

H93151

Professional English I

Unit - I

1. Writing emails
2. Letters introducing oneself

Grammar

1. Present Tense (simple & progressive)
2. Question Types wh/yes or no questions
3. Tag questions

Vocabulary

1. Synonyms
2. One word substitution
3. Abbreviations and Acronyms

Writing emails

Emails are widely used not only for academic and business communication but also for personal exchanges because of their speed and convenience. The format of an email letter includes the following lines that the sender must fill in before sending it off.

TO : This is for the email address of the recipient; more than one address can be written, separated by commas.

CC : This is for a list of addresses in which you want to send copies of your message.

BCC : Recipient's addresses typed here will not be seen by other recipients.

Subject : This tells the recipient what the email is about. In a personal mail you may just write "Hello" or something personal like "Remember me". The subject line must be clear and specific so that recipient gets an idea of its content even before reading your letter. The subject line also helps recipient's later search for and find particular messages.

Attachments : These are files which go with your message that the recipient will download to read or see.

Sample 1

Non-Execution of our order 1.03.2022

arockiayaraj@gmail.com

Dear Dr. S. Arockiayaraj,

We ordered for the supply of chemicals on 01.03.2022. Now more than a month has passed and the order has not been executed yet. We require these chemicals rather urgently for the ensuing university exams which are scheduled to commence on 12.03.2022. Hence, we request you to send the chemicals immediately. In case we fail to receive the chemicals before 10.03.2022, we will be rather constrained to purchase the chemicals on the local market and our order will automatically stand cancelled. We cannot afford to take the risk, as our requirements are for the university exam.

Send.

Letters introducing oneself

A letter of introduction is a type of correspondence usually small, used to introduce someone we know to someone else. Introduction letters can help build professional relationships that lead to job opportunities, business growth and collaboration.

New product introduction letter

Amanda Matthews
General Manager
Skincare Solutions
34, South Street
London

Mr. Richards
Skincare
141, Brick Lane
London

Dear Mr. Richards,

We are happy to introduce you our latest development anti-wrinkle cream "Magic Youth". Many people have tested this product and got satisfaction. We have got positive feedback from the customers. We thought that you would

be interested in the product. Therefore, we are enclosing a sample of the cream. You can try it on your customer.

One of the specialists will contact you shortly to describe the product in detail and answer your questions.

Thank you.

Sincerely,

Amanda Matthews.

present tense (simple and progressive)

A verb can indicate the present, past or future time or tell what time the action is really taking place.

Present Tense

Use present tense to say that something happens all the time or repeatedly (habits) or that something is true in general.
eg.

I usually go home at weekends.

The earth goes round the sun.

Water boils at 100 degree Celsius.

Nurses look after patients in hospitals.

Milk is white

I drink coffee daily.

Adverbs: (always, often, everyday, every week, usually).

If the subject of the present tense is a third person singular, then (s, es, es) are added with the present tense form of the verb.

I read a book.

We need a hour.

You play piano.

He works on a bank.

She sings a song.

She has three children.

The match starts at 2.30 p.m.

Present continuous

Use the present continuous tense to talk about things which are happening now.

Mary is doing her homework now.

We are learning the uses of tenses.

You are washing your clothes.

They are waiting for a bus at the moment.

An action which is likely to happen in the near future.

We are going to City next Sunday.

The secretary is visiting our college tomorrow.

Adverbs: now, at present, at this moment.

Question Types

Wh questions / yes or no questions

Sentences that are used to make enquiries or ask for information are called Interrogative or Question sentences.

Interrogative sentences can be further divided into two kinds.

1) Yes or no question

2) Wh-question

Auxiliary or modal verbs like do, does, did, is, am, are, was, were,

will, shall, has, have, had, can, could are called yes/no questions. Such questions can be answered in 'yes' or 'no'. eg.

He is an Indian. Is he an Indian?

Jacob is on leave. Is Jacob on leave?

Raja is in the classroom. Is Raja in the classroom?

You are tired. Are you tired?

The cat chased the mouse.

Did the cat chase the mouse?

They are in the garden.

Are they in the garden?

They play chess.

Do they play chess?

Wh- questions start with Wh words - what, who, where, when, why, which, whose? Such questions cannot be answered in 'yes' or 'no'. Questions consist of a wh question word, an auxiliary verb, a subject and a main verb.

The Wh- questions give you information. eg.

What do you wear on your finger?

who is this?

who went on vacation?

where did you go?

when did you get home from school?

why is he leaving?

which way will you go, left or right?

whose shirt is on the floor?

How many balls are there?

How much water do you usually drink?

What time does the basketball match begin?

Change the following statements into questions

1) Ravi comes home after school.

When does Ravi come home?

2) I drink apple juice for breakfast.

What do you drink for breakfast?

3) Rahul lives in London?

Where does Rahul live?

4) John lives with his uncle.

Who lives with his uncle?

5) It's my bag.

Whose bag is this?

6) Mary is 4 years old. How old is Mary?

Tag questions

A tag question is a special construction in English. It is a statement followed by a mini-question. We use tag questions to ask for confirmation. They mean something like 'Is that right?' or 'Do you agree?'. They are very common in English.

The basic structure of a tag question is:

Snow is white. Isn't it?

You don't like me. Do you?

The tag repeats the auxiliary verb from the statement and changes it to negative or positive.

Question tags are more common in speaking than writing. We often use question tags when we expect the listener to agree with our statement. In this case, when the statement is positive, we use negative question tag.

She is a doctor. Isn't he?

Yesterday was so much fun, wasn't it?

He isn't here, is he?

The trains are never on time, are they?

Synonyms

A word or phrase that has the same meaning as another word or phrase in the same language. Synonyms are words that are similar to another word or have a related meaning.

Choose the correct meaning in the following.

1. perfidious - means deceitful and untrustworthy.
a) predict b) crafty c) perfury d) morbid
2. prolong - means lengthen in time or to extend
a) enquire b) wax c) wait d) extend
3. Fostering
a) misunderstand b) push c) gain d) discourage
4. Crapple
a) crasp b) offer c) open d) agree
5. linger
a) dart b) hasten c) quick d) delay
6. Tepid
a) Boiling b) lukewarm c) breezing
d) gaseous
7. Warrior
a) soldier b) ballor c) pisate d) spy
8. kindle
a) to ignite b) old person c) desire
d) creditable

One word substitution

'Single word substitutes' as the phrase indicates itself are the words that replace group of words or a full sentence succinctly without creating any kind of ambiguity in the meaning of the sentences.

1. The life story of a person written by oneself - Autobiography
2. One who speaks two languages - Bilingual
3. One who looks on bright side of things - Optimist.
4. One who looks on dark side of things - Pessimist.
5. One who loves mankind - Philanthropist
6. One who hates mankind - Misanthrope
7. One who copies from other writers - Plagiarist
8. One who knows many languages - Polyglot
9. One who thinks only of himself - Egoist.
10. One who goes on foot - pedestrian
11. A government by the people - democracy
12. A sentence whose meaning is unclear - Ambiguous.

13. A place where orphans live - orphanage.
14. A book written by an unknown author.
Anonymous.
- 15) A life history written by somebody else - biography.
16. One who eats too much - Glutton
17. People who work together - colleagues
18. A flesh eating animal - carnivorous
19. A grass eating animal - Herbivorous.
20. A handwriting that cannot be read - Illegible.
21. A person who speaks three languages - Trilingual.
22. A position for which no salary is paid - Honorary.
23. A person's peculiar habit - Idiosyncrasy
24. The study of environment - ecology.
22. One who lives in a foreign country - Immigrant
23. A speech delivered without any previous preparation - Extempore.
24. One who does not believe in god - Atheist.
25. One who believes in god - Theist

Abbreviations and Acronyms

An abbreviation is a shortened form of a word or a phrase. for ex.

N.Y - New York

St. - Street

An acronym is an abbreviation consisting of the first letters of each word in the name of something. for eg.

ASAP - As soon as possible

ATM - Automatic Teller Machine

Abbreviations

am - Ante Meridieum

B.A - Bachelor of Arts

C - Celsius

B.C - Before Christ

corp - corporation

cm - centimetre

Dec. - December

dept. - department

dist. - district

div. - division

F - Fahrenheit

Feb. - February

Dr. - doctor

hr. - hour
Gov. - governor
Govt. - government
kg - kilogram
km - kilometre
lib - library
Ltd - limited
Mr. - mister
Mrs. - mistress
N - North

Acronyms

BTW - By the way
HAWN - Have a good night
KIT - keep in touch
OMG - Oh my God
BBS - Be back soon
NYOB - None of your business
LTS - Long Time No See
TTYL - Talk to you later
IDK - I don't know
LOL - Laughing out loud
TY - Thank you
YW - Your welcome
NP - No problem

Unit II

Writing

1. paragraph writing
2. Report writing

Grammar

1. past tense (simple)
2. subject-verb agreement
3. prepositions
4. Phrasal verbs

Paragraph Writing

In order to write a good paragraph, students need to understand the four elements of paragraph writing and how each element contributes to the whole. The four elements essential to good paragraph writing are: unity, order, coherence and completeness.

A paragraph is made of 3 elements.

- 1) The topic sentence
- 2) A body
- 3) APT conclusion

Description of an Air-Conditioner

The air conditioner is similar to the refrigerator. In simple terms both take heat from inside and transfer it outside leaving the inside cool.

The basic components of an air conditioner include a compressor, a fan, condenser coil and a refrigerant. The first air conditioner was dehumidifier invented by Willis Carrier in 1902. The name 'Carrier' is a powerful brand in air conditioning even to this day.

Once considered a luxury, air conditioners are common in most places in India. The window AC is being replaced by the split

Report writing

A report is an orderly, objective message used to convey information from one organizational area to another or from one institution to another to assist in decision making or problem solving. Just as letters, reports are a form of written communication. A report gives an account of what is seen, heard or observed. Reports convey the required information. There are many forms of reports.

Format of the report

1. purpose of the report.
2. Introduction and statement of the problem.
3. Method adopted for data collection
4. Summary and discussion
5. conclusion / findings / recommendations
6. Bibliography.

Report on Industrial visit

15.03.2022

R.A Engineering College
Chennai

From

S.M. Mahendran

The class Representative

R. A Engineering College
Chennai

To

The HOD
Department of CSE
R. A Engineering College
Chennai

Respected Sir/Madam,

Sub: Report on one day Industrial visit
on receiving the letter of permission from
MRF Tyres Limited, Chennai, 40 students with
two faculty members went on an Industrial
visit to the factory on 10.03.2022.

We all assembled at the college at 8 am
and left the college in a bus. We reached the
factory at 10 o'clock. An engineer in-charge
of production received us and gave a brief
introduction of a factory. He were given
masks to be worn. Then he took us around from
one section to the next and explained the
process involved in the making of tyres.
The workers were doing the work concentrated.
A few robots are also employed to do certain
repetitive minor operations. The visit came to
an end at 3 pm. We left the premises at 3.30 pm.

I take this opportunity to thank you for
having granted permission for such an Industrial
visit

Thank you.

Yours faithfully
The Class Representative

past (simple)

past tense is used to express a single action happened in the past. It is used to express a habitual action in the past. eg.

The K. K. express started yesterday.
The captain trained the soldiers from morning to noon.

Adverbs used : yesterday, last week, last month, last year, last Monday, ago, last Deepawali, last working day and so on.

Fill in the blanks with past tense :

1. We _____ (get) Independence on 15th Aug 1947.
2. The Headmaster _____ (announce) the result last Monday.
3. Kanthar's grandfather _____ (die) last year.
4. They _____ (finish) their home work last night.

past continuous

past continuous is used to express an action going on at some time in the past. eg.

He was selling fruits from morning to evening.

The soldiers were exercising from morning to evening.

past continuous is also used to express an action that was going on at

the time of another action. The latter is expressed in the simple past.

eg. When I saw him, he was writing an essay.

Adverbs used: when, while

Fill in the blanks with past continuous

- 1) When I went to play ground, the boys _____ (play) tennis.
- 2) He _____ while his sister read a novel. (write)
- 3) The workers were doing their work while the supervisor _____ (supervise) their work.
- 4) Krishna _____ (study) a lot and won the first prize.

Subject-verb agreement

Every sentence has a subject, a verb and a predicate. There must be an agreement between these three parts of a sentence. The verb agrees with the subject in numbers and persons.

Rule 1

A singular subject must have a singular verb and a plural subject must have a plural verb.

The baby cries when he is angry.

The babies cry when they are angry.

Rule 2

Two or more nouns joined by 'and' takes the plural verb. eg.

My brother and I are going home.

Ram and Suresh are brothers.

He and his friend have arrived.

Vishal and Mohan do not like that dress.

Rule 3

If two singular nouns point to only one person, they take verb in the singular number. eg.

The poet and playwright is dead.

My guide and guardian is here today.

Rule 4

If 'the article' is used before both the nouns separately, they would mean to point to two persons or things, and in that case plural verb would be used.

The president and the vice president are sitting in the parliament hall.

The first and the last chapter of this book are boring.

Rule 5

If two subjects taken together mean one thing only, they take the verb in the singular number.

The crowd has assembled very soon.
The government has introduced a
new legislation.

The same words take plural verbs,
when each member is considered as an
individual. eg.

The crowd were lathi charged by the
police.

The government have tried to solve
the problem.

Rule 10

Some nouns, though plural in form,
are treated as singular.

Mathematics is an interesting subject.

This news is too good to be true.

Rule 11

'Trousers' and 'articles' of dress' made of
two equal parts are considered as plural.
So they take plural verbs.

Her trousers are new.

Her shoes are dirty.

My socks are blue in colour.

Her compasses are accurate.

The tongs are terribly hot.

Rule 12

When the subject of a sentence begins with specific quantity, amount or distance, the verb is singular when considered as a whole.

Three thousand rupees is not a huge amount.

Five years contract is too much.

Rule 13

Certain adjectives are used with the article 'the' to refer to a group of people in the particular condition; the poor, the rich, the youth, the blind, the lame, the dumb etc take the plural verb.

The poor deserve our sympathy.

The blind needed to get social recognition.

The lame die once.

Rule 14

A number of + noun always takes the verb in the plural number because Indefinite number is believed to be plural.

eg. The number of crimes in Delhi is increasing

The number of girls in the hall is very small.

Phrasal verbs

A phrasal verb consists of a verb and a preposition or adverb that modifies or changes the meaning of the word or phrase. For ex. 'give up' is a phrasal verb that means "stop doing something" which is very different from 'give'.

1. Act on - Take action as a result of something
The police acted on the call they received.
2. Act out - demonstrate something with gestures
They acted out the scene in the classroom.
3. Agree with - same opinion as someone else
I agree with you. I think she deserves the award too.
4. Aim at - direct towards a target
The policeman aimed his gun at the hijacker.
5. Apply for - make a formal request
He applied for the post of Assistant Engineer.
6. Blow up - explode
The terrorists said the bomb would blow up at 9 o'clock.

- 7) break down - stop functioning
Raj's car broke down on the way to the airport.
- 8) break out - start suddenly and spread quickly
Rioting broke out as a result of strike.
- 9) call back - return a phone call
I will call you back as soon as possible.
- 10) call off - cancel
The meeting was called off because of the strike.
- 11) carry on - continue
He carried on gardening despite of rain
- 12) carry out - to do or complete something
Our soldiers carried out a successful attack last night.
- 13) come forward - present oneself
The police have asked any witness to come forward
- 14) come up with - produce an idea or plan
she came up with a great idea for the party.
- 15) took off - flew into the air
The plane took off an hour late

prepositions

Prepositions forms a small but important word class. We use prepositions very frequently. If you can understand and correctly use prepositions, it will greatly improve our fluency. Prepositions in the English language indicate the relationship of a noun or a pronoun to something. When using a preposition, it is necessary to have the subject and verb before it and should be followed by a noun.

In, on, at - Time

In

He always reads newspapers in the morning.
month / seasons - We are going to Chennai in April.
Some trees lose their leaves in the autumn.

Time of the day - I meet you in the evening

Year

- Ramesh finished his graduation in 1990.

on

- In the summer, we have a rainy season ^{3 weeks}
specific days and dates - I bring you the notebook on Sunday.

I will conduct the meeting on 22.12.2021.

I was born in 1985.

At

specific time

- He will meet you at 12.30 pm.
The bus will arrive at 9 am.
- He wakes up at 5 o'clock.

Point in time

In - place

big place

- We live in Tirunelveli.

within a location

- He is in the garden.
They are in the room.

on - place

Touching the
surface of

Floor in the house

Public transport

television / radio

Certain side left/
right

The ladder is on the wall.

The book is on the table.

- My brother is on the third floor.

- We are on the bus, They are on the
Plane.

- He watched the serial on TV.

They heard the news on the radio

- He has ^{reversed} taken the car reverse
on the left.

At - place

specific location

For night

For events

For weekend

- The dog stands at the door.

The boy is at the park.

- They came home at night.

- we meet you at the party.

- I will go home at the weekend

by

near

not later than

who made it

Travelling

- The house is by the sea.

- They will submit the assignments
by Monday.

Try to finish the work by
next week.

- A book is written by John
Webster.

- I came to college by bus.

I go to temple on foot.

They went to Chennai by car.

for

Duration of time

Distance

- We walked for two hours
They go for to jog for two

- we go to the park by car
for 10 kilometres.

- There are coconut trees along the seashore.
- among - within a group, in the middle of, surrounded ^{by}
- The money was shared among three people.
- He walked among the crowd.
- The child was heard among a group of robbers.

- between - within a group of two / usually used with two.
- I am standing between Rajesh and Rahul.
- The cameraman is between the polar bear and the seal.

connect time

- They lived in New York between 1998 and 2004.
- What were you doing between 5.30 pm and 7 pm?

under - covered by something else.

- The cat was sleeping under the blanket.
- The whole village was under water.

Below - is not directly under another.

- We could find something below the surface of the water.
- lower ~~than~~ position than something else.
- Venus is just below the moon right now.
- There was a big clock below the painting.

1) Incorrect: He loves with me.

correct: He loves me.

2) Incorrect: We reached at the airport at 9 pm.

correct: We reached the airport at 9 pm.

3) Incorrect: He married with his friend's sister.

correct: He married his friend's sister.

4) Prepositions are not used in expressions of time beginning next, last, this, each, every.

with - accompanying

He always came with her.

being together.

- I ordered a sandwich with a drink.

He was with his friend when he saw me.

having

- I met a guy with green eyes.

- I have a lot of money with me.

- People with a lot of money are not always happy.

above - Higher than

- The plane flew above the clouds.

- The restaurant is above the lake.

- More than

- There were above hundred people in the meeting.

across - Cutting to the other side

- The children walked across the road.

They swim across the lake.

along - following the length of

We walked along the road.

above and over

above - there is no movement

- There is a painting above the table.
- The calendar hangs above the dining table.

over - there is movement

- The plane flew over the building.
- The dog jumped over the fence.

under and below

under - covered by something else

- He hid his mobile under the blanket.

Dolphins reside under the sea.

below - lower position or level.

- Please kindly find the below attached file.

- In some countries, the temperatures fall below 0°C .

through - from one end to the other

- The train runs through a tunnel.
- She was watching him through the kitchen window.
- The River Thames goes through London

Unit III

writing

1. Definitions
2. Instructions
3. Process description

Grammar

1. Imperatives
2. Adjectives
3. Degrees of comparison
4. Present and past perfect
5. Compound words
6. Homonyms and Homophones
7. Discourse Markers

Definition

Definitions are very common in technical writing because we often have to state the meaning of a substance, an object a machine etc. It should state briefly the object, the family to which it belongs and the special characteristics of that object.

1) Algorithm

An algorithm is a set of rules or procedure that must be followed in solving a particular problem.

2) Auditorium

An auditorium is a place where meetings, symposiums and conferences are held.

3) calculator

A small electronic device which is used for doing calculations.

4) Amplifier

An amplifier is an instrument used to receive and amplify sound waves.

5) circuit

A circuit is a device that provides a path for electrical current to flow.

6) Ammeter

An ammeter is an instrument for measuring the electric current in amperes.

7) Thermometer

Thermometer is a device used to measure temperature.

8) camera

A camera is an instrument that is used for taking photographs.

9) computer

A computer is an electronic device that stores and processes information.

10) Flow chart

A flow chart is a chart which shows the sequence of steps in a programme for solving a problem on a computer.

11) chip

A chip is a very small piece of a material that is a semiconductor used to carry a complicated electronic circuit.

12) Endoscope

An endoscope is an instrument that doctors use to look inside the body.

13) Blue tooth

A blue tooth is an open wireless technology standard for exchanging data over short distances.

process description

A flowchart is defined as a pictorial representation describing a process studied or even used for planning project stages. Flowcharts used to provide people with a common language or reference point when dealing with a project or a process. A flowchart illustrates the steps in a process.

convert the following flowchart into a paragraph of about 150 words. Use an introductory and concluding sentence with proper sequential expressions and appropriate connectives.

Silver Ores

Frothing process

powdering

placing in vats containing water suspensions
of frothing

Agitation by jet air

skimming and washing

Refining by electrolysis

Refined silver

The flow chart describes the process of extraction of silver from the ores. Silver occurs in ores of several metals. Firstly, the ore is ground to powder. Then, the frothing agents are added to the powder and it is thoroughly agitated by air. The silver bearing ore is skimmed off and washed. The final refining is done using electrolysis. Through this process 75% of silver is extracted from its ore.

Imperatives

Sentences that express an order, request, a direction, a suggestion, a command etc. are imperative sentences. These sentences start with the verb and the subject (you) is understood. Look at the given sentences.

Take these books from the library.

Get up early in the morning.

Stay away.

Change the following sentences into imperative forms:

1. A good computer must be bought.

Buy a good computer.

- 2) A mineral water plant must be installed.
Install a mineral water plant.
- 3) The project should be completed on time.
complete the project on time.
- 4) The machine should be serviced at least once in a year.
Service the machine at least once in a year.
- 5) The temporary internet files should be deleted for better performance.
Delete the temporary internet files for better performance.

Adjectives

An adjective describes or modifies a noun or a pronoun in a sentence. It normally indicates quality, size, duration, feelings, contents etc. for eg.

Ravi is a clever girl.

Vijesh is a tall boy in the class.

This car is black.

I have ten chocolates in my hand.

The green tree is full of flowers.

I saw a rattle snake.

Vinodh got a new dress.

underline the adjective in the following sentences.

1. Lisa is wearing sleeveless shirt today.
2. He writes meaningless letters.
3. Did you hear the latest news?
4. My friend lives in a new apartment.
5. Anne is my elder sister.
6. The poor man wore a town dress.
7. I saw many flowers in the garden.
8. The bed feels soft.
9. Priya is wearing a red shirt.
10. We have purchased a round table.

Degrees of comparison

An adjective can be written in three different types to denote three degrees of comparison namely positive, comparative and superlative. The comparison may be of a quality or a quantity, an adjective or an adverb.

- Sam is as tall as Ram. - positive
- Raj is taller than Vinodh. - comparative
- Vimal is the tallest boy in the class. - superlative

Positive degree

When we speak about only one person or thing, we use the positive degree.

eg. The house is big.

He is a tall student.

The flower is beautiful.

Comparative degree

When we compare two persons or two things with each other, we use the comparative degree.

This house is bigger than that one. (Comparative)

This house is not as big as that one. (Positive)

The term 'bigger' is comparative version of the term 'big'. Both these sentences convey the same meaning.

The flower is bigger than that one.

The flower is not as big as that.

He is more intelligent than this boy.

He is not as intelligent as this boy.

Superlative degree

The superlative degree is used when more than two persons or things are compared.

eg. Mount Everest is the highest peak in the world.

John is one of the tallest boys in the class.

Iron is the most useful of all metals.

Fill in the correct form of the words in brackets.

- 1) My house is _____ (big) than yours.
- 2) This flower is _____ (beautiful) than that one.
- 3) Non-smokers usually live _____ (long) as than smokers.
- 4) The weather this summer is even _____ (bad) than last summer.
- 5) Bikes are _____ (cheap) than cars.
- 6) January is _____ (cold) than June.
- 7) My shirt is _____ (colourful) than hers.
- 8) Football is _____ (popular) than tennis.
- 9) Oranges are _____ (good) than pizza.
- 10) Egypt is one of the _____ (old) countries in the world.

present and past perfect

Present perfect is used to express an action that has been completed. It is used to represent some action happened in the past and still has influence in the present time of speaking.

eg. The train has already left the station.

My father has retired from his office just two years back.

Chandran has broken the chair.

eg. The boys _____ (play) in the ground just now.

The store _____ (open) already.

Krishna's sister _____ (learn) sewing this year.

past perfect tense

past perfect tense is used to express a completed action in the past.

The soldiers had killed the enemies.

The judge had given his judgment.

When two simple actions happened in the past the first action is expressed in the past perfect and the other is used in the simple past.

past perfect is used to rewrite a past tense in the indirect speech.

eg. They told us that they had won the game.

1) When the train _____ (arrive) the people, jumped into it.

2) We went out to play after we _____ (finish) our home work.

3) The cyclist _____ (drive) his cycle for a long time and _____ (get) tired.

4) When the master _____ (enter) the boys _____ (stop) talking.

Compound words

Compound nouns/words are formed by adding two main words. It can be formed by joining a noun and another noun and an adjective, a noun and a verb, a gerund and a noun, an adverb and a noun.

1. Start with 'a' if it is singular or 'the' for the plural.
2. Use the preposition for expanding.
3. Try to make the last word as the base and then expand it.

- Mercury Thermometer - noun + noun
- Dark room - Adjective + noun
- Sleep walk - noun + verb
- passport - verb + noun
- Running commentary - Gerund + noun
- Jewelry making - noun + gerund
- Over confidence - Adverb + noun

A compound noun such as 'air supply' can be expanded as 'supply of air'.

1. Solar battery - A battery of solar cells
2. Information centre - Centre for giving information
3. Battery car - car which works on battery
4. Copper wire - wire made of copper

Homonyms and Homophones

Homonyms are words that sound alike but have different meanings.

Homophones are a type of homonym that also sound alike and have different meanings but have different spellings.

1. aim - the purpose of doing something

eg. She set out the company's aim.

aim - the action or skill of pointing a weapon

eg. The hunter took aim and fired at the lion.

2. Arm - wing

eg. The research arm of the company is working efficiently.

Arm - upper limb

eg. My left arm is aching badly.

3. Ball - a round object

you need to hit the ball accurately.

Ball - A large formal party with dancing.

eg. We are going to the ball tonight.

4. Band - group

eg. He persuaded the ^{small} band ~~for~~ a loan.

~~for~~ of volunteers to help.

Band - a range of radio waves

eg. Short wave radio uses the 20-50 metre band.

5) Bear - to tolerate

How can you bear to eat that stuff?

Bear - an animal

She has been wounded by a bear.

6) Bit - a little

eg. These trousers are a bit tight.

Bit - past tense of bite

eg. The mosquitoes bit us all the night.

7) Block - A group of buildings with streets on all sides.

eg. There is a supermarket in the next block.

Block - obstruct

eg. An ugly new building blocked the view from the window.

8) Change - To become different

eg. I am going to change my hair style.

Change - coins rather than paper money.

eg. Will they change money at the hotel?

9) Class - a group of students

eg. The whole class asked to stay back after school.

Class - high level of skill that is impressive.

eg. There is a real touch of class about this team.

Homophones

1) altar - place of worship
we offered prayers before the altar of the goddess Durga.

• altar - To change
eg. You should alter your way of thinking if you want to succeed.

2) Artist - one who practices fine arts
eg. The person who has made this painting is a real artist.

Artist - a professional dancer
eg. Surya is a famous artist.

3) Oral - spoken, not written
eg. The message was conveyed to us orally.

aural - connected with hearing and listening
eg. Identifying birds in the dark is obviously an aural process.

4) Bail - security
The two men are being held without bail.

Bale - a bundle
eg. The bales of cotton got damaged in the fire.

connectives

The words and expressions which are used to show the construction of a discourse - 'pieces of language longer than a sentence' - are called discourse markers. They can show the connection between what was said and what is to be said. They can show the speaker's attitude in the discourse and also what kind of communication it is.

Join the following pairs of sentences, using the connectives given in the brackets against each other.

- 1) I have taken up a course in communication skills. I want to get a better job. (in order to)
I have taken up a course in communication skills in order to get a better job.
- 2) I switch off the fridge at night. It saves money. (to)
I switch off the fridge at night to save money.
- 3) Asha's suitcase was lost in the transit. She got it back. (however)
Asha's suitcase was lost in the transit, however she got it back.

Homophone & Homonyms

Homophone - a word which is pronounced the same as another word but it has a different meaning or a different spelling. (Buy/by, sell/cell)

Homonym - a word that sounds the same but has different ^{meanings} spelling and the same spelling. (Bank/bank, well/well)

List of homophones

- | | |
|--|--|
| 1. Right - opposite of left | write - to put pen to paper |
| 2. Aloud - don't speak loud | Allowed - They were not allowed to go out. |
| 3. adapt - to fit | adopt - accepted one as son |
| 4. berth - born | berth - I reserved 4 berths for my family. |
| 5. Beech - kind of tree | beach - sea shore |
| 6. Brake - stop | break - make into pieces |
| 7. check - examine | cheque - Bank written order |
| 8. there - place/location | Their - belonging to someone |
| 9. steel - made from iron | steal - Take from someone |
| 10. dual - double | Dull - light |
| 11. flew - past tense of fly | blow - smoke is let out through blow. |
| 12. Buy - to purchase something | by - who performed the action |
| 13. cell - is a small room in which a prisoner is locked up. | Sell - to exchange a product |
| 14) chilli - a small spicy pepper | chilly - feeling cold |

- | | |
|---|--|
| 15) Deer - is a grazing animal, | Dear - beloved person |
| 16) Dew - tiny drops of water | due - owed to one
(especially money) |
| 17) Eye - part of our body | I - subject |
| 18) hear - to perceive with ear
the sound made by
someone | here - indicates the place |
| 19) our - belonging to us | hour - A period of time
equal to 60 minutes |
| 20) him - object of a verb | hymn - a religious song
 poem |
| 21) know - understand about
something | NO - negation |
| 22) leek - is a long, white
vegetable with green
leaves on the top that
tastes | leak - something is
escaping. |
| 23) Marry - to become the legally
accepted husband or
wife | Merry - to be cheerful
and lively |
| 24) one - the number | Won - past tense of win |
| 25) plain - not decorated or
elaborate, simple | plane - aeroplane |

Homonymy

- 1) set current - A flow of water / up to date
- 2) ring - to call someone / A band on a finger
- 3) right - correct / opposite of left
- 4) spring - a season / coiled metal
- 5) match - a game of sport / small wooden
stick used for
lighting fires

Fill in the blanks choosing the correct words given in the brackets.

1. The boat man _____ (tow / toe) the boat with a chain.
2. You cannot _____ my opinion about her. (alter)
mean table that is the centre of a table (alter)
3. This rhyme is full of _____ (allusions / ellusions)
4. Everybody should be given _____ to this temple.
~~5~~ (access / excess)
5. This office is situated at the second _____ (storey / story)
6. This hotel has twenty A.C. _____ (suits / suites)
7. The policeman _____ the thief by collar (ceased / seized)
8. Please keep _____ (quiet / quite).
9. The earth is not _____ (stationary / stationery) it revolves.
10. His wife came _____ than him. (latter / later)
11. Pay my best _____ (compliments / complement) to your parents.
12. He built his _____ by hard work. (career / carrier)
13. A good writer always uses _____ (comma / coma) at appropriate places.
14. A good fellow will not _____ (desert / dessert) a friend in need.
15. You can show your _____ (metal / mittle) by fighting against injustice.

- | | |
|---|---|
| 6) well - It went positively | well - To access water ground |
| 7) fly - an insect | fly - To move above the ground |
| 8) pray bank - a bank of the river | bank - A bank account |
| 9) lie - on the floor | lie - speak falsely |
| 10) bark - a tree's out layer | bark - the sound a dog makes |
| 11) bright - intelligent / very smart | bright - filled with light |
| 12) circular - form of a circle | circular - a store advertisement |
| 13) rock - a genre of music | a stone |
| 14) stalk - a part of a plant | stalk - to follow or harass someone |
| 15) tender - gentle | tender - offer of money |
| 16) rose - to get up | rose - a flower |
| 17) bat - to hit the ball | bat - mammal |
| 18) band - a musical group | band - a ring |
| 19) bit - a little | bit - past tense of bite |
| 20) burn - To destroy by fire | burn - To put information on a CD. |
| 21) can - Modal verb | can - Metal container |
| 22) crash - vehicle accident | crash - sudden loud noise made by falling or breaking |

Choose the correct alternative from the homophones given and fill in the blanks.

- ① The _____ (weather/whether) is bad today. We cannot go out.
- ② This material is very _____ (coarse/course) to be worn for this season.
- ③ The driver applied the _____ (break/brake) when he saw an old lady crossing the road.
- ④ Mr. Ram holds the _____ (duel/dual) post as the director and advisor to the management.
- ⑤ The small child is the _____ (soul/sole) survivor in the accident.
- ⑥ I paid Rs 300/- as _____ (hare/hair) from Chennai to Madurai.
- ⑦ I prefer the _____ (lates/catter) ^{after} story ^{near to the end of a person} for its appeal.
- ⑧ Place the e _____ (calendar/calender) ^{shows days} in this ^{a machine in which cloth or paper is pressed by rollers} part of the building.
- ⑨ The _____ (tail/tale) told by the teacher was well-received by the students.
- ⑩ One should be _____ (grateful/grateful) ^{feeling thanks} to their mentors and supporters.

Prefix

prefix is a letter or a group of letters that appears at the beginning of a word and changes the word's original meaning.

prefixes are added to the beginning of a word to make a new word. eg.

take - mistake

happy - unhappy

agree - disagree

appear - disappear

legal - illegal

logical - illogical

possible - impossible

place - misplace

hit - prefix

sense - nonsense

lead - mislead

able - unable

act - react

usual - unusual

out - without

natural - unnatural

mobile - automobile

climax - anticlimax

graph - autograph

cycle - bicycle

understand - misunderstand

culture - henculture

way - subway

final - heml-final

social - anti-social

annual - biannual

place - replace

biography - autobiography

more - morose

normal - abnormal.

Supple - A group of letters
placed after the root of a
word. eg.

muddle - put things into wrong order
My thoughts are all in a muddle.
The documents were in a muddle.

negative prefix

① deactivate, decode, deconstruct, decrease,
disagree, disallow, dishonor, illegal,
illogical, illiterate, immature,
impatient, imperfect, impossible,
inaccurate, inadequate, inappropriate,
incapable, incomplete, indecent,
independent, insubstantial, irregular,
irrelevant, irresponsible, invisible,
mislead, misunderstand, misplace,
unaided, unaware, unavailable,
unknown, unnatural, unless,
impossible, immoral, imperfect, impure,
incorrect, inexperienced, unhappy, unreal.

Prefix and Suffix

Prefix is a set of letters, which is usually used in front of a word. It changes the entire meaning of the word. Suffix is a set of letters that comes at the end of a word.

Prefix - de, dis, ex, ed, em, en, mis, non-
pre-, pro-, re-, un-

Suffix - able, al, -er, -est, -ful, -like,
less, -ly, -ness, y.

- ① restructure, resurrect, reappear, rebuild
- ② disappear, disconnect, discontinue
- ③ mislead, misinform
- ④ depose, disapprove, enclose
- ⑤ nonsense, unkind, unknown.

Suffix

- ① sharpen, strengthen, justify, simplify,
satisfy.
- ② collaborate, create, handle, play, skillful,
- ③ friendship, hardship, happiness, sickness,
heedless, leader, creator, teacher.
- ④ softly, blameless, hopeless, homeless,
meaningless, childish, beauty, beauty

The summer was long and hot. I graduated from university in the summer.

The summer when I graduated from university was long and hot.

① She loves ~~chocolates~~ (which/that) I bought.

② The man is a writer. We met him at the theatre yesterday.

The man is a writer whom we met at the theatre yesterday.

③ Mr. Narayanan doesn't like publicity. Mr. Narayanan's books are best sellers.

Mr. Narayanan doesn't like publicity whose books are best sellers.

④ The policeman received an award for excellent service. He is a friend of mine.

The policeman received an award for excellent service who is a friend of mine.

⑤ Alice doesn't watch films. Her best friend is an actor.

Alice doesn't watch films whose friend is an actor.

(Relative pronouns only connect clauses. They do not connect words or phrases)

④ Fill in the blanks with the appropriate form of the underlined word.

- ① The lecturer demonstrated the experiment and the students listened to the demonstration very attentively.
- ② They observed the readings and made entries in the observation notebook.
- ③ The release of CO₂ into the atmosphere leads to the production of greenhouse gases. The industries produce plenty of such gases.
- ④ The principal recommended the student for a scholarship and gave a recommendation letter.

⑤	<u>believe</u>	belief	believable
	compare	<u>comparison</u>	comparative
	compel	compulsion	<u>compulsion</u>
	enjoy	enjoyment	enjoyable
	create	<u>creation</u>	creative
	<u>imagine</u>	imagination	imaginary
	protect	protection	<u>protection</u>
	extend	<u>extension</u>	extensive
	alter	alteration	<u>alteration</u>

Join the following statements using which or who

- ① The car has a defective engine. I bought it last month.
I bought the car which has a defective engine last month.
- ② This is the bungalow that belongs to the minister.
- ③ This summer, we went to Ooty where we have a resort.
- ④ He loves his classroom. He learns a lot every day.
- ⑤ I consider this book as a treasure. It was given to me by my mother.
- ⑥ It was an unforgettable moment. He was given the best student award.
- ⑦ This is a powerful motor. The motor is imported one.
- ⑧ There was a huge crowd near the shop. The cricket match was telecast on the shop.
- ⑨ That's the girl. His brother is a famous musician.
- ⑩ He is a project leader. Many trainees admire him.

Unit 4

Writing

- Note making
- Recommendations
- Interpretation of Visual Materials

Grammar

- Articles
- Pronouns - possessive & Relative

Vocabulary

- Collocation
- Fixed / semi-fixed expressions

Note Making

Note making is an important tool that helps one in preparing for examinations, lectures, seminars, thesis writing etc.

While making notes:

1. Read the passage thoroughly.
2. Decide about the central theme of the passage and give a title to the passage on that theme.
3. Identify the main points and sub points.
4. Present in a suitable format.

Read the following passage carefully and make notes.

There are many different kinds of musical instruments. They are divided into three main classes according to the way they are played. Those that are played by blowing air into them are called wind instruments. These are made of wood, brass (sound produces vibration of air) and other materials. The family of wood instruments includes the flute, the clarinet (by blowing through it), the bassoon (instrument that you blow which makes a very deep sound) the trumpet, the mouthorgan and the bagpipe. The instruments that are played

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by banging (to make a loud noise by hitting hard or striking them are known as percussion instruments. An example is the drum. Then there are stringed instruments which are played by plucking the ^{strings} or by drawing a bow across the strings. Examples of this are violins and the cello (sit down to play it guitar).

Musical Instruments

1) Three main classes

i) the way played

2) Wind instruments

i) played blowing air

ii) made of wood brass and other materials

3) Wood instruments

i) the flute

ii) the clarinet (a tube shaped musical instrument)

iii) the bassoon (a long wooden tube instrument)

iv) mouth organ

v) the bagpipe

4) Percussion (hitting your own hand) instruments

i) played by banging or striking

ii) the drum

5) stringed instruments

i) plucking strings draw a bow across the strings

ii) for example, the violin, the cello

Read the following passage carefully and make notes, also give a suitable title.

The term 'computer' can be applied to any device that has a microprocessor (a small unit of a computer) in it. Computers can be divided into five according to the purpose they are used for and their capabilities. The most familiar type is the personal computer. It is designed for general use by a single person. A PC comes in two types: desktop and laptop. The former is not designed for portability and has to be set up in a permanent location.

On the other hand, the laptops - also called notebooks - are portable computers that are slightly larger than an average hardcover book. Another kind is a workstation.

The computers used for this purpose have a more powerful processor, additional memory and enhanced capabilities for performing a special group of tasks such as 3D graphics or game development. A computer can also be used as a server. For this, it needs to be optimized to provide services to other computers over a network. Servers usually have powerful processors, lots of memory and larger hard drives. A fourth type, a main frame is the heart of a network of

Computers or terminals that allow hundreds of people to work at the same time on the same data. Sometimes, computers can be used for specialized fields as well. The supercomputer is the top of the heap in power and expense. It is used for jobs that take massive amounts of calculating like weather forecasting, engineering design and testing, serious decryption, and economic forecasting. New types of computers keep on emerging as there is increased demand in different specialties.

Types of computers

Types

1) Personal computer

i) for general single person use

ii) Two types: desktop and laptop

2) Workstation

i) has powerful processor

ii) Perform tasks like 3D graphics or game development.

3) Server

i) has large hard drives

ii) provide services computers in network

4) Main frame

i) heart of a network of computers

ii) allow many to work at the same time on the same data.

Recommendation

It means a suggestion that something is good or suitable for a particular purpose or a job. If someone says recommendation, "try this, 'tis good" or "this is the best way to proceed," or "this person will do a great job".

The recommendations of a person or a committee are their suggestions or advice on what is the best thing to do.

eg. A book that a teacher suggests his students to read over the summer.

Recommendation means a suggestion or piece of advice about how to solve a problem, deal with a situation etc.

points to remember

1. The passive forms of modal auxiliaries should be used.
2. Use can/must/should + be + V₃.
3. While writing recommendations, imperatives must be avoided.

Write a list of eight recommendations to keep the cell phone safe.

- 1) cover should be used for cell phone.
- 2) Scratch guard must be used for cell phone.
- 3) Cell phone should be kept away from water.
- 4) Cell phone must be handled carefully.

5) Cellphone should be serviced on a regular basis.

6) The battery should be charged regularly.

7) The keypad must be always kept in locked position.

8) The instructions given in the user manual should be followed carefully.

Write a list of eight recommendations that will keep your city green and clean.

1) Care should be taken to save all the trees.

2) Emission level should be checked all vehicles periodically.

3) Crackers must be prohibited during festivals.

4) Awareness should be created to plant more trees.

5) Grass should be grown to beautify the city.

6) Saplings should be donated whenever possible.

7) Products made of plastics should be avoided.

8) All areas should be made litter free zones.

9) Rain water harvesting must be encouraged.

Note Making

Interpretation of Visual Materials

The process of interpreting information through Bar graph, Pie chart and tables makes the reader understand and comprehend the data clearly. These graphic aids include flow chart, Bar graph, Pie chart, Tables and organized chart or tree diagram. How to transform a bar chart and a pie chart into a paragraph?

1. Observe the chart carefully.
2. Try to understand and note all the details given.
3. Interpret the details in simple words.
4. Use necessary comparative adjectives to make comparison.
5. Maintain a logical sequence of the information.
6. Give a suitable title.

The table given below shows the details of Motor vehicles in Chennai city. Write the interpreting the details found in the table

Growth trend of Motor vehicles in Chennai.

Year	Total registered vehicles
1981	1, 20, 000
1986	2, 28, 000
1991	5, 44, 000
1996	8, 12, 000
1998	9, 75, 000
2012	37, 60, 000

The table given shows the growth trend of motor vehicle in Chennai. The growth trend has been represented from the year 1981 to 2012 and it has shown a steady increase. The total registered motor vehicles in the year 1981 was 1, 20, 000 only. From here it has gradually increased to 1, 28, 000 in the year 1986, 5, 54, 000 in the year 1991 and 8, 12, 000 in the year 1996. The growth trend between the years 1996 and 1998 has suddenly decreased when compared to the term 1986 to 1996. The total registered vehicles in the year 1998 was 9, 75, 000 only. The growth between two years shows a difference of 1, 63, 000 vehicles only but during the year 2012, the growth trend has extensively increased in a very large quantity and has attained a peak limit of 37, 60, 000.

Articles

Article is a word which points out a person, thing or place spoken of. It refers to the noun. There are two types of articles. They are definite and indefinite articles. Definite article tells us a specific person while indefinite article speaks of any person, thing or place.

Indefinite article

A or an is called the Indefinite article. eg, a doctor, a school, a man, a woman - here it points out any doctor, any school or any man or any woman.

Definite article

'The' is called definite article. It normally points out some particular person or thing as, He saw the place - where it points out particular place.

'The' - definite article is used before singular countable nouns, plural countable nouns and uncountable nouns. eg. the book, the books, the milk.

A or an

The choice between 'a' or 'an' is determined by sound before a word beginning with a vowel sound 'an' is used. eg. an egg, an orange, an

honest man, an hour. 'A' and 'an' are used with the singular number only.

It will be noticed that the words hour, honest, heir begin with a vowel sound, as the initial consonant 'h' is not produced. Before a word beginning with a consonant sound 'a' is used: as a boy, a woman, a horse, a hole, a university, a union, a European, a uniform, a useful book, begin with a consonant sound.

Fill in the blanks with suitable articles

- 1) I would like — glass of orange juice.
- 2) Can you give me — envelope, please?
- 3) My brother is in — classroom.
- 4) We have — from that basket.
- 5) We have — beautiful garden.
- 6) Sam can play — guitar.
- 7) I saw — movie last night.
- 8) I always listen to the radio in — morning.
- 9) She has never been to — Alps before.
- 10) Gold is — precious metal.

Pronouns - Possessive and Relative

Pronoun is a word that is used in place of a noun to avoid repetition in a sentence. There are following types.

1. Possessive pronoun
2. Relative pronoun

Possessive Pronoun

The possessive pronouns are my, mine, his, her, hers, your, yours, our, ours, their and theirs indicate ownership, as in my hair, your sister, his house, their party etc. They are in the possessive case and always answer the question 'whose'?

Whose cat is that?

It is hers.

Are you sure?

Well, no, maybe it is theirs.

Note: Possessive pronouns are spelled without apostrophes. Therefore, never write her's, their's, your's.

eg. This book is mine.

Is that book yours or his?

It was my fault, not hers.

We are old friends of theirs.

Relative pronoun

A relative pronoun is used to link two sentences together. who, whom, which, that are relative pronouns.

eg. That was the person who won the game.

This is the book that I want.

She is the woman whose books we have used.

I like mangoes which are ripe.

The book which I bought is missing.

The man whom I liked very much is in the hospital.

Relative adverbs such as 'when', 'where', and 'why'.

The summer, we went to Ooty where we have a resort.

He lost his power when people revolted against him.

Nobody can understand why he declined the offer.

Fill in the blanks with the correct relative pronouns

- 1) This is the school — I want to study.
- 2) The student — lost his bag is walking in the office.
- 3) The house — they live needs repairing.
- 4) The girl — pen you borrowed needs it now.

Relative pronouns

Relative pronouns are words used to combine two clauses into one. Besides combining the two clauses, the relative pronoun acts as the subject or object of the verb in the relative clause. It also serves as a conjunction.

① The boy solved the puzzle. He was praised by the teacher.

The boy who solved the puzzle was praised by the teacher.

② Combine the following pairs of sentences using a relative clause.

① The parcel reached me this morning. My brother sent it.

The parcel which my brother sent reached me this morning.

② This is the house. Jack built it.

This is the house that Jack built.

③ The boy didn't do his homework. The teacher punished him.

The teacher punished the boy who didn't do his homework.

④ He tells lies. He deserves to be punished.

He who tells lies deserves to be punished.

⑤ Bring me the bill. The bill is on the table.

Bring me the bill which is on the table.

- ⑦ We met a girl. The girl had lost her way.
We met a girl who had lost her way.
- ⑧ I saw a soldier. He had lost an arm.
I saw a soldier who had lost an arm.
- ⑨ One upon a time there lived a giant. The
giant was very powerful and cruel.
Once upon a time there lived a giant who
was very powerful and cruel.
- ⑩ The dog bit the burglar. He was trying to
break into the house.
The dog bit the burglar who was trying to
break into the house.
- ⑪ I have a friend. She lives in Chennai.
I have a friend who lives in Chennai.
- ⑫ I bought a new car. It is very fast.
I bought a new car that is very fast.
- ⑬ I visited the city. John comes from the city.
I visited the city which John comes from.
- ⑭ The country is very hot. He went to the
country.
The country is very hot which he went.
- ⑮ The girl is sad. Her doll was lost.
The girl is sad whose doll was lost.

Relative Pronoun

A relative pronoun is used to connect a clause or phrase to a noun or pronoun.

A relative pronoun is one which is used to refer to nouns mentioned previously, whether they are people, things, places, animals or ideas. These pronouns can be used to join two sentences.

The relative pronouns are who, whom, which, whose, that, where.

Who & Whom - refer people.

Which - refer things

That - refer people or things.

Where - refer place.

- ① This is the boy who had an accident.
- ② Yesterday I saw a car which was very old.
- ③ I haven't seen Mohan, whose brother is here, for a long time now.
- ④ This is the man whose car is on fire.
- ⑤ Donald Trump, who is president of India has only one daughter.
- ⑥ I talked to the girl whose car had broken down in front of the shop.
- ⑦ Mr. John, who is a taxi driver, lives on the corner.

- ① This is the girl who comes from Spain.
- ② That is Peter, the boy who was just arrived at the airport.
- ③ Thank you for your email which was very interesting.
- ④ The man, whose father is a professor, forgot his umbrella.
- ⑤ The children who shouted in the street are not from our school.
- ⑥ The car, whose driver is a young man, is from Ireland.
- ⑦ This is the town where I spent my childhood.
- ⑧ This is the house which I was born in.
- ⑨ This is Alice whom you met last year.
- ⑩ This is the doctor who helped Sara recover from her illness.
- ⑪ The computer which I bought last week is already broken.
- ⑫ This is the place where Raju works.
- ⑬

collocation

A collocation is made up of two or more words that are commonly used together in English. It is a word or a phrase which is frequently used with another word or phrase, in a way that sounds correct to speakers of the language. There are different types of collocation.

Collocation can be adverb + adjective
noun + noun, verb + noun and so on.

Make

make a mistake
make a noise
make an effort
make furniture
make money
make trouble

have

have a bath
have a good time
have a holiday
have a problem
have lunch
have sympathy

Do

do business
do nothing
do someone a favor
do the cooking
do the housework
do the shopping
do your best

Take

take a break
take a chance
take a look
take a rest
take a seat
take a taxi
take an exam

catch
catch a ball
catch a bus
catch a cold
catch a chill

creep
creep married
creep permission
get ready
get started
get used
get worried

pay
pay a fine
pay attention
pay cash
pay interest

go
go away
go dark
go deaf
go fishing
go on host
go online

Fill in the blanks with right options to complete the collocation.

- 1) The prisoner was hanged for committing murder.
- 2) Peter whispered softly in John's ear.
- 3) The ceasefire agreement came into effect at 11 am.
- 4) It took us all day to clean up the office after the burglary. The thieves made a terrible mess.
- 5) Could you just stand there quietly without making a sound?

much: 2, 7, 8, 11
unit: 5, 6, 7, 8

fixed and semi-fixed expressions

There is a large class of expressions in English which are fixed and cannot be changed for any reason. Some standard fixed expressions are, go to bed, get out of bed, go to school, come to school, go to lunch/dinner, go to church, be at church, at home (one's own house), go into hospital (for medical treatment), go to prison (as a punishment), be in prison (as a prisoner), go to university (to study), be at university (be a student).

means of Transport

by air, by bus, by car, travel by boat, by plane, on foot -

means of despatch (sending a message)

The exam paper has to be delivered by hand.

Send me the cheque to you by post.

I usually communicate them by radio.

Can you send an urgent message by Telegram?

Miscellaneous phrases that begin with 'at'

at sea, - She felt at sea on the 1st day of school. (confused)

The end of the world is at hand. (near, close in time)

at work - phone me at work later.

at last - After several attempts we at last installed the software correctly.

at present -

phrases begin with 'by'

by accident - The fire started by accident.

~~Students It is informed that the students who have the arrears in Anna University examinations. The eligible students are asked to write the Anna University examinations well. If they had the concession fee will be cancelled for the all the semesters.~~

Fixed expressions are groups of specific words that are always used together to convey a specific meaning. The words in fixed expressions cannot be altered or even be replaced by synonyms because the meaning will completely differ.

Semi-fixed expressions can go through some minor changes, such as changes related to the inflection of the verbs or pronouns.

Phrases begin with 'by'

by accident - The fire started by accident.

by chance - We met the vice chancellor by chance.

by heart - an actor needs to learn his lines by heart.

by mistake -

Phrases begin with 'in'

in brief, in case, in common, in danger,

in difficulties, in fact, in general, in order,

in time, in tears,

Phrases begin with 'on'

on business, on fire, on foot, on holiday
on duty, off duty, on time,

Phrases begin with 'out of'

- out of control, out of danger, out of date, out of order, out of stock, out of work.

Semi fixed expressions allow a number of different words or phrases to be inserted into them.

What is the matter? fixed expression
Would you like to have a cup of tea/coffee?

- semi fixed.

Identify the following sentences as fixed and semi fixed and complete the sentences with appropriate fixed or semi-fixed words/phrases.

- 1) What are you _____?
- 2) That is very nice _____?
- 3) She has left _____
- 4) Please make yourself _____
- 5) Where have you kept the _____
- 6) A rolling stone gathers no mass.
- 7) Please help _____
- 8) This is the story _____
- 9) What is your _____
- 10) Beat around the bush.

Complete these dialogues using appropriate fixed and semi fixed expressions. Choose the best from below.

(Nothing special. Best of luck! I was held up.
Wonderful! Really! Hey! That's a good idea
You are most welcome)

Unit V

1) Writing

- Essay writing (Descriptive vs Narrative)

Grammar

- Future Tenses
- Punctuation
- Negation (statements & questions)
- Simple, compound complex

Vocabulary

- Cause and effect expressions
- Content vs Function words

Essay Writing.

'Essay' is a term for writing that asserts the author's opinion on a topic, whether academic, editorial or even humorous. There are three things to consider before writing your essay: thesis, type and audience. Of these, the most important is your thesis or the crux of what the essay is about.

Thesis, encapsulated in the thesis statement. It is the central point you are trying to make. The thesis of Bertrand Russell's essay "In praise of Idleness," for eg, is that people force too much on work and don't value time spent idly. Essays can occasionally stray or go into related tangents, but always come back to that one core idea in the thesis.

Essays come in many different types. Sometimes the assignment dictates the type, as with admission essays and other times thesis will determine it.

Future Tenses

Future tense is used to express an action that takes place in future time.

eg. I shall visit Crindsy tomorrow.
You will go to Bangalore next month.
The teacher will give lecture on Mathematics.

Adverbs used: tomorrow, next week/month/year, Monday/evening, in a few days etc.

Fill in the blanks with future tense.

- 1) The school _____ (reopen) next month.
- 2) You _____ (meet) the Minister tomorrow.
- 3) Rama _____ (apply) for a clerk post next Monday.

Future Continuous

Future continuous is used to represent an action that will be going on for some time in future time.

eg. We will be writing our examination at this time next Monday.

My mother will be preparing sweets tomorrow evening.

Fill in the blanks with future tense:

- 1) Next Monday by this time we _____ (travel) by G.T. express.
- 2) When I meet my mother tomorrow at 3 o'clock he _____ (work) in his office.
- 3) My brother _____ (learn) music at 8 am to 10 am tomorrow.

Future Perfect Tense

Future perfect Tense is used to express an action that will be finished within a prescribed time. eg.

I shall have completed his work by Monday evening.

Raj will have completed his degree by the end of 1993.

Fill in the blanks with future perfect tense

- 1) we _____ (complete) our home work by 7 p.m tomorrow.
- 2) I _____ (work) for five years in this office by the end of next July.
- 3) The Inspector _____ (visit) our area by the end of March.

Future perfect continuous

Future perfect continuous expresses an action that will be in progress over a period of time. eg.

By next year, we shall have been living here for four years.

By next month, she will have been working in a new company.

punctuation

The most common punctuation marks in English are: capital letters and full stops, question marks, commas, colons and semicolons, exclamation marks and quotation marks.

In speaking, we use pauses and the pitch of the voice to make what we say clear. Punctuation plays a similar role in writing, making it easier to read.

Punctuation consists of both rules and conventions. There are rules of punctuation that have to be followed; but there are also punctuation conventions that give writers greater choice.

punctuation

punctuation marks are essential when we are writing. They show the reader where sentences start and finish. and if they are used properly, they make their writing easy to understand.

The most common punctuation marks in English are: capital letters, full stops, question marks, commas, colons, semicolons, exclamation marks and quotation marks. In speaking, we use pauses and the pitch of the voice to make what we say clear. It plays a similar role in writing, making it easier to read.

capital letters and full stops

1) We use capital letters to mark the beginning of the sentence and we use full stops to mark the end of a sentence.

We went to France last week.

2) We also use capital letters at the beginning of proper nouns. Proper nouns include personal names (including titles before names), nationalities, and languages, days of the week and months of the year, public holidays as well as geographical areas.

Can you speak English?

The next meeting will be conducted on Tuesday.

Dr. James is the director of the company
They are planning to go for investment in
Italy
I would like to open a bank account in
New York

We use capital letters to mark the beginning of a sentence and we use full stops to mark the end of a sentence.

eg. We went to France last summer.

We use capital letters at the beginning of proper nouns. eg.

Dr. David James is the consultant at Leeds City Hospital.

Can you speak Japanese?

We use question marks to make clear that what is said is a question. When we use a question mark, we do not use a full stop. eg.

Why do they make so many mistakes?

We use exclamation marks to indicate an exclamative clause or expression. eg.

Listen!

Oh no! Please don't ask me to phone her. She will talk for hours!

We use commas to separate a list of similar words or phrases. eg.

It is important to write in clear, simple, ~~or~~ accurate words.

We use commas to mark non-defining clauses. Such clauses normally add extra, non-essential information about the noun or noun phrase. eg.

The ambulance, which arrived after just five minutes, took three people to the hospital immediately.

We use colons to introduce lists:

There are three main reasons for the success of the government: economic, social and political.

We often use colons to introduce direct speech:

He says: 'I really cannot help you in any way.'

Dashes are more common in informal writing. They can be used in similar ways to commas or semi-colons. Both single and multiple dashes may be used.

Our teacher - who often gets cross when we are late - wasn't cross at all. No one could believe it!

Negation (Question & Statement)

In English, a sentence is commonly negated by inserting a single negative word like not, don't, didn't, won't etc.

Negation can happen in a number of ways, most commonly, when we use a negative word such as no, not, never, none, nobody etc. eg.

Is there a bus at ten o'clock?

No. The last one goes at nine forty five
Kiren doesn't play the piano.

It is not true that Kiren plays the piano.

Nobody came to the house for several days.

Statement (Negation)

We form negative statements with 'not' or 'n't' after be, modal and auxiliary verbs.

eg. Jane is not coming today. She is not feeling well.

She might not be joking. It could be true.

They don't go to school on Wednesday afternoons.

Question (negation)

We use not or 'n't' to form negative questions. When there is no modal verb or be, we use the auxiliary verb do + not (don't, do not, doesn't, does not, did not, didn't).

Why didn't you ask Cindy?

Why don't you understand?

Who wasn't at the party?

Yes or no question (negation)

Yes or no questions are questions which we answer with 'yes' or 'no'. eg.

They are working hard.

He is playing the guitar.

We make negatives by putting not after the first part of the verb. eg.

They are not working hard.

He is not playing the guitar.

He isn't happy. Isn't he happy?

You aren't hungry. Aren't you hungry?

Change the following questions into negative

1) Do they live in a house?

Don't they live in a house?

2) Why did John buy the old guitar?

Why didn't John buy the old guitar?

Simple, compound and complex sentences

Simple sentence

A simple sentence has the most basic elements that make it a sentence: a subject, a verb and a complete thought. eg.

Joe waited for the train.

The train was late.

Mary and Samantha took the bus.

I looked for Mary and Samantha at the bus station.

Compound sentence

A compound sentence refers to a sentence made up of two independent clauses connected to one another with a coordinating conjunction. Coordinating conjunctions are easy to remember if you think of the words 'FAN BOYS'. They are for, and, not, but, or, yet, so. eg.

Joe waited for the train, but the train was late.

Sheela and Parvathi arrived at the bus stand before noon, and they left on the bus before I arrived.

complex sentence

A complex sentence is made up of an independent clause and one or more dependent clauses connected to it. A dependent clause is similar to an independent clause or complete sentence but it lacks one of the elements that would make it a complete sentence. eg.

Because Sheila and Parvathi arrived at the bus stand before noon while he waited at the train station After they left on the bus

Keywords for the Transformation of sentences

simple	compound	complex
1. Because of / owing to / due to / on account of	and, so, so therefore	as, because since
2. as a result of / In correspondence of	so, and so	so...that, such...that
3. In order to, to, as to, to avoid, for the purpose of	and so, so, for	so, that, In order that
4. In spite of / despite / not withstanding	yet / but / still	Though, although, even though

Complete the following simple sentence into compound sentence:

- 1) In spite of his illness, he attended the class.
- 2) Being lazy, he halled.
- 3) Besides being sent to prison, he was heavily fined.
- 4) The referee having whistled, the game was stopped.
- 5) In spite of his popularity, he cannot be called a great writer.

Convert the following simple sentence into complex sentence.

- 1) During Queen Victoria's reign there were many wars.
- 2) Speaking honestly, I don't know.
- 3) Finding the door unlocked. The thief entered the house.
- 4) Owing to ill health, he has resigned.
- 5) The tiger having fallen, he climbed down from the tree.
- 6) They were poor and often suffered great hardship.

Content vs Function words

Each word in English belongs to one of the parts of speech. It is also either a content word or a function word.

content - information meaning

function - necessary words for grammar

Content words

Content words are usually nouns, verbs, adjectives and adverbs. A noun tells us which object, a verb tells us about the action happening. Adjective gives us details about objects and people and adverb tells us how, when or where something is done.

cause and effect

cause - is why something happened. (reason)

effect - what happened because of cause (result)

The sun was hot, so the ice cream melted.

Link words used are because of, since, as, as long as, due to the fact that, due to, owing to, on account of (because of), so, therefore, consequently (as result of), as a result, thus, attribute to.

- 1) Ravi was tired, so he fell asleep in the classroom.
- 2) The player was angry, so he jumped on the referee.

Since (because)

It was so chilly outside. Ravi built up a big fire.

It was raining. I didn't go out.

John got home late. He missed his TV programme.

because

We postponed our trip. The weather was bad.

He bought a new house. He won a lottery.

It is really useful book. It explains everything very clearly.

consequently (as a result) / therefore / so

She was ill. She missed the class.

I didn't have my umbrella. I got wet.

Suresh didn't study well, therefore he failed on the exam.

It was hot, therefore we went swimming.

so

It was raining outside, so I stayed at home. There was nothing on TV, so I decided to go to bed.

As/as a result

As we were late, we took a taxi.

As I was tired, I went to bed early.

She was late, as a result she didn't get the job.

The climate is changing, as a result every country will be affected in the world.

On account of (because of) / owing to

The nurse had to keep the baby in another room on account of my illness.

He doesn't drink alcohol on account of his health.

The plane did not take off owing to bad weather. Owing to his ill health, he did not attend the class.

On account of ^{his} sickness, my brother did not attend the class.

Owing to his sickness, my brother did not attend the class.

Due to his sickness, my brother did not attend the class.

- 1) He was speaking slowly. It was difficult to hear.
- 2) It was raining. I couldn't go out.
- 3) He is a very kind man. You can get whatever you want.
- 4) The temperature is high in summer. An A.C. unit should be installed.
- 5) Sufficient atomic power is not available. We depend on hydro-electricity.
- 6) The mechanic was hurt. He went to hospital.
- 7) Ziva worked hard. He stood first in his civil exams.
- 8) The pollution level in the atmosphere is increasing. The ozone layer is depleting.
- 9) All data was lost. The power supply was interrupted.
- 10) The machine was not maintained properly. The accident occurred.
- 11) The temperatures reached are very high. Some method of cooling must be adopted.
- 12) The radiation from the cell phone towers is high. It affects the life of birds and bees.
- 13) There is an increase in the number of accidents. The traffic police do not check the violation of rules.