with a variety of time expressions such as "only when," "only as soon as," etc. This form of inversion focuses on how important something is in understanding a situation clearly.

- *Only then did I understand the problem.*
- *Only after understanding the situation does the teacher make a comment.*
- *Only when all the stars have gone out will I grasp the complexity of the universe.*

Using After "Little"

"Little" is used in a negative sense in inversions to stress that something has not been understood completely.

- *Little did he understand the situation.*
- *Little have I read concerning nanotechnology.*
- *Little was I aware that she was in town.*

Inversion After "So" and "Such"

The modifiers so and such are related and are also used in version. Remember that so is used with adjectives and such with nouns.

So

"So + adjective ... that" combines with the verb "to be."

- *So strange was the situation that I couldn't sleep.*
- *So difficult is the test that students need three months to prepare.*
- *So expensive was the ticket that we couldn't attend the show.*

Such

"So + to be + noun ... (that):"

- *Such is the moment that all greats traverse.*
- *Such is the stuff of dreams.*

- *Such are the days of our lives.*

Conditional Forms

Sometimes [conditional forms](#) are inverted as a means of sounding more formal. In this case, the conditional if is dropped and the inverted forms take the place of the if clause.

- *Had he understood the problem, he wouldn't have committed those mistakes.*
- *Should he decide to come, please telephone.*
- *Had I known, I would have helped him.*

1.

- Not
- only
- is
- the
- book
- popular,
- it's
- also
- a
- bestseller.

2.

- Not
- until
- Brian
- read
- the
- translation
- did
- he
- understand
- the
- full
- story.

3.

- Never
- have
- I
- seen
- so
- many
- spelling

- mistakes.

4.

- No
- sooner
- had
- I
- arrived
- than
- it
- was
- time
- to
- go.

5.

- Only
- when
- the
- police
- caught
- her
- did
- she
- confess.

6.

- Rarely
- can
- writing
- of
- this
- quality
- be
- found.

7.

- Never
- would
- she
- agree
- to
- something
- like
- this.

8.

- Scarcely
- had
- we
- left
- when
- the
- problems
- began.

9.

- Not
- only
- am
- I
- cold,
- I'm
- absolutely
- freezing.

10.

- Only
- after
- he
- died
- was
- his
- writing
- really
- appreciated.

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WRITING MEMOS

There are 5 important channels through which information flows within an organization; in-house communication is conducted.

Face to face

Over telephone

Through emails

Circulars

memorandum in short called a memo.

WRITING MEMOS

- There are three types of memos serving three different purposes:
- **Documentary** : used for conveying information such as memos written to a subordinate to remind, to announce, instruct, to explain a policy or procedure. Ex: a memo explaining the new method of calculating attendance, or submitting medical bills for reimbursement and so on.
- **Congratulatory memos**: are used to give credit to employees for their outstanding work. Principal can send such a memo to the English department congratulating the staff for preparing the students for the placement.
- **Disciplinary memos**: are sent to those employees who violate the code of conduct. BEC issues suspension memos to students whose conduct violates the rules of the college.

STRUCTURE OF A MEMORANDUM

- **Printed letterhead:**
- **Date:**
- **To:**
- **From:**
- **Subject:**

TEMPLATE OF A MEMO

Bapatla Engineering College
Bapatla
Guntur District

Inter-college memorandum

DATE: 16 August 2019

TO: The English Department

FROM: Office of the Principal

SUBJECT: A ONE DAY WORKSHOP ON TECHNICAL COMMUNICATION

_____(Opening)_____

_____(Discussion)_____

_____(closing)_____

Signature

SAMPLE MEMO

Hero Motors
Gurgaon
New Delhi

Inter-college memorandum

DATE: 08 May 2019
TO: Production Manager
FROM: Personal Manager
SUBJECT: CHANGE OF WORKING HOURS

Please refer to your memo pd/21 dated 6 May 2019 requesting for a change in working hours of your division because of the extremely hot weather conditions.

As desired by you, the Vice President, Personnel, has agreed to change the working hours. The new timings will be 7 a.m. to 1 pm. (Monday through Saturday) with effect from 17th May 2019 to 16th July 2019.

Kindly inform all the employees working under you.

I.S. Dagar

WORKSHOP

- **WRITE A MEMO REQUESTING THE IN-CHARGE AUDITORIUM/SEMINAR HALL TO ARRANGE TECHNICAL SUPPORT FOR THE ONE DAY WORKSHOP ON DEVELOPING TECHNICAL COMMUNICATION**
- **Write a memo to the in-charge mess to arrange hospitality and catering for the participants of the workshop.**
- **Write a warning memo to an employee of Sigma systems who repeatedly reports late to duty.**
- **You are the Vice President of Suzuki Motors, write a congratulatory memo to your sales manager for doing good business in the first quarters of the current fiscal year.**

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Report Writing

A report is a systematic, well organised document which defines and analyses a subject or problem, and which may include the record of a sequence of events, interpretation of the significance of these events or facts, evaluation of the facts or results of research presented, discussion of the outcomes of a decision or course of action, conclusions and recommendations.

□ Understanding the report brief:

Understand the purpose of the report as described in the report brief or instructions and consider who the report is for and why it is being written.

□ Gathering and selecting information:

With clarity of the purpose of report begin to gather the relevant information. Collection of relevant literature widens the understanding of the topic or the issue to look at other forms of information such as questionnaires, surveys etc.

Organizing the material:

Referring to the report brief, edit the collected information and organize it in a sequence that is logical and easy to follow.

Analyzing the material:

Before writing the first draft of the report, take time to consider and make notes on the points using the facts and evidence gathered. Relate the problem or issue described in the report brief with the information pooled.

Writing the report

- ❖ Introduce the main idea of the chapter/section/paragraph
- ❖ Explain and expand the idea, defining any key terms.
- ❖ Present relevant evidence to support point(s).
- ❖ Comment on each piece of evidence showing how it relates to the said point(s).
- ❖ Conclude the chapter/section/paragraph by either showing its significance to the report as a whole or making a link to the next chapter/section/paragraph.

Reviewing and redrafting:

Try to read the draft from the perspective of the reader. Is it easy to follow with a clear structure that makes sense? Are the points concisely but clearly explained and supported by relevant evidence? Rearrange or rewrite sections in the light of the review.

Presentation:

Make sure that the wording of each chapter/section/subheading is clear and accurate. Adhere to the instructions in the report brief regarding format and presentation. Check for consistency in numbering of chapters, sections and appendices. Make sure that all the sources are acknowledged and correctly referenced. Proof read the report for errors of spelling or grammar.

Feedback:

Feedback provides a scope for developing and improving writing skills. Identify priority areas for attention and seek out further information and advice for learning development.

The structure of a report

A report is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analysed and applied to a particular problem or issue. The information is presented in a clearly structured format making use of sections and headings so that the information is easy to locate and follow.

An effective report presents and analyses facts and evidence that are relevant to the specific problem or issue of the report brief. All sources used should be acknowledged and referenced throughout, in accordance with the preferred method.

□Title Page

Be brief but describe the purpose of the report explicitly. Other details included are the name, the date and for whom the report is written.

Example of a title page

Geology of the country around Beacon Hill, Leicestershire

Angus Taylor

12 February 2016

□Terms of Reference

Include a brief explanation of who will read the report (audience) why it was written (purpose) and how it was written (methods). It may be in the form of a subtitle or a single paragraph.

Example of terms of reference

A report submitted in fulfillment of the requirements for Course GL456, Department of Geology, University of Leicester.

□Summary (Abstract)

The summary should briefly describe the content of the report. It should cover the aims of the report,

what was found and what, if any, action is called for. Avoid detail or discussion and outline the main

points. Summary should provide the reader with a clear, helpful overview of the content of the report.

•**Example of a summary (abstract)**

Exposure of rocks belonging to the Charnian Supergroup (late Precambrian) were examined in

the area around Beacon Hill, north Leicestershire. This report aims to provide details of the

stratigraphy at three sites – Copt Oak, Mount St. Bernard Abbey and Oaks in Charnwood.

It was observed that at each of these sites, the Charnian Supergroup consists mainly of volcanoclastic sediments (air-fall and ash-flow tuffs) interbedded with mudstones and siltstones.

These rocks show features that are characteristic of deposition in shallow water on the flanks of

a volcano (e.g. welding and alteration of ignimbrites). Further studies are required to understand

depositional mechanisms and to evaluate the present-day thickness of individual rock units.

•Contents (Table of Contents)

The contents page should list the different chapters and/or headings together with the page numbers. Contents page should be presented in such a way that the reader can quickly scan the list of headings and locate a particular part of the report. One may also provide chapter headings and subheadings in addition to page references. Use a clear and consistent numbering system throughout.

□Introduction

The introduction sets the scene for the main body of the report. The aims and objectives of the report should be explained in detail. Any problems or limitations in the scope of the report should be identified, and a description of research methods, the parameters of the research and any necessary background history should be included. In some reports, particularly in science subjects, separate headings for **Methods** and **Results** are used prior to the main body (**Discussion**) of the report.

□Methods

Information under this heading may include: a list of equipment used, explanations of procedures followed, relevant information on materials used, including sources of materials and details of any necessary preparation, reference to any problems encountered and subsequent changes in procedure.

□Results

This section should include a summary of the results of the investigation or experiment together with any necessary diagrams, graphs or tables of gathered data that support the results. Present the results in a logical order without comment.

•Discussion:

The main body of the report is where all the material is discussed. The facts and evidence gathered is analyzed and discussed with specific reference to the problem or issue. If the discussion section is lengthy divide it into section headings. All points should be grouped and arranged in an order that is logical and easy to follow. Use headings and subheadings to create a clear structure of material. Use bullet points to present a series of points in an easy-to-follow list. As with the whole report, all sources used should be acknowledged and correctly referenced.

•Conclusion :

In the conclusion show the overall significance of what has been covered. Emphasize the most important points that have been made in the report or highlight the most central issues or findings of the report. However, no new material should be introduced in the conclusion.

□Appendices

Include all the supporting information used that is not published. This might include tables, graphs, questionnaires, surveys or transcripts. Refer to the appendices in the body of the report.

Example of use of appendices

In order to assess the popularity of this change, a questionnaire (Appendix 2) was distributed to 60 employees. The results (Appendix 3) suggest the change is well received by the majority of employees.

□Bibliography:

Bibliography should list, in alphabetical order by author, all published sources referred to in the report. There are different styles of using references and bibliographies.

□Acknowledgements:

The writer acknowledges the assistance of particular organisations or individuals who provided information, advice or help.

□Glossary of Technical Terms:

It is useful to provide an alphabetical list of technical terms with a brief, clear description of each term. Also include in this section explanations of the acronyms, abbreviations or standard units used in the report.

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RESUME WRITING TIPS

Resume title is your name.- Heading shall be Times New Roman 16 fony.

Write your present address

Don't write c/o

Email address shall be professional

Mobile number shall be working.

1.Career Objective : Write what you want to be after 5 years.

2.Education Profile: table format is must

Course

Institution or University

Year of Pass

Percentage/CGPA (Till Date)

B.Tech -Pursuing

3.Exposure

Academic Projects

Mentioned Period-Title of the Project-Description- Learnings.

Write about one or two workshops and learnings.

Date - Title-Resource person – Learnings.

4.Technical Skills

5.Achievements

6. Extra curricular activities

7. Strengths.

Customize according to the company.

8. Personal Profile

Don't use father's name

D.o.B

Gender

Languages Known

Marital Status

Hobbies (You have to excel and progressive, otherwise don't mention)

Permanent Address.

It must be of two pages.

If you can provide all the necessary data in one page , they like it .

**BAPATLA ENGINEERING COLLEGE
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Department of English

Proposed Syllabus for Technical English

II B.Tech (Theory)

Lectures: 3 Periods/Week

Continuous Assessment: 40M

Sem End Exam Duration: 3 hours

Sem End Exam : 60M

Course Schedule: II B.Tech – I Semester (CIV, CSE, EEE & EI)

II B.Tech – II Semester (ECE, IT & Mech)

Credits: 2

UNIT-I

- 1.1 Vocabulary Development: Familiarising Idioms & Phrases
- 1.2 Grammar for Academic Writing: Making Requests
- 1.3 Language Development: Using Transition & Link words
- 1.4 Technical Writing: Letter Writing & Email Writing

UNIT-II

- 2.1 Vocabulary Development: Analogous words
- 2.2 Grammar for Academic Writing: Tenses: Simple Past /Present Perfect, The Future: Predicting & Proposing
- 2.3 Language Development: Cloze tests
- 2.4 Technical Writing: Technical Reports

UNIT-III

- 3.1 Vocabulary Development: Abbreviations& Acronyms
- 3.2 Grammar for Academic Writing: Describing(People/Things/Circumstances) : Adjectival & Adverbial groups
- 3.3 Language Development: Transcoding (Channel conversion from chart to text)
- 3.4 Technical Writing: Circular, Memos, Minutes of Meeting

UNIT-IV

- 4.1 Vocabulary Development: Corporate vocabulary
 - 4.2 Grammar for Academic Writing: Inversions & Emphasis
 - 4.3 Language Development: Reading Comprehension**
 - 4.4 Technical Writing: Resume Preparation**
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Reference Books

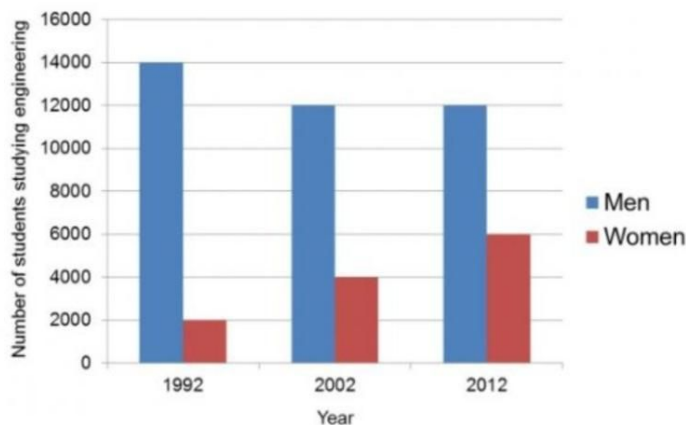
- ❖ Communication Skills, Sanjay Kumar & Pushpa Latha. Oxford University Press:2011.
 - ❖ Technical Communication Principles and Practice. Oxford University Press:2014.
 - ❖ Advanced Language Practice, Michael Vince. MacMillan Publishers:2003.
 - ❖ Objective English(Third Edition), Edgar Thorpe & Showick. Pearson Education:2009.
- English Grammar: A University Course (Second Edition), Angela Downing & Philip Locke, Routledge Taylor & Francis Group: 2016

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Transcoding (Channel conversion from chart to text)

1. Look at the image below and describe it.

Summarise the information in the chart by selecting and reporting the main features. Make comparisons where relevant.

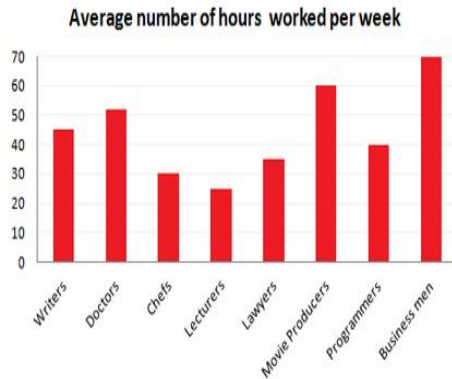


The bar chart illustrates the number of men and women studying engineering college between the years 1992 and 2012 at 10 years intervals. It can be seen that the number of male students fell slightly from 14,000 in 1992 to 12,000 in 2002, and then remained level through the following decade. The number of female students is relatively low, starting at 2,000 in 1992. However, while the number of men decreased, the number of women increased. Female students grew steadily by 2,000 each decade. This led to a rise in the total number of engineering students from 16,000 to 18,000 in this period.

Men continue to make up the majority of the students. However, the proportion of female students increased sharply in this period. In 1992 there was a woman to every seven men, but by 2012 this has narrowed to a woman to every two men.

Overall, it is seen a clear upward trend in the number of female engineering students while the number of male students seems to have leveled off.

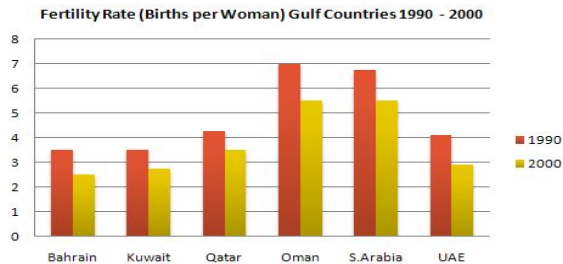
2. Look at the image below and describe it.



The graphs present data about working hours of different professionals and the percentage of employees experience stress-related issues. Overall, businessmen work longer hours on an average and the stress-related illness among teachers are highest. As it is presented in the bar graph, businessmen work 70 hours per week, the highest, among the average working hours of given professionals. Movie producers work 60 hours per week, which is the second highest. The third longest working hours per weeks are for Doctors and they work more than 50 hours per week. Writers, programmers, lawyers and chefs work 47, 40, 37 and 30 hours per week consecutively. The least working hours are for lecturers, 28 hours a week.

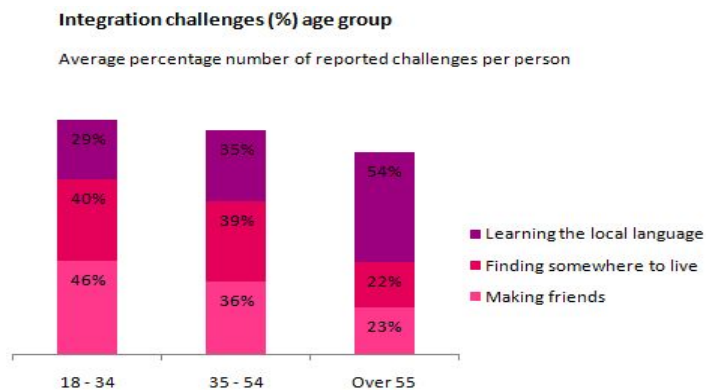
Interestingly, though the lecturers work fewer hours per week than other professionals, their stress-related sickness is higher than other experts. On an average, one-fourth teachers have this problem. Movie producers and doctors have 18 and 15 percentage anxiety issues consecutively. Though businessmen work longer hours a week, their percentage of stress-related ailment is only 10%, lesser than the lecturers, movie producers and doctors. Programmers, writer and lawyers suffer this issue less than 10% of the total.

3. Look at the image below and describe it.



The provided bar graph compares the fertility rates of women in 6 different Gulf countries between 1990 and 2000. The data shows a decline in the fertility rate over the decade in all the countries. The women in Oman and Saudi Arabia had the highest fertility rates during both of the years than the women in other four countries. Oman had the largest number of childbirths per thousand women, which were 7 in 1990 and just above 5 in 2000. To summarize, there were major decreases in birth rates in all the Gulf countries.

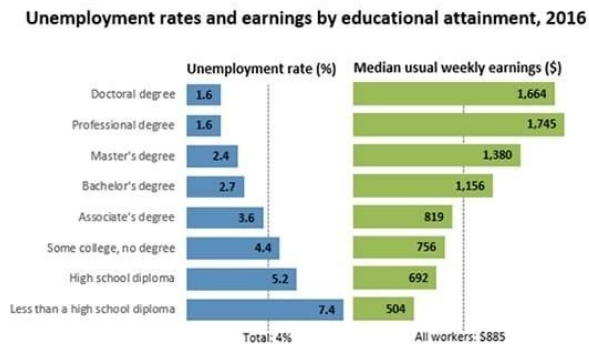
4. Look at the image below and describe it.



The chart shows the challenges people face when they settle in a new country and how the challenges vary according to their age. The persons who are aged between 18 to 34, making friends is the most challenging aspect, accounting to 46%. However, this percentage decreases with the increase in age. 54% of the people over 55 find that learning the local language is the

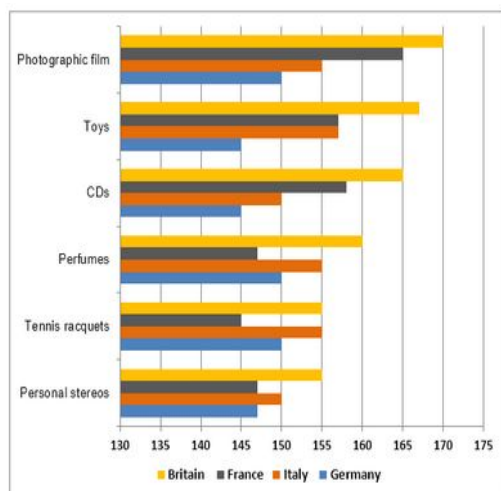
biggest obstacle when settling. To summarize, all age groups have experienced the same problems to some extent.

5. Look at the image below and describe it.



The bar charts illustrate unemployment rate and average weekly earnings by education attainment in 2016. The workers who have doctoral degree had the lowest unemployment rate of 1.6% as compared to workers who have less education than a high school diploma had the highest unemployment rate of 7.4%. The latter had the lowest median weekly earnings (\$504) in 2016 among those at all education levels.

6. Look at the image below and describe it.



The bar graph compares the spending on six consumer products by citizens in four European countries. Overall, British spent more on these products than the citizens in other three countries did and their highest amount went on purchasing photographic films, toys and CDs.

As is observed, English spent 155 thousand pound sterling for purchasing personal stereos and the same amount for tennis racquets. French and German paid around 147 thousand for stereos and Italians a few thousand more. Italians spent the same amount as English did for tennis bats, which was more than the amount spent by Germans and French.

British disbursed the highest amount for obtaining photographic films and toys and these amounts stood at 170 and 167 thousand pounds. French people spent 5-6 thousand less on these two items but their spending was higher than the amount paid by Italians and Germans for these two items.

Spending on CDs by English was slightly lower than that of toys, 165 thousand and Germans spent the least amount on this product. Finally, British people spent 160 thousand for buying perfumes and it was 155, 150 and around 146 thousand by Italian, German and French respectively.

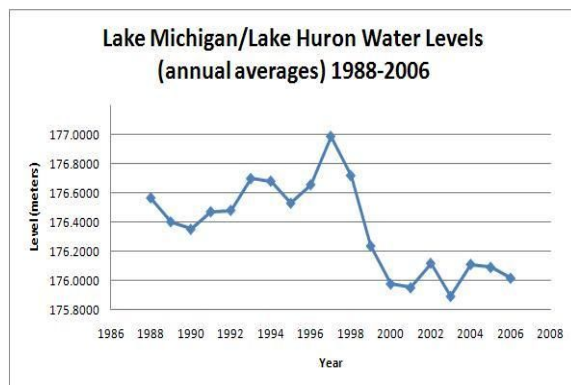
7. Look at the image below and describe it.

Hours of leisure time per year in Someland							
	Teens	20s	30s	40s	50s	60s	70s +
Watching TV/Videos	1,200	700	400	500	600	700	1,100
Socialising with 4 or less people	150	150	300	250	250	200	200
Socialising with 4 or more people	350	350	50	50	25	25	25
Individual exercise	150	100	200	200	50	75	150
Group exercise/sport	450	350	200	150	50	0	0
Cinema	100	75	50	25	25	50	75

The data presented in the table outlines how people in different age groups spend their leisure time in Someland over the course of a year. It is obvious that watching TV is a popular form of free-time activity for Somelanders.

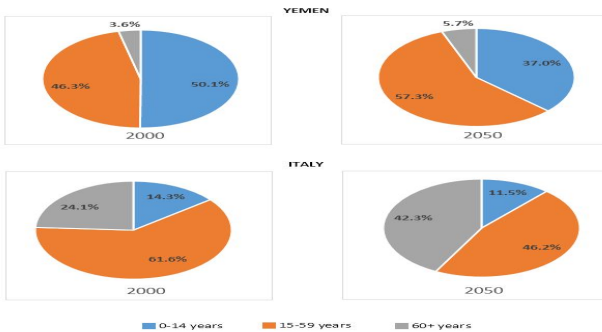
According to the figures, watching TV is a common recreation among people in Someland, teenagers and elder people watch TV even more. They spend over a thousand hours per year to watch different TV programmes while it ranges from 400 to 700 hours among others. Young people have more friends to socialize while this number decreases when they grow up. Teens spend as much as 350 hours socializing with 4 or more friends while it is only 25 to 50 hours for adults and elders. On the contrary, people in their thirties spend the highest time socializing with fewer people. Individual exercise is preferred by people in their 30s and 40s while group exercise is more popular among teenagers. Elder people mostly refrain from doing exercises in their free time. Watching cinema is not a common leisure activity among Somelanders and teenagers spend 100 hours doing so which is higher than the time spent in this pursuit by citizens of other ages. It is worth noticing that there is a significant trend towards solitary and smaller group activities as people grow older.

8. Look at the image below and describe it.



This graph shows Lake Michigan/Lake Huron Water levels annual averages between 1988 and 2006 that after 1997 the average level of Lake Michigan decreased significantly. The level started off in 1988 at 176.6 meters and remained roughly constant until it spiked to 177 meters in 1997. After that it decreased sharply until 2001, when it was approximately 176 meters. For the next five years it slightly increased on average; however the most recent trend suggests it will continue decreasing in the future.

9. Look at the image below and describe it.

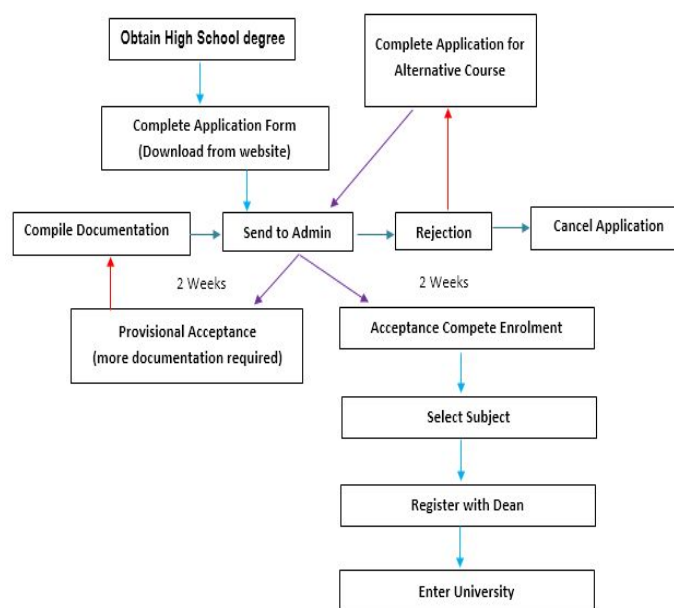


The given pie charts show data on the population ages in Yemen and Italy in the year 2000 and also projected these portions of the population for the year 2050.

According to the given data, more than half of the population of Yemen was below 14 years old in the year 2000. In this same year, their population from 15 to 59 years old was just over 46% and only about 3% of their population was over 60 years old. In this year there was one-fourth population in Italy over 60 years old and more than 60% of their population was from 15 to 59 years old. The percentage of aged people in Italy was much higher than Yemen in 2000. Finally, the percentage of the population up to 14 years in Italy was less than 15% in this year was.

The pie charts also give the projection of the percentage of population based on age group for the year 2050 and according to this projection; the percentage of younger people in Yemen would decrease while the number of aged people over 60 years would increase only by 2%. On the contrary, the aged people in Italy in 2050 would be more than 40% while they would have less young people.

10. Look at the image below and describe it.

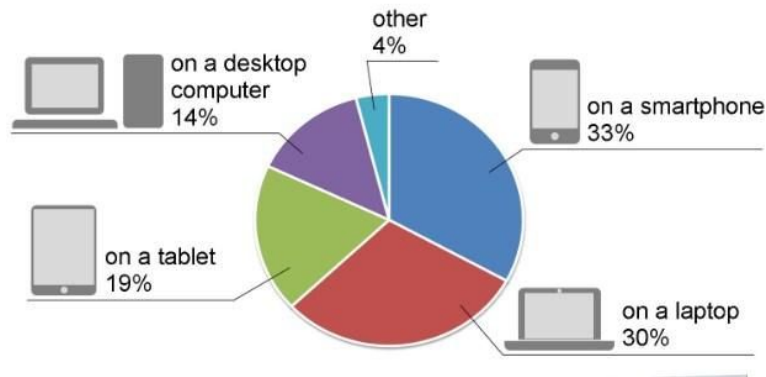


The given flow chart illustrates different steps that a high school graduate has to go through to be admitted to a university. Overall, the process begins with the application submission and ends with the completion of the university entry.

Getting back to details, high school graduates first need to download the application form from the university website and then fill it up. The filled application forms are then sent to the admin. The admin department either accepts an application or declines it. There are two types of acceptance – complete enrolment and provisional acceptance. Those who have been provisionally accepted need to submit more documentation within 2 weeks to the admin department. Their papers are then reexamined. Those who are accepted for complete enrolment then select their preferred subjects and register with the dean of the university. At the last step, the students get admitted to the university. On the contrary, applicants who are rejected are either

given the chance to apply for an alternative course and go through the same steps again or their applications are discarded.

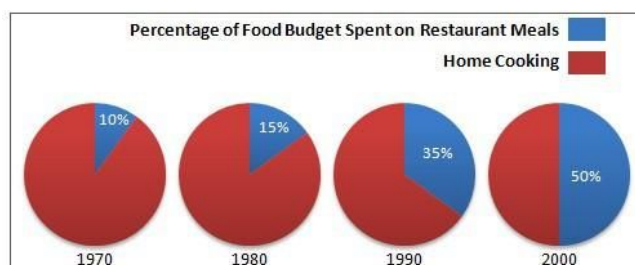
11. Look at the image below and describe it.



This pie chart shows the results of a survey in which people aged 16 and over were asked about their preferred devices for accessing the internet. It is cleared that the majority of participants prefer to use smartphones and laptops, with just three percent difference between the two. Nearly a third of participants prefer to go online with a smart phone. Thirty percent like to use a laptop. A desktop computer accounts for fourteen percent of users preferred devices. Only a small majority prefer a device other than these main four.

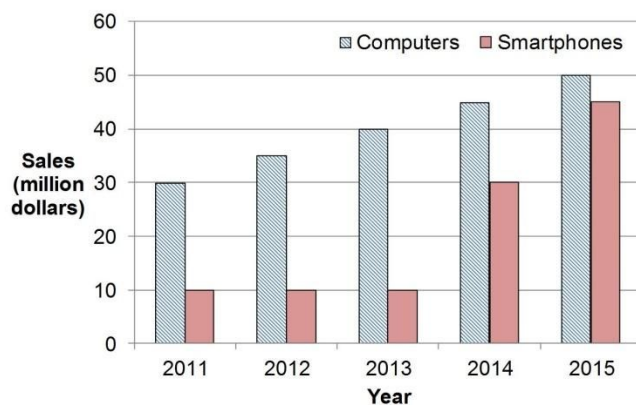
In conclusion, since mobile and portable devices are the most popular choices, it is clear that many participants are accessing the internet outside their homes. The desktop computer is the least popular of the four main devices. In future, we can probably expect to see more and more people accessing the internet with the smartphones as their preferred choice.

12. Look at the image below and describe it.



The given illustration compares the amounts spent on restaurant foods and on home cooking foods in four different years. In the year 1990, 90% of total food budget was spent on home-made foods but in 2010, an average family spent only 50 % of total budget on homemade meals. It shows people's habit of having meals in restaurants. To conclude, we can say that through more than thirty years, having meals in a restaurant whether in fast food or sit-down one has become very popular.

13. Look at the image below and describe it.

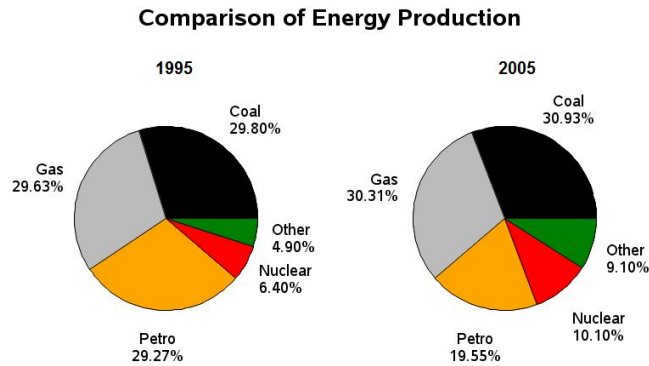


The chart gives information about how much money was spent on computers and smart phones between the years 2011 and 2015. According to the bar graph, there were upward trends in spending on both items. Computer sales have increased steadily by \$5 million each year. Smartphone sales remained level at \$ 10 million until 2013 and then increased dramatically, reaching \$45 million dollars in 2015. Although they are still less than the value of computer sales, they are only \$5 million behind.

People's total expenditure on these electronic gadgets rose dramatically during this period. The total was \$40 million in 2011 and it rose to \$95 million in 2015.

Overall, the sales of both of these items grew, but smart phone sales grew more quickly. If these trends continue then it can expect that smartphone sales to overtake computer sales in 2016 or soon after.

14. Look at the image below and describe it.



The two pie charts illustrate the proportion of five types of energy production in France in 1995 and 2005. Overall, in both years, the most significant sources of energy were gas and coal, which together accounted for over half the production of energy, while nuclear and other kinds of energy sources, generated the least amount of energy in France. In all types of energy production, there was only minimal change over the 10 years period.

Energy produced by coal comprised of 29.80% in the first year and this showed only a very slight increase of about a mere 1% to 30.9% in 2005. Likewise, in 1995, gas generated 29.63% which rose marginally to 30.1% 10 years later. With regards to the remaining methods of producing energy, there was an approximate 5% growth in production from both nuclear power and sources to 10.10% and 9.10% respectively. Petrol on the other hand, was the only source of energy which decreased in production from 29.27% in 1995 to around a fifth (19.55%) in 2005.

List of phrases to describe charts

- The pie chart is about ...
- The bar chart deals with ...
- The line graph (clearly) shows ...
- The slices of the pie chart compare the ...
- The chart is divided into ... parts.
- It highlights ...
- ... has the largest (number of) ...
- ... has the second largest (number of) ...
- ... is as big as ...
- ... is twice as big as ...
- ... is bigger than ...
- more than ... per cent ...
- only one third ...
- less than half ...
- The number ... increases/goes up/grows by ...
- The number ... decreases/goes down/sinks by ...
- The number ... does not change/remains stable
- I was really surprised/shocked by the ...
- So we can say ...

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Transition Words Exercises with Answers

Choose the connecting word that completes the sentence meaningfully.

Exercise I

above all, Actually, Although, and, as a result of this, because, but, for instance, In conclusion, in fact, In order to, like, Moreover, nevertheless, No matter how, On the other hand, such as, that's why, What's more

1. We liked that beach **that's why** we kept coming back, year after year.
2. **Although** the doctor had told him that eating so much fat was not very good for health, he didn't care; **but** his best friend died of a heart attack and he immediately started a diet **and** a sportive life.
3. **In order to** achieve good results with garden flowers, special attention has to be paid to a series of basic aspects, **such as** where the sun comes from and type of soil.
4. **No matter how** hard I try to explain it, they never understand. **Moreover**, their behavior is very bad. **What's more**, I will have to talk to the rest of the teachers about this group.
5. Life in the desert is very difficult and dangerous, **as a result of this**, Touaregs have developed a series of survival abilities **like** wearing special clothes or the ability to find water.
6. **Actually**, we found the meeting rather boring, but didn't say anything to the hostess **because** we know it isn't always easy to bring so many people together.
7. Sharing a flat has many advantages, **for instance**, not having to cook every night. **On the other hand**, it is not always easy to share part of your private life with other people.
8. A lot of repair work was carried out by the committee, **in fact**, most of the organization work in the library was promoted by them.
9. My sister is a fan of Indian food, **above all** dishes with roasted coconut.
10. **In conclusion**, connectors is a very easy subject, **nevertheless**, it has to be given some time for practice.

Exercise II

After, Although, As, as a result of, because of, despite, so as to, so that, such a, that, when

1. **As** it was, the kids might pick up on her fear and emulate.
2. He could read and write **despite** being blind.
3. **Although** he had given up cigarettes, he still smoked a cigar at special occasions.
4. They changed all the chairs in the office **so as to** keep all workers happy.
5. We called the ambulance **after** seeing the accident was really serious.
6. Many countries in the world don't have enough food **because of** serious social and political problems.
7. They lost the match **as a result of** their poor physical preparation.
8. Please give a ring **when** your mother gets home, I would like to talk to her.
9. We wrote a letter to everybody, **so that** they had all the necessary information.
10. There was **such a** mess after the party **that** we had to pay somebody to do the cleaning.

Exercise III

and, but also, nor, or, than, then and when

1. I have both respect _____ admiration for them.
2. Hardly had I finished reading over the problem, _____ the answer leapt to my mind.
3. It will rain either today _____ tomorrow.
4. He could not decide whether to tell the truth _____ keep silent.
5. It was not only a beautiful day, _____ the first day of Spring.
6. If you follow the instructions, _____ you should have no difficulty.
7. He is neither proud _____ condescending.
8. What with one thing _____ another, it was very late by the time we left the house.
9. No sooner had I opened my eyes, _____ I remembered where I was.
10. Scarcely had I heard the news, _____ my friend arrived.
11. I do not know whether he has seen the movie before _____ not.
12. I would rather wait here _____ risk missing the bus.
13. She could find the book neither at the Library, _____ at the bookstore.
14. No sooner had I opened the window, _____ a butterfly flew into the room.
15. The crowd was both large _____ enthusiastic.

Answers: 1. and 2. when 3. or 4. or 5. but also 6. then 7. nor 8. and 9. than 10. when 11. or 12. than 13. nor 14. than 15. and

Exercise IV

Fill in the blanks with the correct connecting word chosen from the pairs given in brackets.

1. The work was new to me. _____, it did not seem difficult. (Consequently, Nevertheless)
2. Continue along Queen Street. _____ turn left. (Then, Therefore)
3. It was very misty. _____, we could not get a clear view of the mountain. (Hence, However)
4. We had walked several miles. _____, we did not feel tired. (Accordingly, Still)
5. She is a talented actress. _____, she is very beautiful. (Moreover, Thus)
6. We take the bus every day. _____, we are familiar with the bus route. (Nevertheless, Thus)
7. The child was sleepy. _____, we went home early. (Otherwise, Therefore)
8. The food was delicious. _____, the service was excellent. (Likewise, Nevertheless)
9. We looked everywhere. _____, we could not find the keys. (However, Thus)
10. The book is long. _____, the vocabulary is difficult. (Consequently, Furthermore)
11. Luckily, the moon was bright. _____, we could not have seen the path. (Accordingly, Otherwise)
12. He is old. _____, his mind is still active. (Nonetheless, Therefore)

Answers: 1. Nevertheless 2. Then 3. Hence 4. Still 5. Moreover 6. Thus 7. Therefore 8. Likewise 9. However 10. Furthermore 11. Otherwise 12. Nonetheless

Exercise V

Fill in the correct conjunctions and linking words from the list.

as well as, during, because, either or, neither nor, when, although, unless, which, so, that, then, so, despite, while, such, as, however

1. When Dad comes home from work he lies down on the sofa because he is tired.
2. Max had a headache yesterday, so he didn't come to basketball practice.
3. This is Toby's new mountain bike, which he got from his parents. He locks it up every evening, so that nobody can take it.
4. Although Samantha was very tired, she watched TV until well after midnight.
5. First, cut out the pictures, then glue them into your album.
6. I would like to learn Japanese; however, I don't know anyone who can teach me.
7. While we were driving through the countryside we saw many nice villages.
8. The Hemingways are our neighbors as well as our friends.
9. You can have either tea or coffee for breakfast.
10. Besides being a well-known politician, John Smith can also play the piano very well.
11. Despite his injury, the boy desperately wanted to play for his team in the finals.
12. During the hike up the mountains we saw a lot of deer.
13. Unless you finish that essay you won't get anything to eat.
14. Neither my mother nor my father will be able to attend the meeting.
15. He likes all kinds of sports, such as skiing, hockey and volleyball.

Exercise VI

Rewrite the paragraph using the transition words/phrases in the word bank below.

When	Because	In addition	Besides	Whenever	Whereas	Nevertheless	because of	These	For example
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Animals use various means to protect themselves. Color is one that is widely used as a protective device. For instance, some birds display brightly colored feathers when/whenever they are threatened. These are designed to frighten away the enemy. In addition to color, some animals emit a peculiar smell for the same purpose. Besides, form may be used to conceal the animal. Some insects, for example, conceal themselves by making themselves resemble plants or flowers. In this way, they are hardly visible because they can merge into their surroundings. Other animals adopt regular patterns of behavior whenever/when they are frightened. Some pretend to be dead whereas others just come forward and stand still. Nevertheless, buffaloes were almost eliminated in the 19th century because of their lack of resistance to hunters.

Exercise VII

Therefore	But	In fact	For instance	Moreover	So that	Also	Since	even though	Rather
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Though eating disorders produce physical damage to the body, they are not in fact physical illnesses. Rather, they are mental issues that develop more frequently among females but do affect the male population as well. Anorexia nervosa, one of the most common eating disorders, is characterized by extremely low body weight and a distorted self-body image accompanied by an intense fear of gaining weight. Extreme exercising is also commonly associated with anorexia and is believed to be its direct consequence. Anorexics may allow themselves anywhere from 100 to 1000 calories a day. It is not food that turns them off but the concern with gaining weight. Food, in fact, may be on their mind constantly. There are several cases where people suffering from anorexia nervosa developed a severe obsession for cooking even though they never tasted anything of what they prepared. Anorexia nervosa is considered to be a serious mental health disorder which is characterized by an exaggerated concern with the appearance of the body. It can be considered a disorder of beauty since the sufferer believes, despite all the evidence to the contrary, that he or she is too fat and, therefore, unattractive. The anorexic wishes to be thinner, and the idea of being overweight appears to be a nightmare.

Exercise VIII

When	At the beginning	Eventually	However	First	Then	At the end	And	for instance
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“El Norte” is an excellent and disturbing film about two immigrants to the United States. At the beginning of the film, we meet a family in Guatemala – mother, father, son and daughter. When the father is killed and the mother is taken to the prison, the son and the daughter decide to go to “El Norte” – the United States by way of Mexico. At first, they have trouble finding someone to take them across the Mexican border, but then, they find a way across and end up in Los Angeles. However, life in the U.S. is not as easy as they thought it would be. First, they have to find housing, then, they need to learn English and get jobs. Eventually, they succeed in accomplishing these three goals and life looks pretty good for them. Unfortunately, at the end of the film, tragedy strikes and we are left wondering if “El Norte” really is the land of opportunity after all.