

Study Material – Technical English 2

Note:

- All the Grammar related topics are included in this note for communication related modules follow the content given during the class.
- For More Information on communication modules kindly refer the prescribed text book or Reference Book as Mentioned by VTU.

SUBJECT-VERB AGREEMENT

What is Subject-Verb Agreement?

A simple subject-verb agreement definition implies that the subject of the sentence and the verb of the sentence must be in agreement in number.

Example 1: The dog plays.

In this case, the subject of the sentence is ‘dog’ and the *verb* used is singular in nature, ‘plays’.

Example 2: The dogs play.

In this case, the subject of the sentence is ‘dogs’ and the *verb* used is plural in nature, ‘play’.

Subject-Verb Agreement Rules

Let’s explore a series of subject-verb agreement rules required to ace questions based on Sentence Correction.

RULE 1: When two subjects are joined by ‘and’, the verb is plural.

For example: My friend **and** his mother **are** in town.

RULE 2: When two singular nouns joined by ‘and’ refer to the same person or thing, the verb is singular.

For example: **The captain and coach** of the team **has** been sacked.

In case these were two different individuals, two articles need to be used: The captain and the coach of the team have been sacked.

RULE 3: Indefinite pronouns (everyone, each one, someone, somebody, no one, nobody, anyone, anybody etc.) are always singular.

For example: **Everyone is** selfish.

We do not use 'are' in this sentence.

This rule does not apply to: few, many, several, both, all, some.

RULE 4: When the percentage or a part of something is mentioned with plural meaning the plural verb is used.

For example: **40** of every 100 **children are** malnourished.

RULE 5: When the subjects joined by 'either or' or 'neither nor' are of different persons, the verb will agree in person and number with the noun nearest to it.

For example: Neither you nor your dogs **know** how to behave.

Either of the books **is** fine for MAT preparation.

Always remember that, when either and neither are used as pronouns, they are treated as singular and always take the singular verb.

RULE 6: If connectives/appositives like along with, together with, as well as, accompanied by etc. are used to combine two subjects, the verb agrees with the subject mentioned first.

For example: Mr. Ram, **accompanied** by his wife Sita and his brother, **was** banished to the forest.

RULE 7: A number of/ the number or

'A number of (some countable noun)' is always plural. 'The number of (some countable noun)' is always singular.

For example: **A number** of students **are** going on the trip.

RULE 8: The singular verb form is usually used for units of measurement or time.

For example: **Five gallons** of oil **was** required to get the engine running.

RULE 9: When any of ‘few, many, several, both, all, some’ is used with a countable noun, the verb is plural.

For example: **Some** men **are** needed for the battle.

RULE 10: ‘Not only But also’ combination should agree ‘verb’ with respect to the positive subject (but also subject).

For example: **Not only** the students **but also** the teacher **was** present.

Directions (1 to 10): Fill in the blanks with correct answers.

1. The furniture _____ mostly old (is/are)
2. The price of these jeans _____ reasonable (is/are)
3. The boys who won the two medals _____ a friend of mine (is/are)
4. Bread and butter _____ our daily food (is/are)
5. The quality of the candies _____ poor (is/are)
6. Collecting match-boxes _____ one of his favorite pastimes (is/are)
7. The books borrowed from the library _____ on my desk (is/are)
8. Neither parent _____ fond of playing mahjong (is/are)
9. Neither his father nor his mother _____ playing mahjong (is/are)
10. None of my friends _____ there (was/were)

VOCABULARY – II (SYNONYM & ANTONYM)

SYNONYM

A synonym is a word with the same or similar meaning. It is possible that a word may have more than one synonym. E.g. **Hardworking** – Diligent.

Exercise 1

Directions for question 1 to 5: Choose the best synonym for the following.

1. The unfortunate village was swept away in a ___ (quench, flux, deluge)
2. The loud noise _____ in the room (reflected, echoed, mimicked, reproduced)
3. He was _____ at the mayhem (affected, surprised, appointed)
4. MSD is my ___ (ideal, perfect, absolute)
5. It was a good ___ between the nations (confusion, collision, alliance)

Exercise 2

Directions for question 1 to 10: Choose the best synonym for the following.

1. Enlarge
a. Reduce b. Expand c. Contract d. Capacity
2. Chief
a. Important b. Cause c. Negligence d. Equal
3. Cyclic
a. Acyclic b. Watch c. Periodic d. Able
4. Allay
a. Amplify b. Crowd c. Proper d. Subside
5. Ordinary

- a. Special b. Manual c. Customary d. Excess
6. Tonic
a. Victory b. Tension c. Restorative d. Suspend
7. Keen
a. Abate b. Seen c. Interested d. Deny
8. Quote
a. Mean b. Cite c. Place d. File
9. Invasion
a. Withdraw b. Privacy c. Takeover d. Retreat
10. Fast
a. Weak b. Rapid c. Motion d. Local

ANTONYMS

Antonym are words that are opposite in meaning of a given word. More than one antonym for a word is possible. E.g. **Excusable** – Inexcusable

Exercise 1

Directions for question 1 to 10: Choose the best Antonym.

1. Belittle
a. Exaggerate b. Flatter c. Adore
2. Startled
a. Astonished b. Endless c. Relaxed
3. Culpable
a. Defendable b. Avoiding c. Careless

4. Evasive

a. Reject b. Frank c. Separate

5. Gregarious

a. Talkative b. Glorious c. Antisocial

6. Expand

a. Convert b. Condense c. Widen

7. Enormous

a. Soft b. Average c. Tiny

8. Commissioned

a. Started b. Ability c. Weakness

9. Relinquish

a. Abdicate b. Possess c. Accept

10. Obscure

a. Implicit b. Annoying c. Explicit

COMMON ERRORS IN CONJUNCTION

Conjunction is word used to connect clauses or sentences or to coordinate words in the same clause.

E.g. I like cooking **and** eating, **but** I don't like washing dishes **afterward**. Sophie is clearly exhausted, **yet** she insists on dancing **till** dawn.Coordinating Conjunctions

Coordinating conjunctions allow you to join words, phrases, and clauses of equal grammatical rank in a sentence. The most common coordinating conjunctions are **for, and, nor, but, or, yet,** and **so**; you can remember them by using the mnemonic device **FANBOYS**.

Correlative Conjunctions

Correlative conjunctions are pairs of conjunctions that work together. Some examples are *either/or, neither/nor,* and *not only/but also*.

Subordinating Conjunctions

Subordinating conjunctions join independent and dependent clauses. A subordinating conjunction can signal a cause-and-effect relationship, a contrast, or some other kind of relationship between the clauses. Common subordinating conjunctions are *because, since, as, although, though, while,* and *whereas*. Sometimes an adverb, such as *until, after, or before* can function as a conjunction.

Conjunctions Concession

- Though, although, even though, while

Conjunctions Condition

- If, only if, unless, until, provided that, assuming that, even if, in case (that), lest

Conjunctions Comparison

- Than, rather than, whether, as much as, whereas

Conjunctions Time

- After, as long as, as soon as, before, by the time, now that, once, since, till, until, when, whenever, while

Conjunctions Reason

- Because, since, so that, in order (that), why

Relative Adjective

- That, what, whatever, which, whichever

Relative Pronoun

- Who, whoever, whom, whomever, whose

Conjunctions Manner

- how, as though, as if

Conjunctions Place

- where, wherever

Exercise 1

Directions for question 1 to 12: Identify the errors in the below sentences.

1. He did not leave for his village nor did he come back to work.
2. Work hard lest you may not fail.
3. Although the spy entered the complex but he could not find the files.
4. The interview will be conducted between five to seven.

5. There was nothing else in the house than contaminated water.
6. The strangers asked me that what I was doing.
7. Hardly had he arrived than the portico crumbled.
8. No sooner did he return when the train came in.
9. The students will call him as a wizard.
10. Because he is dishonest, therefore he suffers.
11. Suppose if he faints, he will fall into the well.
12. When he came to the police station, then the inspector recognized him.

GENDER NOUNS

Nouns answer the questions "**What is it?**" and "**Who is it?**" They give names to things, people, and places.

- Dog, Bicycle, Mary, Girl, Beauty

In general there is no distinction between masculine, feminine in English nouns. However, gender is sometimes shown by different forms or different words when referring to people or animals.

Masculine	Feminine	Gender neutral
Man	Woman	Person

Father	Mother	Parent
Boy	Girl	Child

Many nouns that refer to people's roles and jobs can be used for either a masculine or a feminine subject, like for example *cousin, teenager, teacher, doctor, student, friend, and colleague*.

E.g.

Mary is my friend. She is a doctor.

Peter is my cousin. He is a doctor.

It is possible to make the distinction for these neutral words by adding the words *male* or *female*.

E.g.

Sam is a female doctor.

No, he is not my boyfriend, he is just a male friend.

I have three female cousins and two male cousins.

Infrequently, nouns describing things without a gender are referred to with a gendered pronoun to show familiarity. It is also correct to use the gender-neutral pronoun (it).

E.g.

I love my car, She (the car) is my greatest passion.

France is popular with her, (France's) neighbors' at the moment.

I travelled from England to New York on the Queen Elizabeth, she (the Queen Elizabeth) is a great ship.

Exercise 1

Directions for question 1 to 15: Give the opposite gender nouns for the below questions.

1. Bull

2. Author
3. Poet
4. Priest
5. Mayor
6. Count
7. Cock - Sparrow
8. He - Goat
9. Washer - Man
10. Land - Lord
11. Man - Servant
12. Cock
13. Child
14. Stone
15. Table

IDIOMS AND PHRASES

An idiom is a group of words (in a particular order) that means something very different from the meanings of the individual words.

E.g. Silver lining - An element of hope or a redeeming quality in an otherwise bad situation.

Let's have some examples:

1. 'The best of both worlds' – means you can enjoy two different opportunities at the same time.

“By working part-time and looking after her kids two days a week she managed to get the best of both worlds.”

2. **‘Speak of the devil’** – this means that the person you’re just talking about actually appears at that moment.

“Hi Tom, speak of the devil, I was just telling Sara about your new car.”

3. **‘See eye to eye’** – this means agreeing with someone.

“They finally saw eye to eye on the business deal.”

4. **‘Once in a blue moon’** – an event that happens infrequently.

“I only go to the cinema once in a blue moon.”

5. **‘When pigs fly’** – something that will never happen.

“When pigs fly she’ll tidy up her room.”

6. **‘To cost an arm and a leg’** – something is very expensive.

“Fuel these days costs an arm and a leg.”

7. **‘A piece of cake’** – something is very easy.

“The English test was a piece of cake.”

8. **‘Let the cat out of the bag’** – to accidentally reveal a secret.

“I let the cat out of the bag about their wedding plans.”

9. **‘To feel under the weather’** – to not feel well.

“I’m really feeling under the weather today; I have a terrible cold.”

10. **‘To kill two birds with one stone’** – to solve two problems at once.

“By taking my dad on holiday, I killed two birds with one stone. I got to go away but also spend time with him.”

11. **‘To cut corners’** – to do something badly or cheaply.

“They really cut corners when they built this bathroom; the shower is leaking.”

12. **‘To add insult to injury’** – to make a situation worse.

“To add insult to injury the car drove off without stopping after knocking me off my bike.”

13. **‘You can’t judge a book by its cover’** – to not judge someone or something based solely on appearance.

“I thought this no-brand bread would be horrible; turns out you can’t judge a book by its cover.”

14. **‘Break a leg’** – means ‘good luck’ (often said to actors before they go on stage).

“Break a leg Sam, I’m sure your performance will be great.”

15. **‘To hit the nail on the head’** – to describe exactly what is causing a situation or problem.

“He hit the nail on the head when he said this company needs more HR support.”

To Test your new-found knowledge here are some sentences to practice with. Fill in the blank!

- A) I can't afford this purse! It _____. I won't be able to pay my rent!
- B) His birthday was supposed to be a surprise! I can't believe you _____. Now he knows!
- C) Ha! John has been promising to paint the house for five years.... Maybe when _____.
- D) Yeah, it'll _____. I need to sign some papers at Jenny's school anyway so i'll pick her up for you too.
- E) I don't really like going out to bars anymore. I only go _____.
- F) I'm sorry I can't come into work today. I'm _____. I have a sore throat and runny nose.
- G) They tried _____ when installing the pipes for the house and now we have leaks only one month after purchasing it!
- H) We missed our flight to Paris because the connecting flight was late and to _____ they made us pay for a new ticket as if it was our fault!
- I) I can't wait to see you perform on stage tonight! _____!
- J) Jane is just never on time to work, it's really annoying. O wow, _____ here she comes...
- K) So we're going to London, then Munich, then we will fly out of Athens, right? Great. I'm so glad to be traveling with someone I _____ with.
- L) Wow, she found her dream man and has now landed an amazing job. She really does have _____.
- M) OK, she might not be the most attractive but _____. I'm sure she is a sweetheart.
- N) I have been trying to figure this out for ages. Thanks so much, you're right. You _____.
- O) I can't believe that was our test. I think it was easier than some of our homework! It was a _____.

Exercise 1

Directions for question 1 to 15: Identify the correct Idioms and Phrases below.

1. Shoe – in
2. First come first serve.
3. Make due.

4. Piece of mind.
5. Baited breath.
6. Extract revenge.
7. It is a mute point.
8. Case and point.
9. Wreck havoc.
10. Escaped goat.
11. By in large.
12. Pour over.
13. Tow the line.
14. Deep – seeded.
15. One in the same.

WORD ORDER

In English grammar, the rule of thumb is that the subject comes before the verb which comes before the object. This means that most of the sentences conform to the **SVO** word order. Note that, this is for the sentences that only have a subject, verb and object. We'll discuss more complex sentences and their order of words afterwards, but for now, we need to remember that for any type of sentence, we normally put the verb and object together. Some examples are:

I (S) am cleaning (V) the house (O).

He (S) loves (V) the cold breeze (O).

object	subject	verb
○	⊙	→
bread	I	eat

subject	verb	object
⊙	→	○
I	eat	bread

Now as we know about the basic word order used in simple sentences, we need to step our game up and learn about complex sentences. These sentences can contain adverbs of place, time, two verbs, an indirect object etc. The most used word order is:

Subject + Verb + Object + Adverb Of Place + Adverb Of Time

Again note that the verb and object are placed next to each other. An important thing to realize is that the time usually comes after the place. Hence the adverb of the place is kept before the adverb of time. Try to understand this with the help of the following example:

He (S) meets (V) George (O) at the park (Adverb of place) every day (Adverb of time).

We can also use the adverb of time at the beginning of a sentence in the order of words (except early and late). For example,

Every Monday he goes to the orphanage.

Note that there are some adverbs that can be used before the verb in the sentence. Always, also, sometimes, probably, often, never, rarely, almost, definitely, only are some examples.

Some sentences contain more than one verb, i.e. a formal verb and other informal verbs. In such cases, we usually put the adverb after the first verb which is the finite verb. To recall, a finite verb is the main verb in the sentence that directly relates to the subject of the sentence. Let's have a look at some examples of such sentences:

I like (Finite verb) a lot (Adverb), when it rains (verb) in the morning (Adverb of time).

You may speak (Finite verb) slowly (Adverb) to the judge when we ask (Verb) you to.

Indirect objects

Lastly, there are certain sentences that have an indirect object couples with a direct object. Regardless of this, the sentence stays true to the **SVO** word order. In such cases, we follow the **SVOI** or the **SVIO** word order. A key point to remember is that if the indirect object is a noun or a pronoun we follow the **SVIO** order. On the other hand, if the indirect object is preceded by a 'to', then we follow the **SVOI** word order. We can understand this with the help of the following examples:

She gave her mother the present. (SVIO)

She gave the present to her mother. (SVOI)

E.g. in this world looking everybody for happiness.

Answer: Everybody is looking for happiness in this world.

Exercise 1

Direction from questions 1 to10: Arrange the following words in correct order.

1. Her gave book Usha a to brother.
2. Where The many and animals zoo is place a birds kinds are of kept.
3. Prevent aid bleeding First can and of stop blood loss.
4. Non-violence World be can truth following established peace by and.

5. Will never A sinful God fearing or person violent become.
6. Ruler is in what Spanish.
7. Health work earn we can If and wealth have we hard.
8. Neither follows he hares catches who two.
9. Part of Praying to god practices religious is all.
10. The own other advantageous to is highly It learn one's thoroughly language than.

CONFUSING WORDS

Confusion on words happens that we get confused while using certain words (because of misconception), English spelling is so confusing that a non-native speaker finds it illogical very easily. It always helps one to know the spelling of each word individually. One tip that could help you is to know the correct pronunciation of the words, solve the below challenging words by difference.

1. Historic, Historical
2. Corpse, Corps
3. Alternately, Alternatively
4. Bimonthly, Semimonthly
5. Canvas, Canvass
6. Discover, Invent
7. Latter, Later
8. Accident, Incident
9. Emigrant, Immigrant
10. Stationery, Stationary

Exercise 1

Directions for question 1 to 5: Choose the best answer.

1. This dog is ____ (deceased, diseased)
2. The highway ____ (bisects, dissects) the town in two parts.
3. The childless couple visited the orphanage to ____ child (adopt, adept)
4. The first world ____ (war, battle)
5. She ____ (marinade, marinate) the chicken in soya sauce.

Exercise 2

Directions for question 1 to 5: Choose the best for the following questions (Sentence Improvement).

1. The workers are hell bent at getting what is due to them.
 - a. Hell bent on getting
 - b. Hell bent for getting
 - c. Hell bent upon getting
 - d. No improvement

2. When it was feared that the serfs might go too far and gain their freedom from serfdom, the leaders joined the princess at crushing them.
 - a. Into crushing
 - b. In crushing
 - c. Without crushing
 - d. No improvement

3. The room had been brighter, I would have been able to read for a while before bedtime.

- a. If the room was brighter
- b. If the room are brighter
- c. Had the room been brighter
- d. No improvement

4. The record for the biggest tiger hunt had not been met since 1911.

- a. Improved
- b. Broken
- c. Bettered
- d. No improvement

5. His powerful desire brought about his downfall

- a. Intense desire
- b. Desire for power
- c. Fatal desire
- d. No improvement

Exercise 3

Directions for question 1 to 25: Choose the best for the following questions (Spot the Errors).

1. 100 kms are a long distance for me.
2. The sneak peak.
3. He is one of the talented actor in the industry.
4. She has no offsprings.
5. He is my cousin brother.
6. I entered into the classroom.
7. Ram is more smarter than his sister.
8. Bread and butter are my breakfast.
9. Me and my friend went for shopping.
10. Neither my friend nor my sister come to the railway station.
11. This is no time to sing.
12. No boy in the class is so good as Ram.
13. We envy him for his good luck.
14. The ship drowned in the sea.
15. The boat sank in the river.
16. He is comparatively better today.
17. One angle is supplement of another.
18. I have no control on him.
19. To laugh or weep is your choice.
20. Any of the two men can do it.
21. One of the two boys were present.
22. He did three-fourths of the work.
23. He was either educated at Bombay or Chennai.
24. He is true to his words.

25. I have three pair of shoes.

THEME DETECTION

Lengthy passages given in these questions may be seen deterring at first; however, they are actually easy to solve as we do not have to remember any grammar rule to solve them as such questions are related with reading comprehension. The following tips can be kept in mind while solving such questions.

✓ **Skim the options one by one**

Quickly read the given options one by one and detect the theme of given option before moving to the second option. It is not advisable to move to the second option without comprehending the theme of the first option as it can lead to confusion. You can even consider writing the theme of each option before moving to the next.

✓ **Avoid facts and details and stick to an overall idea**

A theme can be comprehended just by analyzing the overall idea and there is no need to go into details such as facts, data etc. For example, there is no need to read the highlighted words (numbers) in the following example as the numbers have nothing to with the theme, which is focusing on the reasons that India should help Rohingya refugees.

✓ **Do not get discouraged by seeing difficult vocabulary**

Sometimes terms, related to finance or research, are used in such questions which makes understanding of the context difficult. However, in some cases such words do not contribute much to the theme and can be easily avoided as a theme of the context is related to an overall idea and not to individual words.

Now, try the following questions of theme detection:

Theme: Demonetization was not the good step taken by the government.

A. Demonetization as a means of tackling the black economy was destined to fail. It was carried out on the incorrect premise that black money means cash. It was thought that if cash was squeezed out, the black economy would be eliminated. But cash is only one component of black wealth: about 1% of it. It has now been confirmed that 98.8% of demonetized currency has come back to the Reserve Bank of India.

B. Black money is a result of black income generation. This is produced by various means

which are not affected by the one-shot squeezing out of cash. Any black cash squeezed out by demonetization would then quickly get regenerated. So, there is little impact of demonetization on the black economy, on either wealth or incomes.

C. Prime Minister Narendra Modi's government has launched a multipronged attack on corruption and black money. Government discretion has been reduced particularly in the allocation of natural resources. There is a concerted attempt to improve ease of doing business, and technology is being used to deliver public services without leakages. It is far too early to write-off any of these efforts, and demonetization. There is a future beyond the present.

D. The government's argument that cash coming back to the banks will enable it to catch the generators of black income, and there will be the formalization of the economy, does not hold. Much of the cash in the system is held by the tens of millions of businesses as working capital and by the more than 25 crore households that need it for their day-to-day transactions.

Answer: Option C: Only option C is in favor of demonetization, whereas all the other options are against it.

Directions for question 1 to 5: In each question below is given a statement followed by two assumptions numbered I and II.

An assumption is something supposed or taken for granted. You have to consider the statements and the following assumption and decide which of the assumption(s) is/ are implicit in the statement:

Give answer

- a) If only Assumption I is implicit
- b) If only Assumption II is implicit
- c) If either Assumption I or II is implicit
- d) If neither Assumption I nor II is implicit
- e) If both Assumption I and II are implicit

1) **Statement**

The General Administration Department has issued a circular to all the employees informing them that henceforth the employees can avail their lunch break at any of the half hour slots between 1 : 00 pm and 2 : 30 pm.

Assumptions

- I. The employees may welcome the decision and avail lunch break at different time slots
- II. There may not be any break in the work of the organization as the employees will have their lunch break at different time slots

2) Statement

The Government has made an appeal to all the citizens to honestly pay income tax and file returns reflecting the true income level to help the Government to carry out development activities.

Assumptions

- I. People may now start paying more taxes in response to the appeal
- II. The total income tax collection may considerably increase in the near future

3) Statement

“Repeat your recruitment ads on Sunday for just 60 per sq cm” – An advertisement in a newspaper.

Assumptions

- I. People want ads at Zero cost
- II. There are some people who want to repeat their recruitment ads

4) Statement

“Quit drinking before it destroys you” – A notice issued in public interest by XYZ department.

Assumptions

- I. People fear being destroyed
- II. Drinking breaks the drinker’s family

5) Statement

“We need to appoint teachers”- Principal informs the school staff.

Assumptions

- I. Teachers are not available
- II. Present teachers are not good

CLOZE TEST

A cloze test is an exercise where a passage is provided with certain words missing from it. Actually it is a combination of fill in the blanks and reading comprehension. It is important to understand the flow and context of a passage.

- ✓ Read the Passage Carefully

Remember, it is called Cloze Test Passage. Each Reading Comprehension or Passage has its own consistency and objective. Hence, your first cloze test solving strategy should always be to read the entire passage carefully, at least once. Read each sentence carefully, do not rush and try to build a general idea about the cloze test passage. Once you have a basic idea, you will be able to identify the best option suitable for each fill in the blank with ease.

- ✓ Identify Tone and Sentence Pattern

Being a Cloze Test Passage, it is basically comprised of sentences, logically connected together with a combination of articles, nouns, pronouns, adjectives etc. Following the strategy of treating each option as a separate independent sentence might result in a fatal mistake. So, read the cloze test passage properly and try to identify both tone and sentence pattern that is prevalent in the comprehension.

Let us take an example:

Operation Flood was _____ with the primary objective of _____ rural milk producers with urban milk consumers.

From the cloze test example mentioned above, we can clearly understand a connection between rural milk producers and urban milk consumers. Here, launched and linking would be a great fit.

The tone of the passage is essential towards solving cloze test questions. Some of the most common tones are critical, narrative, descriptive, humorous. Once you are able to zero-in on a particular tone, you can easily solve the cloze test questions.

✓ Select the Word Type

Adding points to our previous step, once you understand the tone of the cloze test passage, you need to look for the right word type. By word type, we mean a noun, article, pronoun, verb, preposition or conjunction. The best fit option will be the one which maintains sentence consistency and tone.

Let us try and understand this better with an example

Essentially I am interested in _____ (1) world, in this _____ (2), not in some other _____ (3) or a future life

1. (a) this (b) that (c) real (d) imaginary (e) our
2. (a) life (b) reality (c) existence (d) truth (e) faith
3. (a) reality (b) world (c) life (d) plan (e) universe

**The correct answers will be (a), (a) and (b) respectively.

*Essentially I am interested in **this**(1) world, in this **life**(2), not in some other **world**(3) or a future life.*

Note: If there are a set of common or related words in a particular cloze test question, select the most commonly used.

✓ Eliminate the Obvious Options

Every now and then, the usual inspection method works in Cloze Test Passage. But it should be always implemented only after Step 1-2-3. Just check out the options listed under the cloze test question, remove the ones which are most definitely wrong or out of context. Most of the times, there is at least one such option in every question.

Understand this better with an example

There are quite a few people in the world who are fat and are _____.

(a) underweight (b) overweight (c) physically fit (d) thin (e) emaciated

You can remove (a) and (d) as they are clearly the wrong options

✓ Read after Filling Options [Crucial]

Did you follow all the steps in the right manner? If yes, read the entire passage and check if it sounds logically and grammatically correct with the options you've selected. It so happens that sometimes a set of options can be quite nearby. A final thorough read will help you ace the cloze test passage entirely.

*My mother waved me goodbye and the bus **started**(1). The man sitting **next**(2) to me was a doctor **going**(3) to Kannur, **to**(4) participate in a conference.*

Exercise 1

Directions (1 to 10): In the following passage there are blanks, each of which has been numbered. These members are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word:

One day my son called me after his exams. I could make out from his voice that he was (1) __. Son said "The exam did not go so well. It was not that I don't know but I made a careless mistake." I tried to (2) __ him saying, "Don't worry, you will do better next time." He was not

pleased to hear my words. “You don’t realize how competitive it is here and how difficult It is to (3) __ anything.”

A few days later I got another call from him. “An (4) __ thing happened”, he said. “When I got my paper I saw that I had (5) __ marks for the question I had answered incorrectly”. My friends (6) __ me to keep quiet by saying that the Professor must have made a mistake. But you taught me the value of honesty so I emailed him saying I did not (7) __ the marks.” His reply was more surprising. “It was (8) __ ,” he said. “My interaction with you throughout the year (9) __ me that you knew how to solve the problem. That is the reason I gave you those marks.” I was happier about my son’s (10) __ than his marks.

Questions:

1. Solve as per the DIRECTION given above:

- A. Bother
- B. Sad
- C. Unwell
- D. Distress
- E. Confused

2. Solve as per the DIRECTION given above:

- A. Pity
- B. Forgive
- C. Console
- D. Cheer
- E. Sympathize

3. Solve as per the DIRECTION given above:

- A. Strive
- B. Triumph
- C. Succeed
- D. Want

E. Achieve

4. Solve as per the DIRECTION given above:

- A. Thrilled
- B. Unexpected
- C. Disastrous
- D. Funny
- E. Difficult

5. Solve as per the DIRECTION given above:

- A. Assigned
- B. Awarded
- C. Obtained
- D. Received
- E. Given

6. Solve as per the DIRECTION given above:

- A. Suggested
- B. Advised
- C. Warn
- D. Made
- E. Recommended

7. Solve as per the DIRECTION given above:

- A. Deserve
- B. Qualify
- C. Need
- D. Receive

E. Justify

8. Solve as per the DIRECTION given above:

- A. Knowing
- B. Mistaken
- C. Oversight
- D. Deliberate
- E. Intend

9. Solve as per the DIRECTION given above:

- A. Persuaded
- B. Merited
- C. Convinced
- D. Proved
- E. Informed

10. Solve as per the DIRECTION given above:

- A. Value
- B. Moral
- C. Truth
- D. Honesty
- E. Potential

Exercise 2

Directions (1 to 10): In the following passage there are blanks, each of which has been numbered. These members are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word:

The joint family gave way to the ____ (1) family. Despite the ____ (2) that it offers, children feel ____ (3), lonely and frustrated leading to psychiatrist problems, pressures and ____ (4). A cross-section of children were interviewed, and they matter-of-factly ____ (5) problems, at the same time ____ (6) showing the way to ____ (7) solutions. Tell your children about your work. Young as they are, they ____ (8) where you have been all day. Explain to them “Mummy has a teaching job.” She teaches little children to read and write or Daddy works in a factory. The factory makes scooters. At least now the child ____ (9) a mental picture of how you spend the day. There develops a certain ____ (10) in that knowledge.

Questions:

1. Solve as per the DIRECTION given above:

- A. Lonely
- B. Individual
- C. Nuclear
- D. Self-Centered
- E. Separate

2. Solve as per the DIRECTION given above:

- A. Seclusion
- B. Privacy
- C. Isolation
- D. Separation
- E. Loneliness

3. Solve as per the DIRECTION given above:

- A. Neglected
- B. Avoided
- C. Disregarded
- D. Segregated
- E. Isolated

4. Solve as per the DIRECTION given above:

- A. Burdens
- B. Complexities
- C. Complications
- D. Controversies
- E. Disadvantages

5. Solve as per the DIRECTION given above:

- A. Marked
- B. Declared
- C. Pin-Pointed
- D. Designated
- E. Stressed

6. Solve as per the DIRECTION given above:

- A. Inadvertently
- B. Unknowingly

- C. Obviously
- D. Pains Staking
- E. Clearly

7. Solve as per the DIRECTION given above:

- A. Reasonable
- B. Plausible
- C. Remarkable
- D. Referred
- E. Preferred

8. Solve as per the DIRECTION given above:

- A. Wonder
- B. Amaze
- C. Feel
- D. Estimate
- E. Calculate

9. Solve as per the DIRECTION given above:

- A. Constructs
- B. Inculcates
- C. Develops
- D. Establishes
- E. Makes

10. Solve as per the DIRECTION given above:

- A. Security
- B. Assurance
- C. Solace
- D. Restfulness
- E. Confidence

PREPOSITION

Preposition expresses a relationship between words in the clause or sentences.

Example: ‘The man *on* the platform’, ‘She arrived *after* dinner’.

List of preposition of time:

Preposition	Usage	Example
On	● ‘Attached’	<i>The picture is on the wall</i>
	● ‘In contact with’	<i>The keys are on the table</i>
	● Directions	<i>On the left / right</i>
	● Floors in buildings	<i>On the ground / first / second... floor</i>
	● Public transport	<i>I'm on the tram / bus / train / plane or get on at 'Central'</i>
	● TV / Radio / Internet	<i>I heard it on the radio / TV or I read it on the internet</i>
In	● Room / Building	<i>in the living room / in the library</i>
	● Street / Town / City / Country	<i>I live in Oxford Street / in London / in England</i>
	● Continent / World	<i>...in Europe / Asia etc. or ...in the World</i>
	● Newspaper / Book / Report	<i>I read it in the newspaper / in a book / in a report</i>
	● Car / Taxi	<i>I'm in the car / taxi or When I got in my car...</i>
At	● ‘Next to / by’ an object	<i>I'll meet you at the door</i>
	● ‘Events’	<i>I made a lot of new contacts at the conference</i>
	● ‘Known / expected’ place	<i>I had a long day at work / I saw a good film at the cinema</i>
Over	● ‘More than’	<i>You have to be over 18 (years of age) to vote</i>
	● ‘To the other side’ (= across)	<i>We couldn't go over / across the bridge because...</i>
To	● ‘Go to’ person or event	<i>I'm going to John's / the seminar / the meeting later</i>
	● ‘Go to’ building or country	<i>I went to the office early / Dubai earlier this year</i>

List of prepositions of place:

Preposition	Usage	Example
On	• Days of the week	<i>On Monday</i>
	• Calendar dates	<i>On 17th / on 17th May / on 17th May 2012</i>
	• 'Special' days	<i>On my birthday / on my wedding anniversary</i>
In	• Months/Seasons	<i>In January / in winter</i>
	• Year/Decade	<i>In 2012 / in the 1980s</i>
	• Period of the day	<i>In the morning / afternoon / evening</i>
	• After a certain period ('when')	<i>In two hours / in a few minutes</i> (literally - two hours/a few minutes from now)
At	• 'Night'	<i>At night, we... (not 'in the night')</i>
	• 'Weekend'	<i>At weekends, I normally... ('on weekends' is also correct)</i>
	• A precise time	<i>The staff meeting is at 9:30</i>
(From...) to	• Marking a period of time	<i>From Monday to Wednesday</i>
	• Telling the time	<i>Twenty (minutes) to five</i>
Past	• Telling the time	<i>Half past eight</i>
Till/until	• Marking a period of time	<i>From Monday till / until Wednesday</i>
	• Marking How long	<i>We are working on this till / until June</i>
By	• 'At the latest'	<i>I will finish it by Monday</i>
	• 'Up to this point'	<i>By December 2011, we had completed half</i>
Since	• 'From then to now'	<i>I've been working here since 2004 (= for six years)</i>
For	• 'Over this period of time'	<i>The project was for four years</i>
Ago	• 'At this past point'	<i>It started three years ago (= in 2009)</i>
Before / Prior to	• 'Earlier than this point'	<i>Before / prior to this policy, no such mechanism existed</i>

Exercise 1

Directions for question 1 to 5: Spot the error for the following questions.

- Priya's beauty is superior than Poonam's.
- The building comprises of two apartments on the upper floor.
- The innocent boy was accused with stealing a shirt from his roommate's wardrobe.
- The criminal killed the innocent man by a pistol.
- Everybody knows that Seeta prefers Kolkata than Delhi for all her vacations.

Exercise 2

Directions for question 1 to 5: Choose the best preposition for the following question.

- _____ a house in Vizag, he also has others at Secunderabad and Chennai. (beside, besides)
- The railway track runs _____ the river for fifty kilometers. (along, across)
- The Wolf was hit ____ a person late in the evening. (with, by)

4. Mr. R. P. Raja has been out ____ five days. (for, since)
5. They play _____ eight at the club. (to, till)

LISTENING COMPREHENSION

Listening comprehension encompasses the multiple processes involved in understanding and making sense of spoken language. These include recognizing speech sounds, understanding the meaning of individual words, and/or understanding the syntax of sentences in which they are presented. Listening comprehension is an important receptive skill and also a useful preparation for listening in real life. Listening is a conversable process. In this process the student should be able

- to comprehend the oral message
- to comprehend the situation
- to identify the speaker's feelings, ideas, purpose
- to identify the context
- to identify relationships between speakers

Understanding the difference between hearing and listening is a vital skill, whether you deal with people in the boardroom or through comments on your brand's blog.

Listening strategy

Look at it this way: Hearing is the practical, and listening is the strategy. And as with most things strategic, there's more than one way to listen.

As a communicator, you should know [which type of listening](#) to use in every situation, as well as how to use those skills to your advantage. Here are four (of many) types of listening:

1. Appreciative listening

Appreciative listening is exactly what the name implies — listening to enjoy the story, music or information you hear.

The American Society for Training and Development recommends that, to truly embark in appreciative listening, you should avoid engaging in other communications and focus solely on the sounds or words.

So, when someone is speaking to you, put your phone down!

2. Critical listening

Critical listening involves hearing what someone says, identifying key points and/or arguments and solidifying your opinion. Think of a debate, or how you feel when you listen to a politician speak.

When you engage in critical listening, your goal is to analyze what the speaker is saying and determine his agenda.

3. Relationship listening

Relationship listening is one of the most important skills to have when dealing with people. Relationship listening is also known as therapeutic or empathetic listening.

You would use relationship listening to help a friend through a problem, solve a conflict between co-workers or prompt people to open up through support and honesty.

4. Discriminative listening

Discriminative listening is when you look past the words you hear to detect the underlying message. It might be one of the most important types of listening for online marketers.

This works best in person, as you can look to body language, tone changes and volume to determine what the speaker really thinks and feels.

However, these days we're not often face-to-face with clients or customers. We need to adapt to become better online discriminative listeners as we engage more and more via texts, Facebook comments and snappy tweets.

Tips to improve Listening Skills

➤ Choose Comprehensible Input

The most important thing you must do when looking to improve your listening skills is **listening to material that you already mostly understand**.

This kind of material, known as "comprehensible input", is any audio content that's slightly above your current skill level.

Everyone's level is slightly different, so this is hard to quantify in objective terms; however, I would say that comprehensible input is any audio source that you can already understand at least 60%-80% of.

➤ **Listen to What You Enjoy**

While you technically could listen to anything that meets that 60%-80% comprehensibility standard, **you ideally want to choose materials that are relevant and interesting to you as a person.**

This is important because relevant and interesting materials will always be more enjoyable to listen to compared to other resources. If you enjoy what you listen to, you will have more motivation to continue listening, and be more resistant to stopping, or losing focus.

➤ **Focus on the Big Picture, Not Small Details**

Of all the major skills of language, listening skills require the most focus. This is because if you don't focus on what you're listening to, you may miss the core "message" that is being communicated.

To make matters worse, you can't usually "go back to the beginning" to recover information you've missed; most of the time, you'll have to make people repeat themselves, which can cost time and energy, and cause frustration. Even when you can "rewind" (e.g. with recorded audio) the exact information you missed can be hard to identify.

Because of all of this, it is paramount that you focus on "the big picture" when listening, and that you avoid getting distracted by small details.

Directions 1 to 10: Solve the following questions.

1. Gets distracted easily _____(Poor Listener/Effective Listener).
2. Fights against distractions and knows how to concentrate_____(Poor Listener/Effective Listener).
3. Waits for his/her turn to speak _____(Poor Listener/Effective Listener).
4. Resists new ideas _____(Poor Listener/Effective Listener).
5. _____(Listening/Hearing) expands on hearing when we pay attention to the meaning of what we hear.
6. _____(Listening/Hearing) disturbs and takes the pressure waves that strike our ear drums as sound.

7. _____(Recognizing/Sensing) the listener has physical hearing of the message because the sound waves fall on the ear drum.
 8. _____(Recognizing/Interpreting) the listener identifies and recognises the pattern of sounds.
 9. _____(Recognizing/Interpreting) listener starts decoding the message, as he/she listens, employees own values, needs, ideas to interpret the speaker’s message.
-
10. List down 6 barriers of effective listening:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.

COMMUNICATION AND INTERPERSONAL COMMUNICATION

What is Interpersonal Communication?

Interpersonal communication is the process of face-to-face exchange of thoughts, ideas, feelings and emotions between two or more people. This includes both verbal and [non-verbal](#) elements of personal interaction. Interpersonal Communication enhances Interpersonal Skills.

What are Interpersonal Skills?

Interpersonal skills are traits you rely on when you interact and communicate with others. They cover a variety of scenarios where communication and cooperation are essential.

These skills involve the ability to communicate and build relationships with others. Often called “people skills,” they tend to incorporate both your innate personality traits and how you’ve learned to handle certain social situations. Effective interpersonal skills can help you during the job interview process and can have a positive impact on your career advancement.

Some examples of interpersonal skills include:

- Active listening
- Teamwork
- Responsibility
- Dependability

- Leadership
- Motivation
- Flexibility
- Patience
- Empathy

In a work environment, strong interpersonal skills are an asset that can help you navigate complexity, change and day-to-day tasks.

Why are Interpersonal Skills important?

Strong interpersonal skills can help you during the job interview process as interviewers look for applicants who can work well with others. They will also help you succeed in almost any job by helping you understand other people and adjusting your approach to work together effectively. For example, while a software engineer may spend the majority of her time working on code independently, she may need to collaborate with other programmers to effectively bring a product to market.

This is especially true as more companies implement collaborative agile frameworks for getting work done. Employers will be looking for workers who can both perform technical tasks with excellence and communicate well with colleagues.

Interpersonal Communication Skills examples

Unlike technical or “hard” skills, interpersonal skills are “soft” skills that are easily transferable across industries and positions. Employers value interpersonal skills because they contribute to positive work environments and help maintain an efficient workflow.

Here is a list of interpersonal skills for you to identify interpersonal skills you may possess that are valuable to employers:

Active listening

Active listening means listening to others with the purpose of gathering information and engaging with the speaker. Active listeners avoid distracting behaviors while in conversation with others. This can mean putting away or closing laptops or mobile devices while listening, and asking and answering questions when prompted.

Dependability

Dependable people can be relied on in any given situation. This can include anything from being punctual to keeping promises. Employers highly value dependable workers and trust them with important tasks and duties.

Empathy

A worker's "emotional intelligence" is how well they understand the needs and feelings of others. Employers may hire empathetic or compassionate employees to create a positive, high-functioning workplace.

Leadership

[Leadership](#) is an important interpersonal skill that involves effective decision making. Effective leaders incorporate many other interpersonal skills, like empathy and patience, to make decisions. Leadership skills can be used by both managers and individual contributors. In any role, employers value people who take ownership to reach common goals.

Teamwork

The ability to work together as a team is extremely valuable in every workplace. Teamwork involves many other interpersonal skills like communication, active listening, flexibility and responsibility. Those who are good "team players" are often given important tasks in the workplace and may be seen as the good candidates for promotions.

How to improve Interpersonal Communication Skills

While interpersonal skills can seem easy to practice as you interact with others on a daily basis, making a deliberate plan can help you quickly improve. Consider the following ways to improve your interpersonal skills:

1. **Attend workshops or online classes.** There are several workshops, online classes and videos on ways you can practice building interpersonal skills. While many are free, some are available at a cost.
2. **Seek out opportunities to build relationships.** If you work from home or do not otherwise have many opportunities to build interpersonal skills, you might consider joining a group. This could be related to your work like networking or industry-specific groups, or simply a group that shares a similar interest or hobby.
3. **Be thoughtful about ways your interactions could improve.** Take time to review the interactions you have and consider ways you could have interacted more

effectively. This might be certain words you said, ways you reacted or body language you used.

4. **Ask trusted friends or colleagues for constructive criticism.** It is helpful to get a third-party perspective about your skill level and specific ways you can improve. Ask friends or trusted colleagues to provide constructive criticism regarding your interpersonal skills.
5. **Observe other positive interpersonal interactions.** It can also be helpful to learn by seeing others use interpersonal skills. Observe positive interactions of those around you and apply those qualities you admire to your own relationships.
6. **Seek out mentorship.** Asking someone you trust, admire and respect to counsel you on improving interpersonal skills and advancing in your career overall can be an extremely effective way to learn.

ANCHOR MAN

Including interpersonal skills on a resume

On your resume, include a few key interpersonal skills under the “skills” section. Generally, the [best skills to put on a resume](#) are those that you are confident will be verified by any of the references you list on your job application. Review the job posting to understand which of your skills are most relevant to the job you’re applying for, and which you should prioritize on your resume.

Your resume skills section may look like this:

Technical skills: POS Systems, Excel, HTML, Digital Phone Systems

Additional skills: Effective team player, highly communicative and cooperative, active listener, innovative researcher

You can also provide examples of your interpersonal skills in the Experience section of your resume. Do this by including concrete examples of how you worked with others and the results you achieved. For example: “Collaborated with designers, copywriters and strategists on a rebranding initiative that resulted in a 30% increase in website visits.”

Directions 1 to 10: Solve the following questions.

1. _____(Intrapersonal/Interpersonal) communication is a direct, written, or oral communication that occurs between two or more persons.

2. _____(Intrapersonal /Interpersonal) communication takes place within one’s own self?
3. _____(Intrapersonal/Interpersonal) communication encompasses communicating with the divine and with spirits in form of prayers and rituals.
4. List down 5 barriers of effective Communication:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
5. List down different types of effective Communication flow:
 - 1.
 - 2.
 - 3.
 - 4.

State whether the following statements are True (T) or False (F)

6. Good interpersonal skills are inherited and cannot be inculcated _____.
7. When verbal and non-verbal messages clash, receivers tend to believe the non – verbal messages_____.
8. Communication helps management only to make accurate decisions to influence organizational performance positively_____ .
9. Business communication is both highly formal and unstructured _____.
10. (i) Proper planning rightly enclosed message, understanding other cultures and conductive communication may help in overcoming interpersonal barriers_____.
(ii) Sometimes the messages received is not the same as the message sent, is this called breakdown in communication?_____.

ORGANIZING PRINCIPLES OF PARAGRAPH

STRUCTURE OF PARAGRAPH

In a broader way, a paragraph can be divided into three major parts:

- Topic sentence/introducer
- Supporting details/developers
- The concluding sentence/terminators

I. TOPIC SENTENCE

The sentence that introduces the main idea in a paragraph is called the *topic sentence*. At times, however, the topic sentence can also be seen hidden somewhere in middle of the passage, since *topic sentence* is used to emphasis the main idea of the passage it should not be hidden. *Topic sentence* performs two major functions:

Structural: It describes the shape of the argument.

Structural topic sentence takes the following openings:

1. There are three main reasons for the high inflation rate in Indian economy at present.
2. Positive thinking has several benefits.
3. Meditation, which is an intensely personal and spiritual experience, leads to three major important results.
4. There are various causes for underemployment in urban areas.

Interpretive: It offers a conclusion or reaction or felling.

Interpretive topic sentence takes the following conclusion:

High, low, widespread, limited, half, suitable, beneficial, serious, shocking or disturbing.

II. SUPPORTING DETAILS

Just it is as important to understand the structure of paragraph, it is very important for us to learn ways to construct a good, emphatic, and effective paragraph. Let us learn the supporting strategies and transitions to make a paragraph stronger.

Supporting Strategies

Comparisons And Contrasts

Sustained Analogy

Cause And Effect

Quotations And Paraphrasing

Definitions

Facts, Figures, Examples

Supporting Transitions

In constructing a paragraph there are many words and phrases are meant for different purposes. Look at the table below;

Transitional and Connective Devices	Purpose
Therefore, consequently, as a result	Establish cause and effect
While, meanwhile, in the meantime, simultaneously, even as	Suggest simultaneous actions
For instances, for example, especially, such as, again, to illustrate	Cite examples and illustrations
However, in contrast, on the other hand, yet, in spite of, but, though, nevertheless	Contrasting the preceding idea
To sum up, to summarize, in brief, in short, in nut shell	Summarizing the foregoing discussion
Accordingly, for this reason, so that, in order to, purposefully	Highlight the purpose for which the argument is made
To clarify, conversely, namely, in order to, in other words, to rephrase it	Used to clarify the preceding statement

Since, because, as, for, on account of, due to the fact, for that reason	Used to highlighting the cause and reason
--	---

III. THE CONCLUDING SENTENCE

In a conclusion paragraph, you summarize what you’ve written about in your paper. When you’re writing a good conclusion paragraph, you need to think about the main point that you want to get across and be sure it’s included. If you’ve already written a fabulous introductory paragraph, you can write something similar with different wording. Here are some points to remember:

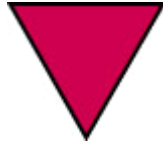
- **Use your introductory paragraph as a guide.** You may have started by saying, “There are three classes at school that I absolutely can’t wait to go to every day.” You can start your conclusion by saying, “Gym, Math, and Art are the three classes I try to never miss.”

- **If it’s a longer paper, a good place to start is by looking at what each paragraph was about.** For example, if you write a paper about zoo animals, each paragraph would probably be about one particular animal. In your conclusion, you should briefly mention each animal again. “Zoo animals like polar bears, lions, and giraffes are amazing creatures.”

- **Leave your readers with something to think about.** Suggest that they learn more with a sentence like, “We have a lot to learn about global warming.” You can also give them something to do after reading your paper. For example, “It’s easy to make your own popsicles. Grab some orange juice and give it a try!”

- So, if we use shapes to demonstrate the content’s, it would look like this:

Introduction

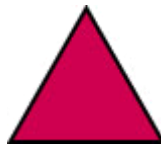


Thesis statement

Body of Paragraph



Rephrased thesis statement



Conclusion

Play the “**So What**” Game.

When you read a statement from the conclusion, ask yourself, “**So what?**” or “**Why should anybody care?**” **Ponder that question and answer it.**

Directions 1 to 10: Solve the following questions.

1. Good _____ (listening skills/writing skills) allows you to communicate your message with clarity and ease.
2. _____ (listening/writing) takes place to a far larger audience than through face-to-face or telephone conversation.
3. _____ (listening/writing) is the process the reader should be introduced with the subject.
4. _____ (reading/writing) outlines in identifying which steps to take in which order.
5. _____ (reading/writing) involves use of headings, subheadings, bullet points, and numbering whenever possible to break up your text.

6. _____ (listening/writing) adds up graphs and charts, a smart way to break up text.
7. Questions help keep the reader engaged and curious in _____ (listening/writing).
8. Good paragraph principles are
 - a) Variety and order
 - b) How evidence is connected
 - c) Benefits to organise ideas into paragraphs
 - d) Begin a paragraph with a topic sentence and end it in conformity with the beginning
 - e) All the above
9. Good paragraph principles are
 - a) The example paragraph illustrates a point with an example
 - b) It doesn't validate an actual way how evidence is connected
 - c) Uses precise details creating clear impression of person, place, object, and time
 - d) Helps show the structure of conception and ideas
 - e) Having a single sentence that visibly speaks its point
10. Good paragraph principles have
 - a) A concluding sentence that wraps up the main ideas or acts as a lead – in to the next paragraph
 - b) An array of sentences prepared and related to a specific topic
 - c) A comparison paragraph expresses similarities between two or more items
 - d) Having a supporting evidence or analysis

ART OF CONDENSATION (Précis and Essay Writing)

Just as it is difficult to be simple, it is difficult to be precise in what we speak and write. In fact at times you see some of the people around you complaining that it was not possible for them to deliver a two minutes speech though they could fairly well deliver a ten-minute talk! However, in professional situations, one must be in a position to express oneself not just elaborately but also briefly. In this section, we will look at some principles of the art of condensation (Précis).

Be brief and precise, Be complete, Be choosy, Be original, Be coherent, Be clear.

I. PRÉCIS

Précis is a summary. Précis writing is an exercise in compression. A précis is the gist of a passage expressed in as few words as possible. A précis should give all essential points so that anyone reading it will be able to understand the idea expressed in the original passage.

Note that précis writing is different from paraphrasing. In a paraphrase you should give all the details: you should not leave out any details. A paraphrase will be at least as long as and sometimes longer than the original. A précis, on the other hand, must always be shorter than the original. It should express only the main theme that too as briefly as possible.

How long should a précis be?

There are no rigid rules regarding the length of a précis. But as a general rule, it should not contain more than a third of the total number of words in the original passage.

Uses of précis writing

Most people read carelessly and fail to fully comprehend the meaning of the passage. Précis writing forces them to pay attention to what they read because no one can write a summary of a passage unless they read it carefully. So summarizing teaches one to read with concentration.

Précis writing also improves your overall writing skills. It teaches you how to express your thoughts clearly, concisely and effectively. You learn to choose your words carefully and construct your sentences in a logical and concise manner.

Seven step ladder to writing an effective Précis

1. **Read and Comprehend** – Read the original piece of writing as many times as you require, ensuring that you have understood what the author has expressed in his/her words.
2. **Prepare a skeleton of the main ideas** – Having read and understood the passage, identify all main and subordinate ideas and jot them down one by one. This gives you a clear view of all the ideas that are to be incorporated while writing the précis.
3. **Assimilate the essentials** – Assimilate whole thought embedded in a passage, to achieve this you need to focus on each of the points noted down by you and rephrase

them in your words. This will help you reshape the overall idea of the original passage in your words without distorting or losing its sense.

4. **Think of a title** – Once you have understood the passage, focus on the central idea and think of a suitable title based on it.

5. **Prepare the first draft** – While preparing the first draft, remember to neither delete any important idea nor add anything of your own. Focus on the idea observed and assimilated thus far and try to capture the spirit of the original in as few words as possible.

6. **Review and compare** - Having written it once, read your version with a view to observing whether it matches original. At this stage you can also count the number of words used in the précis, compare the length of your passage to that of the original.

7. **Edit and revise** – Having reviewed your first effort critically, you can now revise your draft and shape it as the final version of your précis. At this final step of précis writing, incorporate all the alterations, modifications, and changes you thought of while reviewing your first draft.

II. ESSAY

An essay is generally a short piece of writing outlining the [writer's perspective or story](#). It is often considered synonymous with a story or a paper or an article, let us learn about types of essays, format, and tips for good essay-writing.

TYPES OF ESSAYS

1. Argumentative Essays

An essay that is written to contend an established view is argumentative in nature and is known as argumentative essay, for example:

Cancer is generally regarded as a disease of severe physiological disorder. Most of us believe that the malignant growth of tumor is caused by the chaotic and aggressive disorder in the human metabolism which leads to an aggressive growth of dead cells in our body. Cancer thus is essentially seen as a disease rooted in a physical disorder. The recent studies, however suggest that cancer can be rooted in our attitude and can be linked to the way we think, feel, and perceive the world around us...

In the argumentative essay therefore, the author is often keen to challenge the established notion. Because of this, such essays are also known as point-of-view essays. It is always helpful to state the rationale behind the existing idea before suggesting the alternative view.

2. Analytical essays

An analytical essay often reviews a book, movie, topic, situation, or a given text by bringing to the fore its subtle nuances, for example:

Set in the turbulence of partition times, the novel brings to the fore the lurking sense of insecurity and incertitude that ticks the characters in the story. As the plot develops, the initial calm suggesting harmony and peace gives way to discord and desperation that sets in the people of both the communities. The novel is remarkable for its ruthless yet objective depiction of reality as lack of political will and administrative commitment lead to aggravation of the situation. The minute details with which the novel observes the sense of restlessness and nervous anxiety that sets in the environment are suggestive of the author's psychological penetration into the working of the mind.

While reading an analytical essay, we need to carefully observe the finer aspects of a work of art, situation, text book, or topic and highlight all its subtleties.

3. Descriptive essays

A descriptive essay is written to get the reader the specific and concrete details of a situation or an object. In this essay, the author primarily harps on his/her senses to help the reader virtualize, feel, or enjoy the object of description and reflects the author personality. Take a look at a part of one such essay:

The scene at the airport is so very special. You don't generally see so many people presenting themselves in such a disciplined way. One thing that keeps airport strikingly different from other public places is the fact that the number of people going around with a smile on their face far exceeds than at any other similar terminus such as a railway station or bus stand.

4. Expository essays

Unlike an argumentative essay, an expository essay is meant to explain a topic without giving author's opinion. It is essentially designed to convey a piece of information with the reader so that he/she comes to know about a situation, topic, fact, or a state. The tone of this essay is often detached, objective, and matter of fact as rather than establishing the author's point of view, it is meant to impart to the reader the information and knowledge that the author possesses. Take a look at a part of one such essay:

Health insurance refers to a system for the advance financing of medical expenses through contribution. When proposed as a public policy by a government, people have the facility to pay their contribution or taxes into a common fund to pay for all part of the health services specified in an insurance policy or law. Benefits under scheme may range from the right to certain medical services or reimbursement of the insured for specified medical costs. It also offers with wide range of flexibilities, private policy holders are required to pay for a certain period of time towards health insurance and are offered reimbursement or cash –free facilities as per the terms and conditions initially agreed upon....

5. Reflective or Philosophical essays

A Reflective or philosophical essay is meant to discuss a profound and deep issue. In such essays, the author discusses universal human issues, such as life, death, love, faith, truth, etc.

Since the subject matter of a philosophical essay is universal, the authors rise above the immediate and mundane, universalizing the personal. Take a look at a part of one such essay:

Peace is not simply the absence of war. A truly peaceful society is one in which everyone can maximize their potential and build fulfilling lives from threats to their dignity. A transformation in the inner life of a single individual can spur and encourage similar changes in others, and as this extends into society. It generates a powerful vortex for peace that can steadily shape the directions of events. The collective impact of 'ordinary citizens,' awakened and empowered, can propel humankind toward the twin goals of genuine disarmament and a flourishing culture of peace.

Components of an Essay

- (A) Introduction
- (B) Main body – development of an idea
- (C) Conclusion

Tips for good Essay

- Analyze the essay prompt

The most important step in writing an essay or research paper is to fully comprehend the essay question. An essay can be wonderfully articulated and thought out, but will still result in a poor grade if it doesn't adequately answer the prompt provided. Break the prompt down into two parts.

1. What is the prompt *directly* asking?

- What is the essay topic?
- What research do I need to do to fully understand the topic?
- How long does the essay need to be?

2. What is the prompt *indirectly* asking?

- Is the prompt asking for my opinion, the opinion of credible scholarly sources, or facts?
- How can I relate this essay topic to what we have covered in class?

Once these questions have been answered, you can begin constructing your essay.

- Create a thesis statement

Start your essay with a thesis statement that will guide your entire paper. Based on the prompt, what do you want to argue in your essay? Your thesis statement should be concise, but incorporate all the main points you'd like to address in your paper. Continually refer to your thesis statement when writing your essay and make sure to never stray from your main points. A good thesis statement can be the difference between an A and a B.

- Make an outline

Use an outline to plan out your essay/research paper before writing it. Working from your thesis statement, plot out how you want your paper to flow and what information you want to include. This will make writing the full draft of your paper much easier

- Begin each paragraph with a topic sentence

Begin each paragraph with a topic sentence, which expresses the main idea of the paragraph. Each paragraph should contain quotes or contextual information to defend your topic sentence and thesis statement.

- Use credible sources

Quotes and contextual information are important for establishing credibility and supporting your argument, so make sure that the quotes and information are coming from credible scholarly sources. **Examples of scholarly sources include academic journals, peer-reviewed articles, textbooks, books by accredited authors, and NPR articles.** Examples of unacceptable scholarly sources are magazine articles, open forum submissions, encyclopedia entries, and unverified online sources. If you're looking for credible sources to use within your essay, check out [Google Scholar](#).

- Conclude your essay

Your conclusion should always begin by restating your thesis statement. This is your chance to tie all of your main points together and go out with a bang. **A good conclusion will address the main arguments of each body paragraph in a succinct way and thoroughly prove your thesis statement.**

- Proofread, then proofread again

Reviewing is critical to composing a great essay. Some teachers won't even finish reading essays if they're not grammatically sound or riddled with spelling errors. Here are a few ways to make your essay/research paper more academically acceptable and better overall.

- Take out all conjunctions (aren't, don't, couldn't, etc.). This will make your paper longer and is more appropriate for academic writing.

- Print out your paper, read it, and mark it up. You will notice more errors when reading it this way than on a computer screen.
- Have friends or parents read it. A second set of eyes can catch any mistakes you missed.
- Read it out loud. This will help with grammar mistakes. If it sounds wrong, it probably is.

Directions 1 to 20: Solve the following questions.

1. _____ writing is an exercise in compression (it is the gist of a passage expressed in as few words as possible).
2. _____ should not contain more than a third of the total number of words in the original passage.
3. _____ writing forces them to pay attention to what they read because no one can write a summary of a passage unless they _____ it carefully. So _____ teaches one to read with concentration.
4. _____ teaches you how to express your thoughts clearly, concisely and effectively.
5. What kind of writing is a precise writing?
 - A. Formal
 - B. Informal
 - C. Both
 - D. None
6. Which of the following points should be avoided while writing a precise?
 - A. Full forms
 - B. Abbreviations
 - C. Historical facts
 - D. None of the above
7. The details found in the _____ must match the details found in the paragraph.

8. The three grammatical rules you need to follow while writing a précis are:
9. If you are mentioning anything related to history or any historical data then make sure that it is written in the _____ tense only.

10. Writing a Precise of a given passage

Sample Passage:

There is an enemy beneath our feet - an enemy more deadly for his complete impartiality. He recognizes no national boundaries, no political parties. Everyone in the world is threatened by him. The enemy is the earth itself. When an earthquake strikes, the world trembles. The power of a quake is greater than anything man himself can produce. But today scientists are directing a great deal of their effort into finding some way of combating earthquakes, and it is possible that at some time in the near future mankind will have discovered a means of protecting itself from earthquakes. An earthquake strikes without warning. When it does, its power is immense. If it strikes a modern city, the damage it causes is as great as if it has struck a primitive village. Gas mains burst, explosions are caused and fires are started. Underground railways are wrecked. Buildings collapse, bridges fall, dams burst, and gaping crevices appear in busy streets. If the quake strikes at sea, huge tidal waves sweep inland. If it strikes in mountain regions, avalanches roar down into the valley. Consider the terrifying statistics from the past 1755: Lisbon, capital of Portugal - the city destroyed entirely and 450 killed. 1970: Peru: 50,000 killed. In 1968 an earthquake struck Alaska. As this is a relatively unpopulated part, only a few people were killed. But it is likely that this was one of the most powerful quakes ever to have hit the world. Geologists estimate that during the tremors, the whole of the state moved over 80 feet farther west into the Pacific Ocean. Imagine the power of something that can move an entire subcontinent! This is the problem that the scientists face. They are dealing with forces so immense that man cannot hope to resist them. All that can be done is to try to pinpoint just where the earthquake will strike and work from there. At least some precautionary measures can then be taken to save lives and some of the property. (330 Words)

11. A _____ essay is when the writer is narrating an incident or story through the essay.

12. A _____ essay in which the writer will describe a place, an object, an event or maybe even a memory.
13. A _____ essay when done well will make the reader feel the emotions the writer was feeling at the moment.
14. In _____ essays a writer presents a balanced study of a topic. To write such an essay, the writer must have real and extensive knowledge about the subject.
15. In _____ essays the purpose of the essay is to get the reader to your side of the argument. It is not just a presentation of facts but an attempt to convince the reader of the writer's point of view.
16. What is a "thesis statement" of essays?
17. List down the format/general structure of essay.
18. An _____ is defined as "a short piece of writing that expresses information as well as the writer's opinion".
19. Define term "Brainstorming" in an essay.
20. Write a short essay (any topic).

TECHNICAL READING AND WRITING PRACTICES

In better understanding of technical reading and writing practices, important points with examples are as follows:

TECHNICAL READING

- Reading columns in newspaper
- Reading Technical Supplementary of newspaper (i.e., Science & Technology in THE HINDU)
- Technical Magazines and Articles
- Engineering experiments, empirical concepts and theoretical concepts
- Space science, Physics, Automobiles, Hybrid Machines, Internet of Things, Artificial Intelligence, Data Science, Six Sigma, Lean manufacturing, Python and CAD Drawings are few of the most widely studied subjects
- One who has greater memory power not necessarily be sound in subject rather one who understands the concept is proved to be sound in subject
- Concepts refer to Principles, just in case like Newton's Laws, Einstein's Theory of Relativity, Black hole concept, Archimedes Principle and Pythagoreans Theorem are few of them
- It is important for any engineering graduate to be strong in any of their subjects'
Ex: Mechanical Engineering student can concentrate either of the given like domains Design Engineer, Manufacturing Engineer, Quality Engineer, Supply chain management, HR Personnel, Business Development, Artificial Intelligence etc. Even there are sub-domains like in Manufacturing one can get specialised on Lean Manufacturing, Textile Manufacturing, Medical Equipments manufacturing, Electronics manufacturing and many more production platforms are available
- The more an individual reads and absorbs the more the opportunities
- Having a mindset as there is no job for you is ignorance. Understanding the technology and getting certified in that technology will make you a perfect workman

TECHNICAL WRITING

- Technical writing is the idea of expressing the concepts or principle learnt and making the person on the receiving end to evaluate your knowledge on the same
- Such writing can be helpful in providing exact data from an experiment and highly helpful in obtaining any business
- Technical Writing is divided into three perspectives namely Technical Report, Proposal and Business plan

TECHNICAL REPORTS

A report is an account of or a statement about something that happened in the past. Report is an important form of business communication. Generating and analyzing reports is a routine task in every professional's day to day activities. Whenever there is a decline in production or sales, frequent strikes in a company or a fire breaks out in a factory, the authorities ask for reports which consist of the data related to the problem, its interpretation and the findings arising out of such an analysis. Reports are thus written to analyze situation to offer an alternative method of operation, to study the growth rate of a company, to observe the trends in socio-political-psychological changes.

Business Report - A formal communication written for a specific purpose, conveying authentic information to a well-defined audience in a completely impartial and objective manner.

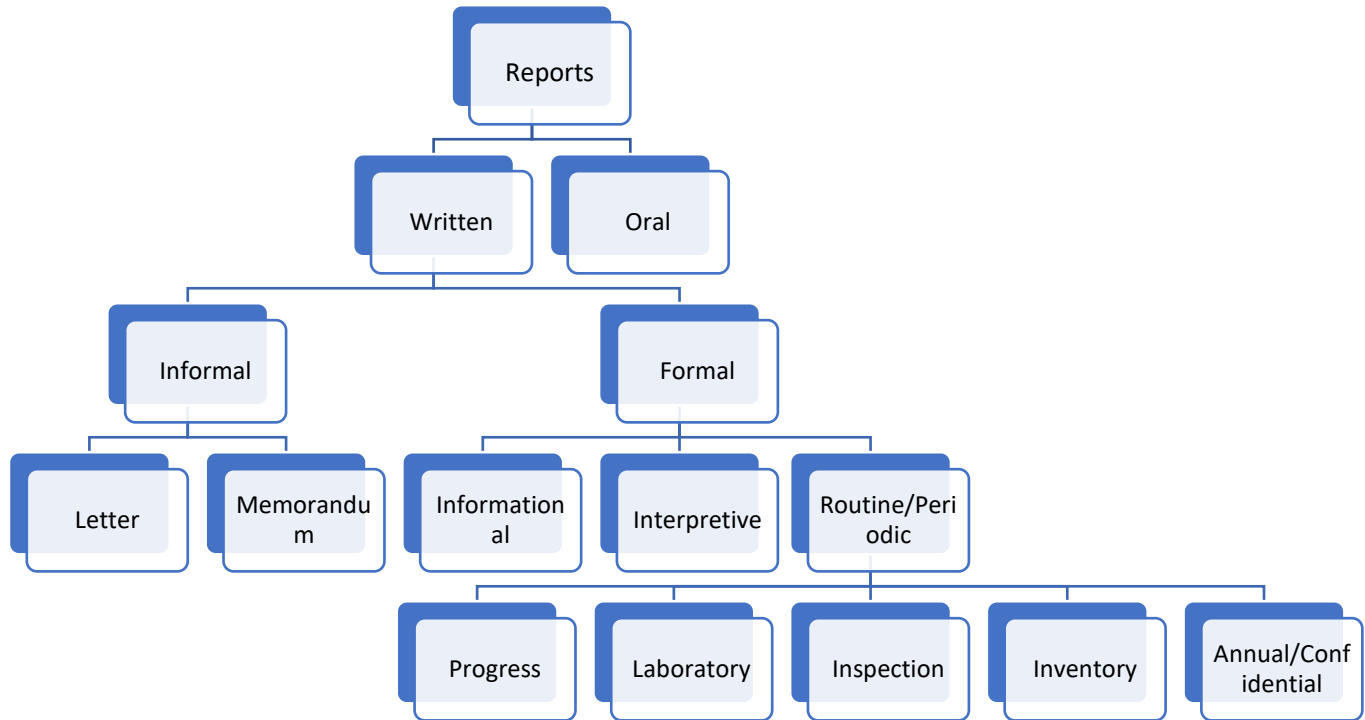
Characteristic features of a business reports

- A formal piece of writing : Following rules, norms and pattern
- A factual account : Updates and any plan for course of action
- Specific Purpose : Originates need, desire and analyze
- Organized manner : Proper planning and presentation of data
- Specific Audience : Decision making for solutions to existing problems
- Objective manner : Communicates collection of data
- Relevant information : Saves time and makes understandable

Significance of Reports

1. Plan, acquire, execute, organize, coordinate, manage and evaluate business activities.
2. Flow of information to ensure smooth execution of tasks
3. Repository of information
4. Timely decisions and analysis
5. Helpful in creating awareness among shareholders and investors

Types of Reports



Difference between Oral and Written Report

Oral Report	Written Report
Spoken	Written
Presented face to face	Note necessarily
Easy for speaker but difficult for listener	Easy for reader but difficult for writer
Ephemeral in nature	Permanent record of information
Immediate clarification is possible	Immediate clarification is not possible
Less accurate and reliable	More accurate and reliable
Informal	Formal

INFORMAL REPORTS

To fulfill immediate requirement this does not require an elaborate analysis or presentation, shorter than formal reports.

Ex: MD wants to know performance of a particular department an immediate report is given

Difference between Letter reports Vs. Memo reports

Criteria	Letter Report	Memo Report
Size	Longer than memo (4 to 5 pages)	Shorter (1 or 2 pages)
Format	Letter layout	Memorandum Format
Style	Less informal	More informal
Purpose	Internal & External communication	Internal communication
Content	Provides details, arguments & evidences	Precise and specific

FORMAL REPORTS

- Formal reports have the seriousness of purpose and content presenting elaborate data which cannot be informally presented

Routine/Periodic reports

- Submitted annually, quarterly, monthly and weekly
- In these reports some columns are given in a pro forma where some ticks are to be put or if anything is to be written
- Progress Report: Status or progress of a project during a specific period. Account of the various stages of the project in chronological order along with the details of the work completed and amount of pending work

- Laboratory Report: Written by scientists and students. Step by step process. Uses mechanical devices and computers or equipments. Pro forma consists of name of the experiment, the apparatus used, the procedure followed, findings and conclusion
- Inspection Report: Investigation on products. Either sees whether the product is functioning properly or needs some repair or to check quality of piece for meeting its standard
- Inventory Report: Gives, Amounts and kinds in stock, stock-out ratio, projected needs and order dates for supplies
- Annual Confidential Report of Employees: Submitted by controlling officers about subordinates. It evaluates their work performance and behavior in their respective departments

Information report

- Develops understanding of the aims, objectives, organization, policies, regulations, procedures, problems and future outlook of company
- Convey purposes of making a discussion, determining course of action and coordinating the operation of the organization

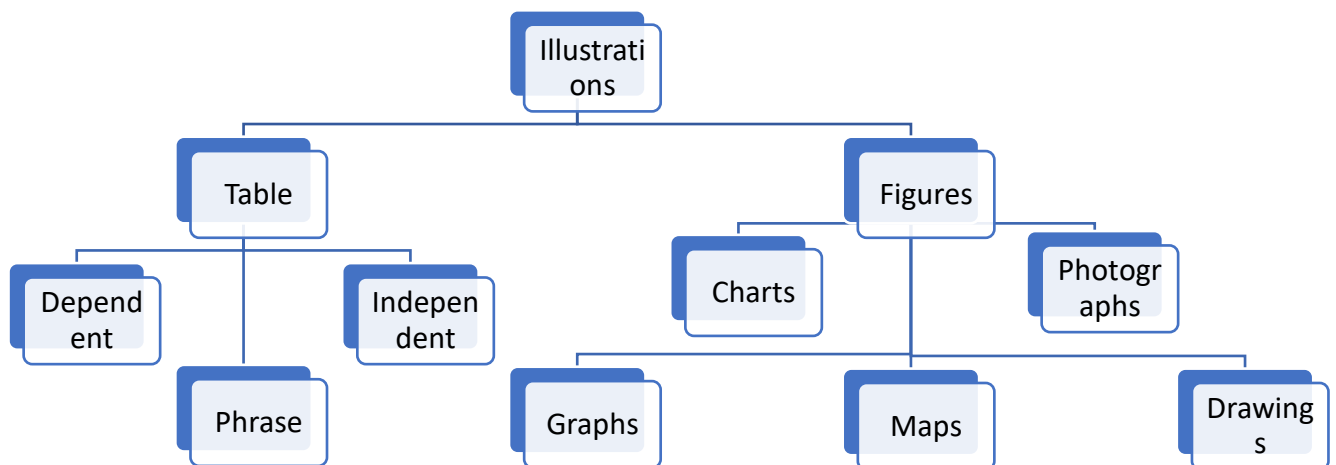
Interpretive report

- Analytical or investigative reports
- Arrives at conclusions as this type of report analyses and interpret data
- Gives recommendations so termed as Recommendatory report

Use of Graphic Aids/Illustrations

- When the data is voluminous it can be represented by graphic aids (tables, charts, diagrams)
- Size of illustration should be big enough for visibility
- When photocopied or directly copied from another source credit should be given to the source
- Tables : Illustration should with Roman numerals at the top
- Figures : Illustration should be with Arabic numerals at the bottom
- Numbering scheme : Should be like Table I, Figure 2, Map 1 and Chart 1

Various types of Graphics



Types of Graphs: Rectilinear, Multiple Line, Bar, Pie, Semi-log, Pictorial, Scatter and Surface.

Do's for start writing a Professional Report:

1. Set your objective
2. Assess your audience
3. Decide what information you will need and collect data
4. Prepare your skeletal framework, that is, form an outline.

Sources for Data Collection

Encyclopedias, textbooks, office records, files, journals, handbooks, manuals, government publications, Internet, magazines, newspapers and computer databases.

Methods of Data Collection

- Personal Observation
- Telephonic interview
- Personal interview
- Mail questionnaire

STRUCTURE OF A FORMAL REPORT

- Front matter
 - 1) Cover, 2) Preface, 3) Title Page, 4) Acknowledgements, 5) Frontispiece, 6) Table of contents, 7) Copyright notice, 8) List of Illustrations, 9) Forwarding letter, 10) Abstract (or Summary or executive summary)
- Main body
 - 1) Introduction (Background information, Problem statement, Reference to authorization, Purpose and scope, Significance, methodology, basic principles or theories involved, summary of findings, general plan of work), 2) Conclusion, 3) Discussion, 4) Recommendations
- Back matter
 - 1) Appendices – Consists additional charts and graphs, sample questionnaire, worked-out calculations, site plans and so on.
 - 2) Bibliography – Alphabetically arranged list of all the sources, such as websites, newspapers, books, magazines, journals, documentaries, manuals, reports, movies, etc. consulted by the author for writing a report.
 - 3) Index,
 - 4) List of references – Details of books or websites or authors from whom ideas, facts and data have been borrowed.
 - 5) Glossary – Arranged alphabetically having list of technical words & terms which appear in the text of the report.

Four major documentation styles

- MLA (Modern Language Association) style
- APA (American Psychological Association) style
- Chicago style
- IEEE style

Style of reports

- 1) Provide complete and accurate information
- 2) Use plain, familiar and concrete words
- 3) Avoid wordiness and redundancy
- 4) Judiciously use active and passive voice
- 5) Follow emphatic work order

- 6) Maintain Parallelism in writing
- 7) Prefer using verbs to long nouns
- 8) Carefully use Acronyms/Abbreviations
- 9) Avoid Clichés
- 10) Avoid circumlocution
- 11) Maintain unity in Paragraphs
- 12) Avoid Punctuation and Grammatical errors

TECHNICAL PROPOSALS

- New idea or workable solution is called proposal
- When the aim of the proposal is to modify or create something that requires a good understanding of technical knowledge and skills is called a technical proposal
- A business proposal is a document that you submit to your company or another enterprise proposing a business arrangement dealing with any aspect of business, commerce, or industry
- Academic in nature and written with scientific objectivity, such proposals are known as research proposals

Difference between a Report, a Proposal and a Business Plan

Proposal	Report	Business Plan
Written to sort out a technical, management, business problem or needs to implement new ideas to enhance efficiency in professional operations	Written to someone with authority to know the cause of the problem and possibly take a decision	Written to someone who needs to make a decision for profit making or strengthening its operational aspects
Identifies need then explains how to meet it	Identifies a problem then provides an action for its solution	Identifies workable area, explains all aspects related to financial needs, target market, demographics
Formal but persuasive style	Formal in style	Persuasive
Involves cost for the execution of proposed ideas	Interpretation of data and recommendations	To get capital for a start-up

Proposals acceptance will benefit the writer	Reports asks to take actions or affect outcome	Applicant and approving authority aim at profit
Proposes future possibilities	Deals with some event or situation that occurred in the past	Deals with future actions may also lead to failure

Importance of Technical Proposals

- Progresses the growth of the company
- Invites firms for strategic alliances, joint ventures, acquisitions and mergers
- Improves its products and services to have the competitive edge
- Sorts out technical problem
- Financial gains
- Helps in securing technology partnership, fundraising, donation, event sponsorship, tenders or inviting others for participating in an event
- Research Proposals help in creating new methods and procedures

Types

- Solicited (invited)
Whenever a proposal is drafted in response to an advertisement or demand from an authority in a company or organization or outside the organization or agency, it is termed as a solicited proposal.
- Unsolicited (uninvited)
We might have an idea for a product or service that would benefit to a particular organization, suggesting some ideas on how to improve the service or develop a product in exchange for funding.

Structure

- Structure is given by the company who's asking for it for solicited proposal, not given in case of unsolicited proposal

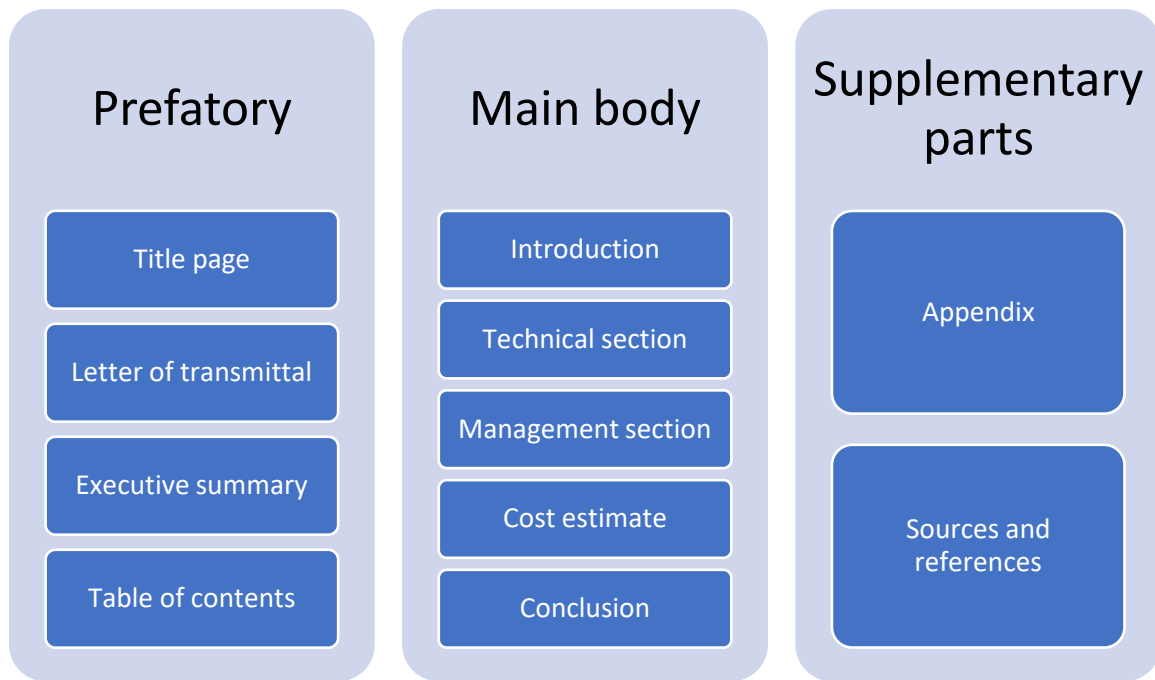


Fig. 1. Sections of a Formal Full Length Proposal

Executive summary: Includes following elements

Background Significance	Technical Details	Purpose
Re-emphasis	Infrastructure facilities	Scope

Management Section: Highlights the below points:

- Credentials of the task force involved
- Company Profile
- Execution Plan

Draft contract: When some proposal is accepted, it is resubmitted with a draft contract. It gives a bird-eye view of the important information of the proposal. The following elements are included in the draft proposal.

1. Title of the Proposal

2. Name of the Propose and designation (in case of research proposal, the name of the principal investigator, and co-investigator's names and their designations)
3. Name of the Organization
4. Duration of the Project
5. Terms and Conditions
6. Time required for the start of the project after approval
7. Total cost to be followed by year-wise or phase-wise break-up of the total cost

Directions 1 to 15: Solve the following questions.

1. _____ is a strategy you can use to obtain a great amount of information in a short time from textbooks, professional journals, and other technical materials.
2. List down the steps followed in Technical reading.
3. What is a Survey?
4. List down the strategies of Effective Readers.
5. What is Visualizing-Organizing in Reading Practice?
6. What is Searching-Selecting in Reading Practice?

7. _____ is writing or drafting technical communication used in technical and occupational fields, fields, such as computer hardware and software, engineering, chemistry, aeronautics, robotics, etc.,

8. What is a Technical Proposal? (with an example)

9. Technical texts, such as a chemistry textbook or car repair manual, fall under the umbrella of _____, which represents any verse or prose work meant to be instructional.

10. Define Technical Reports with an example.

11. List down the three forms of Technical Writing.

12. Give two examples for end user Documentation, Traditional technical writing, and Technological marketing communications.

13. List down the points to remember when writing a Technical Report/Technical Proposal.

14. List down all the sections a Technical Report should contain.

15. Write Technical Report Writing or Technical Proposal Writing (choose any topics given below).
 1. User guide for using laptops
 2. An article for a trade publication
 3. Write a sales pitch to a new potential client about a new type of computer hardware or software

MODEL LETTER OF APPLICATION (Cover Letter)

The cover letter is a tool to help introduce yourself in a memorable, personal way during a job application. Your resume is intended to lay out the facts, but your cover letter is meant to convey more personality. The cover letter is your first introduction to the person who may hire you, and its goal should be to make you as memorable as possible, in a good way.

A well-crafted cover letter goes over information on your resume and expands this information for the reader, taking them on a guided journey of some of your greatest career and life achievements.

When starting to write any cover letter, it is always best to plan the content of your letter based on the requirements of the job you're applying for. That means writing a unique cover letter for every job you apply to. No templates. No pre-written nonsense. The format of your

cover letter should also match the company and the industry you're applying to. Successful cover letters go something like this:

1. **Memorable introduction**
2. **Specific, organized examples of relevant work done and problems solved**
3. **Concise conclusion with a call to action**

What to Include in Your Cover Letter?

You shouldn't try to fit your whole career and life into the space of a cover letter. Your cover letter should be a carefully coated selection of stories from your career that gives the reader a clear idea of who you are and how you can add value to their company. The Society for Human Resources surveyed organizations on resumes, cover letters, and interviews and found the top three things that must be included in a cover letter are:

- How a candidate's work experience meets job requirements.
- How a candidate's skills meet job requirements.
- Why a candidate wants to work at the organization.

Tips for a good Cover Letter

➤ **Show how you can solve *specific* problems**

Saying you're a 'problem-solver' is about as helpful as explaining your preference for chocolate croissants over regular croissants. Don't tell them about your amazing problem-solving skills. Explain the details of a particular problem you were key in solving and how exactly you employed your skills to solve it. Better yet, if you know the company has a particular problem you could help solve, outline how you can help solve it.

➤ **Pick an appropriate voice and tone**

- You should write like yourself, but you should also pick the appropriate voice and tone for the company you're applying to.
- [Researching the company](#) will help dictate the tone you want to use, which may differ greatly, depending on where you apply. For example, the tone of your letter for a legal consulting firm will likely differ from a tech startup.

➤ **Don't sound like everyone else**

“Hi, I'm _____. I'm a detail-oriented, multi-tasking, natural-born leader and I am perfect for your company.”

Hiring managers are going to read the same basic cover letter repeatedly, and you don't want to be the last template email the hiring manager discounts before lunch. Adding a little word variation helps you stand out against other applicants.

Instead of describing yourself as creative, try imaginative. You're inventive, not innovative. You're not determined, you're tenacious. These word variations at least show that you can think beyond what the average applicant is willing to do.

➤ **End with a call to action**

End your letter with a reason for them to contact you. But don't add remarks like, “I'll call to schedule an interview.” This doesn't make you a go-getter, it crosses a boundary.

Instead, let the call to action be polite and open ended, suggesting that you are excited to offer more information and that you're looking forward to talking with them.

➤ **Proof your cover letter**

Always proofread your cover letter for errors and have friends and family read through the cover letter.

How to Make Your Cover Letter Unique?

When thinking about how to make your cover letter unique, keep the following statements in mind:

- You should make your cover letter unique and show the reader who you are as an individual.
- You should include experience and skills that relate directly to the job posting.

These might sound like opposing statements, but they're equally important for writing a successful cover letter.

Components of Cover Letter

I. HEADER

- Your name
- Your telephone number
- Your email address
- The date
- The name of the hiring manager and his/her professional title
- The name and address of the company to which you are applying

Just remember to keep it professional

- Use an email address from a respected provider—that means either Gmail or your personal domain (if you have one)
- Do not use your current email id. Create a new one
- Your email address should only include your first and last name will be deal-breakers
- Make sure your contact information is consistent across your resume, cover letter, and social media profiles
- Left justify all the details in the cover letter header

II. GREETINGS

Dear James,

- Dear Sales Team Hiring Manager,
- Dear Hiring Manager,
- Dear [XYZ Company] Team,
- To Whom It May Concern,

III. BODY

- The first paragraph to grab the hiring manager's attention
- The second to show what you have got to offer
- The third to prove that you will fit in

Following example will give you the clear idea.

*** Your FIRST paragraph should have a catchy opening**

1. In response to your posting for the Technical Trainer, I would like to express my interest in taking part in the recruitment process. As a Technical trainer with 5 years of experience, I am an optimistic person for that I would be successful for this role.

2. As a lifelong enthusiast of ABC's initiatives, I was thrilled to see your posting for the position of Technical trainer. I have experience with leading successful national online campaigns with budgets over \$300. What is more, I have succeeded at expanding ABC's client base by 19% since 2011.

*** SECOND Paragraph**

The second to show what you have got to offer

In my current position at ABC, I have supervised all phases of our online marketing initiatives, both technical and creative. Last year, my key challenge was to design and optimize nine product websites for ABC's most strategic products.

*** THIRD Paragraph**

You should prove that you will fit in, Here is the easiest way to do it

- Start with a company fact—for instance, an upcoming project (1)
- Say why you find it interesting (2)
- Reiterate that your experience and knowledge will let you succeed with the project (3)

I know that XYZ's current plans involve developing a comprehensive online portal focused on healthcare-related issues (1).

This project is a perfect match for my personal and professional interests and an exciting opportunity to create a unique online base of knowledge for patients and healthcare professionals (2).

I would love to leverage my technical knowledge and online growth marketing to achieve groundbreaking results with this initiative (3).

IV. CLOSING

- Thank you,
- Best regards,
- Kind regards,
- Sincerely,
- With best regards,

Directions 1 to 11: Solve the following questions.

1. Define Cover Letter.
2. What should a Cover Letter include?
3. Why is a Cover Letter important?
4. How should a Cover Letter be formatted?
5. How long should a Cover Letter be?
6. Do I need to include research in my Cover Letter?

State whether the following statements are True (T) or False (F)

7. Using the same Cover Letter for every single job?
8. Being overly personal?
9. Making it all about you?
10. Being too keen?
11. Write a cover letter for the post of Electrical Engineering.

LETTER WRITING

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

Now that E-mails and other such forms have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication, especially the formal kind, is done via letters. Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication.

Types of Letters

Let us first understand that there are broadly two types of letter, namely Formal Letters, and Informal Letters. But then there are also a few types of letters based on their contents, formalities, the purpose of letter writing etc. Let us have a look at the few [types of letters](#).

- **Formal Letter:** These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.
- **Informal Letter:** These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.
- **Business Letter:** This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.

- **Official Letter:** This type of letter is written to inform offices, branches, subordinates of official information. It usually relays official information like rules, regulations, procedures, events, or any other such information. Official letters are also formal in nature and follow certain structure and decorum.
- **Social Letter:** A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc are all social letters.
- **Circular Letter:** A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.
- **Employment Letters:** Any letters with respect to the [employment process](#), like joining letter, promotion letter, application letter etc.

Template for a Formal Letters

All the formal letters can take up the following template for better understanding and clear delivery of the content.

1. Why you write this letter
2. Purpose explain
3. What you expect from the receiver

Letter Writing Tips

Now that we have learned the basics of communicating via letters and the types of letters as well, let us focus on some tips for the actual letter writing.

1] Identify the type of letter

This obviously is the first step of the letter writing process. You must be able to identify the type of letter you are to be writing. This will be dictated by the person the letter is addressed to and the information that will be conveyed through the letter. Suppose you were writing to the principal of your college to ask for leave, this would be a formal letter. But say you were writing to your old college professor catching up after a long time. Then this would be a personal letter.

2] Make sure you open and close the letter correctly

Opening a letter in the correct manner is of utmost importance. Formal letters open with a particular structure and greeting that is formal in nature. Informal letters can be addressed to the person's name or any informal greeting as the writer wishes.

Even when closing the letter, it must be kept in mind what type of letter is being written. Formal letters end respectfully and impersonally, whereas informal letters may end with a more personal touch.

3] Establish the main intent of the letter

Once you start writing, make sure to get to the point as soon as possible. Especially in formal letters, it is important to immediately make clear the purpose of the letter.

4] Be careful of the language

A letter is always supposed to be polite and considerate. Even if it is a complaint letter, the point must be made in a careful and courteous manner. So it is necessary to use polite expressions and civil language in all types of letters.

5] Length of the letter

And the other important factor to be considered is the length of the letter you are writing. It should be kept in mind that formal letters are generally to the point, precise and short. Lengthy formal letters tend to not have the desired effect on the reader. The length of an informal letter is determined by the message in the letter and the relation to the recipient.

Example:

Q: Alex was to write a letter to her class teacher asking permission to remain absent from school for 2 days on account of some personal matter. What type of letter will he be writing?

- a. Personal Letter
- b. Business Letter
- c. Formal Letter
- d. Any of the above

Ans: The correct option is C. While the teacher is a personal acquaintance of Alex, the situation demands a formal letter and not a personal letter.

Directions 1 to 10: Solve the following questions.

1. Define formal Letter.

2. List down the types of Formal Letters.

3. List down formats of Formal Letter.

4. What are two main types of Business Letter styles?

5. What is Block Style Letter?

6. What is an Administrative Management Style letter?

7. List down some good complimentary close for Formal Letters.

8. List down different ways of salutation in Business Letters.

9. What is the proper template to write the “Body Of the Letter”?

10. You being an employee in an organisation write a “Resignation letter” to your manager (Formal Letter).

BLOG WRITING

Blog, also known as *weblog*, is a very popular platform for expressing some ideas, views and opinions. Blogs, like other social networking sites such as Facebook or Twitter, provide a common place where everyone can put his/her views on any topic. It allows individuals to write quickly, express freely and publish their views on any subject via the internet and in the process, connect with thousands of people from all over the world. For blog writers, there are a number of free websites available such as *Wordpress, Tumblr, TypePad, My space and Blogger*. All of them offer design themes so that you can customize your own blog.

Tips for successful Blogs

1. Choose a blogging platform and customize your own blog.
2. While creating a blog make sure you provide the weblinks connecting to your artistic portfolio such as *photostorart, valumystuff, valsparpaint* etc.
3. Make a blog about something very specific and you will please both the search engines and your readers.
4. Find a topic you are comfortable with and write about it.
5. If you want your blog to be read by many people, offer value by talking about your views on current issues, your perspective on life or your experiences.
6. Get people talking on your blog by asking them to add their comments.
7. While writing a creative blog, remember to use relevant images to make your web page look attractive.
8. Try keeping your blog readable as possible.
9. Try to keep the layout of your blog clean, fresh, and uncluttered. Avoid adding unnecessary features.
10. Do not neglect social media if you are a blogger, update your followers and fans with your latest posts. Keep your blog updated with at least two articles in about a week.

Directions 1 to 10: Solve the following questions.

1. What is a blog?
2. What is the difference between Blog and Website?
3. What are the Benefits of Blogging?

State whether the following statements are True (T) or False (F)

4. Should your Writing be too stiff?
5. Making your point again and again?
6. Starting with a very specific working title?
7. Using a specific post type, creating an outline, and using header?
8. Focusing on the long-term benefits of a Blog?
9. You think of ideas that only interest you?
10. Focus on building an amazing call-to-action plan?

PARTS OF SPEECH

A category to which a word is assigned in accordance with its syntactic functions. In English the main parts of speech are noun, pronoun, adjective, determiner, verb, adverb, preposition, conjunction, and interjection.

The 8 main parts of speech in English are:

1. NOUN - (Naming word)

A noun is the name of a person, place, thing or idea.

Examples of nouns: Daniel, London, table, dog, teacher, pen, city, happiness, hope

Example sentences: **Steve** lives in **Sydney**. **Mary** uses **pen** and **paper** to write **letters**.

2. PRONOUN - (Replaces a Noun)

A pronoun is used in place of a noun or noun phrase to avoid repetition.

Examples of pronouns: I, you, we, they, he, she, it, me, us, them, him, her, this, those

Example sentences: Mary is tired. **She** wants to sleep. **I** want **her** to dance with **me**.

3. ADJECTIVE - (Describing word)

An adjective describes, modifies or gives more information about a noun or pronoun.

Examples: big, happy, green, young, fun, crazy, three

Example sentences: The **little** girl had a **pink** hat.

4. VERB - (Action Word)

A verb shows an action or state of being. A verb shows what someone or something is doing.

Examples: go, speak, run, eat, play, live, walk, have, like, are, is

Example sentences: I **like** Woodward English. I **study** their charts and **play** their games.

5. ADVERB - (Describes a verb)

An adverb describes/modifies a verb, an adjective or another adverb. It tells how, where, when, how often or to what extent. Many adverbs end in -LY

Examples: slowly, quietly, very, always, never, too, well, tomorrow, here

Example sentences: I am **usually** busy. **Yesterday**, I ate my lunch **quickly**.

6. PREPOSITION - (Shows relationship)

A preposition shows the relationship of a noun or pronoun to another word. They can indicate time, place, or relationship.

Examples: at, on, in, from, with, near, between, about, under

Example sentences: I left my keys **on** the table **for** you.

7. CONJUNCTION - (Joining word)

A conjunction joins two words, ideas, phrases or clauses together in a sentence and shows how they are connected.

Examples: and, or, but, because, so, yet, unless, since, if.

Example sentences: I was hot **and** exhausted **but** I still finished the marathon.

8. INTERJECTION - (Expressive word)

An interjection is a word or phrase that expresses a strong feeling or emotion. It is a short exclamation.

Examples: Ouch! Wow! Great! Help! Oh! Hey! Hi!

Example sentences: Wow! I passed my English test. Great! – Ouch! That hurt.

REDUNDANCY

What is Redundancy?

Redundancy means that the same data has been repeated twice, but just by using different words. The sentences which have redundant data don't necessarily mean are grammatically incorrect, but they have unnecessary words, which need to be avoided at all costs.

We hear redundancies so commonly and so often that many a times we are not able to identify them, which in turn make them tough to spot.

List of common redundant phrases:

- Foreign imports
- Bald - headed
- Drop down
- End result
- Few in number
- Follow after
- General public
- Hurry up
- Chase after

VII. IF CLAUSE

A conditional sentence is a sentence containing the word **if**. There are three common types of conditional sentence:

- If clause – **simple present tense** : main clause - **future tense** (will)
 - a) If you help me, I will help you.
 - b) If I win the lottery, I will buy a new car.
 - c) If it snows tomorrow, we will go skiing.

- If clause - **past simple tense** : main clause - **would**
 - a) If you knew her, you would agree with me.
 - b) If I won the lottery, I would buy a new car.
 - c) If it snowed tomorrow, we would go skiing.

- If clause - **past perfect tense** : main clause - **would have**

- a) If you had helped me, I would have helped you.
- b) If I had won the lottery, I would have bought a new car.
- c) If it had snowed yesterday, we would have gone skiing.

NOTE: Of course, it is possible to start conditional sentences with the main clause:

- a) I will buy a new car if I win the lottery.
- b) I would buy a new car if I won the lottery.
- c) I would have bought a new car if I had won the lottery.

X. ARTICLES

Articles are simply called **Adjectives**. Articles are of two types:

- o **Definite article**

THE (before a singular or plural noun)

- o **Indefinite article**

A (before a singular noun beginning with a consonant sound)

AN (before a singular noun beginning with a vowel sound)

Count nouns - refers to items that can be counted and are either singular or plural.

Non-count nouns - refers to items that are not counted and are always singular.

	COUNT NOUNS	NON-COUNT NOUNS
Rule #1 Specific identity not known	<i>a, an</i>	(no article)
Rule #2 Specific identity known	<i>the</i>	<i>The</i>
Rule #3 All things <i>or</i> things in general	(no article)	(no article)

Rule #1 - Specific identity not known: Use the indefinite article **A** or **An** only with a singular count noun whose specific identity is not known to the reader. Use **a** before nouns that begin with a consonant sound, and use **an** before nouns that begin with a vowel sound.

- Use the article **a** or **an** to indicate any non-specified member of a group or category.

I think **an** animal is in the garage

That **man** is a scoundrel.

We are looking for **an** apartment.

- Use the article **a** or **an** to indicate one in number (as opposed to more than one).

I own **a** cat and **two** dogs.

- Use the article a before a consonant sound, and use an before a vowel sound.

A boy, an apple

- ◇ Sometimes an adjective comes between the article and noun:

An unhappy boy, a red apple

1. The plural form of a or an is some. Use some to indicate an unspecified, limited amount (but more than one).

An apple, some apples

Rule #2 - Specific identity known: Use the definite article **the** with any noun (whether singular or plural, count or non count) when the specific identity of the noun is known to the reader, as in the following situations:

- Use the article the when a particular noun has already been mentioned previously.

I ate **an** apple yesterday. **The** apple was juicy and delicious.

- Use the article the when an adjective, phrase, or clause describing the noun clarifies or restricts its identity.

The boy sitting next to me raised his hand.

Thank you for **the** advice you gave me.

- Use the article the when the noun refers to something or someone that is unique.

The theory of relativity

The 2003 federal budget

Rule #3 - All things or things in general: Use no article with plural count nouns or any non count nouns used to mean all or in general.

Trees are beautiful in the fall. (All trees are beautiful in the fall.)

He was asking for advice. (He was asking for advice in general.)

I do not like coffee. (I do not like all coffee in general.)

ACTIVE VOICE AND PASSIVE VOICE

There are two forms of Verb - ACTIVE and PASSIVE

Active Voice: The active voice describes a sentence where the subject performs the action stated by the verb. It follows a clear subject + verb + object construct

Passive Voice: In passive voice, the subject is acted upon by the verb.

Examples:

1. The baker man sells hot cakes (Active Voice)
Hot cakes are sold by the Baker man (Passive Voice)
2. Nimisha sings a song (Active Voice)
A song is sung by Nimisha (Passive Voice)

Rules for changing an Active sentence into Passive are as follows:

1. Interchange the Subject and Object
2. Add 'by' before object (if necessary)
3. Verb should be in V3 form (past participle form)
4. Maintain tense

Let us see how the above examples are changed from active to passive by using the above rules:

1. The baker man sells hot cakes
Here , Subject = The Baker man
Object = Hot cakes
Verb = Sell

Rule 1: To interchange subject and object, so now the statement will be:

Hot cakes _____ The Baker man

Rule 2: Add 'by' before object

Hot cakes _____ **by** the baker man

Rule 3: Verb in V3 form

Verb= Sell (V1	V2	V3)
Sell	Sold	Sold

Hot cakes _____ **sold** by the baker man

Rule 4: Maintain tense. Here, the given statement is in Simple Present tense, so the same tense should be maintained

Hot cakes are sold by the baker man

- Note:**
1. If the statement is in continuous tense, add 'being' before the verb.
 2. Universal truths will not take passive form.

Exercise:

1. Identify the voice of the following statements:
 - i. My brother made this Kite
 - ii. The letter was posted last night by the servant
2. Change the voice of the following sentences:
 - i. I am driving the car
 - ii. He drove the car
 - iii. They have swum the river
 - iv. Had they won the game?
 - v. That teacher teaches History
 - vi. My watch has been stolen
 - vii. This design has been created by us
 - viii. The sun rises in the east

DIRECT AND INDIRECT SPEECH

Direct Speech : In direct speech, the actual words(with no change) of speaker are quoted. The exact words (or actual words) of speaker are enclosed in Inverted Commas or Quotation Marks. There is always a comma or colon after "said" that introduces the spoken words.

Example : He said, " I am hungry"

Indirect Speech : In Indirect Speech, the actual words of the speaker are changed. The reason for changing in actual words is that the actual words have been spoken by the speaker in the past, hence narrating it in the present will require change in the tense of actual words. The pronouns of the sentences are also changed accordingly.

The words of the speaker are not enclosed in inverted commas or quotation marks. The word 'that' will be used before the spoken words of the speaker.

Indirect Speech is also known as **Reported Speech.**

Example : He said that he was hungry.

The following examples and explanations give the idea of reporting a given statement:

1. Statements, Questions, Commands

- Statements - (Any Imperative sentence)

Example:

She said, "I like chocolates" (Direct Speech)

She said that she liked chocolates (Indirect Speech)

- Questions - (**WH** questions and questions without **WH** word)

Example: (for - WH Question)

1. Stuthi said, "Where are u going?" (Direct Speech)

Stuthi asked me where I was going (Indirect Speech)

2. "What do you want to eat?" (Direct Speech)

She asked me what I wanted to eat (Indirect Speech)

Example: (for the questions without **WH** words)

1. "Would you like to eat some cookies?" asked my friend (Direct Speech)

My friend asked me if I would like to eat some cookies (Indirect Speech)

2. "Are u okay?" asked the teacher (Direct Speech)

The teacher asked me if I was okay (Indirect Speech)

Note: For the questions without WH words use **Whether** or **If**.

- Commands, Requests (Order or Request)

Examples:

1. Teacher said us, "Sit down" (Direct Speech)

Teacher said us to sit down (Indirect Speech)

2. The Employee said, "Please grant me leave" (Direct Speech)

The Employee requested to grant his leave (Indirect Speech)

2. The Introductory Sentence

If you use Reported Speech there are mostly two main differences.

The **Introductory sentence** in Reported Speech **can be in the Present or in the Past**.

If the introductory sentences is in the Simple Present, there is *no backshift* of tenses.

Direct Speech:

- Mugdha: " Madhuri works for careerPrime"

Reported Speech:

- Introductory sentence in the Simple Present → Mugdha **says** (that)* Madhuri works for careerPrime
- Introductory sentence in the Simple Past → Mugdha **said** (that)* Madhuri worked for careerPrime

3. Change of Persons/Pronouns

If there is a Pronoun in Direct Speech, change it to Reported Speech depending upon the situation.

- Direct Speech → Mugdha : "I am happy"
- Reported Speech → Mugdha said (that)* she was happy
 Here "**I**" is changed to **she**.

4. Backshift of Tenses

If there is backshift of Tenses in Reported Speech, the tenses are shifted the following way:

- Direct Speech → Parikshith: "I work at an office"
- Reported Speech → Parikshith said (that)* **he worked** at an office

Rules and steps for change in speech

TENSES	CHANGES TO
▪ Present indefinite	▪ Past indefinite
▪ Present continuous	▪ Past continuous
▪ Present perfect	▪ Past perfect
▪ Present perfect continuous	▪ Past perfect continuous
▪ Past indefinite	▪ Past perfect
▪ Past continuous	▪ Past perfect continuous
▪ Past perfect	▪ Past perfect
▪ Past perfect continuous	▪ Past perfect continuous
▪ In all future tenses "will"	▪ Changes into "would"

5. Conversion of expressions of Time and Place

If there is an expression of Time/Place in the sentence, it may be changed, depending on the situation.

- Direct Speech → Parikshith: "I painted this wall yesterday"
- Reported Speech → Parikshith said (that) he had painted that wall the day before

Direct Speech	Indirect Speech
This Evening	That evening
Today/This Day	That day

These Days	Those days
Now	Then
A week ago	A Week before
Last weekend	The Previous weekend
Next week	The Following week
Tomorrow	The Next/Following day
Here	There

6. Additional Information

In some cases backshift of Tenses is not necessary, e.g. When statements are still true "*Backshift of Tenses is never wrong*"

- Joy: "My brother **is** at Leipzig university"
- Joy said (that) his brother **was** at Leipzig university (or)
- Joy said (that) his brother **is** at Leipzig university

When you use General Statements:

- Mugdha: "The sun **rises** in the east"
- Mugdha said (that) the sun **rose** in the east (or)
- Mugdha said (that) the sun **rises** in the east

* The word *that* is optional, that is the reason why we use brackets.

Exercise:

Change the following expressions into Indirect Speech:

1. Ms.Shreshta told, "I am busy today"
2. The Philosopher said, "God is everywhere"
3. "You have come first in your class", my friend told me.
4. "I am feeling hungry", the little boy said to his mother.
5. Pratham told to Pareeksha, "'you look nice in this dress"
6. He said to me, "I don't know the way"
7. "You shall come back by eleven", my father told me.
8. My sister said to her friend, "I am writing the assignment"