

Dr.A.Chiranjeevi D.Litt

English Language Specialist and  
Personality Development Trainer

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## Acknowledgements

when we set out on a long journey, we do feel that the destination is just round the corner. Taking the turn, we realize that we still have a long way to go.

Writing this book has been a similar journey, made easier by a number of people who travelled with me, spending their precious time and resources for my cause.

I am thankful to all those who have played a part in this endeavour.

But for them, this would not have happened, for which I express my sincere gratitude.

I dedicate this book to all my students, who have always been my guiding angels...

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## AWARDS AND HONOURS

His remarkable services in the field of education have earned him all the appreciations in and around the country. "Medha" has become a synonym for quality training and got international acclaim for its outstanding performance in training the students in English and Personality Development.

Appreciated by the Honorable Prime Minister of India Dr. MANMOHAN SINGH-2013

Honoured by the Honorable Governor of Andhra Pradesh Mr. ESN NARASIMHAN-2013

Presented EXCELLENCE AWARD by the Honorable Chief Minister, AP Mr. KIRAN KUMAR REDDY-2013

Appreciated by the Lord Mayor of London, Mr. RANDAL BREW at London, United Kingdom

Conferred with HONORARY DOCTORATE from the OIU for Complimentary Medicine, at Srilanka-2012

Presented EXCELLENCE AWARD by the Honorable High Court Justice Shri G. Chandra Kumar

Complimented by the Director General of Police, Andhra Pradesh, Sri B. Prasada Rao IPS

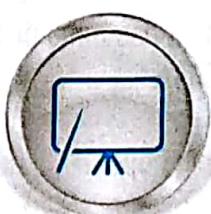
Received PRATIBHA BHARATHI PURASKAR of SAT, from the great scholar Dr. C. Narayan Reddy

Received the National Award SHIKSHA BHARATHI PURASKAR from AIAF at New Delhi

Received UGADI PURASKAR OF SSF from the hands of Dr. A. Vidya Sagar, IAS

Bagged BEST PARTICIPANT AWARDS in various international events of Indian Junior Chamber (IJC)

Bagged the BEST NEW JAYCEE AWARD of IJC, affiliated to Junior Chamber International, USA



## SKILLS TRAINING AND PERSONALITY DEVELOPMENT

Provided training to lakhs of people for past 19 years. In addition to the young hopefuls, a number of serving professionals spawning various sectors, including officials like Gazetted Officers, Academicians, Police Personnel, Marketing Executives, Doctors, Lawyers and Engineers besides home makers have been trained. He interacted with experts and educational authorities of the government of

U.K. apart from addressing the students and teachers at various schools and colleges in U.K.



## BOOKS AUTHORED

Dr. A. Chiranjeevi authored and published a set of five books which will give the student the power to face the world confidently, with immaculate English Communication Skills. The five books have been named after the five elements that make the world we live in---FIRE, WATER, SKY, AIR, EARTH--and present five tools of English Communication

He has also authored a book titled "A to Z English" on English and Personality Development that speaks volumes about his insight into the attitudes of the young learners in particular the English language learners. It is the first of its kind that helps them break all the psychological barriers of effective learning and speaking.



## SOCIAL CONTRIBUTION

He has encouraged and motivated youth from rural backgrounds to take up healthy careers, helped unprivileged students to be equipped with skills required to face the challenges ahead in their respective fields. Free coaching was provided to many in Spoken English and Personality Development Skills. More than fifty thousand students were benefitted by this program. He has also organized a good number of blood donation camps for a social cause in which thousands of youngsters took part. He has conducted hundreds of awareness programs, seminars and workshops to the students on the importance of Individual Development in and around the state in which lakhs of students have participated. He has given a good number of programs on various TV channels motivating the youth on the importance of Education and Individual Development.

## About MEDHA

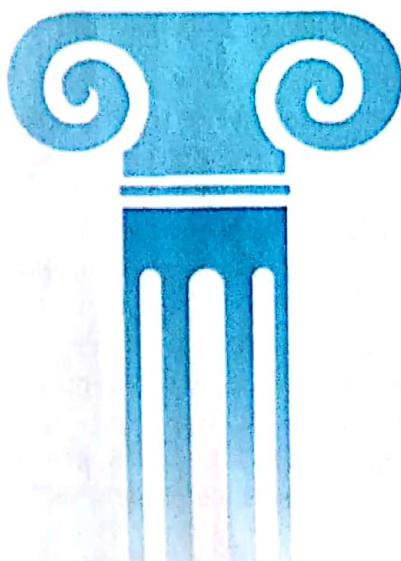
From modest beginnings in 1994, Medha Institute of English and Personality Development has transformed into a Centre of Excellence for overall personality development under the dynamic leadership of Dr. A. Chiranjeevi. His approach in training guaranteed success to many.

Medha has an enviable track record of successfully training a majority of aspiring victors from various walks of life for the past 18 years. Its innovative teaching methods, learner friendly exercises made Medha a different institute from the rest of its kind.

Medha Institute of English and Personality Development is the best and most affordable Institute for English Training in Andhra Pradesh. Medha has presence at 6 locations in Andhra Pradesh. The Institute functions with the sole aim of providing high-quality English instruction.

The institute has been at the forefront of personal training, imparting able and efficient guidance in spoken English and personality development. Equipped with state-of-the-art facilities, the institute trains students to overcome stage fright and corrects their body language through proper training.

The programs offered by the institute help in improving diction and inculcate the art of influencing others, besides enhancing English language communication skills. The institute also provides employment to a good number of youngsters, as trainers, faculty and resource personnel.



*...is the first*

Medha is the first to introduce Theatre Arts Techniques like Role plays and Mock Sessions to impart instructions with an aim of breaking the psychological barriers of English Learners who come from various back grounds and in particular the students who come from Telugu Medium.

Medha is the first to break traditional and stereo typed classroom teaching methods and introduce creative teaching methods like Poster Presentations, Project Works, Cue Cards, Conversations and Visual Feedback Session to increase the interest and involvement of students more into learning the English Language.

Medha is the first to introduce Personality Development Sessions like Mind Managements, Success Unlimited, Communication Skills etc., in association with the English sessions with an aim to instill confidence in the learners which is plays a prominent role while speaking in English.

Medha is the first to introduce Oral, Written and Visual feedback sessions in the class room with an objective of making the students assess their performance and learn to focus upon the areas where they are poor. This provides them with an opportunity to learn even from the mistakes of fellow learners.

Medha is the first to conduct Awareness Programs on the importance of English in various colleges and educational institutes in and around the state with an aim to let the students and job aspirants know the importance of English to climb the ladder of success in their personal, professional and social life.

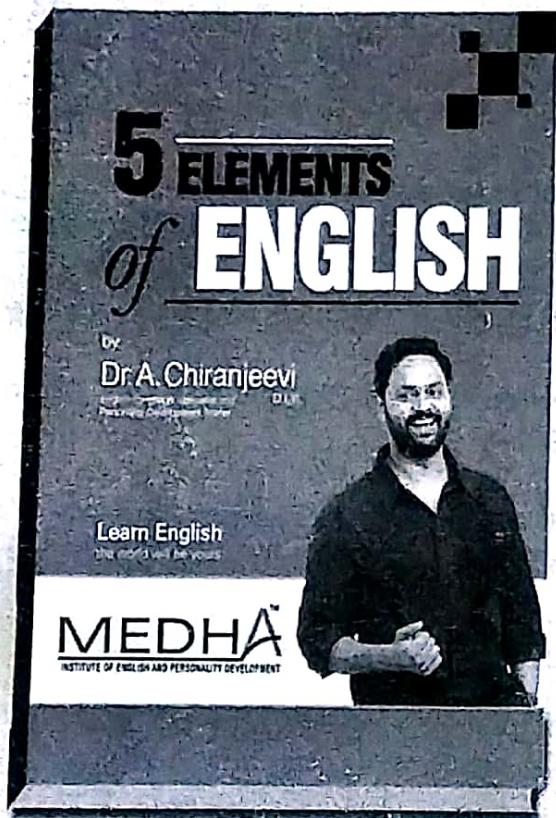
Medha is the first to give various innovative and informative TV shows on almost every Telugu TV channel apart from live shows that motivated and helped majority of the aspiring learners of English in and around the country.

Medha is the first to include various Management Events in Spoken English course with an aim to instill Leadership Qualities in the students such as Team Building, Time Management and Interpersonal Skills.

Medha is the first Spoken English Institution that has started conducting Blood Donation Camps in which thousands of students were motivated and participated. Medha has become a trend setter in the states of Telangana and Andhra Pradesh by giving Free Coaching to around 20 thousand students during 2009, 2012 and 2014.

Medha is the first Spoken English Institute in the state that has given its presence on the international platforms like Oxford, Birmingham and Palm Beach Atlantic Universities.

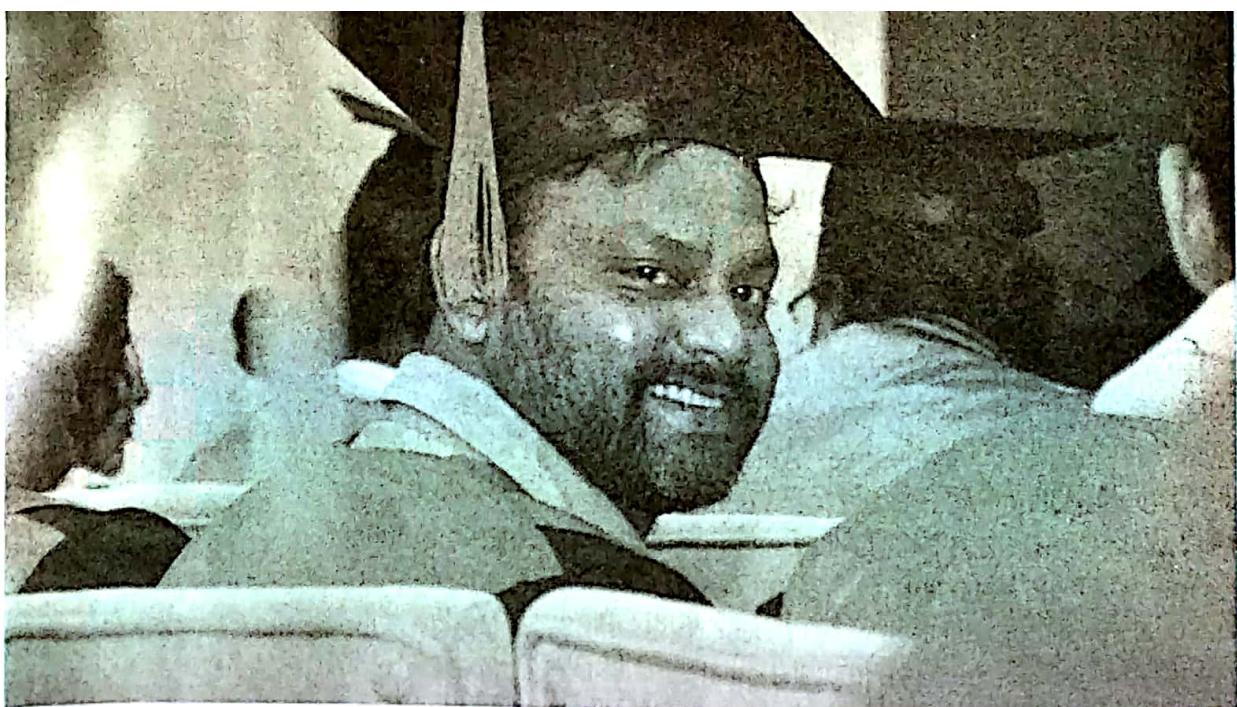
Medha is the first Spoken English Institution that has organized exclusive training sessions and workshops for its students on various topics by International Reputed Speakers, Trainers and Psychologists.



There are hundreds of books about English, so why write another one? In many ways, 5 Elements of English is intended to be an antidote to books that either put people off or put them to sleep.

This book will teach you not just about grammar but all important aspects of language myths and the subtle differences between English and Telugu. These are what the author considers "the best bits"; small areas of usage that will improve your English for ever.

The aim of this book is to give good advice about the English language without getting bogged down in moral panics or the minutiae of grammar and parts of speech. It gets straight to the point and provides the answers to common questions about language usage.



**Learn English**  
the world will be yours

## About ...**Dr. A. Chiranjeevi** D.Litt

The saying "All great men have humble beginning", fits like a cap on the head of Dr. A. Chiranjeevi, Founder and Chairman of Medha Institute of English and Personality Development. He hails from a village, Venkatapur in Warangal district, Telangana. From modest beginnings in 1994, the Medha Institute of English and Personality Development has transformed into a centre of excellence for overall Personality Development under the dynamic leadership of Dr. A. Chiranjeevi.

He has been instrumental in providing training to lakhs of people for past 20 years. In addition to the young hopefuls, a number of serving professionals spawning various sectors like Gazetted Officers, Academicians, Police Personnel, Marketing Executives, Doctors, Lawyers, and Engineers besides Home Makers. His corporate clientele list includes who-is-who in the present day industry. At regular intervals, he has also been on various prestigious Telugu T.V. Channels educating the people on various topics in regard to Spoken English and Personality Development.

A self-built person, he had to endure a multitude of trials and tribulations before he could see his vision transform into reality. Undeterred by hostile circumstances, he pursued his journey from a 'small tuition centre' to a 'state-of-the-art training institute' was a thorn-filled trail, skillfully negotiated by Dr. Chiranjeevi, aided by his self-confidence and creativity. And these are essentially the qualities he wants to impart to his students. A successful man now, he attributes his success to that of his students and his colleagues, and rejoices in their personal victories.

### INTERNATIONAL PRESENCE

As a part of International Academic Exchange Programs, he visited a number of universities abroad.



Lone representative from South India and one among the four from India who took part in prestigious study tours in 2006 and 2007 held at West Sussex, Oxford and Birmingham in U.K. Took part in the prestigious TASS-2009 Annual International Conference held at PALM BEACH ATLANTIC UNIVERSITY, Florida, USA. The presentation he has given on "LANGUAGE THEATRE FOR TEACHING ENGLISH" won all the appreciation from academicians across the world. Took part in the prestigious WORLD CONGRESS-2012 of Alternative medicine held at Colombo, SRI LANKA

Mr. Chiranjeevi with the Education Authorities of the Govt. of U.K.

no barriers between ....

# you 'n' me



*Dear students,*

First let me congratulate you for stepping into the medha and I take the privilege in welcoming you to the world of English the Medha Institute of English and Personality Development, the brain child of mine and the best of its kind in the states of Telangana and Andhra Pradesh. With twenty years of my association with the aspirants of English Language learning, I can confidently say that your dream of speaking in English will certainly come true here in Medha.

My dear students, remember one thing in the life, **Saying is only saying-Knowing is only knowing- but doing is only doing.** I strongly believe that any fool can know the things; any idiot can say the things because saying and knowing are the easiest things in this world. But a very few wise and smart people give importance to do the things that requires a lot of courage, commitment and involvement. The people who involve themselves into doing the things are certainly going to be the leaders, rulers and winners. I am sure that your objective behind joining medha is not to simply know all the grammar rules in the world but to speak in English fluently. The fluency can be acquired only with a systematic practice, sincerity and patience but not with all the grammar rules. So involve into speaking in English at every possible situation like with friends, peers, family members, colleagues and strangers day in and day out. Never leave an opportunity where you can speak in English and if possible create an opportunity and speak in English.

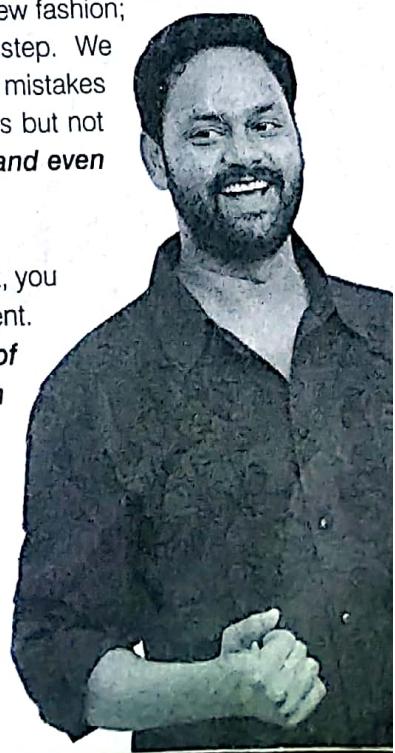
Our behavior is nothing but the combination of all our habits. We know pretty well that anything that we regularly do over a period of three weeks will become our habit. The way we eat, sleep, walk or talk all these are nothing but our habits. Speaking in English is also a habit. In the past, you might have had bitter experiences while trying to learn and speak in English. Don't worry about it. Put a curtain on the past and open a window through which we can see a colorful and exciting world of future. **Let us put our efforts together to make speaking in English as our habit which is going to make us stand tall among all.**

Don't worry whether you are speaking in English right or wrong. Don't try to be perfect in your expressions in the beginning itself. When you are more focusing upon perfection you will not have the fun of learning English. After all there is no perfect man, woman or thing in this world. I strongly believe that as a learner it's meaningless to try to speak in English without making mistakes. If a barber makes a mistake...it's a new style; if a tailor makes a mistake...it's a new fashion; if a cook makes a mistake...it's a new dish; if a student makes a mistake...it's a new learning step. We make the mistakes only when we are trying to learn something new. If we are not making any mistakes means...we are not learning anything new. That is why I strongly advise you to make mistakes but not blunders. **So make the mistakes and develop the art of learning from your own mistakes and even from the mistakes of others.**

Finally remember one thing, "you can't change your father, mother, brother, sister or a friend. But, you can change yourself if you want." English can't be taught but can be learnt in a friendly environment. Keep the environment friendly and enjoy every act of learning English. **Every experience of yours in medha...Good or bad, right or wrong, happy or sad please feel free to share with me. After all I am your friend.** Hope to see you in flying colors and I wish you all the very best.

Dr. A. Chiranjeevi, D.Litt

Email : [medhamaster@gmail.com](mailto:medhamaster@gmail.com)



## *Appeal*

**1 Attendance:** You are advised to be regular to the classes as it plays a vital role in learning the language. If you are found irregular to the classes, your admission will be cancelled without prior intimation.

**2 Cell phone:** Use of cell phones in the institute premises is strictly banned. You are advised to switch off the mobile phone before you enter the institute premises. Even you are not allowed to keep it in the vibration mode. If you are found using the cell phone in the institute premises, you will be fined or suspended from the classes.

**3 Time :** You are advised to be punctual to the classes as it will help us perform better while teaching and learning. You are expected to be there at least ten minutes in advance to the class time and give the attendance. Late comers are strictly not allowed to the class.

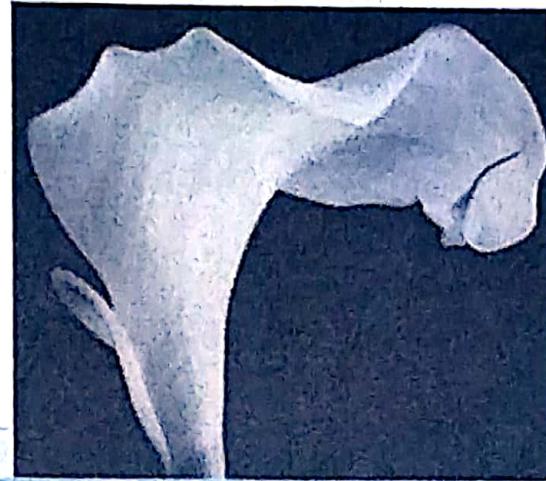
**4 Fee :** You are advised to note that once paid fee will not be refunded or transferred in any circumstances (even after attending one class). In case you want to discontinue the course, a written permission from the director is a must which will enable you to continue the course later.

**5 Responsibility :** You are advised to take care of your valuable things like cell phones, jewelry, shoes, vehicles, money etc., for which the institute doesn't hold any responsibility in case of loss or damage.

**6 Only English :** After completion of the basic course, you are asked to speak only in English. If you are found using any other language than English in the institute premises, you will be fined or stopped from attending the classes.

**7 Exercise :** You are advised to do all the exercises like preparing the speeches, presenting the seminars, participating in group discussions, debates and doing the project work given by the faculty without fail. If you fail, the faculty may stop you from attending the classes.

**8 Seminars :** You are advised to attend all the personality development seminars and workshops that are conducted at weekends as these sessions would help you a lot in developing your English and personality.



I Promise...

## *My Autograph*

I am going to be regular

I am going to be punctual

I am going to be disciplined

I am going to be dedicated

I am going to be determined

I am going to be assertive ✓

I am going to be friendly

I am going to be smart

I am going to be happy

I am going to be a **WINNER**

**CAN** Speak in English

**WILL** Speak in English

**MUST** Speak in English

Name :

Batch :

Roll No. :

Date :

Branch :

Signature

## Master's Voice

# Attitude



“

First look into yourself whether you have required learning attitude which determines your success in the task taken up.

If you don't have it, learn to possess it.

”

This world is going to be the same for all, but how we look at it? That makes a lot of difference in our lives. If we wear black goggles we can see the world in black, if we wear red goggles we can see the world in red. It is the matter of the goggles that we are looking through which makes the entire world a different platform for us to perform our dance. We see so many people coming out in flying colours in their respective fields not because of their family or financial background, but their attitude towards their work. There are so many organizations that are successful not because of their infrastructure or investment, but the attitude of the people working for those organizations.

**First look into yourself whether you have required learning attitude which determines your success in the task taken up. If you don't have it, learn to possess it.** Once you possess learning attitude nothing can stop you from speaking in English and nothing on the earth can help you without this attitude. If we observe, we can see so many people stop learning new things once they grow financially, socially or professionally. They think that they knew all. Once we think that we knew all, there ends the matter, physically we are alive but mentally we are dead. Once learning is stopped then earning is stopped. Because learning and earning are interrelated.

**If you want to earn more, then learn more. Learning is like fuel in a vehicle without which you can't make your journey.** So keep on filling your vehicle with the required amount of petrol to make journey of miles and miles towards your destination. Make a habit of learning as it breaks all the barriers across your way of success and improves the speed of your vehicle. Remember that you need to be dedicated to getting and maintaining a learning attitude. No doubt, learning is important but what you learn is more important.

Learn to acquire all the skills required to excel in your respective field. I am sure the confidence to communicate and ability to express in English is one among those skills required to live and lead. Where to learn from? Our life is filled with full of experiences to explore. We can learn from every experience of ours and even from others'. When we talk to a fool for two minutes we can learn two things. The first one is "**I should never talk like this man**" and the second one is "**I should never talk to this man again**". But it is possible only when we have a learning ATTITUDE.

A. Chiranjeevi, D.Litt

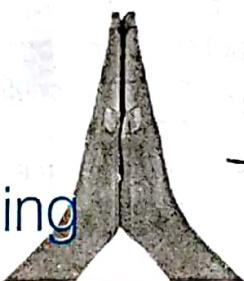
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hamaster@gmail.com

## Killer impression

First impression: You never have a second chance to create the first impression.

First impression is going to be best impression that lasts long. Be the best in creating the killer first impression.

### Greeting



good morning dear sir and my dear friends; good afternoon ladies and gentlemen; good evening everybody; good evening one and all; dignitaries on the dais and off the dais ...a very good evening to you all; hello dear friends; hello friends! Hi friends! Hi guys! Hi everybody

### leave taking



Good day, good night, have a nice day, have a fine day, have a nice time, have a great time, have a great day, have a wonderful evening, have a great noon, have a pleasant evening, have a nice sleep, bye for now, good-bye, bye-bye, see you, keep in touch, take care



### wishing

Wishing Good luck! Good luck to you! Wish you a good luck! All the best! Best of luck! Best wishes! Wishing you the best! Wish you luck and all the best! With all the good wishes! With all the best wishes!



### thanking

Thanks, thank you, thank you very much, thank you so much, thanks a lot, thanks a ton, many thanks, I am grateful to you, I am ever grateful to you, I am pleased to help you



### replying

Welcome, you are most welcome, with pleasure, it's my pleasure, the pleasure is all mine, with privilege, it's my privilege, the privilege is all mine, it's o.k., it's all right, never mind, don't mention, mention not

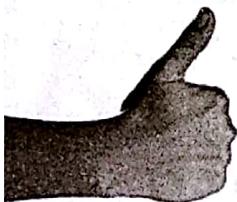
### requesting

Please come in, please be seated, please move aside, please make a move, please understand, please wait, please keep quit, please be quit, please stand still, please let me know, please make sure, please get out of here, please repeat, please go away from here, please be with me, please leave me alone, please speak out, please help me in this regard, please help me out of this, please be sincere, please be honest, please be kind, please stop that



## admitting fault

I am sorry, sorry for coming late, sorry for being late, sorry for troubling you, sorry for disturbing you, sorry for not being with you, sorry for missing you, sorry for leaving you, sorry for not knowing the truth, sorry for lying, sorry for I disturbed you, sorry for I annoyed you, sorry for I could not come, sorry for I could not make it out, sorry for I couldn't call you, sorry for I couldn't take your call, sorry for I made the mistake, sorry for I did the mistake, sorry for I committed the blunder, I am sorry I didn't mean it, please forgive me



## agreeing

Yes! O.k.! It's o.k.! All right! You are right! Sure! Of course! Certainly! No problem! With pleasure! That's right! That's true! I agree! It's fine! That's a great! I understand! I got it! I see! It's clear now!



## disagreeing

No! Of course not! I don't think so! It's not a good idea! It's not a great idea! Exactly not! Exactly not true! Not true at all! I am afraid I don't agree! Never! May not be true!



## Know the occasion

Knowing the occasion always helps you present yourself better among all. It helps you prepare physically and mentally. Better to know the occasion clearly, the people who are going to join the occasion and how long it lasts for. Confirm whether you are expected to do anything over there like addressing, organizing etc., and be prepared with the required things.



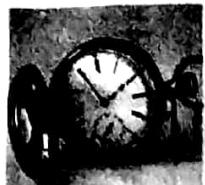
## Groom well

It shows your self esteem. This is highly desirable quality one should possess to impress others. It starts with hygiene. Take a shower and use deodorant. Because body odor is an instant turnoff. Have your hair cut and styled days before the occasion. Make sure that your hair is combed and nails are trimmed and clean. Go light on the perfume and after shave lotion.



## Dress that matters

Choose a dress in appropriate to the occasion. Make sure that your dress will not dominate your face. Ensure that none of your clothes are wrinkled, or worse still, stained. Forget not to polish your shoes. If you wear glasses, make sure the lenses are clean. Ladies should keep the occasion in mind while going for make-up and jewelry. Light make up and minimum jewelry is preferred to most of the formal occasions.



## Be on time

The worst part of most of the occasions is killing the time. It can be ours or others. Going too early or too late is going to be disgusting to the host or sometime the guest. Try to be there a few minutes early. Start early and allow flexibility for possible delays in traffic, and a wrong turn sometimes. Keep the host informed about your reaching. It keeps the host in moods.



## Be yourself

Learn to be yourself. Try to be relaxed and confident. Never try to be something that you are not, because you can't pretend for a long time. If you feel nervous and on edge, this can make the other person ill at ease and that's a sure way to create the wrong impression. Let the other person feel more at ease by being relaxed and confident. This is going to be a solid foundation for making a good first impression.



## Smile

Have a smile and the world smiles too. There is nothing more than a smile to create an everlasting first impression. But it needs to be done carefully, and then only it makes all the magic in mind. A warm and confident smile will put both you and the other person at ease. It builds a bridge between two strangers. People love to be with one who wears a smile all along!



## Eye contact

It shows your confidence level. People judge your honesty and confidence level based how you maintain your eye contact when you meet. Eye contact doesn't mean staring or gazing at somebody. Look into the eyes of a person for a moment with a happy feel in mind, and break it. Again you resume your eye contact and hold it for a longer period, and break it. Thus increase the time create a warm feel



## Body language

Actions speak louder than words. Orally you may tell lies, but your body language doesn't know how to tell lies. Stand up straight and take a deep breath. Take a quick look at the person you want to impress. Walk towards him with a confident stride. When you reach the person, look into his eyes and hold your gaze for two or three seconds. Lean a little forward and have a smile. Say hi.... There you are!



## Proper shake hand

Never try to barge into other's personal space, respect his privacy. Don't be lazy in extending your hand, and be gentle and sharp. Don't be too hasty to withdraw your hand, it shows lack of interest. Know the cultural differences and be cautious when with opposite sex. Try to be firm and assertive while pressing the hand, don't crush it. Never initiate to shake hands with elders or superiors, it is offensive in some places.



## Language

Your language plays a vital role strengthening your best impression that has already created by you. Don't overdo in this regard. Choose the language which is comfortable to you and the other person as well! Let your language be free from porn. Don't try to use bombastic words to show your language prowess. Avoid using the words that you are not familiar to you. Use simple words that make both of you feel at ease.



## Don't talk too much

Talking too much will not help create a killer first impression, but a worst impression. Don't try to talk as if you are the man of the world by talking about something that you are not aware! Never try to talk something nonsense about somebody else who is absent. Don't even entertain this when the other person talks! Control your tongue when you eat or talk.



## Be careful

Sense of humor is a double edged knife. It helps you in creating the best impression when employed properly. But it leaves you at a hell when it is not used properly. Use it when occasion strikes. Sense of humor doesn't mean cracking jokes, but it does mean smiling, laughing, and avoiding a deadly serious demeanor.



## Conversation

Start your conversation with a wish in appropriate to the time. Introduce yourself by name and tell the other person that you are happy in meeting him. Make sure that your voice is audible, but don't shout. Say his name, he likes it! Use the simple words like hi, hello, sorry, thank you, please with more effective and enthusiasm. Compliment the other person when required, but be genuine. Don't eat or chew something when you talk. It irritates the most.



## Be a listener

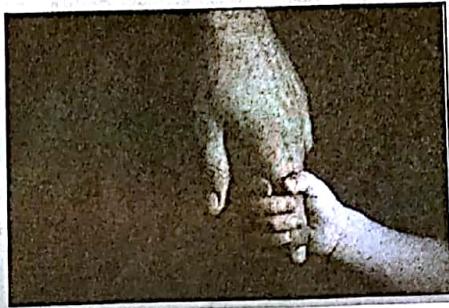
Be a good listener, people love those who listen to them. Stay focused on the speaker and listen with all your body. If you are listening on and off, this shows your lack of interest in the other person. Give appropriate verbal signs that you are listening. Use the words like yes, o.k., alright etc., to confirm that you are with the speaker. It encourages the speaker.



## Say...bye

Last expressions also add a lot to the first impression. Tell the other person that you were happy on meeting him. Compliment him for something that he really reserves. Have a big smile and say...BYE.

# B elief



## Master's Voice

The biggest confusion we face in the life is "what to believe and what not to believe, whom to believe and whom not to believe".  
Be wise to believe.

**Believe in yourself:** When our mind conceives the idea, our heart should believe it, then **only we can do it**. It is the power of belief. Belief is an internal force that drives us fast. Belief is the source of confidence required to run our lives. We can see so many things in our lives that we do only based on beliefs right from waking up to going to bed. **The biggest confusion we face in the life is "what to believe and what not to believe, whom to believe and whom not to believe".** Be wise to believe.

**First believe in your mind that has learnt so many things since your childhood.** It has learnt Telugu, Science, Mathematics, and what not, everything in your life. When it could learn all those things, why can't it learn English? Of course, it can. Only the thing is you have to believe it, but sincerely. You have to believe from the core of your heart. When something is begun with full of believe, half of it is already done! And when continued with the same believe, it is fully done. So let the belief associate with every action that you perform to see the expected result.

**Believe in the experienced because experience is the best master.** Believe in my words because I came from Telugu medium, failed in English in tenth class, Intermediate and even in degree. Faced the problems, felt guilty but mastered the art of speaking in English and travelled to prestigious universities across the world, explored, experienced and enjoyed every experience that had been a long cherished dream of mine. When I could do it, why can't you? You can experience that your mentor and faculty who are standing tall among you all in the classroom were the students of Medha. They could successfully learn and are giving you back, When they could do it, why can't you? You can. Believe it, but sincerely.

**Break all your pre-conceived negative thoughts about learning English.** Make an open mind to accept the instructions given in Medha. Believe that you are in a right place to learn English and your dream would come true here in Medha. Because it has a successful track record of making so many people speak in English. It has become a platform for many to sharpen their skills and fly abroad. Every lesson, every seminar and every learning activity here in Medha is the brain child of mine that has been designed keeping in view of your standards and requirements in mind. These activities are going to play a very important role in breaking all your psychological barriers to speak out. Believe this, break the box, think beyond and become a winner.

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## A Story:

There is a happy family in the world of "**English language**." A husband named **Mr. Noun** and his wife named **Mrs. Verb** live in the house called '**Grammar**'. **Mrs. Verb** is the life partner of **Mr. Noun**. They have two sons and a daughter. The elder son occupies the place of his father in the absence of his father **Mr. Noun**, so people called him **Pronoun**. The younger son is '**Adjective**', he is a poet. He often talks and writes about his father '**Mr. Noun**', where as his sister '**Ms. Adverb**' often talks about her mother and sometimes about her younger brother. There is also a servant in their house. He is joker. People call him '**Mr. Interjection**'. '**Mr. Noun's**' brother-in-law named '**Mr. Preposition**'. He often helps him by showing his position in life. **Mr. Conjunction** is a good friend of them. They all live happily in the world of "**English Language**".

### Nouns

: Noun is a word that refers to the name of a person, place or thing

### Pronouns

: Pronoun is a word used instead of a noun to avoid the unnecessary repetition of a noun

### Verbs

: Verb is a word that shows the performance of an action, existence, possession or state of a subject

### Adjectives

: Adjective is a word that is used to qualify a noun or pronoun

### Adverbs

: Adverb is a word which modifies the meaning of a verb, an adjective or another adverb

### Prepositions

: Preposition is a word used to show the relation of a noun to the other words in a sentence

### Conjunctions

: Conjunction is a word which joins together sentences showing relationship between them

### Interjections

: Interjection is a word or an expression that expresses a sudden or a strong feeling

types of nouns	types of pronouns	types of verbs
Proper nouns	Personal pronouns	Transitive verbs
Common nouns	Possessive pronouns	Intransitive verbs
Collective nouns	Reflexive pronouns	Incomplete predication
Material nouns	Emphatic pronouns	Weak verbs
Concrete nouns	Demonstrative pronouns	Strong verbs
Abstract nouns	Interrogative pronouns	
Countable nouns	Relative pronouns	
Uncountable nouns	Indefinite pronouns	
	Distributive pronouns	
	Reciprocal pronouns	

## Some of the uncountable nouns often used in our day to day life:

A bag of flour	A gallon of petrol	A piece of; a word of advice
A bar of soap	A glass of water	A piece of; an item of furniture
A bar of; a slice of butter	A grain of sand	A piece of; an item of news
A bit of information	A grain of wheat	A plate of rice
A blade of; a lawn of grass	A jar of pickle	A roll of tape
A bottle of wine	A journey; a trip to Delhi	A roll of toilet paper
A bottle of beer	A keg of beer	A scoop of ice cream
A bottle of perfume	A kernel of corn	A shot of vodka
A bottle of; a tube of ketchup	A kilo of meat	A slice of; a chunk of cheese
A box of cereal	A kilo of; a bag of rice	A speck of dust
A box of matches	A loaf of; slice of cake	A spool of thread
A bucket of water	A piece of furniture	A sum of money
A clap of thunder	A piece of land	A table spoon of vinegar
A clove of garlic	A piece of research	A tank of gas
A container of shampoo	A piece of rubbish	A tube of gum
A cup of coffee	A piece of spaghetti	A tube of toothpaste
A dash of/spoon of salt	A piece of work	An ear of corn
A drop of water	A piece of; a bag of luggage	
A fact of knowledge	A piece of; a bit of information	
A flash of lightning	A piece of; a sheet of paper	

## That's Not My Job!

This is a story about four people named **Everybody**, **Somebody**, **Anybody** and **Nobody**.

There was an important job to be done and **everybody** was sure that **somebody** would do it. **Anybody** could have done it, but **nobody** did it. **Somebody** got angry about that, because it was **Everybody's** job. **Everybody** thought **anybody** could do it, but **nobody** realised that **everybody** wouldn't do it. It ended up that **everybody** blamed **somebody** when **nobody** did what **anybody** could have done.

	నేను /	Me	నాతు, నన్ను	My	నా యొక్క	Mine	నాది, నావి	Myself	నన్ను నే
We	మేము, మనము	Us	మాతు, మనటు	Our	మా యొక్క	Ours	మాది, మనది	Ourselves	మహ్మద్ మేము
You	సీపు	You	సీతు, మీతు	Your	సీ యొక్క	Yours	సీది, సీతి మీది	Yourself	సీన్ను నుండి
you	మీరు	You	మిహ్మద్ మీరు	Your	మీ యొక్క	Yours	మీది	Yourselves	మిహ్మద్ మీరు
They	వారు	Them	వాలకి, వాలి	Their	వాల యొక్క	Theirs	వాలది, వాలి	Themselves	వాలకి వాలి
He	అతడు	Him	అతనికి, అతని	His	అతడి యొక్క	His	అతనిది, అతని	Himself	అతనికి అతని
She	ఆమె	Her	ఆమెకి, ఆమెని	Her	ఆమె యొక్క	Hers	ఆమెది, ఆమె	Herself	ఆమెకు ఆమె
it	ఇది, అది	it	దీనికి, దానికి	its	దీని యొక్క	its	దీనిది, దాని	itself	దానికిదే, దీనికి

Myself	నాతు నేనుగా	Somebody	ఎవరో	Some one	ఎవరో ఒకరు	Something	విధి	Some where	ఎక్కుడి
Ourselfs	మాతు మేముగా	Everybody	ప్రతివారు	Every one	ప్రతి ఒక్కరు	Everything	ప్రతిచీఫ్రిడైనా	Every where	ప్రతివేట
Yourself	సీతు సీపుగా	Anybody	ఎవ్వరైనా	Any one	ఎవ్వరైనా ఒక్కరు	Anything	విధితాదు	Any where	ఎక్కడైనా
Yourselves	మీతు మీరుగా	Nobody	ఎవ్వరూ లేదు	No one	వి ఒక్కరూ లేదు	Nothing		No where	ఎక్కుడాదు
Themselves	వాలకి వారుగా								
Himself	అతనికి అతడుగా								
Herself	ఆమెకి ఆమెగా								
itself	దానంత అదే								

Some day	విధి ఒకరోజు	What	విషాటి	Whatever	విషైతే	What so ever	విషైనష్టి
Every day	ప్రతి రోజు	Why	ఎందుకఱి	why ever	ఏందుకైతే	Why so ever	ఎందుకైనష్టి
Any day	వి రోజైనా	Where	ఎక్కడ	Wherever	ఎక్కుడైతే	Where so ever	ఎక్కుడైనష్టి
No day	వి రోజై కాదు	When	ఎప్పుడు	Whenever	ఎప్పుడైతే	When so ever	ఎప్పుడైనష్టి
		Which	వి, కిం	Whichever	విదైతే	Which so ever	విదైనష్టి
		Whose	ఎవర	Whosever	ఎవరిదైతే	Whose so ever	ఎవరిదైనష్టి
		Whom	ఎవలి	Whomever	ఎవలినిదైతే	Whom so ever	— ఎవలినిదైనష్టి
		How	ఎలా	However	ఎలానైతే	How so ever	ఎలానైనష్టి
		who	ఎవరు	whoever	ఎవరైతే	Who so ever	— ఎవరైనష్టి

## Words to know:

	నేను /	Me	నాకు, నన్ను	My	నా యొక్క	Mine	నాది, నాది	Myself	నన్ను నేడే
We	మేము, మనము	Us	మాకు, మనకు	Our	మా యొక్క	Ours	మాది, మనది	Ourselves	మవ్వుర్లి మేమై
You	నీవు	You	నీకు, నీకు	Your	నీ యొక్క	Yours	నీది, నీది మీది,	Yourself	నీపు నువ్వె
you	నీరు	You	నీపుర్లి	Your	నీ యొక్క	Yours	నీది	Yourselves	నీపుర్లి మిసె
They	వారు	Them	వారికి, వారిలి	Their	వారి యొక్క	Theirs	వారిది, వారిది	Themselves	వాళ్ళకి వాళ్ళు
He	ఆతము	Him	ఆతనికి, ఆతనిలి	His	ఆతడి యొక్క	His	ఆతనిది, ఆతనిది	Himself	ఆతనికి ఆతడు
She	ఆమె	Her	ఆమెకి, ఆమెని	Her	ఆమె యొక్క	Hers	ఆమెది, ఆమెది	Herself	ఆమెకు ఆపె
it	ఇది, అది	it	టీకి, డారికి	its	టీని యొక్క	its	టీనిది, డారిది	itself	డారికిదే, టీనిడే

Myself	నాకు నేనుగా	Somebody	ఎవరి	Some one	ఎవరి ఒకరు	Something	ఏదో	Some where	ఎక్కుభే
Ourselves	మాకులు మేముగా	Everybody	ప్రతిషారు	Every one	ప్రతి ఒకరు	Everything	ప్రతింటిలో వీధెనా	Every where	ప్రతిచేటు
Yourself	నీకు నీవుగా	Anybody	ఎవ్వరైనా	Any one	ఎవ్వరైనా ఒకరు	Anything	వీధికాదు	Any where	ఎక్కుడైనా
Yourselves	మీకు మీరుగా	Nobody	ఎవ్వరులా లేదు	No one	ఏ ఒకరులూ లేదు	Nothing		No where	ఎక్కుడాకాదు
Themselves	వారికి వారుగా			(none)					
Himself	ఆతనికి ఆతముగా								
Herself	ఆమెకి ఆమెగా								
Itself	డానండ అదే								

Some day	ఏదో ఒకరోజు	What	ఏమిటి	Whatever	ఏమైతే	What so ever	ఏమైనప్పటికి
Every day	ప్రతి రోజు	Why	ఎందుకూ	why ever	ఏందుకైతే	Why so ever	ఎందుకైనప్పటికి
Any day	కి రోజైనా	Where	ఎక్కుడి	Wherever	ఎక్కుడైతే	Where so ever	ఎక్కుడైప్పటికి
No day	కి రోజు లాదు	When	ఎప్పుడు	Whenever	ఎప్పుడైతే	When so ever	ఎప్పుడైనప్పటికి
		Which	కి, కిది	Whichever	కిదైతే	Which so ever	కిదైనప్పటికి
		Whose	ఎవరి	Whosever	ఎవరిదైతే	Whose so ever	ఎవరిదైనప్పటికి
		Whom	ఎవరిలి	Whomever	ఎవరిలైతే	Whom so ever	— ఎవరిలైనప్పటికి
		How	ఎలా	However	ఎల్లాటే	How so ever	ఎల్లాటైనప్పటికి
		who	ఎవరు	whoever	ఎవరైతే	Who so ever	— ఎవరైనప్పటికి

Now	ఇప్పుడు	Only	మాత్రమే
Then	అప్పుడు	Never	వాగ్దయిలాదు, యిప్పుడులాదు
Today	ఈరోజు	Seldom	అరుదుగా
Yesterday	సిన్న	<u>Occasionally</u>	అప్పుడప్పుడు
Early	త్వరగా	Once	ఒక్కసార
Soon	ముందుగా, త్వరగా	Twice	రెండుసార్లు
Just before	ఇంతకుముందే	<u>Frequently</u>	తరచుగా
Just now	ఇప్పుడే	<u>Regularly</u>	త్రముగా, బాగా
Here	ఇక్కడ	Definitely	తప్పకుండా ✓
There	అక్కడ	Obviously	నిశ్చయముగా ✓
In	లోపల	Certainly	నిజంగా, తప్పకుండా
Out	బయట	Surely	ఖాళీతంగా
Forward	ముందుకు	Now itself	ఇప్పుడే
Backward	పెన్కిస్	Then itself	అప్పుడే
Within	ఈలోపు	Today itself	ఈ రోజే
Away	దూరంగా	Yesterday itself	నిన్ననే
Clearly	ప్రపంగా	Tomorrow itself	రేపే
Quickly	తాండరగా	Morning itself	ప్రాయుస్నే
Happily	సంతోషంగా	Afternoon itself	మధ్యాహ్నమే
Sadly	బాధగా	Evening itself	సాయంత్రమే
Smoothly	సున్నితంగా, తిన్నగా	here itself	ఇక్కడే
Roughly	కలనముగా	There itself	అక్కడే
Slowly	నెమ్ముదిగా	In Hyderabad itself	హైదరాబాద్ లోనే
Sincerely	నిజముగా	In the institute itself	ఇన్‌స్టిట్యూట్ లోనే
Fully	మొత్తంగా	That itself	అదే
Partly	సగభాగంగా	This itself	ఇదే
Almost	దలిదాపుగా	English itself	ఇంగ్లీష్
Very	చాలా	Movie itself	సినిమానే
Fairly	స్క్యాయముగా		
Enough	తావలసినంత		
Immensely	అపొరముగా		

Abuse	తిట్టు	abuses	abusing	abused	abused
Achieve	సాధించు	achieves	achieving	achieved	achieved
Alter	మార్చు	alters	altering	altered	altered
Ask	అడుగు	asks	asking	asked	asked
Attend	వెసిరవు	attends	attending	attended	attended

### Irregular verbs:

Come	వచ్చు	comes	coming	came	come
Eat	తిఱు	eats	eating	ate	eaten
Go	పెట్ట	goes	going	went	gone
Sleep	సిద్ధించు	sleeps	sleeping	slept	slept
Take	తిసుతిను	takes	taking	took	taken

### With same form:

Cut	తియు	cuts	cutting	cut	cut
Put	పెట్ట	puts	putting	put	put
Bet	వందెంకాయు	bets	betting	bet	bet
Set	అమర్చు	sets	setting	set	set
Let	అనుమతించు	lets	letting	let	let

### With two forms:

Learn	నేర్చుతిను	learns	learning	learnt/learned	learnt/learned
Burn	శాలు	burns	burning	burnt/burned	burnt/burned
Light	పలగించు	lights	lighting	lit/lighted	lit/lighted
Grip	వుట్ట తగించు	grips	gripping	gript/gripped	gript/gripped
Smell	పానసచూచు	smells	smelling	smelt/smelled	smelt/smelled

<i>Ask for</i>	: To express willingness to speak to someone or meet someone
<i>Ask in</i>	: To invite somebody into your house
<i>Break in</i>	: To begin an activity or to train for a purpose
<i>Break up</i>	: To break something into pieces or to disperse a crowd
<i>Come in</i>	: To become available for use to arrive among those who finish a race
<i>Come on</i>	: To start or to make a good progress
<i>Drop in</i>	: To pay an informal visit to a person or a place
<i>Drop out</i>	: To leave school, college etc., without finishing studies
<i>Eat in</i>	: To have a meal at home
<i>Eat out</i>	: To have a meal in a restaurant
<i>Fall down</i>	: To get failure in meeting with expectations
<i>Fall for</i>	: To be strongly attracted to somebody or to be deceived by someone or something
<i>Get in</i>	: To become friendly with somebody or to succeed in doing something
<i>Get out</i>	: To leave or escape from something or to become known
<i>Give in</i>	: To cease opposition
<i>Give out</i>	: To give something to several people till it gets exhausted
<i>Hold in</i>	: To hide one's feelings or emotions
<i>Hold out</i>	: To continue to be in supply or service or to continue to resist
<i>Invite out</i>	: To ask someone to go with you to a place like restaurant, theatre
<i>Invite over</i>	: To ask someone to come to your home
<i>Jock in</i>	: To decide to stop doing one's job
<i>Jock up</i>	: To lift a vehicle off the ground by using a jack

<i>Keep on</i>	: To continue to do something or to annoy somebody by speaking continuously
<i>Keep up</i>	: To do something at required level
<i>Look in</i>	: To visit someone for a short time
<i>Look out</i>	: To be watchful or careful
<i>Make out</i>	: To see, hear or understand something or someone with difficulty
<i>Make over</i>	: To redo something in order to make it get a different look or use
<i>Pull down</i>	: To reduce somebody to a lower level or to destroy something completely
<i>Pull in</i>	: To enter a station and stop or to move to the side of a road and stop
<i>Read in</i>	: To read something within so that other people can't hear
<i>Read out</i>	: To read something aloud so that other people can hear
<i>Sell on</i>	: To make someone like an idea or plan
<i>Sell out</i>	: To sell all of one's house, business, possession etc. in order to go somewhere else
<i>Take off</i>	: To leave the ground and begin to fly or to remove something
<i>Take on</i>	: To start to have a particular quality appearance etc. or to undertake something
<i>Vote in</i>	: To decide as a group to give someone a job or position
<i>Vote out</i>	: To dismiss somebody from a position by voting
<i>Walk in</i>	: To attend an interview, a meeting without prior fixed appointment
<i>Walk out</i>	: To leave a meeting or performance suddenly as a signal of disapproval

## Master's Voice

You are not born to satisfy all the people in this world.

If you want to satisfy everybody you can't satisfy anybody, if you want to be good with everyone, you can't be good with anyone.

# Criticism



You are not born to satisfy all the people in this world. Your job on the earth is not to keep all the people happy either. **If you want to satisfy everybody you can't satisfy anybody**, if you might try, there will always be someone who is not happy or satisfied with your personality or presentation. For that matter there will always be a customer who will criticize the company, product and vision irrespective of its quality services.

Sometimes even your roommate, classmate, spouse, peer or a family member may find fault with your efforts while trying to speak in English. There are some people born to criticize others. They can criticize everything in this world. The sun, the moon, the sky, the earth, what not everything, even your English comes under their umbrella. They find fault with every one, in every action and in every effort of others. They are the energy suckers who make you dull and weak. So, don't worry about their comments or criticism. Put all your efforts sincerely to speak in English. In general the objective of any critic is to disappoint you, to make you weak and quit from your mission. **Don't give him the expected result, because even fool will not work unless he gets expected result. But remember, when the criticism is constructive, have the courage to accept and learn from it.**

When you speak simple words in English, they criticize you for not making sentences; when you make sentences, they criticize you for not linking sentences properly; when you link the sentences properly, they criticize you for not following all the grammar rules; when you follow all the grammar rules, they criticize you for not having proper accent in your speech; when you have proper accent in your speech, they criticize you for not having fluency in your speech; when you speak fluently, they criticize you for not speaking slowly. This is what, going to happen at the end. Don't worry about those critics.

**Being wise is one of the powerful weapons to face the criticism.** Equip yourself with full of required knowledge that fights out the ignorance hiding within you. When you put your face to the sun shine, you can't see the shadows that frighten you. Protect your character from getting destroyed by the critics by having an armor of required attitude. Learn to protect your desire to speak in English. When something bad happens in your life, you should become better but not bitter. If you can, try to have an attitude of gratitude towards your critics. After all they are helping you by letting you know your mistakes by spending their time and energy. **Have a gentle smile at all those who criticize you and keep on working on your mission to speak in English. But be ready to wage a war against your critics if really required !**

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## Phrases useful for introducing oneself:

<b>Wishes</b>	good morning/ good afternoon/ good evening/ hello/hi Respected sir and my dear friends...I am happy to/ I am delight to/ I am glad to/ I am privileged to...
<b>Name</b>	My name is.../ This is.../ I am...
<b>Family</b>	I am son of/ my father's name is/ my father is Mr..../He is a.../my mother is a... I have a small family/micro family/mine is a small family/I have a big family/joint family/mine is a joint family/my family consists of.../my family members are/my family includes.../I am the young/younger/youngest/elder/eldest in my family/I am the only son/daughter...
<b>Profession</b>	I am doing/ I am studying/ I am pursuing/ I did...in the year/ I have done....recently/ I am a graduate/prost graduate from.../ I am working for/ I am working with/I am doing a job/ I have been working as/ I have been working for/since
<b>Location</b>	I am living/ I am residing/ I am staying/ I hail from/ I belong to/ I am a native of/ I come from...which is famous for...
<b>Hobbies</b>	My hobby is / my hobbies are/ I love playing/ I am very fond of eating/I feel pleasure in drinking/ in my leisure time I watch TV/I play chess/I read books
<b>Habits</b>	My habit is having tea twice a day/watching TV/playing cricket/meeting friends in the evening/cracking jokes/telling lies/teasing friends/browsing net
<b>Achievements</b>	I could win a prize when I was in.../I could successfully complete my.../I was the captain of my team when I was in.../I could become.../I could participate in.../I was the representative of my class/college when I was in.../I could get the appreciation from...for my outstanding performance in...
<b>Life aim</b>	I want to/wish to/would like to become.../I would like to see myself in the position of.../I would like to achieve.../I would like to be a.../I would like to excel in the field of.../I have a passion to become.../I have a dream of achieving...
<b>Favorite persons</b>	My favorite hero is.../I am fan of... because.../My favorite heroine is.../my favorite villain is.../my favorite director.../My favorite politician.../My favorite singer is.../My favorite writer is.../My favorite teacher is...because...

<b>Role model</b>	My ideal person is ... because.../My role model is...because.../I adore the person Mr.... because.../I am the follower of...because
<b>Favorite things</b>	I like the movie...because.../I like the book...because.../my favorite place is...because.../my favorite color is...because...
<b>Like the people</b>	I like the people who.../I enjoy with those who.../I associate with those who.../I love to associate with the people who.../I would like to see myself in the company of those who...
<b>My nature</b>	I am soft spoken/I am punctual/I am disciplined/I am dedicated/I am hard working/I am sincere/I am self motivated/I am honest/I am assertive/I am enthusiastic/I am positive/I am confident/I am wise/I am self controlled/I am flexible/I am expressive
<b>Strengths</b>	I am good at.../I am expert at.../I am the best at.../I can communicate well / I can control my emotions/I can handle the crisis easily/I can adopt myself to any new environment easily/I can get along with people easily/I can accept new challenges/I can take any responsibility when required/I can learn the new things easily/I can work alone or in a team at the same comfort
<b>Me and my English</b>	I studied in the school.../I studied in the college.../I tried to learn English but.../Now I am able to....but I am unable to.../I want to develop/I want to improve/I want to brush up/I want to polish/I want to be.../I want to get command over.../I would like to see myself as a...
<b>Commitment</b>	Now I am serious about.../ I have decided to.../I am committed to.../I am going to...
<b>Appeal</b>	I need your cooperation/support/ encouragement/I request you all, please.../I am expecting your support/help/cooperation
<b>Why Medha</b>	I joined medha/I chose medha/I got admitted into medha/I became a student of medha/I came to medha/I selected medha/I preferred medha/Now I am here before you all in medha because...
<b>Gratitude</b>	I sincerely thank you all for giving me this chance/listening to my speech/cooperating with me/encouraging me

## Points to remember when speaking

Be creative in presenting your name

Be appropriate while using title before the names of elders

Be clear in expressing your academic profile

Be grand in describing your native place

Be honest in expressing your hobbies and habits

Be hopeful in expressing your life aim

Be assertive in expressing your achievements

Be confident in expressing your strengths

Be wise in expressing your weakness

Be joyful in expressing your dreams

Have a confident walk

Have a glance at all

Have a gentle smile

Have a flash in the eyes

Have a formal posture

Have open gestures

Have clear voice

Have clarity in the language

Have a sense of humor

Have a winning walk

## Some of the inspirational quotes for language learners

If you talk to a man in a language he understands, that goes to his head. If you talk to him in his own language, that goes to his heart - Nelson Mandela

One language sets you in a corridor for life.  
Two languages open every door along the way - Frank Smith

The limits of my language are the limits of my world - Ludwig Wittgenstein

Learn everything you can, anytime you can, from anyone you can; there will always come a time when you will be grateful you did - Sarah Caldwell

Learning is a treasure that will follow its owner everywhere - Chinese Proverb

You can never understand one language until you understand at least two  
Geoffrey Williams

To have another language is to possess a second soul - Charlemagne

Those who know nothing of foreign languages know nothing of their own  
- Johann Wolfgang von Goethe

Language is the road map of a culture.  
It tells you where its people come from and where they are going  
- Rita Mae Brown

Language is the blood of the soul into which thoughts run and out of which they grow.  
- Oliver Wendell Holmes

Simplicity is the ultimate sophistication-Leonardo da Vinci  
The finest language is mostly made up of simple unimposing words - George Eliot

Any fool can make things bigger, more complex, and more violent. It takes a touch of genius-and a lot of courage-to move in the opposite direction  
- Albert Einstein

Do not accustom yourself to use big words for little matters - Samuel Johnson

I love words but I don't like strange ones. You don't understand them and they don't understand you. Old words are like old friends, you know them the minute you see them - Will Rogers

Men of few words are the best men-William Shakespeare  
Think like a wise man but communicate in the language of the people - William Butler Yeats

Learn a new language and get a new soul - Czech Proverb

A different language is a different vision of life - Federico Fellini

# D esire



Master's  
Voice

If you want to boil a glass of water, a small fire will do it. But when you want to boil a bucket full of water you need to have a big fire. .

Who will not have desires? Only dead bodies will not have desires. All the people who are alive have the desires. **A man without desire is useful for nothing.** I am sure without a desire to speak in English; you would not have been here in Medha. But the question is, how much desire you have and how long the desire has been with you that makes all the difference in your learning process. The intensity of your desire to speak in English is going to play a prominent role in your learning process.

**If you want to boil a glass of water, a small fire will do it. But when you want to boil a bucket full of water you need to have a big fire.** As you can't boil a bucket full of water on a small fire, you can't achieve greater goals with a small desire. If you have small desire you will get the energy to reach the smaller goals, but when you have a big desire you are going to reach the bigger goals. You light a candle and see what happens. When the wind blows it goes off. But you put the fire in the forest and see what happens. When the wind blows the fire spreads across the forest and becomes very powerful. The same happens with your desire too.

When you start learning English with a big desire there is no problem. Nobody can stop you from speaking in English. But the entire problem starts only when you start learning English with a small desire. As a learner you make mistakes while speaking in English. Then the people around you may laugh at you, point out your mistakes, make fun of your English or disappoint you by any means. At that time there is a possibility of your desire to speak in English will go off and you become weak and nervous.

Then you have to be very cautious and careful. Be ready with the required fuel to add to your fire when it is attacked by anybody by any means. **When you keep on adding fuel, the fire within you will go on spreading like a fire in the forest and becomes very powerful. Then nobody dares to set your fire off.** The fire will bring out all the ability to speak in English from within you. The one who keeps on adding fuel to the fire within him is going to become powerful day by day. So, keep on adding fuel to the fire that you have to speak in English.

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# Everyday

Vocabulary useful for routines:



## Key words

Every minute, every hour, every day, every morning, every evening, every night, every week, every month, every year, daily, usually, casually, mostly, often, seldom, hardly, never, ever, always, frequently, rarely, often, regularly, sometimes, every other day, once in a while, twice a day, three times a day, most often, every time, every Sunday, every Monday, daily once, weekly once, monthly once, yearly once, once in a month, twice in a month and every often. **Phrases:** Put on, put off, get in, get off, get out, switch on, switch off, turn on and turn off. **Confusing words:** House-home, man-gentle man, woman-lady, breakfast-brunch-lunch-snacks-supper-dinner-late night meal, cooked-baked-boiled-soaked-box-dog's-stored-packed-left over, power, vegetarian-non vegetarian-flexitarian, urban-rural.



## House

**Bed room:** Sleep, wake up, wish, wear, get up, pray, see, stretch, make, fold, unfold, set, sweep, mop, clean, do, dream, fold, get up, make, keep, light, remove, spray, switch off, switch on. **Wash room:** apply, bath, brush, change, clean, comb, decorate, wash, and wear. **Living room:** call, discuss, drink, play, read, receive, relax, reset, see, set, sit, watch, write, lean, and tell. **Dining hall:** sit, set, serve, eat, drink, take, have, prefer, finish, wash, drop, put, and leave. **Kitchen:** add, arrange, bake, blend, boil, check, chop, clean, cook, cut, garnish, grill, heat, keep, mash, mince, mix, mop, peal, pour, prepare, put, roast, serve, shred, sprinkle, stir, sweep, taste, try, warm. **Study room:** browse, chat, check, complete, copy, go through, make, open, practice, prepare, read, refer, revise, send, see, nap, draw, note and doze. **Verandah:** sit, see, watch, do, read, think, plan, wander, practice and wander. **Garden:** walk, look, do, pour, cut off, pluck, use and spend.



## General

**Office:** Appoint, attract, complete, continue, deal, discuss, dismiss, encounter, encourage, escape, feed, file, involve, keep, look, meet, motivate, park, participate, plan, prepare, provide, receive, sign, submit, report and wish. **Bus bay:** alight, arrive, board, buy, catch, find, reach, read, show, travel, and wait. **College:** reach, park, meet, wish, get in, get out, listen, share, plan, prepare, present, work, look into, concentrate, ask, help, play, practice, raise, discuss, and leave. **Institute:** ask, bunk, deliver, enter, give, leave, listen, miss, practice, reach, read, socialize, take, understand and wash. **Park:** reach, buy, discuss, drink, eat, enter, find, go, meet, play, see, return, spend, take, talk and whisper. **Restaurant:** call, check, enjoy, get, give, gossip, lead, order, pay, reach, reserve, thank, use, wait, wash. **Party:** reach, arrive, meet, wish, chat, discuss, share, buy, enter, drink, dine, consume, sing, dance, enjoy, pay, leave, drive

## Useful phrases and sentences for routines:

I wake up at six o' clock/I get up at about seven/ I get up at around nine

I do morning exercises/ I do a set of morning exercises/I do sit-ups/I do knee-bends/I do push-ups/  
I do pull-ups/I run in the park/I work out in the gym/I do yoga/I do jogging/I do meditation

I go to the kitchen/I make breakfast/I cook breakfast/I prepare breakfast

I go to the bathroom/I brush my teeth/I wash my face/I take a bath/I take a shower/  
I comb my hair/ I apply make-up

I take breakfast/ I eat breakfast/I have breakfast/I go for breakfast

I take coffee / I drink coffee/ I have coffee/I have a glass of juice

I read news paper/ I go through the news paper/ I see all the headlines in the news paper /

I have a glance at all the pictures in the news paper/I peep into the cinema page

I clean the house/ I tidy the furniture/I dust the rooms/ I wash the floor

I switch on TV/I switch off TV/I put on TV/I put off TV/I turn on TV/I turn off TV/I browse all the channels/  
I watch news/I see a movie/I listen to songs

I get on to my bike/ I get off my bike/ I get in the bus/ I get off the bus/ I board the bus/

I alight the bus/I go by bike/ I go on bike/I go on foot/I go walking/I go running

It takes me an hour/it takes me about 20 minutes/it takes me about an hour

I work at a company/I work for a company/I work as an engineer

I go to work/I drive to work/I walk to work/I reach work place

I return to hostel/ I come back to hostel/I go back to hostel/ I reach hostel/ I am back to hostel

In my free time/in my spare time/ in my leisure time/ in my pastime/I read books/

I listen to music/I play tennis/I go to the cinema/I collect stamps

I do gymnastics/ I do aerobics/I go swimming/I go hunting/I go fishing/I go bicycling

I like to travel/I like to visit/I like to see/ I like to explore

I refresh/I fresh up/I relax watching TV/I relax listening to music

I flick into my mobile/I call my friend/ I call back my friend/I gossip/

I chit-chat/I discuss/I enquire

I have supper/I have dinner/I go to bed/I have eight hours of sleep/

I sleep well/I have a sound sleep



# every day

Subject Noun/Pronoun	Helping Verbs	Use	Telugu Meaning
I			
We			
you			
They			
He	base form	To express a habitual action	అలవాటుగా
She	base form + -s/-es		చేసే వని
It			తెలియజేయునప్పుడు

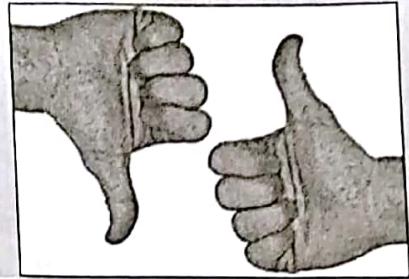
It's my habit



Just for fun.

SHE COMES TO INSTITUTE TO SPEAK IN ENGLISH-I COME TO INSTITUTE TO SPEAK TO HER  
 SHE ALWAYS THINKS ABOUT ENGLISH- I ALWAYS THINK ABOUT HER  
 SHE CONCENTRATES ON HER GRAMMAR- I CONCENTRATE ON HER GLAMOUR  
 SHE SPEAKS IN ENGLISH TO IMPROVE HERSELF- I SPEAK IN TELUGU TO IMPRESS HER  
 SHE ALWAYS FOLLOWS GRAMMAR RULES-I ALWAYS FOLLOW HER GULLY RULES  
 SHE WORRIES ABOUT HER GRAMMAR-I WORRY ABOUT MY GLAMOUR  
 SHE TALKS IN ENGLISH ON THE DAIS-I TALK IN TELUGU OFF THE DAIS  
 SHE LOVES ENGLISH LANGUAGE- I LOVE HER BODY LANGUAGE  
 SHE WRITES LANGUAGE LESSONS- I WRITE LOVE LETTERS  
 SHE SPENDS TIME FOR ENGLISH-I SPEND TIME FOR HER  
 SHE WATCHES LANGUAGE VIDEOS-I WATCH HER LOVELY VIDEOS  
 SHE DOES EVERYTHING FOR ENGLISH- I DO EVERYTHING FOR HER  
 SHE LEARNS NEWS THINGS EVERYDAY-I SING LOVE SONGS EVERYDAY  
 SHE DREAMS ABOUT HER ENGLISH- I DREAM ABOUT HER BEAUTY  
 SHE ATTENDS TO ENGLISH CLASSES- I ATTEND TO HER NEEDS  
 SHE BOASTS OF HER SKILLS- I BREAK MY BRAINS FOR HER  
 SHE WORKS HARD TO REACH HER GOAL- I WORK HARD TO REACH HER LAP  
 SHE FEELS ENGLISH IS HER LIFE- I FEEL SHE IS MY WIFE  
 SHE BECOMES A WINNER-I BECOME A LOSER !

# E verything - a- choice



Master's  
Voice

What you are  
today is the result  
of the choices you  
made yesterday and  
what you will be  
tomorrow is going to  
be the choices you  
make today.

You have to accept that except your birth everything that has happened or not happened in your life so far is because of the choices you made. The courses you studied, the friends you made, the achievements you got, the failures you experienced, choosing Medha for learning English and on and on. All these occurred or will occur in your life as a result of your choice or a series of choices you made. **What you are today is the result of the choices you made yesterday and what you will be tomorrow is going to be the choices you make today.** This world is full of choices. Don't get confused or carried away by any means. Just control your emotions and make wise choices.

Here in Medha you are provided with ample opportunities to speak and grow. You have dais, mike and fellow learners to speak every day. You have a rare faculty to impart instructions to speak, you have a mentor to support you all along, you have weekend seminars to explore and required books, charts and sheets to read and refer. Are you using them at the fullest? If not, make a choice! **Every opportunity in medha is like a clay pot, you can make it or break it...it's your choice!** Every act of learning English in medha is filled with fun, you choose to Enjoy it!

**Most of the students held back from speaking in English which they strongly desire, by the choice they make on a daily basis.** They choose to make excuses and blame others for not being able to speak in English and remain where they are right now. They don't take responsibility of their learning or results of their efforts. Making excuses and blaming others is also a choice. As long as they keep on making excuses and blaming others for their failures, they are not going to succeed in speaking English. I advise you stop blaming others and make a choice of working with commitment, dedication and devotion.

You dare to take charge of your learning and begin to focus upon every opportunity to speak in English in the Institute and outside as well. If you are not happy with your progress in English, then make a choice of practicing more, making friends who always talk in English, spending a quality time at the institute and sincerely following the instructions given in the classroom. Being friendly with your fellow learners, being disciplined and sincere in your efforts and learning English is also going to be a choice. After all success or failure in your accepted task is a choice. You **MAKE IT!**

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## personality



Handsome, clean cut man, striking, arresting, appealing-sculptured, well built, rugged, ambitious, rough-excellent, silent, inviting, engaging, innocent-fearless, likable, selective, brave, catty, cheeky, bad tempered, big headed, arrogant, bossy

## dress



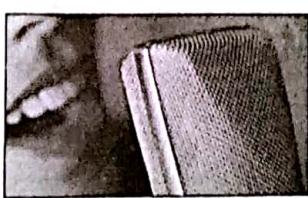
elegant, glamorous, gorgeous, presentable, colorful, casual wear, formal wear, expensive clothes, cheap clothes, shabby clothes, handmade clothes, designer clothes, readymade clothes, cotton clothes, linen clothes, silk clothes, synthetic clothes, nylon clothes, polyester clothes, denim clothes, leather clothes,

## character



active, aggressive, ambitious, arrogant, assertive, creative, fickle, flaky, pleasant, good tempered, good natured, easy going, bad tempered, ill natured, friendly, sociable, out spoken, unfriendly, hostile, unsociable, independent, matured, week, reliable, trust worthy, honest, sensible, unpredictable, ambitious, hard-working, energetic, careless, lazy, disciplined, organized, careful, undisciplined, disorganized, attentive, self confident, shy, timid, modest, humble, stubborn, touchy, sensitive, humorous, interesting, generous, unselfish, kind hearted, greedy, crazy, weird

## voice

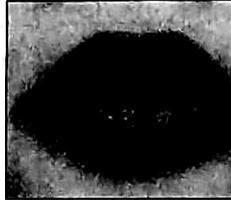


Sweet, husky, melodious, mellifluous, appealing, breathy, brittle, croaky, dead, fruity, grating, high-pitched, horse, honeyed, low, modulated, monotonous, nasal, quavering, ringing, rough, silvery, sing song, smoky, strangled, strident, tight, tone less, wheezy, wobbly



## personality

Gorgeous, glamorous, amazing, awesome, effeminate, smart--attractive, homely, beautiful, melting, alluring, dazzling, gracious, seductive, romantic-charming, cherubic, haunting, irresistible, staggering, bewitching, curvaceous, mesmerizing, drop-dead, angelic, comely, radiant, ravishing, stunning, elegant



Flat lips, puckered, uneven lips, droopy lips, crinkly lips, thick lips, thin lips, wide lips, full lips, round lips

## lips



## eyes

Dancing eyes, flashing eyes, glittering eyes, glistening eyes, hard eyes, rolling eyes, sparkling eyes, squinting eyes, twinkling eyes, dark eyes, brown eyes, blue eyes, green eyes, gray eyes, light blue eyes, dark gray eyes, grayish blue eyes, small eyes, big eyes, bright eyes, expressive eyes, long lashed eyes



## hair

Short hair, medium length hair, shoulder length hair, straight hair, wavy hair, long hair, black hair, gray hair, brown hair, silky hair, curly hair, smooth hair, blond hair, dark hair, red hair, white hair, thick hair, thin hair, bold, shiny hair, neatly combed hair, dull hair, tousled hair, disheveled hair



## personality

adorable, lovely, bubbly, bonny, cute, darling, pretty, dainty, cute, cuddly, loveable, sweet, little, precious, dashing, teensy



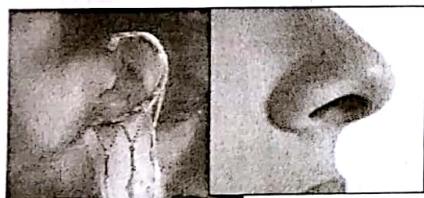
## skin

Blooming, clear, freckled, glowing, lined, spotty, waxen, wrinkled, brown, green, red, white, grey, bloodless, bronzed, fair, florid, rosy, ruddy, tanned, high color



## smile

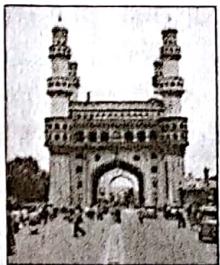
Brittle, broad, cheesy, gummy, mirthless, monalisa, sly, thin, shy, wide, sincere, seductive, sarcastic, sneering, sweet, welcoming, gracious, dazzling, lovely, loving, devilish, timid, malicious, mischievous, reluctant, beautiful, beaming, glowing



## ears & nose

Bat ear, button ears, cropped ears, dropped ears, blunt tipped ears, candle flamed ears, semi pricked ears, lobe ears, low set ears, tulip ears

Nice nose, cute nose, small nose, big nose, pointing nose, flat nose, thin nose, thick nose, aquiline nose, pug nose, roman nose, flaring nose, hooded nose, delicate nose, muscular nose, broken nose



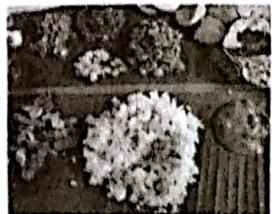
## place

lovely, magnificent, endearing, enchanting, eye catching, picturesque, amazing, beautiful, colorful, crowded, hot, incredible, interesting, magnificent, modern, mysterious, natural, unique, tranquil, peaceful, traditional, harmonious, fresh, romantic, magical, mystical, picturesque, panoramic, uninterrupted, mountainous



## expressions

Absent, appealing, beatific, black, bug-eyed, curious, dark, deadpan, doleful, downcast, dreamy, expressionless, glazed, grave, haunted, meaningful, mischievous, mobile, monalisa, pained, pitying, pleading, quizzical, radiant, shamefaced, smiley, sullen, thoughtful, worried, wry



## food

deep fried, juicy, bitter, salty, tasteless, endearing, tempting, tasty, delicious, yummy

# Fear



## Master's Voice

”

Having fear is not uncommon, but letting it to influence our lives in a negative manner is worse than anything.

”

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**It is believed that fear occurs in every individual's life at some point of time. If not beaten back, it lives and grows with us till our last breath.** Fear is a little thing that frightens most of the people and makes their lives miserable and even horrible sometimes. It influences every part of our body once entertained in our mind. It is an imaginative devil that has the power to dilute every sincere effort of ours to grow in the life. Day in and day out, we see so many people who even fear to smile in public when somebody cracks a joke.

I have seen some people who fear to talk even to their beloved people like father, brother and wife or husband. They fear of everything in the life walking, talking even their own shadow. They stop working on their most sought after desires, dreams and goals just because of the fear. **Having fear is not uncommon, but letting it to influence our lives in a negative manner is worse than anything.** As a learner, it is very common to have the fear of speaking in English. Fear of making mistakes, lack of vocabulary, lack of confidence, poor pronunciation, accent and a feeling of might get embarrassed, all these stop you from speaking in English though you have required essentials.

First put away your fear for some time and practice speaking with your own self as much as you can, with your friends in every encounter, with strangers in every possible situation. If you are waiting to achieve a great level of vocabulary, complete command over grammar rules and proper pronunciation to start to speak, you will end up waiting for years and it will never come to an end. Picture yourself as a successful speaker; visualize yourself being smooth and confident while speaking! This visualization will dominate your fear. **Don't worry about how you are speaking, just concentrate on what to speak, that's it!**

Record your voice and listen to it again and again, if possible make videos of your speeches and watch them in regular intervals. Make speaking in English as a habit. **If you really want to fight the fear of speaking in English, first mentally commit yourself to speak in English,** fill your mind with the required knowledge, think of the end result of the conversation you wish to make control your emotions by breathing, visualize the success and when your brain is in gear, start speaking with all the confidence in your words and voice. Every experience of speaking in English will make you feel happy, wise and strong. That is only the way to fight the fear of speaking in English.

Subject Noun/Pronoun	Helping Verbs	Verb used in	Use	Telugu Meaning
I	do			
We				
you				
They				
He	does	base form	To express an action that happens as a habit	కొద్ది సేపట్లో చేయబోయే పనిని లేదా అలవాటుగా చేసే పనిని తెలియజేయునప్పుడు
She				
It				



Everyday she enjoys playing with toothpaste

I speak/I do speak.

Do I speak?

I do not speak. / I don't speak.

Do I not speak? / don't I speak?

He learns/he does learn.

Does he learn?

He does not learn/ he doesn't learn.

Does he not learn? /doesn't he learn?

నేను మాటల్లడుతాను

నేను మాటల్లడుతానా ?

నేను మాటల్లడను

నేను మాటల్లడనా ?

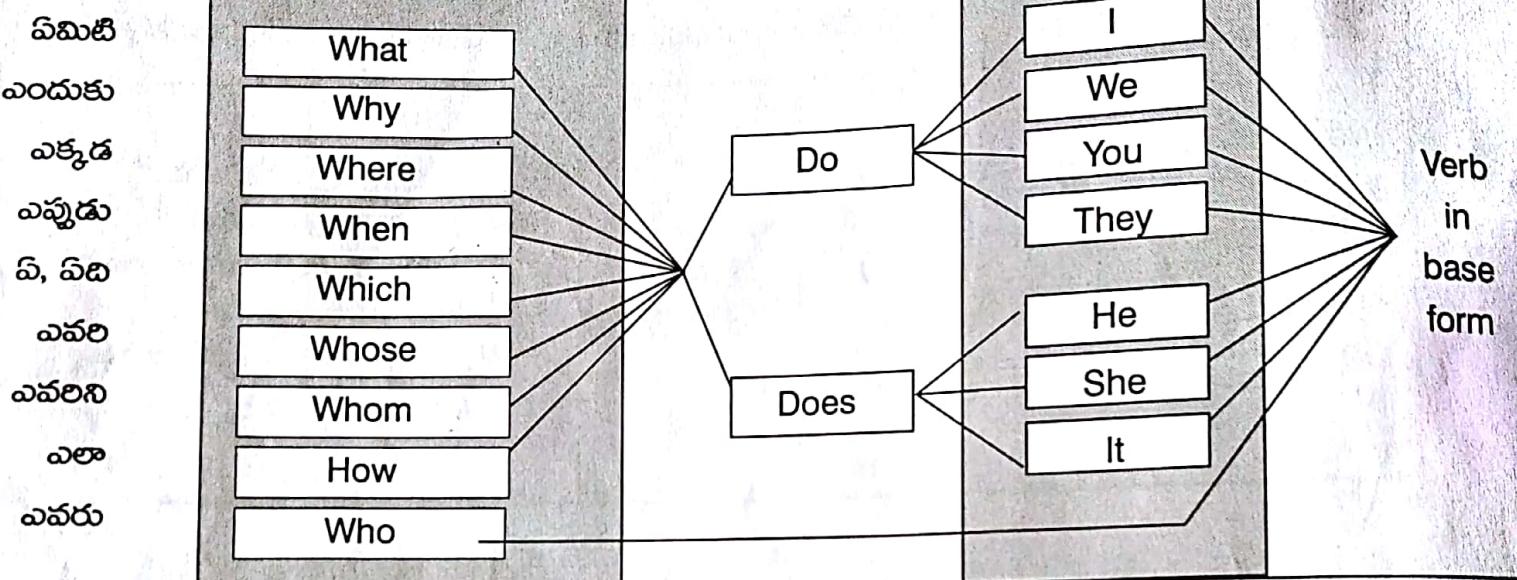
అతడు నేర్చుకుంటాడు

అతడు నేర్చుకుంటాడా ?

అతడు నేర్చుకోఒడు

అతడు నేర్చుకోఇండా ?

## Question table for Today



What do you learn?  
What does he learn?

Why do you listen?  
Why does he listen?

Where do you shop?  
Where does he shop?

When do you start?  
When does he start?

Which colour do you like?  
Which colour does he like?

Whose words do you listen?  
Whose words does he listen?

With whom do you go?  
With whom does he go?

How do you come?  
How does he come?

Who encourages you?  
Who inspires him?

## Verbs often used in the present:

**చేస్తాను / ము /వు /రు చేస్తాడు / రి**

Base form for I we you they      Base form for he she it

Accept	- Accepts
Account	- Accounts
Achieve	- Achieves
Act	- Acts
Add	- Adds
Admire	- Admires
Admit	- Admits
Afford	- Affords
Agree	- Agrees
Aim	- Aims
Alert	- Alerts
Allow	- Allows
Answer	- Answers
Appear	- Appears
Apply	- Applies
Approve	- Approves
Argue	- Argues
Arrange	- Arranges
Arrive	- Arrives
Ask	- Asks
Attack	- Attacks
Avoid	- Avoids
Beat	- Beats
Become	- Becomes
Begin	- Begins
Believe	- Believes
Belong	- Belongs
Break	- Breaks
Build	- Builds
Burn	- Burns
Buy	- Buys
Call	- Calls

**చేస్తాను / ము /వు /రు చేస్తాడు / రి**

Base form for I we you they      Base form for he she it

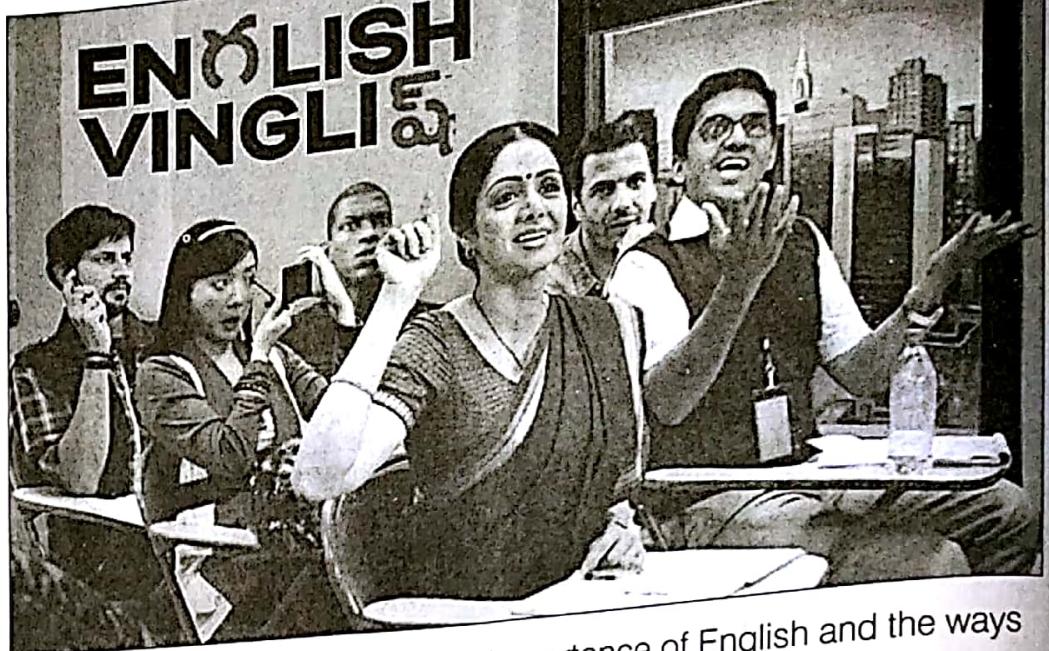
Care	- Cares
Carry	- Carries
Catch	- Catches
Cause	- Causes
Change	- Changes
Charge	- Charges
Check	- Checks
Choose	- Chooses
Clean	- Cleans
Clear	- Clears
Climb	- Climbs
Close	- Closes
Collect	- Collects
Come	- Comes
Commit	- Commits
Compare	- Compares
Complain	- Complains
Complete	- Completes
Concern	- Concerns
Confirm	- Confirms
Connect	- Connects
Consider	- Considers
Consist	- Consists
Contact	- Contacts
Contain	- Contains
Continue	- Continues
Contribute	- Contributes
Control	- Controls
Cook	- Cooks
Copy	- Copies
Correct	- Corrects
Cost	- Costs
Cont	- Counts

**చేస్తాను / ము /వు /రు చేస్తాడు / రి**

Base form for I we you they      Base form for he she it

Cover	- Covers
Create	- Creates
Cross	- Crosses
Cry	- Cries
Cut	- Cuts
Damage	- Damages
Dance	- Dances
Deal	- Deals
Decide	- Decides
Deliver	- Delivers
Demand	- Demands
Deny	- Denies
Depend	- Depends
Describe	- Describes
Design	- Designs
Destroy	- Destroys
Develop	- Develops
Die	- Dies
Disappear	- Disappears
Discover	- Discovers
Discuss	- Discusses
Divide	- Divides
Draw	- Draws
Dress	- Dresses
Drink	- Drinks
Drive	- Drives
Drop	- Drops
Eat	- Eats
Encourage	- Encourages
Enjoy	- Enjoyss
Examine	- Examines
Expect	- Expects
Experience	- Experiences

# show a cinema



I like the movie English Vinglish because this movie **speaks** about the importance of English and the ways and means of learning English Language. Beyond this, it also **talks** about the right attitude required by an English Language learner. No doubt... this movie **motivates**, **encourages** and **helps** building confidence levels in any language learner. This movie also **teaches** us the art of learning and improving the language skills step by step. Going beyond the ordinary story of 'English Vinglish', it is a movie that **teaches** us a lot of life lessons. It **gives** a peek into the feelings of those who **don't** have command over English language and **find** themselves becoming a subject of disdain and jibe whether at home or in public.

In this movie Sreedevi **plays** the lead role. She **plays** the role of shy house wife who doesn't know good English. She **speaks** hardly in English. She **doesn't** have much exposure to the outer world as she completely **involves** in house hold work throughout the day. She **spends** much of her time in looking after the needs of her husband and children because she **loves** them a lot. She **feels** more responsible and happy in looking after her family. She **works** hard but her family members belittle her as she **doesn't** speak good English. Whenever she **tries** to speak in English she **becomes** an object of constant potshots from her English speaking husband and daughter. At some time her daughter **feels** ashamed to introduce Sreedevi to her school folks. Her family members never **leave** an opportunity to comment her and crack jokes at her English. This **hurts** her a lot and she cries for not knowing proper English to speak.

Fate lends a hand when she **travels** on her own to New York to help prepare a family wedding. On board she **happens** to sit beside Amitab Bachchan a nice gentle man who **makes** her feel comfortable throughout the journey. The excitement of America **inspires** her to attend English classes. Every day she **attends** English classes without fail. She **practices** speaking in English with a lot of commitment and enthusiasm. She **watches** various English TV channels, **reads** only English news papers and never **hesitates** to speak in English with anyone. During this period she **faces** so many problems in the family and at the coaching centre from the fellow learners. But, she never **gives** up her efforts to speak in English. With sincere efforts and constant practice she **improves** her English and automatically her self esteem also **increases**. She **blossoms** and **grows** in her confidence and **starts** communicating her feelings to others at ease.

Finally she **gets** an opportunity to speak among all her family members, relatives and fellow learners in the wedding reception. She **grabs** that opportunity and **communicates** all her feelings to her loved ones in simple English. She smoothly **lets** them know that she **needs** respect and not just love. Her simple English associated with effective body language **makes** the people spell bound throughout her speech. All the people understand her feelings and appreciate her for a wonderful speech. At the end of her speech, a smile on her face and a flash in her eyes really **motivate** any English learner. That is why I **like** this movie very much.

# Verbs useful for writing a cinema story:

Starts, begins, commences, enters, sees, likes, loves, attracts, admires, adores, follows, tries, talks, spends, impresses, involves, thinks, becomes, meets, does, goes, comes, lives, studies, maintains, belongs, works, fights, faces, defeats, risks, takes, supports, roams, drives, drinks, blames, appreciates, encourages, sacrifices, feels, dreams, dedicates, devotes, leaves, provokes, watches, challenges, irritates, flirts, buys, presents, gives, cares, kicks, tells, plans, doubts, suspects, hopes, believes, bursts, shouts, kills, uses, touches, borrows, protects, supports, motivates, encourages, thinks, develops, insists, plays, cries, shouts, runs, catches, beats, learns, prefers, imitates, ignores, responds, calls, guesses, guides, worships, shows, consoles, comforts, grows, prepares, presents, expects, entertains, smiles, Cheers, expresses, understands, improves, delivers, informs, hears, wears, looks, participates, hates, hurts, violates, rules, earns, follows, throws, kidnaps, interrogates, settles, troubles, tortures, shifts, sends, feeds, dares, accepts, rejects, threatens, fastens, ties, yells, nags, boasts, criticizes, condemns, slits, jumps, dives, swims, finds, gets, cuts, stands, sits, sleeps, injects, teaches, lets, wins, loses, flies, returns, surprises, surrenders, arrests, argues, bargains, steals, wonders, accompanies, accommodates, asks, attends, breaks, blows, blossoms, diverts, marries, divorces, elopes, escorts, controls, gossips, wastes, fakes, enjoys, pretends, polishes, invests, introduces, establishes, avoids, whispers, values, concentrates, receives, convinces, drops, kisses, appoints, recollects, remembers, resembles, reminds, responses, rethinks, restarts, regains, restores, hosts, demands, repairs, dies, manages, mingles, bunks, gains, hides, hints, hesitates, humiliates, indulges, flows, lead, pushes, plots, pinches, quits, reveals, rescues, tears, tolerates, winds, vexes, uses, utilizes, underestimates, zooms.

## Nouns useful:

Bit part  
Block buster Adaptation  
Animation  
Box office  
Cast  
Celebrities  
Climax  
Conflict

Critic  
Gags  
Heart-throb  
Master piece  
Monologue  
Movie buff  
Narration  
Plot

Role  
Script  
Sequel  
Sequence  
Star studded  
Tale  
Theme  
Top grassing

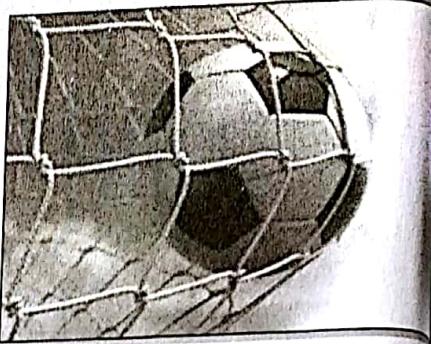
## Types of movies:

Action  
Adventure  
Animated  
Cartoon  
Children  
Comedy  
Crime

Documentary  
Drama  
Family  
Fantasy  
Horror  
Musical  
Mystery

Romance  
Science-fiction  
Short-films  
Suspense  
Thriller  
Western

# Goal



## Master's Voice

”

A man with a goal in the mind makes himself majority. His actions are going to come from a lot of will power, commitment and his own conviction.

”

Dr.A. Chiranjeevi, D.Litt

Email:  
medhamaster@gmail.com

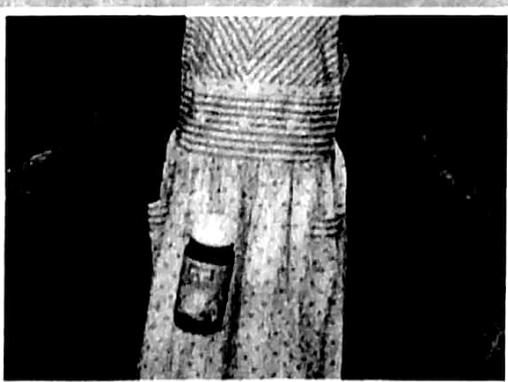
Goal setting is a powerful process for thinking about our ideal future, and for motivating ourselves to turn our vision of future into reality. The process of setting goals helps us choose where we want to go in life. By knowing precisely what we want to achieve, we know where we have to concentrate our efforts. Goals help any individual to reach a destination and track his progress and participation during the experience. They can help an individual stay focused and maintain motivation to maintain certain activities required to achieve a goal.

**A man with a goal in the mind makes himself majority.** He doesn't look for the support of the people every time; he never underestimates himself or looks back while walking towards his goal. The way he reacts and responds to the people around him is going to be different. He never waits for the opportunities, but creates the opportunities for him to fly high. The way he plans, prepares and presents his ideas and actions is completely going to be different from the rest. His actions are going to come from a lot of will power, commitment and his own conviction. So they naturally have the ability to burn the barriers across his way.

For instance you take a football player, when he makes the first goal people clap for him sitting in the gallery; the second goal they stand up in the gallery clapping and whistling; the third goal they dance in tune with his name and the winning goal they jump over the barricades and rush towards him. They want to see him, touch him, feel him and take his autograph and photograph because he is a goal maker. Then his signature turns into autograph. The same happens with you while speaking in English. **When you start speaking better English people look at you; when you speak better they recognize you; when you speak fluently they appreciate and admire you!**

Had you set a goal when you joined Medha? If not, it's not too late to set, do it now itself. Set a goal to speak in English. **You are not even allowed to travel by an RTC bus when you don't know your destination. Then what is the right you have to spend the hard earned money of your parents and precious time of yours at Medha institute when you don't have a clear set goal in your mind?** Begin your journey with an end in the mind. After all, you are recognized, respected and valued in this society only based on the goals that you make !

Subject Noun/Pronoun	Helping Verb	Verb used in	Use	Telugu meaning
We you They  He She It	did	past tense form base form	To express an action that happened at some time in the past	గతంలో చేసిన వనిని చెపుతున్నప్పుడు



She cried over breaking a pickle bottle yesterday

Yesterday I woke up at 6 am/I did wake up at 6 am  
Did I wake up at 6 am?  
I did not wake up at 6am. / I didn't wake up at 6am.  
Did I not wake up at 6am? / Didn't I wake up at 6am?

Yesterday he came to institute/he did come to institute  
Did he come to institute?  
He did not come to institute/he didn't come to institute  
Did he not come to institute? /didn't he come to institute?

సిన్న నేను 6 గంటలకు సిద్దలేచాను  
సిన్న నేను 6 గంటలకు సిద్దలేచానా ?  
సిన్న నేను 6 గంటలకు సిద్దలేవలేదు  
సిన్న నేను 6 గంటలకు సిద్దలేవలేదా ?

సిన్న అతడు వచ్చాడు  
సిన్న అతడు వచ్చాడా ?  
సిన్న అతడు రాలేదు  
సిన్న అతడు రాలేదా ?

## Question table for Yesterday

విషయాలు  
ఎందుకు  
ఎత్తుడు ఎవ్వుడు  
వి, విట  
ఎవర  
ఎవరాని  
ఎలా  
ఎవరు

What  
Why  
Where  
When  
Which  
Whose  
Whom  
How  
Who

Did

Past tense form ?

I  
We  
You  
They  
He  
She  
It

Verb  
in  
base  
form

What did you see?  
What did he see?

Whose bike did you borrow?  
Whose bike did he borrow?

Why did you write?  
Why did he write?

With whom did you watch?  
With whom did he watch?

Where did you find?  
Where did he find?

How did you solve?  
How did he solve?

When did you finish?  
When did he finish?

Who advised you?  
Who called him?

Which dress did you buy?  
Which dress did he buy?

## Verbs often used in the past form:

వేశము / ము / వు / రు / డు / టి

Explained/ **did** explain  
 Expressed/ **did** express  
 Extended / **did** extend  
 Faced/ **did** face  
 Failed/ **did** fail  
 Fell/ **did** fall  
 Fastened/ **did** fasten  
 Fed/ **did** feed  
 Felt/ **did** feel  
 Fought/ **did** fight  
 Filled/ **did** fill  
 Found/ **did** find  
 Finished/ **did** finish  
 Fit/ **did** fit  
 Flew/ **did** fly  
 Folded/ **did** fold  
 Followed/ **did** follow  
 Forced/ **did** force  
 Forgot/ **did** forget  
 Forgave/ **did** forgive  
 Formed/ **did** form  
 Founded/ **did** found  
 Gained/ **did** gain  
 Got/ **did** get  
 Gave/ **did** give  
 Went/ **did** go  
 Grew/ **did** grow  
 Handled/ **did** handle  
 happened/ **did** happen  
 Hated/ **did** hate  
 Had/ **did** have  
 Heard/ **did** hear  
 Helped/ **did** help

చేశము / ము / వు / రు / డు / టి

Hid/ **did** hide  
 Held/ **did** hold  
 Hoped/ **did** hope  
 Identified/ **did** identify  
 Imagined/ **did** imagine  
 Improved/ **did** improve  
 Included/ **did** include  
 Increased/ **did** increase  
 Indicated/ **did** indicate  
 Influenced/ **did** influence  
 Informed/ **did** inform  
 Intended/ **did** intend  
 Introduced/ **did** introduce  
 Invited/ **did** invite  
 Involved/ **did** involve  
 Joined/ **did** join  
 Jumped/ **did** jump  
 Kept/ **did** keep  
 Kicked/ **did** kick  
 Killed/ **did** kill  
 Knocked/ **did** knock  
 Knew/ **did** know  
 Lasted/ **did** last  
 Laughed/ **did** laugh  
 Laid/ **did** lay  
 Lead/ **did** lead  
 Learnt/ **did** learn  
 Left/ **did** leave  
 Lent/ **did** lend  
 Lied/ **did** lie  
 Liked/ **did** like  
 Limited/ **did** limit  
 Linked/ **did** link

చేశము / ము / వు / రు / డు / టి

Listened/ **did** listen  
 Lived/ **did** leave  
 Looked/ **did** look  
 Lost/ **did** loose  
 Loved/ **did** love  
 Made/ **did** make  
 Managed/ **did** manage  
 Marked/ **did** mark  
 Mattered/ **did** matter  
 Meant/ **did** mean  
 Measured/ **did** measure  
 Met/ **did** meet  
 Mention/ **did** mention  
 Missed/ **did** miss  
 Moved/ **did** move  
 Needed/ **did** need  
 Notised/ **did** notice  
 Obtained/ **did** obtain  
 Occurred/ **did** occur  
 Offered/ **did** offer  
 Opened/ **did** open  
 Ordered/ **did** order  
 Owned/ **did** own  
 Passed/ **did** pass  
 Paid/ **did** pay  
 Performed/ **did** perform  
 Picked/ **did** pick  
 Placed/ **did** place  
 Planned/ **did** plan  
 Played/ **did** play  
 Pointed/ **did** point  
 Preferred/ **did** prefer

# a red letter day



I feel happy to share with you an unforgettable day in my life that made me stand tall among all. It was a mid afternoon in summer and the scorching sun was over my head. That day I **wrote** my degree final examination and waiting for the bus in the bus bay in Warangal. I was sweating all about as it was very hot and my village bus was expected within an hour. Then I **looked** around for a cool place to relax myself. Surprisingly I **saw** a newly opened computer centre which was opposite to the bus buy. It was an air conditioned institute. Then an idea **struck** in my mind and **decided** to spend some time over there in the institute. With that intention I **stepped** into the institute in the prentence of getting course details.

For my surprise, when I **entered** into the institute...a beautiful, young, dynamic and charming girl in jeans wearing a colorful T shirt with bobbed hair and sparkling eyes **smiled** at me saying welcome! On seeing the gorgeous girl...all my senses **stopped** working for a while because I never **saw** such an angelic beauty even in my dream. I **came** into the normalcy on hearing her sweet voice "excuse me". Suddenly, I **realised** that she was talking something to me but I **didn't** understand even a single word of it because it was in English. Then she **gave** a visitors form and **asked** me to fill in. I **didn't** understand anything of her words because again it was in English. She was full of English and I was nil of English.

Once again she **asked** me to fill the form but I **didn't** do that because I thought it was an application form for admission and I was supposed to pay fee if I **filled** in the form. By that time I was even not aware of the difference between visitors form and application form. With a lot of difficulty I **opened** my mouth and said, "No admission...only course details" in reply to my words again she **said**, "No problem fill in the form". Then I said "no money" but she said "no problem...fill in". I **felt** angry, nervous, tensed and confused. My heart beat **started** increasing, my mind **became** blank and throat **went** dry, voice **quivered** and I **started** sweating even in the A/C hall because of the tension.

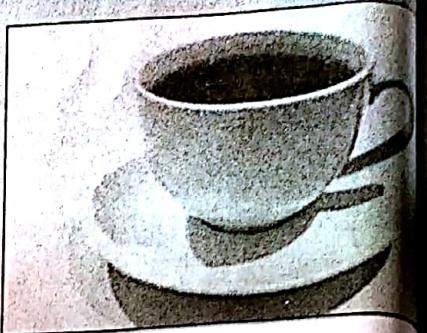
For the first time in my life I **felt** sorry for not knowing English. I **cursed** the God for making such an awesome girl speak only in English, **that too...with me!** Again she **asked** "what do you want?" I said "water"; she **went** into the room for fetching me a glass of water. Mean while I **left** the place with a visitors form in my hand and a guilty feeling on my face. I **left** the place physically but not the girl mentally. I **came** to the bus stop and **stood** over there for some time looking at the institute with a blank face. I **reached** my village by the evening.

I **wanted** to forget the incident, I **wanted** to be free from all her thoughts, but I was not able to do that because her youthful charms, beautiful smile started lingering in my heart. Her effective body language and melodious voice modulation while talking in English **made** me feel restless. That night I **didn't** talk to anybody and even didn't take my supper. I **went** to bed and **tried** to sleep. But every effort of mine **went** in vein. After a while I **realised** that the reason for all the pain in my heart was "I didn't know English". Then I **thought** of Learning English. I **promised** myself to learn English by any means. I strongly **decided** to speak in English. I **imagined** myself fluently talking in English with the same girl. Then I **felt** very happy from within my heart and had a sound sleep.

The next morning with a lot of hope and confidence, I **stepped** out of my house with a quest to learn English. I **met** every student on my way and **enquired** about an institute where I could learn to speak English. I **chose** one and **joined** as a learner. I **didn't** talk to anybody in the class room for three days. I just **started** looking for those who really had a strong desire to speak in English. I **found** only three out of thirty. Then I **made** friendship with them and **created** my own platform to practice. I **spent** every day hours together with them talking in English. I **left** no stone unturned to hang out with them. I **left** no occasion to speak in English. They provided me with all the support, encouragement, motivation and inspiration required to speak. They helped me succeed. I **smiled** from the bottom of my heart...! That smile **opened** a new window in my life through which I **saw** a new world.

my dear student... **I want to see that smile on your face!** Wish you all the best !

# Habit



## Master's Voice

”

Mainly we get habits based on the environment that we live in, things that we experience, education that we acquire and the people we associate with.

”

r.A. Chiranjeevi, D.Litt

Email:  
edhamaster@gmail.com

A habit means repetition of the same action in similar circumstances. It can be good or bad. Habits can be extremely useful and it would be impossible to run our lives without them. Our behavior is nothing but the combination of all our habits that we have got so far. Mainly we get habits based on the environment that we live in, things that we experience, education that we acquire and the people we associate with. After all success or failure is also a habit. Do you have a habit of speaking in English? If not, make it right now. Once it becomes your habit, you have already learnt it.

**Make a habit of reading books and news paper.** I advise not to go for the books of high to your level and something that is not of your interest in the news paper; it may kill your interest and precious time too. Read about politics, sports and cinemas for that matter anything that is of your interest. Never try to understand every word that you read, just try to understand the contextual meaning and usage. When you see or use a word again and again, it automatically gets registered in your sub-conscious mind thus going to be with you forever.

**Make a habit of thinking in English and speaking in English.** We generally think in Telugu and try to translate it into English and speak. Never do this; this act creates all unnecessary barriers in between your thoughts and words. Habituate thinking in English and speaking in English. Make a habit of listening to various people while talking in English. Simply mere listening is useful for nothing. Listen with an objective of understanding various styles of speaking, shades of a word in use and the pronunciation too. This habit will help you understand the language spoken by the people from various parts of the world.

**Speaking in English is the habit that tops of all the above in helping you speak fluently.** You can't learn swimming by sitting on the shore and running by sitting in the chair. The same happens with your ability to speak in English. Simply acquiring all the vocabulary or knowledge of grammar will not help you speak in English until and unless you have the habit of speaking in English. An ounce of practice is better than tons of theory. Start your day speaking in English and end your day speaking in English, if possible dream in English and thus make a habit of speaking in English. **Eat English, drink English and speak English.**

# Tomorrow

In spoken wise,  
speaking will also  
be applicable for I/we

Subject Noun/Pronoun	Helping Verb	Verb used in	Use	Telugu meaning
I	shall			
We	shall			
you	will	base form	To express an action that will happen in future.	అవిష్టతులో చేయబడే పనిని చెపుతున్నప్పుడు
They	will			
He	will			
She	will			
It	will			



She will go to school tomorrow in the morning

I shall watch a movie tomorrow.

Shall I watch a movie tomorrow?

I shall not watch a movie tomorrow. / I shan't watch a movie tomorrow.

Shall I not watch a movie tomorrow? Shant I watch a movie tomorrow?

You will get a job next month

Will you get a job next month?

You will not get a job next month / you won't get a job next month

Will you not get a job next month? / won't you get a job next month?

రెప్పు, నేను సినిమా చూస్తాను.

నేను సినిమా చూస్తానా?

నేను సినిమా చూడసు

నేను సినిమా చూడనా?

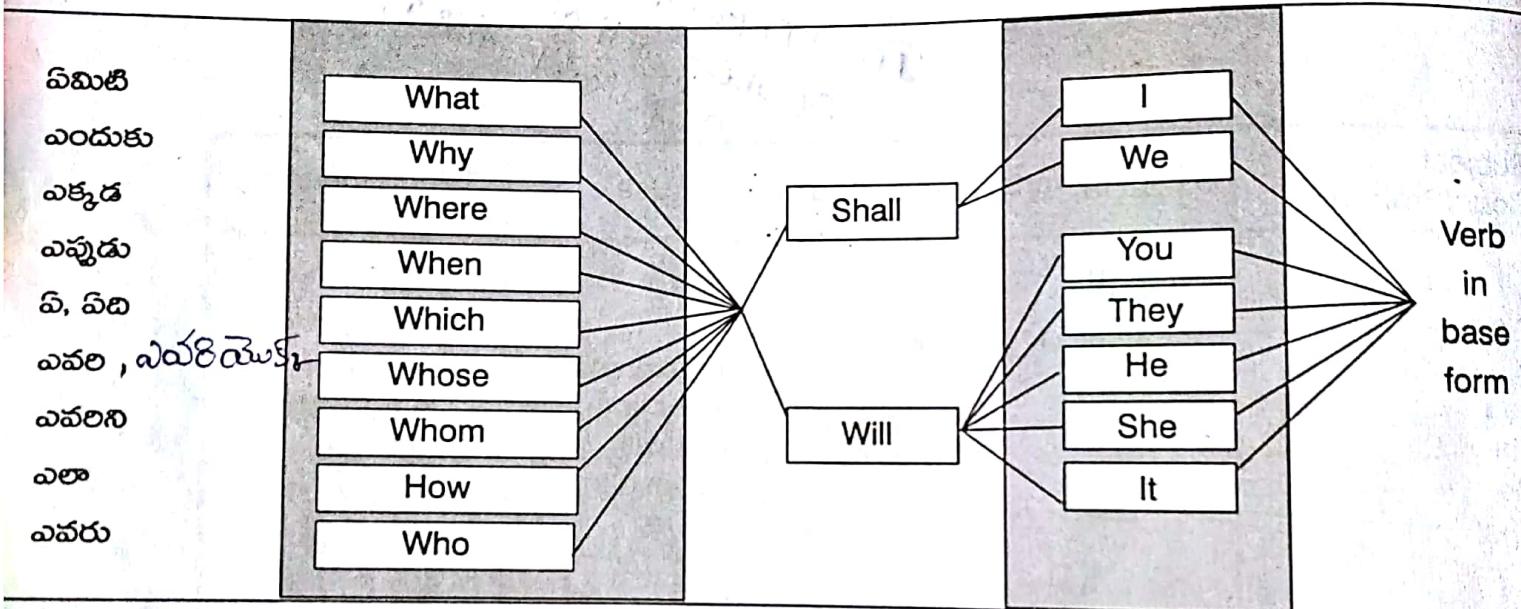
ఎంచెం, నెలనీకు ఉద్దీగం వస్తామి

నీకు ఉద్దీగం వస్తాడా?

నీకు ఉద్దీగం రాదు

నీకు ఉద్దీగం రాడా?

## Question table for Tomorrow



What shall we take?

What will he take?

Why shall I ask?

Why will he ask?

Where will you get down?

Where will she get down?

When shall I start?

When will you start?

Which laptop will you buy?

Which laptop will he buy?

Whose bike will you borrow?

Whose bike will he borrow?

With whom will you come?

With whom will he come?

How will you solve?

How will he solve?

Who will support you?

Who will support him?

## Verbs often used in the future:

Prepare	సిద్ధం చేస్తాను	Return	తిలగిస్తాను	Supply	అందిస్తాను
Present	ఇస్తాను	Reveal	వెల్లడిస్తాను	Support	సహకరిస్తాను
Press	నలిపిచేస్తాను	Ring	ప్రొగ్రాస్తాను	Suppose	అనుకుంటాను
Prevent	సిలోఫిస్తాను	Rise	మేల్కోంటాను	Survive	బ్రతికుంటాను
Produce	ఉత్పత్తి చేస్తాను	Run	పరిగెడతాను	Take	తినుకుంటాను
Promise	మాటిస్తాను	Save	కాపిషుతాను	Talk	మాట్లాడుతాను
Protect	రక్షిస్తాను	Say	లంటాను	Teach	లోధిస్తాను
Prove	నిరూపిస్తాను	See	చూస్తాను	Tell	చెప్పాను
Provide	సమకూర్చలిస్తాను	Sell	అమ్ముతాను	Test	పరీక్షిప్పాను
Publish	ముద్రిస్తాను	Send	పంపిస్తాను	Thank	కృతజ్ఞత తెలువుతాను
Pull	ఉగ్గుతాను	Separate	విడగొడతాను	Think	ఆలోచిస్తాను
Push	నెట్టుతాను	Serve	వడ్డిస్తాను	Throw	విసీరెస్తాను
Put	పెడతాను	Set	అమర్చుతాను	Touch	ముట్టుకుంటాను
Raise	పెంచుతాను	Settle	స్థిరపడతాను	Travel	ప్రయాణిస్తాను
Reach	చేరుకుంటాను	Shake	కబిస్తాను	Treat	మొదలు పెడతాను
Read	చదువుతాను	Share	పంచుతాను	Try	ప్రయత్నిస్తాను
Realize	తెలుసుకుంటాను	Shoot	గులచుసి కాలుస్తాను	Turn	తిప్పుతాను
Receive	పుచ్చుకుంటాను	Shout	అరుస్తాను	Understand	అర్థం చేసుకుంటాను
Recognize	గుర్తుస్తాను	Show	చూస్తాను	Use	ఉపయోగిస్తాను
Record	ఱాసిపెడతాను	Shut	ముఖుస్తాను	Visit	సందర్భిస్తాను
Reduce	తగ్గిస్తాను	Sing	పాడుతాను	Vote	టిటు వేస్తాను
Refer	పెర్చేంటాను	Sit	కూర్చుంటాను	Wait	ఎదురు చూస్తాను
Reflect	ప్రతిఫలింపజేస్తాను	Sleep	సిద్ధిపొత్తాను	Walk	నడుస్తాను
Release	విడుదల చేస్తాను	Smile	సుఖుతాను	Want	లోరుకుంటాను
Remain	ఉంటాను	Sort	విభజిస్తాను	Warn	పోచ్చలిస్తాను
Remember	గుర్తుపెట్టుకుంటాను	Sound	శబ్దం చేసాను	Wash	కడుగుతాను
Remove	తొలగిస్తాను	Speak	మాట్లాడుతాను	Watch	చూస్తాను
Repeat	మళ్ళీ చేస్తాను	Stand	సిలబర్డతాను	Wear	ధలిస్తాను
Replace	థర్టి చేస్తాను	Start	మొదలెడతాను	Win	గెలుస్తాను
Reply	జవాబిస్తాను	Stop	ఆపేస్తాను	Wish	నమస్కరిస్తాను
Report	పోయింటాను	Study	చదువుతాను	Work	పని చేస్తాను
Represent	ప్రాతింధం విహిస్తాను	Succeed	సిధిస్తాను	Worry	మదనపడతాను
Rest	వ్యతింత తీసుకుంటాను	Suffer	బాధపడతాను	Write	ప్రాస్తాను
Result	ఫలితమిస్తాను	Suggest	సూచిస్తాను		

# dare to dream

One fine morning if I find myself as a girl...

First of all I **will** see myself in the mirror and feel happy on seeing a beautiful and gorgeous girl on the earth. First I thank the god for making me such an angelic beauty and **will have** a smile on my face. I **will** wear an elegant half sari which will add glamour to my beauty. I **will** adorn myself with simple jewelry that will not dominate my lovely face. I **will not** use make up which will kill the natural glow of my blushing cheeks. I **will not** use the goggle that will hide the spark in my ravishing looks. I **will** try look like a traditional and attractive typical girl of Andhra. Then I **will** surprise all my family members with a new get up and certainly they **will** get mad on seeing me like a girl.



I **will** enjoy seeing all my family members with all smiles on their faces early in the morning. Then I **will** use this opportunity to enter into the kitchen and prepare all dishes of my choice which has been a long desire of mine since my childhood. I myself **will** serve all the dishes to my family members and **will** see to it that they will not leave anything of it. I am sure that they **will** certainly have all of them because they love me a lot. Later I **will** call a professional photographer and take a group photograph with all my family members around me which **will** make me smile in the rest of my life as a boy.

After surprising all my family members, then I **will** go to a street market in my town. I am sure all the boys and gentlemen in the market **will** certainly get disturbed on seeing an awesome beauty like me and become blank in all in all their senses. I am sure that all the ladies in the market **will** also stare at me with tons of jealous in their eyes as I look very pretty and glamorous. I **will** feel proud and thank the god for making me a cherubic girl of every boy's choice and envy of every young girl. On my way back to house, I **will** give sideway glances at all the boys of my street and tease them with a world of naught smiles that **will** definitely make their minds blow up.

I **will** enjoy all the haunting and staggering looks of the boys on the street. Definitely they **will not** leave an opportunity of following an alluring beauty in their street. I **will** take this opportunity to invite them in and offer a nice coffee with a lovely face. Surely the boys will enjoy the coffee with their sparkling eyes and melting hearts. I **will** take a group photograph with all the smart boys around me which **will** remain as one of the best photographs of mine as a young and elegant girl in the rest of my life as a boy.

# dare to dream

One fine morning if I find myself as a girl...

First of all I **will** see myself in the mirror and feel happy on seeing a beautiful and gorgeous girl on the earth. First I thank the god for making me such an angelic beauty and **will have** a smile on my face. I **will** wear an elegant half sari which will add glamour to my beauty. I **will** adorn myself with simple jewelry that will not dominate my lovely face. I **will not** use make up which will kill the natural glow of my blushing cheeks. I **will not** use the goggle that will hide the spark in my ravishing looks. I **will** try look like a traditional and attractive typical girl of Andhra. Then I **will** surprise all my family members with a new get up and certainly they **will** get mad on seeing me like a girl.



I **will** enjoy seeing all my family members with all smiles on their faces early in the morning. Then I **will** use this opportunity to enter into the kitchen and prepare all dishes of my choice which has been a long desire of mine since my childhood. I myself **will** serve all the dishes to my family members and **will** see to it that they **will** not leave anything of it. I am sure that they **will** certainly have all of them because they love me a lot. Later I **will** call a professional photographer and take a group photograph with all my family members around me which **will** make me smile in the rest of my life as a boy.

After surprising all my family members, then I **will** go to a street market in my town. I am sure all the boys and gentlemen in the market **will** certainly get disturbed on seeing an awesome beauty like me and become blank in all in all their senses. I am sure that all the ladies in the market **will** also stare at me with tons of jealousy in their eyes as I look very pretty and glamorous. I **will** feel proud and thank the god for making me a cherubic girl of every boy's choice and envy of every young girl. On my way back to house, I **will** give sideway glances at all the boys of my street and tease them with a world of naughty smiles that **will** definitely make their minds blow up.

I **will** enjoy all the haunting and staggering looks of the boys on the street. Definitely they **will not** leave an opportunity of following an alluring beauty in their street. I **will** take this opportunity to invite them in and offer a nice coffee with a lovely face. Surely the boys will enjoy the coffee with their sparkling eyes and melting hearts. I **will** take a group photograph with all the smart boys around me which **will** remain as one of the best photographs of mine as a young and elegant girl in the rest of my life as a boy.

In the evening I **will** get ready as modern trendy girl who disturbs the dreams of all young and dynamic boys. I **will** wear a tight blue jeans and white belt on and milk white top with shrug, with shoulder cut loose hair and broad frame purple goggles over which will give me a ravishing look. I **will** go for a violet lip liner with light pink lipstick that **will** certainly attract the attention of romantic boys. I **will** go for a light shade of eye shadow which **will** add glamour to my twinkling eyes. I **will** adorn myself with all modern accessories of my choice.



I **will** go out with a white trendy hand bag hanging around and an apple I phone in the hand talking something...something. I **will** zoom in my street by an open top sports car for some time. I am sure that all the boys in my street become spell bound with wide open mouths. I **will** use this chance to tick up chocolate boys of my choice and go to a pub. I **will** drink, dance, dine and step out for a long drive on outer ring road at speed of 150 km. On the way at a hot spot I **will** take a photograph with all striking boys hanging around me. I **will** reach home at midnight filling my heart and mind with a world of happiness and splendid memories and of my long cherished dreams and desires.

### Vocabulary useful for writing future plans:

Complete, continue, write, wait, grab, use, utilize, improve, develop, prepare, progress, send, receive, sharpen, acquire, admit, join, learn, lead, attend, make, visit, express, impress, involve, adapt, get, work, accept, take, prove, get, buy, save, spend, give, settle, see, change, start, own, help, guide, go, live, love, become, break, keep, maintain, manage, achieve, marry, face, find, understand, co-operate, co-ordinate, consider, make, do, commit, drop, pick, enjoy, fight, compromise, convince, adjust, cook, care, share, cry, weep, yell, shout, habituate, come, go, settle, change, reach, arrive, appreciate, criticize, compliment, applaud, attend, start, organize, appoint, borrow, repay, Invest, donate, travel, mingle, order, request, stud, judge, decide, dedicate, devote, determine, plan, prepare, present, revise, respond, reach, set, sack, smile, satisfy, go, gossip, look, vote, vacate, build, decorate, celebrate, choose, open, close, conceal, lend, drive, show, tell, think, tend, try, tease, venture, value, vanish, view, watch, yield, ask, arrest, believe, bask, conduct, continue, carry, conclude, contest, dance, dive, dare, detail, detain, entertain, escape, elope, avoid, attract, abide, attain, accuse, astonish, avail, fail, fall, find, grasp, gain, guess, hesitate, inspire, influence, evoke, endorse, embarrass, excuse, envy, establish, expose, end, jump, know, kneel, kill, kiss, catch, leave, move, motivate, mobilize, mind, nod, operate, quit, reveal, rest.

# Involvement



## Master's Voice

”

A continuous Involvement in doing something creates interest in the job taken up, it stimulates all our talents, skills and strengths we have within us.

”

Dr.A. Chiranjeevi, D.Litt

Email:  
medhamaster@gmail.com

Involvement is nothing but putting our heart and soul into something. It can be dreaming or doing. A continuous Involvement in doing something creates interest in the job taken up, it stimulates all our talents, skills and strengths we have within us. It improves our focus and interest in the job that we deal in. When we are fully involved in something, the external disturbances will not dare to venture into our job. As a result, we ourselves indulge in doing it at the fullest of our concentration and ability ending up with an immense pleasure of doing it.

You offer a ripened mango to a child and see what happens. First he accepts it with a little shy on the face but holds it carefully in full arms. Later he makes a small hole at the butt of it and starts squeezing out the juice and licking it. Once he likes the taste, slowly increases the pressure in squeezing and starts licking it lips full. Thus he slowly but fully involves in eating the mango. Then you see what happens, the juice starts dripping from his mouth, it runs down on to his arms, it flows out and spills on and spoils his shirt. People laugh at his eating style. But nothing bothers him, because he is fully involved in enjoying every bit of it.

You might have experienced eating or drinking something while watching an interesting program on TV. When we are watching our favourite TV program, all our sensory organs are fully involved in receiving the TV program but not what we drink or eat. At the end, we end up talking about the TV program but not the taste of the food or drink. It happens because we are fully involved in watching TV program but not eating.

If possible, watch on with your close lenses at a teenage boy and girl in love with each other walking along the streets of Hyderabad. Mid afternoon's scorching sun on the top, irritating sounds of vehicles around, buzzing of flies across, gallons of smell around and a handful of dust on the face either will not stop them from talking and smiling all along, because they are fully involved in enjoying sweet nothings. Nothing on the earth can stop them from. Involvement makes a world of difference in making you speak in English. Are you involved in speaking in English at the fullest? If not, learn to involve. It is not too late to. **The best way to bail out our talents, skills, happiness or success is to INVOLVE !**

# on and on

Last month I was speaking in Telugu  
Was I speaking in Telugu?  
I was not speaking in Telugu  
Was I not speaking in Telugu?

Now I am learning English.  
Am I learning English?  
Now I am not learning English.  
Am I not learning English?

Next month I shall be speaking in English  
Shall I be speaking in English?  
I shall not be speaking in English  
Shall I not be speaking in English?

What are you doing now?  
What were you doing yesterday?  
What will you be doing tomorrow?

Why is he shouting?  
Why was he shouting yesterday?  
Why will he be shouting tomorrow?

Where are they living now?  
Where were they living last year?  
Where will they be living next year?

Is he preparing for exams?  
When was he preparing for exams?  
When will he be preparing for exams?

గత నెల నేను తెలుగులో మాటల్చామనా ఉన్నావా ?  
నేను తెలుగులో మాటల్చామనా ఉన్నావా ?  
నేను తెలుగులో మాటల్చామనా లేదు  
నేను తెలుగులో మాటల్చామనా లేదా ?

ప్రస్తుతం నేను ఇంగ్లీష్ నేర్చుకుంటున్నావా ?  
నేను ఇంగ్లీష్ నేర్చుకుంటున్నావా ?  
నేను ఇంగ్లీష్ నేర్చుకొంపదం లేదు  
నేను ఇంగ్లీష్ నేర్చుకొంపదం లేదా ?

వచ్చే నెల నేను ఇంగ్లీష్లో మాటల్చాడుతూ ఉంటావా ?  
నేను ఇంగ్లీష్లో మాటల్చాడుతూ ఉంటావా ?  
నేను ఇంగ్లీష్లో మాటల్చాడుతూ ఉండను  
నేను ఇంగ్లీష్లో మాటల్చాడుతూ ఉండనా ?

Which movie are you watching?  
Which movie were you watching yesterday?  
Which movie will you be watching tomorrow?

Whose help is he taking now?  
Whose help was he taking yesterday?  
Whose help will he be taking tomorrow?

Whom are they blaming?  
Whom were they blaming yesterday?  
Whom will they be blaming tomorrow?

How are you speaking now?  
How were you speaking yesterday?  
How will you be speaking tomorrow?

Subject Noun/Pronoun	Helping verb	Verb used in	Use	Telugu meaning
I	am			
We				
you	are			
They				
He				
She				
It				

Now she is meditating

## Continuous Part tense

Subject Noun/Pronoun	Helping verb	Verb used in	Use	Telugu meaning
I	was			
We				
you	were			
They				
He				
She				
It	was			

## Continuous future Tense

Subject Noun/Pronoun	Helping verb	Verb used in	Use	Telugu meaning
I	shall be			
We				
you				
They				
He				
She				
It	will be			

She will be playing in the beach  
tomorrow in the evening

## Verbs often used in continuous forms:

చేస్తుండ్వన్నము / ము / శు / రు / డు / టి

Addressing	Developing	Helping	Moving	Quoting	Using
Asking	Earning	Improving	Naming	Reaching	Viewing
Attending	Exceeding	Increasing	Noticing	Reacting	Visiting
Blaming	Expecting	Insulting	Noting	Reporting	Waiting
Blowing	Facing	Joining	Observing	Saying	Washing
Breaking	Favoring	Joking	Opening	Selling	Watching
Coming	Focusing	Jumping	Operating	Smiling	Xeroxing
Contesting	Gaining	Killing	Packing	Talking	Yawning
Controlling	Getting	Kissing	Playing	Telling	Yelling
Demanding	Going	Kneeling	Praising	Training	Yielding
Demonstrating	Happening	Laughing	Quarrelling	Unloading	Zooming
	Harassing	Managing	Questioning	Urging	

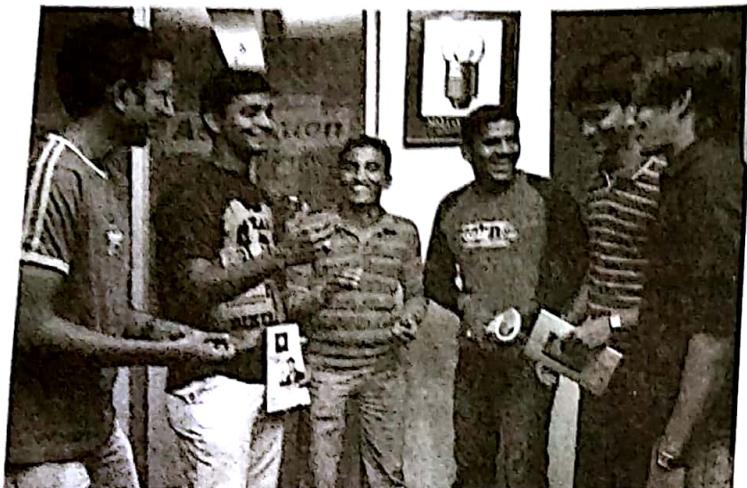
## Verbs often followed by Gerund:

Admit	Complete	Enjoy	Love	Prevent	Stop
Advice	Consider	Escape	Mention	Prohibit	Suggest
Allow	delay	Finish	Mind	Quit	Support
Anticipate	Deny	Forget	Miss	Recall	Try
Appreciate	Deserve	Imagine	Neglect	Remember	
Avoid	Detest	Hate	Postpone	Resist	
Begin	discuss	Keep	Practice	Risk	
Celebrate	Dislike	like	Prefer	Start	

## Gerunds in pairs:

Accepting-adjusting	Dreaming-daring	Knowing-practicing	Seeing-smiling
Arresting-releasing	Drinking-driving	Laughing-crying	Serving-scolding
Asking-telling	Drinking-shouting	Looking-letting	Sleeping-snoring
Blessing-blaming	Eating-roaming	Loving-leaving	Starting-stopping
Blowing-breaking	Eating-sleeping	Making-breaking	Supporting-opposing
Borrowing-buying	Experiencing-enjoying	Passing-failing	Sweeping-mopping
Buying- selling	Fearing-threatening	Pressing-leaving	Teaching-learning
Calling-scolding	Following-teasing	Pushing-pulling	Using-throwing
Chatting-cheating	Giving-taking	Reading-writing	Watching-wasting
Coming- going	Going-getting	Saying-doing	
Dancing-singing	Killing-dying	Scolding-beating	

# me 'n' my mates



Now I **am** learn **ing** English at Medha Institute of English. I **am** putting all my efforts to speak in English and I **am** not getting **ing** scared of the people around me to talk in English. I **am** sincerely doing **ing** all the exercises and tasks given by our faculty. I **am** going through the material at every regular interval. I **am** not trying **ing** to escape from doing home work. I **am** not putting myself away from speaking on the dais. I **am** trying **ing** to use every opportunity to talk in English. I **am** attending **ing** all the seminars conducted by Chiranjeevi sir and enjoying every activity of learning English along with my batch mates in Medha.

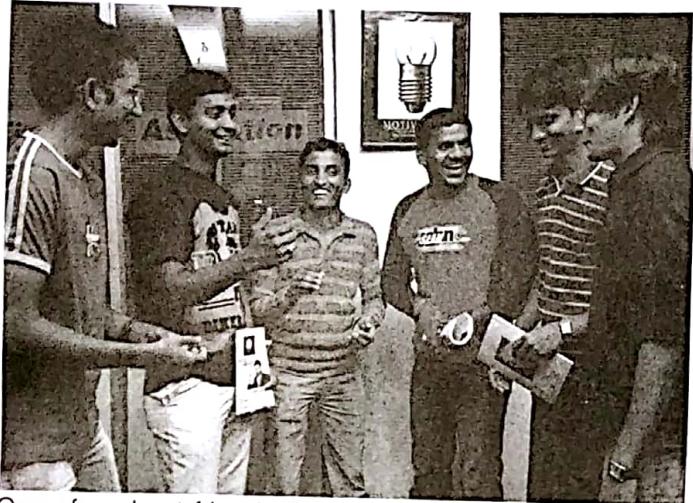
One of my best friends **is** also coming to Medha. He **is** already speaking **ing** good English. That **is** why he **is** more focused **ing** upon improving his personality. He **is** sincerely following **ing** all the instructions given in the weekend seminars. He **is** trying **ing** to change his attitude that **is** stopping **ing** him from achieving so many things in his life. He **is** sincerely motivating **ing** himself to reach his goals. He **is** working **ing** with a lot of commitment to see the success in his chosen path. He **is** also encouraging **ing** others to speak in English. He **is** socializing **ing** with the people very easily and influencing others in the class room positively.

Some of the students in the class room **are not** coming forward to speak on the dais. They **are** wasting a wonderful opportunity to speak in English. Thus they **are** missing **ing** a nice chance of influencing smart boys and beautiful girls. They **are** missing **ing** a wonderful chance of improving their confidence level. They **are** expecting **ing** some miracle to happen in their life to remove their stage fear. They **are not** realizing **ing** that the dais is something that has all the magical power to remove their stage fear. But some students **are** working **ing** hard and speaking better on the dais and off the dais. They **are** improving **ing** their confidence.



I **was** speaking **ing** only in Telugu when I came to Medha. At that time I **was** getting **ing** scared to talk to my batch mates in English. I **was not** pushing **ing** myself to initiate a conversation with them. I **was** just sitting **ing** idle in the class either listening to someone or writing something else. I **was** just watching **ing** my batch mates speak in English. I **was** observing **ing** my faculty speaking in English. I **was** completely focusing **ing** upon their language. It **was giving** **ing** me a lot of motivation and inspiration. It **was** encouraging **ing** me to initiate to talk in English. After a couple of days, I **was** talking **in** English with all my batch mates in Medha.

# me 'n' my mates



Now I **am** learning English at Medha Institute of English. I **am** putting all my efforts to speak in English and I **am** not getting scared of the people around me to talk in English. I **am** sincerely doing all the exercises and tasks given by our faculty. I **am** going through the material at every regular interval. I **am** not trying to escape from doing home work. I **am** not putting myself away from speaking on the dais. I **am** trying to use every opportunity to talk in English. I **am** attending all the seminars conducted by Chiranjeevi sir and enjoying every activity of learning English along with my batch mates in Medha.

One of my best friends **is** also coming to Medha. He **is** already speaking good English. That **is** why he **is** more focusing upon improving his personality. He **is** sincerely following all the instructions given in the weekend seminars. He **is** trying to change his attitude that **is** stopping him from achieving so many things in his life. He **is** sincerely motivating himself to reach his goals. He **is** working with a lot of commitment to see the success in his chosen path. He **is** also encouraging others to speak in English. He **is** socializing with the people very easily and influencing others in the class room positively.

Some of the students in the class room **are not** coming forward to speak on the dais. They **are** wasting a wonderful opportunity to speak in English. Thus they **are** missing a nice chance of influencing smart boys and beautiful girls. They **are** missing a wonderful chance of improving their confidence level. They **are** expecting some miracle to happen in their life to remove their stage fear. They **are not** realizing that the dais is something that has all the magical power to remove their stage fear. But some students **are** working hard and speaking better on the dais and off the dais. They **are** improving their confidence.



I **was** speaking only in Telugu when I came to Medha. At that time I **was** getting scared to talk to my batch mates in English. I **was not** pushing myself to initiate a conversation with them. I **was** just sitting idle in the class either listening to someone or writing something else. I **was** just watching my batch mates speak in English. I **was** observing my faculty **was giving** me a lot of motivation and inspiration. It **was** encouraging me to initiate to talk in English. After a couple of days, I **was** talking in English with all my batch mates in Medha.

On the first day in Medha, some of my batch mates **were** looking much tensed and excited. They **were not** smiling or **talking** to one another. Just they **were** waiting in the class room for the faculty to come and start the class. But the second they **were** looking at ease in the class room. The third day they **were hesitating** to introduce themselves in the groups. The forth day they **were** getting scared to go on to the dais to introduce themselves. But on the fourth day they **were** eagerly waiting for their turn to speak on the dais. All my batch mates **were** supporting and encouraging the fellow learners to speak on the dais.



Now onwards I **shall be talking** only in English with all my friends. I **shall not be encouraging** any of my friends talk in any other language than English. I **shall be motivating** my friends to talk in English in the institute and outside as well. I **shall not be getting** deviated from my mission to speak fluent English. We all **shall be encouraging** and supporting ourselves. We **shall be correcting** our mistakes ourselves. We **shall be** actively participating in all the formal conversations and group discussions going to be conducted in the institute. We **shall be working** together to see ourselves as effective speakers.

English **will be dominating** all the other languages in the future. It **will be influencing** the life of every individual. It **will be deciding** the fate of so many job aspirants. It **will be building** the bridges between the countries. It **will be** providing the people with so many job opportunities across the world. Majority of the people in the world **will be using** only English as a medium of communication in the near future. That is why I **will not be neglecting** this language. I **will be** definitely speaking fluent English before I leave Medha. I **will be stepping** out as a fluent English speaker. I **will be using** English throughout my life.



do  
 does  
 did  
 shall  
 will  
 am  
 is  
 are  
 was  
 were  
 shall be  
 will be

చేస్తాను, చెస్తారు, చెస్తాము. ఈస్తావు  
 చేస్తాడు, చేస్తాది,  
 చేశాను, చెస్తారు, చెస్తాము, చెస్తాండు,  
 భవష్టత్తులో చేస్తాను, చెస్తాయ  
 భవష్టత్తులో చేస్తాను చెస్తాయు, చెస్తాండి  
 ఇప్పుడు చేస్తా ఉన్నాను  
 ఇప్పుడు చేస్తా ఉన్నది, ఉన్నాడు .  
 ఇప్పుడు చేస్తా ఉన్నాము, ఉన్నారు  
 గతంలో చేస్తా ఉన్నాను, ఉన్నాడు  
 గతంలో చేస్తా ఉన్నారు  
 భవష్టత్తులో చేస్తా ఉంటాను  
 భవష్టత్తులో చేస్తా ఉంటాను

# Justify



## Master's Voice

”

The easiest and best way to face the competition is to have the high quality in everything that we do.

Quality is one that differentiates any product from its competitors.

”

This entire world has become a global village that has influenced every sphere of our life. It has provided us with so many challenges that we have to accept and face to climb the ladder of success. A high level of competition is one among those challenges that we meet with in our day to day life irrespective of the field chosen. The easiest and best way to face the competition is to have the high quality in everything that we do. If we observe all the large and reputed companies, they give a lot of attention to quality in their products because they know that the quality of the product or service that they provide ultimately impacts their brand. Quality is one that differentiates any product from its competitors.

**You are also a product in this world. Are you a quality product?** When you are a quality product, automatically you will have the charm to attract the attention of the people around you. You are going to be flexible and smooth in such a way that you will fit into the requirement of any organisation. Nobody would like to miss you. You will be there in the wanted list of every friend, every employer. You love to read a book based on quality in its content, but not the cover page itself. Quality in everything matters in most of the cases. Learn to add it.

Sincerely ask yourself whether your activities of learning English that include speaking on the dais, talking to your friends, doing the home work, spending time for English, participating in group discussions and following the instructions of your faculty are added with the required amount of quality? Simply saying yes or no doesn't make much difference, but your high intention, sincere efforts and consistency will improve quality in your actions. **Quality is never an accident but a habit, going to be the wise choice of many alternatives.**

They quality in your efforts affects your success or failure in getting mastery over speaking in English. **When your quality is so-so, you expect a so-so improvement. But when you have the best quality, you can expect the best improvement. You can't expect a healthy plant by sowing an infected seed.** Output always depends upon the quality of the inputs. To see the right output, only the way is to give quality inputs. Learn to add quality in every effort of yours to speak in English. As an English language learner... can you justify your actions of poor quality? You can't!

Dr.A. Chiranjeevi, D.Litt

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# Special Verbs

Subject Noun/Pronoun	Helping Verb	Verb used in	Use	Telugu meaning
I	Can	base form	To express the ability of a doer	‘చేయగలను’ అని
We	Can	base form		సామర్థ్యమును
you	Can	base form		తెలియజేయనపుడు
They	Can	base form		
He	Can	base form		
She	Can	base form		
It	Can	base form		

He can speak in English

అతడు ఇంగ్లీష్ మాట్లాడగలడు ✓

Can he speak in English ?

అతడు ఇంగ్లీష్ మాట్లాడగలదా ? ✓

He can't speak in English

అతడు ఇంగ్లీష్ మాట్లాడలేదు ? ✓

Can't he speak in English ?

అతడు ఇంగ్లీష్ మాట్లాడలేదా ? ✓

## Can:

- Ability
- Requesting
- Taking permission
- Giving permission
- Possibility

## Could:

- Past ability
- Requesting
- Taking permission
- Giving permission
- Possibility

## May:

- Uncertainty
- Requesting
- Taking permission
- Giving permission
- A wish

## Might:

- Uncertainty
- Least possibility
- Taking permission
- Giving permission
- In indirect speech

## Shall:

- Futurity
- A command
- A promise
- A threat
- A permission

## Will:

- Futurity
- A promise
- A request
- A threat
- A determination

## Should:

- Advice
- Duty
- Obligation
- Purpose

## Must:

- Duty
- Obligation
- Necessity
- A strong determination

## Would:

- Past habit
- Willingness
- A wish
- Request

I can communicate in English  
Can I communicate in English?  
I cannot communicate in English  
Can I not communicate in English?

I could reach my goal  
Could I reach my goal?  
I could not reach my goal  
Could I not reach my goal?

I may become chief minister  
May I become chief minister?  
I may not become chief minister  
May I not become chief minister?

He might come to Hyderabad  
Might he come to Hyderabad?  
He might not come to Hyderabad  
Might he not come to Hyderabad?

I shall abide by the rules and regulations  
Shall I abide by the rules and regulations?  
I shall not abide by the rules and regulations  
Shall I not abide by the rules and regulations?

You will succeed in your life  
Will you succeed in your life?  
You will not succeed in your life  
Will you not succeed in your life?

We should talk in English every day  
Should we talk in English every day?  
We should not talk in English every day  
Should we not talk in English every day?

You must get a job  
Must you get a job?  
You must not get a job  
Must you not get a job?

I would speak in Telugu  
Would I speak in Telugu?  
I would not speak in Telugu  
Would I not speak in Telugu?

నేను ఇంగ్లీష్‌లో మాట్లాడగలను  
నేను ఇంగ్లీష్‌లో మాట్లాడగలనా ?  
నేను ఇంగ్లీష్‌లో మాట్లాడలేను  
నేను ఇంగ్లీష్‌లో మాట్లాడలేనా ?

నేను నా లక్ష్యం సాధించ గలిగాను  
నేను నా లక్ష్యం సాధించ గలిగానా ?  
నేను నా లక్ష్యం సాధించలేక విచియాను  
నేను నా లక్ష్యం సాధించలేక విచియానా ?

నేను ముఖ్యమంత్రి బైతేకావచ్చు  
నేను ముఖ్యమంత్రి ఆవచ్చు ?  
నేను ముఖ్యమంత్రి అవ్వకవోహచ్చు  
నేను ముఖ్యమంత్రి అవ్వకవోహచ్చు ?

అతడు పైదరాబాద్ వ్స్టేరావచ్చు  
అతడు పైదరాబాద్ రావచ్చు ?  
అతడు పైదరాబాద్ రాకవోవచ్చు  
అతడు పైదరాబాద్ రాకవోవచ్చు ?

నేను నియమాలకి కట్టబడి ఉంటాను  
నేను నియమాలకి కట్టబడి ఉంటానా ?  
నేను నియమాలకి కట్టబడి ఉండను  
నేను నియమాలకి కట్టబడి ఉండనా ?

సిచు జీవితంలో విజయం సాధిస్తావు  
సిచు జీవితంలో విజయం సాధిస్తావా ?  
సిచు జీవితంలో విజయం సాధించవు  
సిచు జీవితంలో విజయం సాధించవా ?

మేము ప్రతిరోజు ఇంగ్లీష్‌లో మాట్లాడాలి  
మేము ప్రతిరోజు ఇంగ్లీష్‌లో మాట్లాడాలా ?  
మేము ప్రతిరోజు ఇంగ్లీష్‌లో మాట్లాడ కూడదు  
మేము ప్రతిరోజు ఇంగ్లీష్‌లో మాట్లాడ కూడదా ?

సిచు తప్పకుండా ఉద్దీఘం సంపాదించాలి ..  
సిచు తప్పకుండా ఉద్దీఘం సంపాదించాలా ?  
సిచు తప్పకుండా ఉద్దీఘం సంపాదించ కూడదు  
సిచు తప్పకుండా ఉద్దీఘం సంపాదించ కూడదా ?

నేను తెలుగులో మాట్లాడే వాడిని  
నేను తెలుగులో మాట్లాడే వాడినా ?  
నేను తెలుగులో మాట్లాడే వాడిని కాదు  
నేను తెలుగులో మాట్లాడే వాడిని కాదా ?

## Talking on abilities:

I can communicate well in English  
I can be a self motivator at all times  
I can be assertive in my communication  
I can face the stress and be cool at odd times  
I can accept new challenges in my profession  
I can get along with people easily at any place  
I can control my emotions while communicating  
I can be sincere and committed to the job that I do  
I can lead a team without much effort when required

## Talking on achievements :

I could become a resourceful person in...  
I could get a reward of...for my contribution in...  
I could become an expert at...within a short period of...  
I could get good command over the software courses like...  
I could get appreciations from.....for my achievement in...  
I could win so many prizes for my achievements when I was in ...  
I could successfully complete my degree with a percentage of...  
I could successfully learn English though I came from Telugu medium  
I could win the prestigious award...for my remarkable services in...  
I could make many friends here in Hyderabad within a short span of time

## Expressing willingness :

I would like to work as a...  
I would feel happy when I achieve...  
I would try to be one among those...  
I would entertain myself by involving ...  
I would strive to get the things done in...  
I would love to take the responsibility of...  
I would die to see myself in the position of...  
I would prefer to work on the challenging tasks like..  
I would put all my efforts to see my name in the list of...  
I would see to it that the given work is done at the earliest

## Movies:

Movies **can** give us happiness for some time, but they **can't** solve all our problems. Comedy movies **can** make the people happy for some time, but they **can't** keep the people happy throughout the life. Action movies **can** motivate the people to accept challenging tasks in one's life. Movies **can** influence us a lot.



Movies **could** influence our lives a lot in the recent past. They **could** attract the youth and children very much, but all the movies **couldn't** influence the people in a positive manner. Some movies **could** easily spoil the young minds, but many movies **could** succeed in influencing the youth in a positive manner.

## Actors:

The present cinema heroes **may** stop acting in the movies after some years. These heroes **may** join the politics in the future, but **may not** succeed in winning the hearts of the people. They **may** earn a lot of money by being politicians, but **may not** get the love and affection of the people without sincere efforts.



Present heroines **might** play lead roles in the movies for some more years. They **might not** get these many offers in the future. They **might** get chances to play other roles but not lead roles in the movies. They **might** act in TV serials for a long time, but **might not** get these many fans by acting in TV serials.

## Directors & Producers

Directors **should** work hard to make creative movies. They **should** use modern technology to make quality movies. They **should** use all their skills and talent to cut the cost of making movies. They **should** take the responsibility of making a movie within the time frame and **should** release the same in time.



Producers **must** know something about making a movie before starting to produce a movie. They **must** select actors and technicians based on the talent and skill. They **must not** unnecessarily spend the money lavishly. They **must** have a proper planning and preparation before starting to produce a movie.

## Comedians:

Once comedians **would** get less money for their roles in the movies, but they **would** get a lot of respect in the society and cinema industry as well. Once they **would** make healthy comedy on the screen and off the screen as well. They **would** try to make the people laugh with their dialogues and expressions.



## Master's Voice

“

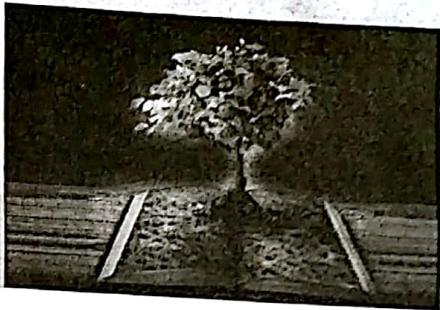
The possession of knowledge gives the people a distinct advantage over the semi educated people of the same field.

”

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# Knowledge



Knowledge is the awareness of a fact or a situation which is rich and unique possession that can't be stolen or plundered. The possession of knowledge gives the people a distinct advantage over the semi educated people of the same field. **It gives the people the feeling of strength and power that makes them feel more confident.** It leads to the excellence of mind that enables one to give sound judgment. Knowledge is a sharp weapon that can be used to fight many battles in one's life with ease.

You could see some people in the society that could speak, discuss and debate on any given topic irrespective of its nature, right from international politics to illegal activities of individuals in the town. But they are found jobless, workless and proven failures in their life. They are like just walking encyclopedias around us only useful for others' reference. They know everything in the world but don't know what to do in their life and thus remain living failures. Not having practical knowledge about their own talents and skills is one among the reasons for their failure.

You might have seen a good number of your friends who spent every day hours together thus years together and excelled in their academics with distinctions but failed in getting a desired job even after attending many interviews. **Generally a candidate is selected 70% based on his Communication Skills and 30% on his academic excellence.** If this fact had been realized during college days and the required amount of time and efforts had been put on improving English and communication skills they would have already been successful.

The same happens with you too. You have a good academic record, required technical skills and able to understand English, but unable to speak in English fluently which is going to hold you back. Understand this fact and acquire the ability and experience to speak in English, a cutting edge in building a better career. **Acquire the knowledge required to EXCEL.**

# Have / has

## 'HAVE' in the present

Subject Noun/Pronoun	Helping Verb	Verb used in	Use	Telugu Meaning
I				
We				
you				
They				
He	have			
She	has	past participle form	To express an action that happened in the recent past	ఈ మధ్య కాలంలో జరిగిన పనిని చెపుతున్నప్పుడు
It				



I have seen a movie recently

Have I seen a movie recently?

I haven't seen a movie recently

Haven't I seen a movie recently?

నేను ఈ మధ్యనే ఒక సినిమా చూసాను

నేను ఒక సినిమా చూసానా ?

నేను ఒక సినిమా చూడలేదు

నేను ఒక సినిమాచూడలేదా ?

She has come just now

ఆమె ఇప్పుడే వచ్చింది

Has she come just now?

ఆమె వచ్చిందా ?

She hasn't come just now

ఆమె రాలేదు

Hasn't she come just now?

ఆమె రాలేదా ?

# Had

## 'HAVE' in the past

Subject Noun/Pronoun	Helping verb	Verb used in	Use	Telugu meaning
I				
We				
you				
They				
He				
She				
It				
		past participle form	To express an action that happened before another action in the past.	



She had enjoyed a lot before she fell down

I had learnt English before I learnt Hindi  
 Had I learnt English before I learnt Hindi?  
 I hadn't learnt English before I learnt Hindi  
 Hadn't I learnt English before I learnt Hindi?

He had resigned to the job before he started business  
 Had he resigned to the job before he started the business?  
 He hadn't resigned to the job before he started the business  
 Hadn't he resigned to the job before he started the business?

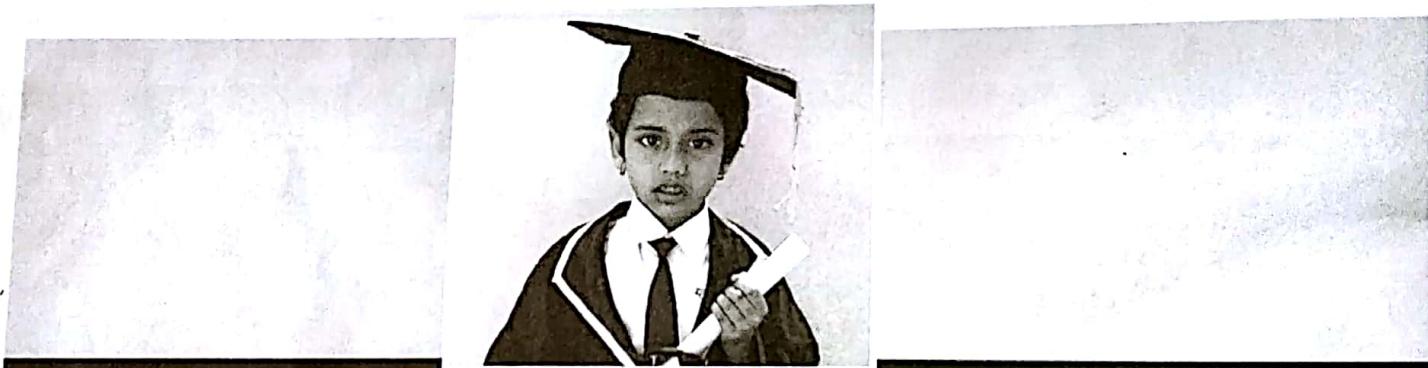
నేను హింటి నెర్చుతోక ముందే ఇంగ్లీష్ నెర్చుతున్నాను  
 నేను హింటి నెర్చుతోక ముందే ఇంగ్లీష్ నెర్చుతున్నానా ?  
 నేను హింటి నెర్చుతోక ముందు ఇంగ్లీష్ నెర్చుతోలేదు  
 నేను హింటి నెర్చుతోక ముందే ఇంగ్లీష్ నెర్చుతోలేదా ?

అతడు వ్యవహారం ప్రియంభంచక ముందే ఉద్యోగానికి రాణీనామూ చేసాడు  
 అతడు వ్యవహారం ప్రియంభంచక ముందే ఉద్యోగానికి రాణీనామూ చేసాడా ?  
 అతడు వ్యవహారం ప్రియంభంచక ముందే ఉద్యోగానికి రాణీనామూ చేయలేదు  
 అతడు వ్యవహారం ప్రియంభంచక ముందే ఉద్యోగానికి రాణీనామూ చేయలేదా ?

Shall Have  
Will Have

## 'HAVE' in the future

Subject Noun/Pronoun	Helping verb	Verb used in	Use	Telugu meaning
I			To express an action that will already have happened at some time in the future	భవిష్యతులో ఒకానొక సమయానికి జరిగిందే వనిని చెపుతున్నప్పుడు
We	shall have			
you				
They				
He				
She				
It				



She will have completed her Standard 1 by next month

We shall have learnt English by next month  
Shall we have learnt English by next month?  
We shan't have learnt English by next month  
Shan't we have learnt English by next month?

They will have completed the work by tomorrow  
Will they have completed the work by tomorrow?  
They won't have completed the work by tomorrow  
Won't they have completed the work by tomorrow?

మేము వచ్చే నెల కణ ఇంగ్లీష్ నేర్చుతిని ఉంటాము  
మేము వచ్చే నెల కణ ఇంగ్లీష్ నేర్చుతిని ఉంటాము ?  
మేము వచ్చే నెల కణ ఇంగ్లీష్ నేర్చుతిని ఉండము  
మేము వచ్చే నెల కణ ఇంగ్లీష్ నేర్చుతిని ఉండము ?

రేపటికణ వారు ఆ పరిఱి పూర్తి చేసి ఉంటారు  
రేపటికణ వారు ఆ పరిఱి పూర్తి చేసి ఉంటారా ?  
రేపటికణ వారు ఆ పరిఱి పూర్తి చేసి ఉండరు  
రేపటికణ వారు ఆ పరిఱి పూర్తి చేసి ఉండరా ?

# Shall Have Will Have

## 'HAVE' in the future

Subject Noun/Pronoun	Helping verb	Verb used in	Use	Telugu meaning
I				భవిష్యత్తులో
We	shall have			బకొనొక
you				సమయానికి
They				జరిగిందే పనిని
He				చెపుతున్నప్పుడు
She				
It				
		past participle form	To express an action that will already have happened at some time in the future	



She will have completed her Standard 1 by next month

We shall have learnt English by next month

Shall we have learnt English by next month?

We shan't have learnt English by next month

Shan't we have learnt English by next month?

They will have completed the work by tomorrow

Will they have completed the work by tomorrow?

They won't have completed the work by tomorrow

Won't they have completed the work by tomorrow?

మీము వచ్చే నెల కల్ల ఇంగ్లీష్ నేర్చుకొని ఉంటాము  
మీము వచ్చే నెల కల్ల ఇంగ్లీష్ నేర్చుకొని ఉంటామూ ?  
మీము వచ్చే నెల కల్ల ఇంగ్లీష్ నేర్చుకొని ఉండము  
మీము వచ్చే నెల కల్ల ఇంగ్లీష్ నేర్చుకొని ఉండమూ ?

రేపటికల్ల వారు ఆ పనిని పూర్తి చేసి ఉంటారు  
రేపటికల్ల వారు ఆ పనిని పూర్తి చేసి ఉంటారా ?  
రేపటికల్ల వారు ఆ పనిని పూర్తి చేసి ఉండరు  
రేపటికల్ల వారు ఆ పనిని పూర్తి చేసి ఉండరా ?

# It's my choice

## Recently

Recently I **have** given many speeches on the dais. I **have** already learnt so many things related to Spoken English. I **have** submitted my home work just now. I **have** started writing this task just before. I have not yet completed this task. I **have not** missed a single class so far. I **have** enjoyed all sessions in Medha.

## My friend

He **has** attended every session in Medha. He **has** already improved his communication skills. He **has** actively participated in every session in Medha. He **has** motivated me to speak in English. He **has** got inspiration and motivation from every seminar. He **has** developed a wonderful personality in Medha.

## Before

I **had** spoken in Telugu before I joined Medha. I **had** never tried to speak in English before I came to Medha. I **had** heard about Medha before I came to Medha. I **had** made many mistakes in English before I learnt Grammar at Medha. I **had** enquired all my friends before I joined Medha Institute of English.

## After

I improved my ability to speak in English after I **had** joined Medha. I developed my confidence and changed my attitude after I **had** attended the seminars in Medha. I delivered many speeches on the dais after I **had** joined Medha. I started speaking in English with all after I **had** got inspiration from Medha.

## By next month:

I **shall have** successfully completed my course in Medha. I **shall have** become a fluent speaker by the end of this course. I **shall have** sharpened all my life skills by the end of next month. I **shall have** impressed all my friends with my effective communications skills and a positive personality.

## By next month:

They **will have** acquired all the required soft skills. They **will have** succeeded in their efforts to speak in English. They **will have** improved their ability to speak on the dais by next month. They **will have** become fluent at English. They **will have** excelled in their communication level by next month.

# Master's Voice

”

The only thing that stops you from getting sucked into a task is not doing it, so do it !

”

A. Chiranjeevi, D.Litt

Email:  
amaster@gmail.com

2

# Laziness:



In fact, we are all lazy in different forms, at one time or another, but to what extent? That makes all the difference. I have seen some people sit in a sofa, watch news and views of all on TV, read every page in the newspaper, have tea and breakfast and then lay down on the same sofa. Their laziness has no boundaries. These are called **upma fellows** because upma never moves in the plate on its own. It stays where it is dropped. If you are lazy, no doubt, you are crazy. Don't let laziness associate with you for a long time because the longer it stays with you the stronger it grows.

You can notice some of your fellow learners are lazy to stand up and say good morning to the faculty or hi... to the fellow learners in the class room. They feel lazy to carry even the books along with them and never do anything unless asked, even speaking in English. They procrastinate the things ought to be done and idle away the time as though it were a useless commodity. They expect everything to happen in their life without their effort. It is not because of lack of desire or dream to excel and succeed, but laziness.

Get motivated to fight it. Scheduling your day helps you in this regard, but dreads you sometimes. Know the objective of your presence in Medha. Can you imagine your personal, professional or social life without English? Of course you can't! Remind yourself of how important English is! In your life! Here comes the motivation from. To stay motivated, reward yourself with something that motivates you- a cup of coffee, a movie with a girl friend, a drink of your choice etc., at the end of every accomplishment. It works.

**The best way to fight laziness is to start action.** If you don't feel doing home work, do it. If you don't feel writing a speech, write it. If you don't feel talking in English, talk. In short, action is the sharp knife to cut the long life of laziness. **The only thing that stops you from getting sucked into a task is not doing it, so do it.** Put off the cell phone, internet and workless friends away from you and act. Thus kill the mother of a monster in you, THE LAZINESS.

should have  
must have

## 'HAVE' with special verbs



Subject Noun/Pronoun	Helping Verb	Verb used in	Telugu meaning
I	should have	past participle form	చేసి ఉండాల్సింది
We			
you			
They			
He			
She			
It			
	must have	past participle form	తప్పకుండా చేసి ఉండాల్సింది

They should have practiced well  
Should they have practiced well ?  
They shouldn't have practiced well  
Shouldn't they have practiced well ?

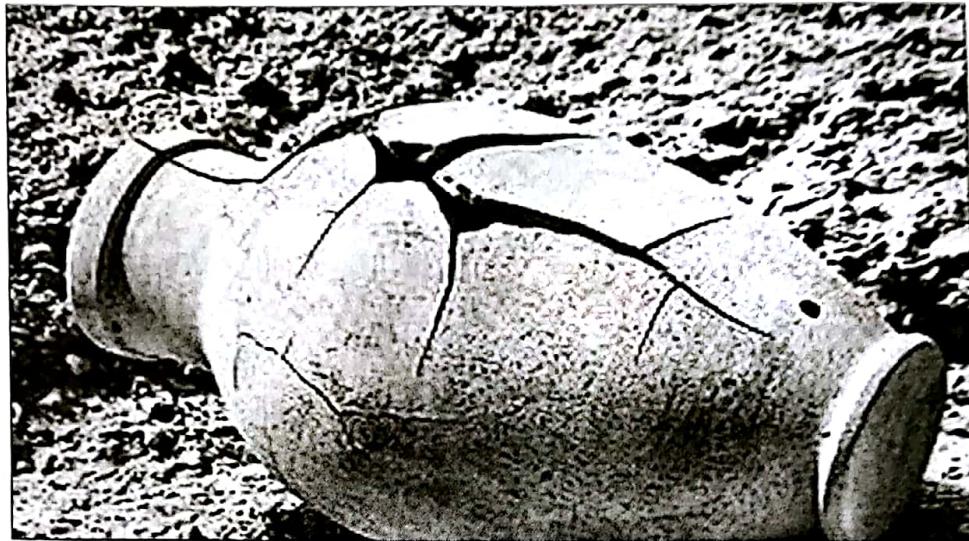
You must have called me yesterday  
Must you have called me yesterday ?  
You mustn't have called me yesterday  
Mustn't you have called me yesterday ?

వారు బాగా సాధన చేసి ఉండాల్సింది  
వారు బాగా సాధన చేసి ఉండాల్సిందా ?  
వారు బాగా సాధన చేసి ఉండాల్సింది కాదు  
వారు బాగా సాధన చేసి ఉండాల్సింది కాదా ?

సిన్న నన్ను తప్పకుండా పిలిచ ఉండాల్సింది  
సిన్న నన్ను తప్పకుండా పిలిచ ఉండాల్సిందా ?  
సిన్న నన్ను తప్పకుండా పిలిచ ఉండాల్సింది కాదు  
సిన్న నన్ను తప్పకుండా పిలిచ ఉండాల్సింది కాదా ?

*may have  
might have*

## 'HAVE' with special verbs



Subject Noun/Pronoun	Helping Verb	Verb used in	Telugu meaning
I We  you They He She It	may have	past participle form	చేసి ఉండోచ్చు
	might have	past participle form	చేసి ఉండోచ్చు

They may have started the journey

May they have started the journey?

They may not have started the journey

May they not have started the journey?

She might have gone to college yesterday

Might she have gone to college yesterday?

She might not have gone to college yesterday

Might she not have gone to college yesterday?

వారు ప్రయాణం ప్రారంభించి ఉండవచ్చు

వారు ప్రయాణం ప్రారంభించి ఉండవచ్చు ?

వారు ప్రయాణం ప్రారంభించి ఉండికవాణిచ్చు

వారు ప్రయాణం ప్రారంభించి ఉండకవాణిచ్చు ?

సిన్న అమె కాలేజికి వెళ్లి ఉండవచ్చు

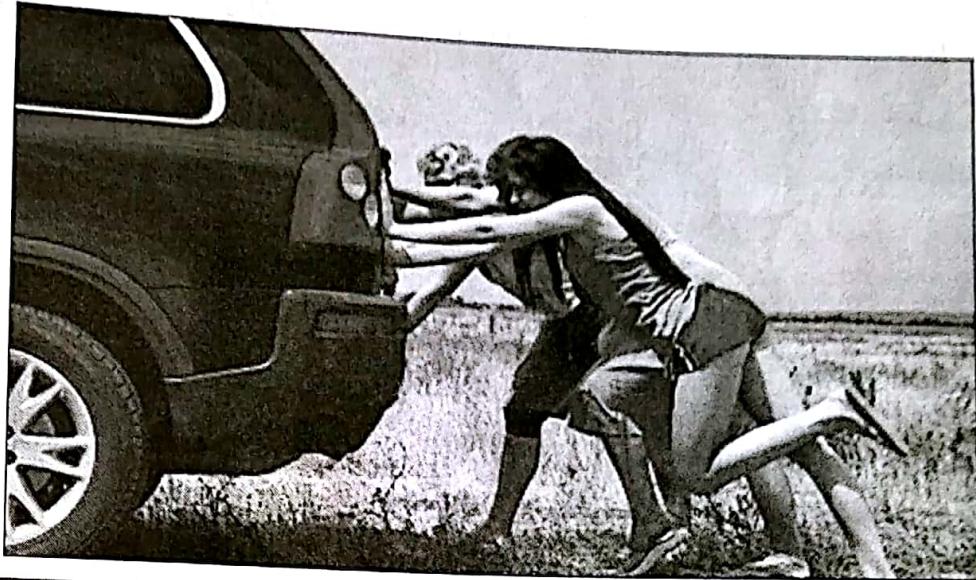
సిన్న అమె కాలేజికి వెళ్లి ఉండవచ్చు ?

సిన్న అమె కాలేజికి వెళ్లి ఉండక వాణిచ్చు

సిన్న అమె కాలేజికి వెళ్లి ఉండక వాణిచ్చు ?

would have  
could have

## 'HAVE' with special verbs



Subject Noun/Pronoun	Helping Verb	Verb used in	Telugu meaning
I We	would have	past participle form	చేసి ఉండేవాడిని
you They He She It	could have	past participle form	చేయగలిగి ఉండేవాడిని

I would have come if you had called me  
Would I have come if you had called me?  
I wouldn't have come if you had called me  
Wouldn't I have come if you have called me?

He could have won if he had played well  
Could he have won if he had played well?  
He couldn't have won if he had played well  
Couldn't he have won if he had played well?

నీవు నన్ను పిలిచ ఉంటే, నేను వచ్చి ఉండేవాడిని  
నీవు నన్ను పిలిచ ఉంటే, నేను వచ్చి ఉండేవాడినా ?  
నీవు నన్ను పిలిచ ఉంటే, నేను వచ్చి ఉండేవాడిని కాదు  
నీవు నన్ను పిలిచ ఉంటే, నేను వచ్చి ఉండేవాడిని కాదా ?

అతడు బాగా ఆడిఉంటే, గెలవ గలిగి ఉండేవాడు  
అతడు బాగా ఆడిఉంటే, గెలవ గలిగి ఉండేవాడు ?  
అతడు బాగా ఆడిఉంటే, గెలవ గలిగి ఉండేవాడు కాదు  
అతడు బాగా ఆడిఉంటే, గెలవ గలిగి ఉండేవాడు కాదా ?

# It's my feel

I should have:

I **should have** realized the importance of English during my college days. I **should not have** neglected English during those days. I **should have** spent some time for my English improvement in those days. I **should have** talked to my friends only in English. I **should not have** wasted my valuable time.

I must have:

I **must have** worked on improving my English during my college days. I **must have** made friendship with those who could speak in English. I **must not have** depended upon my parents for everything. I **must have** already settled in life and earned money by this time. I **must have** become a celebrity by this time.

I may have:

I **may have** seen all the movies of Kamal Hassan. I **may have** spent a lot of money on movies. I **may not have** liked all the movies that I have seen. I **may have** bought some good books during my college days. I **may not have** read all those books in those days. I **may have** gifted some books to my friends.

My friends might have:

My friends **might have** influenced my behavior. They **might have** motivated me to do so many things in my life. My childhood friends **might not have** remembered me. They **might have** already forgotten me long ago. They **might have** well settled in their lives. They **might have** achieved great things in their life.

I would have:

If I **had** been a politician I **would not have** cheated the people. I **would have** served the people with a lot of commitment. If I **had** learnt English earlier, I **would have** already settled in a job of my choice. I **would have** already started earning money. I **would have** already bought a bike of my dream.

I could have:

If I **had** been a cinema hero, I **could have** already seen all the beautiful places of the world. I **could have** got fans all over the world. I **could have** seen all my dreams in my real life. I **could not have** acted in the movies that influence the youth in a negative manner. I **could have** done something for the society.

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## Master's Voice

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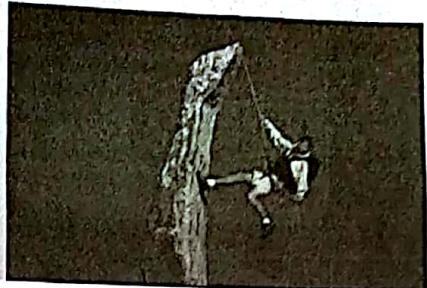
Motivation is one of the most important driving factors that energizes and encourages you to put your thoughts and plans into action.

”

r.A. Chiranjeevi, D.Litt

Email:  
edhamaster@gmail.com

# Motivation



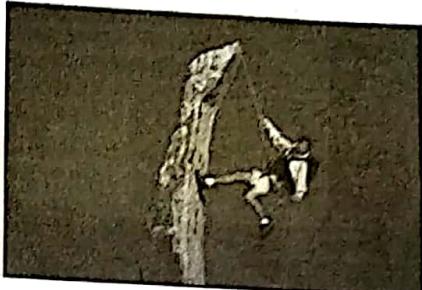
Motivation is the desire to achieve our goals. It is nothing but an emotion that makes us move forward in the life. We know that we must achieve something great in the life, but we tend to not take actions needed because of not having proper motivation, the emotion strictly required. Of course you might have already set a goal to speak in English and put all your efforts to see it in real, but if you don't have needed motivation you will not take even the first step to speak. Because motivation is one of the most important driving factors that energizes and encourages you to put your thoughts and plans into action.

Staying motivated is a small thing that could create a huge impact in the quality of your learning. Staying motivated is a struggle; your drive to speak in English will be constantly assaulted by negative thoughts and anxiety about the end result. You face so many doubts and sometimes depression. Here is where you should have the ability to keep moving forward with your efforts to speak. We tend to take our strengths for granted and dwell on our failures. **Make a mental list of all your strengths and previous achievements which make you realize how competent and successful you already are.**

Think of the end result; paint a picture of you speaking in English fluently in mind, a colorful picture of rewards, respect and appreciation that you are going to get at the end. Keep on brooding on the picture. It will add energy and enthusiasm to your motivation and will drive you speak more and will never allow you to procrastinate. Hang out with winners because they breed optimism and hope. Surround yourself with those who are already speaking in English and strive to be more like them. Have a direction by identifying the activities that make you speak in English.

**Reprogram your information intake, don't allow the negative statements or failure stories, it causes worry in your mind which is like a rocking chair that provides you with something to do, but never gets you anywhere. Try to find fun in anything that you do in regard to learning English. Never feel the asked or assigned tasks as obligations, but steps that take you to the newer heights. Never compare yourself with somebody else in the classroom. Compare your performance in English before you joined Medha to after you joined Medha, you certainly will see a lot of improvement which will propel you to stay MOTIVATED !**

# Motivation



## Master's Voice

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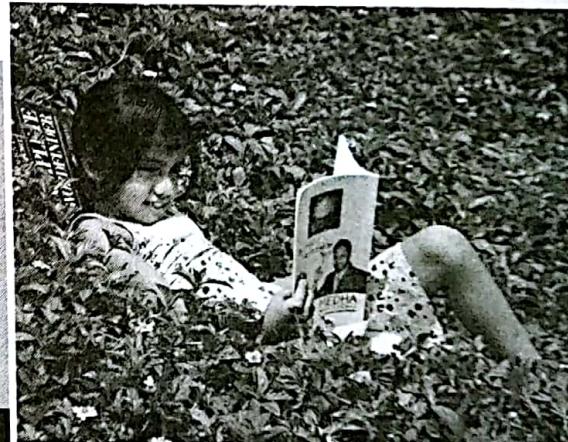
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# Have been Has been

## 'HAVE with BEEN' in the present

Subject Noun/Pronoun	Helping verb	Verb used in	Use	Telugu meaning
I We you They  He She It	have been  has been	Verb + -ing form	To express an action that began in the past and is still happening	గతంలో ప్రారంభించి ప్రస్తుతం కూడా చేస్తానే ఉన్న పనిని చెపుతున్నప్పుడు



She has been reading a book since 7.00 a.m.

I have been speaking in English for 20 days  
Have I been speaking in English for 20 days?  
I haven't been speaking in English for 20 days  
Haven't I been speaking in English for 20 days?

20 రోజులు నుండి నేను ఇంగ్లీష్ మాటల్లడుతూనే ఉన్నాను  
20 రోజులు నుండి నేను ఇంగ్లీష్ మాటల్లడుతూనే ఉన్నానా ?  
20 రోజులు నుండి నేను ఇంగ్లీష్ మాటల్లడుతూ లేను  
20 రోజులు నుండి నేను ఇంగ్లీష్ మాటల్లడుతూ లేనా ?

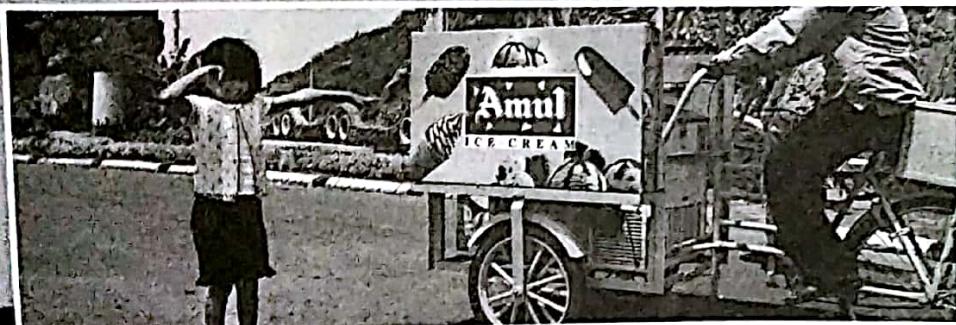
He has been searching for a job since 2012  
Has he been searching for a job since 2012?  
He hasn't been searching for a job since 2012  
Hasn't he been searching for a job since 2012?

అతడు 2012 నుండి ఉద్యోగం లోసం వెతుకుతూనే ఉన్నాడు  
అతడు 2012 నుండి ఉద్యోగం లోసం వెతుకుతూనే ఉన్నాడా ?  
అతడు 2012 నుండి ఉద్యోగం లోసం వెతుకుతూ లేదు  
అతడు 2012 నుండి ఉద్యోగం లోసం వెతుకుతూ లేడా ?

# Had been

## 'HAVE with BEEN' in the past

Subject Noun/Pronoun	Helping verb	Verb used in	Use	Telugu meaning
I				
We				
you				
They				
He				
She				
It				
	had been	-ing form	To express an action that had been happening before something else happened	గతంలో ఒక పనిని చేయడానికి మండు వరకు చేస్తూనే ఉన్న పనిని చెపుతున్నప్పుడు



She had been crying before she got ice cream.

I had been waiting there till 5 pm yesterday  
 Had I been waiting there till 5 pm yesterday?  
 I hadn't been waiting there till 5 pm yesterday  
 Hadn't I been waiting there till 5 pm yesterday?

She had been talking in Telugu before she joined Medha  
 Had she been talking in Telugu before she joined Medha?  
 She hadn't been talking in Telugu before she joined Medha  
 Hadn't she been talking in Telugu before she joined Medha?

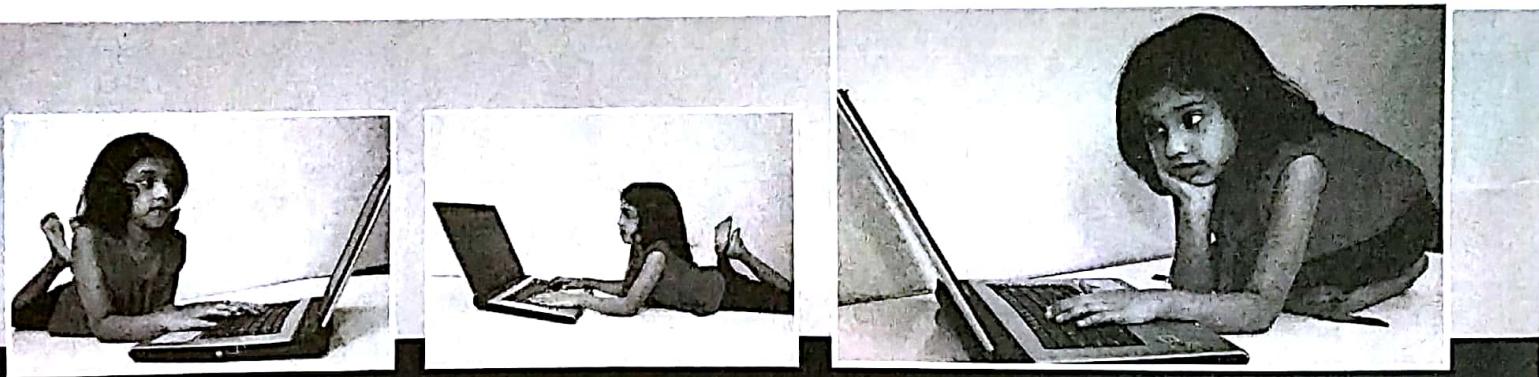
నేను నిష్ట సాయంత్రం 5 గంటల వరకు వేది చూస్తూనే ఉన్నాను  
 నేను నిష్ట సాయంత్రం 5 గంటల వరకు వేది చూస్తూనే ఉన్నానా ?  
 నేను నిష్ట సాయంత్రం 5 గంటల వరకు వేది చూస్తూ లేస్తున్నా ?  
 నేను నిష్ట సాయంత్రం 5 గంటల వరకు వేది చూస్తూ లేస్తున్నా ?

అమె మేధాలో చేరక ముందు వరకు తెలుగులో మాటలాచుతూనే ఉన్నది  
 అమె మేధాలో చేరక ముందు వరకు తెలుగులో మాటలాచుతూనే ఉన్నదా ?  
 అమె మేధాలో చేరక ముందు వరకు తెలుగులో మాటలాచుతూ లేదు  
 అమె మేధాలో చేరక ముందు వరకు తెలుగులో మాటలాచుతూ లేదా ?

# Shall have been Will have been

## 'HAVE with BEEN' in the future

Subject Noun/Pronoun	Helping Verb	Verb used in	Use	Telugu meaning
I	Shall have been		To express an action that will be there in progress before another action in the future	భవిష్యతులో కొంత కాలం తరువాత కూడా
We	Shall have been			జరుగుతూనే ఉండే పనిని చెపుతున్నప్పుడు
you	Will have been	-ing form		
They	Will have been			
He	Will have been			
She	Will have been			
It	Will have been			



She will have been using a computer by 2014

We shall have been learning English by next week  
 Shall we have been learning English by next week?  
 We shan't have been learning English by next week  
 Shan't we have been learning English by next week?

You will have been speaking in English throughout your life  
 Will you have been speaking in English throughout your life?  
 You won't have been speaking in English throughout your life  
 Won't you have been speaking in English throughout your life?

మీము వచ్చే వారానికి కూడా ఇంగ్లీష్ నేర్చుకుంటూనే ఉండాము  
 మీము వచ్చే వారానికి కూడా ఇంగ్లీష్ నేర్చుకుంటూనే ఉండామూ ?  
 మీము వచ్చే వారానికి కూడా ఇంగ్లీష్ నేర్చుకుంటూనే ఉండము  
 మీము వచ్చే వారానికి కూడా ఇంగ్లీష్ నేర్చుకుంటూనే ఉండమూ ?

నీవు సి జీవితాంతం కూడా ఇంగ్లీష్ మాటల్లాడుతూనే ఉండావు  
 నీవు సి జీవితాంతం కూడా ఇంగ్లీష్ మాటల్లాడుతూనే ఉండావా ?  
 నీవు సి జీవితాంతం కూడా ఇంగ్లీష్ మాటల్లాడుతూనే ఉండవు  
 నీవు సి జీవితాంతం కూడా ఇంగ్లీష్ మాటల్లాడుతూనే ఉండవా ?

# It's my life

I:

I **have been** staying at staying at Hyderabad for six months. I **have been** trying to get a job of my choice since I came to Hyderabad. I **have been** working to improve my skills for 3 months. I **have been** depending upon my parents since my childhood. I **have not been** talking in Telugu since I joined Medha.

I:

I **had been** living there in my native place before I came to Hyderabad. I **had been** studying in the college till 2012. I **had not been** doing any job before I came to Hyderabad. I **had been** struggling to speak in English before I joined Medha. I **had always been** talking in Telugu before I learnt English.

I:

I **shall have been** speaking in English fluently by the end of next month. I **shall have been** doing a great job by the end of next year. I **shall have been** earning money within a short span of time. I **shall have been** using a sports car by 2020. I **shall have been** using English language throughout my life.

## My family members:

My brother **has been** doing a job since 2010. He **has been** working hard to get promotion. My sister **has been** studying in a college since 2010. She **has been** working hard to excel in her studies. My parents **have been** supporting me in all aspects since my childhood. They **have been** waiting for my success.

## My friends:

My friends **had been** speaking in Telugu before I advised them to speak in English. They **had been** wasting a lot of time before I became their friend. They **had been** facing so many problems till last month. They **had been** searching for job till last year. They **had not been** doing anything till last year.

## My family members:

My brother **will have been** living there in USA by 2015. He **will have been** running a software company by the time. My sister **will have been** doing a job by the end of next month. She **will have been** using a bike by the end of next year. My parents **will have been** living there in my native place by 2020.

Should have been / may have been / would have been  
 must have been / might have been / could have been

## 'HAVE BEEN' with special verbs

Subject	Helping verb	Verb used in	Telugu meaning
I	should have been	-ing form	చేస్తూ ఉండి ఉండుటంది
We	must have been	-ing form	చేస్తూ ఉండి ఉండుటంది
You	must have been	-ing form	చేస్తూ ఉండి వుండిచ్చు
They	may have been	-ing form	చేస్తూ ఉండి వుండిచ్చు
He	might have been	-ing form	చేస్తూ ఉండి వుండిచ్చు
She	would have been	-ing form	చేస్తూ ఉండి ఉండేవాడిని
It	could have been	-ing form	చేస్తూ ఉండిగింగేవాడిని

I should have already been speaking in English  
 Should I have already been speaking in English?  
 I shouldn't have been speaking in English  
 Shouldn't I have been speaking in English?

నేను ఇంగ్లీషులో మాటల్లడుతూ ఉండి ఉండుటంది.  
 నేను ఇంగ్లీషులో మాటల్లడుతూ ఉండి ఉండుటందా ?  
 నేను ఇంగ్లీషులో మాటల్లడుతూ ఉండి ఉండుటింది కాదు.  
 నేను ఇంగ్లీషులో మాటల్లడుతూ ఉండి ఉండుటింది కాదా ?

You must have been earning money  
 Must you have been earning money?  
 You must not have been earning money  
 Must you not have been earning money?

నువ్వు డబ్బు సంపాదిస్తూ ఉండి ఉండుటంది  
 నువ్వు డబ్బు సంపాదిస్తూ ఉండి ఉండుటందా ?  
 నువ్వు డబ్బు సంపాదిస్తూ ఉండి ఉండుటింది కాదు  
 నువ్వు డబ్బు సంపాదిస్తూ ఉండి ఉండుటింది కాదా ?

He might have been working there  
 Might he have been working there?  
 He might not have been working there  
 Might they not have been working there?

ఎల్లు సీకోసం ఎదురు చూస్తూ ఉండి వుండిచ్చు  
 ఎల్లు సీకోసం ఎదురు చూస్తూ ఉండి వుండిచ్చు ?  
 ఎల్లు సీకోసం ఎదురు చూస్తూ ఉండి వుండక వెళుచు  
 ఎల్లు సీకోసం ఎదురు చూస్తూ ఉండి వుండక వెళుచ్చా ?

I would have been speaking in English  
 Would I have been speaking in English?  
 I wouldn't have been speaking in English  
 Would I not have been speaking in English?

అతడు అక్కడ పరిచేస్తూ ఉండి వుండిచ్చు  
 అతడు అక్కడ పరిచేస్తూ ఉండి వుండిచ్చు ?  
 అతడు అక్కడ పరిచేస్తూ ఉండి వుండక వెళుచు  
 అతడు అక్కడ పరిచేస్తూ ఉండి వుండక వెళుచ్చా ?

She could have been leading a team  
 Could she have been leading a team?  
 She couldn't have been leading a team  
 Couldn't she have been leading a team?

ఆమె చీం ను నడిపిస్తూ ఉండగలిగేలి  
 ఆమె చీం ను నడిపిస్తూ ఉండగలిగేదా ?  
 ఆమె చీం ను నడిపిస్తూ ఉండగలిగేలి కాదు  
 ఆమె చీం ను నడిపిస్తూ ఉండగలిగేదా ?

Should have been / may have been / would have been  
 must have been / might have been / could have been

## 'HAVE BEEN' with special verbs

Subject	Helping verb	Verb used in	Telugu meaning
I	should have been	-ing form	చేస్తూ ఉండి ఉండుటంది
We	must have been	-ing form	చేస్తూ ఉండి ఉండుటంది
You	must have been	-ing form	చేస్తూ ఉండి వుండోచ్చు
They	may have been	-ing form	చేస్తూ ఉండి వుండోచ్చు
He	might have been	-ing form	చేస్తూ ఉండి ఉండేవాడిని
She	would have been	-ing form	చేస్తూ ఉండిగలిగేవాడిని
It	could have been	-ing form	చేస్తూ ఉండిగలిగేవాడిని

I should have already been speaking in English

Should I have already been speaking in English?

I shouldn't have been speaking in English

Shouldn't I have been speaking in English?

నేను ఇంగ్లీషులో మాటల్లాడుతూ ఉండి ఉండుటంది.

నేను ఇంగ్లీషులో మాటల్లాడుతూ ఉండి ఉండుటందా ?

నేను ఇంగ్లీషులో మాటల్లాడుతూ ఉండి ఉండుటంది కాదు.

నేను ఇంగ్లీషులో మాటల్లాడుతూ ఉండి ఉండుటంది కాదా ?

You must have been earning money

Must you have been earning money?

You must not have been earning money

Must you not have been earning money?

నువ్వు డబ్బు సంపాదిస్తూ ఉండి ఉండుటంది

నువ్వు డబ్బు సంపాదిస్తూ ఉండి ఉండుటందా ?

నువ్వు డబ్బు సంపాదిస్తూ ఉండి ఉండుటంది కాదు

నువ్వు డబ్బు సంపాదిస్తూ ఉండి ఉండుటంది కాదా ?

He might have been working there

Might he have been working there?

He might not have been working there

Might they not have been working there?

*He*

హాట్లు నీలోసం ఎదురు చూస్తూ ఉండి వుండోచ్చు

హాట్లు నీలోసం ఎదురు చూస్తూ ఉండి వుండోచ్చు ?

హాట్లు నీలోసం ఎదురు చూస్తూ ఉండి వుండక పాశచ్చు

హాట్లు నీలోసం ఎదురు చూస్తూ ఉండి వుండక పాశచ్చు ?

I would have been speaking in English

Would I have been speaking in English?

I wouldn't have been speaking in English

Would I not have been speaking in English?

అతడు అక్కడ పశిచేస్తూ ఉండి వుండోచ్చు

అతడు అక్కడ పశిచేస్తూ ఉండి వుండోచ్చు ?

అతడు అక్కడ పశిచేస్తూ ఉండి వుండక పాశచ్చు

అతడు అక్కడ పశిచేస్తూ ఉండి వుండక పాశచ్చు ?

She could have been leading a team

Could she have been leading a team?

She couldn't have been leading a team

Couldn't she have been leading a team?

ఆమె టీం ను నడిపిస్తూ ఉండగలిగేలి

ఆమె టీం ను నడిపిస్తూ ఉండగలిగేదా ?

ఆమె టీం ను నడిపిస్తూ ఉండగలిగేలి కాదు

ఆమె టీం ను నడిపిస్తూ ఉండగలిగేలి కాదా ?

# I rarely feel...

Should have been-must have been:

I **should have been** speaking in English fluently by this time. I **should have been** doing a job by this time. I **shouldn't have been** taking money from my parents. I **must not have been** depending upon them by this time. I **must have been** making a lot of money by this time. I **must have been** using a sports car.

May have been-might have been:

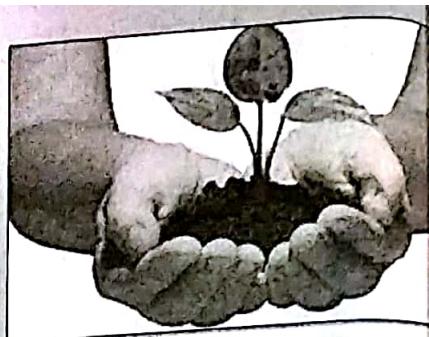
Some of my childhood friends **may have been** doing jobs. Some of them **might have been** doing business. They **may not have been** living in their native places. They **might have been** living in cities. Some of them **may have been** leading a happy life. Some **might have been** still struggling in their lives.

They may have been waiting for you   
→ may they have been waiting for you  
they may n't have been waiting for you  
may n't they have been waiting for you

Would have been-could have been:

If I **had** learnt English earlier, I **would have been** doing a job by this time. If I **had** earned money, I **would have been** using a car. If I **had not** joined "Medha", I **could not have been** speaking in English by this time. If I **had not** practiced on grammar, I **could have been** making mistakes while talking in English.

# Newness



## Master's Voice

”

A new born baby in the house, a new place you explore, a new thing you buy and a new skill you acquire, for that matter anything that is of new to you makes you feel happy.

”

We all have an innate sense of enjoying the new things, new places or new people. This keeps us happy and moving throughout our lives. A new born baby in the house, a new place you explore, a new thing you buy and a new skill you acquire, for that matter anything that is of new to you makes you feel happy. As a child for the first time when you uttered a new word, I am for sure that might have been really a pleasant moment for your parents. **A new cycle bought to you in school days; a new bike in college days; or a new girl or boy friend you got might have certainly made you feel happy and excited because they were new in your life.**

Speaking in English is not a new thing in this world, but to you. Are you scared of speaking in a new language, talking to new people, being in a new environment? Don't worry, keep your tension aside for a while and once recollect all the sweet moments in your life. When you were a child, you were dragged or pushed into a school where you got scared on looking at all the scary crocodile faces like you. But your constant association with them could build a rapport of bridge between you, and thus all of you became close friends. Hope some of you might have felt crying when left your school or friends.

You experience the same in every new encounter in your life. **It can be living or leading; loving or leaving; learning or earning; it scares you in the beginning. But when you associate yourself with it over a period of time, without your notice you build a rapport and get acquainted with it.** This acquaintance will make you feel free from fear, and then you auto learn the trade and technique to deal in or dwell on it. You get grips over it. It all happens only when you associate yourself with something new in your life.

Learning English at any age is an enormously rewarding experience in many ways. It enables you to see the world in a new lens and broadens your horizons. In this context, meeting new people in Medha, getting along with fellow learners, making a conversation in English, giving a presentation on the dais, participating in a group discussion or debate and raising your voice among all, all these might seem new to you. But they become old when you associate yourself with them over a period time. **Just learn to accept the new things and new people, you will make it happen !**

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# Group discussions

Standard phrases useful for group discussions:



## Opening

To begin with; to start with; we need to discuss; let's start by; we will start by; we got an interesting topic; we have an interesting topic; the issue here is; the problem here is; the question here is; the important thing here is; the main thing we need to discuss is; let's look at; let's look into; it looks like; it appears that



## Asking for input

What do you think; how about you; how do you feel about that; any ideas on that  
Anything to share; anything to say; any thoughts on that



## Responding

It looks good; that sounds like a good idea; it sounds good; it sounds great; it makes the sense; it strikes well; the problem with that is; that raises the issue of; that creates the problem of; it brings up the issue of; it's true; it adds; it makes; it works; I agree; you are right



## Bringing up a sensitive topic

Can I talk to you for a minute; can I ask you something; do you mind if I ask you something; I need to talk for a minute; I have to tell you something; there is something I have to tell you; I have a point to say; there is something I need to tell you; there is something I think you should know; we need to talk



## Prefacing a negative subject

I don't mean to be rude, but...; I hate to tell you this, but...; I don't know how to tell you this, but...; you might not like what I have to say, but...; I wish I don't have to tell you this, but...; this may be unpleasant, but...; this may seem blunt, but...; we may not accept this, but...; it may hurt all of us, but...



## Positive statements

I am sure that; I am confident that; I can say that; I believe that; I hope that; I can emphasize that; I can assure that; I can assert that; I can state that; I can declare that; I experienced that; I witnessed that



Can you please; Could you please; Will you please; Would you please; May I request you to...; If you don't mind; Would you mind to; Would you mind if I ask you; If I ask you to;  
If I request you to

## Polite expressions



## Concluding

Let's us complete the discussion; Let's conclude the discussion; let us stop the discussion; let's put an end to the discussion; lets finish the discussion; let's have something



## When we need elaboration

Excuse me; pardon me; what did you say; did you say; can you repeat that; could you say that again please; what was that again; sorry, I didn't catch that; could you speak up please; could you speak a little louder; could you elaborate on that; could you tell me a little bit more about it; could you give me some details; could you fill me in on that; could you expand on that; what is that you can tell about it; is there anything else you can tell us; is there more to it



## When we elaborate

To elaborate; to give you more information; let me elaborate; let me tell you a little bit more about it; let me give you some details; what is more



## Getting back to the topic

Any way; where was I then; where were we; what were you saying then; you were saying; to get back to



## When we understand

I see; I understand; I get it; I got it; I got your point

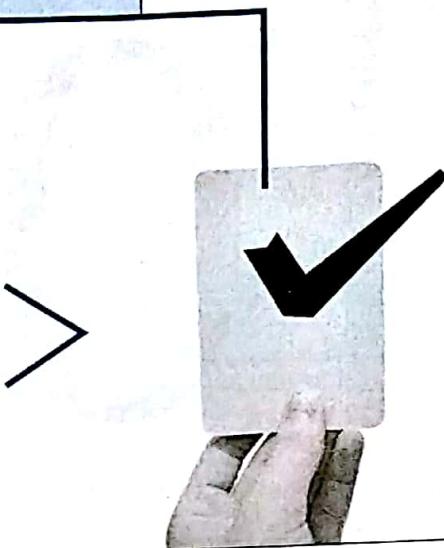


## When we don't understand

I don't get it; I am sorry I don't understand; what do you mean; I am not following you; I don't quite follow you; I am not sure I get what you mean; what was that again; on the other hand; however; yes, but; you may be right, but; I may be wrong, but; correct me if I am wrong, but however; yes, but; you may be right, but; I may be wrong, but; correct me if I am wrong, but

## Do's of participating in a group discussion:

- Keep a positive attitude throughout
- Mentally be prepared to talk on any given topic
- Initiate the discussion if you are familiar with the subject
- Listen to others for sometime if you don't know the subject well
- Support your point with some facts and figures
- Make short contribution of 30 seconds 3-4 times
- Respect contribution from other members
- Give others a chance to speak
- Keep your eyes and ears open when others speak
- Try to read the expressions of others while they speak
- Start talking only when your brain is in gear
- Have a control on your words and voice
- Stay calm and controlled when required
- Speak politely and pleasantly
- Express your views effectively
- Mind your English and body language
- Take care of your dress as well
- Try to put your body on display
- Try to reveal not to conceal (దూరంగం)
- Remind the objective of the discussion when required
- Demonstrate all your leadership qualities
- Always be alert while you are in a group discussion
- Agree with what is right and politely disagree when required
- Summarize the discussion when the group has not reached a conclusion



## Don'ts of participating in a group discussion:

- Don't initiate the discussion when you don't have sufficient knowledge about the topic
- Don't over speak, intervene and snatch other's chance to speak
- Don't start fighting with your team mates
- Don't be rigid in a group discussion
- Don't panic or lose control over your emotions
- Don't look tired, dull or lazy at any time
- Don't speak just for the sake of speaking
- Don't argue and shout during the group discussion
- Don't try to look at the evaluators or try to evaluate other participants
- Don't try to distract the discussion by talking irrelevant things
- Don't present negative body language
- Don't mention erratic statements
- Don't display low self confidence in voice and words
- Don't try to dominate the discussion
- Don't put others in an embarrassing situation by any means



Can	చేయగలను	Shall have
Could	చేయగలిగాను	Will have
May	చ్ఛాచేయాలవు	Should have
{ Might	చ్ఛాచేయాలవు	Must have
Should	చేయాలి	May have
Must	కష్టకుండా చేయాలి	Might have
Would	ఉపస్థితిలో చేయాలి	Would have
Have	కష్టమున్నానె చేయాలు	Could have
Has	కష్టమున్నానె చేసినంద	Have been
Had	కష్టములో చేయాలు	Has been

భవిష్యతలో చేసింటాను	Had been
భవిష్యతలో చేసింటాడు	Shall have been
భవిష్యతలో చేసింటాలి	Will have been
కష్టకుండా చేసింటాలి	Should have been
చేసింటించు	Must have been
చేసింటించు	May have been
చేసించేశాడిన	Might have been
గంటలో నుండి చేసుకొన్నాను	Would have been
గంటలో నుండి చేసుకొన్నాడు	Could have been

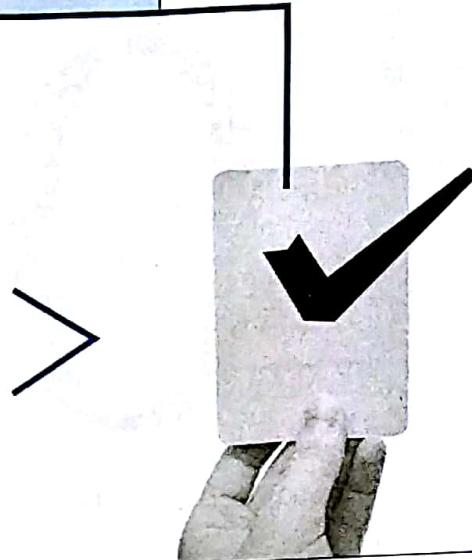
... కురకు చేసుకొన్నాను  
 భవిష్యతలో చేసుకొన్టాను  
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 చేసుకుండి ఉండుటాన  
 కష్టకుండా చేసుకుండి ఉండుటాన  
 చేసు ఉండించుట  
 చేసు ఉండించుట  
 చేసు ఉండించేశాడి  
 చేసు ఉండగనియేశాడి

ఇంగ్లీష్



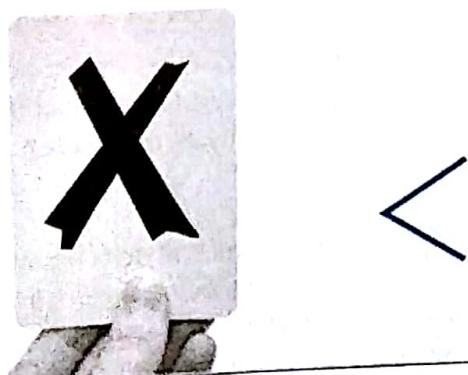
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Can	చేయగలను	Shall have
Could	చేయగలాను	Will have,
May	చ్చెచ్చెయితప్పు	Should have
Might	చ్చెచ్చెయితప్పు	Must have
Should	చేయాలి	May have
Must	తప్పకుండా చేయాలి	Might have
Would	ఒకప్పుడు చేసారో, చేస్తాను	Would have
Have	కంపుట్నే చేసాను	Could have
Has	కంపుట్నే చేసింది	Have been
Had	గంటో చేసాను	Has been

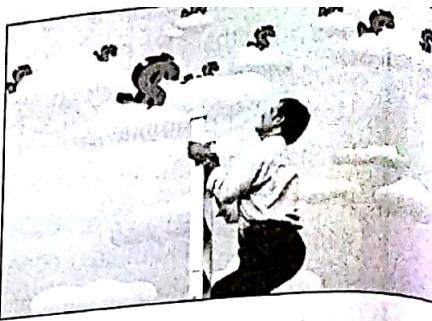
భవిష్యతో చేసింటాను	Had been
భవిష్యతో చేసింటాడు	Shall have been
చేసింటాల్నిది	Will have been
తప్పకుండా చేసింటాల్నిది	Should have been
చేసింటాచ్చు	Must have been
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చేసింటాచ్చిన	Might have been
గంటో నుండి చేస్తానేఉన్నాడు	Would have been
గంటో నుండి చేస్తానేఉన్నాడు	Could have been

11 మార్చి 2023

... వరకు చేస్తానేఉన్నాను  
 భవిష్యతో చేస్తానేఉంటాను  
 భవిష్యతో చేస్తానేఉంటాను  
 చేస్తాఉండి ఉండాల్నిది  
 తప్పకుండా చేస్తాఉండి ఉండాల్నిది  
 చేస్తా ఉండిఉండాచ్చు  
 చేస్తా ఉండిఉండాచ్చు  
 చేస్తా ఉండిఉండాచ్చిన  
 చేస్తా ఉండగాలిచేసారి



# O ppor-tunities:



## Master's Voice

”

Fools wait for the opportunities, ordinary people use the opportunities, but wise people create the opportunities.

”

"Fools wait for the opportunities, ordinary people use the opportunities, but wise people create the opportunities". This world is full of opportunities for everyone, in every place and in every field. **Don't wait for the opportunities to knock at your door, keep the doors open for the opportunities to let in and grab them when in.** Opportunities are the platforms to learn, to earn or to perform our skills and fly high. Only those who are lazy or crazy will fail in finding or using the opportunities around. Be alert and keep your mind's eye open to identify the opportunities that appear in various forms and shapes.

Some students say, "We don't have opportunities to talk in English, we don't find people to talk or listen to us, nobody is there to correct our mistakes and encourage us when we speak, and so on". Sincerely speaking these are inexcusable excuses that you should not give as a student of Medha. **You are not living alone in your city; you are not learning English alone in Medha; in fact, you are surrounded by the vast sea of humanity at every step in your life. Be wise to accept this truth.**

There are so many students came from various other states that don't know English; so many students in Medha are eagerly looking for a companion to talk in English; so many people in your day in and day out at various situations are enthusiastic to talk in English; they all have a similar feeling of yours. Use your common sense and pick out the right people to associate with. Extend your warm wishes, lend a helping hand at every possible situation, try to hang out at times, show your concern and invest your time required, and thus build a rapport that makes you friends. **Friendship is a wonderful platform that provides you with ample opportunities to speak in English.**

Make every experience of yours as a topic to speak in English. Every day you do so many things like watching movies, buying something, meeting someone special, visiting an old friend etc., all these are the topics to talk. **Every experience of yours is going to be certainly a topic to talk.** Make a habit of calling your friends in your leisure time, but commit to speak only in English and avoid falling back on the comfort of your own language. Thus create your own opportunities to speak English and SUCCEED !

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## If-all conditions

If I were ----- I would



Bird

If I were a bird, I would fly high in the sky  
If I were a bird, I would not struggle for food



Dog

If I were a dog, I would catch the thieves  
If I were a dog, I would never bark up good people



Lion

If I were a lion, I would be the king of the forest  
If I were a lion, I would not eat non-vegetarian



Cat

If I were a cat, I would drink milk closing my eyes  
If I were a cat, I would not eat rats and mice



Devil

If I were a devil, I would catch all my enemies  
If I were a devil, I would not appear during day time



Elephant

If I were an elephant, I would love an ant  
If I were an elephant, I would not eat vegetarian



Monkey

If I were a monkey, I would scratch a donkey  
If I were a monkey, I would not eat a banana



Donkey

If I were a donkey, I would kick all bad people  
If I were a donkey, I would not work like a slave



Fox

If I were a fox, I would work very smart  
If I were a fox, I would not be cunning

If I had been ----- I would have

ಇತಿ ಅಯ್ಯಂಟೆ - ಅದ ಚೆಸೆ ಕಂಡುಹಾಡಿಗ



King

If I had been a king, I would have married a beautiful queen  
If I had been a king, I would not have troubled the people



Queen

If I had been a queen, I would have married a powerful king  
If I had been a queen, I would not have troubled the king



Joker

If I had been a joker, I would have worked in a circus  
If I had been a joker, I would not have worked in an MNC



Micheal Jackson

If I had been Michael Jackson, I would have lived in India  
If I had been Michael Jackson, I would not have used drugs



Bin Laden

If I had been Bin Laden, I would have served the people  
If I had been Bin Laden, I would not have become a terrorist



Saddam Husain

If I had been Saddam Husain, I would have been friendly with all  
If I had been Saddam Husain, I would not have declared war



Terrorist

If I had been a terrorist, I would have kidnapped only corrupted people  
If I had been a terrorist, I would not have killed innocent people



Veerappan

If I had been Veerappan, I would have surrendered to the police  
If I had been Veerappan, I would not have smuggled red sandalwood



Child

If I had been a child, I would have cried for everything  
If I had been a child, I would have never wetted my bed

If I had seen the movie, I would have told the story

If I had invited my friends, they would have come to the party

If she had told the truth, I would have appreciated her

If you had prepared well, you would have written the exam well

If they had worked, they would have succeeded in the job

If you had trusted me, I would have helped you

If I had scolded you, you would not have liked me

If you had beaten her, she would have cried

If your friends had cheated you, you would not have liked them

If you had asked them, they would have told you everything

She is a student. But she behaves as if she were a principal

He is a lawyer. But he behaves as if he were a criminal

They are friends. But they always fight as if they were enemies

You are my friend. But you always criticize me as if I were your enemy

It is winter. But they are using air conditioner as if it were summer

He makes so many mistakes. But he talks as if he never makes a mistake

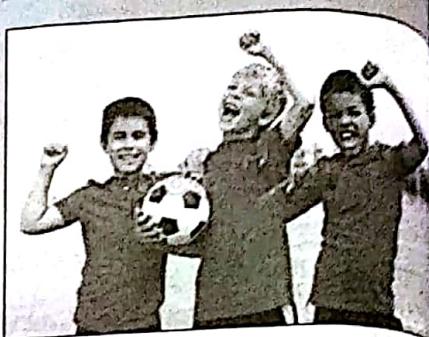
They know everything. But they talk as if they know nothing

He understood the problem. But he pretends as if he had not understood

She always blames others as if she never makes a mistake

He came here as if we had invited him

# Play to win:



## Master's Voice

”

Playing games gives immense pleasure. It increases the energy, enthusiasm and teaches us the secrets of a successful living or learning.

”

Playing games is such that it keeps us alive. It gives immense pleasure, increases the energy, enthusiasm and teaches us the secrets of a successful living or learning. All of us play games. Hope you are not exempted from this. But **what games you play and how you play - that makes a sea of change in your life.** Some people love to play lousy games that make them lazy and lose in the life. Blame game is also one among those often played at every failure in their life. They keep on blaming their fate, the stars, society, family and friends, and so on. They never realize the inefficiency in their efforts to succeed.

Never become one among those. **You can't experience the success in your life as long as you keep on blaming others for your failures.** It happens even with your English speaking. Never blame anybody or anything for you are not being able to speak in English fluently. If you really want to blame...blame yourself so that it lets you look into your past efforts and methods that you have chosen to speak English. It enables you to understand whether you had followed the effective methods or not. It will let you know how effective you had been while putting your efforts to speak. This feedback makes you wise and helps you further.

Recollect some of the experiences of your childhood. As a child you played with yourself with all smiles on your face. You played with a pen, pencil, spoon or bowl-everything that you got in hand. But later you asked for a toy car, you got it. You cried for a battery car, you got it. You yelled for a remote car, you got it. You played and enjoyed. You would never give up your hope or efforts till you got what you wanted. You played at the fullest of your interest. That is why you enjoyed every play.

You might have watched so many games. Have you ever seen a player who is going to play the game saying "I will lose this game"? Have you seen any player giving up playing because of tired? We never see this. They start to play with a hope to win. They continue to play with a desire to win. Learning to speak in English is also like playing a game. Play with your own self, with friends and before large crowds. But **remember to play to win, at the fullest of your interest, ability and enthusiasm. Never GIVE UP !**

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# 'to' to talk

ప్రాణికాలం కుంటున్నాదు

Subject	Infinitive	Usage	Telugu Meaning
I WE YOU THE Y  HE SHE IT	Have to  Has to	base form  It denotes the duty of a doer	చేయాల్సి ఉండి అని తెలియజేయును

Have to -----	చేయాల్సి ఉండి	Dare to -----	దైర్చుంగా చేస్తాను	Wants to -----	చేయాలనుకుంటున్నాడు
Has to -----	చేయాల్సి ఉండి	Dares to -----	దైర్చుంగా చేస్తాడ్తు	Wish to -----	చేయాలనుకుంటున్నాను
Need to -----	చేయాల్సిన అవసరం ఉండి	Ought to -----	బాధ్యతగా చేయాలి	Wishes to -----	చేయాలనుకుంటున్నాడు
Needs to -----	చేయాల్సిన అవసరం ఉండి	Want to -----	చేయాలనుకుంటున్నాను	Would like to -----	చేయాలనుకుంటున్నాను

I have to work smart.  
Do I have to work smart?  
I do not have to work smart  
Do I not have to work smart?

She has to go to office  
Does she have to go to office?  
She does not have to go to office  
Does she not have to go to office?

They would like to see a movie  
Would they like to see a movie?  
They would not like to see a movie  
Would they not like to see a movie?

నేను తెలివగా పనిచేయాల్సి ఉంది  
నేను తెలివగా పనిచేయాల్సి ఉండా ?  
నేను తెలివగా పనిచేయాల్సి లేదు  
నేను తెలివగా పనిచేయాల్సి లేదా ?

ఆమె ఆఫీన్సీకి వెల్లవలసి ఉండి  
ఆమె ఆఫీన్సీకి వెల్లవలసి ఉండా ?  
ఆమె ఆఫీన్సీకి వెల్లవలసి లేదు  
ఆమె ఆఫీన్సీకి వెల్లవలసి లేదా ?

వారు సిసిమా చూడాలనుకుంటున్నారు  
వారు సిసిమా చూడాలనుకుంటున్నారా ?  
వారు సిసిమా చూడాలనుకోవడం లేదు  
వారు సిసిమా చూడాలనుకోవడం లేదా ?

## People-Government:

People **have to** abide by the law and order for a better society. They **have to** give their best contributions to the society. They **have to** cooperate with the Government officials in order to experience efficiency in administration. They **have to** pay all the taxes in time for the financial growth of the nation. They **have to** be self disciplined to enjoy the freedom in their social lives. They **have to** elect the right people to the assembly and parliament in order to have a better ruling. People **have to** think positive and work smart for an all round growth of the nation.

The Government **has to** work sincerely and efficiently for the welfare of the poor and needy. It **has to** implement all welfare schemes sincerely and strictly with a lot of commitment. It **has to** maintain the transparency in the programs taken up for the people. It **has to** plan and prepare various programs for providing employment to the deserved young people. It **has to** work with a lot of vision to control the hike in the prices of regular commodities. It **has to** introduce special schemes to encourage the talented

## Employees-Employer:

Employees **need to** work minimum eight hours a day in any organization. They **need to** work with efficiency and professionalism in order to see a rapid growth in the organization and personal as well. They **need to** keep on sharpening their skills in order to be in tune with the requirements of the organization. They **need to** work smart to be there in the wanted list of the boss. They **need to** accept the new challenges and responsibilities to prove their talent, abilities and skills. They **need to** be creative in their thinking and presentations.

Employer **needs to** create a friendly and encouraging environment in the organization to see positive and productive results. Employer **needs to** motivate the employees by setting various organizational goals in regular intervals. Employer **needs to** attend to the problems encountered at the work place. Employer **needs to** identify the talented people and provide them with opportunities to prove their talent. Employer **needs to** have broader vision towards the aims and objectives of the organization.

## Police-Thief:

Police **dare to** work with a lot of commitment in any circumstances. They **dare to** fight with dangerous people in the society. They **dare to** sacrifice their lives for the sake the nation. They **dare to** take calculated risks and sometimes high risks as well. They **dare to** catch the anti social elements in tough situations. They **dare to** arrest anybody in order to keep the law and order under control. They **dare to** associate and interrogate the notorious criminals to find out the information required.

Thief **dares to** break into any house and steal the things of his choice. He **dares to** rob all the valuable things from anybody. He **dares to** take high risks for easy money. He **dares to** fight with anyone to escape from dangers. He **dares to** beat or kill anybody to protect himself from attacks. He **dares to** challenge the police sometimes. He **dares to** flee from the jail if he wants. He **dares to** sell off the stolen things at any cost. He **dares to** carry weapons with him at all times. He **dares to** go to jail without fear.

## Parents-children:

Parents **ought to** be sincere with the children. They **ought to** be honest while expressing their love towards the children. They **ought to** attend the basic needs of the children. They **ought to** respect the emotions, desires and dreams of the children. They **ought to** extend their moral support to the children in their studies. They **ought to** express their unconditional love towards the children. They **ought to** be caring and sharing with the children. They **ought to** be friendly with the children at all times.



Children **ought to** respect the parents and elders at all times. They **ought to** understand the emotions and feelings of the elders. They **ought to** give importance to the experience of their parents while taking decisions. They **ought to** help the parents in their all possible ways. They **ought to** express their love towards the parents in every possible manner. They **ought to** present themselves in such a way that their parents like it. They **ought to** be responsible in the family matters.

## Students :

Some students **want to** excel in their studies. They **want to** get a job as soon as they complete their studies. They prefer to work in prestigious organizations. They **want to** earn a lot of money. They **want to** keep themselves happy. They **want to** lead a luxurious life. They **want to** see their family living happy. Some students want to do business and become entrepreneurs. They **want to** provide opportunities to others. They **wish to** contribute something to the nation. They **wish to** see a better change in the lives of the people around them. They **wish to** play an important role in the society. Some students **would like to** make the difference by being different. They **would like to** change the fate of the nation. They **would like to** become leaders and rulers. They **would like to** think different and act different with proper vision. They **would like to** break the records and make the history.



# Quest



## Master's Voice

”

If you want to become a history maker, you have to be something different from the rest in your thoughts and actions.

”

All the people in this world are classified into two classes-- History makers and history readers. If you want to become a history reader, you don't need to be much worried about, because you are already in the group. When you want to become a history maker, you have to be something different from the rest in your thoughts and actions. You need to be a dreamer and doer. You should have inspiration, perspiration and persistence; beyond all-- a Quest for Success.

Do you have it within you? If not, think to have it. After all, this world talks more about those who break the records and make the history. If you are the topper in your college, your name will be listed in the history of your college. If you are a topper in your college, it will be listed in the history of the university. If you are a topper in civil service examinations, it will be listed in the history of our country. People love to talk to you and about you; it can be before you or behind you. You become a role model, a hero and more. All you need is to have a quest to become!

**Persistence is another quality which is strictly required to have success.** A problem becomes a problem when you treat a problem as a problem, if you don't treat a problem as a problem, there is no problem. How you treat a problem, makes all the difference your step forward. When you are weak in your efforts you lack ability to push forward, you get scared of the problems and treat them with a lot of respect that increases the intensity of the problem. When you persist on, you automatically become powerful, get ability to push the problems aside and step forward. Have a quest for persistence.

Have a quest for success. It motivates you to accept challenges and stride ahead with a new force. Success satisfies your ego, it kills your inferior feelings and fills your heart with full of confidence. **'Speaking fluent English' is a new challenge before you. Accept it!** Stride ahead with a new force, inspiration, perspiration, and a great conviction to succeed to speak fluent English. Surely, you end up with an immense pleasure of success... a worthy treasure in life. **All you need to have is the QUEST !**

Dr.A. Chiranjeevi, D.Litt

Email:  
medhamaster@gmail.com

I { am/was/will be } able to, willing to, going to  
 We { are/were/will be } able to, willing to, going to  
 They { are/were/will be } able to, willing to, going to  
 He { is/was/will be } able to, willing to, going to  
 She { is/was/will be } able to, willing to, going to  
 It { is/was/will be } able to, willing to, going to

### Now-then-next



Subject	Helping Verbs	Infinitive	Usage	Telugu Meaning
I	am/was/will be	able to	base form	చేయగలిగే స్థితిలో ఉన్నాను
WE YOU THEY	are/were/will be	willing to	base form	చేయడానికి ఇష్టంగా ఉన్నాను
HE SHE IT	is/was/will be	going to	base form	చేయడానికి సిద్ధంగా ఉన్నాను

Once I was able to understand English  
 Was I able to understand English?  
 I was not able to understand English  
 Was I not able to understand English?

Now I am able to speak in English  
 Am I able to speak in English?  
 I am not able to speak in English  
 Am I not able to speak in English?

In future I shall be able to speak fluently  
 Shall I be able to speak fluently?  
 I shall not be able to speak fluently  
 Shall I not be able to speak fluently?

ఒకప్పుడు నేను ఇంగ్లీష్ అర్థం చేసుకోగలిగే స్థితిలో ఉన్నాను  
 నేను ఇంగ్లీష్ అర్థం చేసుకోగలిగే స్థితిలో ఉన్నానా ?  
 నేను ఇంగ్లీష్ అర్థం చేసుకోగలిగే స్థితిలో లేను  
 నేను ఇంగ్లీష్ అర్థం చేసుకోగలిగే స్థితిలో లేనా ?

ప్రస్తుతం నేను ఇంగ్లీష్లో మాటల్లడగలిగే స్థితిలో ఉన్నాను  
 ప్రస్తుతం నేను ఇంగ్లీష్లో మాటల్లడగలిగే స్థితిలో ఉన్నానా ?  
 ప్రస్తుతం నేను ఇంగ్లీష్లో మాటల్లడగలిగే స్థితిలో లేను  
 ప్రస్తుతం నేను ఇంగ్లీష్లో మాటల్లడగలిగే స్థితిలో లేనా ?

భవిష్యత్తులో నేను ఇంగ్లీష్లో మాటల్లడగలిగే స్థితిలో ఉంటాను  
 నేను ఇంగ్లీష్లో మాటల్లడగలిగే స్థితిలో ఉంటానా ?  
 భవిష్యత్తులో నేను ఇంగ్లీష్లో మాటల్లడగలిగే స్థితిలో ఉండను  
 భవిష్యత్తులో నేను ఇంగ్లీష్లో మాటల్లడగలిగే స్థితిలో ఉండనా ?

## Able to:

Most of the Indian students were unable to speak in English once. They were able to speak in their native languages comfortably. Once they were unable to get their desired jobs because of the lack of the command over English Language. They were unable to acquire the skills or knowledge required to get jobs for not having much exposure to the English Language. They were unable to convince and satisfy the interviewers as they were not fluent at English. They were not able to compete with the students of other nations as they were poor in English. They were unable to establish their identity in the field of information and technology because of not having much grip of the English Language. They were not able to take up the challenging tasks as they were poor in English Language.



Indian students are able to find so many opportunities across the globe based on their skills. They are able to earn a lot of money by doing jobs in various multi-national companies. They are able to compete with the students of other nations across the globe in the field of information and technology. They are able to perform better than their competitors in various sectors. They are able to take up challenging tasks in their respective fields. They are able to help the nation by earning and investing foreign currency in India. They are able to keep the name of the nation on the top of the world with their excellent performance in various fields. They are able to speak better English when compared to the students of various other nations.

Today they are able to do all these things because they are good at English.

Indian students will be able to get better opportunities from different parts of the world. They will be able to rule all the nations with their skills. They will be able to keep the name of the nation high where ever they live. Indian student will be able to be there in the wanted list of so many corporate companies. They will be able to make India a bright and wealthy nation when compared to the other countries across the globe. Indian students will be able to lead the I.T field because of their soft skills. They will be able to establish so many software companies in India as they will have a lot of exposure in this field. They will be able to support the nation in all aspects with their rich exposure to the world. They will be able to become role models to the rest of the students in the world. They will be able to make wonders happen in the land of their own.



## Willing to:

In older days Tollywood heroines

expose much on the screen. In those days they

work hard and impress

the directors and producers. They were willing to improve their acting skills even after getting name and fame in the Industry. They were willing to give more importance to their roll given in the movie than the package offered to them. Once they were willing to keep themselves away from the rumors. They were willing to work under the instructions of the director. They were willing to be moderate with the heroes or the other team members while they were on the sets. They were willing to give importance to the expression rather than exposure. They were willing to win the hearts of the audiences with their acting.



In the present days Tollywood heroines are willing to expose much on the screen and off the screen. They are willing to work smart to impress the directors and producers. They are willing to get equipped with all acting skills even before they get a chance to act in the movies. They are willing to give more importance to the package offered than the role given to them in the movie. They are willing to create and spread gossips and rumors around them to be there in the media. They are willing to be free from all the restrictions on the screen or off the screen. They are giving more importance to exposing themselves than their expressions. They are willing to earn a lot of money within a short span of time. They are willing to act in advertisements of various products.



In the future Tollywood heroines **will be willing** to act in multi lingual movies. They **will be willing** to act in any challenging role that proves their talent. They **will be willing** to work round the clock to face the competition. They **will be willing** to work even with the new directors or new heroes. They **will be willing** to do anything in order to get the name and fame in a short span of time. They **will be willing** to prepare to face a tough competition in the industry. They **will be willing** to sacrifice their personal life to see a rapid growth in the professional life. They **will be willing** to accept to take up the risky roles in the movies to grow in their profession. They **will be willing** to move to any place to work when they get good opportunities. They **will be willing** to continue in the cinema field as long as they are accepted by the people.



## Going to :

Yesterday at 7 am I **was going to** take tea. At 8 am I **was going to** have breakfast. At 9 am I **was going to** start reading newspaper. At 10 am I **was going to** complete reading newspaper. At 11 am I **was going to** meet my friend. At 12 noon I **was going to** stop the discussion with my friend. At 1 pm I **was going to** prepare lunch. At 2 pm I **was going to** take lunch. At 3 pm I **was going to** take a nap. At 4 pm I **was going to** watch television. At 5 pm I **was going to** have coffee. At 6 pm I **was going to** play shuttle. At 7 pm I **was going to** stop the play. At 8 pm I **was going to** take bath. At 9 pm I **was going to** take supper. At 10 pm I **was going to** sleep.

YESTERDAY



TODAY



Today I **am going to** meet my friends at 7 am. I **am going to** start some new work at 8 am. I **am going to** complete the work at 9 am. I **am going to** take a break at 10 am. I **am going to** relax for something and going to have tea at 10.30 am. I **am going to** watch a TV program at 12 noon. I **am going to** prepare my lunch at 1 pm. I **am going to** have lunch at 2 pm. I **am going to** discuss something with my friend for a while. I **am going to** visit one of my friends house at 4 pm. I **am going to** talk to him for some time and **going to** return to my house by 6 pm. I **am going to** wash my face and have a cup of tea at 7 pm. I **am going to** prepare dinner at 8 pm. I **am going to** have dinner and watch news for some time on TV. I **am going to** sleep at 10 pm.

TOMORROW



Tomorrow I **will be going to** complete my morning activities by 7 am. I **will be going to** read the newspaper by 8 am. I **will be going to** prepare breakfast by 9 am. I **will be going to** take breakfast by 9.30 am. I **will be going to** buy some new books by 11 am. I **will be going to** reach my house by 12 noon. I **will be going to** have my lunch in the afternoon by 1 pm. I **will be going to** take siesta by 1.30 pm. I **will be going to** water the plants in the garden by 4 pm. I **will be going to** call all my friends in the evening. I **will be going to** prepare supper for all my friends by 8 pm. I **will be going to** enjoy with my friends for some time by 9 pm. I **will be going to** send them off by 10 pm. I **will be going to** have a sound sleep by 11 pm.

In the future Tollywood heroines will be willing to act in multi lingual movies. They will be willing to act in any challenging role that proves their talent. They will be willing to work round the clock to face the competition. They will be willing to work even with the new directors or new heroes. They will be willing to do anything in order to get the name and fame in a short span of time. They will be willing to prepare to face a tough competition in the industry. They will be willing to sacrifice their personal life to see a rapid growth in the professional life. They will be willing to accept to take up the risky roles in the movies to grow in their profession. They will be willing to move to any place to work when they get good opportunities. They will be willing to continue in the cinema field as long as they are accepted by the people.



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# Once



Subject	Infinitive	Usage	Telugu Meaning
I WE YOU THEY	had to	base form past obligation	చేయాల్సి వచ్చింది
HE SHE IT	used to	base form past habitual action	ఒకవ్వుడు చేసేది వాడిని

I had to pay the fine yesterday

నేను సిన్న ఔన్ చెల్లించాల్సి వచ్చింది

Did I have to pay the fine yesterday?

నేను సిన్న ఔన్ చెల్లించాల్సి వచ్చిందా?

I did not have to pay the fine yesterday

నేను సిన్న ఔన్ చెల్లించాల్సి దాలేదు

Did I not have to pay the fine yesterday?

నేను సిన్న ఔన్ చెల్లించాల్సి దాలేదా?

I used to wake up early in the morning

ఒకవ్వుడు నేను ఉదయాన్నే సిద్ర లేచేవాడిని

Did I use to wake up early in the morning?

ఒకవ్వుడు నేను ఉదయాన్నే సిద్ర లేచేవాడినా?

I did not use to wake up early in the morning

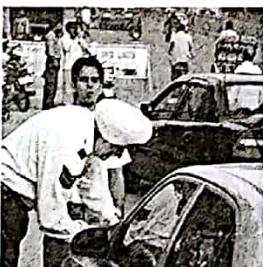
ఒకవ్వుడు నేను ఉదయాన్నే సిద్ర లేచేవాడిని కాదు

Did I not use to wake up early in the morning?

ఒకవ్వుడు నేను ఉదయాన్నే సిద్ర లేచేవాడిని కాదా?

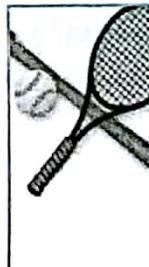
## had to :

Many times people **had to** face so many problems while travelling. They **had to** violate the traffic rules. They **had to** go very fast on the roads. They **had to** pay fine for crossing the speed limits. They **had to** pay fine for violating traffic rules. Sometimes they **had to** go to jail.



## used to :

Students **used to** play many games in the school days. They **used to** give more importance to the games. They **used to** keep good health because of the games. They **used to** develop competitive spirit by playing games. They **used to** build confidence by playing games.



have to  
has to  
need to.  
needs to  
dare to  
dares to  
ought to  
want to

చేయాల్సి ఉంది  
చేయాల్సి ఉంది  
చేయాల్సిన అవసరం ఉంది  
చేయాల్సిన అవసరం ఉంది  
బైర్డ్‌టంగా చేస్తాను  
బైర్డ్‌టంగా చేస్తాడు, చేస్తాడి  
బాధ్యతగా చేయాలి  
చేయాలనుకుంటున్నాను

wants to  
wish to  
wishes to  
would like to  
able to  
willing to  
going to  
had to  
used to

చేయాలనుకుంటున్నాడు  
చేయాలనుకుంటున్నాను  
చేయాలనుకుంటున్నాడు  
చేయాలనుకుంటున్నాను  
చేయగలిగే స్థితిలో ఉన్నాను  
చేయడానికి షప్టంగా ఉన్నాను  
చేయడానికి సిద్ధంగా ఉన్నాను  
చేయాల్సివచ్చింది  
ఒకవ్వుడు చేసేవాడిని



# Master's Voice

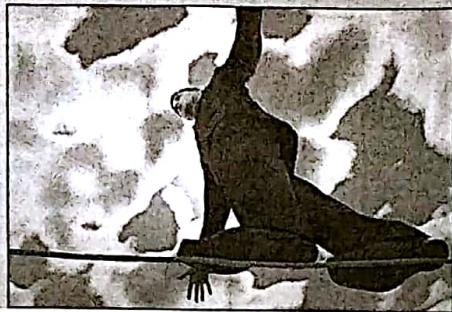
Risk is something that thrills or kills. It can make your life or break your life.

Unless you have the courage to leave the sight of the shore, you can't find new oceans.

A. Chiranjeevi, D.Litt

Email:  
[dhmaster@gmail.com](mailto:dhmaster@gmail.com)

# Risk



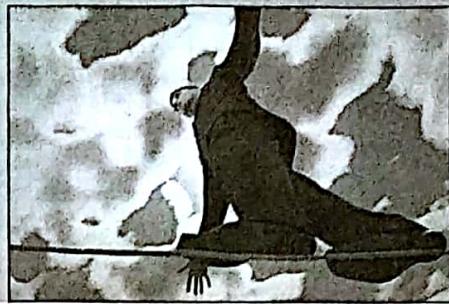
Risk is something that thrills or kills. It can make your life or break your life. Taking risk is an art to be learnt. Our life is full of actions that involve risks. If you want to achieve something, you have to take risk; if you want to learn something, you have to take risk. Every action of ours has some kind of risk. When you love someone, there is risk of rejection. When you want to do something, there is a risk of failure; when you don't do anything, there is a risk of dying. **We can't see our lives away from risks. Only the way is to learn to take risks by being wise.**

When you make a boat, you have to sail on the sea. When you sail on the sea, there is a risk of sinking. For fear of sinking, if you keep the boat on the shore itself, what is the use of making a boat? **The ultimate objective of a making a boat is to sail, to not to keep it safe on the shore.** But remember, any idiot can sail on a smooth sea. It doesn't require much of you. But sailing on a rough and tough sea will make you a right mariner. It provides you with ample opportunities to explore and experience. Set your sail and get on to the job. Unless you have the courage to leave the sight of the shore, you can't find new oceans.

If you want to learn to swim, you must plunge into the water. Initially, you might swallow a little water and become disoriented. But slowly your natural ability will take over and you feel comfortable in water. In an effort, there is a risk of losing your life. But that is the way to learn to swim. You can't learn swimming by sitting on the shore. When you want to learn to peddle a cycle, you must get on to it first. In an effort you might fall down, there is a risk of getting injured. But that is the way to learn. For fear of injuries, if you keep yourself away from it, you will never learn to peddle a cycle.

When you want to learn to speak English, you must speak. You must speak to the people from within your city or outside your city; from being on the dais or off the dais; with those who are familiar to you or strangers to you. It is a must. While you do these, there is a risk of people laughing at you, commenting you from behind. **But no other way! You have to take the RISK!**

# Risk



ter's  
Ice

Risk is something  
that thrills or kills.  
It can make your life  
or break your life.

Unless you have the  
courage to leave the  
sight of the shore,  
you can't find new  
oceans.

Risk is something that thrills or kills. It can make your life or break your life. Taking risk is an art to be learnt. Our life is full of actions that involve risks. If you want to achieve something, you have to take risk; if you want to learn something, you have to take risk. Every action of ours has some kind of risk. When you love someone, there is risk of rejection. When you want to do something, there is a risk of failure; when you don't do anything, there is a risk of dying. **We can't see our lives away from risks. Only the way is to learn to take risks by being wise.**

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A. Chiranjeevi, D.Litt

Email:  
edhamaster@gmail.com

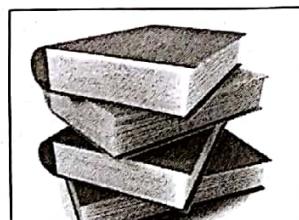
# Be

Do/does	- am - is - are	అవుతాను, చేయబడతాను, చేస్తారు
Did	- was - were	అవుతాడు, అవుతటి, చేయబడతటి, చేస్తారు
Shall	- shall be	అప్పాయి, చేయబడ్డాయి, చేయబడ్డారు, చేస్తారు
Will	- will be	అప్పాలో అవుతటి, చేయబడతటి, చేస్తారు
Can	- can be	అవ్వగలను, అవ్వాచ్చు, చేయవచ్చు, చేయబడగలను
Could	- could be	అవ్వగలిగాను, అవ్వగలిగింటి, చేయబడగలిగింటి, చేయవచ్చు
May	- may be	అవ్వచ్చు, తావచ్చు, చేయవచ్చు, చేయబడొచ్చు
Might	- might be	అవ్వచ్చు, తావచ్చు, చేయవచ్చు, చేయబడొచ్చు
Should	- should be	అవ్వాలి, కావాలి, చేయాలి, చేయబడాలి
Must	- must be	తప్పకుండా అవ్వాలి, కావాలి, చేయాలి, చేయబడాలి
Would	- would be	అయ్యెది, చేయబడేది, అయ్యెవారు, అవుతటి, చేయబడుతటి



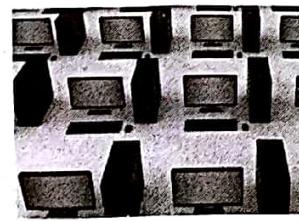
I am trained in English at Medha Institute of English. I am guided by the faculty every day. I am motivated by Chiranjeevi sir through his seminars at the weekend. I am given home work every day. I am supported by my friends. I am respected by everybody in the class.

## Am-self



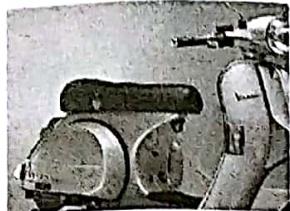
Medha book is given to every student at the time of admission. It is not spoilt. It is carried to the institute everyday by every student. It is used in the class room. It is opened in the institute for reference. Sometimes it is also referred at home. It is not lent to anybody.

## Is-book



Presently computers are used at every office. Computers are sold in every city. Generally desk tops are used in the offices and lap tops are used by individuals. Computers are used for various purposes. Computers are produced by various companies.

## Are-computers



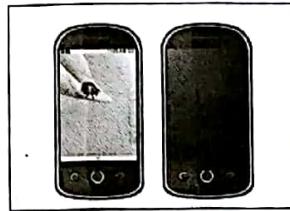
Once scooter was used by majority of the people in India. Bajaj Chetak was preferred by majority of the people. It was made in India. It was considered the best vehicle for middle class families. Good mileage was given by this scooter. It was mostly sold vehicle in India.

## Was-scooter



In olden days cars were used by very few people in India. Benz cars were used by the rich people and ordinary cars were preferred by the middle class people. Ambassador cars were hired by many people to travel long distances. Later Maruti cars were launched in the market.

## Were-cars



In the future we shall be influenced by the mobile phones a lot. Our lives shall not be seen away from the mobiles. I shall be gifted with so many latest mobiles in my life. We shall be provided with so many options while choosing mobiles. We shall be offered so many discounts on mobiles.

## Shall be-mobile



In the future gun culture will be increased in every city. Guns will be sold in every city in the future days. The crime rate will be increased. Guns will be used by the civilians for self protection. The use of the guns will be restricted and controlled by the Government.

## Will be-guns



English can be learnt by any one. It can be used in most of the parts of the world. It can be understood by many people in India. It can't be spoken by all the people in India. English can't be learnt without proper practice. It can be mastered by anyone with proper practice.

## Can be-English



Money could be spent easily. But it could not be earned that much easily. It could also be saved for future needs. It could not be saved illegally. People could be influenced by money. So many things could be bought with money. But all the things could not be bought with money.

## Could be-money



Many good movies may be produced in India. Indian movies may be preferred in majority of the countries in the world. The quality in making Telugu movies may be increased. Heroes may be accepted based on their talent rather than their family background in the future.

## May be-movie



The cost of the gold might be increased in the future. The sales of the gold might be decreased in the future. Gold might be given less importance in the other countries. But in India the importance of the gold might be increased. Gold imports to India might be increased.

## Might be-gold



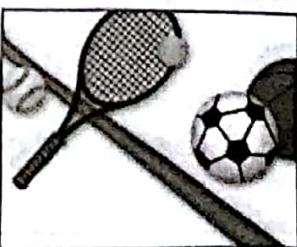
Harmful drugs should be banned in every country. The youth should be stopped from using the drugs. The people who sell the drugs should be strictly punished. The people who use the drugs should be treated and educated. Necessary actions should be taken by the Government to stop the use of the drugs.

## Should be-drugs



Traffic must be controlled by the police for a smooth journey. Traffic rules must be followed by all the people for safe journey. The people who violate the traffic rules must be fined or punished strictly. Awareness on the traffic sense must be created among the people.

## Must be-traffic



In olden days, all sorts of games would be conducted in every school. In those days games would be given a lot of importance in the schools. The students would be encouraged and motivated to participate in all the games. The schools would encourage the students to participate in games by giving prizes.

## Would be-games

# Smile



## Master's Voice

“

Smile is the most attractive jewel on the face of a human being.

It is a universal dress that fits on all sizes and shapes.

It speaks all the languages understood in the world.

”

r.A. Chiranjeevi, D.Litt

Email:  
medhamaster@gmail.com

Smile is the combination of small curves makes million things happen. It is the most attractive jewel on the face of a human being. It can't be stolen or taken away by anyone without one's consent. It can be carried to anywhere in the world without any difficulty, and can also be deposited with anyone without much effort. It is a universal dress that fits on all sizes and shapes. It speaks all the languages understood in the world. It breaks all the barriers across the way. It builds bridges between the hearts. Smile is a small flash on the face that increases its value. **It is a human effort that makes the lives meaningful.**

We don't feel strange or surprised to see some people never smile as if they are the ancestors of robots. They keep a serious face with a feeling of unnecessarily born on this earth. They look serious as if they are going to fight the world war III. They carry the same face wherever they go, it can be an occasion of marriage or mourning. They experience or express no excitement at all. They never smile at their own face or other's either. They are like walking sticks that never glow or grow. They were born crying, live crying and die crying, craving for something not known. You don't need to cry for them. Just help them with a smile at every meet. It makes the difference.

Ordinary people smile when somebody cracks a joke or something achieved. I expect you to be extraordinary to have the guts to smile at the failure when it peeps into the life. I ask you to be confident to smile even when the entire world walks away from you. I insist you to have the courage to smile when all else fails in the life. **Learn to smile when every effort of yours goes in vain; when everything in the life looks at sixes and sevens; and even when you feel low or lost.** Smile is an internal force that makes you feel strong; it makes you move forward; it helps you regain the energy lost.

I firmly believe that something great doesn't need to happen in your life to make you smile. An image of a cute baby smiling at you will surely make you smile. An image of your dream girl will certainly make you smile. If not, visualize an image of yourself speaking fluent English, it will definitely make you smile. Your mission in Medha is to learn to speak fluent English, and equip with all the skills required to soar the skies. **Start to Medha with a smile with a smile on the face, have a smile all through the practice sessions and leave Medha with a smile on the face.** It makes magic in your mind. **I love to see your smile...a BIG SMILE !**

# Being



{ Am  
Is  
Are  
  
{ Was  
Were

- am being  
- is being  
- are being  
  
- was being  
- were being

అవుతూ ఉన్నాను, చేయబడుతూ ఉన్నాను, చేస్తా ఉన్నారు  
అవుతూ ఉన్నాడు, చేయబడుతూ ఉన్నారు, అవుతూ ఉంట, చేస్తా ఉన్నారు  
అవుతూ ఉన్నాము, చేయబడుతూ ఉన్నాము, చేస్తా ఉన్నారు  
గతంలో అవుతూ ఉన్నాను, చేయబడుతూ ఉన్నాను, చేస్తా ఉన్నారు  
గతంలో అవుతూ ఉన్నాము, చేయబడుతూ ఉన్నాము, చేస్తా ఉన్నారు



Am being- dogs

I am being barked up by the stray dogs on the street when I go out at night. I am being scared of those dogs when I am alone. I am being helped by my pet dogs sometimes when at home. I am being supported and given security by my pet dogs. I am being guided by dogs at night.



Is being- elephant

Elephant is being liked by many people and children in particular. Elephant is being worshipped in many holy places in India. It is being used as a means of transport in many places in the world and in particular in the forest areas. It is being treated with a lot of care.



Are being-deer

Deer are being admired by most of the people irrespective of the place. These are being spotted very rare in the public places. These are being scared of most of the other animals in the forest. These are being poached by some hunters. These are being protected by the Government.



Was being-tiger

Once tiger was being spotted in most of the places in the India and in particular in the forest areas. In those days he was not being protected by the governments or people. As a result he was being killed by the hunters. His skin was being sold and bought by the people at various places.

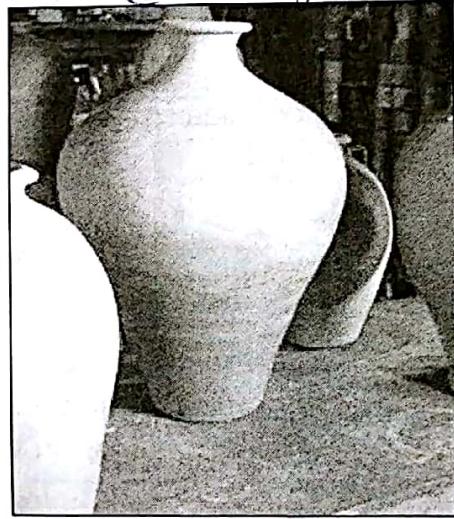
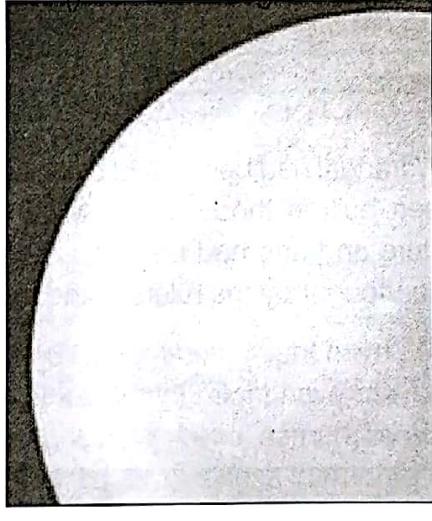
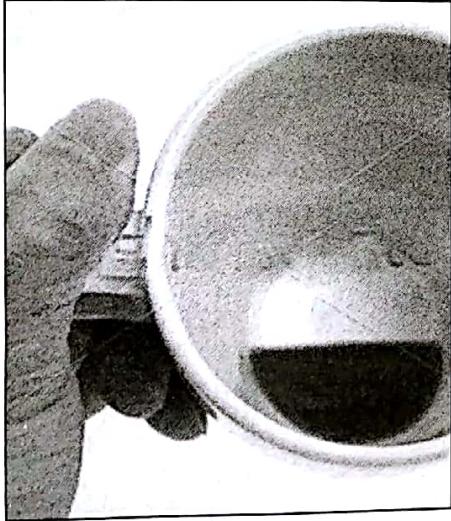


Were being-peacocks

Many years ago peacocks were seen in forests, agriculture fields and in human inhabitants. They were being liked and left but not killed by the people. They were being admired by the people with a great passion. Their feathers were being used for several purposes by the people.

Where is the future being Tense of passive voice

(doesnt have passive  
NO being Tense for  
Tense)

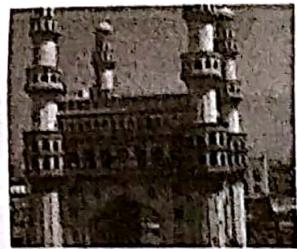


# Been

Have  
Has  
Had  
Shall have  
Will have  
Should have  
Must have  
May have  
Might have  
Would have  
Could have

- have been
- has been
- had been
- shall have been
- will have been
- should have been
- must have been
- may have been
- might have been
- would have been
- could have been

- } को मुद्दने अयु॒ंकि, चे॒रुबड़ि॒ंकि, अय॒ृृ॒न्ू॑, चे॒रु॑
- } को मुद्दने अय॒ृृ॑, चे॒रुबड़ा॑, चे॒रुबड़ि॒ंकि, चे॒रु॑
- } गत॑लै॒ अय॒ृृ॑, अय॒ृृ॑, चे॒रुबड़ि॒ंकि, चे॒रुबड़ा॑, चे॒रु॑
- } भविष्यत॑लै॒ अय॒ृृ॑लू॒ंकि, अय॒ृृ॑लू॒ंन्ू॑, चे॒रुबड़ि॒ंकि उ॑ंकु॒ंकि, चे॒सीक॑ंकु॒ंरा॑रु॑
- } भविष्यत॑लै॒ अय॒ृृ॑लू॒ंकि, अय॒ृृ॑लू॒ंन्ू॑, चे॒रुबड़ि॒ंकि उ॑ंकु॒ंकि, चे॒सीक॑ंकु॒ंरा॑रु॑
- } चे॒सीक॑ंकु॒ंरा॑लै॒, अय॒ृृ॑लू॒ंकु॒ंरा॑, चे॒रुबड़ि॒ंकि उ॑ंकु॒ंरा॑लै॒
- } तप॑कु॒ंका॑ चे॒सी॑ उ॑ंकु॒ंरा॑लै॒, अय॒ृृ॑लू॒ंकु॒ंरा॑, चे॒रुबड़ि॒ंकि उ॑ंकु॒ंरा॑लै॒
- } अय॒ृृ॑लौ॒च्च॑, चे॒रुबड़ि॒ंकि उ॑ंकु॒ंच्च॑, चे॒सीक॑ंकु॒ंच्च॑, ज॑लगि॑ उ॑ंकु॒ंच्च॑
- } अय॒ृृ॑लौ॒च्च॑, चे॒रुबड़ि॒ंकि उ॑ंकु॒ंच्च॑, चे॒सीक॑ंकु॒ंच्च॑, ज॑लगि॑ उ॑ंकु॒ंच्च॑
- } अय॑ उ॑ंदेकि॑, चे॒रुबड़ि॒ंकि उ॑ंदेकि॑, अय॑ उ॑ंदेवाड़ि॑, चे॒सी॑ उ॑ंदेवारु॑
- } अव॑गति॑ उ॑ंदेकि॑, अव॑गति॑ उ॑ंदेवाड़ि॑, चे॒रुगति॑ उ॑ंदेवारु॑



Have been- Hyderabad

So many software companies have been established in Hyderabad recently. Many interviews have been conducted in various MNC's and a many youngsters were appointed for various posts. So many police posts have been set up by the Government to give security to the people.



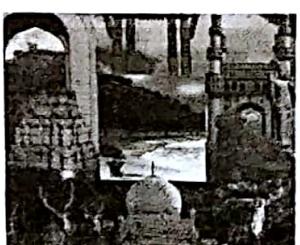
Has been- Visakhapatnam

Visakhapatnam has been visited by a good number of tourists in the recent past. This city has been admired by all the visitors. The beach road has been beautified by the VUDA. This has been considered one of the best places in Andhra Pradesh for tourism.



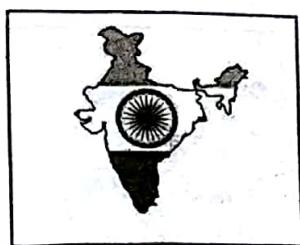
Had been- Warangal

Once Warangal had been ruled by Kakatiya Dynasty. Many temples of Lord Shiva had been built in those days. Many reservoirs had been built in those days. Agriculture and arts had been given utmost priority by the rulers. Many battles had been fought by the rulers in those days.



Shall have been- AP

So many job aspirants shall have been appointed in various prestigious companies by 2020. People shall have been provided with ample opportunities to use their skills by the Government within a short time. Students shall have been provided with all facilities in the colleges by 2020.



Will have been- India

India will have been made the most powerful country in the world within 20 years. It will have been admired by the world countries for its remarkable achievements in every field within 20 years. India will have been made the most sought after place in the world by 2020.



Railways should have been developed more by this time. Many new trains should have been introduced in various routes. The train fares should not have been increased this much. Railways stations should have been well equipped with required modern technology.

Should have been-Railways



RTC buses must have been preferred by the people to make long journeys. New RTC buses must have been introduced in various cities. Bus charges must have been decreased but not increased. The roads various routes must have been built using modern technology for a better quality.

Must have been-RTC



Production of electricity may have been neglected by the power plants. Proper plans may not have been made by the governments for more power production. Required number of power plants may not have been established in various states by the Government to generate power.

May have been-Electricity



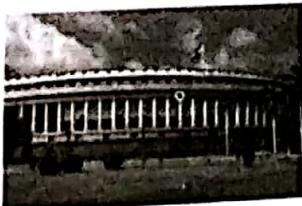
Revenue of the Government might have been decreased on real estate. The revenue of the Government might have been increased on the sales of liquor. A lot of money might have been earned by various politicians and officials of the Government on liquor business in Andhra Pradesh.

Might have been-Revenue



If the state Government had been sincere in its efforts, the state would have been developed a lot during last few years. If the politicians in the state had been sincere and honest in their duty, Andhra Pradesh would have been made the best state among all the rest of the states in India.

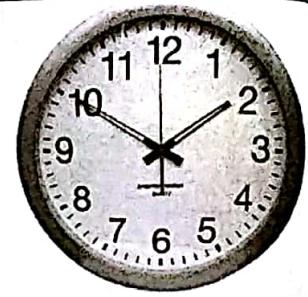
Would have been-State Govt.



If central Government had been powerful, many useful decisions could have been made in the parliament. If our central leadership had been committed to the development of the nation, so many projects could have been taken up to uplift the poor in the country.

Could have been-Central

# Time



## Master's Voice

”

Killing the time is  
not a murder;  
but a suicide.  
Never involve in !

”

Dr.A. Chiranjeevi, D.Litt

Email:  
[medhamaster@gmail.com](mailto:medhamaster@gmail.com)

Time is eternal. It has neither a beginning nor an end. It exists always. Time is a free force that doesn't wait for anyone. It keeps on passing. You can get back many things, but not the time spent. Time is the best medicine that can heal any wound. It is the best teacher that teaches so many lessons of life. **The greatest loss of life is to spend the time doing nothing useful. The biggest mistake of the life is to let it fly off without using.** The wisest choice of the life is to use it fruitfully. Killing the time is not a murder; but a suicide. Never involve in !

You find some people complaining that they don't have time for doing that and this. They waste a lot of time saying this, but doing nothing. They are called busy bees that always buzz around. You don't find the time to do the things essential when you are disorganized, when you lack planning, when you lack interest, when you are not motivated or excited with the dreams and desires of your life! **Right from the president of India to the student of Medha, everybody under the sun is provided with the same amount of time in a day.** Of course, you can't find the time in the market; just you have to make it!

**Make time for yourself.** Wake up early in the morning and associate yourself with the nature. Have a walk in the nearby garden, listen to the chirping sounds of the birds, and feel the nature. When was it last you were drenched in the heavy rain? Had fun with friends on a camp fire? Enjoyed a romantic evening walk on tank bund? It's a great pleasure! Involve yourself into a physical exercise, it keeps you healthy and energizes for the day. Sit relaxed and rewind a reel in your mind, of all past events of the day, it gives an insight into your past and helps you plan for a better tomorrow.

**Make time for your family members,** friends and those who really love you; those really want to see you in flying colours. Make the time even for your English. After all, it needs the investment of your time. But even after, don't be too hasty to see the result of it. It takes its own time to breed. A child is born, grows into boyhood, adolescence, youth, middle age and old age according to age and time. You cannot grow paddy in a month nor a child become an adult in a year. Everything is fixed to a time-frame. Invest your quality time, sincere efforts and wait with patience... You definitely find your English tree growing and growing in leaps and bounds. **Make the TIME...it makes you! Otherwise...it breaks you !**

# To be



Have to	- have to be	-	అవ్వాల్సి ఉంది, కావాల్సి ఉంది, చేయబడ్డాల్సి ఉంది
Has to	- has to be	-	అవ్వాల్సి ఉంది, కావాల్సి ఉంది, చేయబడ్డాల్సి ఉంది
Need to	- need to be	-	అవ్వాల్సిన, కావాల్సిన, చేయబడ్డాన అవసరం ఉంది
Needs to	- needs to be	-	అవ్వాల్సిన, కావాల్సిన, చేయబడ్డాన అవసరం ఉంది
Dare to	- dare to be	-	ధైర్యంగా అవుతాను, చేయబడతాను, చేస్తారు
Dares to	- dares to be	-	ధైర్యంగా అవుతాడు, చేయబడతాడు, చేస్తారు
Ought to	- ought to be	-	బాధ్యతగా అవ్వాలి, కావాలి, చేయబడాలి, చేస్తారు
Want to	- want to be	-	అవ్వాలనుకుంటున్నాను, కావాలనుకుంటున్నాను, చేయబడాలనుకుంటున్నాను
Wants to	- wants to be	-	అవ్వాలనుకుంటున్నాడు, కావాలనుకుంటున్నాడు, చేయబడాలనుకుంటున్నాడు
Wish to	- wish to be	-	అవ్వాలనుకుంటున్నాను, కావాలనుకుంటున్నాను, చేయబడాలనుకుంటున్నాను
Wishes to	- wishes to be	-	అవ్వాలనుకుంటున్నాడు, కావాలనుకుంటున్నాడు, చేయబడాలనుకుంటున్నాడు
Would like to	- would like to be	-	అవ్వాలనుకుంటున్నాను, కావాలనుకుంటున్నాను, చేయబడాలనుకుంటున్నాను
Able to	- able to be	-	అప్పగలిగే, కాగలిగే, చేయబడగలిగే స్థితిలో ఉన్నాను
Willing to	- willing to be	-	అవ్వాలని, కావాలని, చేయబడాలనిఉంది
Going to	- going to be	-	అవ్వబోతున్నాను, కాలోతున్నాను, చేయబడబోతున్నాను, చేయబడబోతున్నారు
Had to	- had to be	-	అవ్వాల్వచ్చింది, కావాల్వచ్చింది, చేయబడ్డాల్వచ్చింది, చేయాల్వచ్చింది
Used to	- used to be	-	అయ్యొవాడిని, అయ్యొని, చేయబడేది, చేసేవారు



Have to be-heroes

Heroes have to be treated with respect. They have to be paid money by the producers. Good movies have to be selected by the heroes. Different roles have to be played by the heroes. The heroes have to be supported by the other artists. Other artists also have to be respected by the heroes.



Has to be-heroine

this ~~is~~ not has to

Medha book is given to every student at the time of admission. It is not spoilt. It is carried to the institute everyday by every student. It is used in the class room. It is opened in the institute for reference. Sometimes it is also referred at home. It is not lent to anybody.



Need to be-directors

Directors need to be selected based on the talent by the producers. Directors need to be given free hand while making a movie. They need to be provided with all the required things by the producers. Their creative ideas need to be encouraged by the producers and other artists.



Needs to be-producer

Producer needs to be convinced by the writer in regard with the story. He needs to be assured of the success and income. His money needs to be spent with a lot of consideration. His final objective in investing the money needs to be kept in mind by all the people working for the movie.



Dare to be-villains

Villains dare to be scolded by the heroines on the screen. Villains dare to be beaten by the heroes in the movie. They dare to be injured while acting in fighting scenes. Sometimes they dare to be killed while acting in risky shots for a movie. They dare to be involved into different roles.



Dares to be-writer

Writer dares to be blamed for the failure of a movie. He dares to be criticized by the film critics about the cinema story. He dares to be made responsible for every word of him in the movie. He dares to be scolded by the blamed and scolded by the people for his dialogues in the movie.



Ought to be-movie

Cinema ought to be made keeping in view of the interests of the people. Certain morals and ethics ought to be kept in mind while making a movie. Sentiments of the people ought to be respected in every movie. Movies of all types ought to be watched and encouraged by the people.



Want to be-fans

Fans want to be satisfied and thrilled with the performance of their hero. They want to be given importance by their hero in on the screen and off the screen. They want to be liked by their favorite hero in their real life. They want to be recognized and remembered by their favorite hero.



Wants to be-comedian

Comedian wants to be given importance in the movie. He wants to be given due respect in the movie and real life as well. He wants to be liked by the people. He wants to be given a prominent role in every movie. He wants to be laughed at when the audiences see him one the screen.



Wish to be-audiences

Audiences wish to be made happy by any film. They wish to be thrilled by the performance of their favorite hero. They wish to be convinced with the story and dialogues in the movie. They wish to be entertained with the songs. They wish to be touched with the sentiment in the movie.



Wishes to be-cameraman

Cameraman wishes to be provided with the sophisticated equipment for a better shot. He wishes to be appreciated by the people even working from behind the screen. He wishes to be awarded for his excellent work. He wishes to be supported by all the artists on the sets while shooting.



Would like to be-heroines

Heroines would like to be admired at their beauty by all the audiences. They would like to be provided with opportunities to prove their talent. They would like to be seen in various roles that make them popular. They would like to be given due importance while promoting the movie.



Able to be-new artists

Some artists are not able to be recognized by the directors because of the lack of the skills. Some artists are able to be selected for every movie because of their talent and performance. Some artists are able to be selected as heroes because of their family and financial background.



Willing to be-dancers

Dancers are willing to be provided with melodious music. They are willing to be exposed on the camera. They are willing to be appreciated for their dance. They are willing to be awarded and rewarded for their excellent performance. They are willing to be approached by every director.



Going to be-money

The role of money in making a movie is going to be increased day by day. Movies are going to be produced only for the sake of money. The interests of the artists are going to be dominated by the money. The Social responsibility is going to be neglected by the artists just for money.



Had to be-changes

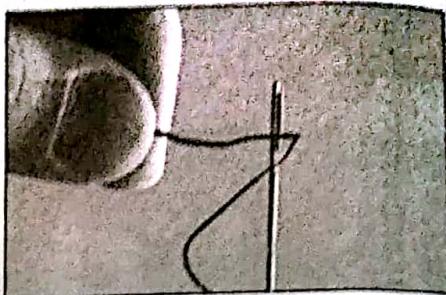
So many changes had to be introduced in making a movie. Advanced technology had to be used and the remunerations of the artists had to be increased. Old heroes had to be kept aside and new heroes had to be given a chance. A lot of competition had to be faced by all in the industry.



Used to be-old movies

Low budget movies used to be produced in olden days. Moral values used to be given importance while making a movie. Social responsibility used to be taken by the movie makers. In olden days Healthy competition used to be maintained among the people in the cinema industry.

# Use



## Master's Voice

”

Success or failure of an individual lies in purely using the resources to which he has access to.

”

Dr.A. Chiranjeevi, D.Litt

Email:  
medhamaster@gmail.com

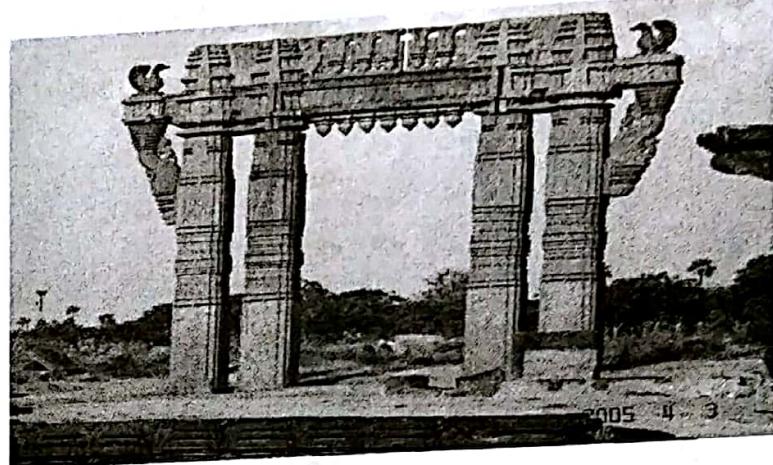
This world is full of resources. Everything on the earth is useful resource as long as it has a size and shape. Everyone on the earth is a useful resource as long as he has a body and brain. A dead body is useful for learning so many things. Even the word in English language 'useless' has many uses. Success or failure of an individual lies in purely using the resources to which he has access to. You have some innate abilities, acquired skills, required tools and huge human potential around. Are you using them? If not, focus upon! Using right things in a right manner makes much difference your life.

**Use everything and everyone on the earth. It may sound weird, but it is true. You have to use all these, but for a better cause, for a better you... and for a better society.** Do you know that India is a place where maximum human resources are wasted? Do you know that people spend maximum amount of time in their life on unproductive activities? If a soldier has all the weapons in hand, but doesn't use even one when in war...what will happen? You know well! The same thing happens in our lives too. When you don't use, whether it is lap top or paper weight, it doesn't make much difference in your life.

A director uses the artists at to best of their talent, for the success of a movie; a child uses its mother to the best of her love, for his wants and needs; lovers use each other to the best of their emotions, for being happy and together; players use their ability at the fullest, for winning a match. Learn to use every resource to the best of its use. I have given you a resourceful faculty and mentor. Are you using them at the fullest? Use them, but for your English improvement. You are provided with all useful materials in Medha.

Open the materials at every possible time to read and refer. No need of keeping them neat and safe. Let them get spoiled, but for a better purpose. You have wonderful likeminded fellow learner in Medha. Are you using them? Use them as audiences when you speak on the dais; use them as listeners when you give presentations; use them as competitors in group discussion. Never try to use them for unwanted chatting or meeting. You should also be useful to them in the same mean. You use them-they use you; you use one another at the peak, but for you English improvement. **Squeeze every bit of Medha, but for your better ENGLISH !**

# Prespositions



## AT is used:

### 1. To say *an exact place of*:

అచ్చితమైన ప్లాన్‌ను చెబుతున్నపుడు

Generally students meet **at** college.

Friends meet **at** park.

### 2. To say *an exact time of*:

అచ్చితమైన పమయాన్ని ....

Everyday I have coffee **at** 7 o'clock.

Daily he goes to college **at** 9 o'clock.

### 3. To mention *the age of*:

వయస్సును ....

He got a job **at** 26.

She got married **at** 26.

### 4. To say *the direction of*:

పైపుకు / దిశని ....

She smiled **at** him.

He laughed **at** her.

### 5. To say *the cause of*:

కారణాన్ని ....

She is happy **at** the outcome of her project.

He is laughing **at** her jokes.

### 6. To show *the distance of*:

దూరాన్ని ....

I can read the sign board **at** 100 meters.

You can shoot the target **at** 70 meters.

### 7. To state *the condition of*:

శీతలి ....

The entire world is **at** war against terrorism.  
Everybody is **at** his own work.

### 8. To show *the amount of*:

కొంత మొత్తాన్ని ....

I love to drive the car **at** 100 kmph.

He bought the shoes **at** Rs. 2000/-.

### 9. To say *a telephone number*:

పరిష్కార నంబర్ ....

You can get me **at** 0891-2747971.

You can also get me **at** 040-23707971

### 10. To say *an email id*:

ఇ-మెయిల్ ఐడిఎం ....

You can mail me **at**: medhu1111@yahoo.com

You can also mail me **at**: info@medhaioe.com

## Simple prepositions

## Compound prepositions

## Two word prepositions

After	తర్వాత	Aboard	వాహనం ఎక్కు	According to	ఆ ప్రకారంగా
At	వద్ద	About	గురంచి	Along with	తో కలిసి
But	అది తప్ప	Above	మీదుగా	As regards	దానికి సంబంధించి
By	ప్రక్కన	Across	అడ్డంగా	Away from	దానికి దూరంగా
Down	బిసువ	Against /	వ్యతిరేకంగా	Because of	ఎందుకనగా
For	తారకు	Along	వెంట	Close to	దగ్గరంగా
From	నుండి	Alongside	ఆ ప్రక్కన	Due to	ఆ కారణం చేత
In	లో, లోపల	Amid	మధ్యం	Exclusive of	ప్రత్యేకమైన
Of	యొక్క	Among	వాటి మధ్యం	From among	వాటిలో నుండి
Off	దూరంగా	Around	చుట్టూ	From behind	పెనక నుండి
On	మీద	Before	ముందుగా	From under	చ క్రింద నుండి
Out	ఒయిటి	Behind	వెనుక	From within	లో నుండి
Over	దాని మీద	Below	దాని కంటే క్రింద	Inclusive of	కలుపుకుని
Past	అదనపు	Between	రెండింకి మధ్యం	Near to	దగ్గర
Per	ఒక్కొక్కలి	Beneath	అడుగు భాగాన	Next to	ఆనుటోసి
Round	గుర్తంగా	Beside	ప్రక్కన	Opposite to	ఎదురుగా
Since	అభ్యుత్థమైన నమయానికి	Besides	దాని కదనంగా	Out of	ఒయిటి
Than	దానిని ఏంచి	Beyond	అవతల	Owing to	కారణం చేత
Through	డ్యూరా	Despite	పెక్కచేయకుండా		
Round	గుర్తంగా	Inside	లోపల		
Since	అభ్యుత్థమైన నమయానికి	Into	లోసికి		
Than	దానిని ఏంచి	Opposite	ఎదురుగా		
Through	డ్యూరా	Outside	ఒయిటి		
Till	వరకు	Throughout	మొత్తంగా		
To	కు, కి, ను, ని	Towards	ఆవైపుకి		
Under	దాని క్రింద	Underneath	అడుగు భాగాన		
Up	దానికి పైన	Until	వరకు		
Via	మీదుగా	Upon	మీద		
With	ఆ	Within	లోపల		
		without	లేకుండా		

## Phrase prepositions:

At the back of	దారు వెనుక	In quest of	ఆ లభ్య సాధనలో
At the end of	అయివేయే నముయాలలో	In reference to	దూసిగ ఆధారంగా చేసుకొని
At the expense of	ఆ అధ్యతో	In regard to	దారికి సంబంధంలో
At the risk of	ఫణంగా పట్టి	In search of	వెచుపుతో
By dint of	దారి ఫలితంగా	In spite of	రక్కచేయటంలో
By force of	దారి వత్తాడి చేత	In stead of	పదులుగా
By means of	దారి వలన	In support of	దానిని సమర్థస్తు
By reason of	ఆ కారణం చేత	In the absence of	లేనప్పుడు
By virtue of	దారి వలన	In the event of	అంగిణ్ణయితే
By way of	ఆ విధానం చేత	In the matter of	ఆ విషయంలో
For fear of	దానికి భయపడి	In the presence of	ఉన్నప్పుడు
For the benefit of	ఆ లాభం కోసం	In view of	ఆ ఉద్దేశంతో
For the lack of	లేనందున	On account of	ఆ సందర్భంగా
For the love of	దాని మీద ప్రేమతో	On behalf of	ఆ తరువున
For the sake of	తొరకు	On the basis of	దానిని ఆధారంగా చేసుకొని
For want of	కావలసి ఉన్నందున	On the condition of	ఆ షరతుమీద
In accordance with	దాని ప్రకారంగా	On the eve of	ఆ సందర్భాన్న
In addition to	దానికి అదనంగా	On the grounds of	ఆ పరిస్థితులలో
In advance of	దానికి ముందుగా	On the part of	ఆ విషయంలో
In aid of	ఆ సహాయమందు	On the point of	దాని మీద
In case of	ఆ సందర్భమున	On the receipt of	దానిని అందుకుని
In comparison with	దానితో పెంట్లుగా	Under the cover of	ఆ ముసుగులో
In compliance with	ఆ సలహాను అనుసరించి	Under the eye of	ఆ నాయకత్వంలో
In connection with	దానితో సంబంధం కలిగి	Under the guidance of	ఆ సూచనలకు లోచి
In consequence of	తత్తువితంగా	Under the pretence of	ఆ నెపంతో
In consultation with	సంప్రదించి	Under the wings of	దాని వలన
In contradiction to	దానితో విభేదిస్తూ	With a view to	ఆ దృష్టితో
In favour of	దానికి అనుకూలంగా	With an aim to	ఆ లక్ష్మితో
In front of	ముందర	With an eye to	ఆ ఉద్దేశంతో
In lieu of	దాని స్థానంలో	With reference to	దానిని ఆధారంగా చేసుకొని
In need of	అవసరం కలిగి	With the purpose of	ఆ ఉద్దేశంతో
In order to	ఆ ఉద్దేశంతో		
In place of	ఆ స్థానంలో		

# Value



## Master's Voice

”

Student life is like a white sheet of paper. You are at liberty to use it as you wish !

**Knowing the value of things or people is the first step to get motivated to be rich or successful in the life.** You might have played using clay in your childhood. Clay is very soft. You can make a pot of your choice using this clay. Once the pot is made, its purpose is decided for life. Later just you can change its colour, but not the purpose for which it was made. The same happens even with your student life. It is the most important period of your life. **Getting your future dreams and desires in real life depends upon how you use your student life.** At this time your mind is like clay which is very soft and allows you to make anything in it. You can program yourself to live a simple life or lead a great life! It is up to you!

When you were in your mother's womb, she could sacrifice all her loving foods just to keep you healthy. She could bear all the pains while you were kicking in her stomach, just to allow you to play. She could bear a world of pain under her teeth, to show you this world. She did all these because of her love towards you. How can you value her love? Of course you can, just by being grateful to her as long as you breathe. By being a good human of her dreams. Be one and value her love!

Your father is working day and night. He is sweating under the sun and shade just for earning for your learning. He becomes poor to see you rich; he kills his desires to live your dreams; because he loves you! Only the way to value his work is to be a sincere learner. Be one and value his work! Learn all lessons of life! Learn to be disciplined; it acquires you good manners and forbearance! Learn to be flexible; it helps you fit in any organization! Learn to get along with people; it makes you a leader! Learn to be perseverant; it gives you success! Learn to speak English; it shows you a modern world!

You are here in Medha to improve your English and Personality. Improving the personality means acquiring all the above! Are you sure that you are successfully doing it? Have you learnt to speak English? Have you learnt to get along with friends? Have you learnt to be disciplined? Have you learnt to program yourself to succeed? If you say 'yes' I will be the happiest one. I understand that you know the value of your student life. Student life is like a white sheet of paper. You are at liberty to use it as you wish. **You can put all rough dots on it or paint a wonderful picture of your future. How do you VALUE it? It is up to you !**

Dr.A. Chiranjeevi, D.Litt

Email:  
medhamaster@gmail.com

# Be

## with “P.P.F and special verbs”

Am	ఉన్నాను
Is	ఉన్నాడు / ఉన్నది
Are	ఉన్నారు / ఉన్నాము
Was	గతంలో ఉన్నాను / ఉన్నాడు
Were	గతంలో ఉన్నారు / ఉన్నాము
Shall be	భవిష్యత్తులో ఉంటాను / ఉంటాము
Will be	భవిష్యత్తులో ఉంటాను / ఉంటాము

am

- { I am a student of Medha ✓
- I am a smart student ✓
- I am here in the institute
- I am learning English
- I am trained in Spoken English

is

- { He is my friend
- He is a clever boy
- He is there in the institute
- He is also learning English
- He is liked by everybody

are

- { They are friends
- They are very smart
- They are there in the class room
- They are doing English practice
- They are motivated by Chiranjeevi sir everyday

**was**

- I was a college student last year
- I was very disciplined in those days
- I was there in the college last year
- I was doing MBA last year
- I was selected in the campus interview

**were**

- Once they were my friends
- Then they were very honest
- Then they were there in Warangal
- Then they were studying in the college
- They were motivated by me everyday

**shall  
be**

- I shall be an officer in the future
- I shall be very strict in my duty
- I shall be there in Hyderabad
- I shall be working very smart
- I shall be promoted by the organization

**will  
be**

- I will be the Vice President of an MNC
- I will be very dynamic in my profession
- I will be there in New Delhi by the time.
- I will be working with a lot of enthusiasm
- I will be appreciated by everyone

Can be

ఉండ గలను

Could be

ఉండ గలగాను

May be

ఉండాచ్చు

Might be

ఉండాచ్చు

Should be

ఉండుట

Must be

పశ్చకుండా ఉండుట

Would be

ఉండేవాడిని / ఉంటాను

can  
be

- I can be a friend of anyone
- I can be honest with friends
- I can be there with them at any time
- I can be maintaining good relations with them
- I can be liked by them

could  
be

- I could be a good student of Medha
- I could be very sincere during the course period
- I could be friendly with all my class mates
- I could be practicing with them everyday
- I could be actively participating in every activity

may  
be

- I may be a politician in the future
- I may be honest in politics
- I may be there in Parliament
- I may be helping the poor
- I may be liked by the people

might  
be

- I might be a police officer
- I might be very sincere
- I might be there in Hyderabad
- I might be interrogating the criminals
- I might be kidnapped by the criminals

should  
be

- I should be a good student
- I should be very active in the institute
- I should be there in the institute in time
- I should be speaking in English
- I should be appreciated by all

must  
be

- I must be a doctor
- I must be intelligent
- I must be there in Hyderabad
- I must be serving the people
- I must be supported by the staff

would  
be

- Once I would be a friend of him
- I would be very close to him
- I would be there in my native place
- I would be playing with him
- I would be beaten by him

# War



## Master's Voice

”

Cowards will quit the battle field before even they start to fight; laymen will quit while the fight is going on; and only the brave will fight till the end!

”

**Life is like a war in which we have to fight so many battles.** Every new venture in our life is going to be a battle to be fought physically or mentally. Every battle that we fight will certainly leave us with some kind of experience. It can be good or bad; happy or sad; pain or pleasure. Some people start fighting the battles at the early age; some people at the young age or middle age; and some people watch others fight the battles, but never initiate or involve in! These are going to be the 'carriers' that carry the life as it comes, but never become the warriors of life.

Cowards will quit the battle field before even they start to fight; laymen will quit while the fight is going on; and only the brave will fight till the end! They undergo a vigorous training on warfare before they start to fight. They consider everything in hand as a weapon to fight, and master the art of using it; they never quit while on their mission to win; and never leave a stone unturned to see the success. They consider every 'failure' as a pause to relax and reenergize. Every failure in their life makes them wise and strong. Thus they emerge great warriors to win!

**As a student you have to fight many battles ahead.** Learning to speak fluent English, acquiring all the skills, getting through the interviews and finding a job of your choice; everything is a battle to fight! You can't escape from all these. Only the way is to prepare to fight-mentally and physically! I know that you have been here in Medha to get trained to fight the war-the war of words! Training period is an acid test for any soldier. He has to be ready to get wet with sweat; he has to bear the bruises; and thus he will become strong! The same happens with you in Medha. Be ready to bear! After all, the quality steel comes out from the fire!

**Simply getting trained will not make you a warrior or winner either!** You have to start to fight; you have to continue to fight; because that is the way to be fit to fight big battles! Here in Medha, you are already trained in the warfare of words, and equipped with every skill to win over. Only the due is to engage yourself into the war-the war of words! It is the time. You start to fight, but bravely! You continue to fight, but consistently! You will be the winner! I love the WARRIORS... but not the worriers!

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# Be

## with "been" and "to be"

Have been	గతకొంత కాలం <u>నా</u> ఉంటునే ఉన్నాను
Has been	గతకొంత కాలం <u>నా</u> ఉంటునే ఉన్నాడు
Had been	గతంలో కొంతకాలం <u>వరకు</u> ఉంటునే ఉన్నాను
Shall have been	భవిష్యత్తులో <u>కుడా</u> ఉంటునే ఉంటాను
Will have been	భవిష్యత్తులో <u>కుడా</u> ఉంటునే ఉంటాను
Should have been	<u>ఉండి</u> ఉండుచ్చింది
Must have been	తప్పకుండా <u>ఉండి</u> ఉండుచ్చింది
May have been	<u>ఉండి</u> ఉండుచ్చు
Might have been	<u>ఉండి</u> ఉండుచ్చు
Would have been	<u>ఉండి</u> ఉండేవాడిని
Could have been	<u>ఉండగలిగి</u> ఉండేవాడిని

have  
been

I have been a trainer for 18 years  
 I have been active throughout my career  
 I have been there in on the all these years  
 I have been training the students all these years  
 I have been liked by all my students

has  
been

She has been a student since last month  
 She has been punctual all these days  
 She has been there in the institute for 45 days  
 She has been speaking in English since last week  
 She has been given so many awards and appreciations

had  
been

I had been a student of KU till 1994  
 I had been friendly with all fellow students  
 I had been there in Warangal before I came here  
 I had been studying there before I came here  
 I had been supported by all my friends

shall  
have  
been

I shall have been a great motivator by next year  
 I shall have been very practical by the time  
 I shall have been there in Mumbai by next year  
 I shall have been doing some business by the time  
 I shall have been supported by all my friends

## will have been

I will have been the richest person in India by 2020  
I will have been very simple in everything  
I will have been there in my native place by the time  
I will have been living happily with my family members  
I will have been respected by all the people

## should have been

I should have been a cinema hero  
I should have been very handsome  
I should have been there in Hyderabad  
I should have been working in cine field  
I should have been given many awards

## Must have been

I must have been the Prime Minister  
I must have been very dynamic  
I must have been courageous  
I must have been working for the nation  
I must have been praised by the world

## May have been

I may have been a friend of him  
I may have been very close to him  
I may have been there in the same college  
I may have been taking his help in my studies  
I may have been supported by him in studies

## Might have been

He might have been your friend  
He might have been very sensitive  
He might have been there with you  
He might have been taking your help  
He might have been encouraged by you

## Would have been

I would have been a collector, if I had worked hard  
I would have been happy, if I had become a collector  
I would have been there in secretariat, if I had been an IAS  
I would have been serving the people, if I had been an IAS  
I would have been awarded, if I had served the people

## Could have been

I could have been a minister, if I had joined the politics  
I could have been sincere, if I had been a minister  
I could have been there in assembly, if I had been a minister  
I could have been sincerely serving the people, if I had been a minister  
I could have been loved by the people, if I had served them sincerely

Have to be	ఉండుట్లు ఉంట
Has to be	ఉండుట్లన ఉంట
Need to be	ఉండుట్లన అవసరం ఉంట
Needs to be	ఉండుట్లన అవసరం ఉంట
Dare to be	దైర్చుంగా ఉంటాను
Dares to be	దైర్చుంగా ఉంటాడు
Ought to be	బాధ్యతగా ఉండాలి
Want to be	ఉండాలనుకుంటున్నాను
Wants to be	ఉండాలనుకుంటున్నాడు
Wish to be	ఉండాలనుకుంటున్నాను
Wishes to be	ఉండాలనుకుంటున్నాడు
Would like to be	ఉండాలనుకుంటున్నాను
Able to be	ఉండగలిగే స్థితిలో ఉన్నాను
Willing to be	ఉండాలిని ఉంట
Going to be	ఉండబోతున్నాను
Had to be	ఉండాల్స్తు వచ్చింది
Used to be	ఒకవ్వడు ఉండేవాడిని

have  
be

I have to be a boss in my organization  
 I have to be very strict in the office  
 I have to be there in the office in time  
 I have to be motivating all the employees  
 I have to be respected by all employees

has  
to be

She has to be a criminal lawyer      శివ్ కెషన్స్ లాస్  
 She has to be effective in her communication  
 She has to be there in the court of law everyday  
 She has to be taking up the cases everyday  
 She has to be paid fee for her legal services

need  
to be

I need to be a rich man  
 I need to be honest while earning money  
 I need to be there at the work everyday  
 I need to be earning money throughout my life  
 I need to be recognized by the entire world

needs  
to be

He needs to be an employee  
 He needs to be committed to his job  
 He needs to be there in the office everyday  
 He needs to be working there under his boss  
 He needs to be appreciated by his boss

Have to be	ఉండాల్సి ఉంది
Has to be	ఉండాల్సిన అవసరం ఉంది
Need to be	ఉండాల్సిన అవసరం ఉంది
Needs to be	ఉండాల్సిన అవసరం ఉంది
Dare to be	వైర్చంగా ఉంటాను
Dares to be	వైర్చంగా ఉంటాడు
Ought to be	బాధ్యతగా ఉండాలి
Want to be	ఉండాలనుకుంటున్నాను
Wants to be	ఉండాలనుకుంటున్నాడు
Wish to be	ఉండాలనుకుంటున్నాను
Wishes to be	ఉండాలనుకుంటున్నాడు
Would like to be	ఉండాలనుకుంటున్నాను
Able to be	ఉండగలిగే స్థితిలో ఉన్నాను
Willing to be	ఉండాలని ఉంది
Going to be	ఉండబోతున్నాను
Had to be	ఉండాల్సి వచ్చింది
Used to be	బకప్పడు ఉండేవాడిని

have  
be

I have to be a boss in my organization  
 I have to be very strict in the office  
 I have to be there in the office in time  
 I have to be motivating all the employees  
 I have to be respected by all employees

has  
to be

She has to be a criminal lawyer      శివ్ క్రిష్ణన్ ఎస్  
 She has to be effective in her communication  
 She has to be there in the court of law everyday  
 She has to be taking up the cases everyday  
 She has to be paid fee for her legal services

need  
to be

I need to be a rich man  
 I need to be honest while earning money  
 I need to be there at the work everyday  
 I need to be earning money throughout my life  
 I need to be recognized by the entire world

needs  
to be

He needs to be an employee  
 He needs to be committed to his job  
 He needs to be there in the office everyday  
 He needs to be working there under his boss  
 He needs to be appreciated by his boss

dare  
to be

I dare to be a revolutionist  
I dare to be sincere and honest  
I dare to be there at any place  
I dare to be fighting against the government  
I dare to be arrested by the police

dares  
to be

He dares to be a leader  
He dares to be courageous  
He dares to be there in the Assembly  
He dares to be addressing the problems  
He dares to be criticized by the other leaders

ought  
to be

I ought to be a helper  
I ought to be kind at heart  
I ought to be there in the society  
I ought to be helping the people  
I ought to be loved by the people

want  
to be

I want to be an achiever  
I want to be energetic  
I want to be there in Warangal  
I want to be working on my goals  
I want to be admired by the world

wants  
to be

He wants to be a speaker  
He wants to be effective in his speech  
He wants to be there on the dais  
He wants to be speaking at every occasion  
He wants to be identified as a great speaker

wants  
to be

She wants to be an employee  
She wants to be dynamic  
She wants to be there in her office  
She wants to be working smart  
She wants to be promoted by her boss

wish  
to be

We wish to be friends forever  
We wish to be honest forever  
We wish to be there in Bangalore  
We wish to be helping each other  
We wish to be admired by all

wishes  
to be

He wishes to be a hero  
He wishes to be very famous  
He wishes to be there in Mumbai  
He wishes to be acting throughout his life  
He wishes to be awarded with many titles

would  
like  
to be

I would like to be a winner  
I would like to be very famous  
I would like to be there in India  
I would like to be helping the society  
I would like to be applauded by the world

able  
to be

I am able to be a motivator  
I am able to be powerful  
I am able to be there on the dais  
I am able to be motivating the students  
I am able to be commended by the students

willing  
to be

I am willing to be a cinema director  
I am willing to be creative in my efforts  
I am willing to be there at every shooting spot  
I am willing to be directing the movies  
I am willing to be highly praised for my creativity

going  
to be

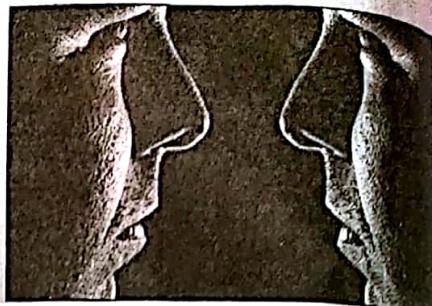
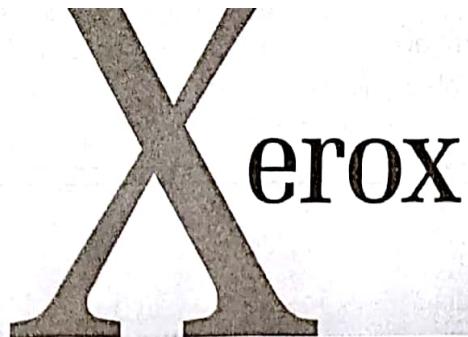
I am going to be a leader  
I am going to be dynamic  
I am going to be there in Visakhapatnam  
I am going to be leading the people  
I am going to be followed by the people

had  
to be

I had to be a competitor to him  
I had to be rough while competing with him  
I had to be there in the ground by the time  
I had to be competing with him in every thing  
I had to be defeated by him at the end

used  
to be

Once I used to be a sportsman  
I used to be very sportive in the play ground  
I used to be there in the play ground every day  
I used to be practicing everyday for many hours  
I used to be encouraged by all my friends



## Master's Voice

”

Your association with your role model helps you pick up things as dedication, discipline, courage, self confidence and many more !

”

Dr.A. Chiranjeevi, D.Litt

Email:  
medhamaster@gmail.com

As human beings it is very common for us to get motivated to succeed by various means. One among those is having a good role model. **Role model helps us to build morals, positive values and serves as an inspiration to achieve our set goals.** A role model need not to be a cinema hero or celebrity. He can be any individual with high level of success and moral values. He can be a father, a school teacher or a neighbor. Having a role model will certainly have an impact on your behavior.

Whom to select as your role model? A big question! First you ask a few questions yourself. What kind of person do you want to become? What you want to achieve in your life and is there anyone who has already achieved it? Is there anyone that empowers you with his words, voice, vision and qualities? Who can inspire and guide you towards your goals? When you ask all these questions, then you get a clear picture about your goals, desires, dreams and who you can take the inspiration and direction from. **It is better to choose someone who has overcome adversity in his own life and achieved great things.**

You want to become a great politician, select someone who has already achieved something great in the politics; you want to become a famous cinema here, select someone in the same field; you are here in Medha to learn to speak fluent English, choose someone in the same field who has already achieved something great in the same field. If possible meet him, talk to him, build a rapport with him and get along with him. Your association with him teaches you so many things. It helps you pick up things as dedication, discipline, courage, self confidence and many more.

By being with him physically or mentally, you often think and talk about him. You start watching every movement of him with a lot of interest and enthusiasm. You love to boast of his achievements and special traits that he has. You are keen to know more about his life style. You get inspiration from his achievements. Then you develop a desire to become one like him. You start to think, walk and talk like your role model. You start to imitate and copy his behavior without your notice. When you xerox him in your behavior, you automatically become one like him in your life. **Xerox your role model!**

# ARTICLES

**Articles :** Articles are among the class of words that are also called determiners.

The articles are basically demonstrative adjectives and are used before nouns.

## KINDS OF ARTICLES

Definite Article	: 'The'
Indefinite Articles	: 'A' and 'An'

### Definite Article :

The definite article 'the' is used to refer to a particular person or thing.

It is used before the singular as well as plural nouns.

Ex : I like the story he told.  
I like the stories he told.

### Indefinite Articles :

The indefinite article 'a' or 'an' is not used to refer to any particular person or thing.

It is usually used before the countable and singular nouns only.

Ex : This is a book.  
That is a pen.

### Uses of Indefinite Article ('A' and 'An'):

1. It is used in the sense of 'one'.

Ex : I have a book.  
You have a pen.

2. It is used in the sense of 'any'.

Ex : I want a pen.  
I see a movie tonight.

3. It is used in the sense of one of 'a'.

Ex : I read a story.  
I tell a secret.

4. It is used in the sense of 'per'.

Ex : I earn fifty rupees a day.  
I spend twenty rupees a day.

5. It is used in certain expressions of quantity.

Ex : I have a great number of books.  
I spend a lot of money on books.

6. It is used with proper nouns when they are used as common nouns.

Ex : Mr. Ravi is a Balasubramanyam.  
Ms. Geeta is a Latha Mangeshkar.

7. It is used with material nouns when they are used as common nouns.

Ex : I have a gold ring.  
She has a silver coin.

8. It is used with abstract nouns when they are used as common nouns.

Ex : She has a knowledge of science.  
A knowledge of English is a must these days.

9. It is used to refer to an unfamiliar person.

Ex : A Mr. Raju called for you.  
A Mr. Ravi is waiting for you.

10. It is used in exclamatory sentences.

Ex : What a nice joke!  
What a surprise!

### No use of 'A' or 'An' :

1. It is not used before plural nouns.

Ex : I have a friends.  
I like a movies.

2. It is not used before uncountable nouns.

Ex : He gave an advice.  
It is a good news.

3. It is not used before names of meals unless they are particularly mentioned.

Ex : I have a lunch.  
I have a supper.

4. It is not used before material nouns.

Ex : That is a gold.  
This is a silver.

### Choosing 'A' or 'An' :

The choice between 'a' and 'an' is determined by sound, but not letter.

'A' is used before a noun which begins in a consonant sound.

Ex : I have a book.  
You have a pen.

'An' is used before a noun which begins in a vowel sound.

Ex : I eat an apple.  
He eats an orange.

### Uses of Definite Article ('The') :

The definite article 'the' is used:

1. before the names of unique things.

Ex : The sun rises in the east.  
The sun sets in the west.

2. before the names of particular persons or things.

Ex : The boy I met yesterday is your brother.  
The story you told is very interesting.

3. before the nouns that are mentioned for the second time.

Ex : I have a book. The book is interesting.  
I have a friend. The friend is very crazy.

4. before the names of mountains, rivers, seas, gulfs, peaks, hills, groups of islands, canals, etc.

Ex : I swam in the Bay of Bengal.  
I went to the Himalayas last year.

5. before adjectives that are in the superlative degree.

Ex : English is the most important language.  
Telugu is the most melodious language.

6. before ordinal numbers.

Ex : I go to college by the first bus everyday.  
I return home by the last bus.

7. before some adjectives to represent a class or kind of persons or things.

Ex : The rich should help the poor.  
We should help the blind.

8. before 'more' or 'less' when used in comparative sense.

Ex : The more you speak, the less I understand.  
The less you speak, the more I understand.

9. before the names of holy books.

Ex : I read the Ramayana.  
He reads the Geeta.

10. before a singular noun to represent a class.

**Ex :** The rose is a beautiful flower.  
The dog is a faithful animal.

11. before the historical events.

**Ex :** The First World War broke out in the year 1914.  
The Second World War killed many people.

12. before the names of musical instruments.

**Ex :** I play the sitar  
I play the guitar.

13. before the names of historical constructions.

**Ex :** I saw the Charminar.  
I want to see the Tajmahal.

14. before the nouns that name the inhabitants of a country collectively.

**Ex :** The Telugu speak Telugu.  
The Telugu can also speak English.

15. before the names of trains, ships and planes.

**Ex :** I traveled by the Godavari express.  
He traveled by the Titanic.

16. before the nouns that need to be emphasized.

**Ex :** He is the man I like the most.  
She is the girl I love the most.

17. before the names of certain countries.

**Ex :** I had been to the United Kingdom.  
She wants to settle in the U.S.A.

18. before the names of news papers and journals.

**Ex :** I read the Economic Times.  
He reads the Hindu.

19. before the names of parts of body.

**Ex :** I have a mole on the right cheek.  
He pulled a car with the left hand.

20. before proper nouns when used as common nouns.

**Ex :** Prabhudeva is the Micheal Jackson of India.  
Aruku valley is the Ooti of Andhra.

21. before the first word of a compound expression.

**Ex :** He is the director and chief coach.  
He is the singer and dancer.

### No use of 'The' :

The definite article 'the' is not used:

1. before proper nouns.

**Ex :** I am living in the Visakhapatnam.  
He is working in the Delhi.

2. before abstract nouns.

**Ex :** He has the wisdom.  
She has the knowledge.

3. before plural nouns when used in general sense.

**Ex :** The students have to read books.  
The teachers have to be honest.

4. before the names of games.

**Ex :** I play the cricket.  
I watch the foot ball.

5. before the names of languages.

**Ex :** I speak the English.  
I learn the French.

6. before the names of colours.

**Ex :** I like the blue.  
I don't like the pink.

7. before the names of seasons.

**Ex :** I enjoy in the winter.  
I don't like the summer.

8. before the names of days.

**Ex :** I met my friend on the Sunday.  
He wrote a letter on the Monday.

9. before the names of months.

**Ex :** He joined college in the April.  
She wrote exams in the March.

10. before the names of deceases.

**Ex :** He is suffering from the Mumps.  
She is suffering from the Measles.

11. before the names of meals.

**Ex :** I have the lunch.  
He had the dinner.

# You



## Master's Voice

”

First accept yourself as you are; respect yourself whoever you are; love yourself however you are! It builds confidence in you.

”

Dr.A. Chiranjeevi, D.Litt

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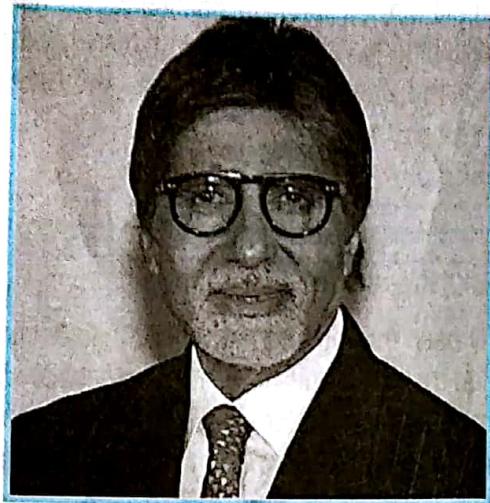
**The greatest crime in this universe is underestimating oneself.** Once you underestimate yourself, you will automatically get attacked by the inferiority complex. Inferiority complex is the mother of most of the psychological problems in anybody's life. Once it takes over you, it kills your self-esteem and puts you down at every step forward in your life. It says that you are not important in this world. It freezes all your skills and abilities. It makes you look weak, walk dull and speak nil. It kills all your confidence, courage and enthusiasm in you. Thus it creates a small picture of you in your mind!

As a result, you don't accept yourself, you don't respect yourself, you don't love yourself and you don't want yourself. When you don't want yourself, how can you expect the other people to want you? When you don't love yourself, how can you expect the other people to love you? First accept yourself as you are; respect yourself whoever you are; love yourself however you are! It builds confidence in you. The words or actions that come from confidence have the power to convince the people. The ability to communicate and convince the people leads to success. It creates a big picture of you!

Believe that you are more important in this world. You can make anything happen in your life. You can create a kingdom of happiness in your mind. You can break the records and make the records in this world. You are unique on this earth. Nobody has your body or brains. Nobody can think like you. Nobody has your fingerprints. That is why you are very special in this world. There is nothing that you cannot be, do, or have! **Even the words 'success' or 'failure' can't be pronounced without the letter 'u'.** Then how can you see success or failure in your life without 'you'? **You are more important! Realize it!**

**What other people think about you is their attitude, but not yours. What you think about you and others is your attitude.** How others treat you is a reflection of their character, but not yours. How you treat yourself and others is a reflection of your character. Nobody can make you feel inferior about yourself, except you! Don't do it! Feel great about you. Think that fulfilling your dreams is most important to you. Think that speaking fluent English is utmost important to you. If you think you can, you can; if you think you can't, you can't! How do you think? Walk your head held high and let the world wonder... WOW! Admire yourself and let all admire 'YOU'! Because... **'YOU' are important!**

## All at a glance



### Amitabh Bachchan

Do-does  
Did  
Shall-will

Every day I watch some movie of Amitabh Bachchan. Amitabh Bachchan **attracts** the people of all ages with his excellent performance. He **came** into cine industry long ago. I **shall** watch his movies in future also. He **will** also act many movies in future.

Am-is-are  
Was-were  
Shall be-will be

Now I **am** watching his movies in theatres. At present he is living in Mumbai. Many of **his** fans **are** trying to meet him. He **was** suffering from some health problem five years ago. At that time his fans **were** praying to the god for his good health. We **shall be** watching his movies in future also. He **will be** winning so many awards in future for his achievements in Bollywood.

Can-could  
May-might  
Should-must  
would

I **can** get inspiration and motivation from his movies and achievements. I **could** learn so many things from his life style. I **may** meet him in future. He **might** spend some time with me. I **should** also become a celebrity like him. I **must** work hard like him to become a great personality. I **would** watch his movies repeatedly in my childhood.

Have -has  
Had  
shall have-will have

Recently I **have** seen a movie of Amitabh Bachchan. He **has** already acted in many movies. He **had** experienced failures before he became popular in Bollywood. I **shall have** already watched all his movies by the end of next year. He **will have** acted in Hollywood movies by the end of next year.

Should have-must have  
may have-might have  
would have-could have

I *should have* already met him by this time. I *must have* taken his autograph and photograph. He *may have* visited many countries in the world. He *might have* enjoyed every movie that he acted. I *would have* voted for him if he had contested in elections. He *could have* become a central minister if he had sincerely tried.

Have been- has been  
had been  
shall have been  
will have been

I *have been* enjoying his movies since my childhood. He *has been* acting in movies for 45 years. I *had been* watching his movies only in theatres before I bought a TV. I *shall have been* watching his movies throughout my life. He *will have been* living there in Mumbai throughout his life.

Should have been  
must have been  
may have been  
might have been  
would have been  
could have been

I *should have* already *been* making a movie with Amitab Bachchan. He *must have been* acting there in Hollywood movies by this time. He *may have been* working for a new movie. He *might have been* spending his time for his new movie. I *would have been* making a movie with him if he had given the dates. I *could have been* earning much money on his movie.

Have to-has to  
need to- needs to  
dare to- dares to  
ought to want  
to-wants to  
wish to-wishes to  
would like to

I *have to* buy a ticket to watch his movie. He *has to* pay income tax on his earnings. I *need to* learn so many lessons from his life. He *needs to* take care about his health. I *dare to* argue with any in support of Amitab Bachchan. He *dares to* take any risk for a better movie. We *ought to* support him in his efforts for a better society. I *want to* meet him in person. He *wants to* serve the society. I *wish to* take a photograph with him. He *wishes to* encourage the new artists in the cine industry. I *would like to* play a role in his movie.

Able to- willing to  
going to  
had to  
used to

I am *able to* understand his dialogue in Hindi. He is *willing to* act in the movies till his last breath. He is *going to* act in Hollywood movies within a short span of time. He *had to* face some problems in his personal and professional life. He *used to* take less remuneration for a movie in olden days.

Am- is -are  
was-were  
shall be- will be

I am *respected* by Amitab Bachchan. He *is* liked by me. His fans *are* motivated by him. He *was* awarded many times for his remarkable contribution to the cinema industry. Many youngsters *were* inspired by his dialogues in his movies. We *shall be* satisfied with his performance in his future movies also. He *will be* loved by the people in future also.

Can be - could be  
may be - might be  
should be - must be  
would be

I *can be* convinced with his action in every movie. People *could be* satisfied with performance in every movie. He *may be* invited into politics in future. He *might be* given a lot of importance in politics. He *should be* respected for his wonderful human values that he maintains. He *must be* appreciated for his outstanding performance in his movies. Once he *would be* approached by every director in the industry.

Am being - is being - are being  
was being - were being

I *am being* entertained by his movies. He *is being* understood by his family members. His movies *are being* playing across the world. He *was being* paid less money long ago. Many challenges *were being* faced by him long ago.

Have been - has been  
had been  
shall have been  
will have been

Recently many of his movies *have been* released across the world. He *has been* complimented by so many film critics for his wonderful performance in those movies. Some of his movies *had been* rejected by the people some years ago. I *shall have been* invited to his house as a guest by the end of next month. He *will have been* presented with a bouquet of flowers by me.

Should have been  
must have been  
may have been  
might have been  
would have been  
could have been

He *should have been* given so many prestigious awards. His movies *must have been* selected for Oscar award. He *may have been* approached by many directors in the recent past. He *might have been* loved by so many heroines in the industry. He *would have* already *been* given a chance in Hollywood movies, if he had been interested. He *could have* already *been* accepted by the people across the world, if he had acted in Hollywood movie.

Have to be - has to be  
need to be - needs to be  
dare to be - dares to be  
ought to be  
want to be - wants to be  
wish to be - wishes to be  
would like to be

Other artists in the industry *have to be* supported by him. He *has to be* respected by all the people in the cine industry. Producers *need to be* supported by him for a better movie. Director *needs to be* supported by him for making a wonderful movie. All his skills *ought to be* used to make a successful movie. People *want to be* satisfied with his performance. He *wants to be* remembered in the industry forever. I *wish to be* entertained by him movies. He *wishes to be* awarded for his talent and skills. He *would like to be* considered the best in the industry.

Able to be  
willing to be  
going to be  
had to be  
used to be

He is *able to be* selected for any challenging role in the movie. He is *willing to be* appreciated for his efforts. He is *going to be* taken as a role model by many young artists in Bollywood. He *had to be* accepted as a leading hero by many other heroes. He *used to be* admired even when he was not this much famous.

# Master's Voice

”

Under the sun  
there is no substitute  
for work.

When you feel sad...  
you work! When you  
feel low... you work!  
When you feel lost...  
you work! It boosts  
up your morale!

”

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# Z eal



Early morning we see some people going to office with a burden face as if it were the last day in their life. We see some people coming home with a sullen face as if they only dealt with every crisis in the world. Students are not exempted from this. We see some students going to college with a dull walk and tensed face as if they were going to a central prison. We see the same students coming home as if they are tired of studying everything in this world. We can also experience some youngsters sitting idle at home as if they had nothing to do in this life. It happens because of not having zeal to be successful!

Once you have zeal to be successful... you look energetic and enthusiastic at every situation. You move forward with a world of force breaking all barriers across your way to reach your goals. You get the ability to strike hard every hurdle brakes your speed. Your commitment increases in every stride that you make ahead in your life. It increases your focus on your mission to accomplish. Your inner strength sees the light to help you in your effort. Your voice thrills when you talk about your dreams. You become a magnet to attract the other piles you need to succeed. It all happens when you have zeal!

**Have zeal to work.** Under the sun there is no substitute for work. It makes you rich mentally and physically, and allows you to soar to skies. It gives an immense pleasure of being happy, and instills contentment. It teaches you the art of being flexible in life, and motivates you without much effort. It inculcates discipline in your life, and keeps you organized at all times. It is such powerful that it can make your life or break your life. So work! When you feel sad... you work! When you feel low... you work! When you feel lost... you work! It boosts up your morale!

**Have zeal to speak fluent English.** It acquires you the art of speaking in English. It brings out all the grammar and vocabulary hiding within your mind. It provokes you to exhale your inhibitions to speak. It helps you navigate your speech through all your mental blocks. It stimulates your interest to express your thoughts and ideas. It finds you a place and people to practice to speak. It drives you to make a habit to speak English. It makes you the master of speaking English. **Have... ZEAL!**

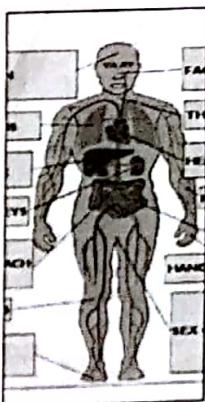
# Idioms

## Animals



- |                            |  |
|----------------------------|--|
| To pig out                 | : to eat too much  |
| To chicken out             | : to be too scared to do something usually after previously agreeing to do it. |
| To be a dark horse         | : someone who has a surprising ability or skill, but keeps it secret.          |
| To be a pussy cat          | : a person who is very gentle  |
| To be a bull-headed        | : a person who is stubborn   |
| To be in the dog house     | : means to be in trouble   |
| To be a rat                | : someone who leaves his friends when they are in trouble                      |
| To be a bull in china shop | : a person who acts carelessly in the way they move or behave                  |
| To be a copy cat           | : a person who copies everything from others                                   |
| Let the cat out of the bag | : to disclose a secret   |
| To smell a rat             | : to convey a feeling of suspicion regarding someone                           |

## Body parts



- |                             |   |
|-----------------------------|---|
| Put one's foot in his mouth | : to say something embarrassing and then realize it       |
| Keep one's fingers crossed  | : to hope that something good will happen                 |
| Get cold feet               | : get nervous before doing or happening something         |
| All ears                    | : very interested and ready to listen                     |
| At the top of your lungs    | : to shout loudly   |
| Make blood boil             | : to make somebody extremely angry                        |
| Pull someone's leg          | : to insult somebody                                      |
| Pain in the neck            | : that annoys someone                                     |
| Let your hair down          | : you allow yourself to relax and have fun                |
| In cold blood               | : doing something without any emotions or guilty feelings |

## Food



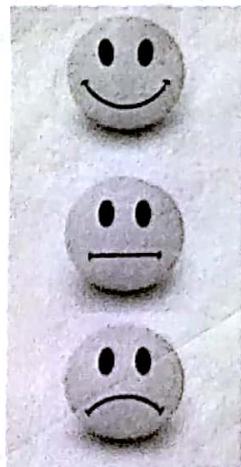
- |                    |   |
|--------------------|---|
| Apple of one's eye | : that one likes a lot                              |
| Bad egg            | : a bad person                                      |
| Butter up          | : to flatter someone for sooth                      |
| Coach potato       | : someone who is very lazy                          |
| Cup of tea         | : something that is enjoyed or easily done          |
| Eat crow           | : to admit one's mistake or take back words         |
| Eat dirt           | : to accept the insult or ill treatment of somebody |
| Hit the sauce      | : to drink alcohol regularly                        |
| Hot potato         | : something that is controversial to settle         |
| Polish the apple   | : to flatter someone                                |
| Spill the beans    | : to tell a secret to all                           |
| Worth one's salt   | : to be worthy for what paid                        |

# Colours



Black and blue	: bruised and beaten
Black and white	: very clear or written
The green light	: permission
Green with envy	: very jealous
Once in a blue moon	: very rarely
See red	: be very angry
True colours	: real self
White lie	: an innocent lie
Rose colored glasses	: unrealistic view
Roll out the red carpet	: welcome with great importance

# Emotions



Over the moon	: absolutely delighted
Thrilled to bits	: absolutely delighted
In seventh heaven	: absolutely delighted
On cloud nine	: absolutely delighted
Down in the dumps	: to feel very sad
Feel blue	: to feel very sad
Sick as a parrot	: to feel very sad
Hopping mad	: to feel very angry
See red	: to feel very angry
Cheesed off	: to feel less angry

# Weapons



Arrow in the quiver	: a strategy to achieve one's objective
At daggers drawn	: very close to violence
Bite the bullet	: to accept something unpleasant
Dodge the bullet	: to successfully avoid a serious problem
Drop a bombshell	: to announce something that causes drastic changes
Great guns	: to do something very well
Lock and load	: to be ready and prepared
Loose cannon	: someone who is uncontrollable
Pull the trigger	: action that closes or finishes something

# Men and women



- |                                  |   |
|----------------------------------|---|
| A man/woman of means             | : someone who has a lot of money                        |
| A man of his word                | : someone who can be trusted                            |
| A man/woman of the world         | : someone who has a lot of experience of life           |
| A man/woman of your dream        | : someone that you like most                            |
| The man/woman in the street      | : an ordinary person                                    |
| Be your own man/woman            | : to behave in a way that you want                      |
| Be a fine figure of a man/woman  | : someone with an attractive body                       |
| A man/woman after your own heart | : the one who you admire                                |
| A kept man/woman                 | : someone who is given everything for a sexual relation |
| A fallen man/woman               | : someone who has sexual relation with many             |

# Money



- |                            |  |
|----------------------------|--|
| Bet your bottom dollar     | : bet all one has on something                               |
| Burn a hole in your pocket | : money that one wishes to spend quickly                     |
| Chicken feed               | : a small amount of money                                    |
| Cook the books             | : illegally change information in accounting books           |
| Fast buck                  | : money earned easily and quickly                            |
| Feel like a million bucks  | : a feeling of immense happiness                             |
| Go broke                   | : a condition where someone loses all of his money           |
| High way robbery           | : to charge a high price for something                       |
| Make ends meet             | : a situation where there is enough money for daily expenses |
| At all costs               | : at any expense of time, money or efforts                   |

# Monkey



- |                              |   |
|------------------------------|---|
| A grease monkey              | : a mechanic                              |
| Brass monkey weather         | : freezing weather                        |
| Funny as a barrel of monkeys | : very funny                              |
| Monkey suit                  | : a funny or fancy suit                   |
| Monkey's uncle               | : getting surprised                       |
| Make a monkey                | : make someone seem stupid                |
| Monkey business              | : silly or dishonest behavior             |
| A monkey on my back          | : a serious problem that will not go away |
| Monkey with something        | : to adjust with something                |
| Pay peanuts-get monkeys      | : stupid people work for a less pay       |