

DEPARTMENT OF ENGLISH

Study Materials

Part – A

I. PRONOUN

A Pronoun is a word which is used instead of a noun. A Pronoun is used instead of a noun to avoid repetition of a noun

There are several different kinds of pronouns, they are

- [Personal pronouns \(e.g., he, they\)](#)
- [Demonstrative pronouns \(e.g., this, these\)](#)
- [Interrogative pronouns \(e.g., which, who\)](#)
- [Possessive pronouns \(e.g., his, your\)](#)
- [Relative pronouns \(e.g., which, where\)](#)
- [Reflexive pronouns \(e.g., itself, himself\)](#)

**Personal Pronouns:**

The personal pronouns are *I, you, he, she, it, we, they,* and *who*. More often than not (but not exclusively), they replace nouns representing people. When most people think of pronouns, it is the personal pronouns that usually spring to mind.

Example:

- **We** can't all be heroes because somebody has to sit on the curb and clap as **they** go by.
- I bought some batteries, but **they** weren't included.

**Demonstrative Pronouns:**

These pronouns are used to demonstrate (or indicate). **This, that, these** and **those** are all demonstrative pronouns.

Examples:

- **This** is the one I left in the car.
- Shall I take **those**?

**Interrogative Pronouns:**

These pronouns are used in questions. Although they are classified as pronouns, it is not easy to see how they replace nouns. **Who, which, what, where** and **how** are all interrogative pronouns. Example:

- **Who** told you to do that?
- **Which** dog won the race?

**Possessive Pronouns:**

**My, your, his, her, its, our,** mine, ours, yours, his, hers, its, theirs are all possessive pronouns.

☛ Have you seen **her** book?

**Relative Pronouns:**

Relative pronouns are used to add more information to a sentence. **Which, that, who** (including **whom** and **whose**) and **where** are all relative pronouns.

Examples:

- ☛ Dr Adam Sissons, **who** lectured at Cambridge for more than 12 years, should have known the difference.
- ☛ The man **who** first saw the comet reported it as a UFO.

**Reflexive Pronouns:**

A reflexive pronoun ends **...self** or **...selves** and refers to another noun or pronoun in the sentence (usually the subject of the sentence). The reflexive pronouns are **myself, yourself, herself, himself, itself, ourselves, yourselves** and **themselves**.

Examples:

- ☛ The dog bit **itself**.
- ☛ Are you talking to **yourself**?

Examples:

1. John and Peter are brothers. I know ..... very well and my father likes ..... very much.
2. This book has many interesting pictures and stories. I like ..... very much.
3. The woman gave sweets to the children, but ..... did not thank .....
4. The teacher said, 'John, you're a naughty boy. .... don't obey .....
5. The boys were late so the teacher scolded .....
6. We have a good teacher. .... advised ..... to work harder.
7. My father told my mother, 'I want ..... to take these jewels and put ..... in a box. When ..... have done that come and see ..... and ..... will tell ..... why ..... don't want ..... to keep ..... in that box.

**Answers**

1. John and Peter are brothers. I know **them** very well and my father likes **them** very much.
2. This book has many interesting pictures and stories. I like **it** very much.
3. The woman gave sweets to the children, but **they** did not thank **her**.
4. The teacher said, 'John, you're a naughty boy. **You** don't obey **me**.'
5. The boys were late so the teacher scolded **them**.
6. We have a good teacher. **He / she** advised **us** to work harder.
7. My father told my mother, 'I want **you** to take these jewels and put **them** in a box. When **you** have done that come and see **me** and **I** will tell **you** why **I** don't want **you** to keep **them** in that box.'

**2. GERUND AND INFINITIES:**

Gerund: The term **gerund** is used to label an important use of the form of the verb ending in -ing (for details of its formation and spelling, see [English verbs](#)). Other important uses are termed participle (used adjectivally or adverbially), and as a pure verbal noun.

An -ing form is termed **gerund** when it behaves as a verb within a clause (so that it may be modified by an adverb or have an object); but the resulting clause as a whole (sometimes consisting of only one word, the gerund itself) functions as a noun within the larger sentence.

For example, consider the sentence "Eating this cake is easy." Here, the gerund is the verb *eating*, which takes an object *this cake*. The entire clause *eating this cake* is then used as a noun, which in this case serves as the subject of the larger sentence.

	<b>Active</b>	<b>Passive</b>
Present or Continuous	Loving	Being loved
Perfect	Having loved	Having been loved

The same forms are available when the term **participle** is used.

**Examples of use**

The following sentences illustrate some uses of gerund clauses, showing how such a clause serves as a noun within the larger sentence. In some cases, the clause consists of just the gerund (although in many such cases the word could equally be analyzed as a pure verbal noun).

- 🎬 **Swimming** is fun. (gerund as subject of the sentence)
- 🎬 I like **swimming**. (gerund as direct object)
- 🎬 I never gave **swimming** all that much effort. (gerund as indirect object)
- 🎬 **Eating biscuits in front of the television** is one way to relax. (gerund phrase as subject)

- Do you fancy **going out**? (gerund phrase as direct object)
- On **being elected president**, he moved with his family to the capital. (gerund phrase as complement of a [preposition](#))

Using gerunds of the appropriate [auxiliary verbs](#), one can form gerund clauses that express [perfect aspect](#) and [passive voice](#):

- **Being deceived** can make someone feel angry. (passive)
- **Having read the book once before** makes me more prepared. (perfect)

	Role	Example
A	<b>Subject</b>	<i><b>Eating cakes</b> is pleasant.</i>
B	<b>Extra posed subject</b>	<i>It can be pleasant <b>eating cakes</b>.</i>
C	<b>Subject Complement</b>	<i>What I'm looking forward to is <b>eating cakes</b></i>
D	<b>Direct object</b>	<i>I can't stop <b>eating cakes</b>.</i>
E	<b>Prepositional object</b>	<i>I dreamt of <b>eating cakes</b>.</i>
F	<b>Adverbial</b>	<i>He walks the streets <b>eating cakes</b>.</i>
G	<b>Part of noun phrase</b>	<i>It's a picture of man <b>eating cakes</b>.</i>
H	<b>Part of adjective phrase</b>	<i>They are all busy <b>eating cakes</b>.</i>
I	<b>Complement of preposition</b>	<i>She takes pleasure in <b>eating cakes</b>.</i>

- He is ashamed of **having been gambling** all night. ([perfect progressive aspect](#))

For more detail on when it is appropriate to use a gerund, see [Verb patterns classified as gerund use](#) below, and also §§ [Uses of English verb forms](#) and [Gerund](#).

**INFINITIVES:** An infinitive is a verb form that acts as other parts of speech in a sentence. It is formed with to + base form of the verb. Ex: to buy, to work.

### Infinitive Examples

Infinitives can be used as:

an object following the verb:

1. Jim always forgets **to eat**

a subject at the beginning of a sentence:

1. **To travel** around the world requires a lot of time and money.

an adverb modifying a verb:

1. You promised **to buy** me a diamond ring.

an adjective modifying a noun:

1. Tara has the ability **to succeed**.

Some verbs are directly followed by an infinitive:

1. Do you want **to call** your family now?

Some verbs are directly followed by a noun or pronoun and then by an infinitive:

1. I convinced Catherine **to become** vegetarian.
2. He advised me **to sell** all my shares of stock.

Some verbs can be followed by an infinitive or a gerund without causing a change in meaning:

1. Will you continue **working** after you give birth?
2. Will you continue **to work** after you give birth?

Some verbs can be followed by an infinitive or a gerund but with a change in meaning:

1. He stopped **drinking** coffee. (He never drank coffee again.)
2. He stopped **to drink** coffee. (He stopped what he was doing and drank some coffee.)

### *Exercises – Gerunds and Infinitives*

Choose the correct gerund or infinitive from the parenthesis at the end of the sentence.

1. She likes to get up early in the morning. (likes / dislikes)
1. Alan can't stand \_\_\_\_\_ on trains. (riding/ to ride)
2. Mr. Harris enjoys \_\_\_\_\_ people out to dinner. (inviting / to invite)
3. In the old days, gentlemen challenged their rivals \_\_\_\_\_. (fighting / to fight)
4. As the famous saying goes, there's no use \_\_\_\_\_ over spilt milk. (crying / to cry)
5. Jim stopped \_\_\_\_\_ his shoelace. Wait for him. (tying / to tie)
6. My wife always volunteers \_\_\_\_\_ cakes PTA meetings. (baking / to bake)
7. Don't waste my time \_\_\_\_\_ about your salary. (complaining/ to complain)
8. Eva is having trouble \_\_\_\_\_ on the exam. (concentrating / to concentrate)
9. Please allow me \_\_\_\_\_ your Facebook page. (joining / to join)
10. You won't forget \_\_\_\_\_ milk on your way home, will you? (picking up /to pick up)

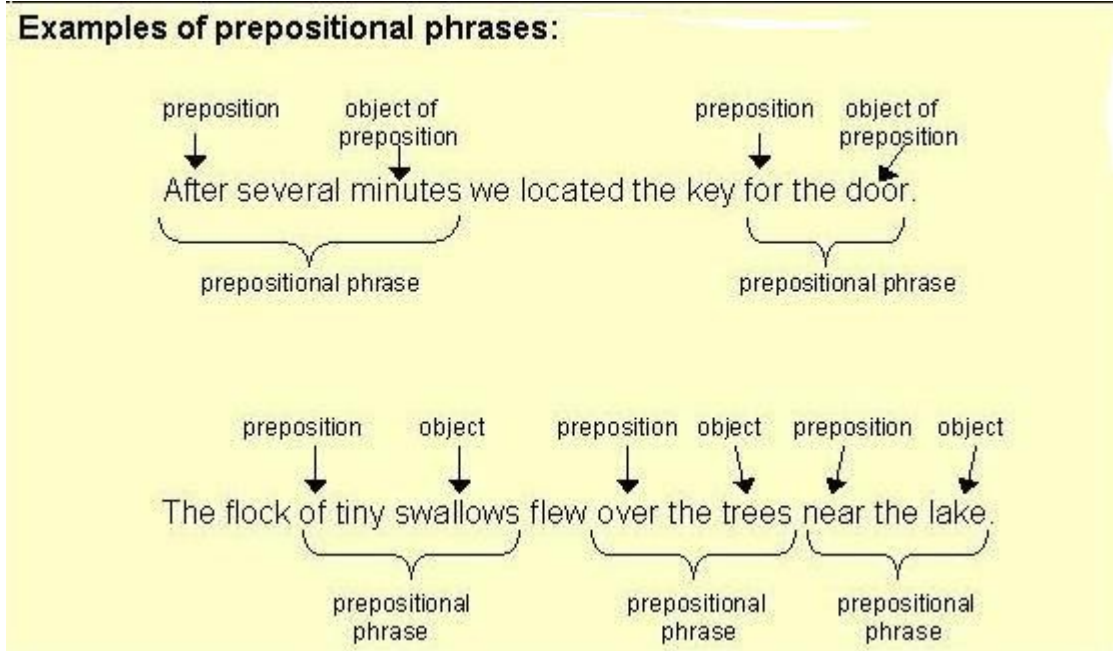
Answers:

1. riding
2. inviting
3. to fight
4. crying
5. to tie
6. to bake
7. complaining
8. concentrating
9. to join
10. 10. to pick up

**III. Prepositions**

*Prepositions are short words that usually stand in front of nouns. i.e pre (before) + position to nouns (objects). (Sometimes also in front of gerund verbs).*

Prepositions are words that show relationships. A sentence would not make sense without the use of a preposition. There are different types of prepositions used in the English language that not only add detail but make a sentence complete. Prepositions are used to show location, time, direction, cause and possession.



**Prepositions – Time**

English	Usage	Example
<b>On</b>	<ul style="list-style-type: none"> <li>days of the week</li> </ul>	on Monday
<b>In</b>	<ul style="list-style-type: none"> <li>months / seasons</li> <li>time of day</li> <li>year</li> <li>after a certain period of time(<i>when?</i>)</li> </ul>	in August / in winter in the morning in 2006 in an hour
<b>At</b>	<ul style="list-style-type: none"> <li>for <i>night</i></li> <li>for <i>weekend</i></li> <li>a certain point of time (<i>when?</i>)</li> </ul>	at night at the weekend at half past nine
<b>Since</b>	<ul style="list-style-type: none"> <li>from a certain point of time (past till now)</li> </ul>	since 1980
<b>For</b>	<ul style="list-style-type: none"> <li>over a certain period of time (past till now)</li> </ul>	for 2 years

English	Usage	Example
<b>Ago</b>	▪ a certain time in the past	2 years ago
<b>Before</b>	▪ earlier than a certain point of time	before 2004
<b>To</b>	· telling the time	ten to six (5:50)
<b>Past</b>	· telling the time	ten past six (6:10)
<b>To / Till / Until</b>	▪ marking the beginning and end of a period of time	from Monday to/till Friday
<b>Till / Until</b>	▪ in the sense of <i>how long something is going to last</i>	He is on holiday until Friday.
<b>By</b>	▪ in the sense of <i>at the latest</i> ▪ up to a certain time	I will be back by 6 o'clock. By 11 o'clock, I had read five pages.

**Prepositions** - Place (Position and Direction)

English	Usage	Example
<b>In</b>	· room, building, street, town, country · book, paper etc. · car, taxi · picture, world	in the kitchen, in London in the book in the car, in a taxi in the picture, in the world
<b>At</b>	· meaning <i>next to, by an object</i> · for <i>table</i> · for events ▪ place where you are to do something typical (watch a film, study, work)	at the door, at the station at the table at a concert, at the party at the cinema, at school, at work
<b>On</b>	· attached	the picture on the wall

English	Usage	Example
	<ul style="list-style-type: none"> <li>▪ for a place with a river</li> <li>· being on a surface</li> <li>▪ for a certain side (left, right)</li> <li>▪ for a floor in a house</li> <li>· for public transport</li> <li>· for <i>television, radio</i></li> </ul>	<p>London lies on the Thames.</p> <p>on the table</p> <p>on the left</p> <p>on the first floor</p> <p>on the bus, on a plane</p> <p>on TV, on the radio</p>
<b>By, Next To, Beside</b>	<ul style="list-style-type: none"> <li>· left or right of somebody or something</li> </ul>	Jane is standing by / next to / beside the car.
<b>Under</b>	<ul style="list-style-type: none"> <li>· on the ground, lower than (or covered by) something else</li> </ul>	the bag is under the table
<b>Below</b>	<ul style="list-style-type: none"> <li>· lower than something else but above ground</li> </ul>	the fish are below the surface
<b>Over</b>	<ul style="list-style-type: none"> <li>· covered by something else</li> <li>· meaning <i>more than</i></li> <li>▪ getting to the other side (also <i>across</i>)</li> <li>· overcoming an obstacle</li> </ul>	<p>put a jacket over your shirt</p> <p>over 16 years of age</p> <p>walk over the bridge</p> <p>climb over the wall</p>
<b>Above</b>	<ul style="list-style-type: none"> <li>· higher than something else, but not directly over it</li> </ul>	a path above the lake
<b>Across</b>	<ul style="list-style-type: none"> <li>· getting to the other side (also <i>over</i>)</li> <li>▪ getting to the other side</li> </ul>	<p>walk across the bridge</p> <p>swim across the lake</p>
<b>Through</b>	<ul style="list-style-type: none"> <li>· something with limits on top, bottom and the sides</li> </ul>	drive through the tunnel
<b>To</b>	<ul style="list-style-type: none"> <li>· movement to person or building</li> <li>▪ movement to a place or country</li> <li>· for <i>bed</i></li> </ul>	<p>go to the cinema</p> <p>go to London / Ireland</p> <p>go to bed</p>
<b>Into</b>	<ul style="list-style-type: none"> <li>· enter a room / a building</li> </ul>	go into the kitchen / the house
<b>Towards</b>	<ul style="list-style-type: none"> <li>· movement in the direction of something (but not directly to it)</li> </ul>	go 5 steps towards the house



English	Usage	Example
<b>Onto</b>	▪ movement to the top of something	jump onto the table
<b>From</b>	▪ in the sense of <i>where from</i>	a flower from the garden

### Other important Prepositions

English	Usage	Example
<b>From</b>	▪ who gave it	a present from Jane
<b>Of</b>	▪ who/what does it belong to ▪ what does it show	a page of the book the picture of a palace
<b>By</b>	▪ who made it	a book by Mark Twain
<b>On</b>	▪ walking or riding on horseback ▪ entering a public transport vehicle	on foot, on horseback get on the bus
<b>In</b>	▪ entering a car / Taxi	get in the car
<b>Off</b>	▪ leaving a public transport vehicle	get off the train
<b>Out Of</b>	▪ leaving a car / Taxi	get out of the taxi
<b>By</b>	▪ rise or fall of something ▪ travelling (other than walking or horse-riding)	prices have risen by 10 percent by car, by bus
<b>At</b>	▪ for <i>age</i>	she learned Russian at 45
<b>About</b>	▪ for topics, meaning <i>what about</i>	we were talking about you

### Types of Prepositions

There are five different types of prepositions:

- Simple prepositions
- Double prepositions
- Compound prepositions
- Participle prepositions
- Phrase prepositions

## Simple Prepositions

Simple prepositions are words like at, for, in, off, on, over, and under. These common prepositions can be used to describe a location, a time or place.

Some examples of [common prepositions](#) used in sentences are:

- He sat *on* the chair.
- There is some milk *in* the fridge.
- She was hiding *under* the table.
- The cat jumped *off* the counter.
- He drove *over* the bridge.
- She lost her ring *at* the beach.
- The book belongs *to* Anthony.
- They were sitting *by* the tree.
- We are running *in* the gym today.
- The sun is *above* the clouds.
- She lives *near* her workplace.
- He goes to work *by* train.

## Double Prepositions

Double prepositions are two simple prepositions used together. Some examples are into, upon, onto, out of, from within.

- Once *upon* a time, there was a beautiful princess.
- The baby climbed *onto* the table.
- It is *up to* us to find the answer.
- The loud noise came *from* the stadium.
- She never leaves *without* her phone.
- The bird sat *at top* of the oak tree.
- The caterpillar turned *into* a butterfly.
- I was unable to get *out of* the appointment.

## Compound Prepositions

Compound prepositions are similar to double prepositions but are generally created by prefixing a preposition to a noun, adjective or adverb. Some examples are about, across, among, beside, before, above, along, inside, between, around, behind, below, beneath.

- She sat *beside* Marie.
- I attended a quick meeting *before* leaving for the day.
- A terrible storm raged *across* the mountains.
- My dog ran *along* the track with me.
- He found a penny *beneath* the couch.
- He was *between* jobs at the moment.
- My car is parked *behind* the store.
- There was a tunnel running *underneath* the city.

## Participle Prepositions

Participle (or participial) prepositions have endings such as -ed and -ing. Examples are words such as considering, pending, concerning, provided.

- She is interested in anything *concerning* horses.
- He works one job *during* the day and another at night.
- The dog kept *following* him home.
- All the neighbors were there *including* the new one.
- The principal was asking questions *regarding* her behavior.

- *Considering* his age, he did a great job.
- He was *frustrated* at the situation.
- The teacher said no talking *during* class.

### Phrase Prepositions

Phrase prepositions include a preposition, an object and the object's modifier. Examples include phrases like because of, by means of, with regard to, and on behalf of.

- I am attending the conference *on behalf of* my boss and colleagues.
- The baseball game was cancelled *because of* the rain.
- *On account of* the snow, our plane was delayed.
- *For the sake of* the children, do not use that language!
- He succeeded *by means of* determination.
- We did not win *in spite of* practicing hard.
- She plays ball *as well as* the boys.
- *In accordance with* his request, his funeral will be private.

Complete the exercise according to the picture.

1. \_\_\_\_\_ the picture, I can see a woman.
2. The woman is sitting \_\_\_\_\_ a table.
3. She is sitting \_\_\_\_\_ a chair.
4. There is another chair \_\_\_\_\_ the woman.
5. Her feet are \_\_\_\_\_ the table
6. The woman is holding a cup \_\_\_\_\_ her hands.
7. \_\_\_\_\_ the table are a laptop, a paper, a calculator, an appointment calendar, two pens and a muffin.
8. The woman is looking \_\_\_\_\_ her laptop.
9. The woman's bag is \_\_\_\_\_ the table.
10. \_\_\_\_\_ her, is a man who is barbecuing.
11. She drew the picture \_\_\_\_\_ a crayon.
12. He swam \_\_\_\_\_ the lake.
13. I walked \_\_\_\_\_ the street.
14. We located the key \_\_\_\_\_ the door.
15. She drove \_\_\_\_\_ the store.
16. The car went \_\_\_\_\_ the tunnel.
17. I got a package \_\_\_\_\_ a friend.
18. I have liked that song \_\_\_\_\_ 1999.
19. She put the flowers \_\_\_\_\_ the window.
20. The food was placed \_\_\_\_\_ the table

**ANSWERS**

1. **In** the picture, I can see a woman.
2. The woman is sitting **at** a table.
3. She is sitting **on** a chair.
4. There is another chair **opposite** the woman.
5. Her feet are **under** the table
6. The woman is holding a cup **in** her hands.
7. **On** the table are a laptop, a paper, a calculator, an appointment calendar, two pens and a muffin.
8. The woman is looking **at** her laptop.
9. The woman's bag is **under** the table.
10. **Behind** her is a man who is barbecuing.
11. She drew the picture **with** a crayon.
12. He swam **at** the lake.
13. I walked **down** the street.
14. We located the key **for** the door.
15. She drove **to** the store.
16. The car went **through** the tunnel.
17. I got a package **from** a friend.
18. I have liked that song **since** 1999.
19. She put the flowers **by** the window.
20. The food was placed **on** the table

**The following words are the most commonly used prepositions:**

<i>about</i>	<i>below</i>	<i>excepting</i>	<i>off</i>	<i>toward</i>
<i>above</i>	<i>beneath</i>	<i>for</i>	<i>on</i>	<i>under</i>
<i>across</i>	<i>beside(s)</i>	<i>from</i>	<i>onto</i>	<i>underneath</i>
<i>after</i>	<i>between</i>	<i>in</i>	<i>out</i>	<i>until</i>
<i>against</i>	<i>beyond</i>	<i>in front of</i>	<i>outside</i>	<i>up</i>
<i>along</i>	<i>but</i>	<i>inside</i>	<i>over</i>	<i>upon</i>
<i>among</i>	<i>by</i>	<i>in spite of</i>	<i>past</i>	<i>up to</i>
<i>around</i>	<i>concerning</i>	<i>instead of</i>	<i>regarding</i>	<i>with</i>
<i>at</i>	<i>despite</i>	<i>into</i>	<i>since</i>	<i>within</i>
<i>because of</i>	<i>down</i>	<i>like</i>	<i>through</i>	<i>without</i>
<i>before</i>	<i>during</i>	<i>near</i>	<i>throughout</i>	<i>with regard to</i>
<i>behind</i>	<i>except for</i>	<i>of</i>	<i>to</i>	<i>with respect to</i>

**Some other examples of particles:**

<i>give in</i>	<i>turn in</i>	<i>pull through</i>	<i>wore out</i>	<i>broke up</i>
<i>go in for</i>	<i>put in for</i>	<i>bring up</i>	<i>found out</i>	<i>blow up</i>
<i>look up</i>	<i>make up</i>	<i>look over</i>		

#### IV. Modal verbs and their meaning

#### What are modal verbs?

Modals (also called **modal verbs**, **modal auxiliary verbs**, **modal auxiliaries**) are special verbs which behave irregularly in English. They are different from normal verbs like "work, play, visit..." They give additional information about the **function** of the main verb that follows it. They have a great variety of **communicative functions**.

Here are some characteristics of modal verbs:

- 🎬 They never change their form. You can't add "s", "ed", "ing"...
- 🎬 They are always followed by an infinitive without "to" (i.e) the bare infinitive.)
- 🎬 They are used to indicate modality allow speakers to express certainty, possibility, willingness, obligation, necessity, ability

#### List of modal verbs

**can, could, may, might, will, would, shall, should, must, Ought to**

The verbs or expressions *dare, ought to, had better, & need not* behave like modal auxiliaries to an extent



#### Use of Modal verbs

Modal verbs are used to express functions such as:

1. Permission

2. Ability
3. Obligation
4. Prohibition
5. Lack of necessity
6. possibility
7. probability
8. Advice

<b>Modal Verb</b>	<b>Example</b>	<b>Uses</b>
<b>Can</b>	They can control their own budgets.	Ability / Possibility
	We can't fix it.	Inability / Impossibility
	Can I smoke here?	Asking for permission
	Can you help me?	Request
<b>Could</b>	Could I borrow your dictionary?	Asking for permission.
	Could you say that again more slowly?	Request
	We could try to fix it ourselves.	Suggestion
	I think we could go to war again.	Future possibility
	He gave up his old job so he could work for us.	Ability in the past
<b>May</b>	May I have another cup of coffee?	Asking for permission
	China may become a major economic power.	Future possibility
<b>Might</b>	We'd better phone tomorrow, they might be eating their dinner now.	Present possibility
	You never know, they might give us a 10% discount.	Future possibility
<b>Must</b>	We must say good-bye now.	Necessity / Obligation
	They mustn't disrupt the work more than necessary.	Prohibition

<b>Modal Verb</b>	<b>Example</b>	<b>Uses</b>
<b>Ought to</b>	We ought to employ a professional writer.	Saying what's right or correct
<b>Shall</b>	Shall I help you with your luggage? Shall we say 2.30 then? Shall I do that or will you?	Offer Suggestion Asking what to do
<b>Should</b>	We should sort out this problem at once. I think we should check everything again. You should check your posture when using the computer. Profits should increase next year.	Saying what's right or correct Recommending action Giving advice Uncertain prediction
<b>Will</b>	I can't see any taxis so I'll walk. I'll do that for you if you like. I'll get back to you first thing on Monday. Profits will increase next year.	Instant decisions Offer Promise Certain prediction
<b>Would</b>	Would you mind if I brought a colleague with me? Would you pass the salt please? Would you mind waiting a moment? "Would three o'clock suit you?" - "That'd be fine." Would you like to play golf this Friday? "Would you prefer tea or coffee?" - "I'd like tea please."	Asking for permission Making a Request Making a Request Making arrangements Invitation Stating Preferences

## Examples of modal verbs

Modal Verb	Expressing	Example
<b>must</b>	Strong obligation	You must stop when the traffic lights turn red.
	logical conclusion / Certainty	He must be very tired. He's been working all day long.
<b>must not</b>	prohibition	You must not smoke in the hospital.
<b>can</b>	ability	I can swim.
	permission	Can I use your phone please?
	possibility	Smoking can cause cancer.
<b>could</b>	ability in the past	When I was younger I could run fast.
	polite permission	Excuse me, could I just say something?
	possibility	It could rain tomorrow!
<b>may</b>	permission	May I use your phone please?
	possibility, probability	It may rain tomorrow!
<b>might</b>	polite permission	Might I suggest an idea?
	possibility, probability	I might go on holiday to Australia next year.
<b>need not</b>	lack of necessity/absence of obligation	I need not buy tomatoes. There are plenty of tomatoes in the fridge.
<b>should/ought to</b>	50 % obligation	I should / ought to see a doctor. I have a terrible headache.



	advice	You should / ought to revise your lessons
	logical conclusion	He should / ought to be very tired. He's been working all day long.

*Examples:*

- 🎬 You **must** stop when the traffic lights turn red.
- 🎬 You **should** see to the doctor.
- 🎬 There are a lot of tomatoes in the fridge. You **need** not buy any.
- 🎬 Till last year, I **could** read without glasses.
- 🎬 If I **could** fly like a bird, I **would** be with you now.
- 🎬 Can you help to complete this?
- 🎬 **Will** he play for our team?
- 🎬 **Would** you mind lending me your pen for a minute?
- 🎬 You **may** start your exam now.
- 🎬 You **may** not wear sandals to work.
- 🎬 We **might** take Friday off. There's no work to be done anyway.
- 🎬 **Shall** we go for a walk?
- 🎬 The proposal **should** be finished on time.
- 🎬 I **need to** drop by his room to pick up a book.
- 🎬 You **must** not drive over the speed limit.

**Exercises.**

- 🎬 There are plenty of tomatoes in the fridge. You \_\_\_\_ buy any.
- 🎬 It's a hospital. You \_\_\_\_ smoke.
- 🎬 He had been working for more than 11 hours. He \_\_\_\_ be tired after such hard work. He \_\_\_\_ prefer to get some rest.
- 🎬 I \_\_\_\_ speak Arabic fluently when I was a child and we lived in Morocco. But after we moved back to Canada, I had very little exposure to the language and forgot almost everything I knew as a child. Now, I \_\_\_\_ just say a few things in the language.
- 🎬 \_\_\_\_ I go now or \_\_\_\_ I wait for you?
- 🎬 The teacher said we \_\_\_\_ read this book for our own pleasure as it is optional. But we \_\_\_\_ read it if we don't want to.
- 🎬 Tomorrow I \_\_\_\_ come sharply at 10am.
- 🎬 \_\_\_\_ you like to join us for coffee?
- 🎬 If you want to learn to speak English fluently, you \_\_\_\_ to work hard. .

- Take an umbrella. It \_\_\_\_ rain later.
- You \_\_\_\_ leave small objects lying around. Such objects \_\_\_\_ be swallowed by children.
- People \_\_\_\_ walk on grass.
- Drivers \_\_\_\_ stop when the traffic lights are red.
- \_\_\_\_ I ask a question? Yes, of course.
- You \_\_\_\_ take your umbrella. It is not raining.
- \_\_\_\_ you speak English? No, I \_\_\_\_.
- John \_\_\_\_ pick you up at 7:00am.
- Thomas has lived in Paris for years. His French \_\_\_\_ be very good.

### Answers

- There are plenty of tomatoes in the fridge. You **needn't** buy any.
- It's a hospital. You **mustn't** smoke.
- He had been working for more than 11 hours. He **must** be tired after such hard work. He **may** prefer to get some rest.
- I **could** speak Arabic fluently when I was a child and we lived in Morocco. But after we moved back to Canada, I had very little exposure to the language and forgot almost everything I knew as a child. Now, I **can** just say a few things in the language.
- Shall** I go now or **Should** I wait for you?
- The teacher said we **can** read this book for our own pleasure as it is optional. But we **needn't** read it if we don't want to.
- Tomorrow I **will** come sharply at 10am.
- Would** you like to join us for coffee?
- If you want to learn to speak English fluently, you **need** to work hard. .
- Take an umbrella. It **might** rain later.
- You **shouldn't** leave small objects lying around. Such objects **may** be swallowed by children.
- People **mustn't** walk on grass.
- Drivers **must** stop when the traffic lights are red.
- May** I ask a question? Yes, of course.
- You **needn't** take your umbrella. It is not raining.
- Can** you speak Italian? No, I **can't**.
- John **will** pick you up at 7:00am.
- Thomas has lived in Paris for years. His French **must** be very good.

## V. Articles

### 1. Indefinite Article

### 2. Definite Article

#### 1. Indefinite Article

i. a

ii. an

We use **a/an** for nouns that are *not* specific, when we can refer to *any one* of a certain kind of thing. For example, imagine your uncle just made cookies.

You say..

🎬 I want a cookie

(You want *any one* of the cookies he has made, not a specific cookie. So, you use **a**.)

The word “cookie” begins with a consonant sound, so we use **a**. If the word begins with a vowel sound, we use **an**. For example:

🎬 The scientist had **an** idea.

(We do not know anything about the idea, so it is not specific. The word “idea” starts with a vowel sound, so we use **an**.)

## 2. Definite Article

### The

We use **the** for *specific* nouns, when we know *exactly which* thing we are talking about.

We use **the** for singular or plural nouns.

*For example:*

🎬 Jack fell asleep in **the** green chair. (here the word “green” makes it definite)  
(We know *exactly which specific* chair we are talking about.)

🎬 Eric and Adam are coloring **the** eggs.  
(We know *exactly which specific* eggs we are talking about.)

🎬 **The** sun is shining today!  
(There is *only one* sun.)

### The vs. A/an

The first time we mention something in a story, we use **a/an**. After that, we use **the**.

For example:

🎬 Anna told Rick **a** secret. **The** secret was a big surprise! Rick told **the** secret to Angela later.

(We use **a** the first time we mention the secret. After that, we use **the** because we know *exactly which specific* secret we are talking about.)

### No Article

Remember that in some cases, we do not use an article. When we are talking about something *in general* or when we mention *a city or country*, we do not use an article.

For example:

📖 Parties are a lot of fun!  
(Parties *in general* are fun.)

📖 I went to Australia last year.  
(Australia is *a country*, so we do not use an article.)

### Exercise

1. Bradley gave his teacher **an** apple.
2. She is holding **a** pencil.
3. Emily is in **a** garden.
4. There is **a** fountain in the middle of the park.
5. They had **an** accident!
6. We visited **the** Taj Mahal in June.
7. He is giving her a ring. **The** ring is very expensive!
8. Harold is upset. He is having **an** argument!
9. John is looking at **the** yellow map.
10. Dave is listening to **a** song in his car.
11. James is pulling a rabbit from his magician's hat. **The** rabbit does not look happy!
12. --- toys are important for children.
13. She is wearing **a** dress.
14. She likes --- books.
15. Caroline is running **a** race

## VI. Prefix and Suffix

### 1. Prefix

A **prefix** is a set of letters that is added to the beginning of a word to change its meaning. Each prefix has a general meaning, so you will be able to understand what a word with a prefix means more easily.

**Friendly** - **unfriendly**

1. The first man looks very **friendly**
2. The second man looks **unfriendly**.

We can see in the second sentence that we added the prefix "un-" to the word "friendly." This prefix "un-" means "not" or "the opposite of."

**Here are more examples with the prefix "un-":**

happy ----> unhappy  
 finished ---- > unfinished  
 believable ---- > unbelievable  
 acceptable ---- > unacceptable

These words are all [adjectives](#).

The table below has some common prefixes, their meaning, and an example word.

Prefix	Meaning	Example Word
dis-	not, opposite of	<b>Disagree</b>
in-, im-	Not	<b>incorrect, impossible</b>
mis-	Incorrectly	<b>Misunderstand</b>
re-	Again	<b>redo</b> (do again)
un-	Not	<b>Uninteresting</b>
under-	below, lower, not enough	<b>underwater</b>

## 2. Suffixes

A **suffix** is a set of letters that is added to the beginning of a word to change its meaning. Each suffix has a general meaning, so you will be able to understand what a word with a suffix means more easily.

Let's look at an example.

**Love**                      -                      **Lovable**

1. The couple is getting married because they **love** each other very much.
2. That teddy bear is so cute and **lovable**!

We can see in the second sentence that we added the suffix "-able" to the word "love." This suffix "-able" means "capable of being" or "able to be."

Here are more examples with the suffix "-able" or "-ible" (depending on the root word):

- 📖 present ----> presentable
- 📖 comfort ----> comfortable
- 📖 depend ----> dependable
- 📖 reach ----> reachable

"-able" is an example of an **adjective suffix**. Any time you see a word ending in "-able", it is an [adjective](#).

Some suffixes are **noun suffixes**. They always make a noun. For example, "-ment" talks about an "action" or a "process":

- enjoy ----> enjoyment
- treat ----> treatment
- govern ----> government
- develop ----> development

The table below has some common **adjective suffixes**, their meaning, and an example word.

Suffix	Meaning	Example word
-able, -ible	able to be	<b>Terrible</b>
-ful	full of	<b>Beautiful</b>
-less	not having, without	<b>toothless</b>

And here are some **noun suffixes**, their meaning, and an example word.

Suffix	Meaning	Example word
-dom	place or state of being	<b>Freedom</b>
-er	a person who does	<b>Worker</b>
-ment	action or process	<b>Payment</b>
-ness	state of being	<b>happiness</b>

---

### Exercise A: Prefixes

---

1. I just can't believe it! The story is unbelievable!
2. No, that answer is incorrect. It is wrong.
3. Let's look at this information again. We should review it before the test.
4. I saw Allison just a moment ago, but now I can't find her! It seems that she disappeared!
5. Oh, I'm sorry, I didn't hear you correctly. I misunderstood you.
6. The subway does not go over the land like a normal train. It moves underground.

---

### Exercise B: Adjective suffixes

---

1. The first woman is very tired. She wants to rest!  
The second woman can't stay still. She always wants to move! She is restless.
2. The first dog isn't cute. He's a little scary!  
The second dog is very cute! He's adorable!
3. Jason writes lots of lists, so he always remembers what he has to do. He never forgets! But Melanie can't remember anything! She's very forgetful!

**Exercise C: Noun suffixes**

1. I teach science in big a university. I am a physics teacher.
2. Sir Alan is King Richard's best knight. He is brave and strong. He is the most important knight in Richard's whole kingdom!
3. Henrietta is my best friend. She is wonderful! The best thing about her is her kindness. She is always so nice to people!
4. The kids always have fun together. They never disagree or have an argument.

**VII. DEGREE OF COMPARISON**

**There are three Degrees of Comparison.**

1. Positive degree.
2. Comparative degree.
3. Superlative degree.

**RULES**

TYPE	POSITIVE DEGREE	COMPARATIVE DEGREE	SUPERLATIVE DEGREE
I	a) S1 + Verb + as + Pos. Deg. + as + S2	S2 + Verb + not + Comp. Deg. + than + S1	NO SUPERLATIVE DEGREE
	b) S1 + Verb + not so + Pos. Deg. + as + S2	S2 + Verb + Comp. Deg. + than + S1	NO SUPERLATIVE DEGREE
II	No other + S1 + Verb + so + Pos. Deg. + as + S2	S2 + Verb + Comp. Deg. + than any other + S1	S2 + Verb + the + Sup. Deg. + S1
		S2 + Verb + Comp. Deg. + than all other + S1	S2 + Verb + of all + Plural of S1
III	Very few + S1 + are/were + as + Pos. Deg. + as + S2	S2 + Verb + Comp. Deg. + than many/most other + S1	S2 + Verb + one of the + Sup. Deg. + S1

**Type I- A**

1. Maria is **not as/so intelligent as** Sonia. (Positive)  
Sonia is **more intelligent than** Maria. (Comparative)
2. Aluminium is **not so heavy as** Lead (Positive)  
Lead is **heavier than** Aluminium (Comparative)

**Type I-B**

1. Dinesh is **as strong as** Ragul. (Positive)  
Ragul is **not stronger than** Dinesh. (Comparative)

2. Rose is **as beautiful as** Lotus. (Positive)  
 Lotus is **not more beautiful than** Rose. (Comparative)

### Type-II

1. No other boy in the class is **as intelligent as** James. (Positive)  
 James is **more intelligent than** any other boy in the class. (Comparative)  
 James is **the most intelligent** boy in the class. (Superlative)
2. No other metal is as **precious** as gold. (Positive)  
 Gold is **more precious** than any other metal. (Comparative)  
 Gold is **the most precious** of all metals. (Superlative)
3. **No other** democracy in the world is as **large** as India. (Positive) India  
 is **larger than** any other democracy in the world. (Comparative) India  
 is **the largest** democracy in the world. (Superlative)

### Type-III

1. Very few countries in the world are **as large as** China. (Positive) China  
 is **larger than** most other countries in the world. (Comparative) China is  
 one of **the largest** countries in the world. (Superlative)
2. Very few girls in the class are as **clever** as Susie. (Positive)  
 Susie is **cleverer than most other** girls in the class. (Comparative)  
 Susie is **one of the cleverest** girls in the class. (Superlative)

## I. Degrees of comparison exercise

Complete the following sentences using the correct degree of the adjective given in the brackets.

1. My brother's handwriting is ..... (bad) mine.
2. Health is ..... wealth. (important)
3. Blood is ..... water. (thick)
4. Everest is ..... peak in the world. (high)
5. This is ..... play I have ever heard on the radio. (interesting)
6. Susie is ..... of all the four sisters. (beautiful)
7. The planet Mars is ..... from the earth than the satellite Moon. (far)
8. The elephant is ..... animal in the world. (large)
9. An ocean is certainly ..... a sea. (big)
10. I am ..... in cricket than in football. (interested)

### Answers

1. My brother's handwriting is **worse than** mine.
2. Health is **more important than** wealth.
3. Blood is **thicker than** water.
4. Everest is **the highest peak** in the world.
5. This is **the most interesting** play that I have ever heard on the radio.
6. Susie is **the most beautiful** of all the four sisters.
7. The planet Mars is **farther** from the earth than the satellite moon.
8. The elephant is **the largest** animal in the world.
9. An ocean is certainly **bigger than** a sea.
10. I am **more interested** in cricket than in football.

## II. Rewrite the sentences given below using different degrees of comparison.

1. Shakespeare is the most famous of all writers in English.
2. Iron is more useful than any other metal.
3. I earn as much money as Ram.



4. China is larger than India.
5. Greenland is the largest island in the world.
6. Air is lighter than water.
7. I am taller than my brother.
8. Shyam is the strongest boy in the class.

#### Answers

1. No other writer in English is as famous as Shakespeare. / Shakespeare is greater than any other writer in English.
2. No other metal is as useful as iron. / Iron is the most useful of all metals.
3. Ram does not earn more money than I do.
4. India is not as large as China.
5. Greenland is larger than any other island in the world. / No other island in the world is as large as Greenland.
6. Water is not as light as air.
7. My brother is not as tall as I am.
8. Shyam is stronger than any other boy in the class. / No other boy in the class is as strong as Shyam.

### III. Change the degrees of comparison in the sentences given

- below.**
1. Lead is **heavier than** any other metal.
  2. Susie is **the tallest** girl in the class.
  3. Gold is **more precious** than silver.
  4. Bombay is one of **the biggest** cities in India.
  5. Wordsworth is **the greatest** of all English poets.
  6. India is **the largest** democracy in the world.
  7. The tiger is **the most ferocious** of all animals.
  8. Asia is **the largest** continent in the world.

#### Answers

1. No other metal is as heavy as lead. / Lead is the heaviest of all metals.
2. No other girl in the class is as tall as Susie. / Susie is taller than any other girl in the class.
3. Silver is not as precious as gold.
4. Few Indian cities are as big as Bombay. / Bombay is bigger than most other Indian cities.
5. Wordsworth is greater than any other English poet. / No other English poet is as great as Wordsworth.
6. No other democracy in the world is as large as India. / India is larger than any other democracy in the world.
7. No other animal is as ferocious as the tiger. / The tiger is more ferocious than any other animal.
8. No other continent is as large as Asia. / Asia is larger than any other continent in the world.

VIII. SAME WORDS USED AS NOUN & VERB

WORK:

noun- I have a lot of "work" to do today.

verb- A person must "work" hard to achieve his or her goal.

HELP:

noun- It looks like she needs some "help."

verb- Will you please "help" me?

RAIN:

noun- We definitely need the "rain."

verb- When it "rains," it pours.

POLISH:

noun- There is too much "polish" on that brass.

verb- They need to "polish" their essays.

SLEEP:

noun- I need some "sleep."

verb- I could "sleep" all day.

HEAT:

noun- Turn that "heat" off.

verb- The weather will really "heat" up later in the day.

FIGHT:

noun- Did you watch the "fight?"

verb- Don't "fight" her - she's not worth it.

DRINK:

noun- I'm so thirsty, I could use a "drink" of water.

verb- She needs to "drink" her juice.

LAUGH:

noun- You gave me a good "laugh."

verb- It's not right to "laugh" at people with disabilities.

PAINT:

noun- I like that "paint!"

verb- Do you want to "paint?"

HOPE:

noun- Her pep talk gave me "hope."

verb- I "hope" we win!

COUGH:

noun- She has a bad "cough."

verb- Please don't "cough" in the food.

FALL:

noun- I love everything about "fall!"

verb- I watched the apple "fall" off the tree.

TASTE:

noun- I like the "taste" of chocolate.

verb- "Taste" that ice cream.

KICK:

noun- I got a "kick" out of that!

verb- Let's "kick" a ball.

COVER:

noun- The undercover cop is using a reporter job as a "cover."

verb- "Cover" the food when you're barbecuing outside.

WATER:

noun- This "water" tastes so refreshing!

verb- Do not "water" your lawn!

HAND:

noun- That baby has a tiny "hand."

verb- "Hand" me that drill.

**II. Identify whether the words in bold are verbs or nouns and choose the most appropriate option to complete the second part of the pair of sentences:**

1. We **hope** that our children will be successful- verb | VERB | -

2. My  is that prices will fall and I get a job this year.

3. Turning his back on me was a deliberate **insult**. | NOUN | -

4. He  her by telling her she was not only ugly but stupid too

5. The newly married couple  at the end of the wedding ceremony.

6. I put my arms around her and gave her a **kiss**. | NOUN | -

7. Can you give me your telephone **number**? | NOUN | -

8. We must  the names of the great mathematicians.

9. I'll **post** the news on the bulletin board. | VERB | -

10. If you go down to town, could you bring me the ? I'm waiting for an important letter.

11. I love to watch the **rain** from my room window. | NOUN | -

12. I don't usually go out when it  in my town.

13. My father goes to **work** by car. | NOUN | -

14. He  in a restaurant.

15. I can't stand the  of boiled cauliflowers.

16. This cake **smells** of orange. | VERB | -

**III. Frame sentences on your own for the words given in the bracket one as noun and another as verb.**

( increase, project, **attribute**, **insult**, **permit**, **conflict**, **proceed**, **refund**, **repeat**, **contract**, **present**)

1. Noun: There was a large **increase** in our Q3 sales numbers.

Verb: Our market share **increased** over the last year.



2. Verb: The speaker **projected** his voice in order to be heard.

Noun: This is one of the most difficult **projects** I have ever worked on.

3. Verb: Sam **attributed** his success to his mother. Noun:  
Vinay was applauded for his positive **attributes**.
4. Verb: I was **insulted** by the low offer they made me.  
Noun: The package they offered me was an **insult**.
5. Noun: Because we did not have the necessary **permits**, we had to postpone the grand opening.  
Verb: Smoking is not **permitted** in the building.
6. Verb: The annual conference **conflicts** with my vacation plans.  
Noun: The customer service representative handled the **conflict** with the customer.
7. Noun: The **proceeds** from the auction will go to charity.  
Verb: If there are no further questions, I'd like to **proceed** with the next part of my presentation.
8. Noun: She asked for a **refund** because the product was defective. Verb: Should we **refund** their money?
9. Noun: This situation is a **repeat** of what happened last year.  
Verb: I'm sorry, could you **repeat** that please?
10. Noun: They said that they are prepared to sign the **contract**.  
Verb: The economy **contracted** last year.
11. Noun: I have to leave early today to buy Christmas **presents** for the kids.  
Verb: Who is going to **present** next?

## IX. FRAMING QUESTIONS

There are two types of questions:

-  [Yes or no questions](#)
-  Wh questions

### Yes-no questions

Yes or no questions are questions whose expected answer is either "yes" or "no".

### How to form yes-no questions

In English, a special word order (Verb Subject Object) is used to form yes-no questions.

Examples:

	<b>Yes or No Question</b>
They are American.	Are they American?
She is nice.	Is she nice?

**The rules**

1. If the main verb of the sentence is "to be", simply invert the subject and the verb to

be: Examples:

☛ They are American. — Are they American?

☛ They are nice. — Are they nice?

2. If the sentence includes a main verb and another or other helping (auxiliary) verb(s), invert the subject and the (first) helping (auxiliary) verb.

Examples:

☛ They are *visiting* Paris. — Are they *visiting* Paris?

☛ She has *done* the housework. — Has she *done* the housework

☛ Nancy has *been working* all night long. — Has Nancy *been working* all night long?

☛ He will *be reading* the book. — Will he *be reading* the book?

3. If the sentence includes a verb which is not the verb "to be" and doesn't include a helping (auxiliary) verb, the transformation is more complex.

a. If the verb is in the present tense, add either **do** or **does** and put the main verb in its base form:

☛ **do** if the subject is the first person singular, second person singular, first person plural, second person plural and third person plural (I, you, we, they)

Examples:

I *like* apples. — **Do** you *like* apples?

They *go* to a high school. — **Do** they *go* to a high school?

☛ **does** if the subject is the third person singular (he, she, it).

Examples:

Nancy *reads* a lot. — **Does** Nancy *read* a lot?

He *hates* basketball. — **Does** he *hate* basketball?

b. If the verb is in the past tense, add **did** and put the main verb in its base form:

Examples:

☛ He *discovered* the truth. — **Did** he *discover* the truth?

☛ She *wrote* a nice essay. — **Did** she *write* a nice essay?

They *did* the homework. — **Did** they *do* the homework?

### Question words

Question words are also called 'wh' questions because they include the letters 'W' and 'H'.

Question words	Meaning	Examples
Who	Person	Who's that? That's Nancy.
Where	Place	Where do you live? In Boston
Why	Reason	Why do you sleep early? Because I've got to get up early
When	Time	When do you go to work? At 7:00
How	Manner	How do you go? By car
What	object, idea or action	What do you do? I am an engineer
Which	Choice	Which one do you prefer? The red one.
Whose	Possession	Whose is this book? It's Alan's.
Whom	object of the verb	Whom did you meet? I met the manager.
what kind	Description	What kind of music do you like? I like quiet songs
what time	Time	What time did you come home?
how many	quantity (countable)	How many students are there? There are twenty.
how much	amount, price (uncountable)	How much time have we got? Ten minutes
how long	duration, length	How long did you stay in that hotel? For two weeks.
how often	Frequency	How often do you go to the gym? Twice a week.
how far	Distance	How far is your school? It's one mile far.
how old	Age	How old are you? I'm 16.

how come

Reason

How come I didn't see you at the party?  
EnggTree.com

**Asking questions**

1.If you ask about the subject of the sentence, simply add the question word at the beginning:

Example:

**James** writes good poems. — **Who** writes good poems?

2.If you ask about the predicate of the sentence (the part of a sentence which contains the verb and gives information about the subject), there are three options:

🎬 If there is a helping (auxiliary) verb that precedes the main verb ( for example: can, is, are, was, were, will, would...), add the question word and invert the subject and the helping (auxiliary) verb.

Examples:

He can speak **Chinese**. — **What can he** speak?

They are leaving **tonight**. — **When are they** leaving?

🎬 If you ask about the predicate and there is no helping (auxiliary) verb and the verb is "to be", simply add the question word and invert the subject and the verb.

Example:

The play was **interesting**. — **How was the play**?

🎬 If there is no helping (auxiliary) verb in the the predicate and the main verb is not "to be", add the auxiliary "do" in the appropriate form.

Examples:

They go to **the movies** every Saturday. — **Where do** they go every Saturday? They sent **a letter**. — **What did** they send?

🎬 He wakes up **early**. — **When does** he wake up

🎬 He will start at ten in the morning. **When** will he start?

🎬 They will stay in a hotel near the fort. **Where** will they stay?

**Exercise-1**

Read the following sentences and frame appropriate questions.

1. Ravi will prepare the draft today itself.
2. The men pulled the animal out using ropes.
3. You will find the keys on the table.
4. The man at the gas station will help you.
5. They will close the shop at 9 pm.



6. We can rely on her promises.
7. I shall write to the manager.
8. You will be treated as a friend.
9. She will invite the CEO as the Chief Guest.
10. They will see the Niagara Falls during their trip to Canada.

**Answers**

1. When will Ravi prepare the draft? / Who will prepare the draft today itself?
2. What did the men pull out using ropes? / How did the men pull the animal out?
3. Where will you find the keys? / What will you find on the table?
4. Who will help you? / What will the man at the gas station do?
5. When will they close the shop?
6. Can we rely on her promises? / On whose promises can we rely?
7. Whom shall I write to?
8. How will I be treated?
9. Whom will she invite as the Chief Guest?
10. What will they see during their trip to Canada? / When will they see the Niagara Falls?

**Exercise-2**

Write yes/no questions. Use do/does/did

1. Yes, he speaks English.
2. Yes, the food costs a lot of money.
3. No, I don't need anything.
4. Yes, we have a car.
5. Yes, our classroom has windows.
6. No, she doesn't come from Greece.
7. Does the school have a parking garage?
8. Do you have your student ID?
9. Yes, he hates crowded places.
10. Yes, I like watching movies.

**ANSWERS**

1. Does he speak English?
2. Does the food cost lot of money?
3. Do you need anything?
4. Do you have a car?
5. Does your classroom have windows?
6. Does she come from Greece?

7. Yes, the school has a parking garage.
8. No, I don't have my student ID.
9. Does he hate crowded places?
10. Do you like watching movies?

**Exercise-3**

**Frame questions for the following answers.**

1. My sister is three years old.
2. My mother is a doctor.
3. My father works in a bank.
4. My brother's name is James.
5. I like science fiction
6. My father gave me this watch.
7. I spend my holidays at my grandmother's place.
8. Dickens is my favorite writer.
9. Yes, I collect stamps.
10. I have two brothers and one sister.
11. I learned English at school.
12. My uncle dropped me in the school.
13. I played computer games.
14. She met him yesterday.
15. They went to a café.

**Answers**

1. How old is your sister?
2. What is your mother?
3. Where does your father work?
4. What is your brother's name?
5. Do you like science fiction?
6. Who gave you this watch?
7. Where do you spend your holidays?
8. Who is your favorite writer?
9. Do you collect stamps?
10. How many brothers and sisters do you have?
- 11. Where did you learn English?**
- 12 Who did drop you in the school?**
13. What did you play yesterday evening?

14. When did she meet her boyfriend?

15. Where did they go after the match?

## X. DIRECT AND INDIRECT SPEECH

### Changing an Interrogative Sentence into the Indirect Speech

There are two main kinds of interrogative sentences. Those which start with an auxiliary verb and those which start with a question word such as what, why, when, where, how etc.

The following changes occur when an interrogative sentence in the direct speech is changed to the indirect speech.

Interrogative sentences beginning with an auxiliary verb are changed into the indirect speech by using the connective **if** or **whether**.

The reporting verb **said** (or any other word used as the reporting verb) changes to **asked**, **queried**, **questioned**, **demanded of** or **enquired of** in the indirect speech. Note that **of** is used after **enquired** and **demanded** only when the reporting verb has an object.

The most common reporting verbs used to report a question are **asked and enquired of**. The reporting verb **queried** is somewhat investigative. **Demanded of** is the strongest of all reporting verbs mentioned above. It is used when an explanation is desired.

Note that the indirect narration is always in the assertive form. In other words, the interrogative sentences in the direct speech will change into assertive sentences in the indirect speech.

<i><b>Direct Speech</b></i>	<i><b>Indirect Speech</b></i>
<i>Simple Present</i>	<i>Simple Past</i>
<i>Present Continuous</i>	<i>Past Continuous</i>
<i>Simple Past</i>	<i>Past Perfect</i>
<i>Present Perfect</i>	<i>Past Perfect</i>
<i>Future Tense</i>	<i>Future in the past</i>
<i>Present Perfect Progressive</i>	<i>Past Perfect Continuous</i>
<i>Conditional (Future Possible)</i>	<i>Conditional (Present Unreal)</i>

<b>phrase in direct speech</b>	<b>Equivalent in reported speech</b>
<b>today</b>	<b>that day</b>
"I saw him today", she said.	She said that she had seen him that day.

phrase in direct speech	Equivalent in reported speech
<b>yesterday</b> "I saw him yesterday", she said.	<b>the day before</b> She said that she had seen him the day before.
<b>The day before yesterday</b> "I met her the day before yesterday", he said.	<b>two days before</b> He said that he had met her two days before.
<b>Tomorrow</b> "I'll see you tomorrow", he said	<b>the next/following day</b> He said that he would see me the next day.
<b>The day after tomorrow</b> "We'll come the day after tomorrow", they said.	<b>in two days time/ two days later</b> They said that they would come in two days time/ two days later.
<b>Next week/month/year</b> "I have an appointment next week", she said.	<b>the following week/month/year</b> She said that she had an appointment the following week.
<b>Last week/month/year</b> "I was on holiday last week", he told us.	<b>the previous/week/month/year</b> He told us that he had been on holiday the previous week.
<b>ago</b> "I saw her a week ago," he said.	<b>before</b> He said he had seen her a week before.
<b>this (for time)</b> "I'm getting a new car this week", she said.	<b>that</b> She said she was getting a new car that week.
<b>this/that (adjectives)</b> "Do you like this shirt?" he asked	<b>the</b> He asked if I liked the shirt.
<b>here</b> He said, "I live here".	<b>there</b> He told me he lived there.

Study the following examples carefully to understand the rules mentioned above.

**Direct:** She said to me, 'Are you coming with us?'

**Indirect:** She **asked** me **if I was going** with them. OR She asked them if I was coming with them.

**Direct:** She said to me, 'Are you unwell?'

**Indirect:** She **asked** me **if I was** unwell.

**Direct:** She **said** to him, '**Am I to wait** for you till eternity?'

**Indirect:** She **enquired of him if she was** to wait for him till eternity.

**Direct:** I **said** to him, ‘Were you present at the meeting yesterday?’

**Indirect:** I **asked** him **whether he had been** present at the meeting the day before (or the previous day).

**Direct:** The woman asked the stranger, ‘Should I help you?’

**Indirect:** The woman **asked** the stranger **whether she should help** him.

Note that the auxiliary verbs **should, could, would, ought to and might** do not change in the indirect speech.

**Direct:** I said to him, ‘Who are you?’

**Indirect:** I **asked** him who he **was**.

**Direct:** The mother said to the daughter, ‘Do you know where John is?’

**Indirect:** The mother **asked** the daughter **whether she knew** where John was.

**Direct:** ‘Have you anything to say on behalf of the accused?’ said the judge to the lawyer.

**Indirect:** The judge **enquired of** the lawyer if he had anything to say on behalf of the accused.

### EXERCISE

#### I. Change Direct to Indirect speech of Interrogative sentence

- 1 .She said to me, “How are you?”
- 2 .Doctor said to him, “what is your name?”
3. He said to him, “why did you come late?”
- 4 .She said, “when will they come?”
- 5 .She asked his brother, “why are you crying?”
6. He said to me, “Do you like books?”
- 7 .She said, “Will he participate in the dance competition?”
8. I said to him, “Are you feeling well?”
9. They said to me, “Did u go to temple?”
- 10 .He said to me, “Have you taken the breakfast?”

### ANSWERS

- 1.He asked me how I was. (Not, how was I)
- 2.Doctor asked him what his name was.
- 3.He asked him why he had come late.
4. She asked when they would come.
- 5.She asked her brother why he was crying.
6. He asked me if I liked books or He asked me whether I liked books.
- 7She asked me if he would participate in dance competition.
8. I asked him if he was feeling well.
9. They asked me if I had gone to temple.
10. He asked me if I had taken the breakfast.

**I, DIALOGUE WRITING.**

**Definition of Dialogue**

A dialogue is a literary technique in which writers employ two or more characters to be engaged in conversation with one another. In literature, it is a conversational passage, or a spoken or written exchange of conversation in a group, or between two persons directed towards a particular subject. Proper sentence structure and correct grammar is extremely important for conversations in English.

**Examples            A conversation between two students who met at the same school.**

**Saniya** : Hi, what is your name?

**Sandhiya** : I am Sandhiya. What is your name?

**Saniya** : I am Saniya. In which class are you studying?

**Sandhiya** : I am in Eighth Standard. What about you?

**Saniya** : I am in Ninth Standard.

**Sandhiya** : Do you come to school by bus?

**Saniya** : Yes. I travel by bus. I have to catch Route No. 24 bus.

**Sandhiya** : It has passed on just 15 minutes before.

**Saniya** : There is another bus at 4.45 p.m.

**Sandhiya** : Who is he leaning on the iron pole?

**Saniya** : He is a beggar. He is a trouble to the passengers.

**Sandhiya** : He seems to be blind.

**Saniya** : We must help the blind people.

**A conversation on introducing a new friend to another friend.**

**Mahesh** : Good morning both of you. He is my friend Suresh.

**Suresh** : Good morning. Who is he?

**Mahesh** : He is Rahul.

**Suresh** : Good Morning Suresh.

**Mahesh** : Where are you studying Rahul?

**Suresh** : I am studying in St. Mary's High School.

**Mahesh** : Do you come to school by cycle?

**Suresh** : No. I come to school on foot. What about you Suresh?

**Mahesh** : I attend the school by bus.

**Suresh** : Do you like to witness cricket match?

**Mahesh** : I am interested in watching one day matches.

**Suresh** : Very fine. We shall go to Racecourse grounds to watch one-day match.

**A conversation between two friends on inviting for birthday party.**

**Raja** : Dear Arun, How are you?

**Arun** : Quite O.K. You are welcome.

**Raja** : I am celebrating my Ninth Birthday day after tomorrow.

**Arun** : Well. Where is the function arranged?

**Raja** : It is arranged in our house.

**Arun** : Where is it?

**Raja** : It is just next to my house.

**Arun** : Will your uncle from Trichy attend the function?

**Raja** : No. He is unable. But he has sent me a camera as his birthday present.

**Arun** : Who is she?

**Raja** : She is my sister. She is doing B.Sc. in Madurai.

**Arun** : I invite both of you to the function.

**A Conversation between a clerk and a boy at a railway station**

**Boy** : Excuse me sir, Please help me.

**Clerk** : Yes... What do you want?

**Boy** : I want reservation of two tickets to Trichy.

**Clerk** : Give me the filled reservation form.

**Boy** : Here it is.

**Clerk** : There is no seat available on 5th March in Quilon - Trichy Express.

**Boy** : Is there any chance available in Nellai Express?

**Clerk** : Yes. There are two seats available in Nellai Express.

**Boy** : What is the fare please?

**Clerk** : The fare is Rs. 75/-.

**Boy** : What is the time of departure?

**Clerk** : The time of departure is 21.40.

**Boy** : Thank You Sir.

A dialogue between two boys discussing the holidays plans

**A**: Hurrah! Only ten days to the holidays.

**B**: I know. I have been counting the days. I am just sick of school.

**A**: So am I. What are you going to do with your rit these holidays?

**B**: I should like to go to the hills for a change. But that means money, and I don't think my father will give it to me. What are you going to do?

**A**: Oh, I shall go home. My home is in the hilly part, where it is fairly cool in the summer; and I think I shall find plenty to do there.

**B**: You are lucky. My home is in the plains and it is very hot, and I soon get tired of the small village life.

**A**: Well, look here! Why not come to my home and stay with me for a few weeks?

**B**: That would be fine. But I don't suppose your father would want me there. I should only be in the way.

**A**: Not at all! Father told me last year, when I was at home, that I should bring one of my school-fellow with me, and have a good time. So come along!

**B**: I should love it! It's very kind of you.

**A**: Splendid! We can have some good time together.

**B**: So we shall. Thank awfully.

**A**: Oh! You need not thank me; because I shall myself have a much jollier time with you there than if I were alone.



**Exercise : 1**

**Kathir** : \_\_\_\_\_! Madam.

**Head Mistress** : Good morning. Sit down. What \_\_\_\_\_?

**Kathir** : I want admission into Sixth Standard.

**Head Mistress** : Where \_\_\_\_\_?

**Kathir** : I studied in Tirumangalam.

**Head Mistress** : Then why do you want admission here?

**Kathir** : My father \_\_\_\_\_ .

**Head Mistress** : What is your father?

**Kathir** : He is a Bank Officer.

**Head Mistress** : Where \_\_\_\_\_?

**Kathir** : He is seated there. Shall I call him?

**Head Mistress** : \_\_\_\_\_ and come in the afternoon.

**Answer**

**Kathir** : Good morning! Madam.

**Head Mistress** : Good morning. Sit down. What do you want?

**Kathir** : I want admission into Sixth Standard.

**Head Mistress** : Where did you study last year?

**Kathir** : I studied in Tirumangalam.

**Head Mistress** : Then why do you want admission here?

**Kathir** : My father has been transferred to Madurai Branch.

**Head Mistress** : What is your father?

**Kathir** : He is a Bank Officer.

**Head Mistress** : Where is he?

**Kathir** : He is seated there. Shall I call him?

**Head Mistress** : Fill in this application form and come in the afternoon.

**Exercise : 2**

**Balan** : Hello Hari, are you coming from the library?

**Hari** : Yes, Balan. I was there \_\_\_\_\_.

**Balan** : What book are you having?

**Hari** : It is a \_\_\_\_\_.

**Balan** : Are you \_\_\_\_\_?

**Hari** : Yes. I am a member from January 2005.

**Hari** : Do you want to become a member?

**Balan** : Yes. \_\_\_\_\_?

**Hari** : You must deposit Rs. 100/- only.

**Balan** : What is the monthly subscription?

**Hari** : There \_\_\_\_\_.

**Balan** : How many books can we borrow at a time?

**Hari** : We may \_\_\_\_\_.

**Balan** : Well. I will soon become a member of the library.

**Answer**

**Balan** : Hello Hari, are you coming from the library?

**Hari** : Yes, Balan. I was there from 2 p.m.

**Balan** : What book are you having?

**Hari** : It is a book on quiz.

**Balan** : Are you a member of the library?

**Hari** : Yes. I am a member from January 2005.

**Hari** : Do you want to become a member?

**Balan** : Yes. What is the membership fee?

**Hari** : You must deposit Rs. 100/- only.

**Balan** : What is the monthly subscription?

**Hari** : There is no monthly subscription.

**Balan** : How many books can we borrow at a time?

**Hari** : We may borrow three books at a time.

**Balan** : Well. I will soon become a member of the library.

Some dialogue writing topics:

A dialogue between two friends about hobbies.

A dialogue between two friends about how to improve English.

A dialogue between newcomers at School.

A dialogue between two friends about the importance of tree plantation.

A dialogue between two friends about aim in life.

A dialogue between two friends about the use of Internet.

A dialogue between you and the manager of a bank about opening a bank account.

A dialogue between two friends about visiting a book fair.

A dialogue between two friends about the unemployment problem in Bangladesh.

A dialogue between two friends about the bad effect of smoking.

Write a dialogue between a receptionist and a visitor regarding the reservation of a room in the hotel.

A dialogue between two friends about a study tour.

Write a dialogue between two friends about favourite game.

A dialogue between a sales man and a customer.

A dialogue between two friends about early rising.

A dialogue between two friends about deforestation.

A dialogue between yourself and a foreigner who has come to Bangladesh for the first time.

A dialogue between two friends about visiting a place of historical interest.

A dialogue between two friends about load shedding.

A dialogue between two friends about the importance of reading newspaper.

A dialogue between two friends about the importance of learning English.

A dialogue between two friends about a brilliant success.

A dialogue between two students who have just come out from the examination.

A dialogue between two friends about a picnic you enjoyed

**II. E MAIL WRITING:**

**Format:**

1. Begin with a greeting
2. Thank the recipient
3. State your purpose
4. Add your closing remarks
5. End with a closing

**Begin with a greeting**

Always open your email with a greeting, such as “**Dear Lillian**”. If your relationship with the reader is formal, use their family name (eg. “**Dear Mrs. Price**”). If the relationship is more casual, you can simply say, “**Hi Kelly**”. If you don’t know the name of the person you are writing to, use: “**To whom it may concern**” or “**Dear Sir/Madam**”.

## Thank the recipient

If you are replying to a client's inquiry, you should begin with a line of thanks. For example, if someone has a question about your company, you can say, **"Thank you for contacting ABC Company"**. If someone has replied to one of your emails, be sure to say, **"Thank you for your prompt reply"** or **"Thanks for getting back to me"**. Thanking the reader puts him or her at ease, and it will make you appear more polite.

## State your purpose

If you are starting the email communication, it may be impossible to include a line of thanks. Instead, begin by stating your purpose. For example, **"I am writing to enquire about ..."** or **"I am writing in reference to ..."**.

Make your purpose clear early on in the email, and then move into the main text of your email. Remember, people want to read emails quickly, so keep your sentences short and clear. You'll also need to pay careful attention to grammar, spelling and punctuation so that you present a professional image of yourself and your company.

## Add your closing remarks

Before you end your email, it's polite to thank your reader one more time and add some polite closing remarks. You might start with **"Thank you for your patience and cooperation"** or **"Thank you for your consideration"** and then follow up with, **"If you have any questions or concerns, don't hesitate to let me know"** and **"I look forward to hearing from you"**.

## End with a closing

The last step is to include an appropriate closing with your name. **"Best regards"**, **"Sincerely"**, and **"Thank you"** are all professional. Avoid closings such as **"Best wishes"** or **"Cheers"** unless you are good friends with the reader. Finally, before you hit the send button, review and spell check your email one more time to make sure it's truly perfect!

## Templates Formal vs Informal:

### GREETINGS

#### Formal

- Dear Sir/ Madam,
- Dear Sir or Madam,
- To whom it may concern: (especially Name)
- Dear Mr/ Ms Jones,
- Dear Dr Smith,

#### Informal

- Hi Dennis,
- Hello Claire,
- Dear Mum,

### REASON FOR WRITING / REPLYING

#### Formal

- I am writing **to** make a reservation/ to apply for the position of.../ to confirm my booking/ to ask for further information about ...

- I am writing **with regard to** the sale of .../ to the complaint you made on 29th February
- Thank you for your e-mail of 29th February regarding the sale of... / concerning the conference in Brussels.
- With reference to our telephone conversation on Friday, I would like to let you know that...

### **Semi-formal / Informal**

- Just a quick note **to** invite you to.../ to tell you that...
- **This is to** invite you to join us for...
- Thanks for your e-mail, it was wonderful/great to hear from you.
- I wanted to let you know that / tell you about / ask you if...

### **MAKING A REQUEST / ASKING FOR INFORMATION**

#### **Formal**

- Could you please let me know if you can attend ... / if you are available for a meeting on 12th December?
- I would appreciate it if you could please send me a brochure/ if you could please reply within two days.
- Could you possibly arrange a meeting with the Logistics Manager?
- I would also like to know if there are any swimming pools in your area.
- Please let me know how much the tickets cost.

#### **Informal**

- I was wondering if you could come and see me sometime next week.
- Would you mind coming early to help me clear up the place?
- Do you think you could call Jerry for me?
- Can you call me/ get back to me asap? (as soon as possible)

### **OFFERING HELP / GIVING INFORMATION**

#### **Formal**

- We are happy to let you know that your article has been selected for publication.
- I am glad to inform you that we will be holding our annual conference in Brussels on 20 September 2014.
- We regret to inform you that the show has been cancelled due to bad weather conditions.
- We are willing to arrange another meeting with the CEO.
- We would be glad to send you another statement if necessary.
- Please do let me know if I can be of further assistance.
- Should you need any further information/assistance, please do not hesitate to contact us.

#### **Informal**

- I'm sorry, but I can't make it tomorrow. (= I can't come tomorrow.)
- I'm happy to tell you that John and I are getting married next month.
- Would you like me to come early and help you clear up the place?
- How about I come and help you out?
- Do you need a hand with moving the furniture?

## COMPLAINING

### Formal

- I am writing to express my dissatisfaction with... / to complain about...
- I regret to say that I was not completely satisfied with the room you provided us.
- We regret to inform you that your payment is considerably overdue.
- I would like to receive a full refund and compensation for the damages.
- I am interested to hear how your company can compensate us for the distress we suffered.

### Informal

- I'm sorry to say that you're late with the payments.
- I hope you won't mind me saying that the place you'd recommended to us wasn't as nice as we'd expected.

## APOLOGIZING

### Formal

- We would like to apologize for any inconvenience caused.
- Please accept our apologies for the delay.
- Please let us know what we can do to compensate you for the damages caused.
- We will make sure that this will not happen again in the future.
- I am afraid I will not be able to attend the conference.

### Informal

- I'm sorry for the trouble I caused.
- I apologize for the delay.
- I promise it won't happen again
- I'm sorry, but I can't make it to the meeting

## ATTACHING FILES

### Formal

- I am attaching my CV for your consideration.
- I am sending you the brochure as an attachment.
- Please see the statement attached.
- Please find attached the file you requested.
- I am afraid I cannot open the file you have sent me.
- Could you send it again in ... format?

### Informal

- I'm attaching/sending you the holiday photos.
- Sorry, but I can't open it. Can you send it again in ... format?

## ENDING

### Formal

- I look forward to hearing from you.
- I look forward to hearing when you are planning to visit our town.

### Informal

- Hope to hear from you soon.
- I'm looking forward to seeing you.

**CLOSING FORMULA**

**Formal**

- Yours faithfully, (when you start with Dear Sir/ Madam,)
- Yours sincerely, (when you start with the name e.g. Dear Ms Collins)
- Sincerely Yours, (Name)
- Sincerely, (Name)
- Yours Truly, (Name)

**Informal**

- Love,
- Thanks,
- Take care,
- Yours,
- Best regards

**Examples:**

**Formal:**

**Imagine you are a team leader in a company. Send an e mail to all your team members to congratulate them on the success of the project?**

To : <a href="mailto:abc@gmail.com">abc@gmail.com</a>
Subject: Congratulating successful completion of project
Cc: All the team members
Dear Friends  My congratulations to you all, on the successful completion of the project. You all be happy to know that it has been accepted by our client. Your efforts and cooperation were the major contributions to our success. Let's all meet at the star hotel at 7.30 p.m. to share our joy.  Thanks and Regards Team leader
Send

**Informal:**

**E mail to your friend expressing your inability to participate in his birthday.**

To : <a href="mailto:Mahes26@gmail.com">Mahes26@gmail.com</a>
Subject: Expressing inability to attend the birthday function
<p>Dear Mahes,</p> <p>First of all, wishing you and advance birthday.</p> <p>I was very happy to see your mail inviting me for birthday function. I am sorry that I will not be able to attend the function as my father is not feeling well and is hospitalised. He is recovering slowly and I am the only one to take care of him.</p> <p>Any way you as soon the things are fine. Convey my regards to all.</p> <p>Rahul.</p>
Send

### **III. Jumbled Sentences**

- 🎬 In these type of questions, the candidate is given a set of eight sentences which are in jumbled order
- 🎬 The given sentences should be arranged properly to form a meaningful paragraph and answer the questions based on the sequence formed

#### **Important Tips to Rearrange the Jumbled Sentences in English Questions:**

- 🎬 To tackle these of questions, you have to know three things.
- 🎬 Theme of the paragraph that might be created on un-jumbling the sentences.
- 🎬 Initiating sentence, which starts the paragraph
- 🎬 Links have to be found between two sentences. Once a link of this type is created, it becomes easy to eliminate irrelevant choices.

#### **Tips to Write Answer:**

- 1). Try to find out the **topic addressed** by the paragraph. This can be done by looking for the words that are repeated often in the given sentences.
- 2). If a particular **word is repeated** in more than one sentence then the sentences can be placed one by one in the paragraph



- 3). If a sentence starts with a '**name**' of a person, then that sentence will definitely be the **1<sup>st</sup>** sentence in the paragraph to be formed
- 4). If a sentence starts with pronouns other than '**I**' and '**You**', then that sentence will not be the **1<sup>st</sup>** sentence of the paragraph
- 5). The sentences starting with the words '**That**', '**These**', '**Thus**' and '**Those**' , then those sentences will not come **1<sup>st</sup>** in the paragraph
- 6). If an article namely '**a**', '**an**' or '**the**' is present at the starting of a sentence. Then the chances of that sentence to be the 1st in the arrangement is more
- 7). If all the **articles (a, an, the)** are present as the starting words of different sentences then they are arranged as follows

- The sentence starting with '**A**' comes first
- The sentences starting with '**An**' and '**The**' will follow the sentence starting with '**A**' according to their content

- 8). If there are 3-sentences starting with the words '**But**', '**So**' and '**Now**' respectively. Then those 3-sentences will be arranged in the following order

- 1=> sentence starting with '**But**'
- 2=> sentence starting with '**So**'
- 3=> sentence starting with '**Now**'

- 9). If the given set of sentences consists of simple, compound and complex sentences they are arranged in the following order

**1=> simple sentence** – a sentence that consists of basic elements like a subject, a verb and a completed thought

- For example,
- Arun waited for the bus.

**2=> compound sentence** – a sentence that consists of 2-independent clauses connected to one another with a conjunction

- For example,
- Arun waited for the bus, but the bus was late.

**3=> complex sentence** – a sentence that consists of an independent clause and one or more dependent clauses connected to it

For example,

- Arun realized that the bus was late while he waited at the bus stop. (Or)
- While he waited at the bus stop, Arun realized that the bus was late.

10). If a sentence starts with the words **Hence**, **Finally** or **Therefore** then that sentence comes **last in the arrangement**.

### Notes :

The adverbs which are used to show the order in which some process takes place, are called sequencing words. Following are the frequently used sequencing words.

(i) first, (ii) firstly, (iii) second, (iv) secondly, (v) then, (vi) next, (vii) after that (viii) now, (ix) later, (x) finally, (xi) lastly, (xii) afterwards, etc.

### Examples:

1. After I finished the work, I went to the market.
2. First write the register number. Then write the other particulars.
3. At first, put potassium chlorate in the test tube. Then add manganese dioxide. After the test tube is closed, heat it using a burner.
4. First find out the different engineering colleges. Next select some popular colleges.

### Exercise : A

1. Secondly, we can heat the steel above a certain critical temperature, and then allow it to cool at different rates.
2. We can alter the characteristics of steel in various ways.
3. Annealing has a second advantage.
4. In the process known as annealing, we heat the steel above the critical temperature and permit to cool very slowly.
5. This causes the metal to become softer than before, and much easier to machine.
6. At this critical temperature, changes begin to take place on the molecular structure of the metal.
7. It helps to relieve any internal stresses, which exist in the metal.
8. In the first place, steel, which contains very little carbon, will be milder than steel, which contains a higher percentage of carbon.

### Sequenced order (clues are underlined):

1. We can alter the characteristics of steel in various ways. (topic sentence with key words)
2. In the first place, steel, which contains very little carbon, will be milder than steel,

Which contains a higher percentage of carbon. (first ordinal, sequencing phrase)

3. Secondly, we can heat the steel above a certain critical temperature, and then allow it to cool at different rates.

at different rates. (second ordinal, sequencing word; certain – introductory)

4. At this critical temperature, changes begin to take place on the molecular structure of the metal. (this – pronoun demonstrating the critical temperature mentioned in the previous sentence).

5. In the process known as annealing, we heat the steel above the critical temperature and permit it to cool very slowly. (continuation of the heating process)

6. This causes the metal to become softer than before, and much easier to machine. (this – pronoun demonstrating the use of annealing process)

7. Annealing has a second advantage. (second advantage)

8. It helps to relieve any internal stresses, which exist in the metal. (it – pronoun demonstrating the second advantage).

#### **IV. ESSAY WRITING**

##### **1. Write an Essay in about 250 words , describing Computer and its advantages**

Computer is the wonderful and mastermind gift of the science to the whole human fraternity. It can be used to do any kind of works. It is very easy to handle by anyone and takes very less time to learn. Because of its easiness and high work efficiency, it is being used in many fields like offices, banks, hotels, educational institutions, shops, hospitals, commercial places, schools, colleges, training institutes, military establishments, military, industries, etc. Many people buy laptop or desktop for their kids to learn about required things in their schools or playing computerized video-games, etc.

Computer is a big dictionary and large storage device which we use to save any type of large amount of data like information, study materials, projects, photos, images, video, audio, songs, clips, games, and many more. It is an electronic machine which is able to calculate and solve big problems. It helps in enhancing our skill level and get information easily. It is very simple data based machine. It provides facility of many other tools like paint tool, text tool, etc which are very beneficial for the kids, children and students to use it more effectively.

We can use it for any big or small mathematical calculations very accurately. It is used to forecast the information about weather, in printing books, news papers, diagnosing diseases, etc. It is used to make online railway reservations, ticket booking, hotel or restaurant booking from any place all over the world. It is used by MNC companies for the accounting purpose, invoicing, pay rolls, stock control, etc.

**2. Write an essay in about 250 words, describing water scarcity problem and few remedial measures to overcome this problem.**

Save water or conservation of water has been very essential to maintain the existence of life on the earth because no life is possible without water. Water helps in the continuity of life cycle on the earth as an exception in the whole universe as earth is only known planet having water and life. Water is our need throughout the life so only we are responsible to save it. According to the conducted by United Nation, it is found that girls in the Rajasthan do not go to school as they have to go long distances to get water which eats their whole day so they do not get time for other purposes.

According to the survey by the National Crime Records Bureau, it is recorded that around 16,632 farmers (2,369 women) finished their lives through suicide, however, 14.4% cases was because of drought. So we can say that water scarcity is also the reason of illiteracy, suicide, fights and other social issues in India and other developing countries. In such regions of water scarcity, the new generation children are not achieving their basic right to education and right to live happily.

As a responsible citizen of India, we need to make extra efforts for water conservation such as preservation of the existing water bodies and installation of rain water harvesting system at houses. We should make ourselves aware about all the problems of water scarcity so that we all may take a pledge and join hands together for water conservation. There is a true saying that a small effort of everyone can give a big result just like many drops of water form a huge water body like pond, river and sea., we only need to bring some positive changes in our daily activities like ensure the tight closing of the tap after every use, use of bucket and mug while washing anything or bathing instead of using shower or pipe. A little effort from the end of millions of people can give a big positive result towards the save water campaign.

**3. Write an essay in about 250 words, explaining Road Safety and its awareness.**

Road safety is the prevention and protection of road accidents by using all the road safety measures. It is to secure people while traveling on the roads. It is to make safe all the road users such as pedestrians, two-wheelers, four-wheelers, multi-wheelers, and other transport vehicle users. Practicing road safety measures is very good and safe to all people all through the life. Everyone should respect others while driving or walking on the road and take care of their safety.

People safety on the road is one of the most important aspects in order to avoid road side accidents, injury, and death. We can judge the importance of road safety on the basis of national statistical data about total reported accidents and death. Almost 42% cases involve pedestrians and one way road users.

There are various methods of creating awareness among common public such as seminars, workshops, students education by adding basic road-safety lessons to syllabus, make people aware about green cross code means stop, look, listen, think and then cross, learning of traffic lights, understanding of road signs, etc. Following all the road safety measures help a lot to protect all the road problems.

Some effective measures of road safety are like basic awareness about vehicle, defensive driving according to weather and road conditions, use of vehicle lights and horn, wearing seat belt, well use of vehicle mirrors, avoid over-speeding, understanding road lights, maintaining distance of vehicle on road, proper understanding of handling crisis situation, telecast of awareness documentaries on TV, etc.

#### **4. Write an essay on Global Warming and its solutions in about 250 words.**

We need to control the effects of global warming which require a meaningful discussion and positive action oriented habits. Earth's surface temperature is rising day by day continuously without taking rest. It is very tough to reduce the effects of global warming however not impossible. Our regular and get together effort may make it possible to get control over global warming. Threats of global warming such as melting of glaciers, climate change, rising sea level, droughts, deadly storm events, epidemic diseases, lost endangered species, etc are increasing. We should use energy efficient products means the products which use less energy such as fluorescent bulbs instead of common bulbs.

Use of nuclear energy may reduce the level of carbon emission and thus global warming to great extent. We should reduce the burning of fossil fuels (wood or coal) by reducing our dependence over fossil fuels in order to reduce carbon emissions. We never forget to switch off the bulbs, fans, and other electric devices whenever leave the room because such devices generate heat and cause global warming. Deforestation should be stopped on urgent basis in order to improve the absorption of green house gases from the atmosphere and reduce the effect of global warming. We should promote more new plantation among common public. We should explore the renewable sources of energy and use public transportation instead of personal. There is need of more research and development in order to create low carbon technologies to reduce carbon emissions.

#### **5. Write an essay on Dr.A.P.J.Abdul Kalam .**

The full name of Dr. APJ abdul Kalam was Avul Pakir Jainulabdeen Abdul Kalam. He is popularly known as the Missile Man of India and People's President. He was born in a poor Tamil Muslim family on 15<sup>th</sup> of October in 1931 at Rameshwaram, Ramnad district of Madras presidency under British India (currently in Ramanathapuram District, Tamil Nadu). He was a

great scientist who also served the country as the 11<sup>th</sup> President of India from 2002 to 2007. After completing his term of presidency, he returned to the civilian life of writing, education, and public service. He worked at various chief positions at ISRO and DRDO then became a Principal Scientific Adviser to the Government Of India as a Cabinet Minister.

He has been honored with the honorary doctorates by at least 30 universities as well as three highest civilian awards of the country (Padma Bhushan 1981, Padma Vibhushan 1990 and Bharat Ratna 1997). He was a great personality and inspiration to the youngsters of country who took his last breath at IIM, Meghalaya on 27<sup>th</sup> of July in 2015 because of the sudden cardiac arrest. He is not present among us physically however his great works and contributions would be with us forever. He has mentioned his dream of making India a developed country in his book “India 2020-A vision for the New Millennium”.

## **V. Paragraph Writing**

### **1. Write a paragraph about “Health is Wealth.”**

‘Health is wealth’ is a great saying for the humanity in this universe. In this proverb, the importance of health is compared to the value of wealth. It is said that health is as much important as wealth for a person. It is generally said that a person having lots of money is the happiest and richest person of the world. However, the real truth is that a person with good health is the happiest and richest person in the world. We can say that, money is not a real wealth however good health is the real wealth. Lack of money influences people’s life to a great extent however lack of good health reduces the feeling of living a life.

A healthy person can earn lots of money however an unhealthy person cannot because of the lack of motivation, interest and concentration level. Money is the source to live a healthy life however good health is the source to live a happy and peaceful life. So, good health matters a lot, more than the money. We all should maintain our good health to be wealthy in real means.

### **2. Write a paragraph about Women Empowerment.**

Women empowerment is giving women their full rights in the society. They have all rights from birth like a man however, have been restricted by the people for many years. There is no doubt that women have equally participated in the growth and development of the country. It is also a fact that if women are not given their rights, a country cannot be developed completely. It has been around seven decades of Independence however; there is still a male-dominated society in country. It is a country where women leaders are available in all the work fields such as scientist, space, railway, metro, research, school, doctor, engineer, etc, however; still people think that women is a weaker section of the society.

Swami Vivekananda was a great person who had well said that, “There is no chance for the welfare of the world unless the condition of women is improved, It is not possible for a bird to fly on only one wing”. So, in order to be a fully developed country, India has to empower its other half human resource.

### **3. Write a paragraph on reading Newspapers**

The newspaper carries a great deal of news and information in its pages. It is an important publication that helps people know what is happening around them. Besides news items, experts present their views and opinions on various issues. The general public can also express their views through newspaper columns. Newspapers are very informative publications, and are low priced.

Many important announcements are also published in newspapers. These may be government advertisements or messages for the general public. Newspapers also carry advertisements of various goods and services available in the market.

Newspapers are printed on newsprint. Newspapers have many pages as they cover many topics such as politics, society, economy, science, environment, business, sports and entertainment. They are printed in colour, and are colourful and attractive.

Reading the day’s paper is a good habit. It helps us stay aware of the news in our city, the country and the world.

### **4. Write a paragraph on Child Labour**

Generally, middle class children get involved in some simple house tasks and activities which help their parents in daily routine without affecting children’s health and schooling. Such activities at home are considered to be necessary for children. However, all the activities that affect children’s health, development and schooling, come under child labour. Child labour involves some hard tasks performed by children below the age group of 14 years at very low payment. Child labour is needed by some Industrialists and businessmen in the country who want efficient work at low minimum cost.

Child labour is also the need of poor people (living below the poverty line), who fail to manage two times food for them, send their kids and children to do some job even at very low cost. Such activities should be blocked urgently by the government by supporting the poor people. They should be motivated to send their kids to school and get proper education. It is needed to take some positive steps by both, government and well doing citizens to help poor people and their kids to be productive members of the Indian society in their adult life.

## 5. Write a paragraph on Friendship

Man is a social being. He lives in society. As a social being he lives and interacts with so many people all through his life. In our interactions with people we make many friends. We enjoy the company of our friends; in fact that is why they are our friends.

We influence our friends, and likewise our friends influence us. Friendships therefore have a great bearing on our life. That is why we must be choosy when we make friends, because we want long lasting true friends whom we may trust and who, in turn, can trust us. Friendship calls for loyalty. If you cannot be loyal to your friends, you will lose them.







In a real friendship that has matured over time, there are not even any expectations between two friends. You love your friend whatever may happen, and you love not for any reason or to get anything in return from your friend. And this is the sentiment shared by your friend too. Such a friendship is a real friendship and it gives true joy and contentment. Even troubles and miseries that life may bring seem insignificant when you have such a friendship to bank on.

## VI. Informal Letter

### What is an Informal Letter?

An informal letter is a letter that is written in a personal fashion. You can write them to relatives or friends, but also really to anyone with whom you have a non-professional relationship with, although this doesn't exclude business partners or workers with whom you're friendly with either. There are different ways to carry out this type of letter depending on which country you're in. This article will address the English/American way.




We'll discuss the following elements:

-  address
-  date
-  opening
-  text / body / content
-  closing / end
-  signature

### Address

Your personal address should be located at the top right corner of the page

Example:

-  Street name and number: 33 Downing Street
-  Postal code and city: 7777 AS Amsterdam
-  Country: The Netherlands



## Addressee:

The addressee or receiver's address is usually located on the front of the envelope. You can, however, also choose to place it at the top left of the letter, just below your own address.

Example:

- Sur name, last name: John White
- Street name and number: 21 Madison Road
- Postal code, city: NP 194 Oxford
- State or Province: Oxfordshire
- Country: United Kingdom

## Date

The date is usually located below your own address.

Example:

- English letter: 22 November, 2011
- American letter: November 22, 2011

## Body

The contents of your letter should be written in a personal and friendly tone. However, it's important to adjust your use of language to the person you are writing to. A good way of assessing how you should write is to think about how you would interact with each other in real life. Also, the English and the Americans are fond of exchanging social niceties. For example, they like asking a few polite questions "How are you?" or "How was your holiday?" for example. In general, they are not as direct as most Europeans.

- In the first paragraph of your body, you should state your reason for writing.
- In the second and following paragraphs, expand on what you mentioned in the first paragraph.
- In the final paragraphs, you can make some concluding remarks.

## Opening

How do you address someone in English? This is fairly straightforward, and it is usually not as important as would be with a business or formal letter. However, there are still a few things that you should know about in terms of addressing someone properly in an informal letter.

- First of all, in England there is no period after "Mr," but in American letters there is one.
- Secondly, women are addressed as "Mrs." if they are married, and with "Ms." when they are not.

Examples:

This heavily depends on how well you know the person in question. Carefully consider your relationship with him or her. You could simply say: "Hi Richard," but it is always safer to just say "Dear Richard," (Never forget the comma!)

## Sample Opening Sentences

Your opening should be casual, and not as stiff as they would be in business letters.

Examples:

- 🎬 How are you?
- 🎬 How have you been?
- 🎬 How is life treating you?
- 🎬 How are the kids?
- 🎬 I hope you are doing well
- 🎬 I hope you, Mike, and the kids are having a great time in. . .

## Ending

Closing sentences examples:

- 🎬 I am looking forward to seeing you.
- 🎬 I can't wait to see you soon.
- 🎬 I can't wait to hear from you.
- 🎬 I am looking forward to hearing from you, I hope to be hearing from you soon.
- 🎬 See you soon.
- 🎬 Send my love to. . .
- 🎬 I hope you are doing well.
- 🎬 Give my regards to. . .

## Signature

In terms of signing off, the choice is yours and you have a lot of freedom here. Here are some examples:

- 🎬 Best wishes,
- 🎬 Best,
- 🎬 Kindly,
- 🎬 Kind regards,
- 🎬 Best regards,
- 🎬 Lots of love,

**Pre-Written Examples** Below are some samples letters. You will see that they adhere to the same structure as discussed in this article. These will give you a better understanding of how the letters can be written

Sector 17  
Vashi  
New Bombay

6th July, 2013

Dear Maya

Thank you very much for your last letter. It was great to hear from you after so many months. You seem to be having a nice time in France.

Thanks also for the photographs. I absolutely loved that snap of yours standing in front of the Eiffel Tower. France looks stunning. Someday, I would definitely like to go there.

There's not much happening here. I am busy with my work and kids.

By the way, are you coming home anytime soon? If you are, let me know the dates and we can arrange to meet up.

Hope to see you soon!

Aditi

**1. Write a letter to your uncle thanking him for the birthday gift.**

**56, New cross street,  
Anna Nagar,  
Chennai -19  
17.11.2017**

Dear Uncle,

I hope this letter finds you in the best of health and spirits.

Uncle, I thank you very much for the Titan Quartz wrist watch you sent me on my birthday. In fact, I received many presents but yours was the best. As I did not have a wrist watch, I was planning to buy one.

The watch sent by you is really very beautiful and has been admired by all. It will make me punctual and now I will not be late to board my school bus. It will always remind me of your love for me.

We all missed you on my birthday. I once again thank you for sending me the most cherished present on my birthday.

Pay my regards to Arjun and Neha.

Your loving Nephew,

**2. Write a letter to your Father giving him news about Home**

**16, New cross street,  
Jubail,  
Dubai .  
17.11.2017**

Dear Father

I received your letter yesterday and we came to know of the news at your end. We were all sad to know that you are missing us. It is but natural as you have been away on the ship for long time.

We all are fine and as you have asked me to write to you all about home, I am glad to inform you that I have passed my annual examination scoring 95 % marks and I stood first in my school. Mother celebrated the day with a small party, calling relatives and family friends. However, we all missed you a lot that day.

Few days back, little brother Anil suffered high fever so we took him to the family doctor, who diagnosed it to be viral fever. He is recovering well now. Mother is fine too but we all miss you.

We are looking forward to your homecoming and hope to meet you very soon.

Yours Loving Son,

**3. Write a Letter to Your friend Congratulating him on his Success in the Examination**

**56, New cross street,  
Mylapore,  
Chennai -19**

Dear Friend,

My joy knew no bounds on receiving your letter yesterday informing that you have passed the higher secondary examination with distinction in all subjects. It is also very heartening to know that you came first in your school.

My parents are also extremely happy to know of your brilliant success. We are all proud of you and send you our heartiest congratulations. There is no doubt that your hard work has borne fruit.

I wish I could be with you to share this great moment of ecstasy . We send our best wishes and pray to the Almighty that He may provide you many such opportunities in your life.

Yours sincerely,

**4. Write a Letter to Your Friend Inviting him to attend Your Birthday Party**

**345, Fathers House,  
Adayar  
Chennai -19**

Dear John,

You will be glad to know that my birthday falls on 7<sup>th</sup> December and this time I am planning to celebrate it at home.

There is going to be a small tea party in the evening after 7 P.M. Also, there will be a dance and music programme. I am going to invite all my friends and relatives. I strongly desire that you should also come on my birthday and grace the occasion with your presence. I hope you will not reject my invitation. Do reach on time.

Sincerely,

James

**5. Write a Reply to the Above Letter Refusing the invitation**

**23, New cross street,  
K.K Nagar  
Madurai -19  
17.11.2017**

Dear John

I am very happy to receive your letter inviting me to attend your birthday party. However, I regret to inform you that I am not in a position to attend your party.

Infact , my mother has been ailing seriously for the last fortnight and I have to devote my entire time in looking after her. Had mother been all right, I would certainly not have missed such an auspicious occasion.

I hope you will excuse me for refusing the invitation. Accept my best wishes for your birthday. May God give you a long, happy and prosperous life.

Yours sincerely,