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# COMMUNICATION SKILLS-II



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**Up Polytechnic 4th Semester**

**Communication Skills-2**

**सभी Branches के Students के लिए**

**Chapterwise Syllabus Discussion**

**AKC TECHNICAL CLASSES**



# SYLLABUS

## COMMUNICATION SKILLS-II

### RATIONALE

Knowledge of English Language plays an important role in career development. This subject aims at introducing basic concepts of communication besides laying emphasis on developing listening, speaking, reading and writing skills as parts of Communication Skill.

### LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

- Frame correct sentences with illustrations
- Comprehend the language correctly
- Interpret the language correctly
- Use given material in new situations.
- Correspond effectively using various types of writings like letters, memos etc.
- Communicate effectively in English with appropriate body language making use of correct and appropriate vocabulary and grammar in an organised set up and social context.

### TOPIC WISE DISTRIBUTION OF PERIODS

S. No.	Topics	Time Allotted (Periods)	Marks Allotted (%)
1.	Functional Grammar	16	28
2.	Reading	16	28
3.	Writing Skill	24	44
	Total	56	100

### DETAILED CONTENTS

#### 1. Functional Grammar

(16 periods)

- 1.1 Prepositions
- 1.2 Framing Questions
- 1.3 Conjunctions
- 1.4 Tenses

#### 2. Reading

(16 periods)

- 2.1 Unseen Passage for Comprehension (Vocabulary enhancement—Prefixes, Suffixes, One word substitution, Synonym and Antonym) based upon the passage should be covered under this topic.

#### 3. Writing Skill

(24 periods)

- 3.1 Correspondence

(a) Business Letters—Floating Quotations, Placing Orders, Complaint Letters.

(b) Official Letters—Letters to Government and other Offices

3.2 Memos, Circular, Office Orders

3.3 Agenda & Minutes of Meeting

3.4 Report Writing

## LIST OF PRACTICALS

**Note:** Teaching Learning Process should be focused on the use of the language in writing reports and making presentations. Topics such as Effective listening, effective note taking, group discussions and regular presentations by the students need to be taught in a project oriented manner where the learning happens as a byproduct.

### Speaking and Listening Skills

1. Debate
2. Telephonic Conversation: general etiquette for making and receiving calls
3. Offering- Responding to offers.
4. Requesting — Responding to requests
5. Congratulating
6. Exploring sympathy and condolences
7. Asking Questions—Polite Responses
8. Apologizing, forgiving
9. Complaining
10. Warning
11. Asking and giving information
12. Getting and giving permission
13. Asking for and giving opinions



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# Functional Grammar

Chapter-1 : Prepositions

Chapter-2 : Framing Questions

Chapter-3 : Conjunctions

Chapter-4 : Tenses

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# 1

## Chapter

## Prepositions

A preposition is a word placed before a noun or a person to show in what relation it stands to some other word; For example,

The pen is on the table.

The pen is under the table.

The pen is near the table.

The words 'on', 'under' and 'near' shows the relation of the table to the pen.

These tell the relation of a noun or pronoun with another noun or pronoun. We use different prepositions of different places depends on different context. Some common prepositions are given below:

about	along	before	by	in back of
above	along with	behind	by means of	in case of
according to	among	below	concerning	in front of
across	apart from	beneath	despite	in place of
after	around	beside	down	inside
against	as for	between	during	in spite of
near	at	beyond	except	instead of
next	on top of	round	except for	into
of	out	since	excepting	past
off	out of	through	for	regarding
on	outside	throughout	from	with
onto	over	till	in	within
until	upon	to	underneath	without
up	up to	toward	unlike	
under	because of	but	in addition to	

## TYPES OF PREPOSITIONS

Prepositions can be divided into three types:

- I. **Simple:** These are the single word prepositions e.g., on, at, it, to etc.
- II. **Compound:** The prepositions which are formed by adding prefixes 'a' or 'be' to a noun, adjective or adverb are called compound preposition e.g. – beside.
- III. **Phrasal:** Group of words including noun, adverb etc. in addition to preposition is are called phrase preposition e.g., in addition to, on behalf of etc.

## USAGE OF DIFFERENT PREPOSITIONS

Preposition	Usage	Example
I. on	days of the week (Time)	on Monday
in	months/seasons time of day year after a certain period of time (when?)	in August/in winter in the morning in 2006 in an hour
at	for night or weekend a certain point of time (when?)	at night at the weekend at half past nine
since	from a certain point of time (past till now)	since 1980
for	over a certain period of time (past till now)	for 2 years
ago	a certain time in the past	2 years ago
before	earlier than a certain point of time	before 2004
to	telling the time	ten to six (5:50)
past	telling the time	ten past six (6:10)
to/till/until	marking the beginning and end of a period of time	from Monday to/till Friday
till/until	in the sense of how long something is going to last	He is on holiday until Friday.
by	in the sense of at the latest up to a certain time	I will be back by 6 o'clock. By 11 o'clock, I had read five pages.
II. in	room, building, street, town, country. book, paper etc. car, taxi, picture, world	in the kitchen, in London in the book in the car, in a taxi in the picture, in the world

(Contd..)



at	meaning next to, by an object for table for events place where you are to do something typical (watch a film, study, work attached	at the door, at the station at the table at a concert, at the party at the cinema, at school, at work
on	for a place with a river being on a surface for a certain side (left, right for a floor in a house for public transport for television, radio	London lies on the Thames. on the table, the picture on the wall on the left on the first floor on the bus, on a plane on TV, on the radio
by, next to, beside	left or right of somebody or something	Jane is standing by/next to/beside the car. He lives next to Mr Mahta's house.
under	on the ground, lower than (or covered by something else	the bag is under the table
below	lower than something else but above ground	the fish are below the surface
over	covered by something else meaning more than getting to the other side (also across overcoming an obstacle	put a jacket over your shirt over 16 years of age walk over the bridge climb over the wall
above	higher than something else, but not directly over it	a path above the lake
across	getting to the other side (also over getting to the other side	walk across the bridge swim across the lake
through	something with limits on top, bottom and the sides	drive through the tunnel
to	movement to person or building movement to a place or country for bed	Go to the cinema. Go to London/Ireland. Go to bed.
into	enter a room/a building	Go into the kitchen/the house.
towards	movement in the direction something (but not directly to it	Go 5 steps towards the house.
onto	movement to the top of something	Jump onto the table.
III. from from	in the sense of where from who gave it	a flower from the garden a present from Jane
of	who/what does it belong to what does it show	a page of the book the picture of a palace
by	who made it	a book by Asian Publishers

(Contd...

on	walking or riding on horseback entering a public transport vehicle	on foot, on horseback get on the bus
in	entering a car/Taxi	get in the car
off	leaving a public transport vehicle	get off the train
out of	leaving a car/Taxi	get out of the taxi
by	rise or fall of something travelling (other than walking or horse riding)	prices have risen by 10 percent. by car, by bus etc.
at about	for age for topics, meaning what about	she learned Russian at 45. we were talking about you.

### COMMONLY USED PREPOSITION WITH VERB

Absent	At	Absent	From	Caution	Against
Laugh		Prevent		Appeal	
Look		Protect		Warn	
Stare		Recover		Guard	
Smile		Refrain		Offend	
Jump		Abstain		Rebel	
Aim		Separate		Argue	
Hint		Alight			
Gaze		Conceal			
Jeer		Buy			
Glance					
Fill	In	Beg	For	Alight	From
Succeed		Care		Benefit	
Involve		Charge		Borrow	
Indulge		Wait		Derive	
Fail		Hope		Differ	
Excel		Wish		Escape	
Believe		Forgive		Exclude	
Abound		Excuse		Abstain	
Delight		Exchange			
Arbitrate		Escape			



Rely  
 Spend  
 Operate  
 Insist  
 Persist  
 Impose  
 Flown  
 Depend  
 Congratulate  
 Comment  
 Bestow  
 Base

On

Pray  
 Yield  
 Surrender  
 Submit  
 Object  
 Listen  
 Liken  
 Introduce  
 Drink  
 Contribute  
 Consign  
 Consent  
 Confine

To

Consist  
 Tire  
 Think  
 Smell  
 Suspect  
 Dream  
 Dispose  
 Die  
 Graduate  
 Convince  
 Boast  
 Complain  
 Accuse  
 Acquit

of

Comply  
 Agree  
 Disagree  
 Compromise  
 Coincide  
 Cope  
 Dispense  
 Interfere  
 Meddle  
 Part  
 Quarrel  
 Sympathise

With

Admit  
 Accede  
 Adapt  
 Add  
 Attach  
 Attend  
 Belong  
 Regard  
 Listen

To

**Note :** (a) agree to (a thing)  
 agree with (a person)  
 Part from (a person)  
 Part with (a thing)  
 Deal with (a person)  
 Deal from (a thing)  
 Interfere with (a person)  
 Interere in (a thing)

(b) Some of the important adjectives are participles and followed by the prepositions as mentioned below:

Afraid  
Ashamed  
Aware  
Ignorant  
Devoid  
Envious  
Jealous  
Fond  
Capable  
Incapable  
Full  
Guilt  
Proud  
Shy  
Sick  
Worthy  
Independent  
Suspicious  
Tired  
Absorbed  
Suspicious

Of

Blush  
Amazed  
Amused  
Clever  
Quick  
Slow  
Glad  
Moved  
Perplexed  
Vexed  
Bark  
Rugh  
Look

At

Tired  
Absorbed  
Accurate  
Poor  
Rich  
Interested  
Involved  
Dressed

In

Abstain  
Separate  
Safe  
Free  
Inseparable

From

Absorbed  
Accurate  
Poor  
Rich  
Interested  
Involved  
Dressed

In

Fit  
Eligible  
Prepared  
Qualified  
Ready  
Sorry  
Suitable  
Useful  
Eager  
Apologise

For

Acquainted  
Pleased  
Popular  
Satisfied  
Familiar  
Endowed  
Disgusted  
Delighted  
Content  
Bury

With



Depend	} On or upon	Applicable	} To	Loyal	} To
Keen		Blind		Due	
Determined		Condemned		Similar	
Dependent		Contrary		Relevant	
Bent		Fatal		Related	
Insist		Conducive		Polite	
Persist		Accustomed		Opposite	
		Hostile		Married	

## USAGE OF DIFFERENT PREPOSITIONS

### I. Some Prepositions which Follow Certain Verbs (Examples)

#### A. at

1. What are we *aiming at*?
2. The train has *arrived at* the station.
3. I *knocked at* the door, but nobody answered.
4. We should not *laugh at* others.
5. *Look at* the black-board.

#### B. in

1. I *believe in* your honesty.
2. He will never *fail in* his duty.

#### C. from

1. He *differs from* his father in his nature.
2. The thief *escaped from* the police custody.
3. These chapters have been *excluded from* our course.
4. She *parted from* her husband with a smile.

#### D. for

1. I shall *call for* you at six.
2. He does not *care for* criticism.
3. I *sought for* my pen.
4. He is *looking for* his friend.
5. We *hope for* better days to come.
6. The farmers *started for* their fields early in the morning.
7. Do you *wish for* a television set?

#### E. of

1. You always *boast of* your wealth.
2. He frequently *complains of* a sore throat.

3. This book *consists of* one hundred pages.
4. He was *convicted of* lying.
5. The patient *died of* cholera.
6. Can we *dream of* rights without duties?
7. He *informed me of* my result.
8. Need I *remind you of* your promise?
9. She *repented of* what she had done.
10. It *tastes of* ginger.

F. on

1. I will *call on* you this evening.
2. My father *congratulated me on* my success in the examination.
3. Can we *depend on* him?
4. He *insisted on* making a compromise.
5. Can I *rely on* what you say?

G. to

1. Animals *adapt themselves to* their surroundings.
2. We *agree to* your proposal.
3. Rakesh *appealed to* the principal to excuse him.
4. Please *attend to* your own work.
5. This house *belongs to* my father.
6. I have *complained to* the principal against your behaviour.
7. Students can *contribute a great deal to* the building of the nation.
8. My friend has *invited me to* dinner.
9. This will *lead to* several complications.
10. Please *listen to* me carefully.
11. I *object to* your proposal.
12. It never *occurred to* me that June 30 was a bank holiday.
13. He *prefers coffee to* tea.
14. I shall *refer this matter to* higher authorities.
15. We *submitted* our exercise books *to* the teacher.

## II. Some Prepositions which Follow Certain Nouns:

A. for

1. A mother has great *affection for* her children.
2. He had no *ambition for* fame or fortune.
3. I see your *anxiety for* getting a good job.
4. My son has no *aptitude for* science.
5. Are you a *candidate for* the post of lecturer?



6. She has little *capacity* **for** hard work.
7. We must find out a *cure* **for** the ills in our society.
8. There is a great *demand* **for** technicians in our country.
9. I have no *desire* **for** anything.
10. You are making an *excuse* **for** coming late.
11. My daughter has great *fondness* **for** toffees.
12. She expressed her *gratitude* **for** the help given to her.
13. I can't give you any *guarantee* **for** employment.
14. Kranti has great *liking* **for** sweets.
15. The Taj has no *match* **for** its beauty in India.
16. There was no *necessity* **for** a formal meeting.
17. His *need* **for** a house is most pressing.
18. He availed himself of the *opportunity* **for** promotion.
19. When shall we get the *payment* **for** these goods?
20. Have you no *pity* **for** the poor, old man?
21. We made great *preparations* **for** the annual function.
22. The boy got adequate *punishment* **for** his misbehavior.
23. He has a great *regard* **for** his teachers.
24. Can you suggest a *remedy* **for** falling standards?
25. Pt. Motilal had a great *reputation* **for** his knowledge of law.
26. Did he consider your *request* **for** transfer?
27. You shall get good *reward* **for** your service.
28. The Government refused to give a *substitute* **for** him.
29. The bank will demand a *surety* **for** sanctioning a loan.
30. He has no *taste* **for** Art.
31. My brother has a great *thirst* **for** knowledge.
32. Those books were of no *use* **for** him.

**B. of**

1. What are the *advantages* **of** taking long walks in the morning?
2. We shall discuss the *causes* **of** the downfall of the Mughal Empire in India.
3. There is hardly any *chance* **of** your selection to this post.
4. He will take over the charge **of** his new post tomorrow.
5. The *danger* **of** an attack by a hostile country is not yet over.
6. Mr. Jayant has no *experience* **of** teaching.
7. The *failure* **of** the brakes **of** the car led to the accident.
8. Have you no *fear* **of** the law?
9. He is in the *habit* **of** telling lies.

10. We live in the *hope of* better days to come.
11. My uncle has a good *knowledge of* palmistry.
12. Words worth is well known for his *love of* Nature.
13. We like the *method of* teaching of our science teacher.
14. Are you in *need of* money?
15. Do you want to know the *result of* your examination?
16. The *taste of* honey is sweet.
17. What is the *use of* going there?
18. He had to discontinue his studies for *want of* money.

C. on

1. There was a long *discussion on* the problem of dowry.
2. Powerful speech has great *influence on* the minds of people.
3. What is your *opinion on* this issue?
4. The lion felt *pity on* the rat and set it free.

D. to

1. Please pay *attention to* what I say.
2. It was a *disgrace to* Mr. Romula to be asked to vacate the first class compartment.
3. Hard work is the *key to* success.
4. We ought to limit our *expenditure to* our means.
5. In *obedience to* his mother's desire, Gandhi ji refused to eat meat.
6. There was no *objection to* his proposal.
7. His speech was in *opposition to* his own policy.
8. I expressed my *gratitude to* the teacher for his favour.
9. Hasn't he yet sent a *reply to* your letter?
10. Socrates was a *stranger to* the villagers when he met them for the first time.
11. Were you not a *witness to* the scene?

E. in

1. He lacks *confidence in* doing things independently.
2. I felt *no difficulty in* finding your house.
3. He has gained enough *experience in* this trade.
4. Mr. Brown is an *expert in* writing scripts for the radio.
5. Have you lost *faith in* him?
6. Florence showed no *interest in* the ordinary things of life.
7. Your *progress in* mathematics is very slow.

F. over

1. You have no *control over* your class.
2. Has he no *influence over* his subordinates?



**G. about**

1. We haven't the least *doubt* **about** his competence.
2. The police failed to get any *information* **about** the lost child.
3. What is your *opinion* **about** my son?

**III. Prepositions which Follow Certain Adjectives and Past Participles:****A. about**

1. They were *anxious* **about** the welfare of their son.
2. You should be *careful* **about** your health.
3. When you are *doubtful* **about** a word, look it up in the dictionary.

**B. with**

1. Are you *angry* **with** me?
2. He is awfully *busy* **with** his work these days.
3. He is *familiar* **with** the story of this case.
4. Is he very *intimate* **with** you?

**C. of**

1. He was *accused* **of** committing theft.
2. The traveller was *afraid* **of** the wild animals.
3. When travelling, one must be *careful* **of** one's luggage.
4. He was *certain* **of** his success.
5. The captain is fully *conscious* **of** his responsibilities.
6. Mohan was *convicted* **of** lying.
7. His speech was *devoid* **of** sense.
8. Alok is *envious* **of** his sister's performance.
9. My brother is *fond* **of** mangoes.
10. The path of progress is *full* **of** difficulties.
11. I am *glad* **of** your success.
12. It is *good* **of** you to remember me.
13. He is *guilty* **of** absenting himself from duty.
14. I am *hopeful* **of** getting a good job.
15. Many people are *ignorant* **of** the progress made in the country after independence.
16. The visitor got *impatient* **of** waiting.
17. He was *innocent* **of** the guilt.
18. We should not be *jealous* **of** another man's luck.
19. She is *proud* **of** her beauty.
20. We are *sure* **of** his victory in the election.
21. Lal Bahadur Shastri was *worthy* **of** admiration.
22. Are you *sick* **of** his company?

**D. in**

1. He is *experienced in* teaching young children.
2. Are you not *interested in* going abroad?
3. She is *busy in* his domestic work.
4. You are *deficient in* Physics.
5. The clerk was found *negligent in* his duties.
6. This businessman is *honest in* his dealings.

**E. at**

1. The principal was *angry with* the clerk **at** his negligence.
2. My daughter is *good at* Mathematics.
3. You are *slow at* work.

**F. to**

1. He is not *equal to* the task.
2. Food is *essential to* life.
3. The dog is *faithful to* his master.
4. This story is *familiar to* me.
5. Education is *favourable to* the growth of democracy.

### SOME CONFUSING PREPOSITIONS

- (i) **Between and Among:** **Between** is used for two persons or things, **among** is used for more than two persons or things.
  - Distribute these fruits *between* Ram and Mohan.
  - The teacher distributed books *among* all the students.
- (ii) **In and at:** **In** is used before big or large places or towns etc., whereas **at** is used for smaller places or towns.
  - Taj Mahal is situated **at** Agra *in* India.
  - I live **at** Saket *in* Meerut.
- (iii) **By and with:** **By** is used before the doer and **with** before the instrument, with which a work or thing is done.
  - The lion was killed **by** the hunter **with** a gun.
  - We write **with** a pen.
- (iv) **Since and for:** **Since** is used for a definite and **for** is used for the indefinite period of time.
  - I am suffering from headache **since** 4 O' clock.
  - It has been raining **for** two days.
- (v) **In and Into:** **In** indicates the position of within and **into** implies motion.
  - Ram was **in** the room.
  - He walked **into** the room.
- (vi) **Beside and besides:** **Beside** means by the side of or near and **besides** means, in addition to.
  - Seema sat **beside** her mother in the cinema hall.
  - **Besides** Ram, all were present in the class.



(vii) **On and over:** **On** is used when two things touch to each other, but in the use of '**over**' things do not touch.

- He placed the book **on** the table.
- The sun shines **over** the earth.

(viii) **Since and from:** Both '**since** and **from**' are used before a point of time but **since** is preceded by a verb in perfect tense and '**from**' can be used with any tense.

- Ram has started playing tennis **since** Monday or **from** Monday last.
- Jai Ram started playing **from** yesterday (not **since** and
- John will start playing **from** tomorrow. (not **since**

(ix) **In and within:** **In** means at the end of while '**within**' means before the end of.

- The match will end **in** an hour (at the end of one hour.
- The match will end **within** an hour *i.e.*, before one hour is passed.

**Note:** Prepositions are sometimes wrongly used with transitive verbs which take no preposition; *e.g.*,

- He reached the station (not at the station).
- I requested the principal (not to the principal).
- The twins resembled each other (not with each other).

Some of the important transitive verbs are given below:

Request, discuss, reach, recommend, resemble, examine, problem, order, investigate, precede, resign, resist and sign etc.

## COMMON EXAMPLES

1. The cat is **under** the table.
2. His work was **below** average.
3. Students are walking **along** the path.
4. Frog jumped **into** the well.
5. Teacher told **about** his students.
6. Child ran **across** the crowded Road.
7. Distribute sweets **between** two boys.
8. Chose one, **between** health and wealth.
9. Divide these pages **among** all students.
10. He lost his way **among** the streets.
11. Sanjana was standing **before** me.
12. My sister will come **before** 3 p.m.
13. He jumped **off** the moving bus.
14. I ordered to switch **off** the mobiles.
15. He has been working here **since** 2002.
16. He must finish the work **within** a weak.
17. He accepted a little job **before** idleness.

18. The boys should write the essay **without** any delay.
19. He lives **beyond** the hills.
20. This matter is **beyond** my knowledge.
21. I shall send this message **through** my brother.
22. The train passes **through** the hills and plains.
23. My mother sat **besides** me and told a story.
24. **Besides** this pen, I shall buy a ballpen.
25. A white cat jumped **upon** the chair.
26. He is afraid **of** the dog.
27. I am fond **of** music.
28. Listen **to** the teacher.
29. He died **for** his country.
30. The teacher is **in** the class.
31. The teacher came **into** the class.
32. He aimed **at** the bird.
33. I shall call **on** you.
34. Ram called **at** my place.
35. God is kind **to** us.
36. I bought it **for** fifteen rupees.
37. I knew him **for** a long time.
38. He is known **to** me.
39. The village was destroyed **with** fire.
40. He spoke **to** me **in** Urdu.
41. He is sick **of** life.
42. This is a matter **of** little importance.
43. He has recovered **from** the illness.
44. You will not succeed **if** you do not work hard.
45. The earth revolves **around** the sun.
46. I would rather die **than** beg.
47. Walk fast **lest** you should miss the train.
48. He is taller **than** his brother.
49. We eat **so that** we may live.
50. He walks **as if** he were a king.
51. Write **in** ink.
52. The sun rises **in** the east.
53. The sun sets **in** the west.
54. A stitch **in** times saves nine.
55. She is weak **in** English.



56. He is good **at** mathematics.
57. Make hay **while** the sun shine.
58. You may do **as** you please.
59. He is taller **than** his brother.
60. He was mad **with** anger.
61. We play **in** the evening.
62. I congratulated him **on/at** his success.
63. I complemented him **on** his performance.
64. Do not fall out **over** trifles.
65. The dacoits robbed me **of** my money.
66. He is blind **in** one eye.
67. He is aware **of** his shortcomings.
68. This river abounds **in** fish.
69. He has applied **for** the job.
70. She is blessed **with** a son.
71. Sit **in** the shade.
72. Do not sit **in** the sun.
73. She cried **in** a fit of rage.
74. I am satisfied **with** your work.
75. He bears a grudge **against** me.
76. He fell **in** the battlefield.
77. Our car broke **down**.
78. He is afraid **of** my proposal.
79. He is afraid **of** me.
80. Call **in** the doctor.
81. Success calls **for** hard work.
82. Can you come **by** to night?
83. Please carry **on** with your job.
84. I have broken **with** my mother-in-law.
85. How did it come **about**?
86. He came **round** my views.
87. I am done **with**.
88. I prevailed **over** him to go to abroad.
89. I prevailed him **from** going abroad.
90. This is **between** you and me.
91. I have full faith **in** God.
92. It is very kind **of** you to help me.
93. He stood **by** me **through** thick and thin.

## **18** *Communication Skills-II*

- 94.** The sun is **behind** the clouds.
- 95.** Remember me **to** your parents.
- 96.** He killed the lion **with** his gun.
- 97.** He turned pale **at** the news.
- 98.** Let us go **on** foot.
- 99.** He wrote a preface **to** the book.
- 100.** I swear **by** God.
- 101.** I swear in the name **of** God.
- 102.** The thief broke **into** house.
- 103.** I prefer milk **to** tea.
- 104.** She invited me **to** her party.
- 105.** He is senior **to** me.
- 106.** Ramesh is junior **to** Ram.
- 107.** My pen is **superior to** yours.
- 108.** My house is inferior **to** yours.
- 109.** The boys are **at** play.
- 110.** She is **suffering from** fever.
- 111.** I **caught him by** the ear.
- 112.** The sun is shining **in** our faces.
- 113.** He was born **in** India **at** Bombay.
- 114.** The pond is full of fishes.



4. He took something \_\_\_\_\_ the drawer.
5. He put the books \_\_\_\_\_ the table.
6. He fell \_\_\_\_\_ the ladder and broke his leg.
7. Let us hope \_\_\_\_\_ the best.
8. There is someone \_\_\_\_\_ the door.
9. There is a mistake \_\_\_\_\_ the third line.
10. I was born \_\_\_\_\_ Kerala.
11. Soumya is the best girl \_\_\_\_\_ the class.
12. Indians celebrate Independence Day \_\_\_\_\_ the 15th of August.
13. This table is made \_\_\_\_\_ wood.
14. I live \_\_\_\_\_ the sea.
15. There is something \_\_\_\_\_ the curtain.
16. I was part \_\_\_\_\_ the team that won the championship.

**C. Fill in the blanks with convenient prepositions.**

1. Nice \_\_\_\_\_ meet you.
2. Don't be late \_\_\_\_\_ school.
3. Are you the new \_\_\_\_\_ student Portugal?
4. Are you a teacher \_\_\_\_\_ this school?
5. She is \_\_\_\_\_ vacation. She is \_\_\_\_\_ Italy now.
6. What is this called \_\_\_\_\_ English?
7. Look \_\_\_\_\_ the flowers.
8. Adam's birthday is \_\_\_\_\_ July.
9. Compare your answers \_\_\_\_\_ your partner.
10. This key holder is very special \_\_\_\_\_ me.
11. Apple and pears are \_\_\_\_\_ the same box.
12. Write \_\_\_\_\_ me soon.
13. Have you got a piece \_\_\_\_\_ paper?
14. What's the calculator for? It is \_\_\_\_\_ my exams.
15. I'm tall \_\_\_\_\_ black hair and brown eyes.
16. We have a house \_\_\_\_\_ a big garden.
17. I come \_\_\_\_\_ a big family.
18. Match the pictures \_\_\_\_\_ the names.
19. Is your house \_\_\_\_\_ the country?
20. Guess what I have \_\_\_\_\_ my hand?

**D. Fill in the banks with appropriate preposition.**

1. Will you buy this car \_\_\_\_\_ ₹ 96,000?
2. Don't make fun \_\_\_\_\_ the poor.
3. Air is necessary \_\_\_\_\_ life.
4. People are afraid \_\_\_\_\_ the bully.
5. Hard work is key \_\_\_\_\_ success.
6. It is 5 o'clock \_\_\_\_\_ my watch.

(for  
(with  
(for  
(of  
(to  
(by

## Comprehension Skills-II

- Many of these men are addicted \_\_\_\_\_ opium. (of)
- He was \_\_\_\_\_ the dog. (of)
- He did not want to part \_\_\_\_\_ the ring. (with)
- You must comply \_\_\_\_\_ the orders. (to)
- Those books belong \_\_\_\_\_ my son. (to)
- What will provide \_\_\_\_\_ the meeting? (cover)
- Why are you angry \_\_\_\_\_ me? (to)
- I have bought this car \_\_\_\_\_ Rs. 50,000. (for)
- All of us were shocked \_\_\_\_\_ the news of his death. (at)
- Many people have complained \_\_\_\_\_ this corrupt officer. (about)
- We should not laugh \_\_\_\_\_ the poor. (at)
- What is the difference \_\_\_\_\_ this pen and your pen. (between)
- Why are you afraid \_\_\_\_\_ that man. (of)
- Will they agree \_\_\_\_\_ this plan. (to)
- The judge condemned the murderer \_\_\_\_\_ death. (to)
- You must comply \_\_\_\_\_ his order. (with)
- Many passengers have been robbed \_\_\_\_\_ their valuables. (of)
- Each and every thing is subjected \_\_\_\_\_ birth and decay. (to)
- I am ashamed \_\_\_\_\_ my rudeness. (of)
- The poet dislikes beauty devoid \_\_\_\_\_ spiritual virtues. (of)
- I am grateful \_\_\_\_\_ you. (to)
- Who cares \_\_\_\_\_ morality. (for)
- Do you agree \_\_\_\_\_ my plan? (to)
- Many people have no house to live \_\_\_\_\_ (in)

## ANSWERS

1. on 2. on 3. in 4. at 5. in 6. at 7. in 8. for
9. by 10. with
11. in 12. in 13. from 14. on 15. from 16. for 17. at
18. in 19. in 20. on 21. of 22. of 23. behind 24. near
25. 1. besides 2. from 3. at/in 4. on 5. in 6. in 7. in 8. at
9. with 10. for 11. in 12. to 13. of 14. for 15. with
16. is 17. with 18. in



**D**

- |         |             |        |          |         |         |          |           |
|---------|-------------|--------|----------|---------|---------|----------|-----------|
| 1. for  | 2. with     | 3. for | 4. of    | 5. to   | 6. by   | 7. of    | 8. of     |
| 9. with | 10. to      | 11. to | 12. over | 13. to  | 14. for | 15. at   | 16. about |
| 17. at  | 18. between |        | 19. of   | 20. to  | 21. to  | 22. with | 23. of    |
| 24. to  | 25. of      | 26. of | 27. to   | 28. for | 29. to  | 30. in   |           |

**EXERCISES FOR PRACTICE**

**A. Fill preposition from the words given below. (use each preposition once (on, of, like, to, of, of, with, about, at, for**

- My friend is good \_\_\_\_\_ playing volleyball.
- She complains \_\_\_\_\_ bullying.
- They are afraid \_\_\_\_\_ losing the match.
- She doesn't feel \_\_\_\_\_ working on the computer.
- We are looking forward \_\_\_\_\_ going out at the weekend.
- Laura dreams \_\_\_\_\_ living on a small island.
- Andrew apologized \_\_\_\_\_ being late.
- I don't agree \_\_\_\_\_ hunting.
- The girls insisted \_\_\_\_\_ going out with Kerry.
- Edward often thinks \_\_\_\_\_ climbing trees.

**B. Fill in the blanks with a suitable preposition.**

- The child responded to his mother's demands \_\_\_\_\_ throwing a tantrum.
- I will wait \_\_\_\_\_ 6.30, but then I'm going home.
- My best friend, John, is named \_\_\_\_\_ his grandfather.
- My parents have been married \_\_\_\_\_ forty years.
- It's been snowing \_\_\_\_\_ Christmas morning.
- I get paid \_\_\_\_\_ the end of the month.
- I'll be with you \_\_\_\_\_ a moment.
- I've got a meeting \_\_\_\_\_ Monday morning.
- He enjoyed the peace as he walked \_\_\_\_\_ the forest.
- A grey mist hung \_\_\_\_\_ the fields.

**C. Complete the sentences by using appropriate**

- We walked **up to/as far as** the edge of the desert.
- It is another three weeks **to/until** the holidays.
- I don't know how she manages to support such a large family. She has nothing **besides/except** /**apart from** her pension.
- Are you wearing anything **under/underneath** your sweater?
- Do you mind? I was **before/in front of** you!
- We should arrive **at/on** their place **in/for** time **for/at** lunch.

7. They live **in/into** a small one bedroom flat **on/into** the third floor.
8. Granny is arriving **on/by** the 3.30 train.
9. Last year, there were a large number **of/off** mangoes **on/by** the tree.
10. His house is **on/between** the way from Mumbai to Thane.
11. He met and fell **in/on** love with a French girl when he was **at/in** the London School of Economics.
12. A few days after the accident she died **of/from** the injuries.

**D. Fill the gaps with the correct prepositions.**

(across, on, in, into, above, to, in, to, at, on)

1. We live \_\_\_\_\_ London.
2. Would you like to go \_\_\_\_\_ the cinema tonight?
3. No, thanks. I was \_\_\_\_\_ the cinema yesterday.
4. We are going \_\_\_\_\_ holiday next week.
5. There is a bridge \_\_\_\_\_ the river.
6. The flight from Leipzig \_\_\_\_\_ London was via Frankfurt.
7. \_\_\_\_\_ my wall, there are many picture postcards.
8. Who is the person \_\_\_\_\_ this picture?
9. Come \_\_\_\_\_ the sitting room, we want to watch TV.
10. Munich lies 530 meters \_\_\_\_\_ sea level.

**E. Choose a suitable Preposition from those given in the brackets and fill the blanks in the sentences:**

1. We have our food and then go to school \_\_\_\_\_ 10 O' clock. (in, at, on)
2. He worked \_\_\_\_\_ his desk for over two hours. (on, at, by)
3. I had to stop the car because a cow was standing \_\_\_\_\_ the way. (on, by, in)
4. We put some money \_\_\_\_\_ the Central Bank. (on, at, in)
5. My friend lives \_\_\_\_\_ Mussorrie. (at, in, on)
6. The train arrived \_\_\_\_\_ the platform in time. (on, at, in)
7. She can finish this work \_\_\_\_\_ half an hour. (by, in, about)
8. The hunter was aiming \_\_\_\_\_ a wild bear. (on, for, at)
9. Our train didn't stop at some of the stations \_\_\_\_\_ the way. (on, at, in)
10. You must return these books latest \_\_\_\_\_ Monday. (from, till, by)
11. The thief jumped \_\_\_\_\_ the roof. (of, at, off)
12. I bought this pen \_\_\_\_\_ five rupees. (in, for, from)
13. Please look \_\_\_\_\_ the blackboard. (at, on, in)
14. When we were tired, we rested \_\_\_\_\_ the shade of a tree. (under, in, below)
15. Please write your roll number \_\_\_\_\_ ink. (with, in, by)

**F. Fill each blank in the sentences with a suitable Preposition:**

1. Sudha was married \_\_\_\_\_ my nephew.



2. This young man is true \_\_\_\_\_ his word.
3. Is there any exception \_\_\_\_\_ this rule?
4. Are you not ashamed \_\_\_\_\_ your conduct?
5. I am grateful to him \_\_\_\_\_ his help.
6. You are always complaining \_\_\_\_\_ your colleagues.
7. She is not eligible \_\_\_\_\_ your progress.
8. I am not envious \_\_\_\_\_ your progress.
9. He has been debarred \_\_\_\_\_ sitting for the examination for two years.
10. My house is adjacent \_\_\_\_\_ the post office.
11. The teacher was angry \_\_\_\_\_ me because he thought I was up to commit some mischief.
12. The cow lives \_\_\_\_\_ grass and vegetation.
13. The manager dispensed \_\_\_\_\_ the services of the dishonest clerk.
14. Our success depends \_\_\_\_\_ the amount of work we put in.
15. After long discussion I prevailed \_\_\_\_\_ him to accept the proposal.

**G. Fill up (any three of the blanks with suitable preposition or article:**

1. Who cares \_\_\_\_\_ morality now-a-days?
2. Taj Mahal was built by Shahjahan in the memory of his wife Mumtaj Mahal.
3. Do you agree \_\_\_\_\_ my plan?
4. Many people have no house to live \_\_\_\_\_
5. She has invited her friends \_\_\_\_\_ dinner.
6. My books are \_\_\_\_\_ my bag.
7. The boy dived \_\_\_\_\_ the water.
8. He is certain \_\_\_\_\_ his success.
9. The teacher was not popular \_\_\_\_\_ the boys at school.
10. Your progress \_\_\_\_\_ Mathematics is very slow.
11. One should be careful \_\_\_\_\_ one's health.
12. The frog jumped \_\_\_\_\_ the tank.
13. I bought this pen \_\_\_\_\_ five rupees.
14. The train arrived \_\_\_\_\_ the platform in time.
15. Please look \_\_\_\_\_ the black-board.
16. He is married \_\_\_\_\_ my cousin.
17. He agreed \_\_\_\_\_ me on that question.
18. I am not envious \_\_\_\_\_ his success.
19. Janupur is famous \_\_\_\_\_ its perfumes.
20. I have invited my friend \_\_\_\_\_ dinner tonight.

# 2

## Chapter

## Framing Questions

Framing question is as important as constructing of sentences. For a good language learner it is important to know how to frame question. 'Making of question' is considered as framing question.

All formats or types of sentences can be converted into questions. Now question arises "How to frame question?" Before we start this topic we must understand various basic rules:

1. What are helping verb?
2. What are auxiliary verbs?
3. What is subject?
4. What are the places of subject and helping verb in a sentence?

### 1. Helping Verb

It plays an important role in framing questions. It generally comes after subject in affirmative and negative sentences and it is placed before the subject or between question word and subject in an interrogative sentence.

	<i>Tense</i>	<i>Helping verb</i>
1.	Present Indefinite	1. does/do
2.	Past Indefinite	2. did
3.	Future (all tenses)	3. will
4.	Present, Past, Future Perfect tense	4. has/have/had

### 2. Modal Auxiliary

These are also placed after subject in affirmative and negative sentences. Most commonly used modal auxiliaries are:

can	could	may	might	will
would	shall	ought to	should	etc.

### 3. Subject

The main part of a sentence that is generally found at the starting of the sentence. It generally performs an act or sometimes it is discussed in the sentence.



Subject may be a noun or a pronoun.

1. **Suresh** is going to market.
2. **Ravish** thanks Mr. Dinesh for help.
3. **Vikas** is an intelligent boy.
4. **Meeta** looks sad today.

Suresh, Ravish, Vikas and Meeta are subjects in the above sentences.

#### 4. Place of Subject and Helping Verb/Modal Auxiliary

Subject comes at the starting of the sentence while helping verb or modal auxiliary comes after subject.

**Example:**

1. She is going to market
2. Yami and Bhudha have lost their money.
3. They will join Indian Army.
4. I can do this work alone.

'She, Yami and Bhudha, They and I' are subjects while 'is, have, will, and can' are helping verb/modal auxiliary.

#### HOW TO FRAME QUESTION: MASTER RULE

The basic rule of 'framing question' is to alternate the position of **subject** and **helping verb**. Don't forget to put question mark at the end of sentence. *For example*

She is doing her work.

Subject    helping verb

Is she doing her work?

Helping    Subject  
verbs        verbs

(In the above sentence the position of subject (she) and helping verb (is) have been changed.)

#### Types of Interrogative Sentences

Interrogative sentences have three formats:

1. Without question word — When there is no need of question word to frame a question then we need to simply put helping verb before the subject and put a '?' (Question mark) at the end of the sentence.
2. With question word — In this type of question formation question word is used at the starting of the question and rest 'formation rule' remain same.
3. With question tag (avoid writing full sentence/statement)

Now, let us discuss the formation of questions (with and without question words) according to tenses:

**I. Present Indefinite****(a) Sentence Structure**

Subject (singular) + Is/es + .....

Subject (plural) + do/does (helping verb) + not + I + .....

**Note:** Here do and does are helping verbs. There are not used in affirmative sentences but used in 'negative' and 'interrogative' sentences.

**(b) Framing Question**

Do + Subject (plural) + I + .....?

Does + Subject (singular) + I + .....?

QW + do/does + Subject + I + .....?

**(c) Examples**

	Sentences	Questions
1.	Ram plays football.	Does Ram play football?
2.	He goes to temple daily.	Where does he go daily?
3.	Deepak writes a poem.	Does Deepak write a poem?
4.	Rohit and Sohan buy grocery.	What do Rohit and Sohan buy?
5.	Students donot make noise.	Do students not make noise?
6.	Children like playing.	Do children like playing?

**II. Past Indefinite****(a) Sentence Structure**

Subject + II + .....

Subject + did (helping verb) + not + I + .....

(Here 'did' is helping verb which is not used in affirmative sentences but it is used in negative and interrogative sentences.)

**(b) Framing Questions**

Did + Subject + I + .....?

QW + did + Subject + I + .....?

**(c) Examples**

	Sentences	Questions
1.	Mukesh did not know him.	Did Mukesh not know him?
2.	Headmaster terminated Mr. Shukla.	Did headmaster terminate Mr. Shukla?
3.	Students did not submitted their projects.	Did students submit their projects?
4.	I plucked flowers from garden.	Did I pluck flowers from garden?
5.	Mukesh speak ten languages?	How many languages did mukesh speak?



### III. Future Indefinite

#### (a) Sentence Format

Subject + will/shall (helping verb) + I + .....  
 Subject + will/shall + not + I + .....

#### (b) Framing Questions

Will/shall + Subject + I + .....?  
 Q.W. + will/shall + Subject + I + .....

#### (c) Examples

	Sentences	Questions
1.	I shall not go to cinema	Where shall I not go to?
2.	My mother will cook food.	Will my mother cook food?
3.	She will not recite poem.	Will she not recite a poem?
4.	Madhuri will love this gift.	To whom will Madhuri love?
5.	I will not join TESSA as it is very far from my home.	Why will I not join TESSA?

### IV. Present Continuous

#### (a) Sentence Format

Subject + is/are/am (helping verb) + I ing + .....  
 Subject + is/are/am + not + I ing + .....

#### (b) Framing Questions

1. Is/are/am (helping verb) + Subject + I ing + .....?
2. Q.W + is/are/am + Subject + I ing + .....?

#### (c) Examples

	Sentences	Questions
1.	She is not going to market.	Is she not going to market?
2.	We are not watching T.V.	Are we not watching T.V.?
3.	They are visiting patients.	To whom are they visiting?
4.	I am giving a lecture in Punjab University.	Where am I giving a lecture?

### V. Past Continuous

#### (a) Sentence Format

Subject + was/were (helping verb) + I ing + .....  
 Subject + was/were + not + I ing + .....



### (b) Framing Questions

Was/were + Subject + I ing + ..... ?

Q.W. + was/were + Subject + I ing + ..... ?

### (c) Examples

	<i>Sentences</i>	<i>Questions</i>
1.	Suman was weeping.	Was suman weeping?
2.	They were not complaining.	Were they not complaining?
3.	We were not washing clothes.	Were we not washing clothes?
4.	I was standing at <b>Bus stop</b> .	Where was I standing?

## VI. Future Continuous

### (a) Sentence Format

Subject + will/shall (helping verb) + be + I ing + .....

Subject + will/shall + not + be + I ing + .....

### (b) Framing Questions

Will/shall + Subject + be + I ing + .....?

Q.W. + will/shall + Subject + be + I ing + .....?

### (c) Examples

	<i>Sentences</i>	<i>Questions</i>
1.	She will not be laughing at you.	Will she not be laughing at you?
2.	We shall be painting wall.	What will we be painting?
3.	We will not be sleeping.	Will we not be sleeping?
4.	You will be paying fee.	Will you be paying fee?

## \* VII. Present Perfect

### (a) Sentence Format

Subject + has/have (helping verb) + III + .....

Subject + has/have + not + III + .....

### (b) Framing Questions

Has/Have + Subject + III + .....?

Q.W. + has/have + Subject + not + III + .....?

**(c) Examples**

	Sentences	Questions
1.	He has sung a song	Has he sung a song?
2.	We have prepared breakfast.	Have we prepared breakfast?
3.	She has not done her work.	Has she not done her homework?
4.	Vindaya has bought a saree for her mother.	What has Vindaya bought for her mother?

**VIII. Past Perfect****(a) Sentence Format**

Subject + had (helping verb) + III + .....  
 Subject + had + not + III + .....

**(b) Framing Questions**

Had + Subject + III + .....?  
 Q.W. + had + Subject + III + .....?

**(c) Examples**

	Sentences	Questions
1.	She had lost her purse.	Had she lost her purse?
2.	We had not enjoyed a nice party before leaving for Delhi.	Had we not enjoyed a nice party before leaving for Delhi?
3.	Teachers had set tough question papers before April.	Had teachers set tough question papers before April?
4.	Vikas had already gone to Meerut.	Where had Vikas already gone?

**IX. Future Perfect****(a) Sentence Format**

Subject + will/shall (helping verb) + have + III + .....  
 Subject + will/shall + not have + III + .....

**(b) Framing Questions**

Will/shall + subject + have + III + .....?  
 Q.W. + will/shall + subject + have + III + .....?

**(c) Examples**

	Sentences	Questions
1.	He will have completed his task.	Will he have completed his task?
2.	We shall have bought new car.	What shall we have bought?
3.	She will not have pressed my clothes	Will she not have pressed my clothes?
4.	My father will have taken his breakfast.	Will my father have taken breakfast?



## X. Present Perfect Continuous

### (a) Sentence Format

Subject + have/has (helping verb) + been + I ing + ..... + since/for + time  
 Subject + have/has + not + been + I ing + ..... + since/for + time

### (b) Framing Questions

Has/Have + Subject + been + I ing + ..... + since/for + time?  
 Q.W. + has/have + Subject + been + I ing + ..... + since/for + time?

### (c) Examples

	Sentences	Questions
1.	I have been playing since 5:00 p.m.	<del>Have</del> I have been playing since 5:00 p.m.?
2.	They have not been chasing him for three years.	Have they not been chasing him for three years?
3.	Tejveer has been cutting wood logs for six hours.	What has Tejveer been cutting for six hours?
4.	I have been dancing since 9:30 a.m.	Have I been dancing since 9:30 a.m.

## XI. Past Perfect Continuous

### (a) Sentence Format

Subject + had (helping verb) + been + I ing + ..... + since/for + time.  
 Subject + had + not + been + I ing + ..... + since/for + time.

### (b) Framing Questions

Had + Subject + been + I ing + ..... + since/for + time?  
 Q.W. + had + Subject + been + I ing + ..... + since/for + time?

### (c) Examples

	Sentences	Questions
1.	Sheela had been cutting paper sheets since 3:00 pm.	Has sheela been cutting paper sheets 3:00 pm?
2.	We had not been playing in orchid ground for three hours.	Where had we not been playing for three hours?
3.	She had been weeping since morning.	Had she been weeping since morning?
4.	He had not been running for 15 minutes.	Had he not been running for 15 minutes?

## XII. Future Perfect Continuous

### (a) Sentence Format

Subject + will/shall (helping verb) + have + been + I ing + ..... + since/for + time.  
 Subject + will/shall + not + have + been + I ing + ..... + since/for + time.

**(b) Framing Questions**

Will/shall + Subject + have + been + I ing + ..... + since/for + time?  
 Q.W. + will/shall + Subject + have + been + I ing + ..... + since/for + time?

**(c) Examples**

	<i>Sentences</i>	<i>Questions</i>
1.	I shall have been watching movie since 3:00 p.m.	Shall I have been watching movies since 3:00 p.m.?
2.	They will not have been calling Mr Das for six months.	Whom will they not have been calling for six months?
3.	I shall have been trading since 1995.	Shall I have been trading since 1995?
4.	Yatesh will have been enjoying holidays for three months.	What will Yatesh have been enjoying for three months?

**XIII. Sentences using Modal Auxiliary****(a) Sentence Structure**

Subject + modal verb + I + .....  
 Subject + modal verb + not + I + .....

**(b) Framing Questions**

Modal verb + Subject + I + .....?  
 Q.W. + modal verb + Subject + I + .....?

**(c) Examples**

	<i>Sentences</i>	<i>Questions</i>
1.	I can swim.	Can I swim?
2.	We would not go there.	Would we not go there?
3.	I may permit you to go.	Who may I permit to go?
4.	We should respect our elders.	Should we respect our elders?

**XIV. Passive Voice**

The general rule is applicable to all the passive sentences in all the tenses.

**(a) Sentence Structure**

Subject + helping verb/modal + III form of verb + ..... + by + object.  
 Subject + helping verb/modal + III form of verb + ..... + by + object.

**(b) Framing Question**

Helping verb + Subject + III form of verb + ..... + by + object?  
 Q.W. + Helping verb + Subject + III form of verb + ..... + by + object?



## (c) Examples

	Sentences	Questions
1.	Apples were eaten by Mohan.	Were apples eaten by Mohan?
2.	Sikha is not being called by you.	Is sikha not being called by you?
3.	Saree has been presented to teacher by her students?	To whom has saree been presented by students?
4.	I will be tortured by Rahul.	Will I be tortured by Rahul?

## FRAMING QUESTION BY USING 'QUESTION TAGS'

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

The basic structure of a tag question is:

**Positive statements**

1. Snow is white,
2. You like me,
3. This flower is very beautiful,
4. Rahul is very stupid,
5. Mr. Jain broke this glass,

**Negative tag**

- isn't it?  
don't you?  
isn't it?  
isn't he?  
doesn't he?

**Negative statements**

1. This doll is not beautiful,
2. Vikas has not eaten apples,
3. Tannu will not go to temple,
4. Vibhu's mother doesn't cooks delicious food,

**Positive tag**

- is it?  
has he?  
will she?  
does she?

Note that the tag repeats the auxiliary verb (or main verb when *be*) from the statement and changes it to negative or positive.

**1. Positive Statement & Tag Questions**

Look at these examples with **positive statements**. You will see that most of the time, the auxiliary verb from the positive statement is repeated in the tag and changed to negative.

S.No.	(+ ) positive statement				(-) negative tag		
	subject	auxiliary	main verb		auxiliary	+not	+ subject?
(i)	You	are	coming,		are	n't	you?
(ii)	We	have	finished,		have	n't	we?
(iii)	You		like	Coffee,	do	n't	you?
(iv)	You		like	Coffee,	do	n't	you?
(v)	They	will	Help,		wo	n't	they?

(Contd...)

(+) <i> positive statement</i>				(-) <i> negative tag</i>		
S.No.	subject	auxiliary	main verb		auxiliary	+not + subject?
(vi)	I	can	Come,		can	't I?
(vii)	We	must	go,		must	n't we?
(viii)	He	should	try	Harder,	should	n't he?
(ix)	You		are	English,	are	n't you?
(x)	Meera		was	There,	was	n't she?

## 2. Negative Statement Tag Questions

Look at these examples with **negative statements**. Notice that the negative verb in the original statement is changed to positive in the tag.

(-) <i> negative statement</i>						(+) <i> positive tag</i>	
subject	+auxiliary	+ not	+main verb			auxiliary	+ subject
It	is	n't	Raining,			is	it?
We	have	never	seen	That,		have	we?
You	do	n't	like	Coffee,		do	you?
They	will	not	help,			will	they?
They	wo	n't	report	us,		will	they?
I	can	never	do	it right,		can	I?
We	must	n't	tell	her,		must	we?
He	should	n't	drive	so fast,		should	he?
You	will	n't	be	late,		will	you?
You			are	n't English,		are	you?
John			was	not there,		was	he?

## 3. Negative Adverbs & Question Tags

The adverbs *never*, *rarely*, *seldom*, *hardly*, *barely* and *scarcely* have a negative sense. Even though they may be in a positive statement, the feeling of the statement is negative. We treat statements with these words like negative statements, so the question tag is normally positive. Look at these examples:

<i>Positive statement treated as negative statement</i>	<i>Positive tag</i>
He <b>never</b> came again,	did he?
She can <b>rarely</b> come these days,	can she?
You <b>hardly</b> ever came late,	did you?
I <b>barely</b> know you,	do I?
You would <b>scarcely</b> expect her to know that,	would you?



#### 4. Imperatives

Sometimes we use question tags with imperatives (invitations, orders), but the sentence remains an imperative and does not require a direct answer. We use *won't* for invitations. We use *can*, *can't*, *will*, *would* for orders.

imperative + question tag	notes
Help me, Can you?	quite friendly
Help me, can't you?	quite friendly (some irritation?)
Close the door, would you?	quite polite
Do it now, will you?	less polite
Don't forget, will you?	with negative imperatives only 'will' is possible

#### Some More Special Cases In Question Tags

Examples	Notes
I am right, aren't I?	aren't I ( <i>not amn't</i> I)
You <b>have</b> to go, don't you?	you (do) have to go...
I <b>have been</b> answering, haven't I?	use first auxiliary
<b>Nothing</b> came in the post, did it?	treat statements with <i>nothing</i> , <i>nobody</i> etc. like negative statements
<b>Let's</b> go, shall we?	<i>let's</i> = <i>let us</i>
He'd better do it, <b>hadn't</b> he?	he had better (no auxiliary)

#### Mixed Examples of Tag Questions

Here is a list of examples of tag questions in different contexts. Notice that some are "normal" and others seem to break all the rules:

- But you don't really love her, do you?
- This'll work, won't it?
- Oh! you think so, do you?
- Well, I couldn't help it, could I?
- But you'll tell me if she calls, won't you?
- We'd never have known, would we?
- Oh! you do, do you?
- The weather's bad, isn't it?
- You won't be late, will you?
- Nobody knows, do they?
- You never come on time, do you?
- You couldn't help me, could you?
- You think you're clever, do you?
- So you don't think I can do it, don't you?
- Shut up, will you?
- She can hardly love him after all that, can she?
- Nothing will happen, will it?

## EXERCISES FOR PRACTICE

### A. Frame questions (without question words) from the following statements:

1. She cooks food.
2. The sun rises in the east.
3. I have studied in this school.
4. Shivi has forgotten her cell phone.
5. The new coach recruits from countries outside the U.S.A.
6. Dad has been reading the newspaper since morning.
7. Dani will butcher the buffalo.
8. Dr. Manish operates according to her own schedule.
9. Kid finishes a sandcastle.
10. Vikram has launched a complaint?
11. Sweta drinks tea every morning.
12. He goes to the library every day.
13. They had never played football until last week.
14. Subhu is leaving for Kolkata.
15. He is writing a letter.
16. Vidya never tells a lie.
17. He read various kinds of books.
18. Sanyam reads various kinds of books.
19. He went to the library yesterday.
20. Mohan and Ravi will make an aeroplane.
21. He **has written** a letter to Meera.
22. He's just woken up.
23. I get up every day at five o'clock.
24. I had fallen asleep before eight o'clock.
25. I shall eat pizza.
26. Simran **was listening** to iPod, so she didn't hear the fire alarm.
27. They were **watching** TV when she called.
28. I write articles on different topics.
29. Students wrote articles on different topics.
30. You have been learning your lessons since morning.
31. I have been painting the walls.
32. Employees have been waiting for the bus for 30 minutes.
33. I have been working for them for the last seven months.
34. We have just eaten.
35. They walk to work every day.
36. I've written three books.
37. It is a nice day.
38. This movies will make a sense.
39. It has been raining since yesterday.
40. Sammy **was waiting** for us when we got off the plane.
41. She does not cook food.



42. Mrs Ravita had established her company before 2008.
43. My sister is cooking vegetables.
44. She is drinking water.
45. My warden is singing a song in the program at this moment.
46. She preferred coffee to tea.
47. Orbitor of Chandrayan-2 is revolving perfectly.
48. Princess Sita falls in love with a prince.
49. Shishir is studying for his coming exam.
50. Tammna tells me she has committed to her new project.
51. The baby is sleeping.
52. The Chicago Bulls sometimes practice in this gymnasium.
53. Our party has been going on all night.
54. Delivery boy will come tomorrow at 2 p.m.
55. There have been many contenders for this role.
56. Crewmen are eating lunch now.
57. They are playing cricket.
58. They are traveling in India.
59. I do not play cricket.
60. My both the friends had gotten engaged before last year.
61. They love to play football.
62. Players are playing cricket.
63. They played football in that field.
64. They will make up for the destruction.
65. We have been trying to contact her.
66. We came for shopping in this market last week.
67. We come for shopping in this market.
68. We shall play in snow during our trip.
69. Usually, they watch movies in this Cineplex.
70. We watched a movie in this Cineplex yesterday.
71. The guests **have been** treated very well for six days.
72. We have had the same car for 8 years.
73. You have known each other for a very long time.
74. They work really hard to make this a success.
75. I have already seen that movie.
76. You **doing** when the earthquake started.
77. She **was writing** a letter.
78. The computer suddenly went off.
79. Someone stole his car.
80. While we **were having** the picnic, it started to rain.
81. You always shop in that market.
82. They used to shop in that market.
83. You **were not listening** to me when I told you to turn the oven off.
84. You will consider his request someday.
85. Sushma was playing tennis.

86. Yadu completed his work.
87. Teachers build the nature.
88. Politicians lake advantages.
89. India is a nice place to live in.
90. I love my family.

**B. Frame question by using question tags**

1. The moon goes round the earth.
2. The earth is bigger than the moon.
3. The earth is bigger than the sun.
4. Asian people don't like rice.
5. Elephants live in Europe.
6. Men don't have babies.
7. The English alphabet doesn't have 40 letters.

**C. Frame question by using question tags**

1. She is collecting stickers, \_\_\_\_\_?
2. We often watch TV in the afternoon, \_\_\_\_\_?
3. You have cleaned your bike, \_\_\_\_\_?
4. John and Max don't like mathematics, \_\_\_\_\_?
5. Peter played handball yesterday, \_\_\_\_\_?
6. They are going home from school, \_\_\_\_\_?
7. Mary didn't do her homework last Monday, \_\_\_\_\_?
8. He could have bought a new car, \_\_\_\_\_?
9. Kevin will come tonight, \_\_\_\_\_?
10. I'm clever, \_\_\_\_\_?

**D. Frame questions by using appropriate question words for the underline part in the given sentences.**

1. Ramesh is playing in the sun.
2. Vikarant has passed his competitive examination in 2018.
3. Agushi went Delhi to purchase neve cosmetics.
4. It has been raining since morning.
5. All the students bunked the classes.
6. Shreya will decorate the house.
7. She promised me to meet at 'Sahu Chowk'.
8. I will welcome Mr. Ratnakar Bist.
9. We should save water by using it carefully.
10. Shivan has opened the door.
11. I always buy things at wholesale rate.
12. He lends me ten rupees every month.
13. The gardener is watering the plants.
14. My mother helped Vinod.
15. He ran fast during 100 meter race.



A conjunction is a word which joins sentences and words. A conjunction may be used to indicate the relationship between the ideas expressed in a clause and the ideas expressed in the rest of a sentence.

Examples:

1. He neither finished his homework nor studied for the test.

2. I went out because the sun was shining.

3. I and Mohan were playing during lunch break.

4. Sudha is ill so she stays at home.

5. This is the ground where I played football last year.

6. He can not only drive the car but also fly the plane.

7. I worked hard so that could get 1<sup>st</sup> position.

8. I can give you either blue or red pen.

In the following sentences underlined words are conjunctions.

## TYPES OF CONJUNCTIONS

### 1. Correlative Conjunctions

Correlative conjunctions are used in pairs, in order to show the relationship between the ideas expressed in different parts of a sentence. For instance, in the following example, the expression either ..... or is used to indicate that the ideas expressed in the two clauses represent two alternative choices of action.

e.g., Either he should do this work or he should quit right now.

In the table below, each pair of correlative conjunctions is accompanied by an example of its use.

Note that in the construction if .... then, the word then can usually be omitted.

both ... and

either ... or

neither ... nor

hardly ... when

if ... then

He is both intelligent and good-natured.

I will either go for a walk or read a book.

He is neither rich nor famous.

He had hardly begun to work, when he was interrupted.

If that is true, then what happened is not surprising.

no sooner ... then  
not only .... but also  
rather .... than  
scarcely ... when

No sooner had I reached the corner, then the bus came.  
She is not only clever, but also hard-working.  
I would rather go swimming than go to the library.  
Scarcely had we left home, when it started to rain.

## **II. Compound Conjunctions**

These conjunctions are group of words and are used compoundly.

1. In order that
2. On condition that
3. Even if
4. So that
5. As if
6. As though
7. As: In a similar way
8. As long as  
(it is used in place of  
'if' or 'while')
9. As soon as
10. As though
11. Even if
12. In case
13. Or else
14. So as to

Notes are circulated in order that students might learn them.  
I'll lend you money on condition that you promise to return it.  
Such an act would not be kind even if it was just.  
John saved money so that he might utilize it later.  
He looks as if he were weary.  
He walks as though he is slightly lame.  
She talks as if she knows everything.

- If: As long as we cooperate, we can finish the work easily.
- While: He has lived there as long as I have known him.

Immediately when: Write to me as soon as you can.  
In a similar way: It looks as though there will be a storm.  
In spite of a possibility: I am going out even if it rains..  
because of a possibility: Take a sweater in case it gets cold.  
Otherwise: Please be careful, or else you may have an accident.  
In order to: I hurried so as to be on time.

## **III. Coordinate Conjunctions**

Coordinate conjunctions are used to join two similar grammatical constructions; for instance, two words, two phrases or two clauses.

**Example:**

1. My friend **and** I will attend the meeting.
2. Austria is famous for the beauty of its landscape **and** the hospitality of its people.
3. The sun rose **and** the birds began to sing.

In these examples, the coordinate conjunction 'and' is used to join the two words 'friend' and 'I', the two phrase 'the beauty of its landscape' and 'the hospitality of its people', and the two clauses 'the sunrose' and 'the birds began to sing'. These are of four types:

- |                           |                |
|---------------------------|----------------|
| 1. Cumulative Conjunction | 2. Adversative |
| 3. Alternative            | 4. Illative    |



1. **Cumulative:** It adds two statements *e.g.*, as well as and, both ... and, not only but also etc.
  - (i) Do you work and sleep?
  - (ii) Heera as well as her brother went to jail.
  - (iii) Not only Ramesh but Shyam also went to Agra.
2. **Adversative:** It shows contrast and oppositions between two statements *e.g.*, but, yet, still, nevertheless, however, only, while, whereas etc.
  - (i) He was poor but honest.
  - (ii) I was upset still I went with him.
  - (iii) Movie was nice however I could not enjoy it.
3. **Alternative:** It shows an alternative or choice between two statements. *e.g.*, -or, nor, either ... or, neither ...nor, else, otherwise.
  - (i) Neither I nor you can be blamed.
  - (ii) Walk quickly else we will miss the train.
4. **Illative Conjunction:** It shows that one statement is inferred from another. *e.g.*, -therefore, so, hence, thus etc.
  - (i) He was rich so he couldn't come.
  - (ii) She wanted sweets therefore she went to market.

Certain words, such as after, before, since and until may function either as prepositions or subordinate conjunctions. However it should be noted that in some cases different words must be used as prepositions and subordinate conjunctions, in order to express similar meanings. This is illustrated in the table below.

#### Differing Prepositions and Conjunction

Meaning	Preposition	Conjunction
for this reason	because of	because
in spite of this	despite	although
at the time when	during	while
in a similar way	like	as if

In the following examples, the objects of the prepositions, and the verbs of the subordinate clauses are given.

**Prepositions:** They were upset because of the delay.

**Conjunction:** They were upset because they were delayed.

**Prepositions:** Despite the rain, we enjoyed ourselves.

**Conjunction:** Although it rained, we enjoyed ourselves.

**Preposition:** We stayed indoors during the storm.

**Conjunction:** We stayed indoors while the storm raged.

**Preposition:** It looks like rain.

**Conjunction:** It looks as if it will rain.

#### IV. Sub-Ordinating Conjunctions

A sub-ordinating conjunction joins a clause to another on which it depends for its full meaning.

- (a) A sub-ordinate conjunction may introduce clauses which are used like noun e.g., – that
  - He told me **that** he would be late.
- (b) A sub-ordinate conjunction may introduce clauses which are used like adverbs expressing time, place, manner, cause or reason, purpose, result, condition, concession and comparison.

The main subordinating conjunctions are: After, if, that, because, though, although, till, before, unless, as, when, where, whence, while, whereas, however, since, still etc. Subordinating conjunction may be classified according to their meaning as follows:

1. **Time:** Whenever, while, after, before, since, as, till, as soon as, as long as, no sooner ... than, when etc. show time; as,
  - (i) We went home **after** the function was over.
  - (ii) Many things have happened **since** I saw you.
  - (iii) Please wait here **till** the postman comes.
2. **Place:** Where, whereas, whence, whither, wherever etc. tell the place; as,
  - (i) Keep it **wherever** you like.
  - (ii) He went **where** his fancy led him.
  - (iii) He found his watch **where** he had left it.
3. **Manner:** As, so far as, if, as far as, as if etc. show the manner; as,
  - (i) He may enter **as** he is a friend.
  - (ii) This is not true **so far as** I know.
4. **Cause or Reason:** It shows the cause of the function or the reason mainly by because, as, since, that, for etc.
  - (i) **As** he was late, he couldn't sit for the exam.
  - (ii) He **failed because** he did not work hard.
  - (iii) **Since** you wish it, it shall be done.
5. **Purpose:** That, lest, so that, in order, that etc. are the main words which show the purpose; as,
  - (i) He took an early bus **so that** he could reach in time for the meeting.
  - (ii) We eat **so that** we may live.
  - (iii) He held my hand, **lest** I should fall.
6. **Result:** So, ... that, such ... that, in consequence etc. show the result of the function; as,  
I am **so** tired **that** I can barely stand.  
The teacher spoke in **such** a low voice **that** the students could not hear him.
7. **Condition:** If, whether, unless, provided that, in case, so long etc. condition the function; as,
  - (i) You have to complete this work **whether** you like it or not.
  - (ii) You will not pass **unless** you work hard.
  - (iii) I will not tease you **in case** you obey me.



8. **Concession:** Though, although, even if show supposition/argument; as,  
 (i) I will give him another chance **though** he doesn't deserve it.  
 (ii) Duty is duty **although** there is nothing to be done by sitting till five.
9. **Comparison:** As ... as, as much as, so ... as, no less than, than etc. compare between two clauses or sentences; as,  
 (i) She is as clever **as** a fox.  
 (ii) Ram is stronger **than** his brother.

**Note:** Certain words are used both as Prepositions and Conjunctions.

<i>Preposition</i>	<i>Conjunction</i>
Stay <i>till</i> Monday.	We shall stay here <i>till</i> you return.
I have not met him <i>since</i> Monday.	We shall go <i>since</i> you desire it.
He died <i>for</i> his country.	I must stay here, <i>for</i> such is my duty.
The dog ran <i>after</i> the cat.	We came <i>after</i> they had left.
Everybody <i>but</i> Govind was present.	He tried, <i>but</i> did not succeed.
He stood <i>before</i> the painting.	Look <i>before</i> you leap.

## USAGE AND EXAMPLES OF CONJUNCTIONS

### 1. No sooner, hardly, scarcely:

**No sooner** is always followed by 'than'

**Scarcely** (or **hardly**) is always followed by 'before' (or **when**).

1. **No sooner** did we reach the station **than** the train started.

2. She had **hardly/scarcely** heard the news **when/before** she began to weep.

### 2. Unless, if:

'**Unless**' means 'if not'.

'**Unless**' must never be confused with 'if'. Don't use 'not' with 'unless'.

'**If**' can be followed by *not* if the sense demands it; as,

1. **Unless** you work very hard, you can't pass.

2. **If** you do not work very hard, you can't pass.

### 3. If is used to mean the following:

(i) **On the condition or supposition that; as,**

**If** he is there, I shall see him.

**If** that is so, I am content.

(ii) **Admitting that, as,**

**If** I am blunt, I am at least honest.

**If** I am poor, yet I am honest.

(iii) **Whether; as,**

I asked him **if** he would help me.

I wonder **if** he will come.

(iv) **Whenever; as,**

If I feel any doubt I inquire.

(v) **If is also used to express wish or surprise; as,**

If I only knew!

4. **Until (till), as long as (so long as), while:**

**Until (till):** up to the time when

(Both these words denote some *point of time*).

**As long as, so long as, while** = during the time that.

**These words denote 'period of time'.**

1. Go straight now **till** you reach the hospital and then turn left.
2. **Until** you told me, I had heard nothing of it.
3. She won't go away **till** you promise to help her.
4. Let us wait **till** the train stops.
5. **While** there is life, there is hope.
6. **As long as** there is life, there is hope.
7. **So long as** there is life, there is hope.

5. **Because, so that (in order that):**

'**Because**' is used to express a cause or reason.

**So that** (In order that) is used to express a purpose.

1. He failed **because** he did not work hard.
2. He worked hard **so that** he might win a scholarship.

6. **Since:**

**Since (when used as a conjunction) is:**

(a) *never preceded* by a Verb in the Past Indefinite Tense.

(b) *always followed* by a Verb in the Past Indefinite Tense.

1. Two years have passed **since** he *came* here.
2. It is two weeks **since** my examinations *were* over.

7. **Before, if, until:**

**unless, while, when, etc.** are *Temporal Conjunctions*.

They are never followed by a Verb in the *Future Tense*.

1. I *will* help him **if** he come to me.
2. The crops *will* die **before** the rains fall.
3. I *shall* not let you go **until** you *pay* back my money.
4. I *shall* give him your message **when** he *comes* here.

8. **That:**

This conjunction is never used before a sentence in *Direct Narration*. It is also not used before *Interrogative* Adverbs or Pronouns in *Indirect Narration*. That, as a Conjunction, retains much of its force as a Demonstrative Pronoun. Thus the sentence 'I am told that you are miserable' may be transposed into 'You are miserable: I am told that.'



**That** is used:

- (i) To express a Reason or Cause, and is equivalent to *because, for that, in that; as*.  
Not that I loved Caesar less, but *that* I loved Rome more.  
He was annoyed *that* he was contradicted.
- (ii) To express a Purpose, and is equivalent to **in order that; as**,  
We sow **that** we may reap.

**9. Lest:**

**This conjunction is always followed by the auxiliary 'should'.**

- (i) Walk fast **lest** you *should* miss the train.
- (ii) I did not talk to him **lest** he *should* become angry.

**10. Only:**

Only as a Conjunction, means *except that, but, were it not (that); as*,

- (i) A very pretty woman, **only** she squints a little.
- (ii) The day is pleasant, **only** rather cold.
- (iii) He does well, **only** that he is nervous at the start.
- (iv) I would go with you, **only** I have no money.

## EXERCISES WITH SOLUTION

**A. Complete each sentence using the subordinating conjunction from the parenthesis:**

1. Vishu visit the Mugal garden \_\_\_\_\_ she goes to Agra. (once, whenever, wherever)
2. This is the place \_\_\_\_\_ we enjoyed our childhood. (where, when, how)
3. \_\_\_\_\_ you win first place, you will receive a prize. (wherever, if, unless)
4. You won't crack the examination \_\_\_\_\_ you study hard. (when, if, unless)
5. I could not get front seat, \_\_\_\_\_ I came at 6:00 am. (as, though, when)
6. We are not leaving Delhi \_\_\_\_\_ my mother called me twice. (if, whether, though)
7. Pay attention to your work \_\_\_\_\_ you will not make mistakes. (so that, unless, or)
8. The musicians delivered a rousing performance \_\_\_\_\_ they had rehearsed often. (though, as, once)
9. She's honest \_\_\_\_\_ everyone trusts her. (if, so, when)
10. Write it properly \_\_\_\_\_ leave it. (or, when, lest)

**B. Complete each sentence using the correct correlative conjunction pair from the parenthesis:**

1. I will meet my cousin \_\_\_\_\_ in June \_\_\_\_\_ in July this year. (whether/or, either/or, as/if)
2. \_\_\_\_\_ I'm feeling sad \_\_\_\_\_ happy, I try to keep myself cool in every situation. (either/or, whether/or, when/I'm)
3. \_\_\_\_\_ had I taken my shoes off \_\_\_\_\_ I found out we had to leave again. (no sooner / than, rather / than, whether / or)
4. \_\_\_\_\_ only is dark chocolate delicious, \_\_\_\_\_ it can be healthy. (whether / or, not / but, just as./ so)

5. \_\_\_\_\_ I have salad for dinner, \_\_\_\_\_ I can have ice cream for dessert. (if/ then, when/than, whether/or)
6. \_\_\_\_\_ flowers \_\_\_\_\_ trees grow during warm weather. (not only/or, both/ and, not/but)
7. \_\_\_\_\_ do we enjoy summer vacation, \_\_\_\_\_ we enjoy winter break. (whether/ or, not only/but also, either/or)
8. Learning a foreign language is \_\_\_\_\_ easy \_\_\_\_\_ difficult. (not/but, both/ and, either/or)
9. It's \_\_\_\_\_ going to rain \_\_\_\_\_ snow tonight. (as/if, either/or, as/as)
10. This orange is \_\_\_\_\_ sweet \_\_\_\_\_ sour. (often/and, neither/nor, both/ and)

**C. Complete each sentence using the correct coordinating conjunction from the parenthesis:**

1. My house has lawn \_\_\_\_\_ swimming pool. (but, or, and)
2. They hate to listen to loud music, \_\_\_\_\_ they love to listen pop singers. (but, nor, or)
3. Ram wanted to drive to Agra, \_\_\_\_\_ Shyam insisted that they should fly. (and, or, but)
4. I'm afraid of heights, \_\_\_\_\_ I appreciate the view from the top of this building. (and, yet, nor)
5. I have to be on time, \_\_\_\_\_ my boss will be annoyed if I'm late. (and, nor, for)
6. Do you like chocolate \_\_\_\_\_ vanilla ice cream better? (or, nor, and)
7. I have to go to work at six, \_\_\_\_\_ I'm waking up at four. (but, so, yet)
8. I was on time, \_\_\_\_\_ everyone else was late. (so, but, for)
9. Meera doesn't like to drive, \_\_\_\_\_ she takes the bus everywhere. (but, yet, so)
10. Our trip to the museum was interesting, \_\_\_\_\_ there were several new artifacts on display. (but, for, yet)

**D. Complete each sentence using the correct coordinating conjunctive adverb from the parenthesis:**

1. Vishakha wore her rain boots; \_\_\_\_\_, her feet stayed dry during the storm. (however, therefore, on the other hand)
2. I love the color red; \_\_\_\_\_, this shade seems a little too bright. (therefore, nonetheless, in fact)
3. You have to be on time; \_\_\_\_\_, you'll miss the train. (nonetheless, however, otherwise)
4. Seema likes to read; \_\_\_\_\_, her sister Rama prefers to watch TV. (however, in contrast, again)
5. She really wanted to eat ice cream; \_\_\_\_\_, she had a salad. (however, likewise, instead)
6. We were working hard; \_\_\_\_\_, Aman and Ankit were lounging by the pool. (meanwhile, instead, therefore)
7. He is a weak leader; \_\_\_\_\_, he has plenty of supporters. (otherwise, moreover, nevertheless)



8. She has an incredible voice; \_\_\_\_\_, she will go far in her music career. (otherwise, undoubtedly, similarly)
9. Neha wanted to make pie but didn't have apples; \_\_\_\_\_, she decided to bake a cake. (therefore, namely, in contrast)
10. We had hoped to go to Shimla \_\_\_\_\_, we ended up in Delhi. (otherwise, instead, again)

**ANSWERS****A**

- |             |            |       |           |           |
|-------------|------------|-------|-----------|-----------|
| 1. whenever | 2. where   | 3. If | 4. unless | 5. though |
| 6. whether  | 7. so that | 8. as | 9. so     | 10. or    |

**B**

- |              |                   |                      |            |
|--------------|-------------------|----------------------|------------|
| 1. either/or | 2. whether/or     | 3. no sooner/than    | 4. not/but |
| 5. if/then   | 6. both/and       | 7. not only/but also | 8. not/but |
| 9. either/or | 10. neither / nor |                      |            |

**C**

- |        |        |        |        |         |
|--------|--------|--------|--------|---------|
| 1. and | 2. nor | 3. but | 4. yet | 5. for  |
| 6. or  | 7. so  | 8. but | 9. so  | 10. for |

**D**

- |              |                 |                |              |             |
|--------------|-----------------|----------------|--------------|-------------|
| 1. therefore | 2. nonetheless  | 3. otherwise   | 4. contrast  | 5. instead  |
| 6. meanwhile | 7. nevertheless | 8. undoubtedly | 9. therefore | 10. instead |

**EXERCISES FOR PRACTICE****A. Point out the Conjunctions in the following sentences, and state whether they are Coordinating or Subordinating:**

1. You will not succeed unless you work harder.
2. I waited till the train arrived.
3. You will get the prize if you deserve it.
4. Do not go before I come.
5. Since you say so, I must believe it.
6. I shall be vexed if you do that.
7. I did not come because you did not call me.
8. He is richer than I am.
9. Catch me if you can.
10. He deserved to succeed, for he worked hard.
11. Neither Alice nor Mary has come.
12. She speaks English as well as Spanish.
13. I like him because he is very sincere.
14. Though he worked hard, he did not win.

15. She is ill but she is cheerful.
16. Though it was raining we decided to go out.
17. The piper played and the children danced.
18. James works hard whereas his brother is lazy.
19. I went to the shop and bought some vegetables.
20. You must start at once; otherwise you will be late.
21. He must be tired because he has been working since morning.

**B. Complete the sentence with suitable conjunctions:**

1. The man is poor. He is honest.
2. She was cooking food. She was humming a tune.
3. He failed. He didn't work hard.
4. He worked hard. He failed.
5. He will pass the exam. He has worked hard.
6. The teacher solved the sum. Only then did we understand.
7. I locked the door. I heard a knock at the door.
8. I understand your point of view. I can not agree to your proposal.
9. Ram was present there. Lakshman was present there.
10. He was annoyed. He kept quiet.

**C. Fill in the blanks of the passage with suitable conjunctions:**

Motivation is an important factor \_\_\_\_\_ encourages persons to give their best \_\_\_\_\_ helps in reaching the goals. A strong positive motivation will \_\_\_\_\_ enable the increased output of employees \_\_\_\_\_ bring harmony at the work place. Motivation is the core of management \_\_\_\_\_ shows that every human being seeks self work. The performance of the employees is reduced \_\_\_\_\_ of negative motivation.

**D. Fill in the blanks with suitable conjunctions:**

1. Man proposes \_\_\_\_\_ God disposes.
2. Two \_\_\_\_\_ two make four.
3. I wonder \_\_\_\_\_ he is late.
4. He was honoured \_\_\_\_\_ of his bravery.
5. The rehearsal will be postponed \_\_\_\_\_ it rains.
6. Wait here \_\_\_\_\_ I return.
7. Make hay \_\_\_\_\_ the sun shines.
8. Take care \_\_\_\_\_ you fall.
9. He is clever \_\_\_\_\_ crafty.
10. I ate clever \_\_\_\_\_ butter.
11. Call the taxi \_\_\_\_\_ you are ready.
12. \_\_\_\_\_ I had learned to drive, I felt more independent.



13. Gaurav had started preparing for the entrance test \_\_\_\_\_ his father died.
14. \_\_\_\_\_ my mother \_\_\_\_\_ I like eating noodles.
15. I am undecided \_\_\_\_\_ to go home \_\_\_\_\_ stay overnight in my friends place.

**E. Complete the following sentences:**

- |  |                                      |
|--|--------------------------------------|
| 1. I went to the book-shop and _____     | 2. You can not prosper unless _____  |
| 3. As it was raining _____               | 4. If you don't like tea _____       |
| 5. He must come in time, otherwise _____ | 6. I don't know if _____             |
| 7. You can not go if _____               | 8. It was very hot, therefore _____  |
| 9. I wrote to him that _____             | 10. We must love everyone, for _____ |
| 11. Don't go out in the sun lest _____   | 12. Though he is very rich _____     |
| 13. Kiran as well as her friends _____   | 14. You must work hard or _____      |
| 15. Either Mohan or his brother _____    |                                      |

**F. Fill each blank in the following sentences with the appropriate Conjunction:**

1. Is his son an engineer \_\_\_\_\_ a doctor?
2. \_\_\_\_\_ we were late, \_\_\_\_\_ we were able to get the tickets for the show.
3. Could you please wait \_\_\_\_\_ my mother able to get the tickets for the show.
4. The invigilator would not allow me to enter the examination room \_\_\_\_\_ I produced my identity card.
5. He is taller \_\_\_\_\_ you.
6. My sister writes English well \_\_\_\_\_ she can't speak it fluently.
7. Hurry up, \_\_\_\_\_ we shall be late.
8. I can lend you this book \_\_\_\_\_ you will return it to me tomorrow.
9. The farmers returned home ..... the sun had set.
10. Look ..... you leap.
11. 'It is better to rule in hell ..... to serve in heaven'.
12. I tried my best ..... I could not succeed.
13. .... you don't carry out my orders, you will have to give up the job.
14. Slow ..... steady wins the race.
15. One must work ..... starve.

**G. Fill each blank in the following sentences with a suitable Conjunction:**

1. .... you are in doubt, you must look up the word in a dictionary.
2. The wound bled so profusely ..... the soldier fainted.
3. .... I am tired, I cannot work any more.
4. Strike the iron ..... it is hot.
5. Chitra ..... her sister is a good singer.
6. A fox saw some grapes ..... were hanging from a tree.

7. He completed his studies ..... returned home.
8. Hurry up, ..... we shall be late.
9. I wrote many letters ..... he did not answer any of them.
10. .... he gets a small salary, he cannot live in a good house.
11. The teacher entered the class ..... began to teach.
12. He worked hard ..... could not succeed.
13. It is better to rule in hell ..... to serve in heaven.
14. He neither came, ..... sent any message.
15. I am busy, ..... I shall find some time for you.

□□□

AKC TECHNICAL CLASSES



# 4

## Chapter

## Tenses

Tense tells about the time of action when it happens. There are three main tenses: present, past, and future. Each main tense is divided into simple (Indefinite), progressive (continuous), perfect, and perfect progressive (perfect continuous) tenses.

The below mentioned table will help to understand the tenses at a glance. Verb 'finish' is chosen to exemplify each type of tense.

	<i>Present</i>	<i>Past</i>	<i>Future</i>
Simple	finish	finished	will finish
Progressive	am/is/are finishing	was/were finishing	will be finishing
Perfect	have/has finished	had finished	will have finished
Perfect Progressive	have/has been finishing	had been finishing	will have been finishing

### I. Present Indefinite Tense

#### I.(a). Simple Present (To be and To have) Tense

(a) **Rule:** It doesn't use main verb other than 'be verb' (is/are/am) or 'have verb' (has/have).

Singular subject	→ is	has
Plural subject	→ are	have
I	→ am	have

(b) **Use:** It is used to speak about your profession, caste, status, relation, nationality, presence (somewhere), designation, possessions etc.

(c) **Examples:**

1. He is a teacher.
2. I am an OBC candidate.
3. They are middle class people.
4. She is my mother.
5. I am Indian.
6. You have two diaries and many pens.
7. I am in Nainital now-a-days.
8. She is very charming.

### I.(b). Present Indefinite Tense

(a) **Rule:** Based form (I form of verb) is used.

Singular subject	→ Is/es form (Affirmative sentence)	does not + I (Negative sentence)
Plural subject/you/I	→ I form (Affirmative sentence)	do not + I (Negative sentence)

SUBJECT + I FORM OF VERB + IS/ES FORM OF VERB + .....

SUBJECT + DO/DOES + NOT + I FORM OF VERB + .....

(Question word) + Do/Does + subject + Not + I form of verb + .....

**Note:** Words in the brackets are used when required.

(b) **Use:** It is used state general routine (at present), habitual actions, Universal truths, general happenings etc.

(c) **Examples:**

1. Students waste their time on mobiles.
2. We usually submit our assignments on time.
3. He does not play well during tournament.
4. Do they take care their neighbours?
5. Does Hanu not speak the truth?

**Signals for present Indefinite tense**

all the time	every month	often
always	every semester	rarely
every class	every week	sometimes
every day	every year	usually
every holiday	most of the time	
every hour	never	

### SIMPLE PAST TENSE/PAST INDEFINITE

(a) **Rule:**

- SUB + VERB IInd FORM + .....
  - SUB + DID + NOT + VERB Ist FORM + .....
  - (QUESTION WORD) + DID + SUB + (NOT) + VERB Ist FORM + .....?
- (Words written in brackets are used when required.)

(b) **Use:** The PAST TENSE indicates that an action is in the past.

1. when the time period has finished: "We **went** to Shimla last winter."
2. when the time period is definite: "We **visited** Mom last week."
3. when the action is finished: "I **worked** with the CBI for two months."
4. when an action took place on (not repeated).



**(c) Examples:**

1. He went to market to purchase sweets for guests.
2. They lent me some money.
3. He entered room after listening music.
4. She danced in 'Youth Festival'.
5. Ashok and Meena did not complain to Principal.
6. We did not won the match.
7. Did you reached school on time?
8. Where did I see this picture?

**SIMPLE FUTURE TENSE/FUTURE INDEFINITE**

**(a) Rule:**

- SUBJECT + WILL/SHALL + VERB 1st FORM + .....
  - SUBJECT + WILL/SHALL + NOT + VERB 1st FORM + .....
  - (QUESTION WORD) + WILL/SHALL + SUB + (NOT) + VERB 1st FORM + .....?
- (Words written in brackets are used when required.)*

**(b) Use:** The FUTURE TENSE indicates that an action is in the future. There are no inflected forms for the future in English. It employs the helping verbs 'will' or 'shall' with the base form of the verb:

**(c) Examples:**

1. She will leave soon.
2. We shall overcome.
3. I will not tease any one in my life.
4. Shall we visit Sai Temple today evening?
5. Why will you go to Delhi.
6. Sivam will not pluck the flowers.

**EXCEPTIONS (FUTURE EXPRESSIONS)**

Some other expression of future tense

1. He is going to faint.
2. I am leaving later today.
3. He is about to die.
4. He is liable to get in trouble.
5. She is certain to do well in college

## PRESENT PROGRESSIVE TENSE/CONTINUOUS TENSE

### (a) Rule:

- SUBJECT + IS/ARE/AM + VERB '-ING' + .....
  - SUBJECT + IS/ARE/AM + NOT + VERB '-ING' + .....
  - (QUESTION WORD) + IS/ARE/AM + SUB + (NOT) + VERB '-ING' + .....?
- (Words written in brackets are used when required.)

(b) Use: The PRESENT PROGRESSIVE TENSE indicates continuing action, something going on now.

### (c) Examples:

1. I **am buying** Diwali gift for my family.
2. She **is working** through the holiday break also.
3. We **are not spoiling** your game .
4. **Are they going** to Vaishno Devi?
5. **Is he not replying** to this teacher?
6. **Am I not fixing** this problem?

The present progressive can also suggest that an action is going to happen in the future.

### (c) Examples:

1. The team **is arriving** in two hours (Future expression)
2. He's **moving** to Delhi this summer (Future Expression)

## PAST PROGRESSIVE TENSE/CONTINUOUS TENSE

### (a) Rule:

- SUBJECT + WAS/WERE + VERB '-ING' + .....
  - SUBJECT + WAS/WERE + NOT + VERB '-ING' + .....
  - (QUESTION WORD) + WAS/WERE + SUB + (NOT) + VERB '-ING' + .....?
- (Words written in brackets are used when required.)

(b) Uses: The PAST PROGRESSIVE TENSE indicates continuing action, something that was happening, going on, at some point in the past.

### (c) Examples:

1. I **was riding** my bike all day yesterday.
2. Ramesh **was being** a terrible role model for his younger brother.
3. Vidyotama **was testing** the knowledge of Kalidas.
4. She **was watering** the plant in the evening.
5. They **were not laughing** at his helplessness.
6. **Were we not applying** ointment on our knees?



The past progressive indicates a limited duration of time and is thus a convenient way to indicate that something took place (in the simple past) while something else was happening:

1. Anuj lost his watch while he was running.

The past progressive can express incomplete action.

2. I was sleeping on the couch when Ram smashed through the door.

(as opposed to the simple past, which suggests a completed action:

## FUTURE PROGRESSIVE TENSE/CONTINUOUS TENSE

### (a) Rule:

- SUBJECT + WILL/SHALL + BE + VERB '-ING' + .....
  - SUBJECT + WILL/SHALL + NOT + BE + VERB '-ING' + .....
  - (QUESTION WORD) + WILL/SHALL + SUB + (NOT) + BE + VERB '-ING' + .....?
- (Words written in brackets are used when required.)

(b) Use: The FUTURE PROGRESSIVE TENSE indicates continuing action, something that will be happening, going on, at some point in the future.

### (c) Examples:

1. I **will be running** in next year's Marathon.
2. The President **will be winning** the election by November.
3. Siddhu **will be arranging** money for operation.
4. Sakshi **will not be preparing** her speech.
5. **Will you not be allowing** student's entry?
6. **Will they be giving** there performance on stage?

Generally, progressive forms occur only with what are called dynamic verbs and not with stative verbs.

## PRESENT PERFECT TENSE

### (a) Rule:

- SUBJECT + HAS/HAVE + VERB IIIrd FORM + .....
  - SUBJECT + HAS/HAVE + NOT + VERB IIIrd FORM + .....
  - (QUESTION WORD) + HAS/HAVE + SUB + (NOT) + VERB IIIrd FORM + .....?
- (Words written in brackets are used when required.)

(b) Use: The PRESENT PERFECT TENSE indicates either that an action was completed (finished or "perfected") at some point in the past or that the action extends to the present:

### (b) Examples:

1. I **have walked** two miles already [but I'm still walking].

2. I **have run** the Marathon [but that was some time ago].
3. The critics **have praised** the film 'Mission Mangal' since it came out [and they continue to do so].
4. Sangeeta **has not completed** her all assignments.
5. **Have you visited** your friend in hospital?
6. **Has Kavita not thrown** your torn clothes?

### DISCUSSION

The choice between Present Perfect and Simple Past is often determined by the adverbial accompanying the verb. With adverbs referring to a period gone by, we would use the simple past:

1. I **studied** all night/yesterday/on Wednesday. (Simple Past)
2. I **have studied** up to now/lately/already. (Present Perfect)
3. I **worked/have worked** hard today. (Present Perfect)
4. The company's current CEO **has lied** repeatedly to her employees. (Present Perfect)
5. Washington **encouraged** his troops. (Simple Past)
6. Mohan **has worked** with some of the best chefs of India [in the course of his long and continuing career]. (Present Perfect)
7. Ram **worked** with Ratan Tata [when he lived in Mumbai]. (Simple Past)

### PAST PERFECT TENSE

#### (a) Rule:

- SUBJECT + HAD + VERB IIIrd FORM + .....
  - SUBJECT + HAD + NOT + VERB IIIrd FORM + .....
  - (QUESTION WORD) + HAD + SUBJECT + (NOT) + VERB IIIrd FORM + .....?
- (Words written in brackets are used when required.)*

(b) Use: The PAST PERFECT TENSE indicates that an action was completed (finished or "perfected") at some point in the past **before something else happened**.

#### (c) Examples:

1. I **had walked** two miles by lunchtime.
2. I **had run** three other marathons before entering World Athletics 2018.
3. Before the arrival of chief guest we **had not started** prayer.
4. **Had they not finished** their task before the sun-set?
5. Vinod **had not learnt** swimming until class 10<sup>th</sup>.
6. **Had Panini left** the job before your joining?



## FUTURE PERFECT TENSE

### (a) Rule:

- SUBJECT + WILL/SHALL + HAVE + VERB IIIrd FORM + ..... .
  - SUBJECT + WILL/SHALL + NOT + HAVE + VERB IIIrd FORM + ..... .
  - (QUESTION WORD) + WILL/SHALL + SUBJECT + (NOT) + HAVE + VERB IIIrd FORM + ..... ?
- (Words written in brackets are used when required.)*

(b) **Use:** The FUTURE PERFECT TENSE indicates that an action will have been completed (finished or “perfected”) at some point in the future. This tense is formed with “will” plus “have” plus the past participle of the verb (which can be either regular or irregular in form):

### (c) Examples:

1. I **will have spent** all my money by this time next year.
2. I **will have run** successfully by the end of this year.
3. Shikha **will not have enrolled** 300 students in the role by November 2019.
4. **Will you have found** your friend due to your powerful contacts?
5. **Will I not have won** this competition?
6. He **will have mastered** piano by the finishing of his course.

## PRESENT PERFECT PROGRESSIVE/CONTINUOUS TENSE

### (a) Rule:

- SUBJECT + HAS/HAVE + BEEN + VERB ‘-ING’ + ..... + SINCE/FOR + TIME.
  - SUBJECT + HAS/HAVE + NOT + BEEN + VERB ‘-ING’ + ..... + SINCE/FOR + TIME.
  - (QUESTION WORD) + HAS/HAVE + SUBJECT + (NOT) + BEEN + VERB ‘-ING’ + ..... + SINCE/FOR + TIME?
- (Words written in brackets are used when required.)*

(b) **Use:** The PRESENT PERFECT PROGRESSIVE TENSE indicates a continuous action that has been finished at some point in the past or that was initiated in the past and continues to happen. The action is usually of limited duration and has some current relevance:

### (c) Examples:

1. She **has been running** since 8:30 a.m.
2. It **has just been raining** for three hours.
3. I **have been working** in the garden all morning.
4. Jatin **has been painting** that house for as long as I can remember.
5. **Have they been practicing** drama for two hours?
6. He **has not been lecturing** since 2:00 p.m.

## PAST PERFECT PROGRESSIVE/CONTINUOUS

### (a) Rule:

- SUBJECT + HAD + BEEN + VERB '-ING' + ..... + SINCE/FOR + TIME.
- SUBJECT + HAD + NOT + BEEN + VERB '-ING' + ..... + SINCE/FOR + TIME.
- (QUESTION WORD) + HAD + SUBJECT + (NOT) + BEEN + VERB '-ING' + ..... + SINCE/FOR + TIME?

*(Words written in brackets are used when required.)*

(b) Use: The PAST PERFECT PROGRESSIVE TENSE indicates a continuous action that was completed at some point in the past.

### (c) Examples:

1. I **had been working** in the garden all morning.
2. Ram **had been painting** his house for weeks, but he finally gave up.
3. **Had** principal **been rejecting** the same proposal for two years?
4. Officers **had not been following** rules since their joining.
5. **Had** Pardhan **been troubling** villagers for many years?

## FUTURE PERFECT PROGRESSIVE/CONTINUOUS

### (a) Rule:

- SUBJECT + WILL/SHALL + HAVE + BEEN + VERB '-ING' + ..... + SINCE/FOR + TIME.
- SUBJECT + WILL/SHALL + NOT + HAVE + BEEN + VERB '-ING' + ..... + SINCE/FOR + TIME.
- (QUESTION WORD) + HAS/HAVE + SUBJECT + (NOT) + BEEN + VERB '-ING' + ..... SINCE/FOR + TIME?

*(Words written in brackets are used when required.)*

(a) Use: The FUTURE PERFECT PROGRESSIVE TENSE indicates a continuous action that will be completed at some point in the future.

### (c) Examples:

1. Next Thursday, I **will have been working** on this project for three years.
2. Your partner **will have been utilizing** all the resources for many weeks.
3. Jahnvi **will have been covering** all the topic in the class since 9:30 am.
4. Rama **will have been capturing** beautiful scenes of Amravati forest for 30 minutes.



## EXERCISES WITH ANSWERS

## A. Put the verbs into the correct tense (simple present or present progressive)

1. Look! Sara (go) \_\_\_\_\_ to the movies.
2. On her right hand, Sara (carry) \_\_\_\_\_ her handbag.
3. The handbag (be) \_\_\_\_\_ very beautiful.
4. Sara usually (put) \_\_\_\_\_ on black shoes but now she (wear) \_\_\_\_\_ white trainers.
5. And look, she (take) \_\_\_\_\_ an umbrella because it (rain) \_\_\_\_\_.

## B. Put the verbs into the correct tense (simple past or past perfect)

1. When he (wake up) \_\_\_\_\_, his mother (already/prepare) \_\_\_\_\_ breakfast.
2. We (go) \_\_\_\_\_ to Shimla because our friends (invite) \_\_\_\_\_ us.
3. He (hear) \_\_\_\_\_ the news, (go) \_\_\_\_\_ to the telephone and (call) \_\_\_\_\_ a friend.
4. When she (start) \_\_\_\_\_ learning English she (already/learn) \_\_\_\_\_ French.
5. Sheena (already/type) \_\_\_\_\_ three pages when her computer (crash) \_\_\_\_\_.
6. By the time the doctor (arrive) \_\_\_\_\_ at the house the patient (die) \_\_\_\_\_.
7. Before that day we (never/think) \_\_\_\_\_ of traveling to Kerala.
8. I (know) \_\_\_\_\_ him a long time before I (meet) \_\_\_\_\_ his family.
9. They (not/know) \_\_\_\_\_ where to meet because nobody (tell) \_\_\_\_\_ them.
10. It (be) \_\_\_\_\_ cloudy for days before it (begin) \_\_\_\_\_ to rain.

## C. Put the verbs into the correct tense (simple past or present perfect).

1. I (just/finish) \_\_\_\_\_ my homework.
2. Meera (already/write) \_\_\_\_\_ five letters.
3. Tarun (move) \_\_\_\_\_ to his home town in 1994.
4. My friend (be) \_\_\_\_\_ in Calcutta two years ago.
5. I (not/be) \_\_\_\_\_ to Punjab so far.
6. But I (already/travel) \_\_\_\_\_ to Lancedown a couple of times.
7. Last week, Meera and Parul (go) \_\_\_\_\_ to the cinema.
8. I can't take any pictures because I (not /buy) \_\_\_\_\_ a new film yet.
9. (they/spend) \_\_\_\_\_ their holidays Jaipur last summer?
10. (you/ever/see ) \_\_\_\_\_ a whale?

## D. Put the verbs into the correct tense (Simple Past or Past Progressive).

1. The receptionist (welcome) \_\_\_\_\_ the guests and (ask) \_\_\_\_\_ them to fill in the form.
2. The car (break) \_\_\_\_\_ down and we (have) \_\_\_\_\_ to walk home.
3. The boys (swim) \_\_\_\_\_ while the girls (sunbath) \_\_\_\_\_.

4. My father (come) \_\_\_\_\_ in, (look) \_\_\_\_\_ and (tell) \_\_\_\_\_ me to tidy up my room.
5. While one group (prepare) \_\_\_\_\_ dinner the others (collect) \_\_\_\_\_ wood for the campfire.
6. While the parents (have) \_\_\_\_\_ breakfast the children (run) \_\_\_\_\_ about.
7. Megha (turn) \_\_\_\_\_ off the light and (go) \_\_\_\_\_ to bed.

**E. Put the verbs into the correct tense (simple future or future perfect)**

1. Tomorrow I think I (start) \_\_\_\_\_ my new project.
2. I (finish) \_\_\_\_\_ it by the end of this month.
3. The teacher (probably/assign) \_\_\_\_\_ a test to his students next Monday.
4. He (correct) \_\_\_\_\_ it by the end of next week.
5. My friend (certainly/get) \_\_\_\_\_ a good mark.
6. By 9 o'clock, we (finish) \_\_\_\_\_ our homework.
7. They (leave) \_\_\_\_\_ the classroom by the end of the hour.
8. I think I (start) \_\_\_\_\_ my trip tomorrow.

**F. Point out the verbs in the following sentences and name their tenses.**

1. The birds flew up in the sky.
2. I will have to solve this problem.
3. It has been raining since yesterday.
4. She has written several short stories.
5. He is waiting for you at the door.
6. I am hoping to get a raise soon.
7. I will get plenty of rest.
8. I heard that he was coming.
9. I have been waiting for this opportunity.
10. The king had never before led his troops in battle.
11. He killed the snake with a stick.
12. By this time tomorrow, I shall have finished this job.
13. He takes great pride in his work.
14. If he is guilty, he will be punished.
15. The farmer is cutting the crop which has ripened.
16. I have solved the problem.
17. The patient had died before the doctor arrived.
18. It was raining.
19. They are waiting for our reply.
20. We decided to seek his opinion.



**ANSWERS****A**

1. is going      2. is carrying      3. is      4. puts, is wearing
5. is taking, is raining

**B**

1. woke up, had already prepared      2. went, had invited      3. heard, went, called
4. started, had already learned      5. had already typed, crashed      6. arrived, had died
7. had never thought      8. had known, met
9. did not know, had told      10. had been/'d been, began

**C**

1. have just finished      2. has already written      3. moved
4. was      5. have not been      6. have already traveled      7. went
8. have not bought      9. Did they spend      10. Have you ever seen

**D**

1. welcomed, asked      2. broke, had
3. were swimming, were sunbathing      4. came, looked, told
5. was preparing, were collecting      6. were having, were running
7. turned, went

**E**

1. will start      2. will have finished      3. will probably assign
4. will have corrected      5. will certainly get      6. will have finished
7. will have left      8. will start

**F**

1. Flew – simple past tense
2. Will have – future perfect tense
3. Has been raining – present perfect continuous tense
4. Has written – present perfect tense
5. Is waiting – present continuous tense
6. Am hoping – present continuous tense
7. Will get – simple future tense
8. Heard – simple past; was coming – past continuous tense
9. Have been waiting – present perfect continuous tense
10. Had led – past perfect tense
11. Killed – simple past tense
12. Shall have finished – future perfect tense
13. Takes – simple present
14. Is – simple present; will be punished – simple future tense (passive)

15. Is cutting – present continuous tense; has ripened – present perfect tense
16. Have solved – present perfect tense
17. Had died – past perfect; arrived – simple past tense
18. Was raining – past continuous tense
19. Are waiting – present continuous tense
20. Decided – simple past tense

## EXERCISES FOR PRACTICE

### A. Fill each blank with correct form of past tense.

1. The emergency meeting \_\_\_\_\_ a while ago. (end)
2. The pupil unintentionally \_\_\_\_\_ the window pane. (break)
3. When the telephone rang, no one \_\_\_\_\_ in the house. (to be)
4. The error in the notice \_\_\_\_\_ already. (correct)
5. If you had called, we \_\_\_\_\_ readily. (respond)
6. We \_\_\_\_\_ the good news last night. (receive)
7. How I wish I \_\_\_\_\_ the champion. (to be)
8. Arun \_\_\_\_\_ the riddle for the past hour before he decided to give up. (solve)
9. By the time the firemen came, the houses \_\_\_\_\_ to the ground. (raze)
10. All the stolen goods \_\_\_\_\_ by the police. (confiscate)
11. When Alia was a Guide, she always \_\_\_\_\_ our campfire. (join)
12. The shopkeeper \_\_\_\_\_ the door when the robbers appeared. (close)
13. Before the house owner reached home, the police \_\_\_\_\_. (arrive)
14. If you \_\_\_\_\_ us, we would have reserved the seat. (tell)
15. The scouts felt tired since they \_\_\_\_\_ for the past three hours. (trek).

### B. Fill each blank with correct form of tense.

1. The market \_\_\_\_\_ usually noisy in the morning. (to be)
2. The delivery man \_\_\_\_\_ the parcel already. (delivery)
3. The athletes \_\_\_\_\_ for Canada tomorrow. (leave)
4. Alia \_\_\_\_\_ her room for the past hour. (paint)
5. The breadman \_\_\_\_\_ to our housing estate every evening. (come)
6. Waqar \_\_\_\_\_ badminton since primary school. (play)
7. The meeting \_\_\_\_\_ due to lack of quorum. (postpone)
8. You are late. The bus \_\_\_\_\_ already. (leave)
9. Everyone \_\_\_\_\_ about Sania's achievement in the Beijing Olympics. (talk)
10. When in season, we \_\_\_\_\_ durians almost every other day. (eat)
11. Be patient. The circus \_\_\_\_\_ in a few minutes' time. (start)
12. Leela is not in. She \_\_\_\_\_ a seminar in Karnataka. (attend)
13. I \_\_\_\_\_ the orphan a number of times since I first met him. (help)
14. The eldest brother \_\_\_\_\_ the family since his father passed away. (support).



**C. Complete the following exercise with the correct form of the verbs in parentheses.**

1. Hi, I \_\_\_\_\_ (be) Mohan, a friend of Alia.
  2. Oh, yes. Alia \_\_\_\_\_ (mention) you the other day. Though you \_\_\_\_\_ (not look) like a detective.
  3. Well, that's good, I \_\_\_\_\_ (guess).
  4. I'm curious. Tell me, how \_\_\_\_\_ you \_\_\_\_\_ (decide) to become an undercover cop?
  5. Well, when I \_\_\_\_\_ (be) a kid, I \_\_\_\_\_ (love) to read detective novels. By the time I \_\_\_\_\_ (be) ten, I \_\_\_\_\_ (read) every book in the *Hardy Boys* series. I \_\_\_\_\_ (know) that I \_\_\_\_\_ (want) to go into law enforcement.
  6. But according to Asha, you \_\_\_\_\_ (attend) law school nowadays.
  7. Right. I \_\_\_\_\_ (get) married last month. I \_\_\_\_\_ (not mind) being on the police force when I \_\_\_\_\_ (be) single, but ever since I \_\_\_\_\_ (meet) Nisha, my wife, I \_\_\_\_\_ (want) to do something less dangerous.
  8. \_\_\_\_\_ (understand). By the way, \_\_\_\_\_ you \_\_\_\_\_ (have) any luck yet with those counterfeiters?
- 4. Fill "do", "does", "did", "was", "were", "will", "shall" and "are" in the blank:**
1. She \_\_\_\_\_ lazy this morning.
  2. They \_\_\_\_\_ sleepy last night.
  3. You \_\_\_\_\_ busy today.
  4. \_\_\_\_\_ she talk with her friend every day?
  5. They \_\_\_\_\_ playing on the playground now.
  6. My mother \_\_\_\_\_ not cook food yesterday.
  7. I \_\_\_\_\_ hungry yesterday.
  8. \_\_\_\_\_ we wear uniform every day?
  9. \_\_\_\_\_ he work hard last week?
  10. I \_\_\_\_\_ swim tomorrow.
  11. Nisha \_\_\_\_\_ not write a letter every month.
  12. Ram and Shyam \_\_\_\_\_ sitting at the back of the class.
  13. He \_\_\_\_\_ buy a new shirt tomorrow.
  14. The soldier \_\_\_\_\_ not carry the gun yesterday.
  15. \_\_\_\_\_ the dog bark every night?
  16. They \_\_\_\_\_ not like snakes.
  17. Sona \_\_\_\_\_ go to Patna next week.
  18. \_\_\_\_\_ Sanjay ride a bicycle every Sunday?
  19. \_\_\_\_\_ they catch fish tomorrow?
  20. Where \_\_\_\_\_ she live?

# PART-2

## Reading

**Chapter-5 : Synonyms and Antonyms**

**Chapter-6 : One Word Substitution**

**Chapter-7 : Prefixes and Suffixes**

**Chapter-8 : Reading Comprehension**



# 5

## Chapter

# Synonyms and Antonyms

### 1. SYNONYMS

The words having almost the same meaning are called synonyms. In fact, no two words has exactly the same sense. Initially they differ in their deep sense or the sense in which they are used. For example:

1. **Discover** means to find something existing but not known before (often a place or a scientific fact)  
e.g. Columbus *discovered* America.
2. **Invent** means to make up or produce for the first time (a new thing or an idea.)  
e.g. Graham Bell *invented* the telephone in 1876

Now learn these synonyms to improve your vocabulary :

Words (with their meaning)	Synonyms
1. abandon (छोड़ देना)	— give up, abdicate, forsake.
2. adept (प्रवीण)	— skilful, dexterous, expert, apt.
3. aid (सहायता)	— assistance, support, relief, help
4. apology (क्षमता-याचना)	— excuse, pardon, amends, regret.
5. adversity (मुसीबत)	— calamity, misery, misfortune.
6. ability (योग्यता)	— capacity, capability, talent, skill.
7. anger (क्रोध)	— rage, fury, wrath.
8. answer (उत्तर)	— reply, response, solution
9. arrogance (अभिमान)	— haughtiness, insolence, pride.
10. ascent (चढ़ाई)	— elevation, upswing, lift, rise.
11. attack (आक्रमण)	— assault, onslaught, aggression, invasion.
12. acknowledge (स्वीकार करना)	— accept, admit, express, confess.
13. actual (वास्तविक)	— real, current, effectual.
14. attain (प्राप्त करना)	— gain, achieve, acquire, succeed.
15. bane (शाप)	— curse, mischief, scourge, harm.

(Contd...)

16. banish (देश निकाला देना)	—	exile, dismiss, expel.
17. barbarous (असभ्य)	—	uncivilized cruel, savage, illiterate.
18. bear (सहन करना)	—	endure, tolerate, suffer.
19. belief (विश्वास)	—	faith, confidence, credence, trust.
20. banter (मजाक)	—	joke, ridicule, jest.
21. beautiful (सुन्दर)	—	delighting, gratifying, charming, lovely.
22. bold (साहसी)	—	courageous, fearless, valiant, bold.
23. benefit (लाभ)	—	profit, advantage, gain.
24. brave (वीर)	—	courageous, fearless, valiant, bold.
25. build (बनाना)	—	make, construct, erect.
26. busy (व्यस्त)	—	occupied, employed, engaged.
27. candid (स्पष्ट)	—	frank, straightforward, out spoken, blunt.
28. consolation (सान्त्वना)	—	solace, comfort
29. capture (पकड़ना)	—	apprehend, arrest, nab, seize.
30. constant (स्थिर)	—	firm, resolute, faithful, permanent.
31. champion (रक्षक)	—	defender, protector, supporter, victor
32. chaste (पवित्र)	—	virtuous, undefiled, clear, pure
33. clever (चतुर)	—	skilful, ingenious.
34. commend (प्रशंसा करना)	—	praise, applaud, approve, compliment.
35. conceal (छिपाना)	—	hide, shroud, disguise, veil.
36. concern (चिन्ता)	—	anxiety, solicitude, import, worry.
37. confess (स्वीकार करना)	—	acknowledge, avow, admit, own.
38. conflict (विवाद)	—	fight, strife, collision, clash.
39. conquer (जीतना)	—	overcome, vanquish, triumph, win.
40. considerate (विचारशील)	—	thoughtful, kind, humane, sympathetic.
41. contain (रखना, सम्बन्धित होना)	—	receive, include, comprise, hold.
42. crown (ताज)	—	dignity, skull.
43. contribute (सहायता)	—	subscribe, give, assist, help.
44. convict (अपराधी)	—	criminal, prisoner, captive.
45. copious (पर्याप्त)	—	adequate, abundant, plentiful, ample.
46. corrupt (भ्रष्ट)	—	demoralized, dishonest, pervert, debased.
47. command (आदेश देना)	—	order, control, restrain.
48. courage (साहस)	—	bravery, audacity, boldness, valour.
49. cultivate (उत्पन्न करना)	—	farm, develop, foster, grow, produce, evolve



50. cunning (धूर्त)	— witty, shrewd, sly, crafty.
51. curtail (कम करना)	— shorten, reduce, diminish, abate.
52. darling (प्रिय)	— beloved, lovable, dear.
53. daze (व्यग्र करना)	— stupefy, stun.
54. dead (मृत)	— deceased, obsolete, extinct, lifeless.
55. decide (निर्णय लेना)	— settle, determine, finalize, fix.
56. deduce (निष्कर्ष निकालना)	— conclude, reckon, derive, infer.
57. decent (शानदार)	— modest, proper, tolerable.
58. deed (कार्य)	— act, action, work, exploit, achievement.
59. defeat (पराजय)	— reject, frustrate, foil, baffle.
60. defer (स्थगित करना)	— delay, postpone, stay, suspend, delly, put off.
61. dejection (दुःख)	— depression, sorrow, despondency, grief.
62. deliberate (जानबूझकर)	— intentional, studied, thoughtful, coal.
63. delightful (आनन्ददायक)	— pleasing, enjoyable, alluring, charming.
64. deliver (बचात करना)	— relieve, redeem, discharge, rescue.
65. demolish (नष्ट करना)	— destroy, raze, wreck, wipe out.
66. denounce (शाप देना)	— censure, accuse, curse, decry.
67. depict (प्रदर्शित करना)	— delineate, exhibit, portray, show.
68. derogatory (अपमानजनक)	— discreditable, disparaging, defamatory, humiliating.
69. desolate (निर्जन)	— bleak, lonely, forlorn, barren.
70. despise (घृणा करना)	— disdain, dislike, detest, hate, scorn.
71. destination (लक्ष्य)	— goal, end, objective, target.
72. destroy (नष्ट करना)	— demolish, devastate, raze, ruin, ravage, pillage.
73. determination (दृढ़ निश्चय)	— resolution, decision, firm, judgement, will.
74. devotee (ईश्वर भक्त)	— enthusiast, worshipper, disciple, votary.
75. dexterious (चतुर)	— skilful, clever, adept, deft.
76. diminish (कम करना)	— lessen, reduce, dwindle, waive.
77. disaster (बर्बादी)	— calamity, misfortune, tragedy, catastrophe.
78. discard (ठुकरा देना)	— reject, eliminate, repudiate, abandon.
79. discord (कलह)	— strife, disagreement, dissension, contention.
80. discover (खोज करना)	— disclose, find, discern, reveal.

81. disgrace (अपमान)	—	degradation, humiliation, insult, dishonour.
82. display (प्रदर्शन)	—	exhibit, disclose, manifest, show.
83. dispute (विवाद)	—	argument, controversy, contention, quarrel.
84. distress (परेशान)	—	discomfort, grief, anxiety, trouble.
85. distribute (वितरित)	—	divide, scatter, apportion, classify.
86. diversity (विभिन्नता)	—	dissimilarity, variation, variety, difference.
87. divine (स्वर्गिक)	—	godlike, celestial, holy.
88. docile (विनम्र)	—	submissive, teachable, gentle
89. doubt (सन्देह)	—	suspense, hesitation, uncertainty.
90. drastic (तीक्ष्ण)	—	vigorous, powerful.
91. dreadful (भयानक)	—	fearful, horrible, awful, dire.
92. dull (मूर्ख)	—	monotonous, boring, stupid, blunt.
93. dynamic (गतिशील)	—	forceful, impelling, propulsive, vigorous.
94. earnest (गम्भीर)	—	serious, solemn, fervent, determined.
95. ebb (क्षय)	—	decline, decay.
96. ecstasy (आनन्द)	—	joy, rapture, enthusiasm, bliss.
97. edge (किनारा)	—	ridge, boundry, keenness.
98. effort (प्रयत्न)	—	attempt, endeavour, venture, trial.
99. emerge (आगे आना)	—	issue, appear, come forth, arise.
100. encourage (उत्साहित करना)	—	strengthen, embolden, animate, inspire.
101. endeavour (प्रयास करना)	—	attempt, strive, seek, struggle.
102. endure (जारी रखना)	—	continue, abide, sustain, last.
103. enemy (शत्रु)	—	opponent, adversary, antagonist, foe.
104. enormous (विशाल)	—	huge, stupendous, tremendous, excessive.
105. enthusiasm (उत्साह)	—	spirit, force, fervour, zeal.
106. entice (लुभाना)	—	allure, attract, tempt.
107. entreat (प्रार्थना करना)	—	request, implore, solicit, plead.
108. eradicate (उन्मूलन करना)	—	abolish, eliminate, exterminate, uproot.
109. erect (निर्माण करना)	—	rise, build, construct.
110. esteem (सम्मान)	—	respect, estimation honour, regard.
111. eternal (शाश्वत)	—	everlasting, immortal, perpetual, endless.
112. fabricate (बनाना)	—	build construct, invent, make up.
113. fade (धुँधला)	—	pale, languish, dim, vanish.



114. faint (मूर्छित)	— swoon, weaken, dim, fade.
115. fame (प्रसिद्ध)	— distinction, eminence, reputation, renown.
116. fatal (घातक)	— lethal, deadly, mortal, fateful.
117. fear (भय)	— alarm, danger, awe, dread.
118. fierce (हिंसक)	— ferocious, savage, violent, aggressive.
119. flaw (दोष)	— defect, imperfection, fault, mistake.
120. foil (विफल करना)	— frustrate, circumvent, balk, baffle.
121. foment (उत्तेजित करना)	— foster, encourage, excite.
122. forbid (मना करना)	— prohibit, ban, inhibit, interdict.
123. fortitude (साहस)	— courage, patience, endurance.
124. fury (क्रोध)	— rage, excitement, enthusiasm.
125. gap (दरार)	— cleft, blank, defect.
126. gift (उपहार)	— present, donation, contribution, bounty.
127. gloom (निराशा)	— dejection, shadow, obscurity, darkness.
128. glory (कीर्ति)	— fame, splendour, pride.
129. grief (दुःख)	— sorrow, affliction, distress, tribulation.
130. gruesome (भयानक)	— fearful, ghastly, hideous.
131. hard (कठिन)	— difficult, rough, firm, solid.
132. hardship (कठिनाई)	— difficulty, calamity, affliction, adversity.
133. haughty (घमण्डी)	— arrogant, overbearing, supercilious, proud.
134. haven (शरण)	— protection, refuge, sanctuary, shelter.
135. holy (पवित्र)	— pious, godly, saintly, blessed.
136. homage (श्रद्धांजलि)	— respect, veneration, tribute, reverence.
137. hope (आशा)	— anticipation, desire, expectation.
138. horror (भय)	— dread, disgust, terror.
139. hostage (सुरक्षा)	— security, guarantee, bond, pledge.
140. humane (सुरक्षा)	— merciful, tender, sympathetic, kind.
141. humble (दयालु)	— meek, modest, submissive, paltry.
142. hurt (चोट)	— injury, harm, wound.
143. ideal (आदर्श)	— example, model, paragon, perfect.
144. idle (आलसी)	— inactive, unemployed, useless, futile.
145. ignoble (नीच)	— vile, low, detestable, base.
146. illustrious (प्रसिद्ध)	— renowned, eminent, distinguished, famous.

147. image (प्रतिबिम्ब)	— form, metaphor, idea.
148. immense (विशाल)	— great, vast, tremendous, huge.
149. immortal (अमर)	— everlasting, divine, deathless, eternal, imperishable.
150. impediment (बाधा)	— hindrance, obstacle, obstruction, block.
151. incessant (अनन्त)	— endless, continual, unceasing, uninterrupted.
152. incite (उत्तेजित करना)	— urge, stir, provoke, instigate.
153. incise (नक्काशी करना)	— engrave, scribe.
154. independence (स्वतन्त्रता)	— freedom, self-reliance, self-liberty, government.
155. indifference (निष्क्रिय)	— neutrality, coldness, apathy, unconcern.
156. industrious (परिश्रमी)	— active, hardworking, diligent, assiduous.
157. infinite (अनन्त)	— boundless, limitless, timeless, endless.
158. jealous (ईर्ष्यालु)	— suspicious, envious.
159. jest (परिहास)	— joke, taunt, fun.
160. junk (कूड़ा-करकट)	— rubbish, refuse, trash, waste.
161. kill (मारना)	— murder, assassinate.
162. knave (दुष्ट)	— rogue, rascal, miscreant, scamp.
163. knit (मारना)	— tie, join, unite.
164. lack (कमी)	— deficiency, shortage, need, want.
165. languish (असफल होना)	— weaken, fade, decline, fail.
166. lazy (आलसी)	— slow, indolent, slothful, sluggish.
167. liberty (स्वतन्त्रता)	— freedom, independence, privilege.
168. lustre (चमक)	— shining, brightness, brilliance.
169. magnificent (शानदार)	— grand, splendid, superb, noble.
170. manifest (प्रदर्शित करना)	— bring forward, show, disclose, display.
171. marvel (आश्चर्य)	— wonder, surprise, miracle.
172. massacre (नरसंहार)	— killing, slaughter, carnage, butchery.
173. melancholy (खिन्न)	— dejected, sad, depressed, dispirited.
174. mourn (विलाप करना)	— grieve, bewail, bemoan, lament.
175. murk (धुँधला)	— misty, dark, gloomy.
176. mutiny (विद्रोह)	— rebellion, uprising, insurgence, revolt.
177. mysterious (रहस्यपूर्ण)	— baffling, inscrutable, obscure.



178. naughty (शरारती)	—	disobedient, mischievous, troublesome.
179. nefarious (दुष्ट)	—	unlawful, wicked, shameful, evil.
180. obligatory (आवश्यक)	—	compulsory, necessary, unavoidable, imperative.
181. obscene (अश्लील)	—	idecent, filthy, disgusting.
182. obsolete (अप्रचलित)	—	extinct, outworn, antiquated, discarded.
183. obstacle (बाधा)	—	hindrance, barrier, obstruction, difficulty.
184. obtain (प्राप्त करना)	—	acquire, attain, get, procure.
185. obvious (स्पष्ट)	—	manifest, plain, clear, evident.
186. offence (अपमान)	—	affront, attack, wrong, insult.
187. officious (बाधक)	—	interfering, meddlesome, obtrusive, presumptuous.
188. oppressive (अत्याचारी)	—	tyrannical, cruel, onerous, grinding.
189. ordure (गाली-गलौच)	—	abuse, excrement, dung.
190. oust (नष्ट करना)	—	depose, evict, remove, dislodge.
191. outlaw (अपराधी)	—	bandit, criminal, fugitive, desperado.
192. outstanding (विशिष्ट)	—	prominent, eminent, exceptional, remarkable.
193. overcome (विजय पाना)	—	conquer, overthrow, surmount, defeat.
194. pact (समझौता)	—	treaty, agreement, accord, bargain.
195. pain (दुःख)	—	distress, suffering, penulty.
196. pardon (क्षमा करना)	—	forgive, excuse, tolerate, overlook.
197. part (भाग)	—	division, portion, share, side.
198. peak (चोटी)	—	top, apex, pinnacle, summit.
199. pensive (विचारशील)	—	thoughtful, endless, eduring, persistent.
200. perennial (चिरस्थायी)	—	everlasting, endless, eduring, persistent.
201. peril (खतरा)	—	danger, risk, hazard.
202. perpetual (अनन्त)	—	eternal, ceaseless, incessant, everlasting.
203. pierce (घाव)	—	wound, puncture, penetrate, bore.
204. plausible (तार्किक)	—	reasonable, believable, credible, defensible.
205. plead (प्रार्थना)	—	urge, assert, state, allege.
206. pledge (प्रतिज्ञा)	—	promise, oath, security, vow.
207. polite (विनम्र)	—	civil, courteous, refined, polished.
208. ponder (विचार करना)	—	think, reflect, deliberate, muse.

209. postpone (स्थगित करना)	—	delay, procrastinate, defer, shelve.
210. poverty (निर्धनता)	—	scarcity, need, indigence.
211. praise (प्रशंसा)	—	commendation, approval, applause.
212. pray (प्रार्थना करना)	—	implore, beg, request, entreat.
213. precarious (खतरनाक)	—	dangerous, insecure, risky, unsafe.
214. precious (मूल्यवान)	—	priceless, invaluable, dear, costly.
215. pressure (दबाव बल)	—	force, affliction, urgency.
216. prevent (रोकना)	—	hinder, restrain, stop, check.
217. prize (पुरस्कार)	—	award, trophy, medal, laureal.
218. probe (तलाश करना)	—	search, investigate, verify, explore.
219. proceed (आगे बढ़ना)	—	continue, move, advance, progress.
220. proficient (कुशल)	—	expert, skilful, adept.
221. prominent (प्रसिद्ध)	—	notable, distinguished, eminent, salient.
222. protect (रक्षा करना)	—	defend, guard, shield, save.
223. prudence (दूरदर्शिता)	—	foresight, discretion, carefulness, caution.
224. quarrel (झगड़ा)	—	dispute, controversy, wrangle.
225. quest (अन्वेषण)	—	search, examination, request.
226. question (प्रश्न)	—	interrogation, inquiry, doubt.
227. queer (विचित्र)	—	strange, odd, giddy, faint.
228. quiet (शान्त)	—	peaceful, serene, silent, tranquil.
229. quit (त्याग देना)	—	resign, leave, stop, abandon.
230. rage (क्रोध)	—	fury, wrath, craze, frenzy.
231. rabid (उन्मत्त)	—	violent, furious, mad.
232. raise (उठाना)	—	lift, incite, stir up, increase.
233. raze (नष्ट करना)	—	demolish, destroy, obliterate, level.
234. recover (प्राप्त करना)	—	regain, salvage, recuperate, redeem.
235. regard (सम्मान करना)	—	esteem, consider, respect, note.
236. release (स्वतन्त्र करना)	—	free, liberate, relinquish, give out.
237. reliable (विश्वसनीय)	—	trustworthy, dependable, responsible.
238. rescue (बचाव)	—	liberate, deliver, save, set free.
239. righteous (न्यायपरायण)	—	just, holy, upright.
240. rigid (कठोर)	—	stiff, strict, unyielding, inflexible.
241. rival (प्रतिद्वन्दी)	—	competitor, opponent, antagonist, contender.



242. rude (असभ्य)	—	barbaric, insolent, discourteous, uncivil.
243. ruin (वर्बादी)	—	destruction, wreck, downfall, perdition.
244. sacred (पवित्र)	—	holy, sacrosanct, consecrated, sanctified.
245. sapid (सरस)	—	savoury, tasteful, palatable.
246. savage (असभ्य)	—	wild, uncivilized, rude, barbarous.
247. scheme (योजना)	—	system, diagram, project
248. scorn (घृणा)	—	despise, contempt, derision, disdain.
249. scrupulous (सचेत)	—	cautious, doubtful, careful.
250. seize (पकड़ना)	—	grasp, capture, confiscate, arrest.
251. shake (हिलाना)	—	move, agitate, shiver, disturb.
252. soothe (राहत देना)	—	console, quiet, assuage, comfort.
253. splendid (शानदार)	—	magnificent, glorious, resplendent, gorgeous.
254. spontaneous (स्वैच्छिक)	—	instinctive, involuntary, natural, automatic.
255. spurious (असत्य)	—	false, spacious, sham.
256. stale (स्वादहीन)	—	tasteless, musty, inspid, decayed.
257. strange (विचित्र)	—	unusual, unfamiliar, odd, queer.
258. strife (झगड़ा)	—	dispute, contention, rivalry, discord
259. struggle (संघर्ष)	—	fight, strive, endeavour, battle.
260. summit (चोटी)	—	top, zenith, peak, apex.
261. target (लक्ष्य)	—	aim, mark, object, goal.
262. teach (सिखाना)	—	educate, inform, admonish.
263. tedious (थका देने वाला)	—	wearisome, boring, monotonous, dull.
264. thick (घना)	—	dense, compact, cloudy.
265. timid (शर्मीला)	—	shy, cowardly, timorous, diffident.
266. transient (क्षणिक)	—	momentary, short-lasting, unstable.
267. tremendous (विशाल)	—	huge, stupendous, colossal, extraordinary.
268. trust (विश्वास)	—	reliance, confidence, faith belief.
269. understanding (समझ)	—	discernment, insight, comprehension, perception.
270. unique (एकमात्र)	—	singular, matchless, unequalled, unprecedented.
271. uphold (बनाये रखना)	—	maintain, champion, approve, support.
272. uproar (कोलाहल)	—	tumult, hubbub, bedlam.

273. upset (अव्यवस्थित करना)	—	disorder, overturn.
274. urge (प्रार्थना करना)	—	plead, exhort, solicit, press.
275. vague (अस्पष्ट)	—	unclear, obscure, indefinite, indistinct.
276. vanish (गायब होना)	—	disappear, fade out, dissolve.
277. venture (साहस)	—	dare, risk, undertake, hazard.
278. vice (दुष्टता)	—	frailty, wickedness, degradation, sin.
279. victory (साहस)	—	conquest, success, winning, triumph.
280. view (दृश्य)	—	scene, sight, display.
281. vigilant (सतर्क)	—	alert, cautious, watchful, wary.
282. vigour (शक्ति)	—	force, energy.
283. waive (कम करना)	—	decrease, lessen, diminish, fade.
284. wedlock (विवाह)	—	marriage, matrimony.
285. wicked (दुष्ट)	—	evil, bad, heartless, cruel.
286. wisdom (बुद्धिमानी)	—	intelligence, prudence, foresight.
287. withhold (रोकना)	—	restrain, detain, suppress, holdback.
288. wreck (वर्बादी)	—	destruction, collision, crash, ruin.
289. wretched (दुःखी)	—	miserable, unfortunate, deplorable, mean.
290. yearn (इच्छा करना)	—	pine, grieve, long, hanker.
291. yield (उत्पन्न करना)	—	product, give in, succumb, produce.
292. zeal (उत्साह)	—	earnestness, enthusiasm, eagerness, passion.
293. zenith (चोटी)	—	top, summit, apex, climax.

## 2. ANTONYMS

The words opposite in meaning are called Antonyms.

For example— good (अच्छा) and bad (बुरा)

Learn the following Antonyms:

Words	Hindi Meaning	Antonyms
1. ability	योग्यता	inability
2. above	ऊपर	below
3. absurd	निरर्थक	reasonable
4. acceptance	स्वीकृति	rejection, refusal
5. accurate	शुद्ध	inaccurate
6. absence	अनुपस्थिति	presence
7. acquit	मुक्त करना	convict

(Contd...)



8. advance	आगे बढ़ना	retreat
9. advantage	लाभ	disadvantage
10. adversity	विपत्ति, विपन्नता	prosperity
11. agree	सहमत होना	disagree
12. ancient	प्राचीन	modern
13. armament	शस्त्रीकरण	disarmament
14. arrest	गिरफ्तार करना	free, release
15. arrangement	व्यवस्था	derangement
16. arrival	आगमन	departure
17. ascent	चढ़ाई	descent
18. ample	पर्याप्त	scanty, meagre
19. approval	स्वीकृति	disapproval
20. back	पीछे	front
21. barbaric	असभ्य	civil
22. barren	बंजर	fertile
23. beautiful	सुन्दर	ugly
24. beginning	आरम्भ	end
25. belief	विश्वास	disbelief
26. beneficial	लाभदायक	harmful, injurious
27. bravery	साहस	cowardice
28. blessing	वरदान, आशीर्वाद	curse
29. blunt	धारविहीन	sharp
30. boon	आशीर्वाद	bane
31. better	अधिक अच्छा	worse
32. busy	व्यस्त	idle
33. buy	खरीदना	sell
34. bold	साहसी	coward
35. care	परवाह करना	neglect
36. certain	निश्चित	uncertain
37. cautious	सावधान	negligent, reckless
38. cash	नकद	credit
39. cheerful	प्रसन्नचित्त	gloomy, pensive
40. civilized	सभ्य	savage, wild
41. compare	तुलना करना	contrast

42. complicated	जटिल	simple
43. concord	एकता	discord
44. confess	स्वीकार करना	deny
45. confidence	विश्वास	diffidence
46. courageous	साहसी	timid
47. consent	स्वीकृति	dissent
48. converge	एक केन्द्र से मिलना	diverge
49. creation	निर्माण	destruction
50. credit	धनी	debit
51. close	बन्द करना	open
52. dead	मृत	alive
53. death	मृत्यु	life
54. dear	महँगा	cheap
55. deep	गहरा	shallow
56. defeat	पराजय	victory
57. defiance	रक्षा	offence
58. defensive	रक्षात्मक	offensive
59. deficit	कमी	surplus
60. definite	निश्चित	indefinite
61. demand	माँग	supply
62. dependant	परतन्त्र	independent
63. deposit	जमा करना	withdraw
64. desolate	उजाड़	inhabited
65. devil	दुष्ट	angel
66. diminish	कम करना	increase
67. distress	कठिनाई, वेचैनी	comfort
68. docile	विनम्र	stubborn
69. domestic	घरेलू	wild
70. dry	सूखा	wet
71. dull	धुँधला, नीरस	bright, interesting
72. dwarf	बौना	giant
73. dynamic	गतिशील	static
74. earn	कमाना	spend
75. early	शीघ्र	late



76. easy	आसान	difficult
77. ebb	अवनति	flow
78. economical	मितव्ययी	uneconomical, extravagant
79. encourage	उत्साहित करना	discourage
80. enemy	शत्रु	friend
81. enjoyment	आनन्द	suffering
82. entrance	प्रवेश	exit
83. expedite	शीघ्र भेजना	delay
84. exterior	बाहरी	interior
85. examine	परीक्षार्थी	examiner
86. failure	असफलता	success
87. false	असत्य	true
88. fast	तीव्र	slow
89. fame	प्रसिद्धि, यश	obscurity
90. filthy	अपवित्र	pious, sacred
91. fine	अच्छा	coarse
92. firm	दृढ़	fickle, wavering
93. flexible	लचकदार	rigid
94. foreign	विदेश	native
95. foolish	मूर्ख	wise
96. fortune	सौभाग्य	misfortune
97. frank	स्पष्ट	reserved
98. freedom	स्वतन्त्रता	slavery
99. fresh	ताजा	stale
100. friend	मित्र	foe, enemy
101. friendly	मित्रवत	hostile
102. friendship	मित्रता	enmity
103. front	सामने	rear, back
104. frown	क्रोधित होना	smile
105. full	भरा हुआ	empty
106. gain	लाभ	loss
107. general	सामान्य	particular
108. glad	प्रसन्न	gloomy
109. glory	कीर्ति, यश	defame

110. genuine	असली	counterfeit, spurious
111. grateful	कृतज्ञ	ungrateful
112. guest	मेहमान	host
113. heaven	स्वर्ग	hell
114. heredity	वंश परम्परागत	environment
115. honest	ईमानदार	dishonest, corrupt
116. honour	सम्मान	dishonour, shame
117. hope	आशा	despair
118. humble	विनीत, विनम्र	conceited, proud
119. humane	दयालु	unkind
120. humility	नम्रता	insolence
121. import	आयात	export
122. include	सम्मिलित करना	exclude
123. incomplete	अपूर्ण	complete, finished
124. inconvenient	असुविधाजनक	comfortable
125. increase	वृद्धि होना	decrease
126. inhale	साँस लेना	exhale
127. initial	प्रारम्भिक	final
128. innocent	निर्दोष	guilty
129. inner	भीतरी	outer
130. juggins	मूर्ख	wise
131. junior	छोटा	senior
132. justice	न्याय	injustice
133. joy	आनन्द, प्रसन्नता	sorrow
134. kind	दयालु	unkind
135. knavish	बेईमान, कपटी	honest
136. knowledge	ज्ञान	ignorance
137. known	परिचित, जाना-पहचाना	unknown
138. lack	कमी	abundance
139. lad	लड़का	lass
140. legitimate	न्यायसंगत	illegitimate
141. legal	कानूनी, वैधानिक	illegal
142. legible	स्पष्ट, पठनीय	illegible
143. lend	उधार देना	borrow



144. like	पसन्द करना, समान होना	dislike, unlike
145. literate	शिक्षित	illiterate
146. logical	तार्किक	illogical, absurd
147. large	विशाल	small
148. load	भार लादना	unload
149. love	प्यार करना	hate
150. make	बनाना	mar
151. mania	सनक	reasonable
152. massive	विशालाकार, बड़ा	little, small
153. material	भौतिक	spiritual
154. maximum	अधिकतम	minimum
155. merit	गुण	demerit
156. miser	कंजूस	spendthrift
157. mortal	मर्त्य	immortal
158. mourn	विलाप करना	rejoice
159. natural	प्राकृतिक	artificial, unnatural
160. near	पास	far
161. noble	श्रेष्ठ	mean, ignoble
162. odd	असमान	even
163. optimistic	आशावादी	pessimistic
164. oral	मौखिक	written
165. order	व्यवस्था	disorder
166. pain	दुःख	pleasure
167. peace	शान्ति	war
168. permanent	स्थायी	temporary
169. plenty	पर्याप्त	scarce
170. polite	विनम्र	rude, impolite
171. poverty	निर्धनता	affluence
172. praise	प्रशंसा	blame
173. private	व्यक्तिगत	public
174. progressive	प्रगतिशील	orthodox
175. promote	पदोन्नति करना	demote
176. proper	उचित	improper
177. proud	घमण्डी	humble

178. punishment	सजा	reward
179. pure	शुद्ध	impure, adulterated
180. quickly	तेजी से	slowly
181. quiet	शान्त	noisy
182. raise	वृद्धि करना	decrease
183. rational	विवेकपूर्ण	irrational, emotional
184. raw	कच्चा, अपूर्ण	ripe, finished
185. regular	नियमित	irregular
186. religious	धार्मिक	secular, irreligious
187. remember	स्मरण करना	forget
188. reveal	प्रकट करना	conceal
189. rough	भद्दा	fair, smooth
190. rural	देहाती	urban
191. sacred	पवित्र	profane
192. satisfied	सन्तुष्ट	dissatisfied
193. safe	सुरक्षित	unsafe
194. servant	नौकर, सेवक	master
195. shaggy	खुरदुरा	smooth
196. shaky	अस्थिर	certain
197. slow	धीमा	fast, prompt
198. soft	कोमल	hard
199. solid	ठोस	liquid
200. steadfast	दृढ़	fickle
201. strange	विचित्र	familiar
202. strong	मजबूत, शक्तिशाली	weak
203. superiority	श्रेष्ठता	inferiority
204. sweet	मीठा	sour
205. thick	मोटा	thin
206. top	शीर्ष	bottom
207. tragedy	दुःखान्त	comedy
208. transparent	पारदर्शी	opaque
209. unity	एकता	diversity
210. vague	अस्पष्ट	precise, definite
211. victor	जीतने वाला	loser



# 6

## Chapter

## One Word Substitution

Sometimes a single word represents the meaning of a certain group of words and it can be used in a sentence substituting the group. This is called **One Word Substitution**.

Study the given words/group of words which can be replaced and try to use them in the sentences given in the exercises. See the example—

Mahesh is *free from national attachments*.

Mahesh is *cosmopolitan*.

In this example the word cosmopolitan has replaced the italicized words.

Words	Group of words
1. abdicate	— to give up throne or right
2. alien	— a person residing in a country of which he is not citizen
3. amateur	— a person who pursues an art, games or sport for pleasure, not for money
4. ambassador	— person sent by a king or state to another government
5. antidote	— a medicine which counteracts poison or the effect of a disease
6. antiseptic	— medicine which prevents decay
7. antibiotic	— medicine which destroys bacteria
8. atheist	— a person who does not believe in the existence of God
9. anonymous	— of unknown or undeclared source or authorship
10. astronaut	— a traveller in space
11. audience	— a group of listeners
12. autobiography	— the life story of a person written by himself.
13. autocracy	— Government by a ruler who has unlimited power
14. biography	— life story of a person written by anybody else
15. bigot	— a person who holds strongly to an opinion or belief in defiance of reason or argument.
16. bureaucracy	— Government chiefly run by the officials of the government.
17. bankrupt	— person who is incapable of paying his debts
18. cannibal	— a person who eats human flesh
19. caricaturist	— person who draws comic pictures

(Contd...)

20. celibacy	—	unmarried life
21. cemetery	—	place for burials, other than a churchyard
22. centenary	—	(festival) of the hundredth anniversary
23. colleague	—	person who works with anybody having similar task
24. contemporary	—	of the same time or age
25. cosmetics	—	the thing which are used to increase the beauty of body
26. communal	—	related to a community
27. credible	—	that can be believed
28. cosmopolitan	—	a person free from national attachments or prejudices
29. deaf	—	incapable of listening a sound
30. crematorium	—	place for cremating (burning to ashes) corpses
31. democracy	—	a government by the people
32. destination	—	a place for which a person or thing is bound
33. drought	—	wanting of rain
34. edible	—	fit to eat or consume
35. egoist	—	a selfish person who always thinks of himself
36. eligible	—	fit to be chosen
37. elucidation	—	the act of throwing light on any subject
38. emigrant	—	A person who leaves his own country and settles in another country
39. epidemic	—	a disease which spreads over a large area
40. epitaph	—	words inscribed on graves
41. export	—	things or articles sent to another country
42. extempore	—	(spoken or done) without previous preparation
43. fatal	—	which may cause death
44. fatalist	—	one who believes in fate
45. figure	—	space enclosed by lines
46. fungicide	—	medicine that destroys fungi
47. foreigner	—	a person of another country
48. germicide	—	medicine that destroys germs
49. glutton	—	an over eating person
50. homicide	—	killing of a human being specially by another
51. honorary	—	office without pay or emolument
52. ignorant	—	person who lacks in knowledge
53. illegal	—	contrary to law
54. inaccessible	—	which cannot be reached



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|-------------------|---|--|
| 55. invincible    | — | which cannot be conquered  |
| 56. immigrant     | — | a person who comes as a permanent resident in a foreign country.       |
| 57. inaudible     | — | which cannot be heard  |
| 58. incredible    | — | which is difficult to believe  |
| 59. inflammable   | — | that catches fire easily   |
| 60. inedible      | — | thing unfit for eating   |
| 61. illegible     | — | which cannot be read   |
| 62. illiterate    | — | a person who cannot read or write                                      |
| 63. inimitable    | — | that cannot be imitated or copied                                      |
| 64. infanticide   | — | killing of an infant soon after birth especially with mother's consent |
| 65. incorrigible  | — | which cannot be corrected  |
| 66. indelible     | — | which cannot be effaced  |
| 67. infallible    | — | a person who cannot make a mistake                                     |
| 68. insolvent     | — | person unable to pay his debts   |
| 69. insoluble     | — | that cannot be dissolved in a fluid                                    |
| 70. invincible    | — | too strong to be overcome or defeated                                  |
| 71. irreparable   | — | that which cannot be repaired  |
| 72. laboratory    | — | a place where scientific experiments are performed                     |
| 73. library       | — | a place where various books are kept                                   |
| 74. mercenary     | — | a person working only for money or reward                              |
| 75. linguistic    | — | person who knows many languages  |
| 76. martyr        | — | one who undergoes penalty of death or suffering for any great cause    |
| 77. manuscript    | — | a hand-written book or document  |
| 78. malleable     | — | which can be beaten into new shapes                                    |
| 79. maxim         | — | a general principle drawn from experience                              |
| 80. misanthropist | — | a hater of mankind   |
| 81. mortuary      | — | a place where dead bodies are kept                                     |
| 82. nepotism      | — | giving preference only to one's relatives                              |
| 83. nonsense      | — | talk or act that is meaningless  |
| 84. notorious     | — | widely known for evil deeds  |
| 85. narrow        | — | which is not wide  |
| 86. obsolete      | — | no longer in use   |
| 87. omnipotent    | — | having infinite power  |
| 88. omnipresent   | — | present everywhere   |
| 89. omnivorous    | — | one who eats everything  |

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90. omniscient	—	the person who knows everything
91. opaque	—	that which cannot be seen through
92. optimist	—	one who looks at the bright side of things
93. orphan	—	a child whose parents are dead
94. orchard	—	a garden containing fruit tree
95. orthodox	—	holding conventional beliefs specially in matters of religion
96. parasite	—	animal or plant living on or in another one and getting its food from it
97. patriot	—	one who has great love for one's country.
98. pedestrian	—	who goes on foot
99. pessimist	—	one who looks at the dark side of things
100. philanthropist	—	lover of mankind
101. pilgrim	—	one who goes on a journey to a holy place
102. polyandry	—	the custom of having more than one husband
103. ridiculous	—	thing or act causing amusement
104. posthumous	—	born after the death of its father
105. shrine	—	the tomb of a saint
106. spendthrift	—	a person who spends his money recklessly
107. spokesman	—	person who speaks on behalf of others
108. suicide	—	killing of one's ownself
109. teetotaller	—	one who totally abstains from alcoholic liquor
110. theist	—	person who believes that there is God
111. timid	—	person who lacks in courage
112. transparent	—	the thing through which another thing can be seen
113. unanimous	—	of one mind or opinion
114. unconquered	—	that is difficult to be defeated or conquered
115. unbelievable	—	that which cannot be believed
116. usurer	—	a person who lends money at a very high rate of interest
117. vegetarian	—	one who lives only on vegetable food
118. veteran	—	a person with long experience
119. widow	—	a woman whose husband is dead
120. widower	—	a man whose wife is dead
121. zoo	—	a place where birds, animals etc. are kept

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## IDIOMS AND PHRASES

Idioms and Phrases are certain groups of words which give a deeper sense to a simple expression. These are used to make the language impressive and interesting. Here are some Important Idioms and Phrases.

### IDIOMS AND PHRASES

1. **At the expense of** (at the cost of)  
I will not engage myself in this work *at the expense of my self respect*.
2. **Add fuel to fire** (to excite the anger)  
He was already angry and my smile *added fuel to fire*.
3. **At one's wits end** (utterly at a loss)  
He found himself *at his wits end* when his friends refused to help him.
4. **Against the rainy day** (for the bad time)  
Everybody should make provisions *against the rainy day* so that he may face difficulties easily.
5. **An apple of one's eyes** (very dear)  
Ramu is *an apple of his parents eyes* because he is their only son.
6. **Apple pie order** (in perfect order)  
Everything should be kept in *apple pie order* to avoid the difficulty.
7. **An axe to grind** (private ends to serve)  
If he helps you, it is not for your welfare but he has *an axe to grind* in it.
8. **At hand** (close by, about to happen)  
The examinations are *at hand* so you should work hard.
9. **At all events** (in any case)  
*At all events*, I shall go and face the fury of the battle.
10. **At stake** (in danger)  
Donot put your respect at stake just for a small amount of money.
11. **At the eleventh hour** (at the very last moment)  
He changed his mind *at the eleventh hour*.
12. **At times** (occasionally)  
He gets *at times* very drunk.
13. **A bolt from the blew** (sudden calamity and sad occurrence)  
The news of his failure came to him as *a bolt from the blew*.
14. **A new feather to one's cap** (an additional distinction)  
The Nobel Prize added *a new feather* to Rabindranath Tagore's cap.
15. **A man of letter** (a learned man)  
swami Vivekanand was *a man of letters*.

**16. At stone's throw** (very close)

I need not any scooter to go to my office. It is *at stone's throw* from my house.

**17. All and sundry** (everyone without distinction)

He invited all *and sundry* to partake freely on the feast.

**18. At all costs** (whatever may be the cost)

Do not fear and speak the truth *at all costs*.

**19. A rolling stone** (a person of uncertain thoughts)

Ramesh is *a rolling stone*. He has changed almost every political party.

**20. At daggers drawn** (bitter enmity)

since the day of our independence Pakistan and India are *at daggers drawn*.

**21. After all** (in spite of all)

Do not tease him so much. *After all* he was your friend till yesterday.

**22. As far as** (so far as)

*As far as* I know, Ram is not a cheat.

**23. According to** (as stated)

Everybody in this office respects Mr. Lal and works *according to* his suggestions.

**24. A bottle neck** (disturbance, obstacle)

He never cares a *bottle neck* and always works courageously.

**25. A good deal of** (in excess)

There was a *good deal of* haggling over the price between the customer and the merchant.

**26. A far cry** (very distant matter)

Now the matter has become worse and it is a *far cry* for him to solve the problem.

**27. A big gun** (powerful person)

A leader promises to serve the people before election and becomes *a big gun* after being elected.

**28. A fair-weather friend** (a friend of only good time)

Be careful. Ram is a *fair-weather friend*. He will not stay with you in difficulties.

**29. At a loss** (puzzled)

When the judge saw his own son in the box of convicts, he was at *a loss* for a while.

**30. Birds of a feather** (same in the nature)

Mannu as well as his friends always wanders here and there. They are the *birds of a feather*.

**31. By fits and starts** (without any-order, irregularly)

No work can be done properly if one is doing it *by fits and starts*.

**32. By and by** (gradually by degrees)

People always progress in their *business by and by*.

**33. By all means** (in every possible way)

Today a number of people are trying to make money *by all means*.

**34. By degrees** (by and by)

People always progress in their business *by degrees*.



**35. Break the ice** (break the silence)

The member kept thinking for a long time and finally Mr. Shastri *break the ice*.

**36. Break the new** (to give an unpleasant news at first)

I do not like to read the newspapers in the morning because they *break the news* at very first page.

**37. Beat about the bush** (to come to the point indirectly)

I do not like the habit of Mahesh to *beat about the bush*.

**38. Beyond question** (undoubtedly)

she is *beyond question* the ablest woman.

**39. Body and soul** (entirely)

Whenever my friend works, he engages himself *body and soul* in it.

**40. Beggar description** (out of description)

The beauty and architecture of the Dilwara Temples is *beggar description*.

**41. Bell the cat** (a risky task)

Mountaineering is not a work of child. It is to *bell the cat*.

**42. By hook or by crook** (by every mean)

You have to do my work, whether it is *by hook or by crook*.

**43. Bread and butter** (livelihood)

May educated persons in our country are facing the problem of their *read and butter*.

**44. By chance** (luckily)

Sanjeev was Meerut. *By chance* he met there Shyam.

**45. Broad day light** (openly)

The terrorists looted the bank in *broad day light* and police could do nothing.

**46. Bird's eyes view** (a general view)

The officer cheated the papers with *bird's eyes view* and signed the cheque.

**47. Blow one's or trumpet** (praise oneself)

The person who *blows his own trumpet* can never be helpful to others.

**48. Bring home** (to convince)

I *brought home* the whole matter when Ramesh was confused about me.

**49. Between Scylla and Charybdis** (between two problems)

When Deepu's brother begin to support another political party, Deepu found himself *between Scylla and Charybdis*.

**50. Bad blood** (enmity)

There is a *bad blood* between India and Pakistan over Kashmir.

**51. Bad bargain** (improper agreement)

The friendship of Rinku and Pinku is based on *bad bargain*.

**52. Cut no ice** (have no influence)

Your suggestion could *cut no ice* in the meeting.

53. **Catch the tartar** (to have enmity with a strong person)  
If Pakistan tries to attack India, he will *catch the tartar*.
54. **Cock and bull story** (false tale)  
Beware of him because he will try to influence you by *cock and bull story*.
55. **Caught red handed** (to be caught one the occasion of doing something wrong)  
The clerk was *caught red handed* while he was trying to take bribe.
56. **Call in question** (cast a doubt)  
Your way of tall *calling you in questions*.
57. **Castle in the air** (imaginary plans)  
Shekh Chilli is an ancient character who is famous for making *castle in the air*.
58. **Capital punishment** (the punishment of death)  
The cruel murderer of four innocent persons was given *capital punishment*.
59. **Call names** (to abuse)  
A well mannered and civilized person never *call names* to other.
60. **Cut a sorry finger** (not to leave good impression)  
He tried his best but unluckily he *cut a sorry finger* in the meeting.
61. **Cry over spilt milk** (to feel sorry for the past)  
The train has left. Why are you *crying over spilt milk* now ?
62. **Call to account** (ask the explanation)  
My boss *called me to account* the failure of the project.
63. **Cry for the moon** (except to get impossible thing)  
A good job for may educated persons seems like the *cry for the moon*.
64. **Dutch courage** (false courage excited by wine)  
A drunkard always shows *dutch courage*.
65. **Drop in the ocean** (in little amount)  
The help of one lakh rupees proved to be the *drop in the ocean* for flood destroyed areas.
66. **Dead as the door nail** (unmistakably dead)  
The police beat the thief until he was *dead as the door nail*.
67. **Dog in the manger** (a person who prevents other from doing something)  
An orthodox person is always proved to be a *dog in the manger* when anybody tries to accept ex thoughts.
68. **Draw one's sword against** (to attack)  
As soon as the dog wowed the intruder, it *drew its sword against him*.
69. **Dead letter** (no longer in use)  
New thoughts made many things *dead letter* in this modern age.
70. **Die in the mud** (to die in poverty)  
Leo Tolstoy was a great writer and saint but at last he *died in the mud*.



71. **Dear and fear** (accepting something with hesitation)  
He does not like this work at all. He is at *dear and fear*.
72. **Enough and to spare** (in fairly good amount)  
This year the production of sugar in our country is *enough and to spare*.
73. **End in smoke** (unsuccessful efforts)  
Mr. Sinha tried his best to have himself but everything *ended in smoke*.
74. **Eagle's flight** (acting boastfully)  
After getting the job Deepak began to behave strangely. Now he is making *eagle's flight*.
75. **For the sake of** (for the welfare of)  
some brave people put their lives into great risks *for the sake of* others.
76. **Far and wide** (up to long distances)  
In the later years, the fame of Socrates spread *far and wide*.
77. **For good** (for ever)  
My brother was living in America but now he has left it *for good*.
78. **Fly into a rage** (become violently angry)  
The teacher *flew into a rage* at the misbehavior of Ram.
79. **Fly in the face** (disregard openly)  
Regarding his enmity he *flew in the face* of his neighbour.
80. **Feel one's pulse** (to find out inner matter)  
As the general elections are approaching, the candidates are *feeling people's pulse*.
81. **Fair and square** (completely honest)  
The parents are *fair and square* for their children.
82. **Follow suit** (to follow the example)  
Sinha brothers are making good progress by *following suit* of their father.
83. **Fool's paradise** (false hopes)  
The promises of leaders show *fool's paradise* to the people.
84. **French leave** (leave without permission)  
Rajesh is very dear to boss. This is why he always takes *French leave*.
85. **Find fault with** (to point out the fault)  
A critic always *find fault with* the work of the authors.
86. **For the time being** (for some time)  
*For the time being* he is going to Delhi due to an urgent work.
87. **Good for nothing** (useless person)  
Help your friend at this time, lest he should think you *good for nothing*.
88. **Get the better of** (to overcome)  
He is looking very happy now. Perhaps he has *got the better of* his problem.
89. **Go through fire and water** (to experience every type of difficulty)  
He can not be deceived now. He has *gone through fire and water* during last three years.

**90. Gala day** (a day of happiness)

Today is the *gala day* for me because I have got my appointment letter.

**91. Golden goose** (continuous source of wealth)

His great knowledge is *golden goose* for him.

**92. Go to the dogs** (to face the ruin)

Due to his carelessness his business *went to the dogs*.

**93. Get into hot water** (to be in the troubles)

He *got into hot water* by making friend with rogues.

**94. Give oneself airs** (to behave arrogantly)

He is *giving himself airs* by disobeying the rules.

**95. Hold one's head high** (to bear oneself proudly)

A good person never *holds his head high* even in the highest success.

**96. Hold true** (continue to be true)

An honest man *holds true* in his every act.

**97. Hit blow the belt** (use unfair method of attack)

Pakistan is *hitting blow the belt* by sending terrorists into India.

**98. Hair breadth escape** (a narrow escape)

When my parents were passing through the mountains, they had a *hair breadth escape* from slipping down.

**99. Hard up** (lack of money)

I have helped him because he is facing *hard up* now-a-days.

**100. Hard nut to crack** (very difficult problem)

(i) The life of soldiers on Laddakh is a *hard nut to crack*.

(ii) It is a *hard nut to crack* to deal with such rogues.

**101. Hard times** (days of difficulty)

People save money for *hard times*.

**102. Hold one's tongue** (to keep silent)

When his father became angry, he thought it better to *hold his tongue*.

**103. Herculean task** (hard nut to crack)

To become a successful businessman is a *herculean task*.

**104. Hold water** (to be sound and logical)

He always *holds water* in his talks and presents everything correctly.

**105. Have nothing to do** (have no relationship)

Do not join my name with shyamu. I *have nothing to do* with his company.

**106. Heart and soul** (with whole power)

He tried to lift the box *heart and soul* but could not do so.

**107. Hard and fast** (very strict)

Our principal, a *hard and fast* man, will not allow any student to leave early.



- 108. Hand and glove** (on very intimate terms)  
Promod and Vinod are *hand and glove* with each other.
- 109. Hanging over one's head** (to have a blame)  
I can not leave the city because a charge of murder is *hanging over my head*.
- 110. In cold blood** (deliberately)  
he murdered the poor window *in cold blood*.
- 111. In favour of** (on the side of)  
He spoke *in favour of* caste system.
- 112. In full swing** (very busy)  
The share market was *in full swing*.
- 113. In good faith** (in honest belief)  
He did this *in good faith*.
- 114. In the prime of life** (in youth)  
Milton became blind *in the prime of life*.
- 115. Iron will** (indomitable)  
Sardar Patel was a man of *iron will*.
- 116. In a fix** (greatly perplexed)  
Sudhakar is *in a fix* of getting a job.
- 117. In the twinkling of an eye** (in a moment)  
By his action, I understood his reality *in the twinkling of an eye*.
- 118. In the dark** (ignorant)  
Today most of the parents do not check the activities of their children so they remain *in the dark* about their progress in studies.
- 119. In a nut shell** (briefly)  
Bihar described a lot of thoughts *in a nut shell* in his Dohas.
- 120. In addition to** (besides)  
He bought helping books for the competition *in addition to* the text books.
- 121. In vain** (useless)  
He tried a lot a please friend but *in vain*.
- 122. In the air** (ever where)  
The crime is *in the air* now-a-days.
- 123. In no time** (soon)  
The news of bank robbery spread all over the city *in no time*.
- 124. In spite of** (despite)  
*In spite of* many failures he s not discouraged and hopes to succeed.
- 125. In accordance with** (according)  
Nobody can prevent me of doing the work *in accordance with* my will.

**126. Keep abreast of (to go with)**

We must *keep abreast of* time to adjust ourselves in the society.

**127. Kill two birds with one stone (perform two acts at a time)**

He not only made friend with Shyamu but also took his help in his work. Thus I *killed two birds with one stone*.

**128. Keep words (to keep promise)**

A man should *keep his words* if he has promised somebody.

**129. Keep an eye (to watch)**

Our soldiers *keep an eye* on the foreign intruders at the border every time.

**130. Keep pace with (to proceed at the same speed)**

If we do not *keep pace with* the time, it will go ahead leaving us behind.

**131. Kith and kin (relatives)**

All of his *kith and kin* gathered at the marriage of his sister.

**132. Leave one in lurch (to turn face in difficulty)**

All of these are fair weather friends and one day they shall *leave you in lurch*.

**133. Long and short (sum and substance)**

Explain the matter *long and short* because I have no time.

**134. Look forward to (to await eagerly)**

He has been *looking forward to* his uncle for a long time.

**135. Loaves and fishes (the outer advantage)**

Money gives only *loaves and fishes* while devotion mental peace.

**136. Lame excuse (false pretence)**

His *lame excuse* could not save him from the punishment.

**137. Live fast (to live in luxury)**

A number of people *live fast* without caring the poor.

**138. Laugh in one's sleeves (to be secretly amused)**

All the subordinates are afraid of him but they *laugh in their sleeves* when he is not there.

**139. Lose the day (to be defeated)**

Our players played very well but at last we *lost the day*.

**140. Lion's share (the largest part)**

The three thieves fought badly because the boss wanted *lion's share*.

**141. Leap in the dark (a risky attempt)**

The two soldiers *lept in the dark* and succeeded in arresting the terrorists.

**142. Man of straw (imaginary opponent)**

Although he is progressing, he is sometimes troubled due to the *man of straw*.

**143. Man of words (person that keeps his promise)**

You can believe him because he is a *man of words*.



**144. Make up one's mind** (to decide)

I have *made up my mind* to join army.

**145. Maiden speech** (first speech)

The *maiden speech* of the new principal affected everybody greatly.

**146. Move heaven and earth** (make great effort)

He *moved heaven and earth* to get first position and succeeded at last.

**147. Make a mountain out of molehill** (exaggerate even a small matter)

Do not believe that man because he always *makes a mountain out of molehill*.

**148. Make a clean breast of**

The management *made a clean breast* of his proposal without discussion.

**149. Nook and corner** (everywhere)

Today bribery is spread in offices in *nook and corner* of our country.

**150. Narrow escape** (a hair breadth escape)

Over sixty passenger had a *narrow escape* although the bus hit a tree.

**151. Now and then** (occasionally)

He goes to the movies *now and then*.

**152. None the less** (never the less)

He was ill *none the less* he went on work.

**153. Neck or nothing** (risking everything)

Now he has stepped into the business with *neck or nothing*.

**154. Open secret** (well known thing)

It is now an *open secret* that he gave bribe to get promotion.

**155. Out of sorts** (slightly unwell)

Being *out of sorts* he did not go to school.

**156. Out of road** (leaving the proper way)

You can not do this work properly if you go *out of road*.

**157. On the eve of** (at the last evening before)

The Prime Minister delivered a speech *on the eve of* the Republic day.

**158. Once for all** (finally)

He called me three times before accepting my proposal *once for all*.

**159. Out of data** (outdated, out of fashion)

Old custom and traditions are gradually being *out of data* with the progress of science.

**160. Of course** (in fact)

She thought him Ramesh but *of course* he turned out Deepak.

**161. Off and on** (sometimes)

He has settled his business in Delhi. He phones me *off and on*.

**162. Of one's own accord** (voluntarily)

He resigned the post *of his own accord*.

163. **Off the track** (away from the subject)  
The speaker went *off the track* while speaking.
164. **On the alert** (watchful)  
The dacoit has escaped and police is *on the alert*.
165. **Pros and cons** (arguments for and against)  
Have you thought of the *pros and cons* of the new scheme ?
166. **Pay through the nose** (to pay much more)  
They are *paying your through the nose* so you should sell this house.
167. **Pay one back in the same coin** (to treat like for like)  
When Ramu abused Dinesh, the latter *paid former in the same coin*.
168. **Play ducks and drakes** (to spend extravagantly)  
He is *playing ducks and drakes* on his new friends.
169. **Palmy days** (days of prosperity)  
He is enjoying the *palmy days* without caring for his future.
170. **Pell-mell** (disorderly)  
Why are you putting the papers *pell-mell* ?
171. **Put to an end** (to stop)  
Let us *put our enmity to an end* and become friends again.
172. **Pour oil to troubled waters** (calm a disagreement)  
The intelligent talks of my friend *poured oil to troubled waters* when two persons were trying to quarrel.
173. **Put two and two together** (to conclude from known facts)  
*Putting two and two together* the police told that the person had committed suicide.
174. **Point blank** (bluntly)  
The teacher *point blank* explained to work hard.
175. **Part and Parcel** (essential part)  
Today bribery has become a *part and parcel* of the offices in our country.
176. **Pay heed to** (to pay attention to)  
If you do not *pay heed to* my words, you will be in difficulties.
177. **Pocket an insult** (bear the insult)  
He had to *pocket an insult* when he was trying to bribe a honest officer.
178. **Play a second fiddle to** (to work as subordinate)  
In spite of being senior, Mr. Ray has to *play a second fiddle to* Mr. Saxena.
179. **Put the cart before the horse** (to reverse the order)  
To collect building material before parching land is same as to *put the cart before the horse*.
180. **Play a joke** (to jest)  
It is not time to *play a joke*. Be serious and work sincerely.



**181. Poke the nose** (to interfere)

Some people have a bad habit of *poking the nose* in the matters of others.

**182. Quarrel with one's bread and butter** (to leave one's occupation)

Due to some fault, he had to *quarrel with his bread and butter*.

**183. Root and branch** (completely)

The earthquake destroyed the city *root and branch*.

**184. Running stage** (unstable situation)

Ram never works honestly so he always remains in *running stage*.

**185. Read between the line** (to find out hidden meaning)

A learned person can easily *read between the line* without being explained.

**186. Red tape** (way of offices)

The *red tape* in government officers always causes difficulties to a common man.

**187. Rolling stone** (an unstable person)

Today, the leaders have become *rolling stones* and they change political parties frequently.

**188. Rank and file** (ordinary people)

No government pays attention to the *rank and file* to improve their condition.

**189. Rank and fashion** (high, society)

A poor person can not adjust himself in *rank and fashion*.

**190. Rough tongue** (habit of rude speaking)

I tried to convince him many times but he could not give up his *rough tongue*.

**191. Royal road to** (a simple way)

One should take *royal road to* work to escape the wastage of time.

**192. Square meal** (a complete meal)

One should have a *square meal* if one wants to become healthy.

**193. Scot free** (unpunished)

A number of criminals are set *scot free* due to the lack of evidences.

**194. Summer friend** (friend of good days)

Nobody will help you in difficulties. All of these are *summer friends*.

**195. Stand on one's own legs** (to depend on oneself)

After the problems of four years he at last *stood on his own legs*.

**196. Slow and steady** (calm and patient)

His work is always perfect because he is *slow and steady*.

**197. Safe and sound** (quite well)

Our bus hit a pole but all the passengers were *safe and sound*.

**198. Stick in the mud** (orthodox)

He will not accept your new thoughts. He is like a *stick in the mud*.

**199. Sum and substance** (summary/purport)

Tell me *sum and substance* of the event.

200. **Spur of the moment** (with momentary impulse)  
I felt his plans on the *spur of the moment* and draw my support back.
201. **Short cut** (way of lesser length)  
If you solve this sum in *short cut*, you will not be given full marks.
202. **Screw loose** (slightly crazy)  
He always behaves in a strange way so everybody think him *screw loose*.
203. **Split hairs** (make small and useless distinction)  
Whenever I tell him something, he begins to *split hairs*.
204. **Spick and span** (neat and clean)  
He keeps his clothes *spick and span*.
205. **Snake in the grass** (secret enemy)  
A *snake in the grass* is worse than an open enemy.
206. **Storm in a tea cup** (big excitement over trivial matters)  
You are good friends so you should not have *storm in a tea cup*.
207. **Straight and narrow** (morally correct behaviour)  
A learned person is always *straight and narrow*.
208. **Stop a person's mouth** (cause one to keep silent)  
He took one lakh rupees as a bribe and *stopped the assistant's mouth* by giving him some money.
209. **To repeat the history** (doing the same mistake again)  
You have given up the drugs. I hope you will not *repeat the history* now.
210. **To wash one's hand of** (to refuse to do anything more)  
George *washed his hands of* his brother Tom.
211. **To feel the pulse** (to find out the secret opinion)  
Every leader must *feel the pulse* of the nation if he wants to be successful.
212. **To bring to light** (to reveal)  
All their secret plans were *brought to light* by the police.
213. **To follow suit** (to imitate)  
He stood against the royal authority and the rest *followed the suit*.
214. **To leave no stone unturned** (to make every effort)  
I *shall leave no stone unturned* to satisfy my superiors.
215. **To see eye to eye with** (to think alike)  
The principal and the Vice Principal do not *see eye to eye with* each other.
216. **To take to heart** (to feel intensely)  
She has *taken your remarks to heart*.
217. **To be well of** (to be in good economic condition)  
The Mathurs are not *well off* so they are facing great difficulties now-a-days.
218. **To make neither head nor tail of** (to be unable to understand)  
He has got poor marks because he is *making neither head nor tail of* English.



- 219. To lose heart** (to be discouraged)  
Although I have failed, do not *lose heart*.
- 220. To give way** (to fall back)  
When our army attacked violently, the enemy *gave way*.
- 221. Take to task** (to punish)  
if you leave the class before time, you will be *taken to task*.
- 222. To be equal to** (to be able accordingly)  
The man whom you have engaged is *to equal to* the task.
- 223. Tall talk** (exaggerated explanation, big talk)  
You should not believe him because he is in the habit of *tall talk*.
- 224. To take advantage of** (to get profit)  
I never like *to take advantage of* my friendship with the police officer.
- 225. Thick and thin** (in all circumstances)  
You are proved my great friend through *thick and thin*.
- 226. Tit for tat** (similar behaviour)  
Jahangeer was famous for his justice and rule of *tit for tat*.
- 227. To turn tables** (to change the situation)  
Indian team was in difficulty but the bowling of Kapil Dev *turned the tables*.
- 228. To take care of** (to look after)  
After the death of his parents in an accident, his uncle is *taking care of* him.
- 229. To and fro** (repeatedly between same place)  
The pendulum of the clock is moving *to and fro*.
- 230. Through and through** (completely)  
He has engaged himself in unfair acts *through and through*.
- 231. Take ill** (feel in heart)  
Mr. Dev is a funny person. Nobody takes his *talks ill*.
- 232. The salt of the earth** (wholesome portion)-  
Being *the salt of the earth*, everybody is responsible for the welfare of the whole community.
- 233. The last straw** (the final trial of patience)  
You can say anything you like about me but your remarks about my family will prove *the last straw*.
- 234. To take to one's heels** (to run away)  
The police caused the thieves *to take to their heels*.
- 235. To turn over a ear** (to pass unheard)  
My first call was *turned over a ear* so I had to call him again.
- 236. To sit on fence** (to see the possibility of support)  
The free candidates are *sitting on the fence*, so that they may get more and more profit.

237. **To pay lip service** (to show insincere respect)  
There are too many candidates and each of them comes to ask for vote in his favour so I am *paying only lip service* to everybody.
238. **To mince matters** (not to speak plainly)  
Everybody was trying to *mince matters* in reference of casting his vote.
239. **To run riot** (to throw off all restraint)  
He is trying to *run riot* of his post by taking bribe.
240. **To lose ground** (to bear the loss)  
A business man sometimes *loses ground* in his dealing.
241. **Up to the mark** (of required standard)  
He worked hard for five years to prepare a thesis *up to the mark*.
242. **Unfriendly look** (expression of hardness)  
As I asked her the way to the station, she gave me an *unfriendly look*.
243. **Unconcerned voice** (a voice having no relation)  
I wanted to tell him the reality but he talked me with an *unconcerned voice*.
244. **Uphill task** (very difficult work)  
He is a man of great anger. To make him join us is a *uphill task*.
245. **Upper hand** (control)  
The *upper hand* of the government has lessened from the price rise.
246. **Ways and means** (methods)  
He is earning money by all *ways and means* and has no care of law.
247. **Win laurels** (to get success)  
He has always *won laurels* in the field of garment business.
248. **Warm reception** (heartily welcome)  
When the wedding party reached the wedding place, the guests were given a *warm reception*.
249. **Win over** (gain the support of)  
The party *won over* twenty free candidates to have majority.
250. **Wet blanket** (a gloomy person preventing the enjoyment of others)  
He neither feels happy nor let others feel so, therefore everybody calls him a *wet blanket*.
251. **Wear and tear** (damage owing to continuous use)  
He took *wear and tear* of pots and exchanged them for new.
252. **With one accord** (unanimously)  
In spite of our differences we act *with one accord* if an enemy attacks us.
253. **With a view to** (with the hope of)  
I am working hard *with a view to* get top class.
254. **Walk of life** (field of life)  
To get success in the interview, you should have the knowledge of every *walk of life*.



- 255. Walk out** (to close in protest)  
The opposition parties *walked out* many times from Lok Sabha on the issue of Sugar Scandal.
- 256. Wear out** (to become useless)  
This pot has *worn out* after a long use.
- 257. Worth while** (useful)  
Breast milk is the most *worth while* food for a baby.
- 258. Warm heart** (sympathetic)  
A *warm hearted* person is always loved by everybody.
- 259. Well-to-do** (rich)  
The Sharma were *well-to-do* but a great loss in business made them poor.
- 260. With open arms** (whole heartedly)  
When I reached Ambala, my old friend welcomed me *with open arms*.
- 261. With might and main** (with full power)  
He worked *with might and main* and got admission in engineering.
- 262. Weal and woe** (happiness and unhappiness)  
Man should be happy and satisfied equally in *weal and woe*.

## ABBREVIATION

ABC	The Alphabets
A.C.	Anti Christum (before Christ)
A.M.	Anti Meridian (before noon)
Asst.	Assistant
A/C	Account
Ad.	Advertisement
A.I.I.M.S.	All India Institute of Medical Sciences
B.A.	Bachelor of Arts
B.C.	before christ
B.B.C.	British Broadcasting Corporation
BASIC	Beginners All Purpose Symbol Instruction Code
B.Sc. (Engg.)	Bachelor of Science and Engineering
B.E.	Bachelor of Engineering
B.Tech.	Bachelor of Technology
C.I.D.	Criminal Investigation Department
C. in-C	Commander-in-chief
Co	Company
C/o	Care of
C&B	Caught and bowled by
Capt.	Captain
Cop.	Constable
C.A.	Chartered Accountant
C.J.	Chief Justice
C.E.	Civil Engineer
D.P.H.	Diploma in Public Health
D.C.	Direct Current
Deptt.	Department
D.L.O.	Dead Letter Office
Doz.	Dozen
Dr.	Debit
Dr.	Doctor
D.Sc.	Doctor of Science
D.C.E.	Diploma in Civil Engineering
D.E.E.	Diploma in Electrical Engineering
D.M.E.	Diploma in Mechanical Engineering
eg.,	For Example
etc.	Et cetra



Er	Engineer
F.A.O.	Food and Agriculture Organization
F.O.R.	Free on Rail
G.P.O.	General Post Office
Hon.	Honorary
H.P.	Horse Power
H.Q.	Head Quarters
I.A.	Indian Army
I.E.	Id est (that is)
I.M.A.	Indian Medical Association
I.S.T.	Indian Standard Time
I.S.R.O.	Indian Space and Research Organization
I.C.A.R.	International Crop Agricultural Research
I.C.R.I.S.A.T.	Indian Council of Research in Summer and Tropical Crops
I.S.I.	Indian Standards Institution
I.S.O.	Indian Science Organization of International Organization for Standardization
I.Q.	Intelligence Quotient
Intercom	Inter-Communication
I.B.M.	International Business Management
I.I.T.	Indian Institute of Technology
I.L.O.	International Labour Organization
Jn.	Junction
Jr.	Junior
J.E.	Junior Engineer
km	Kilometer
kW	Kilowatt
Lab.	Laboratory
Ltd.	Limited Liability
LL.B.	Bachelor of Laws
L.I.C.	Life Insurance Corporation
Lib.	Library
Maj.	Major
Maths	Mathematics
M.Sc.	Master of Science
M.B.B.S.	Bachelor of Medicine and Bachelor of Surgery
Mr.	Mister
M.P.H.	Miles per hour
M.O.	Money Order
Max.	Maximum

M.E.S.	Military Engineering Service
M.P.	Member of Parliament
M.L.A.	Member of Legislative Assembly
M.L.C.	Member of Legislative Council
MS.	Manuscript
MSS.	Manuscripts
M.C.C.	Marylebone Cricket Club
M.D.	Doctor of Medicine
Memo.	Memorandum
M.A.	Master of Arts
Mrs.	Mistress
No.	Number
N.P.	New Paragraph
N.R.	Northern Railway
N.B.C.	National Broadcasting Corporation (U.S.A.)
N.B.	No Ball
N.C.C.	National Cadet Corps
N.P.	Naya Paise
N.Y.	New York
O.K.	All Correct
P.T.O.	Please Turn Overleaf
P.M.	Prime Minister
P.G.	Paying Guest
Prof.	Professor
P.O.W.	Prisoner of War
P/A	Power of Attorney
P.C.	Post Card; Per cent
P.M.G.	Post Master General
P.T.I.	Press Trust of India
P.M.	Post Meridiem (after noon) or Prime Minister
P.W.D.	Public Works Department
P.O.	Post Office or Postal Order
Ref.	Reference
Recd.	Received
Rev.	Revered
Rly.	Railway
Reg.	Registered
Re.	Rupee
R.S.V.P.	Reply if You Please
Supdt.	Superintendent



S.S.C.	Secondary School Certificate
Sr.	Senior
Sec.	Secretary
S.T.C.	State Trading Corporation
T.A.	Travelling Allowance or Territorial Army
T.V.	Television
T.B.	Tuberculosis
Telecom	Tele-Communication
Tech.	Technical
T.P.O.	Travelling Post Office
T.U.	Trade Union
U.S.	United States
U.K.	United Kingdom
U.N.O.	United Nations Organization
U.N.E.S.C.O.	United Nations Educational, Scientific and Cultural Organization
U.S.A.	United States of America
U.P.	Uttar Pradesh
V.C.	Vice-Chancellor
V.I.P.	Very Important Person
V.P.	Vice-President
Vol.	Volume
W.E.F.	With Effect From
Wk.	Week
Xmas.	Christmas

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**WHAT DO THE FOLLOWING STAND FOR**

AIDS	Acquired Immunity Deficiency Syndrome
ASEAN	Association of South East Asian Nations
AD	Anno Domini
AIIMA	All India Institute of Medical Sciences
BHEL	Bharat Heavy Electrical Limited
BASIC	Beginners All Purpose Symbol Instruction Code
CDMA	Code Division Multiple Access
CDSL	Central Depositing Securities Limited
CBFC	Central Board of Food Cooperation
CDRI	Central Defense Research Institute
DME	Diploma in Mechanical Engineering
FM	Frequency Modulation
FERA	Foreign Exchange Regulation Act

GMAT	Graduate Management Aptitude
ISBN	International Standard Book Number
IBRD	Indian Bureau of Research and Development
ICJ	International Court of Justice
ISRO	Indian Space and Research Organization
ISO	International Standards Organization
IDBI	Industrial Development Bank of India
ISI	Indian Standards Institute
ILO	International Labour Organization
ITI	Industrial Training Institute
IIT	Indian Institute of Technology
IBM	International Business Management
NIFT	National Institute of Fashion Technology
NTPC	National Thermal Power Corporation
NREGA	National Rural Employment Guarantee ACT
NATO	North Atlantic Treaty Organization
NCERT	National Council of Educational Research and Training
PMLA	Parivarik Mahila Lok Adalats
RTI	Right To Information
TRAI	Telecommunication Regulatory Authority of India
SEBI	State Electricity Board of India
SSC	Secondary School Certificate
UNESCO	United National Educational Scientific and Cultural Organization
WEF	With Effect From



## EXERCISE-1

Substitute one word for the italicized expressions in the following sentence:

1. Yesterday the police arrested a person *who is widely known for bad works*.
2. God is *present everywhere*.
3. There s nobody *who knows everything*.
4. Two persons of another country are living in my village.
5. My friend is writing *the life story of a famous player*.
6. Most of the ladies used *things to increase the beauty of their bodies*.
7. Our country has a *government of the people*.
8. We send many things to *other countries every year*.
9. Many parts of Rajasthan faced *the lack of water*.
10. I never like a selfish person *who always thinks of himself*.
11. Nobody was found *fit to be chosen for the post of clerk*.
12. A *person who eats more can not be healthy*.
13. I have a big garden of fruits.
14. Madan has *long experience in the field of construction*.
15. The *hand written matter of a book is kept safe*.

## EXERCISE-2

Substitute one word in the following sentences for italicized expression :

1. The condition of a woman whose husband is dead is very *pitable in our society*.
2. He is always telling lies. He is *incapable of being corrected*.
3. His news is *one which cannot be believed*.
4. He holds a office which is without pay or emolument.
5. Avinash is a person who has left his own country and settled in America.
6. He told me a story which was *difficult to believe*.
7. He is *incapable of being conquered*.
8. We should not do anything *contrary to law*.
9. This is a *place where birds, animals, etc., are kept*.
10. Members were of *one mind on the question of enforcing prohibition*.

# 7

## Chapter

## Prefixes and Suffixes

We know that language is artificial. So, new words are always added time to time in the dictionary. We can also form new words by adding prefixes and suffixes to the root word. *For Example:* **appear**—reappear, **adjust**—adjustment, **regular**—irregular etc.

### PREFIXES

Prefixes are the words which are placed or added before the root word and new words are formed. Prefixes have their specific meaning. Prefixes help to make antonyms. Some are given below:

Prefix	Meaning	Examples
ante-	before	antenatal, anteroom, antedate
anti-	against, opposing	antibiotic, antidepressant, antidote
circum-	around	circumstance, circumvent, circumnavigate
co-	with	co-worker, co-pilot, co-operation
de-	off, down, away from	devalue, defrost, derail, demotivate
dis-	opposite of, not	disagree, disappear, disintegrate, disapprove
em-, en-	cause to, put into	embrace, encode, embed, enclose, engulf
epi-	upon, close to, after	epicentre, episcopate, epidermis
ex-	former, out of	ex-president, ex-boyfriend, ex-terminate
extra-	beyond, more than	extracurricular, extraordinary, extra-terrestrial
fore-	before	forecast, forehead, foresee, foreword, foremost
homo-	same	homosexual, homonuclear, homoplastic
hyper-	over, above	hyperactive, hyperventilate
il-, im-, in-, ir-	not	impossible, illegal, irresponsible, indefinite



<i>Prefix</i>	<i>Meaning</i>	<i>Examples</i>
im-, in-	into	insert, import, inside
infra-	beneath, below	infrastructure, infrared, infrasonic, infraspecific
inter-, intra-	between	interact, intermediate, intergalactic, intranet
macro-	large	macroeconomics, macromolecule
micro-	small	microscope, microbiology, microfilm, microwave
mid-	middle	midfielder, midway, midsummer
mis-	wrongly	misinterpret, misfire, mistake, misunderstand
mono-	one, singular	monotone, monobrow, monolithic
non-	not, without	nonsense, nonentity, nondescript
omni-	all, every	omnibus, omnivore, omnipotent
para-	beside	parachute, paramedic, paradox
post-	after	post-mortem, postpone, post-natal
pre-	before	prefix, predetermine, pre-intermediate
re-	again	return, rediscover, reiterate, reunite
semi-	half	semicircle, semi-final, semiconscious
sub-	under	submerge, submarine, sub-category, subtitle
super-	above, over	superfood, superstar, supernatural, superimpose
therm-	heat	thermometer, thermostat, thermodynamic
trans-	across, beyond	transport, transnational, transatlantic
tri-	three	triangle, tripod, tricycle
un-	not	unfinished, unfriendly, undone, unknown
uni-	one	unicycle, universal, unilateral, unanimous

## SUFFIXES

These are the words which are placed at the end of the root word to make a new word. Ex-ment, ion, ance, al, ing. Suffixes can change the word class and meaning of a word. By using suffixes we can change one part of speech into another part of speech.

Suffix	Meaning	Example
NOUN SUFFIXES		
-acy	state or quality	democracy, accuracy, lunacy
-al	the action or process of	remedial, denial, trial, criminal
-ance, -ence	state or quality of	nuisance, ambience, tolerance
-dom	place or state of being	freedom, stardom, boredom
-er, -or	person or object that does a specified action	reader, creator, interpreter, inventor, collaborator, teacher
-ism	doctrine, belief	Judaism, scepticism, escapism
-ist	person or object that does a specified action	Geologist, protagonist, sexist, scientist, theorist, communist
-ity, -ty	quality of	extremity, validity, enormity
-ment	condition	enchantment, argument
-ness	state of being	heaviness, highness, sickness
-ship	position held	friendship, hardship, internship
-sion, -tion	state of being	position, promotion, cohesion
VERB SUFFIXES		
-ate	become	mediate, collaborate, create
-en	become	sharpen, strengthen, loosen
-ify, -fy	make or become	justify, simplify, magnify, satisfy
-ise, -ize	become	publicise, synthesise, hypnotise
ADJECTIVE SUFFIXES		
-able, -ible	capable of being	edible, fallible, incredible, audible
-al	having the form or character of	fiscal, thermal, herbal, colonial



<i>Suffix</i>	<i>Meaning</i>	<i>Example</i>
-esque	in a manner of or resembling	picturesque, burlesque, grotesque
-ful	notable for	handful, playful, hopeful, skilful
-ic, -ical	having the form or character of	psychological, hypocritical, methodical, nonsensical, musical
-ious, -ous	characterised by	pious, jealous, religious, ridiculous
-ish	having the quality of	squeamish, sheepish, childish
-ive	having the nature of	inquisitive, informative, attentive
-less	without	meaningless, hopeless, homeless
-y	characterised by	dainty, beauty, airy, jealousy
<b>ADVERB SUFFIXES</b>		
-ly	related to or quality	softly, slowly, happily, crazily, madly
-ward, -wards	direction	towards, afterwards, backwards, inward
-wise	in relation to	otherwise, likewise, clockwise

So as you can see, affixes can dramatically change the definitions of words. Knowing the various prefixes and suffixes along with their meanings can really help you to understand how words are used, and also how they should be spelt.

### EXERCISE-1

Use the bank of prefixes to complete each word. There may be more than one answer for some words.

___ fix	___ sense	___ happy
___ mind	___ pert	___ respect
___ equal	___ legal	___ fiction
___ prove	___ frost	___ ceed
___ lucky	___ lead	___ fat
___ fair	___ gust	___ hold
___ place	___ usual	___ portant
___ draw	___ logical	___ trieve
___ visible	___ play	___ cellent
___ view	___ code	___ flex

### EXERCISE-2

For each prefix, write a word that begins with that prefix. Write as many as you can!

Prefix	Words that begin with the prefix
anti-	
de-	
dis-	
ex-	
il-	
im-	
in-	
non-	
over-	
pre-	
re-	
sub-	
tri-	
un-	
with-	

### EXERCISE- 3

Use the bank of prefixes and suffixes to complete each word. There may be more than one answer for some words.

Prefix - Root Word - Suffix	Prefix - Root Word - Suffix
___place___	___enforce___
___law___	___arrange___
___legal___	___develop___
___mature___	___taste___
___taken___	___finite___
___humane___	___act___
___assign___	___help___
___health___	___know___
___account___	___appear___
___live___	___avoid___



**EXERCISES****A. Fill in the blanks by using correct suffixes in front of the word in brackets:**

1. It can be \_\_\_\_\_ to cross the train line so be very careful. (danger)
2. I really like this sofa. It's extremely \_\_\_\_\_. (comfort)
3. Beckham is probably one of the most \_\_\_\_\_ football players in Britain. (fam)
4. We have decided to have our lessons in the garden as it was a lovely \_\_\_\_\_ day. (sun)
5. John's toothache was quite \_\_\_\_\_ and he had to go to the dentist. (Pain)
6. Let's go sailing! It's a perfect day for it, the sun is shining and it's not too \_\_\_\_\_. (wind)
7. This is a really \_\_\_\_\_ book. I'm sure you will like it too. (enjoy)
8. This film really isn't very \_\_\_\_\_ for children under 10. There is far too much violence. (suit)
9. The shop assistant was so \_\_\_\_\_ that I'll go there again. He gave me a lot of information. (help)
10. It's really \_\_\_\_\_ to be able to speak another language. (use)

**B. Place the correct prefix in front of each word and complete the sentences:**

1. My teacher often \_\_\_\_\_ (Bottom of Form pronounced) my name in the class.
2. The Queen \_\_\_\_\_ (veiled) a memorial statue to over 55,000 airmen yesterday.
3. People who can neither read nor write are termed \_\_\_\_\_ (literate).
4. Smoking while pregnant is \_\_\_\_\_ (responsible) and puts the child at risk of illness.
5. In Japan it's considered very \_\_\_\_\_ (polite) to blow your nose in public.
6. The cyclist was \_\_\_\_\_ (qualified) from the race after failing a drugs test.
7. Food which cannot be eaten is \_\_\_\_\_ (edible).
8. The electrical appliance should be \_\_\_\_\_ (connected) from the mains supply before the back is removed.
9. If we prove that a theory is wrong, we say that we have \_\_\_\_\_ (proved) it.
10. Stealing and lying are \_\_\_\_\_ (honest) things to do.

**C. Make the opposite of these words using the following prefixes: Un, in, dis, il, im, ir**

1. happy
2. correct
3. legible
4. pack
5. patient

6. regular
7. friendly
8. lock
9. polite
10. visible
11. employed
12. agree
13. legal
14. possible
15. honest
16. appear

**D. Complete the sentences using a negative form of the word in brackets !**

1. I'm sorry I \_\_\_\_\_ her message completely. I simply didn't pay attention (UNDERSTAND)
2. We \_\_\_\_\_ as soon as we got to the hotel, then we went for a walk (PACK)
3. She was here a minute ago but then she \_\_\_\_\_. I don't know where she went. (APPEAR)
4. We usually have similar opinions but I totally \_\_\_\_\_ with him on this subject (AGREE)
5. My homework was so bad that I had to \_\_\_\_\_ it (WRITE)
6. Her alarm clock didn't go off and she \_\_\_\_\_ (SLEEP)
7. It's \_\_\_\_\_ to bring those things with you on a plane (LEGAL)
8. She finally managed to \_\_\_\_\_ the door and we were able to go in (LOCK)
9. I \_\_\_\_\_ the movie but everyone else enjoyed it (LIKE)
10. I don't think I will pass the exam but I can \_\_\_\_\_ it in September (TAKE)
11. He wrapped my present so well that it took me five minutes to \_\_\_\_\_ it (WRAP)
12. I was so tired that I fell asleep without getting \_\_\_\_\_ (DRESS)
13. My spell checker corrects a mistake whenever I \_\_\_\_\_ a word (SPELL)
14. That bill can't be right. I think he \_\_\_\_\_ me (CHARGE)
15. This handwriting is impossible to read. It's \_\_\_\_\_ (LEGIBLE)
16. I thought it was very \_\_\_\_\_ of him to treat her in such a brutal way (POLITE)
17. He has been \_\_\_\_\_ for over two years now and there is no sign of him getting any work (EMPLOY)
18. She can never wait for five minutes. She's so \_\_\_\_\_ (PATIENT)
19. The store closed down but it will \_\_\_\_\_ next month (OPEN)
20. You can get a bad stomach from \_\_\_\_\_ (EAT).



### E. Make a noun from the word given:

- |                      |                    |
|----------------------|--------------------|
| 1. educate _____     | 2. improve _____   |
| 3. discuss _____     | 4. stupid _____    |
| 5. dark _____        | 6. govern _____    |
| 7. spell _____       | 8. hesitate _____  |
| 9. arrange _____     | 10. similar _____  |
| 11. happy _____      | 12. popular _____  |
| 13. televise _____   | 14. elect _____    |
| 15. administer _____ | 16. punctual _____ |
| 17. manage _____     | 18. careless _____ |

### F. Choose the right answer.

- His behavior is \_\_\_\_\_.
  - unacceptable
  - unacceptible
- \_\_\_\_\_ nutrition is a major problem in many countries of the world.
  - Inadequate
  - Unadequate
- She is impatient, inattentive, and \_\_\_\_\_.
  - impredictable
  - inpredictable
  - unpredictable
- The opposites of "common, fair, sociable" are formed with the prefix \_\_\_\_\_.
  - in
  - un
- The opposites of "convenient, famous, sufficient" are formed with the prefix \_\_\_\_\_.
  - in
  - un
- Her remark about his family was impolite and \_\_\_\_\_.
  - disrespectful
  - irrespectful
  - misrespectful
- I'm very sorry. I probably \_\_\_\_\_ your book, and now I can't find it.
  - displaced
  - misplaced
  - unplaced

8. The start button is activated and \_\_\_\_\_ by pushing this lever up and down

- deactivated
- diactivated
- disactivated

9. Have you read the \_\_\_\_\_ to this book?

- foreword
- forword
- forward

10. I forgot to tell you that we had some \_\_\_\_\_ expenses during our trip.

- unforeseen
- unforseen



AKC TECHNICAL CLASSES



# 8

## Chapter

# Reading Comprehension

Reading comprehension is the ability to process text, understand its meaning, and to integrate with what the reader already knows. Actually, it is about understanding what you read. When you comprehend what you are reading, you're not only understanding the words and their meanings, but you are also understanding them enough to form opinions, thoughts and reflections about what the words mean together. It is like having a conversation with someone. If you do not understand what the other person is saying, you will have no idea what they are talking about and have nothing to say in return.

**Fundamental skills required for reading comprehension are**

1. Knowing meaning of words.
2. Ability to understand meaning of a word from discourse context or Decoding.
3. Ability to follow organization of passage and to identify antecedents and references in it.
4. Ability to draw inferences from a passage about its contents.
5. Ability to identify the main thought of a passage.
6. Ability to answer questions answered in a passage.
7. Ability to recognize the literary devices or propositional structures used in a passage and determine its tone.
8. Ability to determine writer's purpose, intent and point of view, and draw inferences about the writer.

## Process of Attending Reading Comprehension

**Step 1: Read the passage at a comfortable speed.**

It is not a speed reading contest. Do not skim through the passage or skip words. In fact, speed reading decreases comprehension and works negatively because you have to read the passage again to understand the bits you didn't comprehend. Don't try and memorize each and every part of the passage. Just try and understand the essence of the point being conveyed by the author.

**Step 2: Summarize the contents of each paragraph in your own words.**

Try to identify the main points in the paragraph and write them down in your own words/codes.

**Step 3: Once go through with all paragraphs.**

**Step 4: Answer the questions by eliminating the wrong options.**

Read the options carefully and eliminate the ones which are out of scope or don't answer the question.

**Step 5: Writing Down Points.****Important points to remember while solving reading comprehension:**

- Read the passage carefully and try to understand the contents.
- Try to understand the meaning of every word in context to the passage.
- After reading the passage thoroughly, turn to the questions that follow. Try to find the answers.
- Check your answers before writing them.
- Answer should be in the same tense, in which the question is given.
- Answer the questions on the basis of the information given in the passage. Do not add your own views, expressions and imagination.
- Try to answer the questions in your own words but strictly to the point and as briefly as possible. We see that every answer is clear and complete in itself.
- Revise your answers carefully to avoid any mistake.
- Most importantly time management should be followed.

**SOLVED EXERCISES****Q.1. Read the following passage carefully and answer the questions that follow:**

**Ans.** Karl Benz invented the modern car in 1888 in Germany. Emile Roger worked for Benz in France. He made cars in France. By 1900, many people were building cars in France and in the U.S. The first company to build only cars was Panhard et Levassor in France. Panhard started in 1889. The Peugeot car company started in 1891 in France. In the US, Frank and Charles Duryea started the Duryea Motor Wagon Company in 1893. It was the first US car company. By 1902, Ransom E. Olds started the Olds Motor Vehicle Company. A year later, Henry Ford started the Ford Motor company. It produced the Cadillac. All these early modern cars burned gasoline or diesel fuel. Ford opened factories in France and Britain in 1911. Then, they opened a factory in Denmark in 1923. Later, they opened a factory in Germany in 1925. Ford was one of the first manufacturers to use an assembly line. With an assembly line, factory workers could produce cars faster and safer than other production systems. Most modern cars still burn gasoline or diesel fuel. These cars cause air pollution. They get the air dirty. Now many people are looking for cleaner cars. And, many car companies are looking for cleaner fuels.

**A. Answer the following questions:**

1. Who started the Olds Motor Vehicle Company and when?
2. What is utilized as fuel in early modern cars?
3. What do you mean by 'assembly line'?
4. State harmful effect of cars run on gasoline or diesel.
5. Write down the suitable title for the passage.

**B. Select the right answers:**

1. Which company first built only cars?

(a) Benz

(b) Ford

(c) Duryea

(d) Panhard



2. When did the Peugeot car company start?
  - (a) 1888
  - (b) 1889
  - (c) 1890
  - (d) 1891
3. What was the first U.S. car company?
  - (a) Ford
  - (b) Olds
  - (c) Duryea
  - (d) Cadillac
4. The Ford Motor Company opened a...
  - (a) factory in Denmark in 1911
  - (b) factory in Germany in 1925
  - (c) factory in Britain in 1929
  - (d) factory in France in 1931
5. Whose idea was the assembly line?
  - (a) Charles Duryea's
  - (b) Emile Roger's
  - (c) Henry Ford's
  - (d) Karl Benz's
6. Produced means...
  - (a) bought
  - (b) named
  - (c) made
  - (d) sold
7. Fuel is..
  - (a) a car production system
  - (b) what makes cars go
  - (c) the price of a car
  - (d) None of the above
8. Pollution in the air is...
  - (a) dirty air
  - (b) clean air
  - (c) a kind of fuel
  - (d) a system of production.

### ANSWERS

#### A

1. Ransom E. Olds, by 1902.
2. gasoline or diesel fuel
3. Assembly line is a technical system of production which helps factory workers to produce cars faster and safer than other production systems.
4. these cars created air pollution.
5. 'Cars'

#### B

- |                 |          |                       |                               |
|-----------------|----------|-----------------------|-------------------------------|
| 1. Duryea       | 2. 1891  | 3. Duryea             | 4. Factory in Germany in 1925 |
| 5. Henry Ford's | 6. made. | 7. What makes cars go | 8. Dirty air.                 |

**Q.2. Read the following passage carefully and answer the questions that follow:**

**Ans.** Most of us now-a-days carry the world in our pocket! It is amazing but true. A mobile phone can make us connected to the rest of the world within a second. Today, mothers do not have to remain in tension if their sons or daughters are late. Businessmen do not have to queue up before a telephone booth to make an important call. Apart from making calls and sending SMS, the mobile phone is used as a

multipurpose gadget. It is a calculator, timepiece, calendar, voice recorder, media player, camera, gaming device, net browser and what not. Though the mobile phone is a giant step of technological advancement, its abuses cannot at all be overlooked. Talking or texting while driving may lead to accidents. Students misuse this tool in various ways and give way to social pollution. The invention of mobile phones is a great achievement and plays an important part in our daily life. Its many aspects are beneficial but some are negative effects as well.

Its development brought convenience and advantages to the world. Communication between people has become quite easy and very fast. We can keep in contact with others from any place on the bus, in a street or in a meeting by sending a message for less than the price of a call. The Internet can be accessed through it and it is also used to click photos and shoot videos.

At the same time, parents can control their children and it is essential during emergencies. Business deals can be done on a single call through cell phone outside the office, in a park or in any shopping centre. This invention gets the world closer to a single point. The Internet is also available on the cell phone.

The radiations of mobile may be dangerous to health and may cause a headache, earache and blurring vision. These invisible radiations destroy the cells located in ear and head which cause damage to the brain and nephrons in the head region. Its use in certain places causes disturbance sometimes, such as in a classroom etc. Mobile phones with camera are causing —privacy problems such as using it as a hidden camera to take pictures and make videos.

**A. Complete the following statements appropriately:**

1. A mobile phone is like a world in our pockets as .....
2. The parents do not have to remain in tension if their sons and daughters are late because ...
3. Some of the negative effects of a mobile phone are:
  - (a) .....
  - (b) .....
  - (c) .....
  - (d) .....
4. Excessive use of mobile phones can be hazardous to one's health as.....
5. A mobile phone is a threat to one's privacy as ..... (Word Attack)

**B. Find words from the passage which mean the same as:**

1. having many uses (Para I)
2. That cannot be seen (Para 4)

**ANSWERS**

**A**

1. it can make us connected to the rest of the world
2. they can contact their children on mobile phones
3. (a) Talking or texting while driving can cause accidents.  
(b) Students misuse them and cause social pollution.



- (c) Their radiations may be dangerous to health.
- (d) Their use in certain places causes disturbances.
- 4. it can cause a headache, earache and blurring vision
- 5. it can be used as a hidden camera to take pictures

**B**

- 1. Multipurpose
- 2. Invisible

**Q.3. Read the following passage carefully and answer the questions that follow:**

**Ans.** Climate change will have serious implications as numerous adverse impacts are expected in terms of access to clean water, food and ecosystem resources. By 2020, it is feared that in some African countries yields from rain-fed agriculture could be reduced by up to 50%. Climate change is also likely to lead to some irreversible impacts on biodiversity. However, it is within the reach of human society to meet these threats. We have to adapt to climate change. It requires investment in storm protection and water supply infrastructures as well as community health services. Bringing changes in lifestyle is an important part of mitigation measures. Greater cooperative efforts are required by both developed and developing nations to stop emission of greenhouse gases. The youth of today have a huge responsibility towards creating a bright future and they obviously have a stake in it. They must pursue knowledge by which economic progress can take place without changing the environment.

**A. Choose the most appropriate option :**

1. The production of grains in Africa will remain only 50% in 2020, due to:
  - (a) access to clean water
  - (b) climate change
  - (c) human society
  - (d) co-operative efforts
2. We can face the challenges of climate change by:
  - (a) cooperative efforts
  - (b) adapting to changes
  - (c) changing our lifestyle
  - (d) all of the above
3. Which of the following is not correct?
  - (a) Climate change can create clean water scarcity
  - (b) Youth can play an important role in creating a bright future
  - (c) Both developed & developing countries are responsible for greenhouse gases emission
  - (d) An economy can progress only with the change in environment
4. A lot of investment is required in
  - (a) water supply infrastructure
  - (b) community health services
  - (c) storm protection techniques
  - (d) all of the above
5. Mitigate means:
  - (a) to solve
  - (b) to increase
  - (c) to reduce
  - (d) to understand

6. Which of the following is not affected due to climate change?
  - (a) Food resources
  - (b) Ecosystem resources
  - (c) Water resources
  - (d) None of the above
7. Which one of the following is NOT a solution to check the problem of climate change?
  - (a) Reducing grain production by 50%
  - (b) Bringing change in the lifestyle
  - (c) Initiating greater co-operative efforts
  - (d) Pursuing knowledge towards economic progress

**B. Complete the following sentences:**

1. Numerous adverse impacts are expected due to .....
2. We have to adapt to the climate change so that we may .....
3. An important part of mitigation measures is .....
4. All the nations must stop.....
5. Economic progress should go on without .....

**ANSWERS**

**A**

1. (b) climate change
2. (d) all of the above
3. (d) Economy can progress only with the change in environment
4. (d) all of the above
5. (c) to reduce
6. (d) none of the above
7. (a) Reducing the grain production by 50%

**B**

- |                                  |                                 |
|----------------------------------|---------------------------------|
| 1. climate change                | 2. face the threats             |
| 3. bringing changes in lifestyle | 4. emission of greenhouse gases |
| 5. changing the environment      |                                 |

**Q.4. Read the passage given below carefully and answers the questions that follow:**

**Ans.** One day, the old emperor Shah Jahan became ill. His son, Aurangzeb, who always wanted to be the emperor, put his father in a jail. Jahanara begum, the eldest child of Shah Jahan, did not leave her father and went to jail along with him. She said, "I shall share the sufferings of my father. He needs me in his old age, and I shall never leave him." Shah Jahan lived in the jail for seven years and then he died. During that period, princess Jahanara stayed with him and took care of him. After the death of her father, she returned back to her own palace. She continued to live there and spent the rest of her life serving the needy and the poor. Before her death, she gave away all her money to the poor and needy.



## 1. Answer the following Questions:

- Who was Shah Jahan's eldest child?
- What did Aurangzeb do when Shah Jahan became ill?
- Who went to jail with Shah Jahan and how long he lived there?
- What did Jahanara do before her death?
- Find words in the passage which mean the same as:
  - King
  - Sick

**ANSWERS**

- Jahanara begum was Shah Jahan's eldest child.
  - When Shah Jahan became ill, (his son) Aurangzeb put him in jail.
  - Jahanara went to jail along with her father, Shah Jahan. Shah Jahan lived in jail for seven years.
  - Before her death, Jahanara gave away all her money to the poor and needy.
  - Emperor
    - Ill

**Q.5. Read the passage carefully and answer the questions that follow:**

**Ans.** Sarojini Naidu was educated in her early years under her father's own care. He wanted her to become a great mathematician or scientist but she loved to dream and write poems. She was hardly eleven when she wrote her first poem.

At thirteen, she wrote a long poem in the manner of famous English poets. After her matriculation in India she went to England for higher education in London. She met Sir Edmund Cross a distinguished man of letters. He was impressed by her knowledge and intelligence. He was surprised to see that she had written poems in flawless English but felt disappointed to find that they had nothing of the east in them. They were all about English sights and from this day onwards she devoted herself for writing verses about India.

**A. Answer the following Questions:**

- Tell about the early education of Sarojini Naidu.
- What happened when she completed her Matriculation?
- Why did Sir Edmund Cross feel disappointed?
- What did Sarojini Naidu decided after meeting Sir Edmund Cross?

**B. Answer the questions that follow by choosing the right alternative.**

- Sarojini Naidu loved to \_\_\_\_\_
  - Become a great mathematician or scientist.
  - Be an English poet.
  - Be an English teacher.
  - Dream and write poems.

2. She wrote her first poem at the age of \_\_\_\_\_.
  - (a) Ten
  - (b) Eleven
  - (c) Twelve
  - (d) Nine
3. She wrote a long poem like English poets at the age of \_\_\_\_\_.
  - (a) Ten
  - (b) Thirteen
  - (c) Twelve
  - (d) Eleven
4. Sir Edmund cross is known as a \_\_\_\_\_.
  - (a) Intelligent and knowledgeable person
  - (b) Renowned English poet
  - (c) Distinguished man of letters
  - (d) Mentor of Sarojini Naidu
5. The word \_\_\_\_\_ means 'distressed'.
  - (a) Flawless
  - (b) Disappointed
  - (c) Higher
  - (d) Hardy

### ANSWERS

#### A

1. Sarojini Naidu was educated in her early years under her father's own care.
2. After her matriculation in India she went to England for higher education in London.
3. Sir Edmund Cross felt disappointed to find that they had nothing of the east in them.
4. Sarojini Naidu decided to write verses about India.

#### B

1. (d), 2. (b), 3. (b), 4. (c), 5. (b)

**Q.6. Read the passage given below and answer the questions that follow:**

**Ans.** The culture of nuclear family is in fashion. Parents are often heard complaining about the difficulties in bringing up children these days. Too much of freedom in demand, too much independence, over night parties, excessive extravagance, splurging pocket money, no time for studies and family all this is a common cry of such families. Aren't parents, themselves, responsible for this pitiful state? The basic need of a growing youth is the family, love, attention and bonding along with moral values. One should not forget that 'charity begins at home'.

Independence and individuality both need to be respected, in order to maintain the sanctity of family. Children, today are to be handled with tact in order to bridge the ever widening generation gap. Only the reasonable demands need to be fulfilled, as there are too many expenses to be met and too many social obligations to be taken care of by the parents. Our forefathers lived happily in joint families. Children loved to live with their cousins, learnt to adjust within means. There was a perfect harmony between the generations. There never existed the concept of old-age homes. There was deep respect for the family elders and love, care and concern for the youngsters. Even the minor family differences were solved amicably.



**Unseen Passage with Question and Answers****Questions:**

1. Mention any two major common concerns of a nuclear family.
2. Who, according to the passage, are responsible for them?
3. Explain the expression 'charity begins at home'.
4. Describe the atmosphere in joint families.
5. Which word in the passage means 'Holiness of life'?

**Answers:**

1. Too much independence and no time for studies and family.
2. Parents themselves.
3. The parent should not forget that it is in giving that one receives.
4. In joint families, children get a friendly atmosphere and they also learn to adjust within means.
5. Sanctity.

**Q.7. Read the passage given below and answer the questions that follow:**

**Ans.** When we enter New York harbour the first thing we see is the Statue of Liberty. What impresses us the most is its size and magnificence. Have you ever wondered how it came to be there? The statue of Liberty was a gift from the people of France to mark the one hundred year anniversary of American independence. In 1869, sculptor Frederic Auguste Bartholdi began to plan his concept for the monument.

Bartholdi chose the look of classic Greek and Roman figures. He envisioned Liberty as a strong and proud figure, one who personified not only the majestic Greek goddesses of the past, but also the working men and women of the present. Finally, in 1884, the work was finished, and Liberty was packed into 214 crates and sent to New York city. Only one problem stood in the way. While the French had raised a lot of funds to build the statue, New York had not secured the funds to build its foundation. It was not until a New York newspaper implored people for donations that money became available. Finally, on 28th October 1886, Americans celebrated the unveiling of the Statue of Liberty.

**Unseen Passages with Question and Answers****Questions:**

1. Why was the Statue of Liberty given as a gift to America by France?
2. What is the name of the sculptor of the monument 'the Statue of Liberty'?
3. What did the sculptor imagine the Statue of Liberty to be?
4. How many years did it take to unveil the Statue of liberty?
5. Trace the word from the passage which means the same as "imagined".

**Answers:**

1. The Statue of Liberty was given as a gift to America by France to mark the one hundred year anniversary of American Independence.
2. Frederic Auguste Bartholdi.
3. The sculptor imagined the Statue of Liberty as the majestic Greek Goddesses of the past and also as the working men and women of the present.
4. It took about 2 years to unveil the Statue of Liberty.
5. Envisioned



## EXERCISES FOR PRACTICE

**Q.1. Read the following passages carefully and answer the questions that follow:**

**Ans.** Man can not live on food alone. Water is vital to human health and fitness. Although it is not a nutrient as are carbohydrates, fats, proteins, vitamins and minerals. It, in fact, is a key nutrient as no life is possible without it. Whereas we can live for weeks without food but we cannot live without water longer than a couple of days. Water approximates 60 per cent of the body weight of human adults. The total amount of water in a man weighing 70 kilograms is approximately a little over 40 liters. It is an excellent solvent – more substances are soluble in water than in any other liquid known so far. This makes it an ideal constituent of the body fluids which sustain life supporting chemical reactions. It dissolves various products of digestion and transports them to the rest of the body. Likewise, it dissolves diverse metabolic wastes and helps drain them out of the body. Besides, it performs a variety of functions some well known and well understood while others not so well appreciated yet vital. The no less important role of water is to distribute/dissipate the body heat efficiently, thereby regulating the body's temperature. Water accomplishes this role ideally because it has thermal conductivity ensuring rapid heat from one part to the other. Above all, water has a high-specific heat, implying that it takes a lot of heat to raise the temperature of water and likewise much heat must be lost to lower its temperature. Drinking a lot of water is an inexpensive way to stay healthy. Even excess of water is harmless. Water therapy includes drinking a liter or so the first thing in the morning is kidney-friendly. The water regulation in the body is affected by hypothalamus in two ways i.e., (i) by creating the sensation of thirst which makes us drink water and (ii) by controlling the excretion of water and urine. If water regulation fails, medical emergency ensues.

1. Man cannot live for more than a couple of days
  - (a) without food
  - (b) without water
  - (c) without oxygen
  - (d) without fruits
2. Water is an excellent solvent because
  - (a) it regulates excretion of urine
  - (b) it dissolves metabolic wastes
  - (c) it drains wastes out of body
  - (d) more substances are soluble in it than in any other liquid.
3. The high thermal conductivity of water helps to
  - (a) dissolve food
  - (b) dissolve metabolic wastes
  - (c) regulate body temperature
  - (d) sustain life supporting chemical reactions
4. The total amount of water in a man weighing 70 kg is
  - (a) Approximately 70 liters
  - (b) Approximately 60 liters
  - (c) Approximately 40 liters
  - (d) Approximately 50 liters
5. High specific-heat of water means
  - (a) It has high thermal conductivity
  - (b) It takes less heat to raise its temperature
  - (c) It takes more heat to raise its temperature
  - (d) It distributes the body heat efficiently



6. Drinking a liter of water in the morning is called  
 (a) hypothalamus (b) water regulation  
 (c) kidney therapy (d) water therapy
7. The word 'ideal' means  
 (a) lazy (b) most suitable  
 (c) valuable (d) good

**Q.2. Read the following passages carefully and answer the questions that follow:**

**Ans.** Shuffling the students to different sections has been practiced in many schools for many reasons. Some schools carry out the change in sections as part of a punishment to maintain discipline in the class. Friendship among school students evolves over a period of many years. A sudden separation from one's friends can be very traumatic to the students involved, especially during adolescence, as the peer group determines the identity of the youngsters. It is like uprooting an adolescent from his/her comfort zone. Interest in school activities may drop. Many boys and girls find it difficult to make new friends in the new section, as the adolescents would have established their own peer groups by now. Some students become rebellious some lose trust and respect for adults in general. Some can undergo mood changes including depression. The even oral threat of separation from friends can be very traumatic to children.

It is better that schools do not disturb the immediate environment adolescents, as this can have long-term adverse effects on their emotional development. If there are constant deviations in the expected behaviour, the teachers should take the help of parents and professionals to find out if the adolescents have any behaviour or conduct disorder. An appropriate approach to such conditions would help students enjoy school better.

**A. Complete the following sentences appropriately:**

- Shuffling the students to different sections in some schools is practices as .....
- During adolescence, shuffling can be painful to students because.....
- Four possible harmful effects of shuffling are:  
 (a) .....  
 (b) .....  
 (c) .....  
 (d) .....
- Disturbing the immediate environment of adolescents can.....

**B. Answer the following questions briefly:**

- What is the main difficulty among students when they are shifted to a new section?
- What is the author's suggestion to teachers if they find some changes in their students' expected behaviour?

**C. Find words from the passage which mean the same as:**

- something that causes an emotional disturbance (Para 1)
- opposite (Para 2)



**Q.3. Read the following passages carefully and answer the questions that follow:**

**Ans.** Often students who are very fond of reading books are labelled by their comrades as bookworms. Those disparagements generally come from the mouths of students who consider themselves as being 'gamesters'. Boys who shine in athletics or in the playing of some game — particularly cricket, consider that the games' field is a better or nobler arena for their activities and the expenditure of their energies than the classroom or the reading desk. The idea is born out of an inferiority complex inherent in the games minded students who actually envy their fellows who 'shine academically'. Academic honours have a glamour which is unique.

It is not to be denied that the playing of games is a worthy activity; it is worthy in the sense that the team spirit can be engendered in the individual only if he has learnt to participate in the playing of games. It is also true that the player does much for society and for his country on the Playing field. It is true that the feeling of cooperation can be cultivated in a person only through group activity. But studies should not be sacrificed in order that students devote their time only to the playing of games. It is my observation that those boys who become obsessed with the playing, particularly of cricket, begin to ignore their studies and then their academic ability suffers, as it must.

**1. Answer the following questions:**

- Which students are labelled as bookworms?
- What is the main goal of education, according to the author?
- What advice does the writer give for involving oneself in games and sports?
- What is the handicap that arises out of, over-involvement in games?
- Why do 'Gamesters' tend to call academically sound students 'bookworms'?
- Find words from the passage which mean the same as (i) friends, (ii) useful.

**Q.4. Read the following passages carefully and answer the questions that follow:**

**Ans.** Ours is a land where female form has been worshipped as a deity or a Sita, an epitome of virtue and sacrifice. In Vedic India, no religious or social function was considered auspicious until a woman was present in it.

However ours is also the land where female infanticide was practised in the past and where female foeticide is not considered a crime even in modern times. We have paid lip sympathy to the liberation of women. We have laws giving equal opportunity to both sexes. In practice, however, this equality remains on paper only. Little notice is taken of her emotional needs, fears, dreams and aspirations. Boys take rest after earning their living. But girls are expected to bear responsibility of running the home, welcoming guests and bringing up children even when they earn equal to or even more than the males in some cases.

In poor families, girls are still sold to the highest bidder or married early to end the parents' responsibilities quickly. In rich families, girls are projected more as showpieces rather than as a human being equally worthy or useful to the society as boys.

This does not mean that shackles of old prejudices haven't been broken at all in any field. Women have equal rights in voting, job opportunities and pay scales. Girls are academically better than boys. However whether it is conjugal rights, pleasures of job opportunities, she is expected to sacrifice her wishes and interests in favour of her brother or husband. She is still expected to play a background role of a nurturer, playing a nurse to the sick and of soothing emotional wounds of the male; rather than



projecting herself as a bread winner, as a peer or an important person in the family or in the social group as she sometimes deserves.

Perhaps, this duplicity and this differential treatment will disappear in the future. The female does deserve a chance to develop her potential, special skills and prove useful to the society.

1. On the basis of your reading of the passage, answer the following questions:

- What are the two qualities that make women respectable?
- Although we have laws giving equal opportunities to female, we \_\_\_\_\_.
- What is fate of the girl child in rich families?
- The shackles of old prejudices have been broken \_\_\_\_\_.
- Find a synonym of the word, 'capability' from the passage?

**Q.5. Read the following passage and answer the questions that follow:**

**Ans.** Since, children, spend a major part of their time at home and in the community, parents carry a big responsibility for their children's development. The atmosphere at home should be such that it nourishes and develops human values. Parental co-operation and encouragement are vital for the programme of their life. So, often you can see the difference in a child whose parents are actively involved with him and the child whose parents are not actively involved with him. Children learn a great deal by observing and copying what their parents do. Thus, it makes it imperative for parents to plant the right ideals in the minds of their children by the example of their own conduct. Parents should devote quality time to children and should make a conscious effort to give their children values and habits which would mould beings and good citizens of the world than into successful human.

- What type of atmosphere should be there in a home?
- What type of role do parents play in a child's life?
- How can parents plan the right ideals in the minds of their children?
- Give the opposite of the word 'minor'.

**Q.6. Read the following passage and answer the questions that follow:**

**Ans.** On Dec. 26, 2004, nature shocked us. It was a black day for the world. Nature blinded us by unleashing the demon named as Tsunami, which came to life through a gigantic earthquake in the Indian Ocean. It affected countries from Indonesia, Thailand, Sri Lanka, Malaysia to India, Bangladesh, Maldives and even France, Kenya and Somalia. The worst in four decades. It battered an endless coastline of the south and south-east Asia, with the toll nearing some 2,00,000 of which some 11,500 deaths are in India alone. The word 'Tsunami' comes from the Japanese words 'Tsui (harbour) and 'Namr (wave). About 80% of all tsunamis occurred; the Pacific Ocean and Japan have suffered many times. Tsunamis could be better described as a wave train, or series of waves caused in a sea or ocean by submarine earthquakes. These killer waves of nature which occurred on the fateful Sunday could be generated when the water was disturbed by the uplift or subsidence of the seafloor. Cape Lopata in Siberia witnessed the highest tsunami ever recorded, in 1737. The wave rose 210 ft. above sea level. Another demoniac tsunami waves more than seven stories tall, engulfed whole villages along Sanriku, Japan in 1896 drowning almost 26,000 people. We can only pray to Mother Nature not to show this cruelty to us.



- (a) Why is Dec.26, 2004 a black day for the world?
- (b) What does Tsunami mean?
- (c) What happened in 1737?
- (d) Can anything be done about Tsunami?
- (e) Find words from the passage which means same as — immense, devilish

**Q.7. Read the following passage and answer the questions that follow:**

**Ans.** Every living thing needs energy. It is needed for moving, for breathing, and for every part of the body to be able to work. All the tiny cells in your body and in huge tree need the energy to keep alive and to do their job. Where does all this energy come from? Energy comes from the sun. Sun's energy comes to the earth as light, which is one kind of energy. Green plants are able to trap and hold on to this energy. They store this energy in the form of food that they make in their leaves by a process called photosynthesis. Thus, plants can get the sun's energy. Animals have to eat plants to get energy. The meat-eating animals get their energy by eating the plants' eaters. Human beings get their energy from the food they eat. They convert this energy into action and work. Hence human beings have a lot of potentials to do such work which can make a difference in their lives.

- (a) Why does a living being need energy?
- (b) How does the sun's energy come on earth?
- (c) How do meat-eating animals get their energy?
- (c) How do plants use the sun's energy?
- (e) What form does energy take in human beings?
- (f) Use 'energy' and 'trap' in sentences of your own.

**Q.8. Read the following passage and answer the questions that follow:**

**Ans.** A telescope is the main tool of the modern astronomer to study stars and other celestial objects. Telescopes are the arrangement of lenses and mirrors which make objects look closer than they really are. However, even with the biggest telescope, a star looks like only a point of light through this light carries very useful information about the star. The light waves can reveal the make-up of the star and how hot the star is. A telescope also receives the whole range of radiations like radio waves and x-rays given out by a star. Astronomers do not see through the telescope. Instead, they use them as big cameras to take photographs of the night sky. Telescopes use curved mirrors to collect the light. The largest telescopes have mirrors six metres across. Astronomers use two main kinds of telescopes. They differ in the way they collect and focus the light from the stars. A reflector is a kind of telescope that uses mirrors and the refractor is a kind of telescope that uses lenses.

- (a) What is the use of a telescope to an astronomer?
- (b) What is a telescope?
- (c) What information about a star can be revealed by the light waves coming from it?
- (d) Name two tools used by astronomers.



**Q.9. Read the following passage and answer the questions that follow:**

**Ans.** Earth's population will be forced to colonise two planets within 50 years if natural resources continue to be exploited at the current rate, according to a report out this week.

A study by World Wildlife Fund, released on Tuesday, warns that the human race is plundering the planet at a rate that outstrips its capacity to support life.

In a damning condemnation of Western society's high consumption levels, it adds that the extra planets of the size of the earth will be required by the year 2050 as existing resources will be exhausted.

The report reveals that more than a third of the natural world has been destroyed over the past 30 years. The report warns that either people curb their extravagant lifestyles or treat earth's resources more kindly.

Otherwise, they will have to depend upon the scientists to locate another planet that can inhabit human life. At the moment it is a very difficult task, and our future generations are at great risk.

- (a) Why would we need two planets within 50 years?
- (b) Name the agency which has released a report about the earth's resources.
- (c) How can people save the earth?
- (d) Give opposite of 'extravagant' and 'reveals'.

**Q. 10. Read the following paragraph and answer the questions given below:**

**Ans.** Harold a professional man who had worked in an office for many years had a fearful dream. In it, he found himself in a land where small slug-like animals with slimy tentacles lived on people's bodies. The people tolerated the loathsome creatures because after many years they grew into elephants which then became the nation's system of transport, carrying everyone wherever he wanted to go. Harold suddenly realized that he himself was covered with these things, and he woke up screaming. In a vivid sequence of pictures this dream dramatized for Harold what he had never been able to put in to words: he saw himself as letting society feed on his body in his early years so that it would carry him when he retired. He later threw off the "security bug" and took up freelance work.

1. Give a suitable title to the passage.
2. Answer the following questions:
  - (a) Use prefix for – professional.
  - (b) Use suffix for – transport.
  - (c) Find antonym of unable.
  - (d) Find synonym of animals.

**Q.11. Read the following paragraphs to answer the next four questions**

**Ans.** Tailgating another vehicle is unsafe and illegal. Many rear-end collisions are caused by drivers following too close to the vehicle in front of them. The rules state that a driver must keep sufficient distance from the vehicle in front in order to stop safely and avoid a collision. Drivers should allow a minimum two seconds' gap between their vehicle and the one ahead. At sixty kilometres an hour, this equates to thirty-three metres; at a hundred it equates to fifty-five metres. More distance is needed to safely stop in rain or poor visibility.



Answer the following questions:

1. Tailgating another vehicle is unsafe because:
  - (a) all rear end collisions are caused by drivers following too close to the vehicle in front.
  - (b) it may not allow sufficient time and space to stop and avoid a collision.
  - (c) it is against the road rules.
  - (d) it is a reckless practice.
  - (e) None of these.
2. 'More distance is needed to safely stop in rain or poor visibility.' We can infer from this that:
  - (a) people drive faster in rain and poor visibility.
  - (b) the writer is merely calculating on the safe side.
  - (c) braking is more hazardous in rain and poor visibility.
  - (d) the road rules state that this must be so.
  - (e) All of these.
3. Find prefixes or suffixes in the following words also write the root word:
  - (a) unsafe
  - (b) illegal

**Q.12. Read the following paragraphs to answer the next four questions:**

**Ans.** Between us there was, as I have already said somewhere, the bond of the sea. Besides holding our hearts together through long periods of separation, it had the effect of making us tolerant of each other's yarns-and even convictions. The Lawyer-the best of old fellows-had, because of his many years and many virtues, the only cushion on deck, and was lying on the only rug. The Accountant had brought out already a box of dominoes, and was toying architecturally with the bones. Marlow sat cross-legged right aft, leaning against the mizzen-mast. He had sunken cheeks, a yellow complexion, a straight back, an ascetic aspect, and, with his arms dropped, the palms of hands outwards, resembled an idol. The Director, satisfied the anchor had good hold, made his way aft and sat down amongst us. We exchanged a few words lazily.

Afterwards there was silence on board the yacht. For some reason or other we did not begin that game of dominoes. We felt meditative, and fit for nothing but placid staring. The day was ending in a serenity of still and exquisite brilliance. The water shone pacifically; the sky, without a speck, was a benign immensity of unstained light; the very mist on the Essex marshes was like a gauzy and radiant fabric, hung from the wooded rises inland, and draping the low shores in diaphanous folds. Only the gloom to the west, brooding over the upper reaches, became more sombre every minute, as if angered by the approach of the sun. And at last, in its curved and imperceptible fall, the sun sank low, and from glowing white changed to a dull red without rays and without heat, as if about to go out suddenly, stricken to death by the touch of that gloom brooding over a crowd of men. From 'The Heart of Darkness', by Joseph Conrad.

Answer the following questions:

1. The narrator of this passage is telling his story from:
  - (a) a wharf.
  - (b) the deck of a yacht.
  - (c) a high vantage point.
  - (d) the edge of the Essex marshes.
  - (e) None of the above.



2. The mood of the men in this passage is best described as:
 

(a) surly	(b) resigned
(c) contemplative	(d) restless
(e) ecstatic	
3. From the passage, it is clear that the men:
 

(a) do not get along.	(b) show a quiet understanding.
(c) cannot be bothered with one another.	
(d) have just had a quarrel.	(e) are worn out.
4. The word 'diaphanous', used to describe the mist, means:
 

(a) almost transparent	(b) fragile
(c) suffocating	(d) silent
(e) none of the above	

□□□

AKC TECHNICAL CLASSES

# PART-3

## Writing Skill

**Chapter-9 : Correspondence**  
(a) **Business Letters**  
(b) **Official Letters**

**Chapter-10 : Memos, Circular, Office Orders**

**Chapter-11 : Agenda and Minutes of Meeting**

**Chapter-12 : Report Writing**



# 9

## Chapter

# Correspondence

Correspondence is an act of writing letter. It is also defined as 'any written communication exchanged by two or more parties through post office or digital means'.

**Examples** – letters, emails, text messages, post cards etc.

Correspondence is important in various fields for various purposes:

1. Personal life (field)
2. Business field
3. Official field

Though the business is being done through digital technology but even then written form of correspondence has its own importance. Written correspondence is an effective means of keeping ourselves in touch with those whom we can not meet face to face.

One of the most popular form of correspondence is 'Letter'.

### 1. LETTER WRITING

The most common form of written correspondence is letter writing.

The various aspect of letter writing like, purpose, characteristics, types will be discussed in this chapter.

#### Letter

Letter is a written document most commonly used for correspondence. It may be written formally used in business, offices etc.) or informally (used in personal life). It is written purposefully to a targeted receiver.

#### Purposes of Letter Writing

In order to succeed in today's competitive environment, we need effective letter writing skill because we may have to write different kinds of letters, in order to

1. Make request
2. For services or information
3. Give information, request for action
4. Give instructions or guidelines
5. Express an opinion
6. Reinforce business relations

7. Maintain good public relation
9. Co-ordinate

8. Motivate and persuade people

### **Characteristics of Letters**

Letters must be written such that they bring positive response. A letter must have following characteristics :

- |                       |                            |
|-----------------------|----------------------------|
| 1. brief in content   | 2. to the point            |
| 3. clear in vision    | 4. simple in language      |
| 5. objective in style | 6. formal in tone          |
| 7. purposeful         | 8. complete in information |

### **Types of Letters**

Letters are written in different fields, for different purposes by different people on different relationships. So, we can divide letters in many types :

#### **1. Business Letters**

These letters are written by the business authority to communicate for a specific purpose. Job application also comes under this category.

#### **2. Official Letters**

These letters are written by the officers of any of the government department, receiver may be the office of other departments or any other business man or common person to whom government official wants to communicate the message.

#### **3. Personal Letters**

These are written by the people, the receiver may be a relative or friend or editor or officer of any department, etc. These are used for communicating common or specific information. When we write letter then content, language and style is changed according to the receiver of the letter.

(a) *Personal Informal letters*: These letters are written to our friends and relatives.

(b) *Personal formal letter*: These letters are written to either officers or business owners or Editors.

### **A. BUSINESS LETTERS**

Business correspondence is an instrument of decision making in the business world. Business letters serve as communication tool to reach out to people not only within the locality and neighbourhood but also in other cities and nations. It helps to reinforce professional and business relations. It is a positive instrument of professional exchange of ideas, opinions and information. Business written correspondence has become such an integral part of everyday business that one can not think of running a business without such related communication tool.

In order to succeed in today's competitive environment, we need effective letter writing skill because we may have to write different kinds of business letters, in order to



- |                                  |                                    |
|----------------------------------|------------------------------------|
| 1. Make request for action       | 2. For services or information     |
| 3. Give information              | 4. Give instructions or guidelines |
| 5. Express an opinion            | 6. Reinforce business relations    |
| 7. Maintain good public relation | 8. To motivate and persuade people |

### Business Correspondence is Important As

1. They help in sustaining business relationship.
2. When the information, you wish to convey is complex, they help you.
3. They serve as permanent record.
4. They help you to reach large and geographically diversified audience.

### Purposes of Business Writing (Letters)

The main purpose of writing any business letter is to sustain the existing business relationship and to create and establish a new business relationship. But the purpose of individual letter depends on its type and need. Some of the purpose of Business Letters are mentioned here.

- |                       |                      |
|-----------------------|----------------------|
| 1. To inform          | 2. To place an order |
| 3. To make adjustment | 4. To congratulate   |
| 5. To request         | 6. To sell a product |
| 7. To enquire         | 8. To collect dues   |
| 9. To apply for a job | 10. To complain etc. |

### Characteristics of Business Letters

A business letter must have certain characteristics as mentioned below:

1. **Brevity/conciseness:** "Business letters should be concise and direct. Writer should have the ability to present the subject matter in brief as sometimes too many words destroy the beauty of the correspondence and lead to confusion. Indirect expression, rhetoric expressions, exaggeration, unnecessary words, wordy expressions, empty words, compound prepositions, repetition and redundancies must be avoided.

*Example:* \*I am extremely sorry to have to point out to you that we do not have these brands in stock at the present time. (Lengthy)

\*sorry, these brands are out of stock now. (brief and correct)

2. **Clarity :** Another essential thing of a business letter is its clarity. A clearly written letter is immediately understood by the reader. Message should be clear in simple conversational language. Simple sentences and logically divided paragraphs make letters more effective.

Letters should avoid long involved sentences, over-enthusiastic sentences, verbosity, redundancy (low information content) words, bombastic words, ambiguity, obsolete words, vague and unclear words.

*Example:* I like the items very much and have desire to have such items in my study. (Not clear)  
I would like to place an order of a bookshelf (Cat. No-331). (clear)

- 3. Accuracy/correctness:** Business letters must contain all the required details. A business letter is just like an ambassador, representing a firm, an industry or a business concern. It strengthens the business relations between two business firm, or parties. Hence, facts mentioned by the sender must be true and genuine. Accuracy of facts and results in building goodwill between two and we know it is the back bone of all business relations. A letter should be correct in facts, grammar and language.

**Example:** With reference to your advertisement published in the times of India, I am interested in the product. (wrong)

With reference to your advertisement published in The Times of India dated 3.7.08, I am interested in printer HP 20003x3 model. (right)

- 4. Completeness:** Though your business letters may be concise and clear, but it should be complete in all respects, so that they may fulfill the objective.

**Example:** Send your payment by demand draft. (incomplete)

Send a demand draft of 3000 ₹ to Raj Nath and company by 3.7.08. (complete)

- 5. Politeness :** A business letter should be courteously written as politeness is a keyword in business world. A good letter should include expressions such as thanks, regret, please, my pleasure etc. courtesy is oil which reduces friction. Being polite to your readers is another way of earning their respect and sustaining your relationship with them. You need to use a conversational tone, Avoid dogmatic attitude & anger.

**Example:** Your indifferent attitude has caused a great loss. (wrong)

Had you been a bit more careful, we could have avoided this 20% loss. (Right)

- 6. Consideration:** When you write a letter you keep in view the type of the addressee or the receiver of the letter. Writer must take into consideration the nature, the post and also the mental level of the receiver so that reader can read with ease.

- 7. You attitude:** Focus on the recipient's needs, purpose, or interests instead of your own. This recipient oriented style is often called the 'you' attitude. Don't use too any yours but keep the recipient in focus of the letter.

**Example: 1.** We are glad we can now sale your tape-recorder. ('I attitude')

You would be glad to know that your tape recorders are ready for sale.

(You attitude)

**2.** We are happy to receive your request for the automatic locks. (I attitude)

Thank you for your request for the automatic locks. (You attitude)

### **Parts/Elements of A Business Letter**

1. **Letter Head (complete address of the company) (Wirtten/printed at the top center)**
2. **Date**
3. **Reference no (optional)**
4. **Mailing notation (optional)** by registered post/by courier/speed post
5. **Addressee notation (optional)** (personal/confidential/please forward)
6. **Inside address** (designation and address of receiver)



7. Subject (it should be underlined and in capitals)
8. Salutation dear/respected/mr./mrs.
9. Body (it includes introduction, detail, closing)
10. Complimentary close (it is also called subscription)
11. Signature block (signature-> name in capital-> designation)
12. Enclosures (optional) enclosure: 2
13. Copy notation (optional) c.c:
14. Superscription includes the address of addressee and is written on envelop.

## Types of Business Letters

- |                           |                                  |
|---------------------------|----------------------------------|
| (a) Sales letters         | (b) Letters of enquiry           |
| (c) Letters of quotation  | (d) Letters of order             |
| (e) Letters of adjustment | (f) Letters of claim & complaint |
| (g) letters of order      | (h) Credit letters               |

### **A. Sales Letters**

Manufacturers adopt various methods like advertisement, personal contacts, door to door canvassing and sales letters; to promote the sale of the goods or services. Sales letters are persuasive messages that persuade the readers to believe what the sender wants them to believe. Sales letters are targeted to selected customers.

Although expensive and time consuming, sales letters are very effective and result-oriented business publicity. The basic objectives or aim or purpose of every sales letter is to promote sale, but they serve many purposes. They may intend to

1. Make new customers
2. Promote a business idea
3. Introduce new products in the market
4. Generate new demand for an old product
5. Promote good will
6. Increase and expand customer network
7. Catch the reader's attention
8. Arouse the reader's interest
9. Create desire in the reader
10. Motivate the reader to action
11. Launch a sophisticated marketing campaign aimed at a target audience.

To grab the attention of the reader following devices can be used

1. Question
2. Quotation
3. Anecdote

4. Statistics
5. Central selling point
6. Appeal

### Main Parts Of Body Of A Sales Letter

(1) Remember every letter has almost similar kind of elements)

1. Letter Head
2. Date
3. Mailing Notation (O)
4. Addressee Notation (O)
5. Inside Address
6. Subject
7. Salutation
8. *Body*: It must have three parts

(a) **Opening**: Opening of the letter should be attractive. Its main purpose should be to gain the reader's attention. It can be done by

- (i) Offering special offers
- (ii) Describing features of product
- (iii) Asking stimulating questions
- (iv) By giving startling statements
- (v) By making special appeals
- (vi) By writing quotations/proverbs
- (vii) By giving persuasive suggestion

(b) **Main body**: Body of the sales letter is the informatory part. Special features of the product will be given in detail in order to **convince** the buyer. This part

- (i) Builds the reader's interest
- (ii) Emphasis on selling points
- (iii) Convinces the reader that the product or service is best
- (iv) Includes key features of the product
- (v) Substantiates claims by facts, figures, testimonials, guarantees, etc.

(c) **Closing**: It encourages the reader to act so it should be written with utmost care. This part:

- (i) Motivates the reader to act.
- (ii) Adds special inducements to get a quick response.
- (iii) Expresses a goodwill expression.

9. Complimentary Close
10. Signature Block
11. Enclosures (O)



12. Copy Notation (O)
13. Postscript (O)
14. Superscription

► **Example: Write a sales letter to Young Club for promoting new line of products in sports. Invent details by yourself.**

**MAHAJAN SPORT SUPPLY**

502 Sport Colony, Meerut, 250002

0121-26755432,

[mahajansport@gmail.com](mailto:mahajansport@gmail.com)

[www.mahajansport.com](http://www.mahajansport.com)

Ref. No. sale/cr/sep/14

Date: September 4, 2014

**COURIER**

The manager  
Young Club  
36, Company Bag  
Meerut, UP, 250001

**Sub : Cricket Products On Heavy Discount**

Dear Mr. Vardhan

You and your firm have been recommended by Mr. J.S.Sriniwas indicated that you may be interested in the new line of products that we made for the sport persons.

This time, Company has produced sports products keeping in mind the needs of the young cricketers. Particularly our new cricket bats, gloves and balls are being appreciated by different sport clubs and Cricket Academy. I have enclosed latest catalogue for the same. We are offering 10% discount on purchasing the goods of Rs 3,000 & above and 20% discounts on purchasing the goods of Rs. 8,000 & above.

I would like to meet you at your desired place and time, to discuss about the quality of our products and to assure you about a healthy business relation. If you have any query please feel free to contact at my cell phone 91 75xxxxxx07. I look forward to meet you.

Sincerely yours

P.MAHAJAN  
(Sales Representative)  
Enc. Catalogue

**Example of Sales Letter**

**B. Credit Letters**

'Buy now pay later' is a common practice of the business world. The letter which are written for seeking financial help in the form of credit is called credit letter. Credits letters are direct message promising payment in future. Credit facilities can be called pivot in which all major business activities revolves. Writing a credit letter involves a careful analysis off the terms of credit, credit references, and other relevant business information. Credit is a pivot but sometime it is risky so it is necessary to check the status of being trusted to pay back money. Detail of the credit applicant about his present employer, source of income, his bank accounts and also other details of his financial standing should be obtained.

**Types of Credit Letters**

1. **Request for credit:** This should be written very tactfully as reader is under the obligation to grant credit. Letter includes information about the product or goods to be bought on credit. Order should be given in a humble way. The terms of credit along with other aspects of credit arrangement should be mentioned in the letter. Don't forget to supply credit references and convincing the reader that the payment will be prompt. Promises should motivate the receiver.
  2. **Letter granting credits:** A letter granting credit follows a direct patter. Letter which grants credit must include information about the grant of the credit and immediate execution of the credit. Terms and conditions should be mentioned clearly. Always make enquiry before granting credit to anyone.
  3. **Letter refusing credits:** Writer should refuse in such a way that reader should appreciate the problem and accepts the refusal without any malice. Thus a letter refusing credit should be opened with a buffer statement, which could be an expression of thanks, appreciation, compliment, agreement or understanding. The letter should be closed with a goodwill expression.
  4. **Enquiries about status:** Before granting credit someone it is necessary to know the reality of the seeker. Letter should be written straight forward.
  5. **Response to status enquiries:** These letters are written from referral side. Every information should be written correctly to avoid confusion.
- **Example:** You are Vinod Jamley, the purchase manager of Avinash Communication. write a letter to The Sales Manager of Ten Star Electronics Pvt Ltd, for placing order of 50 laptops on credit.



**AVINASH COMMUNICATION**

124 Daksh Market, Pali Road, Sardhana

0135-2567345, [as.sd@yahoo.com](mailto:as.sd@yahoo.com)[www.avinashcommunication.com](http://www.avinashcommunication.com)

Ref No. 1/cred/TSE/may/14

Date: 12 May, 14

The sales manager  
Ten star electronic Pvt. Ltd.  
23, park tilak road  
jamshed pur

**Sub: Order of 50 Laptops on Credit**

Dear sir,

Your products are in demand in the market and I need some electronic products for the coming festive season but due to less availability of funds I would like to place order for the below mentioned items on credit of 45 days.

Since we have good business relations with you and also that the lap-tops manufactured by you are the best, we would like to place this order of 50 lap-tops (details given below) on 45-days credit.

<i>S.No.</i>	<i>Item with Model No.</i>	<i>Quantity</i>
1.	Minilaptop acer 17X	15
2.	Sanio Laptop 23 Plus	20
3.	Sanio Laptop Newbeam	15

For business relation, I would like to give two references

1. Mr. Chanchal Jha, General Manager, Imperial Bank, 567 Crosswoods Drive, Falls Church, Jamshedpur, 4022045.
2. Mr. Shah Jahan Kureshi, Your 15 year old business retailer, 56 Shah Market, Jamshedpur.

We hope to receive your favorable response at the earliest. In case you need any other information, please contact us.

Sincerely yours

VINOD JAMLEY  
(Manager)

**Example of Credit Letters (Request For Credit)**

### C. Letter of Enquiry

These letters should be written in courteous language. These letters should be concise, clear and complete. These are needed for inquiry asking information about the quality, price and availability of the goods to be purchased. Inquiries may be of two types:

1. **Solicited inquiry:** It means inquiry made in response to the advertisement of the company.
2. **Unsolicited inquiry:** It means an inquiry made by the buyer at his own initiative. It has a wider scope.

#### Parts of letter:

**Opening:** it should be opened with a clear statement. Make the purpose clear. Questions or information should be listed in a clear and specific way.

**Body:** It gives details that explain the request.

**Closing:** It should include a goodwill expression seeking an action-oriented response and specifying the action that the reader should take.

- **Example:** Think yourself as R.K. Jain the General manager of National Tours and travels pvt ltd. Write a letter to the Training Manager for enquiring about training course for your executives.

#### NATIONAL TOURS AND TRAVELS PVT LTD

M-15/6, SOUTH EXTENSION,

NEW DELHI-110049

011-672344, [nationaltours@gmail.com](mailto:nationaltours@gmail.com)

[www.nationaltour.com](http://www.nationaltour.com)

Ref: 11/Enq/Tra/005/May/15

Date: 12 May, 2018

Training Manager

Sarna Corporate Training Pvt Ltd

D-28/56, Ring Road, Delhi-110052

#### Sub: Enquiry About Training Courses For Field Staff

Dear Mr Malhotra:

Please provide information regarding training courses for field staff involved in aggressive selling of tour packages.

We, presently, have 24 sales trainees who need intensive training in sales and marketing skills. Kindly send us the following information to enable us to choose the right course for them:

1. list of the courses best suitable for our sales staff
2. duration of each course
3. course content
4. fee structure



We would be glad if you could send us the information before May 25, 2018. we look forward to hearing from you.

Sincerely Yours

R.K.JAIN

(General Manager)

### Example of Letter of Enquiry

## D. Letters for Inviting Quotation

A letter of quotation is similar to an enquiry letter in which you invite the reader/s to submit their quotation with their rates, terms of business and other related information.

### Parts of letter:

1. **Opening:** It contains clear statement of the needs of the writer with specifications of the goods or services required.
2. **Body:** It gives details that explain the request for quotation.
3. **Closing:** It motivates the reader to act.

- Write a letter to the manager, Electrolux Home care Center to enquire the rates of the items for your retail shop. Invent details by yourself.

### ROSEN KITCHEN ACCESSORIES

36, Tilak Nagar, New Delhi

rka@gmail.com, 011-4562XXXX7

Ref: QV0/Sep/3/18

Date: 6 Sep, 2018

The Manager  
Electrolux Homecare Centre  
D-28/56, Tilak Road, Delhi

### Sub: Seeking quotation for Kitchen Accessories

Respected Sir,

Kitchen accessories are required at whole sale rate for our newly steup shop (retail). We would like to invite quotation from your whole sale store.

You are requested to send us the brochure and quotation slip including discount and other terms and conditions.

Waiting for the brochure. We will appreciate receiving the same before 20 Sep. 2018.

Yours sincerely

Archana Sharma

Manager (Purchase)

### Example of Letter of Quotation (Individual)

**E. Letter of Order**

Such letters are written for placing an order either for goods or rendering the services either against payment or on credit. Such letters includes particulars with regard to the quantity, size and other specifications.

**Parts of letter**

1. **Opening:** The letter should open with a clear statement of the needs of the writer with specifications of the goods or services required.
2. **Body:** Writer must provide the necessary details.
3. **Closing:** It should be done with a goodwill expression.

► **Example:** You are Shubham Srivastava, the Purchase Manager of Vidya Electronics. Write a letter to the sales manager of Symtronics Pvt. Ltd. For ordering few electronics items.

**VIDYA ELECTRONICS**

36, Court lane, civil lines, New Delhi  
011-2567439, 9356876590, [info@vidyaelectronic.net](mailto:info@vidyaelectronic.net)  
[www.vdyaelectronics.net](http://www.vdyaelectronics.net)

Ref: ORD/COM/003/ May/2018

Date: 23 May, 2018

The sales manager  
Symtronics Pvt. Ltd.  
23, Park Tilak Road, Jamshed Pur

**Sub: Order Of Electronic Items**

Dear Sir,

You will be pleased to know that our firm has decided to place an order of few electronics items to your company.

Please send the following items on the business terms agreed upon in letter (Ref. no. 2341, dated 15 May, 2018):

<i>Catalogue No</i>	<i>Item Description</i>	<i>Quantity</i>
128	HP Pavilion T2501 Desktop	50
236	HP Scan jet 3200C	20
567	Symtronics Tab 23XM	15



We would be grateful if you could send the items duly insured. The insurance charges may be included in the bill. We would appreciate receiving the items by June 15, 2018. As desired, we would make the payment by crossed bank draft.

Yours sincerely

SHUBHAM SRIVASTAVA  
(Purchase Manager)

### Example of Letter of Order

## F. Letters of Claim/Complaint

Human beings are liable to commit mistakes. However efficient, we may commit mistakes. So the second party needs to write complaint letters. A complaint letter is an expression of dissatisfaction. It is written because sometimes important services are unsatisfactorily rendered, goods are consigned to wrong destination, sometimes too late, sometimes in less than the required quantities, sometimes goods reach their destination in damaged condition because of faulty packing or improper handling in transit etc. The purpose of writing complaint or claim letters is not to express your anger but its sole motive should be to find out the possible ways to solve the problem so that business relationship with that firm can be maintained.

1. **Opening:** It should disclose complaint.
  2. **Body:** It should contain the factual explanation with relevant documents in support of complaint.
  3. **Closing:** It should include the writers request to take necessary action in order to make some adjustment.
- **Example:** You are Vidya Bhaskar. Recently a consignment of 50 computers has reached to your showroom but to your extreme surprise three of the computers were found defective on checking. Write a letter to the company by registering your complaint against this defect. Invent details by your self.

### SUN SHINE ELECTRONICS

123, shivaji road, Banglore

143-4567893, 956783458679, [info@sunshineindia.net](mailto:info@sunshineindia.net)

[www.sunshineindia.net](http://www.sunshineindia.net)

Ref: CPT/HCL/ORD/6/June/2019

Date: 5 June, 2019

### REGISTERED MAIL

The Sales Manager  
HCL. Infosystems Ltd.,  
Noida- 20301, India

**Sub: Complaint About Order No. 4398**

Dear sir

You will be shocked to know that we received 3 Computers defective out of a consignment of 50 Computers. We are sorry to write you that the negligence on your part created a great trouble to us as we could not deliver the computer to our retailers on time.

I would like to draw your attention to the delivery of 50 computers, sent to us as per our order no. 4398. As per our policy we checked the computers on delivery and found three computers defective. There was no display on the screen.

You are requested to exchange the defective items to new one within one week of writing this letter. Early action will help us to save our business relation with our retailers and you.

Yours sincerely

**VIDYA BHASKAR**

(Purchase Manager)

**Example of Letters of Claim /Complaint****G. Adjustment Letter**

An adjustment letter is an attempt to satisfy an aggrieved customer who has the potential to damage the goodwill of the company in the market. It is the duty of a manufacturer to satisfy the customer so that his goodwill can be maintained in the market. This adjustment letter may be called a letter of regret. The writer not only expresses his apology but also gives the reasons which have caused present inconvenience. Since the main objective of such letters of adjustment is to satisfy the customer so that future business transactions can continue. The key elements of the letter are:

1. Appreciation and understanding,
2. Apology and explanation,
3. Investigation and action
4. Expression of goodwill.

**Parts of letter:**

1. **Opening:** It expresses an appreciation of the problem and thanks the customer for calling attention to the problem.
2. **Body:** It expresses apology along with a precise explanation mentioning how the problem was caused, mentions results of the investigation into the complaint, and offers a reasonable settlement.
3. **Closing:** It expresses goodwill.

➤ **Example:** Think yourself as Yash Toinar, the Sales Executive of Rajendra Furniture House. Write an adjustment letter to your client who complaint about defect in furniture delivered by your furniture house.



**RAJENDRA FURNITURE HOUSE**

Near Amarpali Bhawan, Ghandi Road, Varanasi-681021  
 0132-6321580, +919897654678, [furnitureinfo@gmail.com](mailto:furnitureinfo@gmail.com)  
[www.rajendrafurniture.net](http://www.rajendrafurniture.net)

Ref: Adj/COM-13/Dec/2018

Date: 25 Dec, 2018

The Manager purchase  
 Vishvesh Group Industry  
 36, Station Rod, Varansi

**Sub: Replacement of Defective Furniture**

Dear Sir

Thanks you for your letter (Ref: R C/6/B) dated 9 Dec, 2018.

I am sorry to learn that we have given you an occasion to make complaint. As you have graciously mentioned in your letter, it is for the first time that such a thing has happened. I would like to add that this is the first ever complaint received by us from any customer. We apologized for inconvenient.

The flawed supply, which, however, was made during my absence from the firm, is being immediately replaced. We shall be more watchful in future, and grateful to you if you allow this business association to continues.

Your sincerely,

YashTomar  
 (Sales Executive)

**Example of Adjustment Letter****H. Reference Letter**

These are the letters which are written by a person to whom an applicant refers at the time of job. References are generally given by the applicant when he seeks job any where. These letters of reference are certificates of the candidate's honesty, sincerity and ability for the post, applied by him. These letters gives recommendation to the applicant so these should be written in polite language relating all important information about the applicant.

- **Example:** Yogesh Engineering works wrote a letter Jai Hind and Brothers to enquire about Mr. S.K. Jain. Write a letter of reference to the Personal Manager of Yogesh Engineering Goods to help Mr. Jain to get a job in Yogesh Engineering works

**JAI HIND AND BROTHERS**

A-9, Amender place, Kanpur-989012

342-5678945, +919798969544, [contactjhb@gmail.com](mailto:contactjhb@gmail.com)

[www.jaihindindustry.org](http://www.jaihindindustry.org)

Ref: REF/34/Aug-2010

Date: 30 Aug, 2010

**CONFIDENTIAL**

The Personal Manager  
Yogesh Engineering Goods  
Satan Street,  
Mainpuri-382162

**Sub: Recommendation of Mr. S.K. Jain**

Dear Sir

Mr. S.K. Jain, to whom your letter of enquiry, dated 20.08.2004, refers, worked with us as Assistant Manager from 12 Feb, 2004 to 30 June, 2010. During this period he performed his duties honestly and competently. He never gave us any occasion for complaint. I have absolutely nothing to say against him.

Yours sincerely,

S.S.Bhatt (Manager)

**Example of Reference/Recommendation Letter**

**MISCELLANEOUS EXAMPLES**

1. Write a letter to supplier asking for catalogue for plastic products for your institute.

**INSTITUTE OF ENGINEERING & TECHNOLOGY**

J. Block, Valu Street, Modinagar

Ref: Inq/B-5/36/April/10

25 April, 2010

The sales Manager  
The Sales Manager  
56-Andra Lok  
Sher Gari  
Gaziabad



**Sub : Catalogue requirement**

Dear Sir,

We want some plastic items for kid section and stationery department and for that we want your latest catalogue with price lists for all the plastic products. Kindly also supply the condition, terms and mode of payment, discount or commission you provide.

We will appreciate an early reply.

Thanking you

Yours Sincerely

Vivek Ahuja

(Purchase Officer)

2. Write a business letter to Ajit Esther and Co., West Street, Mumbai-400013 ordering the items for your sports club. As the secretary of the club ask the company to send you some sports articles such as hockey sticks, cricket bats, volley ball covers, bladders by train and send you the R.R. railway receipt).

**GANDHI SPORTS CLUB**

Company Bagh, Roorkee Road, Meerut

gsc@gmail.com, 0121-70XXXXXXX

Ref. No. A/602/KI-12

Date: 6 Feb, 2012

Vardhman Sports Company

Suraj Kund Road

Meerut

**Sub: ORDER FOR SPORTS ARTICLES**

Sir,

We are pleased to set an order of following items. Kindly send all the items by train and send railway receipt to us.

- |                                  |      |
|----------------------------------|------|
| 1. Hockey sticks (standard size) | — 24 |
| 2. Cricket bat (standard size)   | — 08 |
| 3. Volley ball (cosco)           | — 25 |
| 4. Bladders (super)              | — 10 |

I an enclosing cheque of 25% amount with this order letter and will make the rest payment on delivery. Hoping for an early delivery.

Thanking you

Yours Sincerely

XYZ

(Secretary Sports Club)

3. Draft a letter one of your dealers and ask him to make the overdues immediately. (UPBTE)

M/S ABCL Pvt. Ltd.  
57-Garh Road, Meerut  
abcl@gmail.com

Ref No -Apk/ord-6/09

Date: 6 July 2009

The Manager  
Gitanjali Electronics  
Mangal Market  
Meerut

**Sub: Regarding the payment of over dues.**

Sir,

This is to intimate you that we have supplied some bills to you No-36 on 14 April 2009 and No-38 on 10 May 2009 to you. I am writing to remind you that the time given for payment is over. It is my humble request to you kindly make payment of above bills at the earliest so that we may not suffer financially and can enjoy the healthy business relationship.

Thanking you  
Yours Sincerely  
Mukund Kundra

4. As the principal of your institute, write a letter of enquiry to supplier in Lucknow asking him for necessary particulars, prices and terms of business for the supply of chemicals.

PATLA POLYTECHNIC

Modinagar (Meerut)  
patlapolyechinc@gmail.com

Ref. No. A/26/18

Date : 5 Nov. 2018

The Manager  
The Danush chemicals,  
Manufacturers & Suppliers.  
Vivek Vihar, G. T. Road  
Bangalore

**Sub: Inquiry for the chemicals**

Dear Sir,

We want to purchase some chemicals for our chemistry laboratory. So kindly supply us the details of your products, prices and terms of the business. We shall place our order very soon after going through the details.

Thanks  
Yours Sincerely,  
Vikram Jeet Singh  
Principal



5. Write a letter to a firm, complaining about the low quality goods supplied to you by them.

**M/S BISWAS & SONS**

35, Preet Vihar  
New Delhi-110001

Ref. No. 175/2 K

Date: 5 Aug, 2005

The Manager  
M/S Geetanjali Electricals,  
11/5, Janpath  
New Delhi

**Sub: Complaints of Low Quality Goods**

Dear Sirs,

We are sorry to inform you that the items of electrical equipments you sent to us by parcel No. 356/27/A (Dated August 3, 2005) are of very poor quality. We are sending them back to you by parcel No. 72002/5 (Dated August 6, 2005). Please inform us as soon as you receive them and tell whether you are capable of sending us high quality items.

Waiting for early reply

Yours Faithfully  
Sohan Biswas  
Manager

6. Write a letter to Messers Dev Anand & Sons, complaining of supply of the articles of 'Navrang company' while you placed the order for the supply of the articles of 'Rajhans Company'. State clearly that no payment will be made for the supply if the error is not rectified within a month.

**BINNANI INDUSTRIES,**

A/23, Kailashpuri,  
New Delhi,

Ref. No : 53/2/12

Date 13 Feb, 2012

The Manager  
M/S Dev Anand & Sons,  
204, Rohit Apartment,  
Allahabad,

**Sub : Complaint of Wrong Supply**

Respected Sirs,

It is very regretting to inform you that you sent us the articles of 'Navrang Company' while we had placed the order for that of 'Rajhans company'. We did not like the articles, kindly exchange the articles within a week otherwise we shall be unable to make the payments. The expenditure in the replacement will be yours. We hope an earliest favour.

Yours Faithfully  
Vidya Ratna  
(Manager, Binnani Industries).

7. As the Principal of a Polytechnic, place an order with a firm in Mumbai for the supply of computer software.

**LAXMI BAI POLYTECHNIC**

NH-24 Haridwar Road, Meerut  
infolbp@gmail.com, 75XXXX7810

Ref-I-Ord/July/2010

Date: 8 July 2010

The Manager  
Geetanjali Electronics  
86-Begum bag  
Naya Bazar  
Meerut

**Sub: Order for computer software**

Dear Sir

The catalogue that you sent us in response to our demand letter No. INO/May/2010 has been proved very beneficial in taking decision for selection of software of our need. We are satisfied with all the terms and conditions. We are pleased to set an order of computer software (Catalogue No-3K/II/P). We have 30 computers connected by lan, please send software at the earliest and ensure the safe delivery.

Thanking you  
Vinod Saswat  
(Lab Incharge)  
Laxmi Rai Polytechnic

➤ Write a letter to the manager, Electrolux Home care Center to know the rates of the item for your kitchen in newly constructed house. Invent details by yourself.

23, Ajanta Colony Tilak Road  
jamshed pur

May 12, 2005

The Manager  
Electrolux Homecare Centre  
D-28/56, Ring Road, Delhi-110052

**Sub: Seeking Quotation for Installing Kitchen System**

Dear Sir,

I am interested in the installation of complete kitchen system in my newly constructed house. I need information brochure for the same.

I have a newly constructed flat and want to install some latest cooking devices in my kitchen. I, therefore, would feel grateful if you send your latest illustrated catalogue and price list about it. I am interested in kitchen equipments which are latest in design with practical innovation. I also want prompt delivery and installation after the order. You must also ensure prompt and



efficient service after sales and beat value for my money. I look forward to our immediate response and action in this matter.

Yours sincerely

VIKAS MALHOTRA  
9457956743

### Example of Letter of Quotation (Individual)

1. Write a letter to supplier asking for catalogue for plastic products for your institute.

#### INSTITUTE OF ENGINEERING & TECHNOLOGY

J. Block Valu Street, Modinagar

Ref: Cat/Ing/36/5B

Date: 8 July 2010

The Sales Manager  
56-Andra Lok, Sher Gari  
Gaziabad

25 April, 2010

**Sub: Catalogue requirement**

Dear Sir,

We want some plastic items for kid section and stationery department and for that we want your latest catalogue with price lists for all the plastic products. Kindly also supply the condition, terms and mode of payment, discount or commission you provide.

We will appreciate an early reply.

Thanking you

Yours Sincerely  
Vivek Ahuja  
(Purchase Officer)

## B. OFFICIAL LETTERS/GOVERNMENT LETTERS

Official correspondence includes all kinds of letters exchanged between government departments, government officers, and between non-government organizations and persons and government authorities. Official letters are informal in nature. They based on certain formal rules and regulations. These letters differ from business letters and private letters in various ways. Government offices follow a prescribed pattern in this respect and this makes them different from business letters.

### Characteristics of Official Letters

1. Official letters have a particular number e.g. No. T Y 456/89 (6)
2. Etiquette and politeness are observed in all official letters, whatever the content, and the status of the recipient.

3. These letters are brief, straightforward, and free from ambiguity.
4. Language is simple and free from confusion. Words of slang, colloquialism, bombastic style,
5. Too much quotations and foreign phrases should be avoided.
6. In official letters, we have paragraphs serially numbered.
7. In an official letter only one subject is dealt with. It should not deal with two subjects at a time.
8. These letters follow set rules and regulations of official correspondence.
9. Correctness of language is the foremost requirements.

### **Different Forms of Official Letters**

In the government office, many forms of communication are adopted like

- |                     |                          |
|---------------------|--------------------------|
| 1. Official letters | 2. Demi-official letters |
| 3. Circular letters | 4. Express letters       |
| 5. Telegrams        | 6. Memos                 |
| 7. Press notes      | 8. Notifications         |
| 9. Reminders        | 10. Proclamation         |
| 11. Dispatch        | 12. Endorsement etc.     |

### **Parts of an Official Letter**

1. Letter Head (govt office/department)
2. Date
3. Reference No.
4. Mailing Notation (O)
5. Addressee Notation (O)
6. From (Designation of sender and address)
7. To (Designation and address of receiver)
8. Subject line
9. Salutation
10. Body
11. Complementary close
12. Signature block
13. Reference initials (O)
14. Enclosures
15. Copy notation
16. Superscription



### Difference Between Government/Official Letters And Business Letters

<b>Points of Difference</b>	<b>Government/Official letter</b>	<b>Business letter</b>
1. Objective	It is written for exchanging the official information only.	It is written to exchange business information.
2. Subject	Official news and information are the main subject matters of this letter.	only commercial information is the subject matter of this letter.
3. Nature	Official letter is fully office oriented.	It is commerce and trade oriented.
4. Method	Indirect method is used in drafting this letter.	Method is direct and persuasive.
5. Language	Traditional language is used here.	Technical and clear language is used here.
6. Size	It is short or lengthy in size.	It may be small or medium in size.
7. Clarity	It is comparatively complex.	It is very much simple.
8. Relation	The writer's and reader's relation is not considered here.	Business as well as personal relation is considered here.
9. Structure	Definite structure must be followed in drafting an official letter.	There is no definite structure of a business letter.
10. Salutation	salutation may be used in this letter	There must be a salutation in this letter.
11. Complimentary close	Complementary close may be omitted here.	Complementary close is an essential part of this letter.
12. Drafting Method	It is written in both direct and indirect method.	Only direct method is used for drafting it.

### 1. Official letters

#### 1. Example of a government official letter

**GOVERNMENT OF UTTAR PRADESH  
OFFICE OF THE DEPUTY COMMISSIONER  
GORAKHPUR**

TMC Branch/Section

NO: 37/July/15

From: Shri/Smti \_\_\_\_\_

Deputy Commissioner,  
Gorakhpur.

To: The Secretary

Revenue Department.

Uttar Pradesh Sachivalaya,

Lacknow

Dated: 8 July, 2016

**Sub: Allotment of fund for Flood Relief**

Ref Government letter NO: Mi/S/P dated 14/June/16

Sir,

This is to inform you that in view of the recent spate of successive floods, vast areas of this district have been badly affected and relief measures have been undertaken on our emergent basis.

Funds allotted for the purpose, vide Government letter quoted above has been exhausted. I would therefore, request you to accord sanction of a further amount of ₹ five lakh only (in figures) immediately to meet the relief expenditure.

Details of the areas affected and damages caused are being submitted.

Yours faithfully,

Deputy Commissioner,  
Gorakhpur

**GOVERNMENT OF INDIA**

**Ministry of Finance, New Delhi**

Reference No. T H-7/89/2006

18th July, 2006

From: Secretary,  
Revenue Division  
Ministry of Finance  
New Delhi

To: Income Tax Commissioner  
Government of Delhi  
New Delhi

**Subject: Arrangements to ease last day rush.**

Sir,

I have been directed to remind you that the necessary arrangements to deal with the rush of the income tax payers during the last week of July have not been made till now. You are requested to do everything possible to smoothen the process of collecting returns at various points of the city.

Yours faithfully

Secretary  
Revenue Division  
Ministry of Finance  
New Delhi

To: Income Tax Commissioner  
Government of Delhi  
New Delhi

**Example of Official Letter**



**GOVERNMENT OF UTTAR PRADESH  
COLLECTOR'S OFFICE  
MORADABAD, U.P.**

REF: N-45/P 20 Moradabad  
From: Satish Chandra I.A.S.  
Collector, Moradabad

14th August

To: The Chief Secretary  
Uttar Pradesh Government  
Lucknow (U.P.)

**Subject: Drought and assistance**

Sir,

It is to draw your attention to the losses suffered in Moradabad region because of almost no rains for the third consecutive year. Conditions of severe drought have made life miserable for the weaker sections of society. Relief work can be started only with funds adequate for this task.

You are requested to sanction the grant of at least two crore rupees for immediate relief measures.

Yours faithfully

Satish Chandra  
I.A.S. Collector

To: The Chief Secretary  
Uttar Pradesh Government  
Lucknow (U.P.)

**Example of Official Letter**

## **2. Demi-Official Letters**

These are the letters which are written between two officers in different departments for enquiry. These are written in order to save time. These have more personal tone but have written on official subject. According to Mr. Sinha "This is name given to an enquiry between two officers of different departments which have indirect bearing on an official subject matter."

### **Objectives of Writing D.O Letters**

The main objectives of writing D.O Letters are as following:

- (a) They are written to get the information or things done at the earliest.
- (b) They are written to involve the personal attention of correspondent by ignoring the usual lengthy office procedure.
- (c) They are written to keep the information confidential.

**Main Features**

1. Reference number, date etc. should be written.
2. Personal names of recipient and sender are mentioned (sometime if communication is addressed to a Department in Charge of a ministry), the designation should be written e.g. Secretary to Government of ....., Department of Medical Sciences etc.
3. These are started with 'Dear Mr. Gupta, My Dear Sir, Dear Sir.....'
4. It is friendly and written in first person.
5. These letters are mostly confidential.
6. The address of the recipient is written below the closing, at the left hand side.

**DELHI UNIVERSITY**  
56, Main Road, New Delhi

From: Raj Malhotra  
Cashier  
University of Delhi, Delhi

Date: 15 Nov 2018

To: Mr. S.K Jhalam  
Purchase Manager,  
K.M College,  
Delhi University, Delhi

**Subject: Confidential report on Vidya Publication**

No. DO/Purchase 20th April 2018

Dear Mr. Jhalam

Please refer to this office letter No. DLU/ADM/99/6789 dated 22.12.099 about the purchase of office stationery and furniture in your college. In this relationship, I would like to have your confidential opinion about "VIDYA PUBLICATIONS" and "Suman Furnishers", the lead suppliers of your college. Please let me have your opinion about their goodwill, durability and quality as you have been using them for last five years.

Yours sincerely

(RAJ MALHOTRA)

Cashier

University of Delhi

To: Mr. S.K Khanna  
Purchase Manager,  
K.M College,  
Delhi University

**Example of Demi-Official Letter**



**WOMEN WELFARE DEPARTMENT**  
**National Commission, Lucknow, U.P.**

From: Shefali Singh  
 Secretary  
 National Commission for Women  
 Lucknow

16 July 2017

To: Mr. Asheesh Agarwal  
 Superintendent Engineer  
 Irrigation Department  
 Lucknow

D.O. Letter No. : H/51/2017

Dear Mr. Agarwal

It was nearly three months ago that I referred to you the complaint made by Mrs. Pratibha Sharma against the discriminatory treatment given to her at your office. I hope you have completed the enquiries into this matter by now. I, therefore, would like to be informed without further delay what the findings of the enquiry are.

Regards.

Yours Sincerely  
 Shefali Singh

**Example of Demi-Official Letter**

**GOVERNMENT OF UTTAR PRADESH**  
**DEPARTMENT OF ELECTRICITY**  
**DISTRICT MEERUT**

From: Shri: Vinayak Jayant  
 Deputy Commissioner,  
 Meerut

Dated: 17 Oct 2015

To: Mr. J.C. Khanna  
 XEN, BIJLI Vibhag  
 Meerut

D.O. NO: 36/5K/May/15

My dear / Dear J.C. Khanna

You must be aware that, the transformer is Ward No.3 of Bijni Town has been out of order during last week. In view of the ensuing annual examination in the schools, there is a pressing need to restore power supply in Ward No.3 in order to avoid difficulties for the students.

In spite of repeated reminders to the Assistant Executive Engineer of your department at Bijni, the fault has not been rectified till date.

I am therefore requesting you to look into the matter personally and ensure that the fault in the transformer is rectified without further delay.

With regards

Yours sincerely,  
Vinayak Jyant  
Deputy Commissioner

To  
Shri Manoj Khurana  
SDO, Electricity Department  
Meerut

### Example of Demi-Official Letter

**Note:** D.O. letters should be written on /Demi official pad only.

### Difference Between Official and Demi-Official Letters

Points of Difference	Official Letter	Demi-official letter
1. Purpose	Various official interests are served through official letter	To attain official objective through personal relation is the purpose of demi-official letter.
2. Nature	Its nature is official and impersonal.	Its nature is mixed i.e. combination of personal and official.
3. Classification	On the basis of subject matter, it can be classified as urgent, secret, general e.t.c.	It cannot be classified as official letter
4. Size	Its size is small	It is comparatively large in size.
5. Structure	Specific structure is strictly followed.	No specific structure is required to be followed.
6. Official style	Official style is maintained completely	Official style may not be maintained or not necessary to write such letter.
7. Status of letter	The status of official letter is determined by the status of 1 writer.	Personal relation between sender and receiver influences the status of such letter.
8. Use of Language	Traditional and official languages are used here	Such letter can be written through personal touch for which language seems to be very simple
9. Salutation	Official systems provide the basis for salutation	Personal relation influences the salutation
10. Method	Both direct and indirect methods can be used to write such letter	Only direct method is applicable to write such letter.
11. Copy	It may be copied for various purposes	No Copy is made of such letter.
12. Enclosure	Enclosure is used here	Use of enclosure in such a letter is a rare case



**1. MEMO**

These can be defined as brief written communications, circulated within an organization. These are used to convey some information in an office. These can be written in any flow. Memos can be the main means of interpersonal communication in an organization as they help in bridging the communication gap among the various sections of any organization and also serve as permanent records of information. Memos are very straight forward, to the point and brief. Subject is written in the center in bold and big font.

**Types of Memo**

There are three types of memos on the bases of their purposes.

1. **Documentary:** These memos are written for the smooth functioning in departments and organizations. these are beneficial for records. These are neutral in their function they neither praise nor degrade a person.
2. **Congratulatory:** These memos are used to appreciate some for their outstanding performance. these are written for appraisal someone.
3. **Disciplinary:** These memos are used or written to maintain the discipline in an organization or department.

**Structure of Memo**

Heading, opening, main body, closing, signature, necessary enclosures and copies are the main parts of a Memo.

**HOME POLICE DEPARTMENT**

Vidhan Bhawan Lucknow,  
Uttar Pradesh

No: Memo/DTP/ST/16

26th Nov, 2005

From: B. N. Gaur, I.A.S.,  
Anu Sachiv  
Home (police) Department,  
Vidhan Bhawan Lucknow,  
Uttar Pradesh

To: Sri R. S. Sharma  
I.A.S.  
Chief Secretary  
Government of Bihar, Patna

**Subject: Counterfeit Coins**

My Dear Sharma (Optional )

Please refer to your S.O. Letter No 2345/L-1907, dated October 14, 1970, on the subject noted above.

I am desired to say that no case has been detected in Uttar Pradesh in which counterfeit coins belonging to Moghul period might have been passed in sale to Government for being stocked in the state Museums. The delay in replying is regretted.

Sd/-

Yours sincerely

B. N. Gaur

### EXAMPLE OF MEMO

**KRISHNA BANK**  
Rajori Garden, Kirti Nagar,  
New Delhi

No: 56/BF/OFF/C-38

No. Dated .....

From: Mrs Sudhesh  
General Manager  
Krishna bank  
Rajori Garden, Kirti Nagar  
New Delhi

To: Mr Rayan Sharma  
District HR Manager  
Banglore.

**SUB: Extension of probation period of Mr Ram Kumar**

Dear Sir,

Mr. Ram Kumar, Cashier, joined the Bank on probationary basis on 21.11.99 and he is confirmed in the service of the bank w.e.f. 1.6.2000.

His work output and conduct were not found satisfactory during this period, it has been considered necessary to extend his probation period by another six months so as to provide him an opportunity to show satisfactory results.

It is therefore decided that the probation period of Mr. Ram Kumar, Probationary Cashier, is hereby extended upto 1.12. 2000.

General Manager



Copy to:

The Branch Manager, Kirti Nagar Branch, New Delhi

The District Manager, Delhi-circle, New Delhi

### EXAMPLE OF MEMO

#### GOVERNMENT OF UTTAR PRADESH OFFICE OF THE DEPUTY COMMISSIONER MEERUT

Ref. No.: DC/INT/56/JULY/19

Dated: 6/July/2019

Office Memorandum

From: Shri J.V. Ghosh

Deputy Commissioner

Meerut

To: Shri M.M shaoni

Division officer

Pension Department

Meerut

#### Sub: Delay in disposal of cases

For the past couple of months, it has been observed that there has been an unusual delay and irregularity in the matter of dealing with certain cases assigned to some Branches/Sections. It is impressed upon all concerned, once again, especially the branch officers that in view of the earlier specific instructions issued in this respect, vide this office OM No. DC/INT/23, dated 17/April/2019, there should not be any delay in disposing of Government business.

If, however, there is any difficulty at any stage, this should be brought to the notice of the undersigned forthwith.

Deputy Commissioner,

Copy to:

1. All Officers,

2. All Branches / Sections

### EXAMPLE OF MEMO

#### The Difference Between Memo and Letter

1. In a memo, it is essential to write official designation, department with or without the name of sender and the recipient. In letter it is not necessary and we can simply write the nomenclature of the person signing the letter.
2. In memo, the words 'From' and 'To' are written consistently but not in a letter.
3. In memo, there is no salutation or complimentary close but they are essentially written in a letter.
4. Memo is written in direct style and in brief but not in a letter.



## 2. CIRCULAR

In government offices, intra or inter departmental written communication can be in the form circulars. Sometimes these are written to the junior in order to have an inquiry. These letters can be official or demi-official. For example government of India issue a circular to state departments and then state department issue the circular to the heads of various departments. Generally circulars are issued to address a group, or number of people.

A circular is essentially a letter containing some important information that is distributed to a large number of people. Say for example you have to invite an entire department for a meeting, or update the dress policy for the whole office – a circular will be the best mode of communication for these purposes.

Additionally, circulars also find use as advertising tools. They can contain marketing information and have a wide distribution range. Be it for inter-departmental communication, advertising or even personal reasons a circular must always reach a large number of correspondents. This is one of its main features.

Let us also take a look at some of the advantages of a circular

- It is a very simple and effective way of communication. Since it is precise and written, very little chance of miscommunication
- It is also quite inexpensive. It is a cost-effective way of communication.
- Circulars are also a time-saving method. It reaches a large number of people in very limited time and effort.
- They are great advertising and marketing tools as well. They can help create a new market, educate people about the product or services and also increase consumer confidence in the company and the product.

**Example 1:** You are Daksh prajapati, CEO of Daksh Electronics. Your had reduced the number of days per week last month, Now you feel the working hours are not sufficient to meet the demand of the supply. Hence, you thought to increase the working hours per day. Write a circular for the same.

**DAKSH ELECTRONICS**  
Muzaffarnagar, UP

Circular No.15 /RWH/b-5/25/18

25th October 2018

**Revised Working Hours**

All Employees,

This is to inform all employees there will be a change in the working hours of the organization effective immediately. As you know we now do not function on any Saturdays since last month. So we only have 5 working days in a week, a revision in the working hours was necessary to ensure the quality of work. Hence one hour will be added to the previous 9 hour work days. The revised working hour will be as follows:

- Working Days: Monday to Friday (except holidays)
- Working Hours: 8:30 am to 6:30 pm (These hours will include the one-hour lunch break)



All employees are requested to note these new and revised timings. The timings are effective immediately from 26 October 2018. Punctuality and adherence to the new timings are requested. Repeated defaulters will face action. Please contact the HR department or your managers for any queries you may have.

Daksh prajapati,  
CEO of.

**Example 2:** Write a circular on behalf of the General Secretary of JP Association regarding the availability of 'commercial manual' on discounted rates.

**JAYVARDHAN PROFESSORS' ASSOCIATION**

Shi Dham, Vishnu Complex  
Head Quarter, Meerut

Circular No.: 15 /RWH/b-5/25/18-18

18 July 2018

To All Members

Dear Sir,

The undersigned has the pleasure to inform you that Asian Publishers, a premier publishing firm, has offered to the Association 50 copies of its forth-coming publication named 'Commerce Manual' at a concessional rate of ₹ 100.00 per copy (market price being ₹ 125.00) for its members.

Any member intending to buy a copy may deposit the amount with the Office Secretary of the Association on or before 31<sup>st</sup> July 2018.

Yours faithfully,  
Archana Sharma  
General Secretary

**Example 3:** Draft a circular for the shareholders of a company to inform them about submission of amount in the registered office.

**SITAMANI ELECTRONICS Ltd**

Reg. Off-34 Shanta Kunj,  
Meerut Road, Ghaziabad

Circular No.15 /sh/d-65/29-06

29 June 2019

The Share holders

Call Letter

Dear Sir/Madam,

I have to inform you that the Directors of your Company at a Board meeting held on 26.6.19 have made a Call of ₹ 2500.00 fully paid.

The amount due from you in respect of shares held by you in the Company is ₹ ..... This amount must be sent by you on or before 29.7.19 to the registered office of the Company against valid receipt to be discharged by the cashier. Failure to pay the call money within the stipulated time will make you liable to pay 6% interest thereon p.a. till the date of payment.

This Call Letter, duly receipted, shall be preserved by you which you have to surrender together with the Share Certificate for making a note of the call money paid.  
By Order of the Board,

Rekha Sharma  
Manager  
External affairs

**Example 4:** The school account is worried about the pending fee of the students. He decided to draft a circular to inform parents to be aware and pay fee on time also mention the late fee charges. Draft a circular on behalf of the accountant.

**RAM SAHAY SCHOOL**

Jayant Vihar, Meerut

Circular No.15 /sh/d-65/29-06

29 July 2019

Dear parents

**CIRCULAR LETTER**

It is hereby notified to all the students of Ram Sahay School, that keeping in view of the late submission of fees by majority of the students, a penalty of Rs 50/- per day will be levied, in case of failure to deposit fees by the 10th of every month. No excuses regarding this matter will be entertained by the Management. In case of failure to deposit within 15 days, the concerned student will not be allowed to attend the class until and unless his parents send a written application

Ramesh Jayant  
Senior Accountant



**Example 5:****SYMTRONICS PVT LTD.**

No.-R-678/sal/stf/admn. New Delhi,

25th March 25, 2017

**Sub: Availability of SYMTRONICS camera phones in all designs**

In continuation of our Circular No R-56/735/B76 dated 26/Jan/2017 on the above subject, all the recognized branches will be provided with latest models of SYMTRONICS camera phones of all designs in New Delhi, Mumbai, Chennai. It is requested that all branch managers should contact the head offices for all the important details and information latest by one week. It is believed that these new mobile sets will boom the company's and branch's sales in the coming months.

This information kindly is brought to the notice of all the patrons, customers through the hoardings, posters and leaflets available at company's head office.

(A.B.C)

Manager (Administration)

**Express Letters**

These letters are written in order to curtail expense on telegrams. These are in form and words exactly like telegrams except that they are sent by post.

**Example 1:**

**GOVERNMENT OF UTTAR PRADESH  
OFFICE OF COLLECTRATE  
MEERUT**

No.: EVP/25/3B-C2/15

Dated : march 15,2010

To

The district magistrate

Lucknow

Reference G.O. no. 13476 (F) 11-1231, dated February 4, 2009; please expedite dispatch of report on Victoria Park Firing incident.

Sd/-

Shambhoo Nath

Secretary

Uttar pradesh

**Example of Express Letters**

**Example 2:**

<b>NAME OF GOVERNMENT DEPARTMENT</b>	
No. : _____	Dated: _____
To _____	
Sub _____	
Reference this office letter NO : _____, date _____	
Government is pressing hard in view of Assembly session. Please expedite reply.	
Deputy Commissioner	

**Note:** It is an informal notification. It is used to supply information on some important matter. It avoids salutation and is drafted in third person.

□□□

AKC TECHNICAL CLASSES



# 11

## Chapter

# Agenda and Minutes of Meeting

### AGENDA

**Arrangement of Meeting is a regular exercise in a business or office.** Successful conduction of a meeting depends on the preparation done before the meeting. To serve this purpose agendas are prepared.

An agenda is a list of activities to be done in an ordered sequence. In meetings, agenda refers to the activities and topics that need to be discussed or performed at a particular time or the things to achieve during a meeting. The agenda is also used to determine the goal of a meeting.

### Purpose of Agenda

The main purpose of an agenda is to give the participants a clear understanding of the meeting or subject at hand and logically guide the participants with the whole process. It also makes the participant be familiarized with the topics to be discussed.

### Parts of An Agenda

Generally, like any other formal document Agenda also has a format to be followed. Offices or business use format of an agenda to run their meeting effectively and ensure that it stays on time. There are certain parts which should be included in an agenda:

- **The title of the agenda:** This part helps the participants a to have an idea about the upcoming meeting
- **The objective of the meeting:** The objective of the meeting should also be included in the agenda to remind the participants about what the meeting is all about and what it hopes to achieve.
- **The topics and/or activities:** The agenda should list all the topics or activities to be addressed in a meeting.
- **The time allocation:** Every topic and/or activities must have a time allocation so that it will be followed accordingly.
- **Call to action:** The agenda should have a call to action that signifies the start and end of the meeting.

### Helpful Tips:

- Write the title of the agenda.
- Followed by a who, when, and where information.
- Write an overview of the meeting.
- Outline the topics and/or activities and give a sufficient allotted time.
- Add extra instructions.
- Check for errors.

## Dos and Don'ts of An Agenda

### Dos

- Plan and prepare the agenda ahead of time.
- Give your agenda a title.
- Include all the necessary information in your agenda.
- Follow a standard agenda format.
- Make your agenda clear and well-written.

### Don'ts

- Don't distribute it during the actual meeting.
- Don't prepare adequately.
- Don't provide irrelevant, unnecessary, and insignificant information.
- Don't use unfamiliar terminologies and jargon that are not familiar with the company.
- Don't provide unorganized and disordered agenda.

## General Format for Agenda

Any attempt to provide a specific format for minutes within the College of Nursing will extend to a format for agendas. This will allow for consistency of these two documents as well as the agenda serving as a guide for the person recording the minutes. The following format has been adopted by the Dean's Council:

(Heading)

**This will include identification of an organization/specific committee.**

Time: .....

Date: .....

Place of meeting: .....

Meeting called by: .....

Facilitator: : .....

Note Keeper: .....



Members present. The person presiding should be identified

Preparation before hand: .....

Need to bring (if required) : .....

- **Announcements:** This is from the chair and/or members.
- **Committee or subcommittee reports:** When appropriate, this may include action items presented by members.
- **Action on minutes of previous meetings:** This includes any items carried from previous meetings requiring action or discussion etc.
- **New proposals:** This includes any item not presented to the members at any previous meeting

**Example 1:** Write an agenda for the meeting planned to be held next week in the department of Electricity board. (invent details by yourself)

### Meeting with XEN (Electricity Department)

1 pm until 2 pm

03/8/2018

Seminar Hall, Ground Floor, Hydel Office, Meerut

**Meeting called by:**

Mr. Subhash

**Type of meeting:**

Special

**Facilitator:**

Mrs Sheeta

**Note taker:**

Mr Vinod Jayant

**Timekeeper:**

Miss Deepti

#### Purpose of Meeting:

This meeting is to discuss the annual plan for the recovery of the bills and to plan for the future by generating ideas and assigning roles and responsibilities.

#### Meeting Objectives:

By the end of this meeting, we will have:

1. Set up the rules for the recovery.
2. Develop a formal definition of the mission.
3. Generate 10 viable ideas for our initial team efforts.
4. Assigned roles and research topics to all team members.

**Attendees:**

Mr R.S. SINGH, Mr K.L. LAL..... Mrs Jayanti Morul

**Absentees**

Mr Kamal Kant, Mrs Ruhi Nonal.

**Please read:**

The report of Recovery department

**Please bring:**

Note paper and Pen or Pencil

#### Agenda

<b>Introduction of Team Members</b>	Mr Subhas	5 minutes
<b>Team Purpose Definition and unfinished task</b>	Mrs Sarita	15 minutes
<b>Idea Brainstorm and Idea Selection for upcoming objectives</b>	Mr Rawat Jai Surya	30 minutes
<b>Additional Information</b>		
<b>Decision-making</b>	Role will be decided. Responsibilities will be given. Immediate action will be followed to reduce the loss.	
<b>Assigning Roles</b>	.....	

**Example 2:** Being the PS of District Coordinator of UPBTE, prepare the agenda for the meeting to be held next weekend regarding 'Teacher Orientation and Professional Development.

<b>Teacher Orientation and Professional Development</b>	
<b>Agenda</b>	
<b>Date:</b> 3 <sup>rd</sup> November, 2018	
<b>Time:</b> 09:00 am	<b>Duration:</b> 3 hours
<b>Place of Meeting:</b> Seminar Hall, First Floor, GMS Building	
<b>Meeting called by:</b> Coordinator UPBTE	
<b>Facilitator:</b> Shri J.S. Rawat	
<b>Note Keeper:</b> Miss Mridul	
9:00 – 09:30 am	Welcome; meeting objective Minutes of previous meeting Next meeting place and date
09:30 – 10:00 am	Whole school team building
10:00 – 11:00 am	Connection between The Learning Project and RCS; technology
11:00 – 11:30 am	Overview and planning for the upcoming session.
11:30 - onward	Lunch

**Example 3:** Your Boss told you to plan a meeting with the sales executives and prepare agenda for the same. Prepare the agenda by inventing details.



**VIKAS PUBLISHING HOUSE**  
**Bali road, 36- GSM building**  
**Meerut**

**Team Meeting**

**Date:** 4<sup>th</sup> Feb 2019

**Place:** Room No. 4, Main Building

**Meeting Roles**

- **Host:** Shri Rajumani Rao
- **Facilitator:** Mrs Sujata Jaya
- **Time-Keeper:** Miss Devwani Sharma
- **Note-taker:** Miss Reeta Rao
- **Present Members:**

**Meeting Objectives:**

1. To review the minutes of the previous meeting
2. Finding ways to increase sales in Northern region
3. Exploration of new and Innovative ideas
4. ....

**Next Meetings dates and places:** 24<sup>th</sup> Feb 2019, Room No. 4, Main Building

**Agenda:**

Time	Item	Type of Action
9:00	Welcome/Introductions/ minutes of previous meeting	info sharing
9:15	Action plan updates	discussion
10:15	exploration of ideas for growth	discussion
11:15	decisions taken	discussion
Noon	complete meeting evaluation & adjourn	

**MINUTE OF MEETING**

'Minutes writing' is associated with a formal meeting where important points of the meeting are noted

"Meeting" and "Minutes" are the most important parts of professions activity. Meeting can be defined in the following way:

"Meeting is a gathering or assembly of two or more persons for transaction of some lawful business of human concern." Meetings have a very important role in the communication machinery of any profession.

Generally meetings are held for the following aims :

- (i) to get the solution of any problem.
- (ii) to exchange opinions, experience and make suggestions.
- (iii) to plan and manage
- (iv) to transact official business, take decisions and make recommendations.
- (v) to acquire knowledge of new fields.

There are two types of formal meetings :

- (i) Public meeting
- (ii) Professional meetings

### **Public Meeting**

It is addressed by the leader and attended by the public. Normally this meeting takes place in a hall or park/public place.

### **Professional Meeting**

This type of meetings are organised by the different officers for a special concern related to business. These meetings have a specific agenda to discuss upon.

### **Minutes of the Meeting**

Minutes are the record of a meeting. This record is kept in a safe custody. Minutes should be written up as soon as possible after the meeting. The minutes should be written in the third person and in the past tense. Minutes should be clear.

You can write the minutes of any meeting in the following way:

- (i) First of all, give the description of the meeting and mention the name, date, time and place of the meeting.
- (ii) Mention the name of the supreme authority may be chair person, chairman, and the name of other members, their designation who attended the meeting.
- (iii) Do not forget to mention the list of such persons as are absent.
- (iv) It is very important to confirm the last meeting minutes.

### **Format of Minutes of Meeting**

A minutes of meeting normally includes the following elements:

- **Name of the company** – to the top-left of the page.
- **Date** – to the top-right of the page.



- **Topic** – after two return keys; Center-aligned.
- **Attendees** – Name and designation (2 columns of a table).
- **Absentees** – name, roles, reasons for absenteeism. (3 columns)
- **Agenda at hand** – topic to be discussed.
- **Issues raised** – along with the names of the speakers.
- **Suggestions** – made along with the names of the speakers.
- **Decision** – the outcome of the meeting.
- **Task List** – task allotted and the respective allottee.
- **Future Meetings** – the date and topic of the next meeting.

## **Formats for Minutes Taking**

### **Format 1 Meeting**

<b>Name of Organization</b> <b>Address of Organization</b>	
Purpose of the Meeting with time and date:	
Chair: Attendance:	
1. 2. 3.	
<b>Agenda 1</b> Background Discussion Conclusion/Resolution/Recommendation/Decision Action – Responsible person	
<b>Agenda 2</b> Background Discussion Conclusion/Resolution/Recommendation/Decision Action – Responsible person	
<b>Agenda 3 etc</b> Closing time : Next Meeting	

**Format No. 2 Meeting**

Purpose of Meeting:	Name of Organization: Address of Organization		
Date/Time : Chair :			
Members Present: 1. 2. 3..... etc			
Agenda/Topic	Discussion	Action	Person Responsible
Closing Time:			

**Format No. 3 Meeting**

Title/Heading/Name and Address of Organization MINUTES		
[Meeting Date]	[Meeting Time]	[Meeting Location]
Meeting Called by		
Type of Meeting		
Facilitator		
Note Taker		
Time Keeper		
Attendees		



**Agenda Topic-1**

<i>[Time Allotted]</i>	<i>[Agenda Topic]</i>	<i>[Presenter]</i>
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline

**Agenda Topic-2**

<i>[Time Allotted]</i>	<i>[Agenda Topic]</i>	<i>[Presenter]</i>
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline

Closing time:

Next meeting

**Example 1: Statutory Meeting of the Company****Ayushi Apparel Co. Ltd.**

56-B, Kailash Lane

Saharanpur UP

Minutes of the proceedings of the Statutory Meeting of the Company held at its registered office at 56-B, Kailash Lane on Tuesday, the 15th March 2019 at 1 P.M.

**Present:**

1. Shri Ram Mani Shankar (Chairman)
2. B.K. Sethi (General Secretary)
3. Mr. B.K. Somani, Director
4. 25 other members whose names appear on the Attendance Register.

**Minutes and Resolutions:**

**1. Chairman:**

1. Shri Ram Mani Shankar, Chairman of the Board, took the chair.

**2. Statutory Report:**

The Statutory Report dated 1<sup>st</sup> march 2019, copies of which were circulated to the members, were taken as read. The Chairman dealt with the questions raised by the members. On the motion of the Chairman and followed by Mr. T. K. Janarthan, it was resolved that the statutory report is hereby approved.

**3. Vote of Thanks:**

The Chairman thanked the members and declared the meeting closed.  
Dated 15th March 2019 at 2. P.M.

Shri Ram Mani Shankar  
(Chairman)

**Example 2: Minutes of a Municipality Meeting**

**Ritu Construction Pvt Ltd**  
17, Indus Industrial Area  
Yamuna Nagar, Dehradun, UP

Minutes of the ordinary Meeting of the Chairman at the Central hall on Monday, the 15 Sep 2019 at 4 P.M.

**Present:**

1. Ritu Sharma, Chairman
2. Sri Samir Sen, Director General
3. Sri Tarun Bala, General Manager
4. Sri Sanjay Malik, Director Account
5. Sri G.C. Mullik, Secretary
6. All 15 supervisors were present in the meeting.



**Minutes and Resolutions:****1. Minutes of the last meeting:**

The minutes of the last ordinary meeting of the Company held on 10<sup>th</sup> August, 2019 was confirmed.

**2. Monthly Department Reports:**

The monthly reports of the various departments of the company were approved.

**3. Recommendations of the Standing Finance Committee:**

The meeting discussed the recommendations of the Standing Finance Committee and unanimously resolved that the recommendation be adopted.

**4. Road Construction:**

It was resolved that the proposal for pucca road Connection in the Low ground should be immediately implemented.

**5. Vote of Thanks:**

The meeting ended with a warm vote of thanks to the Chair.

15<sup>th</sup> September 2019

Ritu sharma  
(Chairman)

**Example 3: Minutes of Gram Panchayat Meeting****Lohadda Gram Panchayat**

Lohadda, Jani road, Near Siwal Khas  
Meerut, UP

Minutes of the ordinary Meeting of the Members of Lohadda Gram Panchayat held on Saturday, 20 June 2019 at 4 P.M. at the Gram Panchayat Ghar.

**Present:**

1. Sri Krishna Prakash, Pradhan
2. Sri Vinod Rawat, Member
3. Smt Birainvati, Member
4. Sri Ram Avtar, Secretary

**Minutes and Resolutions****1. Minutes of the last meeting:**

The Minutes of the last Routine Meeting held on 20.06.2019 was confirmed.

**2. Grant-in-aids bills:**

The Grant-in-aids bills were approved for submission.

**3. Construction of a new tube wells in Pachimi Village :**

The members discussed the necessity for construction of Wells in Pachimi Village and considered the demand made by the people. It was resolved that necessary steps be taken in the regard before the coming Festive season.

**4. Establishment of a Primary school at Netaji Colony:**

It was resolved that a primary school be set up for the education of local children and the Secretary was asked to take necessary steps for setting up a school immediately.

**5. Vote of thanks:**

The meeting ended with a vote of thanks to the Chair.

The 20 June 2019 at 5:30 pm

Sri Krishna Prakash  
Pradhan

**Q.1. As a Junior Engineer in P.W.D. you attended a meeting regarding the betterment of roads and cleanliness also. Write the minutes of the meeting.**

**Ans.** 11 : 30 A.M.

3, Dec, 2016

**Minutes of Meeting**

**Betterment of Roads and their cleanliness.**

1. Executive Engineers of construction division I, II and IV attended the meetings.
2. Mr. M.J. Shah headed the meeting.
3. Following points are discussed:
  - (a) The repair of the broken road.
  - (b) Construction of new road in busy areas of the city.
  - (c) Maintenance and cleanliness of the roads.
4. The following decisions have been taken in the meeting:
  - (a) Repair of the roads will be taken care by division I.
  - (b) Construction of new roads will be given to division IV.
  - (c) Division II will be asked to correspond with municipal corporation to maintain cleanliness.

Carbon will be sent to all present & responsible for the work divided.

Signature

Mr. J.M. Shah  
(Meeting Head)





Word report has been derived from the Latin word 'reportare' which means to carry back. It's generally means to give an account of something seen, heard done etc.

**According to Flatley:** A business report is an orderly and objective communication of factual information that serves a business purpose.

**According to Stanley:** A report is a special form of narrative which aims chiefly at conveying information based on facts.

Report is one of the formal written documents. Reports are part of our lives—starting from school reports, to news reports on T.V. & radio. We are required to submit various reports during the course of our work. Report is a formal document written for a specific audience to meet a specific need. It may contain facts of a situation, project or process, an analysis and interpretation of data, events, and records, inferences or conclusion drawn from objective data or suggestions and recommendations.

Report is a factual and systematic account of a specific business or professional activity. Reports generally move in an upward direction and are used to communicate to the senior level in an organization. It is a major form of technical/business/professional communication. In report a person who has certain facts, or suggestions useful for course of action transmits the information to another person who also wants to use it. So, it is usually a piece of factual writing, based on evidence, containing organized information on a particular topic. It is written for a specific purpose. It discusses the topic in depth and contains conclusions and recommendations if required.

### PURPOSES/OBJECTIVES OF REPORT

1. To present a record of accomplished work (project report)
2. To record an experiment (laboratory report)
3. To record research finding (detail report of a new product)
4. To document schedules, timetables and milestones (a report on a long-term plan)
5. To document current status (inspection report)
6. To record & clarify complex information for future reference (report on policies and procedures)
7. To present information to a large number of people (annual report)
8. To recommend actions that can be considered in solving certain problems (recommendatory report)

9. To present data
10. To describing problems and suggesting solutions
11. To discuss and analyzing data
12. To record events
13. To analyze situation
14. To give feed back, suggestions, recommendation

### Reports are of Various Types

- |                         |                             |
|-------------------------|-----------------------------|
| 1. Newspaper Reports    | 2. Annual Reports           |
| 3. Laboratory Reports   | 4. Factory Reports          |
| 5. Work Reports         | 6. Progress Reports         |
| 7. Departmental Reports | 8. Unsolicited Reports etc. |

### FORMATS OF REPORT

On the basis of the length of the report; the format of the report is decided. If the matter is short then it can be written in memo or letter form. If the report is written for magazine or news it can be drafted in the simplest form; but if the reports are very length then it should be written in its true form including all the required parts. Hence reports can be written in formats:

- |                       |                  |
|-----------------------|------------------|
| 1. Memo format        | 2. Letter format |
| 3. Full report format | 4. Simple format |

### EXAMINATION QUESTIONS

1. Prepare a reports on the Gandhi Jayanti Celebrations held in your institute. Report on Gandhi Jayanti Celebration

#### GANDHI JAYANTI A report by Raju Senoja

Date: 3 oct 2018

Yesterday on 2<sup>nd</sup> Oct 2008 a cultural programme was organized in our institute. This celebration was dedicated to Mahatma Gandhi and Lal Bahadur Shastri ji. First of all our Principal garlanded the photographs of Mahatma and Shastri ji. Then before the starting of cultural programme, Diya lightening was done with Saraswati Vandana. Then two small skits were played by the students—lightening was done with 'Ahimsa' and second is related to simple leaving & high thinking'. Two one skit was related to 'Ahimsa' and second is related to simple leaving & high thinking'. Two poems were recited by the students. Then a religious prayer was arranged and all the people standing in the hall chanted the favourite Bhajan of Gandhi ji. Some prizes were also distributed to the students who did social works throughout the years. NGOs started sadbhawna rally from institute. Participants were given flags & sweets.



2. As a Principal of a college, report to the District Inspector of Schools, the problems and difficulties arising in Computer Education Programme.

**VINOBA BHAVE INTER COLLEGE**

Shaharan Pur, U.P.

Ref. No. KI/36/18

23<sup>rd</sup> June, 2018

The District Inspector of Schools,

By Pass Road

Shaharanpur

**Sub : Report on Computer Education Programme**

Respected Sir,

As I have reported you that we had started a Computer Education Programme before one month. After one month I noticed many problems and difficulties arising in this programme.

1. The Computer sets which were purchased from 'Satyam Computer' Meerut are not working properly. They are, now, not giving good services to us. I have complaint many time but they didn't provide any expert service.
2. Electricity has become a great trouble as electricity was not regular and generator is used only for fans and lights only.
3. People are ready to adopt Computer education but Good Computer teacher wants high salary. Kindly send valuable suggestions so that we can run this programme successfully.

Yours Faithfully

Vidya Ramavati

Principal

3. You are asked to assess the damages to a Road-cum Rail Bridge Caused by an accident. Draft a report.

**NORTHERN RAILWAY**

Construction Railway

Kanpur

Ref No-CR/NR/2018

7 June 2018

**Sub : Assessment of the damaged Road-cum-Rail Bridge**

The Deputy Commissioner

PWD, UP

Muzaffarnagar

Sir,

This is the report prepared after the completion of the enquiry of the Muzaffarnagar Road-cum-Rail Bridge. The railing of the east side is completely damaged. The concrete of the road is badly

scattered in about 25 meters from the point of accident. The left railing is also damaged. Four electric poles are damaged. Team has estimated Rs 2,00,000 for repair of these damages. Kindly arrange the money without any delay.

Yours Sincerely  
Zuned Khan  
(Chief Engineer)

4. As a Chief Irrigation Engineer Uttar Pradesh, submit a report containing information and suggested actions to the concerned Minister regarding prevention of drought through irrigation in the state.

**CHIEF IRRIGATION DEPARTMENT**  
Lucknow, U.P.

Ref No-IR/36A/18  
The Minister of Irrigation  
Uttar Pradesh Govt.  
Lucknow

7 April, 2018

**Sub : Report on the prevention of Drought**

Sir

The experts have already foretold about less rain this year. Some areas in the country will face drought and farmer will suffer a lot due to this drought. Our area is also in the list of those areas which may face drought, so our expert team has suggested few measures that should be taken before drought to save land and farmers from ill effects of this drought.

My team has suggested

1. Farmers should be well informed about this and they should be supported by giving them training about how to use water efficiently.
2. Drip irrigation may be a good way to irrigate crops.
3. Electricity supply should be increased.
4. Proper No. of tube well should be constructed but over use of these tube wells should be checked.

More suggestion are being waited.

Yours Sincerely  
Ram Autar Singh  
Chief Irrigation Engineer



5. You are an Assistant Engineer in Building and Roads Division of P.W.D. Prepare estimate for a link Road from the Mandi to National Highway.

**BUILDING AND ROAD DIVISION  
PWD, MEERUT U.P.**

Date: 14 Sep, 2019

Ref No-PWD/BKD/16/11

To: The Division officer  
PWD, Meerut  
U.P.

**Sub : Estimation for Construction of Road**

Sir

As per your order No. 17/H.W./10 dated 05 Sep 2019, I thoroughly examined the site for Link Road between Mandi to National highway. The length of the road is 2.3 km which can be prepared in 20 days with the help of 60 workers. The estimation detail is given below:

1. Labour charge	— ₹ 90,000/-
2. Rented instruments	— ₹ 26,000/-
3. Cost of Material	— ₹ 1,80,000/-
4. Miscellaneous	— ₹ 30,000/-
<b>Total</b>	<b>— ₹ 3,26,000</b>

Three lakh, Twenty Six thousand only.

Thanking you

Yours Sincerely  
Kaushlendra Sen  
(A. E.)

6. Considering yourself the collector of your district, send a report to the Chief Secretary on drought relief work going on in your district.

**COLLECTRATE OFFICE  
Shivam Puram, Lucknow**

To: The Chief Secretary,  
Govt. of Uttar Pradesh,  
Lucknow.

Date: 30 May 2018

**Sub : Report on Drought Relief Work**

Sir,

The relief work in the drought affected areas is continue. All necessary steps are being taken as suggested by experts. These are given below :

- Cash money has been given to the victim.
- Water supply is being given by the tankers and hand pumps are being repaired.

- Fodder is being supplied.
- Medical camps have been set up and free treatment has been arranged.
- Electricity has been supplied for a longer time.
- Volunteers are helping.
- Food packets are being distributed everyday.

Yours faithfully  
Varun Desai  
Collector  
Meerut

### ADDITIONAL QUESTIONS

7. Considering yourself the Transport Commissioner of the Metropolitan Town, write a report to the Secretary, the Department of Local Self Government regarding the extensive damages caused to buses and other public vehicles during the recent riots.

#### ROAD TRANSPORT CORPORATION

Shakti Nagar, Bhopal, M.P.

Ref. No. 36/B/18.

13 May 2018

To: The Secretary,  
The Department of Local Self Government,  
Bhopal, MP

**Sub: Report on extensive damages during Vidisha Bhopal riots.**

Sir,

The recent riots caused great damages to public property, especially to the vehicles. The agitators set fire to 12 buses at various places.

- Four cars were partially harmed.
- 8 cars were turned to a garbage.
- The worst damage was done to three trucks of Raj Transport full of costly furniture.
- Besides these some three wheelers, scooters, motor cycles, school buses, tongas, rickshaws and bicycles were also damaged.

The loss is estimated about 20 lakh and affected persons are demanding inquiry and justice. Waiting for you decision.

Yours Truly,  
Rajeev Nath  
Transport Commissioner  
Bhopal



8. Draw up estimate for rehabilitation of Flood victims in your tehsil.

**DISTRICT MAGISTRATE OFFICE**

Mandava Street, Bagpat

Nov 5, 2019

Ref : 36/Aug/19

The General Secretary  
Rehabilitation Division  
Lucknow office, U.P.

**Sub: Estimation For The Rehabilitation of Flood Victims.**

Respected Sir

In Aug 2019 the heavy flood caused great damage to the public property and crops. 25 lives were lost and 500 people were injured. At least 300 cattle are missing. About 200 hectares of crops were destroyed. 150 houses were totally damaged and 200 houses were affected. The estimate of money for rehabilitation is as follows—

Lives lost of persons	$= 25 \times 50,000/-$	$= 12,50,000$
Persons injured	$= 500 \times 1,000/-$	$= 5,00,000$
Cattle killed	$= 300 \times 2,000/-$	$= 6,00,000$
Houses destroyed	$= 150 \times 10,000/-$	$= 15,00,000$
Houses affected	$= 200 \times 500/-$	$= 1,00,000$
Crops damaged 200 hect	$= 200 \times 10,000/-$	$= 20,00,000$
Loss of other property	$= 1 \times 20,00,000$	$= 20,00,000/-$
Total		$= 79,50,000$

Seventy nine lakhs fifty thousand.

Raj Bhatia  
RAJ BHATIA  
SDM Bagpat

9. Write a report to the postmaster of your area complaining about the irregular delivery of letter and parcels in your area.

**DILBAG COLONY (EAST)**

Delhi

To: The Postmaster,  
Head Post Office,  
Panipat.

March 27, 2019

**Sub : Report on Irregular Delivery of Letters and Parcels.**

Sir,

It is a regretting fact that the delivery of letters and parcels in our area is not regular. The postman is quite careless and reckless person. Mostly he visits the area once only in a week and make delivery late. Sometimes the letters are too urgent to be delayed. On objection he talks rudely. All residents of the area are troubled due to his carelessness. So far many complaints have been made but there is no improvement in the situation. Kindly look into the matter personally.

Yours Faithfully  
Beena Gosh  
and other suffered  
persons of Dilbagh  
Colony [East].

10. As Co-ordinator write a report to the principal of you institution on the theft case that occurred in your workshop.

To: The Principal  
Polytechnic,  
Meerut.

10 May 2010

**Sub : Theft in The Workshop**

Respected Sir,

Today when I reached at my workshop, I found its locks broken and the doors opened. Many articles were lying broken on the floor of the workshop too. After checking I found the following items lost or broken :

S. No.	Name of Items	Damaged	Missing	Total
1.	Voltameter	2	14	16
2.	Lenses	2	8	10
3.	Meter-Bridge	1	6	7
4.	Iron filers	0	10	10
5.	Drawing board plain	0	5	5
6.	Vernier callipers	2	10	12
7.	Screw driver	5	27	32
8.	Drill	2	3	5
9.	Prizms	3	17	20
10.	Magnet	0	20	20



You are requested to take immediate steps in this matter.

Yours faithfully  
Rohtash kumar  
**ROHTASH KUMAR**  
Workshop Superintendent  
V.N. Polytechnic  
Meerut.

11. As an expert, write a report to the Govt. of Uttar Pradesh on the feasibility of starting a women's polytechnic at Jhansi.

**THE DEPARTMENT OF TECHNICAL EDUCATION.**  
Uttar Pradesh, Lucknow.

Ref.No: 270/5C

Date : Jan. 12, 2003.

To: The Director,  
UPBTE, Govt. of Uttar Pradesh,  
Lucknow.

**SUB: Report on the Feasibility of Starting a Women's Polytechnic in Jhansi**

Sir,

In reference to the demand of the residents of Jhansi, you ordered me (Ref. No. 57/4/305 Dated Nov. 5, 2002) to see whether Jhansi needs a Women's Polytechnic or not. My team found that there is a great need of Women's Polytechnic in Jhansi. The great number of the girls are interested in technical education. At present either they have to go other places for technical education or take admission in invocational courses. I think it is a high time to start a Women's Polytechnic in Jhansi. Your orders and suggestions are awaited eagerly.

Thanks.

Yours Sincerely  
Vipin Sharma  
**VIPIN SHARMA**  
Expert  
Technical Education  
Uttar Pradesh.

12. Prepare a report to be published in news paper on the working of the fair price ration shops of your ward.

**Report on The Working of Fair Price Ration Shops.**  
By Mohan Raj

There are 5 fair price ration shops in Meerut and it has been noticed that these shops are not working well. Generally the shops are not opened on time and usually found closed. We do not get

sugar and kerosene as the shopkeepers said stock is finished. It is difficult to understand where the items go while the people do not get their quota. It is said that sugar and kerosene is sold in the black market. The responsible officer must be alert to stop this nuisance.

Mohan Raj  
(A suffered Consumer)  
Adarsh Nagar, Meerut

13. Write a letter to the editor of a daily newspaper on the problem of sound pollution in your town.

**ROSHAN NAGAR**

Kanpur

To: The Editor,  
The Amar Ujala (Daily),  
Kanpur.

**Sub: Problem of Sound Pollution**

Dear Sir,

Through your reputed daily I would like to draw the kind attention of the officials towards the increasing sound pollution in the town. The main problem has been created by the loudspeakers. Businessmen are using loudspeakers to advertise their products and schemes and disturb the persons in odd hours. There is no control or check on the use of loudspeakers. Students, sick, old people all are affected. I hope the related Official would take proper steps in this matter. Thanks a lot.

Your faithfully  
Sushil Kumar  
B 72, Roshan Nagar  
Kanpur (U.P.)

14. Prepare an estimate for levelling, cleaning and preparing a playground on the patch of land by the side of polytechnic building. Forward this estimate to the Joint Director (Games and Sports) Rajya Prashashan Lucknow.

**VINOBA BHAVE POLYTECHNIC**

Malviya Road, Bulandshahar U.P.

Ref. No.: 365/ATN/CN/RP/25

16 Nov 2018

To: The Joint Director (Games and Sport),  
Rajya Prashashan,  
Lucknow.

**Sub: Estimate For The Playground.**

Sir,  
A committee of experts has checked the patch of the ground near the polytechnic building and prepared the following estimate to convert it into a playground.



(i) Cost of cleaning	= 20,000/-
(ii) Cost of levelling	= 25,000/-
(iii) Fencing playground	= 1,20,000/-
Total	<u>= 1,65,000/-</u>

₹ One Lakh Sixty five thousand only

Waiting for sanction of money to start the work.

Yours Faithfully,  
Govt. Polytechnic  
Shahjahanpur.

□□□

## PRACTICE PAPER-I

### COMMUNICATION SKILLS-II

[Time : 2:30 Hours]

[Maximum Marks : 50]

Note: Attempt all questions.

1. Frame questions for the following sentence by using question words for the underlined words:  
[1 × 8 = 8]

- (a) Ravi Kaushik has joined Teachers' Association.
- (b) Boys were playing match for charity.
- (c) Sita and her mother went to temple.
- (d) On 13th December they celebrated Anu's birthday.
- (e) Mohit has bought four packets of biscuits.
- (f) Mr Ram had joined TCS before 2016.
- (g) Dinesh demanded a some money.
- (h) Both the students have completed their project.

2. Convert the following as directed:

[1 × 8 = 8]

- (a) He is leaving for Delhi. (Past Indefinite)
- (b) Shalu came to school. (Future Continuous)
- (c) Pankaj has finished his work. (Future Indefinite)
- (d) Rohit and Madhu enjoyed the film. (Present Continuous)
- (e) Suresh had already completed his song writing. (Present Perfect)
- (f) Biram cuts the logs. (Past Indefinite)
- (g) Vipul will cook food for dinner. (Present Continuous)
- (h) My Boss appreciates me very much. (Future Perfect)

3. Fill correct prepositions in the blanks:

[1 × 6 = 6]

- (a) My father went \_\_\_\_\_ market.
- (b) Mr. Saurabh presented his presentation \_\_\_\_\_ audience.
- (c) Hena was sitting \_\_\_\_\_ her friend.
- (d) The driver was sitting \_\_\_\_\_ canteen
- (e) Divya was standing \_\_\_\_\_ the bus stop.
- (f) The police was running \_\_\_\_\_ the thief.

4. Use proper conjunction to combine two sentences:

[1 × 4 = 4]

- (i) Vineeta is going to school.  
Savita is going to school.
- (ii) Driver was ill.  
He went to hospital.
- (iii) The teacher has not given assignment.  
The Principal has not given assignment.



(iv) This is the school.

I studies here.

5. Read the following passages carefully and answer the questions that follows it: [1 × 4]

Living on the earth is rather like being at the bottom of sea hundreds of miles deep. Without the atmosphere, there would be no people or animals, birds or fishes, trees or plants. There would be no weather—winds or rain. And there would be no blue sky, no rosy sunsets or dawns. Fire would be impossible without air, for burning is the union of oxygen with whatever is burned. Nor would there be any noise, which is the vibration of air-waves against our eardrums.

By day the atmosphere serves as a great sun-shade. It protects the earth from the full force of the sun by absorbing most of its harmful radiation. But for the atmosphere, the daytime temperature would rise to 230°F: hotter than boiling water. By night, the air acts like a giant greenhouse. It imprisons the heat collected during the day and prevents it from spreading into space. Otherwise, the temperature at night would plunge to -300°F: far colder than we could stand.

Finally, the atmosphere catches and burns up, by friction, practically all the million meteors that fall each day from outer space into the earth's field of gravity. If all these meteors actually landed here, the earth's surface would be pitted and dented like the face of the moon, which has no atmosphere to stop them.

Questions:

- What is living on the earth like?
- What will happen to earth without an atmosphere?
- How does the atmosphere serve by day?
- How does the atmosphere protect the earth from the sun?
- How does air act at night?
- How does the atmosphere save earth from the impact of the meteor?

6. Write the synonyms of the following words: [1 × 2]

- anger
- beautiful

7. Write the antonyms of the following words: [1 × 2]

- arrival
- defeat

8. You are Mahindra Singh the general manager of 'OKAYA ELECTRONICS'. Recently you have purchased few items from Videocon Pvt. Ltd. but to your surprised four of those items were found mishandled and those got cracks on body. Write a complaint letter to the sales manager of video Pvt. Ltd. [8]

OR

You are Brij Mohan and you have recently open an elementary school. You require some toys and swings for your nursery section. Draft an order letter to KIDS GAME ZONE and order few items for your school.

9. Recently you have been asked to send a report on the status of work of pucca road between Rajpura Village and Mawana Road (about 5 km). You are executive engineer in PWD Meerut. [8]

OR

Prepare an Agenda for the general meeting of Electricity Board.