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1. PARTS OF SPEECH

| S.NO | PARTS OF SPEECH | FUNCTION |
|------|-----------------|--|
| 1 | Noun | names a person, place or thing |
| 2 | Pronoun | Used in the place of a noun |
| 3 | Verb | denotes what the subject does or is |
| 4 | Adjective | qualifies a noun or pronoun |
| 5 | Adverb | qualifies a Verb, an adjective or another adverb |
| 6 | Preposition | relates a noun to another word |
| 7 | Conjunction | joins words, sentences or clauses |
| 8 | Interjection | expresses strong feelings |

PARTS OF SPEECH

All the words can be brought under one of the eight categories, the parts of speech, based on their functions in a context. The eight parts of speech are 1. noun, 2. pronoun, 3. verb, 4. adjective, 5. adverb, 6. preposition, 7. Conjunction and 8. Interjection.

| | | |
|-------------|--|--|
| Noun | Names <ul style="list-style-type: none"> • a person • a Place • a thing (“thing” includes an object as well as an abstract idea) | Raju, boy, Kamala, woman, student, Chennai, classroom, street, door, chair, humility, bravery |
| Pronoun | Replaces <ul style="list-style-type: none"> • a noun • another pronoun | I, you, he, she, we, it, they, as, them, me, her, him, myself, himself, themselves, mine, ours, yours, who, whom, etc |
| Verb | Expresses: <ul style="list-style-type: none"> • an action • state of being | The dog <u>ran</u> across the road. The girl <u>sang</u> a song. The boy <u>kicked</u> the ball. I <u>am</u> not well. She <u>is</u> a doctor. |
| Adjective | Qualifies adds something to the meaning of <ul style="list-style-type: none"> • noun • pronoun | The <u>Red</u> houses... The <u>big</u> dog... The <u>young</u> man... The <u>bright</u> hope... |
| Adverb | Qualifies <ul style="list-style-type: none"> • a verb • an adjective • another Adverb | The boy sang <u>very loudly</u> . The pizza was <u>too</u> hot... He arrives <u>late</u> ... |
| Preposition | Relates <ul style="list-style-type: none"> • a noun or pronoun to another word in a sentence | The dog sat <u>under</u> the table The mouse ran <u>through</u> the door What do you know <u>about</u> Nehru? |

| | | |
|--------------|--|--|
| Conjunction | Joins <ul style="list-style-type: none"> words or group of words in a sentence | Teacher <u>and</u> students work together. She is poor <u>but</u> she is helpful. This <u>or</u> that should be the answer. |
| Interjection | Expresses <ul style="list-style-type: none"> Strong feelings | <u>Oh</u> , no! I can't let you do that. <u>Oops</u> , the door slammed. <u>Ouch!</u> The cat scratched me. <u>Goodness!</u> The snow is two feet deep. |

1.NOUN

A **NOUN** is a word used to name a person, place, or thing. ("Thing" includes any nonhuman organism, objects, or an abstract idea).

Nouns are of four kinds. They are: 1. Proper Noun; 2. Common Noun; 3. Abstract Noun; 4. Concrete Noun;

Look at the following sentences:

1. *Tagore is a great poet.*
2. *Vatigan is the smallest country.*

In sentence 1, both "Tagore" and "Poet" nouns, as both are names of persons. Tagore refers to a particular person whereas "poet" refers to anybody who writes poetry. So "Tagore" is a proper noun and "poet" is a common noun.

- *A noun that names a particular person is called a proper noun*
- *A noun that means somebody or something in general is called a common noun*

In sentence 2, "Vatigan" is proper noun while "country" is a common noun.

- *A common noun is a noun referring to a person, place, thing or ideas in a general sense.*

We always write a proper noun with a capital letter, since the noun represents the name of a specific person, place, or thing.

Read the following sentences:

1. *His health is very weak.*
2. *The teacher appreciated her obedience.*

In the sentences above, "health" and "obedience" are nouns. They are names of states or conditions which cannot be physically perceived. Such nouns are said to be abstract nouns.

- *An abstract noun is a noun which names something which cannot be perceived through one of our five physical senses*
- *A concrete noun is a noun which names anything (or anyone) that we can perceive through our physical senses: (touch, sight, taste, hearing, or smell)*
Ex. computer, mouse, cloud

An abstract noun is the opposite of a concrete noun. An abstract noun names an idea, a feeling, a quality, or a characteristic.

Ex. Enthusiasm, health, spirituality, tolerance

Concrete nouns are of three types: **Countable Noun, Uncountable Nouns and Collective Nouns.**

- *A countable noun is a noun with both a singular and a plural form, and it names anything or anyone that we can count.*
Ex. A Book, 10 Books,
- *An uncountable noun (or mass noun) is a noun which does not have a plural form, and which refers to something that we cannot count.*

Ex. oxygen, water, oil

Look at the following sentences:

1. The **crowd** was very big.
2. Our **team** has won the match.
3. He gave a **bunch** of keys.

In the sentences above, the words in bold letters are names of a group or collection. Though they are in singular, each of them refers to a number of persons or things taken together as one whole. Hence, such nouns are said to be **Collective Nouns**.

- ***A collective noun is a noun naming a group of things, animals, or persons taken together and considered as a single whole.***

Examples:

| | |
|-------|----------------------------------|
| army | - a collection of soldiers |
| bunch | - a collection of keys or grapes |
| fleet | - a number of ships |
| team | - a group of players or workers |

EXERCISE

I. In the sentences below, underline the common nouns once and the proper nouns twice:

Ex. The new course he is taking will be taught by Juanita Martinez.

1. Have you ever read *The Crucible* or any other plays by Arthur Miller?
2. Call Miss Sacks if you are on her committee.
3. The Louvre, a famous museum in Paris, was once a palace.
4. How much of these vitamins does a person need every day?
5. The beach was littered with driftwood that had been blown there by Hurricane Hugo.

II. In the sentences below, classify the underlined noun as concrete or abstract. Below the noun, write *C* for *concrete* or *A* for *abstract*:

Ex. August Wilson won the Pulitzer Prize for the play *The Piano Lesson*.

C

1. In this play, a brother and sister engage in a conflict over a piano.
2. The piano becomes a symbol for ambivalence towards African American history.
3. Wilson's discouragement with the treatment of African Americans has spurred him to use theater to raise consciousness.
4. Wilson has written a series of plays, each set in a different decade.
5. One of Wilson's influences was the blues, especially the blues singer Bessie Smith.

COLLECTIVE NOUNS AND COMPOUND NOUNS

The singular form of a **collective noun** names a group.

Ex. crowd, squad, navy,

A **compound noun** consists of two or more words that together name a person, a place, a thing, or an idea. A compound noun may be written as one word, as separate words, or as a hyphenated word.

Ex. Courthouse, Vietnam Memorial, sister-in-law,

III. In the following sentences, classify each underlined noun as collective or compound. Below each, write *COLL* for *collective* or *COMP* for *compound*.

Ex. What does the chief executive of a professional sports team do ?

1. In 1988, Susan became one of the few women in North America who ran a major sports team.
2. The National Basketball Association (NBA) is a major professional sports league.
3. Malley was hired as the president of the Washington Bullets, an NBA franchise, now known as the Washington Wizards.
4. The owner of the team, Abe Pollin, said that he offered Malley the job because of her outstanding work and her brainpower.

4. As a college student, Malley ran a group that delivered balloons.

IV. In the following sentences, underline the collective nouns once and the compound nouns twice.

Ex. My father-in-law helped the brigade fight the fire at the feed mill.

1. The vice-president introduced her family to the committee.
2. Edith, who is my partner on the debate team, uses push buttons to control her wheelchair.
3. A gaggle of Canada geese landed in the courtyard in front of city hall.
4. The Congress is considering a bill to lower income taxes.
5. A crowd of people has lined up to buy season tickets.

2. PRONOUN

A **pronoun** is a word used in the place of one or more nouns. We use pronouns to refer to a noun (called its **antecedent**) that usually comes before to pronoun make our writing clearer, smoother, and less awkward.

- There are several types of pronouns.

Personal pronouns refer to people and things. They are divided into three categories called *first person* (referring to the person who is speaking: I went to the mall), *second person* (referring to the person spoken to: Joey, can *you* see the bus?), and *third person* (She speaks good English).

- The following list shows these three categories of personal pronouns:

First person (the person speaking): I, my, mine, me (Singular), we, our, ours, us (Plural)

Second person(the person spoken to): you, your, yours (Singular) , you, your, yours (Plural)

Third person(some other person hers, it, its or thing): he, his, him, she, her (Singular), they, their, theirs, them (Plural).

- In addition to personal pronouns, there are several other types of pronouns:

Reflexive pronouns,

Relative pronouns,

Interrogative pronouns,

Demonstrative pronouns, and

Indefinite pronouns.

- A **reflexive pronoun** is formed by adding *-self* or *-selves* to certain personal pronouns. Examples of reflexive pronouns are *myself, himself, herself, itself, ourselves, themselves, yourself, and yourselves*.
Eg: *I found it myself*
- An **interrogative pronoun** is used to ask a question. These pronouns are *which, who, whom, and whose*.
- A **demonstrative pronoun** is used to point out a specific person or thing. These pronouns include *this, that, these, and those*. In the sentence, “Theresa, is this yours?” *this* is the demonstrative pronoun, and *yours* is the personal pronoun.
- An **indefinite pronoun** often does not refer to a specific or definite person or thing. It usually does not have a definite or specific antecedent as a personal pronoun does. In the sentence, “*Everybody* will select *another* to help with *everything*,” the three italicized words are all indefinite pronouns since they take the place of a noun and do not refer to a specific or definite person or thing.

The following are examples of indefinite pronouns:

All each more one another either most other any

V. Underline the two pronouns found in each sentence. Above each pronoun label its type using these abbreviations: personal (PER), reflexive (REF), demonstrative (DEM), interrogative (INT), or indefinite (IND) pronoun.

1. This is the way to do it.
2. He hurt himself during gym class.
3. Have you ever represented your school or college?
4. Who is the person with her?
5. I held the door for them.
6. Please tell him that we said hello.
7. Ours is older than theirs.
8. Neither of them is the clear winner of the race as of now.
9. Will she watch someone while Sarah goes shopping?
10. Those are the best ones to buy.

VI. Answer the following:

1. Name any four three-letter pronouns:
2. Name four pronouns that start with the letter *t*:
3. Name six indefinite pronouns:
4. Name three pronouns that end with *-elves*:
5. Name four pronouns that end with *-self*:

VII. Circle the pronouns in the following paragraph.

I could not fall asleep last night. It felt as if somebody kept knocking on the window keeping me up most of the night. This is pretty unusual. So I tried to calm myself down and think about other things besides being unable to sleep. All of my work paid off when I finally fell asleep.

1. India is a ancient country
2. Jawarhal Nehru is the first Prime Ministry of India.
3. The old women lives in a hat.

Look at the underlined words in the above sentences. The add something more to meaning of the nouns before which they come.

“Ancient” describes what kind of country India is;

“First” specifies Nehru position in the chronological order of the India Prime Ministers; and

“Old” point out the quality of the women. Such words which describe quality are add more meaning to nouns are called adjective.

3. ADJECTIVE

An **adjective** qualifies or limits the meaning of a noun or a pronoun. It answers the questions, *What kind? Which one(s)? How many?or How much?*

Read the following sentences:

1. I ate a *sweet* Mango.
2. He has got *three* cars.
3. She is wearing a *blue* sari.
4. It was a *hot* afternoon.

The italicized words in the above sentences refer to the quality of the nouns that follow. They modify or add to the meanings of the nouns they qualify. Such words are said to be **Adjectives**.

An adjective is a word that specifies the quality of a noun or says more about the quality or nature of a noun.

There are several types of adjectives:

- A **proper adjective** is formed from a proper noun.

Italian bread Herculean strength Midas touch Canadian sunset

- A **compound adjective** is a word composed of two or more words. Sometimes these words are hyphenated.

Ex. Landmark decision black-and-blue mark hometown hero

People sometimes confuse adjectives with nouns or with pronouns. Here are some points to remember.

QUESTION1: *When is a word a noun? When is a word an adjective?*

- Our **Thanksgiving** celebration was fun. (*Thanksgiving* is an adjective describing *which* celebration.) We celebrated **Thanks giving**. (*Thanksgiving* is the name of the holiday that was celebrated.)

QUESTION 2: *When is a word a pronoun? When is a word an adjective?*

- These **demonstrative pronouns** can be used as adjectives: *that, these, this, and those*.
- These **interrogative pronouns** can be used as adjectives: *what and which*.
- These **indefinite pronouns** can be used as adjectives: *all, another, any, both, each, either, few, many, more, most, neither, other, several, and some*.
- **This** problem is difficult. (*This* is an **adjective** since it answers the question, *Which problem?*) **This** is difficult. (*This* is a **pronoun** since it takes the place of a noun and does not modify a noun or a pronoun.)
- **Some** people are very funny. (*Some* is an **adjective** since it answers the question, *Which people?*) **Some** are funny. (*Some* is a **pronoun** since it takes the place of a noun and does not modify a noun or a pronoun.)

VIII. Listing Three Adjectives

1. Give three complimentary adjectives that describe one of your friends.
2. Name three adjectives that describe the beach on a summer's day.
3. Name three adjectives that describe a Super Bowl crowd.
4. Name three adjectives that describe one of your Halloween costumes.

5. State three adjectives that describe a famous actor or actress.
6. Name three adjectives that describe a book or magazine article that you recently read.
7. Name three adjectives that describe a typical spring day where you live.
8. Write three adjectives that describe your favorite song.
9. Name three adjectives that describe one of your recent math tests.
10. Name three adjectives that describe one of your most difficult experiences.

4. VERB

A Verb is a word that tells what subject of a sentence does or what is done to the subject of a sentence.

It also tells what the subject of the sentence is. Look at the following sentence

1. The boy kicks the ball
2. The children are playing on the street
3. The cow gives us milk

The underlined words in the above sentences say what the subjects do. Hence they all Verbs.

1. The thief has been arrested.
2. Sita was given first prize.
3. English is spoken by many.

The underlined words in the above sentences tell what is done to the subjects. They are also verbs.

1. John is our English Teacher
2. Thanjavur is a beautiful town.
3. The dog is a useful animal.

The underlined word in the above sentences denotes the state of the subjects.

A word that tells what a person or thing does, or what is done to a person or thing is called a verb. A Verb also denotes a state of a person or thing.

There are several types of **verbs** to be studied:

the action verb

the helping verb

the transitive verb and

the intransitive verb.

- **Action Verbs**

An **action verb** tells what action (often a physical action) a subject is performing, has performed, or will perform.

My father *delivers* packages to department stores each day.

Louie *bowled* a perfect game last night.

- **Helping Verbs**

A **helping verb** assists the main verb in a sentence. There can be more than one helping verb in each sentence. In a questioning (interrogative) sentence, the helping verb is usually separated from the main verb.

The common helping verbs are *am, is, are, was, were, be, been, being, has, had, have, do, does, did, may, might, must, can, could, shall, should, will, and would*. The italicized word in each sentence below is the helping verb.

The underlined word is the main verb.

The members *are* going to the city tomorrow evening.

Are the members going to the city tomorrow evening?

That joke *has been* heard around the office.

Has that joke *been* heard around the office?

- A **transitive verb** has an object: a noun or a pronoun that tells *who* or *what* receives the action. Ex. Tina will ask a question. [The object *question* receives the action of *will ask*.]
- An **intransitive verb** does not have an object. Ex. The baby cried [No object for the action.]

4. ADVERB

Read the following sentences:

- I. Sita can run fastly.
- II. I ate a very sweet mango.
- III. He speaks quite fluently.

In sentence I, "fastly" tells how sita runs. It modifies the verb "run."

In second sentence II, "Very" adds some more meaning to the adjective "sweet"

In sentence III, "quite" says something more about the adverb "fluently". Hence, all the underlined words are said to be adverbs.

A word that describes, qualifies, modifies or adds more meaning to a verb, an adjective or another adverb is called an adverb.

An **adverb** is a word that qualifies or limits a verb, an adjective, or another adverb.

- Many adverbs end in – *ly*.
- Adverbs answer any of these four questions: *Where? When? How? To what extent*
- Adverbs make writing more specific and more exact.
- Here are some adverbs that do not end in - *ly*:

again almost alone already also always away even
ever here just later never not now nowhere often
perhaps quite rather seldom so sometimes somewhat
somewhere soon then there today too very yesterday yet

- **Adverbs modify verbs:**

John ate *quickly*. (*How* did he eat?)

I walk *there*. (*Where* did I walk?)

Ashleigh will eat *soon*. (*When* will Ashleigh eat?)

- **Adverbs modify adjectives:**

Rex is *very* happy.

(*Very* modifies the adjective *happy* and answers the question, *To what extent?*)

The program was *too* unrealistic.

(*Too* modifies the adjective *unrealistic* and answers the question, *To what extent?*)

- **Adverbs modify other adverbs:**

Warren walks *too* quickly.

(*Too* modifies the adverb *quickly* and answers the question, *How quickly?*)

He moved *rather* recently.

(*Rather* modifies the adverb *recently* and answers the question, *How recently?*)

X .Each sentence, the letters of the underlined adverb are scrambled. Unscramble the letters, and write the word on the line provided before the sentence.

1. He walks tsaf.
2. Do you want to stop ehre ?
3. He visits his grandmother ywlkee.
4. Do you feel lew enough to go on the trip?
5. Have you erve been to Mexico City?
6. I wasaly run errands for her.
7. Have I met you foebre ?
8. I would raerht drive to your house tonight.
9. Are you ilslt going to go to summer school?
10. I am tno trying to insult you, Nick.

6. PREPOSITION

A **preposition** shows the relationship of a noun or pronoun, called the *object of the preposition*, to another word. A preposition, its object, and any modifiers of the object form a *prepositional phrase*.

EXAMPLES

The spider is walking across its web. [*Across* is the preposition; *web* is the object of the preposition]

According to the weather report, the snow should begin falling soon. [*According to* is the preposition; *weather report* is the object of the preposition]

- A **common preposition** is a word that shows the relationship between a noun or a pronoun and another word in the sentence.

The man swam *under* the bridge. (*Under* connects the idea of *swam* and *bridge*).

She walked *down* the aisle. (*Down* connects *walked* and *aisle*).

Here are the most commonly used prepositions:

aboard about above across after against along among around as at
before behind below beneath beside besides between
beyond but by concerning despite down during except for
from in inside into through throughout till to toward under up
upon with within without under.

- Another type of preposition is the **compound preposition**. It does the same as a common preposition but is composed of two or more words.

Here are the most common compound prepositions:

according to ahead of apart from as of aside from because of by means of in
addition to in back of in front of in place of in spite of instead of in view of
next to account of on out of prior to

X. Underline the preposition in each of the following sentences

1. _____ The teammates walked beyond the bleachers.
2. _____ The track team ran into the hills.
3. _____ The temperature is several degrees below zero.
4. _____ Call me around four o'clock.
5. _____ It is a matter concerning bad behavior.
6. _____ The parents joined in the conversation.
7. _____ Ronnie fell asleep during the professor's lecture.
8. _____ We found the sleeping cat underneath the blanket.
9. _____ The couple walked near the bridge.
10. _____ The children slid down the slide yesterday.

7. CONJUNCTION

A CONJUNCTION JOINS WORDS OR WORD GROUPS.

Coordinating conjunction - Ex. It has not yet begun to rain, **so** I will go to the game.

Correlative conjunction - Ex. **Either** Jerry **or** Jack will drive to the field.

Subordinating conjunction - Ex. **Because** it was beginning to rain, we left early.

- A **coordinating conjunction** is a single connecting word. These seven words are *for*, *and*, *nor*, *but*, *or*, *yet*, and *so*.

The boys *and* girls worked at the fair. (*And* joins the names *boys* and *girls*).

Rosy *or* Reena can go with you tonight. (*Or* joins the names *Rosy* and *Reena*).

It has not yet begun to rain, *so* I will go to the game. (*so* joins the rain and game).

- **Correlative conjunctions** are pairs of connecting words. These five pairs of words are *both/and*, *either/or*, *neither/nor*, *not only/but also*, and *whether/or*.

Both Henry *and* Jone are leaving the dance now. (The correlative conjunctions join two names.)

He went *neither* to the stadium *nor* to the concert hall during this vacation. (The correlative conjunctions join two prepositional phrases.)

XI. Circle the conjunction or pair of conjunctions in each sentence:

1. I chose neither steak nor salad for my dinner.
2. Either you or he can drive Dad to the train station tomorrow morning.
3. Peanut butter and jelly is Rex's favorite sandwich.
4. Not only the girls but also the boys will be invited to the assembly.
5. Sara did not know whether to swing at the ball or take the pitch.

XII. In the paragraph below, fill in the blanks with appropriate conjunctions.

[1] _____ Akira _____ I had been to the new museum, _____ we had heard many good things about it. [2] _____ the Museum of Modern Art was crowded, we still saw many amazing paintings and sculptures. [3] We looked at some of the museum's permanent collection, _____ a traveling exhibit was what most people had come to see. [4] _____ we both like photography, our favorite part of that exhibit was a group of scenes by a local photographer. [5] Our first trip to the museum was an enriching experience, _____ we will definitely return.

8. INTERJECTION

An Interjection is a word that expresses strong feeling or emotion.

An interjection usually comes at the beginning of the sentence. An interjection is often followed by an exclamation point (!) when the emotion is strong or a comma (,) when the emotion is mild.

Do not overuse interjections. Include one when we want to make our point. If we use too many interjections, our writing loses its power and effectiveness.

Here are some common interjections:

Aw Bravo Darn Dear me Eek Eh Gee Golly
Goodness Gracious Gosh Hallelujah Hey Horrors Hurrah
Hurrah Mmm Oh Oh no Oops Ouch Phew Really Well
Whoa Whoops WowYea Yeh Yes Yippee.

XIII. Write an appropriate interjection for each of the following sentences in the space provided.

There may be more than one answer for each space.

1. _____! I smashed my finger with the hammer.
2. _____, all right, Nick.
3. _____! We have finally beaten that team!
4. _____, take it easy, Reggie!
5. _____, I think we better look over this paper immediately.
6. _____, I forgot to take out the garbage this morning.
7. _____! The tickets for his concert are incredibly expensive!
8. _____! You did so well in tonight's school play!
9. _____! You have no right to say that to him!
10. _____, now I see what you are trying to say

XIV. Write ten sentences using the parts of speech in the order specified.

[If the abbreviations are capitalized, the word in the sentence should be capitalized as well. Here is the abbreviation code: n :noun; pro :pronoun; adj: adjective; v :verb; adv: adverb; c : conjunction; prep :preposition; hv: helping verb; mv :main verb; pro-adj: pronoun adjective(such as *these*); art :article (*a*, *an*, or *the*)]

1. Pro / hv / mv / art / n / prep / pro.
2. Pro / prep / pro-adj / n / v / adj.
3. MV / pro-adj / n / advb.
4. N / conj / N / hv / mv / prep / N.
5. Pro-adj / n / hv / conj / hv / mv / prep / pro-adj / n.
6. HV / pro / mv / art / adj / n / prep / art / adj / n?
7. Pro / hv / mv / conj / pro / v / n.
8. N / v / pro / advb / advb.
9. Art / n / advb / v / pro-adj / n / advb / prep / art / n.
10. Prep / pro-adj / noun, art / n / v / prep / art / n.

2. FORMATION OF SENTENCE

We need words to express ourselves to others so that they may understand what is in our mind. Normally, when we speak, we use a group of words in a particular order to express ourselves meaningfully. To make this clear, words have to be put in a definite order so that they may make sense. Such group of words put together is called a Sentence. There are four Kinds of Sentences - Assertive, Imperative, Interrogative and Exclamatory.

- **An assertive sentence is a sentence that states a fact.** Such sentences are simple statements. They state, assert or declare something.

Examples: Clara is a student.
She lives in a big city.

- **An Interrogative sentence asks a question.**

Examples:
What is your name?
Where do you live?
Do you know Hindi?

An Imperative sentence is a sentence which gives a command, makes a request, or expresses a wish.

Examples:
Go to your room. (an order)
Please lend me your book. (a request)
Have a good time at the picnic. (a wish)

- **An Exclamatory sentence is a sentence that expresses strong feelings, such as surprise, wonder, pity, sympathy, happiness, or gratitude.**

Examples:
What a shame!
Boy, am I tired!

EXERCISE

I. Select the type of sentence shown in each question. Also write at least five examples for each kind of sentences.

| | |
|--|---|
| <p>Q 1: Wow! Those fireworks are beautiful!</p> <p><input type="checkbox"/> Imperative</p> <p><input type="checkbox"/> Exclamatory</p> <p><input type="checkbox"/> Assertive or Declarative</p> <p><input type="checkbox"/> Interrogative</p> | <p>Q 2: I didn't have time to finish my homework last night.</p> <p><input type="checkbox"/> Interrogative</p> <p><input type="checkbox"/> Assertive or Declarative</p> <p><input type="checkbox"/> Imperative</p> <p><input type="checkbox"/> Exclamatory</p> |
| <p>Q 3: Harry, try the other door.</p> <p><input type="checkbox"/> Assertive or Declarative</p> <p><input type="checkbox"/> Interrogative</p> <p><input type="checkbox"/> Exclamatory</p> <p><input type="checkbox"/> Imperative</p> | <p>Q 4: I am ten years old.</p> <p><input type="checkbox"/> Assertive or Declarative</p> <p><input type="checkbox"/> Exclamatory</p> <p><input type="checkbox"/> Imperative</p> <p><input type="checkbox"/> Interrogative</p> |
| <p>Q 5: What a beautiful painting!</p> <p><input type="checkbox"/> Imperative</p> <p><input type="checkbox"/> Assertive or Declarative</p> <p><input type="checkbox"/> Interrogative</p> | <p>Q 6: Why didn't you come to school today?</p> <p><input type="checkbox"/> Interrogative</p> <p><input type="checkbox"/> Imperative</p> <p><input type="checkbox"/> Assertive or Declarative</p> |

| | |
|---|---|
| <input type="checkbox"/> Exclamatory | <input type="checkbox"/> Exclamatory |
| Q 7: Stay in your seat. | Q 8: Do you want to play? |
| <input type="checkbox"/> Interrogative | <input type="checkbox"/> Exclamatory |
| <input type="checkbox"/> Exclamatory | <input type="checkbox"/> Interrogative |
| <input type="checkbox"/> Imperative | <input type="checkbox"/> Imperative |
| <input type="checkbox"/> Assertive or Declarative | <input type="checkbox"/> Assertive or Declarative |

II Identify each type of sentence and explain your answer.

Types of Sentences: declarative, imperative, exclamatory, and interrogative.

1. The students wanted to go on a field trip.
Type: _____
Why? _____
2. Can we go to the Adhisayam Theme Park?
Type: _____
Why? _____
3. Be on your best behavior for the next two weeks.
Type: _____
Why? _____
4. After a couple long weeks of keeping their hands to themselves, quietly focusing on instruction, and cleaning up their messes, the students were rewarded with a fieldtrip.
Type: _____
Why? _____
5. We are so excited about going to Adhiyasam!
Type: _____
Why? _____
6. How far away is the park from the school and what time do we have to come home?
Type: _____
Why? _____
7. But, the park is three hours away from the school and we'll have to be back by 3:00 for the busses!
Type: _____
Why? _____
8. Quit asking questions and just be happy.
Type: _____
Why? _____
9. But, if it takes us six hours to get there and back, and we have to be back by 3:00, we'll only be able to stay for thirty minutes.
Type: _____
Why? _____
10. The students wondered why they were going to Adhisayam.
Type: _____
Why? _____

III. Make meaningful sentences using the given sets of words.

Ex. Question: has / Susie / lessons / her / learned.

Answer: Susie has learned her lessons.

1. anybody of favour has she a asked never
2. waiting we for have ages been.
3. their they in have already work handed.
4. working priya has for been us years for twenty.

5. your have you breakfast had?
 6. Greek she has in six written mythology books.
 7. start decided to a has business Emily.
 8. family has my biggest my support been system always.
 9. the they not dues paid have yet
 10. the we received shipment yet not have.
-

3. TENSE

Verb is the sole determiner to fix the time of action or the state of expression. The main verb along with the helping verbs denotes all the twelve tenses. The intricacies of the tense is cleared only by the verb. Hence, the verb in the axle on which the entire tense revolves round

Tenses are three

- (1) The present tense
- (2) the past tense and
- (3) the future tense

These tenses are further divided into twelve tenses as follows :

1. The present tense

- (a) Simple present tense
- (b) Present continuous tense
- (c) Present perfect tense
- (d) Present perfect continuous tense.

2. The past tense

- (a) Simple past tense
- (b) Past continuous tense
- (c) Past perfect tense
- (d) Past perfect continuous tense

3. The future tense

- (a) Simple future tense
- (b) Future continuous tense
- (c) Future perfect tense
- (d) Future perfect continuous tense

The Simple present tense

(1) The simple present tense denotes an action in the present.

(Ex) : I write a letter.

They see the cricket match.

She sings a song.

(2) Simple present tense denotes a general truth and universal fact

(Ex): Sun rises in the east.

Hard work never fails.

Thiruvalluvar is the greatest poet.

(3) It also refers to a habitual action.

I go to college daily by bus.

I get up everyday at five o' clock.

I do exercise everyday for an hour.

(4) Simple Present tense can also be used to denote a preplanned action.

(Ex) : P.M visits riot hit area next week.

The cricket match starts by 5.30 P.M.

Final year students plan to visit Agra next month.

Present Continuous Tense

(1) It is used to describe an action that is still taking place at the time of speaking .

My friends are waiting for me.

Ravi is playing cricket.

My brother is using the internet.

(2) It denotes an action that has already been arranged to take place in the near future.

(ex): I am going to Delhi next week.

My uncle is arriving to-morrow.

(3) It also refers to habitual action.

(ex) : Student are always standing on the road side.

My brother is riding the two wheeler fast.

Present Perfect Tense

(1) It is general used to denote an action that has just taken place

(ex): I have just completed my home work.

He has just put off the lights.

The doctor has just visited the patient.

(2) It denotes that an action has been continuous from the past upto the present moment.

(ex): We have lived here for several years.

I have known the chairman for five years.

I have taught many children in this school.

(3). It denotes a completed action which is connected through its result with the present moment.

(ex): Ramesh has bought a new car.

I have visited many temples in Tamil Nadu.

(4) It denotes past action whose time is not given.

(ex): Mr. Ravi has been to Delhi but, Ravi was to Delhi last week.

Have you read Thirukkural?

I have never known him to be smiling.

Present perfect continuous tense

It is used for an action which began at some time in the past and is still Continuing.

(ex) : He has been sleeping for five hours.

He has been preparing for the examination for several months.

They have been playing since 4 'o clock.

Past Tense

Simple past tense

(1) It denotes a single action take took place at some time in the past.

a. I wrote a letter to my father yesterday.

b. Our college team won the foot ball match last year.

c. I saw a film last week.

(2) It is used to denote a habitual action in the past.

Ram used to visit the temple every Sunday.

Ravi worked hard to succeed.

Past Continuous Tense

It is used to express an action begun and continuing in the past.

Ganesh was playing chess, when his father entered there.

Ram was watching T.V, when his sister came there.

Past perfect tense

(1) It denotes an action completed before a certain moment in the past.

Ravi had studied in this college ten years ago.

We had visited Taj Mahal five years back.

(2) When two actions happened in the past, it may be necessary to show which action happed earlier than the other. The past perfect is mainly used in such situation. The simple past is used in one clause and the past perfect in the other.

Ex :

| | |
|------------------------------------|---------------------------------|
| The previous action / past perfect | Subsequent action / simple past |
|------------------------------------|---------------------------------|

| | |
|-------------------------------|-----------------------------------|
| Ram had reached the school | before the bell rang. |
| I had completed my home work. | before the cricket match started. |
| The train had left. | before he arrived. |

Past perfect continuous tense

It shows that the action had continued for certain time previous to the point of past time.

At that time, he had been preparing for examination for two months.

I had been waiting an hour when you came to see me.

Future Tense

Simple future tense

It is used to express something that is going to take place in the future.

We shall meet tomorrow in the college

We will know our examination result in May.

Future Continuous Tense

It is used to express an action that will be continuing at some point in future.

I will be flying to Singapore at this time tomorrow.

I shall be writing another book, by this time next year.

Future Perfect Tense

It denotes that the action will be completed in the future before another future action takes place.

The verb expressing the previous future action is put into the future perfect tense, the verb expressing subsequent action is put into simple present tense.

You will have reached the station before the train starts.

We shall have reached home before the rain falls.

Future perfect continuous tense

It denotes an action which will be in progress over a period of time that will end in the future.

I will have been teaching for twenty years next July.

They will have been making preparations for the marriage for two months.

“ This tense is not very common”.

EXERCISE

Fill in the blanks with appropriate verb forms given in the brackets:

1. She..... to Delhi yesterday. (has , gone, went, had gone).
2. I..... her for a long time. (know , have known, had known).
3. I of going to America. (think, am thinking, shall think).
4. I..... in Calcutta since 1970. (lived, have lived, had lived)
5. The baby all morning. . (cries, is crying, has been crying)
6. I her letter a week ago. (received, had received, have received)
7. I..... a lot of work today. (did, have done, had done)
8. She unconscious since ten 0'clock. (is, has been, was).
9. My uncle for England tomorrow. (leaves, has left, will have been leaving).
10. He..... out half an hour ago. (had gone, has gone, went)
11. She just now. (arrived, has arrived, had arrived)
12. The exhibition..... over a week ago. (was, had been, has been)
13. I letter to her last Monday. (have written, had written, wrote)
14. I shall telephone you when she back. (comes, will come, came)
15. I at the station for her since 10 o'clock (was waiting, had been waiting, waited)
16. The rain yesterday.(stopped, has stopped, had stopped)
17. She born in 1980. (was, had been, has been)
18. We shall play if the Head Master Us (allows, allowed, has allowed)
19. Stephenson the steam – engine. (had invented, invented, has invented)
20. He from fever since last night. (is suffering, has been suffering, has suffered)

21. We home every weekend. (go, goes, have gone)
 22. Teachers children at school. (have educated, educate, had educated)
 23. I today. (am leaving, is leaving, have left)
 24. Wethis evening. (have met, has met, are meeting)
 25. The tailorthe shirt. (have stitched, have been stitched, has stitched)
 26. Theythe matter in detail. (have examined, have been examined, has examined)
 27. Wef or two hours now. (are dancing, have been dancing, dance)
 28. Wethe function last month. (arrange, arranged, was arranged)
 29. Hein Mumbai branch for two years. (had worked, worked, was worked)
 30. When I arrived at the station, the train (moved, was moving, had moving)
 31. I did not recognize him as Inever seen him before. (have, had , has)
 32. Isince 8 o clock. (shall waiting, has been waiting, had been waiting)
 33. When the students leave the college in the evening, the bus for them. (wait, will wait, will be waiting)
 34. Examinationnext month. (conducted, will conduct, will be conducted)
 35. Theyto take the degree by the end of April. (has qualified, have qualified, will have qualified)
-

4. VOICE

The term ‘ **voice**’ describes the relationship between the action or state that the verb expresses and the participants identified by its subject and object of a sentence. When the subject is the agent or doer of the action, the verb is said to be in the active voice. When the subject is the undergoer of the action, the verb is said to be in the passive voice. Active voice is so called because the person or thing denoted by the subject acts. Passive voice is so called because the person or thing denoted by the subject is not active but passive.

For example, in the sentence:

The cat ate the mouse.

The verb "**ate**" is in the active voice,

But, in the sentence:

The mouse was eaten by the cat.

The verbal phrase "**was eaten**" is passive.

The table below shows the transformation from Active Voice to Passive Voice.

| Tense | Active voice | Passive voice |
|--------------------|--------------------------|-----------------------------------|
| Simple present | Ram writes a letter | A letter is written by Ram |
| Present continuous | Ram is writing a letter | A letter is being written by Ram |
| Present perfect | Ram has written a letter | A letter has been written by Ram |
| Simple past | Ram wrote a letter | A letter was written by Ram |
| Past continuous | Ram was writing a letter | A letter was being written by Ram |
| Past perfect | Ram had written a letter | A letter had been written by Ram |
| Simple future | Ram will write a letter | A letter will be written by Ram |
| Command or Request | Write a letter | Let a letter be written |

EXERCISE

I. Turn the following sentences from the active voice to the passive voice

1. The cat killed the mouse
2. The man cut down the tree
3. Columbus discovered America
4. His teacher praised him
5. The boy teased the dog
6. Suresh feeds the horse every day
7. The police arrested him
8. Rama was making a kite
9. The boy caught the ball
10. My father will write a letter
11. I will conquer him
12. He kept me waiting
13. The hunter shot the lion
14. Hari opened the door
15. A policeman caught the thief
16. Sohrab threw the ball
17. He scored twenty runs
18. Your behaviour vexes me
19. Manners reveal character
20. He made a very remarkable discovery
21. Little strokes fell great oaks
22. Dhanu will bring the pony
23. Every one loves him
24. My cousin has drawn this picture
25. We expect good news
26. The farmer gathers the harvest
27. His own brother swindled him
28. The recitation pleased the inspector
29. Somebody has put out the light
30. The enemy have defeated our army
31. They sell TVs here
32. I have sold my bicycle
33. People will soon forget it
34. They opened the theatre only last
35. We prohibit smoking

II. Turn the following sentences from the passive voice to the active voice

1. He was praised by his father
2. The first railway was built by George Stephenson
3. The horse was frightened by the noise
4. Not a word was spoken by Latif
5. The teacher was pleased with the boy's work.
6. He was taken to the hospital by his friends
7. The town was destroyed by an earthquake
8. The road was lined by the people
9. The President was welcomed by the people
10. Shakuntalam was written by the Kalidas
11. The building was damaged by the fire
12. I was struck by his singular appearance
13. These cars were built by robots
14. The streets were thronged by spectators

15. The trees were blown down by the wind
 16. We shall be blamed by everyone
 17. The child was knocked down by a car
 18. Alice was not much surprised at this
 19. He will be greatly surprised if he is chosen
-

5. REPORTED SPEECH

DIRECT SPEECH AND INDIRECT SPEECH

When we quote the actual words of a speaker, it is called direct speech. When we report what a speaker said without quoting his text words, it is called indirect speech.

Examples:

Direct: Raju says, "I am very tired now".

Indirect: Raju said that he was very tired.

Direct: He said to me, "come with me".

Indirect: He told me to come with me.

Direct: Ravi said to the station master, "When will the next train come?".

Indirect: Ravi asked the station master when the next train would come.

Direct: John asked many, "Will you lend me a Pencil".

Indirect: John requested many whenever she would lead him a pencil.

Direct: The teacher said to me "How cleaver you are!".

Indirect: The teacher exclaimed that you was very clever.

Rules to remember for conversion

1. When we change direct speech into indirect speech, all the present tense of direct speech are changed into corresponding past tense.
2. The simple past of the direct speech becomes the past perfect.
3. The present continuous tense of the direct speech becomes the past continuous tense.
4. The past continuous of the direct speech becomes the past perfect continuous tense.
5. The present perfect tense of the direct speech becomes the past perfect in agreement of the reporting
6. The first and second person pronoun in the direct speech change into third person in the indirect speech.
7. If the one who reports is the same as the one addressed we change the second person to the first.
8. Words that denote nearness in time and place change into words that denote distance.
9. In the indirect speech, statements are introduced by that.
10. Questions are introduced by words like if, whether, asked or enquire.
11. Exclamation and wishes are introduced by words like wonder, wish, blame, or praise.
12. Command, order, or requests are introduced along with to.

Model sentences

Simple present becomes simple past.

Direct : Ramesh said, "Ram works very hard".

Indirect: Ramesh said that Ram worked very hard.

Direct : Teacher said, "Ravi reads the lesson daily"

Indirect: Teacher said that Ravi read the lesson daily.

Direct : He said, "I am unwell".

Indirect: He said that he was unwell.

Simple past becomes the past perfect.

Direct : Ravi said, "Ram returned at noon".

Indirect: Ravi said that Ram had returned at noon.

Direct : Mani said "Ravi came at night"

Indirect: Mani said that Ravi had come at night

Direct : He said "The horse died in the night"

Indirect: He said that the horse had died in the night.

Present continuous becomes past continuous

Direct : He said “Makesh is working hard”

Indirect: He said that Makesh was working hard.

Direct : He said “The boys are playing”.

Indirect: He said that the boys were playing.

Past continuous tense becomes past perfect continuous tense

Direct : He said, “All were laughing at the beggar”

Indirect: He said that all had been laughing at the beggar.

Direct : Ram said, “All children were playing”.

Indirect: Ram said that all the children had been playing.

Present perfect tense becomes the past perfect in agreement in the reporting verbs

Direct : The student said, “We have come to collect donation”.

Indirect: The student said that they had come to collect donation.

Direct : The peon said, “I have closed all the doors”.

Indirect: The peon said that he had closed all the doors

If the one who reports is the same as the one addressed, we change the second person to the first

Direct : My mother said to me, “You are a clever girl”.

Indirect: My mother said to me that I was a clever girl.

Direct : Harish said to me, “You are wrong”.

Indirect: Harish said to me that I was wrong.

Words that denote nearness in time and place change into words that denote distance

This becomes that

These “ those

Here “ there

Now “ then

Ago “ before

To-day“ that day

To-morrow “ the next day

Yester day “ the previous day

Last year “ the previous year

In the indirect speech, statements are introduced by “that”

Direct Speech : Ravi said to Ram, “I write a letter to my father”

Indirect Speech: Ravi told Ram that he wrote a letter to his father.

Direct Speech : Ravi said to Ram, “Government declares holiday for schools due to inclement weather”

Indirect speech: Ravi told Ram that government declared holiday for schools due to inclement weather.

Question sentences are introduced by words like if, whether, asked or enquired

(Ex)

Direct Speech : The teacher asked the student “Will you submit your record tomorrow?”

Indirect: The teacher enquired the student whether he would submit the record next day.

Direct : Ram shouted, “How grand the celebration is!”

Indirect: Ram wondered that it was grand celebration.

Command or request are introduced by words like order, request or command

Direct : The Teacher ordered the students, “Bring the note book tomorrow”.

Indirect: The Teacher advised the students to bring the note book the next day.

Direct: The HM told the students : “you must wear uniform every day”.

Indirect: The H.M ordered the students to wear uniform every day.

EXERCISE

Change the sentence into Direct & Indirect Speech

1. The teacher said to me, "you have not done well in the examination".
 2. "You are old enough to earn your living now", said the old man to the beggar.
 3. The Headmaster said to the boys, "Tomorrow will be a holiday."
 4. The princess said, "It gives me great pleasure to be here this evening."
 5. "What do you want?" he said to her.
 6. "Do you like this book?" she said to him.
 7. "Do you know the way to the station?" said I.
 8. "Do you really know magic?" said the queen.
 9. "Do you believe in ghosts?" she said to the wizard.
 10. "Why are you so late tonight?" said the mother to Sita.
 11. Bali said to Ashok, "Go away."
 12. He said, "Please lend me your book."
 13. The teacher said to the boys, "Look at the blackboard".
 14. "Stop writing, please," said the teacher to the boys.
 15. Sita said to her friend, "Give a rupee to the beggar."
 16. He said, "How said it is!"
 17. "What a lovely flower! ", he said.
 18. "What a clever fellow you are!", he said.
 19. "Hurrah! We have won the match", cried the boys.
-

6. VOCABULARY ENRICHMENT

A rich vocabulary is a sign of one's knowledge and a tool of effective communication. A good vocabulary will help you express your ideas precisely and clearly. When you come across a new word stop for a moment and note its spelling and pronounce it. Try to guess its meaning in the given context. It does not matter whether your guess is correct or not. The fact is that you have become conscious of the word. So you will find the word again and again and you will know fairly accurately the meaning and the ways in which the word can be used. Make a personal word list of the new words and use them in your spoken and written language. This will go a long way in enriching your vocabulary.

Synonyms for some Important Words :

- | | | |
|-----------------|---|---|
| 1. Abbreviate | - | abridge, condense, contract, shorten, curtail. |
| 2. Abate | - | decrease, lessen, diminish, subside, subdue. |
| 3. Abnormal | - | eccentric, irregular, anomalous, monstrous. |
| 4. Abolish | - | annul, cancel, nullify, exterminate. |
| 5. Abstain | - | refrain, desist, withhold |
| 6. Accumulate | - | gather, hoard, store, congregate. |
| 7. Acknowledge | - | admit, profess, confess, concede. |
| 8. Actual | - | authentic, real, certain, demonstrable. |
| 9. Advise | - | admonish, recommend, counsel, prompt. |
| 10. Adversity | - | affliction, misery, poverty, misfortune. |
| 11. Allure | - | charm, entice, fascinate, endear. |
| 12. Awkward | - | unskillful, uncouth, ponderous, heavy handed. |
| 13. Balance | - | equalize, adjust, poise, neutralize. |
| 14. Bankrupt | - | insolvent, ruined, destitute, indigent. |
| 15. Benevolence | - | selflessness, kindness, charity, generosity, fellow feeling. |
| 16. Binding | - | obligatory, contractual, restraining, compulsory, mandatory, unavoidable. |
| 17. Blame | - | reprove, censure, denounce. |
| 18. Boost | - | encouragement, help, recommendation, hoist. |
| 19. Break | - | interlude, intermission, pause, respite. |
| 20. Calamity | - | distress, misfortune, affliction, disaster. |
| 21. Cancel | - | abolish, obliterate, efface, nullify. |
| 22. Capture | - | arrest, seize, snatch, apprehend. |

| | | |
|-------------------|---|--|
| 23. Chase | - | follow, hunt, pursue, track. |
| 24. Choke | - | strangle, suffocate, smother, stifle. |
| 25. Conceal | - | suppress, screen, disguise, hide, camouflage. |
| 26. Conscientious | - | principled, straightforward, dutiful, responsible, honest, meticulous. |
| 27. Controversy | - | dispute, argument, bickering, debate. |
| 28. Courage | - | bravely, valour, mettle, intrepidity, gallantry, heroism, prowess. |
| 29. Current | - | popular, present, ordinary, prevalent. |
| 30. Decay | - | deterioration, sinking, decline, degeneracy. |
| 31. Dry | - | parched, arid, barren, dehydrated. |
| 32. Elegant | - | dignified, fashionable, sophisticated, artistic, graceful, stately. |
| 33. Encroach | - | infringe, invade, intrude, trespass. |
| 34. Famous | - | noted, celebrated, renowned, reputable, well-known, illustrious. |
| 35. Fatal | - | lethal, mortal, deadly, destructive. |
| 36. Feeble | - | weak, impotent, frail, delicate, ineffective. |
| 37. Foresight | - | foreknowledge, forethought, perspicacity, prudence |
| 38. Genuine | - | authentic, pure, real, actual, sincere, original. |
| 39. Grasp | - | hold, seize, snatch, grip, grab. |
| 40. Hesitate | - | waver, tarry demur, vacillate. |
| 41. Horrible | - | frightful, appalling, dire, ghastly, repulsive, terrible. |
| 42. Humane | - | philanthropic, sympathetic, kind, benign, compassionate. |
| 43. Hypocrisy | - | deceit, pretence, falsity, deception, humbug, duplicity. |
| 44. Inclement | - | rough, stormy, unfavourable, unpleasant. |
| 45. Insist | - | urge, persist, demand, persevere. |
| 46. Integrity | - | honesty, probity, sincerity, truthfulness, righteousness, morality. |
| 47. Keen | - | acute, eager, sharp, earnest. |
| 48. Lawful | - | rightful, legal, fair, legitimate. |
| 49. Liberty | - | emancipation, freedom, independence, license, permission. |
| 50. Lonely | - | solitary, lonesome, forlorn. |
| 51. Melody | - | unison, tune, symphony, music, harmony. |
| 52. Miscellaneous | - | assorted, mingled, motley, various, heterogeneous, diverse. |
| 53. Modest | - | lowly, humble, shy, unassuming, unpretentious. |
| 54. Mourn | - | bemoan, bewail, sorrow, lament, grieve. |
| 55. Native | - | aboriginal, innate, original, indigenous. |
| 56. Nimble | - | active, agile, prompt, flexible, swift. |
| 57. Obligatory | - | necessary, unavoidable, needful, imperative. |
| 58. Oblivious | - | forgetful, absent-minded, inattentive. |
| 59. Optimistic | - | hopeful, confident, cheerful, happy. |
| 60. Pacify | - | appease, mitigate, quench, allay, quieten, assuage, tranquillize. |
| 61. Pardon | - | forgive, acquit, excuse. absolve, reprieve. |
| 62. Perfect | - | flawless, faultless, ideal, consummate. |
| 63. Physical | - | bodily. carnal, corporal, corporeal. |
| 64. Plead | - | pray, sue, supplicate, entreat, appeal, beseech |
| 65. Possible, | - | likely, potential, conceivable, feasible. |
| 66. Predicament | - | plight, difficulty, crisis, |
| 67. Prediction | - | prophecy, forecast, augury, foreboding. |
| 68. Prejudice | - | presumption, preconception, bias, partiality. |
| 69. Pretend | - | fabricate, sham, feign, counterfeit, disguise. |
| 70. Privilege | - | favour, grant, licence, exemption, right. |
| 71. Prohibit | - | ban, prevent, preclude, hinder, disallow, debar, forbid. |
| 72. Prolong | - | lengthen, continue, protract, accelerate. |
| 73. Prominent | - | conspicuous, distinctive, distinguished. |
| 74. Punish | - | afflict, chasten, subdue, humble, chastise. |
| 75. Quarrel | - | wrangle, fight, clash, dispute, feud, squabble. |
| 76. Queer | - | eccentric, abnormal, strange, odd, curious. |

| | | |
|------------------|---|---|
| 77. Rash | - | hasty, venturesome, reckless, precipitate, foolhardy, impetuous. |
| 78. Rate | - | appraise, compute, evaluate, assess, adjudge. |
| 79. Reluctant | - | unwilling, averse, opposed, indisposed. |
| 80. Repeal | - | abolish, revoke, nullify, annul, rescind. |
| 81. Riddle | - | mystery, puzzle, problem, paradox, enigma. |
| 82. Rot | - | decay, decompose, putrefy. |
| 83. Sacred | - | holy, sanctified, consecrated, hallowed, divine. |
| 84. Scold | - | reprimand, censure, reprove, chide, rebuke. |
| 85. Shallow | - | superficial, slight, foolish, unintelligent. |
| 86. Shelter | - | guard, protect, screen, defend, shield. |
| 87. Slander | - | decry, defame, malign, disparage, defamation. |
| 88. Soil | - | stain, spoil, dirty, smear, pollute, taint. |
| 89. Solemn | - | ceremonial, formal, serious, sober. |
| 90. Solve | - | decipher, decode, unravel, uncover. |
| 91. Stubborn | - | adamant, headstrong, inflexible, obstinate. |
| 92. Surprising | - | astonishing, marvellous, startling, striking, |
| 93. Tasty | - | appetising, delicious, palatable, savoury. |
| 94. Tear | - | split, lacerate, sever, rupture, rend, rive. |
| 95. Tease | - | irritate, provoke, vex, torment, annoy. |
| 96. Tempt | - | seduce, allure, inveigle, entice, attract, lure, tantalize. |
| 97. Temporary | - | fleeting; passing, ephemeral, momentary, transient. |
| 98. Terse | - | neat, succinct, compact, condensed. |
| 99. Theory | - | belief, postulate, assumption, speculation, doctrine, hypothesis. |
| 100. Thoughtful | - | attentive, circumspect, heedful, prudent. |
| 101. Timid | - | bashful, diffident, shy, chicken-hearted. |
| 102. Tired | - | exhausted, fatigued, weary, worn-out. |
| 103. Torture | - | anguish, pain, agony, torment, distress. |
| 104. Tragedy | - | misfortune, disaster, affliction, adversity, calamity. |
| 105. Transparent | - | clear, lucid, limpid, crystalline. |
| 106. Treacherous | - | disloyal, unfaithful, unreliable, untrustworthy. |
| 107. Treaty | - | agreement, alliance, armistice, compact, pact, settlement. |
| 108. Tyranny | - | totalitarianism, autocracy, oppression, |
| 109. Topical | - | contemporary, current, recent, up-to-date. |
| 110. Uphold | - | champion, back, support, maintain, defend. |
| 111. Uncertain | - | fluctuating, inconstant, unreliable, precarious. |
| 112. Unconcerned | - | nonchalant, apathetic, cool, uninterested, indifferent. |
| 113. Vague | - | hazy, dim, obscure, indistinct, indefinite. |
| 114. Vehement | - | eager, earnest, passionate, ardent, fervent, forceful, intense |
| 115. Violation | - | trespass, infraction, infringement, transgression. |
| 116. Vulgar | - | coarse, crude, gross, obscene, plebeian, tawdry. |
| 117. Wet | - | drenched, damp, humid, rainy, moist, |
| 118. Wild | - | ferocious, fierce, savage, barbaric, free, untamed. |
| 119. Yield (V) | - | give way, submit, surrender, succumb, |
| 120. Yield (N) | - | crop, harvest, income, profit, returns. |
| 121. Zeal | - | zest, dedication, eagerness, devotion, energy. |

WORDS OFTEN CONFUSED AND MISUSED

Words Often Confused

1. Aloud : (Loudly) Do not talk aloud in public place.
 Allowed : (let, permitted) The mother allowed the child to play.
2. Appraise : (to fix the value of) The engineer appraised the building.
 Apprise : (inform) We apprised the Head of the Department of what happened in her absence.

3. Assent : (to agree) Mohan's parents have given their assent to his proposal to marry Meera.
 Ascent : (climbing up) Many foreign teams visit India and Nepal every summer to attempt an ascent of Mt. Everest.
4. Already : (before or by a certain time) Ravi said that he had already done the job.
 All ready : (completely ready) When the whistle sounded, the boys were all ready to start running.
5. Altogether : (completely) I am not altogether decision.
 All together : (as a group, collectively) We sang the national anthem all together.
6. Alter : (change) It is difficult for me to alter my programme.
 Altar : (A place of offering) Ravi offered some money at the altar.
7. Bail : (security) He was released on bail.
 Bale : (bundle) Owing to the heavy rains last Sunday, bales of cotton lying in the open were spoilt.
8. Band : (to unite for some purpose; a group of persons with a purpose) Bands of travellers cross the Arabian desert foot even today.
 Banned : (forbidden by authority) Smoking in public is banned.
9. Berth : (a seat in a train) As he had to travel a long distance, got a berth reserved for himself.
 Birth : (delivery/give birth to) The birth rate in India has declined.
10. Bridal : (connected with marriage) The bridal feast was attended by some very important persons of the town.
 Bridle : (uncovered) If you walk bare footed on snow, you will get snowbite.
11. Bear : (to carry) I-le has to bear the burden of his family.
 Bear : (an animal) Polar bears are white in colour.
12. Bread : (a food product) I usually have bread and omelet for my breakfast.
 Bred : (past tense of breed) He has a pair of good breed dogs.
13. By : (near) A true friend stands by his friend in times need.
 Buy : (purchase) We buy things from the super market.
 Bye : Good – bye.
14. Canon : (a practice that has become binding through long usage).
 One has to obey the canons of the society.
 Cannon : (gun used in war). On hearing the cannon sound, the wounded soldier hid himself in the bunker.
15. Canvas : (rough cloth) My canvas shoes have worn out.
 Canvass : (request for vote) Party leaders have begun to canvass for their candidates.
16. Censor : (to examine for removing undesirable parts) All incoming and outgoing mail is censored by the Government during the times of war.
 Sensor : (A device that can detect sound / light) There is a heat sensor in all automatic ironboxes.
 Censer : (an incense burning vessel) Do not keep the censer on the table.

17. Cent : (small coin) An egg costs five cents in Britain.
Scent : (odour of something) The dog is sensitive to scents.
18. Cereal : (edible grain) Rice is the main cereal of South Indians.
Serial : (story published in instalments) Nowadays cine actors have started acting in TV serials.
19. Cite : (quote) These lines are cited from Keats' poem.
Site : place for building purpose) I am going to buy a site close to the market and the bus stand.
Sight : (power of seeing) Her eye sight is very poor.
20. Compliment : (praise) Mohan complimented his friend on his success in the examination.
Complement : (that which completes) Your honesty should Complement your simplicity and intelligence to make you great.
21. Confidant : (a person that one trusts enough to confide his / her secrets to) Everyone needs a confidant to share his/ her feelings.
Confident : (sure) He seems to be very confident of his success.
22. Core : (the center) The core of the apple is rotten.
Corps : (a troop of Army) I will join National Cadet Corps next year.
23. Corpse : (a dead body) Hundreds of corpses were recovered from the damaged buildings hit by earth quake.
Copse : (a small area of trees or bushes growing close together) There is a copse behind our house.
24. Council : (a body of people) A resolution regarding the introduction of new courses was passed at the academic council meeting.
Counsel : (advice) I realized that it was a good counsel, though it had not appealed to me earlier.
25. Course : (forward movement in space or time) The law must take its course.
Coarse : (rough) The price of coarse cloth has gone down.
26. Dairy : (milk depot) The dairy products are available in plenty.
Diary : (a daily note book) One should have the habit of diary writing.
27. Device : (scheme, a plan,) It is a suitable device to help the poor and the weak.
Devise : (think out) He devised a plan to escape from the jail.
28. Decease : (death) The sudden decease of the father left the children helpless.
Disease : (ailment) Typhoid is a serious disease.
29. Discreet : (prudent, careful) We should be discreet in dealings.
Discrete : (individually distinct, separate) A series of discrete events led to the arrest of the leader.
30. Desert (N) : (a sandy track of land) Some geologists say that the desert of Rajasthan is advancing towards the northern states.
Desert (V) : (abandon) Poverty led Ravi to desert his family and run away.
Dessert : (course of fruit, ice-cream, sweet etc. at the end of a meal)
Ice cream can be had as a dessert after the meal.
31. Die : (to expire) He died of heart - attack.
Dye : (to colour) The cotton saree has been given for dyeing..

32. Dual : (double) He plays a dual role in the drama.
 Duel : (fight) The leaders of the rival groups decided to settle their dispute through a duel.
33. Flair : (a knack or aptitude) He has a flair for poetry.
 Flare : (to blaze up) The comment of the minister flared up a heated argument in the assembly.
34. Floor : (prepared ground) The floor of the house is smooth.
 Flour : (powder of wheat, etc.) We make bread out of wheat flour.
35. Forth : (forward) Religions bring forth the best in us.
 Fourth : (after third) Press forms the fourth estate in a democratic country.
36. Forward : (the front) March forward.
 Foreword : (the words mentioned at the beginning of a book) His teacher wrote the foreword to his book.
37. Groan : (a low moaning sound) Accident victims groan in pain.
 Grown : (sprung up, matured) Food is grown in plenty in India now a days.
38. Heard : (perceived by the ear) Heard melodies are sweet; unheard melodies are sweeter.
 Herd : (a number of animals) A herd of cattle is grazing.
39. Know : (to be conscious of) Knowing is everything.
 No : (not, negative) No one is perfect.
40. Lain : (rested) Lenin's stayed lain at the mausoleum for seventy five years.
 Lane : (narrow street) Kasi is full of lanes.
41. Meter : (an apparatus which measures) Thermometer measures temperature of the body.
 Metre : (basic unit of length in metric system) I bought ten metres of cloth for the screen.
42. Meat : (flesh of animal or fish used for food) Meat provides rich protein.
 Meet : (to come upon, to join) Meeting of two rivers is known as confluence.
43. Medal : (a piece of metal awarded) He is a gold Medalist.
 Meddle : (interfere with) One should not meddle with the affairs of others.
44. Minor : (under age) He is a minor. He can vote only when he attains the age of eighteen.
 Miner : (mineworker) A miner risks his life to earn his wages.
45. Pair : (two things of a kind) Pigeons are found in pairs.
 Pare : (to remove outer covering of anything) Oranges have to be pared before eating.
 Pear : (a fruit) Cashew fruit is pear-shaped.
46. Peace : (quiet, calm, harmony) The present day world should learn to be at peace.
 Piece : (a fragment of) A detonator blows things to pieces.
47. Plane : (a flat surface) Rough rafters must be planed. for making furniture.
 Plain : (clear to the eye, ear or mind) Plain clothed police women keep a watch over eve-teasers.
48. Personal : (private, individual, of a particular person) It is uncharitable to make personal remarks.
 Personnel : (staff, the body of persons employed in any work) Every factory has a personnel department to deal with the appointment and the welfare of workers.
49. Rain : Sudden and heavy rains in many parts of the world are attributed to the Elnino penomenon.

Reign : (to rule as king or queen) All religions were considered equal during the reign of Akbar.
Rein (leather band around a horse's neck) A horse is controlled by the reins.

50. Root : (origin) Desire is the root of all misery
Route : (the path from one place to another) Detachment is the route to happiness.

Words often misused:

Adopt : (to take) You must adopt a fair attitude towards workers.
Adept : (skilful) He is an adept in public speech. He is sure to win the election.

Afflict : (cause bodily or mental trouble to) He was afflicted with rheumatism.
Inflict : (Give a blow etc., to cause suffering) The Judge inflicted the death sentence upon the assassins.
Afflict' is usually used in the passive voice while 'inflict' is used actively.

Affection : (feeling of love) Every mother has affection for her children.
Affectation : (artificial behaviour, not genuine) She annoyed me with her little affectation.
Allay : (subdue, reduce) Your present statement has allayed my fears.
Alley : (narrow lane) There are many alleys within the four walls of old Delhi.
Ally : (friend) Britain and the USA were allies during the second World War.

Alternate : (arrange or perform by turns) Ram and Hari do the work on alternate days.
Alternative : (choice between two or more things) You have the alternative of going by taxi and catching the train or going by bus and missing the train

Amend : (modify, change, improve by adding something) Many amendments have been made in our constitution.
Emend : (to edit or change a piece of text) Many editors have emended the plays of Shakespeare.

1. Amiable : (easy and pleasant to talk to; applies to a person) I found him an amiable companion on the tour.

Amicable : (peaceable, done in a friendly way) When countries cannot settle a dispute in an amicable way, they should settle it by arbitration

8. Appal : (to cause terror) They were living in appalling conditions.
Appeal : (make a request) Portia appealed to Shylock to show mercy to Antonio.

9. Attitude : (way of feeling, thinking or behaving). It is expected of everyone to have the right attitude to life, to enjoy life.

Aptitude : (natural ability or skill) He has an aptitude for music.

10. Beneficial : (advantageous; favourable) Having a higher degree is always beneficial.

Beneficent : (helpful; applied to persons) Asoka, the Great, was a beneficent monarch.

11. Beside : (by the side of) Sitting beside the wall, he went on reading a novel.

Besides : (in addition to) Besides being honest, he is merciful

12. Billion : (thousand million) Billions of rupees have been spent on this project.

Bullion : (fringe of gold or silver thread twists) The bullion market is closed today.

13. Capacious : (roomy) This hall is capacious. We can conduct our meeting here.

Capacity : (able to contain or receive) The capacity of this bucket is 25 litres.

14. Cardinal : (very important) The cardinal principles of life are to be followed very strictly.

Cordial : (hearty) India accorded a cordial welcome to the American President.

15. Change : (essential difference with a loss of identity) After his return from prison, he looks completely changed.

Alter : (modification but no loss of identity) I have altered the front portion of my house.

16. Childish : (immature) His childish behaviour has annoyed many people.
 Childlike : (innocent) An honest man usually has a childlike behaviour.
17. Civic : (relating to a city or a citizen) Civic sense is the need of the hour to keep the cities clean and to live together.
 Civil : (gentle, polite) He is known for his civil behaviour.
18. Conscience : (that tells what is right or wrong) A person who obeys his conscience is said to be conscientious.
 Conscious : (aware of what is going around) He regained his consciousness after the treatment.
19. Contemptuous : (showing contempt) He gave a contemptuous look at the beggar.
 Contemptible : (deserving or provoking contempt) Cruel treatment of children is contemptible.
20. Continual : (going on for a long time with only short breaks). The continual rains have damaged the crops.
 Continuous : (going on without a break) He drove continuously for three hours and reached the place on time.
21. Credible : (believable, trustworthy) Her account of the theft is not credible.
 Creditable : (worthy of praise or credit) His performance is creditable.
22. Defy : (not caring for) They defied the authority of the king.
 Deify : (treat as god) Indians have deified Mahatma Gandhi.
23. Deference : (respect, regard) We must show due deference to our elders.
 Difference : (disagreement, dissimilarity) There is a difference of opinion between the two brothers.
24. Deprecate : (disapprove of) Hasty action is to be deprecated.
 Depreciate : (diminish in value, to deflate) The value of the house is depreciating.
25. Disinterested : (without selfish motives or interest) A good judge should always be disinterested.
 Uninterested : (not interested, indifferent) A good teacher is one who is completely uninterested in anything to do with politics.
26. Distinct : (clearly marked, plain) There is a distinct improvement in her typing.
 Distinctive : (marking something as different) She wore a distinctive dress.
27. Economical : (careful in the spending of money, time etc; not wasteful) She is very economical in running her household.
 Economic : (pertaining to the field of economics, i.e. trade, industry and the development of wealth) There has been a slow-down in the economic growth of our country.
28. Effectual : (bringing about the result required) The measures taken by India to curb violence in Kashmir are effectual.
 Effective : (having an effect, making a striking impression) The Government has taken effective steps to remove illiteracy.
29. Elemental : (great forces of nature (eg) air, water) Man is yet to conquer the elemental forces.
 Elementary : (basic, simple) Nowadays it is essential to have an elementary knowledge of computers.
30. Eminent : (of high position) Mr. Vajpayee is an eminent leader.
 Imminent : (about to occur) Rain is imminent.
31. Except : (excluding) All the girls have gone for a picnic except Radha.
 Expect : (anticipate) I am expecting a letter from my brother.
32. Exhaustive : (complete, thorough) She has done an exhaustive study of the subject.
 Exhausting : (tiresome) Trekking is an exhausting exercise.
33. Facilitate : (make easy) Computers facilitate learning.
 Felicitate : (congratulate) A party was organized to felicitate our Principal who had won the best teacher award.

34. Farther : (more distant in space, direction or time) The hospital was farther down the road than I thought.
Further : (In addition, additional) We must get further information.
35. Fate : (a predetermining power) I do not believe in fate.
Fete : (celebration) The fete was grand.
36. Funeral : (burial or cremation) Many attended the leader's funeral.
Funereal : (dismal) The atmosphere at the earthquake affected areas was funereal.
37. Glass : (a transparent substance) This is a plain glass.
Gloss : (shine) The gloss of his dress remained undisturbed.
38. Historic : (important in the framework of history) Quit India movement is a historic movement in India's struggle for independence.
Historical : (pertaining to history) Sir Walter Scott has written many historical novels.
39. Imaginative : (having or showing imagination) Tagore was an imaginative writer.
Imaginary : (existing only in the mind or imagination; not real) The fear of devils is purely imaginary.
40. Industrial : (relating to industry) Mumbai is an Industrial city.
Industrious : (hard working) Be industrious and be successful.
41. Intra : (within, on the side) Intra - party disputes should be settled within the party.
Inter : (between, among) She participated in the inter-collegiate quizzes.
42. Judicial : (of or by a court of law) Many ex-ministers are facing judicial proceedings as they had been alleged to have swindled a lot of public money.
Judicious : (fair) A judicious person is never afraid of others.
43. Late : (after the proper or usual time) Father arrived home late.
Lately : (in recent times) They haven't written lately.
44. Later : (after sometime) Arun said that he will do the drawing later.
Latter : (second) Ram and Ravi are brothers. The latter is an Engineer.
45. Lovely : (charming) Susmita is a lovely girl.
Lovable : (amiable, worthy of love) To be a lovable person, you must be good and kind towards others.
46. Luxurious : (given to luxury) In ancient India people led a luxurious life.
Luxuriant : (abundant, rich in growth) The vegetation in this forest is luxuriant.
47. Momentary : (lasting for a moment, done in a moment) One has to sacrifice momentary pleasures of life to achieve great things.
Momentous : (important, serious) Her being elected an M.P. was a momentous point in her life.
48. Perpetual : (adj never ending. Going on for a long time without break) She is tired of their perpetual chatter.
Perpetuate : (Verb reserve from being forgotten) He named the hospital after his mother to perpetuate her memory.
49. Popular : (loved and admired) Nehru was a popular leader.
Populous : (thickly populated) India is a populous country.
50. Prosecute : (to take legal action against) Trespassers will be prosecuted.
Persecute : (punish, treat cruelly) Hitler persecuted the Jews.
51. Pursue : (go after in order to catch up with, capture or kill) He has been pursued by misfortune. -
Peruse : (read carefully) One has to peruse through the law books To become a successful lawyer.
52. Respectful : (showing respect) They stood at a respectful distance from the king.
Respective : (belonging to each of those in question) No sooner was the meeting over than the students left for their respective classes.

53. Restful : (giving a relaxed, peaceful feeling) Green fields are restful to the eyes.
 Restive : (difficult to control) When we were waiting for the bus The children became restive.
54. Sequel : (that which follows) Famine has often been the sequel of war.
 Sequence : (succession) A sequence of earthquake has forced the people of Ahmadabad to shelter in the open space.
55. Tamper : (to meddle unlawfully) The Accountant is alleged to have tampered with the accounts.
 Temper : (state of mind) He lost his temper when his boss scolded him.

6.1 WORD BUILDING EXERCISE

I Fill in the blanks with new words by adding suitable prefixes and suffixes given in the brackets:

1. It's totally (understand) that you stayed home when you were sick.
2. Don't laugh at his stupid jokes! You'll only (courage) him to say them again.
3. That sidewalk is..... (slip), I almost fell!
4. After Monday, I will no longer be a foreigner, I am receiving my..... (citizen)!
5. Arthur will be very lonely unless you (friend) him.
6. Every afternoon, the cooks (sharp) their knives in preparation for dinner.
7. I hate being around Mary Lou, she is so (friendly).
8. The stock market crash of 1929 left my great-grandfather..... (penny).
9. I have a class at 8:00 a.m. but I always (sleep).
10. The groom may (veil) the bride only when their vows have been exchanged.

II .Rearrange the words in the correct form:

1. aecpana
2. soitge
3. napfirssoel
4. temeoprxe
5. invayedr
6. enmdia
7. ygolhtnaopor
8. lipeeugo
9. tnenocdif
10. cuojcarg.

III. Fill in the blanks with the right word from the following list:

- | | | |
|-------------------|------------------|-----------------|
| a) Psychologist | b) Archaeologist | c) Seismologist |
| d) Ornithologist | e) Ideologist | f) Geologist |
| g) Paleontologist | h) Numismatist | i) Etymologist |
| j) Herpetologist | | |

1. A person who studies the cultures of the past and periods of history through excavation.....
2. A person who studies the Indian Language and culture.....
3. A person who studies the origin and derivation of words.....
4. A person who studies the science of the earth's history.....
5. A person who studies the reptiles.....
6. A person who studies about coins.....
7. A person who studies about birds.....
8. A person who studies about fossils and other forms of early life(as a guide to the history of life on earth)

9. A person who studies about mind and behavior.....
10. A person who studies the earthquakes.....

IV. Fill in the blanks with the correct word from the pair given in the brackets:

1. The modern woman has to balance between her domestic life and.....(career/carrer)
2. He was released on.....(bail/bale)
3. The matter was decided in the Academic.....
4. His arguments will.....(flair/flare)
5. The(coalition/collision)government at the centre continues inspite of the difference of opinion among the parties.
6.(Lightening/Lightning)and thunder storm ravaged the city.
7. Australia is known for its..... (artisan/artesian)wells.
8. Democracy is..... (hollow/halo)without an individual's(right/rite/write)to dissent.
9. Living within one's earnings is a good.....(principal/principle)
10. (Astrology/Astronomy) is the scientific study of heavenly bodies.

V. Find a new word to replace each underlined word.

1. Julie was very excited about the first day of band practice.
 2. My favorite shoes got wet in the rain.
 3. We crossed the busy street with care.
 4. The raging flood waters rose quickly.
 5. Walking through the flower garden gives me a peaceful feeling.
 6. All of the students liked the music teacher.
 7. There are many amazing animals living in the world today.
 8. Hang gliding draws people who are looking for adventure.
 9. The ball player took a blow on the head.
 10. He really had to hustle to get to the concert on time.
-

**6.2 SENTENCES WITH APPROPRIATE WORD
USING THE RIGHT WORDS**

1. SEE, LOOK, WATCH

| |
|---|
| <p>See – Without any effort Look – With effort or intention Watch – to observe closely</p> |
|---|

- a) 'See' is the ordinary
'Comes to our eyes'

- I. Suddenly, I saw a bird fly past the window.
- II. She saw a big spider and screamed.
- III. Did you see the article about the strike in today's paper?

word to say that something

- b) "Look" (at) often means to **look carefully/ pay attention to something that is not moving.**

- I. Look! There's grandma
- II. I've looked everywhere, but can't find my keys.
- III. She looked at all the pictures in the room.

We use look when there is no object, and look at before an object.

c) **Watch** means **to look at something for a period of time, usually something which moves or changes.**

"Watch TV" the TV doesn't move, but you watch the moving images carefully.

1. I usually watch a football match on Saturday afternoon.
2. He watched television all evening.
3. I watched them playing football.

Note:

We **watch** TV, but we **see** plays and films.

Compare:

Did you watch 'who wants to be a millionaire' last night? (TV)

I'm going to see a film tonight.

2. AMOUNT OF, NUMBER OF

Amount of is used with uncountable nouns.

Number of is used with countable nouns

- a) I should reduce the amount of coffee I drink.
- b) We don't know the number of people involved yet

3. ALONE, LONELY

Alone means that no other person is with you

Lonely means feeling sad because you are alone.

- a) I prefer working **alone** – I hate crowded offices
- b) She has been feeling **lonely** since her husband died.

4. CORRECT, RIGHT

Correct means 'accurate' or 'without mistakes'

Right is another word for 'correct'. It also means 'suitable' or 'morally acceptable'

- a) All the details are **correct**.
- b) She is careful to choose the **right** word.
- c) I don't think it is **right** for parents to hit their children.

5. DO, MAKE

We generally '**do**' an action and '**make**' a thing. 'Do' usually mean to perform an activity or job. 'Make' usually means to build, create or produce something.

- a) I should **do** more exercise.
- b) You must **do** your work carefully.
- c) The carpenter **made** a large table.
- d) She **made** her own wedding dress.

6. HEAR, LISTEN

Use '**Hear**' to say that sounds come to your ears. You can hear something without wanting to.

Use '**listen (to)**' when you want to say that you are trying to hear something or paying attention to sounds.

We use '**listen**' when there is no object, and '**listen to**' before an object.

- a) Can you **hear** that noise?

- b) I wake up when I **hear** the phone ringing.
- c) I listened to my favorite cassette for over an hour.
- d) The audience listened carefully.

7. HOUSE, HOME

A **house** is any building used for dwelling in. **Home** is the particular house in which someone is living.

- a) You should go **home** now.
- b) He went into the **house**.

8. CUSTOMER, CLIENT

A person can be a **customer** at a shop, but a **client** of a lawyer, a bank, etc.

- a) That grocer has plenty of **customers**.
- b) That lawyer has plenty of **clients**.

9. GET, RECEIVE

Get means to obtain, buy or earn something.

Receive means to get or accept something that is sent or given to you.

- a) He has gone down to the corner shop to **get** some milk.
- b) Did you **receive** my letter?

10. ALTER, CHANGE

‘**Alter**’ means to change a part but ‘**Change**’ means to replace.

- a) We will **alter** some rules to suit every day.
- b) We **change** our clothes every day.
- c) We may **alter** a coat.

EXERCISE

Choose the appropriate word to make a meaningful sentence.

1. Raja will _____ a letter next week.
a) get b) receive
2. She _____ the situation with a positive frame of mind.
a) saw b) faced
3. Cherrapunji suffers from water shortage because the people _____ rain water.
a) save b) waste
4. Don't _____ the flowers.
a) break b) pluck c) pick
5. He likes to _____ his favourite TV serial the whole hour.
a) see b) Watch
6. She _____ a sudden sound.
a) heard b) listened
7. He _____ that he was going to buy a CD player.
a) said b) told
8. Can you _____ me the time?
a) say b) tell
9. You mustn't _____ a motorbike without a crash helmet.
a) ride b) drive
10. Trains to the airport _____ every half hour.

- a) travel b) run
11. Can you _____ me the Story?
a) say b) tell
12. We must drink _____ water.
a) clean b) clear
13. You are _____ late.
a) all ways b) always
14. The students _____ for the bus .
a) wait b) weight
15. Who has _____ this college?
a) found b) founded
16. This chair is _____
a) vacant b) empty.
17. The _____ was sold for Rs. 20,00,000.
a) house b) home
18. She _____ happy.
a) looks b) appears
19. Delhi is _____ for its historical buildings.
a) famous b) Well-known
20. We saw a dead body _____ down the river.
a) swimming b) floating.

6.3 TONGUE TWISTERS

1. Freshly fried fresh flesh.
 2. She sees cheese.
 3. Freshly – fried flying fish.
 4. Five fat friars frying flat fish.
 5. A little work, a little sleep, little love and it is all over.
 6. A box of biscuits, a batch of mixed biscuits.
 7. Three free throws.
 8. Double bubble gum bubbles double.
 9. Silly sheep weep and sleep.
 10. She said she should sit.
 11. Cheap ship trip.
 12. We surely shall see the sun shine soon.
 13. Red Blood Blue Blood
 14. She sells sea shells on the sea-shore
 15. Six sick hicks nick six slick bricks with picks and sticks.
 16. Peter piper picked a peck of pickled peppers.
 17. Fat frogs flying past fast.
 18. A twister of twist twenty twist.
 19. Try to take two turns this time.
 20. Which witch wished which wicked wish?
-

7. DIALOGUE WRITING

A Dialogue literally means "talk between two people". Dialogue- Writing is a useful form of composition, especially for the student who is trying to gain a command of spoken English. Under proper guidance, it should introduce him/ her to express his/her colloquial way of talking English and train him/ her to express their thoughts in easy and natural constructions.

Guidelines for framing the dialogue:

1. Carefully think over the subject given, and jot down briefly the arguments or opinions which might reasonably be expressed by the imaginary persons who are supposed to be talking.

2. Arrange these ideas in logical order, so that one will arise naturally from another in the course of the conversation.
3. Try to imagine what would be the way in which each character in the dialogue would express his / her views.
4. Keep in mind that your dialogue, would read like a real, spontaneous conversation.

Special Hints:

5. The conversation be brisk and rapid.
6. The conversation lead up to some definite conclusion.
7. The whole conversation should be brief and the questions and replies should be concise and pointed as possible.
8. Keeping these points in view, write your dialogue in a natural, interesting and realistic manner.

7.1 Expressions

Some useful expressions

1. Introducing

1. Good Morning, I am Shanathi
2. Excuse me , My name is Reena
3. She is my sister Laura
4. I am your newly appointed Class Mentor
5. Please, meet my father

2. Greetings

1. Good Morning everybody
2. Nice to see you again
3. Have a Nice day
4. Our Hearty congratulations to you all
5. Wonderful talking with you

3. Request

1. Shall I get in?
2. Could you please give your pen?
3. Can you please permit me to go?
4. Please excuse me for coming late
5. Can you do a favor for me?

4. Offering Help

1. May I help you in your studies?
2. Shall I drop you?
3. Can I help you to find your lost purse?
4. Let me suggest you to finalize the topic.
5. If you don't mind, can I help you to cross the road?

5. Seeking Permission[Polite]

1. Is it possible to meet your parents today?
2. If you don't mind, I would like to tell you an important matter.
3. Do you have any objections regarding this argument?
4. Can you please allow me to take leave for this time alone?
5. Shall I go now?

6. Expressing Gratitude

1. Thanks a lot
2. I am very much grateful to you for your kind help.
3. I am really obliged to you.
4. I express my gratitude and appreciation for your timely help.
5. Thank you very much.

7. Complimenting

1. May I say how elegant/ enchanting you look?
2. Well Done!
3. How Nice!
4. You look really gorgeous

5. What a terrific performance she had!

8. Expressing Sympathy

1. He is in prison for 2 years
2. I'm dreadfully sorry
3. I know how you suffered a lot
4. You have my deepest sympathy
5. We accept your condolences

9. Complaining

1. I am not at all satisfied by your performance
2. Your answer is awfully bad
3. The bus is late by one hour
4. It's not fair on your part as a daughter
5. It's not nice on your part to behave like this

10. Apologizing

1. I beg you to forgive me
2. Pardon me
3. Sorry, it was my careless mistake
4. Please, excuse me for coming late
5. I feel bad about my anger on you

11. Warning

1. Be careful!
2. Mind your own business
3. Carryout your mistakes
4. That's not advisable
5. Don't be late to class

12. Describe something

1. Goa is a beautiful city
2. Tina is looking so fat
3. That is a fantastic moment
4. There is a long bridge over the river
5. Shalini is a pretty girl

13. Encouraging

1. Hats off to your speech
2. Samim has good fluency in English
3. Good, Keep writing on practice
4. Awesome actor of Shakespearean play!
5. Give them a big hand

14. Making Suggestions

1. I'll tell you, What you have to do for your further studies?
2. Shall we meet a lawyer?
3. Why don't you improve your speaking skill?
4. May I suggest you to select a good college?
5. Have you thought of Nano technology?

15. Expressing Pleasure

1. I wish to go home
2. Black currant is a delicious ice cream to eat
3. The chips are so crunchy
4. I would like to fly in the sky
5. I want to become a big orator.

7.2 ALL POSSIBLE "W/H" QUESTIONS

1. What is your name?
My name is
2. What are you doing?

- I am studying or working.
3. What is your father?
My father is working in a.....or My father is managing his own business.
 4. What did you have for breakfast?
I had bread or.....for breakfast.
 5. What did you have for lunch?
I had rice for lunch.
 6. What time do you wake up in the morning?
I wake up at 5:30 in the morning.
 7. What time do you leave for college?
I leave at 8 o'clock for college.
 8. What has he been doing so long?
He has been studying for so long.
 9. What is the colour of your dress?
The colour of my dress is yellow.
 10. What did you do yesterday?
I did all my homework yesterday.
 11. What is your future plan?
My future plan is.....
 12. What is your qualification?
My qualification is.....
 13. What are your hobbies?
My hobbies are.....
My hobby is.....
 14. What are you going to do tomorrow?
I am going to visit my friend in the hospital tomorrow.
 15. What is your ambition in life?
My ambition in life is.....
 16. What is the weather like this morning?
The weather is very hot this morning.
 17. What do you want?
I want that book.
 18. What time did you come home last night?
I came home at 11:30 last night.
 19. What time did the train arrive?
The train arrived at 3 o' clock in the morning.
 20. What can I do for you?
Can you guide me in filling this application form.
 21. What did the doctor say?
The doctor told me to drink hot water for my bad throat.
 22. Where are you going?
I am going to college.
 23. Where is your mother working?
My mother is working in a school at.....
 24. Where are you working?
I am working in.....
 25. Where do we get water to drink?
You can go to the room inside and get the water.
 26. Where do you go in the weekends?
I go to all the churches in the weekends.
I do not go anywhere in the weekends.
 27. Where is this bus going to?
The bus is going to.....
 28. Where is my pen?

- Your pen is under the table.
29. Where did your parents go?
My parents have gone for a marriage.
30. Where did you finish your schooling?
I finished my schooling in.....
31. Why are you late?
I missed the bus, sir.
32. Why did he punish you?
He punished me because I did not do my homework.
33. Why are you fighting?
He stole my mobile and sold it so I am fighting with him.
34. Why did you not go to work today?
I have another important task to do so I did not go to work today.
35. Why did you speak to her?
He asked me a help, so I spoke to her.
36. When are your friends coming?
They are coming tomorrow morning.
37. When are you going to sleep?
I am going to sleep after finishing my work.
38. When will the bus arrive?
The bus will arrive early in the morning.
39. When will your studies finish?
My studies will finish at the end of this year.
40. When will you be free?
I will be free on Sundays.
41. When are you going to the hospital?
I will go in the evening to the hospital.
42. Which college are you studying in?
I am studying in
43. Which will you prefer, coffee or tea?
I prefer tea to coffee. .
44. Which is your brother?
The boy with the red shirt is my brother.
45. Which way shall we go?
We can go by the way which leads us to the beach.
46. Which doctor will be available now?
The lady doctor whom we met last week will be available now.
47. Who are you?
I am your friend's sister.
48. Who came in the morning?
The auto driver came in the morning.
49. Who is sitting in the room?
My friend is sitting in the room
Nobody is sitting in the room.
50. Who is this man?
He is my father
51. Who are those men?
Those men are my father's friends
52. How are you?
I am fine, thank you.
53. How was the boy rewarded for his bravery?
The boy was given a shield by the collector for his bravery.
54. How much did you pay for the computer?
I paid Rs.20,000 for the computer.

55. How many of you went for the picnic?
Fifteen of us went for the picnic.
56. How did the student react on seeing the principal?
The student reaction was polite on seeing the principal.
57. How do I get to your house?
You can take the left turn from where you are right now.
58. How did you come to college today?
I came to college by auto.
59. How did your dad arrive?
My dad arrived by train.
60. How many of your friends' voices are as sweet as yours?
Very few of my friends' voices are as sweet as mine.

EXERCISE

I. Give suitable questions for these answers using questions starting with W/H.

1. I should be there at 10 o' clock in the morning.
2. The interview is on next week.
3. He is in upstairs.
4. I want four bags.
5. Rani is my sister.
6. I came home by taxi.
7. I am Bharathi.
8. They are in Singapore.
9. Please buy 20 kilos of rice.
10. It is Automatic Teller Machine.
11. Very often I play in the evening.
12. I met my friend Amala lastweek.
13. I take tea twice a day.
14. No.54 goes to Vilar.
15. My favorite subject is.....

II. Give suitable questions for these answers using questions starting with Y/N

1. Is she your teacher?
2. Have you ever visited a zoo?
3. Shall I ask her to meet you?
4. Did you read the newspaper today?
5. Will you attend my sister's wedding next week?
6. Can you arrange for transportation?
7. Are they angry with me?
8. Would you like to talk to her over the phone?
9. Do you have any work tomorrow?
10. Are you applying for the post of receptionist?
11. Would you mind having some soft drinks?
12. Is the shop open?
13. Don't you use shampoo?
14. Could you spare a few minutes.
15. Does she speak English?

7.3.DIALOGUES

Example for dialogues

Dialogue between a Doctor and a patient:

Doctor : What is your problem?

Patient : Sometimes I get terrible giddiness.

Doctor : How long have you been suffering from this?

Patient : For the past two weeks.

Doctor : What are the symptoms you felt before giddiness?

Patient : Severe sweating and pain on my left shoulder.

Doctor : Nothing serious, don't worry. You 'll have to undergo an Electro
(ECG) test.

Cardio Graph

Patient : How much do I have to pay for the test, doctor?

Doctor : It's only Rs.100.

Patient : Am I alright doctor?

Doctor : Yes. You're alright, what is your profession?

Patient : I'm a teacher.

Doctor : Oh! That's good. I'll give you a prescription. Carry on for a month and then come for a check up.

Patient : How much do I have to pay?

Doctor : Rs.150.

Dialogue between two friends:

Shankar : I'm going to Mumbai tomorrow.

Philip : How long are you going to stay there?

Shankar : I'm going to stay there for a month.

Philip : Are you going by train?

Shankar : No, I'm going by air.

Philip : Is anyone accompanying you?

Shankar : No, nobody is coming with me.

Philip : Will you stay in a lodge?

Shankar : No, I'll stay in my uncle's house.

Dialogue between a passenger and the conductor:

Conductor : Sir, where are you going?

Passenger : I'm going to Madurai. What 's the fare?

Conductor : The fare is Rs.35/-

Passenger : How long will it take to reach Madurai?

Conductor : It will take three hours to reach Madurai.

Passenger : Will it stop anywhere?

Conductor : No, it will not stop anywhere.

Dialogue between a salesman and a house wife:

Salesman : Madam, I want to gather some particulars.

Housewife : Yes, surely.

Salesman : Have you heard of Surya washing powder?

Housewife : Yes, I've heard of it but not used it.

Salesman : Madam, I've brought a half kilo for sale, it's only Rs.75.

Housewife : No, Thank you, it's bit expensive.

Salesman : The quality is really very good, madam.

Housewife : Ok, Wait, I shall bring a shirt which has a stain.

Salesman : Madam, soak it for twenty minutes and then just rub it with
and rinse..... see the difference now!

hands

Housewife : Oh, Ok then, can I have one half kg. packet?

Salesman : Thank you, Madam.

Dialogue between father and son:

Father : Rajesh, are you alright?

Rajesh : Yes, Daddy. I'm quite ok.

Father : Good. But your face gives a different picture. What's the matter?

Rajesh : I'm not selected for the state team this year.

Father : Ah! Forget about it.

Rajesh : I did well. But they told me that I have to practise more.

Father : Yes, I suggest you to a good coach and train yourself.

Rajesh : Yes, father. I'll practise and go for training from next Monday

Father : Ok all the best for your next selection and do well.

Rajesh : Thank you dad.

Dialogue between a teacher and a student:

Teacher : Good morning students.

Students : Good morning madam.

Teacher : Did all of you finish your homework?

Students : Yes madam, we finished our homework.

Teacher : How many of you did not do the homework?

Students : Madam, I did not do my homework because I did not understand the lesson.

Teacher : Ok, you should have told me yesterday that you didn't understand. I would have taught you.

Student : Sorry madam. Can you teach me that portion once again, please?

Teacher : Ok, listen carefully and I will teach that lesson again.

Dialogue between a Clerk and a Tourist:

Tourist : Good morning, sir.

Clerk : Yes, Good morning, sir.

Tourist : We are a group of 25 from Delhi and we want to go to Mahabalipuram. At what time is the most convenient bus?

Clerk : There is a bus at 3 o'clock and one at 10 o'clock. Which bus would you like to go by or book?

Tourist : We would like to go by the 10 o'clock bus sir.

Clerk : Are you traveling with children?

Tourist : Yes sir we are traveling with children.

Clerk : Then why don't you take the 3 o'clock bus. It will reach earlier and you can be safe as well as have time to visit Kanjeeपुरam on your way.

Tourist : That's nice of you. We'll then take the 3 o'clock bus and visit Kanjeeपुरam on our way. Thank you very much Sir, for your information.

Exercise: Complete the following dialogues:

1. Alice is asking Sharma about the TV he bought recently:

Alice :

Sharma : Yes, this is the TV set I bought yesterday.

Alice :

Sharma: I bought it at Western Electronics.

Alice :

Sharma: It costs Rs.12000/-

Alice : Is it a colour television set?

Sharma:

Alice : Is it made in Japan?

Sharma :

2. Rajan wants to go to Chennai with his family.

He seeks the help of Karen to fill his reservation form:

Karen :

Rajan : I want to go to Chennai.

Karen :

Rajan : I need five seats.

Karen :

Rajan : Yes, we shall travel by night train. How much should I pay?

Karen : The train departs at 11 pm and you have to pay Rs.150/- for the ticket.

Rajan : Is there any other train before 10 pm?

Karen :

3. Lawyer and a witness:

Lawyer :

Witness : Yes, I saw the murder with my own eyes.

Lawyer : Where was the accused standing then?

Witness : The accused was.....

Lawyer : Was there any other person with you at that time?

Witness : No,.....

4. Between two friends:

Abdul :

Rahim : I'm going to the library.

Abdul : How often do you go there?

Rahim :

Abdul :

Rahim : It's about a kilometer.

Abdul : May.....

Rahim : Please do.

7.4 JOB INTERVIEW

Before you walk into any interview, you should know as much as about the company and the position as you possibly can. If you find the position through a placement agency, they should be able to provide that information for you. If not, search the web or go to the library.

If you have applied for a job, you'll probably be called for an interview. An interview, remember, is an inner view of the person. The company or the organization that calls you for an interview wants to know more about you - the skills you have, the soft skills that you possess, whether you are a positive person or otherwise and whether you have traits that are compatible to the company's philosophy and policies.

Appearing for an interview is an art. It begins with presenting yourself.

Guidelines for attending an interview:

Do's

- Dress neatly
- Tuck in trimly
- Find out what's the latest in formal wear and go for it.
- Comb you hair well
- Wear mild body deodorant.

Don'ts

- Don't wear garish and gaudy dress
- Ladies don't wear a heavy make-up, that calls for unnecessary attention.
- Don't go on an empty stomach.

Frequently asked questions at a job interview

- Introduce yourself.
- Could you tell us about your qualification?
- Why did you choose to study this subject?
- What project did you do?
- What subjects did you like best?
- What subjects were you good at?
- How do you measure success at work?
- What would you say is your greatest strength?
- How do you plan for a week?
- Is there anything that you don't like about your job?
- What do you think about our organization?
- Have you visited our website?
- What do you think about it?
- Why do you want to work for us?
- Have you received job offers from anyone else?
- What would you say is your greatest achievement?
- How do you cope with disappointment?
- Can you say 'No'?

- What are your hobbies?
- What are your interests outside work?
- What are the areas you need to improve?
- Where do you see yourself in three years' time?
- What do you think is the difference between a manager and a leader?
- How good are you at your verbal skills?

Questions you can ask:

- What are your current major projects?
 - To what extent am I likely to work on my own?
 - What kind of training will I be given if I am offered this job?
 - In which of your offices is this position initially based?
 - Where will I be posted initially?
 - How soon would I be expected to relocate?
 - When might I expect my first salary review?
 - Do you have a policy on flexible working hours?
-

8. DEVELOPING HINTS

Developing the Hints is a written skill in English. An outline is the skeleton of a story or an incident. It contains only main and important points. While expanding or developing the hints into a story, the students use their writing skills.

Guidelines for Developing the Hints

- ❖ Read the hints two or three times to get the clear idea of the whole story in your mind.
- ❖ Keep to the order in which the points are given in the outline.
- ❖ Use simple sentences and write the meaningful story.
- ❖ Use past tense to describe events and stories.
- ❖ If it is a description, write the passage in simple present tense.
- ❖ Give a suitable title selecting the words from the passage.
- ❖ Give an appropriate title.
- ❖ Split the ideas or events into paragraphs.
- ❖ Avoid direct speech.

WRITE A PARAGRAPH USING OUTLINES

a) Conservation of water – basic need – water essential for life – must conserve during all seasons – suggestions: link rivers – avoid domestic wastage – harvest rain water – recycle water – grow trees. They act as sponges.

Water is becoming scarce now-a-days due to lack of sufficient rain. So conservation of water is necessary. Water is our basic need. Water is essential for life. We must conserve water during all seasons. There are some suggestions for conservation of water. We can link rivers. We must also advise to avoid domestic wastage. We can also harvest rain water. Recycling water is also another method of conservation of water. We can grow more trees and they act as sponges.

b) Delay is dangerous – postpone things – work gets accumulated – try to finish in a hurry – slipshod – quality gets affected – earn a bad name – don't give room to laziness – prompt action fetches good returns.

When we know we have to do something. We should not postpone. When we postpone things, the work gets accumulated. The amount of work becomes heavy, due to the shortage of time, we try to finish the work in a hurry. As a result, the quality of the work gets affected and it earns a bad name for us. We should not give room to laziness. When the work is done promptly it fetches good returns. We must know that delay is dangerous.

Exercises

1. Morning walk - just before sunrise – a pleasant time- air is cool – less pollution – helps blood circulation – gives exercise to muscles – refreshes body and mind.
2. Books – books have great value – make good companions – elevates our character – many varieties – select good books – don't judge the book by its wrapper – scan and select – be like a honeybee – take the best out of a book.
3. Reasons for growth in population – spread of knowledge – death control – Awareness among people – healthy life – medical science, health of school children – deadly diseases eradicated – life span increases.
4. Weekend holiday necessary – rest after week of heavy work – can pursue our hobbies – do whatever we enjoy like (examples) – result: refreshed for the next week – no stress, better performance – better attitude and behavior.
5. It is better to prevent something disastrous before it happens – students – study daily lessons – work – regularly- avoid scoring less – family – save money – rather than spending on medicines.
6. Man – social spirit – co-operation and service – our duty- help our fellowmen – students – social service- future pillars of society- have enthusiasm and vigour – serve the society – indulge in different forms of social service- Mother Teresa – Movements- scouts – JRC-NSS- selfless social service.
7. Modern woman – career woman- marriage at the right age – versatile roles- member of social welfare- organization- Home-maker – famous-successful women – moral values- discipline- empowerment- future of the World.
8. Education- training of the mind-chief instrument- knowledge-wisdom- developing the best- human beings- true education- cradle- habits formed- childhood- development of the mind- purpose- outdoor activities – personality- young men and women- pursuit of Truth- application of social welfare- nature of education- more independent- fulfillment of goals- self-education- social status- source of knowledge and wisdom.

9. COMPREHENSION

Comprehension of an unseen passage means a complete and thorough understanding of it. It trains students to grasp the meaning of the passage. It not only tests the understanding of the students, but also their ability to express what they have grasped in their own words. This is done in a variety of exercise like completion of incomplete sentences, blanks, short answer type questions and vocabulary testing exercise.

GUIDELINES FOR COMPREHENSION

1. Read the passage twice or thrice to understand the theme and the main ideas given in the passage.
2. After understanding the passage, read the questions. Search for the answers in the passage.
3. Go through the questions and answers again.
4. Now write down the answers in your own works. Avoid repetition. Don't give any comments or opinions.
5. See that the answers are clear, brief and avoid irrelevant details.
6. Use the same tense in answering questions in which they are asked.
7. Revise your answers, correct the spelling and grammatical mistakes.

Example

1. Read the passage given below and answer the questions that follow:

Our earth is the only planet with a variety of plants, animals and micro organism living either in the aquatic or the terrestrial habitats. An environment with rich biological diversity is the basis for human existence. The equilibrium status of living and non-living factors in an environment is known as balance in nature. It is disturbed at times due to natural calamities like storm, flood, pests, outbreaks and fire. Rapid population growth, industrialization and urbanization are the causes for deforestation exploiting fauna and flora against ecosystem. Indian Parliament has passed the Wildlife Protection Act 1972 and the Forest Conservation Act in 1980 to preserve and protect our natural wealth.

Questions

1. How does the earth differ from the other planets?
2. What is balance in nature?
3. Mention some natural calamities that disturb the balance in nature.
4. Which Act has been passed in our country to protect the forests and when?
5. The term flora means
 - i. The plants of a particular environment

- ii. The animals living in a particular area
- iii. The microorganisms in aquatic habitat.

1. Our earth is the only planet with a variety of plants, animals and the micro organisms living either in the aquatic or the terrestrial habitats.
2. The equilibrium status of living and non-living factors in an environment is known as balance in nature.
3. Storm, flood, pests, outbreaks and fire.
4. Indian parliament has passed the 'Wild Life Protection' Act in 1972 and 'Forest Conservation' Act in 1980.
5. The plants of a particular environment.

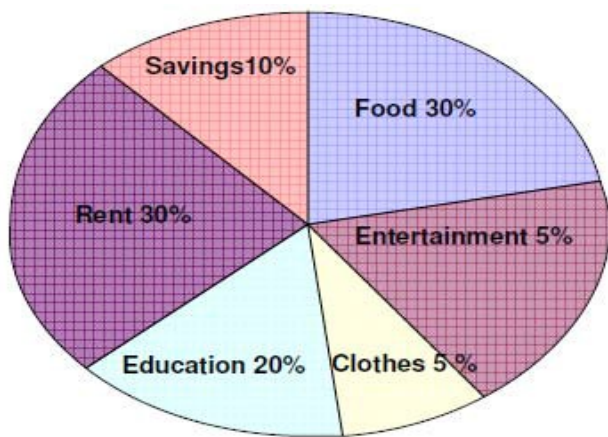
EXERCISE

1. PICTURE COMPREHENSION



- a) What do you see in the picture?
- b) How many persons are on the bike?
- c) Do you think a bike should carry more than two persons? Give a reason for your answer.
- d) What would be the danger of riding triples on a bike?
- e) What would you do if you saw your friend riding a bike in this manner?

2. Mr. Krishnan's Expenditure



- Mr. Krishnan spends equally on
 - food and education
 - food and clothes
 - food and rent
 - education and clothes
- State whether the following statement is true:
Expenditure on food and savings equals the sum of the expenditure on entertainment, clothes and rent.
- The difference between the expenditure on food and savings is equal to that on :
 - Rent
 - clothes
 - education
 - savings
- The expenditure on clothes is _____ that on entertainment.
 - greater than
 - the same as
 - less than
 - double
- The expenditure on savings is _____ that on education.
 - Twice
 - half of
 - equal to
 - more than

3. Speech is a great blessing but it can also be a great curse, for while it helps us to make our intentions and desires known to others, it can also, if we use it carelessly, make our attitude completely misunderstood. A slip of the tongue, the use of an unusual word, or of an ambiguous word, may create an enemy where we had a hope to win a friend. Again, different classes of people use different words, and the ordinary speech of an educated man may create the impression to an uneducated listener that he was showing off with his skill; unwillingly, we may use a word which bears a different meaning to our listener from what it does to a man of his own class. Thus, speech is not a gift to use lightly without thought, but one which demands careful handling; only a fool would express himself alike to all kinds and conditions of people and situations.

Questions

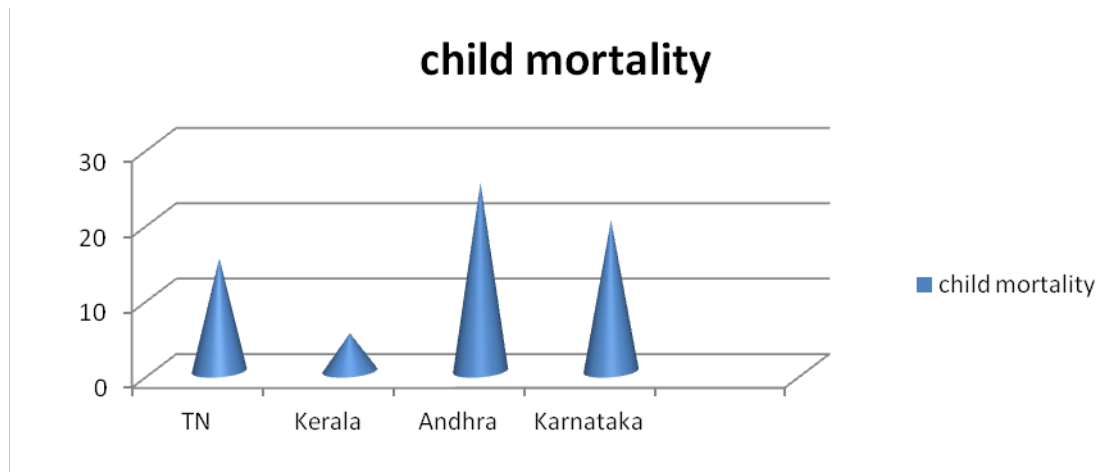
- In what way is speech a blessing to mankind?
- Describe how words could make an enemy out of someone you would like to be a friend.
- Why an educated man's speech considered boastful by an uneducated listener?
- How should speech be used?
- How does one prove himself a fool through his use of language?

4. Discipline is the most essential virtue you should acquire when you are young. It is a complex quality. It shapes your mind to religious, social and economic patterns when you grow up to be an active citizen. At a young age, we do not realize the value of discipline. The children, merely long for unlimited freedom, without understanding the meaning of discipline. An athlete disciplines himself and keeps himself fit. He refrains from smoking, observes good food habits and keeps good health. Discipline increases the human energy and implies control, resistance and adjustment. Our energy is saved and made vital for a good output.

Questions

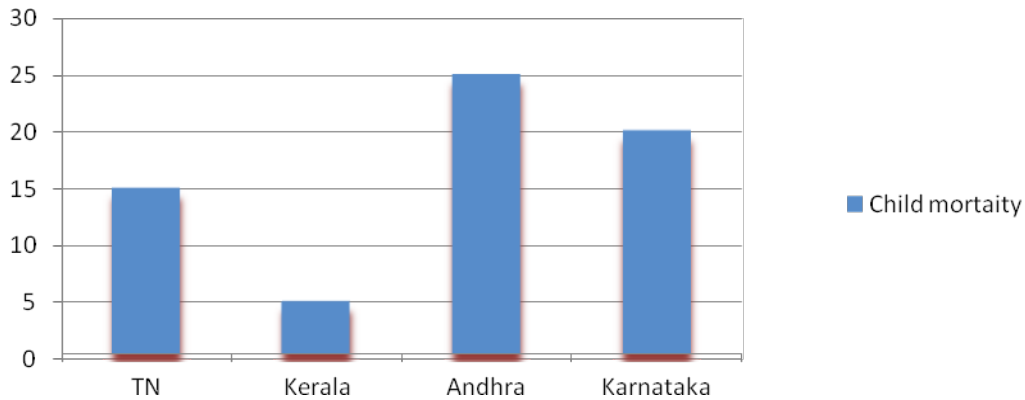
- The word 'essential' means
 - necessary
 - important
 - compulsory
- How does discipline aid a citizen?
- Why don't children want discipline?
- Mention some ways in which an athlete maintains discipline.
- How is discipline beneficial to human beings?

5. Year wise profit of a factory



1. In which year was the profit the lowest?
2. What was the profit in the year 2008?
3. What was the trend in 2005 – 2008?
4. What was the percentage rise of the profit between 2007 and 2008?
5. In which year was the profit the highest?

6. Child mortality rate in 2005 (Southern states)



1. Which state has the lowest child mortality rate?
 2. Which state stands second low in child mortality rate among southern states?
 3. Which state has the highest child mortality rate?
 4. What is the child mortality rate in Karnataka?
 5. Among Tamil Nadu and Karnataka which state has the lower child mortality rate?
-

10. STORY TELLING

Expressing ideas about picture

Look at the picture given below. Express your views on it in about five Sentences.

1. Water scarcity and poverty –the inseparable twins



The picture shows children carrying water along a parched field. The dress of the children indicates that they are in poverty. Their appearance shows that they are in need of enough food. The field they are walking was a pond once. But now there is no water in it. The field parched due to scarcity of water. As the title says there is connectivity between scarcity of water and poverty. Where there is scarcity of water, there will be poverty.

2. Picture of dead dolphins in the seashore



The picture shows the effects of water pollution in the sea water. Few dead dolphins shored in the sea shore. These dolphins died due to the oil spilling or water pollution. They might die due to the dangerous chemicals mixed in the sea water. This is a horn bell before a big danger. We must do something to stop polluting water, soil and air.

EXERCISES

1. Garbage can in bad condition



2. Flood



3. Planning



4. Water Scarcity



5. Face is the index of the mind



11. REPORT WRITING

The success of a business or industrial organization lies in getting its job done. For this, gathering information and transmitting it to those who need it is very important. On a wider scale collection and transfer of information takes place all the time in practically every sector of organized life. Thus scientists, field workers, salesmen, inspectors, newspapers correspondents, and various functionaries in governmental as well as private organizations are called upon to write and send reports to their superiors on subjects of vital interests to the institution or individual concerned.

Reports can be as short as a few sentences and as long as a few hundred pages. Though reports can be both verbal and informal, here we are concerned only with written and formal reports. In writing them the following principles may be kept in mind:

1. CONSIDER YOUR AUDIENCE:

In planning and preparing your reports you should know who your audience are and whether what you are writing meets their interests and needs or not.

2. MAKE YOUR REPORT LEGIBLE:

Legibility relates to how easy or difficult the report is to read. Since most reports in normal circumstances are typed, all the conventions relating to good typing must be followed. In case of hand written reports special care must be taken to write clearly and legibly. Any departure from the above requirement would show discourtesy to your audience.

3. MAKE YOUR REPORT READABLE:

Clarity, conciseness an organized presentation of content make for readability. The idea is best summed up in the following quote:

‘The writer does the most who gives his reader the most knowledge and takes from him the least time’.

In this connection the following five principles are worth noting:

- a). Use short sentences.
- b). Prefer the simple to the complex.
- c). Prefer the familiar word.
- d). Exercise economy and avoid unnecessary words.
- e). As far as possible use action verbs.

4. AVOID UNNECESSARY WORDS AND EXPRESSIONS:

Padding, prolixity and repetitions violate the aesthetics of good writing, let alone the courtesy writers owe to their readers. Thus a mere ‘agree’ and ‘prefer’ will be more acceptable than the pompous ‘to be in agreement with’ and ‘to have preference for’. Likewise, why to use ‘at that point in time’ and ‘during the time that’ when we have their much better and more economical substitutes in ‘then’ and ‘when’. Looked at from the point of view of the person for whom the report is intended, or who has asked for it, good reporting will comprise **four major components**:

- Information
- Analysis of information
- Conclusions
- Recommendations

It should be always remembered that successful report writing requires exclusive attention to the needs and expectations of the prospective reader. It means the report writer has to 'picture the reader', has to imagine and understand him personally. Let us now have a few samples of different kinds of reports.

Example no:1

Report on college union activities

Submitted to the college magazine committee

Bon Secours College for Women

Thanjavur

by

President of the College ,

Bon Secours College for Women,

Thanjavur

I have much pleasure in presenting the annual report of the students union for the academic year 2014-2015. The union expresses its happiness for the co-operation extended by the management, students, teaching and non-teaching staff members of the college for its effective functioning. The students union of our college is involved in many activities in a constructive way. The educational, literary, sports, social and cultural associations activities of our union are given below.

EDUCATIONAL:

Being students we have come here to study. Hence the union engaged itself to improve the educational performance of each student. The union interacted with all the departments while conducting various seminars.

LITERARY ASSOCIATIONS:

Our students actively participated in the activities of "TAMIL MANDRAM" and "LITERATI", namely the Tamil and English literary associations. They periodically conducted oratorical and essay writing contests. TAMIL MANDRAM conducted 'Kavi Arangam', 'Karutharangam' and 'Patti Mandram'. They helped the students to enrich their minds with knowledge and enhanced their taste in literature. LITERATI enacted renowned plays from English literature and kindled the thirst of fluency in English language among the students.

SPORTS ASSOCIATION:

We need a sound body to develop a sound mind. Hence our sports association trained the students to develop athletic and sports activities. Our students actively participated in intercollegiate and national level sports meet.

SOCIAL SERVICE ASSOCIATION:

We should contribute something to the society in which we are living. The union took part in the social services of our college management along with NSS, EXNORA and YRC clubs and distributed sweets and dresses to about 500 children of the near by villages recently. A special medical checkup camp was conducted. It also concentrated on the house keeping of our campus by helping to maintain a clean pollution-free college campus.

CULTURAL ACTIVITIES:

To remove fatigue caused by day to day life, some sort of entertainment is necessary. Dance Festival, College Day, Women's Day, Hostel Day, Youth Festival celebrations were conducted by the students. They helped to bring out the creative thinking of the students.

ACKNOWLEDGEMENT:

The Office Bearers of the Students union place on record their gratitude for the assistance and support extended by the management, students, teaching and non-teaching staff members of the college for the effective functioning of the union.

Yours faithfully,
President of the College

Example:2

Report on the traffic conditions of the corporation

Correspondent
14, Museum Street,
Thanjavur

To

The Editor,
THE HINDU,
Chennai 20

Respected sir,

Being your correspondent of Thanjavur corporation, I wish to report the traffic conditions. Roads are congested due to petty-shops on the platforms. Especially around the old bus stand and even worse inside the bus stand. Fruit vendors can be seen occupying the space. The buyers and sellers make a hurdle for the traffic. They crowd over the area and prevent an easy runway for the traffic flow.

Almost in all the main roads the encroachments of shop owners can be seen. The conditions and good maintenance of roads are never looked after by the local bodies. The roads are damaged very much. Still there is no proper drainage in some interior areas so the roads become muddy. Added to the confusion the pedestrians and drivers of two wheelers never care to observe the traffic rules.

So far an easy flow of traffic is not seen, so shop keepers and petty shoppers should not be allowed to extend their building on the platforms. Local bodies should take steps to widen the roads wherever possible and repair the roads then and there.

Place: Thanjavur

Date: 20.02.2014

Yours faithfully,
M. Joel

Example no:3

Report on a man who broke into the house last night

80, Cauvery Nagar,
Thanjavur

To

The Police Superintendent,
A2 Police Station,
Thanjavur

Respected Sir,

I wish to report that I have detained a man who broke into my house last night.

Around 1'o clock last night when we were in deep sleep, we heard a striking noise. At once I woke up and went around the house to trace out the noise. Suddenly I saw a figure in the darkness, which was trying to unlock the iron valet kept inside the other bedroom.

I crept into the room and seized the man and gave a striking blow. He fell upon the ground helpless. In the meantime my brothers also woke up and they rushed inside. With their assistance I tied the man with a nylon rope.

I request you to come to my house as early as possible to take over the detained man to your police station.

Yours faithfully,
G. Viji

EXERCISE

1. Write a report on the resources, facilities and services available in your college library.
 2. You were involved in a road accident. Write a report to the local police superintendent giving details of the accident.
 3. A supermarket manager has asked you to study the possibilities of starting a 'market on wheels'. Make a report giving details of your survey.
 4. Write a progress report in letter form to your parents relating progress in your studies and preparation for the semester examination.
 5. An industrial house is thinking of starting a school for the children of its workers. You, as its prospective Head, have been asked to submit a report on the project.
 6. You are the president of your college union Write a report on the union's activities for being published in the college magazine
 7. Write a report on the free medical camp held in a village by your N.S.S. Unit.
 8. Imagine that you are the president of the college union. Write a report on the college day celebration.
-

12. LETTER WRITING

A letter reveals one's personality. Successful communication is the hallmark of letter writing. The writer should derive a sense of satisfaction on completing a letter that shows his personality. While there are techniques of writing a letter, it is essentially an Art. Letters are written on every aspect of our everyday life. They can be **informal** or **formal**. **Personal letters** such as those written to relatives, friends and acquaintances are informal letters. **Formal letters** include business letters, official letters, letters to the editor and applications for jobs. Invitations and replies can be either formal or informal. Whatever be the kind of letter, it is essential that one has a clear idea of what to say. The choice of words and sentences should be in accordance with the effect the letter is expected to have on the reader. The use of right words and right expressions in the right place is imperative for a good letter.

Informal Letter

Layout of an informal letter

1. The heading: The sender's address (without name) and date at the right hand top corner of the page.
2. Salutation or greeting : Write near the left margin and use a comma at the end. Capitalize only the first word and the principle word.
My dear father/brother friend
Dear dad /Mom/Lakshmi.
3. Body of the letter: If the letter is short write in one paragraph. Long letters can be divided into well – organized paragraphs.
4. Subscription: Ending of letter writer's signature. There is no apostrophe in yours.
Yours lovingly/Yours ever/Yours affectionate daughter

Example:1

A girl writes to his father about her recent tour to Bangalore.

Chennai,
5th August, 2014

My dear daddy,

Well and Wish to hear the same from you. How is your job? Here I am alright. I have just returned this morning from Bangalore. It was really an enjoyable tour. I learn a lot from this tour. We have visited various places in and around Bangalore and Mysore

I visited Lal Bagh , Kappan Bagh, Vidhan Chowk,Mysore Palace etc., I had nice 3 days. I enjoyed a lot with my friends.

I know the value of friendship through this tour. I must really thank you, to allow me to go this tour. Convey my regards to mother. Take care of your health.

Example:2

Letter to your friend congratulating on her success in the examination with distinction

No,5, East street,
Madurai.
26.06.2014.

Dear Reetha,

Yesterday, I went to our college to know our results. It gave me immense pleasure to know that you have secured first rank in the University. You have also got distinction in all the subjects. Really you have won laurels to our college. I am very proud of you. My heartiest congratulations to you. I am quite sure that you have reaped this success by your hard work. Keep it up.

Please, convey my regards to your parents.

Yours affectionately,
A.Vanitha

Formal Letter

Layout of a formal letter

1. The heading: Sender's address and date at the right hand top corner of the page.

Many business firms have their own letter heads with their name and address printed at the top of the page. In such cases, date alone should be written. The date may be written in different ways.

a. July 12th, 2014

b. 12.07.2014

c. 12th July, 2014

e. July 12, 2014

2. The recipient's address: Name or designation and address of the addressee near the left margin, two lines below the date line.

3. Salutation: Two lines below the "To" address.

4. Reference followed by subjects:

Refer to the previous communication with date followed by subject.

5. Body of the letter: Be brief and clear.

6. Subscription: Yours faithfully/Yours sincerely

If the letter contains a request, the letter may bear a complimentary close like Thank you/ Thanking You. Phrases like with best wishes/ with kind regards may be used to end on a warm friendly note.

Example:1

Write a leave letter to your Principal seeking leave for one week to look after your ailing mother.

Thanjavur
05.02.2014

From

R. Banumathi.

I B.A. ' B'

Bon Secours College for Women,
Thanjavur.

To

The Principal

Bon Secours College for Women.

Thanjavur.

Respected Sister,

I am a student of your Institution. My mother is ill and she is in a serious condition. She is hospitalised. She is suffering from asthma. She struggles to breathe. The doctor advised her to take

complete rest. It is my duty to look after her. She has to be in the hospital at least for a week. Hence I request to grant me leave for one week from 11.02.2014 to 15.02.2014.

Thank you,

Yours faithfully,
R. Banumathi.

Example:2

Write a letter to the Publisher ordering the books you need.

From

R.Ranjitha
I. B.A. 'B'
Bon Secours College for Women,
Thanjavur.

To

The Editor
Mira Publications
36, Sundhar Street
Thirunagar,
Madurai- 625006
Dear Sir,

Kindly send me the following books immediately by V.P.P.

1. Communication Skills- A Practical Approach. By Hema Srinivasan.- 50 copies.
2. Spoken English For You. By G. Radhakrishna Pillai – 50 copies.
3. English For Competitive Examinations. By R.P. Bhatnagar.- 50 copies.

Herewith I enclose a Demand Draft for Rs. 2000/. I shall send the balance as soon as I get the books.

Thank you,

Yours faithfully,
R. Ranjitha.

Example: 3

Write a letter to a famous person, inviting him to be the Chief Guest to your College Sports Day and request him to give away the prizes.

Principal,
Govt.Arts College,
Trichy.

To

Dr. M. Rajendran
Correspondent of S.R.M College of Management
Madurai.

Sir,

We have planned to celebrate our College Sports Day in the second week of August 2014. We would feel very happy and proud to have you as our chief guest. May we request you to make it convenient to be in our midst as chief guest and give away the prizes?

We have left the date open in order to suit your convenience. Please fix a date that suits you during the second week of August and inform us regarding the same.

Thanking you,

Yours faithfully,
Principial

Example: 4

Application for the post of English Newsreader

Thanjavur,
16.05.2014.

From
S. Tanushree
No.4. New Colony.
Medical College road,
Thanjavur.
To
The Director General,
Doordarshan,
New Delhi- 110001
Dear Sir/ Madam

With reference to your advertisement in 'The Hindu' on 16 th March 2014, I would like to apply for the post of an English News Reader. I am ready to appear for an auditory test as I have a pleasant voice.

If appointed, I promise to work sincerely Herewith I have enclosed my Curriculum Vitae for your kind perusal.

Thank you,

Yours faithfully
S. Tanushree.

CURRICULUM VITAE

Name :
Father's Name :
Date of Birth :
Marital Status :
Religion :
Nationality :
Educational Profile :
Experience :
Languages Known :
Other related skills :
Extra-Curricular Activities :
Address for Communication :
Contact Number :

Declaration:

I hereby declare that the above mentioned information is true to my knowledge.

Signature

EXERCISE

1. Write a letter to your friend about your studies in college.
2. Imagine that you are the President of your College Union. Write a letter to the Principal requesting him to give permission to organize a tour.
3. Write a letter of Complaint to the Sub- Inspector of Police complaining about the theft of your bike.
4. Write a letter to the Editor about the bad condition of roads in your street.
5. Write a letter to a water purifier company asking for a catalogue.
6. Write a letter of application for the post of Call Centre Executive.
7. Write a letter to thank your uncle for the birthday gift.
8. Write a letter of condolence to your friend who has recently lost his father in an accident.
9. Draft an application for the post of an English lecturer in a college.
10. Write a letter to your friend congratulating on his success in the I.A.S.Examination.

Branch
Code:

| | | | |
|--|--|--|--|
| | | | |
| | | | |

Application for DEBIT CARD

Customer ID
(CBS):

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

(DESIRED NAME THAT WILL BE PRINTED ON CARD) (Max 20 characters)

*Applicant's
Name

(in block letters)

Mr./Ms./
Dr.

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

| Address/Telephone | *Residence | Office |
|----------------------|------------|--------|
| House/Company Name | | |
| Door No./Street | | |
| Area | | |
| *City/District/State | | |
| *Pin Code | | |
| Telephone | | |
| E-mail ID | | |
| *Mobile No: | | |

*Account Details

: SB C D C C *A No /c .

*Card requested for:
NEW

| | | |
|--------------------------|-------------|--------------------------|
| <input type="checkbox"/> | REPLACEMENT | <input type="checkbox"/> |
|--------------------------|-------------|--------------------------|

| If Replacement, Old Card No: | Reasons: Lost | Damage d | Change in type of card |
|------------------------------|---------------|----------|------------------------|
| | | | |

*Mailing address:
Residence

| | | |
|--------------------------|--------|--------------------------|
| <input type="checkbox"/> | Office | <input type="checkbox"/> |
|--------------------------|--------|--------------------------|

*Nationality:
Resident

| | | |
|--------------------------|--------------|--------------------------|
| <input type="checkbox"/> | Non-Resident | <input type="checkbox"/> |
|--------------------------|--------------|--------------------------|

*For Domestic Use only:

| | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | For Domestic & International use: (Additional Charges applicable) | <input type="checkbox"/> |
|--------------------------|--|--------------------------|

*Date of Birth:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
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Personalised Card

| | | |
|--------------------------|------------|--------------------------|
| <input type="checkbox"/> | Insta Card | <input type="checkbox"/> |
|--------------------------|------------|--------------------------|

*PAN/GIR No:

| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

PASSPORT No.: _____ Annual Income: _____
Rs. _____

Declaration

I/We declare that the above information is true and correct. I/We clearly understand that all operations effected

through this Debit Card at any of the ATMs/PoS/Ecom are binding on me/us. I/We have read the terms and conditions governing the use of Debit Card facility and agree to the terms/conditions and also agree to abide by any amendments stipulated by the Bank from time to time.

***Signatures** (in case of joint accounts operated by anyone or Survivor, all account holders are to sign the application)

| No. | Name | Signature | No. | Name | Signature |
|-----|------|-----------|-----|------|-----------|
| 1. | | | 2. | | |

FOR BRANCH USE

Charges, where applicable, recovered: Rs. _____ Application Ref. No: _____

*Roll no. of the applicant, in case of staff: _____ Application Processed & Bonafides Verified.
Debit card may be issued

***TYPE OF THE CARD**

| VISA | | | |
|----------|--------------------------|-----------|--------------------------|
| Classic | <input type="checkbox"/> | Signature | <input type="checkbox"/> |
| Gold | <input type="checkbox"/> | Connect | <input type="checkbox"/> |
| Platinum | <input type="checkbox"/> | SME | <input type="checkbox"/> |

| RUPAY | |
|---------|--------------------------|
| Classic | <input type="checkbox"/> |
| Kisan | <input type="checkbox"/> |
| Aadhar | <input type="checkbox"/> |

| Manager MASTER | |
|----------------|--------------------------|
| Classic | <input type="checkbox"/> |

Card No.:

Date: _____ ATM Customer-ID:

Entered By : _____ Approved By : _____

*Mandatory fields – information should be compulsorily provided.

Form:2

..... RAILWAY

CM257

**RESERVATION/CANCELLATION REQUISITION
FORM**

If you are a Medical Practitioner

Please tick () in Box Dr. (You could be of help in an emergency)

Train No & Name _____ Date of journey _____

Class _____ No of Berth/Seat _____
Station from _____ To _____
Boarding at _____ Reservation upto _____

Name in Block

S.No. letter(not more than 15 Sex(M/F) Age
Concession/Travel Authority

| | No. | Choice if any |
|---------------|-----|---|
| chars) | | |
| 1. | | Lower/Upper Berth |
| 2. | | |
| 3. | | |
| 4. | | Veg./Non-veg. Meal for Rajdhani/Shatabdi Express Only |
| 5. | | |
| 6. | | |

CHILDREN BELOW 5 YEARS (FOR WHOM TICKET IS NOT TO BE ISSUED)

| S.No. | Name in Block Letters | Sex | Age |
|-------|-----------------------|-----|-----|
|-------|-----------------------|-----|-----|

ONWARD/RETURN JOURNEY DETAILS

Train No. & Name _____ Date _____

Class _____ Station from: _____
To _____

Name of applicant

Full Address

Signature of the Applicant/Representative

Telephone No., if any _____ Date _____ Time _____

FOR OFFICE USE ONLY

S.No. of Requisition _____ PNR

No. _____

Berth/Seat No. _____ Amount collected

Signature of Reservation Clerk

Note : 1. Maximum permissible passengers is 6 per requisition.

2. One person can give one requisition form at a time.
3. Please check your ticket and balance amount before leaving the window.
4. Forms not properly filled or in illegible forms shall not be entertained.
5. Choice is subject to availability

Form : 3



For office use

Account Opening Form for Individuals [Savings / Current Account - Domestic*]

Date :

Party Code UCN Account No. The Manager
Corporation BankBranch Name Branch Code

I/We request you to open [Tick the relevant box]

- Corp Signature Corp Super Corp Classic Corp Mahila Power Corp Saral Corp Saral Plus
 Savings Account Corp Payroll Corp Nano Super Corp New Gen Corp Pragathi Corp Privilege
 Corp Club Corp Global A Corp Global B Current Account Other, Specify

With an initial deposit of ₹ (Rupees)

A. PERSONAL DETAILS

Full Name (Leave one space between each part of the name)

| | | | |
|----------------------------------|---|---|------------------|
| First Applicant | | | |
| Second Applicant ¹ | | | |
| | | First Applicant | Second Applicant |
| Father's Name | | | |
| Mother's Maiden Name | | | |
| Date of Birth | | D D M M Y Y Y Y | D D M M Y Y Y Y |
| PAN No | | | |
| Aadhar No. | | | |
| Residential Address ² | House / Flat No. & Name | | |
| | Street / Road / Lane | | |
| | Landmark | | |
| | Area / Locality / Sector | | |
| | Village / Town / City | | |
| | Sub-district / District | | |
| State | Pin Code | | Pin Code |
| Tel. No. with STD Code | | | |
| Mobile ³ | | | |
| E-mail | | | |
| Sex | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others | |
| Marital Status | <input type="checkbox"/> Single <input type="checkbox"/> Married | <input type="checkbox"/> Single <input type="checkbox"/> Married | |
| Occupation | <input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> House Wife <input type="checkbox"/> Ex-Servicemen <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Agriculture & Allied <input type="checkbox"/> Others | <input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> House Wife <input type="checkbox"/> Ex-Servicemen <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Agriculture & Allied <input type="checkbox"/> Others | |
| Category | <input type="checkbox"/> General <input type="checkbox"/> OBC <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> Minority | <input type="checkbox"/> General <input type="checkbox"/> OBC <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> Minority | |
| KYC Documents Provided | ID Proof | | |
| | Address Proof | | |
| Debit Card | <input type="checkbox"/> Required <input type="checkbox"/> Not Required If required <input type="checkbox"/> Domestic Card <input type="checkbox"/> International Card ⁴ , Fill more details in para G. | | |
| Nomination | <input type="checkbox"/> Required (fill-in para D) <input type="checkbox"/> Nominee name to be printed on the passbook <input type="checkbox"/> Not Required | | |

1. Third Applicant onwards, fill-up separate application form.

2. Please intimate the bank any change in address within two weeks, along with the proof of new address.

*Terms & Conditions enclosed herewith.

3. Mobile alerts, will be sent to this mobile no.

4. Customer would be provided an EMV chip card and would be priced separately.

| B. MODE OF OPERATION : | | |
|---|--|---|
| 1. Account to be operated by: <input type="checkbox"/> No. 1/No.2 <input type="checkbox"/> Jointly by us <input type="checkbox"/> Jointly by..... <input type="checkbox"/> Any one of us <input type="checkbox"/> Mandate Holder(Name) <input type="checkbox"/> Others(specify) | | 2. Repayment Clause : <input type="checkbox"/> No. 1/No.2 <input type="checkbox"/> Jointly <input type="checkbox"/> Jointly to..... <input type="checkbox"/> Any one of us <input type="checkbox"/> Either or survivor/s of us <input type="checkbox"/> Others(specify) |
| 3. Minor Account: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fill the details below Declaration in case of Minor's Account : Guardian's Name..... Relationship with minor <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Others specify..... Source of funds: <input type="checkbox"/> Self funds <input type="checkbox"/> Minor's funds Nature of Guardianship: <input type="checkbox"/> Natural <input type="checkbox"/> By Court order I shall indemnify the Bank against the claim, if any, of above minor for any transaction/withdrawal made by me in his/her account. | | |
| C. ADDITIONAL INFORMATION | | |
| | FIRST APPLICANT | SECOND APPLICANT |
| 1. Income per Annum : | <input type="checkbox"/> Upto ₹25,000/- <input type="checkbox"/> ₹25,001/- to ₹50,000/- <input type="checkbox"/> ₹50,001/- to ₹1,00,000/- <input type="checkbox"/> ₹1,00,001/- to ₹5,00,000/- <input type="checkbox"/> Above ₹5,00,001/- | <input type="checkbox"/> Upto ₹25,000/- <input type="checkbox"/> ₹25,001/- to ₹50,000/- <input type="checkbox"/> ₹50,001/- to ₹1,00,000/- <input type="checkbox"/> ₹1,00,001/- to ₹5,00,000/- <input type="checkbox"/> Above ₹5,00,001/- |
| 2. Educational Qualification : | <input type="checkbox"/> Illiterate <input type="checkbox"/> Matriculate <input type="checkbox"/> Graduate <input type="checkbox"/> PG <input type="checkbox"/> Others (specify) | <input type="checkbox"/> Illiterate <input type="checkbox"/> Matriculate <input type="checkbox"/> Graduate <input type="checkbox"/> PG <input type="checkbox"/> Others (specify) |
| 3. Office/Business Address | Name of the Institution | |
| | Street / Road / Lane | |
| | Landmark | |
| | Area / Locality / Sector | |
| | Village / Town / City | |
| | Sub-district / District | |
| | State | |
| | PIN Code | |
| Tel. No. | | |
| D. NOMINATION FOR THE ACCOUNT | | |
| Nomination under Section 45 ZA of Banking Regulation Act, 1949 and Rule 2(1) of the Banking Companies (Nomination) Rules 1985 in respect of Bank Deposits. I/We nominate the person specified in box -1 below to whom in the event of my /our/minor's death, balance in the account may be returned by Corporation Bank Branch. As the nominee is a minor on this date, I/We appoint the person specified in the Box-2 below to receive the balance in the account on behalf of the nominee in the event of my/our/minor's death during the minority of the nominee. | | |
| BOX - 1 DETAILS OF NOMINEE | BOX - 2 DETAILS OF APPOINTEE FOR MINOR | Attestation of Thumb impression(s) by two witnesses |
| Name | Name | 1. Name |
| Address | Address | Address |
| City | Age | Signature..... |
| Pin Code | Address | 2. Name..... |
| Phone No..... | City | Address |
| DoB (if minor) | Pin Code | Signature..... |
| Relationship with Depositor..... | | |

E. INTRODUCTION [for Current Accounts only]

Name

Party Code Account No.

I know Shri / Smt for the past years/months. He/she is residing at the address given above.
 Date: Signature of the Introducer

F. DECLARATION ABOUT OTHER ACCOUNTS AND CREDIT FACILITIES [for Current Accounts only]

I / We am / are operating / not operating account with any other bank
 I / We am / are not enjoying credit facilities with any other bank / branch of your bank and undertake to inform you as & when credit facilities are availed by me / us from other bank / branches of your bank
 I / We am / are enjoying credit facilities with bank branch

G. DEBIT CARD :

Type of Card required: Instant Card Signature Card Platinum Card Others.....
 Name to be printed on the card
 Personalized card to be sent to' Residence Office

H. REQUEST FOR ADD ON FACILITIES :

Please provide me the following add on facilities along with the account opened.

1. Cheque Book 2. Email Statement 3. SMS/Mobile Banking:

I want to apply for SMS / Mobile Banking which is to be linked to my registered Mobile No.:

All other accounts in the party code held with this branch shall be automatically linked to your SMS / Mobile Banking facility applied for. Once registered, the PIN and activation instructions shall be sent by SMS to the registered mobile number. Customer should send a reply with the phrase "ACTIVATE <PIN><Primary account number>" to activate SMS Banking facility. Charges Apply.

4. CorpNet – Internet Banking: Specify 3 choices of User IDs, minimum 6 letters & or numbers and maximum 16 letters & or numbers. (Use only small letters).

| User ID Preference | Choice 1 | Choice 2 | Choice 3 |
|--------------------|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |

5. **RD Account:** I request you to open a Recurring Deposit / Flexi Recurring Deposit with an monthly instalment amount of ₹..... (Rupees) for a period of months and the amount may be debited from my Savings Account on (Date) of every month.

6. **Demat & Trading Account:** Corporation Bank in association with service provider brings to you online equity trading facility through its unique 3-in-1 integrated account (in case your answer is affirmative, our representative will contact you)

7. **Corp Jeevan Raksha:** I/We want to apply for Corp Jeevan Raksha for [Tick both if both the applicants need to be covered]
 First Applicant 18-35 yrs. 36-50 yrs. 51-54 yrs.
 Second Applicant 18-35 yrs. 36-50 yrs. 51-54 yrs.
 I/We authorise to debit my/our A/c towards the applicable premium for the selected option. I/We also authorise the Bank to debit the renewal premium every year on the same date (Please ensure that the nomination has been filled up)

8. **Corp Mediclaim facility:** [A separate application form along with one passport size photo has to be submitted]:

9. **Personal Accident Insurance Cover:** I/We opt for the personal accident insurance cover provided for Corp Saral Plus and authorise the bank to debit my / our account towards the applicable annual maintenance charges for the cover every year on the same date.

I. ADDITIONAL DETAILS FOR SPECIAL ACCOUNT

1. **Corp New Gen:** Name of the Course..... Duration
 Name & address of Educational Institution

Identity Number Identity Card Issued by..... Course completion date.....

2. **Corp Payroll:** Name of the employer..... Designation.....
 Salary: Up to ₹15,000/- ₹15,001/- to ₹50,000/- ₹50,001/- to ₹1 lakh Above ₹1 lakh

3. **Corp Classic:** For my / our Corp Classic Account I/We choose the following options :
 Maintain minimum balance of ₹ (Rupees) only in Corp Classic A/c for operations. [This should not be less than the minimum prescribed under the scheme]
 Segregate amounts over and above the balance amount prescribed above but in multiples of ₹ (Rupees) (in thousands only). [This should not be less than the minimum prescribed under the scheme] as term deposit and invest the segregated amount/s under your:
 Fixed deposit scheme with monthly/quarterly/ half yearly interest payment by credit to the Corp Classic Account
 Kshemanidhi Cash Certificate Scheme for:
 Fixed period of days / months
 All the Term deposit to fall due on
 Minimum period to get maximum interest rate [depends upon the effective interest rate structure of deposits ruling on the date of investment in term deposits / reinvestment of term deposits]
 Renew the term deposits on maturity automatically for the period as mentioned above.

1. Card & Pin shall be sent by Post / Courier at the risk / Responsibility of the customer 2. Condition applicable only for Corp Saral Plus accounts

I. FORM 60/61 (TO BE FILLED BY THOSE WHO DO NOT HAVE EITHER PAN OR GIR)

| FORM NO. 60 | FORM NO. 61 |
|--|--|
| <p style="text-align: center;">[See second proviso rule 114B]</p> <p>Form of declaration to be filled by a person who does not have a permanent account number and who enters into any transaction specified in rule 114B</p> <p>1. Full name and address of the declarant. _____</p> <p>2. Particulars of transaction _____</p> <p>3. Amount of the transaction _____</p> <p>4. Are you assessed to tax? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>5. If yes (i) Details of Ward/Circle/Range where the last return of income was filed _____ (ii) Reasons for not having Permanent Account Number _____</p> <p>6. Details of the document being produced in support of address in column 1 _____</p> | <p style="text-align: center;">See proviso to clause (a) of rule 114C (1)</p> <p>Form of declaration to be filled by a person who has agriculture income and is not in receipt of any other income chargeable to income tax in respect of transaction specified in rule 114B</p> <p>1. Full name and address of the declarant. _____</p> <p>2. Particulars of transaction _____</p> <p>3. Details of documents being produced in support of address in column 1: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I hereby declare that my source of income is from agriculture and I am not required to pay income tax on any other income, if any</p> |

VERIFICATION

I,do hereby declare that what is stated above is true to the best of my knowledge and belief.

Verified today, theday of

Date:..... Place:..... Signature of the declarant/s

J. DECLARATION:

I / We have read the terms and conditions for providing the aforesaid facilities and I/We agree to abide by and be bound by them as they are in force now and from time to time for such facilities. I / We request you to provide me / us the Card, the initial Password / PIN [Personal Identification Number] which I/We shall change periodically for maintaining secrecy of my/our account level information. I/We undertake to keep my Password / PIN with myself / ourselves without giving any room for disclosure of the same to any third party. Further, I/We shall be responsible for any disclosure of my/our Password / PIN or Account level information to any third party and the Bank shall not be held responsible for any loss/ damage caused to me / us on account of such disclosure. I/We shall be availing this facility at my/ our request without any liability, either expressed or implied, to the Bank.

I/We have understood the Bank's rules for (the type of account) and other add-on facilities opted for and agree to comply with and be bound by them as they are in force now and from time to time for such accounts.

I/We undertake to intimate the bank in writing within two weeks of any change in my address due to relocation or any other reasons, along with the proof of new address.

The Saving Bank rules and regulations including those relating to Small Account have been explained to me/us and I/we agree to abide by the same.

Yours faithfully, _____ Place
Date

Please put your signature (in black ink) / affix your thumb impression in the box provided.

| | | |
|----|---|--|
| 1) | Please paste a recent passport size photograph of the First Applicant & sign across the bust portion thereof | Please paste a recent passport size photograph of the Second Applicant & sign across the bust portion thereof |
| 2) | | |

K. FOR OFFICE USE

- Signed before me / Thumb Print affixed in my presence.
- KYC documents submitted by the customer/s are verified with the original and found correct
- Introducer/s signature tallied. Introduction is found in order.
- Permitted to open account
- Issue/Do not issue ordinary/Personalised cheque book
- Sent Letter of thanks to the Account holder/s
- Sent letter of confirmation of Introduction to the introducer
- The account is classified as Low Risk Medium Risk High Risk
- Nomination mentioned for this account is registered at serial No.....
- Threshold limit for monitoring transaction is (for medium/high Risk a/c)

Single Transaction ₹..... Annual Transaction ₹.....

Name & No. of the BC/BF :

Date :

Signature of the BC/BF :

Verified by : Name of the official

Canvassed by :

E. No.....

Name of the Employee :

Signature of authorised official

E. No.....

Form :4

understand, imagine and express themselves in English. Language is used as a means of expressing values, ideas and judgments. The thoughts are organized in a meaningful and logical sequence. Appropriate words and sentences are selected and the ideas are shared in the class. The students do most of the speaking, in the classroom during a communicative exercise is active. To participate, students may find they gain confidence in Spoken English. Therefore this activity seeks to bring learners into closer contact with real language together with the promotion of fluency over accuracy.

EXERCISE

Respond to the following situations.

1. What will be your part when your friend celebrates her Birthday?
2. When your friend visits your native place for the first time, where will you take her first?
3. When your father is unable to pay your tuition fee, what will be your feeling?
4. How will you celebrate your Pongal / Christmas/ Ramadan?
5. Which is your favorite dish and how will you prepare the dish.
6. When your father refuses to buy a costly dress, how will you react?
7. Describe the best merits you have got?
8. Which are your favorite sports?
9. Talk about, 'My dream in Life '
10. Do you think empowerment of Women is a Must?
11. Imagine that you could choose one type of weather for the rest of your life. What would you choose and how would it affect your life?
12. Who is the wisest person you have met? Why?
13. If you could be attractive and stupid or intelligent and ugly, which would you prefer? Why?
14. Describe your most prized possession and how you got it. What makes it so special to you?
15. Who is your favorite person in the world?
16. Think of a promise you've broken. What happened and how did you feel?
17. If you could immigrate to any country, which country would you choose and why? Would your life change as a result?
18. If you were a film character, which character would you be and why? Is the character similar to you?
19. If you were a multi-billionaire, would you do anything charitable with your money? How would it change the world?
20. Imagine you were starving in a city with no money. Describe how you would find food, and if you'd beg, what would you say to people?
21. If you could talk to any animal, which animal would it be and why? What would the animal have to say?
22. If you could ask one question to your biggest hero, what would it be? How would he or she respond?
23. Describe the biggest disappointment in your life. What made it so disappointing?

24. If you were away from home for more than a year, what would be the first thing you did when you got back? What would you miss most about your house?
 25. Describe the funniest thing that one of your family members has ever done.
 26. What if you had the power to remove one vegetable from existence? Which vegetable would you get rid of and why?
 27. Think about the happiest person you have ever met. Who is it and what makes you think they are the happiest person you've met?
 28. Imagine you are about to undertake a long car journey. Describe the things you would take for the journey.
 29. Think about your closest friend or group of friends. What interests do you share and how are your personalities the same?
 30. If you could only eat one vegetable for the rest of your life, which would it be? Why?
-

15. GROUP DISCUSSION

Introduction

1. What is a Group Discussion?

Group Discussion is the process whereby two or more people exchange information or ideas in a face-to-face situation to achieve a goal. The goal or end product may be increased knowledge, agreement leading to action, disagreement leading to competition or resolution or perhaps only a clearing of the air or a continuation of the status quo. "Group Discussion" popularly labelled as GD, is a methodology used by an organization (company, institute, business school etc) to gauge whether the candidate has certain personality traits and/or skills that it desires in its members. In this methodology, the group of candidates is given a topic or a situation to discuss it among themselves for specific duration (which may vary from one organization to another) As in a football game, where you play like a team passing the ball to each team member and aim for a common goal, GD is also based on team work, incorporating views of different team members to reach a common goal.

1. WHATSAPP IS KILLING MINDS :

A Saudi man divorced his wife after she ignored his whatsapp messages. The husband said that his wife used to spend all her time on whatsapp messaging platform. Due to the addiction, she even ignored her children whatsapp is not a new thing in the market. Even the people who are not educated are well aware of the messaging platform. The messaging app that started as a boon can turn into a bane, if not used carefully. It is killing the mind of people. Do you agree?

Yes

1. The Youngsters are getting addicted to the messaging platform like other addictive substances. It is more of an addiction of than convenience.

2. People are not using the messaging platform for connecting with friends or relatives instead they just want to check out their presence on messaging platform.
3. A messaging platform connects people, but whatsapp is creating bridges between people. The app, in many cases, is creating unnecessary doubts in relationships.
4. The start as well as end of the day happens with whatsapp. And if people don't find any messages they start feeling low.
5. People are so occupied with the use of whatsapp that they are unable to differentiate between real and factual relationships. We can easily notice that while you are talking all the time to your friends on whatsapp, you hardly have an interaction with your immediate family members. This also points out the fact that while people have a lot of friends on whatsapp network, there's hardly any friend available whom they can talk out their heart face to face.

No

1. whatsapp has become the largest messaging app, and it is just because it has allowed people to come closer to each other.
2. There are some people who are not involved in any work, and such people are only addicted to whatsapp, not everyone.
3. whatsapp has allowed the school friends and distant relatives to come and talk at one place. It doesn't kill mind but helps the people to cherish the old good memories and relationships.
4. In a world, where people don't have time to meet friends whatsapp has allowed people to share their problems with friends on messaging platform regardless of time and location.
5. whatsapp is now even used by many firms and organizations for sharing of important information among employees.
6. If used properly, whatsapp can help generate new business opportunities and close the existing deals faster.

Conclusion

Every thing in this world has two sides, one positive and one negative. The use of whatsapp is not different. It is not a black or white app, but a grey app whose pros and cons are decided by the user himself. The people are more isolated than before in the present world. Some make their world better by using the app and some make themselves more isolated after using this app. In all the cases, balance is the key.

DISCUSSION:

1. A man divorcing his wife and giving weird explanations for the same for ignoring whatsapp messages should not arise question about the app. Whatsapp or for that reason any other similar messaging platform has given the opportunity to get connected with anyone in minimal expense. An app is just a mechanism, it is an aid for simplifying life and not for replacing the liveliness and bliss from the living. Human beings are superior to machinery in having a brain of their own. It is our own duty to use any application in a wise way to get the benefits out of it. Getting addicted to something cannot be blamed on the product, but the user of the same is to be blamed. People do get addicted to many things, but we need to realize that excess of anything leads to vain. Whatsapp is the platform which has made the world come closer, interact, converse and share things with our friends, family, colleagues or anyone

else anytime. If the person wakes up with messages and sleeps with them, it means that his social circle is large enough and they do have enough leisure time to get glued to the messages platform. Even with the absence of whatsapp, the person will find an alternative to remain in touch. Such individuals should ideally get into some sort of job to fill in the lacuna of leisure time.

It is not that whatsapp is killing minds, but an empty mind lacking the consciousness of the responsibilities and duties of the meaningful life has ruined the image of this application. A clear and analytical mind would definitely accept that whatsapp has simplified life of the majority in comparison to those who have spoiled their routine and blame this app.

2. If not used carefully then, anything would kill our minds. Neglecting the duties and responsibilities is the bad side of the person and not the app. Whatsapp is not the medium alone to keep in touch with everyone. Anyone who have a healthy social circle will maintain the relations strong anyhow. Before blaming the app blindly just think about the benefits gained. It is easier now to contact our kith and kin irrespective of the country. It is really the best advantage. It is the best platform to share feelings with our dear ones.

If one decided to point out only the negative part then the positive part will always be forgotten.

3. Whatsapp is a messaging platform. Puzzle solving and awareness through compressed picture or videos can be done easily and provoke the minds of people which are easy to share compared to other platforms.

4. Yes, it is a very useful app, if it is used in a proper way. We can make group of relatives, friends, colleagues and discuss anything we want. we have UPSC group where we discuss question-answers, puzzles, problems and we get result out of it.

5. It's an unique app to connect the people from various parts of the globe. You may develop your intellectual growth by watching and reading wide variety of information. It is a great massive communicative connector. It's a big tool to humans to bring an advanced generation where the people hunger for information and knowledge.

6. Whatsapp is not an intelligent being that is taking all over the world. The question then is whether a man/woman can be judicious enough to use whatsapp for the purpose it is meant to serve? Technology itself is not evil, its how you use it that defines if it adds quality to your life or not.....I think it's the duty of the person to decide what is good for him and what is not..

2.CLEAN INDIA –ATTITUDE CHANGE IS MORE IMPORTANT THAN THE MOVEMENT

Prime Minister Modi has laid a lot of emphasis on cleanliness. In this direction, he launched the the Swachh Bharat Abhiyan. This movement envisages a clean India through participation of every Indian. A lot of suspicion prevails over the success of this campaign, as many are arguing that until the attitude and mentality of people changes, no campaign can clean India .So, should government have launched a mass awareness mission to change the mentality prior to Swachh Bharat Abhiyan?

Yes :

There will be no expected participation unless people's attitude towards cleanliness and its importance changes.

-Indians generally care very little about hygiene. Most of them even spit where ever they want, as they are unaware of the health implications. Their habit will not change unless they are aware.

-Workers indulge in cleaning jobs, hardly get any respect within the society. Most of them from scheduled castes. Unless the mentality towards these workers and their job changes, we cannot expect the mass participation.

-People keep their home clean, but when it comes to surroundings like streets, parks etc. nobody cares because they perceive it is the duty of government even though they themselves are responsible for throwing garbage and making their surroundings dirty.

NO:

-Launching this mission with active participation of PM, Ministers and Officials itself motivates citizens to participate.

-The mission highlights the importance of cleanliness very well and making them aware is an integral part for this mission.

- The issue of cleanliness was not given enough priority during the last many decades. The campaign will prioritize this issue.

- We cannot wait for changing mentalities and attitudes as burden of health diseases on the economy due to lack of cleanliness is increasing.

- Most importantly, taking action for making India clean through this campaign itself is the first necessary step towards realizing this dream.

Conclusion :

Making people aware is important, but most important is that this awareness should be converted to actions. As government itself has taken the initiative, this will definitely motivate people and make them realize that cleanliness is not just government 's responsibility. On its part government can introduce a separate awareness drive too. So that more and more people join this campaign. Ultimately, these efforts will not only force people to change their attitude of " nothing will change" but also ensures their participation too.

DISCUSSIONS:

1. yes, I agree that attitude is an important factor for consideration but if we do nothing and expect to change attitudes that is not viable too...

Individuals have their own attitude and it is hard to change but not impossible... Mahata Gandhi with his mass movement could unite India and people united through out to fight for the freedom of India.. Now with PM leading this clean India movement we can expect history repeating itself.. A positive change in surrounding will create a positive change in attitudes.

2.No,I strictly don't think that "The Attitude of Clean India "has a greater importance than its movement. Just think, what is the purpose of a man who only thinks and has a attitude towards cleaning India rather than taking part. It's like that "Look I want my surroundings clean and clear but I won't indulge in clearing that. I think "Attitude of Making a Move for cleaning India "will be more fruitful thought than previous one. Making a move will encourage others too.

3.Attitude change is definitely important to make and keep India clean, but all these require a spark, the initiative to start the work from. Why can't we people take this mission as the start for the cleanliness process? Clean India movement is something that everyone wants from the soul of our

heart, every one of us are aware that we are the ones who are responsible for making our society and neighbourhood dirty and it is we who need to gather and put up efforts in cleaning the area. Still, none of us has made any efforts to give it a try, may be to our carelessness or over – consciousness of our fake image in our society.

Clean India Movement is definitely a very good effort to make the mass participation. It is the way to convey the message that not just the Government, but to keep the nation clean and hygienic, its requires an active and whole –hearted participation by the citizens. It is a movement to make people realize their duty and responsibility towards our country. It is not enough to make long speeches and when it comes to taking the responsibilities, just to point finger towards others. It is high time to get on to the street and come to action.

In a country like India, where people have grown and been nurtured with adamant attitude and ruthless behavior with immense carelessness and total lack of duty consciousness, just movement is not enough to maintain the pace and keep up the spirit of this working attitude. We require stringent laws like fine for the common area in the residential places and offices which should be driven out of the pockets of the citizens responsible and the money should be utilised for the cleaning purposes.

Attitude would not change on itself. It requires stringent rules and regulations to get people on to the track. We can't just our careless attitude by term the awareness campaign. We are all aware of the fact that even the well- educated and literate group hardly bother regarding the hygiene. Hence rather than wasting time on discussing the attitude change of the masses, we can ourselves start with the campaign and change our attitudes first. Clean India is definitely an appreciable movement, which requires support and active participation instead of debates and discussions.

4. Why we depend upon our government for this type of important decision which is directly related with our health. We can start this campaign from our own house and society. We Indians are , ready for decision on any issue but not taking any initiative for the same. And we should change this attitude.

5. It is not about who started it first because problem is the same and carrying out the solutions is also same. Amirkhan might have given awareness on clean India but PM is trying to bring awareness as well as putting words into action.

3. SOCIAL NETWORKING ON INTERNET IS A BOON:

The evolution of internet has brought to us social networking as a special innovation. Now the life has become easier for people as they can get updates of their friends, relatives and closed ones with a single click on internet.

FOR:

Social networking is an easier way of getting in touch with your relatives, friends and rest of the world through internet.

-Humans are social animal and the social networking on internet has given them a new way to remain connected with everyone irrespective of the time and distance.

- It saves the time as people can easily interact with people anywhere around the world without visiting them personally.
- If anybody wants to see anybody's details they can directly take it from social networking sites.
- These networking systems are also helpful from business point of view. As you can make new contacts on these sites.
- In recent times this means has become popular to advertise your work, product etc., as it gets circulated very fast on these sites.

AGAINST:

- Personal lives are getting affected as they have started sharing their personal things on these sites.
- On these sites people make friends and spend long hours chatting with them whom they never have seen or met.
- Young generations are becoming more and more addicted to these sites.
- Somewhere the real social life of people is getting affected very badly as find it more comfortable and find time to chat with a stranger than finding time to meet friends or relatives.
- Recently there was a case of a social networking site where a girl attempted suicide after reading a message of her boyfriend. These types are increasing day by day.
- The security issues – physical as well as those related to computers are increasing as the teenagers do not understand the effective usage of social **networking**.

CONCLUSION:

Social networking on internet has its advantages as well as disadvantages. It is good means of sharing if utilized in a proper manner but if people use it without understanding its benefits and pitfalls then it might cause problems in their lives.

DISCUSSIONS:

A).Internet is an exercise in hype. Before going to expatiate on this topic I would like to explain the meaning of this topic to understand lucidly.

First of all, Internet is the way of communication by which we interact with people without lapsing our valuable time.

All of us are familiar that every coin has two faces. Internet has also two scenario, one helping us and another one mis-using us. The Internet plays a crucial role in our life especially for youth. Internet has fetish quality by which all of us propensity towards this. We couldn't imagine a life without Internet. Everytime you need internet everywhere . It is ineffable for me to narrate the crucial role of internet.

On the other hand when we talk about misuses of internet I must confess that a large population of world has always tried to infiltrate the private information to public place and many more.

Specially the younger generation are inclined towards that and lastly for ephemeral pleasure all are indulging in that area.

So I would like to say we cannot stop the hype of internet. We have to try to barter good for us. Avarice is the root of all evils, we should not indulge in ephemeral pleasure otherwise you would get nothing good

B).Hello everyone!, first of all the topic given is interesting. According to my view there are advantages and disadvantages of the social network.

Coming to the advantages people can easily communicate with their familiar irrespective of the distance between them.

The advertising of products can be done through free of cost. We can also convey good thoughts to others. Let us consider our PM Narendra Modi he is well connected with the social networking sites and expressing everything what he is doing and what he is going to do.

Coming to the disadvantages people are too much addicted to these sites that they are forgetting the happiness of spending the real feelings in personal life. For instance if our friend or relative is celebrating their birthday who is residing in our town or city we are just simply wishing them through e-messages instead of wishing personally. There is also chances of getting cheated by strangers. I want to conclude that a coin has two sides , like that social networking sites also has good and bad, the impact depends on individual usage.

C).Social networking has its own advantages and disadvantages. It all depends upon the purpose and the level of maturity the user has. The level of awareness has a great impact to achieve above mentioned objectives. Social network gives us the platform to get our voices heard. We can meet like minded people on the social networks and can have a purposeful dialogue with them. Many freelancers have used this very platform to get their skills and works being available to the world to be admired and in turn get business opportunities.

On the negative side, there has been many cases of mistrust and privacy breaches. People wasting a lot of their time on browsing over.

D). Hello! I think seldomly social networking boon and bane... If we want to communicate anywhere the world.. can directly connect.. and share many things which are not available in papers or magazine but its truth that teenager became more addicted to these sites.

3.HARD WORK OR SMART WORK – WHICH IS IMPORTANT?

Work is important to do as it takes us to the next level of success. The most important question you should ask at this place is what kind of work will take you to that level: is it hard work or smart work.

FOR:

- Smart work is really the need of the hour.
- Smart work saves lots of time and allows you to be more organized.
- Through smart work your goals can be reached faster.
- Doing smart work allows you to save time for other things which you might not get by doing hard work like exercise, spending time with family etc.,
- Smart work brings lots of recognition from the society and allows you to grow more in the industry you are in.

AGAINST:

- Hard work takes lots of time just to make things correct.
- It is totally time consuming and exhausting experience, as after doing lots of work you left out with less energy to do anything else.
- Hard work doesn't allow you to fully use your brain and it pushes you for more physical work.
- In terms of determination and persistence hard work is really important but not lot can be achieved.

I would like to conclude in the end that smart work is really important as it saves time and allows you to reach your goals faster than that of a hard work.

DISCUSSIONS:

A - We are discussing about whether hard work is good or smart work. I will prefer smart work but as a part of discussion we will have a look at both the aspects.

-Hard work is the building block of smart work.

- To do smart work one should have sound knowledge of the subject. This knowledge can be achieved only through hard work.

-I believe that hard work is always productive- perhaps not in a short run. Rewards come to you when you are not looking for them continuously. When you step out to work with a passion to do your best, you will bring out the best in the others as well! That itself is a great reward.

- These days, you hear a lot of talk about working smart. People often tell you, "You don't get anywhere by sheer hard work. Look at the people working at construction sites . They are working very hard, but are they getting anywhere in life? If you want to achieve success, you need to work smart." Such comments leave most of us in a confusion. What happened to the sayings like, "Work hard and the success will be yours."

-Is it important to work hard or not?

-Now we will have a look at the smart work.

-It is a fact that today nobody has much time to act or to create his or her impression.

-Actually hard work and smart work go hand for you to be successful. Smart work is about making right strategy.

-Smart work always saves your time which is an important aspect. Through smart work you can achieve your goals faster.

-Hard work doesn't need mental ability. Conversely a smart worker uses his brain to make the work easier.

-As a conclusion, I can say that smart work is very important in today's fast paced life but to achieve that stage one should do hard work in the background.

B. HARD WORK:

You can just do smart work everytime and be a proficient in something. Before working particularly on anything you should be well equipped with the knowledge you need to tackle the problem that doesn't come from smart work. Once you are well equipped you can use the smartest way of finishing the particular work. Be it programmers , be it cricketers they all work hard to acquire the skillness which over the time contribute to their smartest works!!

C.I think both are two sides of same coin . In today's contemporary world, smart work is always preferred over hard work but for all we know, there might be someone out there smarter than us, thus to differentiate one need to incorporate smart work in lieu with hard work.

4..SCIENTIFIC TEMPER Vs SPIRITUALITY:

Scientific temper word was first used by Pandit Jawarhalal Nehru in 1946. It means more of having a realistic attitude rather than blindly following or believing the things.It is in fact analyzing or rationalizing the things. And coming to the spirituals it is based more on peace of mind rather than questioning it on facts and figures. The two terms signifies the same thing at some points whereas somewhere it is just the opposite. So, let us check out the fight of spirituality Vs scientific temper.

- Scientific temper is helping the people to get a better hand on technology especially in healthcare and communication, still people need spirituality to come out of the ill- effects of health and mental disturbance to seek a better life.
- Spirituality can be called the thesis of wisdom and scientific temper considering just the facts and tests can be called as its antithesis.
- Scientific temper finds out solutions to all the existing problems, and then is given up with a new problem by Mother Nature whereas spiritually is the path to get the ultimatum solution.
- Spirituality is more about revelation whereas Scientific temper is more about the logical deductions.
- Scientific temper gets the success in the things that are in world but hidden whereas spirituality goes for finding answers beyond human control.
- Scientific temper dig the nature whereas Spirituality stays in peace with nature.

Conclusion:

Scientific temper and Spirituality both leads to search but the search objective differs. Also, if the spirituality ends uncertainties, the other enhances it. The key to have a synthesis. The combination of the conflicting elements can only pave for the overall human progress. It is the way to put an end on the increasing global problems and work for human well being.

DISCUSSIONS:

- A. Life runs on a balanced equation. For a charge to flow, every positive channel need a negative terminal too. Similarly, for ant field to progress, there has to be its anti-principles which could question its basis and help in its progress. Both spirituality and scientific temper need to combine for the existence of human being. Spirituality finds its basis on vitality, and unseen force which emerges to rule everyone. However, science always searches for the various ways to prove the existence of its theory. Both have its good and bad virtues. A world of spirituality alone becomes none less than the superstition. The more people try to get through the values of spirituality, more they become prone to the superstitious thinking.

Science again , though can list down a lot many merits, but it can never refuse to have some or the other de-merit following the same. With every new invention, the side-effects follows and some new diseases get developed. Every new medication is followed but a more resistant species. If these proceeds in the same manner, the day is not far when we will be unable to reverse the bad-effects of the scientific development.

- B. The comparison the terms spirituality and scientific temper begins with the very definition of these terms. In layman's terms we can define spirituality as the study and understandability of the spirit or the sub consciousness and scientific temper can be defined as the way to reach a solid consensus based on facts given. Both of these can be referred to as ' Search'' terminologies!!
- C. Both seek answers to everyday questions with the basic difference in the methods of acquisition of the answers. So they can be termed as two sides of the same coin, the coin here depicting method of finding the answers. Without any one side, the coin is meaningless and worthless. We can say that we have found the final solution to a question when spiritual approach and scientific temper have agreed to the solution. Otherwise our solution will always have some or the other demerit to it. **MNC's are superior to Indian companies**

MORE GROUP DISCUSSION TOPICS:

1. Net neutrality – advantages and disadvantages
 2. Women are good managers
 3. MNC's are superior to Indian companies
 4. Water resources should be nationalized
 5. IPL – uniting the platters of different nations or nurturing grudges between players of one team
 6. The builders should not charge the flat buyers for parking space
 7. Small scale businesses are the key to overall growth of India
 8. Media is a mixed blessing MNC's are superior to Indian companies
 9. Smartphone's are making people dumb
 10. Reservation for women would help the society
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