

ENGLISH COURSE MATERIAL

GAYATRI VIDYA PARISHAD COLLEGE FOR DEGREE AND PG
COURSES (A)
ENGINEERING AND TECHNOLOGY PROGRAM
RUSHIKONDA, VISAKHAPATNAM - 45

(Approved by AICTE, Permanently Affiliated to Andhra University)
An ISO 9001:2015 Certified Institute.



ENGLISH COURSE MATERIAL 2020-2021

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

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ENGLISH SYLLABUS

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(Common for all branches)

Prerequisites: Basic English language skills- LSRW at (10+2) / Intermediate Level

Course Objectives

1. To focus on appropriate reading strategies for comprehension of various forms of texts.
2. To instruct effective strategies for good writing and exhibit the same in writing well organized passages, reports and other forms of business communication
3. Provide knowledge of grammatical structures and vocabulary to be used appropriately in their writing.

Course Outcomes

By the end of the course, the student will be able to:	
CO1	Comprehend, interpret and analyze text and answer questions based on passages.
CO2	Demonstrate good writing skills for effective paraphrasing, argumentative essays and formal correspondence.
CO3	Construct grammatically correct sentences and apply proper vocabulary in speech and writing.

UNIT I

10 hrs

Reading: 1. Skimming and Scanning to get the main idea of a text and look for specific information- **On the Conduct of Life: William Hazlitt**

2. If- *Rudyard Kipling* –CO1

Writing: Paragraph writing (specific topics) using suitable cohesive devices – Unity, logical order, coherence, opening and closing statements. CO2

Grammar: Clauses and Sentences: Sentence structures, use of phrases and clauses in sentences CO3

Vocabulary: The concept of word formation, Acquaintance with prefixes and suffixes CO3

UNIT –II

10 hrs

Reading: 1. Reading for inferential comprehension- **The Brook: Alfred Tennyson**

2. How I Became a Public Speaker: *George Bernard Shaw* -CO1

Writing: Formal letter writing. Letters of complaint, enquiry, report, invite, placing orders, acknowledgment and follow-up letters. CO2

Grammar: Punctuation: importance of proper punctuation in texts, Articles **CO3**

Vocabulary: Word building using foreign roots **CO3**

UNIT –III

10 hrs

Reading: 1. Comprehend complex texts identifying the author's purpose- **The Death Trap: Saki**

2. On Saving Time: *Seneca*- **CO1**

Writing: Reports (Structure and content of a project report) **CO2**

Grammar: Noun-Pronoun Agreement, Subject –Verb agreement, Tenses **CO3**

Vocabulary: Idiomatic expressions **CO3**

UNIT –IV

10 hrs

Reading: 1. Identifying claims, evidences, views, opinions and stance/position. - **Chindu Yellama**

2. Muhammad Yunus -**CO1**

Writing Skills: 1. Writing structured essays (persuasive and argumentative) using suitable claims and evidences **CO2**

Grammar: Misplaced Modifiers, adjectives, adverbs **CO3**

Vocabulary: Synonyms & Antonyms **CO3**

UNIT –V

12 hrs

Reading: Developing advanced reading skills for deeper understanding of the text

Politics and the English Language: George Orwell 2.The Dancer with a White Parasol: *Ranjana Dave*- **CO1**

Writing : Précis writing (Summarizing-identifying main idea and rephrasing the text), Applying for internship/Writing job applications: Resume and C.V with cover letter **CO2**

Grammar: Prepositions, correction of sentences. **CO3**

Vocabulary: Phrasal verbs **CO3**

(Please Note: Reading -2 in all Units is not included for written Exam.)

Prescribed book:

Board of Editors. *Language and Life*. 1st edition, 2018. Oriental Black Swan.

Reference Books:

1. Sanjay Kumar and Pushpa lata *Communication skills*. Oxford University Press. 2011
2. Meenakshi Raman and Sangeetha Sharma. *Technical communication*. Oxford University Press.
3. Kulbushan Kumar. *Effective communication skills*. Khanna Publishing House, Delhi.

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GAYATRI VIDYA PARISHAD COLLEGE FOR DEGREE AND P.G. COURSES
I/IV B.Tech. DEGREE EXAMINATION.
I SEMESTER END EXAMINATIONS (R20 REGULATIONS)
ENGLISH

(Common for CE, CSE ECE and ME)
(Effective from the admitted batch of 2020-2021)

Time:3 hours

Maximum.: 70 marks

Part-A is compulsory
Answer any FOUR questions from Part-B
Each question will carry 14 marks

		PART-A	
1.		Write brief note on all the following questions:	
	a)	Choose the correct form of the verb that agrees with the subject. 1. Either my mother or my father (is, are) coming to the meeting. 2. One of my sisters (is, are) going on a trip to France.	CO3 (2)
	b)	Fill in the blanks for the appropriate prepositions for the following sentences. 1. They are too focused ----- talking. 2. They were good --- her.	CO2 (2)
	c)	Fill in the blanks in the following sentences with suitable articles where necessary. 1. What is ----- documentary about? 2 I always use ---- HB pencil	CO1 (2)
	d)	Use the following phrasal verbs in sentences of your own. 1. Feel up to 2. Cut it out	CO3 (2)
	e)	Write Synonyms and Antonyms for the following words. 1. meticulous 2. lucid	CO5 (2)
	f)	. Correct the misplaced modifiers. 1. The train was nearly late for five hours. 2 She served sandwiches to the children on paper.	CO4 (2)
	g)	Write the meanings of the following idioms and use them in sentences of your own. 1. Beat around the bush 2. Back up	CO2 (2)
		PART-B	
2.	a)	What are the valuable advices William Hazlitt gives to his son when he joins boarding school?	CO1 (7)
	b)	What are the techniques discussed under principles of good writing?	CO5 (7)
3.	a)	How has the poet described the landscape, flowers, plants and colors in the poem? How does it make you feel as a reader? Substantiate your answer with examples from the poem "The Brook".	CO3 (7)
	b)	Write a paragraph of 100-150 words on any character from your favorite book.	CO2 (7)
4.	a)	Discuss the significance of the title 'The Death Trap'	CO3 (7)
	b)	Write a letter to the Principal of your college enquiring about PG courses in your area of Specialization.	CO1 (7)

5.	a)	Briefly explain the history of Chindu Bhagavatam from the information provided in the text.	CO4 (7)
	b)	Draft an E-mail to your friend asking him to join a course on AutoCAD	CO2 (7)
6.	a)	What are the fundamental values and ethics, Kipling wants to tell us through his poem IF?	CO2 (7)
	b)	Write an Essay on how “Books and the Digital Age “	CO5 (7)
7.	a)	Write a dialogue between you and the clerk in the Bank where you want to open your account.	CO3 (7)
	b)	Write a paragraph on the following hints: No shame in failure – everyone fails from infant - trying to stand to conqueror attempting to conquer—no mistake is no worthwhile achievement- attitude towards failure is important.	CO2 (7)
8.	a)	What are Seneca’s views on saving time ?	CO3 (7)
	b)	Write a letter to The GVMC Commissioner, seeking solution to the water logging problem in your area.	CO1 (7)

UNIT –I

Reading

Skimming and Scanning to get the main idea of a text and look for specific information-

On the Conduct of Life: *William Hazlitt*

On The Conduct of Life William Hazlitt (1778-1830)

Answer the following question in Question in 200 to 300 words.

What does the author say about despising people? What justification does he provide for his advice?

The author William Hazlitt is concerned about his son because he was for the first time he was going to settle at a school away from his home. It was his first entrance into a new world. As the author was not keeping up good health, he thought he should at least give him advice on conduct of in life. He was keen to caution him not to commit errors which the author made himself. He advises his son on how to behave with his schoolmates; he says that he should not get against the persons just because they are strangers to him. He should not dispose to criticize the dress of some of the boys which may not be as good as his own. He should never despise any one for anything and least of all for one's poverty. The author says that his son should keep up appearances to himself to use as a defence against the idle sneers of the world but he should not feel proud about it. He wishes that his son should not become a victim of vulgar prejudices. The author justifies that when one despises someone on the other's failings or misfortunes it will not be a feeling of pleasure and exulting but it will be a painful feeling.

Q2: What is the author's attitude towards how one should behave with other people?

Do you agree with his reasoning?

The author William Hazlitt writes a letter advising on how to behave with his school – fellows as he was going for the first time in a new world. He says that till now he has been a spoiled child, and has been used to have his own way in the house and used to be leader and among his play-fellows. But he has a good-nature and good sense, and he will get the better of this in time. There will be other people who are not his equals or may be bigger and stronger than him and who might have something else to attend besides humouring him, so he should not feel repulsive about it. The first lesson he has to learn is that there are other people in the world besides him and they have other pursuits. Hence he should quit having childish self-importance otherwise people may laughed at him.

Yes, I agree with his reasoning as according to the author the true equality is the only true morality or true wisdom. He says that his son should make his place in the society and face competition in the world. At his house he can behave as he pleased. However in the society he should not think that he is the king's son to destroy or dictate to millions rather he should be able to settle the differences amicably and reconcile any situation with less pain.

Q3: The author stresses the importance of not judging people or places the first time you encounter them. Why does he say this?

The author William Hazlitt's son was going to settle at a school away from his home for the first time so the author was concerned and gives him a piece of advice son on how to judge people. He advises that in a new destination he should not say that people are stupid or disagreeable as soon as he meets people. He should always hope for the best and believe things to be right, till he finds them on the contrary. He should not get irritated when they are against them but rather endeavour to put up with them. He should not determine beforehand that he will not like the school he goes until he gives it a try. He should never anticipate evils and become spiteful because his wish is not fulfilled. He should not ignore persons, because they are strangers and experience hardships because they are aloof towards him as they are new to each other. He should never conceive a prejudice against others and misbehave with others as according to the author this may lead to bad reasoning and make enemies. Also a good judgement will help to reduce hostility and resentment.

Q4.The author feels that in being school /hostel will teach his son about how to get along with others and prepare him for the ups and downs of life.

The author William Hazlitt feels that his son has to face challenges in life and staying in hostel away from his family will make him learn how to face the society. He feels that it will teach him how to be at school because he will not be treated as he was treated at home. He will become accustomed to unavoidable rubs he may meet in his life. He should know that his father will not be always with him so he cannot expect the same concern from others. His son has been a spoiled child, and had his own way but now he should know that there will be different type of school-fellows who may be equals, or bigger and stronger and who have something else to attend besides humouring his whims and fancies. He should not feel this as repulse or injustice. He should know how to deal with them. He should also know to give importance to others instead of giving self-importance to himself. He should not have childish self-importance which may make others laugh at him. According to the author true equality is the only true morality or true wisdom. But he was sure that his son will get better in time with his good-nature and good sense.

Q5.Why does the author asks his son to be courteous and polite to his classmates?

William Hazlitt observes that he has a rude way of addressing his school fellows, like "that Hoare, that Harris," as a reprobation, or did not think them good enough for him. The author feels that it is a bad habit to speak disrespectfully of others and they will feel it is unkind to them. Calling bad names causes dreadful emotions in persons. So he has to be courteous, mild, and forbearing, than captious, impatient, and fretful.

He further says that the faults of others too often arise out of their own ill-temper and can be infuriating at times but we should not exasperate ourselves against them rather he should treat his playmates as Hamlet advises Polonius to treat the players "according to your own dignity, rather than their deserts." Always disapproving them may lead to constant rudeness or ill-nature. So, one should learn to master oneself.

PARAGRAPH WRITING

(specific topics) using suitable cohesive devices – Unity, logical order, coherence, opening and closing statements.

A paragraph usually deals with a single idea. In general, it has an introductory sentence expressing that idea, and several supporting sentences to round it off. Paragraphs are usually about 100 – 200 words long, but there are other exceptions to this rule-of-thumb.

An effective paragraph should contain the following:

- 1. Unity,**
- 2. Coherence,**
- 3. A Topic Sentence,**
- 4. Adequate Development.**

Steps to be followed

Step 1: Analyse the topic of the Paragraph

Before you can begin writing, you need to know what you are writing about. Note any key terms or repeated phrases because you will want to use those words in your response. Then ask yourself:

- On what topic am I supposed to be writing?
- What do I know about this topic already?

Step 2: Developing an opening statement-

- Before writing a paragraph, it is important to think first about the topic and then what you want to say about the topic.
- Good topic sentences should always contain both (1) a topic and (2) a controlling main idea.

Step 3: Demonstrate your point -After stating your topic sentence, you need to provide information to prove, illustrate, clarify, and/or exemplify your point.

Step 4: Give your Paragraph Meaning-After you have given the reader enough information to see and understand your point, you need to explain why this information is relevant, meaningful, or interesting.

Step 5: Conclude-Summarizing the point(s) you have made. • Repeating words or phrases from the topic sentence. Using linking words that indicate that conclusions are being drawn (e.g., therefore, thus, resulting).

Step 6: Look Over and Proofread - look over your work at least one more time and check for meaning, grammar and spelling errors.

Tips

Some methods to make sure your paragraph are well-developed:

- Use examples and illustrations
- Cite data (facts, statistics, evidence, details, and others)
- Examine testimony (what other people say such as quotes and paraphrases)
- Define terms in the paragraph

-
- Compare and contrast
 - Evaluate causes and reasons
 - Examine effects and consequences
 - Analyze the topic
 - Describe the topic
 - Offer a chronology of an event (time segments)

There are certain phrases we can use to explain our ideas such as:

- That is to say.... (linking)
- In other words... (linking)
- This is because... (giving reasons)
- The reason is.... (giving reasons)
- As a result.... (describing result)
- As a consequence.... (describing result)
- Therefore.... (describing result)

Vocabulary: The concept of word formation, Acquaintance with prefixes and suffixes

WORD-FORMATION

The process of forming new words from words or word groups with the same root is called Word-formation

Here are some of the type of word formations

1. Affixation,
2. Compounding,
3. Conversion
4. Blending,
5. Borrowing,
6. Coinage

1. Affixation (Subtype of Derivation)

The most common type of derivation is the addition of one or more affixes to a root, as in the word derivation itself. This process is called affixation, a term which covers both prefix and suffix.

Prefixes are that are added to the beginning of the word; e.g., un- in unnoticed, a- in amoral, sub- in subway, etc.

Suffixes are bound morphemes which are attached to the end of the word; e.g., - able in noticeable, -less in careless, -s in seeks, -en in shorten, etc.

1. Compounding

When we use compounding, we link together two or more bases to create a new word.

Normally, the first item identifies a key feature of the second word.

Compounds are found in all word classes.

Nouns: car park, rock band

Adjectives: heart breaking, sugar-free, airsick

Verbs: oven-bake, baby-sit, chain-smoke

Adverbs: good-naturedly, nevertheless

More examples (mailman, mail carrier, dog house, fireplace, cupcake, email,e-ticket)

3. Conversion

Conversion involves the change of a word from one word class to another. For example, the verbs to email and to microwave are formed from the nouns email and microwave: Can you text her? (verb from noun text,)

They are always jetting somewhere. (verb from noun jet)

4. Blending Words

Blending is the word formation process in which parts of two or more words combine to create a new word whose meaning is often a combination of the original words. Below are examples of blending words.

- advertisement + entertainment → advertainment
- biographical + picture → biopic
- breakfast + lunch → brunch
- chuckle + snort → chortle
- cybernetic + organism → cyborg
- guess + estimate → guesstimate
- smoke + fog → smog
- telephone + marathon → telethon
- web + seminar → webinar

5. Acronyms

Acronyms are formed by taking the initial letters of a phrase and making a word out of it. Acronyms provide a way of turning a phrase into a word. The classical acronym is also pronounced as a word. Scuba was formed from self-contained underwater breathing apparatus. Another example radar, RAdio Detection And Ranging and sonar, SOnar Navigation and Ranging.

Examples : laser: light amplification by the stimulated emission of radiation

NATO: North Atlantic Treaty Organisation

Interpol: International Criminal Police Organization

6. Borrowing

Borrowing is one of the most common sources of getting new words in English. That is the taking over of words from other languages. Throughout history the English language has adopted a vast number of loan words from other languages. For example:

- Alcohol (Arabic),Boss (Dutch),Croissant (French),Piano (Italian)
- Pretzel (German),Robot (Czech),,Zebra (Bantu).

Jungle, loot, pyjama,(Indian)

7. Coinage

Coinage is a common process of word-formation in English and it is the invention of totally new terms. The most typical sources are invented trade names for one company's product which become general terms (without initial capital letters) for any version of that product.

For example: aspirin, nylon, zipper and the more recent examples kleenex, teflon. These words tend to become everyday words in our language.

8. Clipping

Clipping is a type of abbreviation of a word in which one part is 'clipped' off the rest, and the remaining word but it means essentially the same thing as what the whole word means or meant.

Examples: ham-

(burger), ad (advertisement), doc (doctor), exam (examination), gas (gasoline), math (mathematics), memo (memorandum), gym (gymnastics, gymnasium) fax (facsimile) phone (telephone)

UNIT –II

Reading: 1. Reading for inferential comprehension- *The Brook: Alfred Tennyson*

Answer the following question in Question in 200 to 300 words.

UNIT-2 THE BROOK LORD TENNYSON

Essay type Questions:

**1. What kind of landscape is described in the first three stanzas in the brook poem?
What is the mood of the poem?**

The Brook' by Alfred Lord Tennyson describes the journey of a stream. 'The Brook' represents the life of a man. From birth till adulthood man's life is full of activities; similarly the brook is quite active and noisy from birth till it joins a river and becomes one with it. In the first stanza the brook describes its birth or origin in high mountains where coot and heron (Heron) live. From there it trickles down the slopes of the mountains and valleys. In the second stanza the brook describes its further journey through villages, ridges and from under the bridges. In the third stanza, it describes how it flows by Philip's farm and then joins the river into which other streams also merge.

The brook changes its mood at times. Sometimes it becomes very playful and sometimes like a mature person. It babbles, bubbles and quarrels. As it rubs against its banks, it produces a

musical sound showing the energetic mood the Brook is in. At last it murmurs reaching its destination. A very slow and steady movement shows its unwilling mood.

2.What are the various words the poet uses to describe the sound of the brook? How does it contribute to the effect of the poem?

In “The Brook,” Tennyson illustrates how the brook makes different melodious sounds as it flows from various places. It makes sounds like “bicker” which means that the brook is making a pleasant trickling sound as it flows into the valley. The words like Chatter, Trebles, Babble, Murmur, shows how the brook “chatter[s] over stony ways,” the sound of the water tumbling over rocks rings out like clearly aligning the brook with music. Tennyson uses onomatopoeia to describe the brook’s journey which gives a sort of musical quality as if it were singing. Further as the brook reaches the brimming river, through curves and zigzags it becomes acrimonious and violent. The poet ultimately wants the reader, to sense some of the poet's tools like the use of sound devices and the use of rhythmic significant stress in the articulation of words.

3.How has the poet described landscape, flowers, plants and colours in the poem? How does it make you feel as a reader?

The brook moves on taking many curves and creates rough and unpleasant sound on the banks of the brook. The brook moves through many fields and uncultivated lands. The brook goes through the foreland i.e. the land just before the merging point. The poet describes the land to be fairy land as with flowers and beautiful plants like willow and mallow. When the brook moves, the waves clash with each other and create bubbles and those bubbles in group make pieces of foams. The brook moves through different curves and the clashes creates silvery water break. These foams and silvery water break can be visible on the surface of the water and at the base of the brook there are golden coloured stones. The brook carries fishes, foams and flowers with it to join the brimming river. The brook secretly moves through the grassy plots and lawns and moves swiftly by the bushy hazel trees. The rippling water nudges wildflowers called forget-me-nots that grow along the stream bank. These various shades represent human life which makes a man happy even in moments of hardships.

4.Explain what you think is meant by the lines ‘For men may come and men may go /but I go on forever’. What does it say about Nature?

‘The Brook’ by Alfred Lord Tennyson describes the journey of a stream. The Brook is a small stream that is born in some mountain. It grows bigger and stronger in the course of its journey. It makes many types of sounds as it flows through the pebbles. Its movements are also varied. These movement of ‘The Brook’ represent the life of a man’s birth, adult hood and death. As man’s life is full of activities the brook is quite active and noisy from birth till it joins a river and becomes one with it. After facing the obstacles the brook again takes a curve and starts flowing to join the brimming river. Last two lines refer to the refrain meaning the eternal state of the brook and transient state of the humans. The brook

representing human life, the brook's joining with the river could be read as death and afterlife, as the brook is absorbed by something greater than itself and lives on for eternity. While humans only live from birth to death, and no further. So unlike man the brook has no death and keeps flowing eternally.

5. Who is the speaker of the poem? What is the technique of investigating human qualities into non-living things called? Why do you think the poet has chosen to use this technique here? How does it contribute to the effect of the poem?

The speaker of the poem 'The Brook' is the stream itself. The poem has been written in the form of an autobiography where the brook relates its experiences, like a human being as it flows towards the river. The poet Lord Tennyson used a poetic device called Personification as a technique of investigating human qualities into non-living things in the poem, "The Brook". In this way the poet presented inanimate objects as humans having human qualities. The poet has used this technique to convey the message by personifying the brook that just as the brook overcomes many hurdles and obstacles in its journey bravely and reaches its final destination, in the same way human beings should also remain undeterred to accept the joy and sorrows of life and face all the obstacles, that come in way of their aim.

Writing Skills: Letters of complaint, enquiry, report, invite, placing orders, acknowledgment and follow-up letters

FORMAL LETTER

WRITING Form and Structure of a formal letter

It would be more practical if one practices Block format since many of us use computers to write letters. In block format all the entries start at the left hand side.

1. Sender's address
2. Date line
3. Receiver's address
4. Subject
5. Reference (optional)
6. Salutation
7. Body of the letter (preferably in three paragraphs)
8. Complimentary close
9. Signature
10. Enclosures (optional)

1. Sender's address

Write the address without punctuation. The name of the sender is not necessary as he/she signs at the end and writes the name in capital letters. The address starts either with a designation or a door number. The word "From" need not be written as the first address is obviously the sender's address.

2. Date line

Follow the DMY (Date Month Year) method to write the date. No punctuation to be observed. Write all the four digits of the year. Write the full name of the month with first letter in capital form. This is the most acceptable form of date internationally accepted. (all other forms of writing the date are strictly discouraged).

11 July ,2015.

25 September ,2017.

3.RECEIVERS ADDRESS

4. Subject

It is compulsory to write subject in all business communication.

Subject should be highlighted or underlined and need not write “sub” in the subject line..

The price list of the new books by Chetan Bhagat – reg.

Compliant against the municipality workers – reg.

5. Reference (optional)

Use reference if you are responding to a letter. For the beginning correspondence there may not be a reference. Anyhow usage of is purely optional. Write **Ref:** and indent five letter spaces towards right as shown below.

Ref: your letter dated 12/06/2015

Ref: your advertisement dt. 23/09/2015, The Hindu

6. **Salutation**

You can address people based on the relationship that you share with them. The following are a few examples of salutations.

- **Sir / Madam**(superiors to you, all govt. officials, first time correspondence where you do not know the person).
- **Dear Sir /Dear Madam** (contemporaries, counterparts)
- **Ladies and Gentlemen** (general address for both genders, if you do not know them or addressing a board)
- **Mr.Rohit / Ms.Pooja**(formal addressing if you are contacting a person for the first time)
- **Dear Mr.Rohit/Dear Ms.Pooja**(though formal, if you have already established contacts with them)

7. **Body of the letter**

Body Paragraph 1

8. **Complimentary close**

- **Yours faithfully** (employees to the current employer).
- **Yours obediently** (students to their faculty and principal while they are on the rolls).
- **Yours truly / Yours sincerely** (for the rest of the formal communication, which includes communication with government officials, peoples representatives, editors, counter parts, clients, customers and so on. Alumni can also use this to correspond with their former faculty).

8. **Signature**

Write your signature in hand, if you are sending a print out.
Below the signature write your full name in block letters in brackets.

(RAHUL BHATIA)
(RUPA VEMURI)
(TUMMALA RAMESH CHANDRA)

9. **Enclosures (optional)**

If you are sending a job application, your covering letter should mention the enclosures such as the resume and other relevant certificates. Encl:

1. Resume
2. A set of Xerox copies of relevant certificates

Encl:

1. The Xerox copy of the bill
2. The Xerox copy of the warranty card

10. Format- Block Format- All the contents should be left aligned.

Write a letter to the Sales Distributor, Sony Electronics, complaining about the washing machine purchased by you.

D.No. 2-23-444
Flat No 204
Anasuya Apartments
PedaWaltair
Visakhapatnam

18 August 2020

The Sales Distributor
Sony Electronics show room
Dabagardens
Visakhapatnam

Sir

Washing machine malfunctioning – reg

I have purchased a fully automatic washing machine of IFB make on 12th May 2020 from your outlet and it has a warranty of 2 years. Exactly after one month of its installation, it started malfunctioning. Immediately the same was reported to the customs care and your mechanic has visited my house and repaired it.

Two days ago, again the machine stopped working. On reporting, for a second time your mechanic visited my home and told me that an important component is damaged and it has to be replaced. He further informed that it cannot be done immediately as the replacement needs your approval. It causes a great inconvenience to us as we have to use the machine daily.

Since the unit is still under warranty period, it should be repaired at free of cost. I request you to look into the problem and see that the repair work is done as soon as possible.

I am herewith enclosing the Xerox copies of the purchase bill and the warranty card for your confirmation. I shall appreciate an early response from your side.

Yours sincerely

(XYZ)

Encl:

- 1.Xerox copy of the purchase bill
- 2.Xerox copy of the warranty card

Vocabulary: Word building using foreign roots

FOREIGN WORDS AND PHRASES

Sl.No.	Auto = Self	
1.	Writing of one's own life history	Autobiography
2.	Self-rule or control	Autonomy
3.	A self motivating vehicle	Automobile
4.	A machine that functions by itself	Automatic
5.	A signature of a celebrity	Autograph
6.	One with unlimited power	Autocrat
	Chronos = Time	
7.	A thing occurring again and again for a long time	Chronic
8.	Someone or something out of time (Something out of place esp. dressing habits)	Anachronism
9.	The science of time order	Chronology
10.	A highly accurate time piece	Chronometer
11.	Make to happen at the same time	Synchronize
12.	An instrument which records short intervals of time	Chronograph
	Demo = People	
13.	Government by the people	Democracy
14.	Morbid fear of people	Demophobia
	Geo = Earth	
15.	Mapping of earth and its formation	Geography
	Graph = Write	
16.	Study of hand writing	Graphology
17.	Ornate and good hand writing	Calligraphy
18.	Illegible and bad hand writing	Cacography

19.	A written message from distance	Telegraphy
20.	Penmanship, scholarly writing	Chirography
21.	Something written by light	Photography
22.	Mapping of earth and its formation	Geography
Pan = All, Entire		
23.	A cure for all diseases	Panacea
Phil = Love		
24.	Love for wisdom	Philosophy
25.	One who loves wisdom (hence pursues it)	Philosopher
26.	Love for mankind	Philanthropy
27.	One who loves and admires the British	Anglophile
28.	One who loves books as collection	Bibliophile
29.	One who loves without seriousness	Philanderer
30.	One who loves women	Philogyny
31.	One who loves men	Androphile
	(Sinophile, russophile, francophile, indophile, germanophile, nipponophile, zoophily, botonophile)	
Theo = God		
32.	Study of religion	Theology
33.	One who believes in the presence of God	Theist
34.	One who doesn't believe in the presence of God	Atheist
35.	One who believes in the theory of only one God	Monotheist
36.	One who believes in many Gods	Polytheist
37.	One who believes that God is combination of all forces	Pantheist
38.	of the universe	
39.	Religious madness	Theomania
40.	Belief that God is the center of universe	Theo centric

UNIT –III

Reading: 1. Comprehend complex texts identifying the author's purpose-
The Death Trap: *Saki*

THE DEATH TRAP **SAKI- (HECTOR HUGH MUNRO)**

1.What can you tell about the prince's character from this extract? Use examples from the text to support your answer.

Prince Dimitri the protagonist in the one act play, 'The Death Trap', is the ruler of Kedaria whose dynasty has a persistent rivalry with Karl dynasty. His enemies conspire to kill him. He fearlessly faces the circumstances and makes use of the situation to get rid of his possible assassins. In one context he mentions, "I'm not a coward, but I do so want to live." He is

courageous but powerless as his trustworthy regimental guards would be away. As he has no weapons to protect himself, he makes up his mind to commit suicide rather than being killed by his untrustworthy guards. He requests Dr. Stronetz to give him poison, which can kill him with the intention that he dies in his own terms without being killed. Dr. Stronetz gives him the poison. However Prince Dimitri wants to die only after killing his enemies. So he mixes the entire poison in a bottle of wine and calls the three officers for the last drink. He shares the poisoned wine with his enemies which kills them along with the prince himself. The Prince thus conquers his vulnerability by his intelligence although he cannot avoid his own death. By this it is made clear that the prince is a sensible man and bows to the destiny. This shows the courage of Dimitri which gave him the ability to put aside the fear of failure and take the first step.

2. Describe the conversation between Stronetz and the prince. What do you understand from it?

Dr. Stronetz is an intimate friend and a personal doctor of Prince Dimitri. From the conversation between the both, it is clear that they have personal understanding and Stronetz is willing to help Prince by all means. When the assassins arrive to murder Dimitri, he saves him by telling them that the prince would not live more than six days because of a heart problem. He offers a drug to Dimitri as he feels that the prince should not be allowed to be killed in cold blood. The murderers are fooled by the doctor's words decide to wait. Dr. Stronetz was directly responsible in making the prince destroy his enemies. Despite the fact that the Prince dies as he consumes the drugged wine, the Prince's wish to kill the conspirators is as a final point fulfilled. It may be observed from the conversation that Dr Stronetz is not just intimate but loyal friend of the Prince. Loyalty and faithfulness is very important virtue in friendship as it allows one to share each other's secret, help out each other during crisis when something happens all of a sudden- good or bad.

3. How does doctor stop the conspirators from killing the prince? What is the irony behind the trick?

Dr. Stronetz a very close friend and personal physician of Prince Dimitri tries to rescue him by telling the conspirators that the prince would die within six days due to terminal heart condition. The murderers, fooled by the doctor's words choose to wait. At the last moment, he transforms the situation completely turns the tables on his impending killers by offering them drugged wine. All of them die and Prince Dimitri could in no way escape the death-trap, but he successfully lays a death-trap for his enemies.

4. Explain the meaning of the line 'Life is so horribly fascinating when one is young and I have tasted so little of it yet'. Why do you think prince feels this way? What are some of the things you would like to do before you die and why?

It is true that "Life is so horribly fascinating when one is young" because when young one is faced with less difficult problems, and have more opportunities to become who one wants to

be. It is the time when one finds themselves. It is an age where one is free from responsibilities or any kind of hassle. The Prince in the story despite being young has taken the responsibility of the controller of the empire. This type of responsibility demands more of uphill struggle giving less attention to personal commitments. Hence when he says 'I have tasted so little of it yet' means that he feels he is not able to do everything he wants, as he feels boundary of responsibility surrounding him.

5. Discuss the significance of the title 'The Death Trap'?

Prince Dimitri, the young ruler of Kedaria, has rivalry with Karl dynasty. Dimitri's enemies hatch a plan to assassinate him. They are ready for the right moment. Of his three regiments of guards, the Kranitzki regiment is loyal to the enemy. Three officers of the regiment, Colonel Girnitza, Major Vontieff and Captain Shultz are all set to murder Prince Dimitri as soon as his loyal Andrieff regiment leaves the guard. Dr. Stronetz, a dear friend and personal physician of Prince offers him a drug so that he can die. The prince refuses and says that he would meet death on his own terms. The doctor tries to save him by telling the conspirators that the prince would die of a heart disease within six days. The murderers, fooled by the doctor's words decide to wait. The doctor reveals the prince that he really has a terminal heart condition, Dimitri decides to use the drug. At the last moment, he turns the tables on his would-be killers by offering them drugged wine. All of them die in a tragic climax. Prince Dimitri could never escape the death-trap, but he successful lays a death-trap for his would-be assassins. Thus, the title of is play is very opt/ appropriate/ justified. Hence, the title is very significant.

Writing: Reports (Structure and content of a project report)

TECHNICAL REPORT WRITING – FORMAL REPORTS

Formal Report Writing

Introduction: A report is a systematic, well organized document which defines and analyses a subject or a problem. It is an official document written by a person or group of people who have examined a particular situation or problem.

It is a study of facts and information based on observation and analysis, presented in a structured format. A report provides information of unknown facts (new ideas, new vision, new solution to a problem, new research) about a particular matter. It also provides adequate and correct information as well as statistical data which help the organization concerned, in decision- making. It also acts as an important and effective internal tool of communication.

Formal reports are categorized into:

1. Informational reports
2. Analytical reports
3. Recommendation

1. Informational reports

Informational reports present results so readers can understand a particular problem or situation.

Example: the report would provide statistics on the number of people who pay their city water and sewage bills online etc.

Informational reports might deal with the status of current research or of a project, present an update of the operation, explain how your organization or division does something or present the results of a questionnaire or research.

2. Analytical Reports

Analytical reports present results, analyze those results, and draw conclusions based on those results. They describe why or how something happened and then explain what it means. They explain what causes a problem or situation. For eg. They may present the results of a traffic study showing accidents at an intersection and analyse the reasons for the same.

They explain the potential results of a particular course of action and suggest which option, action, or procedure is best.

3. Recommendation Reports

These usually present the results and conclusions that support the recommendations. What should we do about a problem? Should we or can we do something? Should we change the method or technology we use to do something?

Types of Reports

1. Sales report
2. Inspection reports
3. Annual Report
4. Audit Report
5. Feasibility Report
6. Progress Report
7. Lab Report
8. Accident Report

Writing Feasibility Reports

Feasibility means probability or possibility

- This is a type of recommendation report.
- Feasibility reports evaluate options based on appropriate criteria and recommend the most feasible or preferable option.

- Establish criteria for evaluating the options.
- Identify all available options, research carefully, avoid using lesser options for simplifying the study.
- Evaluate the options based on the criteria and draw conclusions about each option.

Structure of the Report

1. Title

Submitted To

Submitted by

Date

2. Summary: The purpose of summary is to provide an overview of the report. It is not necessary to give detailed information in the summary but rather to provide an indication of that type of information that the report contains. Average summaries are between 100-150 words and generally written after the report has been completed, so that you know exactly what you are summarizing.

3. Introduction: It gives the background, explains the purpose, scope and method used. It outlines the terms of reference. It should be brief, accurate background for the body of the report. The introduction should include the objectives clearly, define the limits of the report, outline the method of enquiry, give a brief general background to the subject of the report.

4. Body of the Report: It is divided into topics which are arranged in a logical order with headings and sub-headings.

Heading1 Description of the situation: It covers the work done and what you found.

Heading 2 Problem/Strengths/Weakness

Results or findings: Main investigation

- i. Analyze and interpret your results, drawing from the information which you have collected, explaining its significance.
- ii. Identify important issues and suggest explanations for your findings.
- iii. Outline any problems encountered and try and present a balanced view

5. Conclusion: It covers the writer's judgment based on information in the body of the report.

- i. This is the section of the report which draws together the main issues.
- ii. It should be expressed clearly and should *not* present any new information.

6. Recommendations: It gives solutions to the problem and Suggests possible courses of action as a result of the conclusions.

Eg. Who should take action?

What should be done?

When and how it should be done

7. Signature, Name of the writer (Designation)

MODEL REPORT

Write a feasibility report on establishing a water purifying plant in your college.

A Report on

Establishing a water purifying plant by XYZ college

Submitted To

The Principal
XYZ College
Visakhapatnam

Submitted by

Mr. Piyush Goyal
The Managing Director
VRS Water Purifiers
Visakhapatnam

Date: March 2019

Summary: This report is prepared to be submitted to the Principal, XYZ college on the feasibility of establishing a water purifying plant in their campus which could supply potable to the hostels and all the people who attend the college daily. The report is based on the data collected such as floating population of the campus, inmates of the hostels and their consumption of water. Ground water samples were collected and analysed for the harmful impurities. The amount that is spent by the management for buying the pure water to be supplied to all of its consumers was compared with the cost and maintenance of the water purifier plant. Finally it was found that the establishment of a water purifier plant is more advantageous in long run rather than buying water from outer sources.

Introduction: The XYZ College is located in Maddilapalem, Visakhapatnam. Around 3000 students and 350 staff every day spend 10 hours in the campus, six days a week. The report is prepared to estimate the feasibility of a water purifying plant in the campus. At present the management is supplying mineral water at the canteen and hostels which is bought at bulk. The rest of the students and faculty carry their own water for their regular use. During summer season, many of them are forced to drink the impure ground water as the amount of water they bring is not sufficient. The ground water samples showed many harmful bacteria.

Ground water sample analysis: The District Ground Water Control Board which regularly monitors and analyses the water quality in the district has been requested to analyse the ground water sample collected from the college. The analysis report showed the presence of a wide range of microbial and chemical constituents were present in the water sample which are quite harmful to the human health.

The current status of water supply:

The college management at present is supplying mineral water to the canteen and hostels. The consumption at these places is estimated 3000 litres per day. The management spends Rs.3000 every day as it pays one rupee on each litre of mineral water supplied by Bisleri Water works. The monthly expenditure is about Rs. 80,000/- (discounting the Sundays).

The cost estimation of the water purifying plant:

Purifier with a reverse osmosis technology is preferred. Initial expenditure involved in the establishment and management of a water purifier plant is as follows:

1. The cost of Purifying Unit (refer to Appendix 1)	2,00,000/-
2. Civil works (power room and room for the Unit)	1,50,000/-
3. Pipe lines	30,000/-
4. Labour payments	20,000/-
5. Annual overheads (Salary to the technician, repairs etc.	<u>1,00,000/-</u>
6. Total	5,00,000/-

The feasibility work outs:

It is estimated that the consumption of the drinking water by the entire campus(including the day scholars, staff, canteen and hostels) on a given day would be 6,000 litres. It estimated that the production cost of the water per litre by the purifying Unit would be Rs.0.20 (Twenty Paise). Thus the entire campus can have safe drinking water for Rs. 1200 per day.

The projected estimation for month will be approximately 36,000/- which is almost half the expenditure which the management is spending on buying mineral water from outside only to be supplied to the limited purposes.

Annual budget by purchasing the drinking water	Annual budget by establishing the plant
First year 80,000 x 12 =9,60,000	First year 36,000 x 12 =4,32,000 +5,00,000/- (Cost of power plant) = 9,32,000/-
Second year onwards 80,000 x 12 =9,60,000	Second year onwards 36,000 x 12 =4,32,000

The vacant land between the 'B' and 'C' blocks is recommended as the location for the plant as it is centrally located for the entire campus. (Refer to appendix 3).

Conclusion: From the above data, it is safely concluded that the college can easily establish its own water purifier plant with the same amount that it spends on the purchase of water for one year. Thereafter every year it can save about 4,00,000/- approximately(including the annual overheads). Moreover it can provide safe drinking water to all the stakeholders of the college on a regular basis.

Recommendations: It is strongly recommended that the management should seriously consider the establishment of a water purifying plant in the campus. The vacant land between the 'B' and 'C' blocks is recommended as the location for the plant as it is centrally located for the entire campus.

Yours Sincerely

(Mr. Piyush Goyal)

IDIOMS AND PHRASES

1. **A blessing in disguise** = Something good and beneficial that is not recognized initially
2. **A chip on your shoulder** = Being upset for something that has happened in
3. **A Dear John letter** = A letter that ends a romantic relationship
4. **A drop in the bucket** = A very small part of something big or whole
5. **A feather in one's cap** = A personal achievement of which one is proud of
6. **A happy hunting ground** = A place where you find what you want
7. **A mare's nest** = A discovery which turns out to be worthless
8. **A piece of cake/ cake-walk** = A task that can be accomplished very easily **A red letter day** = A very special and important day
9. **A slap on the wrist** = A very mild punishment
10. **A wet blanket** = A person who is a spoilsport
11. **Achilles heel** = weak point
12. **Add fuel to the fire** = Something that makes a bad situation worse than it is
13. **Against the clock** = To be rushed or short on time.
14. **All bark and no bite** = Someone who threatens but is not willing to engage in a fight
15. **All Greek and Latin** = Something meaningless and incomprehensible to oneself
16. **Sailing in the same boat** = When everyone is facing the same challenges
17. **Apple of discord** = A cause of disagreement among people
18. **As the crow flies** = The shortest and straightest possible route
19. **At the drop of a hat** = Willing to do something immediately
20. **Babes in the wood** = Inexperienced people
21. **Back seat driver** = People who criticize from the sidelines
22. **Back to square one** = Having to start all over again.
23. **Barking up the wrong tree** = A mistake made in something you are trying to achieve
24. **Beat a dead horse/ dead rat** = To force an issue that has already ended
25. **Beating around the bush** = Avoiding the main topic or not speaking directly about the issue
26. **Break a leg** = A superstitious way to say "good luck"
27. **Cock and bull story** = An unbelievable tale
28. **Couch potato** = One who spends time watching television
29. **Cross your fingers** = To hope that something happens the way you want it to happen
30. **Cry over spilt milk** = When you complain about a loss which has already occurred
31. **Cut to the Chase** = Leave out all the unnecessary details
32. **Dark Horse** = One who was previously unknown and is now prominent
33. **Dog in the manger** = A person who prevents others from enjoying something useless to himself
34. **Down to the wire** = Something that ends at the last minute or last few seconds
35. **Drive someone up the wall** = To irritate and annoy someone very much
36. **Dropping like flies** = A large number of people either falling ill or dying

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37. **Finding your feet** = To become more comfortable in whatever you are doing
 38. **From rags to riches** = To go from being very poor to being very wealthy
 39. **Get down to the brass tacks** = To become serious about something
 40. **Get up on the wrong side of the bed** = Someone who is having a horrible day
 41. **Good Samaritan** = Someone who helps others when they are in need
 42. **Gut feeling** = A personal intuition you get, especially when feel something may not be right
 43. **Have cold feet** = To lack self-confidence
 44. **High on the hog** = Living in luxury
 45. **Hit the nail on the head** = Do something or say something that is perfectly correct
Hold your horses = Be patient.
 46. **Hit below the belt** = Use of unfair means to win
 47. **Icing on the cake** = When you already have it good and get something on top to attain complete perfection
 48. **In the heat of the moment** = Overwhelmed by what is happening at that moment.
 49. **Keep an eye on** = Carefully watch something
 50. **Keep your chin up** = To remain joyful in a tough situation
 51. **Let the cat out of the bag** = To reveal a secret
 52. **Let bygones be bygones** = To forget about a disagreement or argument.
 53. **Let sleeping dogs lie** = To avoid restarting a conflict
 54. **Like a fish out of water** = To be out of place
 55. **Once in a blue moon** = A rare event or occurrence
 56. **Over my dead body** = When you are absolutely against something
 57. **Pick up your ears** = To listen very carefully
 58. **Pulling one's leg** = Teasing someone as a joke.
 59. **Raining cats and dogs** = A very heavy rain and storm
 60. **Rule of thumb** = A rough estimate
 61. **Run out of steam** = To be completely out of energy
 62. **Shoot the messenger** = Blame the bearer of bad news
 63. **Sit on the fence** = Avoid making a decision or choice
 64. **Smell something fishy** = Detecting that something is not right and there might be a reason for it
 65. **Stick to one's guns** = Remain faithful to one's cause
 66. **To have the ball in one's court** = It is your turn and time to make a decision
 67. **The best of both worlds** = There are two good choices and you have them both
 68. **Talk shop** = Talk exclusively about business or professional affairs
 69. **The green-eyed monster** = Jealousy or envy
 70. **To be in high spirits** = To be in a joyous mood
 71. **To be led by the nose** = To follow submissively
 72. **To bear the brunt of** = To endure the major stress of an attack
 73. **To burn one's fingers** = To meet with a loss when doing something for the sake of one's principles
 74. **To end in smoke** = To conclude or end without providing any practical result
 75. **To feather one's nest** = enrich oneself by taking advantage of one's position

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76. **To get your walking papers/ get fired** = Receive resignation or ousting orders
77. **To give the slip to someone** = To escape.
78. **To keep one's cool / cool like a cucumber** = to be cool in times of adversity
79. **To lose one's head** = To be angry and overcome by emotions.
80. **To run helter-skelter** = To run here and there in a confused state of mind.

UNIT IV

Reading: 1. Identifying claims, evidences, views, opinions and stance/position.-Chindu Yellamma

CHINDU YELLAMMA

1. What do you understand of Yellamma's character from the text? What kind of person do you think she is, and why do you think she should be written about?

Chindu was one an exceptional artiste who, despite leading the difficult life of a *nomad*, always performed with a sense of dignity and reverence towards her profession. It was her hope to make Chindu Bhagavatam a folk theatre art form popular among the masses so that it would bring recognition and respectability to her community. She also wanted to draw attention to their plight of struggle in order to survive violent caste politics. During pre-independence times, the *Doras an upper caste community* had people from lower castes tend to their property. Chindu use to actively participate in the events organized by the *Doras'* combining her performance with moral anecdotes and advice for the *Doras'* in the hope that they would treat the poor with compassion.

1. Identify two instances in which Yellamma breaks gender and caste barriers in her life. Why and how do you think she does this?

Chindu Yellamma (Sarasvati) is an artist of Chindu Bhagavatam. Chindu became a national and international celebrity by making her a household name and playing the role of her esteemed Yellamma. Chindu Yellamma entered the art industry at the age of four. Dressed like Rambha as a child, everyone was impressed by her performances like folk dance which showcases stories like Prabhavati Vilasam, Sundarakanda, Chenchu lakshmi, Sugriva Victory etc. It features female characters such as Satyabhama, Mohini, Satyavati, Savitri, Chenchu lakshmi and masculine characters such as Arjuna, Narasimha, Vali and Sankaruda. Chindu was always very attractive in his early childhood dresses like Rambha. Male characters are portrayed. Woman characters such as Satyabhama, Mohini, Satyavati, Savitri and Chenchu lakshmi are mellow. The elegance of male characters such as Arjuna, Narasimha, Vali and Sankaruda is a tribute to the king. The performance of both roles with a minute difference is a testament to her acting career.

2. This piece talks about a woman whose dedication to art brings about significant change in people's lives. Has any particular form of art or music made a difference to your life? Describe both the form, and how it changed your life?

Telangana region is known for its spontaneous life of traveling musicians, rhythms, rhythms, songs, words etc., They are believed to be the origin of their clan, the king Nilaru Kanyaka. This is a tribe of artists who live on the basis of Harijans. Simple language, easy rhythm, rhyme and punching games are popular. Chindu became a national and international celebrity by making her a household name and playing the role of her esteemed Yellamma. ChinduYellamma, has been in the service of *Kalamathalli* for 50 years. Chindu Yellamma died on November 10, 2005 at the age of 98, after she brought her life to fruition and devoted her life to the folk art of *ChindhuBhagavatam*. Yellamma Chidakkala is recognized nationally. Telangana has a unique identity. Chindu Yellamma Chidakkala, who was the master of such a chidakkala, was reflected. Telangana government has forgotten all such thinking. There are no conditions for her to perform. Criticism of the rightful recognition of the Telangana government is that the *Kalamathalli Muddubidda* Ellamma, who was born and raised in Telangana region and left here, is a reflection of Chintakala. No form of music or art has made a change in my life. But I believe that ChinduYellamma is the symbolic representation of art form in Telangana which made the Chindu tribe to be recognized throughout.

3. Briefly explain the history of Chindu Bhagavatam from the information provided in the text.

Chindu Bhagavatam is a drama type art which is very near to Yakshaganam and this is widely performed in Telangana, India. The art form has evolved over time from being restricted to a small sub-sect within a community to being performed all over the region and utilized by the State government. The word ‘Chindu’ in Telugu means ‘jump’; as their presentation is interspersed with leaps and jumps, it gained the name of Chindu Bhagavatam. Most of the stories narrated are from ‘Bhagavatam’. Gaddam Sammayya, a leader of these troupes, claims that though the Chindu Bhagavatas were seen as a lowly section of society, they trace their origin to Jamba Mahamuni, and believe their clan is the most ancient sect.. They never moved beyond this circle, for, the so-called higher castes never allowed them to present Bhagavatam shows in their areas. The character ‘Yellamma’, considered as avatara of Goddess Parvathi was always highlighted and only women played this role unlike men who played female roles in the Bhagavatams.

4. Why is this art form considered important?

Art provided the light for the world. Today, the government has not given the least amount of home space to the artists. But life is more than a set of intentions. Being born into a tribe that lives on the basis of untouchables, their art is also afflicted with caste. It is the medium of untouchability. Those who glorify the untouchables and blame the untouchables are therefore exposed. There are already 40 sub-castes. For example, *Sindu* or *Chindu* is an ancient form of dance-drama protected and kept alive by *Madiga* community of Andhra Pradesh. Chindu and other *Madiga* art forms are the origin of all other art forms of India. Apparently *Madiga* is a society in itself rather than a caste and *Madiga* ensured the survival of their culture over centuries despite their own sufferings and poverty.

These art forms have no literary record, at least not for the artists. There are 30 Chinta Bhagwat teams in the state. The government must take reasonable steps to protect public works of art. This is a true tribute to the great artist. But the rulers of the past did not seek refuge in the artworks, which were to be admired.

Writing Skills: 1. Writing structured essays (persuasive and argumentative) using suitable claims and evidences CO2

ESSAY WRITING.

Rules to be followed:

1. Structure of an essay:

An essay has three parts – Introduction, the body and the conclusion.

- a) Introduction – It should be simply a sentence or a short paragraph, it should be arresting and pertinent to the subject. It may begin with a quotation, proverb, very brief story or general remark, leading up to the subject.
- b) The body of the essay – The paragraphs should be well constructed and should be related to one another according to the direction of your outline and to the point. Use phrases and words which would be helpful in expressing your ideas. There should not be repetition of words or sentences. All the sentences in the paragraph should be connected to the topic of the essay.
- c) Conclusion – A good conclusion should consist of :
 - i) Summing up of the arguments of the essay
 - ii) Final conclusion drawn from the subject matter
 - iii) Suitable quotation
 - iv) A sentence that strikingly expresses the main point you want to drive home.

There are five types of essays:

1. Narrative Essays:

In a narrative essay, the writer tells a story about a real-life experience. While telling a story may sound easy to do, the narrative essay challenges students to think and write about themselves. When writing a narrative essay, writers should try to involve the reader by making the story as vivid as possible. The fact that narrative essays are usually written in the first person helps engage the reader. “I” sentences give readers a feeling of being part of the story. A well-crafted narrative essay will also build towards drawing a conclusion or making a personal statement.

2. Descriptive Essays:

A cousin of the narrative essay, a descriptive essay paints a picture with words. A writer might describe a person, place, object, or even memory of special significance. However, this type of essay is not description for description’s sake. The descriptive essay strives to

communicate a deeper meaning through the description. In a descriptive essay, the writer should show, not tell, through the use of colorful words and sensory details. The best descriptive essays appeal to the reader's emotions, with a result that is highly evocative.

3.ExpositoryEssays:

The expository essay is an informative piece of writing that presents a balanced analysis of a topic. In an expository essay, the writer explains or defines a topic, using facts, statistics, and examples. Expository writing encompasses a wide range of essay variations, such as the comparison and contrast essay, the cause-and-effect essay, and the "how to" or process essay. Because expository essays are based on facts and not personal feelings, writers don't reveal their emotions or write in the first person.

4.PersuasiveEssays:

Persuasive essay is to convince the reader to accept the writer's point of view or recommendation. The writer must build a case using facts and logic, as well as examples, expert opinion, and sound reasoning. The writer should present all sides of the argument, but must be able to communicate clearly and without equivocation why a certain position is correct.

- Eg. 1. Problem of unemployment
2.Population explosion in India
3. The freedom of Press
4. Future of Democracy in India

5. An argumentative essay

Its main point is in using strong arguments to prove and support your opinion as well as refute the position of your opponents. While this might sound quite easy for people good at confrontation, most of us dread the idea of arguing with someone. It helps you to develop essential skills to sound reasoning as well as find ways to back up your opinion in the best way possible. It helps the readers to see your confidence and believe in you. Remember that the key to a successful argumentative essay is in finding proper evidence to support your opinion.

- Internet access must be unlimited and free.
- Fast food is making America fat.
- Are smartphones harmful to our health?

Vocabulary:

SYNONYMS & ANTONYMS

1. Modalities (noun): A Specific mode in which something is expressed or is experienced something exists

Synonym: methods, procedures, processes, approaches

Antonym: Chaos, anarchy, differences

Sentence: The bureaucrats are the persons who work out the modalities after an agreement is signed by countries on an international forum.

2. Cognizant (adjective): Having knowledge or awareness

Synonym: Aware, conscious, apprised, informed, observant

Antonym: Ignorant, indifferent, senseless

Sentence: She is cognizant of her responsibilities as the sales head of the organisation.

3. Contours (noun): The broad outline of something, a way in something varies

Synonym: Outline, shape, form, blueprint

Antonym: Similarity, uniformity

Sentence: She traced the contours of his face with her finger.

4. Predicament (noun): A difficult, unpleasing or embarrassing situation

Synonym: Circumstances, crisis, deadlock, dilemma

Antonym: Advantage, Benefit, Agreement, Blessing

Sentence: The century-old club's financial predicament is not a sudden one as the signs of the same were evident even a decade ago.

5. Unanimously (adverb): Without opposition / with the approval of all the people involved

Synonym: Collectively, commonly, consistently

Antonym: Differently, divergently, oppositely

Sentence: The standing committee has decided to pass the bill unanimously after a marathon round of discussion.

6. Precious (adjective): of great value

Synonyms: Adored, cherished, beloved, dear

Antonyms: Cheap, common, impaired, deficient

Sentence: The exhibition at the gallery has many precious works of art on display.

7. Unraveled (verb): investigated or solved and explained something complicated and difficult

/ undo twisted or knotted or woven threads

Synonym: Deciphered, undid, resolved, solved

Antonym: Entangled, questioned, wondered, joined

Sentence: The police are attempting to unravel the cause of his death.

8. Mooted (verb): raised a question or topic for discussion / made a suggestion regarding something

Synonym: broached, discussed, introduced

Antonym: closed, finished

Sentence: A cheaper option to upgrade the railway link between Kuala Lumpur and Singapore

has been mooted to the Malaysian government.

9. Voluntary (adjective): Done, given or acting on one's own will / done or working or maintained without any payment

Synonym: Discretionary, optional, elective

Antonym: Compulsory, mandatory, necessary

Sentence: The team made a voluntary contribution out of their own pockets to help the victims

of the devastating earthquake in the country.

10. Subsume (verb): Include or absorb something in something else

Synonym: include, classify, contain, involve

Antonym: exclude

Sentence: Most of these phenomena can be subsumed into two broad categories mainly.

11. Discarded (verb): got rid of something or someone as no longer desirable or useful

Synonym: Rejected, damaged, abandoned, relinquished

Antonym: Cherished, worthwhile, kept

Sentence: All his theories regarding black hole have been discarded by the scientists all over the world.

12. Penance (noun): Punishment inflicted on oneself for expressing repentance for any wrongdoing of one's own.

Synonym: Atonement, Expiation, Reparation

Antonym: happiness, joy, reward

Sentence: He had done public penance for those hasty words.

13. Hooliganism (noun): Disruptive or unlawful behavior such as rioting, vandalism, bullying etc

Synonym: Rowdiness, disorganization, disruption

Antonym: Continuation, peace, assistance, beginning

Sentence: The party cadres resorted to hooliganism when their demands were not met in the meeting by the government.

14. Fading (verb): gradually grow faint or disappear/come or cause to come gradually into or out of view (about a television image or a film)

Synonym: evanescent, dying, paling, declining

Antonym: emerging, developing, reviving

Sentence: The fame of the city was fading at that time as the hub of international business arbitration centre and another place had been identified for the same by then.

15. Anticipate (verb): regard as probable / expect or predict

Synonym: Expect, foresee, predict, prophesy

Antonym: Doubt, be surprised, confirm

Sentence: She anticipated scorn on her return to the theatre after so many years in the mainstream movies.

16. Presume (verb): Suppose that something is the case on the basis of probability/be arrogant or impatient enough to do something

Synonym: Surmise, guess, believe, assume

Antonym: Calculate, doubt, measure

Sentence: I presume that the man had been escorted from the building safely.

17. Disruptive (adjective): Causing or tending to cause disruption
Synonym: disturbing, rowdy, troublesome, unruly

Antonym: calming, disciplined, soothing

Sentence: Bringing a disruptive technological innovation in the market is never easy for a startup company in the present era of fierce competition in every field.

18. Precipitate (adjective): done, made or acting suddenly or without careful consideration
Synonym: Hasty, rash, rushed

Antonym: Deliberate, gradual, leisurely

Sentence: I must apologize for my staff – their actions were precipitate.

19. Consensus (noun): A general agreement

Synonym: Harmony, accord, concord, unison

Antonym: Denial, refusal, dissension

Sentence: There is a gradually growing consensus among the general public that the current regime has failed in delivering on its promises.

20. Condemnation (noun): The expression of very strong disapproval/the act of condemning someone to a punishment or sentencing

Synonym: damnation, reproach

Antonym: compliment, acquittal, absolution

Sentence: There has been a strong condemnation of the attack on civilians by the Army of the country in the name of ethnic cleansing.

21. Denunciation (noun): public condemnation of someone or something / informing against someone.

Synonym: Indictment, accusation, censure, disapproval

Antonym: Appreciation, exculpation, exoneration

Sentence: His family members reacted in support of denunciation of his methods of achieving success in life.

22. Notion (noun): a conception or belief about something / an impulse or desire

Synonym: Concept, approach, assumption

Antonym: Being, concrete, reality

Sentence: His notion of being successful does not find any support from his family members

23. Startling (adjective): very surprising, astonishing or remarkable

Synonym: Alarming, astonishing, shocking

Antonym: Expected, certain, confirmed

Sentence: The startling discovery of new evidence in the murder case investigation has thrown

new surprises to the police.

24. Denunciation (noun): public condemnation of someone or something / informing against someone.

Synonym: Indictment, accusation, censure, disapproval

Antonym: Appreciation, exculpation, exoneration

Sentence: His family members reacted in support of denunciation of his methods of achieving success in life.

25. Embody (verb): Be an expression of or give a visible or tangible form to an idea, quality

or feeling

Synonyms: Represent, Epitomize

Antonyms: Conceal, Exclude

Example: A national team that embodies patriotic zeal and skill can win laurels both on and off the field in any sports.

26. Cumbersome (adjective): Heavy or large & therefore difficult to carry or use. Synonym: Awkward, clumsy, inconvenient

Antonym: Convenient, manageable

Sentence: His prose can be cumbersome, to say the least

27. Foster (verb): Encourage the development of something (especially something desirable).

Synonym: Encourage, promote, further, stimulate.

Antonym: Block, cease, discourage.

Sentence: Maritza Morales has been a foster parent for over 10 years, typically to one girl at a time.

28. Fraught (Adjective): causing or affected by anxiety or stress, filled with something undesirable

Synonym: charge, filled, replete

Antonym: calm

Sentence: For a company running into huge losses, it is fraught with danger to introduce new products in the market.

29. Multitude (Noun): A large number of people or things

Synonym: A great/large quantity, a great/large number

Antonym: Little, minority, handful

Sentence: The Harvard graduate whose skincare line is solving a multitude of problems.

30. Dormant (adjective): Having normal physical functions suspended or slowed down for a period of time; in or as if in a deep sleep.

Synonym: Sleeping, slumbering, resting,

Antonym: Active, alert, awake

Sentence: Grass turning brown is actually a defense mechanism, which allows them to lie dormant until rains revive them.

31. Regime (noun): A system or ordered way of doing something/a government especially an authoritarian one

Synonym: system, arrangement, code, arrangement

Antonym: anarchy, disorganization

Sentence: The new regime at the centre decided to do away with subsidies in agricultural products in the country.

32. Dismantle (verb): Take a machine or structure to pieces.

Synonym: Break up, Destroy, Disassemble

Antonym: Build, construct, create

Sentence: The United States believes it has North Korean leader Kim Jong-un's commitment to completely dismantle his country's nuclear weapons.

33. Resolve (verb): settle or find a solution to something debatable or contentious / decide firmly on the next course of action

Synonym: accomplish, achieve, actualize, enact

Antonym: failed, destroyed, lost

Sentence: The judges tried to resolve the issue between the two warring parties but in vain.

34. Adept (adjective): Very skilled or proficient at something
Synonym: Capable, deft, proficient, skilled

Antonym: Incapable, incompetent, ignorant

Sentence: Cassel adept at learning on the fly.

35. Impute (verb): Represent (something, especially something undesirable) as being done or possessed by someone.

Synonym: Assign, blame, lay

Antonym: Defend, guard, help, protect

Sentence: India is committed to respect the religious and cultural beliefs of its people and it will be inappropriate to impute any other considerations to this decision.

36. Reliant (Adjective): having or showing dependence on something

Synonyms: Confident, Dependent, susceptible, subservient

Antonyms: Disbelieve, Disregard, Ignore

Sentence: The whole team is too much reliant on the skipper to score runs in the slog over of a match.

37. Pretence (noun): An attempt to make something that is not the case appears true. Synonyms: Putting on an act, faking.

Antonyms: Reality, honesty.

Sentence: Police in Tamale has charged the headmaster of Prince of Peace International school with defrauding by false pretences.

38. Robust (Adjective): Sturdy in construction (in case of objects); strong and rich in flavor and smell (in case of wine or food)

Synonyms: Durable, Resilient, tough, strong, long-lasting

Antonyms: Fickle, weak, frail, insipid, tasteless

Sentence: They have put in place a very robust mechanism in order to detect any kind of fraud in the system.

39. Quintessential (adjective): Representing the most perfect or typical example of a quality or class.

Synonyms: Prototypical, stereotypical, archetypal, classic,

Antonyms: Average, bad, deficient

Sentence: The quintessential German team is one with lots of big, strong players who are good technicians and great athletes.

40. Debility (noun): Physical weakness, especially as a result of illness.

Synonyms: Frailty, weakness, fatigue

Antonyms: Robustness, strength, vigor

Sentence: Gold is exceptionally good for general debility and weakness.

41. Ligature (noun): Something that is used to bind.

Synonyms: Bond, cord, knot, link, tie

Antonyms: Detaching, unbinding, unfastening, untying

Sentence: A mental health patient died after tying a ligature around her neck in a hospital bedroom.

42. Hovered (verb): Remain in one place in the air.

Synonyms: Loiter, hang, float, levitate

Antonyms: Relinquished, deserted, left

Sentence: The tension of the approaching final examinations was hovering over his head at that moment.

43. Acquit (verb): Free from a criminal charge by a verdict of not guilty
Synonyms: Absolve, clear, exculpate, exonerate.

Antonyms: Criminate, incriminate.

Sentence: A court in Istanbul has acquitted a rap musician of the charge of inciting drug use in his song lyrics and video clips.

44. Impasse (noun): A situation in which no progress is possible.

Synonyms: Deadlock, stand-off

Antonyms: Agreement, breakthrough

Sentence: Government submits details of meetings on the metro impasse.

45. Incurable (adjective): Not able to be changed or reformed.

Synonyms: Incurable, intractable, inveterate

Antonyms: Good, manageable, nice

Sentence: He is incorrigible loose cannon.

46. Sanguine (adjective): Optimistic or positive, especially in an apparently bad situation.

Synonyms: Confident, cheerful, bright

Antonyms: Depressed, gloomy, pessimistic

Sentence: Independent Advisor Alliance's chief executive officer is also sanguine about the market's prospects.

47. Clandestine (adjective): Kept secret or done secretly, especially because illicit.
Synonyms: Covert, stealthy.

Antonyms: Authorized, honest.

Sentence: He recently explained the technical challenges involved in the hunt for clandestine sites.

48. Tasked (verb): assigned a task to somebody or made great demands on the resources of somebody

Synonyms: Assigned, entrusted, loaded

Antonym: aided, assisted, exonerated

Sentence: The new committee has been tasked by the Supreme Court to oversee all the commercial deals entered into by BCCI in the future.

49. Stabilize (verb): make or become unlikely to change, fail or decline

Synonym: Balance, fix, preserve, secure, steady

Antonym: Destroy, forget, ignore, neglect

Sentence: The government recently announced an emergency programme to stabilize the ailing economy at its earliest.

50. Rogue (noun): A dishonest or unprincipled person.
Synonyms: Cheat, cheater, criminal

Antonyms: Honest, straight

Sentence: A rogue employee who may have been working for Tesla's enemies conducted "extensive" sabotage of the company's operations.

UNIT –V

Reading: Developing advanced reading skills for deeper understanding of the text

Politics and the English Language: *George Orwell*

Unit -V

POLITICS AND THE ENGLISH LANGUAGE GEORGE ORWELL

Answer the following question in Question in 200 to 300 words.

1. What do you think the author means by "What is above all needed is to let the meaning choose the word"?

Orwell in his essay 'Politics and the English Language' makes it clear that good English language has to do with efficiency and clarity of thought. He discusses the process of thinking about an object or idea and then attempting to represent it. He explains how it is possible to think without language when, thinking of a concrete thing. In order to represent that thing there is typically a process of visualization. When one starts thinking about an abstract idea, one is inclined to use words from the existing dialect at the expense of blurring or even changing the meaning. The important point is one should put off using words till he has a clear idea of the meaning -through mental pictures and sensations. Also one should note the effects or the impressions one's vocabulary is likely to create, in the reader. Through this one can eliminate all the stale or mixed images, pre-fabricated phrases, repetitions and vagueness in the language. Orwell has given six rules to rely upon to make a meaningful impact on the reader. He is calling writers to check their ideas and language against a set of basic guidelines.

2. What do you think of the rules the author has given to improve language? Would these help in making language simpler and easier to understand? If so, then how?

According to Orwell, clear, honest language will support clear, independent thinking, which in turn will support clear language. He advocates six rules in order to better one's use of language. Usage of metaphors, similes and other figures of speech seen in print need not be used in our language. Secondly he says never use a long word where a short one can be used. The third one is that if it is possible to delete a word, then it is better to delete it. The fourth one is one should never use the passive voice where an active voice is suitable. The fifth one is never to use a foreign phrase, a scientific word, or a jargon word if there is a replacement of an everyday English equivalent word. Finally he says breaking any of these rules is outright barbarous. The author says that though these rules sound elementary, they demand a deep change of attitude in anyone who has grown used to writing in the style which is now fashionable.

3. The author says political language is designed to twist meaning. Do you agree with this statement? Substantiate your answer with examples.

Orwell's essay 'Politics and English Language' reflects his concern with truth and how truth depends upon the use of language. English has decayed with decaying politics and to stop this decay one would need to get rid of several bad habits, one of which is to get rid of the readymade phrases which may make one's language seem fashionable but will conceal meaning or prevent any effect. This mixture of vagueness and sheer incompetence is the most marked characteristic of modern English prose, and especially of any kind of political writing. The author observes that gradually the concrete words are becoming abstract and hackneyed. The author says that Stuart Chase and others claim that all abstract words are meaningless, and used for a kind of political quietism. For example the use of word 'Fascism' without knowing its meaning is absurd. This is a decay of language, and the politicians should bring about some improvement in their speech. He emphasizes simplicity and advises to use simplified language to avoid committing the biggest follies using orthodoxy. The author opines that Political language is designed to make lies sound truthful and murder respectable. The frivolous and worn out phrases must be sent out into the dustbin. It is possible if one can change his own habit.

4. Many people believe that language grows organically, and do not see it as an instrument that can be shaped according to one's needs. Do you think the author agrees with this view. Justify your answer by using examples from the text.

In the opening of the essay, Orwell states his belief that the "English language is an instrument that we can shape for our own purposes". It is a tool to communicate ideas and the way it is used affects the meaning. He notes that the decay of it has political and economic causes and it is not the bad influence of an individual writer. He then explains how the chain reaction happens. The effect becomes the cause, intensifying the effect further and the reaction continues indefinitely. The example he gives is a man fails and gets drunk and then keeps failing because of getting into this poor habit. Something similar is happening to English and not because poor writers who employ foolish ideas but because slovenliness of our language makes it easier for them to have foolish thoughts. Modern English has grown contaminated due to such bad habits and if they could be avoided, people will be able to think clearly. This is a necessary first step towards 'political regeneration'. His essay emphasizes the fact that language is a rare and unique instrument with a variety of effects. If used poorly, it can cause the user to continue to use it poorly. If used well, it can liberate and enlighten the user as well as others. Orwell supports free, independent thinking and regeneration of language. He concludes that the progressive decline of English language is reversible and suggests some rules which would prevent many of these faults.

Answer the following in 50-100 words.

1. Mention 3 rules the author advocates in order to better one's use of language.

i) Never use a metaphor, simile or other figure of speech which you are used to seeing in print.

ii) Never use passive where you can use active.

iii) Never use a foreign phrase, a scientific word, or a jargon word if you think of an everyday English equivalent.

2. What problem does the author have against political language?

Political language, according to Orwell, is designed to make lies sound truthful and to give an appearance of solidity. The language used is vague and meaningless because it is intended to hide the truth rather than express it. It consists largely of euphemism and convoluted phrasing.

3. Mention 3 expressions that the author wishes would stop being used. Also explain what these expressions mean.

The following are the expressions that the author dislikes being used:

Melting pot= a place where different peoples, styles and ideas mix

together Acid test= a conclusive test of the success or value of something

Hotbed= an environment promoting the growth of something, especially something unwelcome

4. Mention two characteristics of modern language usage that the author does not like. Explain why he despises them.

The two characteristics are staleness of imagery and lack of precision. It could be seen that the writer is either unable to express what he means to say or he is quite indifferent to the meaning his words convey to the reader. This mixture of vagueness and incompetence is the most marked characteristic of modern English language.

Model Resume Writing

Parts of a Resume

1. Personal Letter-Head/ Heading: The heading includes contact information, which contains applicant's name, full postal address, with pin code telephone numbers, cell numbers, and E-Mail ID

2. Career Objective: It is a special part in a resume. It should be a specific one –sentence focused statement, expressing career objectives and goals in relation to the targeted position. It should be tailored to the position he/she is seeking.

3. Skills Profile/Education

It contains a summary of educational qualifications, both academic and professional training. The name and location of school/college/university/institute attended, dates of attendance, major areas of study, degree/certificates received should be mentioned. The applicant's grade point average/class/division if it is on the higher side may be mentioned.

Reverse chronological order is used to list educational information that is, starting from the most recent qualification.

4. Work Profile

-
- ☐ It includes brief and specific overview of the applicant's work experience. It should be in reverse chronological order with recent employment first.
 - ☐ Title of the position/name of the organization/ company, location of work and dates of employment and important job responsibilities.
 - ☐ Don't attempt a work profile if you don't have any work experience
 - ☐ If you are able to describe the functions and duties you undertook in your previous jobs, it will make your résumé more impressive

- ☐ 5.Special skills/Abilities
- ☐ Technical skills that are relevant and significant to the job applied like computer programming, can be included.
- ☐ Strengths: Special traits can be highlighted, like ability to work efficiently and effectively in a team, good at stress management and time management, etc.
- ☐ Extracurricular or co-curricular activities which shows active participation of the candidate.

6. Achievements/accomplishments

- ☐ A list of your research projects, internship, apprenticeship, paper presentations, Seminars or workshops attended. It also includes awards and achievements, like scholarships or fellowships and achievements that show recognition.
- ☐ In a résumé written for academic purposes, a list of publications (books, articles), and seminars and workshops attended can also be included

The next section of your résumé deals with your personal profile in which details regarding your name, date of birth, nationality, languages known and hobbies are listed

7 : References

The last section of a résumé gives the names and addresses of people who could serve as references to your prospective employer regarding the veracity of the claims you have made

- ☐ 8 : Signature
- ☐ Conclude your résumé with the date of application, the place from where you are applying, and your signature

- ☐ It is not necessary to include an undertaking that the details you have given in the résumé are true to the best of your knowledge as the very fact that you are signing it means that you are attesting it

9 : Covering Letter

- ☐ Attach a covering letter to your résumé applying for the job in question and stating your suitability and willingness for the job

- ☐ Follow all the rules of good business correspondence

Step 8 : Formatting

- ☐ Take care regarding formatting and indentation in your résumé
- ☐ Don't use a résumé format which is readily available, but type your own résumé
- ☐ Take a hardcopy of it along with you for your job interviews
- ☐ Always use a standard font like Times New Roman for a formal or official purpose
- ☐ Use Capitals, bold, and a bigger font size for the main headings like

CAREER OBJECTIVE, SKILLS PROFILE, WORK PROFILE, INDUSTRIAL TRAINING/PROJECT DETAILS, PERSONAL PROFILE, and REFERENCES.

- ☐ Leave one space after the Heading
- ☐ Organize the details to be included for your academic qualifications and work profile in the form of a table in the descending order
- ☐ Use bulleted lists or numbered lists for your projects, internships, awards, achievements, and strengths.
- ☐ For a fresher trainee/employee make it a one page Resume.

SAGAR DHAWAN

Contact no. 58674*****

Email ID: sagar123@mail.com

Career Objective

Seeking a challenging position in a Software Industry where my potential in the field of Computer Science and software development is utilized for the advancement of the organization

Skills Set

- Excellent in software development
- Strong problem solving ability
- Good communication skills,
- Ability to deal with people diplomatically,
- Quick learner

Education Qualification

- B.Tech.Computer Science with 90% from --- university in year--- 20---
- H.S.C with 94% from---- Board in year 20----
- SSC with 95% from ---- Board in year 20----

- Oracle Certified Associate (OCA) Java SE Programmer
- CIW Web Development Professional

Internship

September 2016–May 2017

- Supported CodEX software development and testing processes.
- Verified that software met requirements.
- Maintained existing applications.
- Collaborated on future projects and innovations.
- Continuously identified, measured, and improved processes.

Other Projects

- 60 days project at a Software Company, Hyderabad..May 20----20---
- 2 days project and presentation on website development--Company, Hyderabad,ay 20--20---

Achievements

- Participated in inter- college coding competition
- Won medal during graduation in Online Gaming Contest.

Personal Details

Date of Birth: 2/3/19**

Languages: English, Hindi, Spanish

Hobbies: Playing volleyball

Address: 12 Street, Captain A, B - Sector, Delhi-111001

Date:

Signature

(SAGAR DHAWAN)

Covering Letter

A covering letter or a job application letter is written to apply for a specific position. It is a persuasive message that sells the applicant's talents to a prospective employer. It is basically a sales letter to sell one's services. When you wish to apply for a job, put its requirements against your qualification and experience. If they match, carefully draft your application letter.

The body of a covering letter includes,

- 1) Convincing the employer of his/her worthiness
- 2) Describes the achievements
- 3) Strong points and special assets
- 4) Describes capabilities

Sample Covering Letter

K. Ramesh
5B, B.R. Residency
Maddilapalem
Visakhapatnam

27th July 20--

The General Manager
TVS Motors Ltd.
56, T.N. Mehta Road
Gandhipura
Mumbai

Sir

Sub: Application for the post of Senior Designs Manager – reg.

Ref: 3345/sdm/tvs/22-09, dt.20 July. 20--

With reference to your advertisement in The Hindu dated 20th February, 20---, I would like to apply for the post of Senior Designs Manager in your organization.

I have worked in various reputed concerns like Maruthi Suzuki Ltd., Hyundai Motors, in various responsible positions. I possess an experience of three years in this field. I have also equipped myself for this field with various academic and technical qualifications.

I am enclosing my résumé for your careful consideration. I look forward to hear from you soon.

Yours sincerely

(K. RAMESH)

Encl: One copy of résumé and Xerox copies of certificates

Exercises:

1. Wanted a service engineer at our kolkatta office preferably with 2-4 years of relevant experience. A pleasant personality and good communication skills are essential please send your Resume with covering letter to Topsel Toyota, 25-Ganesh Chandra Avenue, Kolkatta 700013.
2. We are a reputed IT company looking for software professionals for our development centre at Mumbai. Engineering graduates with exposure to design and development with 2 years will be proffered. Please send your Resume to Wise Tech Solutions, 45-South Mumbai. 400012.
3. Respond to an advertisement given in the Hindu for the post of Management Trainees in Reliance Industries Ltd. Draft your resume. Attach a covering letter to the Personal manager.
4. In an advertisement dated 12 January 2015 Rahul Industries has advertised for the post of Engineer Trainees. Draft your resume along with a covering letter to the personal manager.
5. In an advertisement dated 10 July 2015, TATA Industries has advertised for the post of Senior Engineer in Mechanical Department. Draft your resume along with a covering letter to the Managing Director.

Writing : Précis writing (Summarizing-identifying main idea and rephrasing the text), Applying for internship/

PRECIS WRITING

INSTRUCTIONS

1. Read the passage thoroughly. Get the general idea of the theme of the passage.
2. Read the passage again. Underline all the important ideas. Grasp the entire meaning of the material.
3. Give the passage a third reading. Count the number of words in the given passage.

-
4. You should reduce the given passage approximately to 1/3 of its original size. But it is not the perfect fraction a margin of five words (+ or -) will do. For eg: if there 130 words in a passage, then 1/3 is 43 words but you can use words between 38 and 48.
 5. Examples, illustrations, comparisons and contrasts should be avoided.
 6. Brevity is the soul of précis writing. But brevity is not to be achieved at the cost of clarity.
 7. Remember précis writing is not deleting a few sentences here and there and jotting down the rest in the form of a paragraph.
 8. Précis should always be written in a single paragraph. (The given passage may have more than one paragraph).
 9. Précis should always be written in Third Person. If the author has used the autobiographical form of narration or description, you should change the form. (Write 'The author says...., According to the author....., The author opines that....'). You should avoid the use of direct speech in your précis.
 10. Give a suitable TITLE to your précis.

STEPS FOR WRITING A PRECIS

1. Suggested Titles: Think of as many titles as possible, which would represent the central theme of the given passage.
2. Rough Draft: Write a rough draft using the underlined points. See that your draft is accurate to the facts and content. Count the number of words in the draft. Do the omissions and commissions to get the required no. of words.
3. Title of the Précis: Choose the best title from the Suggested Titles. Write it as the heading of the précis.
4. Fair draft: Write a fair copy of the rough draft with no overwriting.
5. No. of words used: Count the no of words used in the fair draft and mention the same on the right hand side, at the bottom of the fair draft.

Model précis

There are few people who are not fascinated by mountains. Perhaps the fascination is not so great for those who live among them as for other, but even the Swiss or the Nepalese, raising his eye to the towering heights above him, must occasionally feel the spell of their grandeur and their beauty. When the dweller on the plains ceases a mountain for the first time, he must be filled with awe.

The urge to climb a mountain is deep and compelling. The lofty head, often lost in clouds, issues its challenge to be conquered, and man, meeting the challenge, sets himself to tackle the hazards of the climb. If he climbs in a party, he learns the meaning of being a member of a team, for he trusts his life to the others in the team and also bears responsibility, for their lives. Whether he climbs in a party or by himself, his nature is submitted to a searching test, the reserves of his courage or called on and any pretence or hypocrisy is stripped away in the face of danger.

When at last he stands on the top of his mountains, his joy is composed of satisfaction in having done what he set out to do, of relief at having overcome all his difficulties and – if he is fortunate in the weather – of delight in a glorious view.

It is true that there are few mountains in the world which have been climbed, and that the greatest challenge of all – Everest – has been met and overcome: but that does not take away the fascination Mountains have for man. Men will always be seen lifting up their eyes to the heights and beginning the long track upwards, whether there mountains be the modest hills of England, the icy pinnacles of Switzerland or the towering masses of the Himalayas. The challenge is always there and there is something in the spirit of man that is always ready to meet the challenge.

Solution

Suggested titles:

1. Fascinating mountains
2. The charm of mountains
3. Majestic mountains

Rough draft: (Prepare based on the key words)

Mountains are perhaps not the **fascination** for those living among them but for a dweller on the plains, the sight itself is awesome. For a mountaineer the urge to climb a mountain is deep and compelling. The lofty head, often lost in clouds throw **a challenge** to him. He decides to tackle the **hazards of the climb**. If he climbs the mountain in a party, he learns to work in a **team**, puts his trust in others and also has a sense of responsibility for their lives. Whether he climbs in a party or by himself, he develops curiosity, courage and also insincerity in times of danger.

Finally when he conquers it, he attains a **joy** which is a mix of satisfaction and relief. Mountains are a fascination for man whether it is the Everest, the modest hills of England, the icy pinnacles of Switzerland or the towering masses of the Himalayas.

The Charms of Mountains

Fair draft:

The mountains are a fascination for almost all people perhaps not for those living in their midst. Those living in the plains view them with in awe and splendor. The high mountains throw a challenge to the mountaineers. Those scaling them in parties imbibe team spirit and a sense of responsibility. The mountaineer exhibits qualities such as curiosity, courage and also insincerity in times of danger. When he conquers it, he attains a joy mixed with satisfaction and relief. Mountains continue to throw a challenge and their fascination for man is undying.

No of words in the passage: 332

No. of Words used in the précis: 92

Practice passages

Sample -1

Great men of science, literature, and art-apostles of great thoughts and lords of the great heart- have belonged to no exclusive rank or class in life. They have come alike from colleges, workshops and farmhouses, from the huts of poor men and the mansions of the rich. Some of God's greatest apostles have come from 'the ranks'. The poorest have sometimes

taken the highest places; nor have difficulties apparently the most insuperable proved obstacles in their way. Those very difficulties in many instances would even seem to have been their best helpers by evolving their powers of labour and endurance, and stimulating into life faculties, which might otherwise have lain dormant. The instances of obstacles thus surmounted and of triumphs thus achieved are indeed so numerous as almost to justify the proverb ‘with will one can do anything’.

Sample- 2

If there is one fact more than any other which stands out in the history of science, it is the remarkable extent to which great discoveries and youthful genius stand associated together. Scores of instances can be coated in support of this proposition. Indeed, if one were to attempt to write a treatise on any branch of science in which all discoveries made by youth workers, were left out, there would be little left to write about. The fact of the matter appears to be that other things remaining the same, the principle requisite for success in scientific research is not the maturity of knowledge associated with age and experience, but the freshness of outlook which is the natural attitude of youth. The conservatism which develops with increase in age, thus revealed as a factor which militates against great achievement in science. The great ideas seem to come most easily to youthful minds. Since, however, much time is required to work out a new idea properly and fully, age and experience are not all together useless in science. Upto a certain point, the conservatism bred by age may even be useful as a break on the wilder flights of youthful imagination. Further, even the elderly may, if they so choose, retain and cherish a youthful spirit and outlook. So long, therefore, as they do not allow the conservatism of age to function as a suppressor of youthful genius, the elderly may continue to find themselves useful as guides and inspirers of research. On this view, indeed, the principle function of the older generation of scientific men is to discover talent and genius in the younger generation and to provide ample opportunities for its free expression and expansion

Sample 3

It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is something better than money.

A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay—very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen. The clergyman’s object is essentially baptize and preach not to be paid for preaching. So of doctors. They like fees no doubt—ought to like them; yet if they are brave and well-educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second—very important always; but still second.

Sample 4

Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from

developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils. Besides a teacher always remain young. He may grow old in age, but not in spirit. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair. Sample 5

English education and English language have done immense good to India, inspite of their glaring drawbacks. The notions of democracy and self-government are born of English education. Those who fought and died for mother India's freedom were nursed in the cradle of English thought and culture. The West has made contribution to the East. The history of Europe has fired the hearts of our leaders. Our struggle for freedom has been inspired by the struggles for freedom in England, America and France. If our leaders were ignorant of English and if they had not studied this language, how could they have been inspired by these heroic struggles for freedom in other lands? English, therefore, did us great good in the past and if properly studied will do immense good in future.

English is spoken throughout the world. For international contact our commerce and trade, for the development of our practical ideas, for the scientific studies, English-is indispensable "English is very rich in literature," our own literature has been made richer by this foreign language. It will really be a fatal day if we altogether forget Shakespeare, Milton, Keats and Shaw.

Vocabulary: Phrasal verbs

Phrasal Verbs

Go

1. Go along – Move forward you are treading on my feet, go along.
2. Go by - Pass – We go by the coffee shop every day.
3. Go out – Take part in social activities / Stop burning. The fire went out after three days. / Put some coal in the fire or it will go out.
They love to go out every Friday night.
4. Go on with - Continue. Please go on with your work.
5. Go through - search/experience. He can be relied on to go through with the work./
The country is going through a period of economic instability.
6. Go on – Happen/ Continue. Please go on, don't let me interrupt you.
7. Go away – Leave. I yelled at the dogs to make them go away.
8. Go after - To seek. I plan to go after the new Position at work.
9. Go ahead – Proceed . Go ahead and do that work.

Get

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10. Get away - Escape. The thieves got away through the backdoor.
 11. Get into – Involved. He got into a dispute and was arrested.
 12. Get in – Arrives / enter. The train gets in at midnight. / It is very difficult to get into an overcrowded train.
 13. Get off – Alight from / descend from. Don't get off the bus till it stops.
 14. Get on - Advancing in age / approaching. It is getting on for 4'O' clock.
 15. Get along – Compatible / have a friendly relationship. Do you get along with your family?
 16. Get over – Recover from. I hope Padmaja gets over her fever soon.
 17. Get across – Cause to be understood. I couldn't get my message across in English finally I got the message across in Telugu.
 18. Get ahead - Make progress. After several slow business years, our company finally got ahead of the competition.
 19. Get away with – Do without being caught or punished. My sister gets away with everything.

Run

1. Run away – Leave home permanently. The child ran away from her home.
4. Run away from – Escape from. The boy ran away from his kidnappers.
5. Run down – Criticize / Hit with./ decrease. My boss runs every one down. / My dog was run down by a car.
6. Run for – Contest. Chandra Babu Naidu is running for the post of C.M of A.P.
7. Run into – Meet unexpectedly. I ran into my childhood friend at the exhibition.
8. Run off- Make leave. The govt. is trying to run the naxalites off.
9. Run out of – Not have any more. We ran out of milk this morning.
10. Run across – find by chance/moving from one side to the other side. I ran across some old photos while I was cleaning my house. He ran across the road to meet his friend.

Take

1. Take after- Resemble. I take after my father. Who do you take after?
2. Take back – Retract a statement. I demand that you take back what you said.
3. Take it down – Write from dictation. Would you take down my message?
4. Take for - Assume to be. He took it for granted that I'll wait for him.
5. Take off – Leave the ground/ remove. My stomach felt funny when the plane took off./ Take off your shoes before entering the computer lab.
6. Took over - Acquired, assume command. The vice president will take over if the president is not in town.
7. Took to - Attracted to. I took to Ravi as soon as I met him.
8. Taken aback – Surprised. I was taken aback by the news.
9. Take up - Become interested.she took up tennis at the age of eleven.
10. Take in – To absorb.The lecture was rather boring and I didn't take in much.

Come

1. Come across – Find by chance. I came across a valuable book in the library.

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2. Come along – Accompany. My friend came along with her fiancé last week.
 3. Come back – Return. After many defeats, the team made a wonderful come back.
 4. Come up – Be raised. The question of higher wages will certainly come up.
 5. Come up with – produce. The company has come up with a latest mobile many features.
 6. Come to – total. The expenditure of this month has come to Rs. 25,000/-.
 7. Come upto – Amount to. His debts came upto one lakh.
 8. Come off - To take place. When does the Dussehra come off?
 9. Come round – To recover. The doctors hope that he will soon come round.
 10. Come of – To be born in. He comes of a respectable family.

Put

1. Put across – Present. You can impress others if you can put across your ideas clearly.
2. Put out – Extinguish. Put out the lamp please.
3. Put up with – Tolerate. I found it difficult to put up with his bitter remarks.
4. Put off – Postpone. The meeting has been put off till tomorrow.
5. Put down – Write. Put your names down for the games.
6. Put aside – To ignore. The political parties put aside the differences among them if they decide to merge with each other.
7. Put through – Connect by telephone. Could you put me through your manager?
8. Put in – Apply. Ravi has put in his request for a transfer.
9. Put out – Unhappy. I am put out with his behavior.
10. Put behind - To forget. I put behind all my enmity with him.

Turn

1. Turn against – To become hostile. My own friends turned against me.
2. Turn down – Reject. The Principal turned down his application.
3. Turnout – attendance / audience. The Voter turnout this time was very less.
4. Turn upon – Depend upon. The whole argument turned upon the truth of the document.
5. Turn away – To dismiss. He has turned away his applicants.
6. Turn off – Stop. Turn off the tap before you come out of the bathroom.
7. Turn up – Find unexpectedly. My keys turned up in the bedroom.
8. Turn on – Start. Turn on the T.V, the cricket match is about to start.
9. Turn into - Become something different. Water turns into ice on heating.
10. Turn in – Submit. You need to turn in your assignments this week.

Set

1. Set off – To depart. He wants to set off early the next morning.
2. Set out – To start on a journey. He will set out for France in July.
3. Set in – Commence. Now that the rains have set in, the farmers will be happy.

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4. Set about- Begin – He set about his studies with great enthusiasm.
 5. Set down – Write down. Set down whatever is necessary for your school.
 6. Set up - Start. He set up a new business.
 7. Set aside – Forget for sometime. Set aside your troubles and concentrate on your studies.
 8. Set back – Delay. The news was a tremendous set back to the actor.
 - 9.

1. Hold on – To continue. He has suffered a lot yet his hold on life is strong.
2. Hold out – Resist. The enemy could not hold out any longer and finally surrendered.
3. Hold over – Postpone. The examination has been held over till further notice.
4. Hold fast – To adhere firmly to. Hold fast your faith in God.
- 5.

1. Look after – To take care of. He has lost his parents so he is looked after by his uncle.
2. Look down upon – Despise. The poor are always looked down upon by the rich.
3. Look for – Search. They are looking for the lost child.
4. Look into – To examine. The police are looking into the matter.
5. Look up to – Call on. They are looking up to God for help.
6. Look forward to – Anticipate. We are looking forward to receiving the chief guest.
7. Look out – Vigilant. The soldiers have to be in constant look out for the naxalites.
8. Look up – Consult. Look up the meaning of this word in the Dictionary.
9. Look on – Spectators. Don't just look on but shift the person to the hospital.
10. Look over – Inspect hastily. He looked over the matter and went away.

Fall

1. Fall back upon - To depend on. If he loses his job, he has agricultural income to fall back upon.
2. Fall to – To begin. The author fell to writing again.
3. Fall out – To quarrel. The neighbours who were friendly once have now fallen out.
4. Fall short of – To become less. If you fall short of your attendance, you will be detained.
5. Fall through - To come to nothing. His resolution fell through for want of adequate support.
6. Fall behind – Fail to keep up pace. Once you fall behind in studies, it is very difficult to concentrate again.
7. Fall apart – Collapse. Since your resignation the office has fallen apart.
8. Fall for – To be in love. Ravi falls for her.
9. Fall off – Decrease. The prices have fallen off suddenly.

Stand

1. Stand about- Spend time in a place waiting or doing nothing or very little.
We stood about drinking coffee before the lecture.

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2. Stand around--Spend time in a place waiting or doing nothing or very little. We stood around for an hour waiting for them to turn up.
 3. Stand aside--Leave a position so that someone else can take it. The prime minister should stand aside and let a new leader head the party.
 4. Stand back--Keep a distance from something. We stood back while he lit the firework.
 5. Stand back--Try to understand something by taking a different perspective. We need to stand back and look at the problem differently.
 6. Stand by--Support someone. He stood by her throughout the trial as he believed her to be innocent.
 7. Stand by--Be ready and waiting for something to The emergency services were standing by waiting for the plane to land.
 8. Stand down--Leave a job or position so that someone else can take it. The minister announced her intention to stand down at the next election.
 9. Stand down--Finish being asked questions in a court. The judge told the witness to stand down after the questioning.
 10. Stand for--Accept or tolerate behaviour. I'm not going to stand for their rudeness any longer.
 11. Stand for--The words represented by certain initials. 'WHAT do the letters BBC stand for?' 'British Broadcasting Corporation.'
 - Stand in for--Substitute someone temporarily. She had to stand in for the editor while he was on holiday.
 12. Stand out--Be extraordinary and different. She stood out from the crowd in selection and was offered the job.
 13. Stand up--Move from a sitting or lying down to a vertical position. Everybody stood up when the judge entered the court.
 14. Stand up--Fail to keep an appointment. He agreed to meet me last night, but he stood me up.
 15. Stand up --for Defend, support. He's the kind of manager who will always stand up for his staff.
 16. Stand up to--Keep your principles when challenged by an authority. She stood up to the police when they tried to corrupt her.
 17. Stand up to--Resist damage. This coat will stand up to the roughest weather conditions.

READING COMPREHENSION

INTRODUCTION

Comprehension in reading means understanding what is being read. Many students are strong at recognizing words in print but struggle with making meaning from what they read. They may not understand the difference between a main character and someone who is only

present for one interaction. Or they may have trouble choosing important events in a story and putting them in the correct order. These and other skills are important aspects of comprehension.

Improved reading comprehension skills can positively impact many facets of a student's academic performance. Students who have effectively read and understood reading assignments are better prepared for class, leading to improved class participation and more accurate and complete notes. Performance in exams and quizzes could greatly improve as students become more proficient and effective readers.

Techniques for Good Comprehension

- Answer questions about the material after reading it.

These strategies may help you in achieving the following purposes.

- To enhance understanding of the content in a text
- To improve understanding of how information is organized in a text
- To improve attention and concentration while reading
- To make reading a more active process
- To increase personal involvement in the reading material
- To promote critical thinking and evaluation of reading material
- To enhance registration and recall of text information in one's memory

Skimming and Scanning

Before starting to read a text in detail, you should take a moment to preview the text. Read quickly, without pausing to study the details. This is called skim reading or skimming. You should understand.

- for which audience the text was written (general public, professionals, laymen . . .);
- what type of text it is (report, informal letter, formal letter, article, advertisement . . .);
- what the purpose of the author is (to describe, to inform, to explain, to instruct, to persuade);
- the general contents of the text.

After having skimmed the text, you can study it in more detail, reading more slowly and carefully and looking for specific information that you are interested in. This is called **scanning**.

Exercises

Passage 1

The walnut tree produces wood that is used for countless purposes, and is considered the finest wood in the world. The wood is easy to work with, yet it is very hard and durable; and when it is polished, it produces a rich, dark luster. It also shrinks and swells less than any other wood, which makes it especially desirable for fine furniture, flooring, and even gun stocks. In fact, just about every part of the walnut is unusually hard and strong. The nut of the tree is encased inside a very hard shell, which itself is enclosed in a leathery outer covering called a husk. It requires real effort to break through those layers to get at the tasty meat inside.

Yet every part of the walnut is useful to people. The outer husk produces a dark reddish stain that is hard to remove from the hands of the person, who opens the nut, and this pigment is widely used in dyes and wood stains. The inner shell is used as an abrasive to clean jet engines. And the meat of the nut is extensively used in cooking, ice cream, flavorings—and just eaten raw.

Walnut trees exude a chemical into the soil near their roots which can be poisonous to some trees and shrubs. Fruit trees, for example, will not survive if planted too close to a walnut. Many other plants, such as maple trees or ivy, are not affected by the walnut's presence, and are well-suited to grow in its vicinity.

1. What is the topic of this passage?
 - a. the use of walnut wood in furniture
 - b. walnut trees
 - c. where to plant walnuts
 - d. trees of North America
2. What is the main idea of the passage?
 - a. Trees are used for many things.
 - b. Maple trees grow well with walnuts.
 - c. Walnuts can kill other trees.
 - d. Walnut trees are valuable when planted correctly.
3. As used in the passage, the underlined word abrasive most nearly means
 - a. rough.
 - b. disagreeable.
 - c. soft.
 - d. fragrant.
4. The author of the passage probably believes that
 - a. walnut trees are endangered.
 - b. people should recycle more
 - c. people should grow walnut trees if possible.
 - d. maple trees are not good for furniture making.
5. As used in the passage, the underlined word exude most nearly means

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- a. give off.
 - b. naked.
 - c. smell bad.
 - d. leave the area.

Solutions

1. Ans.(b),2. Ans.(d),3. Ans.(a),4. Ans.(c),5. Ans.(a)

Passage 2

One of the most hazardous conditions a firefighter will ever encounter is a backdraft (also known as a smoke explosion). A backdraft can occur in the hot-smouldering phase of a fire when burning is incomplete and there is not enough oxygen to sustain the fire.

Unburned carbon particles and other flammable products, combined with the intense heat, may cause instantaneous combustion if more oxygen reaches the fire.

Firefighters should be aware of the conditions that indicate the possibility for a backdraft to occur. When there is a lack of oxygen during a fire, the smoke becomes filled with carbon dioxide or carbon monoxide and turns dense gray or black. Other warning signs of a potential backdraft are little or no visible flame, excessive heat, smoke leaving the building in puffs, muffled sounds, and smoke-stained windows.

Proper ventilation will make a backdraft less likely. Opening a room or building at the highest point allows heated gases and smoke to be released gradually. However, suddenly breaking a window or opening a door is a mistake, because it allows oxygen to rush in, causing an explosion.

1. A backdraft is a dangerous condition for firefighters mainly because
 - a. there is not enough oxygen for breathing.
 - b. the heat is extremely intense.
 - c. the smoke is dangerously thick.
 - d. an explosion occurs.
2. Which of the following is not mentioned as a potential backdraft warning sign?
 - a. windows stained with smoke
 - b. flames shooting up from the building
 - c. puffs of smoke leaving the building
 - d. more intense heat than usual
3. To prevent the possibility of a backdraft, a firefighter should
 - a. carry an oxygen tank.
 - b. open a door to allow gases to escape.
 - c. make an opening at the top of the building.
 - d. break a window to release carbon particles.
4. When compared with a hot, smouldering fire, a fire with visible, high-reaching flames

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- a. has more oxygen available for combustion.
 - b. has more carbon dioxide available for consumption?
 - c. produces denser gray smoke.
 - d. is more likely to cause a backdraft.

Answers

1. Ans. (d) 2. Ans. (b) 3. Ans. (c) 4. Ans. (a)
