

HS3151 - Professional communication - I

Two marks

Unit - I

I Present simple and Progressive

Fill in the blanks with the use of correct tense form of verbs.

- 1) The rocket flies very fast. (fly)
- 2) Rama does his exercises daily. (do)
- 3) Americans look very healthy. (look)
- 4) Kala and Mala learn (learn) swimming on all Sundays.
- 5) The dog is barking (bark) now.
- 6) Many trains are running (run) on the rails at the moment.
- 7) My father is coming (come) from Chennai tomorrow.
- 8) Ram is living in Madras at present (live).
- 9) I complete <sup>my</sup> homework every ~~day~~: (complete).
- 10) The film releases (release) on 1<sup>st</sup> July in Kalpana Theatre.

## I Yes or No Questions

Make yes/no questions from these statements

1. They are at work.  
Are they at work?
2. He can carry the box.  
Can he carry the box?
3. They are going out.  
Are they going out?
4. He is waiting for her.  
Is he waiting for her?
5. They were in Singapore at that time.  
Were they in Singapore at that time?

Change the statements to questions using the question word.

- 1) I go to the swimming pool every Saturday night.  
(Where)  
Where do you go every Saturday?
- 2) We always go to England by plane. (How)  
How do we go to England always?
- 3) We met her parents yesterday. (When)  
When did we meet her parents?
- 4) They will give him a present tomorrow. (What)  
What will they give him tomorrow?
- 5) The restaurant is very far. (How)  
How far is the restaurant?

2)

H

B

- a) estimate
- b) stimulate
- c) dominate
- d) reminiscent

- i) command (c)
- ii) recollect (d)
- iii) rouse suddenly (b)
- iv) calculate (a)

3)

A

B

- a) paucity
- b) jeopardy
- c) fantasy
- d) endeavour

- i) wild imagination (c)
- ii) attempt (d)
- iii) scarcity (a)
- iv) danger (b)

4)

A

B

- a) contaminated
- b) facilitate
- c) entreatie
- d) sophisticated

- i) unclean (a)
- ii) make easy (b)
- iii) repaired (d)
- iv) enterprise (c)

5)

A

B

- a) stimulus
- b) perspective
- c) option
- d) drawback

- i) choice (c)
- ii) something that (a),  
rouses people to act
- iii) disadvantage (d)
- iv) view (b)

Write the questions up in the following.

- 1) She is collecting stickers. Isn't she?
- 2) We often watch TV in the afternoon. don't we?
- 3) John and Max don't like Maths. do they?
- 4) Peter played handball yesterday. didn't he?
- 5) They are going home from school. aren't they?
- 6) Mary didn't do her homework last Monday. did she?
- 7) You have cleaned your bike. Haven't you?
- 8) He could have bought a new car. couldn't he?
- 9) Kevin will come tonight. won't he?
- 10) I am clever. Aren't you?

### Synonyms

Match the words in column A with their meaning in column B:

- | A               | B   |
|-----------------|---|
| 1. a) obnoxious | i) severe (d)   |
| b) hazard       | ii) dim (a)   |
| c) spell        | iii) danger (b)   |
| d) stringent    | iv) a condition caused by or as if by magical power (c) |

## One Word Substitution

Choose the one which can be substituted  
for the given word / sentence.

1. Extreme old age when a man behaves like a fool.  
a) Imbecility    b) senility    c) dotage  
d) superannuation.
- 2) That which cannot be corrected  
a) unintelligible    b) indelible    c) illegible  
d) incorrigible
- 3) The study of ancient societies  
a) Anthropology    b) Archaeology    c) History  
d) Ethnology
- 4) A person of good understanding knowledge and reasoning power  
a) Expert    b) Intellectual    c) snob    d) literate
- 5) A person who insists on something  
a) disciplinarian    b) stickler    c) instantane  
d) boaster
- 6) State in which the few govern the many  
a) Monarchy    b) Oligarchy    c) plutocracy  
d) Autocracy
- 7) A style in which a writer makes a display of his knowledge  
a) Pedantic    b) verbose    c) pompous    d) ornate.

## Abbreviations and Acronyms

Give the expansions of the following acronym.

Abbreviation:

- 1) DTP - Desk Top Publishing
- 2) NASA - National Aeronautics and Space Administration
- 3) NAASCOM - National Association of Software and Service Companies
- 4) ISRO - Indian Space Research Organization
- 5) CALL - Computer Aided Language Learning
- 6) CAM - Computer Aided Manufacturing
- 7) WTO - World Trade Organization
- 8) DOS - Disk Operating System
- 9) DVD - Digital Video Disc
- 10) ISDN - Integrated Services Digital Network
- 11) MODEM - Modulator Demodulation
- 12) HTTP - Hyper Text Transfer Protocol
- 13) HTML - Hyper Text Markup Language
- 14) CD-ROM - Compact Disc Read Only Memory
- 15) DIM - Digital Image Matching

## Unit - II

### Part Tense

1) write down the correct form of the verb given in the bracket.

1) you broke (break) my window's glass.

2) I saw (see) something near that place.

3) He came (come) from London sometimes ago.

4) She bought (buy) an ephone.

5) Did they speak (speak) with the committee?

6) He stood on the table all day. (stand)

7) I heard (hear) about this earlier.

8) Our soldiers won (win) the battle.

9) A farmer committed (commit) suicide after hearing this news.

10) He wrote (write) a letter to the principal.

11) An apple fell (fall) from the tree.

12) Did you sleep with her yesterday? (sleep)

13) The birds flew (fly) away in the sky.

14) His head struck (strike) to the door.

15) He did not choose (not/choose) anyone yet for the mission.

## Subject Verb Agreement

Choose the correct form of the verb that agrees with the subject:

- 1) Annie and her brothers are (is, are) at school.
- 2) Either my mother or my father is (is, are) coming to the meeting.
- 3) The dog or the cats are (is / ~~is~~ are) outside.
- 4) George and Tamara don't want (don't, doesn't) to see that movie.
- 5) Benita doesn't (doesn't / don't) know the answer.
- 6) One of my sisters is (is / are) going on a trip to France.
- 7) The man with all the birds lives (live / lives) on my street.
- 8) The movie, including all the previews, takes (take / takes) about two hours to watch.
- 9) The players, as well as the captain, want (want / wants) to win.
- 10) Nobody knows (know / knows) the trouble I have seen.
- 11) Every one of those books is (is / are) fiction.
- 12) Eight dollars is (is / are) the price of a movie these days.
- 13) The committee debates (debate / debates) these



## Prefix and suffix

complete the sentences by writing the correct prefix in the blank space.

dis-

-in

mis-

re-

un-

under-

- 1) I just can't believe it! The story is unbelievable.
- 2) No, that answer is incorrect. It is wrong.
- 3) Let's look at this information again. We should review it before the test.
- 4) I saw Allison just a moment ago, but now I can't find her! It seems that she disappeared.
- 5) Oh! I am sorry, I didn't hear you correctly. I misunderstood you.
- 6) The subway does not go over the land like a normal train. It moves underground.
- 7) The second woman can't stay still. She always wants to move! She is restless.
- 8) The dog is not cute. He is little scary!  
The next dog is very cute! He is adorable!
- 9) I teach science in ~~in~~ a university. I am a physics teacher.
- 10) The kids always have fun together. They never disagree or have an argument.

## Synonyms and Antonyms

Match the words in column A with their meanings in column B:

A	B
a) appropriate	i) allowing light to pass (b)
b) translucent	ii) a place where water is collected and stored (d)
c) feedback	iii) repercussion
d) catchment	iv) suitable (a)
	v) response (c)

Match the pairs of Antonyms

A	B
a) gentle	i) possible (b)
b) impossible	ii) small (E)
c) colossal	iii) strong (F)
d) short	iv) easy (e)
e) difficult	v) hard (a)
f) delicate	vi) long (d)

A	B
a) incorporate	i) rescue (c)
b) violate	ii) obstacle (d)
c) salvage	iii) disregard (b)
d) hindrance	iv) include as part (a)

## Phrasal verbs

Fill in the blanks with an appropriate phrasal verb:

- 1) The teacher called for an explanation of his conduct.  
a) called off    b) called out    c) called in    d) called he
- 2) call in the doctor immediately.  
a) call on    b) call in    c) call at
- 3) His arrogance brought about his ruin.  
a) brought in    b) brought up    c) brought about
- 4) How did these things come about?  
a) come up    b) come about    c) bring out    d) bring about
- 5) I don't know where my book is. I must look for it. (look for, look after, look at)
- 6) Someone broke into my car last night and stole the stereo. (broke down / broke into)
- 7) His father always taught him not to look down on (look up to / look down on) those people with less.
- 8) The boss wants you to hand in your figures for this month to him. (hand out / hand in)
- 9) We are going to have to put off our trip to Spain until September. (put off / put up)
- 10) I am so tired of Sophie showing off (showing off / showing up) her engagement ring all the time.

## Unit - III

### Imperatives

Change the following sentences into imperative forms:

1) A good computer must be bought.

Ans: Buy a good computer.

2) A mineral water plant must be installed.

Ans: Install a mineral water plant

3) The project should be completed on time.

Ans: Complete the project on time.

4) The machine should be serviced at least once in a year.

Ans: Service the machine at least once in a year.

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

Ans: Allow the water to cool for 10 minutes.

6) The performance of the employee should be considered.

Ans: Consider the performance of the employee.

7) The hard drive should be sent for errors.

Ans: Send the hard drive for errors.

8) The fire extinguisher should be kept ready.

Ans: Keep the fire extinguisher ready.

9) The temporary internet files should be deleted for better performance.

Ans: Delete the temporary internet files for better performance.

## Adjectives

complete the sentences below with the correct form of adjectives

- 1) If you want to be much healthier, you should exercise every day. (healthy)
- 2) In order to become wealthier than others, some people start criminal activities. (wealthy)
- 3) My new car is prettier than my old one. (pretty)
- 4) Honesty is the best policy. (good)
- 5) She is my younger daughter. (young)

6) Underline the adjective in the following sentences:

- 1) Lotus is a beautiful flower.
- 2) The teacher told us an interesting story.
- 3) Mumbai is a large city.
- 4) The elephant is largest animal on land.
- 5) Raaveena is a clever girl.
- 6) I have bought some apples.
- 7) There has been sufficient rain this year.
- 8) There are several mistakes in this essay.

## Degrees of comparison

Fill in the blanks with the use of correct degrees:

- 1) He is not as intelligent as his brother.  
a) as      b) more      c) most
- 2) Mount Everest is the highest peak in the world  
a) high      b) higher      c) highest
- 3) Oranges are cheaper than apples.  
a) cheaper      b) cheap      c) more cheap
- 4) I don't earn as much as you do.  
a) more      b) many      c) much
- 5) No other animal is so large as the blue whale.  
a) so      b) more      c) as
- 6) The pen is mightier than the sword.  
a) more mighty      b) mightier      c) more mightier
- 7) Africa is hotter than any other continent.  
a) more hot      b) hotter      c) as hot
- 8) Beethoven is one of the greatest composers of music.  
a) great      b) greatest      c) greater
- 9) Kashmir is more beautiful than any other place in India.  
a) beautiful      b) more beautiful      c) beautifuler
- 10) Cancer is more deadly than any other disease.  
a) deadlier      b) more deadly      c) most deadly

## Homonyms and Homophones

Choose the best homophones:

- 1) I didn't hear what she said.  
a) hear            b) here
- 2) They forgot to take their printouts.  
a) there            b) their            c) they're
- 3) They tried to steal the painting.  
a) steel            b) steal
- 4) All except Mr. Khan will accept the proposal.  
(accept, except)
- 5) kindly check if the cheque has been signed.  
(check, cheque)
- 6) The principal of our school is a man of principle.  
(principal, principle)
- 7) The thieves could not steal the jewellery because it was lying in the a locked steel almirah.  
(steel, steal)
- 8) There are three bedrooms in their house.  
(there, theirs)
- 9) Here is an interesting tale about a fox that lost its tail.  
(tale, tail)
- 10) Soon after I gave him the next dose of the medicine, he began to doze.  
(dose, doze)

## Connectives

Fill in the blanks with 'as well as', 'for instance', 'although', 'but', 'so that', and 'when', 'unless', 'since', 'until', 'in order to'

- 1) Leafy vegetables, for instance, cabbage and lettuce, are good sources of many vitamins.
- 2) Although Edward is rich, he is selfish.
- 3) Peter wants to buy some new T-shirts, but he needs to save money to buy some new books.
- 4) You need to work hard so that you can have better result.
- 5) You can take a rest when you feel tired.
- 6) Cheese is rich in calcium as well as protein.
- 7) You cannot go to America unless you know a little English.
- 8) The film is long and boring since the book is thrilling and well-written.
- 9) He will get the job until he passes his exam first.
- 10) She took a taxi in order to she might arrive on time.



## Unit - IV

### Articles

complete the following sentences using appropriate articles.

- 1) I am a university student.  
a) an                      b) a                      c) the
- 2) She goes to the temple in the mornings.  
a) no article              b) a                      c) the
- 3) Kiran is the best student in the class.  
a) the                      b) a                      c) no article
- 4) Are you coming to the party next Saturday?  
a) a                      b) the                      c) no article
- 5) I bought a new TV set yesterday.  
a) a                      b) an                      c) the
- 6) I think the man over there is very ill. He can't stand on his feet.  
a) a                      b) the                      c) an
- 7) I watched the video you had sent me.  
a) a                      b) the                      c) an
- 8) She is a nice girl.  
a) the                      b) a                      c) an
- 9) He thinks that love is what will save us all.  
a) a                      b) the                      c) an

possessive and relative  
Pronouns

use the relative and possessive pronouns  
properly in each sentence.

- 1) The person who made the mess needs to clean it.
- 2) This is the house that Jack built.
- 3) The book which weighed 3 pounds fell off the shelf.
- 4) Owners whose dogs shed need to vaccum often.
- 5) The boys' score was 35 but yours was 48!
- 6) The dog was busy eating its bone.
- 7) The little girl couldn't find her favorite baby doll.
- 8) I saw the lady who lives in the house on the corner.
- 9) My parents love to visit their friends who live in Mexico.
- 10) These cookies? They are all mine.
- 11) These little dogs ate the bones that were buried in the yard.
- 12) I don't know which restaurant to choose

## Collocations

complete the collocation by supplying a suitable word.

- 1) My grandfather was a heavy smoker, so few people were surprised when he died of oral cancer.  
a) serial      b) heavy      c) big
- 2) She was a/an devoted wife who loved her husband more than anything else in the whole universe.  
a) devoted      b) sincere      c) intelligent
- 3) I always avoid his company because he is a crashing bore.  
a) bore      b) nuisance      c) guy
- 4) It is a golden opportunity. If you miss it, you will regret it.  
a) chance      b) opportunity      c) offer
- 5) She seemed quite interested in buying that house, but at the last moment, she changed her mind.  
a) mind      b) thoughts      c) offer
- 6) Although I was slightly annoyed by her attitude, I said nothing.  
a) moderately      b) lightly      c) slightly

## Fixed and semi-fixed

### Expressions

Fill in the blanks using the given fixed /

semi-fixed expressions:

(out of order, in camera, by heart, on time, in case, at ease, on duty, in tears, on foot, at sight)

- 1) The speaker was at ease while giving the lecture.
- 2) On hearing the news, my mother was in tears.
- 3) In ancient times people took up long distances on foot.
- 4) The discussions were held in camera.
- 5) The child learned the poems by heart.
- 6) The solution to this problem is not at sight.
- 7) As the officer was on duty, he could not immediately proceed to his native place.
- 8) In case of any trouble please call the following mobile number.
- 9) The satellite launcher vehicle was put in orbit on time.
- 10) The equipment went out of order and so the patients could not be treated for the time being.

## Unit - V

### Future Tenses

Write down the correct form of the verb given in the bracket.

- 1) The audience will clap after this magic trick. (clapped)
- 2) I will eat all the fruits on the table. (eaten)
- 3) They will go to hangout near the beach. (gone)
- 4) we would win this game if we played well (won).
- 5) This time tomorrow I will be having a discussion with boss.  
a) will have    b) will be having    c) am having
- 6) By next Christmas we will have lived in the city for twenty years.  
a) have lived    b) will have lived    c) will be living
- 7) I will be home late tonight.  
a) am    b) will be    c) would be
- 8) She will be upset when she finds out what you have done.  
a) is upset    b) would be    c) will be
- 9) I will hit you if you say that word again.  
a) am hitting    b) will be hitting    c) will hit

## Negation

Write the negative sentences in the following.

1. Karin played volleyball yesterday.

Ans: Karin didn't play volleyball yesterday.

2) There will be rain in the South tomorrow.

Ans: There won't be rain in the South tomorrow.

3) Mary speaks German.

Ans: Mary doesn't speak German.

4) We are writing a test.

Ans: We are not writing a test.

5) They are going to rent a car.

Ans: They are not going to rent a car.

6) I had seen him.

Ans: I hadn't seen him.

7) They were having a cup of tea this morning.

Ans: They were not having a cup of tea this morning.

8) I have been watching TV for an hour.

Ans: I have not been watching TV for an hour.

Simple, compound and complex sentences  
combine the following sentences into simple,  
compound and complex.

1) The student admitted. He was absent.

The student admitted his absence.

2) She is sure. She will secure high marks.

Ans: She is sure of securing high marks.

3) He is intelligent. He is careless.

Ans: He is intelligent but careless.

4) Walk fast. You will catch the bus.

Walk fast and you will catch the bus.

5) He came late. He would have enjoyed the music.

He came late otherwise he would have enjoyed the music.

6) Morning walk is a good exercise. Everybody should walk.

Morning walk is a good exercise therefore everybody should walk.

7) The bus was slow. He reached late.

The bus was slow so he reached late.

8) He can succeed. He will not work hard.

He can succeed but he will not work hard.

## Cause and Effect expressions

Combine the following pairs of sentences to bring out the cause and effect relationships.

- 1) The machine was not maintained properly.  
The accident occurred.  
Ans: The machine was not maintained properly, so the accident occurred.
- 2) Dr. A. P. J. Abdul Kalam is a noble personality.  
Everyone adores him.  
Dr. A. P. J. Abdul Kalam is a noble personality, therefore everyone adores him.
- 3) We postponed our trip. The weather was bad.  
We postponed our trip because the weather was bad.
- 4) She missed the classes. She was ill.  
She missed the classes, consequently she was ill.
- 5) My sister was scared of the mouse. She yelled for help.  
My sister was scared of the mouse, so she yelled for help.
- 6) The plane was delayed. I had to wait for five hours.  
The plane was delayed, as a result I had to wait for five hours.



## function and Content Words

Decide which words are function and content words in the following sentences:

- 1) Mary has lived in England for ten years.
- 2) He is going to fly to Chicago next week.
- 3) I don't understand this chapter of the book.
- 4) The children will be swimming in the Ocean this time next week.
- 5) John had eaten lunch before his colleague arrived.
- 6) The best time to study is early in the morning or late in the evening.
- 7) The trees along the river are beginning to blossom.
- 8) Our friends called us yesterday and asked if we would like to visit them next month.
- 9) You will be happy to know that she has decided to take the position.
- 10) I won't give away your secret.

## Answers

content words are in underlined.

## Question and Answer

1. What is the main purpose of the book?

2. How does the author define the concept of 'the good life'?

3. What are the main arguments in support of the author's thesis?

4. How does the author address the objection that the good life is subjective?

5. What are the main conclusions of the book?

6. How does the author justify the claim that the good life is attainable?

7. What are the main implications of the author's theory?

8. How does the author respond to the charge that the good life is unrealistic?

9. What are the main strengths of the author's argument?

10. How does the author address the issue of the value of money?

11. What are the main weaknesses of the author's argument?

12. How does the author address the issue of the value of leisure?

13. What are the main contributions of the book to the literature?

14. How does the author address the issue of the value of education?

15. What are the main implications of the author's theory for public policy?

16. How does the author address the issue of the value of health?

17. What are the main implications of the author's theory for the individual?

18. How does the author address the issue of the value of family?

19. What are the main implications of the author's theory for society?

20. How does the author address the issue of the value of friendship?

21. What are the main implications of the author's theory for the future?