

English For

Engineers

Ist B.Tech - I/II Sem

UNIT-I Reading Techniques

Skimming and scanning are two important techniques in Reading skill

(a) Skimming :-

Skimming a text means reading quickly to get an overall idea of the text. The purpose of skimming is to get the gist of the text. It helps you to remember background information.

Example, Reading the headings, sub-headings of news in a newspaper.

(b) Scanning :-

Scanning a text is looking for specific information. It is a 'in-depth' reading. It helps you to know how the material is organised in text.

Example, if you are looking for the meaning of a word in a dictionary, you already know which word you are searching for.

Writing Skills

Mechanics of writing - Capitalization :-

When writing a text or editing a text, we must check if we have used capital letters correctly. Here are some conventions for the use of capital letters.

- i) Capitalise the first letters of names of people and places.

Example, Nehru park, Asia Hospital, Mineerva Complex, Manasa Inn, Mangalore Corporation etc...

- ii) The first letters of nationalities, languages or religious groups are capitalised.

For example, Spaniard, Japanese, Turkish, Indian.

- iii) The names of the days of the week and the months of the year begin with capital letters.

For example, Sunday, July, Saturday.

④ Names of degrees, awards and prizes always start with a capital letter.

For example, Bachelor of Economics, MBA, the Khel Ratna award.

⑤ Names of brands of bicycles, cars and other vehicles always start with a capital letter.

For example, Swift, Hercules

⑥ Names of acts, bills and treaties always start with a capital letter.

For example, the women's Reservation Bill, the Industrial Development Act.

⑦ Trademarks and brand names of products should appear in initial capital letters.

For example, Cellophane, Xerox, Walkman.

⑧ Names of oceans, seas, rivers, hills, mountains, valley etc.

For example, the Pacific Ocean, the Black Sea, the Vindya and Satpura etc.

ix) Names of planets, stars etc we Capitalise the Initial letter.

Eg:- Milky way, Halley's comet

x) All the main words in the titles of newspapers, journals and magazines begin with a capital letter.

Eg:- Times of India, Reader's Digest

Punctuation

Punctuation is an essential criteria for good writing. Proper Punctuation provides clarity and organisation to a written text. There are 8 important Punctuation in English writing skills.

(i) Full stop / period (.) :-

Full stop (or) period (.) is used at the end of a declarative (or) imperative sentence. It is also used at the end of abbreviations. This period can also be used at the end of initials.

Eg:- The food is so tasty.

Dr. Shukla is ready to take an appointment.

(ii) Comma (,) :-

Comma (,) has many applications in English. If it is used uncorrectly, it may change the meaning of a sentence entirely.

Comma (,) is used to differentiate list of things. It is also used with dates, addresses, quotations and in between adjectives, adverbs. It is also used to pause a statement and to join Independent clause.

Eg:- I have a cat, a dog and a parrot as pets.

We went to John's house.

The food is delicious, affordable.

iii Colon (:) :-

Colon is used to elaborate an idea, to emphasize one thing, to list things.

Eg:- She played several sports : Volley Ball, Hockey, Kho Kho
The election results were in : He had lost.

iv Semi-colon (;) :-

Semi-colon is used to separate two complete sentences that are closely related in thought

Eg:- I am vegetarian ; I don't eat meat

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⑤ Question Mark (?) :-

Question Mark is used at the end of a question.

Eg:- Do you want some chocolate?
Have you watched the movie?

⑥ Exclamatory Mark (!) :-

Exclamatory mark is used to show strong emotion and is used at the end of an exclamatory sentence.

Eg:- Hurrah! we won the match.
Wow! what a lovely surprise.

⑦ Apostrophe (') :-

Apostrophe is used to show ownership and to indicate omissions in contractions.

Eg:- This is Divya's car.
I'm his classmate.

ⓧⓧⓧ

ⓧⓧⓧ Quotation Marks (" ") :-

Quotation marks are used to show someone's exact speech or words. They are also used for titles of books, movies, stories etc.

Eg:- He said, "I am unwell."

Spellings

Here are some spelling rules:-

① Always use 'i' before 'e', Except after 'c'.

Eg:- piece, chief, believe

Exception:- weird, their, seize

② A silent "e" at the end of a word usually makes the preceding vowel sound long.

Eg:- hope, make

③ Double the final consonant when adding a suffix that begins with a vowel.

Eg:- run → running

④ If a word ends in "y" preceded by a consonant, change the 'y' to 'i' before adding suffixes like -ed, -er.

Eg:- Cry → Cried, Happy → Happier

⑤ Add 's' to make nouns plural

Eg:- cat → cats, dog → dogs

Add "es" for nouns ending in -s, -x, -z, -ch, -sh

Eg:- church → churches, box → boxes

⑥ Change "f" to "ves" when forming the plural of certain nouns.

Eg:- leaf → leaves, knife → knives.

⑦ When adding a suffix that begins with a vowel to a word ending in "e", drop "e"

Eg:- hope → hope + ing = hoping
make → make + ing = making

When adding a suffix that begins with a consonant, keep "e"

Eg:- hope → hope + ful = hopeful
make → make + er = maker.

UNIT-1

Grammar

Parts of Speech

Based on the Job (or) role, all the words in English language can be categorized into 8 basic types called "Parts of speech". These are the "building blocks" of the language.

There are Eight parts of speech.

- | | |
|----------------|----------------------|
| (i) Noun | (v) Adverb |
| (ii) Pronoun | (vi) Preposition |
| (iii) Verb | (vii) Conjunction |
| (iv) Adjective | (viii) Interjection. |

① Noun :- Noun is a word, that refers to names of Persons, place and things.

Person:- Ravi, Sita, Arun, Shareef

place:- Bangalore, London, Mumbai

things:- table, Car, happiness.

Types of Noun :- There are 5 types of Nouns. They are:-

- (i) Proper Noun :- It denotes particular name of persons, place and things.
- (ii) Common Noun :- It denotes commonly used the names of persons, place and things.
- (iii) Collective Noun :- Collective noun denotes a group of persons, animals and things.
- (iv) Material Noun :- It denotes names of materials.
- (v) Abstract Noun :- Abstract Noun is usually, the names of quality, state or action.

Examples :-

- Proper Noun :- Delhi, Raju, Basket
- Common Noun :- Student, animals, teacher
- Collective Noun :- People, bundle, army
- Material Noun :- Gold, water, copper
- Abstract Noun :- childhood, greatness, anger

(i) Pronoun :- Pronoun is a word, that is used instead of a noun.

Rahul - He

Vidya - She

Computer - It

children - They

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Types of Pronoun :- There are 9 types of pronouns. They are:-

- (i) Personal pronoun :- He, She, It, They, We, You, I
- (ii) Possessive pronoun :- His, Hers, Its, Theirs, Ours, Yours, Mine
- (iii) Demonstrative pronoun :- This, That, These, Those
- (iv) Interrogative pronoun :- What, When, Where, Why, Which, How.
- (v) Reflexive pronoun :- myself, ourselves, yourself, himself, herself, itself, themselves.
- (vi) Emphatic pronoun :- myself, ourselves
- (vii) Relative pronoun :- whose, whom, who
- (viii) Distributive pronoun :- Each, Either, Neither
- (ix) Reciprocal pronoun :- Each other, one another.
- (x) Verb :- Verb is a word, that refers to action, Possession and state of being.

He is a lawyer

I have two pets

They are listening Music

Types of verbs :- There are two types of verbs.

(i) Auxiliary verbs

(ii) Main verbs

① Auxiliary verbs:- Auxiliary verbs divides into two types

① Helping verbs

② Modal verbs

Helping verbs:-

Be - am, is, are was, were

do - do, does did

Have - Has, have had

Modal verbs:-

Can, could, shall, should, will, would, used to, ought to,

May, might.

② Main verbs:- Main verbs refers to action.

Eat, look, teach, climb etc.

④ Adjective:- Adjective is a word, that refers or modifies a Noun.

He has a beautiful smile

She is a brilliant girl

Types of Adjective:-

① Adjectives of quality:- honest, beautiful

② Adjectives of quantity:- little, some, many

③ Adjectives of number:- sixty, first

⑤ Adverb:- Adverb is a word used to qualify a verb, adjective and another adverb.

Arun is walking very slowly
Sai reads well.

Types of Adverbs:-

- ① Adverbs of Time:- Today, Yesterday, Now, soon, before
- ② Adverb of place:- everywhere, anywhere, in, out, inside, near
- ③ Adverb of Manner:- well, slowly, quickly, loudly, foolishly
- ④ Adverb of Reason:- Therefore, Hence, Because of
- ⑤ Adverb of number:- Once, twice, lastly, finally, firstly.
- ⑥ Adverb of Affirmation:- Surely, Certainly, not at all, no, not

⑥ Preposition:- Preposition is a word, used to show relation between noun (or) pronoun and other words of Sentence.

The boy is playing with sand
The book is on the table

Types of Preposition:-

- ① Simple Preposition:- By, at, in, of, on, to, out, from, with, Since, for
- ② Double Preposition:- upto, Into, upon, within
- ③ Compound Preposition:- In addition to, Despite, Instead of

(vii) Conjunction:- Conjunction is a word, which is used to join two words (or) Sentences.

unless you finish the work, he won't leave you
I like both chocolates and Icecreams.

List of Conjunction:-

and, neither nor, Either or, Therefore, unless, until, although, since, for, as soon as, while, but, yet, otherwise, because, so

(viii) Interjection:- Interjection is a word; which expresses sudden feeling.

oh! My phone run out of battery.

Wow! what a lovely surprise.

Content words - function words

Content words:-

Content words are the words which convey information and meaning. These words carry most of the meaning in a sentence.

Content words includes nouns, verbs, adjectives and adverbs. It also include question words, negatives and demonstrative pronouns.

He said to me to work hard and achieve goal.

The outburst of scientific and technological innovation was taking place in the society.

Function words:-

Function words are the words which convey grammatical meaning in a sentence. These words usually remains unstressed.

Function words include auxiliary verbs, preposition, articles, conjunctions and pronouns.

When we met we were just 8 and now we are 24.

He once missed an important appointment because he is sick

Sentence Structure and word order

Sentences in English follow certain basic patterns. Some common sentence patterns in English are:-

(i) Subject + Verb + Object

Eg:- I read newspaper.

(ii) Subject + Verb + Adjective

Eg:- She is beautiful

(iii) Subject + Verb + Adverb

Eg:- He walks slowly

(iv) Subject + Verb + Noun

Eg:- He is a Lawyer

(v) Subject + Verb + Direct Object

Eg:- I ate a Mango

(vi) Subject + Verb + Indirect object + Direct object

Eg:- I gave him my money.

Framing Questions:-

We can frame question in two ways

① "wh" question

② Yes/No type question.

① "wh" question:-

By using Interrogative words, we can frame questions.

Interrogative words:- what, where, which, who, why, when, how, whose.

what → used to ask information

where → used to ask place / location

which → used to ask choice

who → used to ask about person

why → used to ask for a reason / cause

when → used to ask time of a event.

how → used to explain a process

whose → used to show possession.

Examples:-

① My name is Karthik

what is your Name?

② I am in school now.
Where are you now?

③ white is my favorite color
Which is your favorite color?

④ Sheela is my English teacher
Who is your English teacher?

⑤ I haven't gone to market because it is raining.
Why haven't you gone to market?

⑥ My birthday is on 25th January.
When is your birthday?

⑦ I go to school by bus.
How do you go to school?

⑧ This is Ravi's house.
Whose house is this?

⑨ I drink 5 litres of water daily.
How many litres of water do you drink?

⑩ I have 2 lakhs in my account.
How much amount do you have in your account?

Yes/No questions :-

We can create Yes/No type question by using Helping Verbs.

Rules :-

- ⊛ Identify the Helping verb
- ⊛ place the auxiliary verb before the subject.
- ⊛ If there is no auxiliary verb, we should use "do" form.

Examples :-

① He is a doctor
Is he a doctor?

② She was eating burger
was she eating burger?

③ I will become IAS officer.
will I become IAS officer?

④ I have receive your message.
Have I received your message?

⑤ I play cricket
Do I play cricket?

⑥ She finished the work by time.
Did she finish the work by time?

Vocabulary

Synonyms:-

Synonyms are words that have the same or nearly the same meaning. It is useful to know the synonyms of a word to bring variety to your speech and writing.

Some important synonyms are:-

Adamant = stubborn

Barbarous = Frustrate

Blunt = Dull

Capable = Competent

Consent = agree

Dense = opaque

Grudge = hatred

Glamy = cloudy

Immense = huge

Justify = Defend

Lavish = abundant

Lucid = clear

offspring = sibling

Pompous = arrogant

Antonyms:-

An antonym is a word that means the opposite of another word. It is very important to learn antonyms as we can avoid long phrases.

Here are some antonyms:-

Adamant x soft

Barbarous x civilized

Blunt x sharp

Capable x incompetent

Consent x disagree

Dense x sparse

Grudge x Affection

Gloomy x Bright

Immense x uncover

Justify x Impute

Lavish x deficient

Lucid x obscure

Offspring x Forefather

Pompous x humble

Shabby x Prosperous.

Root Words - Affixes

The Smallest meaningful unit that forms the main part of a word is called "Root". words grow from their roots. Some roots can be independent words by themselves.

Some root words are:-

Root	Meaning	Examples
audi	hear	audience
bene	good	benefit
bio	life	biology
chrono	time	Chronology
cred	believe	incredible
deca/deci	ten	decade
fact	make	factory
graph	write	autograph
homo	Similar	homogeneous
kilo	thousand	kilogram

Prefix :- A prefix is a word fragment added in front of a root (or) a word.

Eg:- en- + sure = ensure
un- + sure = unsure

Here, are some Prefixes.

Prefix	Meaning	Examples
a-	without, not	amoral
auto-	Self	autograph
bi-	two	biannual
dis-	Opposite	discover
em-	Cause	empower
il-, im-, in-ir	not	impossible, irrelevant, illegal
mis-	wrong	misspelt
re-	again	rewrite
sub-	under	Subway

Suffix:-

A Suffix is a word fragment added at the end of a root (or) a word.

Eg:- Sure + ly = Surely

Suffix	Meaning	Examples
-able	Capable of being	transferable
-age	related to	Postage
-cracy	government	democracy
-hood	state / quality	childhood
-ism	belief	feminism
-ist	person who does	dentist
-ous	full of	dangerous
-ion	state of something	Depression
-less	lacking	tireless

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UNIT-II

Writing Skills

Paragraph writing:-

A paragraph is a unit of writing that consists of one (or) more sentences, all of which relate to the same topic.

Paragraphs are essential for organizing long pieces of writing such as novels, papers etc...

Structure of a Paragraph:-

A paragraph should have good structure which includes

- (i) Topic sentences
- (ii) Supporting sentences
- (iii) Concluding sentences

Topic sentence:-

Topic sentences introduces the main idea (or) point of a paragraph. It should be clear, concise and directly related to your topic.

Supporting sentence:-

Supporting sentences are used to develop the topic by using facts, examples, reasons. It may also include evidence including data, quotes, anecdotes etc...

Concluding sentence:-

The concluding sentences are used to wrap up the central idea of a paragraph and to summarize the content discussed above and to conclude the topic.

Characteristics of a good paragraph:-

Here are the characteristics of a good paragraph:-

① unity :- Every sentence should be in limit of main topic; it should avoid going into unrelated details.

② Coherence :- All the ideas should follow a logical sequence with transitions, linked with pronouns etc..

④
© Order:- All the ideas, that are discussed must have an order i.e., it should follow the sequence.

Tips for Effective Paragraph writing:-

- * Plan First i.e., to create outline.
- * using various sentence structure.
- * using transitions
- * Avoid repetitions and unnecessary words
- * Re-check the grammar and tone
- * Seek Feedback.

Cohesive Devices

cohesive devices are words (or) phrases that connect different parts of a sentence, text (or) idea.
cohesive devices are used in the following ways:-

① To indicate cause (or) reason (or) effect

⇒ because, because of, Caused by, due to
as, for, since.

② To show time relationship

⇒ First, second, before this, thus, finally, at this point.

③ to show difference

⇒ though, although, however, but, unlike, yet, still, in spite of, despite, once in a while, sometimes.

④ to add information.

⇒ First, second, also, in addition, moreover, Furthermore, Besides, and, also.

⑤ to show conclusion

⇒ to sum up, in conclusion, finally, to conclude.

⑥ to show comparison.

⇒ in comparison, like, likewise, as if, compared to, Similarly.

⑦ to show effect or result

⇒ as a result, therefore, thus, so, that is why.

Articles

Articles are the words used before noun (or) to modify noun and it determines the status of a Noun.

⇒ According to parts of speech, we can consider Articles as Adjectives.

There are two types of Articles. They are :-

(i) Indefinite Articles

(ii) Definite Articles

Indefinite Articles :- 'A' and 'An' are called Indefinite Articles. These indefinite articles are used to give information in general.

use of Article "A" :-

* 'A' is used before a singular Common Noun beginning with consonant sound.

Eg :- a student, a flower, a table.

* 'A' is used before a singular Common Noun, beginning with a vowel letter which has "w" sound.

Eg :- a one rupee coin, a one eyed demon

* 'A' is used before the words that starts with a Vowel letter having a Consonant sound.

Eg:- a university, a union, a European.

* 'A' is used before the collective nouns.

Eg:- a group of students

a bundle of papers

a bunch of keys etc...

* 'A' is used before the quantities

Eg:- a little, a lot of, a dozen etc...

Use of Article "An" :-

* 'An' is used before a singular noun beginning with vowel sound.

Eg:- an orphan, an incident, an elephant etc...

* 'An' is used before a singular noun which begins with consonants but having vowel sound.

Eg:- an honorable prime Minister, an hour, an heir

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* 'An' is used before abbreviations which begin with F, I, R, M, N, L, S, X are pronounced as individual letters.

Eg:- an HP gas, an RMP doctor, an X-ray light etc--

Definite Article:- 'The' is called as definite article. It gives information in particular.

use of Article "The" :-

* 'The' is used before the names of direction.

Eg:- The west, The North etc--

* 'The' is used before the names of Oceans, Rivers and Seas.

Eg:- The Atlantic, The Krishna, The Black sea etc--

* 'The' is used before the names of Mountains.

Eg:- The Aravallis, The Himalayas, The Western Ghats.

* 'The' is used before unique in the universe

Eg:- The sun, The Moon, The Mars etc--

* 'The' is used before names of newspapers.

Eg:- The Hindu, The Eeradu etc--

* 'The' is used before the names of religions, Sacred books.

Eg:- The Muslims, The Jew, The Bible, The Ramayana

* 'The' is used before superlative adjectives:-

Eg:- The highest, The tallest, The greatest etc...

* 'The' is used before the names of organizations.

Eg:- The W.H.O, The UNO, The UNESCO etc--

* 'The' is used before head of the Institutions.

Eg:- The Manager, The principal, The Head Master.

* 'The' is used before the names of trains.

Eg:- The vivek Express, The Tirumala Express etc..

* 'The' is used before a historical construction.

Eg:- The Red fort, The Taj Mahal, The gate wall of china.

* 'The' is used before national festivals

Eg:- The Republic Day, The Gandhi Jayanthi

* 'The' is used before musical Instruments.

Eg:- The flute, The violin, The Veena.

* 'The' is used before ordinal numbers.

Eg:- The first, The last, The fifth.

Zero Article :-

Zero Article is the absence of any article before a Noun. It is an exceptional case, where there is no need of any article.

Use of Zero Article :-

* Any article cannot be used before the names of Person.

(X) Sita, (X) Raju

* Any article cannot be used before the names of Country.

(X) India, (X) Japan

* Any article cannot be used before names of Language.

(X) English, (X) Marathi

* Any article cannot be used before abstract Nouns.

(X) Happiness, (X) Knowledge

* Any article cannot be used before the names of Metal.

(X) Copper, (X) Gold.

* Any article cannot be used before the names of a day or month.

(X) November, (X) Sunday.

Exercises:-

Fill in the blanks with suitable articles.

① He is _____ honest man.

② _____ Gold is _____ Precious metal.

③ She has _____ ulcer on his leg.

④ December is _____ coolest Month of the year.

⑤ I found _____ one rupee note.

Prepositions

Preposition is a word used before a noun/pronoun to link with other words in a sentence.

She is fond of Music

Raju is good at English

He is expert in the subject.

⇒ There are 3 kinds of Prepositions. They are:-

- i Simple Preposition
- ii Double preposition
- iii Compound preposition.

i Simple preposition:-

In, at, on, by, for, from, up, with, to, out

use of 'In':-

* 'In' is used before the names of months, years and seasons.

I was born in 1999

The first Semester starts in July.

* 'In' is used before the name of countries, cities and towns.

My friend lives in Bangalore.

I bought a villa in Switzerland.

use of "At"

* 'At' is used before small towns, villages and streets.

There are living at old bus stand.

* 'At' is used to express exact time.

The train left the station at 12:30 pm

use of "ON"

* 'On' is used with the names of weekdays and dates.

My birthday is on July 14

We have a meeting on Sunday.

* 'on' is used to show the position of something

The cat is on the table

A Beggar slept on road

Use of with:-

* "with" is used with things

She cut the vegetables with a knife.

Use of to:-

* "To" is used to indicate place, direction.

I go to college

They moved to East from west.

ii) Double Preposition:-

upon, into, within, onto, upto, etc--

Use of "upon":-

* upon is used to indicate movement of item.

The policy was based upon two principles.

Use of "Into":-

* Into is used to show the movement of something from one medium to another.

The cat ran into the kitchen.

use of "By" :-

- * "By" is used to show the mode of travel

Ravi goes to college by bus

- * "By" is used to refer future time

I will clear my GATE exam by next July.

- * "By" is used in the passive voice.

The culprit was arrested by the police

use of "For" :-

- * "For" is used to indicate a period of time.

I have been waiting here for 4 hours.

- * "For" is also used to tell purpose.

We applied for Job.

Use of "From" :-

- * "From" is used to indicate the starting point of something in time (or) space.

The college will be open from 9 am.

She walked from her house to the park.

use of within :-

* "within" is used to indicate a period of time (or) a range of something.

The product will be delivered within 5 days.

The team is working within budget.

use of onto :-

* "onto" is used to indicate movement (or) position of something.

The cat jumped onto the table.

use of upto :-

* 'upto' is used to indicate limit, ability.

You can stay here upto Evening.

His behaviour is not upto the mark.

iii) Compound Prepositions:-

In addition to, According to, In front of, In spite of, Instead of, because of etc...

use of 'In addition to' :-

* 'In addition to' is used to give extra information about a topic.

In addition to Maths, he also failed in chemistry.

Use of 'according to' :-

* "According to" is used to indicate the source of information.

According to weather report, it may rain today.

Use of 'In front of' :-

* "In front of" is used to indicate a position.

I parked my vehicle in front of his car.

Use of "In spite of" :-

* "In spite of" is used to introduce a contrasting idea.

In spite of the rain, we went for a walk.

Use of "Instead of" :-

* "Instead of" is used to indicate a replacement or substitution.

He decided to go movie instead of sitting alone in room.

Use of "Because of" :-

* "Because of" is used to indicate the reason or cause for something.

She was late because of the traffic.

Some other Prepositions:-

Among, between, behind, beside, besides, Before, After etc.

* "Among" is used when something is included within a group of three or more items.

Eg:- The prize was shared among the winners.

* "Between" is used to indicate time, relation between two distinct things.

Eg:- The store is open between 10 am and 8 pm.

He scored between 30 and 40 in the test.

* "Behind" is used to indicate position.

Eg:- The car is parked behind the house.

* "Besides" is used to add an additional point.

Eg:- Besides the main course, we ordered starters.

* "Beside" is used by the side of.

Eg:- I stood beside my sister in group photo.

* "Before" is used to indicate a particular event or time.

Eg:- She has to take a pill before breakfast.

* "After" is also used to indicate a particular event or time.

Eg:- She started quarrel after knowing the news.

Vocabulary

Homonyms, Homographs, Homophones

Homonyms :-

Homonyms are words that have the same spelling and the same pronunciation, but different meanings.

Homonym	Meaning	Example
lie lie	Say something that is not true assume a reclining position	I wanted to lie I want to lie down
Bank Bank	financial institution Sloping land beside a water body	Bank opens at 10 o'clock I sat on the bank of the river.
fair fair	exhibition lightly coloured	we visited fair yesterday. she is fair-skinned.

Homographs :-

Homographs are words that have same spelling, but different meaning and different pronunciations.

Eg:-

① The wind is overflowing. (wind = air)

I forgot to wind my watch. (wind = tie)

② You missed the train by a minute. (minute = unit of time)
He is a minute creature. (minute = very small in size)

③ He asked me to close the window. (close = to shut)
She stood close to the door. (close = very near)

Homophones:-

Homophones are words that have the same pronunciation, but different spellings and different meanings.

Eg:- ① I like Red color flower.

I like to make chapatis with flower.

② He can't hear properly.

He asked me to come here.

③ We went to visit the Black sea.

I like to see cartoons.

UNIT-3

Writing Skills

* Summarizing :-

A Summary is a shortened version of a letter, a passage, a report, an article, a chapter or a book, written in the Summariser's own words.

Summarising is an exercise in concentration, Comprehension, elimination and condensation.

Purpose of Summarizing :-

The skill of Summarizing is very useful in both academic and work-related situations.

- * Summarizing is important to understand and recall important information.
- * It is useful to Present the gist of a lengthy text quickly.
- * It is to support research articles or chapters and in note-taking.
- * To develop critical reading and analytical skills.

How to write a Summary:-

- ① writing a summary should start with a careful reading of the text.
- ② The next step is to identify the subject of the Passage and the main points and sub-points.
- ③ Cut out repetitions
- ④ Eliminate minor details which are not essential.
- ⑤ Eliminate quotations, tables and diagrams included in the original.
- ⑥ omit sentences in direct speech.
- ⑦ Avoid using idiomatic phrases or fixed expressions.
- ⑧ Make sure the language is simple, clear, direct and concise
- ⑨ check every sentence to see if it can be made shorter or simple.
- ⑩ Make sure that your summary matches the recommended length of the summary you have to write
- ⑪ Recheck and correct any mistakes and finally, make a neat copy.

Shortening Sentences:-

- * Reduce a long phrase to a word.
- * Reduce a long list of words to a generic term
- * change the sentence structures.

Points to remember:-

- ⇒ The length of summary varies depending on the original text, and also purpose for which it is written.
- ⇒ write the summary in your own words, make sure that you cover all the main points of the original.
- ⇒ The organisation of the summary should match the original
- ⇒ Do not add any detail not found in the original
- ⇒ The summary should have the same tone as the original.

*Paraphrasing:-

Paraphrasing is the process of rewriting some information in your own words. A paraphrase should contain all the important information that is present in the original text.

Purpose of Paraphrasing :-

- * To simplify the complex information
- * To avoid plagiarism while using someone's idea.
- * Helps you to understand the original idea.

How to Paraphrase :-

- ① Read the original passage as many times as needed to fully understand.
- ② Note the points mentioned in the passage. Don't copy entire sentences or phrases.
- ③ Use your notes to create a new passage of your own that convey the meaning of the original.
- ④ Re-check your new passage against the original passage and ensure that you have not changed the meaning of the original text.
- ⑤ Finally, make a note of the source of the original text on the same page as your new passage.

Re-writing sentences :-

Here are a few ways in which sentences can be changed without changing the meaning.

- * Change the structure of the sentence
- * Break the sentences and re-arrange clauses.
- * Switch between active voice & passive voice
- * Use synonyms of words.

* Note - Making :-

Note - Making is a process of writing down, typing the information from various sources like lectures (or) readings etc...

There are three steps to Effective note-making

- i) Identifying the essential point of a passage
- ii) Recording those points
- iii) Organising the points.

Identifying the Essential points:-

- ⇒ Skim the material from beginning to end and understand how the theme is developed.
- ⇒ Identify the main point and find connectives and linkers.
- ⇒ Identify the sub-point that relate to the main point.

Record the points:-

- ⇒ Read the passage again and note down all the important points.
- ⇒ List out all the essential ideas.
- ⇒ Cut down written matter by using abbreviations, symbols and keywords.
- ⇒ Rephrase the ideas of the original text in your own words.

Organise the points:-

- ⇒ organise your notes in different ways to arrange and sequence the points, such as numbered, mind maps etc.
- ⇒ Give plenty of space and write in a neat handwriting.
- ⇒ use pictures, diagrams to make note more attractive.
- ⇒ Label, number and date all your notes.

Tenses

Tense:- Tense is a change in the form of verb.

It shows the time of the action.

There are three main tenses and every main tense is sub-divided into four kinds.

- (i) Simple present tense
- (ii) Present Continuous tense
- (iii) Present Perfect tense
- (iv) Present Perfect Continuous tense
- (v) Simple past tense
- (vi) Past Continuous tense
- (vii) Past Perfect tense
- (viii) Past perfect Continuous tense
- (ix) Simple Future tense
- (x) Future Continuous tense
- (xi) Future Perfect tense
- (xii) Future perfect Continuous tense

Persons - 'Be' form - 'Do' form - 'Have' form

Persons	Pronoun	'Be' form (Present)	'Be' form (Past)	'Do' form (Present)	'Do' form (Past)	'Have' form (Present)	'Have' form (Past)
<u>I</u>	<u>I</u>	am	was	do	did	have	had
	We	are	were	do	did	have	had
<u>II</u>	You	are	were	do	did	have	had
	You	are	were	do	did	have	had
<u>III</u>	He, She It	is	was	does	did	has	had
	They	are	were	do	did	have	had

① Simple present tense :-

The simple present tense is used to express
Habitual Actions, Facts, universal truths, fixed
Programmes, Announcements.

Structure :- Sub + V₁ + Obj

Eg:- ① I write a letter

② The match starts at 7:30 pm

③ water boils at 100°C

Keywords :- usually, daily, rarely, frequently, never, often.
always, - Seldom, Sometimes etc..

Positive Sentence:-

Sub + V₁ + Obj

- ① I write a letter
- ② She sings well
- ③ They go to college daily.

Negative Sentence:-

Sub + do not / does not + V₁ + Obj

- ① I do not write a letter
- ② She doesn't sing well
- ③ They don't go to college daily.

Yes/No type:-

Do / Does + Sub + V₁ + Obj ?

- ① Do I write a letter?
- ② Does she sing well?
- ③ Do they go to college daily?

ii Present Continuous tense:-

Present continuous tense is used to express an activity which is in progress at the time of speaking and an action that will take place in the near future.

Structure:- Sub + am/is/are + V₄ + Obj

Eg:- (i) I am writing a letter.

(ii) The match is starting at 7:30 pm

(iii) You are watching a video.

Key words:- Now, at present, right now, still, look, see

Positive Sentence:-

Sub + am/is/are + V₄ + Obj

(i) I am writing a letter.

(ii) She is singing well

(iii) They are going to college

Negative Sentence:-

Sub + am/is/are + not + V₄ + Obj

(i) I am not writing a letter

(ii) She is not singing well

(iii) They are not going to college

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Yes-No type :-

Am/Is/are + Sub + V₄ + Obj?

- ① Am I writing a letter?
- ② Is she singing well?
- ③ Are they going to college?

iii) Present Perfect Tense :-

Present Perfect Tense is used to express just completed actions, an action that began in past and is going on at present.

Structure :- Sub + has/have + V₃ + Obj

Eg :- ① I have written a letter

② The match has started at 7:30 pm

③ You have watched a video

Keywords :- Just, Just now, Yet, recently, already etc.

Positive sentence :-

Sub + has/have + V₃ + Obj

- ① I have written a letter
- ② She has sung well
- ③ They have gone to college

Negative sentence:-

Sub + has/have + not + V₃ + obj

- ① I have not written a letter
- ② She hasn't sung well
- ③ They haven't go to college.

Yes-No type:-

Has/Have + Sub + V₃ + obj ?

- ① Have I written a letter?
- ② Has she sung well?
- ③ Have they gone to college?

④ Present perfect continuous tense:-

Present perfect continuous tense is used to express an action that began in past and going on at present

Structure:- Sub + has/have + been + V₄ + obj

Eg: ① I have been writing a letter

② She has been singing well

③ They have been going to college

Key words:- Since, for

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Positive sentence :-

Sub + has/have + been + V₄ + obj

- (i) I have been writing a letter
- (ii) She has been singing well
- (iii) They have been going to college.

Negative sentence :-

Sub + has/have + not + been + V₄

- (i) I have not been writing a letter
- (ii) She hasn't been singing well
- (iii) They haven't been going to college

Yes-No type :-

Has/Have + Sub + been + V₄ + obj ?

- (i) Have I been writing a letter?
- (ii) Has she been singing well?
- (iii) Have they been going to college?

⑤ Simple past tense :-

Simple past tense is used to express completed actions, habitual action in the past, the improbable condition.

Structure :- Sub + V₂ + Obj

Eg:- ① I wrote a letter

② The match started at 7:30 pm

③ You watched a video.

Key words :- Yesterday, last, before, ago, earlier, back etc

Positive sentence:-

Sub + V₂ + Obj

① I wrote a letter

② She sang well

③ They went to college

Negative sentence:-

Sub + did not + V₁ + Obj

① I did not write a letter

② She didn't sing well

③ They didn't go to college

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Yes - No type :-

Did + Sub + V₁ + Obj ?

① Did I write a letter?

② Did she sing well?

③ Did they go to college?

⑥ Past continuous tense :-

Past Continuous tense is used to express an action which was going on at a particular time in the Past, If two ongoing actions take place at the same time, we use past continuous tense.

Structure :- Sub + was/were + V₄ + Obj

Eg :- ① I was writing a letter

② The match was starting at 7:30 pm

③ I was drawing a picture

Keywords :- when, while

Positive sentence :-

Sub + was/were + V₄ + obj

- ① I was writing a letter
- ② She was singing well
- ③ They were going to college

Negative sentence :-

Sub + was/were + not + V₄ + obj

- ① I was not writing a letter
- ② She was not singing well
- ③ They were not going to college

Yes-No type :-

was/were + sub + V₄ + obj?

- ① Was I writing a letter?
- ② Was she singing well?
- ③ Were they going to college?

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vii) Past Perfect tense :-

Past perfect tense is used to express one of the two past actions which had completed earlier and in impossible condition of If condition.

Structure :- Sub + had + V₃ + Obj

Eg:-

① I had written a letter before the principal arrived.

Keywords :- Before, after, as soon as, until, when

Positive Sentence :-

Sub + had + V₃ + Obj

① I had written a letter

② She had sung well

③ They had gone to college

Negative Sentence :-

Sub + had + not + V₃ + Obj

① I had not written a letter

② She had not sung well

③ They hadn't go to college

Yes-No type:-

-Had + sub + V₃ + obj?

① Had I written a letter?

② Had she sung well?

③ Had they gone to college?

viii) Past Perfect Continuous tense:-

Past Perfect Continuous tense is used to express action that began in the past and had been going on in the past for a period of time.

Structure:- Sub + had + been + V₄ + obj

Eg:- ① They had been writing an exam for two hours last Monday.

② I had been living in Tirupati for five years in the past.

Positive sentence:-

Sub + had + been + V₄ + obj

① I had been writing a letter

② She had been singing well

③ They had been going to college.

Negative Sentence :-

Sub + had + not + been + V₄ + obj

① I had not been writing a letter

② She hadn't been singing well

③ They hadn't been going to college

Yes-No type :-

Had + sub + been + V₄ + obj?

① Had I been writing a letter?

② Had she been singing well?

③ Had they been going to college?

IX Simple Future Tense :-

Simple Future Tense is used to express the action which takes place in the future, the possible conditions in the if conditions.

Structure :- Sub + will/shall + V₁ + obj

Eg: ① I will write a letter

② The match will start at 7:30 pm tomorrow.

Keywords :- tomorrow, next day, next month, next year.

Positive sentence:-

Sub + will/shall + V₁ + obj

- i I shall write a letter
- ii She will sing well
- iii They will go to college

Negative sentence:-

Sub + will/shall + not + V₁ + obj

- i I shall not write a letter
- ii She won't sing well
- iii They won't go to college

Yes-No type:-

will/shall + Sub + V₁ + obj?

- i Shall I write a letter?
- ii Will she sing well?
- iii Will they go to college?

⑧ Future Continuous tense:-

Future Continuous tense is used to express an action which will be going on at a particular time in the future.

Structure:- Sub + will/shall + be + V₄ + obj

Eg: ① I shall be writing an exam at 9 am tomorrow.

Keywords:- tomorrow, next Sunday, next time etc...

Positive Statement:-

Sub + will/shall + be + V₄ + obj

① I shall be writing a letter

② She will be singing well

Negative Statement:-

Sub + will/shall + not + be + V₄ + obj

① I shall not be writing a letter

② She will not be singing well

Yes-No type:-

will/shall + Subt be + V₄ + obj ?

① Shall I be writing a letter?

② Will she be singing well?

(xi) Future perfect tense:-

Future Perfect tense is used to express an action which will have completed before a particular time in future.

Structure:- Sub + will/shall + have + V₃ + Obj

Eg:- (i) I shall have completed my ph.D by 2030

(ii) They will have constructed the building by the end of 2026.

Keywords:- by the time, by next week, by next month, by the year.

Positive sentence:-

Sub + will/shall + have + V₃ + Obj

(i) I shall have written a letter

(ii) She will have sung well

(iii) They will have gone to college.

Negative sentences :-

Sub + will/shall + not + have + V₃ + obj

- ① I shall not have written a letter
- ② She will not have sung well.
- ③ They will not have gone to college.

Yes-No type :-

will/shall + sub + have + V₃ + obj?

- ① Shall I have written a letter?
- ② Will she have sung well?
- ③ Will they have gone to college?

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Future Perfect Continuous tense :-

Future Perfect Continuous tense is used to express an action that will begin in the future and will have been going on in the future for a period of time.

Structure :-

Sub + will/shall + have + been + V₄ + obj

Ex: - ① we will have been studying this course for month next year.

Positive statement :-

Sub + will/shall + have + been + V₄ + obj

- (i) I shall have been writing a letter.
- (ii) She will have been singing well.
- (iii) They will have been going to college.

Negative statement :-

Sub + will/shall + not + have + been + V₄ + obj

- (i) I shall not have been writing a letter.
- (ii) She will not have been singing well.
- (iii) They will not have been going to college.

Yes-No type :-

will/shall + Sub + have + been + V₄ + obj ?

- (i) Shall I have been writing a letter?
- (ii) Will she have been singing well?
- (iii) Will they have been going to college?

Subject-Verb Agreement

Subject-verb Agreement means that Subjects and verbs must always agree in number. i.e., Singular subjects must have singular verbs plural subjects take plural verbs.

Singular Verb:-

A singular verb is one that has an "s" added to it in the present tense.

Eg:- writes, drinks, watches

Plural Verb:-

A plural verb does not have an "s" added to it.

Eg:- write, play, drink, watch.

	Singular Subjects	Plural Subjects
I st Person	I write	We write
II nd Person	You write	You write
III rd person	He writes / she writes	They write

"Be" appears in different forms :-

Person	Number	Present tense	Past tense
1 st person	Singular	I am a student	I was a student
	Plural	We are students	We were students
2 nd person	Singular	You are a student	You were a student
	Plural	You are students	You were students
3 rd person	Singular	He/she is a student	He/she was a student
	Plural	They are students	They were students

Rules:-

① When the subject consists of two singular or plural nouns joined by 'and', the plural form of the verb is used.

Eg:- The father and son work together
Lightning and thunder come together

② If two singular Nouns point to only one person or thing, they take singular form of verb.

Eg:- The Founder and chancellor has attended the party.
The great poet and scholar is dead.

③ If the two nouns joined together by 'and' are thought of as a single thing, the singular form of the verb is used.

Eg:- Idli and sambar is my favorite breakfast

Slow and steady wins the race.

④ When the subject of a sentence is a pronoun, such as 'everyone', 'someone' and 'no one', the singular form of the verb is used.

Eg:- Everyone wants to succeed

No one knows the answer

⑤ If two or more subjects have "Each" or "Every" before them, they take the verb in singular.

Eg:- Each day and each hour is important

Each boy and girl has to attend

⑥ If two (or) more singular subjects are joined by or, nor, Either - or, Neither - Nor, take a singular verb.

Eg:- Either Ram or shyam has attended the meeting.

Neither he nor I is coming today.

⑦ If two (or) more nouns connected by Either - or, Neither - Nor are plural, it takes plural verb.

Eg:- Neither the girls nor the boys were present.

Either the teachers or the students made this call.

⑧ If two (or) more subjects are joined by or, nor, Either - or, Neither - Nor, and if they are different persons, the verb is used according to the nearest subject.

Eg:- You or Ram is responsible for it.

Either You or I am correct.

⑨ When we refer to an amount (or) quantity of something, it is used with the singular verb.

Eg:- 14 kilometres is not a great distance.

Five hundred rupees is unfair price for a movie.

- ⑩ uncountable nouns, such as 'baggage', 'equipment', 'furniture', 'luggage' are treated as singular nouns. Hence, they take singular verb only.

Eg:- Your baggage is heavy.

Where is your equipment?

- ⑪ collective nouns, such as 'government', 'public', 'team', 'media' can take either a singular or a plural verb.

Eg:- Media is looking at this issue.

Various types of Media conclude the same report.

- ⑫ Some nouns ending in '-s' are considered plural in form and take plural verbs. These nouns do not have singular forms.

Eg:- His trousers have become too loose.

Where are your spectacles?

Exercise :-

- ① Rs 10,000 a month is a good salary for a beginner. (Be"form)
- ② Thank you! The news you just gave me makes me very happy [to make]
- ③ Either the boys or their parents have collected the report cards (to collect)
- ④ Aditi is one of the girls who has selected [have]
- ⑤ Economics is her favorite subject [be]
- ⑥ Your furniture is so good [to be]
- ⑦ Both the rice and the curd were fresh and tasty [to be, past]
- ⑧ The second innings of the match had begun [have, past]
- ⑨ The shop, with all of its goods, are insured [to be, present]
- ⑩ Every boat and every sailor was lost in the storm [to be, past]

Vocabulary

Compound words:-

A compound word is two or more words linked together to produce a word with a new meaning. These compound words can be in any class.

Eg:- book + mark = book mark
head + ache = headache

Types of compound words:-

There are three main types of compound words.

① closed compounds:- These words do not have any space or hyphen between the words.

Eg:- Sunflower, toothbrush, firefighter.

② Hyphenated compounds:- These words are linked by hyphens in between them.

Eg:- father-in-law, Protein-rich, double-chin.

③ Open compounds:- These words are separated by space between the words.

Eg:- ice cream, high school, car park

Collocations:-

A collocation is a combination of words that are commonly used together. We can understand and learn collocation by reading, by listening people, by speaking the language.

Eg:- Sincere apology
warm welcome
make a mistake
make a difference
have a conversation
Speak fluent English
run out of time
glare at
reap benefits

UNIT-IV

Writing Skills

Letter writing:

Letter writing is an act of sending a written message to someone. We have two types of letters.

- (i) Formal letter - written to higher officials
- (ii) Informal letter - written to family, friends.

Formal letter:- A Formal letter is written to a person in an organisation for some work-related purpose.

Examples of formal letters are application letters, complaint letters, letters to editor, letter for business transactions, letter written to higher authorities, etc.,

Features of formal letter:-

Formal letter should be

- Correct and accurate in all respects
- Complete, with all the necessary details
- Clear and concise
- Courteous and polite

Parts of a formal letter:-

An official letter is written in a formal tone and it must have a good structure.

(i) Sender's address:-

The address of the sender is placed at the top-left corner of the page.

(ii) Date:-

Date is placed below the sender's address.

(iii) Receiver's address:-

This is the name, designation, and address of the receiver. Every line of the address begins on the left margin.

(iv) Salutation:-

The most common form of salutation is

'Respected sir', 'Respected Madam', 'Respected sir/Madam'.

(v) Subject:-

This is a brief statement of the subject of the letter on what it is about.

(vi) Body:- This is the main part of any letter. An official letter should be brief, clear, precise and complete with respect to the information being conveyed.

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(vi) Complimentary close:-

The complimentary close is a word or phrase used to end a letter, and appears above the Sender's signature. Most common complimentary close is 'Yours obediently', 'Yours sincerely', 'Yours faithfully', 'with regards'.

(vii) Signature:-

Official letters must have the Sender's signature with the person's name and designation in two separate lines below.

(ix) Reference number:-

Official letters sent from organisations are assigned numbers to keep the file accordingly.

(x) Enclosures:-

The lists of the documents attached with the letter.

Sample letter:-

Write a letter to Municipal Commissioner to complain about street dogs in your locality.

Gokul Sharma,

Rajiv Street

Kakinada - 531002

18 July 2024

The Municipal Commissioner

Kakinada town - 516218

Respected Sir,

Sub:- Complaint about street dogs - regarding.

I am Gokul Sharma, from Rajiv street locality.

I am writing this letter to complain about street dogs and their nuisance in our locality. There has been a noticeable increase in the number of street dogs. Children of our locality are feeling unsafe as we have seen aggressive behaviour of dogs, instances of dog bites and continuous barking at night which is affecting the residents.

I request you to consider our concern and look into it. We would be glad if you could take some action.

Thanking You

Yours sincerely,

Gokul

Gokul Sharma

Resume writing

Resume :-

A Resume is a Summary of a person's academic and Professional history. This resume give an overview of one's academic qualifications, work experience, skills and accomplishments.

Types of Resumes :-

@ chronological resume :-

* This type of resume is best suited for candidates with plenty of work experience relevant to Job being applied for.

* Your work experience is listed in reverse chronological order. Educational qualifications and skills are listed after work experience.

* This resume is useful to focus on work history.

@ functional resume :-

* This type of resume is for recent graduates who do not have much job experience (or) those who have long gaps in their employment history

* Qualifications and skills are listed first

* This resume is useful to showcase the skills and accomplishments.

© Non-traditional resume:-

* It is best suited for people in creative fields.

* This could be either a digital or a paper resume with eye-catching visual elements like graphics, photographs.

* Non-traditional resume often demonstrate one's aesthetic sense and design abilities.

How to create a Resume:-

To create a Resume we have two steps *

(i) Gathering information

(ii) Organising information.

Gathering information:-

Collecting information about yourself. The information should be Personal information, Education qualifications, Work experience, Skills, Personal Interest and achievements.

organising information:-

Next step is to select, organise and edit the data on information.

The effective way of organising information in a format is as follows:-

- (i) Contact Information
- (ii) Career objective
- (iii) Work Experience
- (iv) Educational qualifications
- (v) Special skills and abilities
- (vi) Activities and Interests
- (vii) Achievements/ accomplishments
- (viii) Personal details
- (ix) References etc.

Contact Information:-

Contact Information includes Name, mobile number, E-mail, Address etc... which are useful to contact a candidate.

Career objective:-

Career objective is a sentence with minimum no of words that tell about your Career

Work Experience:-

Work Experience includes the work history of a Candidate. It is in reverse chronological order.

Educational Qualification:-

It includes Educational qualification in the order of highest qualification first and lowest qualification is at last.

Special Skills and abilities:-

It includes special talent that are useful for career.

Activities and Interest:-

This criteria shows personal interest of a candidate.

Personal details:-

Personal details include family background, marital status, Date of birth etc.-

Reference:-

References include the person who knows your caliber & capability regarding work.

Sample Resume

Vasanth Agarwal

Phno:- 9807562145

E-mail:- Vasu@lbh@gmail

Address:- Gandhi Nagar
Turi.

Career objective:-

To seek a position of Project Manager to lead the teams effectively and deliver the projects successfully for individual development as well as Company's development.

Work Experience:-

- * Worked as project Manager for 1 year in MHC
- * Worked as Manager for 7 years in various Companies.

Educational Qualification:-

⇒ Post graduate from NIT, Karagpur in the Stream of Bussiness & Accounts in the year 2021

⇒ Graduated from Xaverier's school of sciences in the year 2019.

Skills and abilities:-

- ⇒ Risk Management
- ⇒ Budgeting
- ⇒ Stakeholder Management

Personal Interest:-

- * Interested in investments
- * Financial budgeting

Personal details:-

Name : Vinay Agarwal

D.O.B : 22-Jan-1993

Mother's Name : Sakshi Singha

Father's Name : Gandhi Agarwal

Nationality : Indian

Reference:-

Mr. S. Rafi Tuqllag

Manager, Tcs Vizag

Cell No:- 9357001765.

Declaration:-

I, Vinay, hereby declare that the above information is true and best of my knowledge

Date:- 10-05-2024

Vinay

Reporting verbs

Reporting verbs are usually used to describe how someone does something, or to indicate a perspective or point of view.

Some reporting verbs are:-

advance

argue

assert

assume

claim

Comment

Conclude

declare

demonstrate

describe

discover

discuss

Emphasise

Evaluate

Exaggerate

examine

Explore

Highlight

Hypothesis

Imply

Investigate

Maintain

Mention

Note

Observe

Point out

Pin point

Propose

Provide

put forward

question

reject

research

reveal

show

State

Stress

Study

Suggest

Speech

Direct speech:- when we refer to the exact words of the speaker in a sentence, it is said to be in direct speech. In Direct speech, the words of speaker must be in Quotation Marks.

He said, "I am going to college".

Indirect speech:- when we refer to the words of speaker in our words with same meaning of the speaker, it is said to be indirect speech.

He said that he was going to college.

Eg:- He said, "I am going to college".

Reporting speech = He said

Reported speech = I am going to college

Reporting verb = said

Speaker = he

Steps to change direct to indirect:-

① To change Reporting verb as follows:-

Say - say, says - says, say to - tell, says to - tells,

Said - said, said to - told, told - told, suggested, advised,

asked, ordered.

(i) After Reporting speech we should add "that"

(ii) If the Reporting verb is in present tense then the Reported Speech should not be changed.

For example, If the reporting verb is say, says, say to, says to, saying, has/have said, has/have been saying, suggested, advises etc--- then the tense of reported speech need not to change.

(iv) If the reporting verb is in past tense like told, said, said to, suggested, asked, examined then the reported speech changes its tense as follows:-

<u>Direct Speech</u>	<u>Indirect Speech</u>
Simple present tense	Simple past tense
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Present Perfect Continuous	Past Perfect Continuous
Simple past	Past perfect / simple past
Past Progressive	Past Perfect Progressive
Past Perfect	Past Perfect
Future tense with Modal verbs	will-would, shall-should may-might, must-has to let-should, would-would etc-

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change of adverbs from Direct - Indirect :-

This - That

These - Those

Here - There

Just - Then

now - then

Tomorrow - next day / the following day

To night - that night

Yesterday - the day before

last week - previous week

Thus - so / in

Examples :-

① He said, "I am well."

He said that he was well.

② They said, "it is raining now."

They said that it was raining then.

③ The teacher said, "I have come just now."

The teacher said that she had gone just then.

④ They said, "we have been listening class."

They said that they had been listening class.

⑤ Ram said, "we went to Movie."

Ram said that they had gone to Movie.

⑥ John said to me, "we were playing on that moment."

John told me that they had been playing on that moment.

⑦ She said, "I had written a letter."
She said that she had written a letter.

⑧ Akhil said, "I shall start this work tomorrow".
Akhil said that he should start this work next day.

Changing Imperatives from direct - indirect :-

- ① The Reporting verb changes as requested, ordered, Commanded, asked, begged, pleased etc..
- ② Adding conjunction "to" or "not to" based on sentence
- ③ The reported speech remains same.

Examples:-

- ① The old man said to us, "please help me".
The old man requested us to help him.
- ② The king said to chief, "capture the fort".
The king commanded chief to capture the fort.
- ③ Teacher said to students, "Don't Make Noise".
Teacher ordered students not to make Noise.

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changing Interrogatives from direct - indirect :-

- ① If the reporting verb is said, said to, told then it changes as asked, questioned, enquired.
- ② If the Reported speech starts with helping verbs then we use conjunction, "if/whether" before reported speech
- ③ If the Reported speech starts with "wh" question then we use conjunction "that/if/whether".
- ④ If the reporting verb is in past tense then the "reported speech" changes as assertive
- ⑤ we should remove question mark and put "." (period)

Examples:-

- ① she said to me, "Did you take photo?"
she asked me whether i took photo.
- ② I said to boys, "can I help you?"
I asked the boys if i could help them.
- ③ He said to me, "where can I get application?"
He asked me that where could he get application.

changing Enclamatory from direct - Indirect

- ① changing of reporting verb as exclaimed, wondered, exclaimed with Joy.
- ② Adding Conjunction "that"
- ③ The reporting speech should be changed as assertive.

Examples:-

① They said, "what a Joke it is";

They exclaimed with joy that it was a great joke.

② we said, "what a terrible disaster it is"!

We exclaimed with sad that it was a terrible disaster.

③ She said, "oh! it is an exciting story"!

She wondered that it was an exciting story.

Voice

Active voice :-

Active voice gives information about the work done by subject. Here, subject does the action and object receives the action.

Sub + verb + object

I ate a Mango
s v o

Passive voice :-

Passive voice gives information about the work received by object from subject. Here, the object is highlighted.

Obj + H.V + V₃ + by + sub

A Mango was eaten by me.
o v s

Converting Active voice into Passive voice :-

- * First step is to identify sub, obj, verb.
- * Now, we need to swap sub with object
- * Next, we need to convert the verb form i.e., changing tense.
- * Adding Helping verb to Main verb
- * Finally, adding Preposition "by" after V₃ form.

Table of converting tense :-

Tense	Active voice	Passive voice
Simple present	Sub + V ₁ + Obj	Obj + am/is/are + V ₃ + by + Sub
Present progressive	Sub + is/are/am + V ₁ + Obj	Obj + am/is/are + being + V ₃ + by + Sub
Present perfect	Sub + has/have + V ₃ + Obj	Obj + have/has + been + V ₃ + by + Sub
Simple past	Sub + V ₂ + Obj	Obj + was/were + V ₃ + by + Sub
Past Progressive	Sub + was/were + V ₁ + Obj	Obj + was/were + being + V ₃ + by + Sub
Past perfect	Sub + had + V ₃ + Obj	Obj + had + been + V ₃ + by + Sub
Simple future	Sub + will/shall + V ₁ + Obj	Obj + will/shall + be + V ₃ + by + Sub
Future Perfect	Sub + will/shall + have + V ₃ + Obj	Obj + will/shall + have + been + V ₃ + by + Sub

Table of changing Subject (pronoun) to object :-

Active voice	Passive voice
I	me
We	us
You	You
He	him
She	her
It	It
They	them

Note:-

We can't change voice for some sentences as follows:-

- * The sentence with no objects
- * For Exclamatory sentences
- * For Past perfect Continuous tense, Present perfect Continuous tense, Future perfect Continuous tense.
- * For future Continuous tense

Examples to convert Active voice into Passive voice:-

① People speak English all over the world.

English is spoken by people all over the world.

② I am writing a letter.

A letter is being written by me.

③ They have visited the Library

The Library have been visited by them.

④ I ate a Banana.

A Banana was eaten by me.

⑤ They were watching Movie.

Movie was being watched by them.

⑥ He had sent a message.

A message had been sent by him.

⑦ She will write a biography

A Biography will be written by her.

⑧ I will have visited my friend by next week.

My friend will have been visited by me by next week.

Interrogative Type of sentences :-

a "wh" questions

b "Yes/No" type questions.

"wh" questions :-

① How can you fix the light?

How can the light be fixed by you?

② Who gave you this dress?

By whom this dress was given to you?

③ When did they notice mistake?

When was the mistake noticed by them?

Yes/No type questions:-

① Are you reading this book?

Is this book being read by you?

② Shall I take a cake?

Will a cake be taken by me?

③ Had she paid the bill?

Had the bill paid by her?

Imperative Sentences:-

① click the photo.

Let the photo be clicked.

② Confirm the phone number.

Let the phone number be confirmed.

③ Please send the E-mail

You are requested to send the E-mail.

④ Please close the door.

You are requested to close the door.

Some other Important Cases :-

- ① She sent me a gift. [Double objects in A.V & P.V]
A gift was sent to me by her.
I was sent a gift by her.
- ② He told us a story.
A story was told to us by him.
We were told a story by him.
- ③ Someone stole the ring. [without using "by" in P.V]
The ring was stolen.
- ④ Someone sent this gift.
This gift was sent.

Words often Confused

one of the mistakes that many learners of English make is to wrongly use one word in place of another. The wrong use of words is known as Malapropism.

A list of words that are commonly confused is given below:-

- * accept = to agree
except = not including
- * adverse = unfavorable
averse = unwilling
- * advice = an opinion offered to you
advise = an opinion given to someone by you
- * affect = to influence
effect = the result of something
- * beside = at the side of
besides = in addition to
- * complement = to add something to complete
compliment = to express praise

* desert = arid land

dessert = sweet eaten at the end of a meal

* Emigrate = to leave your country

Immigrate = to enter a new country to live there

* lose = to suffer a loss

loose = not tight

* Principal = most important

Principle = law

* Stationary = unmoving

Stationery = Book store

* Quiet = to keep calm

Quite = completely

* -their = belonging to ~~the~~ them

-there = in or at that place

-they're = shorten form of they are

* who's = shorten form of who is

whose = belonging to someone.

Jargon

Jargon refers to terminology that is specific to an industry, trade, discipline, profession or group. Words or phrase that require specialised knowledge to be understood are called Jargon.

Jargon from a specific field can be understood without difficulty only by people who belong to that field. One advantage of jargon is that ingroup can communicate quickly and more efficiently using these specialised terms.

Eg:- Bug = Error (^{used} in technology)

AWOL = Absent without leave (^{used} in military)

UNIT-V

Essay writing :-

An Essay is a long, self-contained piece of composition on a particular topic.

There are four main types of essays :-

(a) Descriptive Essay :-

Descriptive Essays are essays that describe some object (or) place (or) person. The features of the subject are discussed and one may choose to focus on certain specific aspects.

Eg :- Writing an Essay on your college campus.

(b) Narrative Essay :-

The aim of Narrative Essay is to narrate (or) report an event. The narration must be carried to a natural conclusion which satisfies the reader's curiosity.

Eg :- Episode from history (or) a train accident

② Expository Essay:-

The purpose of an Expository essay is to explain (or) analyse a subject. Its aim is to inform the reader.

Eg:- 'healthy eating', 'quantum computing'.

③ Argumentative Essay:-

The aim of an argumentative essay is to convince your reader that the position you have taken on a subject is right. These essays are also known as reflective essays.

Eg:- Are digital technologies a good thing for children?

How to write an Essay:-

⇒ understand the topic and be clear about your aim before you start writing.

⇒ write down the main points that you wish to make in your Essay.

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⇒ Structure your essay so that it has a clear beginning, middle and end.

⇒ Present your ideas as a set of Paragraphs.

⇒ After finishing writing, read through your draft of the essay and revise it.

⇒ Double check the Spellings, Punctuation and grammatical correctness.

Writing Introductions:-

Your introduction should be interesting enough to make the reader to continue reading.

An Effective way to start Introduction is with a question, a quote, an anecdote, a statistic.

Writing Conclusions:-

The conclusion is as important as the beginning. A good way to end is to leave the reader with something to think about. In narrative essay, provide a satisfying end to the story, In other types of essays, mention your final thoughts.

Tips to Write an Essay Effectively:-

- ⇒ Emphasise the main idea
- ⇒ points must be included based on their importance
- ⇒ Your argument should be ordered in a logical sequence.
- ⇒ use connectives
- ⇒ Maintain single tense in the style of writing
- ⇒ use complete sentences and write in formal style.

Correcting Common Errors

Rules:-

- ① Some nouns are used as only singular. They have no plural forms: alphabet, luggage, furniture, information, paper, news, poetry, advice, scenery etc...

Eg:- where are my luggages?

where is my luggage?

The news are very interesting.

The news is very interesting.

- ② Some nouns are in plural form but they take singular verb. Eg. like Gymnastics, Billiards, mumps, measles, physics, statistics, Mathematics, Economics etc...

Eg:- Statistics are his favorite subject

Statistics is his favorite subject

Measles have broken out in our area.

Measles has broken out in our area.

③ Some nouns are used only as plural. They have no singular form. Example like Shoes, trousers, scissors, Spectacles, innings, goods, savings etc..

Eg:- where is my scissors?

Where are my scissors?

Spectacles is now a costly item.

Spectacles are now a costly item.

④ The following words don't take plural when preceded by a numerical like dozen, hundred, thousand, score etc..

Eg:- Rafi bought two dozens bananas

Rafi bought two dozen bananas

I have one millions subscribers

I have one million subscribers

⑤ plurals of compound nouns are formed by adding 's' to the main word.

Eg:- Fathers-in-law, Brothers-in-law, commanders-in-chief

I have two father-in-laws

I have two fathers-in-law

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⑥ Do not add brother or sister to the word 'cousin'

Eg:- Nitya is my cousin sister
Nitya is my cousin.

⑦ The word "running" is not used with age.

Eg:- Srikanth is running twenty.
Srikanth is twenty

⑧ The correct noun forms of male & female are men and women.

Eg:- Two hundred males attended the meeting.
Two hundred men attended the meeting.

⑨ The order of Personal pronoun is the second person, third person followed by the first person.

Eg:- I and Rahul finished the work
Rahul and I finished the work.

⑩ A pronoun must agree with its antecedent.

Eg:- one must love his parents.
one must love one's parents.

⑪ Some adjectives have no degrees of Comparison:
sound, perfect, unique, eternal.

Eg:- It is the most unique work.

It is a unique work

⑫ Elder and Eldest are used to refer to one's family relations. older and oldest refer to persons and things and denote age.

Eg:- Raju is elder than Namsi

Raju is older than Namsi

⑬ "A" is used before words beginning with a Consonant sound. The words university, union, European, one etc... begin with a Consonant sound.

⑭ "An" is used before words beginning with a vowel sound. The words honest, heir, honour etc begin with a vowel sound.

Eg:- Frank is an European

Frank is a European

- ⑮ 'The' is used before the names of rivers, seas, oceans and holy books.

Eg:- Mabuchan reads Quran
Mabuchan reads the Quran

- ⑯ 'The' is used as an adverb before comparatives.

Eg:- The higher you climb colder it gets.
The higher you climb the colder it gets.

- ⑰ No article is used before material nouns, proper nouns and abstract nouns.

Eg:- The man is mortal
Man is mortal

- ⑱ Double conjunctions cannot be used in a whole sentence.

Eg:- Although she is rich yet she cannot buy a car.
Although she is rich, she cannot buy a car.

(19) 'To' is used after Superior, inferior, Senior, Junior, elder.

Eg:- He is Senior than you
He is Senior to you.

(20) The following words followed by certain Prepositions:-

Suffering from, Searching for, waiting for, apply for, afraid of, died of, congratulate on, angry with, good at, accused of etc..

Eg:- Sarala is suffering with fever
Sarala is suffering from fever.

Exercise:-

① Romeo and Juliet loved one another.
Romeo and Juliet loved each other.

② Myself do this work.
I do this work.

③ There are twenty females in the class.
There are twenty women in the class.

Technical Jargon

Technical Jargons are the Technical vocabulary used according to that field. Here are some variety of technical vocabulary.

① General technical vocabulary:-

absorption, accumulation, Computation, locus, Pathway, Prevalence, sensory, technically, qualitative, variance, vector, validity.

② Chemical engineering vocabulary:-

absorption, convergence, crystal, decay, chemotherapy, discharge, emit, enzyme, fusion, helix, Particle, Precipitation, thermal, reactive, scatter.

③ Computer science engineering vocabulary:-

algorithm, variability, translation, spatial, threshold, Simulation, semantic, nominal, protocol, radiation, pulse, loop, impluse, integral, axis, domain.