Department of English

Academic Year: 2019-2020

1919201-Technical English

(Common to all Branches)
UNIT 1

Syllabus

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Part A

I. Purpose Statements

Write Purpose statements for the following.
1. Printer
2. Thermometer
3. Flask
4. Generator
5. Flow chart
6. Seismograph
7. CC TV
8. Litmus paper
9. Ammeter
10. By-pass road
11. Ammeter
12. Catalyst
13. Insulator
14. Dictionary
15. LCD projector
16. Experiment
17. Air-conditioner
18. Thesaurus
19. Geyser
20. Food processor (mixie)
(b) Join the following using purpose statements
(the purpose of, the aim of, in order to, in order that, so that, so as to, used to, used for)
1. Cultural festivals: fostering ties of friendship
2. Thermostat: Maintains temperature at a constant level
3. Lubricating bearing: reduce the fiction
4. Aerial: receives broadcast signals
5. Feasibility report: makes recommendations on the practicality of the project
6. Proof reading: correct mistakes in the matter to be printed
7. Experiment: demonstrates a principle
8. Constructing a bypass road: reduces traffic congestion in a city
9. Physical exercise: keep us fit
10. Clock: to show the time of the day

II. Homophones
Choose the appropriate answer
1. Can you _____ some cheese for the pizza? (grate/great)
2. It's not healthy to eat too much ______. (meet/meat)
3. I was really _____ today. (board/bored)
4. Can you come _____ for a second? (here/hear)
5. What is the _____ number of this product? (serial/cereal)
6. The doctor has many ______. (patients/patience)
7. That _____ digs for coal all day. (miner/minor)
8. Why does that cat have no _____? (tale/tail)
9. Is this _____ book? (Your/you’re)
10. Tom wanted to have a _____ of cake. (piece/peace)
11. They forgot to take ____ printouts. (their/there)
12. The house is by the _____. (sea/see)
13. She held the ____ in her hand. (reins/rains)
14. They tried to ____ the painting. (steel/steal)
15. I hope the ____ is fine. (whether/weather)
16. He was a medieval _____. (night/knight)
17. The building ____ is huge. (site/sight)
18. They read the poems _____. (allowed/aloud)
19. On the _____, I enjoyed it. (whole/hole)
20. He's the ____ to the throne. (hair/heir)

III. Vocabulary
Match the following sets of vocabulary in Column A with their meanings in Column B.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ambiguous</td>
<td>qualified</td>
</tr>
<tr>
<td>Bonafide</td>
<td>referring to whole</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Holistic</td>
<td>not clear</td>
</tr>
<tr>
<td>Competent</td>
<td>genuine</td>
</tr>
<tr>
<td>2. Omit</td>
<td>to become worse</td>
</tr>
<tr>
<td>Composure</td>
<td>exclude</td>
</tr>
<tr>
<td>Sensor</td>
<td>calmness</td>
</tr>
<tr>
<td>Deteriorate</td>
<td>a device that detects physical property</td>
</tr>
<tr>
<td>3. Circumference</td>
<td>to examine minutely</td>
</tr>
<tr>
<td>Erudite</td>
<td>helpful</td>
</tr>
<tr>
<td>Analyze</td>
<td>boundary line of a circle</td>
</tr>
<tr>
<td>Beneficial</td>
<td>very scholarly</td>
</tr>
<tr>
<td>4. Decimate</td>
<td>to correspond</td>
</tr>
<tr>
<td>Defer</td>
<td>to give out</td>
</tr>
<tr>
<td>Coincide</td>
<td>to destroy</td>
</tr>
<tr>
<td>Emit</td>
<td>to delay</td>
</tr>
<tr>
<td>5. Dilute</td>
<td>consisting of salt</td>
</tr>
<tr>
<td>Abnormal</td>
<td>to come into view</td>
</tr>
<tr>
<td>Emerge</td>
<td>not according to ordinary standard</td>
</tr>
<tr>
<td>Saline</td>
<td>to make more fluid</td>
</tr>
<tr>
<td>6. Stimulus</td>
<td>choice</td>
</tr>
<tr>
<td>Perspective</td>
<td>something that rouses people to activity</td>
</tr>
<tr>
<td>Option</td>
<td>disadvantage</td>
</tr>
<tr>
<td>Drawback</td>
<td>view</td>
</tr>
<tr>
<td>7. Contaminated</td>
<td>make easy</td>
</tr>
<tr>
<td>Facilitate</td>
<td>unclean</td>
</tr>
<tr>
<td>Initiative</td>
<td>refined</td>
</tr>
<tr>
<td>Sophisticated</td>
<td>enterprise</td>
</tr>
<tr>
<td>8. Estimate</td>
<td>command</td>
</tr>
<tr>
<td>Stimulate</td>
<td>recollect</td>
</tr>
<tr>
<td>Dominate</td>
<td>rouse suddenly</td>
</tr>
<tr>
<td>Reminiscent</td>
<td>calculate</td>
</tr>
<tr>
<td>9. Paucity</td>
<td>wild imagination</td>
</tr>
</tbody>
</table>
Jeopardy attempt  Fantasy scarcity  Endeavour danger

10. Hazard something that arouses people to activity  Core choice  Stimulus innermost part  Option danger

11. Copious insignificant  Marginal large scale destruction  Extinct abundant  Decimation destroyed

12. Appraise collect and arrange  Compile unbelievable  Rapport estimate value  Incredible relationship

13. Inadvertent undestroyable; imperishable  Indigenous necessary  Indestructible negligent; inattentive; careless  Indispensable native

14. Omit to become worse  Composure exclude  Sensor calmness  Deteriorate a device that detects physical property

15. Congestion preservation  Conservation pollution  Consumption abnormal accumulation of people  Contamination use

### IV. Subject-Verb Agreement
**Fill in the blanks with the correct verbs that agree with the subjects.**

1. Twenty five kilometers ______ (is/are) a long distance to run every day.
2. One of my friends________ (is/are) going abroad.
3. Nobody ______ (knows/know) the way to the railway station.
4. Either my books or your bag _____ (is/are) on the table.
5. Neither Shoby nor her friends ______ (has/have) come.
6. The Governor and the Vice-chancellor _______ (has/have) come to the function.
7. The boy who won the two medals______ (are/is) a friend of mine.
8. Ram, along with his parents, ______(is/are) going to Singapore.
9. A pack of cards ______ (is/are) missing.
10. There _____ (was/were) three meetings in successions.
11. Each of the boys______ (has /have) managed to get a prize.
12. The General Manager as well as the area manager______ (is/are) on official duty.
13. Rama, as well as his brother ______(has/ have) come.
14. Linguistics ______ (is/are) an interesting subject.
15. Neither the students nor the teacher ______ (has/Have) understood the purpose of the new rule.
16. None of the candidates______ (has/have) filed their nomination.
17. A series of lecture _____ (was/were) delivered last month.
18. Time and Tide ______ (wait/waits) for none.
19. The tallest of the three boys ______ (lives/live) next door to me.
20. Milton _____ (was/were) one of the greatest poets that _____ (have/has) ever lived.

V. Compound Words

1. Personal Computer
2. Video screen
3. Space travel
4. Calculation speed
5. Petrol car
6. Control centre
7. Energy source
8. Recruitment procedure
9. Calculation speed
10. Wooden box
11. Research laboratory
12. Telephone operator
13. Criminal Lawyer
14. Battery car
15. Mobile banking
16. Hand brake
17. Waste disposal
18. Petroleum products
19. Concrete structure
20. Friction losses
21. Lock nut
22. Radio waves
23. Stop valve
24. Resources utilization
25. Road transport
26. Data transfer
27. Emergency brake
28. Copper wire
29. Computer education
30. Workshop machinery
1. Use the suitable compound nouns from the list of words to complete the following sentences.

Petrol, coat, programme, engine, exhaust, rain, stop, pipe, valve, television, puzzle

Exhaust, control, lab, room, circuit, digital, pipe, coat, proof, camera

Sun port melon ball cloth rain wash coat basket flower pass water foot

Stars traffic glasses income sun clock film jam alarm tax

Cook phones man place board ear fire black book people books

Note, birthday, exercise, holidays, juice, party, book, summer, scissors, pen, orange

**a.** It is raining now. Don’t forget to take the-------- when you want to go out.

**b.** Most boys like to play -----------.

**c.** I need a -------- to travel to a foreign country.

d. is my favourite fruit.

**a.** The children were late because there was a------------- near the Anna Flyover.

**b.** People are crazy about--------.

**c.** I purchased a new ------------ so that I can wake up early.

**d.** People usually wear-------- during summer.

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**a.** She was extremely sad because she could not find her __________.

**b.** My friend advised me to attend a foreign language course during ________.

**c.** In the canteen, we can get______ only. But we prefer either coffee or tea.

**d.** My boss has planned to celebrate his birthday in a grand manner. He invited me to attend his________ at a five star hotel.

---

**a.** The children are interested in watching the______.

**b.** The car is fitted with a______.

**c.** Don’t forget to take your_______. It may rain in the evening.

**d.** The container has acid in it. Check the________ carefully.

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**a.** My uncle gifted me a_______ for my birthday.

**b.** The hot gas escaped through the_______ on the roof.

**c.** A new______ is installed in our college.

**d.** The scientists monitored the path of the satellite from the_______.

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Part-B

I Instructions
1. Write a set of eight instructions to be followed to save petrol.
2. Write a set of eight instructions to be followed in a library.
3. Write a set of eight instructions to maintain a computer in good condition.
4. Write a set of eight instructions to be followed by a student while writing the University Examination.
5. Write a set of eight instructions to save water.
6. Write a set of eight instructions to be followed by a student.
7. Eight instructions to be followed by the users of buses.
8. Write a set of eight instructions that are to be followed in a computer laboratory.
9. Eight instructions that must be followed by all pedestrians.
10. Eight instructions to be followed to save petrol.

II Checklists

1. You have decided to go on a weeklong tour with all your family members. Prepare a checklist that consists of eight item that are to be checked before you leave the house.

2. Imagine that you have to go to Bangalore to attend an interview. Make an eight item check list.

3. You are the College Union President arranging the valedictory function of the union in the college. Write a checklist of at least 8 important items to be taken care of for the smooth conduct of the function.

4. You are a company executive. You are proceeding on a business trip abroad. Prepare a checklist of at least eight important items to ensure the smooth functioning of the company in your absence.

5. Your family is about to leave for Ooty on a two-week holiday. Your father has asked you to prepare a checklist of things to be done before you leave the house. Prepare an eight-item checklist to give to your father. Remember to give a title to your checklist.

6. Write down a Check List containing at least eight items to avert fire accidents in public functions conducted in temporary structures.

7. Write a Check List of eight points to maintain a pollution free environment in your college.
8. Write a check list containing atleast eight items to avert fire accidents in public functions conducted in temporary structures.
9. Prepare a checklist containing a minimum of eight items to conduct a campus interview in your college.
10. Write a checklist of eight points to do before applying for a scholarship by downloading the application form from the internet website

### III Recommendations

1. Write a set of eight recommendations to reduce environmental pollution
2. Write a set of eight recommendations for your brother who is going to write his Board Exam shortly
3. Write a set of eight recommendations to control water pollution.
4. Write a set of eight recommendations that will help the public to save petrol.
5. Write a set of eight recommendations that should be followed by the students in the examination hall.
6. Write a set of eight recommendations for road safety.
7. Write a set of eight recommendations to control Air pollution.
8. Write a set of eight recommendations for the proper maintenance of two wheelers.
9. Write a set of eight recommendations that has to be followed in the class room.
10. Write a set of eight recommendations that has to be followed in the college library.

### UNIT II

#### Syllabus

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<td>2</td>
<td>Interpreting Charts and Graphs</td>
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### I. Impersonal Passive

1. The company had manufactured high powered engines.
2. One can easily solve this problem.
3. Users have maintained this pump themselves.
4. The men are laying roads in many parts of the city.
5. The Cricket Board made an offer to give 1400 transmitters.
6. They will start production on the new type of reactor soon.
7. We pass an electric current across the electrodes.
8. The workers are repairing the bridge.
9. We can cast this metal into very complicated shapes.
10. Welders normally prefer Vee-shaped welds.
11. The operator operated the machine in the workshop carefully.
12. Students are working on the project sincerely.
13. We used this auditorium only on special occasion.
14. The paint prevents the metal from corrosion.
15. People expect that a new law will be introduced next year.
16. Somebody cleaned the room today.
17. They are constructing a new bridge across the river.
18. They have increased the rate of interest.
19. They constructed this house 40 years ago.
20. The writer has focused his attention on the emerging trends of technology.

I Numerical Adjectives.

Rewrite the following as numerical expressions.
1. An electric cable which is ten metres length.
2. Three barrels which can hold five litres each.
3. A budget estimate of eight lakhs.
4. A monitor with a size of 32 inches.
5. An investment of Rs. 3,50,000.
6. A civilization which is 2000 years old.
7. A match lasting five days.
8. A bottle with a capacity of two litres.
10. A lamp of a power of 60 watts.
11. A course of ten days
12. A distance of 44 kilometres
13. A certificate course for 10 months
14. A drive for 8 hours
15. A stamp with a valve of Rs. 6
16. The pipe is 3 feet long
17. A road measuring 100 feet
18. An expedition lasting for three days
19. At an interval of 10 minutes.
20. Storage space of 32 giga bytes.
21. A project which is expected to completed in five years

Part B

I Paragraph Writing
1. Write two paragraphs of about 200 words comparing the print media over the electronic media. Which do you find to be more effective? Support your arguments
with necessary examples.

2. Write a paragraph of 200 words on the water crisis in Tamil Nadu and measures to overcome it.

3. Write a paragraph of 200 words on the role of youth in today’s society.

4. Write a paragraph of 200 words narrating your experience about your first day at college.

5. Write a paragraph of 200 words comparing human beings with robots.

6. Write a paragraph of 200 words explaining the role of English as an international language.

7. Discuss whether technology is a ‘boon’ or a ‘bane’, substantiating your contention in a paragraph of about 200 words.

8. Write a paragraph of about 200 words comparing the solar power and wind power and say which power plant would be more suitable for your village/town/city. Why?

9. Do you think the introduction and growth of IT industries makes the core industries unattractive? Express your ideas in a paragraph of about 200 words.

10. Write two paragraphs of 200 words comparing the newspaper and the television as the media of mass communication.

II Interpreting Charts and Graphs

a. Study the pie chart of various expenditures for publishing a book and interpret it.
b. Study the following pie chart showing the data of different states regarding the population of states in the year 1998 and interpret it.

![Pie chart showing population distribution of Indian states in 1998](image_url)
Total Population of the given states = 32,76,000.

<table>
<thead>
<tr>
<th>States</th>
<th>Sex and Literacy Wise Population Ratio</th>
<th>Sex</th>
<th>Literacy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td>A.P.</td>
<td></td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>M.P.</td>
<td></td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Delhi</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Goa</td>
<td></td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Bihar</td>
<td></td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>U.P.</td>
<td></td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>T.N.</td>
<td></td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

c. The bar-graph given below shows the data of the production of paper (in lakh tonnes) by three different Companies X, Y and Z over Years. Interpret it.

Production of paper (in lakh tonnes) by three Companies X, Y, Z over the Years.
d. The bar graph given below shows the percentage distribution of the total expenditures of a company under various expense heads during 2003. Interpret it.

Percentage Distribution of Total Expenditure of a Company

![Bar Graph]

e. Read the two charts. Figure 1 represents the percentage of students enrolled in the UG Programmed in Seven Colleges (M.N.P,Q,R,S,T). Figure 2 represents the percentage of students enrolled in the PG Programme. Write a paragraph comparing the two charts.

| Total Number of student of Graduate Level = 27300 | Total Number of student of Post Graduate Level = 27300 |
f. The bar chart represents the online sale of India from 2010 to 2013. Read the chart, interpret the data and write a paragraph of 150 words.

E-Commerce sale in India from 2010 to 2013

**Billions of Rupees**
g. Table given below lists the details of two types of two wheelers - Honda Activa I and Honda Dio Deluxe. Write two paragraphs comparing the details found in the given table.

<table>
<thead>
<tr>
<th>SL.NO.</th>
<th>Details</th>
<th>Honda Activa-I</th>
<th>Honda Dio Deluxe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Price</td>
<td>49,490</td>
<td>52,555</td>
</tr>
<tr>
<td>2</td>
<td>Top Speed (kmph)</td>
<td>85</td>
<td>93</td>
</tr>
<tr>
<td>3</td>
<td>Weight (kg)</td>
<td>110</td>
<td>105</td>
</tr>
<tr>
<td>4</td>
<td>Fuel Tank Capacity (litres)</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Reserve Fuel Capacity</td>
<td>1.3</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Fuel Efficiency Overall (per litre)</td>
<td>60</td>
<td>55</td>
</tr>
<tr>
<td>7</td>
<td>Alloy Wheel</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>8</td>
<td>Fuel Type</td>
<td>Petrol</td>
<td>Petrol</td>
</tr>
<tr>
<td>9</td>
<td>Tubeless Tyres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Gear box type &amp; Clutch</td>
<td>Automatic</td>
<td>Automatic</td>
</tr>
<tr>
<td>11</td>
<td>Cooling System</td>
<td>Air cooler</td>
<td>Air cooler</td>
</tr>
</tbody>
</table>

h. The bar chart given below shows the details of the production of fertilizers by Industry-A and Industry-B during 2008-2013. Write two paragraphs interpreting the details found in the chart.
UNIT III

Syllabus

<table>
<thead>
<tr>
<th>S.No</th>
<th>Part A</th>
<th>S.No.</th>
<th>Part B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sequence Words</td>
<td>1</td>
<td>Describing a process</td>
</tr>
<tr>
<td>2</td>
<td>Misspelt words</td>
<td>2</td>
<td>Comprehension</td>
</tr>
<tr>
<td>3</td>
<td>Homonyms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part A

I. Sequence Words

Describe the following processes by using the hints given:

a. Preparing coffee
   1. Boiling milk
   2. Add sugar
   3. Add sufficient sugar
   4. Mix it well
   5. Fill it in cups and serve.

b. Celebration of Independence Day
   1. The Chief Guest comes to the stage.
   2. Prayer song is played.
   3. March past takes place.
   4. The chief guest hoists the National Anthem
   5. National Anthem is played.
   6. Sweets are distributed.

c. How to drive a car?
   1. Insert the key.
   2. Check the neutral position.
   3. Turn the key and start the engine.
   4. Move to the first gear.
   5. Move to the other gears by increasing the speed.

I. Fill in the blanks with the most suitable sequence connectors from the brackets
   1. My sister was in the dentist's office for ten minutes. ______, I sat in the waiting room with an old magazine in my hands. (First, Meanwhile, Later )
2. An hour passed but there was no sign of Mike. ______, we decided to go home. ( Until, Before, Finally )

3. We bumped into Salsa during our trip to Lang Island. A few weeks ______, we met him again ( after, then, later )

4. The teacher had trouble telling the twins apart. ______ she realized one had a mole above her lips. ( Subsequently, Finally, Meanwhile )

5. The men went to a nearby restaurant for breakfast. ______, they drove off towards the Penang Bridge ( After, Afterwards, Meanwhile )

6. The football coach announced, "Today, we will begin practicing for the coming match." ______ he added, "Let's warm up first." ( Then, After, Eventually )

7. ______, heat the oil in the frying pan. Then put in all the marinated chicken pieces. ( Before, After, First )

8. Many customers bought the delicious chicken pies. ______ all the pies were sold out. ( Eventually, Afterwards, Next )

9. Many people wanted to buy the tickets. ______ a while, the queue was quite long. ( Before, After, Finally )

10. Zulina will be back in fifteen minutes. ______, make yourself at home. ( Later, Subsequently, Meanwhile )

II. Misspelt words

Correct the spelling of the misspelt words.

1. occasion
2. facilitated
3. tommorrow
4. character
5. greatful
6. necessary
7. psychology
8. recieve
9. fantasy
10. analysise
11. twelth
12. hierarchy
13. grammer
14. accomodate
15. questionnaire
III. Homonyms
Read the following Homonyms and give an example for each.

1. Tip
2. Ring
3. Mean
4. Lie
5. Ground
6. Light
7. Row
8. Sole
9. Trunk
10. Bank
11. Bow
12. Fine
13. Bat
14. Can
15. Fine
16. Fair
17. Pole
18. Bark
19. Address
20. Match

Fill in the blanks with Homonyms

1. I can give you the _____ of a good attorney.
   That letter was _____ to me.

2. The _____ was playing old Beatles songs.
   She always ties her hair back in a _____.

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

4. What does this sentence _____?
   He needed to find a _____ between frankness and rudeness.

5. I’m sure I’m _____.
   Take a _____ turn at the intersection.
6. What a beautiful ______!  
The children sat on the floor in a ______.

7. Kumar formed a ______ band with some friends while in college.  
To build the tunnel, they had to cut through 500 feet of solid ______

8. She has a ______ garden.  
Sales ______ by 20% over the Christmas period.

9. I’m sorry to ______ it on you, but I’ve been offered another job.  
He was born in the ______ of 1944.

10. He ate the apple, ______ and all.  
Snatching up my bag, I ______ out of the room.

11. The conference was very ______ organized.  
The dog fell down a ______.

12. They are ______ from the new James Bond film.  
The wire is held on with a metal ______.

13. He ______ on the letter was 30th August 1962.  
She and Ron go to the park to ______.

14. The apples are beginning to ______ from the trees.  
A single ______ of blood splashed onto the floor.

15. A ______ was buzzing against the window.  
Let’s ______ a kite.

16. There’s a ______ for you.  
“B” is the second ______ of the alphabet.

17. He held the bird gently in the ______ of his hand.  
The coconut ______ is a native of Malaysia.

18. We went for a walk in the ______.  
The tennis court is sometimes used as a car ______.

19. ______ is a tool that has a long blade with sharp points along one of its edges.  
Last night, I ______ a lovely girl.

20. The ships ______ to the bottom of the sea.
I felt chained to the kitchen ______.

21. He had to ______ her hands together.
   I wear a shirt and ______ at work.

22. We went on a ______ to the mountains.
   Someone will ______ over that cable.

23. Look ______ and right before you cross the road.
   The plane ______ for Dallas last night.

24. The key was hanging on a ______ by the door.
   I’ve broken my ______.

25. I ______ TV in my free time.
   I glanced at my ______.

   We drank a ______ of Coke each.

---

**Part B**

I. Describing a Process
1. Withdrawing money from ATM.
2. Operating a washing machine.
3. Driving a car.
4. Operating a latest mobile phone.
5. Applying for job.
7. Preparing Apple juice.
8. To open a Bank Account.
9. Preparing your favourite dish.
10. Writing an Examination.

II. Comprehension

(a) Read the following passage carefully and answer the questions below it:

   The latest buzz word in the continuing debate about the environment is "sustainable management"- that means using plants and animals for our benefit, but ensuring that enough is left alive to guarantee the survival of the species. This sounds good, but is it practical in reality? In spite of years of scientific research, no one really knows how much damage human beings are doing to their environment. We know that, they are responsible for many problems ranging from global warming to ozone depletion, and there is no doubt that they have a
devastating effect on animal and plant life on earth. About 50,000 animal and
plant species are becoming extinct every year. All species depend on some way
on one another for survival. If you remove one species from this complex web of
inter relationships, we have little idea of the repercussions on the ecosystem in
general. What makes things more complicated is the fact that unlike global
warming - which, if the political will was there, could be reduced by cutting gas
emissions - preserving bio diversity - remains a difficult dilemma. There are also
questions about whether sustainable management is practical as far as protecting
areas of great bio-diversity such as the world’s tropical forest are concerned. In
theory, the principle should be to cut a number of trees, but not so many as to
completely destroy the forest.

Sustainable Management of trees requires control on the number of
trees which are cut down as well as investment replacing them. Most tropical
forests exist in poor countries which depend on logging to make money. For most
loggers in these countries, making money means cutting down as many trees as
possible in the shortest time. The price of trees remains stable, varying by 4-5%
annually, whereas the interest rates in most developing countries can create 15% or
more in returns. It therefore makes little sense, and certainly no economic sense, to
delay tree felling. One solution could be to insist that wood comes from sustainable
managed forests. In theory, consumers would buy only this wood and force logging
companies to go “green” or else out of business. Unfortunately, unrestricted
logging is more profitable than wood from sustainable managed forests which
would cost unto 5 times more to control. Consumers would not be prepared to pay
the extra sum just to protect the environment. The sad fact is that there is no
practical solution to protect vegetation and wildlife of tropical forests in the future.
It is estimated that these forests contain anything from 50-90 percent of all animal
and plant species of the earth. In one study of a kilometer square area of rain forest
in Peru, for example, scientists counted 1300 species of butterfly and 600 species
of birds. In the entire USA, only 400 species of butterfly and 700 species of birds
have been recorded. Sustainable Management represents gigantic experiment. If
this doesn’t work, we can’t move to another planet to escape. It is a case of one
planet, one experiment!

(a) Complete the following statements choosing from one of the given alternatives
(i) The extent of the damage being inflicted on our environment.......

1. can be estimated by years of scientific research.
2. is being calculated by scientific research exactly.
3. is impossible to assess despite years of scientific research.
4. is thanks to years of scientific research, on the decrease.

(ii) The term “Sustainable Management” means using plants and animals for our own benefit, but........

1. assuring none are left alive to guarantee the survival of the species.
2. making sure that enough are left alive to guarantee survival of the species.
3. Take care of the survival of the species.
4. Make certain they are not all used up.

(iii) If a particular species becomes extinct.......  
1. We know exactly what effect it will have on our ecosystem.  
2. We have little knowledge about its effects on our ecosystem.
3. It has no relationship with other species in our ecosystem.
4. Its removal from the ecosystem will have no repercussions.

(iv) Preserving bio-diversity.......  
1. is less complicated than reducing global warming.
2. can be resolved politically, just like global warming.
3. is not simply political dilemma to be resolved like global warming.
4. can be resolved only by cutting gas emissions.

(v) Most of the tropical forests are located in.......  
1. economically backward countries.
2. developed countries.
3. both in developed and developing countries.
4. Peru and the USA

(vi) The meaning of the word ‘depletion’.......  
1. fatigue
2. reduction

3. deficiency

4. emptiness

(i) The forests are disappearing fast. Prepare a checklist of our steps that you would take to prevent deforestation.

2. Read the passage and answer the questions that follow it.

   Considering the enormous number of things which could turn a space mission into a fatal disaster, it is remarkable that there have been few accidents. 1967 was a bad year; in January, the Americans lost three astronauts in a fire which occurred during tests on the ground and, in April, the Russians lost astronaut Komarov landing after sixteen successful Earth orbits. The accident was due to a parachute failure. Neither of these tragedies was quite what the world had expected. It was feared that one day astronauts would be stranded in space alive but with no possibility of returning to Earth. This almost happened in 1970 during the flight of Apollo 13.

   The life-support and other systems of spacecraft are interlinked. This means that if one system fails it is likely to cause other systems fails too. Designers have tried to avoid disasters by duplicating important pieces of equipment; for example, Apollo has no less than three fuel cells. Even so, a breakdown in the service module of Apollo 13 was nearly fatal. On 13 April, one of the low temperature oxygen tanks in the service module suddenly broke open; the explosion probably damaged the other oxygen tank close beside it. The exact reason for the explosion may never be known. The important point to note is that the oxygen from these tanks is not only used by the crew but also feeds the fuel cells and the fuel cells produce electrical power and water. So, one failure immediately caused a major power failure affecting nearly every system in the command module and produced a shortage of oxygen and water for life-support.

   The safe return of the astronauts was due to their ingenuity and powers of improvisation. They managed to adapt their equipment. They were able to use it for different purposes from those for which it had been originally intended.

   Intelligence and the ability to use limited resources for self-preservation have always been admired by writers of adventure books. The shipwrecked sailor who converts bits of wreckage into a raft and an explorer who makes a bow and arrow from branches and boot laces are considered heroes because they survive by their own wits. Many people thought that the advanced technology of space flight ruled out all opportunities for makeshift repairs, but Apollo 13 proved them wrong. Luckily, at the time of the accident, the lunar module was still joined to the command and service modules and the lunar module had most of the things urgently needed by the disabled modules. The spacecraft was not on a free return trajectory, one which would bring it round the moon back to Earth, and rocket power was needed to bring it into such a trajectory. Without a proper power supply, the rocket of the service module could not
be fired; the rocket of the lunar module had to be used instead. Inside this module, there was a supply of oxygen, water and power, and a guidance system. Though it was designed for a crew of two for only about thirty hours, and intended for landing on the moon, this vehicle became the lifeboat of Apollo 13.

Life for the three crew members was difficult but bearable. A lunar module cannot re-enter the Earth’s atmosphere without burning up, so the crew had to return to the command module, jettison their lifeboat and the service module, and turn themselves into the right position for re-entry, hoping that their heat-shield had not been damaged by the explosion of the oxygen tank. Re-entry and recovery were totally successful.

(a) Write a response which best reflects the meaning of the text.

i. 1967 was
   1. A good year for the Russians and Americans.
   2. A good year for the Americans but not for the Russians.
   3. A bad year for the Americans and the Russians.
   4. A bad year for the Americans but not for the Russians.

ii. Why was the breakdown of the oxygen supply so important?
   1. Because it could cause an explosion.
   2. Because they could not fire their rocket without it.
   3. Because they never found out the reason for it.
   4. Because it affected all the systems in the module.

iii. The astronauts survived because
   1. The command module was not very badly damaged.
   2. The lunar module was intended as a lifeboat.
   3. They managed to improvise.
   4. They had read a lot of adventure stories.

iv. How did the astronauts get back into the atmosphere from space?
   1. By using a parachute.
   2. By going back into the command module.
   3. By staying in the service module.
   4. By burning the lunar module.

(b) State whether the following statements are true or false

i. The Americans lost an astronaut when his parachute did not open.
ii. People expected that someday astronauts would be left in space.

iii. Makeshift repairs are impossible in space.

iv. The spacecraft was on a trajectory which would have brought it back to earth.

v. Life for the astronauts in Apollo 13 was unbearable.

vi. The heat-shield of the command module had been damaged by the explosion.

(c) Choose the definition which best reflects the meaning of the word as it is used in the text.

i. Fatal
   1. Causing injury
   2. Causing death
   3. Causing illness
   4. Causing failure

ii. Stranded
   1. Delayed
   2. Isolated
   3. Injured
   4. Killed

iii. Jettison
   1. Get off
   2. Turn over
   3. Throw away
   4. Break down

iv. Makeshift
   1. Expensive
2. Elaborate
3. Technical
4. Improvised

v. Wits
   1. Endurance
   2. Experience
   3. Intelligence
   4. Connections

vi. Ruled out
   1. Ruined
   2. Excluded
   3. Improved
   4. Justified

3. Read the passage and answer the questions given below.

Light pollution- the artificial light that illuminates more than its intended target area has become a problem of increasing concern across the countries over the past 15 years. In the suburbs, where over-lit shopping mall parking lots are the norm, only 200 of the Milky Way’s 2500 stars are visible on a clear night. Even fewer can be seen from large cities. In almost every town, big and small, street lights beam just as much light up and out as they do down, illuminating much more than just the street. Almost 50% of the light emanating from street lamps misses its intended target. Billboards, shopping centres, private homes and skyscrapers are similarly over-illuminated.

America has become so bright that in a satellite image of the United States at night, the outline of the country is visible from its lights alone. The major cities are all there, in bright clusters: New York, Boston, Miami, Houston, Los Angeles, and Seattle and of course Las Vegas. Mark Adams, superintendent of the McDonald Observatory in West
Texas, says that the very fact that the lights are visible from on high is proof of their wastefulness. “When you’re up in an airplane, all that light you see on the ground from the city is wasted. It’s going up into the night sky. That’s why you can see it.”

But don’t we need all those lights to ensure our safety? The answer from light engineers, light pollution control advocates and astronomers is an emphatic ‘no’. Elizabeth Alwarez of the international Dark Sky Association, a non-profit organization in Tucson, Arizona says that overly bright security lights can actually force neighbours to close the shutters, which means that if any criminal activity does occur on the street, no one will see it and the old assumption that bright lights deter crime, appears to have been a false one. Contrary to popular belief, more crimes occur in broad daylight than at night.

For drivers, light can actually create a safety hazard. Glaring lights can temporarily blind drivers, increasing the likelihood of an accident. To help prevent such accidents, some cities and states prohibit the use of lights that impair night-time vision.

Badly designed lighting can pose a threat to wildlife as well as people. Newly hatched turtles in the seas move toward beach lights instead of the more muted silver shimmer of the ocean. Migrating birds, confused by lights on skyscrapers, broadcast towers and light houses are injured, sometimes fatally after colliding with high lighted structures. Light pollution harms air quality as well; because most of the country’s power plants are still powered by fossil fuels, more light means more air pollution.

So what can be done? Now for a while darkness was threatened. ‘We are totally losing the night sky’. After replacing the inefficient mercury lighting with low-sodium lights that block light from trespassing’ into unwanted areas like bedroom windows, and by doing away with some unnecessary lights altogether, the cities are slowly glowing rather than brightly beaming. In the long run, everyone benefits from reduced energy costs. Wasted energy from inefficient lighting costs us between one to two billion dollars a year. Legislation is not the only answer to light pollution problems. Brain Greer, the
Ohio representative for the Ohio Light Pollution Advisory Council, says that education is just as important if not more so. There are some special situations where regulation is the only fix. But the vast majority of bad lighting is simply the result of not knowing any better. Simple actions like replacing old bulbs and fixtures with more efficient and better-designed ones can make a big difference in preserving the night sky.

(a) Fill in the blanks with the correct words.

(i) Light pollution is caused due to _________________

(ii) The United States outline is visible _________________

(iii) The drivers are blinded by the _________________

(iv) The creatures attracted by the beach lights are the _________________

(v) Most of the Power Plants use _________________

(vi) Around two million dollars is wasted due to _________________

(b) State whether the following statements are ‘True’ Or ‘False’.

(i) All the stars in the Milky Way are visible at night.

(ii) Shopping centres are illuminated to the requirement.

(iii) The light seen from an airplane is all waste light.

(iv) Lights are needed to avoid criminal activity at night.

(v) Migratory birds are fatally injured when they collide with the airplanes.

(vi) Bad lighting is due to the ignorance of the masses.

(c) Choose the correct meaning of the words from the text from the options given.

(i) Deter
(1) Prevent (2) Distract (3) Encourage (4) Assist
(ii) Impair
   (1) Weaken (2) Destroy
   (3) Attack (4) Impart

(iii) Trespassing
   (1) Walking In (2) Jumping
   (3) Encroaching (4) Entering Unnecessarily

(iv) Emanating
   (1) Smelling (2) Dispersing
   (3) Projecting (4) Proceed from

UNIT IV

Syllabus

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Part A

I. Synonyms

Choose the most suitable Synonyms for the words in bold.

1. This is not an exhaustive list of collocations.
   a) complete b) tiring c) useful d) adequate
2. Centuries ago, a **nomadic** tribe besieged the temple to loot its treasure.
   a) wild b) barbarous c) brave d) strange

3. **Chronic** patients must learn to live with their conditions.
   a) difficult to solve b) cause c) persisting for a long time

4. A blog is a website in which items are posted on a regular basis and displayed on the reverse **chronological** order.
   a) order of increasing length b) logical sequence c) order of time

5. The judgement of a good leader should not be coloured by **prejudices**.
   a) tolerance b) bias c) broadmindedness d) dishonesty

6. A balanced diet is **crucial** for maintaining one’s health and fitness.
   a) peripheral b) necessary c) optional d) unnecessary

7. She is very kind and **empathetic** to patients.
   a) indifferent b) compassionate c) rude d) careless

8. **Domestic** servants are well paid these days.
   a) foreign b) intern c) household d) private

9. His ancestral property was located at a **remote** place.
   a) ancient b) rustic c) distant d) local

10. Many farmers are committing suicide on account of their inability to pay back their **debts**.
    a) dues b) arrears c) salary d) finances

11. The behaviour of the criminal was rather **detestable**.
    a) commendable b) despicable c) mysterious d) puzzling

12. The health care services in India are **understaffed**.
    a) ample b) sufficient c) inadequate d) excess
II. If conditionals

Complete the following conditional sentences.

1. If he communicates effectively, ----------------------------------
2. If he had performed well, ----------------------------------
3. If I got up earlier, ----------------------------------
4. If the new material had come in time, ------------------
5. If you planned well, ----------------------------------
6. If I had a net connection, ----------------------------------
7. If I were you, ----------------------------------
8. If you went for a walk every day, ----------------------------------
9. If people follow traffic rules, ----------------------------------
10. If you practised hard, you -------------------------- (pass) the exam easily.
11. If the coal is burnt ----------------------------------
12. If the traffic rules are followed, there -------------------------- (be) very less accidents.
13. If I drop this, it----------------------- (explode).
14. If I had seen you, I ------------------------------- (invite) you.
15. If you show more interest in your studies, you --------------------------
16. If only he had attended the interview, --------------------------
17. --------------------------, you will get good marks in your examination.
18. If I were a rich man, --------------------------
19. If you listen to your parents, --------------------------
20. If the child goes out in the rain, It -------------------------- (catch) cold.
21. If I were an astronaut, I ------------------------------- (visit) the space station.
22. If the boys do not practise, they---------------------- (lose) in the finals.
23. If there had been good rains, the crops------------------ (grow) well.
24. If I get the job, I ---------------- (help) the poor.
25. If I could go there, I ---------------- (buy) you the book you have been asking for.
26. If I hadn’t gone to the party, I ---------------- (not, meet) the celebrity.
27. If it---------------------- (stop) working, I would buy a new television.
III. Combine the two sentences by using an appropriate clause.

1. The IT company is started in Bangalore. It will offer jobs to the young professionals.
2. The man drove the car very fast on the highway. He met with an accident.
3. He ate the sandwiches. He made them.
4. I met Sam in the Seminar. He is a teacher.
5. He was working in a shop. He became a popular politician.
6. We watched the students. They were writing their examinations.

7. There were many difficult words. Students could not understand the passage fully.

8. I sent a gift to my brother. He lives in London.

9. The man is an athlete. He always sits next to me in the train.
10. You put the keys somewhere. Show me the place.
11. This is the town. I was born here.

12. He tried to improve his communication skills. All his attempts have failed.
13. You are looking upset. Can you tell me the reason?

14. Some students are attending the Conference tomorrow. I don’t know how many.
15. Plastic is banned in many cities, People still use it.
16. Dr. Kumar is a scientist. He has written many books.

Part B

I. Resume Writing

1. Indian Oil Corporation needs two senior technical managers for their branch offices in North India. The candidates should be first class B.Tech. graduates in Chemical, Petroleum, or Geo-engineering fields. Send your resume to the HRD Manager, Indian Oil Corporation, 208, Kasturibai Marg. New Delhi -110011.

2. The Chief Engineer, Neyveli Lignite Corporation, Neyveli, Tamil Nadu invites applications for the post of Assistant Engineers for the Post Graduate students of Mechanical Engineering. Write a job application with relevant curriculum vitae.

3. Draft a letter of job application in response to the following advertisement. Candidates holding a bachelor’s/master’s degree with a background in information systems, marketing or communications are required for work on company intranet, extranet and Internet sites. Mastery of HTML technology is vital. Applicants must also possess excellent writing skills with company employees. Post your applications and CV to Mr. Promod Tiwari, Human Resources Dept, Exclusive Software, North Main Street, Chennai – 67.
4. Write a job application letter to the HR Manager of TCS, Chennai for the post of System Analyst. Remember to add a resume. Necessary details may be assumed.

5. Read the following advertisement in ‘The Hindu ’dated 10-01-2019 and write a letter of application. Prepare a CV that needs to be enclosed with the letter of application. Godrej Company requires Production Manager for its factory near Chennai. Qualification- Graduates in Mechanical Engineering. Work Experience – Two years in a production department of a Manufacturing Plant, preferably Steel Furniture Manufacturing. Send your application to the following address: The Executive Director, Godrej Company Limited, 45, Greams Road, Chennai600 035.

6. SOFTWARE DEVELOPERS REQUIRED

Shifa International Hospitals Ltd, No.80/C MG Road, New Delhi, a 500 bedded hospital and an ISO 9001:2008 accredited tertiary care institution is seeking applications for the position of software developers.
Minimum Qualification – B.E Computer Science / B. Tech/ B.C.A
Experience – Minimum 2 years
Technical skills required – Oracle Forms & Reports
Candidates having hands-on development experience under OLTP would be preferred.
Please send your CVs along with relevant documents and a recent photograph to Head H Division, Human Resources & Development Department.

7. CIVIL ENGINEER REQUIRED

A qualified and hardworking CIVIL ENGINEER is required to supervise the internal development work of society. The applicant may send their applications with their education and experience in this field at the earliest. M/S Patel Associates, 1-A, First Floor, AP Plaza, Commercial Street, Bangalore.

8. Bank AL Habib Limited is seeking applications from young, energetic and career oriented individuals across the country for the post of Agriculture Trainee Officer. Eligibility Criteria – Agriculture Engineering Graduates , Maximum age up-to 28 years interest candidates matching the above criteria may apply to Bank AL Habib Limited, 41-B P.K Road, Saidapet, Chennai.

9. A well reputed company deals in Electro Medical Equipments/ Pharma requires, BIOMEDICAL ENGINEER having experience (1-2 years) of servicing Medical Equipment. Interested Candidates may sent their resume to First Care Medical Equipments Ltd., 15/1, Nehru street, Mount Road, Chennai.

10. A reputed company in Hyderabad invites applications for the position of Executive Electrical Engineer. Qualification and Experience – Graduate Electrical Engineer from recognized University, 4-5 years hands on experience in operation & Maintenance of Grid Station & Transmission Line. Computer fundamental skills are essential. Apply to ABC Company Ltd., No.20, Abhishek Street, T. Nagar, Chennai.
II. Product Description
Write the description of the following:
1. Mobile phone
2. Camera
3. PlayStation
4. Sports Bike
5. Sports Car
6. Induction Stove
7. Microwave Oven
8. Washing Machine
9. Refrigerator
10. Lap top

III. Essay writing

1. The impact of social networking sites on youngsters.
2. The impact of westernization in India.
3. The change of outlook brought about by the IT companies in Tamil Nadu.
4. Engineering Degree - A status symbol in every home - Elaborate.
5. Electricity – an inevitable feature in every phase of life.
6. The electronic media has a great impact on the young generation. Write an essay of 300 words on the positive and negative impacts of it on the youth. Give suggestions to make it more productive and useful to the young generation.
7. Write an essay not exceeding 300 words explaining the benefits of physical exercise.
8. Write an essay not exceeding 300 words describing the different ways of protecting the environment.

IV. Paraphrase

Paraphrase the following poems.

1. IF
   by Rudyard Kipling

If you can keep your head when all about
you Are losing theirs and blaming it on
you;
If you can trust yourself when all men doubt you,
But make allowance for their doubting too:
If you can wait and not be tired by waiting,
Or, being lied about, don't deal in lies,
Or being hated, don't give way to hating,
And yet don't look too good, nor talk too wise;
If you can dream - and not make dreams your master; If you can think - and not make thoughts your aim, If you can meet with Triumph and Disaster and treat those two impostors just the same:

If you can bear to hear the truth you've spoken
Twisted by knaves to make a trap for fools,
Or watch the things you gave your life to, broken, and stoop and build' em up with worn-out tools;

If you can make one heap of all your winnings
And risk it on one turn of pitch-and-toss,
And lose, and start again at your beginnings,
And never breathe a word about your loss:
If you can force your heart and nerve and sinew
To serve your turn long after they are gone,
And so hold on when there is nothing in you
Except the Will which says to them: "Hold on!"
If you can talk with crowds and keep your virtue,
Or walk with Kings - nor lose the common touch,
If neither foes nor loving friends can hurt you,
If all men count with you, but none too much:

If you can fill the unforgiving minute
With sixty seconds' worth of distance run,
Yours is the Earth and everything that's in it,
And - which is more - you'll be a Man, my son!

2. MENDING WALL
by Robert Frost

Something there is that doesn't love a wall,
That sends the frozen-ground-swell under it,
And spills the upper boulders in the sun;
And makes gaps even two can pass abreast.
The work of hunters is another thing:
I have come after them and made repair
Where they have left not one stone on a stone,
But they would have the rabbit out of hiding,
To please the yelping dogs.

The gaps I mean,
No one has seen them made or heard them made,
But at spring mending-time we find them there.
I let my neighbor know beyond the hill;
And on a day we meet to walk the line
And set the wall between us once again.
We keep the wall between us as we go.
To each the boulders that have fallen to each.
And some are loaves and some so nearly balls
We have to use a spell to make them balance:
"Stay where you are until our backs are turned!"
We wear our fingers rough with handling them.
Oh, just another kind of outdoor game,
One on a side.
It comes to little more:
There where it is we do not need the wall:
He is all pine and I am apple orchard.
My apple trees will never get across
And eat the cones under his pines, I tell him.
He only says, "Good fences make good neighbors."
Spring is the mischief in me, and I wonder
If I could put a notion in his head:
"Why do they make good neighbors? Isn't it
Where there are cows? But here there are no
cows.
Before I built a wall I'd ask to know
What I was walling in or walling out,
And to whom I was like to give offense.
Something there is that doesn't love a wall,
That wants it down.
" I could say "Elves" to him,
But it's not elves exactly, and I'd rather
He said it for himself.
I see him there
Bringing a stone grasped firmly by the top
In each hand, like an old-stone savage armed.
He moves in darkness as it seems to me,
Not of woods only and the shade of trees.
He will not go behind his father's saying,
And he likes having thought of it so well
He says again, "Good fences make good neighbors. "
3. A DOG HAS DIED  
by Pablo Neruda

My dog has died.
I buried him in the garden
next to a rusted old machine.
Some day I'll join him right there,
but now he's gone with his shaggy coat,
his bad manners and his cold nose,
and I, the materialist, who never believed
in any promised heaven in the sky
for any human being,
I believe in a heaven I'll never enter.
Yes, I believe in a heaven for all dogdom
where my dog waits for my arrival
waving his fan-like tail in friendship.
Ai, I'll not speak of sadness here on earth,
of having lost a companion
who was never servile.
His friendship for me, like that of a porcupine
withholding its authority,
was the friendship of a star, aloof,
with no more intimacy than was called for,
with no exaggerations:
he never climbed all over my clothes
filling me full of his hair or his mange,
he never rubbed up against my knee.
like other dogs.
No, my dog used to gaze at me,
paying me the attention I need,
the attention required
to make a vain person like me understand
that, being a dog, he was wasting time,
but, with those eyes so much purer than mine,
he'd keep on gazing at me
with a look that reserved for me alone
all his sweet and shaggy life,
always near me, never troubling me,
and asking nothing.
Ai, how many times have I envied his tail
as we walked together on the shores of the sea
in the lonely winter of Isla Negra
where the wintering birds filled the sky
and my hairy dog was jumping about
full of the voltage of the sea's movement:
my wandering dog, sniffing away
with his golden tail held high,
face to face with the ocean's spray.
Joyful, joyful, joyful,
as only dogs know how to be happy
with only the autonomy
of their shameless spirit.
There are no good-byes for my dog who has died,
and we don't now and never did lie to each other.
So now he's gone and I buried him,
and that's all there is to it.

UNIT V

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Part A

I. Reported Speech

1. “Last year the weather was not so hot. Now we don’t have enough rains”, said the farmer.

2. “What a beautiful valley this is with so many varieties of flowers!” Jana said.

3. “We must not trouble others if we can do the work ourselves”, the priest said.

4. “Throw the wastes into the dustbins after separating them as degradable and non degradable”, the environmentalist said.

5. “Please switch off all electrical appliances when not in use”, Roshini told Thilaga.

6. “You must be very meticulous when you are conducting the research.; said Hema.

7. “Wow, what a pleasant surprise and what a great treat this is!”
said Grandmother.

8. The doctor to the patient, “Take this medicine for a week. Then come back to me. I will decide on the further course of action”.

9. Father said, “I will ask my friend to lend a new suitcase to you. You can use it and return it to him next week.”

10. Lokesh asked Shyam, “What is the correct reading of your speedometer? Is it working properly and what are the precautions I should take to maintain it?”

11. Rajan said to his friends, “I have passed the examination”.

12. He asked his friends, “Are you very busy now?”

13. He said to the stranger, “Don’t you know the way to the station?”

14. She said to her mother, “Please give me some money today”

15. He said, “Honesty is the best policy”.

16. My friend said to me, “Wait for me for a few minutes”.

17. Chairman: “I have great pleasure in welcoming you, the shareholder of the company, to this annual general meeting”.

18. The director said, “The company has not been able to achieve its production target this year”.

19. Ram asked his friend, “When did you return from Delhi?”

20. Change the following dialogue into reported speech.

   (a) Gokul : Do you know that Arun had met with an accident and is in hospital?
      Ram : Oh ! I don’t. Is he badly hurt? Which hospital is he in ?

   (b) Mohan : “ What are you doing here, Nisha? I haven’t seen you since June”.
      Nisha : “ I’ve just come back from my holiday in Kerala”.

   (c) Sindu : Sir, Can I meet you today at 2 O’clock ?
      Teacher: Sindu, I’m sorry, I’m attending a conference. Meet me tomorrow.

   (d) Sara : Sir, Can I meet you today at 2 O clock?
      Teachers : Sara, You can meet me tomorrow in the conference hall.
II. Verbal Analogy
Choose the correct word relationship from the following:

1. Pain: Sedative
   A. comfort: stimulant
   B. grief: consolation
   C. trance: narcotic
   D. ache: extraction

2. Light: Blind
   A. speech: dumb
   B. language: deaf
   C. tongue: sound
   D. voice: vibration

3. Pork: Pig
   A. rooster: chicken
   B. mutton: sheep
   C. steer: beef
   D. lobster: crustacean

4. After: Before
   A. first: second
   B. present: past
   C. contemporary: historic
   D. successor: predecessor

5. Distance: Mile
   A. liquid: litre
   B. bushel: corn
   C. weight: scale
   D. fame: television

6. Ten: Decimal
   A. seven: septet
   B. four: quartet
   C. two: binary
   D. five: quince

7. Gravity: Pull
   A. iron: metal
   B. North Pole: directions
   C. magnetism: attraction
   D. dust: desert

8. Letter: Word
   A. Club: people
   B. Product: factory
   C. page: book
   D. homework: school

9. Whisper: Speak
   A. brush: towel
   B. skip: walk
   C. listen: hear
   D. request: ask
Part B

I. Minutes of the Meeting

1. Write the minutes of the meeting conducted by the Anti – ragging Committee to initiate and keep at bay any kind of mishappening among the students. Remember to state all the rules and instructions planned to be implemented.

2. Imagine that you attended a meeting of your college environment club. Write the minutes of the meeting. Give details of the date, time, venue, members who attended, topics discussed and the resolutions adopted in your minutes.

3. Write the minutes of the meeting conducted by the NSS officer in connection with the NSS camp which is to be organized shortly in the nearby village. Give details of the date, time, venue, members who attended, topics discussed and the other details of the camp.

4. Write the minutes of the meeting conducted by the Class Coordinator in connection with the Periodical Exam.

5. Write the minutes of the meeting conducted by the Cultural Coordinator for the upcoming Cultural Programme.

6. Write the minutes of the meeting conducted for College Day Programme.

7. Imagine that you are going to organize a National Level Science Exhibition in your college. As the secretary of the organizing committee, write a notice, an agenda and minutes of the meeting recorded by you. Make your own points for agenda.

8. Write minutes of meeting of your company for the official annual sales meet that was conducted this year.

9. Write minutes of meeting of your college for the successful completion of your Annual day celebration for this year.

10. Write minutes of meeting of your class committee meeting that was conducted for the first and second semester college students.
II. Accident Report
1. Assume that you are the Manager of a company and write a report on a fire accident that occurred in your company.
2. Write a report on the road accident you have witnessed in about 200 words.
3. You are the works manager in the Industrial Gases Limited where LPG cylinders are filled for utilization by the customers. Write a report to the Chairman of the company about an accident that happened in the LPG filling section in which five workers are seriously injured. Suggest the remedial measures also to avert such happenings in future.
4. Imagine that you are the Safety Engineer of a Nuclear Power Plant. There was an explosion due to the failure of control rods. Most of the lives are severely affected due to the radiation. The Chairman of the Atomic Energy Commission has asked you to submit a detailed report on the disaster together with your recommendation for averting such a disaster in future. Prepare a report.
5. You are the Works Manager in the Industrial Gases Limited where LPG Cylinders are filled for utilization by the consumers. Write a report to the Chairman of the company about an accident that happened in the LPG filling section in which three workers were seriously injured.

III. Survey Report
a. Chennai Metrowater proposes to set up a water supply project, partially funded by the users, for the IT companies situated along the Rajiv Gandhi Salai and East Coast Road. These companies depend on private water tankers to meet their daily needs and they expect Chennai Metrowater authorities to find a solution to this long pending problem. Imagine that you are the consultant for this project and you have been requested to submit a detailed report to The Chief Engineer, Chennai Metrowater. You have to make a survey of the demands of various types of users and their willingness to pay for the service. In your report, you can suggest the tariff for various types of users. Besides, you have to identify the deficiencies in the existing water supply system and provide suggestions to implement the project successfully. Prepare a report in not more than 300 words.
b. Write a feasibility report on the introduction of a new beauty soap in the market to the Managing Director of your Company.
c. You are working in a textile company and your company is planning to install a waste recycling plant. How would you conduct the study? Prepare a feasibility Report. This report should contain among other things, the background, method or methodology, feasibility of the project, conclusion and recommendations.
d. A college is planning to convert all its classrooms as smart classrooms. As the professor in charge of the academic development you are requested to study the feasibility and submit a report. You need to consider the finance involved, advantages and disadvantages of smart classes, etc.
e. You are heading the Marketing Team of a famous mobile phone manufacturing firm which has plans to introduce a new mobile phone in a metropolitan city. Prepare a report advising the firm on the feasibility of introducing the new model. Your study findings may focus on the popularity of the available brands, reasons for popularity, their price, etc and also how your brand is different from those in the market.
f. Write a brief project report on completion of a residential building for tsunami-affected people, Chennai. Give details of the purpose, background, budget estimate, company hired for construction, the beneficiaries, time, etc.,

g. The number of vehicles used in your town/city has doubled in the last ten years resulting in air pollution. Conduct a survey on the pollutants in the atmosphere and write a report to the pollution control board with your recommendations based on your findings.

h. You are the sales officer of a sports bike company. A market survey was conducted among youngsters to find out the demand for sports bikes and their preferences. Prepare a report describing the feedback received from the survey that you conducted.

i. Imagine that you are the manager of a mobile phone shop. Prepare a report of the sales graph of the different brand of mobiles sold in your shop.

j. You are planning to start a unisex salon in your neighbourhood. Prepare a report on the basis of the study conducted in the neighbourhood regarding the needs of the people living in the area.

IV(A). Business Letters

1. You are a sales representative for your company. Write a letter to Mike Mason of ABC Enterprises, introducing one of your new products or services. Be sure to give important details about your product/service.

2. You are a sales representative for your company. Write a letter to ABG Enterprises requesting them to accept your quotation and sanction the order copy sent to them as discussed in the meeting earlier.

3. You are a sales Manager for your company. Write a letter to SEAGAL Enterprises clarifying the final order to be dispatched.

4. You are a sales service head for your company. Write a letter to WANDERBASE Enterprises thanking them for accepting your companies’ proposal and quotation. Also invite them to your companies’ annual get together.

5. You are a service head of your company. Write a letter to the manufacturing unit regarding the system failure that caused your company shut down for a week. Explain the loss incurred by the company and ask for immediate recovering process and compensation too.

6. You are the team head of your project. Write a letter to the client explaining to them the delay in project submission dead line also request for more manpower as the project proves to be a challenging one.

7. You are the HR of your company. Write a letter to your management thanking them for approving the fund on time which was the reason for the successful completion of the project.

8. You are the project coordinator of your company. Write a letter to the management clarifying the requirements of the project and also requesting them to extend the dead line.

9. You are the sales head of your company. Write a letter to the sales team appreciating them for achieving the target before the target month and announcing to the about a surprise party for their hard work.

10. You are the quality manager of your company. Write a letter to your customer explaining the warranty and claim benefits of the product purchased by them.

IV(B). Letter to the Editor

1. Write a letter to the editor on the topic "Street light problem"?

2. Write a letter to the editor on the topic" Spreading garbage in and around locality"
3. Write a letter to the editor on the topic "Bad roads in your locality"
4. Write a letter to the editor on the topic "Girl child education"
5. Write a letter to the editor on the topic "Use of junk food"
6. Write a letter to the editor on the topic "Exam stress"
7. Write a letter to the editor on the topic "Role of science and technology"
8. Write a letter to the editor on the topic "Sports and Games"
9. Write a letter to the editor on the topic "Dowry: A social evil"
10. Write a letter to the editor on the topic "Books are the best companions"

**IV(C). Letter Seeking Permission for Industrial Visit/Internship**

1. Write a letter to the Manager of a sugar factory seeking permission to visit the factory.
2. Write a letter to the HR of ABC Automobile company requesting permission for internship in their organization.
3. You are an engineering student. Write a letter to the HR of Super Tech Ltd seeking permission for internship in their company.
4. Write a letter to BSNL seeking permission to visit the organization.
5. Write a permission letter to your Principal seeking permission to go for an internship to any organization of your choice.