

PART - A

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

A.	1. Produce	-	(a) Division of atom	(3)
	2. Depletion	-	(b) Extended walking	(5)
	3. Fission	-	(c) Generate	(1)
	4. Tranquil	-	(d) Getting completely exhausted	(2)
	5. Trekking	-	(e) Calm; peaceful	(4)
B.	1. Chip	-	(a) Producer	(3)
	2. Hazard	-	(b) Device composed of silicon	(1)
	3. Breeder	-	(c) Disadvantage	(4)
	4. Drawback	-	(d) Giving out rays	(5)
	5. Radiation	-	(e) Danger	(2)
C.	1. Anticipate	-	(a) Necessary	(2)
	2. Indispensable	-	(b) Consider beforehand	(1)
	3. Informal	-	(c) Response	(4)
	4. Feedback	-	(d) The inner most part	(5)
	5. Core	-	(e) Unconventional	(3)
D.	1. Intricate	-	(a) Hard working	(2)
	2. Studious	-	(b) Comparison	(4)
	3. Transparent	-	(c) Complex	(1)
	4. Analogy	-	(d) Utter confusion	(5)
	5. Chaos	-	(e) Clear	(3)
E.	1. Estimate	-	(a) Command	(3)
	2. Stimulate	-	(b) Recollect	(4)
	3. Dominate	-	(c) Rouse suddenly	(2)
	4. Reminiscent	-	(d) Insist on	(5)
	5. Enforce	-	(e) Calculate	(1)
F.	1. Alive	x	(a) Separate	(3)
	2. Backward	x	(b) Seldom	(5)
	3. Combine	x	(c) Encourage	(4)
	4. Discourage	x	(d) Dead	(1)
	5. Frequent	x	(e) Forward	(2)
G.	1. Regular	x	(a) Borrow	(3)
	2. Odd	x	(b) Irregular	(1)
	3. Lend	x	(c) Pessimist	(4)
	4. Optimist	x	(d) Superior	(5)
	5. Inferior	x	(e) Even	(2)
H.	1. Ancient	x	(a) Open	(3)
	2. Blunt	x	(b) Contract	(4)
	3. Close	x	(c) Sharp	(2)
	4. Expand	x	(d) Blame	(5)
	5. Forgive	x	(e) Modern	(1)

I.	1. Gentle	x	(a) Hell	(2)
	2. Heaven	x	(b) Crowded	(4)
	3. Individual	x	(c) Rough	(1)
	4. Lonely	x	(d) Minimum	(5)
	5. Maximum	x	(e) Group	(3)
J.	1. Nothing	x	(a) Specific	(4)
	2. Obvious	x	(b) Complete	(3)
	3. Partial	x	(c) Something	(1)
	4. Random	x	(d) Complicated	(5)
	5. Simple	x	(e) Hidden	(2)

II. Fill in the blanks with suitable tense form:

Simple Present

1. He always **pays** his bills on time. (pay)
2. Honey **tastes** sweet. (taste)
3. They **play** Chess. (play)
4. Ram **goes** to college by bus. (go)
5. He **drinks** tea at breakfast. (drink)
6. She only **eats** fish. (eat)
7. They **watch** television regularly. (watch)
8. It **rains** every afternoon in the hot season. (rain)
9. Water **freezes** at zero degrees. (freeze)
10. His mother **arrives** tomorrow. (arrive)

Present Continuous

1. At the moment she **is making** a dress for herself. (make)
2. John **is reading** a book now. (read)
3. What **are you doing** tonight? (do)
4. Jack and Peter **are working** late tonight. (work)
5. Maria **is sitting** next to Paul. (sit)
6. Poly **is coming** for dinner tomorrow. (come)
7. The kids **are watching** TV. (watch)
8. We **are working** hard these days. (work)
9. Children **are reciting** a poem. (recite)
10. I **am travelling** in a bus. (travel)

Present Perfect

1. The train **has just left** the station. (leave)
2. For five generations, members of my family **have been** doctors. (be)
3. She **has swum** the English Channel every summer. (swim)
4. They **have selected** the candidate. (select)
5. He **has received** a parcel. (receive)
6. I **have worked** hard this week. (work)
7. They **have seen** that film six times. (see)
8. I **have** just **eaten**. (eat)
9. We **have had** the same car for ten years. (have)
10. We **have seen** her just now. (see)

Simple Past

1. She **left** the office very early last night. (leave)
2. Last year I **went** to England. (go)
3. It **was** fantastic. (is)
4. I **visited** lots of interesting places. (visit)
5. In the morning we **walked** in the streets of London. (walk)
6. We **saw** a rainbow. (see)
7. She **wrote** a letter to him. (write)

8. I made a table. (make)
9. I killed a snake. (kill)
10. He ate a mango. (eat)

Simple Future

1. They will go to Ooty tomorrow. (go)
2. I will help you with your homework. (help)
3. She will be here very soon. (be)
4. Ralf will pay for it. (pay)
5. Amanda will win the game. (win)
6. They will bake some cakes. (bake)
7. We will stay at a hotel. (stay)
8. He will buy a new car next week. (buy)
9. They will work on the new project. (work)
10. Our Prime Minister will inaugurate the function. (inaugurate)

Fill in the blanks with suitable tense form:

1. Raju is (be) an English teacher. He lives (live) in Chennai. Last week Sunday he went (go) to a market, there he met (meet) one of his old friends Ramu. When Raju asked about his whereabouts Ramu replied "I am living (live) in Vepperi", immediately Raju hearing his reply he corrects (correct) his mistake by saying, "Ramu you must say "I live (live) in Vepperi". Ramu thanked (thank) Raju for his care and asked him "Have you had your breakfast?" Raju replied "yeah I have had (have) my breakfast".
2. She said her biology professor was so boring that several of the students (sleep, actually) were actually sleeping in class. Some of the students (talk) were talking about their plans for the weekend and the student next to her (draw) was drawing a picture of a horse. When Angela (tell) told me she was not satisfied with the class, I (mention) mentioned that my biology professor was quite good and (suggest) suggested that she switch to my class.
3. In the last hundred years, traveling has become (become) much easier and very comfortable. In the 19th century, it took (take) two or three months to cross North America by covered wagon. The trip was (be) very rough and often dangerous. Things have changed (change) a great deal in the last hundred and fifty years. Now you can fly from New York to Los Angeles in a matter of hours.

III. Fill in the blanks with appropriate Modal Auxiliaries:

1. I must leave; I am getting late.
2. Would that I were selected Miss.India.
3. What is the point in crying over the spilt milk? You should have listened to us earlier.
4. I will leave for America next month.
5. Leave it; I will do this for you.
6. You father must be close to seventy now.
7. May his soul live in eternal peace.
8. You must improve your speech.
9. He said I might come home at any time.
10. Can you speak English fluently?

IV. Rewrite the following sentences using appropriate Gerund, Participles or to-Infinitives:

1. Stop to talk to me in such a rude manner.
Stop talking to me in such a rude manner.
2. I want going through the whole exercise all over again.
I want to go through the whole exercise all over again.
3. The members resented the idea to invite her to the meeting.
The members resented the idea of inviting her to the meeting.
4. I don't feel like to tell you that I am not happy with your performance.
I don't feel like telling you that I am not happy with your performance.

5. Avoid to be late all the time.
Avoid **being** late all the time.
6. He admitted to be there at the time of crime.
He admitted **being** there at the time of crime.
7. The speaker failed making a proper impression on the audience.
The speaker failed **to make** a proper impression on the audience.
8. We all detest to face difficult situations.
We all detest **facing** difficult situations.
9. To our surprise, she declined helping us even in those circumstances.
To our surprise, she declined **to help** us even in those circumstances.
10. How can you imagine to do such a thing!
How can you imagine **doing** such a thing!

V. Fill up the blanks with suitable prepositions:

1. Computers have been shrinking **in** size ever since the introduction **of** the concept almost two centuries **ago**. The latest developments **in** microchip manufacturing is likely to make them even smaller. The earliest prototype **of** a computer was invented **by** Charles Babbage. This machine was called the Difference Engine. It has 26,000 parts and weighed **over** 15 tons. The first electronic computer was introduced towards the end **of** World War II. It had 1,500 vacuum tubes and was even heavier than Babbage's computer. The introduction **of** the silicon based microchip **in** the early 1950s changed the destiny **of** computers **for** ever. The first microchip computers were still very complex. They had more than 100,000 transistors and measured several meters **across**. Today's microchips are incredibly small and scientists are working **on** making them even smaller.

2. The rain had just stopped. I went **out** into the garden. Then I heard a soft mewing. I saw a little white kitten. It was so thin that its bones were showing. It was wet and shivering. I brought it **into** the house and dried it. my brother came **in** "Do you know who this kitten belongs **to** ?" I asked him. My brother said he had seen some kittens **in** the long grass **near** our house. The mother cat was just a stray. He told me to give the kitten some fish. There was no more fish, so I took some rice and gave it to the kitten. But it would not eat the rice. "I wonder if it's old enough to eat rice. It may still be feeding **on** its mother's milk," said my brother. I warmed **up** to some milk and gave it to the kitten but it would not drink the milk. "I wonder if I should give it back to its mother," I said. "Yes, you'd better do that," said my brother. My brother and I carried the kitten **out** of the house. We heard loud mewing. I was the mother cat. I put **down** the kitten. It mewed loudly but stayed still. The mother cat ran quickly to the little kitten. It started licking the kitten all **over**. The kitten kept mewing loudly. "Do you think it's telling its mother **about** me ?" I asked my brother.

3. I will never forgive her," Anne muttered as she walked away **from** the class. Panting and running **after** her, Lilian came up **to** her and apologised profusely **for** accidentally spilling chocolate milk all **over** Anne's new bag. Anne refused **to** listen to Lilian. She cupped her hands **over** her ears, glared **at** Lilian and screamed. "I'll never talk to you **again** !" Then she ran away. Anne was **still** angry when she reached home. She banged the door hard **behind/after** her and woke Granny from her afternoon nap/sleep. She was rude to Mother when Mother asked her what she wanted **for** dinner. She pinched little Tony when she found that he had messed **up** her room again. Tony ran howling **to** Mother. His poor arm was red **from** Anne's pinching. "What's the matter **with** you today, Anne ?" Mother came into the room and asked. "You've made everybody upset **since** you stepped into the house. Did something happen **in** school ?"

4. The chameleon is a relative **of** the lizard. It is a reptile. It can be found **in** Africa and Madagascar. You can also find it in some parts of Asia and southern Europe. Some varieties of chameleons can grow **to** a length of 60 centimeters. However, the most common variety does not grow more than 30 centimeters long. The most interesting thing **about** the chameleon is that it is able to change color. It is able to change quickly **from** white to yellow, black, green or brown. It is able to do this because of the differences **in** light and temperature of its surroundings. The chameleon lives in trees. Its tail and feet can hold on **to** the branches while it is reaching **out** to catch its prey. The chameleon can remain very

still on a branch for hours. As a result, when it is hunting, its prey will not even know it is there. The chameleon has a long, sticky tongue. It can shoot out its tongue to a distance of 10 centimeters. The chameleon also has interesting eyes. Each eye can turn 180 degrees. Furthermore, each eye can turn independently. Thus, the right eye can look right while the left one is looking left.

5. The dromedary is a type of camel kept by desert people. It is not an easy animal to handle. It never becomes friends with its master or anybody else. Every night, these animals have to be pushed down to their knees and tied up tightly. The dromedary is strong. It can easily throw off all it is carrying and gallop madly away. To lead these animals, the nomads use long reins. These reins are tied to an iron ring. The iron ring is pushed through the nostril of the animal. Dromedaries can live on thorny plants, leaves, twigs and dried grasses that other animals cannot eat. They keep stores of fat in the humps on their backs. Their bodies can use these stores of fat in bad times, when there is no food. They can make water from these stores, too. Dromedaries are able to go without food and water for many days. Hence, they are extremely useful for journeys across the desert.

6. There are of course no friends like living, breathing, corporeal men and women; my devotion to reading has never made me a recluse. How could it? Books are for the people, by the people. Literature is the immortal part of history; it is the best and most enduring part of personality. But book-friends have this advantage over living friends; you can enjoy the most truly aristocratic society in the world whenever you want it. The great dead are beyond our physical reach, and the great living are usually almost as inaccessible; as for our personal friends and acquaintance, we cannot always see them. Perchance they are asleep, or a way on a journey. But in a private library, you can at any moment converse with Socrates or Shakespeare or Carlyle or Dumas or Dickens or Shaw or Barrie or Galsworthy. And there is no doubt that in these books you see these men at their best. They wrote for you. They 'laid themselves out', they did their ultimate best to entertain you, to make a favorable impression. You are necessary to them as an audience is to an actor; only instead of seeing them masked, you look into their inmost heart of heart.

7. My neighbor said she wanted to ask me for a small favor. Little did I know what was in store for me when I agreed to feed her cat. After my neighbor left on her trip, I walked across the street to her house. Once I got inside the house, I was overwhelmed by the stench of cat urine. I looked around the house and couldn't believe what I saw. My eyes fell on two salad dressing containers sitting on a table beside the couch, which was completely covered with dirty laundry, except for this one worn area by the table. The volume on the TV was turned up all the way. In disbelief and despite my better judgment, I walked toward the restroom. Around the base of the tub I saw these red velvety mushrooms coming up between the tub and tile floor. This filth was beyond anything I'd ever seen in my life. Within two minutes the cat was fed and I was out of there. Since she returned from her trip, I have never been available to watch her cat again.

8. Michael Phelps made sports history by winning eight gold medals at the 2008 Olympics in Beijing, China. Born on June 30, 1985. Phelps was just 15 years old when he qualified for the Sydney Australia Olympics in 2000. Phelps Shattered the 200 meter butterfly by swimming it in record time. He swam it in 1:56:50 seconds. He went on to break many more records at the 2004 Athens Olympics. In August 2008, he arrived at the Beijing Olympic games determined to break, former Olympics swimmer. Mark Spitz' 6-gold medal record. He qualified to compete in three team and five individual events. He swam 17 races in nine days and won gold medal in all eight events. On August 16, Phelps won his seventh gold medal of the Games in the men's 100-meter butterfly events, setting an Olympic record for the event. He did it in 50.58 seconds, edging out his nearest competitor by 1/100 of a second. When his team won the 4*100 meter medley relay, he stood on the podium overwhelmed with emotion as he received his eighth record - breaking medal.

9. Last Saturday, my mother had a big surprise for my sister and I. We were visiting the amusement park! Excitedly, we packed our lunches and hopped into the car. Mother drove along the freeway and across town towards our destination. Finally, we arrived at the Thrills and Chills Amusement Park. We almost started running in different directions! Mom told us it was important to stay together. We took turns deciding on rides. Fortunately, my favorite ride was right by my sister's

favorite rollercoaster. We rode roller coasters, bumper cars and racing boats together. At the end of the day, we were exhausted from all the fun we had. We pretended we were flying over rollercoaster tracks on the way home. I had a wonderful time with my family.

10. The investigator went to his employer, Mr. Goh, with his findings. The result of his investigation caused the dismissal of three senior personnel. A further inquiry into the matter was ordered. One of the dismissed men bore a grudge against his employer for a long time. About two years later, he tried to hire someone to beat up Mr. Goh. The hire thug hid behind Mr. Goh's car and when he opened the door, he hit him on the head with an iron pipe.

VI. Fill up the blanks with Concord:

1. The girl or her sisters watch (watch, watches) television every day.
2. One of the cookies is (is, are) missing.
3. Someone in the game was (was, were) hurt.
4. Most of the news is (is, are) good.
5. Most of the flowers were (was, were) yellow.
6. Neither the plates nor the serving bowl goes (go) on that shelf.
7. Neither the serving bowl nor the plates go (go) on that shelf.
8. **Some** sugar is (is, are) required for taste. (sugar is uncountable so singular verb used)
9. The **staff** have (has, have) gone their separate ways for the holidays.
10. Each does (do, does) the good deal of work around the office.

VII. Give the American equivalent words for the following British words:

- | | | | | |
|--------------------|---|--------------------|-------------------------|------------------|
| 1. Aeroplane | - | Airplane | 11. Current account- | Checking account |
| 2. Aluminium | - | Aluminum | 12. Drinks party | - Cocktail party |
| 3. Anti clock wise | - | Counter clock wise | 13. Dummy (for a baby)- | Pacifier |
| 4. Bank holiday | - | Legal holiday | 14. Dustbin | - Garbage can |
| 5. Biscuit | - | Cookie, Cracker | 15. Earth | - Ground |
| 6. Chips | - | French fries | 16. Engaged | - Busy |
| 7. Cinema | - | Movie theater | 17. Flyover | - Overpass |
| 8. Casualty | - | Emergency room | 18. Goods train | - Freight train |
| 9. Cotton bud | - | Cotton swab | 19. Hoarding | - Billboard |
| 10. Crisps | - | Potato Chips | 20. Lift | - Elevator |

VIII. Frame a sentence of your own using the following Phrasal Verb:

1. **Put**
 - a. **Put away** – Put something back in the correct place.
He put the dictionary back on the shelf after he had finished the cross word.
 - b. **Put in** – install
They had to put in a whole new central heating system because the house was so cold.
 - c. **Put off** – Post pone
The concert's been put off until next month because the singer's got a throat infection.
 - d. **Put out** – Extinguish
He put out his cigarette before entering the building
 - e. **Put up** – Increase prices
The Government has put tuition fees for under graduate students up again.
2. **Give**
 - a. **Give away** – Distribute something for free
In this issue of the magazine, they are giving away a free DVD
 - b. **Give back** – Return something you have borrowed
I gave the money back that she had lent to me.
 - c. **Give in** – Submit homework, etc...
The projects have to be given in three weeks before we break up for the end of term.

- d. **Give in to** – Allow a feeling or desire to control you
Eventually, I gave in to my anger and screamed at them.
- e. **Give out** – Make public
They gave the names of the winners out last night.

3. Look

- a. **Look after** – Take care
Their aunty looked after them while their mother was in hospital.
- b. **Look forward to** – Wait for or anticipate something pleasant
I am looking forward to meeting you.
- c. **Look on** – Watch something like a crime without helping
The crowd just looked on as the old lady was mugged.
- d. **Look round** – Inspect a house
We looked round the house and decided that we didn't like it enough to buy it.
- e. **Look up** – Improve
The economy is looking up.

4. Take

- a. **Be Taken aback** – Be shocked or surprised
I was taken aback when I saw him because he is lost all his hair.
- b. **Take apart** – Take something to pieces
She took the photocopier apart to see what had got stuck in it.
- c. **Take back** – retract a statement, admit that something was wrong
I had to take back everything bad I'd said about them when I learned how they'd helped out.
- d. **Take off** – Reduce the price of an item
They have taken ten percent off designer frames for glasses.
- e. **Take out** – Kill, murder
The gang took him out after he spoke to the police.

5. Get

- a. **Get ahead** – Progress
Nowadays, you need IT skills if you want to get ahead.
- b. **Get along with** – Deal with, handle
How are you getting along with the training course?
- c. **Get around** – Avoid a problem
It will be tricky, but we will find a way to get around the regulations.
- d. **Get back** – Move away
The police told the crowd to get back to allow the ambulance through.
- e. **Get onto** – Contact someone because you need or want them to do something
We'd better get onto someone to fix this.

6. Call

- a. **Call for** – Demand
The Opposition party called for the minister's resignation after the scandal broke.
- b. **Call forth** – Make something happen
The protests called forth a strong reaction from the police.
- c. **Call out** – Expose or accuse someone of wrongdoing or incompetence
He called them out over awarding contracts to family members.
- d. **Call up** – Summon someone for military service
The army called up the reserve soldiers when the war broke out.
- e. **Call around** – Name someone after somebody else
She was called Rose after her late grandmother.

IX. Correct the following sentences (Tenses, Prepositions, Adverbs and Articles):

1. a) When she will join her new company, she will get a company car.
b) When she **joins** her new company, she will get a company car.
 2. a) I had got a terrible headache the whole day yesterday.
b) I had **a terrible** headache the whole day yesterday.
 3. a) Prabhu had avoided the traffic jam if he had set out a bit earlier.
b) Prabhu **would have** avoided the traffic jam if he had set out a bit earlier.
 4. a) The programme starts at 6 p.m., so we don't have to be late.
b) The programme starts at 6 p.m., so we **mustn't be** late.
 5. a) I'm afraid I did a mistake in the calculations.
b) I'm afraid I **made** a mistake in the calculations.
 6. a) Kamala fractured her wrist and must to go to hospital last month.
b) Kamala fractured her wrist and **had** to go to hospital last month.
 7. a) Babu made me do it.
b) Babu made me **to** do it.
 8. a) I had worked for five years before I had started to work in this college.
b) I had worked for five years before I **started** to work in this college.
 9. a) He invited Suguna, but she said me that she was busy.
b) He invited Suguna, but she **said that** she was busy.
 10. a) This rare species of goat is living only in Nepal.
b) This rare species of goat **lives** only in Nepal.
-
1. a) I sat nearby your sister at the function.
b) I sat **near** your sister at the function.
 2. a) Most of people know about email these days.
b) **Most people** know about email these days.
 3. a) Raju is looking forward on starting his new job.
b) Raju is looking forward **to** start his new job.
 4. a) Put your coat.
b) Put your coat **on**.
 5. a) He read about the earthquake on the newspaper.
b) He read about the earthquake **in** the newspaper.
 6. a) Suddenly, it was a loud bang from outside.
b) Suddenly, **there** was a loud bang from outside.
 7. a) Meena is much younger than me.
b) Meena is much younger **to** me.
 8. a) The vacation you get depends of your employer.
b) The vacation you get depends **on** your employer.
 9. a) The coat is hung above the chair.
b) The coat is hung **over** the chair.
 10. a) Kala has a good command of the language.
b) Kala has a good command **over** the language.
-
1. a) Giving free TV to everyone is a enormous mistake.
b) Giving free TV to everyone is **an** enormous mistake.
 2. a) This is an unique opportunity.
b) This is **a** unique opportunity.
 3. a) A lot of people argue about money.
b) A lot of people argue about **the** money.
 4. a) My nephew is a electrical engineer.
b) My nephew is **an** electrical engineer.
 5. a) Rani is a M.A. in Psychology.
b) Rani is **an** M.A. in Psychology.
 6. a) Yesterday they attended an one-day workshop.

- b) Yesterday they attended **a** one-day workshop.
7. a) Kindness is a essential quality of a teacher.
b) Kindness is **an** essential quality of a teacher.
8. a) It was an wonderful opportunity for them to visit the temple.
b) It was **a** wonderful opportunity for them to visit the temple.
9. a) I would like to become a FBI special agent.
b) I would like to become **an** FBI special agent.
10. a) Amsterdam is the largest city and capital of Netherlands.
b) Amsterdam is the largest city and capital of **the** Netherlands.

X. Change the following into passive and impersonal passive form:

1. The Headmaster congratulated the players. (Active Voice).
The players were congratulated by the Headmaster. (Passive Voice).
The players were congratulated. (Impersonal Passive Voice)
2. The teacher teaches grammar. (A.V)
Grammar is taught by the teacher. (P.V)
Grammar is taught. (Imp. P.V)
3. The shop has sold things worth Rs. 1 lakh. (A.V)
Things worth Rs. 1 lakh have been sold by the shop. (P.V)
Things worth Rs. 1 lakh have been sold. (Imp. P.V)
4. You should have submitted the record book. (A.V)
Record book should have been submitted by you. (P.V)
Record book should have been submitted. (Imp. P.V)
5. Lakshmi did sing a song. (A.V)
A song was sung by Lakshmi. (P.V)
A song was sung. (Imp. P.V)
6. The bus conductors do respect the passengers. (A.V)
The passengers are respected by the bus conductors. (P.V)
The passengers are respected. (Imp. P.V)
7. I write two letters. (A.V)
Two letters are written by me. (P.V)
Two letters are written. (Imp. P.V)
8. I have written a letter to my father. (A.V)
A letter has been written by me to my father. (P.V)
A letter has been written to father. (Imp. P.V)
9. I will write a letter. (A.V)
A letter will be written by me. (P.V)
A letter will be written. (Imp. P.V)
10. The Principal announced that Monday would be a holiday. (A.V)
It was announced by the Principal that Monday would be a holiday. (P.V)
It was announced that Monday would be a holiday. (Imp. P.V)

XI. Expand the following Abbreviations:

- | | | |
|-----------|---|--------------------------------------|
| 1. ALU | - | Arithmetic and logic unit |
| 2. ROM | - | Read only memory |
| 3. RAM | - | Random access memory |
| 4. PROM | - | Programmable read only memory |
| 5. ICT | - | Information communication technology |
| 6. HTML | - | Hypertext markup language |
| 7. Et al. | - | And others |
| 8. GPS | - | Global Positioning System |
| 9. PING | - | Private Internet Group |
| 10. VHSIC | - | Very High Speed Integrated Circuit |

Expand the following Acronyms:

1. CAT - Common Admission Test
2. NASA - National Aeronautics and Space Administration
3. DARE - Drug Abuse Resistance Education
4. DTP - Desk Top Publishing
5. CALL - Computer Aided Language Learning
6. ISO - International Standardization
7. MODEM - Modulator De Modulation
8. DOS - Disk Operating System
9. MOL - Machine Oriented Language
10. FAT - File Allocation Table

XII. Use the following minimal pairs to bring out the differences in sound between the following sounds:

a) /g/ and /k/

/g/	/k/
bag	Back
log	lock
wig	wick
snag	snack

b) /b/ and /p/

/b/	/p/
big	Pig
bath	path
cab	cap
bin	pin

c) /æ/ and /ʌ/

/æ/	/ʌ/
cap	cup
match	much
hat	hut
ran	run

d) /æ/ and /ɑ:/

/æ/	/ɑ:/
cat	cart
ham	harm
ants	aunts
back	bark

e) /ɪ/ and /i:/

/ɪ/	/i:/
fit	feet
bins	beans
lick	leek
ship	sheep

f) /n/ and /ŋ/

/n/	/ŋ/
thin	thing
sun	sung
wins	wings
ban	bang

g) /e/ and /ɪ/

/e/	/ɪ/
ten	tin
mess	miss
left	lift
pet	pit

h) /ɔ:/ and /ʃ/

/ɔ:/	/ʃ/
jeep	cheap
large	larch
jokes	chokes
gin	chin

i) /f/ and /v/

/f/	/v/
fan	van
off	of
fine	vine
fault	vault

j) /g/ and /dʒ/

/g/	/dʒ/
get	jet
gale	jail
egg	edge
lager	larger

PART - B

I. 1. Read the following passage carefully and answer the questions given below:

Some 40 million years ago, the plate bearing India began colliding with the one carrying Eurasia. The mighty collision in Himalayas rose as a result of this ongoing collision and the Tibetan plateau is thought to have been pushed up by as many as three kilometers over the last 10 million years. The rise of this majestic mountain range and the adjacent plateau led to the onset of the Asian monsoon some eight million years ago. As the India plate continues to push into Eurasia, fearful stresses accumulate at the faults marking the boundaries between the two plates. For long periods, the two plates remain locked together rather like Sumo wrestlers trying to get the better of each other. Then suddenly, when the strain becomes too great one or more of the faults rupture, setting off an earthquake and allowing a bit of the Indian plate to slip beneath Eurasia. When the rupture happens under the sea, as it did on that fateful morning on December 26, 2004, it can set off a tsunami.

Global Positioning System (GPS) receivers that actually monitor the position of places on either side of the plate boundary provide an indication of the strain that is building up. This, combined with estimates of the strain released by past earthquakes, gives researchers an indication of which faults are most likely to rupture again. A leading geologist has estimated that sufficient strain had accumulated at about a dozen places across the Himalayas to drive a 'great earthquake' (one with a magnitude greater than 8). However, no one can predict when or precisely where such an earthquake redistributing stresses and causing another nearby fault to act up. There are active fears that December's earthquake might also push faults in the Himalayas, already teetering on the edge, into rupturing. A great earthquake in the Himalayas could claim tens of thousands of lives.

It is not as though dangers to India from earthquakes are restricted to the plate boundaries. Faults marking weak zones within the Indian plate can also fail, as happened at Bhuj in Gujarat on the Republic Day in 2001 when about 20,000 people died. Over 60 percent of the Indian land mass is liable to be affected by earthquakes of various intensities. Many of India's populous cities, including Delhi, Mumbai, and Chennai, are located in zones with considerable seismic risk. A government document remarks grimly; 'some of the most intense earthquakes of the world have occurred in India, but fortunately none of these have occurred in any of the major cities. Typically, the majority of the constructions in these cities are not earthquake resistant. Thus any earthquake striking in one of these cities would turn into a major disaster.' It will be prudent not to push that sort of luck too far. Considering how much of the country and its people are vulnerable to earthquakes, a serene awareness in the face of these risks is deeply disturbing. Creating the necessary awareness at all levels in vulnerable cities, towns, and villages must be the top priority. Only then can measures to make buildings and other types of construction better able to withstand earthquakes really take root.

(a) Choose the correct answer:

- (i) The Asian monsoon was the result of _____
 - (1) Severe earth quakes in the Himalayan region
 - (2) Frequent earthquakes in the Himalayan region
 - (3) **Rise of the Himalayan range and the nearby plateau**
 - (4) Fall of the Himalayan range and the nearby plateau
- (ii) Major Indian Cities are prone to _____
 - (1) Danger
 - (2) Destruction
 - (3) Tsunami
 - (4) **Earthquake**
- (iii) A great earth quake in the Himalayas means
 - (1) Loss of lives
 - (2) Loss of cattle
 - (3) Loss of natural resources
 - (4) **Loss of tens of thousands of lives**
- (iv) The earthquake at Bhuj occurred on _____
 - (1) December 26th 2004
 - (2) **January 26th 2001**
 - (3) December 26th 2001
 - (4) January 26th 2004

(b) Mention whether the following statements are True or False:

- (i) The Tibetan plateau moved up due to a collision between two plates. (T)
- (ii) The colliding plates are Sumo wrestlers. (F)

- (iii) Scientists cannot exactly predict when earthquakes will occur. (T)
- (iv) Earthquakes will occur near plate boundaries only. (F)
- (v) Delhi, Mumbai, and Chennai can also be affected by earthquakes anytime. (T)
- (vi) Awareness alone will save the people from earthquakes completely. (T)

(c) Choose the appropriate definition for the given words or phrases used in the text:

- (i) Accumulate
 - 1) **Gather fast** 2) Collect gradually 3) Put together 4) Count
- (ii) Faults
 - 1) **Cracks** 2) Mistakes 3) Wrongs 4) Errors
- (iii) Setoff
 - 1) Close 2) Rise 3) Push 4) **Begin**
- (iv) Building up
 - 1) Construct 2) **Develop** 3) Make 4) Create
- (v) Act up
 - 1) **Behave badly** 2) Behave nicely 3) Perform well 4) Show up
- (vi) Teering
 - 1) Fall down heavily 2) Stand straight
 - 3) Move steadily 4) **Move unsteadily**

4. Read the following passage carefully and answer the questions given below:

To get a chocolate out of box requires a considerable amount of unpacking; the box has to be taken out of the paper bag in which it arrived; the cellophane wrapper has to be torn off, the lid opened and the paper removed; the chocolate itself then has to be unwrapped from its own piece of paper. But this insane amount of wrapping is not confined to luxuries. It is now becoming increasingly difficult to buy anything that is not done up in cellophane, polythene or paper.

The package itself is of no interest to the shopper who usually throws it away immediately. Useless wrapping accounts for much of the refuse put out by the average London household each week. So why is it done? Some of it, like the cellophane on meat, is necessary, but most of the rest is simply competitive selling. This is absurd. Packaging is using up scarce energy resources and messing up the environment.

Little research is being carried out on the costs of alternative types of packing. Just how possible is it, for instance, for local authorities to salvage paper, pulp it, and recycle it as egg-boxes? Would it be cheaper to plant another forest? Paper is the material most used for packing 20 million paper bags that are apparently used in Great Britain each day – but very little is salvaged.

A machine has been developed that pulps paper, then processes it into packaging, e.g. egg-boxes and cartons. This could be easily adapted for local authority use. It would mean that people would have to separate their refuse into paper and non-paper, with a different dustbin for each. Paper is, in fact, probably the material that can be most easily recycled; and now, with massive increases in paper prices, the time has come at which collection by local authorities could be profitable. Recycle of this kind is already happening with milk bottles, which are returned to the dairies, washed out, and refilled. But both glass and paper are being threatened by the growing use of plastic. More and more dairies are experimenting with plastic bottles, and it has been estimated that if all the milk bottles necessary were made of plastic, then British dairies would be producing the equivalent of enough plastic tubing to encircle the earth every five or six days!

The trouble with plastic is that it does not rot. Some environmentalists argue that the only solution to the problem of ever growing mounds of plastic containers is to do away with plastic altogether in the shops, a suggestion unacceptable to many manufactures who say there is no alternative to the handy plastic packs.

It is evident that more research is needed into the recovery and re-use of various materials and into the cost of collecting and recycling containers as opposed to producing new ones. Unnecessary packing, intended to be used just once, and making things look better so more people will buy them, is clearly becoming increasingly absurd. But it is not so much a question of doing away with packing as using it sensibly. What is needed now is a more sophisticated approach to use scarce resources for what is, after all, a relatively unimportant function.

(a) Read the passage carefully, choose the response which best reflects:

- (1) 'This insane amount of wrapping is not confined to luxuries', means
 - (i) Not enough wrapping is used for luxuries.
 - (ii) More wrapping is used for luxuries than for ordinary products.
 - (iii) **It is not only for luxury products that too much wrapping is used.**
 - (iv) The wrapping used for luxury products is unnecessary
- (2) The 'local authorities' are
 - (i) **The Town Council**
 - (ii) the police
 - (iii) the paper manufactures
 - (iv) the most influential citizens
- (3) If paper is to be recycled
 - (i) More forests will have to be planted.
 - (ii) The use of paper bags will have to be restricted.
 - (iii) **People will have to use different dustbins for their rubbish.**
 - (iv) The local authorities will have to reduce the prices of paper.
- (4) British dairies are
 - (i) Producing enough plastic tubing to go round the world in less than a week.
 - (ii) Giving up the use of glass bottles.
 - (iii) Increasing the production of plastic bottles.
 - (iv) **Re-using their old glass bottles.**
- (5) The environmentalists think that
 - (i) More plastic packaging should be used.
 - (ii) Plastic is the most convenient form of packaging.
 - (iii) Too much plastic is wasted.
 - (iv) **Shops should stop using plastic containers.**
- (6) The author thinks that
 - (i) The function of packaging is not important.
 - (ii) People will soon stop using packaging altogether.
 - (iii) **Not enough research has been done into the possibilities of recycling.**
 - (iv) The cost of recycling is so great that it is better to produce new materials than use old ones.

(b) State whether the following statements are True or False:

- | | |
|---|--------------|
| (1) Too many products nowadays are wrapped in unnecessary packaging. | True |
| (2) Most London families refuse to throw away packaging. | False |
| (3) The countryside is being spoilt by the overproduction of packaging. | True |
| (4) It is possible to use paper again. | True |

(c) Choose the definition which best fits these words or phrases as they are used in the text:

- (1) Confined
 - (i) Used for
 - (ii) **restricted to**
 - (iii) need for
 - (iv) suited to
- (2) Accounts for
 - (i) **makes up**
 - (ii) compensates for
 - (iii) is recovered from
 - (iv) is kept out of
- (3) So why is it done?
 - (i) Why do people buy things they don't need?
 - (ii) Why is so much wrapping thrown away?
 - (iii) Why do the shops try to sell things people don't want?
 - (iv) **Why is so much unnecessary wrapping used?**
- (4) Most of the rest
 - (i) **the other kinds of packaging**
 - (ii) what is left over
 - (iii) the other shopkeepers
 - (iv) the rest of the time
- (5) Messing up
 - (i) **Spoiling**
 - (ii) altering
 - (iii) improving
 - (iv) poisoning
- (6) Apparently
 - (i) **Obviously**
 - (ii) regularly
 - (iii) undoubtedly
 - (iv) supposedly

II. 1. Read the following passage carefully and make notes using it:

There are two problems that cause great worry to our educationists – the problem religious and moral destruction in the land of many faiths and the problems arising out of the large variety of languages.

Taking up the education of the children we see that they should be trained to live one another, to be kind and helpful to all, to be tender to the lower animals and to observe and think right. The task of teaching them how to read and write and to count and to calculate is important but it should not make us lose sight of the primary aim of moulding personality in the right way.

For this, it is necessary to call into aid culture, tradition and religion. But in our country we have, in the same school, to look after boys and girls born in different faiths and belonging to families that live diverse ways of life, easy path of evading the difficulty by attending solely to physical culture and intellectual education. We have to evolve a suitable technique and method for serving the spiritual needs of school children professing different faiths. We should thereby promote an atmosphere of mutual respect, a fuller understanding and helpful co-operation among the different communities in our society. Again we must remain one people and we have, therefore, to give basic training to our schools to speak and understand more languages than one and to appreciate and respect the different religions prevailing in India. It is not right for us in India to be overtaking the young mind. What is necessary must be done. And it is not in fact the great a burden.

Any attempt to do away with a stream roll the differences through governmental coercion and indirect pressure would be as futile as it would be unwise. Any imposition of a single way of life and form of workshop on all children or neglect of a section of the pupils in this respect, or barren secularization will lead to conflict between school and home life which is harmful. On the other hand, if we give due recognition to the different prevailing faiths in the educational institutions by organizing suitable facilities for religious teaching for boys and girls of all communities our problem will be solved to a larger extent. This may itself serve as a broadening influence of great national values.

Answer: Title : **Influence of Faiths and Language on Education**

Notes :

- 1. Worry of our educationists**
 - 1.1 problem of religion and moral education
 - 1.2 innumerable faiths and variety of languages
- 2. Task of teaching**
 - 2.1 moulding right personality
 - 2.2 loving one another
 - 2.3 being kind and helpful to all
 - 2.4 tender to lower animals
 - 2.5 observing and thinking right
- 3. Spiritual needs of school children**
 - 3.1 teaching mutual respect
 - 3.2 co-operation among different communities
 - 3.3 speaking and understanding more languages than on.

2. Read the following passage carefully and make notes using it:

The small village of Somnathpur contains an extraordinary temple, built around 1268 A.D. by the Hoyasalas of Karnataka – one of the most prolific temple-builders. Belur and Helebid are among their better-known works. While these suffered during the invasions of the 14th century, the Somnathpur temple stands more or less intact in near-original condition.

This small temple captivates with the beauty and vitality of its detailed sculpture, covering almost every inch of the walls, pillars and even ceilings. It has three shikharas and stands on a star-shaped, raised platform with 24 edges. The outer walls have a profusion of detailed carvings: the entire surface run over by carved plaques of stone. There were vertical panels covered by exquisite figures of gods and goddesses with many incarnations being depicted. There were nymphs too, some carrying an ear of maize a symbol of plenty and prosperity. The elaborate ornamentation, very characteristics of Hoyasala sculptures, was a remarkable feature. On closer look – and it is worth it – the series of friezes on

the outer walls revealed intricately carved caparisoned (covered decorative cloth) elephants, charging horsemen, stylized flowers, warriors, musicians, crocodiles and swans.

The temple was actually commissioned by Soma Dandanayaka or Somnath (he named the village after himself), the minister of the Hoyasala king, Narasimha, the Third. The temple was built to house three versions of Krishna.

The inner center of the temple was the kalyana mandapa. Leading from here were three corridors each ending in a shrine, one for each kind of Krishna – Venugopala, Janardana and Prasanna Keshava, though only two remain in their original form. In the darkness of the sanctum sanctorum, I tried to discern the different images. The temple's sculptural perfection is amazing and it includes the doors of the temple and the three elegantly carved towers.

Answer: **Title :** **Temple of Somnathpur**

Notes:

1. Temple: the beauty and vitality

1.1 Detailed sculpture – covering walls, pillars, ceilings

1.1.a. series of friezes on outer walls

1.1.b. intricately carved elephants

1.1.c. charging horsemen

1.1.d. stylized flowers

1.1.e. warriors, musicians, crocodile and swans

1.2 Three shikharas – stands shaped, raised platform – 24 edges

1.3 The outer walls – detailed carvings

1.4 The entire surface – carved plaques of stone

1.5 Vertical panels covered by exquisite figure

2. Representation of Hinduism

2.1 incarnations

2.2 many deities

3. Temple in the history

3.1 commissioned Soma Dandanayaka or Somnath

3.2 the inner center of the temple – kalyana mandapa

3.3 three corridors ending in a shrine

3. Read the following passage carefully and make notes using it:

The practice of soil conservation involves methods to reduce soil erosion, prevent depletion of soil nutrients, and restore nutrients, already lost by erosion and excessive crop harvesting. Most methods used to control soil erosion involve, keeping the soil covered with vegetation.

In conventional farming, the land is ploughed several times and smoothed to make a planting surface – a practice that makes it vulnerable to soil erosion. To reduce erosion, an increasing number of farmers in many countries are using conservation – tillage farming, also known as minimum – tillage, or no-till farming, depending on the degree to which the soil is disturbed. Farmers using these methods disturb the soil as little as possible in planting crops.

For the minimum-tillage method, special tillers break up and loosen the subsurface soil without turning over the topsoil. In no-till farming special planting machines inject seeds, fertilizers and weed-killers into slits made in the unploughed soil.

In addition to reducing soil erosion, conservation – tillage and no-till farming reduce fuel and tillage costs and water loss from soil. They can also increase the number of crops that can be grown during a season.

Soil erosion can also be reduced by 30-50 percent on gently sloping land by means of contour farming- ploughing and planting crops in rows across, rather than up and down, the sloped contours of the land. Each row planted horizontally along the slope of the land acts as a small dam to help hold and slow the runoff of water.

Terracing can be used on steeper slopes. Each terrace retains some of the water running down the vegetated slope. Terracing provides water for crops at all levels and decreases soil erosion by reducing

the amount and speed of water runoff. In areas of high rainfall, diversion ditches must be behind each terrace to permit adequate drainage.

In strip cropping, a series of rows of one crop, such as corn or soybeans, is planted in a wide strip. Then the next strip is planted with a soil-conserving cover crop, such as grass or grass-legume mixture, which completely covers the soil and thus reduces erosion. These alternating rows of cover trap soil that erodes from the other rows, catch and reduce water runoff, and help prevent the spread of plant diseases and pests from one strip to another.

Windbreaks can reduce erosion caused by exposure of cultivated lands to high winds or shelter belts. These are long rows of trees planted to partially block the wind. Windbreaks also provide habitats for birds, pest-eating and pollinating insects and other animals.

4. Read the following passage carefully and make notes using it:

The tests of life are its plus factors. Overcoming illness and suffering is a plus factor for it moulds character. Steel is iron plus fire, soil is rock plus heat. So let's include the plus factor in our lives.

Sometimes the plus factor is more readily seen by the simple-hearted. Myers tells the story of a mother who brought into her home – as a companion to her own son – a little boy who happened to have a hunchback. She had warned her son to be careful not to refer to his disability, and to go right on playing with him as if he were like any other boy.

The boys were playing and after a few minutes she overheard her son say to his companion: "Do you know what you have got on your back?" The little boy was embarrassed, but before he could reply, his playmate continued: "It is the box in which your wings are and someday God is going to cut it open and then you will fly away and be an angel".

Often it takes a third eye or a change in focus, to see the plus factor. Walking along the corridors of a hospital recently where patients were struggling with fear of pain and tests, I was perturbed. What gave me fresh perspective were the sayings put up everywhere, intended to uplift. One saying made me conscious of the beauty of the universe in the midst of pain, suffering and struggle. The other saying assured me that God was with me when I was in deep water and that no troubles would overwhelm me.

The import of those sayings also made me aware of the nether springs that flow into people's lives when they touch rock bottom or lonely or even deserted. The nether springs make recovery possible, and they bring peace and patience in the midst of pain and distress.

The forces of death and destruction are not so much physical as they are psychic and psychological. When malice, hate and hard-heartedness prevail, they get channeled as forces of destruction. Where openness, peace and good-heartedness prevail, the forces of life gush forth to regenerate hope and joy. The life force is triumphant when love overcomes fear. Both fear and love are deep mysteries, but the effect of love is to build whereas fear tends to destroy. Love is often the plus factor that helps build character. It helps us to accept and to overcome suffering. It creates lasting bonds and its reach is infinite.

It is true there is no shortage of destructive elements – forces and people who seek to destroy others and in the process, destroy themselves – but at the same time there are signs of love and life everywhere that are constantly enabling us to overcome setbacks. So let's not look only at floom and doom let's seek out positivity and happiness. For it is when you seek that you will find what is waiting to be discovered.

5. Read the following passage carefully and make notes using it:

In a very short period of time the internet has had a profound impact on the way we live. Since the Internet was made operational in 1983, it has lowered both the costs of communication and the barriers to creative expression. It has challenged old business models and enabled new ones. It has provided access to information on a scale never before achievable. It succeeded because we designed it to be flexible and open. These two features have allowed it to accommodate innovation without massive changes to its infrastructure. An open, borderless and standardized platform means that barriers to entry are low competition is high, interoperability is assured and innovation is rapid.

The beauty of an open platform is that there are no gatekeepers. For centuries, access to and creation of information was controlled by the few. The internet has changed that and is rapidly becoming the platform for everyone, by everyone.

Of course, it still has a way to go. Today there are only about 2.3 billion internet users, representing roughly 30% of the world's population. Much of the information that they can access online is in English, but this is changing rapidly.

The technological progress of the internet has also set social change in motion. As with other enabling inventions before it, from the telegraph to television, some will worry about the effects of broader access to information – the printing press and the rise in literacy that it affected were, after all, long seen as destabilizing. Similar concerns about the internet are occasionally raised, but if we take a long view, I'm confident that its benefits far outweigh the discomforts of learning to integrate it into our lives. The internet and the World Wide Web are what they are because literally millions of people have made it so. It is a grand collaboration.

It would be foolish not to acknowledge that the openness of the internet has had a price. Security is an increasingly important issue and cannot be ignored. If there is an area of vital research and development for the internet, this is one of them. I am increasingly confident, however, that techniques and practices exist to make the internet safer and more secure while retaining its essentially open quality.

After working on the internet and its predecessors for over four decades, I'm more optimistic about its promise than I have ever been. We are all free to innovate on the net every day. The internet is a tool of the people, built by the people for the people and it must stay that way.

III. 1. Develop the following hints into a meaningful passage and give a suitable title.

Dick – actor – brilliant – strange character – insists on realism – headache to the manager – a new drama – first drinking scene – water provided in a cup as usual – Dick insists on liquor – manager has to buy a bottle of liquor – second scene – fight – insists on real swords – refuses to handle wooden swords – steel swords brought – third scene – hero drinks poison – manager has real poison – actor in a fix – promises to be sensible in future.

Answer: Dick An Actor

Dick was an actor. He was brilliant. He had a strange character. He insisted on realism. He was a headache to the manager. A drama was played. The first was a drinking scene. Water was provided in a cup. Dick insisted on liquor. The manager had bought a bottle of liquor. The second scene was a fighting scene. He insisted on real swords. Steel swords were brought. The third scene was the hero drinking poison. The manager had real poison. The actor was in a fix. He promised to be sensible in future.

2. Develop the following hints into a meaningful passage and give a suitable title

Devan – clever thief – robs the rich – gives all to the sick and the needy – other thieves jealous – plan to get rid of him – challenge Devan to steal the King's pyjamas – Devan accepts challenge – finds king sleeping – opens a bottle of red ants on the bed – King badly bitten – cries for help – servants rush in – pretends to look for ants – Devan removes King's pyjamas – escapes – other thieves dumbfounded – accept Devan their leader.

Answer: Clever Thief

Devan was a clever thief. He robbed the rich and gave all to the sick and the needy. The other thieves were jealous of him. They planned to get rid of him. They challenged to steal the king's Pyjamas. Devan accepted the challenge. He found the king sleeping. He opened a bottle of red ants on the bed. The king was badly bitten. He cried for help. The servants rushed in. They pretended to look for ants. Devan removed king's pyjamas and escaped. Other thieves were dumbfounded. They accepted Devan their leader.

3. Develop the following hints into a meaningful passage and give a suitable title.

Manager of a firm advertised – night watchman – applicants presented – manager not satisfied – found something wrong with each man – there was Raju – an applicant – sat in a corner – patiently waiting – his turn came – manager found nothing wrong in his appearance – questioned about his health – got the reply – I suffering from sleeplessness – manager happy – appointed him.

4. Develop the following hints into a meaningful passage and give a suitable title.

Abee – falls into a tank – a dove flies past – drops a large leaf into the water – the bee climbs on the leaf – flies away – a boy takes aim at the dove – the bee stings – the dove is saved.

5. Develop the following hints into a meaningful passage and give a suitable title.

Aking had a clever jester – a favourite of the king's – made jokes about the courtiers – offended the king – condemned to death – begged the king for mercy – allowed to choose the kind of death he would like to die – he said, "I choose, Your Majesty, to die of old age" – the king pleased – pardoned him.

IV. 1. Dialogue Writing:

Model : Opening a Savings Bank Account
Ms.Seema : Excuse me, I want some details on opening a savings account here.
Officer : Oh, sure, madam! Are you new to this bank?
Ms.Seema : Yes. I have come to Chennai from Pune just a week ago. But I have an account with your Pune branch.
Officer : Oh! Then that shouldn't be a problem at all. Do you want to transfer your account from Pune to this branch or do you want to open a new account here?
Ms.Seema : Please tell me which would be easier and faster?
Officer : Transferring the account would be faster and easier. Please fill up this form and bring two passport size photos.
Ms.Seema : By the way, does the Chennai branch have ATM facility?
Officer : Sure, madam. We have ATM facility all over India.
Ms.Seema : Thank you very much.
Officer : You're most welcome!

2. Dialogue Writing:

Teacher : Good morning, dear students.
Student : Good morning, sir.
Teacher : Ali, bring your home work note-book to me.
Student : Sorry sir. I forgot my note-book at home.
Teacher : Did you do your home work?
Student : Yes, sir. But I left my note-book at home.
Teacher : How is it possible? I think you have not completed your home work and it is just an excuse.
Student : Sorry sir. Infact, I had to go to my uncle's yesterday.
Teacher : Do you prefer other things to your studies? Very strange thing.
Student : My father asked me to go there.
Teacher : That's right. After coming back, you could have completed your home work.
Student : It was late at night when I came back.
Teacher : If you do not work regularly, you will fail in the Exam. keep in mind that regularity conquers the mountains.
Student : Next time, I shall be careful.
Teacher : One more thing. There is nothing important than studies in the world.
Student : I have realized it sir.
Teacher : Now you must develop your routine and show me your note-book tomorrow.
Student : O.K. Sir. I will complete my note-book today.
Teacher : Now you sir down.
Student : Thank you sir.

3. Complete the following conversation between two students coming out of examination centre:

Qamar	:	Hello, Rizwan! How are you?
Rizwan	:	I am not fine today.
Qamar	:	Why?
Rizwan	:	I could not solve my paper properly.
Qamar	:	But question paper was very easy.
Rizwan	:	_____
Qamar	:	Don't tell me! You should prepare for the examination in time. Look, I am very happy and my paper is correct more than eighty percent. But I am sorry, I could not solve a question due to the shortage of time. But my performance in examination is very fine. Please tell me about your paper.
Rizwan	:	_____
Qamar	:	It means that you can get nine marks in it. How did you write the letter?
Rizwan	:	_____
Qamar	:	It means that you will obtain seven marks only in letter. Which essay was written by you?
Rizwan	:	_____
Qamar	:	How did you write it?
Rizwan	:	_____
Qamar	:	How many marks can you get in it?
Rizwan	:	_____
Qamar	:	How is your translation in English?
Rizwan	:	_____
Qamar	:	How is your translation in Urdu.
Rizwan	:	_____
Qamar	:	How are your sentences?
Rizwan	:	_____
Qamar	:	It means that you can get thirty one marks from seventy five. And you will pass in English paper.
Rizwan	:	_____

4. Complete the following dialogue between the Principal and a student for promotion to the next class:

Khansa	:	May I come in, Madam?
Principal	:	You may come in.
Khansa	:	Good morning, Madam.
Principal	:	Good morning, What is your purpose to come here?
Khansa	:	_____
Principal	:	_____

5. Write a dialogue between a HoD and a Student (Not less than eight exchanges):

V. 1. Write eight instructions that can be followed by the public to preserve the environment and keep it free from pollution.

1. Start using renewable sources of energy for transportation, for domestic purposes, and also in industries.
2. Keep the vehicles in condition to prevent spewing out toxic gases.
3. Reduce use of private vehicles.
4. Treat sewage and industrial effluents before discharging into the water bodies.
5. Use natural fertilizers and pesticides for agriculture.
6. Employ methods for proper recycling of non- biodegradable wastes such as plastics.
7. Do not cut tress, i.e. deforestation, in the name of expansion of land space.
8. Encourage afforestation.

9. Impose strict punishment on poachers and illicit users of forest wealth.
 10. Profane using things made from the skin or other parts of endangered animals like tiger, peacock, snake etc.
 11. Create awareness among the public on the needs and methods for environmental conservation.
2. **Write some important instructions to be followed in the chemical laboratory to avoid unforeseen accidents.**
1. Always wear shoes and lab coats while entering a chemistry laboratory and use gloves and apron while using concentrated solutions.
 2. Keep strong acids on sand mound.
 3. Be careful not to add excess reagents.
 4. Always wash all apparatus with distilled water before and after use.
 5. Any residual chemical could cause dangerous reactions.
 6. Keep the test tube in a slanting position away from the face while using it
 7. Switch off the burners when not in use.
 8. Do not wash glass apparatus in cold water when it is hot.
 9. Use test tube holders while heating or adding concentrated acids.
 10. Do not heat the glass test tubes and beakers too much to avoid any crack or break.
 11. Always keep the bottles containing chemicals such as ammonia or concentrated acids that give out strong, unpleasant fumes closed.
 12. Take care while pipetting out the chemicals. In case of intake of chemicals while using a pipette, rinse mouth well with water and a suitable emetic.
3. Write a set of 12 instructions to be followed in the college Library.
 4. Write a set of 12 instructions to maintain Laptop.
 5. Write a list of 10 instructions for road users for the best and effective use of roads.

VI. 1. Letter Inviting Dignitaries to preside over the Valedictory Function.

22nd Aug 2016

From

The Secretary,
K.S.R. College of Engineering,
Tiruchengode – 637 211.

To

The Director,
Next Generation consultancy,
Trichy – 602 042.

Sir,

Sub: Invitation to preside over the valedictory function – Reg.

As the Secretary of students of English Literary Club, I feel happy and proud to extend our invitation to you to preside over the valedictory function of the club. The function is arranged to take place on the 25th of August 2016 at 3.P.M in our college premises. We will be fortunate to hear from you about your industrial experiences, which will supplement our course of study. I am optimistic to get a positive reply from you.

Please reply us whether the time and date specified is suitable to you. We would make the necessary arrangement for your conveyance and accommodation.

Thanking you,

Yours faithfully,

Secretary
K.S.R. College of Engineering,

2. Assuming yourself to be the Senior Manager of a local bank, write a formal letter accepting the above invitation.

15nd Aug 2016

From

Ashok Chopra. M,
Senior Manager,
Canara bank,
Cutchery Road,
Erode – 638 001.

To

The Secretary,
Mechanical Engineering Association,
ABC College of engineering,
Erode.

Sir,

Sub: Accepting the Invitation – Reg.

I would like to thank you for your gracious invitation to be the guest speaker to address the final year students on “How to be Self – employed” on 27 September 2016 at your college.

I am very much elated and have much pleasure in accepting your invitation. I will indeed be most happy to attend the seminar and have a talk on the topic suggested by you.

I very much look ahead to being present at the seminar and render my speech.

Thank you once again for honoring me with your invitation.

Thanking you,

Yours sincerely,

Ashok Chopra. M
(Senior Manager)

3. Write a letter to the Minister of Human Resources inviting him to inaugurate an international conference on Computer Applications in your College.
4. Assuming yourself to be the Collector of Salem district, Write a formal letter **accepting the invitation** you received prior to preside over the inauguration function for fresher.
5. Assuming yourself to be the Senior Manager of a local bank, Write a formal letter **declining the invitation** you received earlier to preside over the Annual day function.

- VII. 1. Imagine that you are a student in second year, Mechanical Engineering. You like to go for in-Plant training for 2 weeks in Ford India Ltd. Write a letter to Human Resources Department seeking permission for practical training.**

Chennai,
13.07.2016.

From

XXXX,
K.S.R.College of Engineering,
Tiruchengode,
637 215.

To

The Personal Manager.
Human Resources Department,
Ford India Ltd.,
Chennai.

Sir,

Sub: Requisition for Practical Training - Reg.

I am a student doing Second year in the Mechanical Department at XYZ College of Engineering. It is one of the criteria that all engineering students should undergo in-plant training in some industry atleast for a period of four weeks.

The Ford Company is my dream company. I wish to undergo practical training in your company atleast for a period of two weeks. The training under the prestigious hands of your reputed company will boost my confidence and prospects. So, I request you to grant permission to undergo training.

I assure you, Sir that I will abide by the rules and regulations stipulated by your office. I am enclosing a copy of my bonafide certificate duly attested by our HOD and our Principal. Anticipating your positive response .

Thanking you,

Yours faithfully,

XYZ

2. Write a letter to the Principal to get a bonafide certificate for practical training.

From

R.Deepak (1414006),
I year, B.E.,EEE,
K.S.R. College of Engineering,
Tiruchengode,
637 215.

To

The Principal,
K.S.R. College of Engineering,
Tiruchengode,
637 215.

Sir,

Sub: Getting a bonafide certificate - Reg.

I am R.Deepak, studying I year EEE in our college. As I have planned to visit the company during 15th August to 20th September for doing my project on Electrical Machine. I am in need of bonafide certificate from our college. Hence, I kindly request you to grant me the same at the earliest.

Thanking you,

Yours obediently,

R.Deepak.

3. Write a letter to the Principal to get permission for industrial visit.

From

R. Deepika (1214008),
III year, B.E.,EEE,
K.S.R.College of Engineering,
Tiruchengode - 637 215.

To

The Principal,
K.S.R.College of Engineering,
Tiruchengode - 637 215.

Sir,

Sub: Getting Permission for Industrial Visit - Reg.

I am writing this letter to seek your permission for the visit at your industry based in Kochin on the 5th of February. I would like to share that we have planned this industry visit for our students, in order to give them an insight about the way things work in the real life scenario.

There would be a total of 20 students accompanied by a faculty member from our college. The visit is aimed at enhancing their knowledge. We intend to take a round of the entire industry and show the tasks handled in different departments to our students.

I hope you will allow us the opportunity to visit your industry and meet your skilled staff.

I anticipate a positive response from your end.

Thanking you,

Yours faithfully,
R.Deepika (1214008),

4. Write a letter to a factory requesting them to permit you to undergo practical training in their factory. Give the reason of your choice, your project work, your elective, your academic achievement, the duration of the training and how you could be useful to them.
5. Assume suitable names and address. Write a requisition letter to the ladies hostel warden for joining in the college hostel.

VIII. 1. Letter to the Editor complaining about the increasing water pollution in your locality.

25th September 2016

From

Mr. K. Ramalingam,
No: 39/6, Gandhi Nagar,
3rd Street, Kadambakkam,
Chennai - 600 024.

To

The Editor,
"The Hindu",
Chennai - 600 001.

Sir,

Sub: Increase of water pollution in our locality - Reg.

I would like to bring to your kind notice regarding the increase of water pollution in our locality. I am living in an area where there are nearly thousand residents. The roads are not proper and there is no underground drainage system. So water gets stagnated in the ditches. In most of the places the drainage water flows on the road which pollutes the whole area. The stagnated water has become the dwelling place of the mosquitoes which has caused all types of water borne diseases.

The small children and aged people are mostly affected by this nuisance. Water pollution spoils the whole atmosphere and destroys the healthy environment of our area. Please do the needful to overcome this issue.

Thanking you,

Yours faithfully,
(K.Ramalingam)

2. Letter to the editor of the news paper highlighting the problems faced by the commuters in the city buses. Suggest suitable solutions for each one of the problems highlighted in about 200 words.

From

K.P.Hari,
55, Brough Road,
Erode - 1

To

The Editor
"The Hindu"
Chennai - 600 001

Sir,

Sub: Problems face by the commuters in city buses - Reg

I shall be grateful if you kindly publish the following in the following in the "Letters to the Editor" column of your esteemed daily.

Commuters in the city buses face several problems: some of which are overcrowding, accidents, thefts and irresponsible behavior of the conductor and the driver among others.

The following solutions are suggested for these problems.

- i. Let there be more buses during peak hours. Besides the government buses, more private buses may be permitted on busy routes. Mini buses and share autos could also be of great help.
- ii. There are frequent accidents due to rash and negligent driving. Also, there are unhealthy competitions among the bus drivers for making their buses 'super fast'.
- iii. The authorities should take strict action against such drivers in the interest of public safety. Speed limit and speed breakers are needed at important points.
- iv. Crowded bus seems to be the best place for pickpockets. Their sharp fingers work wonders. To check this menace at least during peak hours, Police personnel should be posted.
- v. We are anticipating suitable solutions for these problems.

Thanking you,

Yours truly,

(K.P.Hari)

3. Write a letter to the Editor of a local newspaper expressing your anguish over the pollution caused by the discharge of untreated effluents by the factories of your locality.
4. Write a letter to the Editor of a newspaper on reckless driving
5. Write a letter to the Editor of a newspaper about insanitary condition of your area.

IX. Welcome address:

1. Prepare a welcome address for a seminar conducted by your department. Invent necessary details.

A wonderful morning to one and all present here. I extend my warm welcome to all gathered here for the seminar on "Recent trends in learning modern English as a Second language" conducted by the department of English.

On behalf of the management, I would like to welcome everyone gathered here. It gives me an immense pleasure to welcome the Chief guest of the day Dr. Venugopal, Prof. & Head, Department of English, Cambridge University for this auspicious occasion. I welcome you sir.

We are honoured to welcome our Chairman Dr. P. Ramasamy, RGP Educational Institutions & Mr. R. Kumar, Managing Trustee in absentia.

We are very much obliged to welcome our beloved Principal Dr. Kannan. Welcome you sir.

I also extend my warm welcome to our Vice Principal Dr. Selvam. Welcome you sir.

Now I take the privilege to welcome our respected Deans, Directors, Heads of various departments, faculty members and staff. Welcome you all for this great occasion.

Once again I welcome everyone gathered here.

Thank you.

2. Prepare a welcome address for a conference conducted by your department. Invent necessary details.

A pleasant morning to one and all present here. I extend my heartiest welcome to all gathered here for the conference on _____ (write a title of a conference) conducted by the department of _____.

On behalf of the management, I would like to welcome everyone present here. It gives me an enormous delight to welcome the chief guest of the day _____ (Name), _____ (Designation), Department of _____, _____ (name of the college) for this propitious occasion.

We are privileged to welcome the _____ (Founder/Chairman/ Correspondent) of our _____ (institution name), & _____ Managing Trustee. Note: If they are not present you should add 'in absentia'.

We are very much grateful to welcome our beloved Principal _____ (Name) to grace this occasion. Welcome you sir.

We also extend our warm welcome to our Vice Principal _____ (Name). Welcome you sir.

Now I take the opportunity to welcome our respected Deans, Directors, Head of various departments and faculty members and staff. Welcome you all for this grand occasion.

Once again I welcome everyone gathered here.

Thank you.

3. Prepare a welcome address for your college sports day function. Invent necessary details.
4. Prepare a welcome address for a conference conducted by your department. Invent necessary details.
5. Prepare a welcome address for your college annual day. Invent necessary details.

X. Vote of Thanks

1. Prepare a Vote of thanks for your college annual day. Invent necessary details.

Most honoured Chief Guest of the day, Esteemed President, guests of honour, ladies and gentlemen !.....

Good Evening!

My joy knows no bounds to be called upon to perform the most privileged and pleasant task of proposing a hearty vote of thanks on this memorable occasion.

It is my bounden duty to offer our sincere thanks to the chief guest for his readiness in accepting our invitation to be with us this evening and deliver the keynote address.

Sir / Madam, your speech was interesting, informative, inspiring and enlightening Your brilliant speech was decorated with sagacity, practical wisdom, subtle humour and a sober sense of optimism. We thank you Sir / Madam from the very depth of our heart.

The President of the function has done us a great honour with his luscious presence and with his purposeful and forceful presidential address.

Sir / Madam, your speech had a clear positive message with constructive approach and enthusiastic encouragement. We feel highly enlightened on listening your speech. We are grateful to you for your soul-stirring speech.

We are much thankful to the Secretary, Executive members, Well-wishers and Patrons who have contributed much to the growth and development of our organization. We express our sincere feelings of gratitude to all who have honoured us with their presence at this function / meeting in response to our invitation.

We express our heartiest thanks to everyone who helped us in making this function / meeting a grand success.

We say "A Big Thank you" to everyone.

Our grateful thanks to one and all.

Thank you !.....

2. Prepare a Vote of thanks for a Commerce Association by your department. Invent necessary details.

Our honoured and most distinguished Chief Guest of the day Prof. Jeyakar,

Respected Principal,

Respected Vice Principal'

Beloved HOD's

My dear students'

Ladies and Gentlemen.

I consider it a great privilege to propose a vote of thanks to all the dignitaries who have witnessed it as a memorable and successful event.

Prof. Jeyakar, Impart Executive director and Former Principal of Bishop Heber College, Trichy, Sir, our first gratitude is due to you for the excellent inaugural address with which you have inaugurated the Commerce Association activities for this academic year. Sir, when we made a request to you to inaugurate this Session, we were not aware that you are also an Executive Director and Counsellor of Many Organisations in and around Trichy. On behalf of the Commerce Association I extend my gratitude to you sir.

I take this opportunity to express our sincere thanks to Our Principal Rev.Dr.Sebsatin SJ, the dynamic and flexible person in all academic matters for gracing this occasion. His presence today in this

function has immensely enhanced its importance. We are extremely grateful to you father, for your insightful address.

I express my deep gratitude to our respected Deputy Principal Rev.Dr.John Bosco SJ for guidance to us in all our activities ensure that we always do the right thing in the right way.

I would also like to thank beloved HOD for his moral support and guidance.

I am happy to express vote of thanks to our Staff members, and all the people who have made it a success.

I would like to thank the volunteers and the secretaries of this association who have been running around doing a lot things and thank you so much.

Finally, the wonderful students who have turned up in such great numbers, not only form our department but also from other departments of the College. We thank you so much for your cooperation.

Thanks for coming. Have a nice day.

3. Prepare a Vote of thanks for a seminar conducted by your department. Invent necessary details.
4. Prepare a Vote of thanks for a conference conducted by your department. Invent necessary details.
5. Prepare a Vote of thanks for your college sports day function. Invent necessary details.

XI. Master of ceremony

An agenda is a list of programme arranged in a coherent manner. Master of ceremony is an art to bring out the harmony of any function as introductory of the successive event. Agenda is mandatory to prepare the master of ceremony of any function. Minimum 2 students shall do it.

Sample Agenda for a National Conference

Agenda

General welcome note followed by

1. Prayer song
2. Lighting of Kuthuvillakku
3. Welcome address
4. Inaugural address
5. Presidential address
6. Felicitation Address
7. Chief guest introduction
8. Honouring the guest
9. Keynote address by the Chief Guest
10. Releasing the Proceedings
11. Vote of thanks
12. National anthem

1. MASTER OF CEREMONY

Imagine that you are doing I year B.E Computer Science Engineering in a reputed college. You are asked to prepare master of ceremony for a National Conference conducted by your department.

Master of Ceremony / Anchoring:

WELCOME NOTE

A pleasant good morning and a warm welcome to one and all present here.

“Coming together is a beginning
keeping together is progress
working together is success”

Yes, we are all gathered here for the National Conference on “Recent development in IT field” conducted by the department of Computer Science Engineering of our college.

PRAYER SONG

“In worship, God present himself to us. Divine power is supreme which brings success in all our endeavours”.

So let us begin this function with the blessings of God, the almighty, to fulfill our wishes in all our accomplishments.

May I request the gathering to rise for the prayer song.

LIGHTING of KUTHUVILAKKU

Lighting the kuthuvilakku will remove the darkness and bring brightness everywhere. Likewise, to remove the ignorance and to provide the light of intelligence, May I call up on all the dignitaries to light up the lamp and blow up the gloom of ignorance in the minds. Thank you.

WELCOME ADDRESS

“The journey of thousand miles starts with one step”

Our gracious and inclusive welcomes to all present here, May I now call up on Mr.G.Aravind to welcome the gathering.

INAUGURAL ADDRESS

Next, I would like to invite our respected Principal _____, the man of distinct vision, a seasoned scholar to deliver the inaugural address.

PRESIDENTIAL ADDRESS

The superior man is modest in his speech but exceeds in his actions. Yet he is none other than our superior, self-determined giant of optimism. Our founder Lion Dr.K.S.Rangasamy, MJF and Thiru R.Srinivasan, Chairman -Managing Trustee, KSR group of Institutions in absentia

FELICITATION ADDRESS

Today, the Leadership is a necessary quality to get along with the people. To achieve this, one should have the best understanding with the people who is accompanied with everyone to have an inward satisfaction and recognition of the duty rendered by the subordinates and to reward them sufficiently based on their performance.

One such great personality is amongst today as the chief guest,

CHIEF GUEST INTRODUCTION

“Thousands of candles can be lightened from a single candle and the pride of candle will not be shortened”

I cordially invite _____ (Name of the Chief Guest, Designation, Department) to introduce the chief guest.

HONOURING THE GUEST

The strength of a man's virtue should not be measured by his special exertions, but by his habitual acts. Nothing so conclusively proves a man's ability to lead others as what he does from day to day to lead himself. To convey our pleasure and gratitude.

May I invite _____ (Name of Principal or Chairman) To present a bouquet to our honorable chief guest.

RELEASING THE PRECEEDINGs

VOTE OF THANKS

Gratitude is way of thanks giving and appreciation in return for support and honoring one's virtue. But gratitude should not be only an utter word but one should live by it. Gratitude can motivate others, builds social ties and increases self esteem. Gratitude is the essence of good mental health and spirituality.

Now I call upon _____ (Name of the faculty, designation, department) to deliver the vote of thanks.

NATIONAL ANTHEM

May I request everyone to stand up for National Anthem.

2. MASTER OF CEREMONY

Science Club Inauguration

Politics without principle

Business without morality

Religion without humanity

And Life without science is impossible rather miserable.

A wonderful morning to the dignitaries on the dais, and off the dais of our college. I take immense pleasure in welcoming you all to the grand inauguration of SCIENCE CLUB "16.

INTRODUCTION

Even if the open windows of science at first make us shiver, the fresh air brings great vigor. Science is the great antidote to the poison of enthusiasm and superstition. Science is reasoned-based analysis of sensation upon our awareness. It is the branch of knowledge dealing with people and the understanding we have of our environment and how it works. It cannot resolve moral conflicts, but it can help to more accurately frame the debates about those conflicts. It may have found a cure for most evils; but it has found no remedy for the worst of them all -- the apathy of human beings. There is a single light of science, and to brighten it anywhere is to brighten it everywhere.

PRAYER

God is a circle whose center is everywhere and whose circumference is nowhere. He is the first, and the last, the manifest and the hidden. Let us start this journey with a salutation to the almighty. I request everyone to stand up for the prayer.

LIGHTING OF KUTHUVILLKAKU:

May I call upon our honorable chief guest and the dignitaries to light up the kuthuvillku.

WELCOME ADDRESS:

Now may I call upon our DR. S. PALANIAMMAL HOD of the Science and humanities to present the welcome address.

PRESIDENTIAL ADDRESS:

May I request DR.S.SUBRAMANYAN, Dean to give the presidential address. Thank you sir for your inspiring speech.

INAUGURAL ADDRESS:

I feel it my privilege to call upon our beloved principal DR.V.SOUNDARAJAN to give the inaugural address. Thank you sir.

INTRODUCTION TO CHIEF GUEST:

Now may I request Ms. R. SHANTHAMANI to give the introduction of the chief guest.

HONOURING THE CHIEF GUEST:

May I now request our principal to present the memento to the chief guest. Please accept this as a token of love.

Thank you Sir.

INAUGURAL ADDRESS BY CHIEF GUEST:

I feel it my privilege to invite the most respected chief guest DR.P.K. MANOHARAN to give the inaugural address.

Thank you sir for your valuable and inspirational speech. It will act as guidelines for our future endeavors.

VOTE OF THANKS

May I now request Ms.Anitha to give the vote of thanks.

NATIONAL ANTHEM...

All is well that ends well. I request all of you to join for the national anthem.

3. Prepare an agenda and a master of ceremony for one day seminar conducted by your department.
4. Prepare an agenda and a master of ceremony for an inaugural function of English Literary Club conducted by English department.
5. Prepare an agenda and a master of ceremony for an inaugural function of National Conference of your department.

XII 1. Rewrite the following sentences which are **Jumbled in the correct order:**

- (i) Consequently, the mucus remains and starts accumulating in the lungs, making them liable to infection.
- (ii) The damage caused to lungs and respiratory passages inhibits the process that removes mucus and dust particles.

- (iii) There is overwhelming statistical and experimental evidence to associate smoking with diseases like lung cancer and coronary heart attacks.
- (iv) This, in turn, induces cancer in the lung tissues.
Apart from early death from these two diseases, heavy smokers suffer from persistent coughs that damage the lungs. **Answer : 3,5,2,1,4**

2. Rewrite the following sentences which are **Jumbled** in the correct order:

- (i) Antarctica which is regarded as a continent by itself is located in this southern polar region.
- (ii) Geographers have found that there are some important differences between the northern and southern polar regions of the earth.
- (iii) Antarctica is snow-bound almost throughout the year, but the snow in the arctic melts in summer.
- (iv) The Arctic region, in the north, is mostly sea, surrounded by masses of land.
- (v) But, on the whole, both the polar regions help nature, in maintaining the ecological balance.
- (vi) The southern pole, on the other hand, is situated in a land mass surrounded by oceans.
- (vii) Both the regions, in general, have very cold climate.
- (viii) The winter in the Arctic is not so severe as the Antarctic.

3. Rewrite the following sentences which are **Jumbled** in the correct order:

- (i) When there is a language barrier, communication is accomplished through sign language.
- (ii) Body language transmits ideas or thoughts by certain actions.
- (iii) Many of these symbols of whole words are very picturesque and exact and can be used internationally.
- (iv) Ever since humans have inhabited the earth, they have made use of various forms of communication.
- (v) Other forms of non-linguistic language can be found in Braille, Signal Flags, Morse Code and Smoke Signals.
- (vi) A Nod signifies approval while shaking the head indicates a negative reaction.
- (vii) Generally this expression of thoughts and feelings has been in the form of oral speech.
- (viii) Nonetheless verbalization is the most common form of communication.

4. Rewrite the following sentences which are **Jumbled** in the correct order:

- (i) Both had cities- state type of government.
- (ii) Athens and Sparta were the two most- advanced Greek cities of Hellenic period.
- (iii) For Example, Sparta was hostile, war like and military.
- (iv) However the differences outweigh the similarities.
- (v) Whereas, Athens catered more towards the democratic and cultural way of life.
- (vi) Also both took slaves from the people they conquered.
- (vii) The latter city lifts its mark in the fields of art, literature, philosophy and science.
- (viii) Also, the former passed on its totalitarianism and superior military radiations to the latter.

5. Rewrite the following sentences which are **Jumbled** in the correct order:

- (i) Another disadvantage is that diesel engines are difficult to start in cold weather.
- (ii) For one, the higher compression that makes the diesel more efficient necessitates the use of heavier engine components.
- (iii) Thirdly, diesel engines have been noted for their loud noise and vibration.
- (iv) However, the popularity of diesel engines still continues,
- (v) This is due to the price of diesel being low when compared to the price of petrol.
- (vi) Finally, these engines are known for the emission of heavy smoke.
- (vii) The diesel engine is an increasingly popular engine in automobiles.
- (viii) Though it is popular, it has its own disadvantages.
- (ix) But, plugs are available to preheat the engines to provide easier starting.
- (x) Therefore, diesel engines remain heavier than petrol engines.

XIII. 1. Write ten recommendations to save the planet

- a) It is recommended to wrap gifts in fabric and tie with ribbon; both are reusable and prettier than paper and sticky-tape.
- b) It is recommended to start a compost heap to reduce the waste you send to landfill sites.
- c) It is recommended to buy your own hive: without bees the planet would last for only 60 years (and honey is good for your health).
- d) It is recommended to use a nappy washing service: they use 32% less energy and 41% less water than home washing.
- e) It is recommended to slow down driving at 50mph uses 25% less fuel than 70mph.
- f) It is recommended to wash your clothes with your flatmates' instead of wasting water on half-empty loads.
- g) It is recommended to turn down your central heating and put on a jumper.
- h) It is recommended to take a brisk shower, not a leisurely bath, to save water.
- i) It is recommended to tell a Tupperware party. Airtight food containers can be reused; sandwich bags and plastic wrap cannot.
- j) It is recommended to choose energy-efficient appliances when you replace old ones.

2. Write ten recommendations to save water

- a) It is recommended to turn off the tap when you brush your teeth – this can save 6 liters of water per minute.
- b) It is recommended to place a cistern displacement device in your toilet cistern to reduce the volume of water used in each flush.
- c) It is recommended to take a shorter shower. Showers can use anything between 6 and 45 liters per minute.
- d) It is recommended to always use full loads in your washing machine and dishwasher .
- e) It is recommended to fix a dripping tap.
- f) It is recommended to install a water butt to your drainpipe and use it to water your plants, clean your car and wash your windows.
- g) It is recommended to water your garden with a watering can rather than a hosepipe
- h) It is recommended to fill a jug with tap water and place this in your fridge..
- i) It is recommended to install a water meter.
- j) It is recommended to invest in water-efficient goods when you need to replace household products

3. Write ten recommendations to reduce noise pollution

- a) It is recommended to close the windows. By simply closing the windows, we can reduce the amount of noise entering into our homes and buildings.
- b) It is recommended to put on earplugs. Wearing earplugs is a cost-effective solution of reducing noise pollution.
- c) It is recommended to improve your insulation. Insulation measures are some of the basic and most practical ways to reduce noise pollution at home
- d) It is recommended to invest in noise-canceling headphones.
- e) It is recommended to do wall-to-wall carpeting. Wall-to-wall carpeting comes in as another simple and practical way of reducing noise pollution.
- f) It is recommended to install a fence.
- g) It is recommended to be creative with the office or house layout. Invest in noise friendly flooring.
- h) It is recommended to invest in sound friendly furniture.
- i) It is recommended to turn off the electronic or reduce the volume.

4. Write ten recommendations on how to avoid accidents.

5. Write ten recommendations to save electricity.

XIV. 1. Write a letter to the managing director for the post of General Manager in response to the advertisement in 'The Hindu'. Add a suitable return to your letter.

Erode - 1,
20th August, 2017.

From

S. Kumar, B.E.,
59, Nethaji Road,
Erode - 637 215.

To

The Managing Director,
M/s. Voltas Ltd.,
6, Armenian Street,
Chennai - 600 001.

Sir,

Sub : Application for the Post of General Manager - Reg.

In response to your advertisement in 'The Hindu' dated 20th August, 2017, I wish to apply for the Post of General Manager in your prestigious company as I believe I have the requisite qualifications and experience for the job.

After doing my B.E. from K.S.R. College of Engineering, Tiruchengode, I have been working as Assistant Production Manager in Sri Lakshmi Mills, Coimbatore for the past four years. I have gained enough experience in using modern techniques for increasing the production. I am enclosing my resume along with other testimonials for your perusal.

I am confident that I would get more opportunities for professional development and for making significant contribution in your highly esteemed and progressive organization. I assure you, sir, that I shall discharge my duties to the entire satisfaction of my superiors. I would be available for an interview at any date convenient for you.

Thanking you,

Yours faithfully,

(S. KUMAR)

RESUME

KUMAR. S

skumrs007@gmail.com

No. 13, Rani Apartments,
59, Nethaji Road,
Erode - 637 215.
Mobile No.: 98949 12345

OBJECTIVES:

To pursue a challenging role as General Manager towards the growth of the organization which requires Design and Development experts.

EDUCATIONAL QUALIFICATION:

- ❖ Completed MBA in 1997 from IIM, Ahmedabad with 86.2 %.
- ❖ Completed B.E., (Mechanical) in 1995 from K.S.R. College of Engineering with 9.2 CGPA.
- ❖ Completed Higher Secondary Course in 1991 with State II Rank and a percentage of 97.5 %.

SPECIALISED PROJECTS / COURSES:

B.E.,

1. Quality Control of Metal Cutting. (A Project)
2. Economics and the Design Production Level in an industry.

MBA

1. Production and Quality Control.
2. Technological Forecasting.
3. Project Scheduling and resource Allocation. (A Project)

TRAINING UNDERGONE:

- ❖ In-plant Training at Ashok Leyland Company Ltd.
- ❖ In-plant Training at Hindustan Motors Ltd.

WORK EXPERIENCE:

- ❖ July 2001 to present day - Asst. Production Manager, Sri Lakshmi Mills, Coimbatore.
- ❖ July 1997 to June 2001 - Asst. Engineer, Disha Chemicals and Pharmaceutical in Chennai.

EXTRA-CURRICULAR ACTIVITIES:

- ❖ Games : Captain of Bharathiar University Cricket team. Active participant in Tennis and Football teams.

ACHIEVEMENTS:

- ❖ Designed a small robot.
- ❖ Organised cultural events for the workers.

PERSONAL PROFILE:

Name : KUMAR. S
Date of Birth : 24th September 1985
Father's Name : R. Sugumar
Gender : Male
Marital status : Unmarried
Nationality : Indian
Religion : Hindu
Language Known : Tamil, English & Hindi
Reference : Dr. S. Subramaniam,
Professor and Head,
Department of Mechanical Engineering,
K.S.R. College of Engineering,
Tiruchengode - 637 215.

Place : Erode
Date : 20th August, 2017.

Signature,
(KUMAR. S)

2. Read the following advertisement published in a newspaper dt.18.01.2012 and apply for the post of Deputy manager, Design and Development with bio-data. India Auto, a 50 crore plus company, the leader in the automobile industry requires the following personnel:

Chennai - 1,
02nd September, 2014.

S. Raja,
No. 13, Rani Apartments,
Ram Nagar,
Chennai - 73.

Human Resources Department,
India Auto Limited,
10, New Street,
Bharath Nagar,
Chennai.

Sir,

With reference to the advertisement in "The Hindu" dated 18.01.2012, I wish to apply for the post of Deputy Manager, Design and Development in your esteemed automobile industry.

I am a Mechanical Engineering graduate from ABC Engineering College. I have been working in a small concern as Design Engineer in the R&D Department for the past three years. Totally I have 12 years of experience. I have good managerial skills. I also possess excellent communication and inter-personal skills. I am enclosing my bio-data for your perusal.

Expecting your intimation letter for interview.

Thanking you,

Yours faithfully,

(RAJA. S)

RESUME

RAJA. S

skumrs007@gmail.com

No. 13, Rani Apartments,
59, Nethaji Road,
Erode - 637 215.
Mobile No.: 98949 12345

OBJECTIVES:

To pursue a challenging role as Deputy Manager towards the growth of the organization which requires Design and Development experts.

EDUCATIONAL QUALIFICATION:

May 2001 - Bachelor of Engineering in Mechanical Engineering, ABC Engineering College, Chennai – 63.

April 1997 - Higher Secondary Education

SOFTWARE KNOWLEDGE:

❖ CAD / CAM / ProE

❖ C, C++, Java

SKILLS SUMMARY:**Communication**

- Presented a paper on “The Modern Developments in the Transport Sector” at the VISME Conference, January 2000.
- Taken many seminars in college as a student.
- Can interact in three languages : English, Tamil and Hindi.

Organizational Ability

- Arranged many industrial visits as a part of academics.
- Organized a full tour programme on behalf of my fellow-mates.
- Organized an NCC Camp under the aegis of our college NCC.

Leadership

- Was class representative and interacted with all types of personalities.
- Captained our College football team for 2 years and won many trophies.
- Motivated my team-mates to excel in all spheres.

WORK EXPERIENCE:

- ❖ July 2005 to till date - Design Engineer, Toby Mechanicals Limited, Chennai.
- ❖ June 1999 to April 2005 - Junior Engineer, K.H. Service Station, Ranipet.

ACHIEVEMENTS:

- Academics - University gold medallist in U.G
Won the best project award at the U.G. level.
- Creative - Developed a robotic car with automatic controls.
Initiated a cultural activity club.
- Communicative - Best Communicator of the year award. (2008)
Best team worker in the company.

PERSONAL PROFILE:

Name : RAJA. S
Date of Birth : 24th September 1985
Father's Name : R. Sugumar
Gender : Male
Marital status : Unmarried
Nationality : Indian
Religion : Hindu
Language Known : Tamil, English & Hindi
Reference : Dr. S. Subramaniam,
Professor and Head,
Department of Mechanical Engineering,
K.S.R. College of Engineering,
Tiruchengode – 637 215.

Place : Erode

Date : 02nd September, 2014.

Signature,
(RAJA. S)

3. Write a job application letter to the HR Manager of TCS, Chennai for the post of System Analyst. Remember to add a Resume. Necessary details may be assumed.
4. Write a letter to the HRD manager of CMT Infosys, Chennai, applying for the post of Systems Analyst. Enclose your CV along with your letter.
5. Write a letter of job application for the post of General Manager to the Managing Director of a leading company. Add a suitable resume to your letter.

XV. E – Mail Etiquette

Need to Remember

- 1) Include a clear, direct subject line.
 - 2) Use a professional email address.
 - 3) Think twice before hitting 'reply all'.
 - 4) Include a signature block.
 - 5) Use professional salutations.
 - 6) Use exclamation points sparingly.
 - 7) Be cautious with humor.
 - 8) Know that people from different cultures speak and write differently.
 - 9) Reply to your e-mails – even if the e-mail wasn't intended for you.
 - 10) Proof read every message.
 - 11) Add the e-mail address last.
 - 12) Double check that you have selected the correct recipient.
 - 13) Keep your fonts classic.
 - 14) Keep tabs on your tone.
 - 15) Nothing is confidential – so write accordingly.
-
1. Write a paragraph on E – mail Etiquette.
 2. Write any two of the Etiquette that need to be followed while writing E – Mail.
 3. What are the do's of E – mail writing?
 4. Write the don't s of E – mail writing.
 5. Explain in a detailed manner of E – mail Etiquette.