

Unit-I

LITERATURE APPRECIATION

(1. **Reading comprehension** Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.

A student should get acquainted with sub-skills of reading for the purpose of:

- Skimming the gist & Scanning for necessary information)

SKIMMING & SCANNING-

Skimming and **scanning** are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes. **Skimming** is reading rapidly in order to get a general overview of the material. **Scanning** is reading rapidly in order to find specific facts.

Note Making, Summarizing & Supplying a suitable title-

There is a fixed note making format. One needs to follow this note making format in order to have a clear and unambiguous understanding from it. The note making format has-

Heading

It shows the title or the heading of note.

Subheading

As the name suggests, a subheading is a subdivision of the main topic. One can use as many subheadings as he or she wants.

Point

Below subheading, there are some points which are the part of the main topics.

Sub-subheading

One can add more headings below the points for showing the category, types, advantages, etc.

Key or Keywords

The key portion of the note shows the various codes, symbols or the abbreviation used. It helps to get a clear understanding of the keys used in the note making format.

The Procedure of Note Making

- Read the passage provided
- Underline the important sentences. It helps to make headings and subheadings
- Make a rough note first so as to get an idea
- Organize them in logical order or sequence for the final note
- Use the appropriate note making format
- Do not change the idea or the message of the passage

Points to Remember for Note Making Format

- Avoid using long sentences as heading or title
- Never lose the main idea of the passage
- Ignore information which is less important
- Be brief, clear, and specific
- Use logical sequencing
- Use proper indentation
- Leave no spaces to avoid confusion
- Do not include your own version or understandings
- Use abbreviations
- Make your note more memorable by adding colors, drawings, and symbols

UNIT- II

VOCABULARY

Use of synonyms, antonyms

ANTONYM (OPPOSITE WORD)

ABOVE-BELOW	CONCEAL-REVEAL	FLOAT-SINK	LEAD-FOLLOW
ACCEPT-REFUSE	CONCORD-DISCORD	FOLLY-WISDOM	LIGHT-HEAVY
ACCORD-DISCORD	CONFIDENT-DIFFIDENT	FREEDOM-SLAVERY	LIQUID-SOLID
ADMIT-DENY	CONTRACT-EXPAND	FRESH-STALE	LOOSE-TIGHT
ADULT-CHILD	COOL-WARM	FRIEND-FOE	LOUD-LOW
AFFLUENCE-POVERTY	COURAGEOUS-COWARDLY	FRIENDLY-HOSTILE	MAJOR-MINOR
AGREE-DISAGREE	CREATE-DESTROY	GAIN-LOSE	MASTER-SERVANT
ANCIENT-MODERN	CREATIVE-DESTRUCTIVE	GENEROUS-NIGGARDLY	MATERIAL-SPIRITUAL
ARRIVE-DEPART	CRUEL-KIND	GENTLE-ROUGH	MASCULINE-FEMININE
ARRIVAL-DEPARTURE	DANGER-SAFETY	GENUINE-FALSE	MIGHTY-FEEBLE
ASCENT-DESCENT	DARK-LIGHT	GIVE-TAKE	MOTION-REST
ASSENT-DISSENT	DAWN-DUSK	GORGEOUS-MODEST	NATIVE-FOREIGNER
ASSET-LIABILITY	DAY-NIGHT	GREAT-SMALL	NATURAL-ARTIFICIAL
ATTACK-DEFEND	DEAD-ALIVE	GUILTY-INNOCENT	NEAT-UNTIDY
ATTRACT-REPEL	DEBIT-CREDIT	HALF-FULL	NEGATIVE-POSITIVE
BACK-FRONT	DECREASE-INCREASE	HARD-SOFT	NEW-OLD
BARREN-FERTILE	DEEP-SHALLOW	HARSH-GENTLE	NORMAL-ABNORMAL
BASE-APEX	DEFICIT-SURPLUS	HATE-LOVE	OFTEN-SELDOM
BEAUTIFUL-UGLY	DEFINITE-INDEFINITE,VAGUE	HEAVEN-HELL	PAST-PRESENT
BEGIN-END	DEFLATE-INFLATE	HELP-HINDER	PERMANENT-TEMPORARY
BENEFIT-HARM	DELIGHT-SORROW	HERO-VILLIAN	PERSUADE-DISSUADE
BETTER-WORSE	DOUBTFUL-CERTAIN	HIGH-LOW	PLEASURE-PAIN
BIG-SMALL	DRY-WET	HIT-MISS	POLITE-RUDE
BIRTH-DEATH	DWARF-GIANT	HOLLOW-SOLID	POVERTY-WEALTH
BLAME-PRAISE	DWARFISH-GIGANTIC	HONOUR-SHAME	PRAISE-BLAME
BOLD-TIMID	EARLY-LATE	HOPE-DESPAIR	PROFIT-LOSS
BOTTOM-TOP	EMPTY-FULL	HOST-GUEST	PROFOUND-FRIVOLOUS
BRAVE-COWARD	ENEMY-FRIEND	HUGE-SLENDER	PROMPTLY-SLOWLY
BRAVERY-COWARDICE	ENTRANCE-EXIT	HURT-HEAL	PROUD-HUMBLE
BRIGHT-DARK	ESTEEM-CONTEMPT	INANIMATE-ANIMATE	PUBLICLY-PRIVATELY
BRUTAL-HUMAN	EXPIRE-INSPIRE	INCLUDE-EXCLUDE	PUNISH-REWARD
CALM-EXCITED	EXPLICIT-IMPLICIT	INCOME-EXPENDITURE	PUSH-PULL
CAPTURE-RELEASE	EXTERIOR-INTERIOR	INDIVIDUAL-SPECIES	QUIET-NOISY
CARE-NEGLECT	EXTRAVAGANT-FRUGAL	INFERIOR-SUPERIOR	QUESTION-ANSWER
CAUSE-EFFECT	FACT-FICTION	INSERT-EXTRACT	QUICK-SLOW
CHEAP-COSTLY,DEAR,EXPENSIVE	FAIR-FOUL	IGNORANCE-KNOWLEDGE	REJECT-ACCEPT
CHEERFUL-GLOOMY	FAIL-SUCCEED	JOY-SORROW	REMEMBER-FORGET
CIVILISED-UNCIVILISED,SAVAGE	FALSE-TRUE	JUNIOR-SENIOR	REMOTE-NEAR
CLEAN-DIRTY	FAR-NEAR	LATER-EARLIER	RICH-POOR
CLEVER-STUPID	FAST-SLOW	LATTER-FORMER	RIGHT-LEFT,WRONG

COMMON-UNCOMMON,RARE	FAT-THIN	LATITUDE-LONGITUDE	RISE-FALL
COMPULSORY-OPTIONAL	FAVOURITE-HATEFUL	LAZY-INDUSTRIOUS	ROUGH-SMOOTH

SCOLD-PRAISE			
SHORT-LONG			
SIMPLE-COMPLEX			
SINK-FLOAT			
SMILE-FROWN			
SPECIAL-ORDINARY			
START-STOP			
STRANGE-FAMILIAR			
STRONG-WEAK			
SUCCESS-FAILURE			
SURRENDER-VICTORY			
SWEET-BITTER			
SWIFT-SLOW			
SYMPATHY-ANTIPATHY			
TAKE-GIVE			
TALL-SHORT			
TAME-WILD			
TENANT-LANDLORD			
TEACH-LEARN			
TRADITIONAL-MODERN			
TRANSPARENT-OPAQUE			
TRIVIAL-IMPORTANT			
TRUE-FALSE			
UPPER-LOWER			
URBAN-RURAL			
UNIQUE-COMMON			
UNITE-DIVIDE			
VACANT-FULL			
VAGUE-CLEAR			
VERBAL-WRITTEN			
VERTICAL-HORIZONTAL			
VICE-VIRTUE			
VICTORY-DEFEAT			
VIOLENT-GENTLE			
VULGAR-REFINED			
WAX-WANE			
WEALTH-POVERTY			
WIDE-NARROW			
WIN-LOSE			
YOUNG-OLD			

- Same word used in different situations in different meaning

There are words that behave differently in a sentence according to their placement and usage. For example-

Next	Adjective Adverb Preposition Noun	I shall see you next Tuesday. What next ? She was sitting next her. He will tell you more about it in his next .
Right	Verb Adjective Noun Adverb	This is a fault that will right itself. He is the right man for the position. I ask it as a right . Serves her right ! She stood right in my way.
Little	Adjective Adverb	There is little danger in going to that place. Thomas eats very little .
More	Adjective Pronoun Adverb	We want more women like her. More of us are getting stressed out at work nowadays. Ron should talk less and work more .
Only	Adjective Adverb Conjunction	It was her only chance. She was only foolish. Take what I have, only (= but) let me go.
Over	Adverb Noun Preposition	Read it over carefully. In one over he took three wickets. At thirty, a change came over her.
Why	Interro. Adverb Relative Adverb Interjection Noun	Why did you do it? I know the reason why she did it. Why , it is surely Tom! This is not the time to go into the why and the how of it.
What	Inter. Adjective Interjection Inter. Pronoun Relative Pronoun	What evidence have you got? What! you don't mean to say so? What does she want? Give me what you can. <i>What</i> happened then, I do not know.
Up	Adverb Preposition Adjective Noun	Prices are up . Let her go up the mountain. The next up train will leave here at 11.30. I have had my ups and downs of fortune.
Since	Preposition Conjunction Adverb	Since that evening, I have not seen her. Since there's no hope, let us kiss and part. I have not met her since .
Before	Adverb Preposition Conjunction	I have seen you before . She came before the appointed time. Jim went away before I came.
Even	Adjective Verb Adverb	The chances are even . Let them even the ground. Does she even suspect the danger?
Both	Adjective	You cannot have it both ways.

	Pronoun Conjunction	Both of them are dead. Both the cashier and the accountant are handsome.
Either	Adjective Pronoun Conjunction	Either ball is good enough. Ask either of them. Peter must either work or starve.
Above	Preposition Adjective Adverb	We flew above the clouds. Have you read the above sentence? See above .
Back	Noun Adverb Adjective Verb	I have a pain in the back . I will come back in five minutes. Have you closed the back door? He backed his car through the gate.
Better	Adjective Adverb Noun Verb	This watch is better than that. He sings better than you. You should respect your bettors . Living conditions have bettered a great deal.
Down	Adverb Preposition Adjective Verb	The little girl feels down . He ran down the hill. We caught the down train. The government downed the opposition.
Like	Verb Preposition Noun Adjective	Children like sweets. He climbs like a cat. You won't see his like again. Ravindra and his brother are very like .
Near	Preposition Adjective Verb Adverb	He lives near the station. Most of my near relatives live abroad. He got nervous as the examinations neared . I went near enough to see over it.
Round	Adjective Preposition Adverb Noun Verb	The earth is round . The boys ran round the tree. Will you come round to our house this evening? We won the first round of the tennis cup. The child's eyes rounded with excitement.
About After	Adverb Preposition Adverb Preposition Adjective Conjunction	They wandered about in loose clothes. There is something extraordinary about her. She left soon after. Jenny takes after her grandmother. After ages shall remember his discovery. We left after they did.
All	Adjective Adverb Pronoun Noun	The deal was all profit and no loss for him. She was left all alone in the dark. All helped him pay his debt. Sheena lost her all in speculation.
Any	Adjective Pronoun Adverb	Are there any students present? Does any of you have a clue about it? Is this any good?
As	Adverb	I drove as fast as I could.

	Conjunction Relative Pronoun	As she was getting late, I helped her pack her lunch. She behaves the same way as I do.
But	Adverb Preposition Conjunction	It is but true what she said. Everyone but Rita attended the wedding. I prepared well, but could not clear the exam.
Else	Adjective Adverb Conjunction	She has something else for him. Shall we look for it somewhere else? Be quick, else you will be late..
Enough	Adjective Adverb Noun	There is time enough to go back. She knows well enough what she has done. I have had enough of you.
Except	Verb Preposition Conjunction	If we except Sheena, all are responsible. All were present, except Rajiv. I will not let you pass, except if you pay me.
For	Preposition Conjunction	I can pay for myself. Sita could not hear for she was deaf.
Less	Adjective Adverb Noun	You are paying less attention to studies these days. He is no less than a thief. Many arrived but less of them remained.
Much	Adjective Pronoun Adverb	There is not much sense in what she said. Much of it is false. She talks too much.
Needs	Noun Verb	Her needs are a few. It needs to be completed on time.
Neither	Conjunction Adjective Pronoun	Neither Priya nor Ram is at home. Neither fact is true. Neither of the suggestions will work.
No	Adjective Adverb Noun	She is no beginner at this. He is no better. They will not take a no.
Once	Adverb Conjunction Noun	I played the role of a farmer once. Once you have finished, you can leave. Once is enough.
One	Adjective Pronoun Noun	One day I saw him near the bridge. He is the one I love. One would think she was crazy.
So	Adverb Conjunction	I am so sorry for my behaviour. She was late, so we helped her.
Some	Adjective Pronoun Adverb	He must find some way to do it. Some believe in God, others do not. Some ten students were present at the parade.
Still	Verb Adjective Noun Adverb	She remained still. Divya stood still as she was scared of the dog. Her screams echoed in the still of the night. He is still working.
Such	Adjective	He was in such a hurry.

	Pronoun	Such was not their intention.
That	Demonstrative Adj. Demonstrative Pr. Adverb Relative Pr. Conjunction	What is that sound? That is what I want for my birthday. She has done that much only. The good that we do lives after us. Hold it up so that I can see it.
The	Definite Article	The dog loves to laze around
	Adverb	The prettier she is, the better.
Till	Preposition Conjunction	Do not postpone it till next month. Do not start till I ask you to.
Well	Adjective Adverb Interjection	I hope she's now well. Well begun is half done Well, there you are!
While	Noun Verb Conjunction	Rest for a while before you leave. They while away their evening playing games. While a great dancer, she is a greater singer.
Why	Interro. Adverb Relative Adverb Interjection Noun	Why did you leave so suddenly? I know the reason why he left so suddenly. Why, it is definitely Priya! A child's hows and whys are unending.
Yet	Adverb Conjunction	There is more evidence yet to be verified. She is ready, yet unable to do it.

SYNONYMS

Abandon — Forsake	Bargain — Deal	.
.	.	Center — Middle
Able — Capable	Begin — Start	.
Accomplish - Achieve	Beginner — Novice/ Amateur	Chiefly — Mainly
.	Behave — Act	Child — Kid
Accurate — Precise	Belly — Stomach	Choose — Select
.	Below — Under	Chop — Cut
Active — Athletic	Big — Vast/ Large	Close — Shut
Admit — Confess	Blank — Empty	Coat — Jacket
.	.	.
Agree — Consent	Blend — Mix	Cold — Chilly/ Freezing
	.	Competent — Capable
	Bother — Annoy	.
	Brave — Courageous	Complete — Finish
	Broad — Wide	

<p>Aim — Goal/ Purpose Alike — Same All — Every Allow — Permit Amiable — Friendly . Amount — Quantity Angry — Mad/ Irritated Arrive — Reach Ask — Enquire Assist — Help Assure — Guarantee Attire — Dress Away — Absent Awful — Terrible/ Bad</p>	<p>Brute — Rough/ Violent Bucket — Pail Bunny — Rabbit . Business — Trade . Buy — Purchase / Pick Street — Highway Split — Divide Rich — Wealthy Respond — Reply/ Answer Renew — Resume Regret — Remorse Raise — Lift</p>	<p>Complex — Complicated . Connect — Join Cope — Manage Coarse — Rough . Crash — Accident Crook — Criminal Cry — Weep Cunning — Clever</p>
<p>Danger — Harm Daybreak — Dawn/ Sunrise . Dear — Expensive Defective — Faulty Delicious — Yummy Demolish — Destroy/ Wreck Demonstrate — Protest Denounce — Blame/ Indict Dense — Thick/ Heavy Depart — Leave . Despise — Hate/ Detest/ Loathe Destitute — Poor/ Penniless .</p>	<p>Earth — Ground . Easy — Simple Encourage — Urge End — Finish/ Conclude Enlarge — Magnify Enormous — Huge . Enquire — Investigate Evaluate — Assess Everlasting — Eternal Extra — Additional Faithful — Loyal/ Fall — Drop False — Untrue . Famous — Renowned Fantastic — Great . Fast — Quick Father — Dad Find — Discover</p>	

Detach — Remove	Fix — Repair/ Mend
Deter — Hinder	Fool — Idiot
	Forbid — Prohibit/ Ban
	Yearly — Annually
	Wrong — Incorrect
	Wonderful — Amazing
	Value — Worth
	Unlawful — Illegal
	Unfortunate — Unlucky
	Trip — Journey
	Try — Attempt
	Transform — Convert

• Single word substitute

One Word Substitution

1. **Audience** – a number of people listening to a lecture
2. **Altruist** – one, who considers the happiness and well-being of others first
3. **Atheist** – a person who does not believe in God
4. **Anthropologist** – one, who studies the evolution of mankind
5. **Autocracy** – government by one person
6. **Autobiography** – the life history of a person written by himself
7. **Amputate** – to cut off a part of a person's body which is infected
8. **Arsenal** – a place for ammunition and weapons
9. **Archives** – a place where government or public records are kept
10. **Amateur** – a man who does a thing for pleasure and not as a profession

11. **Aristocracy** – government by the nobles
12. **Aquatic** – animals/plants ere which live in water
13. **Amphibian** – animals which live both on land and sea
14. **Ambidexter** – one, who can use either hand with ease
15. **Alimony** – allowance paid to wife on legal separation
16. **Anthology** – a collection of poems
17. **Abdication** – voluntary giving up of throne in favour of someone
18. **Arbitrator** – a person, appointed by two parties to solve a dispute
19. **Astronomer** – a person, who studies stars, planets and other heavenly bodies
20. **Astrologer** – a person who studies the influence of heavenly bodies on human beings
21. **Anthology** – a collection of poems
22. **Axiom** – a statement which is accepted as true without proof

23. **Agenda** – a list of headings of the business to be transacted at a meeting
24. **Anarchist** – one, who is out to destroy all governance, law and order
25. **Almanac** – an annual calender with positions of stars
26. **Bigamy** – the practice of having two wives or husbands at a time
27. **Bibliophile** – a lover and collector of books
28. **Bouquet** – a collection of flowers
29. **Bureaucracy** – government by the officials
30. **Belligerent** – a person, nation that is involved in war
31. **Biennial** – an event which happens once in two years
32. **Blasphemy** – the act of speaking disrespectfully about sacred things
33. **Creche** – a nursery where children are cared for while their parents are at work
34. **Cosmopolitan** – a person who regards whole world as his country
35. **Chauffeur** – one, who is employed to drive a motor car
36. **Curator** – a person incharge of a museum
37. **Carnivorous** – one, who lives on flesh
38. **Cannibal** – one, who feeds on human flesh
39. **Contemporaries** – belonging to or living at the same time
40. **Cloak room** – a place for luggage at railway station
41. **Cynosure** – centre of attraction
42. **Connoisseur** – a critical judge of any art and craft
43. **Crusade** – a religious war
44. **Choreographer** – one, who teaches dancing
45. **Cacographer** – a person, who is bad in spellings
46. **Calligraphist** – a person, who writes beautiful handwriting
47. **Cynic** – one, who sneers at the aims and beliefs of his fellow men
48. **Convalescent** – one, who is recovering health
49. **Cavalry** – soldiers, who fight on horse back
50. **Cardiologist** – a person, who is specialist in heart diseases
51. **Cartographer** – one, who draws maps
52. **Dormitory** – the sleeping rooms with several beds especially in a college or institution
53. **Drawn** – a game that results neither in victory nor in defeat
54. **Elegy** – a poem of lamentation
55. **Epitaph** – words which are inscribed on the grave or the tomb in the memory of the buried
56. **Ephemeral** – lasting one day
57. **Effeminate** – a person who is womanish
58. **Emigrant** – a person who leaves his own country and goes to live in another

59. **Edible** – fit to be eaten
60. **Egotism** – practice of talking too much about oneself
61. **Encyclopaedia** – a book that contains information on various subjects
62. **Epicure** – one, who is devoted to the pleasure of eating and drinking
63. **Florist** – one, who deals-in flowers
64. **Fastidious** – one, who is very -selective in one's taste
65. **Fanatic or Bigot** – one, who is filled with excessive and mistaken enthusiasm in religious matters
66. **Fatal** – causing death
67. **Fatalist** – one, who believes in fate
68. **Facsimile** – an exact copy of handwriting, printing etc
69. **Fauna** – the animals of a certain region
70. **Flora** – the plants of a particular region
71. **Fratricide** – murder of brother
72. **Fugitive** – one, who runs away from justice or the law
73. **Fragile** – easily broken
74. **Feminist** – one, who works for the welfare of the women
75. **Granary** – a place for grains
76. **Genocide** – murder of race
77. **Gregarious** – animals which live in flocks
78. **Hangar** – a place for housing aeroplanes
79. **Hive** – a place for bees
80. **Horticulture** – the art of cultivating and managing gardens
81. **Homicide** – murder of man
82. **Hearse** – a vehicle which is used to carry a dead body
83. **Hedonist** – one, who believes that pleasure is the chief good (sensual)
84. **Horizon** – a line at which the earth and the sky seem to meet
85. **Honorary** – holding office without any remuneration
86. **Heretic** – one, who acts against religion
87. **Herbivorous** – one, who lives on herbs
88. **Insolvent/Bankrupt** – a person who is unable to pay his debts
89. **Inaudible** – a sound that cannot be heard
90. **Inaccessible** – that cannot be easily approached
91. **Incorrigible** – incapable of being corrected
92. **Irreparable** – incapable of being repaired
93. **Illegible** – incapable of being read
94. **Inevitable** – incapable of being avoided
95. **Impracticable** – incapable of being practised
96. **Immigrant** – a person who comes to one country from another in order to settle there
97. **Invincible** – one, too strong to be overcome
98. **Indelible** – that cannot be erased

99. **Incognito** – travelling under another name than one's own
100. **Indefatigable** – one, who does not tire easily
101. **Infallible** – one, who is free from all mistakes and failures
102. **Invigilator** – one, who supervises in the examination hall
103. **Itinerant** – one, who journeys from place to place
104. **Infirmary** – a home or room used for ill or injured people
105. **Infanticide** – murder of an infant
106. **Infantry** – soldiers, who fight on foot
107. **Inflammable** – liable to catch fire easily
108. **Interregnum** – a period of interval between two reigns or governments
109. **Kennel** – a place for dogs
110. **Lunatic asylum** – a home for lunatics
111. **Lexicographer** – one, who compiles a dictionary
112. **Loquacious** – one, who talks continuously
113. **Linguist** – one, who is skilled in foreign languages
114. **Lapidist** – one, who cuts precious stones
115. **Misanthrope** – a hater of mankind
116. **Misogamist** – one, who hates marriage
117. **Mortuary** – a place, where dead bodies are kept for post mortem
118. **Mercenary** – working only for the sake of money
119. **Matricide** – murder of mother
120. **Martyr** – one, who dies for a noble cause
121. **Maiden speech** – the first speech delivered by a person
122. **Mint** – a place where coins are made
123. **Misogynist** – a hater of womankind
124. **Morgue** – a place, where dead bodies are kept for identification
125. **Mammals** – animals which give milk
126. **Monogamy** – the practice of marrying one at a time
127. **Missionary** – a person, who is sent to propagate religion
128. **Numismatics** – the study of coins
129. **Namesake** – a person having same name as another
130. **Nostalgia** – a strong desire to return home, home sickness
131. **Novice or Tyro** – one, new to anything, inexperienced
132. **Narcotic** – a medicine for producing sleep
133. **Optimist** – a person who looks at the brighter side of things
134. **Orphan** – one, who has lost parents
135. **Omnipresent** – one, who is present everywhere
136. **Omnipotent** – one, who is all powerful
137. **Omniscient** – one, who knows everything
138. **Opaque** – that which cannot be seen through
139. **Obituary** – an account in the newspaper of the funeral of the one deceased

140. **Orphanage** – a home for orphans
141. **Obstetrician** – one, who is skilled in midwifery
142. **Ostler** – one, who looks after horses at an inn
143. **Omnivorous** – one, who eats everything
144. **Pessimist** – a person who looks at the darker side of things
145. **Potable** – fit to drink
146. **Post mortem** – an examination of dead body
147. **Philanthropist** – a lover of mankind
148. **Patricide** – murder of father
149. **Philatelist** – one, who collects stamps
150. **Plagiarism** – literary theft or passing off an author's original work as one's own
151. **Polygamy** – the practice of marrying more than one wife at a time
152. **Polyandry** – the practice of marrying more than one husband at a time
153. **Philogynist** – a lover of womankind
154. **Plebiscite** – (a decision made by) votes of all qualified citizens
155. **Philanderer** – one, who amuses himself by love making
156. **Philistine** – one who does not care for art and literature
157. **Plutocracy** – government by the rich
158. **Pseudonym** – an imaginary name assumed by an author for disguise
159. **Posthumous** – a child born after the death of his father or the book published after the death of the writer
160. **Panacea** – a remedy for all diseases
161. **Paediatrician** – a person, who is specialist in child diseases
162. **Platitude** – ordinary remarks often repeated
163. **Pedant** – one, who makes a vain display of his knowledge
164. **Polyglot** – one, who speaks many languages
165. **Paleography** – the study of ancient writing
166. **Posse** – a number of policemen called to quell a riot
167. **Parole** – pledge given by a prisoner for temporary release, not to escape
168. **Pedestrian** – one, who goes on foot
169. **Portable** – that can be carried easily
170. **Quarantine** – an act of separation from other persons to avoid infection
171. **Rhetoric** – the art of elegant speech or writing
172. **Regicide** – murder of King or Queen
173. **Sacrilege** – violating or profaning religious things/places
174. **Sculptor** – one, who cuts in stones
175. **Suicide** – murder of oneself
176. **Stable** – a place for horses
177. **Somnambulist** – a person, who walks in sleep
178. **Somniloquist** – a person, who talks in sleep

179. **Souvenir** – a thing kept as a reminder of a person, place or event
180. **Swan song** – the last work (literary) of a writer
181. **Sot, Toper** – one, who is a habitual drunkard
182. **Sinecure** – a job with high salary but little responsibility
183. **Stoic** – a person, who is indifferent to pleasure and pain and has control over his passions
184. **Sanatorium** – a place for the sick to recover health
185. **Sorricide** – murder of sister
186. **Triennial** – an event which happens once in three years
187. **Truant** – a person/student who absents himself from class or duty without permission
188. **Teetotaler** – one, who does not take any intoxicating drink
189. **Transparent** – that which can be seen through
190. **Theocracy** – government by religious principles
191. **Uxorious** – one extremely fond of one's wife
192. **Utopia** – an imaginary perfect social and political system
193. **Uxoricide** – murder of wife
194. **Verbatim** – repetition of speech or writing word for word
195. **Volunteer** – one, who offers one's services
196. **Virgin** – a woman who has no sexual experience
197. **Versatile** – interested in and clever at many different things
198. **Veteran** – one, who has a long experience of any occupation
199. **Venial** – a fault that may be forgiven
200. **Wardrobe** – a place for clothes

Unit-III

APPLICATION OF ENGLISH GRAMMAR

Countable an Uncountable Noun

1-Nouns in English grammar can be either countable or uncountable.

2-Countable nouns refer to individual things and we can use them in the singular or plural

3 Uncountable nouns, also known as *mass nouns*, refer to things we consider a whole or mass and cannot be counted (e.g. *money*). Many abstract nouns (e.g. *happiness*) are uncountable in English.

Example-Mike and his sister Sandra are shopping. They need milk, apples, and bread.

Sandra wants to make a cake tomorrow. She needs 6 eggs, 400 grams of flour, a block of chocolate and some strawberries.

At the checkout, Mike doesn't have any money, just a few coins in his pocket – oops!

Countable Nouns

- Most English nouns are *countable nouns*. This means they can be used in both the singular and the plural.

Example:

An apple a day keeps the doctor away.

Apples are healthy.

- We can put numbers and indefinite articles in front of *countable nouns*.

Example:

one banknote, two banknotes

one coin, two coins

a cake

a sister

- We cannot use *singular countable nouns* without articles or possessive pronouns (a/the/your).

Example:

I saw your sister yesterday.

(*not:*)Can you give me a hand?

(*not:*

However, we can use *plural countable nouns* alone.

Example:

Did you buy apples? Yes, but I forgot to buy stawberries.

- We can use some/any/(a) few/many with *plural countable nouns*.

Example:

We need some apples.

I don't have any eggs.

There are a few strawberries in the fridge.

Mike doesn't have many coins.

- Some collections of *countable nouns* have a corresponding *uncountable noun* which describes them as a whole/mass.

Example:

suitcases, bags, trunks = baggage

tables, chairs, couches = furniture

peaches, bananas, apples = fruit (*but*: one vegetable, two vegetables)

socks, dresses, t-shirts = clothes

Uncountable Nouns

- Some English nouns are *uncountable nouns*. This means they only have one form. Most uncountable nouns are singular, but some are plural see below singular/plural uncountable nouns.

Example:

I drink milk everyday.

Milk is healthy.

(*not*:)

My trowsers are too big.

(*not*:)

- We cannot usually put numbers in front of *uncountable nouns*.

Example:

money

(*not*:)

milk (*not*: /)

bread (*not*: one bread/)

- We can use many *uncountable nouns* without an article or possessive pronoun.

Example:

We need flour and chocolate to make a cake.

(*not*: ...)

Can you buy milk on the way home?

(*not:*)

- We use *some/any/little/much* with *uncountable nouns*.

Example:

We can buy some bread at the bakery.

We don't have any milk.

There's a little flour in the pantry.

Mike doesn't have much money.

- Materials, liquids, and collections are often *uncountable nouns*.

example:

materials – paper, wood, gold, glass etc.

liquids – water, milk, oil, coffee, etc.

collections – furniture, luggage, traffic etc.

Counting Uncountable Nouns

Although we can't count uncountable nouns themselves, we can use different units, such as *a bottle/grain/glass/loaf/piece/kilo/gram of*, to count them. Here, we are counting the units rather than the actual uncountable nouns.

Unit	Uncountable Noun	Example
a glass of	milk/water/juice	Can I have <i>a glass of</i> milk and <i>2 glasses of</i> water, please?
a cup of	tea/coffee	I can't drink more than <i>2 cups of</i> coffee a day.
a slice of	cake/pizza/bread	Molly eats <i>2 slices of</i> bread for breakfast every morning.
a piece of	bread/paper/information/advice/chewing gum/equipment/furniture/luggage/news	Laura forgot to tell them <i>an important piece of</i> information. Nathan stood on <i>a piece of</i> chewing gum.
a loaf of	bread	He went to the bakery to buy <i>a loaf of</i> bread.
a bottle of	water/wine/beer	There were <i>39 bottles of</i> beer in the cellar.

Unit	Uncountable Noun	Example
a jar of	honey/jam/peanut butter	Paul bought <i>2 jars of</i> honey.
a block of	chocolate/gold	<i>A block of</i> chocolate a day keeps the doctor away.
a can of	cola/soft drink	I remember when <i>a can of</i> cola cost \$0.50!
a gram/kilo of	chicken/flour/rice/butter	We need <i>half a kilo of</i> chicken and <i>250 grams of</i> rice.
a litre of	milk/water/oil	Michael drinks <i>three litres of</i> milk a week.
a grain of	sand/salt/rice	It's impossible to count all <i>the grains of</i> sand on the beach.
a spoon of	sugar	<i>A spoon of</i> sugar helps the medicine go down.
a bowl of	pasta/cereal/yogurt	I had <i>a bowl of</i> pasta for lunch.

Countable and Uncountable Nouns

Some nouns have both a countable and an uncountable form. The countable form usually refers to something more specific and the uncountable form to something more general.

Countable	Meaning	Uncountable	Meaning
I'm just ducking out to buy <u>a paper</u> .	a paper = a newspaper	Her necklace was made of <u>paper</u> .	paper = material
I have been to Ireland three <u>times</u> times = how often	Hurry up! we don't have much <u>time</u> .	much time = in general
I've got <u>a hair</u> in my mouth.	a hair = one strand of hair	Michael died his <u>hair</u> blue.	hair = all the hairs on his head
She has a <u>business</u> in South Africa.	a business = a company	Let's get down to <u>business</u> .	business = commercial activity
How many <u>countries</u> are in the European Union?	a country = a nation	I grew up in the <u>country</u> .	country = outside of the city
I like this <u>work</u> by Turner.	a work = a piece of art	They don't want to go to <u>work</u> .	work = a job

Singular/Plural Uncountable Nouns

Some uncountable nouns are used in plural and some are used in singular.

- Singular uncountable nouns are used with verbs in the third person singular. Here is a list of common singular uncountable nouns: *advice, bread, chewing gum, equipment, fun, furniture, grass, information, knowledge, luck, luggage, money, milk, news, pasta, poetry, progress, rain, research, rice, snow, traffic, travel, weather, work, ...*

Example:

money – Money makes the world go around.

(*not:*)

milk – The milk has gone sour.

(*not:*)

news – The news was wonderful.

(*not:*)

- Plural uncountables are used with verbs in the plural. Here is a list of common plural uncountable nouns: *clothes, remains, thanks, groceries, glasses, jeans, scissors, trousers/pants*

Example:

clothes – His clothes are too big.

(*not:*)

groceries – The groceries were expensive..

(*not:*)

Unit-III

ARTICLES AND DETERMINERS

I-Determiners and quantifiers are words we use in front of nouns.

2-We use determiners to identify things (**this** book, **my** sister) and we use quantifiers to say

how much or how many (**a few people, a lot of problems**).

TYPES OF DETERMINERS

- **Definite article** : the
- **Indefinite articles** : a, an
- **Demonstratives**: this, that, these, those
- **Pronouns and possessive determiners** : my, your, his, her, its, our, their
- **Quantifiers** : a few, a little, much, many, a lot of, most, some, any, enough
- **Numbers** : one, ten, thirty
- **Distributives** : all, both, half, either, neither, each, every
- **Difference words** : other, another
- **Pre-determiners** : such, what, rather, quite

ARTICLES-

I-In English grammar, an article is a type of determiner that precedes and provides context to a noun.

II-There are only two types of articles in English, definite or indefinite. The three main articles in English grammar are "the," "a," and "an."

Definite vs. Indefinite Articles

I-Using "A" and "An"

The key to knowing when to use "a" or "an" depends on the sound at the beginning of the noun (or adjective

II-"If the noun (or adjective) that comes after the article begins with a vowel sound, the appropriate indefinite article to use is 'an.' A vowel sound is a sound that is created by any vowel in the English language: 'a,' 'e,' 'i,' 'o,' 'u,' and sometimes 'y' if it makes an 'e' or 'i' sound."

EXAMPLE-

- "What **an** unusual discovery."
- "What **a** unique discovery."
- I bought "**a** horse." –
- "**A** historical event is worth recording." –
- "**An** hour" has passed. - In this case, you use "an" because the "h" in hour is silent, and the noun actually begins with the vowel sound "ow."

USE OF DEFINITE ARTICLE (THE)

I-Use *the* to refer to something which has already been mentioned.

EXAMPLES

- My brother gave me a ring. The ring is very beautiful.
- There's a position available in my team. **The job** will involve some international travel.

II-Use *the* when you assume there is just one of something in that place, even if it has not been mentioned before.

EXAMPLES

- We went on a walk in **the forest** yesterday.
- Where is **the bathroom**?

III-Use *the* in sentences or clauses where you define or identify a particular person or object.

EXAMPLES

- **The man** who wrote this book is famous.
- I scratched **the red car** parked outside.

IV-Use *the* to refer to people or objects that are unique.

EXAMPLES

- **The sun** rose at 6:17 this morning.

- You can go anywhere in **the world**.
- Clouds drifted across **the sky**.

V-Use *the* before superlatives and ordinal numbers.

EXAMPLES

- This is **the highest building** in New York.
- She read **the last chapter** of her new book first.

VI-Use *the* with adjectives, to refer to a whole group of people.

EXAMPLES

- **The French** enjoy cheese.
- **The elderly** require special attention.

VII-Use *the* with decades.

EXAMPLES

- He was born in **the seventies**.
- This is a painting from **the 1820's**.

VIII-Use *the* with clauses introduced by *only*

EXAMPLES

- This is **the only day** we've had sunshine all week.
- You are **the only person** he will listen to.
- **The only tea** I like is black tea.

IX-PROPER NOUNS

Use *the* with names of geographical areas, rivers, mountain ranges, groups of islands, canals, and oceans.

EXAMPLES

- They are travelling in **the Arctic**.
- Our ship crossed **the Atlantic** in 7 days.
- .

X-Use *the* with countries that have plural names

EXAMPLES

- I have never been to **the Netherlands**.
- Do you know anyone who lives in **the Philippines**?

XI-Use *the* with countries that include the words "republic", "kingdom", or "states" in their names.

EXAMPLES

- She is visiting **the United States**.
- James is from **the Republic of Ireland**.

XII-Use *the* with newspaper names.

EXAMPLES

- I read it in **the Guardian**.
- She works for **the New York Times**.

XIII-Use *the* with the names of famous buildings, works of art, museums, or monuments.

EXAMPLES

- Have you been to **the Vietnam Memorial**?
- We went to **the Louvre** and saw **the Mona Lisa**.

XIV-Use *the* with the names of hotels & restaurants, unless these are named after a person.

EXAMPLES

- They are staying at **the Hilton** on 6th street.
- We ate at **the Golden Lion**.

XV-Use *the* with the names of families, but not with the names of individuals.

EXAMPLES

- We're having dinner with **the Smiths** tonight.
- **The Browns** are going to the play with us.

WHEN NOT TO USE "THE"

I-Do not use *the* with names of countries (except for the special cases above).

EXAMPLES

- Germany is an important economic power.
- He's just returned from Zimbabwe.

II-Do not use *the* with the names of languages.

EXAMPLES

- French is spoken in Tahiti.
- English uses many words of Latin origin.
- Indonesian is a relatively new language.

III-Do not use *the* with the names of meals.

EXAMPLES

- Lunch is my favorite meal.
- I like to eat breakfast early.

IV-Do not use *the* with people's names.

EXAMPLES

- John is coming over later.
- Mary Carpenter is my boss.

V-Do not use *the* with titles when combined with names.

EXAMPLES

- Prince Charles is Queen Elizabeth's son.
- President Kennedy was assassinated in Dallas.

VI-Do not use *the* after the 's possessive case

EXAMPLES

- His brother's car was stolen.

- Peter's house is over there.

VII-Do not use *the* with professions

EXAMPLES

- Engineering is a well-paid career.
- He'll probably study medicine.

VIII-Do not use *the* with names of shops

EXAMPLES

- I'll get the card at Smith's.
- Can you go to Boots for me?

IX-Do not use *the* with years

EXAMPLES

- 1948 was a wonderful year.
- He was born in 1995.

X-Do not use *the* with uncountable nouns

EXAMPLES

- Rice is an important food in Asia.
- Milk is often added to tea in England.
- War is destructive.

XI-Do not use *the* with the names of individual mountains, lakes and islands

EXAMPLES

- Mount McKinley is the highest mountain in Alaska.
- She lives near Lake Windermere.
- Have you visited Long Island?

XII-Do not use *the* with most names of towns, streets, stations and airports

EXAMPLES

- Victoria Station is in the centre of London.
- Can you direct me to Bond Street?
- She lives in Florence.
- They're flying into Heathrow.

. Modal verbs are used with other verbs to express various things like ability, obligation and possibility . Modal verbs are also sometimes called modals.

They are used before ordinary verbs and are used to express meanings such as permission, possibility, certainty and necessity.

Need and **dare** can be used like modal verbs

List of modal verbs

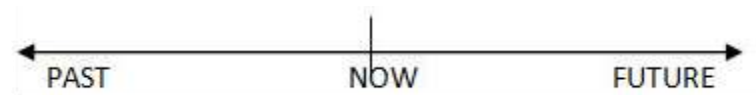
Can	Have to
Be able to	Need to
Can't	Needn't
Could	Mustn't
May	Don't have to
Might	Should
Must	Ought to

Modal	Concept	Example
Can	Ability : Permission : Offers :	Julie can swim. Can I come with you? ('May' is also used) Can I help you?
Could	Possibility : Past ability : Permission : Requests :	That story could be true - who knows! Julie could swim when she was four years old. Could I use your phone please? Could you tell me the way to the station please?
May	Possibility : Permission :	The President may come to visit our offices tomorrow if the meeting finishes before 5pm. May I borrow your dictionary?
Might	Slight possibility : Past form of ' may ' in reported speech.	We might win a prize but I doubt it! The President said he might come.
Should	Advice : Logical deduction :	You should take an umbrella. It's starting to rain. John has revised all day. He should be ready for his exam.
Ought to	Advice : Logical deduction :	You ought to write to your grandmother. Here's 30€. That ought to be enough for a taxi.
Shall	Offers and suggestions with 'I' and 'we' :	Shall I order a taxi? Shall we begin the meeting now?
Will	Future tense auxiliary : Invitations/offers :	Tomorrow I will be in New York. Will you join us for coffee? Won't you come in?

UNIT-III

Tenses

Tense denotes the time an action takes place, whether sometime in the past, in the present or will take some time in the future.



PAST TENSE

1) Simple Past Tense-

Indicates an action took place before the present moment and that has no real connection with the present time.

For example, "He danced in the function." (The action took place in the past, is finished and is completely unrelated to the present)

"He flew to London yesterday."

2) Past Perfect Tense-

Indicates an action in the past that had been completed before another time or event in the past.

For example, "He had exercised before it started to rain."

"He had slept before I came back from the market."

3) Past Continuous Tense-

Indicates an action going on at some time in the past or an action in the past that is longer in duration than another action in the past.

For example, "It was getting darker."

"The light went out while they were reading."

4) Past Perfect Continuous Tense-

Indicates an action in the past that took place before another time or event in the past and continued during the second event/time point in the past.

For example, "At that time, he had been writing a novel for two months."

"He had been exercising when I called."

PRESENT TENSE

1) Simple Present Tense-

Indicates an action that is generally true or habitual. That is, it took place in the past, continues to take place in the present, and will take place in the future. This tense is used to denote

-a habitual action- for instance, "He walks to school."

-general truths- for instance, "The sun rises in the east",
"Honesty is the best policy."

-a future event that is part of a fixed timetable- for instance, "The match starts at 9 o'clock."

2) Present Perfect Tense-

Indicates an action that has been completed sometime before the present moment, with a result that affects the present situation.

For example, "He has finished the work."

"He has slept."

3) Present Continuous Tense-

Indicates an action that is taking place at the moment of speaking.

For example, "She is walking."

"I am studying."

4) Present Perfect Continuous Tense-

Indicates an action that started in the past and is continuing at the present time.

For example, "He has been sleeping for an hour."

FUTURE TENSE

1) Simple Future Tense-

Indicates an action that will take place after the present time and that has no real connection with the present time.

For example, "She will visit her ailing grandmother soon."

"He will walk home."

2) Future Perfect Tense-

Indicates an action in the future that will have been completed before another time or event in the future.

For example, "By the time we arrive, he will have studied."

3) Future Continuous Tense-

Indicates an action in the future that is longer in duration than another action in the future.

For example, "He will be walking when it starts to rain."

4) Future Perfect Continuous Tense-

Indicates an action in the future that will have been continuing until another time or event in the future.

For example, "He will have been exercising an hour at 2:00."

UNIT-III

Voice-change

What is Voice?

The **voice** of a verb tells whether the subject of the sentence performs or receives the action.

- i) Birds **build** nests.
- ii) Nests **are built by** birds.

Types of Voice:

Active Voice: the subject performs the action expressed by the verb.

Passive Voice: the subject receives the action expressed by the verb.

Rules of Conversion from Active to Passive Voice:

1. Identify the subject, the verb and the object: S+V+O
2. Change the object into subject
3. Put the suitable helping verb or auxiliary verb
4. Change the verb into past participle of the verb
5. Add the preposition "by"
6. Change the subject into object

Example:

Active Voice: **Samar wrote a letter.** (Subject) + (verb) + (object).

Passive Voice: **A letter was written by Sameer.** (Object) + (auxiliary verb) + (past participle) + (by subject).

RULES

(SINGULAR)		(PLURAL)
<p>Simple Present Tense:</p> <p><i>Active Voice:</i> She writes a letter.</p> <p><i>Passive Voice:</i> A letter is written by her.</p>		<p>Simple Present Tense:</p> <p><i>Active Voice:</i> She writes letters.</p> <p><i>Passive Voice:</i> letters are written by her.</p>
<p>Present Progressive Tense:</p> <p>A- They are eating an orange.</p> <p>P-: An orange is being eaten by them.</p>		<p>Present Progressive Tense:</p> <p>A- They are eating oranges.</p> <p>P-: Oranges are being eaten by them</p>
<p>Present Perfect Tense:</p> <p><i>Active Voice:</i> she has completed the work</p> <p><i>Passive Voice:</i> the work has been completed by her</p>		<p>Present Perfect Tense:</p> <p><i>Active Voice:</i> she has completed all the works</p> <p><i>Passive Voice:</i> all the works have been completed by her</p>

<p>Simple Past Tense:</p> <p><i>Active Voice:</i> He bought a book.</p> <p><i>Passive Voice:</i> A book was bought by him.</p>		<p>Simple Past Tense:</p> <p><i>Active Voice:</i> He bought books.</p> <p><i>Passive Voice:</i> books were bought by him.</p>
<p>Past Progressive Tense:</p> <p><i>Active Voice:</i> She was washing a shirt.</p> <p><i>Passive Voice:</i> A shirt was being washed by her.</p>		<p>Past Progressive Tense:</p> <p><i>Active Voice:</i> She was washing shirts.</p> <p><i>Passive Voice:</i> shirts were being washed by her.</p>
<p>Past Perfect Tense:</p> <p><i>Active Voice:</i> They had won the match.</p> <p><i>Passive Voice:</i> The match had been won by them.</p>		<p>Past Perfect Tense</p> <p><i>Active Voice:</i> They had won all the matches.</p> <p><i>Passive Voice:</i> all the matches had been won by them.</p>
<p>Simple Future Tense:</p> <p><i>Active Voice:</i> She will write a poem.</p> <p><i>Passive Voice:</i> A poem will be written by her.</p>		<p>Simple Future Tense:</p> <p><i>Active Voice:</i> She will write poems.</p> <p><i>Passive Voice:</i> poems will be written by her.</p>
<p>Future Perfect Tense:</p> <p><i>Active Voice:</i> He will have</p>		<p>Future Perfect Tense:</p> <p><i>Active Voice:</i> He will have</p>

received the letter. <i>Passive Voice:</i> The letter will have been received by him.		received the letter. <i>Passive Voice:</i> The letter will have been received by him.
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Passive voice cannot be formed for active voice sentences in the Present Perfect Continuous, Past Perfect Continuous, Future Continuous or Future Perfect Continuous.]

POINTS TO REMEMBER

1: Let

If the given sentence in the active voice is in the imperative form, to get the passive voice use '**Let**'.

Formation of Passive Voice = Let + Object + be + Past Participle

Examples:

Active: Help me.

Passive: Let me be helped.

Active: Open the door.

Passive: Let the door be opened.

2: Helping verbs like am, is, are, was, were, will, have, should, could, will

If the question in the Active Voice begins with a Helping verb the Passive voice must also begin with a suitable helping verb.

Active: Are you writing a letter?

Passive: Is a letter being written by you?

Active: Will you write a letter?

Passive: Will a letter be written by you?

What, When, Who, Why, How:

If the question begins with 'Wh' or 'How' form (what, when, how, etc.) the Passive Voice must begin with the same. Only 'who' gets replaced by 'By whom'.

Active: Why did you break the box?

Passive: Why was the box broken by you?

Active: Who broke the window?

Passive: By whom was the window broken?

3: Gerund, Infinitive

When used in passive form, gerund and Infinitive are formed differently.

Infinitive: passive is formed as 'to be + past participle'

Active: I want to shoot the tiger.

Passive: I want the tiger **to be shot**.

Gerund: passive is formed as 'being + past participle'

Active: I remember my father taking me to the theatre.

Passive: I remember **being taken to** the theatre by my father.

4: Direct and Indirect Object

If a sentence contains two objects namely Indirect Object and Direct Object in the Active Voice, two forms of Passive Voice can be formed.

Active: She brought me a cup of coffee.

Passive: (I) I **was brought** a cup of coffee **by** her.

Passive: (II) A cup of coffee **was brought** to me **by** her.

Object Complement: When made passive, these objects complements become subject complements; they come after the verb.

Active: They elected **him their leader**.

Passive: He was **elected their leader**.

When to use passive voice?

In some sentences, passive voice can be perfectly acceptable. You might use it in the following cases:

1. The actor is unknown:
The paintings of the temple were made in the Upper Old Stone Age. [We don't know who made them.]
2. The actor is irrelevant:
An experimental solar power plant will be built in the Australian desert. [We are not interested in who is building it.]
3. You want to be vague about who is responsible:
Mistakes were made. [Common in bureaucratic writing!]
4. You are talking about a general truth:
Rules are made to be broken. [By whomever, whenever.]
5. You want to emphasize the person or thing acted on. For example, it may be your main topic:
Insulin was first discovered in 1921 by researchers at the University of Toronto. It is still the only treatment available for diabetes.
6. You are writing in a scientific genre that traditionally relies on passive voice. Passive voice is often preferred in lab reports and scientific research papers, most notably in the Materials and Methods section:

The sodium hydroxide was dissolved in water. This solution was then titrated with hydrochloric acid.

UNIT-III

Subject-verb Agreement

Subjects and verbs must agree with each other in number for a sentence to make sense.

RULES

1. Subjects and verbs must agree in number. This is the cornerstone rule that forms the background of the concept.

The dog *growls* when he is angry. The dogs *growl* when they are angry.

2. Subordinate clauses that come between the subject and verb don't affect their agreement.

The **dog**, who is chewing on my jeans, *is* usually very good.

3. Prepositional phrases between the subject and verb usually do not affect agreement.

The **colors** of the rainbow *are* beautiful.

4. When sentences start with "there" or "here," the subject will always be placed after the verb. Some care needs to be taken to identify each part correctly.

There *is* a **problem** with the balance sheet. Here *are* the **papers** you requested.

5. Subjects don't always come before verbs in questions. Make sure you accurately identify the subject before deciding on the proper verb form to use.

Where *are* the **pieces** of this puzzle?

6. If two subjects are joined by "and," they typically require a plural verb form.

The **cow** and the **pig** *are* jumping over the moon.

7. The verb is singular if the two subjects separated by "and" refer to the same person or thing as a whole.

Red beans and **rice** *is* my mom's favorite dish.

8. If one of the words "each," "every," or "no" comes before the subject, the verb is singular.

No **smoking** or **drinking** *is* allowed. Every **man** and **woman** *is* required to check in.

9. If the subjects are both singular and are connected by the words "or," "nor," "neither/nor," "either/or," or "not only/but also," the verb is singular.

Either **Jessica** or **Christian** *is* to blame for the accident.

10. The only time the object of the preposition decides plural or singular verb forms is when noun and pronoun subjects like "some," "half," "none," "more," or "all" are followed by a prepositional phrase. Then the object of the preposition determines the form of the verb.

All of the **chicken** *is* gone. All of the **chickens** *are* gone.

11. The singular verb form is usually reserved for units of measurement or time.

Four quarts of oil *was* required to get the car running.

12. If the subjects are both plural and are connected by the words "or," "nor," "neither/nor," "either/or," or "not only/but also," the verb is plural.

Not only **dogs** but also **cats** *are* available at the animal shelter.

13. If one subject is singular and the other is plural, and the words are connected by the words "or," "nor," "neither/nor," "either/or," or "not only/but also," use the verb form of the subject that is nearest the verb.

Either the bears or the **lion** *has* escaped from the zoo. Neither the lion nor the **bears** *have* escaped from the zoo.

14. Indefinite pronouns typically take singular verbs (with some exceptions).

Everybody *wants* to be loved.

15. The exceptions to the above rule include the pronouns "few," "many," "several," "both," "all," and "some." These always take the plural form.

Few *were* left alive after the flood.

16. If two infinitives are separated by "and," they take the plural form of the verb.

To walk and to chew gum *require* great skill.

17. When gerunds are used as the subject of a sentence, they take the singular form of the verb. However, when they are linked by "and," they take the plural form.

Standing in the water *was* a bad idea. **Swimming** in the ocean and **playing** drums *are* my hobbies.

18. A collective noun, such as "team" or "staff," can be either singular or plural depending upon the rest of the sentence. Typically, they take the singular form, as the collective noun is treated as a cohesive single unit.

The **herd** *is* stampeding.

19. Titles of books, movies, novels, and other similar works are treated as singular and take a singular verb.

The Burbs *is* a movie starring Tom Hanks.

20. Final rule: Remember, only the subject affects the verb! Nothing else matters.

Jacob, who owns sixteen houses, *is* on his way to becoming a billionaire.

UNIT-IV

FORMAL WRITING SKILLS

1. Paragraph writing

- Meaning
- Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
- Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)

What is a paragraph?

1-a paragraph is a group of at least five sentences, a paragraph is half a page long, etc.

2- In reality, though, the unity and coherence of ideas among sentences is what constitutes a paragraph.

3-A paragraph is defined as “a group of sentences or a single sentence that forms a unit”. Length and appearance do not determine whether a section in a paper is a paragraph.

4-Every paragraph in a paper should be:

- **Unified:** All of the sentences in a single paragraph should be related to a single controlling idea (often expressed in the topic sentence of the paragraph).
- **Clearly related to the topic:** The sentences should all refer to the central idea, or thesis, of the paper
- **Coherent:** The sentences should be arranged in a logical manner and should follow a definite plan for development
- **Well-developed:** Every idea discussed in the paragraph should be adequately explained and supported through evidence and details that work together to explain the paragraph’s controlling idea

Example

- A cozy spot at home.
- A day at the beach.
- A day in the desert.
- A funny time in my family.

- A great day with a friend.
- A great place to go.
- A great tree house.
- A helpful person I have met.

UNIT-IV

FORMAL WRITING SKILLS

2. Notice

WHAT IS A NOTICE:

1-Notices are a means of formal communication targetted at a particular person or a group of persons.

2- It is like a news item informing such person or persons of some important event.

3-This can be an invitation to a meeting, an announcement of any event, to issue certain instructions, make appeals etc.

4-It is generally written and then displayed at a public place, where it is accessible to all.

5-They can be pasted on notice boards. If it is meant for a wider audience it can even be published in a newspaper.

6- The government when it issues notices must publish it in national and local papers.

Format

1. *Name of Issuing Organization/Authority*

2. *Title:*

3. *Date:*

4. *Heading*

5. *Body*

6. *Writer's Name.*

Content

Notices should cover some important points that are to be communicated to the readers.

1. **What:** What is the notice about? The notice should be clear about what is going to happen (event), or what has already happened (occasion). There should not be any ambiguity.
2. **Where:** If the notice is about an event, then the location of such an event must be written clearly. The venue or the location are important details.
3. **When:** This is the time and the date of the event or meeting. If possible the duration of the event should also be mentioned to people can schedule their time accordingly.
4. **Who:** This will be who the notice is addressed to. Who all are supposed to adhere to the notice should be clearly mentioned to avoid confusion.
5. **Whom:** And final detail should be whom to contact or get in touch with. This mentions who the appropriate authority is to contact.

Tips to Remember regarding Notice Writing

- Be precise and to the point. The ideal length of notice is 50 words, so precise language is appreciated.
- It is a formal form of communication so the language used should be formal as well. No flowery text.
- Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.

- Use passive voice as far as possible.
- Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.

Q1: On the occasion of Diwali your housing society has planned a feast for all its members. As the chairman of your society write a notice inviting all the members of the society to this gathering. Provide all the necessary details.

Ans:

ABC Co-operative Housing Society

NOTICE

25th October 2017.

Diwali Gathering

On the auspicious occasion of Diwali, the Society has organized a gathering followed by dinner. All members of the society are requested to attend the event in the clubhouse of the society at 8:00 pm on the 30th of October.

XYZ

Chairman of ABC Co-operative Housing Society

Q- 2

You are Supriya / Suraj of Govt.Polytechnic,Bargarh. As the Student Coordinator of the Green Drive initiated by your School to mark the occasion of the World Wildlife Day on 3rd March, draft a notice urging the students to preserve the forests and wildlife.

GOVT.POLYTECHNIC,BARGARH

Notice

24th January 2020

Green Drive

This is to inform all students our school is organizing a Green Drive to create awareness among the students and the general public about the need to conserve our forests and wildlife as part of the World Wildlife Day celebrations on 3rd March .all students are requested to participate and make a difference to the world .for more information, please contact the undersigned.

Suraj/Supriya

Student coordinator

UNIT-IV

FORMAL WRITING SKILLS

3. Agenda

1-An agenda is a list of activities to be done in an ordered sequence.

2 In meetings, business agenda refers to the activities and topics that need to be discussed or performed at a particular time or the things to achieve during a meeting.

3-The agenda is also used to determine the goal of a meeting.

What Is the Purpose of an Agenda?

1-The main purpose of an agenda is to give the participants a clear understanding of the meeting or subject at hand and logically guide the participants with the whole process.

2-It also makes the participant be familiarized with the topics to be discussed.

What Should Be Included on an Agenda?

- **The title of the agenda.**
- **The objective of the meeting.** The objective of the meeting should also be included in the meeting to remind the participants about what the meeting is all about and what it hopes to achieve.

- **The topics and/or activities.** The agenda should list all the topics or activities to be addressed in a meeting.
- **The time allocation.** Every topic and/or activities must have a time allocation so that it will be followed accordingly.
- **Call to action.** The agenda should have a call to action that signifies the start and end of the meeting.

Easy Steps to Writing an Agenda

- Write the title of the agenda.
- Followed by a *who*, *when*, and *where* information.
- Write an overview of the meeting.
- Outline the topics and/or activities and give a sufficient allotted time.
- Add extra instructions.
- Check for errors.
- **Create the agenda three or more days or even weeks before the actual meeting.** It gives you more time in preparing the agenda and gives enough time to cover all the important information.
- **Set up a standard meeting agenda.** The meeting agenda includes progress updates, upcoming milestones, and a list of people who will not be around in the next few weeks.
- **Consult the team.** Get input from the team about what needs to be addressed and discussed.
- **Write all the important information.** The topics, activities, updates and time must all be present in the free agenda.

- **Follow a standard and well-structured agenda.** The agenda must be understood by everyone who will read it.
- **Distribute it before the actual meeting.** So that the participants are informed and notified beforehand.

Dos and Don'ts of an Agenda

Dos

- Plan and prepare the agenda ahead of time.
- Give your agenda a title.
- Include all the necessary information in your agenda.
- Follow a standard agenda format.
- Make your agenda clear and well-written.

Don'ts

- Distribute it during the actual meeting.
- Not preparing adequately.
- Providing irrelevant, unnecessary, and insignificant information.
- Using unfamiliar terminologies and jargon that are not familiar with the company.
- Providing unorganized and disordered agenda.

Format of an Agenda

An Agenda normally includes the following elements –

- **Meeting Agenda Title** – at the top; preferably center-aligned
- **Meeting Information** – Description of the purpose
- **Objective** – description of Agenda
- **Date** – for maintaining records of correspondence
- **Location** – the place of meeting
- **Time** – the actual time of commencement of the meeting
- **Meeting Type** – brainstorming or Discussion or Assessment
- **Time of Arrival** – time to begin the meeting
- **Time of Adjournment** – time the meeting ends
- **Attendees** – Number of people present, with their names
- **Preparation for Meeting** –
 - **Please Read** – instructions to be followed
 - **Please bring** – things supposed to be carried that day
 - **Action Items** –

Last Action	Responsible Authority	Due Date
New Action	Responsible Authority	Due Date
 - **Other notes** – other instruction or information to be taken down.

UNIT-IV

FORMAL WRITING SKILLS

4. Report writing (Format of a Report, Reporting an event / news)

NEWS REPORT-

The news report is used to inform the civilians about what is happening around the world and for that thing a proper structure is followed for the easy understanding and Newspaper reports is used for this purpose.

The general kinds of reports are--

1. Reporting for a newspaper
2. Reporting for a magazine
3. Reporting in the assembly

Format

HEADLINE

1st paragraph-

write 5 W's

2nd paragraph-

enter less important detail

3rd paragraph-

enter the least important detail

Example-

24 Killed in Road Accident

Bargarh, 1st Dec 2018-Twenty-four people including a woman and a two-month baby were killed in a tragic road accident involving a truck and Tata Sumo at Bhatli chowk.

The ill-fated Tata Sumo was carrying a marriage party from Bargarh to Sambalpur. The truck carrying industrial goods to Raipur collided head-on with Tata Sumo killing twelve of them on the spot. The injured were immediately rushed to govt hospital where eight succumbed to injuries.

The Police have registered a case against the truck driver and they are on a man hunt.

Exhibition inaugurated

Bargarh, Dec18. - A grand ten-day science exhibition was inaugurated at Govt.Polytechnic here yesterday. 30 polytechnics from different parts of all states are participating in the exhibition. The theme of the exhibition is "Water Conservation". "We hope this exhibition focuses on the need of the hour" said Dr.Sharma, the convener of this exhibition.

Inaugurating the exhibition Mr. Justice Chaudhari stressed on the need of students' participation in creating social awareness on vital issues. Mr. B Swamy, the headmaster had made arrangements for the exhibition.

UNIT-IV
FORMAL WRITING SKILLS
5-Writing personal letter

What is a Personal Letter?

A personal letter is more of an informal type of letter that is written by a person to his/her friends, family, or acquaintances relating to personal matters. It is often handwritten and sent through the mail.

1. Start your letter by writing your name and address in the top right-hand corner of the page..

Example:

Alexander Turner
School Crossing Street

Miles Peter
Underwater Street

2. Write the date on which you are writing your letter. If you wrote your letter on Thursday, write the date of the day. This goes on the left-hand side of the letter, just space above where you will put your greeting. The date is important so the person who is reading it knows when it was written.

Example:

January 6, 2015

March 18, 2012

3. After you wrote the date, under it is where you'll write your greeting. Since this is a personal letter, you can be informal with your greeting. Depending on your relationship with the recipient, you can start your greeting with their name, nickname, or you could use pet names. You could also use the usual greeting expressions used in letters like "Hi", "Salutations", "Hello" or "Dear". Since this is an informal letter, it is not necessary to put a colon (:) punctuation mark after the greeting. You can also use a comma (,) instead.

Example:

Dearest Ingrid,

Hey Suzi,

4. After the greeting, it's time to start writing the content of your letter. Since this is not a business letter, your content can be as long (or as short) as you want it to be. Include anything you want to put in the letter. To make the reading easier, your letter may be split into paragraphs.

5. When you finished your letter, don't just end it abruptly. You need to sign off out of courtesy and by affirming that your letter ends there. Like in the greetings part; it solely depends on you on how you sign off your letter depending on your relationship with the recipient. You can use pet names, or the generic greetings like; "Yours truly", "So long", "From", "Sincerely yours", "See you", "Yours", "Love", and so on. Under the sign-off, sign or write your name

Example:

Yours Truly,

Alex

Love,

Miles

6. If you have forgotten to include something in your letter or you want to add an extra message, you can do a postscript (PS). Write this underneath your name at the bottom of the letter.

Example:

P.S. There's a party at Zach's on Saturday. Wanna come?

P.S. I've inserted a pic of my pet parrot, Perry inside the envelope. I hope you will like him.

What to write in a personal letter?

Obviously, in this type of letter, your type of writing is conversational. Unlike formal letters or business letters, there are no codes or rules on what grammar or punctuation you should use. You can talk about whatever it is under the sun. Just don't forget to be rude and don't ever send hate mail or letters that abuse people. If you don't know what you are going to write about, here are some suggested topics that might help spark a conversation:

1. Updates about the school, hobbies, sports, work, etc.
2. News about friends, family or even your pets.

3. Updates in your town or your country if your correspondent lives overseas.

4. Holidays, events, birthdays, achievements, funny situations, trivia, or anything that you think is special or exciting and would like to share. 5. Your favorite jokes, things, films, music, artists, art, books, sports, games, animals, hobbies, are all cool things to write about.

6. Updates about yourself. It's more interesting easier to tell them about the new things that have happened in your life since the last time you saw them. You can write about being the top of your class, awarded as the best team player, updates about your love life, a promotion at work, your plans and your dreams.

7. Remember! Don't forget to ask the person you are writing about updates in their daily lives.

1. Different types of personal letters

There are lots of different types of personal letters. Here are a few popular examples:

1. Pen pal: A pen pal is someone you communicate with by sending letters regularly. Having pen pals is still present in this time with the digital era, blooming. You can find pen pals online.

2. Fan mail: Fan mails are for someone you idolize or admire. This may be your favorite actor, rock star, author, or sports hero, artist, etc. Don't forget to be polite and avoid using rude words. Express your admiration to these people. They will appreciate your admiration for them.

3. Love: Of course, love letters are still present even when social media and e-mails are ever so present. Many think that sending love letters are sweet. You can write a love letter to someone you love or care about. In this letter, you can express your feelings of affection and romance

4. Farewell: This type of letter is about saying goodbye to someone. Maybe they'll move residences, change schools or travel overseas. You express your best wishes to someone who is going to start a new chapter in their life.

5. Get well: Get well letters are for someone who got sick or who got hospitalized. You wish someone a speedy recovery from illness or injury. Express your genuine concern and best wishes to them. Get well letters to help the person recover faster from their illness.

6. Condolence: In this type of letter, you show your sincere sympathy, especially for the death of someone close to the recipient. You can wish them strength through their distress, genuinely sorry for their loss, or write fond memories of the person they have lost. Help them loosen their burden by your gentle words.

7. Congratulations: You can congratulate someone who received an achievement or an award.

8. Thank you: A thank you letter is showing your appreciation to someone. Probably, they invited you to their party, gave you a gift, or did you a favor, or anything that made you feel appreciated. This is a less formal version of an appreciation letter. You could send this to a friend or family member.

9. Holiday / Celebration: Celebration or holidays

include birthday, Christmas, New Year, Bar mitzvah, St. Patrick's Day, Thanksgiving, Halloween, Easter or any other special event or holiday. Be able to wish your recipients well on these holidays. Tell them to have a great time.

Sample letter to a friend in English

Dear Olga,

I want to write you about my future career.

I am a school-leaver and this year I am finishing school.

When you leave school, you understand that the time to choose your future profession has come. It is not an easy task to choose the right job for you.

There are a lot of different professions and it is really hard to choose the one, which would be interesting for you and will help you earn your living. Generally, I think that choosing the right job is the main question not only for a school-leaver, but also for all the family.

I would like to become a teacher.

In my opinion, to be a teacher is not an easy task because you need not only to love children, but you also should have an ability to explain things clearly, know your subject profoundly and be an all around person. Though this is not the easiest task, I am sure that I have got almost all necessary qualities to become a really good teacher.

Nowadays it is very important to know a foreign language, especially English. More and more people need qualified teachers to teach them today. I understand that this profession is greatly demanded and that is why I would like to become an English teacher. This year I am going to enter the department of foreign languages at the local University.

I wait for the letter with impatience.

Best wishes,

Yana

UNIT-IV

FORMAL WRITING SKILLS

6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent

Formal Letters

*A formal letter is one written in a formal and ceremonious language and follows a certain stipulated format.

*Such letters are written for official purposes to authorities, dignitaries, colleagues, seniors, etc and not to personal contacts, friends or [family](#).

Format of a Formal Letter

A formal letter must follow certain rules and conventions. It must be remembered that there are various such formats for formal letters that people follow.

Sender's Address

The sender's address is usually put on the top right-hand corner of the page. The address should be complete and accurate in case the recipient of the letter wishes to get in touch with the sender for further [communication](#).

Date

The sender's address is followed by the date just below it, i.e. on the right side of the page. This is the date on which the letter is being written. It is important in formal letters as they are often kept on record.

Receiver's Address

After leaving some space we print the receiver's address on the left side of the page. Whether to write "To" above the address depends on the writer's [preference](#)

Greeting

This is where you greet the person you are addressing the letter to. So the greeting must be respectful and not too personal. The general greetings used in formal letters are "Sir" or "Madam". If you know the name of the person the salutation may also be "Mr. XYZ" or "Ms. ABC". Do not address them only by their first name. It must be the full name or only their last name.

Subject

After the salutation/greeting comes the subject of the letter. In the centre of the line write "Subject" followed by a colon. Then we sum up the purpose of writing the letter in one line. This helps the receiver focus on the subject of the letter in one glance.

Body of the Letter

This is the main content of the letter. It is either divided into three paras or two paras if the letter is briefer. The purpose of the letter should be made clear in the first paragraph itself. The tone of the content should be formal. Do not use any flowery language. Another point to keep in mind is that the letter should be concise and to the point. And always be respectful and considerate in your language no matter the subject of your letter.

Closing the Letter

At the end of your letter, we write a complimentary closing. The words "Yours Faithfully" or "Yours Sincerely" are printed on the right side of the paper. Generally, we use the later if the writer knows the name of the person.

Signature

Here finally you sign your name. And then write your name in block letters beneath the signature. This is how the recipient will know who is sending the letter.

Q- Write an application to you principal for arranging a study tour.

To

The Principal

Govt.Polytechnic,

Bargarh

Date- 16th November, 2018

sir,

I, on behalf of the students of 1st sem of your college, beg to state that we wish to make a study tour to Hindalco,Hirakud. Study tour is intriguing as well as educational. It broadens our learning of history and convention. It likewise increases our standpoint. Besides, tedious classes make our life dull and exhausting. The tour might remember us from this repetitiveness of our directing life. Two of our instructors have consented to guide us throughout the tour.

We, therefore, hope that you kindly permit us to make the study tour and oblige thereby.

Obediently yours,

Student Name...

Q-write an application to your HOD for shortage of attendance.

To

The HOD

Department of Civil Engg.

Govt.Polytechnic, Bargarh

Sir,

I, ----- (name), will not be able to attend this sessional examination that is going to be conducted on dt. 25-12-2018 due to a personal problem which is very urgent and can't be postponed. As my father is not available on the date in my native place and my mother has to undergo an important health check-up and the report is to be submitted to the Doctor who will be visiting our place only on that day. As I was left with no other choice, I pray your good selves to grant me leave and allow me to be absent for the examination. I will attend the exam on any other alternative date decided by you as per your convenience.

I request you to kindly do the needful.

Thanking you.

Yours Faithfully,

(NAME)

Class and reg No.

UNIT-IV

FORMAL WRITING SKILLS

7. Writing Business letters

- Layout of a Business Letter
- Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)

Business Letter Overview

In business, a letter is simply any type of correspondence sent between two parties. It may be about any topic and sent via many delivery methods such as email, regular mail, and hand delivery.

The tone you take in the letter will depend on who the audience is and what the purpose of the communication is. Sometimes you will need to be more formal, and other times a more casual voice is appropriate.

FORMAT OF BUSINESS LETTER

[Sender's Name]

[Sender's Company Name]

[Sender's Street Address]

[Sender's City, State/Province, & Zip/Postal Code]

[Sender's phone number and/or email address]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Street Address]

[Recipient's City, State/Province, & Zip/Postal Code]

[Recipient's phone number and/or email address]

[Subject]

[Dear Name],

[Introduction – this is where you explain the purpose of the letter such as why you are writing it, what you hope to achieve from it, and any other important information you want to state upfront.]

[Middle Section – this is where you elaborate and provide more detail about what you outlined in the first paragraph. There may be several more paragraphs like this depending on how long the letter needs to be]

[Conclusion – this is the place where you wrap up and summarize things. There may be a call to action or next steps included in this paragraph.]

Sincerely,

Signature

[Name of Sender]

ENQUIRY LETTER EXAMPLE

Rhett Butler,
Pearson Litt Firm,
Mystic Falls.

Date: 11 March 2017

Ashley Wilkes,
KASH Furniture,
Mystic Falls.

Subject: Business Enquiry Letter

Dear Mr Wilkes,

We have recently opened our new office in Mystic Falls, and we would like to buy a lot of wooden furniture which includes tables, chairs, and desks. We would like to see your company catalogue which has details of all the furniture that you manufacture. We will go through it and see if any products meet our requirement.

We have a huge requirement, and we hope that you will be able to meet our demands. We are in search of modern, compact and sturdy furniture for our office. We would also like to know that if you make furniture on demand or if you could design new furniture for our office as per the requirement within a stipulated time.

In case we like your designs and products we would like to place an order, and we would work out the pricing in person. We could send one of our representatives from our end to oversee the products and finalize the price.

We shall discuss the further matter after you send the catalogue. In the case of any queries, feel free to contact me.

Thanking you.

Yours truly,
Rhett Butler

ORDER LETTER EXAMPLE

You are the Principal of a school. You want to purchase furniture. Write a letter to M/s Sharma and Brothers, placing an order for school furniture.

Principal
Bargarh

15 May 2019

Messrs Sharma and Brothers
15 Karol Bagh
Delhi

Subject : Supply of furniture for school

Sirs

We require the following items of furniture for our school :

SL NO	NAME OF ITEM	QUANTITY
1	Chairs [without arms]	15
2	Dual Desks 2.5' multiply 3' multiply 5'	08
3	Tables [Wooden]	08
4] Lecture stands	05
5	Office almirah [6' multiply 2' multiply 3']	08

Payment shall be made through D.D. as soon as all the items are received. Also, we expect the usual discount on total purchase.

Yours faithfully,

Nitin Sharma

Principal

EXAMPLE OF COMPLAINT LETTER

Principal
Govt.Polytechnic,Bargarh

-

28-04-2020

Messrs Sharma and Brothers
15 Karol Bagh
Delhi

Subject: Complaint about the poor quality of furniture supplied

Dear Sir,

This is to bring to your kind notice the inferior quality of the furniture supplied by your reputed showroom to our school office. Two months ago, we had ordered furniture for our school office (Date of purchase 15-10-2019, Invoice Number-5533). The details mentioned here should also make you conscious of the fact that the total amount has been paid through cheque.

All furniture started losing their shine and quality in no time. Further, one almirah just collapsed a week ago. A leg of one of the tables is shaking. As if these were not enough.

I, therefore, request you to kindly take the furniture back and replace it with quality products as you guarantee your customers. I am sure this will not be a problem because it has been just two months since we made the purchase.

Thanking you in anticipation

Yours sincerely,

Signature
designation

EXAMPLE OF CANCELLATION LETTER

Principal

Name of the institute

September 1, 04

Sales Manager
Messrs Sharma and Brothers
15 Karol Bagh
Delhi

Ref: Cancellation of Order No; 01/33/04 dated 15.08.04

Dear Sir,

We hope that you have received our order No. 01/33/04 dated 19.02.2020 for the supply of furniture to be supplied to us on or before 30.03.2020.

We regret to inform you that you have neither executed the order within the agreed date nor inform us of your inability to execute the order. We have to suffer much for the no delivery of consignments.

We have, therefore, decided to cancel the order for your failure to execute the order in time as time was of prime importance in this respect.

We, therefore, request you to kindly treat our order as canceled. Please note that we shall refuse the goods, if delivered, because of the cancellation of the order.

With thanks,

Yours faithfully,

Signature
Designation

UNIT-IV

FORMAL WRITING SKILLS

8. Job application and C.V.(Features, Format and example)

CURRICULUM VITAE-

Your CV is your introduction, the beginning of your interaction with the company and the interviewer. Your CV should be written with the objective of linking what you have done in the past, with the current job that you are applying for.

- Why should you be hired?
- Are you worth what you are asking for?
- What value will you add to the company?

Types-

1-Chronological cv 2- Functional cv

1-chronological cv -

Personal Information: Under this header, you would put your name and contact information. The necessary entries in this would be:

- Name
- Postal Address
- Email and
- Telephone Number.

Experience: This is a very important header. Information under this head helps the hirer to understand your technical competencies. Arrange the information chronologically from the current going back to the

beginning of your career. Avoid giving false or incorrect experience. You would not be able to justify your experience during the interview. The information would revolve around:

- Name of the Organization
- Work Period
- Designation
- Responsibilities (technical and non-technical)
- Achievements

Academic Qualifications: Under this heading, you would put your complete academic career. You would start from the highest education that you have received and work down to your undergraduate work. As your experience grows, minor qualifications can be ignored. Avoid stating any acronyms or abbreviations, as far as possible state full name of the college, qualification etc. In case it is your first job, highlight the practical projects that you have handled as a student. You would provide information about:

- Qualification
- University or College you attended
- Period
- Major/Minor subjects, Dissertation, Thesis, Projects handled

Skills.-

Award-

Curriculum vitae

Gaurav Berman

Shakti Nagar

Bargarh

Mobile: +91-85*****

gaurav@gmail.com

Position sought: Electrical engineer

Career Objective: Seeking for an opportunity to work with an organization that will provide a platform to utilize

my technical skills and enrich my knowledge to help in the process of organizational and self- growth.

Academic Qualification

.B.Tech (Electrical Engineering) from “XYZ University” with 79 % in 20**.

.Diploma, Govt.Polytechnic, Bargarh,2012-2015

Key Skills

.Operating System: Windows-98, 2000, XP & window 07.

.Application: MS-Office 2007.

.Electrical Skill: Control System, Electric Machine.

Strengths

.Positive Attitude.

.Confident

.Sincere

.Adaptability

Academic Projects Undertaken

Project Name: “Power generation using integral and optimal controller”

Team Size: five.

Description: This project is on producing less quantity of voltage from stored in lead acid batteries. This is a kind of power generating resources like water, coal etc. This concept can be

used in railway stations; bus stands etc. for mobile, digital camera charging etc. by piezoelectricity.

Vocational Trainings

Successfully completed vocational training with “XYZ” company from May 20** to July 20**.

Responsibility

.Like to work in an organization that will give me a platform to utilize technical skills
.Enrich my knowledge in the process to help in corporate growth with my initiative and
.Managerial skills and to excel in the dynamic corporate environment without overlooking basic values of life.

Achievements

.Awarded as “Best Student of the Year” in 20**.
.Achieved first position in HSC board exam.
.Received second price in extempore in college.

Extra-Curricular Activities

.Listening Music.
.Playing Cricket and Table Tennis.
.Surfing.

Personal Details

.Date of Birth: 27 May 19**.
.Languages known: Hindi, Gujarati and English.
.Address: XYZ

DATE:

PLACE:

SIGNATURE:

FUNCTIONAL CV-

Curriculum vitae

Gaurav Berman

Shakti Nagar

Bargarh

Mobile: +91-85*****

gaurav@gmail.com

CAREER OBJECTIVE

Experienced and versatile professional with strong urban planning as well as people, management, and research skills seeks a position in urban planning and environmental impact analysis with a major city or Fortune 500 company.

CORE QUALIFICATIONS

- Background managing direct transportation planning and programs
- Adept at managing urban planning programs and people
- Able to anticipate and project organizational change
- Background as administrator of office operations

EXPERIENCE AND SKILLS

- Skilled in Government Guidelines
- Quality Control
- Urban Planning
- Environmental Impact Mitigation and Research

- Urban Planning
- Geology/Hydrology

Administrative: Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

Problem Solving: Designed a waste-management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of \$20,000 per building annually and reducing company disposal obligations.

Management: Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

EMPLOYMENT HISTORY

Senior Process Engineer, September 2018-Present
Zeze Corp., Ann Arbor, Mich.

Process Engineer: Technical Support, September 2014-September 2018
Zeze Corp., Ann Arbor, Mich.

Technical Professional, September 2012-September 2014
City of the Stars, Mich.

EDUCATION

Master of Business Administration (2017); GPA 3.9
Southern Nazarene University, Bethany, Okla. (Online Program)

Bachelor of Science (Emphasis:
Ecosystem/Environmental Business) May 2014
Eastern Michigan University, Ypsilanti, Mich.

DATE:

PLACE:

SIGNATURE:

COVER LETTER/JOB APPLICATION LETTER-

1-solicited cover letter 2-unsolicited cover letter

1-solocited cover letter-There is proper advertisement for the job and you apply on that basis

Example-

Write your name

Address

Date-

Company's address

Sir,

I want to apply for the post of Electrical engineer as advertised in the Times of India dated 25-11-2018.I believe that my qualification, skill and experience make a suitable candidate for the vacancy.

I am certified in Electrical Engineering & hold a degree in Electrical Engineering from NIT,Rourkela.I have worked for Tcs, Bangalore for more than 02 years.I have functional knowledge on electrical codes ,standard and practices.

I would welcome the opportunity to meet you and exhibit my talent when the company needs it.

I Look forward to hearing from you.

Sincerely,

Write your name

UNSOLICITED COVER LETTER-

Write your name

Address

Date-

Company's address

Sir,

I am (name) working in TCS,Baanagalore for the past two years as an electrical engineer.I have completed Btech in electrical engg from a reputed institute.i have acquired skills and activities in sports.

I am looking forward for a better opportunity to work in accompany like yours & your company is one of the best places to work.it is my dream to work for your company.

I am sending all my certificates including my work experience certificates for your perusal.you can contact me at any time

by email or phone no. If I am selected I will try my utmost to work better for your company.

Looking forward to hearing from you.

Sincerely,

Write your name

UNIT-V

ELEMENTS OF COMMUNICATION

A. Introduction to Communication

1. Meaning, Definition and concept of communication
2. Good Communication and Bad Communication
3. Communication model
 - One-way Communication Model and Two-way Communication Model with examples
4. Process of communication and factors responsible for it
 - Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context

COMMUNICATION-

Communication is a Latin word which means 'to share'. It is the sharing of information between different individuals. It includes the sharing of ideas, concepts, imaginations, behaviours and written content. Communication is simply defined as the transfer of information from one place to another. This transfer of information can be conducted in different ways.

Communication is a simple process, yet showing complexity in some aspects. Different ways of communication and the distances over which one is required to transfer the information make the process complicated.

Important elements of communication

There are three elements necessary to conduct a communication i.e. the sender, a medium (the platform over which information is conducted) and a recipient. The sender is the most involved person with a full understanding of that matter which he wants to deliver. On the other hand, the receiver does not necessarily know about the sender and the subject of information which the sender aims to deliver.

Steps of communication

Technically the communication process is split into three major steps. This includes the thought, encoding and decoding. The thought is the subject of information that exists in sender's mind. When the sender transforms his thoughts, ideas or concepts into verbal speech or a written message, then this is known as encoding. Encoding refers to the encryption of ideas from the perspective of the sender. When the message is received by the receiver, the recipient reads and understands it. He may translate the information to better understand it. So decoding refers to the interpretation of information from the perspective of the receiver. When the receiver clearly understands the information sent to him, two-way the communication process ends here.

One-way and two-way communication



Communication can be a one-way or two-way process..

A **one-way communication** is where there is no facility and/or expectation of a reply or feedback. An advertisement or notice on a board is an example. Its advantages are that it is simple, quick and cheap. However, it allows no clarification or opportunity to correct inaccuracies and this may cause frustration in the receiver. It is often associated with authoritarian leadership and downward channels of communication.

Two-way communication is more time-consuming because the receiver has the opportunity to feedback and to question what has

been said or written. The receiver is invited to contribute to the process so this kind of communication is often associated with democratic forms of leadership. If the message is complex, two-way communication is far more effective, and probably accurate, than one-way communication.

Communications Process

Communications is a continuous process which mainly involves three elements viz. sender, message, and receiver. The elements involved in the communication process are explained below in detail:

1. Sender

The sender or the communicator generates the message and conveys it to the receiver. He is the source and the one who starts the communication

2. Message

It is the idea, information, view, fact, feeling, etc. that is generated by the sender and is then intended to be communicated further.

3. Encoding

The message generated by the sender is encoded symbolically such as in the form of words, pictures, gestures, etc. before it is being conveyed.

4. Medium/channel

It is the manner in which the encoded message is transmitted. The message may be transmitted orally or in writing. The medium of communication includes telephone, internet, post, fax, e-mail, etc. The choice of medium is decided by the sender.

5. Decoding

It is the process of converting the symbols encoded by the sender. After decoding the message is received by the receiver.

6. Receiver

He is the person who is last in the chain and for whom the message was sent by the sender. Once the receiver receives the message and understands it in proper perspective and acts according to the message, only then the purpose of communication is successful.

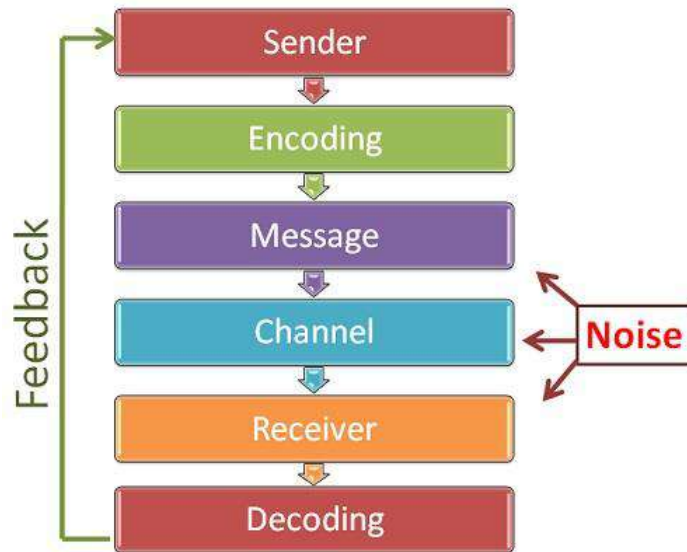
7. Feedback

Once the receiver confirms to the sender that he has received the message and understood it, the process of communication is complete.

8. Noise

It refers to any obstruction that is caused by the sender, message or receiver during the process of

communication. For example, bad telephone connection, faulty encoding, faulty decoding, inattentive receiver, poor understanding of message due to prejudice or inappropriate gestures, etc.



Barriers to Communication

The communication barriers may prevent communication or carry incorrect meaning due to which misunderstandings may be created. Therefore, it is essential for a manager to identify such barriers and take appropriate measures to

overcome them. The barriers to communication in organizations can be broadly grouped as follows:

1. Semantic Barriers

These are concerned with the problems and obstructions in the process of encoding and decoding of a message into words or impressions. Normally, such barriers result due to use of wrong words, faulty translations, different interpretations, etc.

For example, a manager has to communicate with workers who have no knowledge of the English language and on the other side, he is not well conversant with the Hindi language. Here, language is a barrier to communication as the manager may not be able to communicate properly with the workers.

2. Psychological Barriers

Emotional or psychological factors also act as barriers to communication. The state of mind of both sender and receiver of communication reflects in effective communication. A worried person cannot communicate properly and an angry recipient cannot understand the message properly.

Thus, at the time of communication, both the sender and the receiver need to be psychologically sound. Also, they should trust each other. If they

do not believe each other, they cannot understand each other's message in its original sense.

3. Organizational Barriers

The factors related to organizational structure, rules and regulations authority relationships, etc. may sometimes act as barriers to effective communication. In an organization with a highly centralized pattern, people may not be encouraged to have free communication. Also, rigid rules and regulations and cumbersome procedures may also become a hurdle to communication.

4. Personal Barriers

The personal factors of both sender and receiver may act as a barrier to effective communication. If a superior thinks that a particular communication may adversely affect his authority, he may suppress such communication.

Also, if the superiors do not have confidence in the competency of their subordinates, they may not ask for their advice. The subordinates may not be willing to offer useful suggestions in the absence of any reward or appreciation for a good suggestion.

B. Professional Communication

1. Meaning of professional communication

2. Types of professional communication

2.1. Formal or Systematic Communication

- Upward communication (How it takes place, symbol, merits and demerits)
- Down-ward communication (How it takes place, symbol, merits and demerits)
- Parallel communication (How it takes place, symbol, merits and demerits)

2.2. Informal communication

- Grape vine communication (How it takes place, symbol, merits and demerits)

Types of Communication

1. Formal Communication

Formal communications are the one which flows through the official channels designed in the organizational chart. It may take place between a superior and a subordinate, a subordinate and a superior or among the same cadre employees or managers. These communications can be oral or in writing and are generally recorded and filed in the office.

Formal communication may be further classified as Vertical communication and Horizontal communication.

Vertical Communication

Vertical Communications as the name suggests flows vertically upwards or downwards through formal channels. Upward communication refers to

the flow of communication from a subordinate to a superior whereas downward communication flows from a superior to a subordinate.

Application for grant of leave, submission of a progress report, request for loans etc. are some of the examples of upward communication. Sending notice to employees to attend a meeting, delegating work to the subordinates, informing them about the company policies, etc. are some examples of downward communication.

Horizontal Communication

Horizontal or lateral communication takes place between one division and another. For example, a production manager may contact the finance manager to discuss the delivery of raw material or its purchase.

2. Informal Communication

Any communication that takes place without following the formal channels of communication is said to be informal communication. The Informal communication is often referred to as the 'grapevine' as it spreads throughout the organization and in all directions without any regard to the levels of authority.

The informal communication spreads rapidly, often gets distorted and it is very difficult to detect the source of such communication. It also leads to

rumors which are not true. People's behavior is often affected by the rumors and informal discussions which sometimes may hamper the work environment.

However, sometimes these channels may be helpful as they carry information rapidly and, therefore, may be useful to the manager at times. Informal channels are also used by the managers to transmit information in order to know the reactions of his/her subordinates.

D. Non- Verbal Communication

1. Meaning of nonverbal Communication

2. Different areas of Non-verbal Communication

- Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
- Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
- Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)

Communication is the process of transferring message which happen with or without words. These are of two types: verbal and non-verbal. The intended message is transferred to people non-verbally using

- proxemics (distance),
- kinesics (body language),
- haptics (touches),
- appearance
- eye contact, etc.

And verbally using words, which includes

- speaking
- writing
- detonation (dictionary meaning) or connotation (feelings associated with meaning of words)
- tone and volume

Both these modes of communication are used in parallel to generate the intended outcome.

What is Verbal communication?

Verbal communication is auditory communication with words. It is mostly face-to-face or written with the use of language as a means. Nowadays, technologies like phone and internet have allowed oral communication to take place without being in the same place or writing.

Here, tone and volume of the spoken words or sound matter the most along with the words. Similarly, detonation and connotation are other factors that sends intended meaning of message. So, choosing right words according to situations is important.

Verbal communication might fail in inter-cultural situations due to meanings and symbols being different.

What is Non-verbal communication?

Wordless communications fall under non-verbal communication. It is conveyed as visual cues. Body language, gestures, facial expressions, touch, etc. are few examples of non-verbal communication.

It is noticed and interpreted more than words. It also communicates more messages.

It is used to interpret whether verbal communication is true and authentic, or not.

Non-verbal communication can be different according to place, culture and individual differences. There is no specific interpretation, rather the interpretations are open.

Types of nonverbal communication

The many different types of nonverbal communication or body language include:

Facial expressions. The human face is extremely expressive, able to convey countless emotions without saying a word. And unlike some forms of nonverbal communication, facial expressions are universal. The facial expressions for happiness, sadness, anger, surprise, fear, and disgust are the same across cultures.

Body movement and posture. Consider how your perceptions of people are affected by the way they sit, walk, stand, or hold their head. The way you move and carry yourself communicates a wealth of information to the world. This type of nonverbal communication includes your posture, bearing, stance, and the subtle movements you make.

Gestures. Gestures are woven into the fabric of our daily lives. You may wave, point, beckon, or use your hands when arguing or speaking animatedly, often expressing

yourself with gestures without thinking. However, the meaning of some gestures can be very different across cultures. While the OK sign made with the hand, for example, conveys a positive message in English-speaking countries, it's consider offensive in countries such as Germany, Russia, and Brazil. So, it's important to be careful of how you use gestures to avoid misinterpretation.

Eye contact. Since the visual sense is dominant for most people, eye contact is an especially important type of nonverbal communication. The way you look at someone can communicate many things, including interest, affection, hostility, or attraction. Eye contact is also important in maintaining the flow of conversation and for gauging the other person's interest and response.

Touch. We communicate a great deal through touch. Think about the very different messages given by a weak handshake, a warm bear hug, a patronizing pat on the head, or a controlling grip on the arm, for example.

Space. Have you ever felt uncomfortable during a conversation because the other person was standing too close and invading your space? We all have a need for physical space, although that need differs depending on the culture, the situation, and the closeness of the relationship. You can use physical space to communicate many different nonverbal messages, including signals of intimacy and affection, aggression or dominance.

Voice. It's not just what you say, it's **how** you say it. When you speak, other people "read" your voice in addition to listening to your words. Things they pay attention to include your timing and pace, how loud you speak, your tone and inflection, and sounds that convey understanding, such as "ahh" and "uh-huh." Think about how your tone of voice can indicate sarcasm, anger, affection, or confidence.

SIGNS AND SYMBOLS

Some common examples for **signs and symbols** are the traffic lights and indications, **symbols used** in public toilets and roads etc. Audio Signals and **signs** play a crucial role in **Non Verbal Communication**. Audio Signals **communicate** the intended emotions in the form of sounds that are different for varying emotions.

EXAMPLE-

