

CONTENT:

1. CONCORD
2. TENSE
3. REPOSITION
4. QUESTION TAG

I - CONCORD

Concord

noun

- The general state of agreement or coherence
- A formal agreement; a decision between groups to cohere to one side, opinion, etc.
- (Grammar) Continuity between word forms (as in gender, number, etc.)

The word concord is derived from the Latin for agreement. When applied to English grammar, the term is defined as the grammatical agreement between two words in a sentence. Some linguists use the terms concord and agreement interchangeably, although traditionally, concord is used in reference to the proper relationship between adjectives and the nouns they modify, while agreement refers to the proper relationship between verbs and their subjects or objects.

RULES AND USAGE OF CONCORD:

Rule 1

The verb and subject must agree in number (singular or plural)

This means that if the subject is singular, the verb should be singular and if the subject is plural, the verb should also be plural.

Examples:

1. He plays football. (SINGULAR)
2. They play football. (PLURAL)

Rule 2

The number of the subject (singular or plural) will not change due to words/phrases in between the subject and the verb.

Examples:

1. One of the glasses is empty. (Here, since the subject is 'one', the verb should be 'is').
2. The bouquet of red roses smells so sweet. (Here, since 'bouquet' is the subject and not 'roses', the verb should be 'smells' and not 'smell')

Rule 3

Subjects that are joined by 'and' in a sentence, use a plural verb. Subjects that are joined by 'either/or', 'neither/nor' use a singular verb.

Examples:

1. Radha and Meera are coming home.
2. Neither Akshay nor Rohit is coming home.
3. My dad or my mom is arriving today.

Rule 4

The verb in a sentence containing 'or', 'either/or', 'neither/nor' agrees with the noun or pronoun closest to it.

Examples:

1. Neither the shoes nor the bag matches the dress. (Here, 'bag' is closest to the verb, hence 'matches')
2. Neither the bag nor the shoes match the dress. (Here, 'shoes' is closest to the verb, hence 'match')

Rule 5

When the subject is followed by words such as 'as well as', 'along with', 'besides', 'not' etc. ignore them and use a singular verb if the subject is singular.

Examples:

1. Matt, as well as his dog, is expected shortly.
2. Pratik, along with his brother, is going to school.

Rule 6

In sentences that begin with 'here', 'there', the true subject usually follows the verb.

Examples:

1. Here are the chocolates.
2. There is a big puddle on the road.

Rule 7

In sentences that include sums of money, periods of time or distances etc. (as a unit), use singular verbs.

Examples:

1. 500 rupees is a high price to pay.
2. 62 years is the minimum age of retirement.
3. 10 kilometers is too far to walk.

Rule 8

In the case of words such as ‘a lot of’, ‘all’, ‘some’ etc. in a sentence, pay attention to the noun after ‘of’. If the noun after ‘of’ is singular then use a singular verb, if plural, use a plural verb.

Examples:

1. All of the cake is gone.
2. All of the cakes are gone.
3. A lot of the cake is gone.
4. A lot of the cakes are gone.
5. Some of the cake is gone.
6. Some of the cakes are gone.

Rule 9

In the case of collective nouns such as ‘group’, ‘population’, ‘family’, in a sentence, the verb can be singular or plural depending on their use in the sentence.

Examples:

1. Most of my family is here OR are here.
2. Half of the population was against the bill OR were against the bill.

Rule 10

Nouns such as ‘mathematics’, ‘civics’, ‘news’ etc. while plural in form, are singular in meaning and use singular verbs.

Examples:

1. Mathematics is very difficult for some people.
2. The news is very saddening.

Solved Examples for You on Subject Verb Concord

Question: Choose the correct subject verb combinations in the sentences below.

- a. The lady in the car (look/looks) like your mother.
- b. Most of the milk (is/are) gone.
- c. One of the flowers (has/have) wilted.
- d. Either Ram or Shyam (is/are) coming today.
- e. Here (is/are) the newspaper.
- f. The group of dancers (is/are) here.
- g. Civics (is/are) my favorite subject.

Solution:

- a. The lady in the car looks like your mother.
 - b. Most of the milk is gone.
 - c. One of the flowers has wilted.
 - d. Either Ram or Shyam is coming today.
 - e. Here is the newspaper.
 - f. The group of dancers is OR are here.
 - g. Civics is my favorite subject.
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II - TENSE

Present tense:

1. THE SIMPLE PRESENT – (WE GO).

Form: First form of the verb

The verb describes things, situations or actions that are present now and are habitually true.

- ✚ The sun rises in the east. (always true)
- ✚ He goes for a walk every morning. (habitually true)

2. THE PRESENT CONTINUOUS – (WE ARE GOING).

Form: is/am/are + -ing form of the verb.

The verb describes a particular action that is taking place at the time of speaking and is in progress.

- ✚ The baby is sleeping.
- ✚ He is writing a letter.

3. THE PRESENT PERFECT – (WE HAVE GONE).

Form: has/have + third form (past participle) of the verb.

The verb describes an action that started sometimes in the past and continues up to the present.

- ✚ They have gone to Bombay.
- ✚ He has eaten his food.

4. THE PRESENT PERFECT CONTINUOUS – (WE HAVE BEEN GOING).

Form: have/has + been + -ing form of the verb + since/for.

The verb describes an action that began in the past, continues in the present and may continue into the future also.

- ✚ It has been raining since morning.
- ✚ He has been working for three hours.

Past tense:

1) THE SIMPLE PAST – (WE WENT).

Form: second form of the verb.

The verb describes actions or conditions of the past.

✚ We went to a picnic yesterday.

✚ I received this letter last week.

2) THE PAST CONTINUOUS – (WE WERE GOING).

Form: was/were + -ing form of the verb.

The verb describes an action that took place in the past over a period of time.

✚ She was crying.

✚ The children were playing.

3) THE PAST PERFECT – (WE HAD GONE).

Form: had + third form (past participle) of the verb.

The verb describes an action or event, also completed in the past.

✚ She had cried.

✚ The children had played.

4) THE PAST PERFECT CONTINUOUS – (WE HAD BEEN GOING).

Form: had + been + -ing form of the verb + since/for.

The verb describes a continuing action in the past.

✚ At that time, he had been writing a book for two months.

✚ He had been living in Bombay since 1990.

Future tense:

1) THE SIMPLE FUTURE – (WE WILL GO).

Form: will/shall + first form of the verb.

The verb describes actions or events of the future. It helps in making predictions about the future, spontaneous reactions to events, making promises and thinking about future possibilities.

✚ It will rain tomorrow.

✚ I think he will not attend the party.

2) THE FUTURE CONTINUOUS – (WE WILL BE GOING).

Form: will/shall + be + -ing form of the verb.

The verb is used to describe an activity that will be happening at a precise point in time in the future.

✚ I'll be playing golf at six in the evening.

✚ When you arrive in Hisar, he'll be sleeping.

3) THE FUTURE PERFECT – (WE WILL HAVE GONE).

Form: will/shall + have + third form (past participle) of the verb.

The verb is used to show that something that will have been done upto a precise point in time in the future.

✚ She'll have read the book by the time you leave.

✚ The last train will have left within an hour.

4) THE FUTURE PERFECT CONTINUOUS – (WE WILL HAVE BEEN GOING).

Form: will/shall + have + been + -ing form of the verb + since/for.

The verb shows that something will continue up until a particular event or time in future.

✚ They will have been talking for over an hour by the time you arrive.

Note: Sometimes, the simple present tense can express future time if there is some other word in the sentence that clearly marks a future tense.

Choose the correct verb form from those in brackets:

1. The earth _____ round the sun. (move, moves, moved)
 2. My friends _____ the Prime Minister yesterday. (see, have seen, saw)
 3. I _____ him one letter up to now. (sent, have sent, shall send)
 4. I shall telephone you when he _____ back. (comes, will come, came)
 5. It started to rain while we _____ tennis. (are playing, were playing, had played)
 6. Can I have some milk before I _____ to bed. (go, am going, shall go)
 7. He _____ asleep while he was driving. (falls, fell, has fallen)
 8. I'm sure I _____ him at the party last night. (saw, have seen, had seen)
 9. He _____ a mill in this town. (have, has, is having)
 10. He _____ here for the last five years. (worked, is working, has been working)
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III - PREPOSITION

What is a preposition?

A preposition is a word used to link nouns, pronouns, or phrases to other words within a sentence. They act to connect the people, objects, time and locations of a sentence. **Prepositions are usually short words, and they are normally placed directly in front of nouns. In some cases, you'll find prepositions in front of gerund verbs.**

There are two very important rules to remember when using prepositions. Because they are somewhat vague, learning about prepositions and using them correctly in sentences takes practice. Because 1:1 translation is often impossible when dealing with prepositions, even the most advanced English students have some difficulty at first.

- The first rule is that to make sentences clear, specific prepositions are needed. For example, the preposition *in* means one thing and the preposition *on* cannot substitute for it in all cases. Some prepositions are interchangeable but not always. The correct preposition means one particular thing and using a different preposition will give the sentence a very different meaning. *I want to see you **in** the house now, Bill!* means something very different from *I want to see you **on** the house now, Bill!* **In** the house means Bill should go through the door, walk inside, and stand in the hall or living room. **On** the house means Bill would need to get a ladder and climb to the roof where he would be *on top of* the house.
- The second rule for using prepositions is that prepositions are generally followed by nouns or pronouns. There was a time in the past when teachers held strictly to this rule, but it made for some clunky sentences. *I am seeking someone I can depend on* ends with the preposition *on*, so people who insisted that sentences shouldn't end with a preposition would be forced to use convoluted and unnatural phrasing. To avoid

ending that sentence above with a preposition, you'd have to say, *someone I can depend on is whom I am seeking*.

- There are more than 100 prepositions in the English language. In addition, there are endless possibilities for creating **prepositional phrases**, phrases that begin with a preposition and end with a noun or pronoun. In the following sections, you will find examples of prepositions, types of prepositions, a comprehensive list of prepositions, and some helpful preposition exercises. As you read the examples and study the list, remember that prepositions usually convey concepts such as comparison, direction, place, purpose, source possession, and time.

Type of Prepositions

Prepositions of Time

Basic examples of time prepositions include: *at, on, in, before* and *after*. They are used to help indicate when something happened, happens or will happen. It can get a little confusing though, as many different prepositions can be used.

Prepositions of time examples in the following sentences are in bold for easy identification.

For example:

- I was born **on** July 4th, 1982.
- I was born **in** 1982.
- I was born **at** exactly 2am.
- I was born two minutes **before** my twin brother.
- I was born **after** the Great War ended.

The above makes it seem quite difficult, with five different prepositions used to indicate when something happened. However, there is a set of guidelines that can help decide which preposition to use:

For years, months, seasons, centuries and times of day, use the preposition *in*:

- I first met John **in** 1987.
- It's always cold **in** January
- Easter falls **in** spring each year.
- The Second World War occurred **in** the 20th century.
- We eat breakfast **in** the morning.

For days, dates and specific holiday days, use the preposition *on*.

1. We go to school **on** Mondays, but not **on** Sunday
2. Christmas is **on** December 25th.
3. Buy me a present **on** my birthday.

For times, indicators of exception and festivals, use the preposition *at*:

- Families often argue **at** Christmas time.
- I work faster **at** night.
- Her shift finished **at** 7pm.

Before and **after** should be much easier to understand than the other examples of prepositions of time. Both are used to explain when something happened, happens or will happen, but specifically in relation to another thing.

- **Before** I discovered this bar, I used to go straight home **after** work.
- We will not leave **before** 3pm.
- David comes **before** Bryan in the line, but **after** Louise.

Other prepositions of time could include: *During, about, around, until and throughout.*

- The concert will be staged **throughout** the month of May.
- I learned how to ski **during** the holidays.
- He usually arrives **around** 3pm.
- It was **about** six in the morning when we made it to bed.
- The store is open **until** midnight.

Prepositions of Place

To confuse matters a bit, the most common prepositions to indicate time – **on, at, in** – are also the most common prepositions to indicate position. However, the rules are a little clearer as place prepositions are a more rigid concept than time prepositions.

Prepositions of place examples in the following sentences are in bold for easy identification.

- The cat is **on** the table.
- The dogs are **in** the kennel.
- We can meet **at** the crossroads.

The guidelines can be broken down as follows:

On is used when referring to something with a surface:

- The sculpture hangs **on** the wall.
- The images are **on** the page.
- The specials are **on** the menu, which is **on** the table.

In is used when referring to something that is inside or within confined boundaries. This could be anything, even a country:

1. Jim is **in** France, visiting his aunt **in** the hospital.
2. The whiskey is **in** the jar **in** the fridge.
3. The girls play **in** the garden.

At is used when referring to something at a specific point:

1. The boys are **at** the entrance **at** the movie theater.
2. He stood **at** the bus stop **at** the corner of Water and High streets.
3. We will meet **at** the airport.

Lot's of other prepositions of place, such as *under*, *over*, *inside*, *outside*, *above* and *below* are used in English. There is, however, a lot less confusion as they refer to rigid positions rather than abstract ones.

- The cat is **under** the table.
- Put the sandwich **over** there.
- The key is locked **inside** the car.
- They stepped **outside** the house.
- Major is ranked **above** corporal.
- He is waving at you from **below** the stairs.

Prepositions of Movement

Prepositions of movement are quite easy to understand as they are less abstract than prepositions of place and time. Essentially, they describe how something or someone moves from one place to another. The most commonly used preposition of movement is *to*, which usually serves to highlight that there is movement towards a specific destination.

Prepositions of movement examples in the following sentences are in bold for easy identification.

- He has gone on vacation **to** France.
- She went **to** the bowling alley every Friday last summer.
- I will go **to** bed when I am tired.
- They will go **to** the zoo if they finish their errands.

Other more specific prepositions of movement include: *through*, *across*, *off*, *down* and *into*. These prepositions can sometimes get mixed up with others. While they are similar, they have individual meanings that add context to the movement.

Across refers to moving from one side to another.

- Mike travelled **across** America on his motorcycle.
- Rebecca and Judi are swimming **across** the lake.

Through refers to moving directly inside something and out the other end.

- The bullet Ben shot went **through** the window.
- The train passes **through** the tunnel.

Into refers to entering or looking inside something.

- James went **into** the room.
- They stare **into** the darkness.

Up, *over*, *down*, *past* and *around* indicate directions of movement:

1. Jack went **up** the hill.
2. Jill came tumbling **down** after.
3. We will travel **over** rough terrain on our way to Grandma's house.

4. The horse runs **around** the track all morning.
5. A car zoomed **past** a truck on the highway

QUESTION AND ANSWER:

1. The bone was _____ the dog.
- a. About
 - b. For
 - c. After
 - d. Considering

Answer: b. The bone was *for* the dog.

2. We are going on vacation _____ August.
- a. On
 - b. At
 - c. In
 - d. Since

Answer: c. We are going on vacation *in* August.

3. Please put the vase _____ the table.
- a. In
 - b. On
 - c. For
 - d. Over

Answer: b. Please put the vase *on* the table.

4. I received a present _____ Janet.
- a. From
 - b. Of
 - c. By
 - d. About

Answer: a. I received a present *from* Janet.

5. School begins _____ Monday.
- a. In
 - b. On
 - c. From
 - d. Since

Answer: b. School begins *on* Monday.

IV - QUESTION TAG

Tag questions (or question tags) turn a statement into a question. They are often used for checking information that we think we know is true.

Tag questions are made using an auxiliary verb (for example: **be** or **have**) and a subject pronoun (for example: **I, you, she**). Negative question tags are usually contracted: It's warm today, **isn't** it (not 'is it not')

Usually if the main clause is **positive**, the question tag is **negative**, and if the main clause is **negative**, it's **positive**. For example: It's cold (positive), isn't it (negative)? And: It isn't cold (negative), is it (positive)?

If the main clause has an auxiliary verb in it, you use the same verb in the tag question. If there is no auxiliary verb (in the present simple and past simple) use **do / does / did** (just like when you make a normal question).

There is one weird exception: the question tag after **I am** is **aren't I**. For example: I'm in charge of the food, aren't I?

Question tags are short questions at the end of statements.

They are mainly used in speech when we want to:

- **confirm that something is true or not**, or
- **to encourage a reply** from the person we are speaking to.

Question tags are formed with the auxiliary or modal verb from the statement and the appropriate subject.

A **positive** statement is followed by a **negative** question tag.

- Jack **is** from Spain, **isn't** he?
- Mary **can** speak English, **can't** she?

A **negative** statement is followed by a **positive** question tag.

- They **aren't** funny, **are** they?
- He **shouldn't** say things like that, **should** he?

When the verb in the main sentence is in the *present simple* we form the question tag with **do / does**.

- You *play* the guitar, **don't** you?

- Alison *likes* tennis, **doesn't** she?

If the verb is in the *past simple* we use **did**.

- They *went* to the cinema, **didn't** they?
- She *studied* in New Zealand, **didn't** she?

When the statement contains a word with a **negative** meaning, the question tag needs to be **positive**

- He **hardly ever** speaks, **does** he?
- They **rarely** eat in restaurants, **do** they?

Exceptions

Some verbs / expressions have different question tags. For example:

I am - I am attractive, **aren't** I?

Positive imperative - Stop daydreaming, **will / won't** you?

Negative imperative - Don't stop singing, **will** you?

Let's - Let's go to the beach, **shall** we?

Have got (possession) - He has got a car, **hasn't** he?

There is / are - There aren't any spiders in the bedroom, **are there**?

This / that is - This is Paul's pen, **isn't it**?

EXAMPLES:

Positive sentences, with negative tags

Present simple 'be'	She's Italian, isn't she ?
Present simple other verbs	They live in London, don't they ?
Present continuous	We're working tomorrow, aren't we ?
Past simple 'be'	It was cold yesterday, wasn't it ?
Past simple other verbs	He went to the party last night, didn't he ?
Past continuous	We were waiting at the station, weren't we ?

Present perfect	They've been to Japan, haven't they?
Present perfect continuous	She's been studying a lot recently, hasn't she?
Past perfect	He had forgotten his wallet, hadn't he?
Past perfect continuous	We'd been working, hadn't we?
Future simple	She'll come at six, won't she?
Future continuous	They'll be arriving soon, won't they?
Future perfect	They'll have finished before nine, won't they?
Future perfect continuous	She'll have been cooking all day, won't she?
Modals	He can help, can't he?
Modals	John must stay, mustn't he?

Negative sentences, with positive tags

Present simple 'be'	We aren't late, are we?
Present simple other verbs	She doesn't have any children, does she?
Present continuous	The bus isn't coming, is it?
Past simple 'be'	She wasn't at home yesterday, was she?
Past simple other verbs	They didn't go out last Sunday, did they?
Past continuous	You weren't sleeping, were you?
Present perfect	She hasn't eaten all the cake, has she?
Present perfect continuous	He hasn't been running in this weather, has he?
Past perfect	We hadn't been to London before, had we?
Past perfect continuous	You hadn't been sleeping, had you?
Future simple	They won't be late, will they?
Future continuous	He won't be studying tonight, will he?
Future perfect	She won't have left work before six, will she?
Future perfect continuous	He won't have been travelling all day, will he?
Modals	She can't speak Arabic, can she?

QUESTION AND ANSWER:

- You don't like me,?
- It isn't raining,?
- You've done your homework,?
- I'm not late,?
- I'm invited to your party,?
- You like German food,?
- You'll come to my party,?
- You remembered to feed the cat,?
- Let's play tennis,?
- There's a problem here,?
- He never says a word,?
- Nobody came to your party,?
- Don't forget,?
- You think you're clever,?
- So you think you're clever,?

Answers

- You don't like me, do you?
 - It isn't raining, is it?
 - You've done your homework, haven't you?
 - I'm not late, am I?
 - I'm invited to your party, aren't I?
 - You like German food, don't you?
 - You'll come to my party, won't you?
 - You remembered to feed the cat, didn't you?
 - Let's play tennis, shall we?
 - There's a problem here, isn't there?
 - He never says a word, does he?
 - Nobody came to your party, did they?
 - Don't forget, will you?
 - You think you're clever, don't you?
 - So you think you're clever, do you?
-

UNIT – 2

CONTENT:

1. HOMOPHONES

2. IDIOMS

3. READING COMPREHENSATION

I - Homophone

Definition of Homophone

A homophone can be defined as a word that, when pronounced, seems similar to another word, but has a different spelling and meaning. For example, the words “bear” and “bare” are similar in pronunciation, but are different in spelling as well as in meaning.

Types of Homophone

There are five different types of homophone:

1. **Homograph** – Some homophones are similar in spelling, but different in meanings. They are called *homographs*. For instance, “hail” meaning an ice storm, and “hail” meaning something that occurs in large numbers, such as “a hail of bullets.”
2. **Homonym** – Some words have the same pronunciation but different meanings. These are called *homonyms*. For instance, “cite,” “sight,” and “site.”
3. **Heterograph** – Homophones that have different spellings but are pronounced in the same way are called *heterographs*. For instance, “write” and “right.”
4. **Oronym** – Homophones that have multiple words or phrases, having similar sounds, are called *oronyms*. For instance, “ice cream” and “I scream.”
5. **Pseudo-homophone** – Homophones that are identical phonetically are called *pseudo-homophones*. In this type of homophone, one of the pair of words is not a real word, such as “groan” and “grone.”

Homophones examples:

1. Aunt (noun) or Aren't (contraction) –

- Aunt is the sister of one’s father or mother or the wife of one’s uncle.
Example – My **aunt** won the gold medal in chess competition.
- Aren’t is the short form of ‘are not’.
Example – We **aren’t** going to play cricket this Sunday.

2. Ate (verb) or Eight(noun) –

- Ate is the past form of ‘eat’.
Example – I **ate** a large size burger.
- Eight is a number which comes after seven and before nine.
Example – Today, I woke up at **eight** o’clock.

3. Air (noun) or Heir (noun) –

- Air is the invisible gaseous substance surrounding the earth, a mixture mainly of oxygen and nitrogen. It is also used to express (an opinion or grievance) publicly.
Example – The Game of Thrones (GOT) show was first **aired** in 2011.
- A person entitled to the property or rank of another after death. It is also called as Successor or inheritor.
Example – In GOT, who is the real **heir** to the throne?

4. Board (noun) or Bored (adjective) –

- A board is a flat piece of wood.
Example – Art teacher is drawing a beautiful portrait on the **board**.
- Bored means lacking interest or engagement. If you are bored then it means you are not interested at all.
Example – She got **bored** during the history lecture.

5. Buy (verb) or By (preposition) or Bye (exclamation) –

- Buy means to purchase something in exchange for payment.
Example – I need to **buy** a birthday present for my beloved sister.
- By means identifying who performed an action.
Example – The world-famous open-source software Linux is created **by** Linus Torvalds.
- Bye defines an informal way of saying 'goodbye'.
Example – Okay, dear. I need to go now. See you soon. **Bye**.

6. Brake (noun, verb) or Break (noun, verb) –

- A brake is a device for slowing or stopping a moving vehicle, typically by applying pressure to the wheels, such as brake in the car and other vehicles.
Example – He applied the **brakes** to stop the car.
- This break has a different meaning. As a noun, it means separate into pieces and as a verb, an interruption of continuity.
Example – You should take uniform **breaks** to refresh your mind and reset your attention.

7. Cell (noun) or Sell (verb) –

- A cell is a small room in which a prisoner is locked up. A cell is also considered as the smallest structural and functional unit of an organism.
Example – Breaking a **cell** is difficult for almost every prisoner.
- Sell means to exchange a product or service for money.
Example – I am thinking to **sell** my flat for the better deal.

8. Chilli (noun) or Chilly (adjective) –

- Chilli is a small spicy pepper or pod of a variety of capsicum used in cooking. It is also called as chilli pepper.
Example – I ordered the Mexican Hot Pizza, but couldn't eat the **chilli** on top!
- On the other hand, chilly means feeling cold.
Example – It's a little **chilly** outside, don't forget to wear your coat.

9. *Deer (noun) or Dear (noun, adjective) –*

- Deer is a hoofed grazing animal, with branched bony antlers that are shed annually and typically borne only by the male.
Example – Animals like **Deer** were an important source of food for early humans.
- Dear is used for the beloved person.
Example – Hey **dear**, are you okay now?

10. *Dew (noun) or Due (adjective, noun) –*

- Dew is tiny drops of water that form on the ground and other surfaces outside during the night when atmospheric vapor condenses.
Example – In the early morning, the grass was wet with **dew**.
- In terms of the noun, due means what is owed (especially money) to one. In terms of adjective, expected to happen, arrive, etc. at a particular time.
Example – When is the first payment **due**?

11. *Eye (noun) or I (pronoun) –*

- An eye is the part of our body that we use for seeing.
Example – She has beautiful **eyes**.
- I is used as the subject of a verb to refer to the person speaking or writing.
Example – **I** am pretty sure that you are already aware of this word. (gotcha)

12. *Flour (noun) or Flower (noun) –*

- Flour is a powder obtained by grinding grain, typically wheat, and used to make bread, cakes, and pastry.
Example – Thicken the sauce by adding a little **flour**.
- The flower is the part of a plant that is often brightly colored and has a pleasant smell.
Example – **Flower** always brings a smile on your face and refreshes your mood.

13. *For (preposition) or Four (noun) –*

- For means, in support of or in favor of (a person or policy).
Example – Today we brought a new blog **for** you with something new to learn.
- Four is the number after three and before five.
Example – **Four** is my lucky number.

14. *Grate (verb) or Great (adjective) –*

- Grate means to rub food against a grater in order to cut it into a lot of small pieces.
Example – Add the **grated** carrots to the salad.
- Great means large in amount, size, or degree.
Example – China has the **Great** Wall of China. (uh-huh)

15. *Hear (verb) or Here (adverb) –*

- Hear means to perceive with the ear, the sound made by someone or something.
Example – I am unable to **hear** your voice, can you please speak aloud?

- Here, indicates the place where you are at any moment.
Example – Welcome guys, **here** you will find the appropriate content for learning new homophones.

16. *Hole (noun) or Whole (adjective)* –

- The hole is a gap or hollow place in a solid body or surface.
Example – He had a **hole** in his sock.
- Whole means entire; All of.
Example – I read the **whole** book in one day.

17. *Hour (noun) or Our (determiner)* –

- A period of time equal to 60 minutes.
Example – You should positively spend at least an **hour** daily for reading.
- Our means belonging to us.
Example – **Our** aim should be crystal clear before we start our move towards it.

18. *Him (pronoun) or Hymn (noun)* –

- Him is usually used as the object of a verb or preposition, to refer to a man, boy, or male animal that has just been mentioned or is just about to be mentioned.
Example – Don't be judgmental for any person unless and until you know **him**.
- The hymn is a religious song or poem to praise a god.
Example – The church congregation stood up to sing a **hymn**.

19. *It's (contraction) or Its (determiner)* –

- It's is the short form of it is.
Example – **It's** not my fault. It's yours!
- Its mean belonging to or relating to something that has already been mentioned.
Example – The Company increased **its** profits.

20. *Know (verb) or No (determiner)* –

- Know means to have knowledge or understanding about something.
Example – Read the complete blog to **know**.
- No indicates a negation or something that's not true.
Example – Now, there's **no** chance for the next meeting.

Homonyms examples:

Address – Address

- *I can give you the **address** of a good attorney.*
- *That letter was **addressed** to me.*

Band – Band

- *The **band** was playing old Beatles songs.*

- *She always ties her hair back in a **band**.*
- *Many insects are **banded** black and yellow.*

Bat – Bat

- *I am afraid of **bats**.*
- *It's his first time at **bat** in the major leagues.*

Match – Match

- *If you suspect a gas leak do not strike a **match** or use electricity.*
- *Her fingerprints **match** those found at the scene of the crime.*

Mean – Mean

- *What does this sentence **mean**?*
- *He needed to find a **mean** between frankness and rudeness.*

Right – Right

- *I'm sure I'm **right**.*
- *Take a **right** turn at the intersection.*

Ring – Ring

- *What a beautiful **ring**!*
- *The children sat on the floor in a **ring**.*

Rock – Rock

- *Komuro formed a **rock** band with some friends while in college.*
- *To build the tunnel, they had to cut through 500 feet of solid **rock**.*

Rose – Rose

- *She has a **rose** garden.*
- *Sales **rose** by 20% over the Christmas period.*

Spring – Spring

- *I'm sorry to **spring** it on you, but I've been offered another job.*
- *He was born in the **spring** of 1944.*

Stalk – Stalk

- *He ate the apple, **stalk** and all.*
- *Snatching up my bag, I **stalk** out of the room.*

Well – Well

- *The conference was very **well** organized.*
- *The dog fell down a **well**.*

Clip – Clip

- *They are **clips** from the new James Bond film.*
- *The wire is held on with a metal **clip**.*

Date – Date

- *The **date** on the letter was 30th August 1962.*
- *She and Ron go to the park to **date**.*

Drop – Drop

- *The apples are beginning to **drop** from the trees.*
- *A single **drop** of blood splashed onto the floor.*

Fly – Fly

- *A **fly** was buzzing against the window.*
- *Let's **fly** a kite.*

Letter – Letter

- *There's a **letter** for you.*
- *"B" is the second **letter** of the alphabet.*

Palm – Palm

- *He held the bird gently in the **palm** of his hand.*
- *The coconut **palm** is a native of Malaysia.*

Park – Park

- *We went for a walk in the **park**.*
- *The tennis court is sometimes used as a car **park**.*

QUESTION AND ANSWER:

1. Homophones are words that sound different but have same meanings.

- True
- False

Answer: b

Explanation: The statement is false. Homophones are words that sound the same but have different meanings and spellings.

2. Which of these means to omit?

- Accept

- b) Except
- c) Acept
- d) Except

Answer: b

Explanation: Except is a preposition or verb which means to leave out or omit. Accept means to receive and is a verb. Both of these are homophones.

3. Which of these means to influence?

- a) Affect
- b) Efect
- c) Effect
- d) Affecct

Answer: a

Explanation: Affect and effect are homophones. Both these words are verbs. Affect means to influence while effect means to bring about.

4. _____ is the most important city of a country.

- a) Capitol
- b) Capetol
- c) Capital
- d) Capitalisation

Answer: c

Explanation: Capital is a noun meaning the most important city or town of a country. Capitol is a noun meaning a building, housing a legislative assembly.

5. Which of these is an adjective?

- a) Course
- b) Coourse
- c) Caorse
- d) Coarse

Answer: d

Explanation: Coarse is an adjective meaning unrefined or harsh in texture. Course is a noun meaning the route or direction followed by a river or ship.

6. She writes everyday in her _____

- a) dairy
- b) diary
- c) deary
- d) diery

Answer: b

Explanation: The correct statement is: She writes everyday in her diary. Dairy means a building or room for storage, processing and distribution of milk and milk products. Diary means a book in which one keeps a daily record of events.

7. Which of these expresses distance?

- a) Farther
- b) Father
- c) Further
- d) Ferther

Answer: a

Explanation: Farther is an adverb and an adjective, used to express distance or space. Further means a greater expanse of space or time, quality or degree.

8. _____ refers to the second-mentioned thing of two things.

- a) Later
- b) Latter
- c) Latte
- d) Late

Answer: b

Explanation: Later is an adjective. It is the comparative of late and means after some time. Latter refers to the second or second-mentioned of two people or things.

9. Which of these is a conjunction?

- a) Weather
- b) Peace
- c) Piece
- d) Whether

Answer: d

Explanation: Weather is a noun meaning the state of the atmosphere at a place and time. Whether is a conjunction which means expressing a doubt or choice between alternatives. For example: You're going to school you've finished your homework or not.

10. Which of these means a piece of wood?

- a) Wage
- b) Wadge
- c) Wedge
- d) Wedje

Answer: c

Explanation: Wage is a noun meaning a fixed regular payment for work. Wedge is a noun meaning a piece of wood or metal.

II-Idioms

IDIOMS BASED ON ANIMALS, BIRDS & INSECTS

- **To have a bee in one's bonnet-** to be continually occupied with: Ashok **has a bee in his bonnet** about yoga being the only healthy exercise.
- **To make a bee line for something-** to take the quickest and most direct way towards it: The thirsty children made **a bee line for the pitcher of water**.
- **To kill two birds with one stone-** to achieve two aims with only one effort: Nisha **killed two birds with one stone** when she got a coat which was warm as well as waterproof.
- **Bird's eye view-** a general view of something: I cannot judge the merits of the plan as I have just had a **bird's eye view** of it.
- **Bird of passage-** person who roams from one place to the other: There is no use asking John for his address as he is a **bird of passage**.
- **To take the bull by the horns-** to decide to face a problem: At last the school boys decided **to take the bull by the horns** and thrash the cheat.
- **To let the cat out of the bag-** to reveal a secret: The teacher was almost deceived by the trick but Meera spoilt the whole plan by **letting the cat out of the bag**.
- **Cock- and- bull story-** an absurd tale: Arun told a **cock-and-bull story** to explain his late arrival at the office.
- **Dark horse-** an unexpected winner: Asha never seemed good at studies but she has proved a **dark horse** by standing first in the final examination.
- **A dog in the manger-** someone who prevents others from using something: Ashoka does not like movies, and he is **a dog in the manger** when his friends want to go to the cinema

GENERAL IDIOMS:

1. Stir up a hornets' nest

Provoke trouble

Example: It's not that the management is not aware of few false bills here and there, but they don't call it because it would expose many and stir up a hornet's nest.

2. Back against the wall

Be in a difficult situation from where escape is difficult

Example: With banks baying for his blood over default in payments, he has his back against the wall.

3. Bite off more than you can chew

To try to do something that is too difficult for you

Example: He has taken more responsibilities as he couldn't say 'no' to his boss. I think he has bitten more than he can chew, and he'll struggle to handle them all.

4. Head over heels

If you're head over heels, you're completely in love.

Example: Max fell head over heels in love with her colleague and wants to marry her.

5. Upset someone's applecart

If you upset someone's applecart, you do something that causes a plan to go wrong.

Example: The increase in customs duty by the government has upset the applecart of those car companies who were importing most of their car parts.

6. Spoil someone's plans

To ruin someone's plans

Example: The heavy overnight rain spoiled our plan to play cricket next morning.

7. Keep someone at arm's length

If you keep someone at arm's length, you avoid becoming friendly with them.

Example: I've more productive time in the day because I've developed this good habit of keeping video games at arm's length.

8. Up in arms

Angry about something

Example: Media has traditionally been up in arms with the government of the day.

9. Drive a hard bargain

If you drive a hard bargain, you argue hard to get a favorable deal.

Example: The author tried to drive a hard bargain with the publisher on signing amount, but couldn't because he didn't have best sellers in his name.

10. Barking up the wrong tree

To ask the wrong person or follow the wrong course

Example: The sales team blamed the engineers for the organization's failure to bag the mega deal, but they were barking up the wrong tree.

11. Scrape the barrel

When you're scraping the barrel, you're using something you do not want to but you've no option.

Example: I was scraping the barrel when I had to stay for six months with my parents after I lost my job.

12. Bend over backwards

To try please or accommodate someone to an unusual degree

Example: The hotel staff bent over backwards to make the visit of the dignitaries a memorable one.

13. A chip off the old block

If you're a chip off the old block, you're similar in some distinct way to your father or mother.

Example: He is as stingy as her mother – a real chip off the old block.

14. Blow your own trumpet

If you blow your own trumpet, you tell people how good or successful you are (used in negative way).

Example: That doctor can be so off-putting. He is always blowing his trumpet mentioning his awards and positions in various associations.

15. Once in a blue moon

If something happens once in a blue moon, it happens rarely.

Example: Many startups turn in a profit once in a blue moon.

16. Burn your boats/ bridges

If you burn your boats, you do something that makes it impossible to change your plans and go back to the earlier position or situation.

Example: I've burnt my boats with my previous supervisor by criticizing him publicly.

17. Make no bones about something

If you make no bones about something, you say clearly what you feel or think about it.

Example: Jack made no bones about getting a hike in his salary.

18. Break fresh/ new ground

If you break new ground, you do something that was not done before.

Example: Our scientists are breaking new ground in robotics and cancer research.

19. In the same breath

When you say two things in the same breath, you say two very different or contradictory things.

Example: How can the manager praise my colleague and talk of his average performance in the same breath?

20. Take away your breath

If someone or something takes your breath away, it astonishes you.

Example: His diving catch at the crunch moment in the match took my breath away.

21. Sell like hot cakes

If something sells like hot cakes, it sells very fast.

Example: More than five thousand cars sold so far. The new model is selling like hot cakes.

22. Burn the candle at both ends

If you burn the candle at both ends, you work excessively hard, say, by keeping two jobs or by leading a busy social life in the evening.

Example: Mitch is burning the candle at both ends. He is working two jobs, one in the evening.

23. Separate the wheat from the chaff

If you separate wheat from the chaff, you separate valuable from worthless.

Example: The new testing procedure to evaluate employees will separate the wheat from the chaff.

24. Change tune

If you change your tune, you change the way you behave with others from good to bad.

Example: After he came to know that I'm close to the power in the organization, he changed his tune.

25. Run around in circles

To be active without achieving any worthwhile result

Example: He ran around in circles trying to bring us on board for the new cause.

26. Turn the clock back

If you turn the clock back to an earlier period, you return to that time.

Example: Turning the clock back to our glory days is fruitless. We've to work harder and smarter in the present.

27. Against the clock

If you're working against the clock, you're working in great hurry.

Example: With only half the syllabus studied, I raced against the clock to be ready for the exam on Monday.

28. Close the door on someone

If you close the door on someone or something, you no longer deal with it.

Example: The country decided to close the door on talks till other outstanding issues are resolved.

29. Burn the midnight oil

To work late in the night

Example: I had to burn the midnight oil for nearly three months to write my first book.

30. Chicken and egg situation

If a situation is chicken and egg, it is impossible to decide which of the two came first and caused the other one.

Example: I need to have experience to get job, but without job, I can't have experience. It's a chicken and egg situation.

III - READING COMPREHENSION:

Passage 1

The Indian Premier League (IPL) is a professional Twenty20 cricket league in India contested during April and May of every year by 8 teams representing 8 cities of India. The league was founded by the Board of Control for Cricket in India (BCCI) in 2008, and is regarded as the brainchild of Lalit Modi, the founder and former commissioner of the league. IPL has an exclusive window in ICC Future Tours Programme.

The IPL is the most-attended cricket league in the world and in 2014 ranked sixth by average attendance among all sports leagues. In 2010, the IPL became the first sporting event in the world to be broadcast live on YouTube. The brand value of IPL in 2018 was US\$6.3 billion, according to Duff & Phelps. According to BCCI, the 2015 IPL season contributed ₹11.5 billion (US\$182 million) to the GDP of the Indian economy.

There have been eleven seasons of the IPL tournament. The current IPL title holders are the Chennai Super Kings, who won the 2018 season.

Read the passage and choose the most appropriate option

Q1. Indian Premier League is considered whose brainchild?

- a) Lalit Modi
- b) Nirav Modi
- c) Vineet Jain
- d) Mukesh Ambani

Q2. How many seasons have been played of IPL till 2018?

- a) 10
- b) 12
- c) 11
- d) 9

Q3. What is the antonym of the word “professional” w.r.t it’s usage in the passage?

- a) Competent
- b) Amateur
- c) Master
- d) Polished

Q4. In which year IPL became the first sporting event to be broadcast live on an online platform?

- a) 2011
- b) 2010
- c) 2008
- d) 2012

Q5. According to Duff & Phelps, the brand value of IPL in 2018 was

- a) ₹11.5 billion
- b) US \$182 million
- c) ₹ 6.3 billion
- d) US \$6.3 billion

Answers:

Q1 – a

Q2 – c

Q3 – b

Q4 – b

Q5 – d

Passage 2

Football is a popular sport in India. Football has enjoyed popularity in Kerala, West Bengal, Goa and north-eastern India which consists of Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Arunachal Pradesh and Sikkim. India's current top domestic league, I-League, was formed in 2007 in an attempt to professionalize domestic football. In 2013 the Indian Super League was formed as an unrecognised professional league with 8 teams to promote Indian football to the country and world. After three seasons, the Indian Super League was recognised as a top tier league, running in parallel with the I-League, thus leaving India as one of the few countries with two fully recognised top tier leagues. Also contested is Santosh Trophy, a knock-out competition between states (provinces) and government institutions. The current captain of the Indian national team is Sunil Chhetri. India is currently ranked 103 among the FIFA World Rankings.

The 2017 FIFA U-17 World Cup was hosted by India in the month of October in 2017 and the first time the country had hosted a FIFA event. The tournament was touted as the most successful FIFA U-17 World Cup ever, with the attendance being a record 1,347,133 surpassing China's 1985 edition where it was 1,230,976. India is also going to host the 2020 FIFA U-17 Women's World Cup. Owing to this, India has also bid to host the 2019 FIFA U-20 World Cup and is considering a bid for the 2023 FIFA Women's World Cup.

Read the passage and choose the most appropriate option

Q1. According to the passage which states does football enjoy popularity in India?

- a) West Bengal, Goa, Assam, Manipur, Kerala, Meghalaya, Telangana, Nagaland, Tripura, Arunachal Pradesh and Sikkim.
- b) Goa, Assam, Manipur, Meghalaya, Mizoram, Kerala, West Bengal, Tamil Nadu, Chhattisgarh, Arunachal Pradesh and Sikkim.
- c) Goa, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Arunachal Pradesh, Andhra Pradesh, Rajasthan, and Sikkim.
- d) Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Arunachal Pradesh and Sikkim. Kerala, West Bengal, Goa.

Q2. Why was the I-League formed in India?

- a) To professionalize domestic football
- b) To keep a check on the football players
- c) To professionalize international football in India
- d) To unite the north-eastern states of India

Q3. How many people attended the 2017 FIFA U-17 World Cup held in India?

- a) 1,230,976
- b) 1,347,134
- c) 1,347,133
- d) 1,230,970

Q4. Which word in the passage means 'endorse'?

- a) Promote
- b) Advocate
- c) Oppose
- d) Attest

Answers

Q1 – d

Q2 – a

Q3 – c

Q4 – a

Passage 3

The **Pro Kabaddi League**, currently known as **Vivo Pro Kabaddi League** for sponsorship purpose, is a professional-level Kabaddi league in India. It was launched in 2014 and is broadcast on Star Sports.

The league's inception was influenced by the popularity of the Kabaddi tournament at the 2006 Asian Games. The format of the competition was influenced by Indian Premier League. The Pro Kabaddi League uses a franchise-based model and its first season was held in 2014 with eight teams each of which having paid fees of up to US\$250,000 to join.

There were doubts over whether the PKL would be successful, noting that there were many leagues attempting to emulate the IPL's business model and success, and that unlike cricket, there were relatively fewer well-known players in Kabaddi. However, it was also noted that kabaddi was widely played in grassroots community settings, and could thus attract a wide variety of rural and metropolitan viewers for advertisers to target if the league gained significant traction.

The inaugural season was seen by 435 million viewers, Mashal sports placing it just behind the total-season viewership of the 2014 Indian Premier League season, while the inaugural championship was seen by 86.4 million viewers. Star Sports, the PKL's broadcaster, subsequently announced in 2015 that it would acquire a 74% stake in the league's parent company Mashal Sports. For the 2017 season, the PKL added four new teams, and changed its format to split the teams into two divisions known as "zones".

Read the passage and choose the most appropriate option

Q1. When was the professional kabaddi league (PKL) started, who was the broadcast partner and what is it currently called?

- a) 2014, Zee Tv, Verizon Premier Kabaddi League
- b) 2014, Start Tv, Vivo Premier Kabaddi League
- c) 2015, Star Sports, Verizon Pro Kabaddi League
- d) 2014, Start Sports, Vivo Pro Kabaddi League

Q2. What is the ratio of the total number of viewers of the inaugural season vs. inaugural championship?

- a) 5:1.5
- b) 1:5
- c) 5:1
- d) 5:4

Q3. Why was there a doubt that PKL would not be a success?

- a) There were many leagues attempting to emulate the IPL's business model and success
- b) There were fewer kabaddi players known to the public
- c) Either (a) or (b)
- d) Both (a) and (b)

Q4. In what context is the word “zones” used in the passage?

- a) Disunions
- b) Divisions
- c) Neighborhood
- d) Directions

Q5. Because kabaddi is played at grassroots community level, which kind of viewers it could possibly attract?

- a) only rural viewers
- b) only urban views
- c) rural and metropolitan viewers
- d) it would garner no viewers at all

Answers

Q1 – d

Q2 – c

Q3 – d

Q4 – b

Q5 – c

UNIT – III

Error Correction:

Do you see any errors?

1. I went to the India in 1967.
2. I have been in the United States since a year.
3. I used to having a horse.
4. I'm used to get up early.
5. I love a lot the animals that live in Australia.
6. She must has been on holiday.
7. I wish I am not fat.
8. When I was in Russia last year, I wish I went to Moscow.
9. The sun is very strong. I wish I didn't leave my sun cream in the hotel.
10. I am not used to do the housework.
11. I hate doing mistakes.
12. I live here since 1997.
13. He knows her for ten years.
14. I've been cutting my finger today.
15. My house is built in 1567.
16. Spinach is said to being very good for your health.
17. I went to work with the bus.
18. At this time tomorrow, I'll be fly to Tokyo.
19. I'm not agree: this exercise is very easy.
20. I am knowing all the grammar, but it's difficult to remember.
21. It's time I have a holiday: I am so tired!

Error Correction Worksheet

1. I went to the India in 1967. No 'the'.
2. I have been in the United States since a year. 'for a year'.
3. I used to having a horse. ...used to have..
4. I'm used to get up early. ...used to getting...
5. I love a lot the animals that live in Australia. 'a lot' at the end.
6. She must has been on holiday. ...must have been...
7. I wish I am not fat. ...wish I was not...
8. When I was in Russia last year, I wish I went to Moscow.I wish I had gone to....
9. The sun is very strong. I wish I didn't leave my sun cream in the hotel.wish I hadn't left...
10. I am not used to do the housework.used to doing...
11. I hate doing mistakes.making mistakes...
12. I live here since 1997. ...have lived here....
13. He knows her for ten years. ...has known her for....
14. I've been cutting my finger today. ...have cut my finger...
15. My house is built in 1567.was built in....
16. Spinach is said to being very good for your health. ...is said to be very....
17. I went to work with the bus.work by bus...
18. At this time tomorrow, I'll be fly to Tokyo. ...I'll be flying to...
19. I'm not agree: this exercise is very easy.I don't agree...
20. I am knowing all the grammar, but it's difficult to remember. ...I know all the....
21. It's time I have a holiday: I am so tired!it's time I had...

UNIT-IV

Letter Writing

A letter is such a written message that we sent to persons who are far away from us and we want to convey our message to them in a clear and forceful manner. We usually write letters to our friends and relatives. Although the advent of IT- Telephones, Mobile SMS's and Chat- has reduced the importance of personal letter writing as we can send our messages through these mediums very easily but this art is still required where there is need of formal communication. Sometimes we have to send an application to the school for grant of leave and at other time we have to complain about someone. The same way we get a lot of chances where we have to send a formal letter. Thus this art of letter writing is no more an ornamental accomplishment but something that every educated person must acquire for practical purposes.

- **Informal Letter Writing**
- **Business Letter Writing**
- **Official Letter Writing**

There are many types of letter writing but most of the English grammar letter writing deals with the following given categories:-

Informal Letter Writing

These types of letter are written to relatives or friends. These can also include invitations etc. Such kinds of a letter are also known as Personal or Social Letters.

Business Letter Writing

These letters are used as a communicative tool in the business and are usually written by the traders, firms and companies etc for business purposes. These kinds of letter fall under the category of formal letters.

Official Letter Writing

These include a letter of application, letter to government officials and letter to Newspapers etc. These letters are used for the official communication of the information from one department to another. Ex:- Termination letter, Recommendation letter, Reference letter, job letter etc

Irrespective of the type of letter there is a certain matter of forms which are applicable all and have to be taken care of while writing any kind of letter to make it impressive and purposeful.

LETTER WRITING RULES

Main six Points that has to be taken care of while writing a letter are:-

1. **Heading**

2. **The Salutation** or Courteous Greetings
3. **The Body** of the letter -Communication or the Message-.
4. **The Subscription** -Courteous Leave-taking, or Conclusion-.
5. **The Signature** -Name of the writer-
6. **The Address**

1. Heading of a letter basically consists of **Two Parts**:

1. **address** of the writer followed by
2. the **date** on which the letter was written by him.

Heading can be written on the **Right or Left** (keep on changing with time-presently we follow the convention of writing Heading in the left corner) corner of the first page of the letter.

Examples of a Heading are:-

63, Geeta Colony Examination Hall
 Delhi-160032 A.B.C.
 June 12, 2010 12th June 2010

2. The Salutation in the letter will depend upon the depth of relationship of the writer with the person to whom the letter is being written thus vary from letter to letter.

The salutation is written at the **left hand of the page**, at a lower level the Heading. The **first and last word** of the **salutation** is always started in **Capital Alphabets**.

Examples of the Salutation are:

In Informal Letters	In Business Letters
<p>To Blood Relations My dear Father, My dear Mother, My dear Kavita,</p> <p>To Friends Dear Rajesh, My dear Ajay,</p> <p>Note: - Dear Friend or My dear Friend is never used as Salutations</p>	<p>To Businessmen: Dear Sir, Dear Sirs,</p>
<p>In Official Letters</p> <p>To Officials/Principal/Headmaster/Teachers Sir, Madam,</p>	

3. The Body itself is considered as the life of the letter and the style in which it is written will depend upon the kind of letter one wishes to write. Like, the style of the letter to be written to a friend will be entirely different from the style of the letter to be written to an official and so on. But few points that one has to keep in mind irrespective of the style while writing the body of the letter are:-

- Divide the letter into paragraphs, to mark changes of subject-matter etc.
- Use simple and direct language in short sentences. It will make the message clear and to the point
- Always try to be complete. For this think out what you want to say before the beginning of writing of letter, and put down all the point in a logical manner.
- Write neatly to avoid inconvenience to the reader because of your bad penmanship.
- Take care of the punctuation and be consistent with it. Incorrect punctuation may alter the whole meaning of the sentence.

Besides letter can be make impressive to leave an indelible mark on the reader we can use following given starting and ending with the various kind of letters:-

Informal Letter Writing Format

Starting

I got your letter yesterday.
 I am in receipt of your letter.
 I am glad to receive your letter.
 It gives me pleasure to inform you.
 It is long since I heard from you.
 I cannot understand your long silence.
 It has made me very anxious.
 I am sorry I could not write to you earlier.

Endings

With Kind regards,
 With best wishes,
 Convey my best regard to your dear parents,
 With love to your brother and sister,
 Well, goodbye for now,
 Hoping to hear from you very soon,
 With love from all of us.
 With sincere sympathy for your distress
 Wishing you still better luck.
 Please remember me to all at home

Business Letter Writing Format

Starting

I shall be obliged if you kindly...
 I shall be glad if you send me...
 Would you be kind enough to send me the following articles...
 May I draw your kind attention to...

Endings

Thanking you,
 Thanking you in anticipation,
 Hoping to be favoured with an early reply.

Official Letter and Applications Writing Format

Starting

I beg to submit...
I beg to state...
I have the honour to report...
I have the honour, to bring to your kind notice...
With reference to your advertisement in the 'Times of India'...

Endings

Thanking you,
Thanking you in anticipation,
Hoping to be favoured with an early reply.

4. The Subscription of the letter ie the end should be according to the starting of the letter. A letter must not end abruptly as this would look rude. So certain forms of polite leave-taking are prescribed That should be written after the last words of the letter on the left-hand side corner of the lines after the body. It should start with a Capital letter and end with a comma. Some examples of the subscription of the letter of various kinds are:-

- To Blood Relations: Yours affectionately,
- To Friends: Yours Sincerely,
- To Principal/Headmaster/Teacher etc: Yours Obediently,
- To Officials/Businessmen: Yours faithfully,
- To Strangers: Yours truly,

Note:- Never use an apostrophe(‘) with yours in the subscription.

5. The Signature of the writer of the letter should be below the subscription. In a letter to the stranger, the signature should be clearly written so that he could know whom to address in reply.

Note: A women should prefix to the name Miss or Mrs. or Ms in brackets before her name like

(Miss) Preetinder Kaur

7. The **Address** is written on the envelope of the postcard very clearly with a pin code.

EXAMPLE OF LETTER PATTERN:

Business Letter Sample – *Order for Sports Equipment on discounted rate*

1419 Westwood Blvd,
Los Angeles, CA

29th February 2012

The Sales Manager
BiG FiTNESS
5 Progress St.
Seekonk, MA 02771

Sub: Order for Sports Equipment

Dear Sir,

With reference to your offer of 25% discount on certain items, in the Daily dated 28th February 2012, i am placing a bulk order for the following sports equipment:

1. Precor C966i Treadmill – 5
2. PowerMax Squat Rack – 2
3. GoFit Rubber Medicine Ball – 10
4. Harbinger Deluxe Ab Straps - 10

I have arranged for payment as per your terms and conditions. I am sure they will be delivered in 3-4 days.

Please make sure that the equipment is not faulty in any way or isn't packaged so as to cause damage. If there is any damage or fault in the equipment i am sure you will replace them as per your policy.

Thanking you
Gerard Butler

Informal Letter – Confessing and Apologising through letter for a torn dress

H-19

Dayal Bagh Colony
New Delhi

09 February, 2012

House No. 3389, Behind Hockey Stadium,
SHJ Street, Mumbai

My dear Babita,

I am not sure if you have found out yet or not but i have a confession and apology to make. I'm so embarrassed to admit it but I must inform you because it is killing me inside. You had a Maroon Frock with floral design on it. I happened to put a hole in it while i was ironing my clothes. I didn't realise how it happened but it just happened. Clumsy me!

I swear i had no intention of doing that, i am so very sorry. When that happened i panicked because you love all your dresses. I couldn't see you crying and angry so i threw it in the dustbin. I couldn't face you after that and when i returned back home, i kept feeling guilty and here i am.

I am extremely apologetic and willing to make up with you but please don't hate me or give me the silence treatment. I'll buy you a new dress or you can choose a punishment for me.

Once again, I'm really very sorry for my clumsiness. I couldn't be more embarrassed and hope you can forgive me!

Hoping to hear from you very soon,

Yours affectionately,

Namita

Official Letter – *Terminating the employment of a irresponsible employee*

Harish Miglani
TS Informatics Pvt. Ltd,
P 47, Industrial Area,
Jabalpur, Madhya Pradesh

5th January 2012

Amit Kumar
#1060 RNM Apartments,
Jabalpur, Madhya Pradesh

Sub: Immediate termination of your tenure

Dear Amit,

I would like to inform you that your position with TS Informatics Pvt. Ltd. has been terminated effective immediately (5th January 2012).

The reasons for your termination are as follows:

- Failure to arrive on time, consistently
- Not giving minimum full hours of work
- Non obedience of Instructions to be followed during working hours
- Providing false information for late arrival and improper working hours
- Arguing with senior regarding office rules

As per the company's policy you can collect your pending amount which will not be mailed to you. Owing to your behaviour, all the benefits which were to be provided to you stand to be cancelled.

For any further clarification, you can contact me on the address provide above.

Sincerely,

Harish Miglani

UNIT – V

EXPANSION OF PROVERB

‘Knowledge is Power’

Knowledge is considered superior to physical strength in gaining success. A society or community that is devoid of knowledge is considered backward, even if they are a physically strong group. Many physically powerful nations were defeated by nation having greater intelligence and knowledge.

However, the true power that comes from knowledge is not a negative kind of power that enables us to rule unjustly over the lives of others. Rather, it is a positive, peaceful kind of power: the power that comes from having a closer grasp of the truth, and of the reality of the world that we live in.

Knowledge helps human beings to utilize the various forces of nature for the benefit of humanity. The rise of human beings as the most powerful living-beings on planet is only due to the knowledge and the proper application of knowledge.

Knowledge plays a vital role in every sphere of human life and activity. Knowledge has helped in the advancement and development of civilization and culture. The application of knowledge has led man to the path of progress. We can all benefit from learning new things.

Health is Wealth

Health is true wealth indeed. We call health wealth in the sense that all the wealth of any sort that one wants to possess can be had only if one is healthy! Suppose a man wishes to enjoy his life to the maximum. For this he requires abundant supply of resources such as, money, luxuries, company of like-minded friends, etc. Suppose he has all of these except health. Do you think he will be able to enjoy life? No, not at all! Life's luxuries can only be enjoyed only when one is healthy. A diseased millionaire will not be able to enjoy half as much as healthy labourer who just manages to make both ends meet. Life's delicacies can only be relished in pure health; if one is suffering from even the mildest form of any ailment, he/she can't enjoy life's blessings. So ensure your health first, before you go on a wild goose chase of any other sort of wealth.

This wealth of health can only be earned and preserved through self-discipline, abstinence, exercise of body and mind, meditation, gratitude, and cheerfulness. So one must give due place to proper nutrition, self-control, physical exercises, proper sleep, laughter and meditation.

Old is gold

The meaning of Old is gold is whatever is old is important as gold. We should not think old is a waste. Even though this proverb is short, it has a very descriptive/lengthy/valuable meaning.

The foundation for all the new things in the present world was laid in the olden days and what we are getting at present is all the updated / improvised ones of the old inventions which form the base of the new ones. So we need to value the old things much as these are the basics of learning new things.

Old songs with their sweet melodies, old sculptures standing tall, old friends etc, are all much more precious than gold. From practical to aesthetic value they are very much valuable just like gold. When a thing becomes old it is more valued.

Time is Money

Proverb 'time is money' states that more than money our time is more important and that we should not waste it and respect time more than money. Time has the ability to change one's life completely. One who understands the value of time gains all success in life and one who doesn't, tend to fall. For the people who have experienced both good and bad things, time is precious to them.

Work including our daily routine and activities should be performed on proper time and with due respect. Managing time helps in obtaining positive results in life which ultimately involves every pleasure of life.

Work is worship

If we understand the real meaning of work is worship, work is really the real worship as without work our life is waste. If we follow it well all through our life, it acts as the key to success, progress and happiness. If people understand its meaning in true sense, it will surely positively change the scenario of world economy and help people to strongly face the tougher challenges in life. However, we cannot ignore the type of people living together on this planet. Worker earns honestly, idle people depends on others like a parasite, etc. Our life and body get rust if we spend it without any work, aim or purpose. Hard work is the way to get greatness in life. It is considered that, only people who take interest in their work do worship heartily.

Honesty is the best policy

Honesty is a policy that prays in the long run. There is the story of Lord Alfred Dreyfuss of France who was convicted for being a spy.

He spent years in a jail far away from his native land and his countrymen hated him . Then one day the real spy got his story published and the truth came out. Lord Alfred was restored to his original status with all honours and the nation was ashamed of the way it treated him . All though the trial Lord Dreyfuss kept on saying that he was innocent . Every religion tells us that we must be honest.

No one likes the dishonest people because they cannot be trusted. The truth is always had been so simple.

Dishonesty is like a web that has no beginning and no end .

Sometimes we are punished for being honest but it is nothing as compared to the pain and suffering we cause due to dishonesty. Gandhi ji laid his emphasis on the need to be the truthful in words and deeds . Gandhiji's life was throughout the struggle to uphold the virtue of truth .A truthful man can speak and act with moral conviction. He commands respect and reverence in society.May it helps you.

Haste makes waste

‘Haste makes waste’ is a proverb that encourages us to take our time over important things. This proverb admonishes us to plan ahead, and take time and care over every single step of a project.

We may think that getting things done quickly is the most efficient thing to do, but in our haste we may plan things badly, make mistakes that need to be rectified at a later date and cut corners that will ultimately cause us to take much more time on the project in the long run. Cutting corners at home, at work or at school may results in wasted time and resources. Taking time over something can be enjoyable and more productive. Skipping a plan can result in overspending or poor use of resources. Being less hasty can save time in the long run as we spend less time correcting hasty mistakes.

One of the striking things about this proverb is also its use of rhyme. When considered as a single sentence, the proverb contains an internal rhyme: ‘haste’ and ‘waste’. Many proverbs work with rhyme in this way. The two monosyllabic rhymes in this proverb, haste and waste, make it memorable. When proverbs are as old as this one, they were often part of an oral rather than a written culture and were passed down the generations by people saying them to each other rather than writing them down. Again, the use of rhyme will have made the proverbs more memorable.

STRIKE WHEN THE IRON IS HOT

Iron is a very hard metal. If we strike it when hot we can bend or expand it according to the desired size and shape. Whenever an opportunity presents itself, we should be prepared to make the most of it. The teenage is usually the time when a boy’s or girl’s character is being moulded. The youth is the time when one is full of vigour. For almost everything in life, there is a suitable time at which the most can be exploited out of it. So at an younger age children should be guided properly even with the use of a little force.

Necessity is the mother of invention

Necessity is the mother of invention is a popular proverb. The proverb means that when put in a difficult situation, one is likely to think and be inspired to create a novel or ingenious solution. Plato is often wrongly credited with this phrase. This saying appears in the dialogue Republic, by the ancient Greek philosopher Plato. However, the proverb was well known before it appeared in translations of his works.

This proverb means that the primary driving force for most new inventions is a need. When faced with a necessity, one is likely to be inspired to create a novel or ingenious solution. A need or problem encourages creative efforts to meet the need or solve the problem. The fable of the clever crow is a story that appropriately illustrates that necessity is the mother of invention.

It was a hot summer day. A crow felt thirsty and he flew off in search of water. He flew all around but could not find any water. He felt thirstier and was tired as well. Suddenly, he saw a pitcher in a garden. He flew down to it but was saddened to see very little water in it. He tried to drink it but his beak could not reach it. He looked around and saw some pebbles scattered here and there. He hit upon a great idea. He started picking the pebbles and dropped them one into the pitcher. Gradually the water level rose to the point where his beak could reach. The crow drank the cool water from the pitcher and flew away crowing happily. His wisdom saved him from dying of thirst.

When a necessity cannot be attained by existing means, we are naturally compelled to use our mental faculty and find ways to meet our needs. So a need or problem leads to creative efforts to solve the problem. Necessity is indeed the main force behind every new invention and discovery.

THANK YOU
