

# SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

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## Department of English

### Question Bank



## II SEMESTER

(COMMON TO ALL BRANCHES)

1919201 – TECHNICAL ENGLISH

Regulation – 2019

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*Prepared by*

1	<b>Dr. M. Chithra, Assistant Professor / English</b>
2	<b>Dr. Sheeba Manodh, Assistant Professor / English</b>
3	<b>Dr. R. Geetha, Assistant Professor / English</b>
4	<b>Ms. V. Jayanthi. Assistant Professor / English</b>
5	<b>Ms. M. Arthi, Assistant Professor / English</b>
6	<b>Ms. M.S. Shyamala, Assistant Professor / English</b>
7	<b>Mr. Abhishek David John, Assistant Professor / English</b>

## UNIT-1

S.No	Part A	S.No.	Part B
1	Purpose Statements	1	Instructions
2	Homophones	2	Checklists
3	Compound Words	3	Recommendations
4	Subject Verb Agreement		

### PART-A

#### I. Purpose Statements

a. Choose appropriate purpose expression for the following sentences. (so that / in order to / to / so as to).



1. Ramya took a cab \_\_\_\_\_ she could arrive on time.
2. My brother-in-law \_\_\_\_\_
3. His brother-in-law got a visa \_\_\_\_\_ he can travel to the USA.
4. I have made some sandwiches \_\_\_\_\_ we can have a snack on the way.
5. Priya moved to Paris \_\_\_\_\_ she could improve French.
6. My grandfather set the alarm \_\_\_\_\_ be on time for the end semester exams.
7. We left a message with his neighbor \_\_\_\_\_ he would know we had called.
8. I like to arrive 20 minutes early \_\_\_\_\_ I have time for a cup of tea.
9. Niveetha has decided to buy a new car \_\_\_\_\_ show off her standard of living
10. Jeeva goes to post office \_\_\_\_\_ send speed post.
11. We will save money \_\_\_\_\_ buy a new house.
12. They planned to go Ooty \_\_\_\_\_ avoid traffic jam, they left early.
13. Ramkumar worked in L&T for a year \_\_\_\_\_ learn the nuances.
14. \_\_\_\_\_ be rich, you must use your mind.
15. I will go by car \_\_\_\_\_ I can carry more luggage.

b. Join the following using purpose statements (the purpose of, the aim of, in order to, in order that, so that, so as to, used to, used for)

1. Laptop : can be easily moved and used in a variety of locations.
2. Colander.- to rinse vegetables or strain foods
3. Library - connect people to information and connect people to people.
4. A telescope: views stars and other celestial bodies.
5. Proof reading: correct mistakes in the matter to be printed
6. Refrigerators -to keep food cold.
7. Painting iron parts: protects them from rust.
8. Thermostat: maintains temperature at a constant level.



9. Motor: convert electrical energy into mechanical energy
10. An aerial: receives broadcast signals.
11. A feasibility report: makes recommendations on the practicality of a project.
12. A flowchart: represents a process as a series of steps.
13. Catalyst: speed up a chemical process.
14. Underground cable: carries electricity to towns.
15. Fuse: protect the other component from the accidental damage.

**c. Write a sentence for each purpose expressions given below**

1. in order to
2. so that
3. in order not to
4. for
5. so as to



**II. Choose the appropriate homophone**

1. a. I can [sea/see] the mountains in the distance.  
b. Fishermen make their living from the [sea/see].
2. a. The tree [blue/blew] over in the storm.  
b. We painted the ceiling [blue/blew].
3. a. They weren't [allowed/aloud] to take their dog into the store.  
b. The teacher read the instructions [allowed/aloud] to the students.
4. a. The day was warm, so the students [ate/eight] their lunch outside.  
b. She works for [ate/eight] hours every weekday.
5. a. The contractors [billed/build] the company for travel expenses.  
b. We want to [billed/build] a new shed in the garden.
6. a. The students studied a diagram of a plant [cell/sell].  
b. They [cell/sell] postage stamps at the corner store.
7. a. He sanded the wood with [coarse/course] sandpaper.  
b. He's taking a [coarse/course] in marketing.
8. a. Their appointment lasted for almost an [hour/our].  
b. We're visiting [hour/our] grandparents on the weekend.
9. a. Do you [know/no] how to speak Spanish?



b. There's [know/no] water in the swimming pool.

10. a. I'll [mail/male] you the invoice.

b. A [mail/male] deer is called a buck.

**Fill in the blank with the appropriate homophone**

1. a. I have to work in the \_\_\_\_\_ but I'm free in the afternoon.

b. The family were in \_\_\_\_\_ for a month because of the death in the family.

2. a. \_\_\_\_\_ of the witnesses could identify the suspect.

b. At age 25, she took her vows in the church and became a \_\_\_\_\_.

3. a. We collected the clams in a plastic \_\_\_\_\_.

b. Are you all right? You look \_\_\_\_\_.

4. a. Training your dog requires a lot of \_\_\_\_\_.

b. The doctor is accepting new \_\_\_\_\_.

5. a. Would you like a \_\_\_\_\_ of cake?

b. I escaped to the library for some \_\_\_\_\_ and quiet.

6. a. Drive two blocks and turn \_\_\_\_\_ at the traffic lights.

b. I try to \_\_\_\_\_ in my journal every day.

7. a. The \_\_\_\_\_ is closed for repairs.

b. I \_\_\_\_\_ my bike to work this morning.

8. a. He \_\_\_\_\_ the wrapper into the garbage.

b. We drove \_\_\_\_\_ a thunderstorm on the way here.

9. a. The dress is too tight around the \_\_\_\_\_.

b. Don't leave the tap running and \_\_\_\_\_ water.

10. a. I'm recovering from the flu, and I still feel \_\_\_\_\_.

- b. Your parcel should arrive next \_\_\_\_\_.
11. a. The robin is busy building \_\_\_\_\_ nest.
- b. Let me know when \_\_\_\_\_ time to leave.
12. a. Fertilize your tomato plants to \_\_\_\_\_ a good harvest.
- b. Remember to \_\_\_\_\_ your vehicle before you drive it.
13. a. There's nothing wrong with my \_\_\_\_\_; I wear glasses because I like how they look.
- b. We visited the \_\_\_\_\_ of the historic battle.
14. a. I didn't have time to watch the \_\_\_\_\_ movie.
- b. The badger dug a \_\_\_\_\_ in the garden.
15. a. I felt the \_\_\_\_\_ of the medication almost immediately.
- b. A poor night's sleep can \_\_\_\_\_ your whole day.
16. a. When my calculations are wrong, I have to \_\_\_\_\_ over the spreadsheet to find the error.
- b. While whisking constantly, slowly \_\_\_\_\_ the oil into vinegar in a steady stream.
17. a. In the summer, she often makes mixed \_\_\_\_\_ cobblers.
- b. The squirrels \_\_\_\_\_ the peanuts under the snow.
18. a. I don't know \_\_\_\_\_ I should leave or stay.
- b. He always checks the \_\_\_\_\_ in the morning before he leaves for work.
19. a. I've never seen \_\_\_\_\_ many fireflies!
- b. I learned to \_\_\_\_\_ in home economics.
20. a. The monkey hung from the tree by its \_\_\_\_\_.
- b. My grandfather told us a \_\_\_\_\_ about his childhood.
21. a. His \_\_\_\_\_ protruded from a hole in his sock.
- b. We watched the tugboat \_\_\_\_\_ the ship into harbor.

22. a. He's the only \_\_\_\_\_ here who can speak Japanese.  
b. Kazuo Ishiguro \_\_\_\_\_ the Nobel Prize in Literature in 2017.
23. a. If you can't find a solution, take a \_\_\_\_\_ and work on something else.  
b. Make sure to put on the parking \_\_\_\_\_ when you park your car.
24. a. The \_\_\_\_\_ has red petals.  
b. Add more \_\_\_\_\_ if the dough is too sticky.
25. a. Richard Dawkins wrote the \_\_\_\_\_ to the second edition of the book.  
b. He released the brake, and the tractor slowly moved \_\_\_\_\_.

**IV. Expand the following compound words.**

1. Diesel engine
2. Copper wire
3. Weekly magazine
4. Gear mechanism
5. Old age problems
6. Heat transfer
7. Computer Keyboard
8. Metal tubes
9. High intelligence sign
10. Shower head
11. News print
12. Road engine
13. Steel chain
14. Water heater
15. Spark plug

**BTL-3**

**V. Subject-Verb Agreement**

**Choose the appropriate verb for the given subject.**

1. Every one (has/have) done his or her presentation in the English lab.
2. Each of the students (is/are) responsible for completing his or her project.
3. Either my mother or my sisters (is/are) going to buy the brand new Audi car.
4. The samples on the tray in the biotechnology lab (need/needs) testing.
5. Kalai and Janani usually (plays/play) together in the hostel after college hours.
6. Formal dresses (is, are) required for this wedding party.
7. Her mother (were, was) one of her college professors.
8. Three hours (are, is) not going to be enough time to travel from Madurai to Salem.
9. Everyone in the group (was, were) supposed to meet project supervisor.
10. The professor, along with many of his students, (is, are) preparing for the end semester examination.

**BTL-4**

11. Uma, my childhood friend \_\_\_\_ leaving for Delhi next month. (is/are)
12. Most of my friends \_\_\_\_ government employees. (is/are)
13. The level of pain tolerance \_\_\_\_ from person to person. (vary/varies)
14. Either Tina or Rohit \_\_\_\_ telling lies. (is/are)
15. A number of people \_\_\_\_ reported to have fallen sick after drinking the water from the tubewell. (was/were)
16. Fast food, like burgers and street food, \_\_\_\_ harmful to our health. (is/are)
17. All the students \_\_\_\_ excited to visit the museum after school. (is/are)
18. Neither Joseph nor his family \_\_\_\_ French. (speaks/speak)
19. Either Ross or Joey \_\_\_\_ broken the glass. (has/have)
20. If anybody \_\_\_\_ for me, do let me know. (calls/call)

### Part-B

#### I. Instructions

1. Write a set of eight instructions to be followed by students in the class room.
2. Write a set of eight instructions to avoid wastage of water in public places.
3. Write a set of eight instructions to be followed by a student in the lab.
4. Write a set of eight instructions to be followed to maintain good health
5. Write a set of eight instructions that are to be followed while going for an interview.
6. Write a set of eight instructions that should be followed to keep the surrounding free of plastics.
7. What instructions would you give your tourist friend from the USA, to make his trip to Chennai a pleasant one? Give a list of eight most important instructions pertaining to food, Stay, travel etc...
8. Write a set of eight instructions to maintain cleanliness in your college campus.
9. Write a set of eight instructions for giving first aid to a victim of a road accident.
10. Write at least eight instructions to maintain two – wheelers and four – wheelers in good working condition.



#### II. Checklist

1. Write a ten- item checklist for a student appearing for End Semester Examination.
2. Write a ten- item checklist for a student going abroad for higher studies.
3. Write a ten- item checklist to write a resume.
4. Imagine that you are the class representative. Write a ten- item checklist for a one week fun tour that you have planned for your class.
5. Imagine that you are the class representative. Write a ten- item checklist for a one-day Industrial Visit to a company.
6. As an NSS student coordinator, write a ten-item checklist planning for a one- week camp in a nearby village.
7. As the head of the NCC student wing, write a ten-item checklist planning for the republic day parade.
8. Write a ten- item checklist for choosing the best college.
9. Prepare a ten-item checklist to organize the Pongal celebrations in your college.
10. Write down a check list containing at least ten items to avert fire accident in the public conducted in temporary structures.



#### III. Recommendations

1. Write a set of eight recommendations to maintain vehicles in good condition.

2. Write a set of eight recommendations to maintain a good rapport in Professional relationships.
3. Write a set of eight recommendations to your friend who is going to present a seminar
4. Write a set of eight recommendations to be followed to maintain personal hygiene.
5. Write a set of eight recommendations to your friend going abroad for the first time.
6. Write a set of eight recommendations for a student who is going to attend Campus Interview.
7. Write a set of eight recommendations for your brother who is going to write his Board Exam shortly.
8. Write a set of eight recommendations that has to be followed while attending the online classes.
9. Write a set of eight recommendations to improve health service in government hospitals.
10. Write a set of eight recommendations to build vocabulary and enhance communication.

## UNIT II

### Syllabus

S.No	Part A	S.No.	Part B
1	Impersonal Passive	1	Interpreting Charts and Graphs
2	Numerical Adjectives		
3	Vocabulary used in Formal letters, Email and reports		

#### I. Change the following sentences into impersonal passive voice.

1. College students begin new projects in December.
2. We must wash our hands often.
3. The dermatologist will have to examine you again.
4. The robber hit Jefferson on the head with a hammer.
5. The government has built a new bridge in this locality.
6. They advised Guna to get a visa before booking ticket.
7. The class elected Pawin Samuel as the class representative.
8. The workers will finish the work in 15 days.
9. Shreya Ghoshal sings beautiful songs.





10. I will never forget this experience.
11. The woodcutter cut down the tree.
12. I will finish the work tomorrow.
13. Kangaroos carry their joeys in their pouches.
14. My sister has drawn this portrait.
15. The people were helping the wounded woman.
16. Sam had taken the medicines.
17. The player is taking extra time.
18. Thousands of tourists visit the Grand Canyon every year.
19. The police arrested the smuggler.
20. They did not dismiss her.

**II. Change the following sentences into Numerical Adjectives.**

1. A journey of 20 miles
2. A project of 10 years
3. A vocation for thirty days
4. A workshop for 5 days
5. A walk of 5 kilometres
6. A tank with a capacity of 1000 litres
7. A research grant of Rs.2 lakhs
8. A lamp of a power of 60 watts
9. A match lasting for 5 days
10. A flask with a capacity of 2 litres
11. A squad of 1000 men
12. An interval of 10 minutes
13. A DC supply of 240 volts
14. A team consisting of 3 men
15. A book with 80 pages
16. A group of 10 nations
17. A college that is 40 years old
18. A highway of 456 kilometres
19. A workforce of 300 men
20. A seminar held for two days
21. A building with six floors
22. An industry that is 20 years old
23. A bottle containing 2 litres of water
24. An expedition lasting for three days
25. A project proposal for 10 corers



**III. Vocabulary used in formal letter, Email reports**

1. We are writing to \_\_\_\_\_ you of our decision to terminate the agreement.

2. The report provides a \_\_\_\_\_ analysis of the current market trends.
3. We would appreciate it if you could \_\_\_\_\_ the attached document for accuracy.
4. The project has been \_\_\_\_\_ delayed due to unforeseen circumstances.
5. The company is committed to \_\_\_\_\_ the highest standards of quality.
6. We regret to \_\_\_\_\_ that the delivery of your order has been delayed.
7. We would like to \_\_\_\_\_ our gratitude for your continued business.
8. The proposed initiative is aimed at \_\_\_\_\_ the efficiency of our operations.
9. Our team is working diligently to \_\_\_\_\_ the project on schedule.
10. The success of the project is \_\_\_\_\_ upon the cooperation of all stakeholders.
11. The policy changes will have a significant \_\_\_\_\_ on our operations.
12. The company is \_\_\_\_\_ to providing excellent customer service.
13. The report \_\_\_\_\_ the findings of the research study.
14. The project has been \_\_\_\_\_ by the board of directors.
15. We are pleased to \_\_\_\_\_ that your application has been accepted.
16. We would like to \_\_\_\_\_ your attention to the attached document.
17. The company has a \_\_\_\_\_ commitment to environmental sustainability.
18. The proposed changes are expected to \_\_\_\_\_ the company's profitability.
19. We appreciate your \_\_\_\_\_ in this matter.
20. The company is currently \_\_\_\_\_ candidates for the position.

1. Which word is an appropriate formal greeting in a business email?
  - a) Hi
  - b) Dear
  - c) Hey
  - d) Hello
2. Which word is used to introduce the purpose of a formal letter or report?
  - a) Concluding
  - b) Introducing
  - c) Salutations
  - d) Body
3. Which word is used to refer to an attachment in a formal email or letter?
  - a) Enclosed
  - b) Attached
  - c) Included
  - d) Appended
4. Which word is used to express gratitude in a formal letter or email?
  - a) Thanks
  - b) Appreciate
  - c) Grateful
  - d) Obligated
5. Which word is used to indicate that a formal report or email is being sent for the first time?
  - a) Original

- b) Duplicate
  - c) Copy
  - d) Forwarded
6. Which word is used to convey that a formal letter or email requires urgent attention?
- a) Prompt
  - b) Swift
  - c) Immediate
  - d) Expedite
7. Which word is used to indicate the end of a formal letter or email?
- a) Introduction
  - b) Body
  - c) Conclusion
  - d) Attachment
8. Which word is used to describe a formal report or email that contains accurate and relevant information?
- a) Relevant
  - b) Concise
  - c) Precise
  - d) Accurate
9. Which word is used to convey that a formal letter or email is being sent in response to a previous communication?
- a) Initial
  - b) Follow-up
  - c) Reminder
  - d) Request
10. Which word is used to indicate that a formal report or email contains all the necessary information?
- a) Comprehensive
  - b) Complete
  - c) Exhaustive
  - d) Elaborate
11. Which word is an appropriate formal greeting in a business email?
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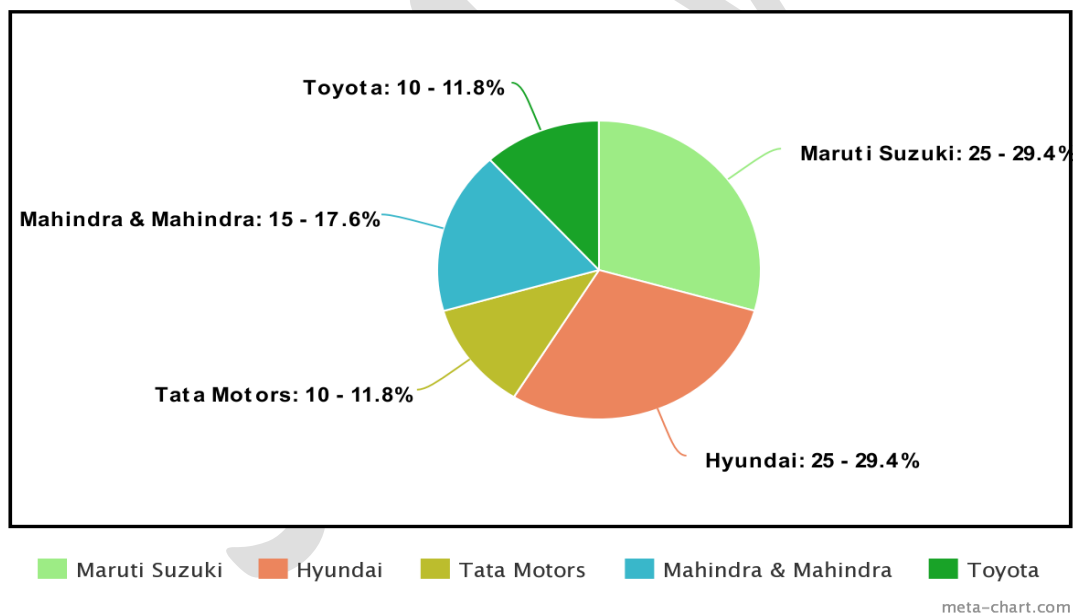
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- a. Comprehensive
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  - c. Exhaustive
  - d. Elaborate

#### IV. Interpreting the Graphs and charts

1. The pie chart below illustrates the sales of car brands for the financial year 2022 – 2023. Analyse the pie chart given and summarize the sales pattern.

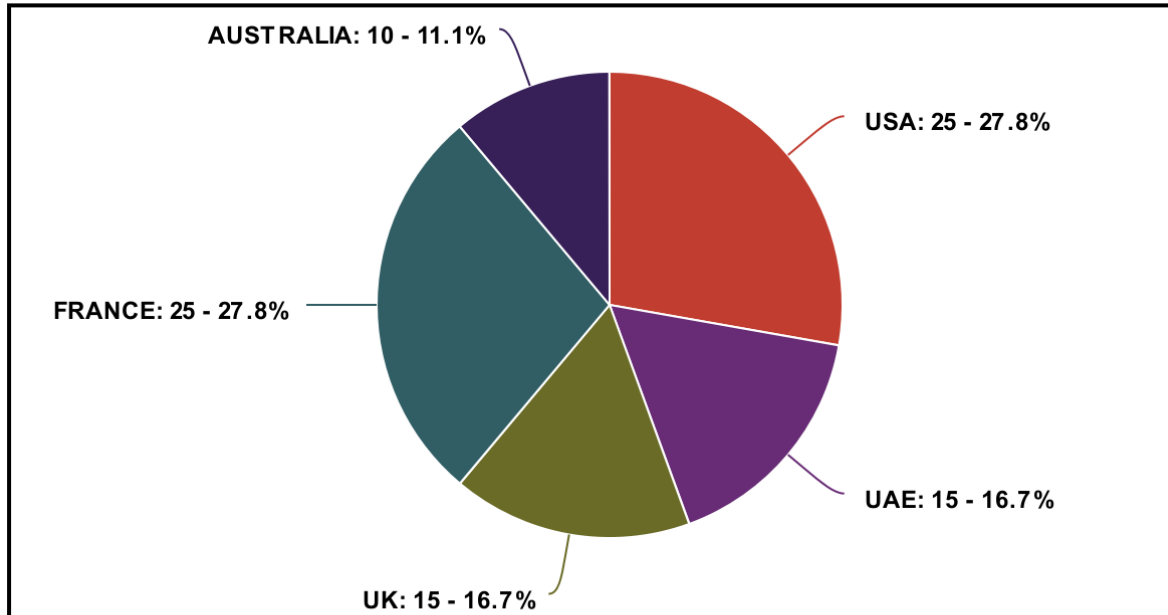


CAR SALES



2. The pie chart below illustrates the countries students prefer to go for higher studies for the academic year 2022 – 2023. Analyse the pie chart given and summarize the academic preference of the students from the given pattern.

COUNTRIES STUDENTS PREFER TO GO FOR HIGHER STUDIES

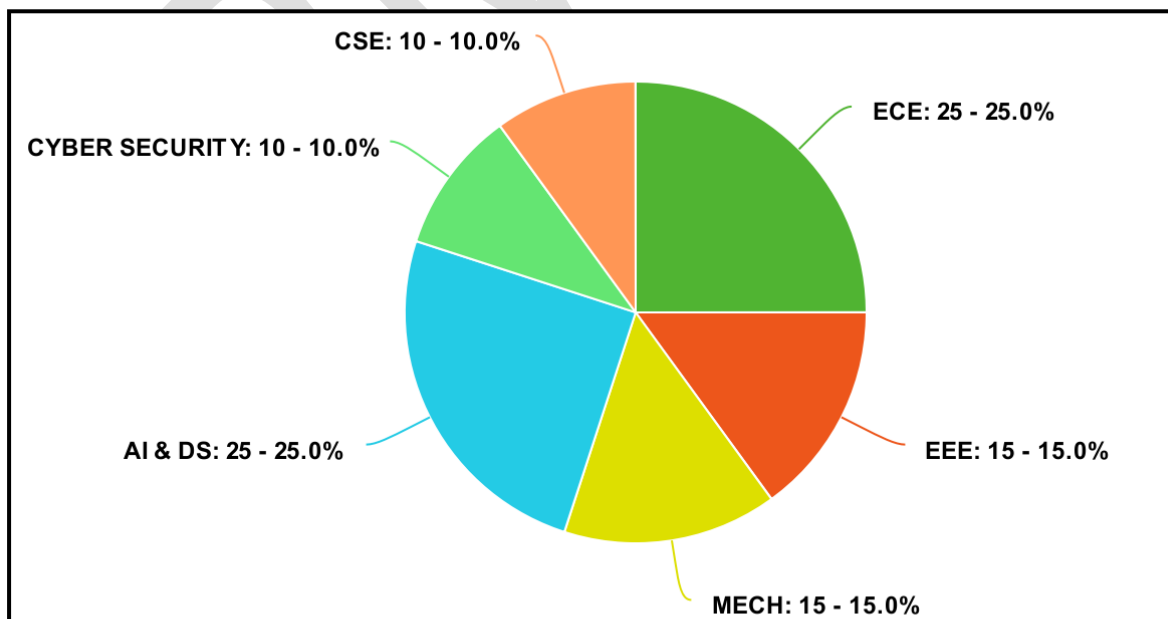


USA UAE UK FRANCE AUSTRALIA

meta-chart.com

3. The pie chart below illustrates the courses preferred by students for higher studies in the academic year 2022 – 2023. Analyse the pie chart given and summarize the academic preference of the students from the given pattern.

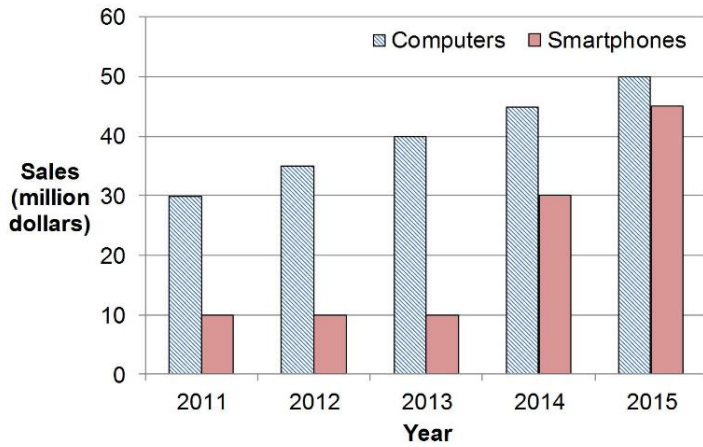
COURSES PREFERRED BY STUDENTS



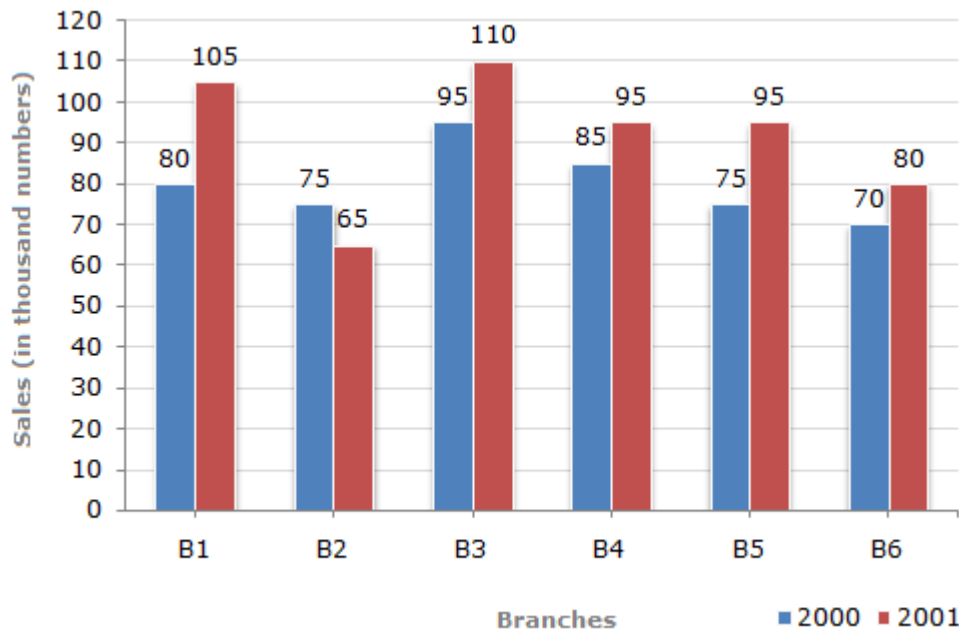
ECE EEE MECH AI & DS CYBER SECURITY CSE

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4. A bar chart shows the amount of money spent on two types of electronic items in country x. Summarise the information in the chart by selecting and reporting the main features, Make comparisons where relevant.

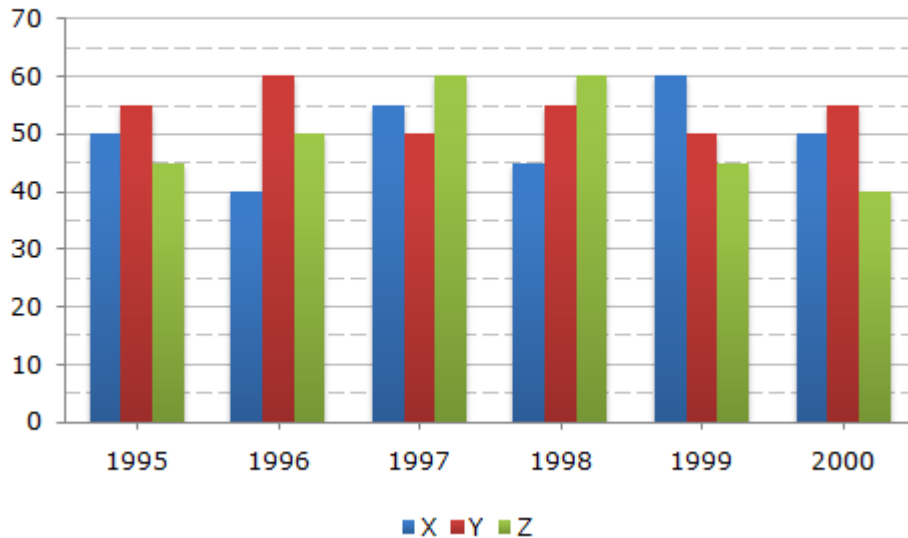


5. The bar graph given below shows the sales of books (in thousand number) from six branches of a publishing company during two consecutive years 2000 and 2001. Sales of Books (in thousand numbers) from Six Branches - B1, B2, B3, B4, B5 and B6 of a publishing Company in 2000 and 2001.



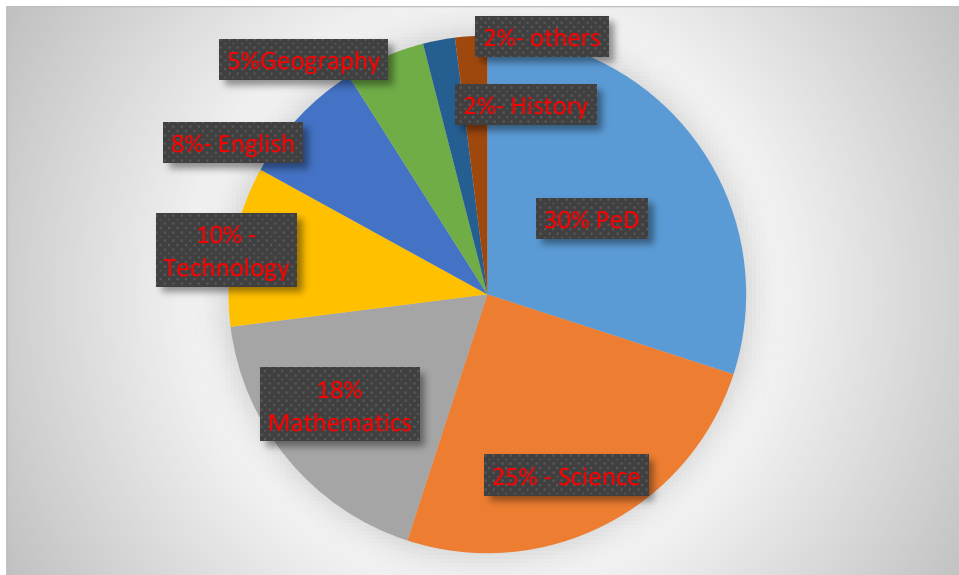
6. A soft drink company prepares drinks of three different flavours - X, Y and Z. The production of three flavours over a period of six years has been expressed in the bar graph provided below. (The first bar indicates X, the second bar indicates Y and the third bar indicates Z)

Production of Three Different Flavours X, Y and Z by a Company over the years (in lakh bottles)



Production of Three Different Flavours X, Y and Z by a Company over the years (in lakh bottles)

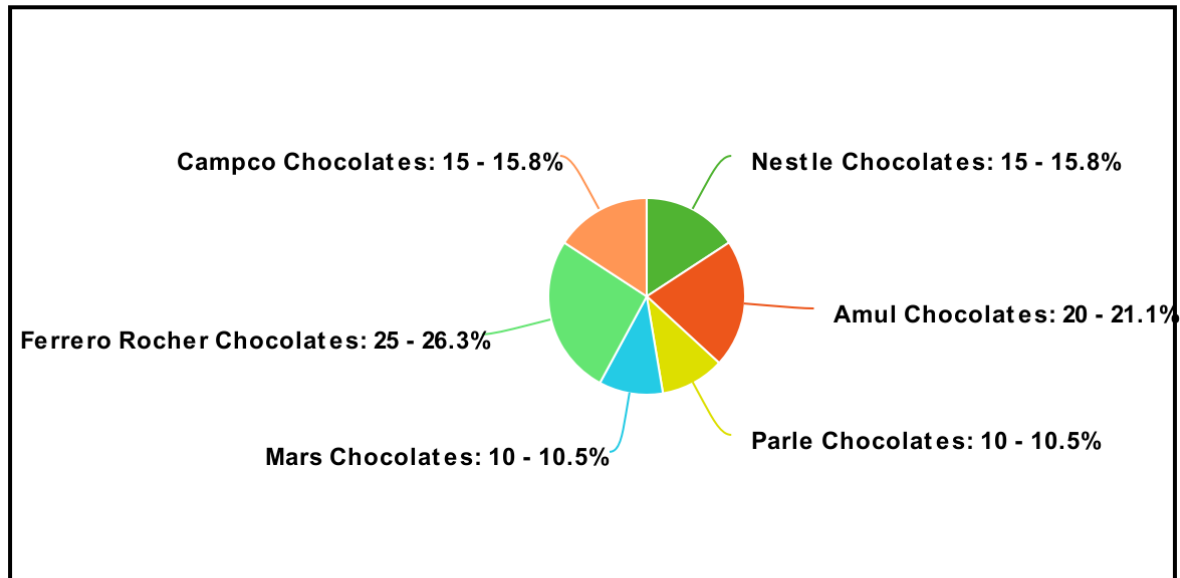
7. The pie chart shows the favourite school subjects for boys in a school. Summarise the information in the chart by selecting and reporting the main features. Make comparisons where relevant.





8. The pie chart below illustrates the chocolate sales for the financial year 2022 – 2023. Analyse the pie chart given and summarize the chocolate sales from the given pattern.

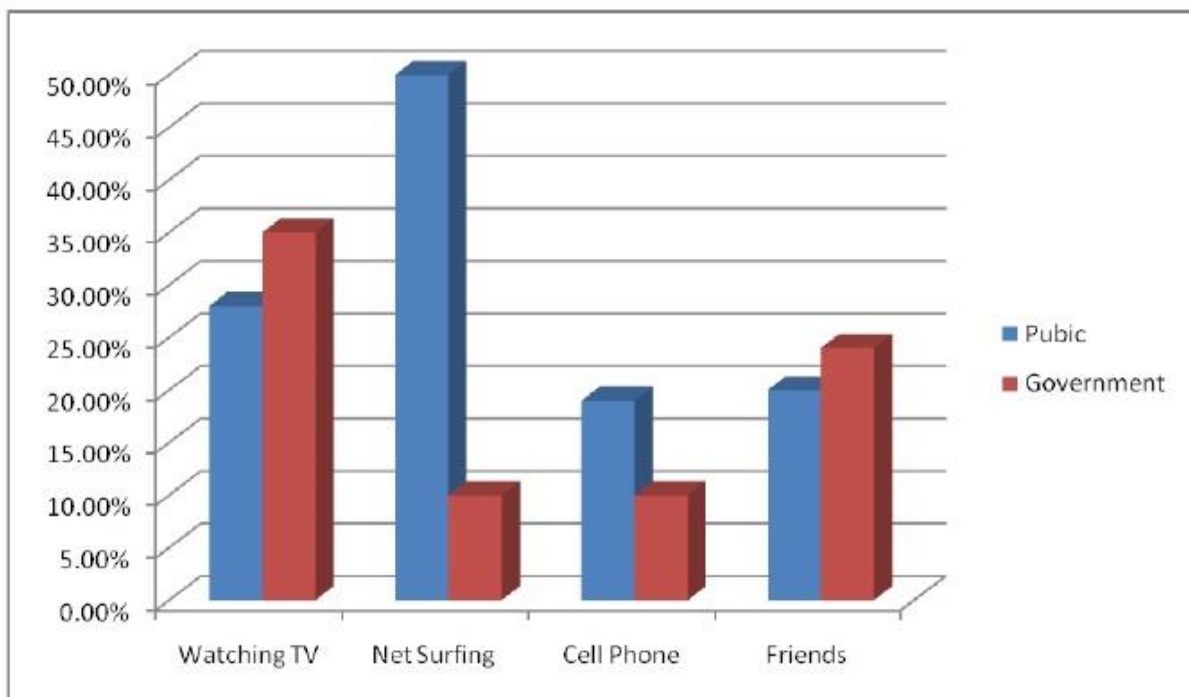
CHOCOLATE SALES FOR THE FINANCIAL YEAR 2022 - 2023



■ Nestle Chocolates    ■ Amul Chocolates    ■ Parle Chocolates    ■ Mars Chocolates  
■ Ferrero Rocher Chocolates    ■ Campco Chocolates

meta-chart.com

9. Study the chart given below, which is the result of the survey conducted in the public schools and government schools of Vadodara. This depicts the types of activities the teenagers (Age 13- 19 years) are involved during their leisure time).



### UNIT -3

S.No	Part A	S.No.	Part B
1	Sequence Words	1	Describing a process
2	Misspelt words	2	Reading Comprehension
3	Homonyms		

#### Use of sequence words

##### I. Fill in the blanks with the most suitable sequence connectors from the brackets



1. We carried out our fund-raising campaigns since last year. \_\_\_\_\_ we still have not reached our target. (however, eventually, finally)
2. The club held a dinner for the old folks. \_\_\_\_\_, the members also give each of them a red-packet and a hamper. (therefore, besides, and)
3. The pensioner exercises daily. \_\_\_\_\_ he is as fit as a fiddle. (meanwhile, instead, therefore)
4. We tried our best to make the victims as comfortable as possible. \_\_\_\_\_ we waited for the ambulance to come. (meanwhile, since, then)
5. There is no point asking what the authorities can do for you. \_\_\_\_\_ ask what you can do for the community. (finally, instead, now)
6. It is imperative that we conserve our environment. \_\_\_\_\_ the coming generations may suffer more than what we experience now. (otherwise, meanwhile, therefore)
7. Samuel Lai believes in honouring his parents. \_\_\_\_\_, Azmi believes in respecting his parents. (instead, similarly, henceforth)
8. Despite repeated failures, Johan persevered. \_\_\_\_\_ he succeeded in making his ambition come true. (eventually, rather, finally)
9. Listen carefully to what the supervisor has to say. \_\_\_\_\_ ask questions if you still have any doubts. (then, meanwhile, similarly)
10. All the front seats have been taken up. \_\_\_\_\_ if you do not mind we will put you at the back row. (However, similarly, eventually)
11. Susie refused to take part in the concert \_\_\_\_\_, she changed her mind the next day. (First, Meanwhile, However)
12. The car beat the red traffic light. \_\_\_\_\_, the driver was issued a summons by the traffic policeman. (As a result, Before, Finally)
13. "Fira won the gold medal after three months of intensive training. \_\_\_\_\_, you too could win if you practice hard enough," Liza's mother said to her. (similarly, then, later)
14. "I don't think she can handle this task. \_\_\_\_\_, she already has a lot of other responsibilities," said the head prefect to his assistant. (Meanwhile, Subsequently, Before)
15. The cadets were given new uniforms to wear. \_\_\_\_\_, they received free passes to the match. (After, In addition, Meanwhile)
16. The people strongly opposed the move to build a golf course near their house. \_\_\_\_\_, the proposal plan was cancelled. (Then, After, Consequently)

17. The final examination are coming soon. \_\_\_\_\_, it would be advisable for you to begin revising more systematically, “the teacher told her class. (Therefore, After, First)
18. The neighbours often helped each other, \_\_\_\_ creating a feeling of harmony in the neighbourhood. (Thus, Afterwards, Next)
19. Shaun is directing the movie .\_\_\_\_,he is playing the lead role in it.(Besides, After, Finally)
20. The bungalow had seven rooms, each with an attached bathroom.\_\_\_\_\_, there was a large garden and a swimming pool. (In addition, After, Consequently)

## II. Misspelt words

### 1. Identify the misspelt words in the given sentence and rewrite it.

1. I bought a pare of read shoes.
2. Ram used to ware new cloths for festival
3. Antony has bought a new byk.
4. My guide aloud me to present a paper in the conference.
5. The land is far sale.

### 2. Pick up the correct spelling for the given word

1. Comite, Committee, Comittee, Commite
2. Vacum, Vacume, Vacuum, Vaacum
3. Transit, Transcit, Tranit, Transete
4. Vacency, Vecency, Vacanciee, Vacancy
5. Succed, Succeed, Suced, Suceed

### 3. Identify the misspelled words

1. Mystique, MYSTERY, MISSPELL, MISSION
2. Deliver, Drive, Datum, dwel
3. Succed, Sentence, Suicide, Summative
4. Lecturer, Leisure, Level, Limited
5. Pleasure, Pleased, Plimet, Plural
6. Millennium, Millennium, Millennium, Millienum
7. Momento, Memoto, Mement, Memento
8. Committed, Committed, Committed, Committed
9. Questionnaire, Questionnaire, Questionnaire, Questionnaire
10. Ridiculous, Ridiculous, Ridiquulous, Rediculouse

## III. Homonyms

Write two sentences to bring out the two different meanings of the following homonyms.

1. Trunk
2. Bark
3. Address



4. Band
5. Bat
6. Match
7. Mean
8. Sink
9. Tie
10. Nail
11. Ruler
12. Right
13. Ring
14. Rock
15. Rose
16. Spring
17. Stalk
18. cell
19. Clip
20. Date
21. Drop
22. Fly
23. Letter
24. Palm
25. Park

#### **IV. Describing a Process**

**Write a passage describing the process involved.**

1. Describe the process of making a milkshake.
2. Describe the process of making tea
3. Describe the process of making vegetable cutlets
4. Describe the process of making coffee
5. Describe the process of making pasta
6. Describe the process of making cottage cheese
7. Describe the process of making chocolate milkshake
8. The process of creating a bank account
9. Describe the process of making fruit salad recipe
10. Describe the process for applying pan card.



11. Tea is always refreshing. Given below is the process for making tea. Write down the process in not more than 100 words.
12. Any soup is good for health. Describe the process of making a soup in about 50 – 100 words.
13. Describe the process of posting a story in Instagram in about 50 – 100 words.
14. Write down the process of preparing noodles in about 50 – 100 words.
15. Describe the process of washing clothes.
16. Describe the process of opening a savings bank account.
17. How to borrow a book from the library.
18. Describe the process of getting a bus pass.
19. Describe the process of creating a Linked in Account.

## PART-B

### I. Reading Comprehension

1. The seasonal problem of water taps running dry is plaguing most of our major cities. With the bigger rivers flowing in trickles and ponds and wells reduced to clay pits, village women in remote areas have to fetch every drop of water for drinking, cooking, washing, and so on, across large distances. This has only worsened a perennial problem, that of widespread pollution of water, rendering it unfit for human consumption. The monsoons and the attendant floods will not solve this problem.

The Delhi Administration is seriously worried about the threat to civic health posed by the polluted waters of the Yamuna. Two main tanks are to be set up to treat sewage. At present, only 60 percent of the 200 million gallons of the city's sewage receives any kind of treatment before it is dumped into the river which supplies water not only to this city but to innumerable towns and villages downstream. The Ganga, the Yamuna, the Kaveri, in fact all our important rivers serving many urban conglomerations are fast becoming a major source of diseases.

A comprehensive bill was introduced in Parliament recently. Envisages the setting up of central and state boards for the prevention and control of water pollution. But it will obviously take some time before legislation is passed and effectively implemented. Meanwhile, the problem continues to swell. According to a survey of eight dwelling countries conducted a couple of years ago. 90 percent of all child deaths were due to water-borne diseases. It is the same unchanged story today.

In a country like India, a burgeoning population continuing to use the open countryside as a lavatory means that with every dust storm and rain, human excreta laden with germs and parasites find their way to ponds, shallow wells and even the streams and rivers. Only 18 percent of the rural folk have access to potable water.

A new threat that has already assumed alarming proportions is from industrial waste which is generally dumped untreated into the nearest river. For instance, for every kilogram of process hide, 30-40 litres of foul-smelling wastewater has to be disposed of. There are at least 900 licensed tanneries in the organized sector. Putrefied paper and jute waste, metallic waste from straw board and textile mills, sulphur, ammonia, urea, metallic salts and corrosive acids all find their way to the rivets of India.

It is important not only to make new laws to ensure the purity of water, but also to realise the urgency of implementing them ruthlessly, if we are to avoid a national health disaster cutting across the barrier hemlet towns and countryside.

**On the basis of your understanding of the passage, answer the given questions:**

1. The most appropriate title for the passage is:

- (i) The Inevitable Evil of Pollution
  - (ii) Water Scarcity
  - (iii) Pollution
  - (iv) Tackling Water Pollution
2. The bill mentioned in the passage:
- (i) creates financial scope for water treatment facilities
  - (ii) creates Central and State Boards for control of water pollution
  - (iii) looks into the effective implementation of legislation
  - (iv) looks into the proper treatment of water bodies
3. According to the passage, what can cut through the barrier between towns and villages?
- (i) Number of child deaths
  - (ii) Water pollution
  - (iii) Decreasing potable water
  - (iv) Civic health problems
4. “..... is passed and effectively implemented” refers to the implementation of:
- (i) Amendment laws
  - (ii) Legislation
  - (iii) Legal punishments
  - (iv) None of these
5. 'Plaguing' in the passage, means:
- (i) causing trouble
  - (ii) inviting
  - (iii) avoiding
  - (iv) encouraging
6. Which problem is highlighted in the given passage?
- (i) Reduction of groundwater
  - (ii) Droughts
  - (iii) Water pollution
  - (iv) All of the above
7. According to the passage, women in remote areas:
- (i) try to obtain little water
  - (ii) have to travel long distances to get water
  - (iii) cause water pollution
  - (iv) die due to thirst
8. Choose the option that correctly states the meaning of 'dumped; as used in the passage.
- (i) Garbage
  - (ii) Threw
  - (iii) Wasted
  - (iv) Sold
9. Which of the following is a threat to the residents of Delhi?
- 1. Zero groundwater level
  - 2. Lack of potable water
  - 3. Lack of the treatment of sewage
  - 4. Yamuna is over-polluted
  - 5. Open untreated water
- (i) 1, 3 and 5
  - (ii) 3 and 4
  - (iii) 1, 2 and 5
  - (iv) None of these
10. The Delhi Administration is worried about.....

- (i) threat to civic health posed by polluted waters of Yamuna
- (ii) the rivers are becoming a major source of diseases
- (iii) lack of money
- (iv) Both (i) and (ii)

11. Most of the child deaths in India are due to:

- (i) the lack of potable water
- (ii) water borne diseases
- (iii) lack of proper sanitation
- (iv) chemicals found in water

12. The industrial waste dumped in the river is/are:

- (i) putrefied paper
- (ii) metallic waste
- (iii) corrosive acids
- (iv) All of these

## 2. Read the passage given below:

The International Ecotourism Society (TIES) defines ecotourism as “responsible travel to natural areas that conserve the environment and sustain the well-being of local people.”

Responsible tourism observes basic eco-ethical tenets. Fundamental rights like the right to exist or to live in peace, right to pure air and pure water are basic rights even for wildlife Indigenous people as well as for nature as a whole.

Nature tourism and wildlife tourism are top priority for most foreign tourists, but in the Indian context, all picnics, nature walks, nature camps, trekking, hiking, safaris jungle trails, mountaineering, cultural tours, pilgrimages, beaching, water sports, canoeing, boating and game-fishing should all observe eco-ethics. One step forward in ecotourism is to get involved in eco-restoration, biodiversity restoration and co-development of local people in any degraded tourist ecosystem.

India, with her kaleidoscopic ecosystems and a wealth of cultural heritage of great antiquity has immense scope for ecotourism. Constant research to identify newer areas and spots for eco-tourism, preparing brochures on them and on the eco-ethics relevant to each, organising environmental trails and training knowledgeable guides, preferably using the services of local people are the obligations of the tourism department.

This novel concept of ecotourism is so visionary that in the long run, it would be much more viable economically, sustainable ecologically, acceptable socially and ideal philosophically than traditional tourism.

### On the basis of your understanding of the passage, answer the given questions:

1. Responsible tourism or ecotourism means:

- (i) tourism as defined by TIES
- (ii) tourism respecting the rights of nature animals and people
- (iii) tourism to study local wildlife, people and economies
- (iv) tourism to area of ecological unbalance

2. 'One step forward' in para 3 refers to:

- (i) switching over from traditional tourism to ecotourism
- (ii) shifting from nature tourism to wildlife tourism
- (iii) restoring balance in local ecosystem
- (iv) studying local ecosystem

3. In the author's opinion most Indian tourists:

- (i) observe ecotourism ethics
- (ii) lack ecotourism ethics

- (iii) are aware of ecotourism ethics
  - (iv) should observe ecotourism ethics
4. According to the author the tourism department should:
- (i) preserve the cultural heritage of great antiquity
  - (ii) exploit scope of ecotourism for profit
  - (iii) explore and develop newer opportunities and avenues of ecotourism
  - (iv) use the services of local people
5. The author calls ecotourism visionary because:
- (i) it is a novel concept
  - (ii) it will be beneficial in the long run
  - (iii) it will be responsible, viable, sustainable and acceptable
  - (iv) it is opposed to traditional tourism
6. Which of the following is the prior choice for foreign tourists?
- (i) Nature tourism
  - (ii) Wildlife tourism
  - (iii) Mountaineering
  - (iv) All of these
7. Why does India have more scope for ecotourism?
- (i) Wealth of great cultural heritage
  - (ii) Antique biodiversity
  - (iii) Kaleidoscopic ecosystem
  - (iv) Both (i) and (iii)
8. Which of the following pairs are complementary aspects of each other as per TIES for ecotourism?
- (i) Natural tourism and wildlife tourism
  - (ii) Responsible tourism and eco-ethical tenets
  - (iii) India's kaleidoscopic ecosystem and wealthy cultural heritage
  - (iv) Concept of ecotourism as a visionary approach
9. What is the main topic of the passage?
- (i) Comparison between traditional tourism and eco-tourism
  - (ii) Prospects of ecotourism in India
  - (iii) Follow up of ecotourism as an alternate form of tourism that is safe and harmless: and its global prospects
  - (iv) Both (ii) and (iii)
10. Which of the following words means 'returning to former condition' In para 3?
- (i) Degraded
  - (ii) Restoration
  - (iii) Priority
  - (iv) Observe
11. Which word in para 5 means 'able to maintain'?
- (i) Viable
  - (ii) Sustainable
  - (iii) Economically
  - (iv) Visionary
12. Which word in para 2 has been used as an opposite of exotic'?
- (i) Ethical
  - (ii) Indigenous
  - (iii) Exist
  - (iv) Fundamental



### 3. Read the passage given below:

Many people believe that science and religion are contrary to each other. But his notation is wrong. As a matter of fact, both are correlated to each other. There is no doubt that the method of science and religion are different.

The method of science is observation, experimentation and experience. Science takes it recourse to progressive march towards perfection. The rules of religion are faith, intuition and spoken word of the enlightened. In general, while science is inclined towards reason and rationality, spiritualism is the essence of religion.

In earlier times when man appeared on Earth, he was over-awed at the sight of violent and powerful aspects of nature. In certain cases, the usefulness of different natural objects of nature overwhelmed man. Thus, began the worship of forces of nature — fire, the sun, the rivers, the rocks, the trees, the snakes etc. The holy scriptures were written by those who had developed harmony between external nature and their inner self. Their objective was to ennoble, elevate and liberate the human spirit and mind. But the priestly class took upon itself the monopoly of scriptural knowledge and interpretation to its own advantage.

Thus, the entire human race was in chains. Truth was flouted and progressive, liberal and truthful ideas or ideas expressing doubt and skepticism were suppressed and their holders punished. It was in these trying circumstances the science emerged as a saviour of mankind. But its path was not smooth and safe. The scientists and free thinkers were tortured. This was the fate of Copernicus, Galileo, Bruno and others. But side by side science gained ground.

**Based on your understanding of the passage, answer any eight out of ten questions by choosing the correct option.**

1. What is the reasons for man worship the forces of nature?
  - (a) The holy scriptures advocate the worship of forces of nature.
  - (b) The worship elevates and liberates the human spirit and mind.
  - (c) The worship makes man believe in faith and intuition.
  - (d) Forces of nature teach us spiritualism.
2. According to the passage science and religion both :
  - (a) Emerged out of the fear of man
  - (b) Emerged from the desire of man to worship the forces of nature
  - (c) Employed different methods of enquiry
  - (d) work at the cross-purpose of each other
3. What was the objective of the authors of the holy scriptures?
  - (a) To teach man the methods of worshipping nature
  - (b) To educate and raise the human spirit and mind
  - (c) To develop harmony between external nature and their inner self
  - (d) None of these
4. According to the passage, at present juncture there is a need to:
  - (a) free man from all sorts of bondages
  - (b) judiciously mix the principles of science and true spirit of religion
  - (c) teach people to workshop the forces of nature
  - (d) encourage spiritualism as much as possible
5. Why it is said in the passage that, “science emerged as a saviour of mankind”?
  - (a) Science takes recourse to progressive march towards perfection
  - (b) Science is inclined towards reason and rationality
  - (c) Man was bound in chains by religious orthodoxy
  - (d) The free thinkers and enlightened men were tortured
6. Truth was :
  - (a) Flouted
  - (b) Progressive

- (c) Both (a) and (b)
  - (d) None of these
7. Find the synonym of the word 'belief'.
- (a) Observation
  - (b) Experience
  - (c) Faith
  - (d) Enlightened
8. Find the synonym of the word 'show up' used in the passage.
- (a) Appear
  - (b) Scripture
  - (c) Developed
  - (d) Usefulness
9. Find the antonym of the word 'non-contradictory'.
- (a) Believe
  - (b) Each
  - (c) Method
  - (d) Contrary
10. Find the antonym of the word 'retrogression'.
- (a) Flout
  - (b) Progress
  - (c) Truth
  - (d) Liberal

**4. Read the passage given below:**

Throughout human history the leading causes of death have been infection and trauma. Modern medicine has scored significant victories against both, and the major causes of ill health and death are now the chronic degenerative disease, such as coronary artery disease, arthritis, cataract and cancer. These have a long latency period before symptoms appear and a diagnosis is made. It follows that the majority of apparently healthy people are pre-ill.

Many national surveys reveal that malnutrition is common in developed countries. This is not the calorie or micronutrient deficiency associated with developing nation; but multiple micronutrients depletion, usually combined with calorific balance or excess. The incidence and severity of Type B malnutrition will be shown to be worse if newer micronutrients groups such as the essential fatty acids and flavonoids are included in the surveys.

However, the pharmaceutical model has also created an unhealthy dependency culture, in which relatively few of us accept responsibility for maintaining our own health. Instead, we have handed over this responsibility to health professional who know very little about health maintenance or disease prevention.

Based on pharmaceutical thinking, most intervention studies have attempted to measure the impact of a single micronutrient on the incidence of disease. The classical approach says that if you give a compound formula to test subjects and obtain positive results, you cannot know which ingredient is exerting the benefit, so you must test each ingredient individually.

So do we need to analyse each individual's nutritional status and then tailor a formula specifically for him or her? While we do not have the resources to analyse millions of individual cases. there is no need to do so. The vast majority of people are consuming suboptimal amounts of most micronutrients, and most of the micronutrients concerned are very safe. Accordingly, a comprehensive and universal program of micronutrient support is probably the most cost-effective and safest way of improving the general health of the nation.

**Based on your understanding of the passage, answer any eight out of ten questions by choosing the correct option.**

1. Type B malnutrition will be worse if :
  - (a) micronutrients groups are included
  - (b) fatty acids and flavonoids are included
  - (c) Both (a) and (b)
  - (d) none of these
2. To know the ingredient is exerting the benefit :
  - (a) Give compound formula to test subjects
  - (b) Test each ingredient individually
  - (c) Study the impact of single micronutrients
  - (d) None of these
3. After analyse each individual's states than :
  - (a) Classical approach starts
  - (b) Maintain the health and disease prevention
  - (c) Tailor a formula
  - (d) None of these
4. National surveys reveal :
  - (a) Malnutrition is common
  - (b) Long latency period
  - (c) Chronic degenerative disease
  - (d) None of these
5. Pharmaceutical model created :
  - (a) Incidence of disease
  - (b) Nutritional status
  - (c) Unhealthy dependency culture
  - (d) None of these
6. To improve general health of nation:
  - (a) A comprehensive program
  - (b) Universal program of micronutrient
  - (c) Both (a) and (b)
  - (d) None of these
7. What does classical approach say?
  - (a) You must test each ingredient individually
  - (b) Who know very little about health maintenance or disease prevention
  - (c) A diagnosis is made
  - (d) All of the above
8. Which of the following are the micronutrients groups?
  - (a) Essential fatty acids
  - (b) Flavonoides
  - (c) Both (a) and (b)
  - (d) None of these
9. Find the synonym of the word 'unify' given in the paragraph.
  - (a) Reveal
  - (b) Develop
  - (c) Associate
  - (d) Combine
10. Find the synonym of the word 'notably' given in the paragraph.
  - (a) Analyse

- (b) Specifically
- (c) Majority
- (d) Concerned

**5. Read the passage given below:**

Necessity is indeed the mother of invention. When areas in and around Leh began to experience water shortages, life didn't grind to a halt. Why? Because Chewang Norphel, a retired civil engineer in the Jammu and Kashmir government came up with the idea of artificial glaciers.

Ladakh, a cold desert at an altitude of 3,000-3,500 meters above sea level, has a low average annual rainfall rate of 50 mm. Glaciers have always been the only source of water. Agriculture is completely dependent on glacier melt unlike the rest of river/monsoon-fed India. But over the years with increasing effects of climate change, rainfall and snowfall patterns have been changing, resulting in severe shortage and drought situations. Given the severe winter conditions, the window for farming is usually limited to one harvest season.

It is located between the natural glacier above and the village below. The one closer to the village and lowest in altitude melts first, providing water during April/May, the crucial sowing season. Further layers of ice ensuring continuous supply to the fields. Thus, farmers have been able to manage two crops instead of one. It costs about a 1,50,000 and above to create one.

Fondly called the "glacier man", Mr. Norphel has designed over 15 artificial glaciers in and around Leh since 1987. In recognition of his pioneering effort, he was conferred the Padma Shri by President Pranab Mukherjee, in 2015.

There are few basic steps followed in creating the artificial glacier.

River or stream water at higher altitude is diverted to a shaded area of the hill, facing north, where the winter sun is blocked by a ridge of a mountain range. At the start of winter/November, the diverted water is made to flow onto sloping hill face through distribution channels. Stone embankments are built at regular intervals which impede the flow of water, making shallow pools and freeze, forming a cascade of ice along the slope. Ice formation continues for 3-4 months resulting in a large accumulation of ice which is referred to as an "artificial glacier."

**Based on your understanding of the passage, answer any eight out of ten questions by choosing the correct option.**

1. Who was Chewang Norphel?
  - (a) A farmer
  - (b) Officer in Agriculture department
  - (c) A retired civil engineer
  - (d) A doctor
2. Why have Glaciers been the only source of water for Ladakh?
  - (a) Ladakh is a cold desert at 3,000-3,500 m
  - (b) Because 15 artificial glaciers have designed
  - (c) Due to severe shortage and drought situations
  - (d) Because farming is limited to one harvest season
3. How are Glaciers significant for irrigation?
  - (a) Because it depends upon Agriculture
  - (b) Because it provides water in April/May
  - (c) Because it started in winter/November
  - (d) Due to artificial glacier
4. What kind of land form is Ladakh?
  - (a) Rainfall
  - (b) Hot Desert
  - (c) Cold Desert
  - (d) Agriculture
5. How do farmers manage to grow two crops instead of one?
  - (a) Because of idea artificial glacier
  - (b) Because of harvest method
  - (c) Because sloping hill face through distribution channels
  - (d) Because glaciers and their layers close to the village melt
6. Why has the pattern of snowfall and rainfall changed?
  - (a) Due to rainfall
  - (b) Due to climate change
  - (c) Due to glacier
  - (d) Due to agriculture
7. Which of the following reason he was conferred the Padma Shri by President Pranab Mukherjee, in 2015?
  - (a) In recognition of his pioneering effort
  - (b) Continuous supply to the field
  - (c) Both (a) and (b)
  - (d) None of these
8. Find the synonym of the word 'Persist'.
  - (a) Located
  - (b) Lowest
  - (c) Continue
  - (d) Manage
9. Find the antonym of the word 'Non-deliberate' used in the paragraph.
  - (a) Designed
  - (b) Around
  - (c) Conferred
  - (d) Recognition

10. Find the antonym of the word 'Infrequent' used in the paragraph.

- (a) Diverted
- (b) Range
- (c) Regular
- (d) Inverted

UNIT - IV

S.No	Part A	S.No.	Part B
1	Synonyms	1	Product Description
2	If Clauses	2	Job Application & Resume Writing
3	Paraphrase	3	Essay Writing

I. Synonyms

Choose the most suitable Synonyms for the words in bold.



1. It is very difficult to **retain** all that you hear in the class.
  - a. keep
  - b. recall
  - c. preserve
  - d. conserve
  
2. The great artist life was full of **vicissitudes**.
  - a. sorrows
  - b. misfortunes
  - c. changes
  - d. surprises
  
3. She has an **insatiable** love for music.
  - a. unsatisfiable
  - b. unchanging
  - c. irreconcilable
  - d. undesirable
  
4. The great dancer impressed the appreciative crowd by his **nimble** movements.
  - a. Unrhythmic
  - b. lively
  - c. quickening
  - d. clear
  
5. The visitor had a **bohemian** look.
  - a. hostile
  - b. unconventional
  - c. sinister
  - d. unfriendly

6. The bullet wound proved to be **fatal** and the soldier died immediately.
- grievous
  - dangerous
  - serious
  - deadly
7. The attitude of Western countries towards the Third World Countries is rather **callous** to say the least.
- passive
  - unkind
  - cursed
  - unfeeling
8. In spite of their efforts, the team of scientists could not make much **headway** to solve the problem.
- progress
  - thinking
  - efforts
  - start
9. On scrutiny the police officer found out that the documents provided by the landlord were totally **fabricated**.
- forged
  - historical
  - prepared
  - genuine
10. Lack of occupation is not necessary revealed by **manifest** idleness.
- easily perceived
  - easily acquired
  - easily infected
  - easily deflected
11. The accident occurred due to his **lapse**.
- trick
  - interval
  - error
  - ignorance
12. Rakesh is never afraid of **voicing** his opinions anywhere.
- thinking
  - straining
  - showing
  - conveying
13. After the **dismal** performance of the team in the series concluded yesterday, the captain offered his resignation to the president of the club.
- poor

- b. sorrowful
  - c. minimum
  - d. short
14. We didn't believe in his statement, but **subsequent** events proved that he was right.
- a. later
  - b. many
  - c. few
  - d. earlier
15. He is **averse** to the idea of holding elections now.
- a. convinced
  - b. angry
  - c. agreeable
  - d. opposed
16. Silence is **mandatory** for meditation to be effective.
- a. compulsory
  - b. necessary
  - c. required
  - d. needed
17. We should always try to maintain and promote communal **amity**.
- a. bondage
  - b. contention
  - c. friendship
  - d. understanding
18. The soldier displayed **exceptional** courage and saved Major from the enemy's hand.
- a. avoidable
  - b. unusual
  - c. strange
  - d. abnormal
19. He was an audacious leader.
- a. perfect
  - b. polite
  - c. helpful
  - d. daring
20. The prisoner has been **languishing** in the jail for the last many years.
- a. convicted
  - b. suffering
  - c. attempting
  - d. avoiding



## II. If clauses.

### a. Fill in the blanks with correct form of 'if' clauses..

1. If you enter the hall, \_\_\_\_\_
2. If she had a job, \_\_\_\_\_
3. If the battery drains. \_\_\_\_\_
4. If it rains, \_\_\_\_\_
5. If you were a bird, \_\_\_\_\_
6. If we listen to the radio, \_\_\_\_\_
7. If you had switched on the lights, \_\_\_\_\_
8. If he tried harder, \_\_\_\_\_
9. If she had gone earlier, \_\_\_\_\_
10. If they completed the work on time, \_\_\_\_\_
11. I would help you carry the piano if \_\_\_\_\_
12. He would have repaired the car himself if \_\_\_\_\_
13. We will surely help him if \_\_\_\_\_
14. It wouldn't surprise me if \_\_\_\_\_
15. I won't go to London if \_\_\_\_\_
16. She will come to our party if \_\_\_\_\_
17. I wouldn't go to school by bus if \_\_\_\_\_
18. I would have failed in the exam if \_\_\_\_\_
19. We would have stayed in the mall if \_\_\_\_\_
20. I will earn lot of money if \_\_\_\_\_



## III. Paraphrase

### Write a paraphrase of each of the following sentences or passages.

#### 1. 'The Secret Heart'

"Across the years he could recall His father one way best of all." "In the stillest hour of night The boy awakened to a light."

"Half in dreams, he saw his sire With his great hands full of fire." "The man had struck a match to see If his son slept peacefully."

#### 2. DAFFODILS - William Wordsworth

I wandered lonely as a cloud  
That floats on high o'er  
vales and hills, When all  
at once I saw a crowd,  
A host of golden daffodils;  
Beside the lake, beneath  
the trees, Fluttering and  
dancing in the breeze.

#### 3. Ode on a Grecian Urn - John Keats

Ah, happy, happy boughs! that  
cannot shed Your leaves, nor  
ever bid the Spring adieu;  
And, happy melodist, unwearied,  
For ever piping songs for  
ever new; More happy love! more  
happy, happy love!



For ever warm and still to be enjoy'd,  
For ever panting, and for  
ever young; All breathing human  
passion far above,  
That leaves a heart high-sorrowful  
and cloy'd, A burning forehead,  
and a parching tongue.

**4. MY HEART LEAPS UP**

My heart leaps up when I  
behold A rainbow in the sky:

So was it when my  
life began; So is it  
now I am a man;  
So be it when I  
shall grow old, Or  
let me die!

The Child is father  
of the Man; And I  
could wish my days  
to be

Bound each to each by natural piety.

— William Wordsworth

**5. I Had No Time To Hate Because**

I had no time to  
hate, because The  
grave would  
hinder me, And  
life was not so  
ample I Could  
finish enmity.

Nor had I time to  
love, but since Some  
industry must be,  
The little toil of  
love, I thought, Was  
large enough for  
me.

— Emily Dickinson

**6. Paraphrase the following**

Many people, when driving their cars, go over the speed limit in city centers. As a way of solving this, the government should put more speed cameras on major streets to put people off speeding. If this is done, more people who speed will be caught and this problem will eventually be solved.

**7. Paraphrase the following**

“The number of foreign and domestic tourists in Netherlands rose above 42 million in 2017, an increase of 9% and the sharpest growth rate since 2006, the national statistics office CBS reported on Wednesday” (DutchNews.nl, 2018).

8. Paraphrase the following

Of the more than 1000 bicycling deaths each year, three-fourths are caused by head injuries. Half of those killed are school-age children. One study concluded that wearing a bike helmet can reduce the risk of head injury by 85 percent. In an accident, a bike helmet absorbs the shock and cushions the head. From "Bike Helmets: Unused Lifesavers," Consumer Reports (May 1990): 348.

9. Paraphrase the following

"The Antarctic is the vast source of cold on our planet, just as the sun is the source of our heat, and it exerts tremendous control on our climate," [Jacques] Cousteau told the camera. "The cold ocean water around Antarctica flows north to mix with warmer water from the tropics, and its upwelling's help to cool both the surface water and our atmosphere. Yet the fragility of this regulating system is now threatened by human activity." From "Captain Cousteau," Audubon (May 1990): 17.

10. Paraphrase the following

Dogs can provide great assistance to both children and elderly people in their daily activities. Since dogs are active pets, they can also prove to be the perfect buddies during exercise. There are different types of dogs that you can choose from to make as pets,

## Part-B

### I. Product Description

Write the description for the following products.

1. Air cooler
2. Bicycle
3. Mobile phones
4. Laptop
5. Smart TV
6. Sports bike
7. Microwave Oven
8. Washing machine
9. Refrigerator
10. Wrist watch
11. Google speaker
12. Dishwasher
13. Sports Car
14. Induction Stove
15. Scanner



### II. Job Application Resume writing

1. A reputed company in Bengaluru invites applications for the position of Telecom Electrical Engineer. Qualification and Experience – Graduate Electrical Engineer from recognized University, 2-4 years hands on experience in Production & Maintenance of Telecommunications line. Computer fundamental skills are essential. Apply to AYC Company Ltd., No.20, Electronic City, Bengaluru.
2. A well reputed company deals in Manufacturing, STRUCTURAL DESIGN ENGINEER having experience (1-3 years) of servicing Steel structural designing. Interested Candidates may send their resume to Bhanes steel plant Ltd., 15/1, Ambattur, Chennai.

3. Read the following advertisement in 'The Hindu' dated on 21<sup>st</sup> April 2023 and apply for the post.

**Junior Engineer-Trainees are wanted for the Metro Rail Projects in Hyderabad.**

Job Requirements: B.E / B. Tech degree

Skills required - Candidates having Good communication and Interpersonal skills,

Should be creative and resourceful

*Send your CV's along with the cover letter to The Director, Recruitment Board, Hyderabad – 5.*

4. Draft a letter of job application in response to the following advertisement. Candidates holding a Bachelor's/Master's degree with a background in information systems, marketing or communications are required for work on company intranet, extranet and Internet sites. Mastery of HTML technology is preferred. Applicants must also possess excellent writing skills. Post your applications and CV to Mr. Manoj Diwakar, Human Resources Dept., XYZ Software, OMR road, Chennai.
5. Exide Industries Ltd is looking for Junior Engineer-Trainee in Electronics/Electrical/Mechanical for their engineering departments at Hyderabad and Bengaluru branches. B.E / B.Tech First class in ECE/EEE/MECH stream can apply with their job application along with the Resume to the HR Manager, Exide Industries Ltd, 115, SIPCOT, Bangalore-10.
6. A Chennai based Public Sector Scientific and Technological Organization required Assistant Engineer networking stream.  
Qualification – B.E / B. Tech IT/CSE  
Technical skills required – Having sound knowledge in Java script, OOPS, Microsoft SQL, Oracle, Database management.  
Highly involved and result-oriented graduates, please send your job application and resume alongwith relevant documents and a recent photograph to Deputy Manager, HR Dept., Po.No.222, Chennai-42.
7. HDFC Bank Limited is seeking applications from young, energetic and career oriented graduates across the country for the post of Software Testing Engineer-Trainee. Eligibility Criteria – BE CSE/B.Tech-IT Engineering Graduates, Maximum age up-to 27 years interested candidates matching the above criteria may apply to HDFC Bank Limited, 13-Habibullah Road, Chennai.
8. SOFTWARE DEVELOPERS REQUIRED  
ACL Software Ltd  
No.32, Ambattur, Chennai.  
A UK based software industry is seeking applications for the position of software developers.  
Minimum Qualification – B.E Computer Science / B. Tech IT/  
M.C.A  
Experience – Minimum 3 years

Technical skills required – Java, SQL, Node JS, J Query, DBMS, Android

Candidates having hands-on development side experience under Online transaction processing (OLTP) and Online analytical processing (OLAP) would be preferred.

Please send your cover letter along with CV to, The HR & Development Department, No: 236, Ambattur, Chennai-12.

9. The Chief Engineer, Bharat Heavy Electronics Limited, Trichy, Tamil Nadu invites applications for the post of Engineer/Executive Trainees for the BE Graduate students of Civil/Mech/CSE/Chemical/Mettallurgy/EEE/ECE Engineering for 250 vacancies. Write a job application with relevant curriculum vitae.
10. Read the following advertisement in ‘The Hindu’ and apply to one of the posts. Write a letter of application and enclose a detailed CV to The HR Manager, VMWare Inc., Post Box. 3698, Bangalore-20.

CAD engineer with good knowledge in HVAC systems along with 3D modelling and experienced in interfacing with other system disciplines.

- Experience & thorough knowledge in latest version of AutoCAD & BIM (REVIT)
- Should be aware of the basic concepts of HVAC system - Centralized Air conditioning system, Packaged Air conditioning system
- Aware of ASHRAE / ISHRAE standards
- Aware of type of HVAC equipment, insulation materials, HVAC pipe & duct supports.
- Experience in following SMACNA / IS standards for ducting works
- Must be able to prepare drawings: Schematic (Air & Water), General Arrangement & Detailed Drawings, Construction Reference Drawing, Shop Floor Drawing.
- Preferable to have additional expertise in Fire Protection System / PHE system CAD/BIM works.
- Experience in preparing Combined Services Drawing

### III. Analytical essay/ Issue-based essay topics



1. What makes social media so addictive?
2. Why is slang language constantly getting updated?
3. Examine how food reflects the culture's history.
4. How education impacts one's quality of life.
5. Does classical music help you study better?
6. Does a pet improve its owner's health?
7. Analyze the effects of global warming on society.
8. What effect does alcohol have on the human body?
9. Examine the way weather conditions affect one's well-being.
10. The value of personal space in Indian culture.

## UNIT V

### Syllabus

S.No	Part A	S.No.	Part B
1	Reported Speech	1	Minutes of a meeting
2	Verbal Analogy	2	Report Writing
		3	Business Letters
		4	Letters requesting permission for internship and industrial visit

### PART – A

#### I. Reported Speech

##### Change the direct speech into reported speech

1. “Zafar works in a bank”, Jancy said
2. “I’m staying with some friends”, Jegan said.
3. “I’ve never been to the language lab”, Sanjana said
4. “Parveen can’t use a tablet”, Ellisa said.
5. “Everybody must try to do their best”, Principal said.
6. “I am playing the violin”, Sheela explained
7. Lokesh said. “She has finished her homework”.
8. “I am unwell”, he said.
9. Jack said, “John arrived on Sunday.”
10. “We were playing cricket”, they told me.
11. “Where do you live?” asked the boy.
12. Hema said, “She can dance.”
13. Ramu said, “I should clean the language lab.”
14. Radha said to her, “Please complete it.”
15. The designer said to her, “Will you have the dress ready by tomorrow evening?”
16. Renu said to me, “I was washing the clothes.”
17. The student said to the teacher, “I am sorry that I am late.”
18. Gokul said to Sita, “I have passed the test.”
19. The master said to the servant, “Fetch me a glass of water.”
20. The teacher said to the students, “Listen to me attentively.”



#### II. Verbal Analogy

##### Choose the correct Verbal Analogy

1. Cricket : Pitch :: Boxing: \_\_\_\_\_
  - a. Dock
  - b. Track
  - c. Harbour
  - d. Ring



2. Oceans : Deserts : : Waves : \_\_\_\_\_  
a. Dust  
b. Water  
c. Sand  
d. Sea
3. Mirror : Glass :: Shirt : \_\_\_\_\_  
a. Cloth  
b. Button  
c. Pants  
d. Needle
4. Mend : Sewing :: Edit : \_\_\_\_\_  
a. Darn  
b. Repair  
c. Manuscript  
d. Makeshift
5. Segregate : Unify :: Repair : \_\_\_\_\_  
a. Approach  
b. Push  
c. Damage  
d. Outwit
6. Moisten : \_\_\_\_\_ :: Cool : Freeze  
a. Water  
b. Soak  
c. Oven  
d. Grow
7. Mouse : \_\_\_\_\_ : : Flash : Camera  
a. Rat  
b. Computer  
c. Cord  
d. Dessert
8. Search : \_\_\_\_\_ :: Defeat : Vanquish  
a. Peer  
b. Ransack  
c. Destroy  
d. Find
9. Amnesia : Memory :: Paralysis : \_\_\_\_\_  
a. Movement  
b. Limbs  
c. Handicapped  
d. Legs
10. Candle : Wax :: Paper : \_\_\_\_\_  
a. Bamboo  
b. Pulp  
c. Wood  
d. Plants
11. Light : Blind :: \_\_\_\_\_ : Language  
a. Dumb  
b. Deaf  
c. Sound  
d. Vibration

12. Fruit : Banana :: Mammal : \_\_\_\_\_  
a. Snake  
b. Cow  
c. Bird  
d. Fish
13. Horse : Jockey :: Car : \_\_\_\_\_  
a. Break  
b. Chauffeur  
c. Mechanic  
d. Steering
14. Sports : Logo :: Nation : \_\_\_\_\_  
a. Song  
b. Emblem  
c. Anthem  
d. Animal
15. Bacteria : Decomposition :: Yeast : \_\_\_\_\_  
a. Eruption  
b. Injection  
c. Fermentation  
d. Treatment
16. After : Before :: Successor : \_\_\_\_\_  
a. Second  
b. Past  
c. Historic  
d. Predecessor
17. Poles : Magnet :: \_\_\_\_\_ : Battery  
a. Energy  
b. Power  
c. Terminals  
d. Cells
18. Peace : Chaos :: Creation : \_\_\_\_\_  
a. Manufacture  
b. Destruction  
c. Build  
d. Construction
19. Architect : Building :: Sculptor : \_\_\_\_\_  
a. Museum  
b. Statue  
c. Chisel  
d. Stone
20. Fan is related to Wings in the same way as Wheel is related to \_\_\_\_\_  
a. Round  
b. Air  
c. Spokes  
d. Cars

### Part B

#### I. Minutes of a meeting

1. Imagine that you are going to organize a National Level Science Exhibition in your college. As the secretary of the organizing committee, Write an agenda and





- minutes of the meeting recorded by you. Make your own points for agenda.
2. Write minutes of meeting of your company for the official annual sales meet that was conducted this year. Give details of the date, time, venue, members who attended, topics discussed and the resolutions adopted in your minutes.
  3. Write minutes of meeting of the meeting conducted by the NSS Unit in connection with the Blood donation Camp to be held the next month. celebration for this year. Give details of the date, time, venue, members who attended, topics discussed and the resolutions adopted in your minutes.
  4. Write the minutes of meeting of your class committee meeting that was conducted for the first and second semester college students. Give details of the date, time, venue, members who attended, topics discussed and the resolutions adopted in your minutes.
  5. Write the minutes of the meeting conducted by the Anti – ragging Committee to initiate and keep away any kind of issues among the students. Remember to state all the rules and instructions planned to be implemented.
  6. Imagine that you attended a meeting of your college environment club. Write the minutes of the meeting. Give details of the date, time, venue, members who attended, topics discussed and the resolutions adopted in your minutes.
  7. Write the minutes of the meeting conducted by the NSS officer in connection with the NSS camp which is to be organized shortly in the nearby village. Give details of the date, time, venue, members who attended, topics discussed and the other details of the camp.
  8. Write the minutes of the meeting conducted by the Class Coordinator in connection with the CAT 1 and Cat 2. Give details of the date, time, venue, members who attended, topics discussed and the resolutions adopted in your minutes.
  9. Write the minutes of the meeting conducted by the Cultural Coordinator for the upcoming cultural programme in the college. Give details of the date, time, venue, members who Page 46 of 49 BTL-4 attended, topics discussed and the resolutions adopted in your minutes.
  10. Write the minutes of the meeting conducted before the College Day programme. Give details of the date, time, venue, members who attended, topics discussed and the resolutions adopted in your minutes.

## II. Report Writing

1. Imagine that you are a Safety engineer in a car manufacturing factory. There has been a fire accident in the factory and one of the workers has been badly hurt and is in the hospital. Your General Manager has asked you to send him a detailed report on the accident together with your recommendations for averting a similar accident in the future. Prepare a report accordingly.
2. Write a report on the road accident you have witnessed.
3. You are the works manager in Industrial Gases Ltd where LPG cylinders are filled for utilization by the customers. Write a report to the Chairman of the company about an accident that happened in the LPG filling section in which five workers are seriously injured. Suggest the remedial measures also to avert such happenings in future.
4. Write a recommendation report for finding out the potential of expanding business in two-wheeler section.
5. Write a survey report on a project survey you have conducted to find out the preferences of youth to use two wheelers as mode of transportation.
6. Write a report, as submitted by the site engineer to the general manager, of a minor accident that took place at the construction site of a new factory building with your recommendations to avert such mishaps in future.



7. Imagine that your managing director has asked you to investigate the health and safety provisions in your organization. Draft a report to your MD with your suggestions for improvement.
8. You are a marketing manager of a software firm dealing with computer games, which is planning of introducing PC games based on popular fiction and movies. Submit a report to the CEO about the feasibilities.
9. You are Sweety/Suresh of L.M. Jain School, Ajmer. As Secretary of your School Co-curricular Activities Club, you visited a slum area in your city where the people suffered a great loss of life and property in a massive fire. The students of your school rendered their services and material help to the victims. Write a report.
10. Write a survey report on the oral hygiene of school students of Subhash Public School, Gorakhpur. A survey conducted for a period of six months by the Indian Dental Association and report was submitted by Sriparna Dutta, Staff Correspondent of the school.

### **I. Business Letters**

1. Imagine you are the librarian of a public school. You manage the supply of books in the school library. Write a letter for placing the order for the books for the higher secondary classes to the Vikas Publishing House Ltd.
2. Write a letter to the customer service manager of Yadosh Electronics Pvt. Ltd. complaining about a defect in the music system purchased from the store.
3. You wish to do German learning course from the institute 'Learn a Language'. Write a letter to enquire about course details, fees, duration etc. sign yourself as Kritika/Kartik.
4. You are the purchase manager for Turbo Automobiles Ltd. Last week you made an order which is still pending. Write a letter to the manager of 'Tools & Spares' for the cancellation of the aforementioned order.
5. You are the owner of Robert & Brothers Ltd. You have received a lot of orders from various customers. Write a letter to one of the customers informing them about delay in fulfillment of their order.
6. Write a letter to M/s. Oxford Publishing House, London complaining that the books sent by them were not those you had ordered for. Ask for a replacement. You are Vamshi, Sector-20, Chandigarh.
7. You are Rahul living at 7, Raven Organics, Orchard Road Mumbai. You purchased a washing machine last week from Tirupati Stores Nampally, Mumbai but it is not working properly. Write a complaint letter to the dealer to raise the issue regarding the same with necessary details.
8. You are Arpitha, the Sports Secretary of Sunshine International School, New Delhi. You have received the parcel of sports articles ordered by you, some of which are defective and old. Write a letter of complaint to the Manager, New Raman Sports, Meerut.
9. You are Mrs. / Mr. Rakesh. Your son is a student of Class XII and wants to pursue a course in Mass Communication. Write a letter to the Dean, Institute of Mass Communication, University of Delhi, seeking information about the course admission procedure, eligibility criteria, fee structure, hostel facilities, placement opportunities, etc.
10. You are Madhangi, office in-charge at Sena School, Santy colony, Vishakhapatnam. Place an order for stationery items for the school office to Modern store, New Market, Vishakhapatnam.
11. The Computer Hub, Chanakyapuri, New Delhi has advertised a discount of 20% on all types of computers and related hardware. You are Rahul, owner of Softpoint Innovations, 110- 111, Nehru Place, New Delhi. Place an order for suitable items for your company.
12. You are Geetha a resident of Gnani Nagar, Amritsar. You have just shifted to this new city and require a few furniture items and kitchen appliances for your house. Write a letter of



order to Home and More, Mall road, Amritsar placing an order for the same.

### **Letter to the Editor**

1. You are Radhika, a member of NGO Rahat which mainly works in spreading environmental awareness about conservation and clean water resources. Write a letter to the editor of your local newspaper raising awareness about cleaning the rivers and lakes.
2. Write a letter to the editor about the open garbage area situated in your locality and how it's harmful for everyone including stray animals, the greener parks as well as schools and residential societies situated around it.
3. You are Hariram, the president of Samaj Society, Rishi Nagar. There is a shortage of water and infrequent availability of water since the last three weeks which is causing issues for the residents. Write a letter to the editor of your local newspaper voicing the problems and issues faced by the residents of your society.
4. You are Karthick, a resident of Palm Hill Society. Due to the breakdown of a mobile tower in your area, the internet connection has been impacted. Most of the residents in your society are working from home and children are studying online due to the lockdown in Chennai and the infrequent internet connection is causing many issues. Write a letter to the editor of your local newspaper asking him/her to raise this issue in their daily newspaper.
5. You are concerned about the red-listing of India by popular countries and how this could affect your study abroad plans. Write a letter to the editor of a newspaper highlighting the need to enforce a comprehensive plan for Indian students aspiring to go abroad for higher studies.
6. You are Ajay kumar, a student of XYZ College, Chennai. You are concerned about the lack of awareness around animal rights. Write a letter to the editor about the need to raise awareness about animal rights in schools and colleges in India.
7. You are concerned about the large political rallies carried by popular parties for elections. Write a letter to the editor of a newspaper raising concern about the grave impact of large gatherings amidst the pandemic.
8. Every day you are late to college by fifteen minutes. Your college bus is stuck in a traffic jam near the Perungalthur. Write a letter to the editor of a newspaper highlighting this problem and suggesting some remedy for it.
9. You are Rishi/Rishita of C-105, Janak Puri, and New Delhi. You are extremely disturbed by reading about attacks on old people living alone. Write a letter to the Editor of "The New Indian Express" sensitizing people and drawing attention to this problem.
10. Write a letter to the editor on the topic ' Use of junk food'

### **IV. Letters requesting permission for internship and industrial visit**

1. Write a letter to your college principal to seek permission to go for a two day industrial visit to CKL Industries, Bangalore?
2. Imagine you are the student representative of Mechanical department and write a letter to the HR Manager of Hyundai, Chennai to seek permission to visit the company.
3. Write a letter to the college Principal to request permission to go for an internship for two months to Infosys, Bangalore.
4. It is one of the criteria that all engineering students should undergo in- plant training in some industry at least for a period of four weeks. Write a letter to the HR Manager of your dream company to seek permission to go as an intern in the company.



5. Imagine you are an Electronics and Communication Engineering student and write a letter to the manager, SRK Ltd., Chennai to seek permission to undergo inplant training in the company for four weeks.
6. Write a letter to the Head of your department to request permission to go for one month internship to Linesoft Technologies, Agra.
7. Imagine you are a second year civil engineering student who wants to go as an interior designer intern to Livspace Interiors, Canara Street, Chennai. Write a letter to the HR Manager to seek permission for the same.
8. Write a letter to the Chief Executive Engineer, Hydroelectric power project, Mettur Dam to seek permission to undergo practical training for thirty days.
9. Write a letter to the Tamil Nadu Pollution Control Board requesting practical training. Assume yourself as a student of Chemical Engineering.
10. Write a letter to HR Manager of Wipro seeking permission to undergo an internship in their organization.