

Professional English - I

Unit : I - Introduction to Fundamentals of Communication.

Grammar - Present Tense (Simple and Progressive).

* The simple present is used for permanent actions, to describe daily events, facts or as a narrative form for stories that take place in the present.

* The present progressive is used for temporary actions and to describe what is happening at the moment of speaking.

* We use first form of verb.

* It is used for activities which happens daily.

Eg: They sing song.

We sing song.

I sing song.

Uses of Present Simple tense:

1) Express habituation or Regular Habits.

Eg:

I play tennis every weekend.

2) General truths facts that exist at all times.

Eg:

The sun rises in the east.

3) Exclamatory Sentences (beginning with here or there)

Eg:

There she goes!

Here it is!

4) Expressing actions happening now.
Commentary (happening currently).

Eg:

"The bear comes near the child, but the child has no clue!"

Eg: * "Ashwin bowls a beautiful ball, but it seems to have gone for a four!"

5) Future events / timetabled events.

Eg: * The match starts at 4 pm sharp.

* The bus leaves daily at 8 am.

6) Quotes / Proverbs.

Eg: * All is well that ends well.

* A stitch in time saves nine.

7) Substitute simple future tense.

Eg: * If it rains, we will get wet.

* As soon as he arrives, I'll

call you.

For each sentence of any tense has a basic formula.

Simple Present.

(Subject + Verb + Object)

* I, You, we go to school.

* He, It goes to school.

For Example :-

- 1) I play football.
- 2) You play football.
- 3) We play football.
- 4) They play football.
- 5) He plays football.
- 6) She plays football.
- 7) It plays football.
- 8) Sam plays football.
- 9) I go to market.
- 10) You go to market.
- 11) We go to market.
- 12) They go to market.
- 13) He goes to market.
- 14) She goes to market.
- 15) Sam goes to market.

Simple Present (Questions)

For Example

1) I play football.

Do I play football?

2) You play football.

Do you play football?

3) We play football.

Do we play football?

4) They play football.

Do they play football?

5) He plays football.

Does he play football?

6) She plays football.

Does she play football?

7) It plays football.

Does it play football?

8) Sam plays football.

Does Sam play football?

Negative Sentences.

(Subject + Verb + Object)

I, You, We (do not) go to school.
(don't)

He, It, Sam (does not) goes to school.
(doesn't)

Eg: 1) I do not play football.

2) You do not play football.

3) We do not play football.

4) They do not play football.

5) He does not play football.

6) She does not play football.

7) It does not play football.

8) Sam does not play football.

WH - Questions.

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

Interrogative sentences can be further divided into two kinds.

1) Yes/No Question.

2) Wh - Questions.

Yes/No Questions.

Yes/No questions that can be answered with a Yes or a No response.

These are questions which are asked every day.

Eg: * Did you eat your breakfast this morning?

* Do you like apples?

* Did he arrive?

Wh - Questions.

Questions that start with WH -

* What?

* Who?

* Where?

* When?

* Why?

* Which?

* Whose?

The WH - questions give you Information.

What? → names an object, idea or action.

Eg: * What is your name?

* What do you wear on your finger?

Who? → names a person.

Eg: * Who is this?

* Who is crying?

Where? → names a place or location.

Eg: * Where did you go?

* Where is your home?

When? → names a time.

Eg: * When do you wake up?

* When is the next world cup?

Why? → tells a reason or purpose.

Eg: * Why he is leaving?

* Why did you break the glass?

Which? → gives a choice.

Eg: * Which of these pens is the best?

* Which author do you enjoy?

Whose? → Shows possession, ownership.

Eg: * Whose bag is this?

* Whose shirt is on the floor?

How? → used to explain a process.

Eg: * How do you learn English?

* How has the weather been?

How to write a Letter of Introduction.

* Sometimes, you may need to introduce yourself to someone for professional reasons.

(Eg: Someone you want to work with or who works in an industry you want to break into).

* But if the person doesn't know you, you need to take care with your letter of introduction. The basic format is:

Opening - Use a formal salutation.

Paragraph 1 - Introduce yourself by telling the recipient who you are and what you do. Be brief, but make sure you mention any important qualifications or experience you have.

Paragraph 2 - Explain why you're getting in touch. Make it clear what you're hoping to achieve.

Paragraph 3 - Give your contact details.

Conclusion - Sign off by wishing them well, thanking them for their time, and using a formal valediction such as "Kind regards."

Synonyms

A word that has the same meaning as another word in the same language "Small" and "Little" are synonyms. A word, name or phrase that very strongly suggests a particular idea, quality, etc.,...

Eg:

- 1) Colossal - Immense
- 2) Gigantic - Spacious
- 3) Enjoyable - Festive
- 4) Exciting - Joyous
- 5) Accomplished - Gathered

- 6) Earned - Received
- 7) Astonishing - Superb
- 8) Glorious - Terrific
- 9) Agreeable - Helpful
- 10) Courteous - Pleasant
- 11) Appealing - Fair
- 12) Beautiful - Lovely
- 13) Announced - Hissed
- 14) Gabbled - Lectured
- 15) Compact - Minute
- 16) Little - Pungy
- 17) Awfully - Fantastically
- 18) Exceptionally - Marvelously
- 19) Extensive - Large
- 20) Huge - Vast
- 21) Fantastic - Splendid
- 22) Acquired - Obtained.

One Word Substitutes

Definition.

"One - word Substitution" is a replacement for long and lengthy sentences or definitions. It falls under the category of "Vocabulary" as word, sentences, definitions are parts of a speech as well.

* One who can speak two languages -
Bilingual.

* One who looks on the bright side
of things - Optimist.

* One who looks on the dark side
of things - Pessimist.

One who loves mankind - Philanthropist

One who goes on foot - Pedestrian.

One who eats too much - Glutton.

A flesh eating animal - Carnivorous.

Abbreviations and Acronyms.

Definition.

* An ~~Abbr~~ Abbreviation is a shortened form of a word or phrase.

For example, 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 example,
ASAP - As Soon As Possible.
ATM - Automatic Teller Machine.

Abbreviations.

- a.m - Ante meridiem. (before mid day).
- B.A - Bachelor of Arts.
- C - Celsius.
- B.C - Before Christ.
- Cm - Centimetre.
- dept - Department.

- Dr - Doctor
- Lib - Library
- Mrs - Mistress
- rev - Revised
- Sq - Square

Acronyms

- BTW - By The Way
- OMG - Oh My God
- IDK - I Don't Know
- TY - Thank You
- GJ - Good Job
- GMTA - Great Minds Think Alike
- CAD - Computer Aided Design
- GRE - Graduate Record Examination
- LPG - Liquefied Petroleum Gas
- ROM - Read Only Memory
- WAN - Wide Area Network
- BBC - British Broadcasting Corporation
- HIV - Human Immunodeficiency Syndrome

Unit - II Narration and Summation.

Past Tense (Simple).

The Past Simple Tense, also called the Simple past, is used for past actions that happened either at a specific time, which can either be given by a time phrase (Yesterday, last year) or understood from the context.

Eg: * I liked.

* She liked.

* They liked.

* I played cricket yesterday.

* She started.

S + Verb + Object

* I solved the sum.

* He played football.

Past Action.

He
 She
 It
 I
 we
 you
 They



Past tense
 of the verb
 did not + Verb

- 1) I went to temple yesterday.
- 2) She went to temple yesterday.
- 3) She did not go to temple yesterday.
- 4) She didn't go to temple yesterday.

- 5) Did she go to school yesterday?
- 6) Didn't she go to school yesterday?

Positive - Subject + V + Object.

Negative - S + did not + V + Object.

Question - Did + S + V + Object ?

Subject Verb Agreement

Subjects and Verbs must Agree with one another in number. Thus, if a Subject is singular, its verb must also be singular; if a Subject is plural, its verb must also be plural.

* Nouns add an s to the singular form.

* Verbs Remove an s from the singular form.

Nine - Subject Verb agreement rules.

1) A phrase or clause between Subject and Verb does not change the number of the Subject.

Eg * The women who went to the meeting ^s were bored.

2) Indefinite pronouns as Subjects.

Singular Indefinite pronoun Subjects take singular verbs.

Eg: Each ^{Singular} does a good deal of work around the office.

Eg: The jury has awarded custody to the grandmother.

7) Titles of single entities are always singular.

Eg: The grapes of Wrath takes a long time to read.

8) Plural form Subjects.

Plural form Subjects with a singular meaning take a singular verb.

Eg: Mumps is a contagious disease.

9) With Subject and Subjective complement of different number, the verb always agrees with the Subject.

Eg: My favourite topic is Poems by Longfellow.

* Plural indefinite pronoun Subjects take plural verbs.

Eg: Both do a good deal of work around the office.

3) Compound Subjects joined by and are always plural.

Eg: A pencil and an eraser make writing easier.

4) With Compound Subjects joined by or/nor, the verb agrees with the subject nearer to it.

Eg: Neither the director nor the actors are following the lines closely.

5) Inverted Subjects must agree with the verb.

Eg: How are the relatives taking the bad news?

6) Collective Nouns may be singular or plural, depending on meaning.

Prepositions.

Preposition is a word which shows the relationship between noun or pronoun and some other words in the sentence.

Eg * I met with him yesterday.

* She bought a car for him.

One - word Prepositions.

* aboard, about, above, across, after, against, along, among, around, as, at, before, behind, below, beneath, beside, between, beyond, but, by, despite, down, during, except, for, from, in, inside, into, like, near, of, on, over, than, till, under, unlike, until, upon, with, without, etc.

Two and three - word Prepositions.

* according to, as well as, ahead of, because of, but for, by means of, due to, except for, in addition to,

in favour of, in place of, in spite of,
near to, next to, out of, outside of,
prior to, such as, thanks to, up to, etc...

Types of Prepositions.

There are three main types
of prepositions.

Prepositions of place - are used to refer
to a place where something or someone
is located.

Prepositions of time - are used to show
when something happened.

Prepositions of direction or movement -
show us to where or in which direction
something moves.

Rules of Prepositions.

on - days of the week.

Eg: My brother comes home on Monday.
in - months/seasons Time of day year.

Eg: we are going to chennai in April.

at - exact position show an exact time.

Eg: There is a meeting at 2.30.

Since - A particular time in the past.

Eg: I have lived here since 2010.

to - in the direction of until a particular time.

Eg: We are going to Chennai tomorrow.

by - upto a certain time.

Eg: By 11'o clock, she had read five pages.

above - higher than (but not necessarily directly over).

Eg: There's a beautiful restaurant above the lake.

across - to the other side.

Eg: We couldn't go across over the bridge.

onto - movement to the top of something.

Eg: I got onto the horse.

from - source/origin.

Eg: We received it from Germany.

Prefixes and Suffixes.

A prefix is a word part added to the beginning of a word that changes the word's meaning. A Suffix is a word part added to the end of a word that changes the word's meaning.

Prefix	Meaning	Example
dis	not, opposite of	dis + satisfied = dissatisfied.
mis	wrongly	mis + spell = misspell.
un	not	un + acceptable = unacceptable.
re	again	re + election = reelection.
inter	between	inter + related = interrelated.
pre	before	pre + pay = prepay.

Suffixes.

A suffix is a word part added to the end of a word to create a new meaning.

When adding the suffixes -ness and -ly to a word, the spelling of the word does not change.

Examples:

- * dark + ness = darkness.
- * scholar + ly = scholarly.
- * kind + ness = kindness.
- * with + out = without.
- * honour + able = honourable.
- * child + like = childlike.
- * appoint + ment = appointment.
- * adult + hood = adulthood.
- * hope + less = hopeless.

Antonyms

An antonyms is a word that means the opposite of another word.

- 1) Commence - Conclude
- 2) Panicked - Calmed
- 3) Pride - Humility
- 4) Drought - Floods
- 5) Unique - Common
- 6) Different - Similar
- 7) Melting - Freezing
- 8) Natural - Artificial
- 9) Superior - Inferior
- 10) Glorious - Dreadful
- 11) Inhale - Exhale
- 12) Complicated - Simple
- 13) Discourage - Encourage
- 14) Profound - Superficial

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 Example, "Give Up" is a phrasal Verb that means "Stop doing something" which is very different from "give".

List of Phrasal Verbs.

- * Act on - take action as a result of something.
- * Act out - demonstrate something with gestures.
- * Agree with - same opinion as someone else.
- * Aim at - direct towards a target.
- * Apply for - make a formal request for something.
- * Blow up - Explode.
- * Break down - Stop functioning.

- * Break out - Start suddenly and spread quickly.
- * Call back - Return a phone call.
- * Call off - Cancel.
- * Carry on - Continue.
- * Carry out - To do or complete something.
- * Come forward - Present oneself.
- * Come up with - Produce an idea or plan.
- * Took off - Flew into the air.
- * Went on - Continued.
- * Make out - Hear or understand.
- * Bear with - Be Patient.
- * Break up - End a relationship.
- * Bring up - Raise (a child).
- * Calm down - Make someone relax.
- * Find out - Discover.
- * Go ahead - Make progress.
- * Go through - Examine in detail.

- * Hold on - Tell someone to wait on the telephone.
- * Pass away - Die.
- * Pass out - Distribute.
- * Point at - Aim.
- * Point out - Show, Indicate.
- * Rule out - Cancel, not going to happen.
- * Stand for - Tolerate.
- * Think over - Consider.
- * Turn away - Refuse to deal with or give service.

Unit - III Description of a Process/ Product.

Use of Imperatives and Instructions.

Imperative

* An imperative is a command that begins with the main verb and generally does not have a subject "you".

* Imperative - orders, instructions, invitations, advice and polite.

* Be quiet.

* Go away from here.

* Forgive us.

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 in time.

Complete the project in time.

4) The water should be allowed to cool for 10 minutes.

Allow the water to cool for 10 minutes.

5) Whether the structure is strong should be checked.

Check whether the structure is strong.

Instructions.

* Instruction plays an important role in technical writing. It is clear and step by step explanations of how to do something or what one should do in a particular situation.

* In general, it should be clear, precise, understandable, complete and user - friendly.

* It is an order given to somebody.

Guidelines

* Begin each step with an action verb.

* Maintain logical sequence in presentation. Use simple and clear expressions.

* Avoid ambiguity.

* Review your statements for grammatical and technical accuracy.

Write a set of 8 instructions to save petrol.

* Do not keep the engine running while the vehicle is not in motion.

* Keep the engine in good condition.

* Service the vehicle regularly.

* Avoid clutch driving.

* Fit the vehicle with an engine that gives high mileage.

* Avoid frequent change of gear to save petrol.

* Inflate the tyres at an optimum level of air pressure.

* Use the correct engine oil for the proper functioning of the engine.

Homophones and Homonyms

Homophone - a word which is pronounced the same as another word but has a different meaning or a different spelling. For ex. Buy/By, Cell/Sell.

Homonym - a word that sounds the same but has different meanings. Some Homonyms are spelt the same, like Bank/Bank, Lie/Lie, Well/Well.

List of Homophones.

See - Using your eyes, Sea - Water.

Right - Opposite of left, Write - To put pen to paper.

Adapt - To fit, Adopt - Accept one as son.

Dual - Double, Duel - Fight.

Brake - Stop, Break - Make into pieces.

List of Homonyms

Band - A rock band, Band - A rubber band.

Bank - A bank of the river, Bank - A bank account.

Lie - Lie on the floor, Lie - Speak falsely.

Well - Good health, well - get water.

Buy - To buy a car, By - By Ship.

Son - He is my son, Sun - The sun is shining.

Sight - A beautiful sight, Site - Construction site.

Present and Past Perfect Tenses

Present Perfect Tense

* This tense is used in the past when we are not thinking or talking or talking about the exact time that they happened.

* To talk about something happened recently.

Eg: I have cleaned the bike.

The school bus has come.

He has finished his ~~is~~ homework.

Past Perfect Tense

* An action that was completed in the past before another action took place.

* When we talk about two past actions, we use the Past perfect tense for the action that happened first and the past tense for what

happened later.

Eg: You had decided.
 We had decided.
 They had decided.

Degrees of Comparison.

Degrees of Comparison are used when we compare one person or one thing with another.

There are 3 degrees of Comparison in English. They are:

- * Positive degree.
- * Comparative degree.
- * Superlative degree.

Comparative degree.

When we compare two people and say that the quality is not present equally in the two, we use the comparative degree of the adjective.

The comparative form is always followed by "than".

Eg: Raju is taller than any other boys in the class.

Superlative Degree.

When three or more things are compared and they have a particular quality in unequal measure, we use the superlative degree of the adjective.

Eg: Raju is the tallest boy in the class.

Note the following to use degrees of adjectives:

* In general the comparative and Superlative form are created by adding -r/-er/-ier and -est to the base word.

Eg

Simple Simpler Simplest.

Easy Easier Easiest.

Write the Comparative and Superlative forms of the following words:

1) Loose Looser Loosest

2) Late Later Latest

3) Thin Thinner Thinnest

4) Sincere More sincere Most sincere

5) Little Less Least

6) Evil Worse Worst

7) Difficult More difficult Most difficult

8) Clever Cleverer Cleverest

9) Wealthy Wealthier Wealthiest

10) Fat Fatter Fattest

Adjectives

* Adjectives with three or more syllables form the comparative by adding more in front of the adjective, and the superlative by adding most in front.

Eg:

Careful	more careful	most careful
Attractive	More attractive	most attractive

* There are some adjectives that have irregular ways of forming the comparative and superlative degrees.

Eg:

Good/well	Better	Best
Bad/ill	Worse	Worst
Little	Less	Least

Many/much	more	most
Far	farther/further	farthest/furthest
Old	older/elder	oldest/eldest.

Complete the following sentences by using appropriate form of the adjectives.

- 1) No other grains is as nutritious (nutritious) as wheat.
- 2) My brother's handwriting is worse (bad) than mine.
- 3) It was the proudest (proud) moment of my life.
- 4) Your dog runs faster (fast) than Jim's dog.
- 5) Red apples are usually sweeter (sweet) than green apples.

Compound Nouns.

A Compound noun is a noun that is made with two or more words. A Compound noun is usually (noun + noun) or (adjective + noun), but there are other combinations.

* noun + noun

Eg: * Gold smith

* Night club

* Man servant.

* Adjective + noun.

Eg: * Black Board

* Blue Bell

* High Way.

* Verb + noun

Eg: * Play ground

* Draw Bridge

* Pass Port.

* Adverb + noun

Eg: * After thought
* Out post.
* Over coat.

Noun + Verb - Sleep walk

Verb + Noun - Walking stick

Adjective + Noun - Dark Room

Noun + Gerund - Jewellery Making

Gerund + Noun - Running Commentary

Eg.

- 1) Animal behaviour - The behaviour of an animal.
- 2) Aluminium extraction - The extraction of aluminium.
- 3) Battery Car - Car which works on battery.
- 4) Battery Valve - Valve of a battery.
- 5) Boat house - Boat used as a house.
- 6) Coal gas - Gas obtained from coal.

Discourse Markers

(Connectives and Sequence Words)

* A discourse marker is a word or phrase whose function is to organize discourse into segments. Examples include "well, so, right, okay, now, I mean", etc.

* Discourse markers are also called "linking words/Phrases" or sentence connectors.

Eg: * Land Pollution is due to solid wastes.

* Fresh water is a renewable source, but its distribution is uneven.

* Plastics have specific properties, which may make them preferable to traditional materials for certain uses.

Connectives

Function

* Before, prior to, before that, earlier, while, just as, during, all that time, at the very time, the very moment.

Indicating time relation.

* If, in case, unless, on condition that, so long as, provided that.

Expressing Condition.

* As, since, because, owing to, due to, caused by, bring about, hence, arise out of

Expressing cause.

* As a result, as a consequence, result in, cause.

Expressing result.

* Except, though, although,
not even. } - Expression of
concession.

* As, like, as if, as
though. } - Expression of
comparison.

* While, where, as, but,
however. } - Expression of
contrast.

* And so on, further,
besides, alongside, along
with, and, or } - Expression of
addition.

* Namely, such as,
like. } - Exemplifies.

Exercises.

1) My father earns plenty of money. He hates spending money on luxurious living. (In spite of).

In spite of earning plenty of money, my father hates spending money on luxurious living.

2) I switch off the fridge at night. It saves money. (to).

I switch off the fridge at night to save money.

3) Asma's suitcase was lost in the transit. She got it back. (however)
Asma's suitcase was lost in the transit however she got it back.

Unit IV - Classification and Recommendations

Note Making

* Note-making is an important study skill and needs to be cultivated as part of your academic training.

* Thus note-making is a process of noting down systematically for future reference important information, ideas, facts, view points and arguments contained in a written text.

While making notes, bear the following points in mind.

* Write down the main ideas as accurately as possible.

* Keep the notes short but these should be in a form which could be easily understood later.

* Write the points neatly so that they can be easily read and

understood by you.

* Use accepted abbreviations and shortened forms of commonly used words. You may invent your own shortened forms for noting the matter.

* Be consistent in the use of abbreviations and shortened forms and stick to one system of ordering the points.

Writing Recommendations

Recommendations are commonly used in technical and general areas. One can offer one's recommendations to the users. This task of writing recommendations is very essential for technocrats who have to offer their valuable guidelines frequently to carry out tasks effectively.

Some useful expressions for making recommendations are:

- 1) May I suggest?
- 2) It is recommended.
- 3) It is suggested.
- 4) It is advised.
- 5) It is important.
- 6) It is necessary to
- 7) It is imperative.
- 8) You should.
- 9) It would likely to be.
- 10) Need to be/have to be, etc.

Set of Recommendations to control noise pollution.

* There should be restrictions on the volume and pitch of loud speakers.

* Every vehicle must have a silencer to absorb noise.

* People should not live in the neighbourhood of airports.

* Industrial units should be established away from residential areas.

* The use of shrill pressure horns should be permitted.

* The use of fire-crackers especially high-sounding "bombs" should be stopped.

* Government should pass the "Noise Pollution Control Act" to check noise pollution.

* People should be educated through the mass media about noise pollution.

* Noise producing vehicles should be put out of use.

Articles

* Articles are a subclass of determiners, which "determine" or "specify" the nouns that follow.

The words used as articles in English are a/an and the.

* The indefinite article (a/an) refers to a noun in a general way without making it definite or particular.

* The definite article (the) make the noun definite or particular.

Indefinite Article (a/an).

The form 'a' is used before a consonant sound.

Eg: a book

a house

a year

a unit

a UN publication

a European.

The form 'an' is used before a Vowel sound.

an apple

an hour

an elephant.

an indian.

an office.

an umbrella.

Definite Article (the).

1) The may be used before any noun, singular or plural, countable or uncountable.

the computer the computers

the information the chairs.

2) When an uncountable noun is used for a general statement, 'the' cannot be used before it.

She loves music/poetry.

Water is precious.

3) "The" before plural nouns makes them definite or particular.

I saw some cows. The cows were eating grass.

4) But "the" cannot be used in a general statement.

Cows (Not the cows) eat grass.

5) "The" comparative can show that two things increase/decrease in the same proportion.

The more he earns, the more he spends.

6) The following categories of nouns usually take "the".

Plural Place names:

the United States of America
(the USA), the Netherlands.

Pronouns

(Possessive and Relative Pronouns)

A pronoun is a word which refers to a noun/noun phrase that has already been mentioned or is known to us in the context.

Possessive Pronouns.

Possessive pronouns can be grouped into three: first person, second person and third person. The person speaking is the first person; the person spoken to is the second person; and the person spoken about is the third person.

Eg.

* I saw the girl. She was reading a book.

* I saw the girls. They were singing a song.

Relative Pronouns

Relative pronouns are pronouns that introduce relative clauses or adjective clauses. Relative pronouns include who, whose, whom and that, and which, that, whose, and of which.

Eg: The boy that/who brought the letter is waiting there.

Choose the appropriate possessive form to complete the sentence.

- 1) This purse is (~~her/hers~~). (~~My/Mine~~) is on the table.
- 2) I saw the money. I liked (~~its/its~~) long tail.
- 3) (~~Your/Your~~) umbrella is almost the same as (~~my/mine~~).

Collocations

A Collocation is made up of two or more words that are commonly used together in English.

Collocations 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

Do

Do business

Do nothing

Do the cooking

Do your best

Have

* Have a bath.

* Have a holiday

* Have lunch.

* Have sympathy

* Have a problem

Take

* Take a break

* Take a chance

* Take a look

* Take a seat

get

- * get married.
- * get ready
- * get upset.
- * get wet.

go

- * go crazy
- * go dark
- * go fishing
- * go mad.

Give a word that collocates with the following:

- 1) additional - information, support, problem.
- 2) devoted - life, wife, husband.
- 3) time - save time, time pass.
- 4) brief - Introduction, amount.
- 5) business - transaction, sector.
- 6) remote - area, control.
- 7) clear - focus, relationship.
- 8) collective - action, memory.
- 9) cultural - background, history.

Fixed and Semi Fixed Expressions.

A fixed expression in English is a standard form of expression that has taken on a more specific meaning than the expression itself. It is different from a proverb in that it is used as a part of sentence, and is the standard way of expressing a concept or idea.

Eg: *all of a sudden.

* come to mind.

* to tell you the truth.

* come rain or shine.

* fall in line.

* so to speak.

In everyday conversation and writing, fixed expressions are extensively used.
For example,

* The little girl was at ease on the stage when asked to perform in front of a large audience.

* He is interested in birds and animals in general.

* The information on their website is out of date.

Fill in the blanks with suitable words to make acceptable fixed expressions.

- 1) Pleased to meet You.
- 2) It's worth a try.
- 3) Lost track of time.
- 4) Out of the world.
- 5) What does it mean?

Unit 5 - Expression.

Future Tenses

The future tense is the Verb form you use to talk about things that haven't happened yet.

Simple Future Tense - S + will + V + O

Future Continuous Tense - S + will + be + V-ing

Future perfect Continuous Tense -

S + will + have + been + V-ing.

Future Perfect Tense -

S + will + have + past participle.

1) Simple Future Tense.

The Simple Future Tense is used when we plan or make a decision to do something.

Eg: I am going to read the story book tomorrow.

Future Continuous Tense

Future Continuous Tense indicate an action which will be in progress at some definite time in the future.

Eg: I will be singing in the concert tomorrow.

Future Perfect Tense

Future Perfect Tense is used to express an action, expected to be completed before a certain time in the future.

Eg: I will have started.

Future Perfect continuous Tense

Future Perfect Continuous Tense indicates an action that will continue up until a point in the future.

Eg: I will have been starting.

Exercises

- I. Fill in the blanks with the appropriate form of the Verb given in the brackets.
- 1) I am writing a letter. (write)
 - 2) I shall have finished my job by evening. (finish)
 - 3) He has been passing through a bleak period. (pass)
 - 4) We will be resuming the match on Monday. (be)
 - 5) They went to Japan didn't they? (do)
 - 6) You may go if you wish to. (go)
 - 7) He dare not enter this office again. (enter)
 - 8) We need not have gone to Mumbai at all. (go)

Negation (Statements and Questions)

* A Negation 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,...

Statement (Negation)

* We form negative statements with not or n't after be, modal and auxiliary Verbs. N't is the contracted form of not. The negative contracted form of will is won't.

Eg: She might not be joking.
It could be true.

They don't go to school
on Wednesday afternoons.

Negation (Yes or No questions)

* Yes/No questions are
questions which we answer with
Yes or No.

Eg: They are not working hard.

He is not playing the guitar.

Change the following questions into
negative questions.

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?

Punctuation

Punctuation is the system that divides what we write into separate parts in order to make our meaning clearer. Without punctuation our writing would be a stream of words that would be almost impossible to understand.

What is Punctuation For?

- * Service to readers.
- * Help readers comprehend meaning.
- * Read without stumbling.
- * Prevents misunderstanding.
- * Facilitates the activity of reading.

Marks of Punctuation.

- * Capitalization (A... a)
- * Full stop or period (.)
- * Question mark (?)
- * Exclamation mark (!)
- * Comma (,)
- * Colon (:)
- * Quotation mark ("...")
- * The Semicolon (;)
- * The Apostrophe (')
- * Ellipsis (...)
- * Slash (/)

Cause and Effect Expressions

- * The cause is why something happened.
- * The effect is what happened.

Cause

* The sun was hot.

Effect

* So, my ice cream melted.

Cause and Effect

* Cause - the reason why something happens.

* Effect - what happens because of the cause.

* Linking words

* Because of

* Since/as

* As long as

* Due to the fact that

* Due to

* Owing to / owing to the fact that

- * On account of.
- * So / therefore / consequently.
- * As a result.
- * Thus / attribute to.

Since.

Since it was so chilly outside, Ravi built up a big fire.

Cause: It was so chilly outside.

Effect: Ravi built up a big fire.

Eg: Since it was raining, I didn't go out.

Because

* We postponed our trip because the weather was bad.

Cause: The weather was bad.

Effect: We postponed our trip.

Eg: He bought a new house because he won a lottery.

Consequently / therefore / so

* It was hot, therefore we went swimming.

* She was ill, consequently she missed class.

* It was raining outside, so I stayed at home.

As / as a result

* As we were late, we took a taxi.

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

On account of / Owing to / thanks to

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

* She was given a scholarship thanks to her excellent grades.

* The plane did not take off owing to bad weather.

Exercises

- 1) Complete the following sentences with an appropriate "cause and effect."
- 1) Saudi Arabia is a rich country _____
 - 2) Oil has an effect on world economy _____
 - 3) Chernobyl plant has resulted in the loss of lives _____
 - 4) _____ we have to meet the growing needs of the increasing population.
 - 5) Traditional match making process has been outdated _____
 - 6) IT executives are in a hurry to meet the target _____
 - 7) Information technology has plenty of job opportunities _____

Content Words Vs Function words

Each word in English belongs to one of the eight parts of speech. Each word 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.

Noun - person, place or thing.

Verb - action, state.

Adjective - describes an object.

Adverb - where or when something happens.

Function words.

Function words help us to connect important information.

Function words include auxiliary Verbs, prepositions, articles, conjunctions and pronouns.

Auxiliary Verbs - do, be, have.

Prepositions - show relationships in time and space.

Articles - indicate specific and non-specific nouns.

Conjunctions - words that connect.

Pronouns - refer to other nouns.

Simple, Compound and Complex Sentences.

The Sentence is generally defined as a word or a group of words that expresses a thorough idea by giving a statement/order, or asking a question, or exclaiming.

Eg. * He is a good boy. (Statement)
* Is he a good boy? (Question)
* What a nice weather!
(Exclaiming)

Sentences are of 3 types.

* Simple sentences.

* Compound sentences.

* Complex sentences.

Simple Sentence.

A Simple Sentence must have a single verb.

Eg: I always wanted to become a writer.

Compound Sentence.

A Compound Sentence is formed when you join main verbs with a connective.

Eg: I like bananas and I like grapes.

Complex Sentences.

A Complex Sentence can also be referred to as multi-clause sentence. Connectives used in complex sentences include after, although, as, because, if, since, unless, when.

Eg: The big dog barked whenever I knocked on the door.

Exercises

Convert the following Simple Sentences into compound Sentences.

- 1) Being ill, he didn't attend the party.
- 2) Besides being pretty, she is clever.
- 3) In spite of his illness, he attended the class.
- 4) Being guilty, he went into hiding.
- 5) Being innocent, he never thought of running away.