

## UNIT-I: EMAIL WRITING

Email writing is an essential part of professional communication.

Emails can be casual or professional, just like informal and formal letters. The format of the email changes according to the kind of email.

When writing an email:-

- make sure to write the exact mail address.

- Subject of the mail should be short and precise

- Salutation or Greeting should be appropriate.

- The body of the email states the matter of the subject

- Finally, signing off the email on a polite note and proof-reading is must before hitting send.

Email expressing your appreciation

To : Recipient's email address

Subject : Congratulations!

Dear (Name),

My heartfelt congratulations to you!

I was glad to see your name on the merit list. All your efforts were definitely not in vain. I bet everyone at home is so proud of you.

You have truly honoured the family name, and I am happy that you would get to take up the course in architecture that you had been waiting for. Convey my regards to uncle and aunt.

Regards,

Your name.

## LETTER WRITING

Informal letters are written to family and friends for the purpose of congratulating, thanking or inviting.

Formal letters are written to authorities, newspaper editors and business firms.

### Layout of an Informal Letter:

#### 1. The heading:

The sender's address on the top right hand corner is followed by date.

04 April, 2009  
(Place).

#### 2. The Salutation

This varies according to the person. For authorities it is mentioned as 'respected'; and for others it is mentioned as 'dear' like family and friends.

#### 3. The body of the letter:

This includes the message that the writer wants to tell the recipient. It is often divided into paragraphs.

The subscription varies according to

the person. It can be written as

'Yours faithfully / Truthfully' for officials and 'Yours lovingly' for friends and families.

Write a letter for your sister's wedding inviting your friend to attend the party.

09 September 2020,  
29 Mahatma Road,  
Toucky.

Dear Neha,

I hope you are doing well and everybody is fine there. I am very happy to receive your letter that you sent me last week.

I am glad to inform you that my sister is getting married on September 29, 2020. I invite you to the wedding. I wish you to come along with your family and grace the occasion with your presence. We shall

make fun together. I hope you will come to the party and add to my pleasure.

Convey my regards to your parents.

Yours lovingly,

xxxx.

Address on the envelope

To

xxxxx,

yyyy,

zzz.

2. Write a letter for placing an order on business.

date

From

xxxx,

yyy,

zz.

To

The Manager,  
Office supply department,

Blackboard Education x Research Foundation,

Oasis Technology

Noida, UP-18.

Respected Sir,  
Sub: Placing Order for Computer Accessories

This is to place an order for our office requirements of various computer devices. Kindly, arrange to supply the following items at your earliest convenience.

S. NO	Equipment	Brand	Code No	Quantity
1.	Computer monitors	Dell	1T38964AA	18
2.	Computer mouse	Dell	UDE906381Q	18
3.	headphones	HP	PMR984319-0	24
4.	Speakers	JBL	JB964468-FG	6
5.	Laptops	HP	HP844970BK	7

Before dispatching, kindly ensure that all the products are new and free from damage. I hope the discount of 19% on bulk order will be available to us. The bank draft of ₹.25,000 is attached with the letter as advance payment. You are requested to deliver the items latest by Oct 1, 2022.

Yours faithfully,  
XXXXX.

Better introducing oneself.

A personal self-introduction letter is something that can be used to introduce oneself to others. This letter can be used in job applications, when writing the curriculum vitae and whenever self-introduction is needed.

How to write a Personal Introduction Letter:

- has to be compact
- Verbose
- mention the service
- how the service would be helpful.
- specify past achievements
- benefits of the products
- experience in the field
- be precise
- development of customer relationship
- friendly tone

Sample 1:

Dear Mr. (name).

I am writing to introduce myself to you and to tell you a little bit about myself.

My name is (name), and I was born and raised in (location). I graduated from (school name) with a degree in (degree name). Since then, I've worked as an (job) for (company name) for the last two years, but now I'm pursuing a career in accounting.

I'm looking forward to hearing more about your business and the opportunities it offers. If there is any other that I've not mentioned I'd like you to ask me, please do not hesitate to reach out. I'm delighted to move on further with the company.



## PRESENT TENSE

- a) used to express universal truth
- b) used to express habitual, frequent and permanent actions.
- c) indicates future action
- d) used to indicate the place at the time of speaking
- e) imperative sentences.

- a) The sun rises in the east
- b) I drink coffee daily
- c) The classes begin tomorrow.
- d) See how she drives
- e) Don't speak too fast.

## PRESENT CONTINUOUS TENSE

am, is, are + present participle - am going, are going, is going

- a) It is used to express an action going on at the time of speaking.  
Ram is living in Madras.  
He is playing now.

- b) The present continuous of 'come' and

'go' is used to express future action.

The Manager is going to Chennai tomorrow.

I am going to Calcutta by next month.

PRESENT PERFECT TENSE.

has, have + past participle - has gone / have gone.

a) It is used to express an action that has been completed.

b) It is used to represent some action happened in the past and still has influence in present.

The train has left the station

Rani has worked for 7 years.

PRESENT PERFECT CONTINUOUS TENSE.

has, have + past participle - has / have gone.

a) used to express an action that has been completed.

b) used to represent some action happened

in the past and still has influence in  
the present time of speaking

Angel has been singing for almost two  
hours

Someone has been knocking at the door  
since 6:00 PM.

### SYNONYMS

Synonym is a word/phrase,  
the meaning of which is the same or  
nearly the same as another word and  
phrase.

admire - detest

artful - crafty

Ballot - Poll

Chorus - refrain

deceptive - misleading, wrong guidance

enormous - big, immense

abate - decrease

abast - scattle

bleak - grim

Bawdy - erotic

benevolent - kind, generous

busy - active, engaged

bold - adventurous

Capable - competent, able

Captivate - charm

courtesy - generosity, reverence

deceit - artifice

disdain - detest, despise

despair - misery

eager - keen

ecstasy - delight, happy

efface - destroy

equivocal - uncertain

epitome - example

Jubilant - rejoicing

just - honest

knave - scoundrel

lucid - sound

lure - attract

## One Word Substitution

One Word Substitution is the term denotes, are the words that replace a group of words. For example: Optimist can be replaced in place of 'one who looks on the bright side of things.'

1. One who hates mankind - Misanthrope
2. One who knows many languages - polyglot
3. One who has no money - Pauper
4. One who is easily deceived - Guilleable
5. One who helps other - Good Samaritan
6. One who speak less - Reticent
7. One who thinks only of women welfare - Feminist
8. That which cannot be avoided - inevitable
9. A place where orphans live - Orphanage
10. Ruled by the mob - mobocracy

11. A flesh eating animal - Carnivorous
12. A grass eating animal - Herbivorous
13. murder of mother - matricide
14. One who is unmarried - Celibate
15. A thing no long in use - Obsolete
16. A person's peculiar habit - Idiosyncrasy
17. A traveler in space - Astronaut
18. That can be believed - Credible
19. Fit to be chosen - Eligible
20. A medicine that kills germs - Germicide
21. Inability to hear - deaf
22. Unable to hear - Inaudible
23. Handwritten matter - manuscript
24. Death by hanging - Gibbet
25. A thing that is not fresh - Stale

26. one who is powerful - omnipotent
27. one who is present everywhere - omnipresent
28. one who knows everything - omniscient
29. one who doesn't make mistakes - infallible
30. one who does anything for money - mercenary
31. one who works for free - volunteer
32. one who can speak <sup>to</sup> languages - bilingual
33. one who loves mankind - philanthropist
34. one who hates mankind - misanthrope
35. one who pretends to be what  
he is not - hypocrite
36. one incapable of being tired - indefatigable
37. one who hates women  
- misogynist
38. one who copies from other  
writers - plagiarist
39. one who thinks of himself - egoist

40. one who has strange habits - eccentric

41. one who believes in fate - fatalist

42. one who speaks less - reticent

43. one who dies without a will - Intestate

44. Light cannot pass - opaque

45. one who is newcomer - Neophyte.

46. a study of birds - Ornithology

47. a study of ancient things - archaeology

48. To write under a different name - pseudonym

49. An assembly of listeners - audience

50. Science which treats life - Biology



Paragraph is a group of sentences that are connected and make absolute sense. While writing a long essay or letter, we break them into paragraphs for a better understanding and to make a well-structured writing piece.

How to write a paragraph

- Find a Topic sentence
- Write the main idea
- gather supporting details
- Comprises all information
- Write in co-relation with each sentence.
- Closing sentence should be restating of all information
- whole idea in a sentence

## Types of paragraph writing

Descriptive : describes the topic

Narrative : narrates story

Expository : definition of the topic

Persuasive : aims to admit writer's point of view.

### Sample 1

#### Paragraph on Kindness

Being kind to others change no money. It is a unique characteristic of showing love and caring for other selflessly. It is an act that makes others happy. It helps on maintaining loyalty. Being kind is a sense of honesty, purity, loyalty.

Kindness is an attribute that is essential in every individual. In our everyday life, we come across many strangers. We must show kindness to

everyone. Kindness and benefits receiver and does has equal interaction.

Kindness should be motivated by any particular group.

To live in an ideal society, it is essential to do some random acts and kindness that feels joyful.

Kindness is a quality that encompasses things like love, affection, happiness, care, sympathy etc. We must be kind to everyone and every living being.

Paragraph Writing must have the coherence of other sentences and make the paragraph a flowing essay.

## REPORT WRITING ON AN EVENT

An event report is written to check whether an event organized was successful and if it met the objectives. Writing a report does not only determine the results of an event but also <sup>the</sup> change that should be made.

### Rules

- give title or specific heading
- write place, date and time of the event.
- Mention the reporter's name
- Write the report in past tense
- include the audience's expression
- Content should be related to the topic
- Conclude the findings

~~in~~ the past <sup>PAST TENSE.</sup> and still has influence in the present time of speaking.

Angel has been singing for almost two hours

Someone has been knocking the door since 6:00 PM

### PAST TENSE USAGE

a) used to express a single action happened in the past.

b) used to express habitual action in the past.

The rain started yesterday.

Teacher taught the students.

### PAST CONTINUOUS TENSE

had + past participle

- had/have gone

a) used to express a completed action in past.

The warrior had killed the foes.

b) When two simple actions happened in the past in the first action is

expressed in the past perfect and the others is used in simple past.

We ran fast after we had fought with the boys.

c) It is used to rewrite a past tense in indirect speech.

She told me that she had lost her ring.

#### PAST PERFECT CONTINUOUS TENSE.

had + been + present participle -had been

a) used to express action started in the past and finished in the past with duration

She had been playing volleyball since her childhood.

b) used in continuous form of 'ing'.

I have been writing the essay since morning

The students have been studying since early morning.

## SUBJECT - VERB AGREEMENT

Each sentence has a subject, a verb and predicate. There should be an agreement between these three parts.

Rule 1: Singular Subject - Singular Verb  
Plural Subject - Plural Verb.

Sub.	Verb.
I	go
we	go
You	go
He	goes
It	is runs
Birds	fly

Rule 2:

Two or more subjects - Plural Verb

Ram and Manoj come here each day  
Nithya and Pawana sun together.

Rule 3:

Singular noun to  
one person - singular verb

The great poet and teacher is dead





Rule 9 :

Nouns in singular form - plural meaning

A dozen of cake were spoiled

The cattle are grazing in the field.

Rule 10:

'A noun in a number (ie) no. of + noun' is always taken in the plural number.

A number of books have been purchased.

The number of employees is fixed

Rule 11:

Things made of two - plural verb  
major parts or plural number

Your trousers are untidy

The pair of scissors is ~~are~~ broken by Meha.

Rule 12 :

adjectives with the - plural nouns  
article 'the'

The such are royal.

The children are studious.

Rule 13:

Plural Nouns after  
Singular Collect nouns

A team of players is playing there  
A fleet of ships is sailed for war.

Rule 14:

Sentence beginning with there      noun accord  
-ing to numbers

There is a chair in the room

There are many plants in my  
house.

Rule 15:

Plural Noun denoting 'definite quantity' or 'number'      - singular  
Verb

The US is the most powerful country.

Ten crores rupees is a huge sum.

### ARTICLES.

Article is a word that points  
out a person, thing, or place spoken of.

There are two types of articles:

- i) definite articles
- ii) Indefinite articles

## WORD FORMS

### PREFIX AND SUFFIX

Prefix and suffix are short syllables added to the beginning or end of words to change their meaning.

Prefix - fixing the syllable in front

suffix - fixing the syllable in back.

Some prefixes:

A, un, im, in, il, ir, de, re, dis, mis, pro, sub, pre, non, anti, post, inter

Some suffixes:

y, ly, ty, sy, er, al, est, age, ing, ful, ness, ment, able, ible, less, ship, hood, sion, tion.

## PREPOSITIONS

Preposition is a short word employed in sentences to show the relationship of nouns, pronouns and phrases.

Uses:

- refers directions
- refers time
- denote position / location
- used to represent spatial relationship
  - can be used to do all of these

When used in sentence

Types of preposition:

Time - on, to, after, until, during

Place - on, behind, over, between, in front

of

Direction - towards, into, to, from, across

Location - at, in, on

## SYNONYMS &amp; ANTONYMS.

In a general way, synonyms and antonyms are words with similar meanings and opposite respectively

Word	Synonyms	Antonyms.
Animated	Energetic, vigorous	dull, lifeless
Oblige	obey, accept	deny, disobey
literate	educated, trained	illiterate, unschooled
unique	distinctive, singular	ordinary
Indignant	offended, outraged	pleased, delighted
pelt	attack, bombard	none
poised	collected, steady	nervous
Transparent	clear, translucent	frosted, smoky
disrupt	upset, disorder	arrange, organised

## PHRASAL VERBS.

A phrasal verb is a verb ~~or~~ <sup>and</sup> a preposition or an adverb which creates a meaning different from the original verb.

call at - stop at

call in - summon

call on - go to visit

call for - require

call off - cancel

call up - to telephone

### The verb 'go'

go on - continue

go with - match.

go over - review

go for - attack

go in for - have interest

go about - set to work

go by - pass by

go without - manage without

Certain verbs take only one adverb particle after it. If another word is used it makes it meaningless.

Some commonly used phrasal verbs:

i) Break away: to escape suddenly

The prisoner broke away from his guards

ii) call in: (to telephone a place).

Several people have called in for casual leave.

iii) come down: (to break/fall on ground)

The ceiling came down with a crash.

iv) get back (regain)

I got back my money.

v) get on: (making progress)

He is getting well on his new business.

vi) go up: (rise):

The price of petrol is going up.

## UNIT-III. IMPERATIVES

Imperative sentence is one of the types in sentence. It expresses an order, request, advice, a command etc..

Come with me to the park. (command)

Could you mail me those notes  
(request)

Study well for your exam (advice)

You can do this in another way.  
(suggestion)

## COMPOUND NOUNS

Compound words are the combination of two words formed by joining a noun and another noun or adjective or verb.

Steam vehicle - Noun + noun

rain fall - noun + verb.

hanger-on - noun + adverb.

Verb + parts of speech:

Washing machine - ~~noun~~<sup>verb</sup> + noun

drawback - verb + adverb



adverb + noun - bystander

adjective + verb - dry-clearing

adjective + noun - greenhouse

adverb + verb - input/output

Some explanations:

- i) Boat house - boat used as a house
- ii) coal gas - gas obtained from coal
- iii) hot water - water that is hot.
- iv) Jet engine - an engine propelled by jet
- v) Media support - supported by media
- vi) Power output - output of power
- vii) weather report - a report on the weather.

### CAUSE AND EFFECT

A cause is something that happens as a result of an action

Effect is the result of the cause of an event.

The casual relation between two actions can be shown by using

connectivities like because, since, as, as a result, due to, owing to, consequently etc..

i) Since it was a holiday, the children played with their friends.

ii) He referred dictionary because we did not know the meaning.

iii) Sangeetha didn't study well. Therefore, she failed the exam.

iv) She did not eat well. Consequently, she was ill.

v) As she sang well, she got selected in the final round.

DEFINITION.

Definitions are the statement defining the meaning of a substance or an object. It should have three

- essentials: i) brief statement of the object
- ii) the family it belongs to
- iii) special characteristics.

Examples:

i) Catalyst - A catalyst is a substance

used to speed up the reaction of the process.

ii) Software: It is a program used to direct the operation of a computer.

iii) Camera: A camera is an electronic device used to capture photographs.

iv) Calculator: A calculator is a digital device that stores and performs logical operation.

v) Chip: Chip is a very small piece of material used as a semiconductor to carry a electronic circuit that is complicated.

vi) Printer: A printer is a machine that can print an information / data from computer.

vii) Robot: A robot is a computer program that has skill like human.

viii) Transformer: Transformer is a device used to increase or decrease electricity's voltage and current.

ix) alloy - an alloy is a mixture of metallic solid composed of two or more elements.

x) ammeter - An ammeter is an instrument for measuring the electric current produced in amperes.

xi) amplifier - An amplifier is a device used to receive and amplify sound waves.

xii) Antenna - An antenna is a rod used to send or receive electromagnetic waves.

xiii) Barometer: Barometer is an instrument for measuring atmospheric pressure.

xiii) Thermometer: Thermometer is a device for measuring temperature.

xiv) Abacus: An abacus is an ancient device used for arithmetic calculation.

## DEGREES OF COMPARISON

Degrees of Comparison holds on adjective in three different types:

- i) Positive
- ii) Comparative
- iii) Superlative

Sneha is tall as Rani - positive

Sneha is taller than Merlin - Comparative

Sneha is the tallest girl - Superlative

Positive degree - as + adj + as

Comparative degree - adj + than

Superlative degree - the + adj + est

Positive degree :

When we speak about only one person or thing, we use positive degree.

This flower is beautiful.

Comparative degree :

When we compare two person or things with each other, both positive

degree and comparative degree is used.

This dog is fiercer than Labrador

This flower is more beautiful than  
lily

Superlative degree:

Superlative degree is used when more than two persons or objects are compared.

Mount Everest is the highest peak in the world.

Iron is the most useful of all metals.

Rule: 1

When adjectives are compared irregularly, their comparative forms are not formed from the positive.

positive - little

Comparative - less

Superlative - least

Rule: 2

Comparative degree is added by using 'er'

Positive - fast

Comparative - faster

Superlative - fastest

Rule 3:

When the positive ends with 'e', only 'er' is added in comparative; 'est' in superlative.

Positive - able

Comparative - abler

Superlative - ablest

Rule 4:

When the positive ends in 'y', preceded by a consonant, the 'y' is changed into 'ier'.

Positive - busy

Comparative - busier

Superlative - busiest.

Rule 5:

When the positive is a word of one syllable and ends in single consonant preceded by, short vowel, consonant is doubled before 'er'.

Positive - big

Comparative - bigger

Superlative - biggest.

Rule 6:

When the positive is a word of more than two syllables, we add 'more' in comparative and 'most' in superlative.

positive - beautiful

Comparative - more beautiful

Superlative - most beautiful

PART-B.

INSTRUCTIONS (IMPERATIVES)

One of the important uses of technical instruction is writing step-by-step explanation. Instructions cannot be ignored as it plays a crucial role in engineering.

Write a set of eight instructions to improve language skills.

1. Read newspapers each day
2. learn vocabulary when the word is



unknown.

3. Listening to English news.
4. Practice tongue twisters
5. read English fiction
6. Watch english movies
7. Speak with your friend in english
8. Learn basics of English.

Write a set of eight instructions that are to be followed in library.

1. Maintain silence.
2. Do not rip out any papers
3. Keep the books safe.
4. Return it before the due date.
5. Bring membership card to borrow books
6. Keep the library clean
7. Reads newspapers in newspapers section
8. Check the condition of the book before borrowing it.

Instructions must be written in imperative sentence as advice or command.

## PRESENT AND PAST TENSES.

Present tense represents actions happening now while the past represents the action happened earlier.

### Present tense

bite

catch

fight

freeze

has / have

think

lie

tear

teach

write

leave

go

find

go

Choose

### Past tense

bit

caught

fought

froze

had

thought

lay

tore

taught

wrote

left

went

found

went

Chose

# Adjective

Adjectives are words that describe the qualities or states of being of nouns.

It also modifies noun but not verbs and adverbs.

Example:

Margot wore a beautiful hat to the party

My cake had seventeen candles

That girl is happy.

It smells gross in the locker room.

Driving is faster than walking.

Use white flowers for the arrangement

My new dog is small.

## HOMOPHONES & HOMONYMS

Homonyms are words that sounds alike but different meanings.

Homophones are type of homonym that also sound alike and have different meanings but have different spellings.

Homonyms	Meanings	Usage
Aim	The purpose of doing something	Francis set out the aim of the company
Aim	action of pointing a weapon	The hunter aimed the deer.
Bat	a mammal	His father was blind as bat
Bat	To play in sports	The batsman bats well
Bear	an animal	The bear attacked her
Bear	to tolerate	She bears the pain
Bit	a little	They spent a bit too much money
Bit	$V_2$ of bite	The dog bit me.
Bright	clever	He is a bright student
Bright	opposite of dull	The light is so bright
box	a container	I presented a box of chocolates to my friend

Homonyms	Meanings	Usage
Box	a sport, to fight	He is a boxer
Class	a group of students	The whole class was making noise
Class	high level people with impressive skills	They are high-class people
Coast	The land near sea	They live in a coastal region
Coast	To move quickly and smoothly	He coasted through his final exam.
course	Lesson	MBA students have to go on training course
course	direction	Rivers change their course
dark	no light	This is a dark place.
dark	hidden, mystery	There is no dark secret in our family
delivery	way of speaking	Her speech was delivered beautifully
delivery	giving away	She delivered a boy baby
desert	To abandon	Her friend deserted her in hard times
desert	a wasteland	Sahara desert is in Africa
dog	an animal	I like dogs
dog	To follow somebody closely	Storm dogged the footsteps of tired men.
Charge	money asked for goods/service	They charged ₹. 20 for seasonings.
Charge	Responsibility	He took charge of the form

## HOMOPHONES

Homophones	Meanings	Usage
Altar Alter	To worship To modify	Offered prayers are in altars. Alter the mistakes
Bail Bale	Security A bundle	Men are without bail The bale of cotton was damaged
Aural Oral	connected with hearing and listening spoken	Identifying birds in dark is done by aural process Poems are told orally
Band Banned	group of people Prohibited	A band teachers gathered here Some books are banned for its content
Bare Bear	Not covered by clothing To tolerate	She covered her bare arms with coat I can't bear seeing hungry dogs
Ascent Assent	climb or move upwards To agree	She ascended the throne. The director assented the script

Homophones	Meanings	Usage
Born	a person or animal coming to earth	She was born in 1999
Borne	Carried	The dried leaves were borne away
Bough	branch of a tree	The bough falls down.
Bow	To bend down	You must bow down before God.
Canvas	A rough cloth	He was wearing canvas hat.
Canvass	To request voting	They canvassed to gain votes.
Cease	To stop	The company was cease from January
Seize	To hold	The teacher seized his mobile
sell	To offer good with a consumption of cost	Ravi sells his painting
cell	a room for prisoner	The prisoner is uncomfortable in cell
Serial	a story in parts	Most of the TV serials have same story
cereal	A food grain	I ate cereal
check	To examine	Check your pocket.
Cheque.	order for money	She received a cheque of £.2000.

## UNIT-4

### CLASSIFICATION AND RECOMMENDATIONS

#### Note-Making

Notes are short written record of facts to aid the memory. Notes are usually taken to record a speech or dictation while listening to it or after reading a book.

#### Characteristics

Short and Compact

Complete information

Logical

Understandable

#### Mechanics:

While making notes we follow certain standard practices. These may be listed as follows:

a) heading and sub-headings

b) abbreviation and symbols.

c) Note-form.

d) Numbering and indentation



## Abbreviations and symbols

- \* for and
- ∴ for therefore
- ∵ for because
- ie) for that is
- % for percent
- eg for example
- > for greater than
- = for equal to
- @ for at the rate of
- < for less than
- / for or
- ® for before.

## Format

- 1) Heading
  1. Sub heading
    - 1.1. Point
    - 1.2. Point
    - 1.3. Point
      - 1.3.1. sub-point
      - 1.3.2. sub-point
  2. Sub-heading
    - 2.1. Point
    - 2.2. point.
      - 2.2.1. sub-point
      - 2.2.2. sub-point

## How to write note-making

Read the passage carefully

Get the theme of the passage

Identify main ideas and important

details.

Make notes to the main ideas

Use a proper format

Use recognisable abbreviations

## Recommendations

A letter of recommendation is a reference that contains important information about a student's character, school performance, and talents.

The letter should be customised according to the customisation of the letter every time.

The review of the student's educational details. The comparison of student's information with the college course or job requirements and consideration.

To highlight the qualities in the letter the positive contribution of the students should be mentioned.

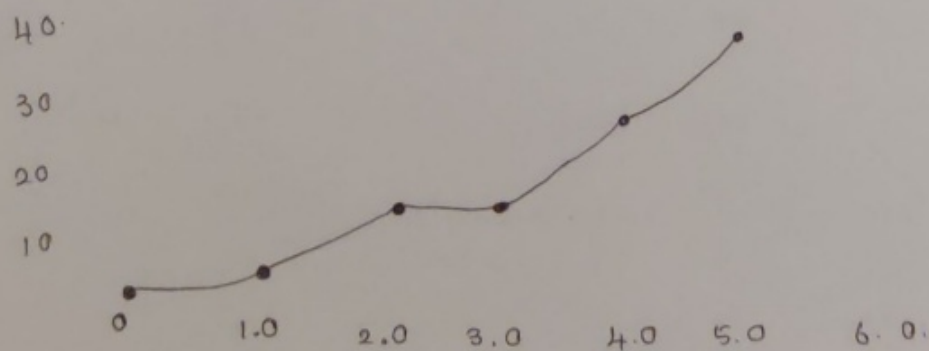
in academics  
leadership position  
projects  
public speaking  
volunteer work.  
working in any organisation

The letter should always hold a positive note of the student with personal endorsement.

## INTERPRETATION OF VISUAL MATERIALS.

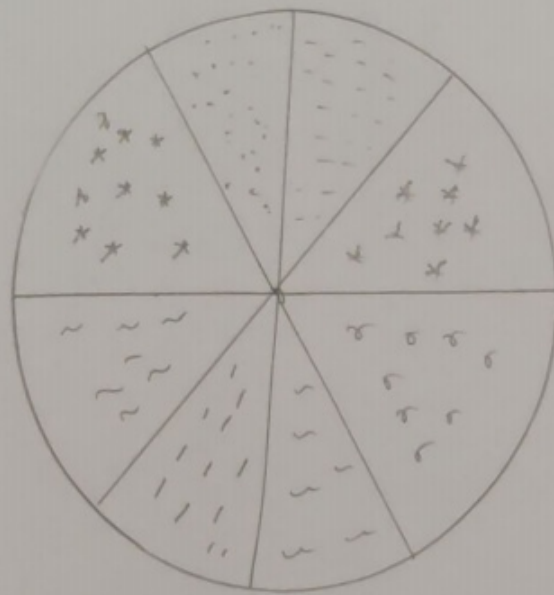
### Line Graph

Data collected from experiments are often visualised in graph.



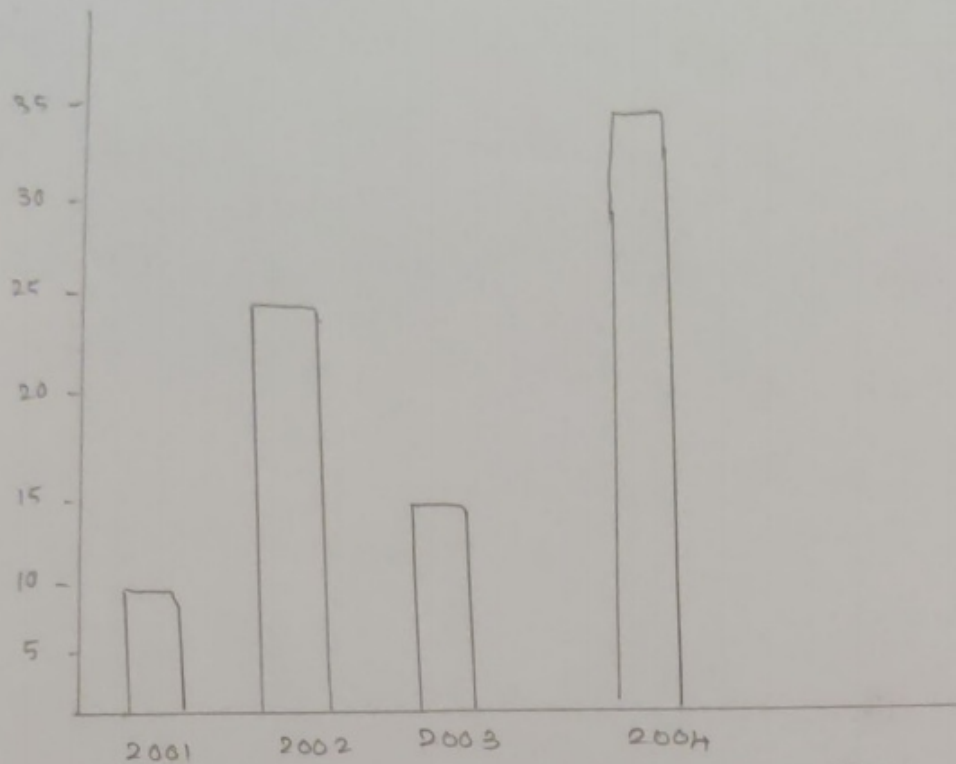
## Pie chart

A pie chart is a graphical way to organise data. Pie charts are used for showing classes or groups of data in proportion to whole data set.



## Bar Chart

Bar chart gives details about the amount of a products increased or decreased in a certain period of time. It shows the fall or rise of the products in a certain duration. This is used to find out the rise and fall



phant of expertise of Tea

### ARTICLES.

Articles are determiner in English to denote the numbers or the importance. There are two types of articles.

- 1) definite
- 2) indefinite

Definite Articles

Among the three articles, 'the'.

is said to be the definite articles

The sun sets in the west

The children are playing

This is the world largest river

The crowd sang a song

The Bible is a religious book.

She is the tallest girl

They are playing in the river

Indefinite article:

Articles 'an' and 'a' are termed as indefinite article.

I had an apple

Do you have an eraser?

I saw a dog

She is a beautiful girl

My dad gave me a chocolate.

She ran to catch a butterfly

She fell from a bike.

## PRONOUN - POSSESSIVE & RELATIVE.

Possessive pronouns are used to show the possession or ownership of someone or something. The pronoun such as 'mine', 'theirs' or 'yours' shows who something relates to or belong to

Examples:

Bobby is a brother of mine

Is this pen yours?

This book is mine.

The fault is theirs.

This book is his'.

Marianne like my cookies than  
yours.

Did you find its belt?

Is that Yours?

Is it his bike?

Is this book hers?

## RELATIVE PRONOUN

Relative pronouns are used to denote the indication of a person, thing.

example:

Sheela, who is a teacher, sings well.

The car that was stolen was found

Susan is the girl whom I talked yesterday.

The girl who called me yesterday said she is in London.

## COLLOCATION

Collocation is a group of two or more words that go together. A simple way of thinking in collocation is to look at the collocation itself.

Certain words are grouped together in spoken and oral communication.



ex:

long time

past year

Big man

Take part

hard work

Take place

West end

loose ends

Whole family

Double room

direct line

Make order

past week

pale face

Make changes

public interest

spent night

Mental state

left school

See course

Only child

whole thing

Ruling party

## FIXED AND SEMI-FIXED LEXICAL EXPRESSIONS

Lexis can be defined as words in language. It forms the basis for communication. For effective communication, the matter should be organised giving importance to lexis rather than grammar enabling the listener or reader.

### Fixed Expression

It is a phrase in which the same words are used to convey the same meaning.

Ex:

by bus

get out of bed

be at home

on purpose

on duty

by mistake

by name

be at school.

out of doors

## Semi-fixed Expressions:

It is a group of words that allow a number of different words or phrases to be inserted into them.

Ex:

Would you some coffee

once in a blue moon

the lion's share

in a nutshell

caught red-handed

break the ice

burn the midnight oil

in the long run

## TRANSFERRING INFORMATION.

Transferring information is the process of moving messages containing user information from a source to a sink via communication channel. This is equivalent to data transmission.

For example, the printer uses instructions in the form of 1's and 0's in order to print.

Cellphones send signals to and from cellular towers

TV remotes send information as pattern of light pulses.

Computers transmit images through a pattern in binary to transfer information.

## UNIT - V

### EXPRESSION

#### ESSAY WRITING (DESCRIPTIVE & NARRATIVE)

Essay writing is a group of paragraphs about a given topic. It depends upon the knowledge of the student for the topic.

Characteristics of a good essay:

The essay should deal with the main subject and all parts of it should be clearly linked with that subject.

There should be a logical sequence of thought. This requires a logical relationship between ideas, sentences and paragraphs.

Unimportant information should not be included.

Give more space to important ideas.

Narrative essays:

While writing a narrative essay, students must consider the topic as telling a story. Through these essays, they can express themselves in a creative way.

These essays are usually written in first person.

Ex: My experience of first day at work.

My favourite trip

An autobiography of Dr. APJ Abdul Kalam.

Descriptive essays.

In a descriptive essay, students have to describe something about the topic. It can be an object, person, place, emotion, situation or anything.

Ex: Description of technology in India.

Description of AI.

Description of female empowerment.

## FUTURE TENSES

The 'future tense' form any verb that refers to the conjugation of the verb to represent an action that is going to happen in the future or will be continuing in the future.

Types:

- i) Simple future Tense
- ii) Future Continuous Tense
- iii) Future perfect Tense
- iv) Future perfect continuous Tense

Simple future Tense is used to denote an action that will happen in future.

eg: I will eat an apple.

Future continuous Tense denotes an action that will be taking place in the future.

eg: I will be eating an apple.

Future perfect Tense - represent an action that starts in the present and will happen in future.

I will have eaten an apple.

Future perfect continuous Tense is used to depict an action that is happening in the present and will complete at some point in the future.

I will have been eating an apple.

Exercise:

1. Navya will write a song.
2. Anand will be coming home for holidays.
3. Bharath will have left by now.
4. He will not have performed at the concert.
5. She will be flying now.



## PUNCTUATION.

Punctuation is as important as rather a little more important than the words. It refers to the system that allows a writer to let the audience know the sentence to stop, or a long pause.

### 1. Period / full-stop.

- to denote the end of a sentence.

### 2. Comma

- separates noun
- before coordinating conjunction.

### 3. Colon.

- introduce or state a point
- mention the time of day.

### 4. Semi-Colon

- separates two sets of items

### 5. Apostrophe

- used to show possession or ownership.

## Ellipsis

- used for the removal of words.

### Exercise.

1. On Monday I will go to school.
2. Ravi Rahim and Raju are going to see circus.
3. Bita where are you looking
4. the tailor went to the market Mr Singh
5. Laxmi why are you crying
6. what is the colour of the sky
7. Orange mangoes bananas and papayas are fruits
8. She Meha will be there
9. Some of my favourite dishes are parotta dosa buniyani etc
10. Where did you go.

## NEGATION (STATEMENT & QUESTION)

Negative statements are not only with not or n't, but also any negative words like never, not to be etc... The negative contracted form of will is won't.

Statements:

Jane isn't coming to school.

She is not a teacher

I don't like sweets

I can't help you now.

She is not ill.

I will never be late.

I don't have extra pencil.

They didn't win the competition yesterday.

They didn't go walk this morning.

Sunday is not a busy day

## SIMPLE, COMPOUND AND COMPLEX

A simple sentence is a short sentence consisting of a subject and a predicate.

A compound sentence has more than one main clause.

A complex sentence should have a main clause and sub-ordinate clause.

### 1. Simple sentences.

The flight arrived on time.

They are finding their luggage.

She is happy

His dog barks loudly.

They take bus everyday.

My school starts around

9:30 AM

Questions :

Why aren't you coming?

Don't you know that?

Isn't she sleeping?

What are these non-approachable interviewees?

Aren't I beautiful?

Isn't He talking to the staff?

Didn't you complete your homework?

Why didn't you wear shoes today?

Aren't you happy?

Isn't she watching TV?

Won't she call you today?

Isn't he flying today for tomorrow's meeting?

Why aren't you sleeping?

Though it was raining, they went for a walk.

She studied hard because wanted to ace the exam.

Since he arrived early, he had time to relax.

After the movie ended, they went out for an ice cream party.

### CAUSE AND EFFECT

In the cause and effect relationship, the event and processes are intertwined.

eg: Your alarm clock makes a loud noise (cause)

You wake up in time for school. (effect).

The train was late

Mary and Samantha rode  
the bike.

Compound sentences:

The cinema was sold out, so  
we watched a movie on TV.

I will have a week in Rome,  
or I'll go to Paris for three days.  
I really need a holiday, but  
I don't have money.

Our car broke down, so  
we took a taxi.

Complex sentences:

Since I had fever, I didn't  
go to college.

While I was a football  
player, I prefer football.

Whenever it rains, I like to  
have a tea.

## CONTENT VS FUNCTION WORDS.

Each word in English is either a content or word.

content - information meaning

Function - necessary words for grammar.

Content words are nouns, adjectives and adverbs.

noun - place / thing

verb - action, state

adverb - tells us how, where something happens.

Nouns:

house

computer

Ram

Lake

Peter



Examples:

You break your arm (cause)  
The doctor gives you a cast (effect)

You flip a light switch (cause)  
The lights turn on. (effect)

A light bulb blows. (cause)  
The light turns off. (effect)

Cause:

because

because of

since

a result of

now

Effect:

so

therefore

consequently

hence

accordingly

Function words:

This helps us to connect important information.

Auxiliary verb:

do

has

will

is

has been

did

Preposition

in

at

through

over

between

under

Articles

a

an

the

Verb:

Enjoy

purchase

visit

understand

believe

Adjectives

heavy

difficult

expensive

careful.

soft

fast

Adverbs

slowly

carefully

sometimes

often

suddenly.

thoughtfully

## Conjunction

and

but

for

so

since

as

## Pronouns.

I

you

him

us

our

she

## Examples:

The trees along the river <sup>FW</sup> are

beginning to blossom

You will be <sup>CW</sup> happy to know

that she's decided to go to Paris

Our friends <sup>CW</sup> called us yesterday  
and asked if we would like to visit  
next month.

The best time to <sup>CW</sup> study early  
in the morning.

The children <sup>PW</sup> are swimming in  
the ocean this evening.