

ABBREVIATIONS

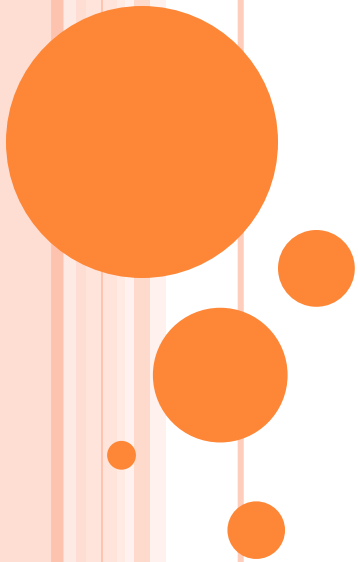
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ACRONYMS

By

G Shailaja

Assist. Professor of English



ACRONYMS

Acronyms are abbreviations that are pronounced as words.

➤ Examples:

NATO - North Atlantic Treaty Organization

AIDS - Acquired Immune Deficiency Syndrome

OPEC - Organization of the Petroleum Exporting Countries

SPA - Society of Professional Accountants

WASP - White Anglo-Saxon Protestant

ASAP - As Soon As Possible

Radar - Radio Detecting And Ranging

Scuba - Self-contained Underwater Breathing Apparatus

ABBREVIATIONS

- An *abbreviation* is a shortened form of a written word or phrase.

Eg: M.L.A., M.P., US, amt., Dr., Oct., Cont.,

- Abbreviations may be used to save space and time, to avoid repetition of long words and phrases



ARTICLES

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ASSIST. PROFESSOR OF ENGLISH

SIGNIFICANCE OF ARTICLES

- A, An and The are called as Articles. These are used to impart Accuracy, Effectiveness and Clarity to a sentence.

○ Eg: Apple day keeps doctor away

An apple **a** day keeps **the** doctors away

I saw movie, movie was interesting

I saw **a** movie, **the** movie was interesting



DIFFERENCE BETWEEN A,AN AND THE

A and **An** are called as **Indefinite** Articles. Where as **The** is called as **Definite** Article.

Indefinite Articles: These do not define a particular person, thing or a place.

Eg: Our neighbors have **a** cat and **a** dog
I want **an** apple from the basket

Definite Article: This will define particular person, place or thing.

Eg: **The** church on the corner is progressive
The ink in my pen is red



RULES OF INDEFINITE ARTICLES (A AND AN)

- A and An must be used before Singular Countable Common Nouns

Eg: Give me a banana

I bought a TV set yesterday

- An is used before Vowel sounds (AEIOU)

Eg: She was wearing an ugly dress

He is an engineer

- A is used before Consonant sounds

Eg: She is a nice girl

Give me a pen



- To convey numerical sense of 'one'.

Eg: A hundred, A dozen, A lakh

- Before names of Professions

Eg: Rajesh is working as **an** Associate Professor

Shailaja is **a** lawyer

- Before Exclamatory sentence

Eg: **What a pretty girl!**

Such a selfish man!



RULES OF DEFINITE ARTICLE (THE)

- When a **singular noun** represents its whole class

Eg: **The dog** is a faithful animal

The rose smells sweet

- When referring to **Scriptures and Classical books**

Eg: The Khuran The Ramayana

The Shakuntala The Rama charitha manasa

- While referring to the **News papers and Journals**

Eg: The Hindu The Chronicles The Indian express

- When we referring to **imaginary geographical lines**

Eg: The tropic of cancer The longitude The equator



- When referring to the names of Mountains, Rivers, Peaks, Hills, Oceans, seas, Gulfs, Bays, Group of islands and sea channels etc...

Eg: The bay of Bengal The Sindhu The Mt. Evarest
The English channel The Himalays

- Before Geographical Directions

Eg: The South The East The West The North

- Before United Nations Organizations

Eg: The UNO The UNESCO The WHO The IMF

- Before Unique Common Nouns

Eg: The Sun The Earth The Sky The Moon



- Before **Nationalities, Races, Communities, Moments and Political Parties**, etc.....

Eg: **The** Indians **The** Christian **The** YSR Congress
The Quit India

- Before the names of **Musical Instruments**

Eg: **The** Guitar The Jazz The Keyboard The Flute

- Before **Portfolios**

Eg: **The** CM The PM The Manager The Secretary

- Before **Abbreviations**

Eg: **The** CBI The ISI



- Before the names of **Hotels, Restaurants, Cinema theaters and Universities.**

Eg: The Taj hotel The Oorvasi The PVR The JNTU

- Before the names of **Famous Buildings**

Eg: **The** Taj Mahal The Statue of Liberty
The Quitub Minar



OMISSION OF ARTICLES

- No article should be placed before Material Nouns

Eg: Say- Gold is a precious metal

Don't say- The gold is a precious metal

- No article shouldn't be used before Abstract nouns

Eg: Say- Love is so beautiful

Don't say- The love is so beautiful

- No article used before names of countries

Eg: I belong to the India

I belong to India

He returned from the America a few hours ago

He returned from America a few hours ago

- Note: Article can be placed before the names of countries which ends with 's'.

Eg: The Netherlands The Philippines The Barbados



- No article should be placed before the names of the languages

Eg: Vincent speaks the English fluently

Vincent speaks English fluently

Steven knows the German language well

Steven knows German language well

- No article used before names of the Games

Eg: Peaches plays the Chess

Peaches plays Chess

Victor and Saahul play Cricket well

Victor and Saahul play Cricket well

- No article is used before names of festivals, seasons and months etc...

Eg: Everyone seems to be happy in the winter season

Everyone seems to be happy in winter season

She enjoys a lot in the Christmas holidays

She enjoys a lot in Christmas holidays



EXERCISE

- 1. ----- Man is mortal.
- 2. I am-----university student.
- 3. She goes to temple in ----- mornings.
- 4. Vicky is ----- best student in the class.
- 5. ----- camel is the ship of the desert.
- 6. This book has won ----- Booker prize.
- 7. David was ----- honest king.
- 8. I am fond of ----- classical music.
- 9. I met ----- boy in the store.
- 10. Gold is ----- precious metal.
- 11. She returned after ----- hour.
- 12. There is ----- institution for **the** blind in this city.



- Are you coming to ----- party next Saturday?
- I think ----- man over there is very ill. He can't stand on his feet.
- I watched ----- video you had sent me.
- She was wearing ----- ugly dress when she met him.
- I am crazy about reading ----- history books.
- She is a nice girl.
- Do you want to go to ----- restaurant where we first met?
- He thinks that ----- love is what will save us all.



Commonly Confused Words

G Shailaja
Assist. Professor

WHAT ARE THESE CONFUSED WORDS?

- One of the mistakes many of us make when speaking or writing English is to wrongly use a word that is similar to another word but means something completely different.
- Malapropism is the term used to refer to the incorrect use of words.
- Words that confuse us usually have similar spellings or pronunciations.



CONFUSING WORDS LIST.....

- **Adverse:** not good/ favorable

The match has been cancelled because of adverse weather conditions.

Averse: not be inclined to do something

Few politicians are averse to appearing on television.

- **Advice:** (noun) an opinion

Mary gave me some good advice

Advise: (verb) to tell someone what you think they do

His doctor advised him against smoking

- **Appraise:** to assess the value of something

He coolly appraised the situation, deciding which person would be most likely to succeed.

Apprise: to inform someone about something

The president has been apprised of the situation.

- **Beside:** by the side of

Our school was built right beside a river.

Besides: in addition to

Do you play any other sports besides basketball?



- **Collaborate**: to work with someone

Two writers collaborated **on** the script for the film.

Corroborate: to establish the truth of something

Recent research seems to corroborate his theory.

- **Credible**: believable

They haven't produced any credible evidence for convicting him.

Creditable: deserving credit/ praise

Our team came in a creditable third in the competition.

- **Eminent**: famous

Imminent: something that will happen very soon

He warned that an enemy missile attack was imminent.

- **Fair**: just; average; light-skinned

Fare: the money you pay to travel

- **Forbear**: refrain from

His plan was such a success that even his original critics could scarcely forbear from congratulating him.

Forebear: ancestor




- Immemorial: ancient, old
Memorable: worth remembering
- Alternate: every other
Alternative: one of two or more options
- Affect: to influence
Effect: result, to accomplish
- Elicit: to draw, bring out
Illicit: illegal
- Through: by means of, finished; into or out of
Threw: past tense of throw



- Thorough: careful; complete
Thought: however; nevertheless
- Counsel: to advice
Council: a group that consults or advises
- Dessert: a sweet course of meal
Desert: a water less empty area
- Dual: having two parts
Duel: a fight
- Story: a tale
Storey: a level of a building



EXERCISE...

- Nothing can _____ (altar/ alter) the fact that she is my best friend.
 - The little child is frightened of thunder and _____ (lightening/ lightning).
 - This is a _____ (moot/ mute) point, so we have to discuss it.
 - He was busy _____ (pouring/ poring) over the costs.
 - We were taken round the company's _____ (premises/ premise)
- 

- Have you seen the new _____ (stationary/ stationery) shop?
- The student was given a fee _____ (waver/ waiver).
- You are very _____ (photographic/ photogenic).
- Let us _____ (proceed/ precede) to the auditorium.
- We are not _____ (adverse/ averse) to the idea of moving to Mysore.



Describing Places, Events and Objects

**BY
G SHAILAJA
ASSISTANT PROFESSOR OF ENGLISH**

What is Describing?

It's a portray or depiction of something

Or

Giving a detailed account of something in words

Your ability to describe depends on several things. They are,

1. Power of Observation

2. Memory

3. Ability to use appropriate Vocabulary



How to describe a Place?

A good descriptive writing about a place helps us to 'visualize' that place.

To give a good description about a place is 'close observation'.

You must consider these things in your description. They are,

- ✓ **Visualization (what you see)**
- ✓ **Auditory (what you hear)**
- ✓ **Olfactory (what you smell)**
- ✓ **Gustatory (what you taste)**

Example

- The sound of the children riding on a Ferris wheel and screaming in excitement is what caught our attention first, as we are still approaching the fair grounds. We were just about buying our tickets and beginning to appreciate the riot of colors at the entrance with display boards, balloons, festoons and banners, when a ten-foot man appeared at the gates to welcome us! Well, with his tall clown hat, he appeared much taller. He bent down a little from his stilts to shake hands with us.
- Facing the entrance, at about a couple of feet, was the cotton-candy whirling away and producing one of the most attractive eats at the fair. The stall had a long line of kids and adults impatiently waiting in line for their turn to fella the cotton-candy quickly melt in their mouth, leaving a sweetness to enjoy until the next munch!

Key points

- It's a description about a fair, which included
- **Images of sight** (riot of colors, balloons, festoons and banners)
- **Sound** (the sound of children riding on a Ferris wheel and screaming in excitement)
- **Taste** (feel the cotton-candy quickly melt in their mouth, leaving sweetness to enjoy until the next munch)

How to describe an Event?



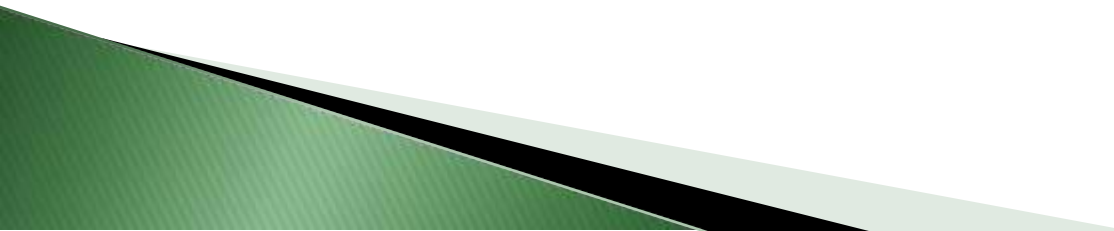
- Some events are so important, interesting and inspiring that you may need to describe them to others.
- The narrator may be a direct part of that experience and talk about it and also communicate moral, cultural and political perspectives.

Key events to build your description

An easy way to construct a good description of an event is...

- **What** (clearly state which event you are talking about)
- **Who** (name main people/ participants in the event)
- **Where** (describe the setting for the event)
- **When** (give details of year/ time of the event)
- **Why** (explain the significance of the event)

How to describe an Object?

- ▶ When describing an object, we speak about the appearance, the function and the usefulness of the object.
 - ▶ We generally use the Simple Present, but if we are talking about things we have seen in the past we use the Simple Past.
- 

Things to be considered to describe an Object

Mostly, we focus on shapes, materials and textures.

- *Is the material glass, wood, stone etc..?*
- *Is the texture rough, smooth, grainy etc...?*
- *Is the surface glossy, opaque, transparent etc...?*
- *Is the shape round, flat, angular etc...?*
 - *What is the color of the object?*

Essay writing

By

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What is an Essay?

a short piece or composition of writing on a
Particular Subject

It's a written composition giving expressions
to ones own personal ideas or opinions

Types of Essay

- **Narrative Essay** – in this type of essay, usually the writer express his own ideas, feelings and opinions.
- **Descriptive Essay**- in this essay, the writer describes about a particular topic.
- **Expository Essay**- this essay, tends to explain, clarifies and illustrates the topic in a way that the reader becomes clear.
- **Analytical Essay**- the writer will analyze the topic in this essay.
- **Persuasive Essay**- in this essay, the writer tries to convince the reader with his opinions and ideas.

FEATURES OR STEPS TO WRITE AN ESSAY

- × Choose the topic
- × Create the outline/ gather the information
 - × Prepare a draft
- × Begin with the Introduction- Topics Sentence, Body- Supporting Sentence and Conclusion- Closing Sentence
 - × Edit the content
 - × Check grammatical errors

Phrases used in Essays

Opening:

It is often said that/ Many people claim that

In this day and age/ Nowadays/ These days

We live in an age when many of us are....

-- is hotly debated topic that often divides opinions

--is often discussed yet rarely understood

It goes without saying that / --- is one of the most important
issues facing us today

The following essay takes a look at both sides of the
argument

Introducing points

- Firstly, let us take a look at/ To start with...
 - First of all, it is worth considering
 - Secondly, Thirdly...
- Furthermore/ In addition/ What is more/ On top of that
- Another point worth nothing is/ Another factor to consider is...
 - Lastly/ Finally/ Last but not least...

Presenting ideas and giving examples

- When it comes to...
- According to experts...
 - In terms of...
- Research has found that...
 - With respect to...
- There are those who argue that...
 - Not only/ But also
- For instance/ For example/ Such as...

Expressing result& reason

- As a result/ of...
- Has led to/ has resulted in...
- Consequently/ Therefore...
- On account of/ Due to...
- One reason behind this is...

Contrasting

- Although/ Even though...
- Despite/ In spite of...
- Despite the fact that
- On the one hand/ On the other hand...
- However/ Nevertheless/ Even so...

Opinion

- As far as I'm concerned...
- From my point of view...
 - In my opinion...
 - Personally speaking...
- My own view on the matter is...

Concluding

- To sum up/ In conclusion...
 - All things considered
- Taking everything into consideration...
- Weighing up both the sides of the argument...
 - The advantages of/ Out weigh the disadvantages

Example of an Essay

- "A dog is man's best friend." That common saying may contain some truth, but dogs are not the only animal friend whose companionship people enjoy. For many people, a cat is their best friend. Despite what dog lovers may believe, cats make excellent house pets as they are good companions, they are civilized members of the household, and they are easy to care for. Many cats are affectionate. They will snuggle up and ask to be petted, or scratched under the chin. Who can resist a purring cat? If they're not feeling affectionate, cats are generally quite playful. They love to chase balls and feathers, or just about anything dangling from a string. They especially enjoy playing when their owners are participating in the game.
- Most cats don't even meow very often. They generally lead a quiet existence. Cats also don't often have "accidents." Mother cats train their kittens to use the litter box, and most cats will use it without fail from that time on. Even stray cats usually understand the concept when shown the box and will use it regularly. Cats do have claws, and owners must make provision for this. A tall scratching post in a favorite cat area of the house will often keep the cat content to leave the furniture alone.

Contd...

- They get plenty of exercise in the house as they play, and they do their business in the litter box. Cleaning a litter box is a quick, painless procedure. Cats also take care of their own grooming. Bathing a cat is almost never necessary because under ordinary circumstances cats clean themselves. Cats are more particular about personal cleanliness than people are. In addition, cats can be left home alone for a few hours without fear. Unlike some pets, most cats will not destroy the furnishings when left alone.
- Cats are low maintenance, civilized companions. People who have small living quarters or less time for pet care should appreciate these characteristics of cats. However, many people who have plenty of space and time still opt to have a cat because they love the cat personality. In many ways, cats are the ideal house pet.

HOMOPHONES,
HOMONYMS
AND
HOMOGRAPHS

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Assist. Professor of English

Homonyms

These are the words which are **spelt (spelling)** and **pronounced the same** but **have different meanings**.

E.g.:

Mr. Vicky will **address** the gathering in the today's session

I want to know your **address** Ms. Maria

He communicates everyone with **sign** language
because he is dumb
I'll **sign** the cheque tomorrow

This bag is **mine**
Archeologists found a gold **mine** in Kolar

I would prefer to travel in flight than **Train** to my
hometown
Before, you take up this challenge, you must **train**
your mind and body

Homophones

These are the words which **pronounced same** but **have different spellings and meanings.**

E.g.:

What shall I do if someone speaks to me **there**?

Where does **their** son live?

He just wanted to see if everything was all **right**
Each **rite** in a marriage ceremony has meaning

I **see** clearly with these spectacles

The **sea** is a small part which partially enclosed by
the land

Measuring the size of your **waist** can help you to
understand your risk for certain health
conditions

Going out today was a complete **waste** of time

Homographs

- These are the words which **spelt same** but **have different pronunciation and meanings**.

E.g.:

There is a **tear** in the skirt

A **tear** fell on the book the girl was reading

we reap what we **sow**

The farmer bought a fat **sow** at the market

Everyone should **present** to the meeting

She brought me a **present**

This is a **lead** pencil

No wonder your mobile phone is not charging!

The **lead** is not connected

Homonyms

- These are the words which are **spelt (spelling) and pronounced the same but have different meanings.**

Address: Location

Address: Speak to

Sign: Indication

Sign: Signature

Mine: Things belong to

Mine: Extraction of Valuables

Train: Used for transportation

Train: To physical/ mental

Homophones

- These are the words which **pronounced same** but **have different spellings and meanings.**

There: Here/ near by

Their: Belong to

Right: Correct/ true

Rite: Ritual/ Ceremony

Homographs

- These are the words which **spelt same** but **have different pronunciation and meanings.**

Sow: spread

Sow: female pig

Lead: graphite in pencil

Lead: wire

Tear: A whole

Tear: Drop of Liquid

Data Interpretation/Information Transfer

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Assist. Professor

What is Information Transfer?

Information Transfer is a writing skills..

- It is of two types,
 - If a Paragraph is given then we have to convert it into Diagrammatical Table or Graphs..
- and if It is given Graph, or pie diagram or any other Forms.. then we have to convert it into small paragraph.

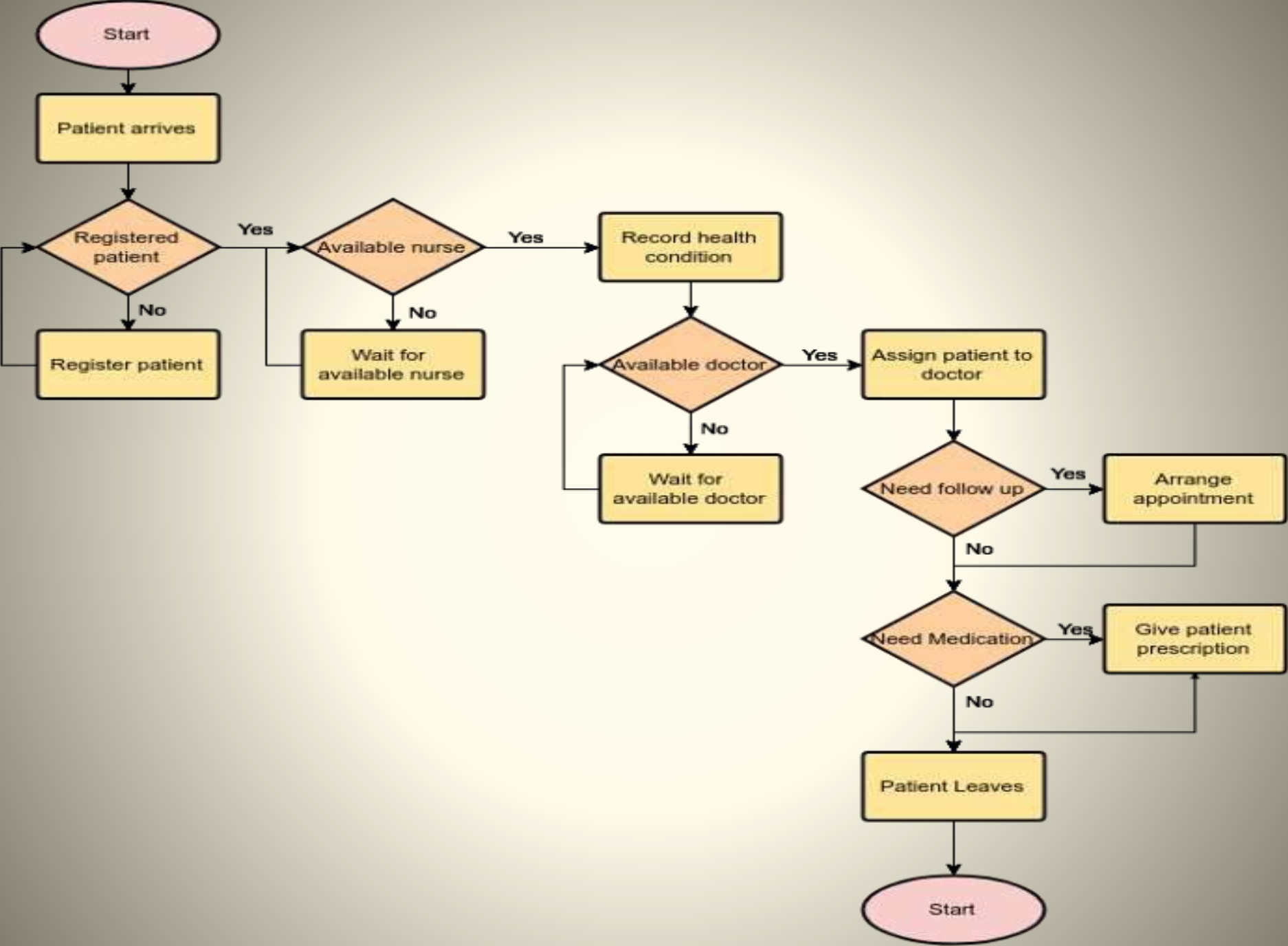


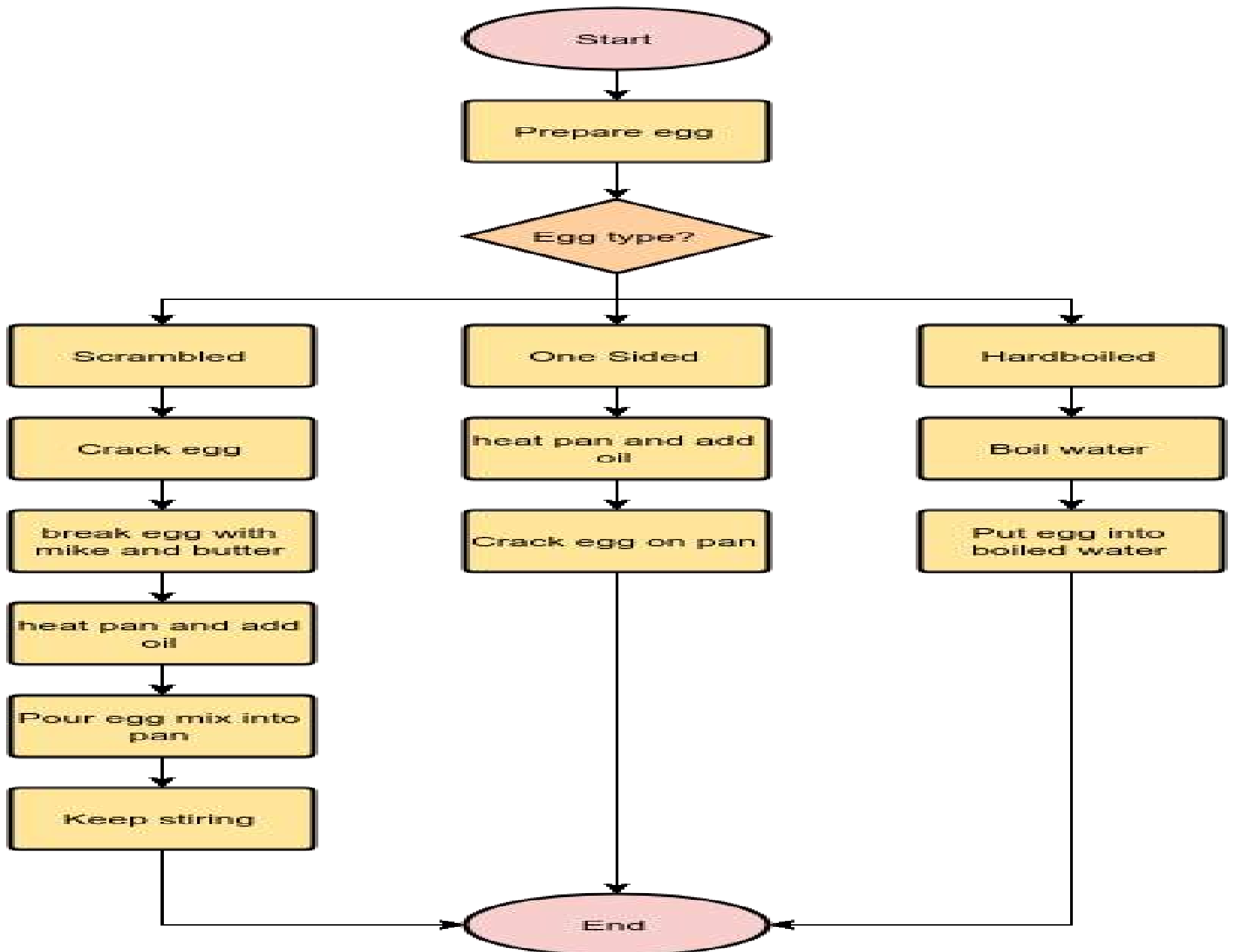
Flow Chart

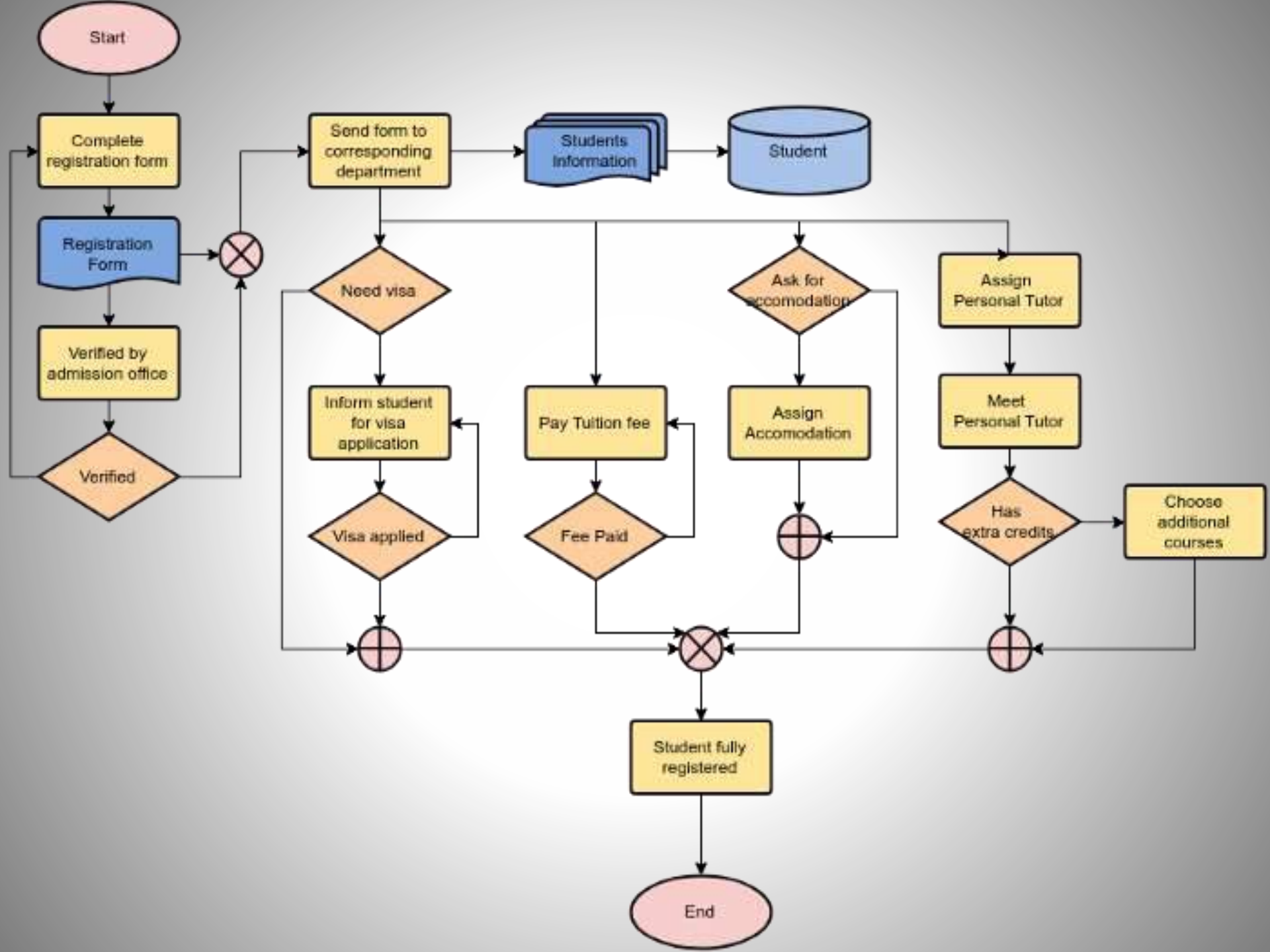
A flow chart, also known as a flowchart, is a type of diagram, made of boxes and arrows. It can be used to show: An algorithm, a step-by-step list of directions that need to be followed to solve a problem.



A process, a series of stages in time where the last stage is the product, result or goal.







pie chart

A pie chart is a pictorial representation of data. The slices of pie here shows the relative sizes of data. Same data is represented in different sizes with the help of pie charts.

How Much Water Do We Use?



Source: American Water Works Association Research Foundation, "Residential End Uses of Water." 1999

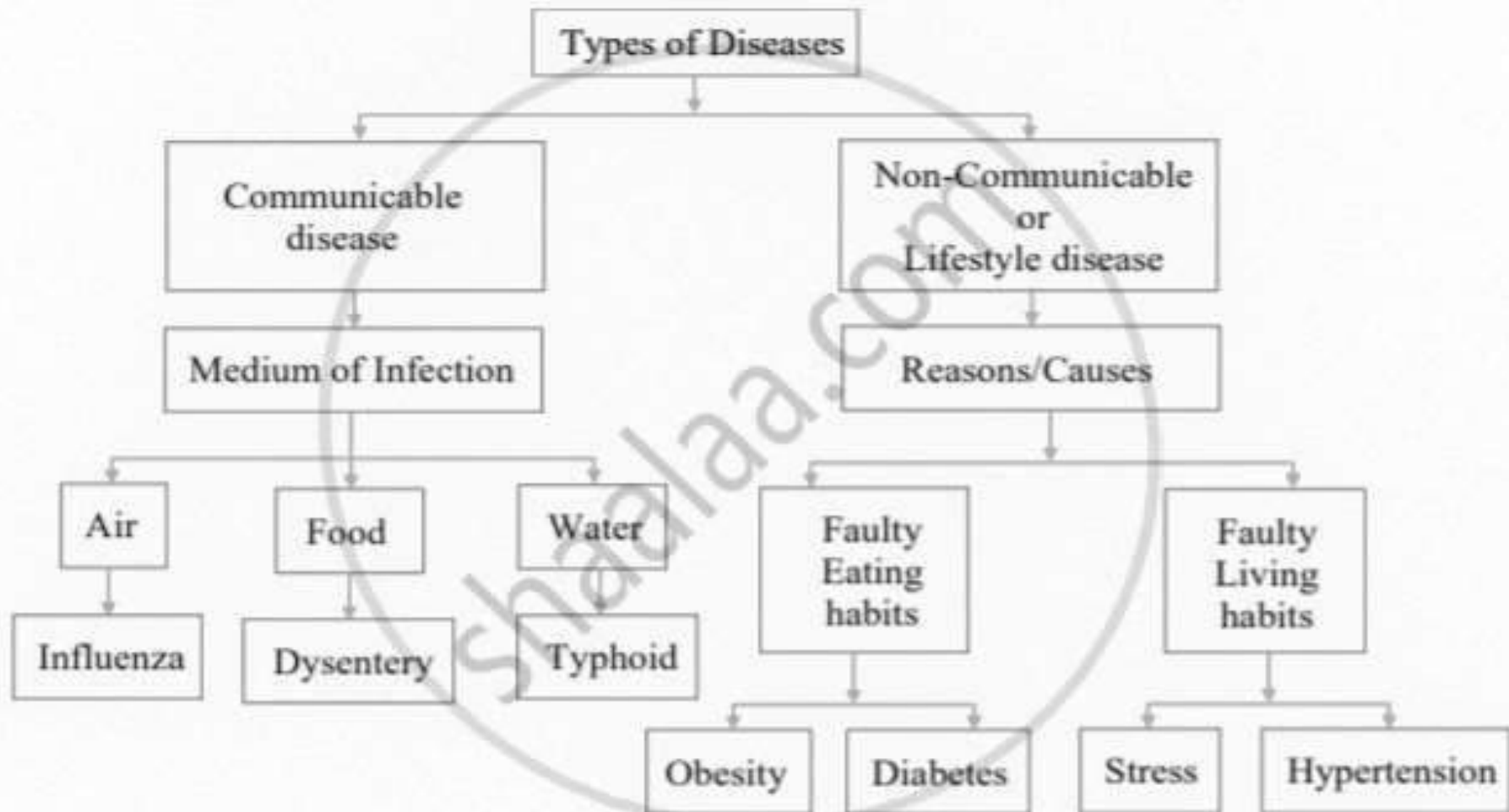
Question: Sarah lists down her monthly expenditure as follows:

Expenditure Amount

- Rent 4000
- Food 5400
- Clothing 2800
- Savings 400

Draw a pie chart for her monthly expenses.

Write a paragraph on this Tree Diagram



Types of Diseases

Diseases are broadly classified into two types, viz. communicable diseases and non – communicable or lifestyle diseases. Communicable diseases spread through various mediums of infection. This includes air (e.g. influenza), food (e.g. dysentery), and water (e.g. typhoid). On the other hand, the major causes of non – communicable or lifestyle diseases are either faulty eating habits or faulty living habits. Faulty eating habits generally result in diseases like obesity and diabetes, while faulty living habits are associated with stress and hypertension. Public awareness regarding different types of infection and their causes is essential to prevent and control the spread of diseases in society.

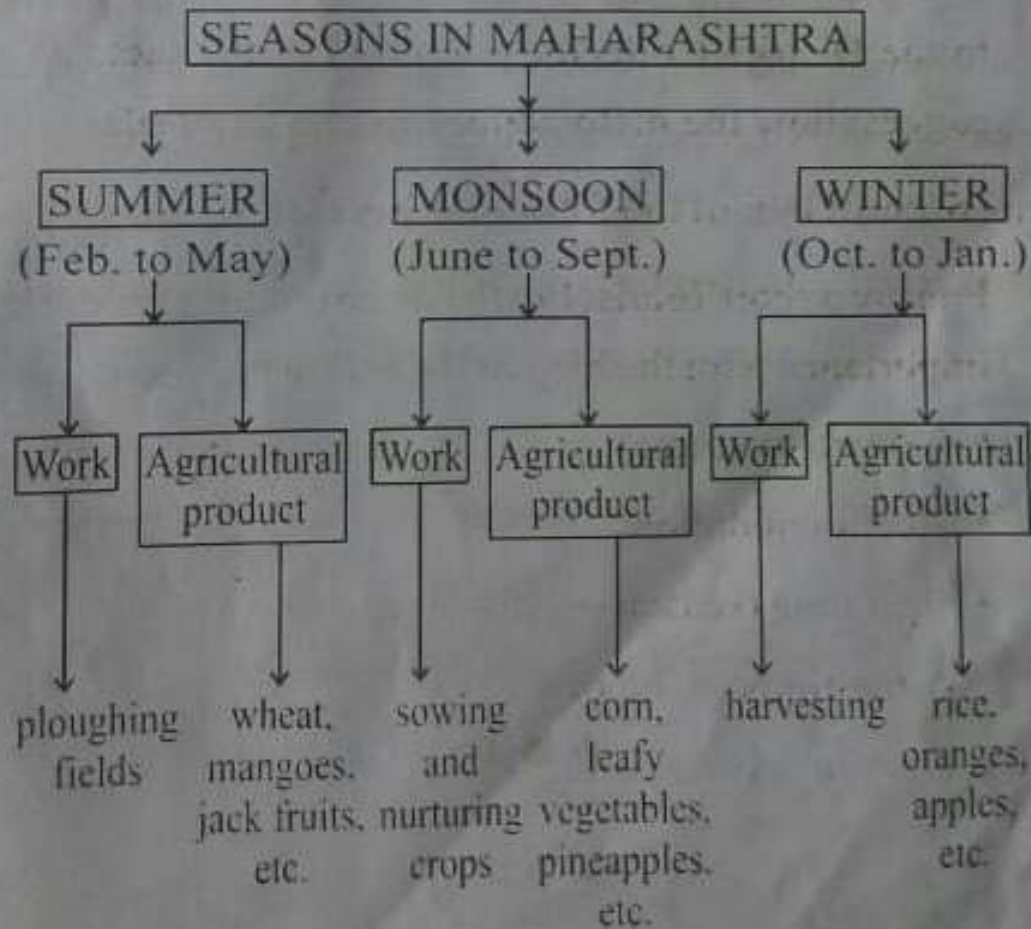
Read the following paragraph and transfer the information in the form of a tree diagram:

The United Nations was established at the end of the second world war to maintain international peace and security.

In the central system of the UN, there are 15 members of the Security Council. The Economic and Social Council has 54 members. The Secretariat of the United Nations is headed by Secretary-General.

The UN has several specialized agencies such as the World Health Organisation (WHO), the Food and Agricultural Organisation (FAO), the International Labour Organization (ILO), the United Nations Educational, Scientific and Cultural Organisation (UNESCO).

- (1) Study carefully the following tree diagram about 'Seasons in Maharashtra'. Write a short paragraph on the duration, work and the agricultural products available during the seasons in about 120 words :



OR

Seasons In Maharashtra Basically maharashtrians follow Marathi calendar. But in given tree diagram seasons in Maharashtra divided into three types that is summer ,monsoon and winter. Tree diagram also explain their duration work and agriculture products available during the Seasons . summer occurs between February to May farmers grow their field with mangoes Jack fruits are available in this season .Between the month of June to September there is monsoon season in the season sowing and nurturing crops are the basic works done by farmers during this season corn leafy vegetables and pineapples available in this season winter season occurs between month of October to January it is the harvesting season for farmers rice oranges and apples are available in this season.



By

G Shailaja

Assistant Professor of English

LETTER WRITING, RESUME & COVER LETTER



INTRODUCTION

- In our ever-growing tech savvy world, I think many of us can agree that pen and paper are not our go to channels of communication.
- The letter is a simple thing. Blank paper, with your words, thoughts and opinions.



In this topic, we are going to discuss three important things. They are,

- ▶ A. letter of complaint
- ▶ B. letter of requisition
- ▶ C. job application and resume

How to write a Complaint Letter?

Write a letter to the Sales Manager of Valentine.com about the Kettle that you bought.

To

The Sales Manager

Valentine.com.

01 May 2021

Sub: Dissatisfaction of the model XXX Kettle. Reg:

Dear sir,

I am writing to express my dissatisfaction with the Model XXX tea kettle that I bought on February 18, 2020, at your store located at Panjagutta. Though the kettle looks fine, it leaks when filled with water. When I attempted to return it to the store on March 2, 2020, the employee on duty, Vicky Valentine, told me that he would not accept the item because he didn't see any damage. To resolve the issue, I would like you to refund the full amount that I paid (1200/-, including tax) to my Frequent Customer account. I am enclosing a copy of the original receipt.

I look forward to your reply. Please contact me at the address below or by telephone at 7702669864 within the next two weeks.

Yours sincerely

Victor De Romancio

St. 12, Opp. Vicky stores

Jubilee Hills, Hyd.

How to write a Requisition(request) Letter?

Write a letter to your principal to issue a new ID Card.

To

The Principal

Victor's Institute of Technology& Sciences

Hyderabad.

01 May 2021

Sub: Request to issue a new ID Card. Reg:

Dear sir,

I would like to bring to your kind notice that I've lost my ID Card yesterday at our Cafeteria during lunch break. When I became aware of such a fact I've been to the Cafeteria but could not find it. Sir due to the security restrictions it is very essential for every student to be in the position of having the ID card which has to be shown to the security guard at the time of entrance in the College. Today I faced great difficulty at the time of entrance in the College and my costly time wasted going through the procedure for entry without this Card. Keeping above in view it respectfully requested that I may please be issued with a new ID Card.

Thanking you

Yours obediently

Victor De Romancio

Roll number – 19BK1A0492

Dept. of Mechanical Engineering - B

How to write a resume as a fresher?

- On the header - your name
email-ID
mobile number
- Objective/ career objective
- Academics
- Skills
- Computer skills/knowledge
- Certifications
- Project details
- Accomplishments/ Achievements
- Personal details - your father name
your DOB
languages known
nationality
hobbies

- Address for communication
- Signature (manual)

G. VICTOR EMMANUEL RAJU

Mobile no: +919966568089

E-mail- vickyvalentine9966@gmail.com

- **OBJECTIVE**

To secure a challenging and responsible position in your organization to improve my skills and abilities for the growth of the organization that improves my knowledge and skills and offers professional growth while being resourceful and innovative.

- **ACADEMICS**

- Pursuing Doctor of Philosophy from Osmania University
- Got first class in Masters Degree from SGHR-MCMR degree and PG college (Acharya Nagarjuna University) an aggregate of 82%
- I've completed my Bachelor's of Education from Nalanda Educational Society (Acharya Nagarjuna University) an aggregate of 86%
- Secured First Class in Bachelor's of Arts from KRSL Degree College (Acharya Nagarjuna University) with 76%
- Scored 76% in SSC from Bishop Bali High School (Secondary Board of Education)

• **SKILLS**

- Ability to work independently as well as in a team
- I believe my strongest trait is my attention to detail. This trait has helped me tremendously
- I've always been a great team player and good at keeping a team together and producing quality work in a team environment
- Systemic organized and able to handle pressure
- Quick learner, confident, punctual and hard worker
- Positive attitude and adaptive to change
- Ability to provide quality knowledge.

• **Computer Skills**

- Proficient in basic use of computer
- Internet savvy

• **EXPERIENCES**

- Working as an Assistant professor of English at St. Peter's Engineering College in Hyderabad since 2018.
- Worked as an Assistant professor of English at Malla Reddy College of Engineering & Technology (an Autonomous institution) in Hyderabad for 21/2years.
- Worked as an Assistant professor of English at MLR Institute of Technology (an Autonomous institution) in Hyderabad for 3years.
- Worked as an Assistant professor of English at Nalanda Institute of Engineering & Technology in Sattenapalli, Guntur, for 2 1/2 years.
- And worked as a TRANSLATOR to the FOREIGN MISSIONARIES for nine years.

• **CERTIFICATIONS**

- Received a A+ certificate from TESOL course
- Got a certificate for successful completion of Professional Communication Skills course
- Got O grade and a certificate for completion of one year course in Oxford University Press Club .

• **PROJECT DETAILS**

• Write about the project or internships that you've done or doing

• **ACCOMPLISHMENTS**

• Acting as Chief-Editor of College News Letter Magazine.

• Received a Merit Certificate for the highest rank in the subject History at UG level.

• Worked as a coordinator for college News Letter Magazine.

• Acted as a Team Leader for our college Natural Disaster Organization

• Continued to be a CR of my class for three years in my UG and for Two years in my PG

• Received best Team Leader and Excellence award from our college Chairman during my PG in 2013

• **PERSONAL PROFLIE**

• Father's name : Jacob

• Nationality : Indian

• DOB : 02 August

• Languages Known : English, Hindi and French (learning)

• Hobbies : Travelling, Playing Cricket, Listening to Music,
• Reading Books and love to spend time in Nature,

• Contact Address : F. no: 103, Ashitha Plaza,
Jubilee Hills, Hyd- 500089.

(Signature)

HOW TO WRITE A JOB LETTER OR COVER LETTER FOR A RESUME?

- ◎ Write the salutation
 - ◎ Mention the job that you are applying for
 - ◎ Discuss your experiences and skills in detailed
 - ◎ Provide the employer's need and prove you can help
 - ◎ Encourage the reader to read your resume
 - ◎ End with a call to action

Dear Sir/Madame,

Owing to my Master's degree and Bachelor's of Education in English and extensive experience in teaching English language, I am applying for English Lecturer position. It would be a great pleasure to work with you because your commitment to provide excellent education to the young generation creates challenging yet satisfying work environment.

Through my first-hand experiences, I developed expertise in imparting lessons to a class in an effective manner. Particularly, I am well-versed in:

- Planning, preparing and delivering lessons
- Developing lesson plans and preparing classroom for activities
- Instructing and monitoring students and evaluating their performance
- Grading tests and assignments, and providing feedback on students' work
- Maintaining and updating accurate student records

At my previous place of work, I maintained student records, checked assignments, took presentations, met with parents and resolved all kinds of student issues during the entire academic course. In addition, I was responsible for creating and managing extracurricular activities of the class. Nevertheless, I was a member of the Board of Studies too.

Moreover, I have excellent verbal and written communication skills in English which enables me to manage the class of students with different backgrounds and cultures. Above all, I have a demonstrated ability to communicate effectively with parents, coworkers, and students. My enclosed resume contains more details about my qualifications and skills which suitably match your requirements.

As a friendly and talented English Lecturer, I would like to meet you to discuss my skills and qualification in greater detail. I will be available for interview at your convenience. You can be reached at (+91)9966568089 or via email at vickyvalentine9966@gmail.com

Thank you for your time and consideration.

Sincerely,

G Victor Emmanuel Raju

Enc. Resume.

MISPLACED MODIFIERS

G Shailaja
Assist. Professor

What is a misplaced modifier?

- ▣ **A misplaced modifier is a word, phrase, or clause that is improperly separated from the word it modifies / describes.**

How to fix a misplaced modifier?

▣ Misplaced

She arrived home and fell onto the sofa covered in sweat.

▣ Corrected

Covered in sweat, she arrived home and fell onto the sofa/

She arrived home covered in sweat and fell onto the sofa.

What are the modifiers in English grammar?

- ▣ A modifier changes, clarifies, qualifies, or limits a particular word in a sentence in order to add emphasis, explanation, or detail.

Examples

- ▣ He lost nearly 5000 in the Chess

He nearly lost 5000 in the Chess

- ▣ Three offices were reported by the Atlanta police robbed, last week.

Last week, the Atlanta police reported that three offices were robbed

- ▣ On her way home, Jane found a gold man's watch
- On her way home, Jane found a man's gold watch

- ▣ **They saw a fence behind the house made of barbed wire**

They saw a fence made of barbed wire behind the house

- ▣ **Vicky can hear Shailaja when she murmurs clearly**

Vicky can clearly hear Shailaja when she murmurs

- ▣ **I ate the lunch that the office boy had bought slowly**

I ate the lunch slowly that the office boy had bought

- ▣ The torn student's book was lying on the desk

The student's torn book was lying on the desk

- ▣ She served sandwiches to the children on paper plate

She served the children sandwiches on paper plates

- ▣ She failed almost every exam that she took

She almost failed every exam that she took

Exercises

- ▣ She wore a bicycle helmet on her head that was too large.

She wore a bicycle helmet *that was too large* on her head

- ▣ They bought a kitten for my brother they call Shadow.

They bought a kitten for my brother they call Shadow.

- ▣ The patient was referred to the physician with stomach pains.

The patient *with stomach pains* was referred to the physician

- ▣ Tyler almost found fifty cents under the sofa cushions.

Tyler found *almost fifty cents* under the sofa cushions

- ▣ The vehicle was parked on the front lawn of the Starr residence with a "slightly flat tire."

The vehicle had a "slightly flat tire" and was parked on the front lawn of the Starr residence.

Tom barely skidded 6 inches in the milk spill.

Tom skidded barely 6 inches in the milk spill

Bill fell asleep under a tree, tired from the long hike up the mountain

Tired from the long hike up the mountain, Bill fell asleep under a tree

The pedestrian was hit by a car, sitting on the curb

Sitting on the curb, the pedestrian was hit by a car.

OR

The pedestrian sitting on the curb was hit by a car

Mary stormed out of the office, frustrated by the argument with her
employer

**Frustrated by the argument with her employer, Mary stormed out of
the office**

Noun + Pronoun Agreement

G Shailaja

Assist. Professor

What is Noun+ Pronoun Agreement

- ▶ A **pronoun** takes the place of a **noun**.
- ▶ The **pronoun** must agree with the **noun** it stands in for:
a singular **noun** needs a singular pronoun as well as a singular verb; a plural **noun** needs a plural **pronoun** as well as a plural verb.
- ▶ Pronouns can be of the following types:

▶ **Demonstrative**

▶ **Indefinite**

▶ **Reflexive**

▶ **Interrogative**

▶ **Personal**

▶ **Possessive**

▶ **Relative**

▶ This, That, These, Those

▶ Anybody, Something

▶ Yourself, Myself, Herself

▶ Who, Which, What

▶ I, You, He, She, We, They

▶ My, Your, Her, His, Their

▶ Who, Whom, Whose, Which, That

Type of Pronoun

Examples

Rules of Noun+ Pronoun Agreement

1. If antecedent (the noun to which the pronoun refer is called the antecedent) of the Noun is SINGULAR- the Pronoun should be SINGULAR.

Eg: **John Wesley** delivered **his** message at Liverpool.

He saw **his** professor in the library and decided to ask for some assistance.

2. If antecedent of Noun is PLURAL- the Pronoun should be PLURAL.

Eg: The **jury members** gave **their** individual opinions.

The **jury members** disagreed among **themselves**.



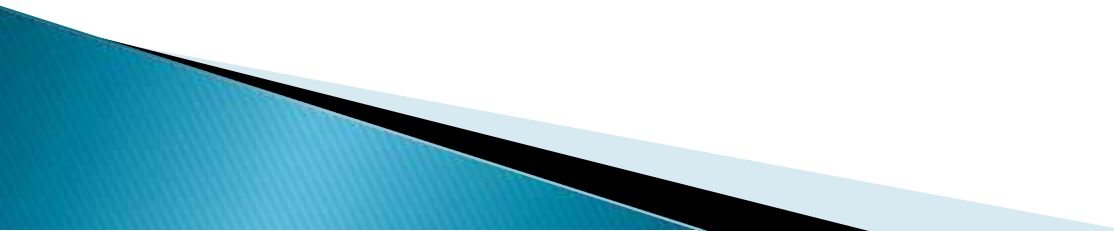
3. The **pronoun must also agree** with the antecedent in terms of **person and gender**.

Eg: **Every student** is expected to put in **his** best. (incorrect)

Every student is expected to put in **his or her** best. (correct)

EXERCISE

- ▶ Everybody in the lab was ready to complete _____(his or her/ his/her) assignment.
- ▶ Sometimes students may want to improve _____ (their/themselves) grades in a particular course.
- ▶ If cars are not serviced regularly, _____ (it/its) will consume more fuel.
- ▶ No matter how Vicky tried _____ (he/ they) could not execute the program.

1. During early rehearsals, an actor may forget _____ (his or her/their) lines.
 2. The Washington team was opportunistic; _____(it/ they) took advantage of every break.
 3. A person needs to see _____(his or her/ their) dentist twice a year.
 - 4.The committee members put _____(its/ their) signatures on the document.
 5. If any one of the sisters needs a ride,_____ (she/ they) can call me.
 6. When someone has been drinking, _____(he or she/ they) may drive poorly.
 7. If the board of directors controls the company, _____(it/ they) may vote for a raise.
 8. Neither the pilot nor the attendants gave _____(his or her/ their) opinion about the mishap.
 9. Each of these companies had _____(its/ their)books audited.
 10. Some of the china has lost_____ (its/ their) luster.
- 

*Paragraph Writing &
Organizing principles of
paragraph in document*

G Shailaja
Assistant Professor of English

What is a Paragraph?

- A paragraph is a brief piece of writing where a group of sentences focusing on a particular topic.
- A good paragraph deals with Organization of your Ideas or Thoughts

Organization principles of paragraphs in document

- **Topic Sentence:** this topic sentence deals with the main idea of the sentence.
- **Supporting Sentence:** this deals with the body of the paragraph
- **Closing Sentence:** this area restates the main idea of the paragraph

Paragraph:

Life is a journey travelled on the highway of time. Therefore, time is precious. Every moment in life, should be properly utilized, as time once lost, can never be recovered. And there is no way to stop the hands of time to stop ticking. Hence, right from childhood, one should appreciate the value of time just as one should learn to make the best use of money, likewise should learn the best use of time. It is said, 'time and tide wait for none'. People who realize the value of time, believe in action rather than procrastinations. Time supposed to be used acquire knowledge and various skills.

Paragraph Division

- Life is a journey travelled on the highway of time. Therefore, time is precious.
 - Every moment in life, should be properly utilized, as time once lost, can never be recovered. And there is no way to stop the hands of time to stop ticking. Hence, right from childhood, one should appreciate the value of time just as one should learn to make the best use of money, likewise should learn the best use of time.
 - It is said, 'time and tide wait for none'. People who realize the value of time, believe in action rather than procrastination. Time supposed to be used acquire knowledge and various skills.
- Topic sentence
 - Supporting sentence
 - Closing sentence

Précis Writing

By
G Shailaja
Assistant Professor of English

WHAT IS PRÉCIS WRITING

- A précis a brief summary of a specific topic which is written one third of the actual length.
- Key elements of a précis:
 - a. It consists only one paragraph*
 - b. The précis should be written in indirect speech*
 - c. You should study the text*
 - d. How to structure the précis: it's just like a writing a paragraph.*



Qualities of a précis

- Clarity
- Correctness
- Objectivity
 - Coherence
- Completeness
- Conciseness

Example



Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on whom rests the responsibility of molding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils.

Besides a teacher always remain young. He may grow old in age, but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.

Précis...



Teaching is the noblest profession. A teacher himself leading a simple, pure and disciplined life can mould the character of the young children and make them neat and good mannered citizens. Besides he remains every young forgetting his own domestic worries in the constant company of the young.

Do's of Précis



- **Start your précis with the main idea**
- **While writing a précis, make a suitable environment where all the points can be described and discussed equally.**
- **As the main idea or the essence is established, you can follow it up with some methods, facts, points, etc.**

Contd...



- **As a précis is concise, compress it and make sure that the length is available for you to retain the important data, keywords, and the concept.**
- **If you are mentioning anything related to history or any historical data than make sure that it is written in the past tense only.**
- **Remember to put the purpose as to why you are writing a précis in the writing piece.**
- **This will help the reader understand what you wrote in the précis.**

Don'ts of Précis



- **You cannot insert your own remarks and criticism in a précis, do not form your own opinions.**
- **During a précis writing, you cannot insert a question. If for any reason you need to insert make it in the form of a statement.**
- **For a précis writing, avoid using contractions and abbreviations.**
 - **Write the full form of any given words only.**

Prepositions

G Shailaja

Assistant Professor of English

What are prepositions?

- ▶ A preposition is a word which occurs before a noun or a pronoun to express the relationship between the words in a sentences

Eg: Vicky is working on the PC

Philip is good at English

She is angry with me



Kinds of Prepositions

- ▶ These were divided into three types,
- ▶ **Simple Prepositions:** Till, On, At, In, Until, By, From, With, To, Through, Over, Down, Off, Of, Up.....
- ▶ **Compound Prepositions:** Above, Across, Aside, Around, Beside, Before, Behind, Above, Beneath, Along, Among, Below, Amongst, Inside, Beyond, Outside, Within, Without
- ▶ **Prepositional Phrases:** According to, Along with, By means of, For the sake of, With reference to, In accordance with, In addition to, On behalf of, In case of.



▶ **On** – is used before

Days, Dates and specific days

Eg: We will visit you on Sunday

We get together on Christmas day

I return to my country on 24th Nov

▶ **In** – is used before

Months, Years, Centuries, Seasons and Length of time and Big towns

Eg: My birthday is in August

The Titanic sank in 1912

We are living in 21st century

We go to beach in Summer

It will be ready in 20 minutes

I live in Kentucky



-
- ▶ **At** – is used before

Specific time and Holiday period, small towns and villages

Eg: I wake up at 7'o' clock

Everyone seems happy at Christmas

I live at Louisville in Kentucky

- ▶ **Beside** - means 'By the side of'

Eg: She sat beside me

The children were playing beside the river

- ▶ **Besides** – means 'In addition to'

Eg: I play Cricket besides Volleyball and Tennis



-
- ▶ **For** – is used to refer ‘Period of Time’

Eg: I’ve been waiting for you for two hours

My parents have been living in the USA for 17 years

- ▶ **Since** – is used to refer ‘Point of Time’

Eg: She has not been talking to me since yesterday

I have been working in this college since 2018

- ▶ **Within** – is used for ‘Before the end of a given time’

Eg: My brother will return from France within a week

She was asked to submit the assignment within two days



▶ **Till** – is used to refer ‘Simple time limit’

Eg: Please wait for me till this evening

▶ **Until** – is used to refer ‘Conditional time limit’

Eg: You cannot move an inch from here until my arrival

▶ **Upto** – is used to refer ‘place and time limit’

Eg: I went with her upto the airport

You can play the installment upto the 31st of this month



-
- ▶ **Off** – is used to refer ‘separation’

Eg: He fell off the horse

The book fell off the table

- ▶ **Of** – is used to refer ‘possessions, cause, source, contents and appositions....’

Eg: This is the book of Vicky

He died of Malaria

The ring is made of Gold

He presented me a bag of Perfumes



Punctuations

G Shailaja

Assist. Professor of English

PUNCTUATION MARKS

- ◎ Punctuation marks are logically linked to express its main idea. These are conventional signs used by writers to make their meaning clear to the reader.
- ◎ They do the work that pauses, stress and intonation do in spoken language.
- ◎ The main punctuation marks used in English are the full stop, the colon, the semi-colon, the comma, the question mark, the exclamation mark, the dash, the hyphen, the parentheses (round brackets), the apostrophe, and quotation marks.

“ A woman without her man is nothing.”

A woman, without her man, is nothing

A woman: without her, man is nothing

“Let’s eat grandma!”

Let’s eat, grandma!

I am sorry I love you

I am sorry; I love you

Full stop(.): At the end of statements/orders, in abbreviations and initials in personal names.

Eg: A father instructs his son in changing a car's flat tire.

Colon(:): Before a list and to explain/summarize something.

Eg: Poor worker safety leads to problems in all three core business areas: brand reputation, operational efficiency and revenue.

Semi-colon(;): To bring together sentences closely linked in meaning.

Eg: Rajesh seems happy; he is walking about smiling.

● **Comma(,):**

A. To separate items in a list.

Eg: We had coffee, cheese and crackers and grapes.

My estate goes to my husband, son, daughter-in-law, and nephew.

B. When two independent parts of a sentence connected by and/but/or/nor have different subjects.

Eg: He walked all the way home, and he shut the door.

I paint and he writes.

C. Before and after clauses that do not identify the noun they follow but only provide additional information.

Eg: My mother, who works for a newspaper, travels a lot.

D. Introductory words/phrases/clauses.

Eg: Having finally arrived in town, we went shopping.

If you are not sure about this, let me know now.

E. Before list of items that are examples but before and after if the word before it is the example.

Eg: The doctor has asked him to avoid fats and sugar, for example butter, cream and chocolate.

/Dogs, for example. Make wonderful pets.

Question mark(?): At the end of questions.

Eg: When is Victor coming to Canada?

Exclamation mark(!): Before sentences expressing strong emotions.

Eg: Wow! She is pretty.

Dash(--): To add information or explain something/ between numbers and names of places.

Eg: 2013-2014, the thief robbed at five in the morning – police tried catch him.

Hyphen(-): Between prefixes and the independent word/in some compound words.

Eg: pre-exam, well-known

Parentheses{()}: To enclose words that are not necessary to understand what is being said but to clarify it.

Apostrophe('): To express the meaning of belonging/possession and in contracted forms used in representing spoken English.

Eg: Mary's pen, women's right, sons' houses, isn't it etc.....

Quotation marks("): To report exactly what someone says, to enclose words that are new to the reader the first time they appear in a piece of writing, to enclose titles of chapters of books, stories, short poems, articles and essays.

Eg: **Incorrect:** "The best investments today", according to Smith, "are commodities and emerging-market stocks".

Correct: "The best investments today," according to Smith, "are commodities and emerging-market stocks."

REPORT WRITING

By

G Shailaja

Assistant Professor of English

WHAT IS A REPORT?

- ⦿ ‘Report’ is a word derived from the Latin word ‘reportare’, which means ‘carry back’.
- ⦿ Carrying the information to the particular person/audience who is not present in the scene or situation.
- ⦿ It should be concise and clear
- ⦿ Report writing is a formal style of writing elaborately on a topic.

TYPES OF REPORT

- *Formal and Informal Reports*
 - *Progress Report*
 - *Business Report*
 - *Technical Reports*
 - *Case study*
 - *Sales Report*
 - *Service Report*
 - *Proposal Report*
 - *Periodic Report*
- *Informational or Analytical Reports*



Steps/or Features of a Technical Report

- Title page
- Table of contents
- Abstract/ Executive Summary
 - Introduction
- Body of the report/ Discussion
 - Conclusion
 - Recommendations
- References/Bibliography

Example format for a technical report on WQM

TITLE

The title should clearly and briefly indicate what the report is about.

Executive Summary

Summarises the report in plain English. The Executive Summary should be able to be read and understood independently of the main body of the report. It is often easiest to write after completing the rest of the report.

1: Introduction

Background to the report, including discussion of previous studies in the area or related studies. The introduction should also clearly outline the reason for the study/report, including objectives and any working hypotheses.

2: Methodology

2.1. Experimental/sampling design

A description of the study area and study design, including detail such as equipment used in field and laboratory work, methodology for selecting sampling sites, field work undertaken and methods of laboratory analysis. For a WQM program this detail needs to include what parameters were tested and any standards and protocols used in the laboratory analysis of samples.

2.2. Data analysis

An outline of how the data obtained from sampling and laboratory analysis were analysed, including details of any statistical tests undertaken and their assumptions and limitations.

3: Results

A description of the results obtained without any explanation or interpretation of them. Visual aids such as graphs, tables and maps may be used to summarise the results. If raw data is to be included in the report, it should be placed in an appendix rather than in the results section.

4: Discussion

The results of the study are interpreted and implications of these results in terms of the project objectives are discussed. A discussion of how the results relate to other studies is also common. An evaluation of the methodology used may also be undertaken.

5: Conclusions

Summarises specific conclusions drawn from the results in terms of the project objectives and working hypotheses.

6: Recommendations

Key points to remember



- Use past tense
- Never use first person (I, Me) instead use third person(He, She, It and They)
- Use Indirect Speech

Eg: Vicky said, “I love to be a soul rocker”

Vicky said that he loves to be a soul rocker.

- Use Passive voice
- Make sure, the tone of a report is always formal

What is the structure of a Business Report?

These are meant for decision making. Decision makers are the Audience.

- ▶ Executive Summary
 - ▶ Introduction
 - ▶ Body
 - ▶ Conclusion
- ▶ Recommendations

Sample Business Report?



Employee Weekly Activity Report

Employee Name:

Samantha Crane

Department:

Marketing

Week:

July 20-25, 2022

Completed Tasks

- I finished finalizing the Fall marketing campaign, Pumpkin Groove. I reviewed my proposal, submitted it to Valerie Oocse for approval/feedback.
- Published a guest post on Uncrowd and Failsafe's blogs, then pitched the same concept to three more publications. Waiting on a response.
- I crafted original quote content for social media, posted an infographic on social media and reshared an older article for TBH Tuesdays.

Ongoing Tasks

- Conducting outreach to publications to either share our existing content, or let us contribute original content. Aiming to pitch 50 places before the end of the month, currently pitched 41.
- Tracking paid-ad performance on Facebook, reviewed metrics and it was satisfactory at the small-scale, will bump up to moderate-scale and measure outcome.

Tasks for Next Week

- Need to make 7 customer calls, sit in 3 meetings (with Uncrowd, Failsafe and Metric Monkey) and make a state-level information request.
- Continue working on Pumpkin Groove campaign, follow up edits.
- Finish editing and finalize draft of, "The Golden Rule of Online Copywriting"
- Prepare outline for 'Catchy Phrases' webinar.

Approved by:

Date:

What is Technical Report

- **A technical report is a written document made by a researcher which contains the details about a project's results.**
- **Lab reports, manuals, surveys, statics' etc...**

Sample Technical Report

LAB REPORT TEMPLATE

Title:

- A brief concise, yet descriptive title.*

Statement of the Problem:

- What question(s) are you trying to answer?*
- Include any preliminary observations or background information about the subject.*

Hypothesis

- Write a possible solution for the problem.*
- Make sure this possible solution is a complete sentence.*
- Make sure the statement is testable.*
- The statement should reference the independent and dependent variables, such as: "The plant group receiving (independent variable i.e. fertilizer) will (dependent variable i.e. produce more fruit) than the plants that did not receive (independent variable i.e. fertilizer)."*

Materials:

- Make a list of all items used in the lab.*

Procedure:

- Write a paragraph or a list which explains what you did in the lab.*
- Your procedure should be written so that anyone else could repeat the experiment.*

Results:

- This section should include any data tables, observations, or additional notes you make during the lab.*
- Although some students may wish to recopy original data: it is important to always preserve the original.*
- You may attach a separate sheet(s) if necessary.*
- All tables, graphs and charts should be labeled appropriately.*

Conclusions:

- Accept or reject your hypothesis.*
- EXPLAIN why you accepted or rejected your hypothesis using data from the lab.*
- Include a summary of the data – averages, highest, lowest, etc. to help the reader understand your results.*
- List one thing you learned and describe how it applies to a real-life situation.*
- Discuss possible errors that could have occurred in the collection of data (experimental errors).*

Writing a report about an event...

- Heading
 - Place, Reported by (name of the person)
 - Date
 - Body

Introduction- what, who, when, where and why

Discussion- how the event started and its highlights

Conclusion- summarize the event with a positive note

Sample report about an event

Annual Day – 5th March 2014

Annual Day for TALENTEDGE...A day to celebrate and remember the past achievements and look forward to the journey ahead!

Della Resorts & Adventure Park (Kunegaon, Lonavla) was chosen as the venue for this year's event to set the stage for unveiling the journey and what we aspire to achieve in the years to come.

The day started with a speech by the CEO & MD - Mr. Aditya Malik addressing on the journey so far and how the organization has evolved by diversifying its offerings & geographical reach alongwith the use of innovation & cutting edge technology.

This was followed by Employee Rewards & Recognition (R&R)- Four awards were distributed for significant service tenures in the organisation (1 for 15 years & 3 for 5 years) and seven awards for Outstanding Performances during the year comprising of 'Team of the Year', 'Business Excellence' & 'Operational Excellence'.

Post R&R, the employees went through an experiential & engrossing workshop conducted by Mr. M S Venkatesh (HR Consultant from People Maths).

This was followed by an array of cultural events where employees across the organization gave impeccable performances through multiple dance forms, songs & stand-up comedy.

The day ended with the employees gearing up for outdoor adventure sports like rappelling, biking, artificial rock climbing, flying fox, archery, high rope & low rope activities, etc.

After a long fun filled day at Della Adventure, the team gathered together and proceeded for Mumbai!!!



Revision

Sentence structures

By

G Shailaja

Assistant Professor of English

What are Sentence structures?

- In English grammar, sentence structure is the arrangement of words, phrases, and clauses in a sentence.
- These sentences are divided into four types..

1. Simple Sentence

2. Compound Sentence

3. Complex sentence

4. Compound- Complex sentence

Simple sentence structure

- **A simple sentence consists of one independent clause.**

I like coffee.

Mary likes tea.

The earth goes round the sun.

Sarah did not go to the party.

Compound sentence structure

- **A compound sentence is two (or more) independent clauses joined by a conjunction or semi-colon(;). Each of these clauses could form a sentence alone.**

I like coffee and Cathe likes tea.

Tessa went to work but Vicky went to the party.

Our car broke down; we came last.

Complex Sentences structure

- **A complex sentence consists of an independent clause + a dependent clause.**

We missed our plane because we were late.

Our dog barks when she hears a noise.

He left in a hurry after he got a phone call.

Do you know the man who is talking to Mary?

Compound-Complex Sentence Structure

- A compound-complex sentence consists of at least **two independent clauses** and **one or more dependent clauses**.

Vicky didn't come because he was ill so Sharapova was not happy.

Victor left in a hurry after he got a phone call but he came back five minutes later.

What are Clauses and Phrases?

What is a Clause?

These are also a group of words in a sentence that have a subject and a predicate (or verb).

E.g.: **Fish Swims** in the water

She is sleeping on the floor

They will meet at the concert

He smiled

She is sketching on the Wall

What is a Phrase?

A group of two or more words in a sentence related to each other or acting as a single unit but **does not have a subject or a predicate.**

E.g.: **in the Water**

on the floor

at the concert

over the horizon

on the Wall

Fish Swims in the water

Clause

Phrase

She is sleeping on the floor

Clause

Phrase

They will meet at the concert

Clause

Phrase

He smiled

Clause

She is sketching on the Wall

Clause

Phrase

Choose whether the highlighted part is a **Phrase** or a **Clause**

- Faced with so many problems, I decided to get professional help
- She arrived to work on time in spite of leaving home so late
- Before taking any medicine, I always speak to my doctor
- Mark has lived outside of his country for 14 years
- In the morning it's best to get up early
- Having always been keen on caring for people, Susan decided to become a nurse
- They were annoyed by the baby crying so loudly
- Although injured, John managed to crawl to safety
- I like the guy with the green shirt

Skimming – Scanning and Intensive – Extensive Reading

By
G Shailaja
Assistant Professor of English

WHAT IS SKIMMING AND SCANNING AND HOW TO DO THEM IN READING?

- ◎ **Skimming is the process of reading only the main idea within the passage to get overall impression of the content/ paragraph.**
- ◎ **In scanning, you read, to find the answers and ignores the unrelated information.**

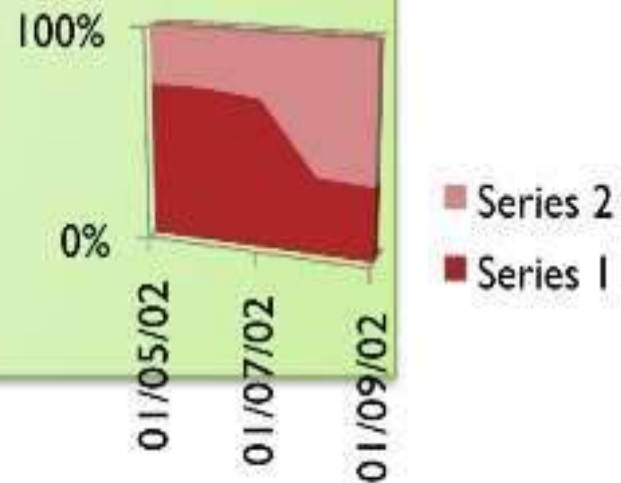
Examples of Skimming:

- The Newspaper – to quickly get the general news of the day
- Websites – to quickly discover which articles you would like to read in more detail
- Business and Travel Brochures – to quickly get informed
- Browse through a book to see if you want to read it
- Look through the television guide to see what's on one evening

Scanning is a reading technique to be used when you want to find specific information quickly. In scanning you have a *question in your mind* and you read a passage only to find the answer, *ignoring unrelated information*.

Examples of Scanning:

- A google search list on the internet.
- A bus / airplane schedule
- A conference guide
- A graph



Skimming VS Scanning

Skimming

- -fast reading
- -get main idea not all details.
- -must leave out parts
- -may leave out $\frac{1}{2}$ to $\frac{3}{4}$ paragraph once you have the main idea of the paragraph
- -comprehension is lower, try to comprehend as much as you can while reading at an average speed
- -comprehend 50% of what you are reading
- -twice as fast
- -usually done with material you know nothing about

- *note as speed increases, comprehension decreases

Scanning

- -reading technique used when you want to locate a single fact or specific bit of information without reading every word
- -eg scan TV listings in paper to find time of show
- -phone directory when you want to see a show
- -fast way to find info
- -must be accurate in terms of finding a specific TV show or Phone #
- -often done with material that you know something about

- Eg) telephone directory you already know the name of the person. What else do you know?

What is Intensive and Extensive Reading

- **In Intensive reading, we read with specific aims and tasks. And it's a word-word reading, also focuses on grammar and vocabulary.**
- **In extensive reading, we read it for joy and you will get overall idea about the topic. Fast and ignores the unknown words.**

Extra
notes:

Intensive Reading vs. Extensive Reading

Intensive Reading

- Focuses on vocabulary and grammar to understand.
- Word-for-word reading
- Very slow
- 100% understanding
- Limited reading
- Difficult texts
- Use dictionaries

Most English classes focus on this (Part
1 – last week)

Extensive Reading

- Focuses on getting the main ideas and filling in the details.
- Fluent reading (rapid)
- Fast and even pace
- Overall understanding
- Reading a lot
- Easy texts
- Ignore or guess unknown words

Part 2 – Talks about this.

Technical Vocabulary

By

G Shailaja

Assistant Professor of English

What is Technical Vocabulary

- **Technical Vocabulary is the specialized vocabulary of any field which evolves due to the need for experts in a field to communicate with clarity, precision, relevance and brevity.**
- **Prior to developing your technical vocabulary, to improve your general vocabulary in English is very essential.**

Computer Related Terms

Crash- an event that causes a computer inoperative

Dongle- is an electric device attached to computer to software

JAVA- a programming language

CPU- central processing unit that does most of the data processing

Data structure- the organization of data

Drive- a device that writes data onto or reads data from a storage medium

Head crash- a crash of a read/write head in a hard disk drive

Accounting, Business and Finance

- **Capital account**- that part of the balance of payments recording a nation's outflow and inflow of financial securities
- **Goodwill**- an intangible asset valued according to the advantage or reputation a business has acquired
- **Gross profit**- the net sales minus the cost of goods and services sold
 - **Production**- manufacturing
- **Write-off, Write-down**- reduction in the book value of an asset

Medical Terms

- **Adduction**- moving of a body part toward the central axis of the body
- **Corona**- any structure that resembles a crown in shape
- **Immunity, Resistance**- the condition in which an organism can resist disease
- **Irritation**- abnormal sensitivity to stimulation
 - **Therapy**- the act of caring for someone
 - **Zymosis**- the development and spread of an infectious disease

Technical and Engineering Related Terms

- **Cataloged**- Make a systematic list of
- **Enabled**- Make operational or activate
- **Installed**- Place or fix in position ready for use
- **Optimized**- Make the best or most effective use of
 - **Innovation**- A new idea or method
- **Device**- an object or machine which has been invented for a particular purpose
- **Automation**- To make a process in a factory or office operate by machines or computers, in order to reduce the amount of work done by humans and the time taken to do the work

Word Formation, Prefixes and Suffixes

By

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WORD FORMATION

- × The term “word formation” refers to the processes through which new words are created.
- × Normally, this word formation is done in different ways.
 - × 1. Compounding
 - × 2. Derivation (Prefix & Suffix)
 - × 3. Blending
 - × 4. Clipping
 - × 5. Acronyms
 - × 6. Novel Creation
 - × 7. Creative Respelling

Prefixes



- A prefix is a word which place before a 'root' word. Lets see some prefixes which are placed before the root word.

Eg: Im+ Peril = Imperil Ad+ Monish=Admonish Inter+Sept= Intercept
Mono+ lingual= Monolingual Un+ democratic= Undemocratic Im+ polite=Impolite

- **Sub:** Under -Submarine
- **Semi:** Half -Semifinal
- **Dis:** Not, Opposite of -Disgraceful
- **Ex:** Former, Older -Ex-wife
- **Mid:** Middle -Midway, Midsummer
- **Para:** Beside -Parachute, Paradox
- **Mono:** Single, One -Monotone, monolithic
- **Un:** Not -Unfriendly
- **Mis:** Wrong(ly) -Misunderstand
- **Re:** Again - Reuse
- **Pre:** Before -Preschool
- **Omni:** All, Every -Omnibus, Omniscient
- **Post:** After -Postmortem, Postpone
- **Tri:** Three -Tripod, Tricycle

suffixes



- A suffix is a word which is placed at the end of or after a root word
- Eg: Free+dom =Freedom, Stardom Read+able= Readable, Capable
Drink+able= Drinkable Leg+ible= Legible Girl+ish= Girlish

| | |
|------------------------------|----------------------------------|
| Ism: Doctrine/ belief | - Judaism, skepticism |
| Ment: Condition | - Enhancement, Argument |
| Ness: State of being | - Happiness, Sadness |
| Ship: Position held | - Friendship, Internship |
| Ate: Become | - Create, Mediate |
| Ful: Notable for | - Handful, Skillful |
| Less: Without | - Meaningless, Homeless |
| Ward/-s: Direction | - Towards, Inward, Afterwards |
| Wise: In relation to | - Otherwise, Likewise, Clockwise |

Exercise

- He was acting in ----- (child)
- Some of the big towns are dreadfully ----- (crowd)
- The team that supported was able to win the ----- (champion)
- The leader is ----- (capability) of doing service to people
- I couldn't find any ----- (weak) in his theory
- He wants to be a ----- (mathematics) when grows up

- There were only a ----- (hand) of people at the match
- She arrived late at work because she had ----- (sleep)
- They had to ----- (tranquil) the lion before they could catch it
- He decided to ----- (regular) the temperature
- The officer was prosecuted for ----- (use) the funds
- I am----- (able) contact him on telephone
- She looked at her ----- (reflect) in the mirror

- The committee has---- (approve) the chairman's decision
- she had no ----- (intend) of going to see him
- The principal ----- (furled) the flag and hoisted it
- The film was ----- (surprise) good
- The band ----- (rock) the crowd with its music
- I don't like him at all. He so ----- (satisfy)
- The film was so ---- (bore) that we left before the end.