

PEL 131- UNIT 1

COMMUNICATION SKILLS II



TABLE OF CONTENTS

Unit I:

Meeting and greeting people: Introduction to etymology- understanding the root words vocabulary and common errors related to salutation; vocabulary and common errors related to self- introduction; vocabulary and common errors related to asking for help; common errors related to tenses and parts of speech

UNIT 1

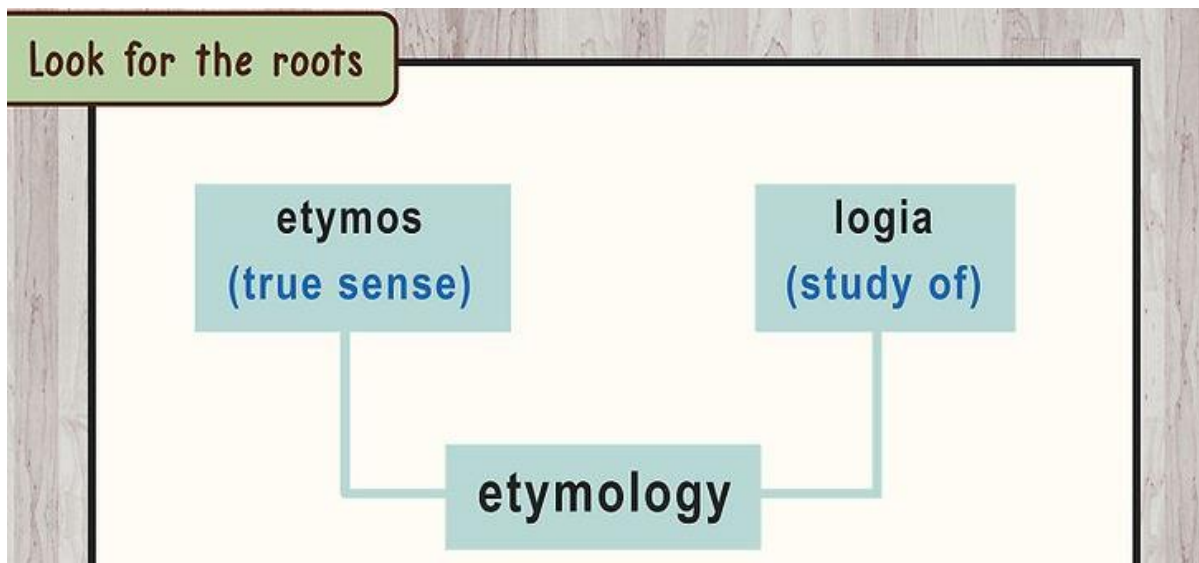
Meeting and Greeting People

Etymology helps in building English vocabulary!

The word "etymology" refers to tracing the origin and historical development of words in a language. How is a given word derived from an earlier word or words in a native or foreign language?

Just as we can "parse" or break up a sentence into parts of speech - noun, verb, adjective, adverb, etc. - so we can deconstruct a given word into its constituent meaning elements and trace their origins. For example, the word "etymology" consists of an original Greek root "**etymon**" - meaning "an earlier form of the same word" - and the Greek "**logos**" - meaning "word" or "speech", which took on the later form "-ology" - meaning "study of." So, there we have the etymology of the word "etymology."

Studying the etymology of vocabulary words reveals repeated word-formation patterns, so that we can dissect or guess the meanings of unfamiliar words based on their constituent **prefixes and roots** that we have encountered earlier. For example, by knowing that the prefix "**pre-**" means "before" or "ahead" and that "**dict**" is rooted in "speaking" or "saying." we can surmise that "predict" means to foretell or talk about something before it happens.



Latin is such a fundamental basis of English and because Latin is built from a regular system of "**reusable**" prefixes and roots, studying these elements makes learning vocabulary more efficient. **Instead of learning word meanings in isolation, by learning a standard set of Latin prefixes and common roots we can "mix and match" to learn several new**

words or variations. The study of etymology thus can accelerate the expansion of our vocabulary while helping us appreciate how meanings and usages have evolved.

For example, knowing that the root "gress" means "step" or "advance", and knowing a series of prefixes, we can deduce word meanings:

"ad" =to, toward	address ("g" in "gress" becomes a "d")
"co, con" = together	congress (movement together)
"di" = split	digress (move away from)
"e, ex" = out of, from	egress (way out, exit)
"pro" = forward, for	progress (move forward)
"re" = back	regress (move backward)
"trans" = across, over	transgress (move across)
"in" = in, into	ingress (way in, entrance)

EXAMPLES

PRIM- first,	SE- apart,	PRO- forward, in	SUB- under	TRANS- across,
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	aside, away,	front of,		beyond
SUPER- above, over,	RE- back, again,	RETRO- back, backwards,	UNI- one,	

**primary, primate, procession, proceed, profit. provoke, recite, recline,
reiterate, retrospect. seclude, secure, subscribe, suffocate, suggest.
supervise, translucent, transparent, unanimous, unity**

Word Definitions

- primary** **adj.** of chief importance, principal; earliest in time or order; an election within a party to determine its candidates for the general election (U.S.)
"His job was the family's primary means of support."
primarius of the first rank; distinguished < *primus* first
- primate** **n.** a mammal of the order including humans, monkeys and gorillas; an archbishop or bishop who is more important than others in a region
"Unlike our close primate relatives, we humans walk upright."
primas first, best < *primus* first
- procession/proceed** **n.** a number of people or vehicles moving forward in an orderly fashion; a parade; **v.** go forward or onward, continue without interruption
"The procession of job seekers continued throughout the day."
"On an icy road, one should proceed with caution."
procedere advance: *pro-* forward + *cedere* to go
- profit** **v.** to benefit from
"The car salesman profited from the resale of the used truck."
n. a financial gain; proceeds; an advantage or benefit;
"When he retired, he lived off the profit from his investments."
profectus profit, progress < *proficere* to advance; to progress: *pro-* ahead + *facere* to make
- provoke** **v.** to cause something to happen; to annoy
"Exposure to poison oak may provoke a rash."
provocative (adj.), *provocation* (n.)
provocare to challenge: *pro-* forth + *vocare* to call

recite	<p>v. to repeat aloud from memory; to state in order "Children are often required to recite poems in school." <i>recitation (n.)</i> <i>recitare</i> to read out: <i>re-</i> back, again + <i>citare</i> to cite, to quote</p>
recline	<p>v. to lean against or lie back in a relaxed manner "He reclined on the bench, smoking and studying her insolently." <i>reclining (adj.)</i> <i>reclinare</i> to bend back: <i>re-</i> back + <i>clinare</i> to bend</p>
reiterate	<p>v. to say something again; to restate "I said it before and I'll say it again: No new taxes!" <i>reiteration (n.)</i> <i>reiterare</i> to go over again: <i>re-</i> (expressing repetition) + <i>iterare</i> to revise or renew</p>
retrospect	<p>n. a survey or review of a past course of events "At the time, it seemed like a good idea. In retrospect, I see that it wasn't." <i>retrospective (adj.)</i> <i>retro-</i> backward + <i>prospectus</i> view</p>
seclude	<p>v. to shut someone away from other people "J. D. Salinger refused interview requests and lived a secluded life." <i>seclusion (n.)</i> <i>secludere</i> shut off or apart: <i>se-</i> apart + <i>cludere</i> to shut</p>
secure	<p>v. to obtain; to fasten; to protect against threats "The Harvard Law grad secured a job as a Supreme Court clerk." adj. fixed or fastened so as not to give way, become loose, or be lost; protected against attack; free from fear or anxiety; safe "The wounded soldier had to be moved to a secure area before he could be given medical attention." <i>security (n.)</i> <i>securus</i> safe, untroubled: <i>se-</i> apart + <i>cura</i> care, concern</p>
subscribe	<p>v. to arrange to receive something (such as a periodical); to agree with "I don't subscribe to the Republican economic agenda." <i>subscription (n.)</i> <i>scribere</i> to subscribe, to underwrite: <i>sub-</i> under + <i>scribere</i> to write</p>

suffocate	<p>v. to be unable to breathe; to stop someone from breathing; to die from lack of air "Putting dirt or sand on a campfire will suffocate the flames." <i>suffocation (n.)</i> <i>suffocare</i> to stifle: <i>sub-</i> below + <i>fauces</i> throat</p>
suggest	<p>v. to put forward for consideration; to hint at "His muddy boots suggested it was raining outside." <i>suggestion (n.), suggestive (adj.)</i> <i>suggerere</i> to suggest, to prompt: <i>sub-</i> from below + <i>gerere</i> to carry, to manage</p>
supervise	<p>v. to oversee and direct the execution of a task or activity "A foreman supervises the workers and is responsible for quality." <i>supervision (n.), supervisor (n.)</i> <i>super-</i> over + <i>videre</i> to see</p>
translucent	<p>adj. allowing some light to pass through; semi-transparent "Stained glass is translucent, while clear glass is transparent." <i>translucence (n.)</i> <i>translucere</i>: to shine through: <i>trans-</i> across (through) + <i>lucere</i> to shine</p>
transparent	<p>adj. (of a substance) allowing light to pass through so that objects behind can be distinctly seen; (of someone) easy to see through "His true motives were transparent to everyone but his adoring wife." <i>transparency (n.)</i> <i>transparere</i> to show through: <i>trans-</i> across (through) + <i>parere</i> to show</p>
unanimous	<p>adj. fully in agreement; universally in accord "The court's decision was unanimous, surprising those who had expected Justice Scalia to dissent." <i>unanimity (n.)</i> <i>unanimus</i> acting in accord: <i>uni-</i> one, single + <i>animus</i> mind, spirit</p>
unity	<p>n. the state of being united; forming a complex whole "After the terrorist attacks of Sept. 11, 2001, American politicians displayed a rare unity in the face of the nation's enemies." <i>unitas</i> oneness < <i>unus</i> one</p>

I. Vocabulary and Common Errors Related to Salutation

WHAT IS SALUTATION?

It is a polite expression of greeting or goodwill indicating respect and affection. It is a way to start correspondence by conveying regards.

VARIOUS SALUTATIONS

Type	Salutation
You do not know who you are writing to	Dear Sir or Madam
You know the person but you've never written to or met this person	Dear Mr Smith – Dear Mrs Wade – Dear Dr Young
The person is a little bit closer	Dear Sophie Reusch
If the writer wishes to exclude the gender of the reader from the salutation and/or to convey that the reader should forward the copy to one more suited to receive or respond appropriately.	To Whom It May Concern
the marital-status-neutral salutation for an adult woman and may be applied in cases in which the marital status is irrelevant or unknown to the author.	Ms.
can apply to specifically unmarried women; however the term is being replaced more and more by <i>Ms.</i> "Miss" can apply to an unmarried woman or more generally a younger woman.	Miss
is used in formal situations for addressing boys typically aged under 16	Master
It is a historically used term to address many men rather than "Mr Pink, Mr White, et al."	<i>Messrs. or Messieurs</i>

Messrs is the abbreviation (pronounced "messers") for messieurs and is used in English.

addresses many women; pronounced 'Meydammes'.

Mesdames

Common Errors Related to Salutations and Greetings

Incorrect	Correct
dear mr. smith	Dear Mr. Smith
Your obediently	Yours obediently
Mam	Ma'am
Respected sir	Respected Sir

EVERYDAY GREETINGS

Hi/ Hello are more informal and can be used at any time of the day. Good morning is from midnight to noon: first thing in the morning. Good afternoon is from noon to sun set: 12noon to 17hrs.

Good evening is from sun set to bed time. Good night is for bed time.

Good bye is used before a long absence or when parting ways.

Informal Greetings - Example Conversations

Let's look at several example conversations.

Person A: Hi, my name is Steve. It's nice to meet you.

Person B: I'm Jack. It's a pleasure to meet you, Steve.

Person A: What do you do Jack?

Person B: I am a student of Mechanical Engineering.

Person A: What is your name?

Person B: Jackson."

Person A: What was that again?

Person A: Hey John, how have you been?

Person B: What a surprise. I haven't seen you in a long time. How have you been? Person A: I'm doing very well. How about you?

Person B: "I finally have some free time. I just finished taking a big examination, and I'm so relieved that

I'm done with it.

Person A: "Hi Nancy, what have you been up to? Person B:"The same as usual. How about you?

Person A: I'm pretty busy at work these days, but otherwise, everything is great.

Person A: Andy, it's been a long time, how are you man?

Person B: What a surprise. I haven't seen you in a long time. How have you been? Person A: Do you come to this restaurant often?

Person B: I've been here a couple of times, but I don't come often.

SAMPLE DIALOGUE FOR FORMAL CONVERSATION

Mr. Bean meets Mrs. Breuer, one of his students, and her husband in the street.

Mr. Bean: Good Morning, Mrs. Breuer.

Mrs. Breuer: Good morning, Mr. Bean. How are you?

Mr. Bean: I'm fine thanks, and you?

Mrs. Breuer: Not too bad. Mr. Bean, this is my husband Michael, Michael

Mr. Breuer: Pleased to meet you.

Mr. Bean: Pleased to meet you too. Are you from Germany, Mr. Breuer?

Mr. Breuer: Yes, East Germany, from Dresden. And you, are you from London?

Mr. Bean: No, I'm from Derby, but I live in London now.

Mrs. Breuer: Well, goodbye. Mr. Bean, it was nice to see you.

Mr. Bean: Yes, goodbye.

Word List

Greeting People

Hello. / Hi.

Good evening

Good morning. (before 12 o'clock)

Good afternoon.(after 12 o'clock)

Introducing People

What's your name?

Who are you?

My friends call me ...

My name is ...

You can call me ...

I am ...

Haven't we met (before)?

Yes, I think we have.

I don't think we've met (before).

No, I don't think we have.

This is ...

I think we've already met.

Meet ...

Have you met ...?

Yes, I have.

Yes, I think I have.

No, I haven't.

No, I don't think I have.

Hello, ... (name)

Nice to meet you. (informal)

Pleased to meet you.

How do you do? (formal)

Nice to see you.

Nice to see you again.

Say Goodbye

Good bye.

See you soon.

See you next

Bye. / See you.

See you

week.

See you later.

tomorrow.

Good night.

Health

How are you?

How are you today?

Fine, thank
you/thanks.

Not too bad.

Very well.

I'm okay / all right.

Not too well, actually

II. Vocabulary and Common Errors Related to Self- Introduction

What is self-introduction?

Self-introduction is where you tell people who you are, what you do, what your interests are, where you are from, what you have done with your life.

Here are 6 tips. The first 3 are essential. The remaining 3 elevate your speech from "basic" to interesting to listen to.

Stating your name clearly Make sure you provide your full name so that the person can remember your name. You can say, "Hi, my name is Mark Salazar," or "Hello, I'm Angela Grace," and they'll be more likely to remember you.

Placing yourself - Where you are from, the organization you belong to, the position you currently hold.

Background The student's background. Background includes where you are from and details of your family.

Interest, passion or goal What particularly interests you? What drives you? What is the personal goal you want to achieve?

Sharing personal details hobbies or pet peeves, any personal achievement

Unity what do you share in common with someone else.

Simple Sentences used in Introduction

Excuse me. My name is Niranjan.

This is Mrs. Raja.

Good morning. I am Murugan.

Please meet my friend Mr. Bala.

Do you know Ravi?

Have you met Mr. Sethu?

I am sure. You'd like to meet my friend.

Let me introduce my brother Balaji.

I am glad to introduce Mr. Ravi.

I would like to introduce the bank manager.

Simple Sentences used in Self-Introduction (By an Engineering Student)

Good morning to all.

Hello! I am Rajesh.

I am from Madurai.

I am an engineering graduate.

I did my schooling in Madurai.

I did my graduation through REC - Trichy.

I am from an orthodox family.

My father is Mr. K. Kannan

He is a businessman.

My mother is Mrs. K. Sivagami.

She is a housewife.

I have one sister and a brother.

They are studying in the school.

I have to support my family.

I have secured proficiency in English.

I have the capacity to lead a team at all times.

I am doing dot.net now.

My hobbies are reading and playing.

My mother tongue is Tamil.

I have good command over English and Hindi.

I am interested in sports.

I got many prizes in track events.

I represented my college cricket team.

I am qualified for the state level contest.

In my village I help the poor and the needy.

I want to help the poor.

I have applied for an overseas job.

I am always sociable.

I am proud of my college at all times.

I have self-confidence and faith in hard work.

Common Errors in Introducing Yourself

Incorrect	Correct
Myself Dane Swan.	My name is Dane Swan or I'm Dane Swan.
My aim is to get a job in MNC.	My aim is to get a job in an MNC.
My aim is to become a good software engineer.	My aim is to become a software engineer. or My aim is to become a successful software engineer.
My aim is government job.	My aim is to become a government employee.
My strengths are sincerity and hard-working.	My strengths are sincerity and hard-working nature.
My family consists 5 members.	My family consists of 5 members.
My mother is a house maker.	My mother is a house wife. My mother is a domestic engineer.
I have one brother.	I have a brother/sister. I have an elder/a younger brother/sister.
I'm 20 years.	I'm 20. I'm 20 years old.
My hobby is listening music.	My hobby is listening to music.
I was born and bought up in Hyderabad.	I was born and brought up in Hyderabad.

III. Vocabulary and Common Errors Related to Asking for Help

HOW TO ASK FOR HELP

- ✓ **Remember**, it's okay to ask for help. Don't be embarrassed, and don't worry about other people judging you.
- ✓ **Think** what might happen if you don't get help—or if you do.
- ✓ **Decide** what the problem is and what help you need.
- ✓ **Think** about who you can ask for help. Choose someone you trust and who will know how to help you.
- ✓ **Think** about what you'll say when you ask for help. Do it.
- ✓ **Remember**, getting help when you need it is part of being responsible—to yourself.

<i>Expression</i>	<i>Response</i>
To offer help	
<u>Would you like some help?</u>	Yes, that would be great.
Can I give you a hand?	Thanks, much obliged
<u>Do you need a hand?</u>	No thanks, I've got it.
May I offer my assistance?	That would be so kind, thank you.
To ask for help	
<u>Could you give me a hand?</u>	<u>Certainly.</u>
Would you mind helping me out?	<u>Not at all.</u>
Could you help me please?	My pleasure

Expression: What do you think I should do?

Response: Why don't you (.... take a taxi).

Response: That's a good idea.

Expression: What would you do in my shoes?

Response: Have you thought about (.... getting some medicine at the pharmacy)?

Response: Maybe you're right.

Expression: Do you have any idea about what to do?

Response: I think you should (.... see a doctor).

Response: Thanks for the advice.

Expression: What would you suggest?

Response: Have you considered (.... the local markets? They have great deals).

Response: That might work. I hadn't thought of that.

Expression: Can you think of anything that might help?

Response: One option may be to (.... call your embassy).

Response: Thanks, I'll try that.

SAMPLE DIALOGUE FOR ASKING FOR HELP

A: Can you help me plan the office party?

B: Sure. What do you need the most help with, the food or entertainment?

A: I need help with food.

B: OK, well, let's coordinate our efforts. Should this party be formal or casual?

A: I think it should be casual.

B: I agree. Next, we have to decide on food. We have a choice of Chinese or Continental Cuisine. Which one should we have?

A: I would prefer Chinese food for this party.

B: Perfect choice. For music, should we have a live band or a DJ?

A: I think we should hire a live band.

B: OK then. Well, I will work on my part and get back to you with my progress on Friday.

VOCABULARY

Word	Meanings	Synonym	Antonym
Head back	to start moving back to some place		
Honorific	Conferring or showing honour or respect	Designation, epithet, sobriquet, moniker, Appellation	
Navigation	The guidance of ships or airplanes from place to place / to guide	Exploration, steering, voyaging, sailing, Seafaring	
Take it up a notch	increase the effort or intensity exerted in a situation or to go to the next level	Progress	Take it down a notch
Rest assured	to be assured; to be certain		
GPS	Global Positioning System-A navigational system involving satellites and computers that can determine the latitude and longitude of a receiver on Earth by computing the time difference for signals from different satellites to reach the Receiver		
To pursue	Carry out or participate in an activity; be involved in	Go after, hunt, seek, Trail	Ignore, leave give up

To seek	Try to get or reach	Explore, investigate, pursue, follow	Ignore, shun, neglect
Third wheel	someone who deters the socialization of a couple, perhaps when being invited out of pity or through a feeling of duty		
Concern	Something that interests you because it is important or affects you	Involvement, interest,	Disinterest, unconcern
Congenial	Suitable to your needs	Agreeable, cordial, favorable, genial	Aloof, disagreeable, discordant, unfriendly
Hamlet	A community of people smaller than a Village	Small town	Metropolis
Fortitude	Strength of mind that enables one to endure adversity with courage	Bravery	Cowardice
Arrogant	Audacious, disdainful	Cavalier, haughty	Modest, humble

Common phrases for giving/ taking directions:

Spot; pass by; come across; pass through; round turn; sharp turn; head back; take left; take right; go straight

Common words for landmarks:

Street; road; boulevard; avenue; park; signpost; kerb/ curb; gulley; alley; basement; hotel; restaurant; lights/ traffic lights

PS: for finding or telling way, use clock directions

Phrases that can be used to ask help in form of directions:

Do you know where.....?

Where is.....?

I am little lost. Could you help me out?

I'm looking for.....Is it far?

Is there anything else that I should....?

Could you?

Where is...?

Pardon me for interrupting but I'm lost. I am trying to find my way

Is.....street nearby?

Can you tell me the way to.....?

Phrases that can be used to tell directions:

1. What can I do?
2. Let me
3. Which bus station/ place do you want to go to?
4. Just tell the taxi driver....
5. Where are you ...?

Common Errors Related to Asking for Help

Incorrect	Correct
May you drop me to the bus stand?	Can/Could you drop me to the bus stand?
What should you suggest?	What would you suggest?
Take a left turn and then pass over the shed.	Take a left turn and pass through the shed.
When you are walking straight, you will come by a fire station.	When you are walking straight, you will come across a fire station.
Do you want a hand?	Do you need a hand?

IV. Common Errors Related to Tenses and Parts of Speech

Common errors related to tenses

Incorrect	Correct
I have seen him yesterday.	I saw him yesterday
He has returned from London last week.	He returned from London last week.
It is raining for two days.	It has been raining for two days.
The baby is sleeping for three hours now.	The baby has been sleeping for three hours now.
I will call you when the dinner will be ready.	I will call you when the dinner is ready.
He will help if you will ask him.	He will help if you ask him.
I had been to New York recently.	I went to New York recently.
I had written to him last week.	I wrote to him last week.
We had gone to the pictures last night.	We went to the pictures last night.
He said that he was suffering from fever for three days.	He said that he had been suffering from fever for three days.
The man complained that his watch was stolen.	The man complained that his watch had been stolen .

The doctor concluded that the man died twelve hours ago.	The doctor concluded that the man had died twelve hours ago.
I didn't went to New York in the last year.	I didn't go to New York in the last year.
I am getting up every day at 6 am.	I get up every day at 6 am.
I have a party next week.	I am having a party next week.
Under the immense, starred roof, people was walking fast, like threads of colour being woven into a grey web.	Under the immense, starred roof, people were walking fast, like threads of colour being woven into a grey web.
Ramesh takes charge of the project within a few days of appointment.	Ramesh took charge of the project within a few days of appointment.
Economists have predicted that the country's economic growth falls low to eight percent this year.	Economists have predicted that the country's economic growth will fall low to eight percent this year.
Workers struggle to build the bridge after the bridge was damaged last night.	Workers struggled to build the bridge after the bridge was damaged last night.
I took my children to watch some children's films being screen in the city.	I took my children to watch some children's films being screened in the city.
I remember in my youth I was used to go with my father to his shop.	I remember in my youth I used to go with my father to his shop.
I missed the last bus which I usually catch and have to stay back at the bus stop last night.	I missed the last bus which I usually catch and had to stay back at the bus stop last night.
If everything go well, the examination scheduled for next month, will be conducted without any disruptions.	If everything goes well, the examination scheduled for next month, will be conducted without any disruptions.
Her goal is to win a gold medal in the Asian games and made her country proud.	Her goal is to win a gold medal in the Asian games and make her country proud.
He firmly believe that if any disease is detected early then it can be cured by	He firmly believes that if any disease is detected early then it can be cured by

yoga.

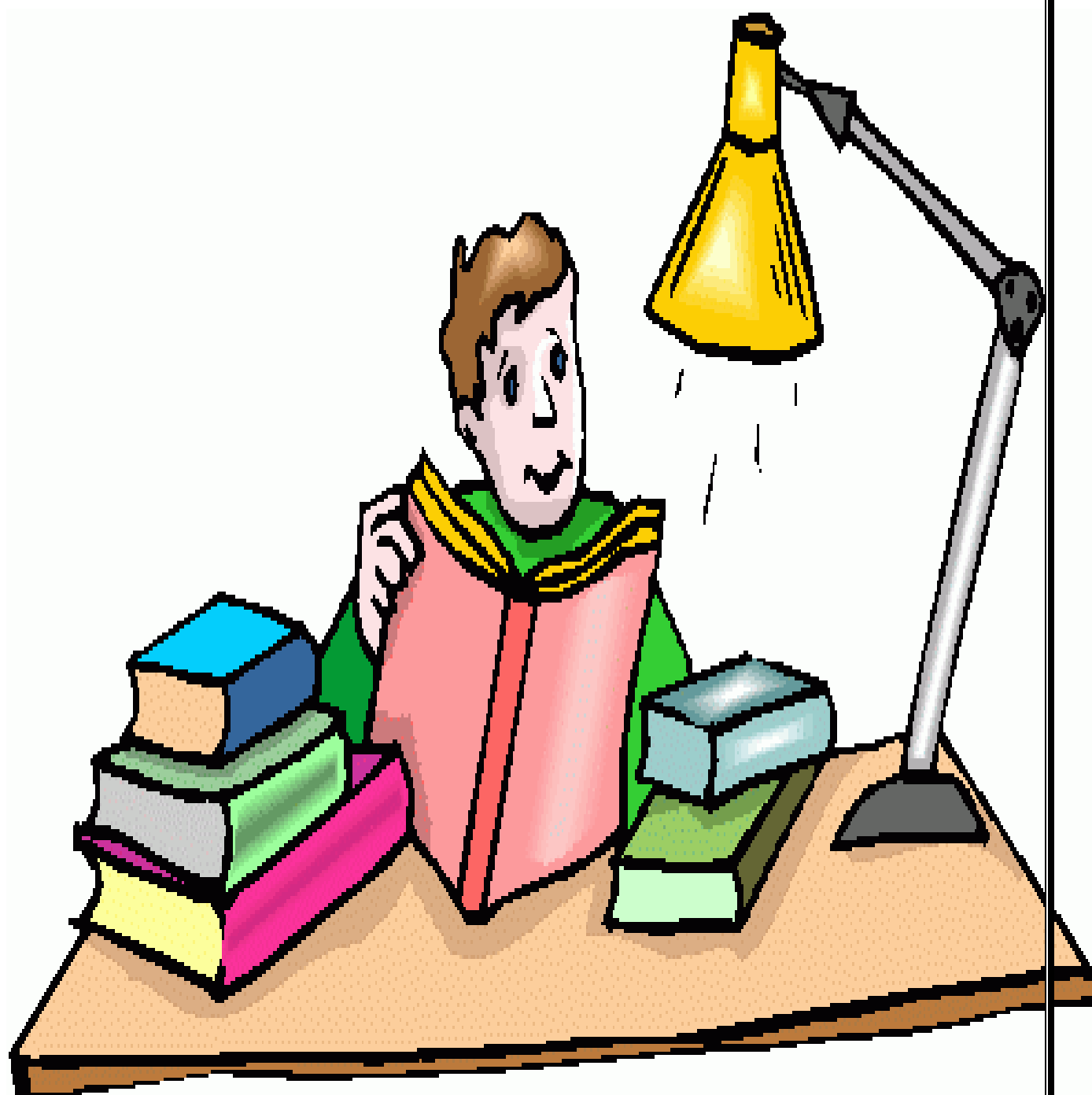
yoga.

Common errors related to parts of speech

Incorrect	Correct
The group were able to identity the most serious academic problem	The group were able to identify the most serious academic problem
At present, there is a lot of compete for good jobs	At present, there is a lot of competition for good jobs
As the members were aged from 15 to 55, it was a difficulty task to design a game to suit everyone	As the members were aged from 15 to 55, it was a difficult task to design a game to suit everyone
The important of the case was emphasised	The importance of the case was emphasized
A good business person should be proactively	A good business person should be proactive .
She ready agreed to give her presentation	She readily agreed to give her presentation
You have a choose to make.	You have a choice to make.
There are less people here now.	There are fewer people here now.
My son, who I gave the book to, is studying it now.	My son, to whom I gave the book, is studying it now.
John, who I saw at the bookstore, is a good friend.	John, whom I saw at the bookstore, is a good friend.
All employees have been notified that their are to be made redundant.	All employees have been notified that they are to be made redundant.
The MD has seen the contracts and he wants it substantially altered.	The MD has seen the contracts and he wants them substantially altered.
Our Company uses the most advance technology.	Our Company uses the most advanced technology.

Detail information is required from candidates.	Detailed information is required from candidates.
Developing is of paramount importance.	Development is of paramount importance.
Manufacture clothing in China is very cost effective.	Manufacturing clothing in China is very cost effective.
She decided to move into a new flat to start a new living.	She decided to move into a new flat to start a new life .
The company demonstrated a great deal of successful in developing client relationships	The company demonstrated a great deal of success in developing client relationships
No invite was sent to the mayor.	No invitation was sent to the mayor.
I am aware that he plays real good.	I am aware that he plays real well .
I have no intend to spend my vacation.	I have no intention to spend my vacation.
It difference from one culture to another.	It differs from one culture to another.
The harmony atmosphere made me feel good.	The harmonious atmosphere made me feel good.
On New Year's Eve me and my family have dinner together.	On New Year's Eve my family and I have dinner together.
The river was more deep than I thought.	The river was deeper than I thought.
My sheeps are grazing in the field.	My sheep are grazing in the field.
Her hairs are white.	Her hair is white
The spectacle is new.	The spectacles are new.
The ship drowned.	The ship sank.

Unit 1 Tutorial Exercises



COMMUNICATION SKILLS-II

Unit-I

ETYMOLOGY EXERCISE

Exercise A

primary, primate, procession, proceed, profit. provoke, recite, recline, reiterate, retrospect. seclude, secure, subscribe, suffocate, suggest. supervise, translucent, transparent, unanimous, unity

Use the word box at the beginning of the lesson to fill in the blanks below:

1. Every four years, New Hampshire hosts the nation's first presidential....., but prospective candidates start visiting the state a year earlier to see if they can drum up support.
2. When Suzy the chimp escaped the zoo, it took the animal control officer weeks to locate the resourceful, who slept in trees and scavenged from garbage cans.
3. After the plane landed, the airline steward announced that we should..... to the baggage claim.
4. Oftentimes during a funeral, a black hearse will lead aof cars, which by law no vehicle other than an emergency vehicle may interrupt.
5. All during school. Mike ____ Susan by grabbing her ponytail and yanking it
6. Since its founding, the company has increased its..... by 10% annually.
7. To qualify for the summer trip around the country, each student had to memorize and_____ the Gettysburg Address.
8. After the Red Sox committed three errors in the ninth inning to lose the game, the manager_____ the importance of defense.
9. In _____, we might have been able to move in earlier, if we had not taken our vacation before I transferred to the new job.
10. Chairs that_____ are far more comfortable than ones that do not.
11. Betsey sought out a bench in a ____ spot where she could be alone with her thoughts.

12. The Secret Service tried to find a_____ location for the president on Martha's Vineyard, in case of a terrorist attack during his summer vacation.
13. Peter_____the project, while Amanda and Mike implemented it.
14. Members of the acting class_____ numerous possibilities for the school musical before agreeing on Oklahoma!
15. She felt as if she would_____ if she didn't escape from the vile fumes quickly as possible.
16. I read the same newspaper all of the time, but I_____ to a different magazine each year.
17. The outcome was_____; the entire class voted to go on a whale watch at the end of the year.
18. The new_____curtains made the room appear lighter and brighter.
19. Our team's _____ helped us win the championship; the other team had some better players, but they were prima donnas.
20. Glass greenhouses remain_____for decades, while clear plastics,although more durable, can become scratched and cloudy quickly.

Q1.1. Single line questions on Salutation

Q1 How would you greet your teacher in the morning?

Q2 What salutation would you use , if you are not sure of the person you are addressing to ?

Q3 If you haven't seen a friend or family member for a long time, which informal greetings would you use to mark the occasion?

Q4 How would you address a close colleague or a co-worker?

Q5. When you introduce a person (Ronit) to another person (Ankit), you can say

Q6.What would you say, If someone says "How do you do?"

Q1.2. MCQs on Salutation

1.Greetings in business are usually formal, but greetings among family and friends are much more

A.impolite

B.polite

C.casual

D.semi formal

2. If you meet someone at night, you can greet them by saying

A.Good night

B.Good evening

C.Good sleep

3.Which is a greeting that friends might use when meeting for coffee?

A.Nice to meet you

B.Good to see you

C.Want a coffee?

4.Which of these can you say after being introduced to someone for the first time?

A.Nice to meet you

B.Nice to greet you

C.Nice to see you

5.Saul: "I'd like to _____ you to Mary. Mary, this is Helen." Helen: "How do you _____."

A. point...do

B.introduce...do

C.show...go

D.give...be

6.Helen: "It's _____ to meet you." Mary: "It's my _____."

- A. nice...pleasure
- B. good...pleasure
- C. great...pleasure
- D. All of the answers are correct

7. Hi Jake, I haven't seen you for ages! How you been?

- 1. has
- 2. had
- 3. are
- 4. have

8. What is the meaning of the question 'How are you?' in English?

- 1. 'How are you?' looks like a question, but it is really just a part of the greeting, so you are not expected to give a truthful answer. In other words you say, 'I'm good/fine/very well/great/okay' even when you are really not.
- 2. 'How are you?' is a question about one's health, so you should always give a detailed answer such as 'I feel terrible. I missed my bus, my boss is crazy and my colleagues are toxic.'

9. Fill in the blank using appropriate word from the options given below:

You: you met Ted? He's our new IT specialist.

Your colleague: Nice to meet you, Ted. Great to have you on board!

- 1. Will
- 2. Would
- 3. Did
- 4. Have

10. You would like to say hi to Dr Baker, your family doctor. What do you say? Select 2 correct answers.

1. Hi, Doctor Baker.
2. Hi, Mrs Dr Baker.
3. Hello, Doctor.
4. Hi.
5. Hello, Dr Julia Baker.

Q1.3. Fill in the blanks giving appropriate aspects of your introduction.

My name is _____. Currently, I am pursuing _____ from Lovely Professional University. I am in _____ year. I have done my senior secondary from _____ securing _____.

The aim of my life is to _____. As per my achievements, I have _____.

My strengths are _____. In my free time, I like to _____.

2. Fill in the gap using the appropriate word:

While talking about your strengths, you say :

I am a _____ person as I remain tough under the most difficult circumstances.

A. orthodox

B. crucial

C. Resilient

D. amiable

If you are asked about your weakness and you say that you are a reserved kind of a person, you are _____

A. taciturn

B. flamboyant

C.gregarious

d.dexterous

3.Read the introduction given below and fill in the gaps using appropriate word from the list:

Innovative strengths advertising background
optimisation

My name is Tara, I moved to New York City because _A)_____is my passion and this is the place to find an inspirational,B)_____ ad community. I have a rich _C)_____analyzing audiences for messaging _D)_____and would love to tell you about the E)_____I can bring to this role.”

Q1.4. Do as Directed

1Write your introduction using the following words and phrases

My name is, interest, passion, strengths, goals, respect, values, hometown, reading, dancing, favourite

2. Introduce yourself to the famous personality who has come to your university for a performance using the following details

Learning dancing and singing, important and necessary, I am a student at, looking for a chance, courteous, amiable, would love to

3. How would you introduce yourself to your room-mates Parents who visited the hostel for the very first-time.

Q1.5. 3 Fill in the gaps for asking for help

Q1. Dorothy and Kevin are talking about how to ask for help.

Use the following words to complete the conversation:

Second lend ask around assistance ask for minute favor

Kevin: Dorothy, could you help me for a _____?

Dorothy: Okay, no problem. I can help.

Kevin: I'm trying to think of more ways you can ask for help. Do you think you can _____

Dorothy: One way is to ask, "Do you have a _____?"

Kevin: That's a good one. I use, "I need your help, please."

Dorothy: The other day someone asked me, "Could you do me a _____?"

Kevin: Yes, it's good to ask in a nice way. My friend says, "Can you _____ me a hand?"

Dorothy: You can also say, "I need some _____, please."

There's a lot of ways to ask for help. Here's an easy one: "Can you help me?" However, it's better to use could because it's more polite than using can.

Dorothy: I think you now know plenty of ways to _____ help!

Q2 Fill in the gaps using appropriate words :

would helps Favor mind Could should

Peter: Hi Anna. I've got a _____ to ask. Would you _____ cooking dinner tonight? I'm kind of busy.

Anna: Sure, Peter. What _____ you like for dinner?

Peter: _____ I trouble you to make some pasta?

Anna: That's sounds good. Let's have pasta. Which type of sauce _____ I make?

Peter: Would it be too much trouble to make a four cheese sauce?

Anna: No, that's easy. Yum. Good idea.

Peter: Thanks Anna. That really _____ me out.

Anna: No problem.

Q3. Asking for a favor which is refused

Fill in the gaps using the pool of words given below:

Last moment really need little too much trouble

Employee: Hello, Mr. Smith. Could I ask you a question?

Boss: Sure, what do you need?

Employee: Would it be _____ for you to let me come in at 10 tomorrow morning?

Boss: Oh, that's a _____ difficult.

Employee: Yes, I know it's _____, but I have to go to the dentist.

Boss: I'm afraid I can't let you come in late tomorrow. We _____ you at the meeting.

Employee: OK, I just thought I'd ask. I'll get a different appointment.

Boss: Thanks, I appreciate it.

Q1.6. Dialogue conversation for asking for help with hints

1 You are nervous about starting your office specialist course, which will teach you about computer software. You think that if you got the notes in advance from the instructor you would be more ready for the class and better able to understand. You are now meeting with the instructor. How would you make the request for notes in advance?

Start the conversation like this:

You: Hello Sir,I have enrolled in your office specialist course.

Instructor: That's great.This course is one of the best in the world.You would be getting hands on experience related to software.

Y:Thanks Sir.I was wondering-----

I:Why not? But May I know why do you need it?

Y:-----

I:Ok.-----

Y:-----

I:-----

Y-----

2.You are already attending LPU but have been taking pre-credit classes for over a year. You are getting better at reading and writing, but they keep telling you to take another class. You feel that if you don't start your certificate program soon, you will

give up and quit school. Before you do that you decide to talk to your advisor and ask for their help in getting out of the pre-credit classes.

Start the conversation like this:

You: Hello sir.How are you?

Advisor: I am good .What about you?

You:Fine Sir.I have been taking pre-credit classes for more than a year now.

A: So?

Y:-----

A-----

Y-----

A-----

Y-----

3.You live in a hostel of Chaman Vatika school. You have your Maths exam tomorrow and you have not prepared well for the exam. Your room-mate is very good in the subject.But he also has his exam. How would you ask him for help?

Start the conversation like this:

Room-mate: Hi ...What's up?

You: Nothing much In a fix right now.

D: Why? What happened?

Y:-----

D:-----

Y:-----

D:-----

Y:-----

4.You wish to enhance your communication skills in English but no one around you converses in English.Although you have started reading novels and listening to youtube videos,you know that unless and until you apply what you have learnt in your speaking, you will not be able to master the language.You approach a friend to become your language partner who could interact with you in English .This person is a bit busy though but can speak fluent English.How would you convince him.

Start the conversation like this:

You: Hi Mate. How are you?

Friend: All good.What brings you here?

Y:I am in a dilemma.

F: What happened?

Y: In about 2 years time ,companies will come to the campus for placements.

F:So?

Y:We need to upgrade our skills till that time.

F:Ok.Go ahead

Y:-----

F:-----

Y:-----

F:-----

Y:-----

5.You have got a class assignment from your verbal faculty.Your friend is a work-dodger.He wants to take advantage of your friendship.He is sure that you would not say no.So he approaches you to give him your assignment so that he could copy.You know that if caught ,you both could get a zero for plagiarism.You also fear losing his friendship if you were to say no.How would you refuse your friend politely so that he is not offended and also learns a lesson?.Pretend that I am your friend .What would you say?

You: Hi Rahul.How are you?

Rahul: I am fine. Can you do me a favour?

You: Why not?

R:-----

You:Oh!-----

R:-----

Y:-----

R:-----

Y:-----

Q1.7 MCQs on Common errors based on Tenses

1. After you will return (A)/ from Mumbai (B) / I will come to meet you. (C) / No error.(D)
2. My father (A)/ has left (B) /for Bombay last Saturday. (C) /No error.(D)
3. I used to study (A) /till 10 pm and (B) /and then I go to bed. (C) /No error. (D)
4. Air pollution caused by industrial fumes has been studied (A)/ for years, but only recently has (B)/ the harmful effects of noise pollution become known(C)/. No error.(D)
5. The judge asked the man (A)/ if the bag he had lost (B)/ contain five thousand rupees (C)/No error (D)
6. As you can see(A)/ by my visiting card (B)/that now I am in Mumbai.(C)/No error (D)
7. The ministry was considered several proposals (A)/ for the development of small and medium enterprises (B)/during Budget discussions. (C)/No error (D)
8. Having work (A)/ in both public and private sector banks(B)/she is the most suitable person to take over the post of the chairman.(C)/No error(D)
9. He started a very small business two years ago (A)/ but it grew very fast (B)/as the country is experiencing a boom at that time.(C)/No error(D)
10. Keeping in mind the current market conditions (A)/ it has better for us (B)/ to invest in the infrastructure structure. (C)/No error (D)
11. Since I had lived there for many years(A)/the villagers were very comfortable(B)/ talked to me about all their problems.(C)/No error(D)
12. Our equipment gets (A)/ damage very often in summer (B)/ because there are too many power cuts. (C)/No error (D)
13. Most children liked to rest in the afternoon (A)/ after they returned from school (B)/but my son seems **to** have an inexhaustible source of energy. (C)/No error (D)
14. The cutting down on costs (A)/was the main reason for the firm to survive (B)/even during a very difficult period. (C)/No error (D)

15. I will go (A)/ for the swimming classes tomorrow (B)/ if I have recovered from fever. (C)/No error. (D)
16. The principal announced (A)/ in the school assembly that the school fees (B)/ will be hiked from the beginning of the next academic session. (C)/No error(D)
17. The terrorist did not (A)/ confessed his crime even till the very end (B)/of his trail and said that he was innocent.(C) /No error (D)
18. If the industrial sector continues to grow(A)/ at the same rate for the next few months(B)/ I think it has a high growth rate this year.(C)/No error (D)
19. Results find that boys (A)/ played not only more than girls (B)/ but also performed better in many fields. (C)/No error (D)
20. Celebrating his ten long years in the film industry (A)/the actor announce that he would be doing a new show (B)/on television which would be done completely free of cost.(C)/No error (D)

Q1.8 MCQs on Common errors based on Parts of Speech

Directions: Read each sentence to find out whether there is any grammatical mistake/error in it. The error, if any, will be in one part of the sentence. Mark the number of the part with error as your answer. If you do not find any error in the sentence, select 'No error' as your answer. (Ignore errors of punctuation, if any)

- 1It is a pity (a) / that even five years old boys (b) / are engaged in hazardous factories (c) / No error (d)
- 2It is not my business (a) / to give an advice to those (b) / who are not sensible enough to deal with their own problems (c) / No error (d)
- 3I don't think (a) / it is your house (b) / It is somebody's else (c) / No error (d)
- 4She misplaced her spectacle (a) / and is now feeling (b) / great difficulty in studying (c) / No error (d)
- 5Arabian Nights are (a) / a collection of (b) / very interesting episodes of adventure (c) / No error (d)
- 6The master did not know (a) / who of the servants (b) / broke the glass (c) / No error (d)

7The ruling party stood (a) / for implementation of the bill (b) / and was ready to stake their political existence (c) / No error (d)

8Mahatma Gandhi taught us (a) / that one should respect (b) / the religions of others as much as his own (c) / No error (d)

9Each of these players (a) / have been warned (b) / not to repeat the silly mistake (c) / No error (d)

10Lime and soda (a) / is (b) / a digestive drink (c) / No error (d)

11The mother as well as her children (a) / were brought (b) / to the police station for interrogation (c) / No error (d)

12Few remarks (a) / that he made were (b) / offensive to my friend (c) / No error (d)

13It is a (a) / worth watching documentary (b) / & you must not miss it (c) / No error (d)

14Of all the students (a) / Rita was less worried (b) / when the date for the annual examination was announced (c) / No error (d)

15 The Sunshine hotel was fully equipped (a) / to offer leisure stay (b) / to its clients (c) /

No error (d)

16 People invent new machines (a) / when they think (b) / different (c) / No error (d)

17 Although they listen to me (a) / but their actions (b) / prove otherwise (c) / No error (d)

18 She looked at him (a) / in such distress (b) / as he had to look away (c) / No error (d)

19The widely publicised manifesto (a) / of the new party is not (b) / much different than ours (c) / No error (d)

20I was taken with surprise (a) / when I saw (b) / the glamorous Appu Ghar (c) / No error (d)