



B.A. ENGLISH – II YEAR
COMMUNICATIVE ENGLISH
SYLLABUS

Unit I

- a. Synonyms / Antonyms
- b. Question Tags / Short Answers
- c. One-Word Substitutes
- d. Spotting the Errors
- e. Writing Welcome Address/Vote of Thanks

Unit II

- a. Phrases and Idioms
- b. Framing Questions
- c. Describing a Person/Process/Festival
- d. Writing Advertisements

Unit III

- a. Different Types of Letters – Personal/Commercial
- b. Letters to Newspapers
- c. Letters of Enquiry and Complaints

Unit IV

- a. Review of a Book/ Film
- b. E-mail Writing/Telegram Writing
- c. Writing Dialogue on a Given Situation

Unit V

- a. Introducing Phonetic Symbols
- b. Phonetic Transcription of Simple Words
- c. Stress & Intonation (Basic Patterns)

- Reference:**
- 1) “Strengthen Your English for Competitive Examinations”
Ed. T.M. Farhathullah and D.S. Kesava Rao.
 - 2) English Pronouncing Dictionary, Daniel Jones.



UNIT - I

1. SYNONYMS

Abandon	-	desert	Liberty	-	freedom
Absurd	-	silly	Obscene	-	vulgar
Abundant	-	plenty	Pathetic	-	miserable
Accumulate	-	gather, collect	Queer	-	strange
Adequate	-	sufficient	Emorse	-	regret
Aggravate	-	worsen	Reticent	-	reserved
Audacious	-	daring, bold	Superficial	-	depthless
Aversion	-	dislike, hatred	Vigilance	-	watchfulness
Blis	-	blessing	Voracious	-	hungry, greedy
Candid	-	frank, straight forward	Zeal	-	interest, enthusiasm
Compatible	-	suited	Savage	-	brutal
Condense	-	thicken	Scanty	-	insufficient
Constancy	-	firmness, steadiness	Tedious	-	dull
Abhor	-	hate, dislike	Vindictive	-	unforgiving, revenge
Apprehend	-	understand	Wholesome	-	healthy
Abridge	-	shorten	Fragile	-	light, weak
Adversity	-	misfortune, trouble	Esoteric	-	limited
Affliction	-	suffering, distress	Regale	-	please
Authentic	-	genuine, real	Wane	-	decrease, weaken
Brutal	-	savage, cruel	Benediction	-	blessing
Compassion	-	pity, kindness	Lethargy	-	triedness
Cordial	-	sincere	Emaciated	-	weakened
Crafty	-	cunning	Docile	-	trained, controlled
Deformity	-	illshaped, defect	Hybrid	-	different



Denounce	-	condemn	Latent	-	hidden
Desolate	-	ruined, neglected	Erotic	-	sexual
Deteriorate	-	worsen	Nostalgia	-	homesickness
Didactic	-	moralistic, teaching	Sadistic	-	cruel
Diffident	-	shy	Enigmatic	-	confusing
Disgrace	-	insult	Sporadic	-	occasional
Eccentric	-	peculiar, strange	Viasco	-	failure, breakdown
Earnest	-	sincere	Virile	-	strong, energetic
Extravagant	-	wasteful, uneconomical	Ameliorate	-	improve
Fabricate	-	construct, create	Homage	-	respect
Humane	-	tender, kind	Licentious	-	immoral
Ingenious	-	clever, skillful	Ostentatious	-	rich
Melancholy	-	sadness, sorrow	Paramount	-	supreme, superior
Pensive	-	moosy, dull	Resume	-	summary
Destitute	-	orphan	Implicate	-	involve
Dexterity	-	skill	Instigate	-	incite
Diligent	-	hardworking, careful	Rectify	-	correct
Emulate	-	imitate	Pilfer	-	steal
Imminent	-	close, near	Elude	-	escape
Exhort	-	urge	Ecstasy	-	joy
Emancipate	-	free	Bellicose	-	kind
Estranged	-	separated	Fictitious	-	imaginary
Contingency	-	uncertainty	Remorse	-	regret
Repugnance	-	dislike	Immune	-	free, secure
Admonition	-	warning	Incessant	-	continuous



2. ANTONYMS

Etrovert	x	introvert	Derogatory	x	complimentary
Virtuous	x	vicious	Barren	x	fertile
Urban	x	rural	Deficit	x	profit, benefit
Genuine	x	duplicate	Imbecile	x	intelligent, clever
Ruthless	x	merciful, kind	Moderation	x	excess
Antipathy	x	like	Parsimony	x	generosity
Morose	x	jovial, sociable	Recklessness	x	careful
Malevaient	x	benevolent	Barbarous	x	civilized
Bilith	x	unhappy, sad	Arrogant	x	humble
Embellish	x	spoil	Ascetic	x	liberal, lenient
Exhume	x	bury	Deficient	x	sufficient, plenty
Extrinsic	x	intrinsic	Exquisite	x	imperfect
Ingenuity	x	unskilled	Miraculous	x	natural
Antiquity	x	modernity	Transparent	x	opaque
Sophisticated	x	uncultured	Temporal	x	spiritual
Exonerate	x	accuse	Conceal	x	reveal
Odious	x	attractive, pleasant	Complicate	x	simplify
Reprimand	x	praise, compliment	Distress	x	joy, happiness
Gullible	x	intelligent, clever	Fatigue	x	energy
Dogmatic	x	liberal, flexible	Illuminate	x	darken
Taciturnity	x	talkative	Impede	x	allow
Malefactor	x	benefactor	Obscure	x	well known
Pretentious	x	unpretentious	Recover	x	lose
Inquisitive	x	uninterfering	Rejoice	x	lament
Gratify	x	displease	Triumph	x	loss



Ware	x	wax	Delicious	x	tasteless
Erratic	x	regular	Impartial	x	partial
Mundane	x	spiritual, heavenly	Objective	x	subjective
Superstitious	x	reasoning, rational	Legitimate	x	illegitimate
Stagnant	x	flowing, running	Appreciate	x	criticise
Pernicious	x	healthy	Ambiguous	x	clear
Predicament	x	pleasant, situation	Authentic	x	duplicate, unreal
Retrogressive	x	progressive	Competent	x	incompetent
Vivacious	x	dull, inactive	Cloomy	x	bright
Copious	x	scanty, little	Corgeous	x	unpleasant
Heterogenous	x	homogenous	Generosity	x	stinginess
Turbulence	x	order, Calm	Industrious	x	lay
Ulterior	x	interior	Rebuke	x	praise, compliment
Capricious	x	reliable, unchanging	Voluntary	x	involuntary
Morbid	x	healthy	Sleepy	x	native
Offensive	x	defensive	Equitable	x	unfair, unjust
Obstruct	x	allow	Domestic	x	wild
Ominous	x	auspicious	Devious	x	straight
Passionate	x	dispassionate	Ephemeral	x	everlasting
Sober	x	intoxicated	Abnormal	x	normal
Zenith	x	nadir	Lecpiiesce	x	deny, refuse



B) QUESTION TAG / SHORT ANSWER

Question tag :

*We are dining out today, **aren't we?***

*It won't rain, **will it?***

Here, **aren't we?** And **will it?** are examples of tag questions. When we add a tag question to a statement, we expect the listener to agree with or confirm the statement we have just made.

We commonly add a negative tag to a positive statement, and we expect the answer 'yes'. We add a positive tag to a negative statement and the answer we expect is 'no'.

*He is coming, **isn't he?** (yes)*

*He is not coming, **is he?** (no)*

If there is a form of be, have or an auxiliary in the statement, we repeat it in the tag.

*She is very ill, **isn't she?***

*She hasn't come yet, **has she?***

If there is no be, have or an auxiliary in the statement, we use an appropriate form of do

*He loves literature, **doesn't he?***

*She grinned at you, **didn't she?***

*You remember me, **don't you?***

The subject in the tag question is a pronoun standing for the subject in the statement.

*Nikhil will help you, **won't he?***

*Nitu doesn't know the secret, **does she?***

If the subject of the statement is already a pronoun, then we just repeat it.

*He will help you, **won't he?***

If the subject is there or it, we repeat it in the tag question.



*There is no one left, **is there?***

*It is quite dark, **isn't it?***

Practice (a): supply appropriate tag questions.

1. Manoj will marry her,.....**won't he...?**
2. she dances gracefully, -----?
3. She always starts from home at 9 o'clock,-----?
4. He didn't recognize me, -----?
5. There is a crowd at the gate, -----?

Words like seldom, rarely, *little* and *hardly* are negative in sense. If there is one of them in the statement, we add a positive tag question.

*She hardly ever smiles, **does she?***

*He seldom visits his grandparents, **does he?***

*Your mother rarely goes to the movie, **does she?***

Take special note of the tag questions in the following.

*I'm not partial, **am I?***

*I'm your cousin, **aren't I?***

*We used to have great fun, **didn't we?***

Let's go to the beach, shall we?

*Someone had warned him, **hadn't they?***

*Everyone applauded her, **didn't they?***

Practice (b): supply appropriate tag questions.

1. He has a fine sense of humour,-----?
2. You seldom write to me, -----?
3. I am not to blame,-----?



4. He hardly ever speaks the truth,-----?
5. Someone had blackmailed him, -----?

C) ONE WORD SUBSTITUTES

Atheist	-	person who believes that there is no God.
Philanthropy	-	love of mankind; sympathy.
Misanthrope	-	person who hates mankind and society.
Misogynist	-	one who hates women.
Alien	-	a foreigner who differs from the native in culture.
Carnivorous	-	flesh eating.
Stoic	-	person who has great self - control; one who can bear pain.
Feminist	-	one who claims for the rights of women.
Philatelist	-	one who collects postage stamps.
Somnambulist	-	sleep - walker.
Connoisseur	-	person with good judgements and tastes.
Iconoclast	-	one who is against worshipping images.
Utopia	-	imaginary perfect system.
Anarchist	-	a person who creates disorder and confusion.
Cemetery	-	area of land used for burials.
Catalyst	-	substance that causes the speeding up of a chemical process.
Egoist	-	a person who believes that our actions are caused by the desire to benefit ourselves.
Jockey	-	professional rider in horse races.



Patricide	-	killing one's father.
Matricide	-	killing one's mother.
Fratricide	-	killing one's brother.
Regicide	-	killing the king.
Homicide	-	killing a human being.
Gynaecologist	-	specialist in the diseases of women and pregnancies.

D) SPOTTING THE ERROR

In which part of the sentence does the error lie? Identify it.

1. The ringmaster / made the elephant / to sit / on a stool.
2. When I called on him / this morning / then I / told him.
3. The cricket / is considered to be / an interesting game.
4. I / can be able / to speak / three languages.
5. The man / has paid / a visit / to the island / last year.
6. Two boys / were injured / in an altercation / yesterday.
7. The boy / was standing / among / knee deep water.
8. Long ago / there was canning of / disobedient students.
9. I / was awoken / by that / thundering noise.
10. The marriage / will be solemnized / between 9 to 10 am.
11. Rice and curry / were served / in the wedding feast.
12. In the dark night / our only guide / were the stars.
13. Suppose if I / come there / what will happen / to me?
14. I / do not know / why did he come / yesterday.
15. If the doctor / had come on time the patient / would be saved.
16. Never / I have tsted / such a dish / in my life.
17. When I /have met him / yesterday / he revealed the secret to me.
18. The cricket / is / an interesting / game.
19. The building / was surrounded / on three sides / by water.
20. This is / one of the / man eating dinosaurs that have survived.



E) WRITING WELCOME ADDRESS/ VOTE OF THANKS

Welcome address:

While welcoming the guests, you must name the chief guest and his position/ title/ designation. First the chief guest, then the guest of honour and other dignitaries. The head of the college is invited last as he / she is the host. The qualifiers used before the names of dignitaries: esteemed and respected.

Exercise : Deliver a welcome speech for the following :

You are the student representative on the organizing committee of an inter-collegiate festival. Make a welcome address at the inauguration of the festival. The audience comprises students from various colleges. Welcome the Chief guest, the principal and members of the teaching and non-teaching staff and the students present.

Answer: Good morning everyone. I have great pleasure in welcoming the Chief guest of the Inter-collegiate festival Dr.Jeyamathi, principal of Rani Anna Government college. As a principal, she is very efficient noble and kind hearted. She encourages her students to exhibit their inherent talents. I also welcome the Lead of the Department of Commerce who has taken much efforts in conducting this festival. I welcome all the teaching and non-teaching staff members who has brightened the festival with their august presence. I welcome heartly our students who have contributed a lot for the success of the festival. Again I welcome you all for this event.



VOTE OF THANKS :

A formal occasion normally involves a formal closing with a vote of thanks for all those who organized and participated in the event.

Example: Vote of Thanks on Sports Day

Good Evening/ Good Morning everyone.

I have the task of delivering the vote of thanks to this august gathering here. Let me thank our Chief guest Dr. KANAGANSUNDARAM, IPS who has participated in our college Sports Day with great enthusiasm and distributed the prizes to the winners. I thank you very much sir. Next I would like to thank you Physical Director who has effectively organized the Sports Day. I express my gratitude to all teaching and non-teaching staff who have made all arrangements for the smooth functioning of the day. Above all, I congratulate and thank our students who made the occasion a grand success thank you one and all.



UNIT 2:

A) IDIOMS & PHRASES

The word *idiom* is of Greek derivation and means *standing apart on its own*. Every language has certain constructions which, taken literally, do not make much sense or meaning and are often not explicable in terms of the normal rules of grammar. They have meanings of their own, different from the meanings of the constituent words put together. They are easily understood by the natives and are so much a part of the language that they are taken for granted. Such phrases are called idioms and English has a good number of them. Consider the following idioms and their usage.

1. **Above board** : honest and frank
He has a very good reputation for honest dealings since all his transactions are above board.
2. **Add fuel to the fire**: to make an existing situation worse
He was already prejudiced against Neena and this mistake on her part has added fuel to the fire.
3. **All agog**: eagerly expectant
There was tough competition and they were all agog when result was about to be announced.
4. **Apple of discord**: cause of dispute
There are several claimants to that property and it has become an apple of discord among them.
5. **Apple of one's eye** : someone very dear
He was very sad to part from the little boy who had become the apple of his eye with his innocent ways.
6. **Apple – pie order**: perfectly neat and tidy
She always keeps her house in apple-pie order, though it is difficult with her children around.
7. **As deaf as an adder**: not listening to appeals
We requested him several times in vain to take us on an excursion but he was as deaf as an adder.
8. **(To keep) at arm's length**: to keep one at a distance
The giant always kept children at arm's length because he considered them a nuisance.



9. **(To feel) at home:** to feel quite comfortable
Though the hostel was very good one, she could not feel at home there, as she missed her parents.
10. **At one's wit's end:** in a state of exasperation
The teacher was at her wit's end when the naughty boy again played tricks on her.
11. **At loggerheads:** at strife
The two neighbouring states are always at loggerheads on the border dispute and unless it is settled, it may lead to war.
12. **At sixes and sevens:** in a state of utter disorder
There was hardly a day for the inauguration and everything was still at sixes and sevens and the people in charge were really anxious.
13. **At the helm:** in a position of leading
The most important thing is to have an efficient person at the helm of affairs, for proper leadership is essential for success.
14. **Backstairs influence:** improper influence
Many people manage to get appointed through backstairs influence these days, thus denying chances to the deserving.
15. **Bad blood:** enmity
The progress of an institution depends on the unity of its employees and bad blood among them will affect it adversely.
16. **Backdrop:** background or setting
Nayantara's novels are set against the backdrop of India's political history.
17. **(To) be in a one's good books:** to be in one's favour
It is very difficult to be in the good books of our fastidious professor.
18. **Bag and baggage:** with all belongings
After the final examination he left his hostel, bag and baggage.



19. **(To) beat about the bush:** with all belongings

He told her impatiently to come to the point without beating about the bush giving all the minute irrelevant details.

20. **(To) have a bee in one's bonnet:** to be obsessed with an idea

The idea of going to the us has become a bee in his bonnet and he is trying hard for it.

21. **Behind the scenes:** something happening secretly

Apparently his business was flourishing and nobody suspected the underhand dealings going on behind the scenes.

22. **(To) be in the red:** to be in debt

The firm which has been in the red was finally closed down since it could not repay the debts.

23. **Bear the brunt of :** endure the chief stress

The real culprit had escaped and the others had to bear the brunt of the boss's admonition.

24. **Between Scylla and Charybdis, or between the devil and the deep sea:** between two equally bad dangers

I can't make a choice, one will displease my father and the other my mother. I seem to be between Scylla and charybdis.

25. **Bide one's time:** to wait patiently (for your chance)

He is determined to retaliate after his defeat and is biding his time for revenge.

26. **(To) blow hot and cold:** to vacillate

Don't be taken in by his words of reassurance, for he often blows hot and cold.

27. **(To) blow one's own trumpet:** boast of oneself

If you have real worth, there is no need for you to blow your own trumpet.

28. **Bitter pill:** something unpleasant one has to endure

He was happy about his promotion, but it came along with the bitter pill of transfer.



29. **Blue blood:** of aristocratic descent

Though he has blue blood and boasts of his lineage, his conduct hardly proves it.

30. **Bolt from the blue:** an unexpected blow

The outbreak of plague was a bolt from the blue but effective steps could be taken to check it.

31. **(To be) born with a silver spoon in one's mouth:** to be born in an affluent family

Though he was born with a silver spoon in his mouth, he was conscious of the sufferings of the less fortunate.

32. **(To) bring to book:** to punish

All the culprits were brought to book without any delay.

33. **Bone of contention:** cause of dispute

The Kashmir issue continues to be a bone of contention between India and Pakistan.

34. **Build castle in the air:** to indulge in fanciful dreams

The moment he got a job, he started building castles in the air about his future.

35. **(To) bury the hatchet:** to forget past enmity

After the election, the opposing parties decided to bury the hatchet and work together.

36. **(To) call a spade a spade:** to be direct and straight forward in one's speech

I don't have full faith in what he says, for he seldom calls a spade a spade but exaggerates a lot.

37. **Carry coals to Newcastle:** take goods to a place where they are already plentiful

My act of taking a packet of mushroom to my friend was like carrying coals to Newcastle, for she was cultivating it at home.



38. Cock and bull story: an improbable made up story

She never gets caught since she is very aggd at making convincing cock and bull stories on the spur of the moment.

39. (To) cast pearls before swine: to give something valuable to the undeserving

He will not listen to your advice. Therefore advising him would be like casting pearls before swine.

40. Check by howl: close together

Young couples were sitting cheek by jowl at the beach in the evening.

41. Chip of the old block: with strong resemblance to parents

Raghavan looks very much like his father, a chip of the old block.

42. To cleanse the Augean stables: to clean something which has not been cleaned for along time.

All kinds of malpractice has been going on and the new administration will have a tough time cleaning the Augean stables.

43. Cold blooded: deliberate

That murder was not an impulsive act, but cold-blooded, the culmination of a well-planned conspiracy.

44. To come off with flying colours: to emerge victorious

His friends congratulated him when he came off with flying colours in the intercollegiate competition.

45. Crocodile tears: pretended sorrow and sympathy

Politicians often shed crocodile tears at the misfortunes of their political opponents.

46.A cry in the wilderness: an entreaty in vain

His exhortation for peace was a cry in the wilderness and the angry mob continued to be violent.

47. To die in harness: to die in office

As the father died in harness, the son was offered a job in the same office.



48. **A dog in the manger:** a selfish person who does not allow others to enjoy what he himself cannot

You are following a dog in the manger policy by not allowing any-body to use the spare table which you don't need.

49. **Face the music:** face difficulties boldly

His impulsive actions often create problems, but he knows how to face the music well.

50. **Fair – weather friend:** a friend who deserts you in times of adversity

It is better to have a few reliable friends than a number of fair-weather ones.

B) FRAMING QUESTIONS

___ Interrogative sentences, which end with a question mark, are used to ask questions, Or make inquiries. They are of two types: Yes-No questions Wh-questions.

Yes-No questions can be answered with a 'Yes' or a 'No'. These questions always begin with an auxiliary verb (have/has, may, is/are/was/were, and do—if the corresponding declarative sentence does not contain an auxiliary verb). If the main verb in the sentence is one of the forms of the verbs 'be' (i.e., is, are, was or were) or 'have' (i.e., have or has, but only when it is used to mean 'own' or possess'), then it is moved to the beginning of the sentence. The subject of the sentence is always in the second position in this kind of interrogative sentence.

For example, look at the pairs of declarative and interrogative sentences below.

Hasina speaks Marathi and English.



Does Hasina speak Marathi and English?

Rekha has returned from Varanasi.

Has Rekha returned from Varanasi?

You are combing your hair.

Are you combing your hair?

Kiran plays the sitar.

Does Kiran play the sitar?

Wh-questions call for a detailed and specific answer. They begin with the Wh-words *who*, *whom*, *whose*, *when*, *where*, *why*, *which*, *what* and *how*. For example, look at the sentences below and carefully note the order in which the words appear.

Who is coming to see us today?

Whom are you waiting for?

Whose keys are these?

When did Uma send the email?

Where are the children?

Why is the sky blue?

Which book do you want?

What is your telephone number?

How is your sister?

Exercises

1. Complete the following sentences by adding appropriate question words.

E.g..... old is Leena's brother?

Ans: How old is Leena's brother?

a. ----- far is Coimbatore from here?



- b. ----- many players were injured yesterday?
- c. ----- explanation do you have for this?
- d. ----- did Ramesh break his promise?
- e. ----- does the train usually come?
- f. ----- much money do you need?
- g. ----- can you forget that day?
- h. ----- is Parvathi's ambition in life?
- i. ----- is Rohan's pet doing?

C) DESCRIBING A PERSON /PROCESS/FESTIVAL

Characteristics of a good description

Here is one way you can describe a pressure cooker:

A pressure cooker is a vessel in which food is cooked in steam under pressure. It consists of a very strong vessel, made of aluminium alloy with a lid that fits tightly on the top. The lid can be sealed on the vessel by means of a rubber ring. At the centre of the lid there is a vent or hole through which steam can escape. The food to be cooked is placed in a small vessel inside the cooker and a little water is poured into the outer vessel, that is, the pressure cooker. Water boils in the vessel and steam begins to escape through the vent. Steam pressure inside increases and the temperature rises. So the food gets cooked at a higher temperature. This takes only one-third of the time taken by the ordinary method.

This is a simple description of a pressure cooker. Note that while describing the pressure cooker, we have also briefly described its mechanism. This helps the aunt to whom you are describing it to get the picture more easily. A mere listing of the parts of the pressure cooker would not satisfy her curiosity.

Here another description of a pressure cooker:

The *Cookwick* pressure cooker has a capacity of 8 litres. The pressure can be carried using two separate weight-valves.

A newly designed safety plug makes *Cookwick* much safer than other makes. Made of aluminium alloy by a very special process, your *Cookwick* pressure will last a life-time.



Note the differences between the two descriptions. The two writers have different purposes. The first description is addressed to a woman who has not seen a pressure cooker, and is meant to make her understand what it is. The second description, in contrast, is addressed to housewives who already know about pressure cookers, and is meant to persuade them to buy a *Cookwick* pressure cooker rather than any other.

To write a good description you should know why it is written and who it is written for.

You should perceive accurately what you are going to describe. Most people are poor observers, and receive only a vague or hazy impression of objects around them. Further, most descriptions are confined to what people see. But we receive impressions through the other senses too—touch, taste, smell and sound. When you buy cloth, you feel its texture between your fingers. When you buy a glass tumbler, you rap it with your knuckle and listen for the right sound. Sharpen all your senses to receive impressions from outside, and convey these impressions in your writing. This will make your description *concrete*, that is, perceived through the senses and therefore precise and not hazy or vague.

To write a good description, you should select the exact word to convey your idea. Use specific and concrete words not general and abstract words. Look at this passage:

Example:

Mr. Chatterjee lived in a two-storeyed house in the east end of Calcutta. I had to wait nearly two minutes for the line of cars and other vehicles to pass before I could cross the road and walk to their door. As I walked in, there stood Mrs. Chatterjee in a white saree with beautiful orange flowers painted on it. Behind her stood her son, a boy of sixteen wearing an olive green shirt and blue jeans...

ADVERTISEMENTS

Advertisement is a kind of communication with potential buyers or users, the success of which depends on how effectively communication takes place.

Look at the following Classified Word Ads.



(1) EDUCATIONAL VACANCIES

WANTED POSTGRADUATE/ Graduate Teachers in English, Mathematics, Chemistry, Computer, Montessori trained, and Librarian for June 2000. Apply to The Correspondent, Srimathi Sundaravalli Memorial School, Nagappa Nagar Chromepet, Chennai – 600044.

(2) REAL ESTATE – SELLING RESIDENTIAL LAND

PLOTS FOR Rs.500/- per month at Sriperumbdur, Contact : 6264530/6269580/6283505, Chennai – 600101. Website : jemi.org

(3) SITUATIONS VACANT ENGG/PRODN/TECHNICAL

ELECTRICAL & MECHANICAL Engineers required for Steel Plant. Minimum 5 years experience must. Very attractive remuneration with boarding and lodging. Contact Utility Alloys Pvt. Ltd., 10/247, Akathethare, Maruthacode, Palakkad. Phone : 556020, Telefax : 557497.

(4) SITUATIONS VACANT GENERAL

HOTEL MARS - Pallavaram, Chennai-43, Requires Telephone Operators Accounts Assistant and Receptionists. Local candidates preferred. Walk –in-interview from 25-01-2000 at 10.00 – 11.30.

From these specimens we can identify the followings salient features of Classified Ads.

1. It has a caption in block letters in a box, which can be either at the centre or to the left, close to the margin. (under the same caption e.g., REAL ESTATE, SITUATIONS VACANT, RENTAL), several ads. Will appear.
2. Under the general caption comes a more specific detail such as under ‘Educational Vacancies’, we have ‘Wanted Postgraduate’ teachers, under ‘



Real Estate’ we have ‘Selling Residential land’, and under ‘Situations Vacant’, it is specified Engg/Prodn/Technical.

3. The first two words are in bold and in capitals to capture the reader’s attention.
4. The name of the product or the kind of service advertised comes first followed by its special features, if it is selling land, the location of the plot, cost and mode payment should be mentioned. Under MATRIMONIAL, age, education, job family background, appearance, etc., should be included.
5. The last sentence mentions how to contact the advertiser, address/ telephone no. / e-mail address, etc. Sometimes a box number is given which means that the advertiser has been allotted a specific box at the newspaper office for a definite period. The responses to the ad to this number will be collected and forwarded to the advertiser. This is done in strict confidence and anonymity. An extra amount is charged for this facility. Similarly a Post Box No. indicates that at the Post Office there is a separate slot allotted to the individuals whose letters addressed to this number will be collected by him.
6. The matter should be expressed in a compact and precise manner, at the same time retaining clarity. This can be achieved by making use of abbreviations, short forms, numerals, commas, full stops and capital letters and by omitting articles. The message should be brief but clear.
7. The captions and pin code are not chargeable and hence not included within the word limit.

The following sample slogans used for advertisement illustrate the peculiar use of language for advertisement purpose.

Utterly butterly delicious.(butter)



A gift for someone you love. (chocolate)

Light as mist, soft as spring. (fabric)

Neighbour's envy, owner's pride (TV)

Touch of warmth. (towels)

Made for each other. (cigarette)

Built by our engineers, but designed by a woman. (fridge)

Never say no to life. (suitings)

Leather that weathers. (shoes)

Take the world in your stride. (suitings)

Bank in your pocket. (credit card)

It takes the rough with the smooth. (car)

Liquid confidence. (mouth wash)

Members of
Youngsters Arts Club
Present

OEDIPUS REX

An ace classical Greek Drama

A heart rending tragedy of fate



at **GALAXY AUDITORIUM**

10th, 11th & 12th April 2000

From 7 p.m.

**A golden opportunity to experience
the ecstasy and agony of the
world of SOPHOCLES**

Tickets available at : **Karimpanal Arcade**
YA Club Office

Rates : Rs.200/- (for two), RS.150/-, Rs. 100/-,
Rs. 50/-

Ensure your seats in advance.

Welcome to

FLAVOUR 2000

A grand gala food festival organized by

LADIES' CLUB, Calicut

At the YWCA Hall

On 20,21 & 22 March 2000

From 10 am to 8 pm



*Exotic delicious dishes – Chinese, Continental, Western, Indian
And what not!*

**To cater to all palates- young and old and suit all purses- big
and small - Carry home packs also available**

**Don't miss the opportunity of a summer
Bonanza!**

UNIT – 3

LETTER WRITING

One of the commonest forms of written communication is letter writing. In this computer age of rapid technological advancement, of superfast modes of communication such as fax and e-mail, the old art of letter-writing may be losing some of its significance. Nowadays a lot of formal business as well as informal social correspondence is carried out through such fast means of communication.

Structure of Business letters

Generally a business letter has seven essential parts, viz., heading date, inside address, i.e., address of the person written to, salutation, body, complimentary close or the subscription, signature of the writer, and name of the writer. Optional parts are your reference, our reference, subject, enclosures, etc.



The heading is the name and address of the sender or the firm. Many individuals as well as firms and organizations have printed letter heads with the heading at the top as in the specimens shown below.

(1) Paradise Tour and Travels

Telegram: 55, Banerji Road,
Calcutta – 700001, India.
Telephone : 033 448822.

(2) Radiance’ Dr. Madhav
Lotus Lane Head of the Dept. of Futurology
Medical College P.O. University of Kerala
Trivandrum 11 Trivandrum
Tel : 44212 Tel : 662233

The date should be flush with the right –hand margin. Date can be written in the following ways: 26th July 2000; 26 July 2000; July 26, 2000. The full official address of the person written to i.e., the inside address, should be flush with the left-hand margin as shown below.



10 July 2001

Dr. Sethu Raj
Managing Director
Rubber products of india
Mahatma Gandhi Road
New Delhi – 110007

Use appropriate titles such as *Shri, Dr., Prof., etc.* In the case of women, write *Smt. Or Mrs.* If married, and *Miss* if unmarried, or *Ms* if you don't know her marital status or if she prefers *Ms*. A woman with a title may be addressed as *Dr., Dr. (Smt) or Dr.(Mrs)*, etc., The title *Messrs.* Is used when the name or designation of a person is no mentioned.

Messrs. Pai & Co.
Opposite Ayurveda College
M.G. Road, Trivandrum.

A letter addressed to an officer by name is called a demi-official (DO) letter, generally intended to draw the personal attention of the officer.

The salutation should flush with left hand margin a little below the inside address. For addressing organization such as a society or company, use *Dear Sirs* or *Sirs* and an officer by designation use *Dear Sir* or *Sir*. The latter is more formal and the former is in commoner use these days. For addressing an officer by name which strikes a personal noote, you may use any of the following salutations.

Dear Mr./Shri vinod

Dear Mr./Ms./Smt. Sita

My dear Mr./Shri Vinod

My dear Mrs./Ms/Smt/ Sita

The first two are quite formal and the last two semi-formal. The body of the letter begins a little below the salutation. Sometimes we give our reference number and sometimes the subject also. Against *Our Reference / Ref.* Give and



identification number and in a reply to a letter write the reference number and date of that letter against *your reference/Ref* . Specify the subject briefly as in a title against *Subject/Sub*. The *Sub* and *Ref* can be either above or below the salutation as shown below.

(1) Sub . Cancellation of rooms reserved.

Your Ref. CB-508 dt. 12 Dec. Our Ref. BP – 221

Dear Sirs,

.....

(2) Dear sirs,

Sub Cancellation of rooms reserved. Your Ref. CB -508 dt. 12 Dec.

Our Ref. BP-221

Very often the subject and reference are also built into the body of the letter.

The body of the letter contains the message and this has to be expressed in clear and precise language without any ambiguity whatsoever. For expressing the views of the firm, the first person plural *we* is used and the singular *I* for stating the writer's personal views.

The letter is ended with complimentary close or subscription, corresponding in formality and style with the salutation, as shown below.

Salutation

Sir

Dear Sir / Sirs

Dear Madam

Dear Lal/Renu

Dear Sri. Lal/ Ms Renu

Dear Smt. Padma

Subscription

Yours faithfully

Yours sincerely



My dear Sri./Ms./Smt. Renu

Dear Reader/ Member/ Customer

These days even in very formal letters many use the subscription *yours sincerely*. Generally, when the salutation has a name in it, we use *yours sincerely* and *otherwise yours faithfully* or *yours truly*. *Sincerely/ Faithfully* can come first followed by *yours* as in *sincerely yours*. Note that there is no apostrophe in *yours*.

The signature of the writer comes below the subscription. The name of the writer, at times with his designation also, is typed or written under the signature.

Style

Besides making the layout attractive, is important that the message is expressed in an effective style and in the right tone. Take note of the hints given for report writing in chapter 4. A few more are given below for effective and successful letter writing.

Be courteous and avoid hurting people's feeling by being rude or curt. Be specially considerate when you have to convey unpleasant news. Your letter should be kind and tactful enough to soften the sting of the message and mitigate the disappointment of the reader. One way of doing this is to give reasons for your negative response. Even a refusal can be intimated courteously.

Write with clarity and specificity so that the reader can quickly grasp your message. Come to the point directly, expressing what you have to say briefly in an unaffected and natural tone. Directness and conciseness go hand in hand. Avoid verbose expressions, use short and simple sentences and compress your thoughts as much as possible. Avoid general and abstract words whenever you can and use specific and concrete ones which will make your writing more vivid.



1.Claim/complaint letter (Block form)

22 June 2000

The Regional Manager
Eureka Forbes Ltd
Pattom
Thiruvananthapuram-695007

Dear Sir,

I bought an Aquaguard water purifier, Model ST . 2000, from the authorized dealer Messrs. Chaman Lal and Co. in March 2000. After three weeks the water flow became very thin, almost a trickle, taking a long time to fill a bottle . when I brought this to the notice of the dealer, he got it checked and repaired. The filter was not functioning properly. But the same problem recurred after a week. In spite of several reminders to get the filter replaced, no action has been taken so far. It has a guarantee period of one year.

Your company enjoys a good reputation and I was shocked at this indifference. I hope you will take prompt action in this matter. Copies of the reminders, cash memo and guarantee card are enclosed.

Yours faithfully,

Sd/-
Hariprasad.

2.Job Application Letter (Full Block form)

While applying for a job, it is not advisable to flatter your prospective employer, or to boast about yourself. Try to impress him that you will be an efficient and useful employee. Your C.V. should contain all relevant details such as your age, marital status, educational background, any distinctions or honours received, details of work experience, extra curricular activities, leadership qualities, etc. A specimen job application letter is given below.



10 May 2000.

Lotus Land
T.C. 13/112
Thiruvananthapuram – 695011

The Personnel Manager
Bharat Computers
70, Patel Marg
New Delhi – 110 005

Dear Sir

This letter is in response to your advertisement inviting applications for the job of an accountant, in *The Indian Express* of 8 May 2000. I offer myself as a candidate for the post.

After doing M.com. I have worked as an accountant in the India Plastics Ltd. Kochi for about four years. The enclosed curriculum vitae gives all the required details.

I am confident that I would be able to serve your firm effectively and therefore I request you to give me an opportunity to be interviewed.

Yours faithfully
Sd/-
Hari Kirshnan



Bio-data/Curriculum vitae

When we apply for a job we have to send our bio-data along with the application. A specimen Curriculum Vitae (CV) Or Bio – data is given below.



- 1.Name** : Shankar Deepa
- 2. Age and Date of Birth** : 28 years, 25th July 1972.
- 3.Marital status** : single
- 4.Nationality** : Indian
- 5.Languages Known** : Can speak Malayalam English Hindi
Can read and write Malayalam English Hindi
- 6.Educational Qualifications** : B.Tech from IIT, Chennai (1993)
With 85% marks.
- 7. Experience** : Junior Engineer in Indian Electronics Ltd., Chennai, from April 1993.
- 8.Referees**
- | | |
|---|--|
| (1) Dr. Ramadas
HOD of Electronics
I.I.T.
Chennai. | (2) Mr. Anand Das
Managing Director
Indian Electronics Ltd.
Chennai – 40. |
|---|--|
- 9. Sports and other Extra – curricular activities :**
- (i) Represented IIT at the state level table tennis matches in 1990 and '91.
 - (ii) Participated in Intercollegiate Elocution competition and won Ist Prize in 1990 and IInd Prize in Quiz Competition in 1991.
 - (iii) Won the President's Republic Day Medal for the best N.C.C. Cadet in Chennai in 1991-'

Signature

(Deepa)



Letter of Congratulations

10 May 2000

Dr . Rahul Khanna
Dept. of Futurology
University of Delhi
Delhi – 110006

Dear Dr. Rahul khanna

I am very glad to know that you have been promoted Professor and Head of the Department. Please accept my heartiest congratulations.

With warm regards

Yours sincerely

Sd/-

R. Venugopal

Letter of Regret

10 June 2000

Ms. Radha
Rose Dale
Ulloor
Thiruvananthapuram

Dear Ms Radha,

Thank you very much for your invitation to dinner on 15 June. I am sorry that I



would not be able to make it as I shall be out of station that day on official duty. I know I am going to miss a really delicious dinner and the warmth of your hospitality. I look forward to another occasion in future.

Yours sincerely,

Sd/-

Lethika. S

Exercise

1. Write a letter to your brother congratulating him on getting a job at Larsen and Toubro through campus selection.
2. Write a letter of complaint to the Mayor of your Corporation complaining about the very bad condition of the roads in your locality



Unit -4

a) REVIEW WRITING (BOOKS & FLIMS)

1. Book Review

Book Review is an exercise of weekly affair in qualitative newspaper and magazines. There are academic journals where in book review are done with zeal. When a book is set afloat in market, it is natural for the publishers to expect a good sales. A review that is favourable contributes to incite interest in the reading public who go after the book. Sometimes, the publishers send their publication to famous newspapers, magazines and journals for review in order to make the publication known to readers. Sometimes, depending on the quality of the books concerned, newspapers, magazines and journals voluntarily review them.

A book review informs the reader on the author, contents, style, contextual relevance and purpose. It represents what in Reading is known as close scrutiny. It points out the various merits and shortcomings. This will facilitate the author to revise the book during the subsequent editions. The review has to objective in its standards.

Following are directions that would make reviews exemplary:

- (i) The review should have a heading. Details regarding the title, author, publisher, place of publication, year of publication, number of pages and price should figure in bold letters before the beginning of the review.



- (ii) The introductory paragraph / part of the review should contain information as to what the reviewer would say in the review. This should be followed by a short overview of the matter contained in the book. There should be a clear statement on the author's purpose, and the audience to whom it is targeted.
- (iii) The next aspect should be a brief description of the contextuality and warrant for the publication.
- (iv) There should be a brief summation of the book in crisp language. If needed, passages should be quoted verbatim. Any puzzling idea needs simplified presentation.
- (v) The judgement of the book should follow summation. This judgement should enfold the author's success in translating his intention, the lacuna caused, the unconvincing points. Organization and style should be dealt with analytically.
- (vi) The reviewer should introduce his views during his judgement or evaluation. Discordant opinions are to be presented in inoffensive language.
- (vii) It is better to avoid to be lengthy in reviews.
- (viii) In total, the review should be able to incite the reader's curiosity to go for the book.
- (ix) The reviewer should always be conscious that he has to cater to the common reader and not only to the educated elite.
- (x) Each review should have an inspiring title.



II) FICTION REVIEW

Review “Oliver Twist”

Oliver Twist is a well-known story, but the book is not as widely read as one would imagine. The novel has all the vivid storytelling and unimpeachable literary skill that Dickens brings to all his novels, but there’s also a raw, gritty quality.

Oliver Twist was enormously influential in bringing to light the atrocious treatment of paupers and orphans in Dickens’s time. The novel is not only a brilliant work of art but also a tremendously important document in social history.

Oliver Twist: Overview :

Oliver is born in a workhouse in the first half of the nineteenth century. His mother dies during his birth, and he is sent to an orphanage (where he is poorly treated). Along with the other orphans, Oliver is regularly beaten and poorly fed. In a famous episode, he walks up to the stern authoritarian, Mr.Bumble, and asks for more. For this impertinence, he is put out of the workhouse. He then runs away for the family who take him in. he wants to find his fortune in London. Instead, he falls in with a boy called Jack Dawkins, who is part of a child gang of thieves—run by Fagin.

Oliver is brought into the gang and trained as a pickpocket. When he goes out on his first hob, he runs away and is nearly sent to prison. However, the kindness of the person who was robbed, saves him from the terrors of the city gaol, and instead he is taken into the philanthropic gentleman’s home. However, as soon as he thinks he is settled, Bill Sikes and Nancy (two members of the gang) take him



back. Oliver is once more sent out on a job—this time assisting Sikes on a burglary.

The job goes wrong and Oliver is shot and left behind. Once more he is taken in (this time by the Maylies, the family he was sent to rob), and he spends a wonderful time with them. However, once more Fagin's gang comes after him. Nancy, who is worried about Oliver, tells the Maylies what is happening. When the gang find out about Nancy's treachery, they murder her.

Meanwhile, the Maylies reunite Oliver with the gentleman who helped him out earlier and who (in true Victorian-novel style) turns out to be Oliver's uncle. Fagin has been arrested and hanged for his crimes; and Olive settles down to a pampered life (re-united—happily—with his family).

The Psychology of Oliver Twist:

Oliver Twist is probably not the most brilliantly delving psychological novel, but then it's not supposed to be. Rather, Oliver Twist gives us an impression of the social situation at the time it was written, and he does so with Hogarthian gusto. Mr. Bumble, the beadle, is an excellent example of Dickens' broad characterization at work. Bumble is a overlarge, terrifying figure: a tin-pot Hitler, who is both frightening to the boys under his control, and also slightly pathetic in his need to maintain his power over them.

Fagin, too, is a wonderful example of Dickens' ability to draw a caricature and place it in a story that moves quickly and always keeps out attention. Less the pantomime villain that is portrayed in a number of its adaptation, there is a streak of cruelty in Dickens' Fagin, with a sly charisma that makes him such a lasting archetype.



The Importance of Oliver Twist.

Equally, the importance of *Oliver Twist* as a crusading work of art (hoping to show the difficult circumstances with which the poor in Dickens's time had to live) should not be underestimated. It is certainly an excellent work of art, but it is also a testament to the hopes for a better, more enlightened age.

A delightful story—peopled with larger than life, very human characters—Dickens' *Oliver Twist* is a considerable achievement. Funny and incredibly sad, the novel is complete in all its aspects. *Oliver Twist* is a powerful indictment of the time in which the novel was written.

FILM REVIEW

What is a Film Review?

Film Review means unbiased comment on almost all aspects of the film concerned. Plot, characters, use of camera angles, lighting, special effects, sound, music, dialogue, pun, wit, the aspects of time-push, social purpose, reformation, exposure etc.etc. are the constituents that deserve attention of the reviewer. A film is not merely meant for entertainment. It has got multifarious functions pertaining to satire, social reform, information on social detriments, terrorism, international problems, disintegration of families due to political upheaval, documentaries etc. any aspect of life can become a film provided it is shot by experts. A film review should mention the list of actors cast in the film in order of priority.



Find below a model film review :

Example

Vishwaroopam Tamil Movie Review :

Story : vishwa is a kathak teacher whose wife Nirupama wants to divorce him because she's in an extramarital affair. And he's even not Alpha-male. But wait, she discovers her husband is not the simpleton she thinks he is. Saying anything more at this juncture will spoil the plot.

Movie Review : Like Hollywood that is obsessed with *Osama Bin Laden* and terror post-9/11, actor – writer-director Kamal Haasan, one of India's finest film talents, gets drawn to Osama this time.

The action moves from America to Afghanistan back to America. The timelines go from 2002 to the present. Pre –Intermission, the action is set in the terror-infested arid locales of Afghanistan (enchantingly captured) where the hot-blooded Afghanis are all muhahideen, fighting their demons, the Americans. *Rahul* Bose heads a local terrorist outfit: Kamal Hassan joins in the strife. Life is hard, customs banal, punishments extreme. But *vishwaroopam* doesn't offer you anything you haven't heard or seen before.

Here one should give the devil his due. The filmmaker is thorough in his study on the subject, transporting you to Afghanistan, making you partially empathise with what is the sad state of affairs in this *kingdom* ever since the US stepped on this soil.

Rahul Bose's sentence – America is shedding blood for petrol, we're shedding blood to protect Allah – captures the *essence* of the plot. Kamal also captures



nuances of how the gun- culture has seeped into the children of Afghanistan ; even blindfolded boys recognize AK- 47s and 11 mm bullets!

In the second half, Osama is gone. Televised speeches show Obama preening on victory. But the film tells you that the danger is far from over. Muslim terrorists are still buying for the blood of the Americans. And, some psychos continue to dabble with dirty bombs and suicide bombers. The FBI and an Indian intelligence group are trying to foil an attack that could lead to mass destruction.

Intention of this film and the maker are good. Kamal's performance is A-grade. However the film fails, especially in the second half because there are no lump-in-the throat moments; nor is there any shock and awe. (*The Times of India*)

TELEGRAMS/ EMAIL WRITING

Telegrams :

The following points are to be borne in mind while sending a telegram. Look at the printed Telegram Form provided by the Department of posts and Telegraphs. Details such as class, time, sl. no., office of origin, Date, S.T., and words will be filled in by the office. "Class" indicates whether the telegram is ordinary (O) or express(X), "time" indicates the time of booking the telegram; "No" is the serial number of the telegram issued on that day; "Office of origin" denotes the code assigned to that telegraph office, "S.I" is for special instruction and "words" indicate the number of words in the message being sent. Times is indicated as clock hours, ie., 4.00 pm as 16.00 hours. These details are not chargeable. Below this we have to enter the name and address of the recipient, preferably in block letters for clarity. Below that is printed "Telephone, Telex No. and Pin". The

Mr. Srinath
Park Avenue
Sri Ram II Street
Bangalore

Time 
14.00 hrs

Date
4th Jan '99

MISSED BUS STOP STARTING BY
6 O'CLOCK BUS

RAJU

(NOT TO BE TELEGRAPHED)

Sender's Signature

Sender's Name

RAJU ANIL

Address

PAURNAMI

U.S. ROAD

THIRUVANTHAPURAM- 10.

Pincode is free of cost and the other two are charged. They ensure quick delivery. The message should be written in a brief, use words and phrases instead of full sentences. Articles, prepositions, etc., may be omitted without affecting clarity. Try to limit the number of words to 20-25, inclusive of recipient's address, message and sender's name. In real life situations, of course the number will depend upon the content of the message. Names and addresses can be fictitious for examination purpose. Write STOP where there is a break in the message.

Look at the following specimen telegrams

1, You missed the 2 o'clock bus to Bangalore where your brother was to wait for you. You can take only the 6 o'clock bus. Such a telegram to your brother.



2. You live in the college hostel. You don't have sufficient money to pay the exam fee the last date for which is the coming Friday. Send a telegram to your father asking for Rs. 300/-

Mr . Paul Sam

Time

Date

A2, Green Garden Apts.

London's Road

Thiruvananthapuram – 24

FRIDAY LAST DATE EXAM FEE STOP

(NOT TO BE TELEGRAPHED)

Sender's Signature

Sender's Name

Address

RAJESH PAUL

4TH SEM. STUDENT

RAJAH'S HOSTEL FOR MEN

AHMEDABAD – 2.

SEND THREE HUNDRED IMMEDIATELY

RAJESH



Exercise – 1

1. Draft a telegram congratulating your friend who has passed the Entrance Exam with high rank.
2. Your room mate has met with an accident and has been hospitalized. Send a telegram to his father, requesting him to start immediately.

E-MAIL WRITING

Electronic mail or e-mail is without doubt the most popular Internet service. If the computer you are using has an Internet connection, you can send and receive e-mail messages.

E-mail Addresses

For sending and receiving e-mails you should have an e-mail address, which is the equivalent of a postal address or a phone number. When you send an e-mail message, you enter the address of the recipient so that the computer knows who to send it to. Internet e-mail addresses have two parts, separated by an @ (*the at sign*). The part before the @ is the *mailbox*, which is generally your personal name, and the part after that is the *domain*, usually the name of your Internet service provider, such as usnl.co, or satyam.net.in.,

For Example bindu@satyam.net.in
anbu@yahoo.co.in



Sending and Receiving E-mail

when your mail arrives it gets delivered to a mail server which is similar to your local post office. For you to get your mail you have to go and get it i.e., the mail programme that reads and writes your e-mail messages installed in your computer has to go and get it. for sending a mail your mail programme has to take it to the post office, i.e., the mail server.

Once you connect to the Internet i.e., you become “*on-line*”, your mail programme picks up the mail from the mail server and brings it to your computer. After you have got your mail into your computer you can disconnect, and read and reply to your mail i.e., while you are “*off-line*”. Once you have composed your new mails or replies you can reconnect and transmit the outgoing mail.

While drafting messages to be sent through e-mail, bear the following points in mind. Be brief and precise. Avoid composing the entire message in capital letters. Do not waste space unnecessarily. The traditional official formats for business correspondence are seldom adhered to.

WRITING DIALOGUE AON A GIVEN SITUATION

__Oral communication takes place through conversations. A conversation is an informal talk in which people exchange news, feelings and thoughts.

A accurate use of English calls for a thorough knowledge of the grammar of the language. A lot of exposure to English in both spoken and written forms will help in using sentences without grammatical errors.



In conversations, we don't always use complete sentences. Often we use fragments (single words or phrases) in place of sentences. Look at the dialogues below. The words in brackets usually remain unsaid.

1. A. Hello, Ms. Radha! How are you?
B. (I am) fine, thank you.
2. A. Did you attend the meeting this morning?
B. Yes, I did (attend the meeting this morning).
3. A. When did you return from Bangalore?
B. (I returned from Bangalore) last night.

We also use abbreviated forms while writing dialogues. That is we drop parts of some words and write them the way they are spoken in conversations. See the examples below:

I 'm (I am) fine, thank you.

They 're (They are) rich, aren't they?

He 's (he has) recovered completely.

She'd (she had) telephoned me earlier.

You'll (you will) have to make the arrangements.

He'd (He would) beat me if he saw me.

Functions

In conversations, language serves a variety of functions such as Greeting, Introducing, Making Requests, Asking for Directions, Inviting, Apologising and Complaining.



A number of expressions can be used for each function. Some of them are very Informal (used while talking to friends or close relatives) while some others are formal (used while talking to senior people or on formal occasions like public meetings and seminars).

I. Greeting

1. Hi , Raj. How are you?
2. Hello, Tom. Nice to see you again.
3. Good to see you again.
4. How / very nice to see you again.
5. Good morning/ afternoon / evening.
6. Hi, everybody.
7. Good morning, every body.
8. How are things with you?
9. How is life?
10. How is life / the world treating you?
11. What's new?
12. What's the latest?
13. I trust you're keeping well

II. Introducing

A. Introducing oneself

Good morning. I am.....

Excuse me. My name is

B. Introducing others

1. Please meet Mr /Ms.....
2. Please meet my friend / brother / sister.....



III. Seeking permission

1. Could I, please?
2. May I Please ?
3. Do (would) you mind if

IV. Expressing Gratitude

1. Thanks a lot
2. Thank you
3. That is / was very nice/ kind of you.
4. I should like to express my gratitude / appreciation for..

V. Apologizing

1. I'm sorry
2. I'm very sorry for.....
3. Please accept my apologies for.....

VI. Making suggestions

1. May I suggest (that).....?
2. Why don't we / you.....?
3. Why not.....?
4. How about.....?

I. AT THE POST OFFICE

(A customer goes to the post office. He wants to send a letter by registered post. But he does not know how to do it.)

Customer : Excuse me. I want to send this letter by registered post. How do I Do it?

Clerk : Please give it to me. Let me weigh it.....



It'll cost you twenty-four rupees. Please buy stamps worth
Twenty four rupees from counter number five. Stick them on
the envelope and then bring it back to me.

Customer : Thank you.

(At counter number five)

Customer : Excuse me. I want stamps for twenty-four rupees.

Clerk : here are the stamps.

(black at counter number five)

Customer : Here's the letter for registration. I've affixed the necessary
Stamps.

Clerk : Good. Please wait a minute. I 'll give you a receipt.

Customer : Do you think it'll reach the addressee tomorrow?

Clerk : no. not tomorrow. It'll take two or three days.

It'll be delivered on Saturday or Monday. Here's your receipt.

Customer : Thank you.

II. AT THE DOCTOR'S

(A patient explains her problems to the doctor)

Patient : Good evening, doctor.

Doctor : Good evening. Please be seated. Now tell me, what's your
problem?



- Patient : For the past couple of days, I've been feeling giddy off and on.
I also Feel very weak.
- Doctor : when do you feel this giddiness? Does it happen suddenly or at
any Particular time?
- Patient : Usually I feel it when I get up after doing some work. There's
kind of Blackout.
- Doctor : I see. How long does it last?
- Patient : For about 15 to 20 seconds.
- Doctor : Do you feel any other discomfort.
- Patient : No, except, as I said, I feel very weak.
- Doctor : please come and lie down on this bench. Let me check your
B.P... Your B.P is slightly high. Take these tablets for a week.
One tablet three Times a day.
- Patient : thank you, doctor. Can I go to work?
- Doctor : get your B.P. checked every day. I'll suggest some tests. Get
them done And show me the results.
- Patient : thank you so much, doctor. I don't know what your
consultation fee is.
- Doctor : fifty rupeesThank you.



UNIT -5

A. INTRODUCING PHONETIC SYMBOLS

English has a phonological system of 12 pure vowels , 8 diphthongs and 24 consonants.

I) Pure vowels are sounds during the production of which air escapes through the mouth freely and continuously without any frictional noise. The following are the 12 pure vowels in English, represented by phonetic symbols and illustrated in words.

/ I/ hit, pit, bit /e/ met, pet, bet /i:/ feel, meet, meal

ii) Diphthongs are vowel glides during the production of which the tongue glides from one vowel position to another. Diphthongs are represented by the symbols of two vowels, the first indicating the tongue position at the start and the second, the direction of its movement. The following are the 8 diphthongs in English .

/eI/ make, cake /aI/ high, sky

/

iii) **Consonants** are produced by means of a complete or partial obstruction in the mouth, giving rise to a frictional noise. The consonants in English are :

/p/ pat, pet /θ/ three, thought

/b/ bag, big / ð / this, that



/t/ tap, tip

/s/ sit, sing

/d/ dog, dig

/z/ zoo, zeal

/k/ king, cat

/ / ship, shoe

/g/ girl, glass

/ / pleasure, measure

/f/ fan, fish

/h/ hat, hot

/v/ van, vase

/t / chair, church

/ dʒ/ jam, judge

/m/ man, ham,

/n/ name, man

/ m / sing, king

/j/ you, yet

/w/ wind, wet

/r/red, wrong

/l/ light, leaf

STRESS & INTONATION

Word Stress

All the syllables in a polysyllabic word in English are not articulated with the same force. Some are uttered with greater force than the others. Stress may be



described as the degree of force with which a sound or syllable is pronounced. Every syllable is uttered with a certain degree of force and the one uttered with the greatest degree of force is called the stressed or accented syllable. In the word *examination* /ɪg-z -mɪ- nel - n/ all the five syllables are numbered according to the degree of force of utterance, no.1 indicating the syllable with the maximum degree of force, and no.5 the one with the minimum force. although there is a number of degrees of variation in stress, we usually distinguish only one or two; stresses, primary and secondary. The stressed syllable is said to *receive primary or tonic stress or accent* and the syllable is said to receive primary or tonic stress or accent and the syllable next to that in the degree of force of utterance is said to receive *secondary stress or accent*. In English words, the accent is not always on the same syllable. For example, *manner* has stress on the first syllable, *below* on the second, *politician* on the third, etc.

Another difficulty about English word accent is due to shift in the accent, quite common in derivatives. There are, of course, a number of words in which there is no stress shift in the derivatives, such as *agree* /ə'grɪ/ and *agreement* /ə'grɪmənt/

But there are a number of derivatives in which there is a shift in the accent causing slight changes in pronunciation. A few examples are given below.

Politics ; po'litical ; poli'tician

'photograph : pho'tographer : photographic

'patriot : patri'otic

A'cademy ; aca'demic ; acade'mician



There are a number of disyllabic words in which the accentual pattern depends on whether the words are used as nouns/ adjectives, or as verbs. When these words are used as nouns or adjectives, the accent is on the first syllable and when they are used as verbs, the accent is on the second syllable. For example,

Word	noun/adjective	verb
Present	/’preznt/	/prɪ’zent/
Desert	/’dez t /	/di’zɜ:t /

Sentence Stress and Rhythm

In connected speech in English all the words are not uttered with the same stress. Some words are stressed and some are not. For example, in the sentence.

The ‘leaves ’ rustle in the ‘gentle ’breeze

the *words leaves, rustle, gentle and breeze* are stressed and the rest unstressed. It is generally the relative importance of the words that decides the stress. The most important words are usually content, words, viz., nouns, verb, adjectives, adverbs, demonstratives and question words, and they are usually stressed.

If you ‘study ‘well, you will ‘get a ‘first ‘class.

‘This is the ‘key to the ‘kingdom of ‘heaven.

The syllable which is stressed when a polysyllabic word is pronounced in isolation, will be stressed when it forms part of connected speech also.

English is a language with a stress-timed rhythm. This means that in English stressed syllables tend to occur at regular intervals of time. Thus, in the sentence,



‘This is the ‘dress I ‘like

The time interval between the accented syllables this, dress, and like will be roughly the same.

INTONATION

The term intonation refers to significant changes of pitch and stress in relation to utterances. In other words, utterance bound pitch is called intonation. Falling and rising are the two basic intonation patterns in English. When you sing, ‘sa rig a ma pa dha ni sa’, the pitch of your voice moves from low to high, i.e., the pitch rises. When you sing ‘sa ni dha pa ma ga ri sa’, the pitch of your voice moves from high to low i.e., the pitch falls. If you utter the word Yes with the pitch of your voice rising the pitch movement can be represented as, and also in counting

One, two, three.....

Such a pitch movement from a low to a high pitch, taking place within a single syllable, is referred to as a rising intonation pattern. Two more examples are given below

Sita / who passed the test, / joined the institute/.

Pen, pencil, paper, ink.....

The same word Yes can be uttered with the pitch of your voice falling, the pitch movement being represented as,

Yes

In listing items, the last one has a fall,

One, two and three.



Such a pitch movement from a high to a low pitch is referred to as a falling intonation.

The two can be combined and the word uttered, bringing the pitch down and letting it go up again. Such a pitch movement is called a fall-rise intonation and may be represented as,

Yes

The term tonic or tone may be used to refer to fall, rise or fall- rise i.e., the type of pitch movement within a single syllable. In speech we make pauses at certain points. For instance, consider the sentence,

Dogs are faithful, but their masters are not.

When we pronounce this sentence, we pause after *faithful*. Such a pause may be called a tone group boundary. Tone group boundaries divide an utterance into tone groups. Each tone group is a stretch of utterance between two pauses, i.e., two group boundaries.

In written English, pause are indicated by commas, semicolons, and fullstops. Therefore, generally a tone group boundary coincides with one of these punctuation marks.

After dividing the utterance thus into tone groups, we have to decide which syllable is to carry the tonic or tone; the syllable carrying the tonic is called the nucleus or the nuclear syllable. Generally, tone group in English contains one and only one tonic. In normal speech, unless some special meaning is intended, the tonic falls on *the last stressed syllable*. Thus in the sentence,

I Went to the party with Mary.



The last stressed syllable is / me / in /m rI/ and this syllable carries the tonic.(the stressed syllables are marked with short vertical lines on top and the tonic with a slanting line, going up or down)

However, if we want to give emphasis to a particular word then the tonic falls on the stressed syllable of the word. Thus, in the above sentence, if the meaning is, I went to the party and not anywhere else, with emphasis on party, the tonic would be on the stressed syllable/ pa: / of / pa:Ti /

‘ I ‘went to the party with Mary.

Falling Tone

The falling tone is used in the following contexts

1. In declarative sentences uttered as ordinary statements without any implications, and when the tone group is final (if the tone group is non-final, we use a rising tone), as in

I went to the party.

The water is warm.

2. In Wh- questions uttered in the normal way, i.e., expecting some information in the reply, and sometimes in a cold unfriendly way.

Why are you late ?

Where do you live ?

3. In commands, as in,

Get out !

Will you stop writing please?

4. In exclamations, as in,

What a lovely sight!

What a fine day!



5. In tag questions which imply that the speaker is certain about what is said and he just expects the listener to confirm his statement.

He is well // isn't he?

We don't want to go// do we?//

On the other hand, if he wants the listener to answer his question, then a rising tone will be used.

b) Rising Tone

The rising tone is generally used in the following contexts.

- 1) In incomplete utterances, often the first of the two clauses in a complex sentence, which indicates something more to follow i.e when the tone group is non-final), as in,

He is late//because he missed the bus //

In listening items, we use a rise for each except the last one.

One // two//three // four

The fall on four indicates that the counting is complete. Similarly,

I bought books, pencils, papers and a pen.

- 2) In declarative sentences used as questions, as in

We will 'go for a picnic?

You are 'ready for the test ?

- 3) In yes/No questions as in,

Are you dreaming?

Has your 'friend come?



- 4) In Wh- questions asked in a warm, friendly way, indicating extra politeness and interest as in,
‘Why are you late?
‘where did you go ?
- 5) In polite requests, as in,
‘please pass the salt.
‘please ‘open the door.
- 6) In tag question where the speaker wants the listener to answer his question and give information (instead of just confirming or agreeing to his statement as in usual tag questions)
‘ She has ‘done the work, // hasn’t she ?
(the speaker wants to know whether she has done it or not
Mary is coming / isn’t she?

Prepared by

Dr. Y. VIJILA JEBARUBY

Associate Professor, Department of English

Rani Anna Government College for Women, Tirunelveli - 627008.