



HS3152 Professional English

PART A

UNIT-I

1) Tenses

1) Use the correct tense forms of the verbs given in brackets to fill up the blanks:

A decade ago the most vehement opposition to computerization **came** (come) from people who **believed** (believe) that it **led** (lead) to unemployment. There **were** (be) a hue and cry over this.

2) Fill in the blanks in the following sentences with the appropriate tense forms of the verbs given in brackets:

- They **built** (build) this castle in 1765.
- Liz **has not finished** (not finish) her homework yet.
- Look! Jane and Joseph **are playing** (play) tennis.
- A heavy wind **blowed** (blow) when the helicopter landed.

3) Fill in the blanks with suitable tense forms of the verbs given in brackets:

Stephen Hawking is one of the most brilliant theoretical physicists. He **was** (be) also a popular writer. His first book, "A Brief History of Time" **published** (publish) in 1988 and **became** (become) an international best seller. In it, he **explained** (explain) about the birth and death of the universe to the lay person.

2) WH Questions

4) Frame 'Wh' questions for the responses given.

- Spain won the FIFA World Cup in the finals in the year 2010. (Which)
Which country won FIFA world cup?
- Brazil shall host the 2014 World Cup in June-July. (When)
When shall Brazil host the world cup?
- Brazil has won the World Cup five times. (How many)
How many times Brazil won the world cup?
- MARADONA of Argentina was the great player in 1986. (Who)
Who is Maradona?

5. Frame Yes / No question from the given sentences:

- She learns music. **Does she learn music?**
- You can speak French. **Can you speak French?**
- She is an Engineer. **Is she an Engineer?**
- They drives the car. **Do they drive a car?**

6. Change the statements to questions using the question word in parenthesis.

- My friend told me that he would come to my house at 8 o'clock. But he came only at 10 o'clock. (When)
When did your friend came?
- I would like to stay in the hotel for five days. (How long)
How long would you like to stay?
- I didn't attend the class on Friday since I was ill for two days. (Why)
why he didn't attend the class?
- Yesterday I went to the post office. I had to send a letter to the Manager of the company. (Where)
Where did you went yesterday?

7. Change the statements to questions using the question word in parenthesis

- The children are very sincere and they do their homework at night. (when)
When do the children do their homework?
- I feel so tired since I have been waiting here for two hours. (how long)
How long you have been waiting?
- I didn't inform her about his arrival because she kept her mobile phone in the switch off mode. (why)
Why you didn't inform her about his arrival?
- My friend, Sam, is a rich man and he is a Software engineer in HCL. (what)
What is your friend Sam?

WH Questions

1. Make the statement into question forms:

1. He comes from Avadi.
Where does he come from?
2. No, he didn't attend the meeting.
Did he attend the meeting?

2. Complete with the correct questions words:

1. How much does the project budget come up to? Over Rs.2 lakhs.
2. Where is the library? Right across the road.
3. The entire college looks festive, Who is coming as the chief guest? The Prime Minister himself.
4. What does this word mean? Sorry, I've never heard of it.

3) Synonyms

8. Match the words in the column A with their synonyms in column B.

- | | |
|--------------|--------------------|
| a) Abundance | - i) enormous |
| b) Gigantic | - ii) plenty |
| c) Drawback | - iii) variety |
| d) Diversity | - iv) disadvantage |

a- I, b -I, c-iv, d-iii

9. Choose the best word from the four options that can be used for the meaning given:

- a) One who has the ability to think and plan
(i) Philosopher (ii) fortune teller (iii) **Visionary** (iv) Prophet
- b) The speech sounds of a language are called as
(i) Alphabet (ii) Phonology (iii) Sound cord (iv) **Phoneme**
- c) Murder of a whole race or group of people
(i) Massacre (ii) Fumigate (iii) Fungicide (iv) **Genocide**
- d) The origin of something
(i) Start (ii) Open (iii) **Genesis** (iv) Genius

10. Give one word substitutes for the following:

- a) A traveler in space. - **astronaut**
- b) One who can neither read nor write. **Illiterate**
- c) Life history written by himself **Autobiography**
- d) One who have belief in God **Theist**

4. Abbreviations & Acronyms

1) Expand the following abbreviations:

1. UNESCO -
2. ATM
3. FAQ
4. POLICE
5. AICTE
6. SIM
7. TNPSC
8. pdf
9. Prof.
10. esp.

2) Expand the following abbreviations and acronyms:

- A) ICBM (b) PV a) TOEFL b) VIRUS a) LASER b) UNESCO

Answers

- (a) Inter Continental Ballistic Missile (b) Poly Vinyl Chloride
a) Test of English As Foreign Language b) Vital Information Resource Under Seize
1. Light Amplification by Stimulated Emission of Radiation
2. United Nations Educational, Scientific and Cultural Organization

UNIT-II

1. Prepositions

1) Write suitable prepositions in blanks:

The only language that can rival English--in--sheer strength---of---numbers is Chinese. Chinese is the mother-tongue----of---1000 million people, nearly three times the number--of ----mother-tongue speakers of English.

2) Fill in the blanks with suitable prepositions:

- a. Kanchipuram is famous ---for---- silk sarees
- b. Kerala abounds ---in coconut trees
- c. The meeting started --in-- time
- d. Smoking is injurious ----to health
- e. She drove the car __with_a speed of 80 miles an hour
- f. The factory has been closed _for_ two years
- g. The room measures 60 feet_to_____40 feet
- h. Yesterday the Chairperson left____in__New Delhi
- i.

3) Fill in the blanks with suitable prepositions:

Steve Jobs co-founded Apple Computer_____with____Steve Wozniakgarage venture_____into___a technology giant.

2) Prefix & Suffix

4). Give antonyms of the following words by adding suitable negative prefixes

- a) unfamiliar b) insignificant c) inefficient d) disapprove

5) Fill in the blanks with suitable prefixes to get the meaning given against each word.

- | | |
|---------------------|-----------------------------------------------|
| --thermonuclear | - nuclear reactions at very high temperature: |
| ---bio m | - relating to how biology affects medicine |
| ---Self---reliant | - able to decide things by oneself |
| ---Nano--technolc | -relating to very small structures |

6) Make antonyms of the following words by adding suitable prefixes.

- a) Discourteous b) inhabited c) imperceptible d) injustice
a) abNormal b) impure c) dislike d) dishonest

7.) Complete the word in the blank using the correct suffix:

- a) His exemplary service in the army proves his patriotism____(-ness,-ism,-cy,-ward)
- b) I found a new booklet_____ on dental health in the library. (-let,-ish,-worm,-ing)
- c) Sugar crystalizes_very quickly. (-ism, -ing, -izes, -ed)
- d) The stranger had a strange appearance_. (-ing, -ance, -less,-dis

3) Phrasal Verbs

8) Form sentences using the following phrasal verbs

1. He _____ as if nothing had happened. (carried on, carried through)
 2. He _____ all struggle. (gave up / gave out)
 3. _____ the light, please. (Switch on, switch for)
 4. She _____ her mother. (takes in, takes after)
 5. Children _____ whatever they hear. (blurt out, blurt about)
- Ans: 1. Carried on 2. Gave up 3. Switch on 4. Takes in 5. Blurt out

9) Supply suitable Phrasal verbs in the blanks provided:

(came across, look at, coming back, get on, look after)

- (a) There was traffic jam. We couldn't----- **look at**
- (b) My friend is leaving today and --**coming back** -- on Wednesday.
- (c) I ----**look after**---- this book in the old book stall.
- (a) They -----**get on**---- carefully -----**came across** ----- a problem.

10) Fill in the blanks with suitable phrasal verbs.

(tied him up, looks up, move out, washed away)

- a) He ---**looks up** ----the word in the dictionary.
- b) You must -----**move out**---- of the town.
- c) Rough sea -----**washed away** --- 100 houses in Dhaka.
- d) The police -----**tied him up**-- with chains.

4) Subject – Verb Agreement

- 1. Man and woman ----- (is/are) complementary to each other.
- 2. Plenty of mangoes and bananas ----- (is/are) available in this season.
- 3. A dictionary and an atlas ----- (is/are) missing from the library.
- 4. The leader as well as his brothers ----- (belongs/belong) to the same tribe.
- 5. Cats and dogs ----- (does/do) not get along.
- 6. The brothers as well as their sister ----- (is/are) good at their studies.
- 7. The students accompanied by their teacher ----- (has/have) gone on a picnic.
- 8. A lot of houses ----- (has/have) collapsed in the storm.
- 9. The children as well as their mother ----- (was/were) missing.
- 10. A large sum of money ----- (was/were) stolen.

Ans.: 1. Are 2. Are 3. Are 4. Belong 5.do 6. Are 7. Has 8. Have 9.were 10.was

Choose the correct form of verb that agrees with the subject:

- a) The Minister, together with his wife,----- (**greet**s, greet) the press cordially.
- b) The players, as well as the captain,----- (want, **wants**) to win.
- c) Neither the teacher nor the students ----- (seem, **seems**) to understand this assignment.
- d) One of my teachers----- (have, **has**) written a letter of recommendation for me.

5) Subject – synonyms

Choose the SYNONYM of the italicised part of the sentence.

- 1. She adjusted quite well with her husband's idiosyncrasies.
(A) peculiar habits (B) bad habits (C) weaknesses (D) stupid manners (Ans : A)
- 2. He is employed in an ordnance factory.
(A) orthodox (B) arms and ammunition
(C) electrical and electronic (D) ordinary and common (Ans : B)
- 3. I cannot believe in the veracity of his statement.
(A) truth (B) usefulness (C) sincerity (D) falsity (Ans : A)
- 4. Although the boys in his class were naughty, he never resorted to corporal punishment.
(A) harsh (B) physical (C) unjust (D) general (Ans : B)
- 5. The decision to drop the atom bomb on Hiroshima was a grave one.
(A) serious (B) momentous (C) instinctive (D) impulsive (Ans : A)

6. Word Form

Verb	Noun	Adjective
a) -----	-----	disappointing
b) Help	-----	helpful
c) -----	definition	definite
d) culture	culture	-----
e) create	-----	creative

Ans.: a. disappoint, disappointment b. helper c. define d. cultural e. creation

UNIT III

1) Homonyms

1) Read the homonyms given below and give an example each.

- a) Bank/Bank I have an account in Axis Bank
 The breeze in the river bank is enjoyable
- b) lead/lead – Lead is a metal
 The manager leads the team
- c) Act – act She acts well
 The new act is appreciable
- d) Bark -bark The dog barks
 The bark of the tree is old.

2. The underlined words in the following sentences are homonyms. Use any two of them in sentences of your own, each with a meaning different from the meaning given.

Names in the **right** hand column of the register, please! And place your bags under the **light** please!

- a. The answer is Right
- b. The new bag is light weight

3. Complete the following sentences using homophones

- i. Education plays an important in man's life. (Roll, **role**)
- ii. She is too ----- to walk. (Week, **weak**)
- iii. Although he walked 2 kilometers a day, he could not _____ (**lose**, loose) his weight
- iv. The lady of the house faced many difficulties in the absence her _____ (**maid**/made)
- v. The child _____ (**threw**/though) the ball into the tank.
- vi. They met the _____ (**their**/there) friends in the park
- vii. The chief guest has accepted to come on any day in this _____ (**week**/weak)
- viii. I couldn't get _____ (birth/**berth**) reservation in the train.
- ix. The chair is made of _____ (steal/**steel**)
- x. I don't know why he _____ (stairs / **stares**) at me for a long time.
- xi. No one can-----my opinion. (**alter**, altar)
- xii. ----- He was standing me. (besides, **beside**)

2) Adjectives

4) Fill in the blanks with suitable forms of the adjectives given in brackets:

- 1. Diesel is--heavier-(heavy) than petrol
- 2. Diesel costs-less----- (little) than petrol
- 3. Pressurized heavy water reactor is--smaller--(small) than fast breeder reactor and is therefore-more compact--(compact) than the other
- 4. Gold is----- more expensive-(expensive) than silver

5) Fill in the blanks with the comparative forms of the adjectives:

- a. A wise enemy is ----- better (good) than a foolish friend.
- b. Liberty is ----- more important (important) than food.
- c. The tiger is _ more ferocious (ferocious) than any other animal.
- d. Lead is heavier (heavy) than aluminum

3) Compound Nouns

6. Expand the given compound nouns appropriately:

- (a) steel bar – steel made of bar
- b) petrol engine -engine runs on petrol
- (c) oil production- production of oil
- (d) temperature drop. – drop in temperature

7. Fill in the blanks with suitable compound nouns forming them from the extended form given in brackets.

Our teacher conducted ---- group discussion (discussion in groups) on ozone layer depletion (depletion in ozone layer) to find out word power (the power of using words). All students conducted that tree plantation___ (plantation of trees) is important to avoid such problem.

8. Fill in the blanks with suitable compound nouns forming them from the form given in brackets.

___waste disposal ----- (disposal of wastes) is a very big problem now a days but it is proved that can be a
 ----- (source of energy) when recycling the wastes, waste management (management of
 wastes) found out the production of
 Landfills gas----- (gas from landfills) to power the houses.

9. Use the suitable compound nouns from the list of words to complete the following sentences.

Light ----- rush book bus station

hour ----- store traffic railway stop

- Stop the vehicles when the traffic light is red.
- As there was no bus, we had to wait in the bus stop for an hour.
- All the cities have rush hour in the morning and evening.
- She went to the ----- railway station to book a ticket.
- The science fiction is not available in the book store.

4. Discourse Markers

10. Use suitable discourse markers to link the sentences.

- Glass breaks easily. Glass has many properties.
Glass breaks easily because it has many properties.
- The pressure inside the boiler increased. The safety valve has not opened.
The pressure inside the boiler increased so the safety valve has not opened.

Unit IV

1) Relative Pronoun

1. Choose the correct relative pronoun to fill the blank. (that, which, who, whom)

- The tallest child, **who** was also oldest, was also most outstanding.
- I don't recognize the song **which** is playing.
- I rode my bike, **that** has a headlight home in the dark.
- I heard someone at the door but wasn't sure **whom** it was.

2. Choose the right Pronoun and complete the sentences:

- This is not _____ pen. (mine/**my**)
- Selvi is going out with _____ friends this evening. (**her**/ hers)
- Whose bag is this? _____ or his? (your/**yours**)
- Can we use your iron box? _____ is not working. (our/**ours**)

2. Collocations

3. Fill in the blanks with right options to complete the collocations:

- Let's consult with the elders before we ----- a decision
 (i) Do (ii) **make** (iii) Create (iv) construct
- The students always ----- attention in his class
 (i) Give (ii) **pay** (iii) Keep (iv) make
- It is a golden ----- we can't miss it
 (i) Chance (ii) **opportunity** (iii) Offer (iv) possibility
- He should learn to ----- his emotions under control
 (i) **Keep** (ii) hold (iii) Do (iv) make

4. Complete the collocation in the sentence by choosing the correct words:

- The officer _____ (pay/**had**) sympathy on the manager and offered financial aid.
- The dog in our house _____ (**went**/get) missing when we moved to a new place.
- The champion _____ (**broke**/made) his own record in the Olympics.
- The company _____ (made/**launched**) a new product in the market last month.

5. Fill in the blanks with right options to complete the collocation.

- Youngsters today seem to prefer _____ food.
 • Quick **b) fast** c) rapid d) speed
- She _____ tears when she heard the news.
 • **burst into** b) blew up in c) burst away d) blew away

- c) Working mothers often find that they are unable to _____ time for their children.
 • waste b) save c) spare d) spend
- d) He wasn't sure if he would get an appointment but he was willing to go to the CM's office and take a _____.
 A) opportunity b) choice c) break d) chance

3) Fixed & Semi Fixed Expression

6) Choose the correct fixed expressions from the options given:

- i) Life is not _____ (a joyful trip/ a bed of roses).
 ii) He always came up with _____ for coming late (a lame excuse/ silly ideas).
 iii) It is difficult _____ such boring people (to put down with/ to put up with).
 iv) The answer was on _____ (the tip of my mouth/ the tip of my tongue).

4) Articles

7) Fill in the blanks with suitable articles wherever necessary:

- a) _____ The _____ man I met yesterday was blind.
 b) This is _____ the _____ best book on elementary chemistry.
 c) _____ The _____ bird in hand is worth two in the bush.
 d) He is not _____ an _____ honorable man.

5) Definition

8. Give single line definition for the following words:

- a) Capacitor : a capacitor is a device that saves electrical charges and used to maintain voltage.
 b) Flow chart : a flow chart is a schematic representation of a process
 c) Microprocessor: A microprocessor is the central processing unit of a compute
 d) Transformer - Transformer is an apparatus for reducing or increasing the voltage of an alternating current.
 e) Rheostat - Rheostat is an electrical instrument used to control current by varying the resistance.
 f) Database - is a collection of information of any subject that is used for further analysis
 g) Fuse - Fuse is a small wire or a device inside an electrical equipment that regulates the flow of current.

Unit V

1) Cause & Effect

1. Join the following pairs of sentences with suitable cause and effect expressions

- (a) The velocity of the steam; the blades are caused to rotate
Because of the velocity of the steam, the blades are caused to rotate
- (b) It was raining, I stayed at home
As, it was raining, I stayed at home

4. Rewrite the following pairs of sentences into one by using appropriate cause and effect expressions like because, because of, due to, as a result etc..

- a) The price of petrol has gone up. The essential commodities have become costlier
The price of petrol has gone up so the essential commodities have become costlier
- b) A nail has pierced the tyre. It has become flattened.
A nail has pierced the tyre and It has become flattened.

5. Combine the following pair of sentences to bring out the cause and effect relationship.

- a) The machine was not maintained properly. The accident occurred.

The machine was not maintained properly **so** the accident occurred.

b) There is an increase in the number of accidents. The traffic police do not check the violation of the rules.

There is an increase in the number of accidents **because** the traffic police do not check the violation of the rules.

PART B

UNIT-I

1) Email Writing

Format:

From:

To:

Cc: (If required)

Bcc: (If required)

Subject:

Salutation: (Formal / Informal)

Content:

Closure:

Attachments: (If required)

2) Self Introduction Letter

Letter of introduction - introducing one professional contact to another:

Hi Tim,

I hope you've been well since we last spoke! I'm reaching out as my former coworker, Haley, is interested in working at XYZ Company. I remembered that you joined the company a few years back.

Haley has four years of experience in customer service and is looking to continue her career at XYZ Company, but would like to learn more about the company before applying. I thought I could connect you two for an informational interview, if you have time. If there is someone else at your company who you feel could better answer Haley's questions, feel free to forward the request.

Haley is copied on the email and will be reaching out to follow up. Thanks in advance for your assistance Tim!

Have a great evening,

Sally Johnson

UNIT-II

Paragraph Writing

Arrange the following jumbled sentences into a coherent paragraph:

1. Engineering is the use of scientific principles to achieve a planned result.
2. The distinctions between science, engineering and technology are not only always clear.
3. Generally, Science is the reasoned investigation or study of nature, aimed at discovering enduring relationship (principles) among elements of the (phenomenal) world.
4. In this sense, scientists and engineering may both be considered technologists, but scientists generally less so.
5. This knowledge may then be used by engineers create artifacts, such as semiconductors, computers and other forms of advanced technology.
6. However technology broadly involves the use and the application of knowledge (e.g scientific, engineering, mathematical linguistic and historical) both formally to achieve some “practical” results.
7. It generally employs formal techniques i.e. some set of established rules of producer, such as the scientific method.
8. For example, science might study the flow of electrons in electrical conductors.

Answer

The distinctions between science, engineering and technology are not only always clear. **Generally**, Science is the reasoned investigation or study of nature, aimed at discovering enduring relationship (principles) among elements of the (phenomenal) world. It generally employs formal techniques i.e. some set of established rules of producer, such as the scientific method. However technology broadly involves the use and the application of knowledge (e.g scientific, engineering, mathematical linguistic and historical) both formally to achieve some “practical” results. For example, science might study the flow of electrons in electrical conductors .In this sense, scientists and engineering may both be considered technologists, but scientists generally less so.

• **Report Writing**

Write a report about your industrial visit Industrial Visit Report

Report on Industrial Visit

Submitted

To

The HOD,
Department of Biotechnology
ABC College of Engineering
Hosur – 635 109

Prepared

By

Sri Venugopal
The Class Representative
I Year, Biotechnology
ABC College of Engineering
Hosur – 635 109

Hosur
05-03-2022

Respected Sir,

This is to report on the One day Industrial visit on 04-03-2022 (Monday) at 9.00 am at BIOCON, Bangalore.

Our classmates with four faculty members went for a one day industrial visit to BIOCON, Bangalore on 19th March 2022. As planned earlier, everybody assembled at the department at 9am. After confirming that all the 60 members have come, we took a college bus and reached the company by 10am.

A team comprising of a Safety Engineer, a Production Engineer and three security personnel received us. First we were taken to the conference hall where a brief presentation on the visit was given. We were also instructed to put on use sterilized overalls, gloves, and shoes when entering the molecular genetics lab. From the conference hall, we went to the 'equipments expo'. This section is kept exclusively for student visitors and has a miniature display of all the equipments used for R&D and production. The technicians explained the working of those equipments in detail.

Next we were taken to the genetic engineering lab with the instruction that we were not supposed to disturb the work of any technician there. Then we had a guided tour of the R&D department. The chief technician explained to us about the various projects they are undertaking. There we could see a lot of bio-technicians and research scientists immersed in their research activities.

The visit came to an end at 3pm with refreshment at the staff cafeteria. We left the premises at 4pm.

On the whole, the visit was very useful and we became familiar with many techniques and applications in the field of genetic engineering. We express our sincere thanks to the HoD for permitting us to go on the visit.

Thanking you

Yours obediently,

UNIT-III

Instructions

1. Write a set of instructions for operating the ticket vending machine at a railway station.

Instructions for operating the ticket vending machine

1. Insert the card into the machine.
2. Select the language.
3. Select the zone.
4. Select the place.
5. Enter the number of tickets.
6. Receive the ticket.
7. Verify the platform.
8. Get back the card.

2. Write a set of eight instructions to be followed by the public to preserve the environment and keep it free from pollution. (Air, water and land).

Instructions to be followed by the public to preserve the environment

1. Start using renewable sources of energy for transportation, for domestic purposes and also in industries.
2. Keep the vehicles in condition to prevent spewing out toxic gases.
3. Treat sewage and industrial effluents before discharging into the water bodies.
4. Use natural fertilizer and pesticides for agriculture.
5. Employ methods for proper recycling of non- biodegradable waste such as plastics, Segregate waste at the source itself.
6. Do not cut trees. (i.e. deforestation, in the name of expansion of land space; encourage afforestation).
7. Poachers and illicit users of forest wealth must be strictly punished.
8. Prevent using things made from the skin or other parts of endangered animals like tiger, peacock, snake etc.

3. Write a set of eight instructions to be followed in the computer lab.

Instructions to be followed in the computer lab

- Obtain the teacher's permission before carrying out any activity in the laboratory.
- Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- Report fires or accidents to your teacher immediately.
- Handle the system and accessories carefully.
- Report any broken plugs or exposed electrical wires to your teacher immediately.
- Sit in front of your computer in the right posture.
- Avoid stepping on electrical wires or any other computer cables.
- Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.

4. Write a set of 8 instructions to be followed in the chemistry lab

Instructions to be followed in the chemistry lab

1. Always wear shoes and lab coats while entering a chemistry lab and use gloves and apron while using concentrated solutions.
2. Keep strong acids on sand mound
3. Be careful not to add apparatus with distilled water before and after use. Any residual chemical could cause dangerous reactions.
4. Always wash all the apparatus with distilled water before and after use. Any residual chemical could cause dangerous reactions.
5. Keep the test tube in a standing position away from the face while using it.

6. Switch off the burners when not in use.
7. Do not wash glass apparatus in cold water when it is hot
8. Use test tube holders while heating or adding concentrated acids.

5. Write a set of eight instructions that are to be followed by the students in the language laboratory.

Instructions that are to be followed by the students in the language laboratory.

1. Sign in online at the commencement of the lab class.
2. Enter the personal information (user name and password).
3. Handle the keyboard, mouse, speakers and the headphones gently.
4. Do not try to reconfigure, setup, / install files in the computers located in the Language Laboratory.
5. Do not store unauthorized software on the lab computers.
6. Do not attempt to gain unauthorized access to resources of information.
7. Do not take food or drinks inside the language laboratory.
8. Follow the instructions of the faculty carefully.

6. Write a set of eight instructions that are to be followed while travelling by bus

Instructions that are to be followed while travelling by bus

1. Get into the bus in an orderly manner. Allow other passengers to alight before boarding.
2. As soon as you board the bus, buy the ticket or show your travel pass to the conductor.
3. Respect the needs and comfort of other passengers, such as not using offensive language, fighting, spitting, placing feet on seats, throwing things in or from the bus, eating or drinking – except water
4. Give seats to adults and disabled passengers.
5. Adhere to the law that bans smoking / drinking in the buses.
6. Keep arms, legs and heads inside the bus. Move inside the bus and stand away from the doors during travel.
7. Don't alight while the bus is still on the move.
8. Protect bus property. Ensure that buses are not vandalized. Report any vandalism, such as graffiti and window etching.

7. Pickpocketing is a major nuisance to the users of public transport. The pickpockets steal money or other valuables from them. Write a set of eight instructions to avoid pickpockets while travelling.

Instructions to avoid pickpockets while travelling.

1. Always store valuables in a front pocket or a secret pocket.
2. Do not board buses that are overcrowded.
3. Take care of your belongings while travelling.
4. Never hand money to panhandlers, unless you have loose change in your pocket.
5. Shorten the strap on any purse or bag you carry.
6. Wear backpacks on your front if you must wear one in a crowd.
7. Beware of strangers starting up a conversation.
8. Avoid carrying large amount of money, jewellery or other valuables.

UNIT-IV

• Recommendations

1. Write a set of recommendations for using your cell phone safely.

Recommendations for using your cell phone safely.

1. It is recommended not to use mobile in vibration mode.
2. It is suggested to charge the battery for a limited time.
3. It is suggested to use original battery for long life.
4. It is advised not to play games.
5. It is recommended to use proper pouch.
6. It is recommended to service mobile yearly once.
7. It is recommended to use the mobile by single hand.
8. It is advised to avoid dropping down.

2. Write a set of eight recommendations for a student preparing for the University Examinations.

Recommendations for a student preparing for the University Examinations.

1. It is recommended to collect all the University question papers relating to the subjects.
2. It is recommended to maintain a record of what one has studied.
3. It is advised to check whether materials are available for all papers.
4. It is suggested to have group study with regard to the difficult topics.
5. It is requested to keep oneself thorough with all the topics atleast 15 days before the commencement of the examinations.
6. It is recommended to get the doubts clarified with teachers.
7. It is advised to write all the formula for mathematics in a separate notebook.
8. It is recommended to know from the college office the date of the issue of hall tickets and time table.

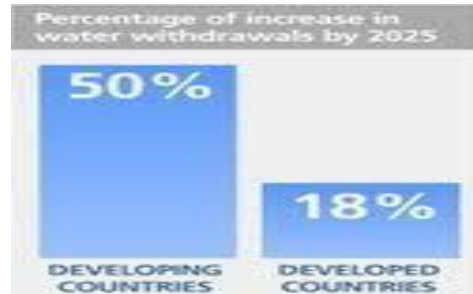
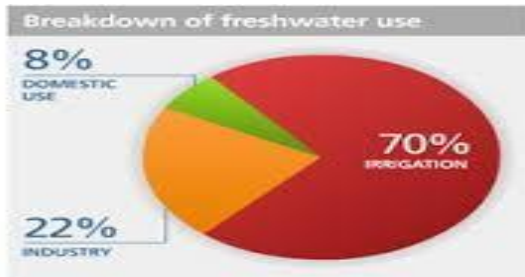
3. Write a list of eight recommendations for improving health services in government hospitals.

Recommendations for improving health services in government hospitals.

1. It is recommended that the government hospital authorities are actively involved in the health care of the people.
2. It is advised that the doctors listen to the patients and answer the questions regarding the ailments.
3. It is suggested that the doctors provide all reliable sources of information
4. It is recommended that the doctors give all the required medicines.
5. It is requested that the doctors tell clearly about the dosage of the medicines.
6. It is recommended that the result of any test or procedure is ob
7. It is suggested that the doctors inform the patients about the options of treatment.
8. Before leaving the hospital, it is recommended that the doctors or other health care professionals explain the treatment plan to the patients which will be of use at home.

Graphic Organiser

The following chart and graph show the global usage of freshwater in the year 2012 and the projected increase of freshwater usage in the next decade. Write a paragraph based on the details found in the charts:



The following chart and graph frighten us by showing the projected increase of freshwater usage in the next 10 years, apart from the usage of freshwater in the year 2012.

In 2012, 70% of freshwater was used for irrigation. 20% of water was used by industries and 10% was used for domestic purposes. It's good that a large quantity of water was used for irrigation as it must have helped agricultural produce. The people used less amount of water in that year and industries took their share of 20 %; it's okay.

We imagine about the likely increase in freshwater withdrawals by 2025 we can't be happy as the picture is gloomy. The developing countries will have sucked 50% of water and the developed countries will have used 18% of water by 2025. Proportionately the increase in population also leads to more and more consumption of water. The environmental pollution, Greenhouse Effect, poor rains and depletion of water resources are some of the factors that will cause day –to-day problems for human beings and animals.

It is judicious use of water will prevent such problems from assuming a huge size. We should become conscious of preserving water resources.

UNIT-V

• Essay Writing

13. Write an essay not exceeding 300 words discussing the importance of internet in the contemporary Society

Importance Of Internet In The Contemporary Society

Synopsis:

- * Introduction
- * The importance of internet
- * Advantages of internet
- * Disadvantages of internet
- * Conclusion

Introduction

The internet has undoubtedly become a huge part of our lives. Many people in today's generation are relying in the internet to do a lot of different tasks. In fact, wherever you go these days, you can see people holding some sort of gadgets and using the internet to play games or search things that they want. But of course, the internet is not just about entertainment. It's also useful in many other things as well.

The importance of internet

Today, many students are using the internet to do research and complete their assignments. Since the internet is full of information, most students use this as a source of education. In fact, there are now even online programs and courses available, which people can easily access to study and learn other things even while they're at the comfort of their homes. Years ago, if you wanted to find something out, you would have to run at a public library and look through a pile of books,

which is very tiring and time-consuming. But now, with just a few clicks of your mouse, you can already get any information you need.

Advantages of internet

Years ago, when you also wanted to buy something, such as food, shoes, or any items, you would go to a shop or restaurant to get that thing you need. But now, you can easily Google the product you want and have it delivered directly to your door! In fact, you can now even pay your bills and file your taxes online. Hiring people you need is also made much easier with the use of internet. If you need a plumber or a [bookkeeper](#), for instance, you can conveniently search online, look through various websites, and choose the one that you believe can provide you the service you need. Amazing, right?

Disadvantages of internet

Internet is also very important when it comes to communication. Before, when people wanted to speak with someone who lives in a distant place, they would have to reach a phone and make a phone call. If they don't have any access to a phone, they would write a letter, which usually takes a few days to arrive. But now, there are emails and social media, wherein you can instantly send messages to your loved ones. You can even make a video call and see the person even if he or she is at the other side of the world! This advantage also benefits other industries as well, particularly the entrepreneurs and business owners. If before, business owners would have to travel overseas to speak to a client, now they can make negotiations even if they are at the comfort of their own office.

Conclusion

There are really so many things that internet can do for us. In fact, many people in today's generation can't imagine life now without having this technological advantage. This is also the very reason why technology experts are doing all the best they can to improve our technology even more. [Service providers](#) also promise to improve their service because they know how vital is internet to people's lives today.

Reading Comprehension

Read the following passage and answer the questions that follow it:

Getting a chocolate out of a box requires a considerable amount of unpacking: the box has to be taken out of the paper bag in which it has arrived. The cellophane wrapper has to be torn off, the lid opened and the paper removed; the chocolate itself then has to be unwrapped from its own piece of paper. It is now becoming increasingly difficult to buy anything that is not wrapped in cellophane, polythene, or paper.

The package itself is of no interest to the people, who usually throw it away immediately. Useless wrapping accounts for much of the heap of garbage in the streets. So why is it done? Some of it, like the cellophane on meat is necessary, but most of the rest is simply competitive selling. This is absurd. Packaging is using up resources and messing up the environment.

Little research is being carried out on the costs of alternative types of packaging. Just how possible is it, for instance, for local authorities to salvage paper, pulp it, and recycle it as egg-boxes? Would it be cheaper to plant another forest? Paper is the material most used for packaging but very little is recycled.

A machine has been developed that pulps paper then processes it into packaging, eg. Egg-boxes and cartons. This could be easily adapted for local use. It would mean that people would have to separate their refuse into paper and non-paper, with a different dustbin for each. Paper is, in fact, probably the material that can be most easily recycled; and now, the massive increase in paper prices, the time has come at which collection by local authorities could be profitable.

Recycling of this kind is already happening with milk bottles, which are returned to the dairies, washed out and refilled, but both glass and paper are being threatened by the growing use of plastic. More and more dairies are experimenting with plastic bottles. If all the milk bottles necessary were made of plastic, then British dairies would be producing the equivalent of enough plastic tubing that would encircle the earth every five or six days!

The trouble with plastic is that it does not rot. Some environmentalists argue that the only solution to the problem of every growing mounds of plastic containers is to do away with plastic altogether in the shops, a suggestion unacceptable to many manufacturers who say there is no alternative to their handy plastic packs.

More research is needed for the recovery and re-use of various materials and for the cost of collecting and recycling containers as opposed to producing new ones. Unnecessary packaging, that is used just once, can be avoided. But it is not so much a question of doing away with packaging as using it sensible. What is needed now is a more sophisticated approach to packaging. Let it be simplified to a considerable extent to minimize land pollution.

a. Choose the response which best reflects the meaning of the text

1. The local authorities are

- i. the town council
- i. the paper manufacturers
- ii. the most influential citizens

2. If paper is to be recycled

- i. more forests will have to be planted
- ii. the use of paper bags will have to be restricted
- iii. people will have to use different dustbins for their rubbish ivthe local authorities will have to reduce the price of paper

3. British dairies are

- i. producing enough plastic tubing to go round the world in less than a week
- ii. giving up the use of glass bottles
- iii. increasing the production of plastic bottles
- iv. re-using their old glass bottles

4. The environmentalists think that

- i. more plastic packaging should be used
- ii. plastic is the most convenient form of packaging
- iii. too much plastic is wasted
- iv. shops should stop using plastic containers

5. The author thinks that

- i. the function of packaging is not important
- ii. people will soon stop using packaging altogether
- iii. not enough research has been done into the possibilities of recycling
- iv. the cost of recycling is so great that it is better to produce new materials than use old ones.

b. State whether the following statements are true or false

- i. Too many products nowadays are wrapped in unnecessary packaging
- ii. The countryside is being spoilt by the overproduction of packaging
- iii. It is possible to use paper again
- iv. The rising price of paper will make it worthwhile for local authorities to collect waste paper
- v. Plastic is difficult to destroy

c. Choose the meaning or explanation which best fits the context in which it is used

i. Confined

1. used for 2. restricted to 3. needed for 4. suited to

ii. accounts for

1. makes up 2. compensates for 3. is recovered from 4. is kept out of

iii. So why is it done?

1. Why do people buy things they don't need?
2. Why is so much wrapping thrown away?
3. Why do the shops try to sell things people don't want?
4. Why is so much unnecessary wrapping used?

iv. messing up

1. spoiling 2. altering 3. improving 4. poisoning

v. recycled

1. reduced 2. reproduced 3. re-used 4. retailed

vi. handy

1. attractive 2. Easy to hold 3. Convenient 4. easy to destroy

