



SEVA RATHNA MOTHİ

LITERARY & KNOWLEDGE INITIATIVE

RIGOROUS ENGLISH COACHING

*Empowering Minds,
Inspiring Generations,*

COMPLETE COURSE SYLLABUS & IMPLEMENTATION PLAN



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ENGLISH - Language Skills Course Book

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MODULE – I: CONVERSATION

A note on the expressions to be used on certain occasions

While speaking English — or in the spoken form of English — certain expressions are to be used because the English language is very formal and official. As learners and users of English it is necessary that the formal British idiom is learnt to make official deals, and transactions absolutely formal communicative and clear.

In the course of any conversation it is necessary to use the correct idiom, expression and usage without the influence of the mother tongue or vernacular, which includes manners and etiquette. You are expected to be very formal, and behave courteously with manners in any situation, especially while in group discussions etc.

1. On meeting a person for the first time in the day the usual greeting is **Good morning Sir / Madam / Raju etc.**
2. When you meet the same person or any other in the noon, it is **Good afternoon sir / Madam.**
3. When you meet in the evening it is **Good evening Sir / Madam / Raju.**
4. When you meet your friends, classmates and people of same age group, you greet them — **Hello Raju / Remi, How are you?**
5. When you meet a person for the first time or he is introduced by some common friend you say:

I'm glad to meet you. Glad to meet you sir. Nice meeting you — likewise the answer should be the same.

6. When you are wished by a friend 'Hello Roy, How are you?' Your answer should be **fine, thank you, how are you?**

If it's an old friend you have not met for many days — you say, **It's long time since we met. How are things? or How is everything?**

After meeting, your depart, on departing you wish your friends / master / father etc.

Good Bye! Friends. Bye – Bye friends. See you later friends – if it is night time you say **Good night.**

Some times you may have to seek permission from your superiors.

Will you please excuse me sir. May I leave the room sir. May I answer your questions sir.
(*When it is not your turn*)

Gratitude

Thanks is a very vital aspect of British manners. You say,

Thank you, Sir / Madam. That is very kind of you, Raju. I'm really grateful to you sir, for your timely help.

How do you respond to thanks and gratitude expressed. When someone says, "Thank you, Raju" you say,

That's all right, Sekar. — or — Not at all, Sekar. — or — It's a pleasure. — or — Don't mention it. — or — No mention please. — or — You are most welcome.

(*Responding to gratitude and thanks is very normal behavior — don't use Indianisms or coin your own answer, this is the standard form, stick to it if you want to be correct.*)

Wishes at celebrations and festive occasions

To greet the newly married couple.

Congratulations! Wish you a happy married life. Congratulations on your success in your examination! Congratulations on the new arrival. (*When a baby is born*) Congratulations on your winning the election to the senate / Syndicate / Parliament / Assembly / Corporation Council etc.

Wishes and Greetings before any examination / election / interview / etc.

I wish you success. I wish you all the best.

Condolences

Death is very sad occasion for any human being — Condolences are words of solace.

I am sorry about your loss. I share your grief at this hour of trial.

Farewell

Departing among close friends and relatives is an occasion when people become emotional — Good bye or See you later.

1. Apologising — Response providing personal information.
2. Surprise
3. Permission — a) Seeking permission b) Granting Permission
4. Ending a conversation
5. Ask if someone agrees — a) Saying you agree b) Saying you disagree
6. Expressing intentions

7. Expressing lack of intentions
8. Expressing obligation
9. Making requests
10. Making suggestions
11. Favour or help: **Please, help me / Please, oblige me**
12. Telephone courtesy: Speaking on the telephone demands courtesy, **Hello X, may I speak to Y**, and the conversation ends with thank you.

Some common expressions in English

I am thirsty – I am hungry – I am sleepy – I am happy – I am bored – I feel dull – I am excited – I am contented – I am unhappy – I am sad – I am sorry – I am late – I am in time – I am a doctor – I am a lawyer – I am a software engineer.

These are states of being: Thirsty – hungry – sleepy – happy – bored – dull – excited – content – unhappy – sad – sorry – late.

Framing questions

Framing question in the conversation is a very vital part of communication.

The basic form of a question are direct beginning with question markers viz. **What, Where, When, Why, How.**

Where do you live? What brings you here? Where is the book? Why are you late? How old are you?

The basic form of a question — the verb 'be' precedes the subject, and in other cases the subject is placed between the auxiliary and main verbs.

Is this a safe vehicle? Are you accompanying me to see the movie?

In a conversation with a friend or in an official situation, asking straight questions may lack politeness. A friendly approach is needed in a conversation to elicit the right and desired response as shown below.

Friendly questions — Response

Would you mind if I called you up? — No, not at all. Would you mind helping in the service? — No, not at all. Would you like to have a cup of coffee? — Yes, certainly or No Thank you. Could I speak to Dr. Roa please? — Yes, please do so. Could you tell me your address? — Yes, I would love to.

A Question is generally asked for seeking information or classification. It has certain other functions as well. Some of them are as follows:

Inviting — **Would you like to attend the party?** Request — **Could you lend me your book?** Offering help — **Could I carry your brief case?** Permission — **May I come in?** Suggestion — **Could you change the date of the meeting?**

Note: The word order is very important in any question. Avoid translating questions from the vernacular.

(The teacher may give suitable examples from the vernacular which influence the framing of questions in English and instruct the students to avoid those pitfalls in the process of a conversation to make communication exact and meaningful.)

Differentiate between direct and indirect questions.

Direct: Where is the market located? **Indirect:** Could you tell me the location of the market please?

Some common questions

At what time will you meet me tomorrow? How old are you? Where do you live? What is your aptitude for music? Do you like western classical music or carnatic classical music? Do you know Bharatnatyam?

How do you do? I am fine, thank you. How do you do? Did you have your breakfast? Yes, thank you. I had my breakfast an hour ago. Will you please join me for lunch today? Yes, I am pleased to join you for lunch today. *(or)* I am sorry, I will not be able to join you because I am going shopping with my brother at that time.

What is your profession?

I am a general merchant / trader / dealer / grocer / builder / baker / beautician / tailor / professor / doctor / an engineer / etc.

A casual talk between two friends

Did you see the latest movie in Tamil? Yes, I saw the movie. How do you rate the movie? The movie is an excellent entertainer. Who has scored the music for that movie? Vidyasagar has scored the music. Are there many songs in the movie? Yes, there are many songs with excellent lyrics and meaningful words by the composer.

Games

What is your favourite game? My favourite game is football. Why do you like football? I like football because it is very exciting to watch. All the players are busy chasing one ball. It is not a lazy game like cricket.

What is your favourite hobby? How do you pass your spare time?

Holidays

How do you spend your holidays?

I normally go to my uncle's home in a village near Kodaikanal. It is very cool there. My uncle's son and daughter are very fond of me and my brother. So we visit them during the summer holidays. We enjoy ourselves. We go trekking on the hills. We sometimes see some

wild goats, deer and bison. The presence of elephants is also felt by their movement in the far off thick jungle in herds.

What is your impression about Tiruchy?

Write ten sentences (Clues)

Tiruchy – ancient city – Cauvery – chola king – British head quarters – Railway junction – All India Radio – Airport – Colleges – Schools – thickly populated – Industries – BHEL – Bharathidasan University – National Institute of Technology – Rock fort – Monuments – Temples – Srirangam – T.V. Kovil etc.

Write a paragraph or speak about the political leader you like most

X is a very popular leader in Tamil Nadu. He / She serves the people and their interest. (Continue the paragraph — eliciting student response in groups and make them record it in their books.)

Exercise

Draft a telephonic conversation between a shopkeeper and a customer.

1. A conversation between a customer and an official at the booking counter of the Railway Station

Speaker	Line
Customer	Two tickets to Chennai, please.
Official	First Class or Second Class?
Customer	Second Class. How much is the fare?
Official	One hundred and twenty rupees.
Customer	<i>(Gives the sum of Rs.200/-)</i>
Official	Here are your tickets.
Customer	Thank you. What time does the train leave?
Official	At 11.20 a.m.
Customer	Thank you. <i>(Moves away)</i>
Official	Excuse me, just a moment, please.
Customer	Yes, what is it?
Official	Here's the balance. You didn't take it.
Customer	Oh, I forgot. So nice of you. Thank you so much.
Official	Not at all.

2. A conversation between two friends discussing a film they have just seen

Speaker	Line
Radha	Hi Latha, how was the film "Abbe Sivam"?

Speaker	Line
Latha	Oh, the film was very enjoyable and I like it very much.
Radha	I too like it very much.
Latha	Actor Kamal Hasan and Madhavan acted very easily. They make the film very lively.
Radha	The director of the film wants to expose some communist principles. Doesn't he?
Latha	Yes. How do you feel about the photography used in the film? Don't you think it was superb?
Radha	Yes. I do agree with you.
Latha	Really we must congratulate the director and the artists.

3. A conversation between Mr. Ram and a Clerk at post office in which Mr. Ram is asking for some information from the clerk

Speaker	Line
Ram	Excuse me. Could you tell me the postage for this envelope?
Clerk	Wait a moment, please... it will be Rs.9.50
Ram	Thank you. Will it reach the addressee tomorrow?
Clerk	It will take two days.
Ram	Two days? Is there anything I can do, to make sure it reaches the addressee tomorrow?
Clerk	Let me see. The addressee is in Bombay. You can send it by speed post. But it will cost you a little more.
Ram	That doesn't matter. Could you kindly tell me how to send the envelope by speed post?
Clerk	Please go to counter number 14, he will help you.
Ram	Thank you so much. You were very helpful.
Clerk	You are most welcome.

4. A conversation between a doctor and patient in which the patient complains about a headache

Speaker	Line
Doctor	Please come in, sit down. What is the matter?
Patient	I've an headache right across my forehead.
Doctor	Since when?
Patient	Since last night.
Doctor	Is it a continuous pain or a kind of shooting pain at intervals?
Patient	It's a continuous one.
Doctor	All right. I'll give you some tablets.

Speaker	Line
Patient	Could it be due to any defect in my vision?
Doctor	It doesn't look like. Take these tablets. One tablet each thrice a day.
Patient	Do you think I'll be alright by tomorrow? I have to go on a long journey tomorrow.
Doctor	You should be.
Patient	Thank you, Doctor.

5. A conversation between the Manager of a Bank and a customer who wants to open an account

Speaker	Line
Customer	Can you help me? I want to open an account here.
Manager	Yes, please... please fill in this form. You'll have to be introduced by someone who has an account here. Then you'll have to deposit at least a hundred rupees.
Customer	But why an introduction? After all I'm putting my money here.
Manager	That's true madam. The introduction is in your own interest, otherwise someone else can open an account in your name and you'll be responsible for the transaction.
Customer	That's true. Thank you. I'll bring the form soon along with a cheque for my initial deposit.
Manager	I see. All right. I'll be back soon. Thank you.
Customer	Thank you, Madam.

6. A conversation between the Receptionist and a Customer

Speaker	Line
Receptionist	Good Morning, sir. Can I help you?
Customer	Morning. Can I see the manager?
Receptionist	I'm sorry, he is in a conference at the moment.
Customer	Oh well, never mind.
Receptionist	Would you like me to make an appointment for you tomorrow?
Customer	Oh, yes please, at 10.00 am.
Receptionist	Just a minute. I am sorry he has another meeting at 10.00 am; will 3.00 p.m in the afternoon be alright?
Customer	No, thank you. I'll meet him at his residence tonight. It's something urgent.
Receptionist	Would you like me to tell him anything?
Customer	Thanks. You could tell him that Mr. Suresh was here.
Receptionist	I'll tell him.
Customer	Thank you.

7. A conversation between two friends discussing their future career

Speaker	Line
Ramesh	Hai, Raja, How do you do?
Raja	Oh, fine, how are your parents?
Ramesh	How do you feel in your present career?
Raja	I am quite satisfied, but I have been busily preparing for the bank examination.
Ramesh	Oh, very good, let me congratulate you in advance. When we meet again you'll definitely become a Bank officer.
Raja	Why can't you try to complete the test for your promotion?
Ramesh	Thank you for your suggestion, would you introduce me to your uncle who is an experienced man in my field.
Raja	Sure, will you be able to come on Monday morning to meet my uncle?
Ramesh	Yes, good Bye.

8. A conversation between a father and a son

Speaker	Line
Father	How was your first day at college, Vivek?
Son	It was a wonderful day, Daddy. It is also a memorable day.
Father	Oh, is it? What makes the day so important, my son?
Son	I have been selected as the Chairman of the college Literary Association.
Father	That is great! Congratulations!
Son	Thank you daddy.
Father	But how did you become the Chairman of the Association? Did the principal nominate you?
Son	No daddy. There was a competition and I stood first.
Father	That's really nice. You stood first in your Higher Secondary Examination and now you have won the Chairmanship of the Literary Association. I'm proud of you, my son.
Son	Thank you, daddy.

9. A conversation between X and Y in which X is asking Y how to get a passport

Speaker	Line
X	I have a plan of going to one of the Gulf Countries for a job.
Y	Oh, are you? That's a good idea. Have you got a passport?
X	No, is a passport necessary for going abroad?
Y	It's essential.
X	How do I get a passport?

Speaker	Line
Y	You have to apply to the passport officer and your application should be certified by an M.P., an M.L.A. or a Senior Government officer.
X	Is it compulsory to get that certificate?
Y	Yes, only then they will consider your application.
X	OK, I'll proceed to meet the M.L.A.

MODULE – II: VOCABULARY

Introduction

Vocabulary is the most vital part of learning a language. As most of the learners in this course are familiar with the basic vocabulary, the areas of confusion is made clear with regards to spelling and usage. Language experts are of the opinion that every profession has its own register of vocabulary. This course aims at helping the learner pass over the intermediary stage before settling down to a profession, which has its own register.

Pronunciation is an essential part of communication of the language. Only standard pronunciation of R.P. – Received Pronunciation helps communicate in English, though there are many dialects in English and the English spoken in different parts of the world have variations and differences.

It is imperative that students in India learn the R.P. which is the standard used by the IELTS of Cambridge while recruiting candidates for higher studies, education and immigration to the countries where English is the official language.

As the duration of this course is limited, attention is drawn towards words which are often mis-spelt, misused or mispronounced. The only sure method of learning pronunciation of English is through the recognized system of phonetic symbols. But as most of the learners in this course are not likely to have knowledge of phonetics, to use such symbols in this course would be futile and pedantic. However, for the present purpose, learning pronunciation from the instructors in the class room is the only practical option available.

English words are dependent on accents — without accents words cannot be pronounced properly. Words are formed by a single speech unit known as “Syllable”. For example, the word “cut” has one speech unit. Based on the syllables, words are classified into different categories.

Word with one Speech Unit (Mono syllabic words)

Ace, bay, cow, god, day, five, key, may, can, end, eight, silk, age, too, go, row, come, hear, stop etc.

Words with two Speech Units or Two Syllables (Disyllabic words)

Forward, Reward, Context, Before, Nucleus, Birthday, Pattern, Entire, Assure, Assort, Captain, Tackle, Canal, Effect, Beside, About etc.

Words with three Speech Units or three Syllables (Trisyllabic words)

Bicycle, Calculate, Educate, Accident, Quarrelsome, Recommend, Understand, Entertain, Horizon, Familiar, Deliver, Elastic etc.

Words with Four Speech Units or Four Syllables (Tetrasyllabic words)

Caterpillar, Criticism, Capitalize, Melancholy, Rhinoceros, Unfortunate, Circulation etc.

Words with Five Speech Units or Five Syllables (Pentasyllabic words)

Irregular, Co-ordinator, Communicative, Anthropology, Pronunciation, Respectively etc.

Words with more than 5 Speech Units or compound words

Indefinitely, Anticipatory, Irregularity, Tiruchirappalli, Alphabetically, Particularization etc.

SILENT LETTERS

There are words in which some letters are not pronounced.

'b' is silent as in:

comb, Womb, Limb, Bomb, Plumb, Doubt, Thumb, Debt

'c' is pronounced either 's' or 'k':

- as 's': cell, central, century, race, vice, ace, cyanide, face, pace, rice, duce
- as 'k': cord, come, cut, clean, music, corn, court, cover, class, connect, curfew, canal, come, capsule

'e' is silent as in:

alternate, gate, lapse, like, lime, prescribe, ace, age, tale, rhyme, write

'G' is pronounced as 'g' (hard) as in:

grade, grow, glide, get, girl, garage, gate, god, go, ghost, glory, goat

'g' is pronounced as [dʒ] (soft) as in:

germany, genuine, gypsy, gem, ginger, gentle, genetics, gypsum, gender, geography

'gh' is pronounced as 'f' in:

rough, cough, laugh, etc.

'h' is silent as in:

hour, honour, honest, heir, heiress, exhibit, vehicle, vehement

'k' is silent as in:

know, knowledge, knight, knife, knee, knack, knob, knit, knock, knuckle, etc.

'l' is silent as in:

alms, psalm, calm, balm, talk, walk, would, should, could, half, etc.

'n' is silent as in:

condemn, autumn, column

'gh' is silent as in:

neighbour, bright, weight, height, might, tight, right, plough

'p' is silent when followed by 's', 'n' and 't':

psyche, psychology, pseudonym, pneumatic, pneumonia, psalm, psalter, psychiatrist

't' is silent as in:

castle, christmas, bustle, thistle, bristle, etc.

'w' is silent as in:

hawk, awe, row, write, wrong, wring, etc.

TAKE THE EASIER ROUTE, IN IMPROVING YOUR VOCABULARY

Generally UG students can use commonly known words. This method of usage can develop one's vocabulary.

Difficult word	Easier word	Difficult word	Easier word
Accessory	Additional	Commutation	Exchange
Derelict	Abandoned	Tentative	Experimental
Eschew	Avoid	Adversary	Enemy
Fortuitous	Accidental	Reverberate	Echo
Audacious	Bold	Valediction	Farewell
Impeccable	Blameless	Obese	Fat
Terminus	Boundary	Decrepit	Feeble
Alacrity	Briskness	Plenary	Fuel
Benediction	Blessing	Plenitude	Fullness
Felicitation	Congratulation	Fecundity	Fruitfulness
Vanquish	Conquer	Amicable	Friendly
Ludicrous	Comical	Aptitude	Fitness

Difficult word	Easier word	Difficult word	Easier word
Frigid	Cold	Ignominy	Disgrace
Coagulation	Clotting	Inundate	Flood
Masticate	Chew	Vertigo	Giddiness
Tranquil	Calm	Tardy	Slow
Ambiguous	Doubtful	Veracity	Truth
Inebriate	Drunk	Incessant	Unceasing
Decadence	Decay	Undulate	Wavy
Lethal	Deadly	Oscillate	Waver
Elucidate	Explain	Adjacent	Near
Gigantic	Huge	Anonymous	Nameless
Recluse	Hermit	Elliptical	Oval
Deleterious	Hurtful	Pristine	Original
Animosity	Hatred	Collateral	Parallel
Inadequate	Insufficient	Tableau	Picture
Inexorable	Inflexible	Lucrative	Profitable
Facetious	Jocular	Enigma	Puzzle
Erudite	Learned	Pristine	Original
Indolent	Lazy	Vilify	Slander
Clemency	Leniency	Garrulous	Talkative
Hilarious	Merry	Mendacious	Untruthful
Incarcerate	Imprison	Mundane	Worldly
Miscellaneous	Mixed	Nefarious	Wicked
Matrimony	Marriage	Humidity	Moisture

FIGURATIVE EXPRESSIONS AND THEIR EXPLANATIONS

Expression	Meaning
Above all	Chiefly, before everything else
Above – board	Not open to question, honest, straight forward, beyond reproach
Above – par	Of superior quality
To break the back of anything	To perform the most difficult part of it
To get one’s back up	To rouse one’s anger
To backbite a person	To slander or to speak ill of someone
He is the backbone of the team	He is the one on whom his team mainly relies for its successes

Expression	Meaning
He has no backbone	He has no will of his own
Backstairs influence	Influence exerted in an underhand or clandestine manner
If the cap fits, wear it	If you think the remarks made refer to you, then act accordingly
To let the cat out of the bag	To expose the trick; to let out the secret beforehand
She is no chicken	She is older than she says, or appears to be
Chicken – hearted	Weak, timid, cowardly
Don't count your chickens before they are hatched	Don't calculate your gains before they are realized
A dare-devil	A fearless, reckless man
Give a dog a bad name and hang him	Once a person loses his reputation, he is likely to be blamed for the misdeeds of others
Every dog has his day	Sooner or later everyone has his share of good fortune
To be a dog in the manger	To prevent others from using what one cannot use oneself, to be selfish
Draconian legislation	Very severe laws (From Draco, an Athenian legislator, whose laws were extremely severe)
Eagle eye	Quick to discover, very discerning
At the eleventh hour	At the last moment
Bad faith	Dishonest intentions
In good faith	With honest intentions
A breach of faith	To act contrary to what one had professed
The game is up	All is lost, everything has failed
To have the game in one's hand	To be certain of winning
To play the game	To act fairly and honourably
He has a green eye	He is jealous
To have one's heart in one's mouth	To be afraid
His heart is in his boots	He is a coward
To be in hot water	To be in trouble or difficulty
To break the ice	To be the first person to begin; to prepare the way
To buy a pig in a poke	To purchase something on mere reputation and without examining it beforehand
Red flag	The symbol of revolution
To be caught red-handed	To be caught in the very act of committing a crime
To draw a red-herring	To turn attention from the real issue by irrelevant discussion

Expression	Meaning
across the trail	
Red-letter day	A memorable day; a day of great importance
Red-tape	A term used to describe the delay in attending to matters in government departments because of official routine and formality
A close shave	A narrow escape
To be on tenterhooks	To be in a state of suspense and anxiety
If wishes were horses, beggars might ride	If all people's wishes came true everybody would be rich

WORDS DENOTING PHRASES AND SENTENCES

Words Denoting Numbers

Word	Meaning
Flight	A number of birds, bees or insects moving together
Pack	A number of wolves, hounds or submarines
Troops	A number of lions, monkeys or cavalry of soldiers
Litter	A number of young pigs, dogs, cats brought forth at one birth
Congregation	A number of people at church
Audience	A number of people listening to a concert or lecture
Spectators	A number of people looking on at a football match etc.
Crowd	A number of people collected together in the street
Coterie	A number of people who get together to work for some cause or common interest
Mob, rabble	A number of disorderly people
Gang	A number of workmen, prisoners, thieves etc.
Convoy	A number of merchant ships protected by warships
Suite	A set of furniture, rooms etc.

Words Denoting Places

Word	Meaning
Kennel	A house or shelter for a dog
Stable	A house or shelter for a horse
Pen, byre	A house or shelter for a cow
Dovecot	A house or box in which pigeons or doves live
Garage	A place for housing cars
Hanger	A place for housing aeroplanes

Word	Meaning
Caboose, galley	The kitchen of a ship
Archive	A place where government records are kept
Cache	A place where treasures, stores, ammunition are hidden
Granary	A place for storing grain
Depot	A place where goods are stored
Garret	An upper room or storey immediately under the roof
Mint	A place where money is coined
Casino	A place with gambling tables, etc.
Cellar	An underground place for storing wine or other provisions

Words Denoting Professions or Trade

Word	Meaning
Oculist	One who attends to the diseases of the eye
Optician	One who tests eyesight and sells spectacles
Physician	One who attends to sick people and prescribes medicines
Chauffeur	One who drives a motor car
Costermonger	One who sells fruits, vegetables, etc. from a barrow
Ironmanager	One who deals in iron and hardware
Glazier	One who sets glass in windows, doors, etc.
Usurer	One who lends money at exorbitant interest
Pawnbroker	One who lends money and keeps goods as security
Scrivener	One who draws up contracts and also lends money on interest
Undertaker	A tradesman who manages funerals

Names by which Persons with Certain Characteristics are Known

Word	Meaning
Minion	One who becomes the favourite of a distinguished personage and serves him as a slave
Fugitive	One who runs away from justice or the law
Refugee, alien	One who takes refuge in a foreign country
Exile	One who is banished from his home or his country
Kleptomaniac	One who has an irresistible tendency to steal
Martyr	One who dies for a noble cause
Assassin	One who kills political figures
Accomplice	A partner in crime

Word	Meaning
Stowaway	One who hides away on a ship to obtain a free passage

Words Pertaining to Government

Word	Meaning
Democracy	Government of the people, for the people and by the people
Autocracy, despotism	Government by a sovereign with uncontrolled authority
Aristocracy	Government by the nobility
Bureaucracy	Government by departments of state
Referendum	To decide a political question by the direct vote of the whole electorate
Regent	One who governs a kingdom during the infancy, absence, or disability of the sovereign

Words Pertaining to the Church

Word	Meaning
Aisle	A passage between the pews in a church
Sexton	One who has charge of a church building
Encyclical	A letter from the Pope to all Roman Catholics
Cassock	A long loose gown worn by priests and choristers
Surplice	A loose white vestment worn over the cassock
Blaspheme	To utter profane language against god or anything holy
Heresy	Holding opinions contrary to the true doctrine of the church so as to cause a division
Sacrilege	Violating or profaning religious things
Nave	The central or main part of a church
Chancel	The eastern end of a church

Pertaining to Marriage

Word	Meaning
Fiance, fiancée	One engaged to be married
Betrothed, affianced	Engaged to be married
Trousseau	A bride's outfit
Elope	To run away with a lover in order to get married secretly

Pertaining to Government / Trade

Word	Meaning
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Word	Meaning
Imports	Goods brought into a country
Exports	Goods carried out of a country
Tariff	A list of table of duties payable on exports or imports
Invoice	A list of goods dispatched with quantity and price to the purchaser
Consignee	One to whom goods are dispatched

Literary

Word	Meaning
Diary	A book in which the events of each day are recorded
Dictionary	A book containing the words of a language with their definitions, in alphabetical order
Directory	A book of names and addresses
Glossary	A list of explanations of rare, technical or obsolete words
Memoirs	A written account, usually in book form, of the interesting and memorable experience of one's life
Watermark	The trade mark of the maker seen on paper when it is held up to the light
Autobiography	A record of one's life written by himself
Biography	The history of the life of a person

Miscellaneous

Word	Meaning
Extravagant	Wasteful in spending
Miscellaneous	Consisting of several kinds
Insolvent	Unable to pay one's debts
Palisade	A fence or railing of stakes, or iron, etc.
Stile	Steps to enable one to get over a fence
Shunting	To turn a train etc. on a side track
Effluent	The liquid which comes out from a sewerage tank
Gavel	A chairman's hammer
Baton	A stick used by a music conductor, or by a policeman
Viaduct	A bridge carrying a road or railway across a river or valley
Valise	A leather travelling bag carried in the hand
Amulet	A thing worn by some persons as a charm against evil, witchcraft, sickness etc.

Medical

Word	Meaning
Epidemic	A disease affecting many persons at the same place and time
Pandemic	A disease widely epidemic
Endemic	A disease confined to a particular district or place
Sporadic	A disease affecting widely scattered groups of people
Cicatrice, cicatrix	The mark or scar left after a wound is healed
Antidote	A medicine to counteract poison
Deodorant	A substance to keep down foul smells

Death

Word	Meaning
Asphyxia	Fainting or death due to being deprived of air
Corpse	The dead body of a human being
Carcass	The dead body of an animal
Carrion	Dead and decaying flesh (esp. of animals)
Mortuary	A place where dead bodies are temporarily placed
Morgue	Place where the bodies of persons found dead are placed for identification
Pyre	A pile of wood on which a dead body is burned
Hearse	A vehicle for taking dead bodies to the cemetery
Cemetery	A place where dead bodies are interred
Epitaph	An inscription on a tomb
Crypt	A vault beneath a church used for a burial

Nature Study

Word	Meaning
Spoor	A trace of wild animal
Venison	The meat of deer
Drought	Absence of rain for a long time
Migrate	To move from one country to another

Gender

Gender is an easy subject, well treated in most grammar books. The student should especially note the following. The feminine gender is denoted in three ways: a) by a suffix, b) by a word prefixed to another word, c) by an entirely different word.

Masculine	Feminine	Masculine	Feminine
Author	Authoress	Bachelor	Maid, spinster
Drone	Bee	Duke	Duchess

Masculine	Feminine	Masculine	Feminine
Emperor	Empress	Fox	Vixen
Friar	Nun	Gander	Goose
Gentleman	Lady	Horse	Mare
Jack-ass	Jenny-ass	Monk	Nun
Nephew	Niece	Stallion	Mare
Swain	Nymph	Tutor	Governess
Wizard	Witch	Waiter	Waitress

Distinctive Sound of Birds and Animals

Bird	Sound	Bird	Sound
Hens	Cluck, cackle, chuckle	Cows	Moo
Geese	Cackle	Grasshoppers	Chirr
Ducks	Quack	Apes	Gibber
Parrots	Chatter	Bears	Growl
Frogs	Croak	Eagles	Scream
Crows	Caw	Hyenas	Laugh, Scream
Wolves	Howl	Seagulls	Scream
Sparrows	Chirp	Bees	Buzz
Crickets	Chirp	Beetles	Drone
Sheep	Bleat	Rabbits	Squeal
Elephants	Trumpet	Pigs	Grunt, Squeal
Lions	Roar	Mice	Squeak
Snakes	Hiss	Deer	Bell
Owls	Hoot, screech, cur	Asses	Bray
Cats	Mew, purr	Horses	Neigh
		Oxen	Low

DISTINCTIVE NAMES GIVEN TO THE YOUNG ONES OF ANIMALS

Adult	Young	Adult	Young
Eagle	Eaglet	Swan	Cygnet
Whale	Calf	Butterfly, moth	Caterpillar
Elephant	Calf	Lion, bear, fox	Cub
Pig	Piglet	Eel	Elver
Duck	Duckling	Hawk	Bowet
Deer	Fawn	Bird	Nestling
Bull	Calf	Salmon	Parr

Adult	Young	Adult	Young
Cow	Heifer	Trout	Fry
Hen	Pullet	Frog (toad)	Tadpole
Sheep	Lamb	Hare	Leveret
Horse	Foal	Mare	Filly
Ass	Foal	Stallion (horse)	Colt or foal
Cock	Cockerel	Goose	Gosling
Cat	Kitten	Goat	Kid
		Fowl	Chicken
		Owl	Owlet

Confusables

1. **Contagious / Infectious** — If a disease is contagious it is transmitted by physical contact. An infectious disease can be communicated through the air or in water.
2. **Dispose of / Dispense with** — If you dispose of something you threw it away. If you dispense with it you do without it.
3. **Explicit / Implicit** — Explicit means stated directly, implicit means stated indirectly.
4. **Flaunt / Flout** — To flaunt something is to show it off in a shameless way. To flout is to deliberately ignore a rule or an accepted standard of behaviour.

TROUBLESOME WORDS

Word	Meaning
Alter	To change
Altar	A structure used in worship
Cite	To use as an example
Site	Location
Dairy	A farm engaged in milk production
Diary	A daily record of experiences
Descent	A way sloping down
Dissent	Disagreement, to disagree

Graceful / Gracious — Graceful describes a person's attractive bearing and ease of movement, Gracious implies kindness or courtesy from a superior.

Commissionaire / Commissioner — A commissioner is a member of a team – Police commissioner. A commissionaire is a uniformed doorman.

Councillor / Counsellor — A councillor is a member of a council (In American English a counsellor is someone who provides advice; in British English a counsellor is a barrister).

Transparent / Translucent — Transparent is clear passing through. Translucent while similar in meaning emphasizes the idea of light passing through.

Gourmet / Gourmand — A gourmet is an expert in the appreciation of fine food. A gourmand when sitting down to a meal is more interested in quantity than quality.

FUN WITH WORDS

I. Spot out the odd word:

Directions: In each line four out of five words are of a particular kind. Find out the word which does not belong to the group.

1. Spring, winter, summer, autumn, cold.
2. Eyes, ears, nose, tongue, talk
3. Kerala, Bengal, Orissa, Oriya, Punjab
4. Elephant, Lion, Tiger, Crow, Horse
5. Hydrogen, chlorine, nitrogen, air, oxygen
6. Paradip, Kandla, Amritsar, Marmagao, Cochin

II. Jumbled words:

Directions: Rearrange the letters to make a word. Use the clues given in brackets.

1. esroh — (name of an animal)
2. eors — (name of a flower)
3. rcmah — (a month of the year)
4. ydraif — (day of the week)
5. ceurrmy — (an element)
6. aaahlmjt — (a historical place of monument in India)
7. mmeeethorr — (an instrument used to measure heat)
8. rreeclut — (a person connected with teaching profession)
9. oellyw — (a color)
10. adrug — (a person connected with railways)

III. Relate the given word in with games(s):

Word	Games(s)
A. Goal	
B. Wicket	
C. Throw	
D. Hat-trick	
E. Sudden death	
F. Corner	
G. Deuce	

Word	Games(s)
------	----------

H. Jockey

I. Sword

J. Ping pong

IV. Match the words in Group B with their respective countries Group A:

A. Country	B. Currency
------------	-------------

Russia	Rupee
--------	-------

Pakistan	Kyat
----------	------

South Africa	Rouble
--------------	--------

Japan	[Sterling]
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Burma	Peso
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Canada	Cruzeiro
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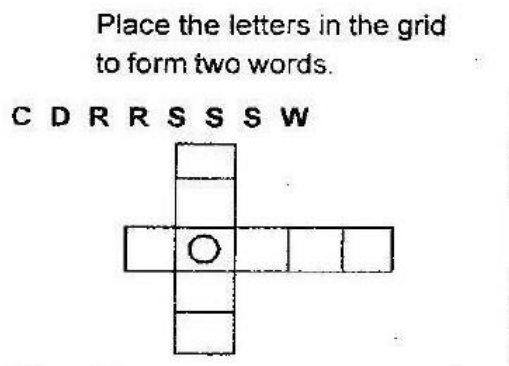
Maxico	Rand
--------	------

New Zeeland	Yen
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Brazil	Dollar
--------	--------

V. Missing letters:

Place the letters in the grid to form two words: **C D R R S S S W**



Missing letters grid

VI. Rearrange the letter and find the word, which is not a mammal.

TEACHEH, LUGSALE, LOGLIAR, LEGLAZE, PEARDOL

VII. Synonym: Choose one word from within the brackets which is closely related in meaning to the word given.

1. Educate (intelligent, instruct, hatching, literate)
2. Fierce (functions, pushing, anger, insurant)

26-letter crossword

Answers:

1. Cold : it is not a season
2. Talk : it is not a part of a body
3. Oriya : it is not a state
4. Crow : it is a bird
5. Air : A mixture of gases. Others are pure components
6. Amritsar : it is not a port city.
1. Horse 2. Rose 3. March 4. Friday 5. Mercury 6. Tajmahal 7. Thermometer 8. Lecturer
9. Yellow 10. Guard

LEMONADE — Vocabulary Test

Catch, runout, Wicket, Pitch are words used in Cricket. What are the following sets of words connected which:

1. Monitors, Motherboard, Software, Floppy –
2. Sleeper, bogey, track, coach –
3. Counter, Currency, Cashier, Manager –
4. ticket, matinee show, house full –
5. procession, members, supporters, well-wishers –
6. advertisement, article, report, editorial –
7. Lens, shutter, flash, speed.
8. tail, horns, milk, grass.
9. groceries, consumables, cosmetics, stationery –
10. Law and order, crime, lock-up, constable –

A. Country | B. Currency

A. Country	B. Currency
Russia	Rouble
Pakistan	Rupee
South Africa	Rand
Japan	Yen
Burma	Cruzeiro
Canada	Kyat
Maxico	Dollar
New Zealand	Peso
Brazil	[Sterling]

Exercise your Vocabulary — Match the words in Group A relevantly to the words in Group B



Flower decoration

Group A	Group B
Birds	Humplet
Monkeys	Fruit
Elephant	Mutton
Banana	Chatter
Sheep	Fly
Philatelist	Music
Carpenter	Stamps
Potter	Flowers
Florist	Hund
Musician	Wood

III.

- a. Hockey, Football — b. Cricket
 - b. Cricket, Football — d. Cricket, Football, Hockey
 - c. Football — f. Hockey, Football
 - d. Tennis — h. Horse riding
 - e. Fencing — j. Table tennis
-

MODULE – III: GRAMMAR

SENTENCE

What is a sentence?

A sentence is a group of words that conveys meaning, with subject and a verb. In other words a group of words which gives a complete sense is called a sentence.

Eg. The country is under the grip of a drought. The Rose is a beautiful flower.

Note: The right arrangement of words is very important otherwise the entire meaning of words is lost or misunderstood. Every Sentence starts with a capital letter and ends with a full stop.

Observe

In disorder → In order:

1. Wings fly, with their birds → Birds fly with their wings.
2. The brings, us, letters, postman. → The postman brings us letters.
3. Cup, milk drink this of. → Drink this cup of milk.

Kind of sentence

Assertive sentence or Statement — is a sentence which gives us information about something. It can be in the affirmative or it can be Negative.

Science is an interesting subject. — Affirmative I did not meet my friends yesterday — Negative

Interrogative sentence or Question — is a sentence which raises a question to get some information about something. It ends with a question mark. It can also be in the affirmative or negative.

Do you study your lessons daily? — Affirmative Didn't they pay their taxes on time? — Negative Is your father buying a new car? — Affirmative Aren't you selling the old house? — Negative Why doesn't your brother come in time? — Negative When did you come to India? — Affirmative

Imperative sentence — is a sentence which gives orders, makes requests or gives advice. It ends with a full stop. It may be affirmative and negative.

- 1) Bring me a glass of water (Order)
- 2) Shoot down the enemies. (Command)
- 3) Please, lend me your camera (Request)
- 4) Don't waste your precious time. (Advice)

Exclamatory sentence — is a sentence that expresses some strong or sudden feeling.

What a beauty! How happily they are living!

Optative sentence — is a sentence that expresses a wish, probability or supposition.

May God help you. I wish they would be with me.

PARTS OF SPEECH

In a sentence words are labeled according to their function, it is called parts of speech. They are eight in number, Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction and Interjection.

NOUN

A word which tells the name of a person, place or a thing is called a noun.

Eg. Akbar, Ganges, India, Truth, Table.

There are five kinds of nouns:

1. **Proper Noun:** Names of specific person, place or a thing is known as a proper noun. Eg. Raman, Tamilnadu, Cauvery.
2. **Common Noun:** Names given in common to every person or thing of the same class or kind. Eg. Student, Girl, Boy, Class.
3. **Collective Noun:** Collection of persons or things taken together and spoken as a whole. Eg. Army, flock, class, team, fleet, jury, family, nation, committee.
4. **Material Noun:** a noun that stands for matter or substance. Eg. Cotton, wood, gold, iron.
5. **Abstract Noun:** Denoting a thing which we cannot see or touch. Eg. Truth, hope, honesty, health, courage, pain, joy, sleep, death, Bravery, sickness.

Complete the following pairs by choosing the correct nouns given below: (Pupils, gentleman, enemies, saucers, villages, geography, wives, feet, answer, vegetable, fork, nouns)

Ladies and _____. Hands and _____. Question and _____. Husbands and _____. Dooton and _____. Friends and _____. Teachers and _____. Town and _____. Knivers and _____.

Noun in number

Any noun that stands for only one person or thing is said to be in Singular number. Any noun that stands for more than one person or things is said to be in Plural number.

Singular	Plural	Singular	Plural
Bee	Bees	Shop	Shops
Rose	Roses	Table	Tables
Gas	Gases	Box	Boxes
Fox	Foxes	Bunch	Bunches
Army	Armies	Copy	Copies
Company	Companies	Duty	Duties
Boy	Boys	Monkey	Monkeys
Ray	Rays	Way	Ways

Singular	Plural	Singular	Plural
Calf	Calves	Leaf	Leaves
Wolf	Wolves	Thief	Thieves
Chief	Chiefs	Gulf	Gulfs
Proof	Proofs	Hoof	Hoofs
Buffalo	Buffaloes	Echo	Echoes
Hero	Heroes	Mosquito	Mosquitoes
Foot	Feet	Goose	Geese
Man	Men	Woman	Women
Mouse	Mice	Tooth	Teeth
Son-in-law	Sons-in-law	Step-son	Step-sons
Washer-man	Washer-men	Passer-by	Passers-by

Note: Uncountable nouns are rarely used in plural. Gold, Dust, Smoke, Furniture, Dirt, Sugar and Milk – never to be used in plural forms — always singular.

The following nouns have the same form for the singular as well as plural. **Sheep:** There is a sheep in the field. These sheep have no wool on them.

Word	Singular use	Plural use
Deer	This deer has beautiful horns.	These deer have beautiful horns.
Dozen	I bought a dozen of mangoes.	She gave us five dozen apples.
Fish	The fish is swimming in the pond.	Fish swim in the water.
Score	He gave me a score of pencils.	He lived for four score years.

The following nouns are always used in singular: **Furniture, news, scenery, innings, mathematics, physics.**

The following nouns are always used in plural: **Alms, Cattle, People, Scissors, Trousers, Spectacles, Riches, Clothes, Poultry, Vernal, Gentry.**

We should always say:

Wrong	Right
He did many mischiefs.	He did many acts of mischief.
He gave us many advices.	He gave us many pieces of advice.
Excuse me for the troubles.	Excuse me for the trouble.
He gave me many advices.	He advised me a lot.
He gave me many abuses.	He showered abuses on me.
His house is built of stones.	His house is built of stone.
Your informations are wrong.	Your information is wrong.

Wrong

He had a bag of rices.

He was fond of bad companies.

Right

He had a bag of rice.

He was fond of bad company.

We should always say: The members of his family have come. There is no room in this compartment. Always help the poor, the needy. The blotting paper is mine. We had a good game of hockey. He gave me a ten-rupee note. He is a five year old child. There is a three foot rule. We have purchased a piece of ground on Salai road.

Note: Fish and hair – Singular when they are used collectively, otherwise always plural. Eg. There is a plenty of fish here. There were some red and white fishes caught. Mary has a golden hair. He has few white hairs in his beard.

Exercise

My scissors (is, are) not very sharp. Mathematics (is, are) a difficult subject. The hunter shot there (deer, deers). The (scenery, sceneries) of the Himalayas is very fine. The room is full of (furnitures, furniture). Her (hair, hairs) (is, are) brown. The (cattle, cattles) are grazing in the field. (Alm, Alms) (were, was) given to the (poor, Poores). Fifty (Sheep, sheeps) are grazing in the field. He gave her five (hundred, Hundreds).

PRONOUN

A pronoun is a word used instead of a noun. Eg. John is absent, he is ill.

Personal Pronouns

	Singular	Plural
First person	I	We
Second person	You, Your	You, Your
Third Person	He, She, It	They

Demonstrative Pronoun: this, that, these, those, and such. **Distributive Pronoun:** each, either, neither. **Indefinite Pronoun:** all, some, many, few, none, and such other. **Relative Pronoun:** who, which, whose, whom. **Reflexive Pronoun:** Myself, yourself, himself, herself. *(They are also called Emphasizing Pronouns.)*

Eg. This is a man. He stole my purse. → This is a man who stole my purse. This is a boy. His nature is good. → This is a boy whose nature is good. This is a pen. Jim likes it most. → This is a pen which Jim likes most. This is a house. Jack built it. → This is a house that Jack built. This is a boy. The teacher praised him. → This is a boy whom the teacher praised.

ADJECTIVE

An adjective is a word used to add to the meaning of a noun.

Eg. He is an intelligent boy. Akbar was a brave king.

There are six kinds of adjectives.

Adjectives of Quantity — it answers the question “How much?”

He had much money. There is little food in the house. He wants some money. He did not eat any bread. He had sufficient bread. He ate the whole cake.

Adjective of Number — answering the question, “How many?”

All men are mortal. Many women were not there. Several men came to see the line. He had five rupees in his pocket. Some men are rich. The first boy won the prize. Most men are lazy.

Distributive Adjective — which refers to each one of a number:

Each woman carried a basket. Every word of it is true. Either pen will do. Neither boy is likely to pass.

Demonstrative adjectives — answer the question “which?”

This house is mine. That house is yours. I like these flowers. I want those apples. I hate such men. She lives on yonder hill.

Interrogative adjectives — it asks questions.

What colour is your skin? Which house is yours? Whose book is this?

Adjectives of quality — answer the question “what kind?”

Babur was a brave king. It was a cloudy day. He was an honest man. Calcutta is a big city. The rose is a beautiful flower.

Exercise

- I know a funny little man. — *Funny: Adjective of quality; Little: Adjective of quantity.*
- He is a man of few words. — *(Adjective of quality)*
- I have told this many times before. — *(Adjective of number)*
- An empty vessel makes much noise. — *Empty: Adjective of quality; Much: Adjective of quantity.*
- Some dream of much reality. — *(Adjective of quality)*
- There are several sheep in yonder valley. — *Several: Adjective of Number; Yonder: Demonstrative Adjective.*

Exercise — Parts of Speech

Fill in the blanks with the appropriate form of the word given under the label.

Noun	Verb	Adjective	Adverb
Eg. Beautification	Beautify	Beautiful	Beautifully
1. Advice	—	Advisable	—
2. Near	—	Near	Nearby

Noun	Verb	Adjective	Adverb
3. Exclusion	—	Exclusive	—
4. Equality	Equalize	—	—
5. Excellence	—	Excellent	—
6. Exception	—	Exceptionable	—
7. Fool	Fool	Foolish	—
8. Remark	Remark	Remarkable	—
9. Progress	Progress	Progressive	—
10. Prosperity	Prosper	Prosperous	—
11. Inclusion	—	Inclusive	—
12. Cheer	Cheer	Cheerful	—
13. Particularity	Particularize	Particular	—
14. Regularity	—	Regular	—
15. Difference	Differentiate	Different	—
16. Effect	Effect	Effective	—
17. Bind	Bind	Binding	—
18. Blessedness	Bless	Blessed	—
19. Pleasure	Please	Pleasant	—
20. Suggestion	Suggest	—	—
21. Explication	Explicate	Explicable	—
22. Strength	—	Strong	—
23. Weakness	Weaken	Weak	—
24. Clarity	—	Clear	Clearly
25. Preference	Prefer	—	—
26. Deplorability	—	Deplorable	—
27. Pretension	—	Pretentious	—
28. Falsity	—	False	—
29. Formalism	—	Formal	—
30. Forgetfulness	—	Forgetful	—
31. Presence	—	Present	—
32. Absence	—	Absent	—
33. Vision	—	Visual	—
34. Vitality	—	Vital	—
35. Volunteer	Volunteer	Voluntary	—
36. Fashion	Fashion	Fashionable	—
37. Criticism	Criticize	Critical	—

Noun	Verb	Adjective	Adverb
38. Competition	—	Competitive	—
39. Comfort	—	Comfortable	—
40. Commendation	—	Commendable	—
41. Commerce	—	Commercial	—
42. Boldness	Embolden	Bold	—
43. Symbol	—	Symbolic	—
44. Attention	Attend	—	—
45. Attraction	Attract	—	—
46. Automatic	Automate	Automotive	—
47. Calculation	—	Calculated	—
48. Director	Direct	—	—
49. Admission	—	Admissible	—
50. Allowance	—	Allowable	—
51. Nature	—	Natural	—

VERB

Verb is a word which denotes an action. It tells us something about the subject.

Eg. He wrote a letter — wrote is a verb.

There are three kinds of verbs: **Transitive verb, Intransitive verb, Verb of incomplete predication.**

Transitive Verb: It requires an object after it to complete its sense.

I eat an apple. He sees a picture. He makes good toys.

Intransitive Verb: It does not need an object to complete its sense.

The man died. The girl slept. The sun shines. Birds fly in the air. He writes legibly.

Verbs of incomplete predication: There are verbs that do not have complete sense but require some word or words after them for this purpose — they are called verbs of incomplete predication.

Eg. A dog is an animal. She looks pretty. They are fair in their dealings. A thief always lives in fear. She became sad. He seems tired.

Note: Present Participle, Gerund, Past Participle and Infinitive are parts of verb.

AGREEMENT OF VERB WITH THE SUBJECT

Two and two makes four. Sheila with all her sisters is here. Every first class ticket costs a hundred rupees. Hundred rupees is a meagre salary. Either he or Anit is to blame. Either

Ram or you are to blame. Either girls or Rama is to be present. Either Rama or all girls are to be present. The man with three cars is my neighbour. Each of you has a reward. None of you is likely to pass. Neither of you is right. No news is good news. Mathematics is a difficult subject. The Arabian Nights is an interesting story. The United States has a big army. The committee has decided this. The jury has given their verdict.

Exercise: Correct the following sentences making the verb agree with the subject.

1. The cost of all these articles have risen.
2. The general as well as his staff were there.
3. Which one of these purses are yours?
4. Throwing stones are forbidden.
5. Bread and butter is his main food.
6. Neither of them have returned.
7. The scholar and the poet is dead.
8. The scholar and poet are dead.
9. Every one of them are present.
10. Neither of the questions appear difficult.
11. A thousand kilometers are a great distance.
12. Paul as well as Tom are guilty.
13. He with his friends are arrested.
14. Patience as well as perseverance are necessary for success.
15. The horse and carriage are at the door.
16. My friend and benefactor have come.
17. Either the boy or his parents has done this.
18. Neither Tom nor his friends has come.
19. One of the boys were punished.

TENSES

Tense is a term used in grammar to indicate the time of the action or event.

1. Present Tense 2. Past Tense 3. Future Tense

Each tense has four forms: **Simple, Continuous, Perfect and Perfect Continuous**

Simple Present: Used to express

- a. An action which is actually happening now or at the present moment — see, how it rains! Sit down. Get out.
- b. A custom or habit — Cows give milk. I regularly get up by 5 a.m. We play tennis every day. He goes to temple every day.
- c. A general truth — The sun rises in the east.

Present Continuous: Used to express an action going on at the time of speaking. The leaves are falling to the ground. The girls are dancing and singing now.

Present Perfect: Used to express an action that was over in the recent past with reference to the time of speaking. The sun has just set. He has already learnt his lesson. The train has just arrived. The queen has just arrived in time. He has grown tall.

Note: I have lived in Chennai for 5 years (means the speaker is still living in Chennai). I lived in Chennai for 5 years (speaker no longer lives in Chennai).

Present Perfect Continuous: Shows an action that began in the past and is continuing up to the present time. I have been working for two hours. I have been ill for three days.

Simple Past: Expressing an action that takes place in the Past. I saw an elephant yesterday. My friend died last year. They left the house a week ago.

Past Continuous: Used to express an action begun and continuing in the Past. We were playing when you came. She was singing when I saw her.

Past Perfect: Used to express an action that had been completed before another was started. The train had left before I arrived. I had finished my work before you came. The rain had stopped before you arrived.

Past Perfect Continuous: When there are two actions in the past — the earlier action has been continuing for some time when the later action took place. He had been watching the TV when I visited him yesterday.

Simple Future: Used to express a future action or an event. I shall go to Chennai tomorrow. He will come here next Sunday.

Future Continuous: Used to express an action continuing at some point in the future time. We shall be singing a song. The girls will be playing football.

Future Perfect: Denotes the action will be completed in the future before another future action takes place. I shall have written my letter before he comes. You will have heard this news already. Nobody will have taken anything from you when you go home this afternoon. I hope you will have washed your face before you come into the room again.

Future Perfect Continuous: An action — whether finished or unfinished, will be in progress for some time. We shall have been playing three hours when you visit here. They will have been making preparation for the marriage for two months.

Exercise: Put the verbs given in brackets in the appropriate tense form:

1. He (went / has gone) to Delhi yesterday.
2. I (am / have been) working for 2 hours.
3. We shall serve you if you (come / will come).
4. They had left home before he (came / had come).
5. He (has told / told) me a story just now.
6. The train (left / has left) an hour ago.
7. I felt that I (shall / should) resign my post.
8. Had I known you were coming, I (would stay / would have stayed).

9. I had gone to school when you (came / had came) to see me.
10. Will the Headmaster (allows / allow) us?
11. I (am living / have been living) here for a month.
12. It (is raining / have been raining) all right.
13. He (had visited / visited) us last month.
14. He (failed / has failed) last year.
15. The train had left before they (reached / had reached) the station.
16. I shall have finished my work before he (comes / has come).
17. I had finished my work before Tom (came / had come) to see me.
18. We (did not write / haven't written) the letter yet.
19. The train had left before they (reached / had reached) the station.
20. Columbus (had discovered / discovered) America.
21. She (has arrived / arrives) just now.
22. She (was / had gone) out half an hour ago.
23. I (was waiting / have been waiting) at the station for her since 10 o'clock.
24. She (was / had been) born in 1980.
25. He (has been suffering / has suffered) from fever since last night.
26. He had visited many towns before (he was returning home / he returned home).
27. You will have reached home before (the rain set in / the rain sets in).
28. Three years have passed since his father (died / has died).
29. I had been reading this book for two weeks before she (arrived / had arrived).
30. The rain had stopped when we (came out / would come out).
31. I shall rest after (I have finished my work / I will finish my work).
32. I shall get a job before the week (ends / had ended).

THE SEQUENCE OF TENSES

Rule 1: A past tense in the main clause is followed by a past tense in the subordinate clause.

Eg. She replied that she had no money with her. They found that he was dishonest.

Exception: There are two exceptions to this.

- When the subordinate clause expresses a universal truth, then it will be in the present tense even if the main clause is in the past tense. Eg. He said that all men are mortal. She said that God is love. He taught us that honesty is the best policy.
- If the subordinate clause is introduced by the conjunction 'than', even if the main clause is in the past tense, it may be followed by a present tense in the subordinate clause. Eg. She liked him better than she likes you. (*Main clause – past tense; subordinate clause – present tense*) He helped me more than he helps his own children.

Rule 2: A present or future tense in the main clause may be followed by any tense (present, past or future) required by the sense, in the subordinate clause.

Eg. She thinks that she works hard. She thinks that he worked well. She will think that he is present. She works hard lest she should fail. She worked hard lest she should fail. She will work hard lest she should fail.

VOICE

The hunter killed the tiger – Active Voice. **The tiger was killed by the hunter** – Passive Voice.

In the first sentence, the subject (hunter) is the doer of the action, that is the subject is active. In the second sentence the subject (tiger) is the sufferer or receiver of the action, that is the subject is not active but passive. In the first sentence the verb 'killed' is in active voice. In the second sentence the verb 'was killed' is in the passive voice.

- a) **Simple present:** The grocer sells sugar (AV) → Sugar is sold by the grocer (PV). Cats catch mice (AV) → Mice are caught by cats (PV).
- b) **Present Continuous:** The farmer is tilling the land (AV) → The land is being tilled by the farmer (PV). Are they picking some flowers? (AV) → Are some flowers being picked by them? (PV)
- c) **Present Perfect:** He has written a letter (AV) → A letter has been written by him (PV). I have taken your books (AV) → Your books have been taken by me (PV).
- d) **Simple Past:** He took my book (AV) → My book was taken by him (PV). Did he tell the truth? (AV) → Was the truth told by him? (PV)
- e) **Past Continuous:** He was playing football (AV) → Football was being played by him (PV). Were the farmers sowing the seeds? (AV) → Were the seeds being sown by the farmers? (PV)
- f) **Past Perfect:** The boys had eaten the cake (AV) → The cake had been eaten by the boys (PV).
- g) **Simple future:** We shall finish the work by 6 p.m. (AV) → The work shall be finished by us by 6 p.m. (PV). He will hurt you (AV) → You will be hurt by him (PV).
- h) **Future Perfect:** He will have closed the shop by 8 o'clock (AV) → The shop will have been closed by him by 8 o'clock (PV).

Certain verbs take two objects after them in the active voice, and in the passive voice one of the objects becomes the subject and the other is retained as object.

Eg. He gave me some apples (AV) → I was given some apples by him (PV). He taught us English (AV) → We were taught English by him (PV).

Note: Some intransitive verbs (verbs that do not have direct objects) are used with prepositions as transitive verbs — have them in the passive voice.

Eg. All laughed at her (AV) → She was laughed at by all (PV). She agreed to my proposal (AV) → My proposal was agreed to by her (PV).

Imperative mood (Command or request): Shut the door. → Let the door be shut.

Interrogative (Question sentence): When did you write this letter? → When was this letter written by you?

Passive voice without “by”: They elected him as king (AV) → He was elected as king (PV). They named their son Samuel (AV) → Their son was named Samuel (PV).

Exercise: Change the voice

1. Every body loves animals.
2. Does she always help her husband?
3. Meera is cooking the dinner.
4. They are singing a prayer song.
5. He has sold his old car.
6. Has she lost her purse?
7. The teacher punished all the pupils.
8. The wind was blowing the clouds away.
9. Had the post man delivered the letter?
10. Everyone will blame us.

ADVERB

Adverbs are used to modify verbs.

Kinds of Adverb

1. **Adverb of Manner** — wisely, well, fast, bravely, badly and slowly. (*Answers the question HOW?*)
2. **Adverb of Place** — outside, inside, everywhere, anywhere, here, there, hither and thither, forward and backward. (*Answers the question WHERE?*)
3. **Adverb of Time** — today, tomorrow, yesterday, daily, early, presently, immediately and ago. (*Answers the question WHEN?*)
4. **Adverb of Number** — twice, always, often, seldom and once. (*Answers the question HOW OFTEN?*)
5. **Adverb of Degree** — very, quite, nearly, entirely and partly. (*Answers the question HOW MUCH?*)
6. **Interrogative Adverbs** — when, where, how and why.

CLAUSE

Noun clause — Does the work of a noun in a complex sentence.

Subject of the verb: What she says is quite true. That he is an honest man is quite clear. Why she left is a mystery.

Object of the verb: I do not know when she will come. Tell me why you told a lie.

Object of a preposition: Pay careful attention to what he says. He was greatly pleased with what I said. No one knows how old she is.

Complement of a verb of incomplete predication: Her fear is that she may fail. Life is what we make of it. His belief is that ghosts can talk.

Apposition to a noun or pronoun: My hope is that you may pass. It is clear that he was innocent. The report that he was killed is false.

Exercise: Complete the following by adding suitable noun clauses

1. Tell him ____ (what you know about him)
2. It is certain ____ (that he will never get up early)
3. He was pleased with ____ (what you have told about him)
4. I think ____ (that he is innocent)
5. She told us ____ (where you were last Sunday)
6. All thought ____ (that he was dead and gone)
7. He knew ____ (that he will pass)
8. No one knows ____ (that he will pass)
9. Can you guess ____ (who he is)
10. Surprises me ____ (failure which is quite certain)

Adjective clause — It is introduced by a relative pronoun or relative adverb.

Eg. This is the boy who won the first prize. This is the house that John built. The time when the train leaves is not known. The reason why he told a lie is not known.

Adverb Clause

Adverb Clause of time — Introduced by subordinating conjunctions — when, whenever, while, before, after, since, till, as etc.

Eg. When the cat is away the mice are at play. He goes mad whenever he comes to visit his mother's grave. Do not talk while you are eating. Before you leave switch off the light. I have been ill since you have left. As soon as the train had left, my friend rushed into the platform. No sooner did he see me than he took to his heels.

Adverb Clause of place — Introduced by subordinating conjunctions — where, wherever, whenever.

Eg. I have kept the book where no one can find it. Wherever he goes follow him. You can come whenever you like.

Adverb Clause of purpose — Introduced by subordinating conjunctions — because, as, then, that and since.

Eg. I am glad because you are in time. I am glad that you do not like it. I am glad since you promise to serve me faithfully. I am glad as the truth comes out.

Adverb Clause of condition — Introduced by subordinating conjunctions — if, whether and unless.

Eg. If it rains we shall not play. He will not pass whether he works or not. Unless he works very hard he will fail.

Adverb clause of Result — Introduced by subordinating conjunctions — so.

Eg. He is so old that he can hardly work. She is so kind a woman that all respect her. The news is so good that it cannot be true.

Adverb Clause of comparison

Degree: She is younger than she looks. He is as foolish as he is lazy. He is not as wise as you think. *Manner:* She does as she pleases. As you sow, you will reap. It all ended as we expected.

Adverb Clause of supposition or contrast — Introduced by subordinating conjunctions — though, even though, although etc.

Eg. Though he is fair, she hates him. Although he was ill, he attended the class. Even if he is old, he is able to do a lot of work.

PREPOSITIONS

A preposition is a word placed before a noun or pronoun to show what relation the person or thing denoted by the noun stands to something else.

Eg. There is a cow in the field. He is fond of tea.

Kinds of prepositions

Simple prepositions: At, by, for, off, in, with, on, out, to, through, from...

Compound prepositions: According, above, about, along, amidst, among, around, behind, beside, between, inside, outside, underneath, within, without.

Phrase prepositions & phrasal verbs: According to, in addition to, in place of, along with, in case of, in regard to, because of, in course of, in spite of, by dint of, in favour of, instead of.

The uses of at and in

At is used for a point of time as — He came here at day break, at sunset etc. **At** is also used with reference to space, for small towns, villages — I met him at Keeranur. I will see him at school.

In is used for a period of time in which something happens — in the morning, in the month of May, etc. **In** is also used for big towns, cities, countries — He works in Mumbai. He works in Dubai.

Exercise: Fill in the blanks with suitable prepositions

1. He was struck ____ his enemies ____ a stick.
2. The tiger was killed ____ the hunter ____ a gun.
3. He lives ____ Puri but I meet him often ____ Kolkotta.
4. The two brothers quarrelled ____ themselves.
5. It has been raining ____ yesterday.
6. He came and sat ____ me ____ last month.
7. He has been ill ____ Tuesday.
8. We have lived in this town ____ 1975.
9. He met her ____ the station.
10. I have cut my finger ____ a knife.

ARTICLES

Observe these sentences

1. Arjunan fought like a hero.
2. I saw an elephant yesterday.
3. This is the camera you gave me.

a, an, and the are called Articles. Their function in any statement or sentence is purely grammatical.

Indefinite article: a, an. Definite article: the.

The indefinite article “a” is used before:

- i) Noun beginning with the sound of a consonant. Eg. A boy, a flower, a woman, a cow, a horse.
- ii) Such words as have the sound of (Y). Eg. A useless person, a ewe, a European, a unit, a utensil, a unicorn, a union, a university.
- iii) Nouns beginning with (O) though a vowel, but with the sound (WO). Eg. A one rupee note, a one way road, a one eyed giant, such a one.

The indefinite article “a/an” is also used:

- i) Idiomatically — a few, a little.
- ii) In figurative expressions — few, little.
- iii) Before numerical expressions — a lot, a thousand, a dozen.
- iv) In expressions of price, speed, ratio — 50 kms an hour, three times a day and Rs.100 a meter.
- v) In exclamations before singular countable nouns — What a hot day! What a pretty baby!
- vi) With a noun complement, including names of professions — He is a Teacher. She is a dancer. I am an engineer.

'The' is a definite article. It is used:

- i) When we refer to some particular person or thing — a) The house I have just bought is spacious. b) Call the boy wearing the blue shirt.
- ii) When a singular noun is used to indicate a class — representative in nature. c) The cow is a useful animal. d) The dog is a faithful animal.
- iii) Before rivers, ranges of mountains and group of islands — The Ganges, The Thames, The Himalayas, The British Isles, and The Andamans.
- iv) Before the ocean, seas, gulfs, bays — The Indian Ocean, The Red Sea, The Arabian Sea, The Bay of Bengal, and The Persian Gulf.
- v) Before names of some countries, some provinces in India — The USA, The UK, The Deccan and The Punjab.
- vi) Before the names of certain well known books — The Bible, The Bagavat Gita, The Kuran.
- vii) Before adjectives in the superlative degree — May is the hottest month of the year.
- viii) When the double comparative of an adverb is used — The higher you go the colder it becomes.
- ix) Before an adjective used as a noun — The poor depend on the rich. The wise don't like the company of foolish.
- x) Before the names of ships, trains, hotels, theatres, clubs, etc. — The Vaigai express, The Taj Hotel, The Sapphire theatre and The INS Virat.

Exercise: Fill in the blanks with suitable articles

- 1. Leo Tolstoy was born in ____ Russian noble family. He became ____ orphan at the age of nine. He was enlisted as ____ officer in army and served there.
- 2. Experiments had reached ____ last stage and it seemed that success was just around ____ corner, when ____ disaster occurred which threw the whole family into mourning.
- 3. As ____ world has advanced in science, war has become very dangerous, war at ____ present time will mean ____ end of ____ world.

QUESTION TAGS

A question tag is a short question attached to a statement. The fundamental role of a question tag is to draw attention to the statement or to add to it. Question tags are commonly used in conversations, for emphasis and to evoke the right response from the listener.

Remember

- 1. Tag questions are always used in contraction form — aren't, isn't, didn't, won't etc.
- 2. The subject of a tag question is never a noun but a pronoun. *Isn't he? Don't they? Can we? Am I?*
- 3. Tags are never used with questions but added only at the end of statements. *He is clever, isn't he?*

4. The verb in the question tag is either the auxiliary used in the statement or the proper forms of Do, Does or Did.
5. An affirmative statement takes a negative tag and a negative statement is followed by a positive tag. *The boy is neat, isn't he? (Negative tag) The boy is not neat, is he? (Positive tag)*
6. There is always a comma between the statement and the question tag and the question ends with a question mark.

Exercise: Add a question tag to each of the following statements

1. Your friend is an engineer _____
 2. She can speak English _____
 3. You must take this medicine _____
 4. They came rather late for the party _____
 5. George likes coffee _____
-

MODULE – IV: COMPREHENSION

1.

Once there lived an old lady. She became blind. She called a doctor. She agreed to pay a large fee if she got cured, but nothing if the doctor failed in his duty. The doctor attended on her. He became greedy after seeing the lady's furniture, and delayed the cure. Every day he took away some of the furniture. At last he cured her. Then he demanded his fees. But she refused to pay him, saying that her cure was not complete. She brought a court charge on the doctor. The judge asked the lady why she would not pay the doctor. She said that her sight was not properly restored as she could not see all her furniture. The judge gave a verdict in her favour.

- a) What had happened to the old lady?
- b) Why did the doctor delay the treatment?
- c) What did he do in her home?
- d) Why did the lady file the case on the doctor?
- e) Suggest a suitable title.

2.

A jackal wanted to eat crabs found on the other side of a river. It wondered how to get across the river. It then approached a camel and persuaded the camel that there were a lot of sugarcane fields on the other side of the river. The camel became very eager to taste the sugarcane and it was ready to carry the jackal across the river in return for the information it got from the jackal. The camel carried the jackal on its back and crossed the river. After having had its meal of crabs on the other side of the river, the jackal started howling. The villagers rushed out of the place and saw the camel in the sugarcane field. They beat it with sticks. The camel rushed to the river to save its skin. The jackal jumped on its back while

crossing; the camel asked the jackal why he played such a trick on him. The jackal replied that it was his habit to howl after a good meal. For this the camel replied that it was his habit to take a bath after a good meal. Then he rolled in the river. The jackal was nearly drowned.

1. Why did the jackal want to go to the other side of the river?
2. What was the trick the jackal played on the camel?
3. What happened to the camel on account of the jackal's trick?
4. How did the camel take vengeance on the jackal?
5. Suggest a title.

3.

A son was born to a king. His mother died during his birth. A young mother with a baby was chosen as his nurse. She nursed both babies together. The enemies of the king plotted to kill his son. They bribed the guards and got into the palace. But the nurse was warned just in time. She quickly changed the dress of the children. She left her own child dressed as prince and fled with the real prince. Murderers entered the room and killed the child left behind. Thereby the prince was saved. The king offered her a lot of rewards. But she refused to take them and killed herself. The king became very sad; he erected a splendid tomb for the faithful nurse.

1. What had happened to the mother of the king's son?
2. Who was appointed to take care of the king's son?
3. How did she save the son of the king?
4. Why did she refuse to accept the rewards?
5. Suggest a title.

4.

Once there lived a miser. He lost a purse of hundred pieces of gold. He became sad. He went to the town crier. The crier said that the miser must offer a reward for those who reported the lost gold to the crier. The miser accepted the proposal and the crier announced to the public about the loss of the miser. A few days later a farmer came to the miser and handed over the purse which he had picked up a few days ago. The miser counted the gold; there were 100 pieces of gold inside the purse. He thanked the farmer. The farmer asked for the reward. But the miser said that there were 110 pieces in the purse and the farmer had already taken his reward, the ten pieces. They quarreled. The farmer appealed to the judge. The judge heard the case for the purse. He saw that the purse could hold only 100 pieces of gold. He decided that the purse could not be the miser's. He gave the purse to the farmer. Thus, the miser had over-reached himself.

1. Why did the miser become sad?
2. What was the condition of the town crier?
3. Why did the miser refuse to pay the reward to the farmer?
4. What had happened to the miser after the court judgment?
5. Suggest a title.

5.

Once there lived a king. He became sad on seeing all his subjects lazy. He decided to teach them a lesson. One night he put a very big stone in the middle of the road. Next day a merchant of the city saw the stone, and went around it without making any efforts to remove the stone from the road. An officer who drove on the road in his carriage did the same. A young soldier came riding and did the same. All cursed the stone and blamed the government for not removing it. Then the king ordered the stone to be removed. He had kept an iron box under it, marked “for the man who moves away the stone” — there was a purse full of money inside the box. The people were ashamed of their laziness that had stood in their way to get the reward.

1. Why did the king become sad?
2. What was the plan of the king to teach his people?
3. How many people went round the stone without removing it?
4. What did the king keep under the stone?
5. Suggest a title.

6.

Once an ant, who had come to drink at a stream, fell into the water and was carried away by the swift current. She was in great danger of drowning. A dove, perched on a nearby tree, saw the ant’s danger and dropped a leaf into the water. The ant climbed on to this and was carried to safety.

Some time after this, a hunter creeping through the bushes saw the dove asleep, and took careful aim with his gun. He was about to fire when the ant, who was nearby, crawled forward and bit him sharply in the ankle. The hunter missed his aim, and the loud noise of the gun awakened the dove from her sleep. She saw her danger and flew swiftly away to safety. Thus the ant repaid the dove for having saved its life in the foaming current of the stream.

1. Why did the ant come to the stream?
2. How did the ant rescue itself from danger?
3. What had happened to the dove?
4. How did the ant repay the dove?
5. Give a suitable title.

MODULE – V: COMPOSITION – A

IMPROVE YOUR READING SKILL

1. Read the following passages aloud.
2. Guidance for the right pronunciation, intonation and stress must be given by the teacher.

3. Take the help of a dictionary in case of doubt.
4. Read and reread till you perfect your reading skill.
5. Form groups in the class and conduct a question and answer game on the passage read.

1. CORRUPTION AS HUMAN RIGHTS VIOLATION

By C. Raj Kumar, Courtesy "The Hindu"

Having recognized that corruption affects human rights and the rule of law, it is important for the NHRC to develop the right to corruption-free governance, through a number of rights-based strategies in India. Rights-based approaches to governance are those strategies that rest on the conceptual foundation that social and economic goals do not remain policy objectives, but get transformed into rights that are vested with the citizenry — increasing incentives for public vigilance. In this conception there are “right-bearers” and “duty-holders” — the people will have rights relating to various social and economic goals that were hitherto described as policy objectives. The representatives of the government are vested with the duty of ensuring the protection and promotion of the particular right.

2. MOTHER TERESA

By Naveen Chawla, page: 235

Throughout her life Mother Teresa remained humble, simple and in many senses an ordinary woman. Yet she led one of the most extraordinary lives of the twentieth century. She was not erudite, but her distilled wisdom was as profound as that of any philosopher-saint. She believed in taking one small step at a time, yet she handled several complex activities simultaneously in many parts of the world. She gratefully acknowledged the millions in donations and bequests that made her work possible, but remembered only the ‘sacrifice’ money, like that of the little Calcutta boy who ate no sugar for three days to offer her one rupee that was thus saved. Although she lived and worked in largely Hindu India, she made no attempt at conversion. Conversion, she said, was God’s work, not hers. In reflecting this position, she also astutely conformed to her environment, while at the same time being faithful to Jesus, whom she saw in all those whom she ministered to and encountered.

3. GROOMING INDIA’S RURAL MANAGERS

The Institute of Rural Management, Anand — popularly known as IRMA — has grown to become a towering institution for professional management of rural organizations since it came into being in 1979.

This institution, in the country’s milk capital Anand, Gujarat, was founded at the initiation of the National Dairy Development Board (NDDB) with the support of the State and central governments and the Swiss Development Central Co-operation. It has been closely working with co-operatives, NGOs, governments and national and international agencies. IRMA got

very high ratings in recent surveys. It holds an enviable reputation in terms of industry interface and international linkages.

Apart from giving research and consultation services for improving the management of rural organizations and programmes, IRMA offers post-graduate and doctoral programmes in rural management. Its Programme in Rural Management (PRM) is one of the best in the country for those aspiring to undertake challenging managerial responsibilities in the rural co-operative sector and development organisations.

4. ARE WOMEN MORE DEPENDENT ON RELATIONSHIPS FOR IDENTITY?

Dr. Alan Loy Mc Ginnis

Most studies show that women have more difficulty establishing their singularity than men. The old stereotype is that men live for their work and women live for love; hence, when a relationship ends, a divorce occurs, or a friendship blows up, it is harder on women than on men.

Does that mean that women are by nature weaker and more dependent? Not at all. It has to do with the fact that most small children spend more time during their early years with their mothers than they do with their fathers.

Nancy Chodorow has done some illuminating work in this area. She points out that a little boy soon realizes that he is not like his mother and that he must differentiate himself from this person. Masculinity is defined by separation. A girl, on the other hand, feels no such need and remains close to her mother. These facts have great consequences for the way we cope when we become adults. Males often grow up being good at independence, but having trouble with closeness. Females often grow up being good at relationship, but having problems with independence.

5. HOW DO YOU REACT TO CONFLICTS? REACTIONS ARE REARED BEHAVIOURS

People react to conflicts differently, some calmly and others with an explosive response. Some people flee from the conflict, and others come back fighting. Some individuals look for ways to negotiate, while others keep pushing to get their own way. Just as conflicts come in many forms, so do our reactions.

Often the way we react to conflicts is also based on how we experienced conflicts growing up. Most likely, today's reactions are based on yesterday's model. As you were growing up, how did those around you deal with conflicts? What messages did your parents, teachers, religious leaders and scoutmasters give you?

Our reactions to conflicts were learned early in our lives. These patterns are well ingrained into our adult behaviour and attitudes. Fortunately we can re-learn and modify the way we react to conflicts.

Reviewing the ways you react to conflict is another piece of the puzzle for understanding how conflicts work. Often a heightened awareness of how we react can help to keep some

conflicts from escalating; we can choose how we react. We can actually learn new and better ways to react when we have conflicts.

MODEL LETTERS

Students normally face difficulty in expressing their thoughts in English while making official requests through formal letters to the college, authorities or for any other official matter. Model formats are given below. Observe these formats and evolve such writing skills.

Requisitions

1. Format is official.
2. Salutation official.
3. State the subject.
4. Introduce yourself.
5. State the purpose.
6. Make your request or prayer.
7. Be clear in your request.
8. Close the letter with a Thank you and signature.

Letter 1 — Request for Bonafide Certificate

From [Your Address]

To [Authority's Address]

Date: 01.07.2007 Tiruchy

Respected Sir,

Sub: Request for Bonafide Certificate.

I am a student of I B.A., Economics class my Roll No. is 02416. I am a day scholar residing at Tiruverambur. Kindly furnish me with a 'Bonafide Certificate' to help me avail a 'Bus Pass' from the Transport authority concerned.

Thank You,

Yours Faithfully, Signature

Letter 2 — Request for Conduct Certificate / Transfer Certificate

From [Your Address]

To [Authority's Address]

Date: 02.07.2007 Tiruchy

Respected Sir,

Sub: Request for Conduct Certificate, Transfer Certificate etc.,

I was a student of the I B.Sc., Mathematics class from 2004 to 2007. I request you to furnish me with my Conduct Certificate and Transfer Certificate.

I have enclosed the 'No Dues Certificate' from the departments concerned.

Thank You,

Yours Faithfully, Signature

COMPOSITION – B: DEVELOPING HINTS



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Garland decoration

Develop the following hints into stories

1. A bee – falls into a tank – a dove flies past – drops a large leaf into the water – the bee climbs on the leaf – flies away – a boy takes aim the dove bee stings – the dove is saved.
2. A man has a hen which lays a golden egg everyday – the man collects ten eggs in ten days then he gets impatient – wants to become rich overnight – kills the hen.
3. A good boy – disobeys his parents – gets into bad company – father gives him some apples – tells him to lay them aside for a few days. Places a rotten apple among them – the rotten apple spoils the good one's – a lesson on bad company.
4. Two men travelling through a forest – agree to help each other in Danger – suddenly a bear appears – once climbs up a tree – the other lies down on the ground and holds his breath – the bear comes up to him – smells his face – thinks he is dead – goes away – the first man now comes down – asks the other what the bear – answer: "Beware of a friend who runs away in time of danger"

5. King Solomon noted for his wisdom – queen of Sheeba heard of his fame – came to visit – impressed by his wealth and grandeur-wanted to test his power of solving puzzles-showed him two garlands of flower, one in right hand and one in left-one real, the other artificial – asks, 'which is which' – courtiers puzzled – both garlands look the same – Solomon silent – queen feels triumphant – Solomon ordered windows to be opened – bees flew in from the garden – buzzes about the queen – all settled on garland in her right hand – Solomon said the flower in right hand real, in left hand artificial – queen impressed with his wisdom.