

V.S.B. ENGINEERING COLLEGE, KARUR
Department of English
(Reg. 2017)
HS8251 TECHNICAL ENGLISH

STUDY MATERIAL

TECHNICAL VOCABULARY

Match the words with their meanings

- | | |
|-------------------|-------------------------------|
| 1. a) accelerate | 1) feasible |
| b) simultaneously | 2) increase speed |
| c) viable | 3) extremely high |
| d) prohibitive | 4) occurring at the same time |

Answer: 2,4,1,3

- | | |
|-----------------|-------------------------------|
| 2. a) distort | 1) bulky |
| b) cumbersome | 2) twist out of shape |
| c) comprehend | 3) state of being out of date |
| d) obsolescence | 4) understand |

Answer: 3,1,4,2

- | | |
|-------------|----------------|
| 3. a) alien | 1) remove |
| b) discard | 2) innumerable |
| c) myriad | 3) foreign |
| d) advent | 4) arrival |

Answers : 3,1,2,4

- | | |
|------------------|-----------------------------------|
| 4. a) priming | 1) thing or part added to improve |
| b) indispensable | 2) preparing |
| c) supplement | 3) consider before hand |
| d) anticipate | 4) necessary |

Answer: 2,4,1,3

- | | |
|------------------|------------------|
| 5. a) explore | 1) including all |
| b) comprehensive | 2) arrangement |
| c) array | 3) unfit to eat |
| d) inedible | 4) examine |

Answer: 4,1,2,3

- | | |
|----------------|----------------|
| 6. (a) Slight | a) Temperate |
| (b) Penny-wise | b) Generous |
| (c) Avaricious | c) Heavy |
| (d) Greedy | d) Extravagant |

Answer: c,d,a,b

- | | |
|-----------------|--------------|
| 7. a. Diversity | a) Negligent |
| b. Inadvertent | b) Hindrance |

- c. Obstacle
 - d. Projection
- Answer: d, a, b, c

- c) Shooting forward
- d) Difference

8. a) Dynamism
b) Enhance
c) Breeder
d) Empathy

- 1) producer
- 2) sympathy
- 3) heighten
- 4) strength

Answer: 5,3,1,2

9. a. Accurate
b. Gigantic
c. Elide
d. Rapid

- 1) Swift
- 2) Precise
- 3) Huge
- 4) Omit

Answer: 2,3,4,1

- 10 a) Conventional
b) Appropriate
c) consume
d) display

- 1) use up
- 2)traditional
- 3)exhibit
- 4)suitable

Answer: 2,4, 1,3

Antonyms

I.

- 1) What's the opposite of more?
Few, less, a lot, many
- 2) What's the opposite of alive?
Asleep, dead, death, sick
- 3) What's the opposite of loud?
Soft, quite, quiet, noisy
- 4) What's the opposite of happy?
Glad, ugly, difficult, sad
- 5) What's the opposite of last?
First, beginning, start, end
- 6) What's the opposite of now?
Always, never, then, soon
- 7) What's the opposite of to buy?
to take, to sell, to bring, to lend
- 8) What's the opposite of better?
Bad, worse, good, worst
- 9) What's the opposite of dangerous?
Easy, beautiful, safe, pleasant
- 10) What's the opposite of cool?
Warm, hot, cold, cooler

II.

- 1) What's the opposite of many?
Less, few, more, most
- 2) What's the opposite of deep?
Shallow, narrow, thin, low
- 3) What's the opposite of long?
Broad, small, thing, short
- 4) What's the opposite of clean?
tidy up, clear, dirty beautiful
- 5) What's the opposite of empty?
Shut, open, Ugly, full
- 6) What's the opposite of thin?
Light, slow, fat, more
- 7) What's the opposite of beginning?
End, start, finish, depart
- 8) What's the opposite of big?
Huge, small, large, less
- 9) What's the opposite of modern?
Older, ancient, new, contemporary
- 10) What's the opposite of poor?
Wealth, rich, poverty, wise

SUBJECT VERB AGREEMENT

1. The dog _____ when he is angry.
2. The dogs _____ when they are angry.
3. The dog, who is chewing on my jeans, _____ usually very good.
4. There is a problem with the balance sheet. Here _____ the papers you requested.
5. Does Lefty usually eat grass? Where _____ the pieces of this puzzle?
6. The cow and the pig _____ jumping over the moon
7. Red beans and rice _____ my mom's favorite dish.
8. Nonsmoking and drinking _____ allowed. Every man and woman _____ required to check in.
9. Jessica or Christian _____ to blame for the accident.
10. All of the chicken _____ gone. All of the chickens _____ gone.
11. Four quarts of oil _____ required to get the car running.
12. Dogs and cats _____ both available at the pound.
13. Do your sisters or your girlfriend _____ (wants) any pizza?
14. Everybody _____(want) to be loved
15. Few _____ left alive after the flood.
16. To walk and to chew gum _____(requires) great skill.
17. Standing in the water _____ a bad idea. Swimming in the ocean and playing drums _____ my hobbies.
18. The herd _____ stampeding.
19. The Barbs _____ a movie starring Tom Hanks.
20. The dishes _____ done and table is clear.
21. What we need _____ more pots and pans.
22. The volunteers _____(collects) many contributions a day
23. The girl _____ (run) towards him.
24. The girls _____ (runs) toward him
25. She _____ (do) the cooking
26. They _____ (do) the cooking
27. One pear _____ (have) been eaten
28. Two pears _____ (has) been eaten
29. Everybody _____ (know) the answer.
30. Nobody _____ (speak) German here.
31. A seer, so my friends tell me, (predict, predicts) events or developments.
32. The seer, together with three other psychics, (plans, plan) to make a number of startling predictions.
33. These predictions, including one about how well you will do on this practice, (is, are) not to be believed.
34. My sister, along with her husband and my parents, (is, are) driving to a wedding this weekend.
35. Inside my refrigerator (is, are) a can of Diet Pepsi *and* an old English muffin. *And* makes this plural.
36. One of my brothers (was, were) in Atlanta last weekend.
37. The teacher as well as her students (believe, believes) that practice makes perfect.
38. However, I believe that perfect practice, including long drills, (is, are) the key to success.
39. Neither of the two politicians (expect, expects) to lose the race.
40. Neither Senator Smith nor her administrative assistants (return, returns) phone calls.

41. Neither her administrative assistants nor Senator Smith (return, returns) phone calls.
42. Each of the twins (has, have) some unusual habits. (Each is singular.)
43. The first type of driver that I find annoying (is, are) the speeders.
44. She is one of the students who always (answer, answers) correctly.
45. Sara is the only one of the students who always (answer, answers) correctly.
46. Beyond the river (is/are) a dress store and a shoe store.
47. The cost of goods (vary/varies) greatly in the different states.
48. The *Seattle Times* (is/are) sold widely.
49. Neither the employers nor the union (desire/desires) strikes vote.
50. Food tests taken on Friday (confirm/confirms) my original diagnosis.

Answers

- | | | | | |
|-------------|--------------|-------------|--------------|-------------|
| 1. growls | 11. was | 21. is | 31. Predicts | 41. returns |
| 2. growl | 12. are | 22. collect | 32. Plans | 42. has |
| 3. is | 13. want | 23. runs | 33. Are | 43. is |
| 4. are | 14. wants | 24. run | 34. Is | 44. answer |
| 5. are | 15. were | 25. does | 35. Are | 45. answers |
| 6. are | 16. require | 26. do | 36. Was | 46. are |
| 7. is | 17. was, are | 27. has | 37. Believes | 47. varies |
| 8. is, is | 18. is | 28. have | 38. Is | 48. is |
| 9. is | 19. is | 29. knows | 39. Expects | 49. desires |
| 10. is, are | 20. are | 30. speak | 40. Return | 50. confirm |

COMPOUND WORD

1st Grade Compound Words: bedtime, bluebird, cowboy, cupcake, notepad, pigpen, popcorn, rainbow, starfish, sunset

2nd Grade Compound Words: barnyard, butterfly, daylight, drumstick, flagpole, jellyfish, mailbox, notebook, raincoat, suntan, bathroom, catfish, doghouse, eyeglasses, footprint, lipstick, outside, pineapple, rowboat, seashell, birthday, classmate, doorway, fireplace, homework, lovebird, peanut, ponytail, sailboat, snowfall

3rd Grade Compound Words: backyard, downtown, overcoat, railroad, sidewalk, stepladder, teaspoon, waterfall, workbench, baseball, earring, necktie, playpen, seafood, skyscraper, sunrise, thumbtack, windmill, yearbook, daydream, handshake, nightgown, racetrack, shoelace, spaceship, teardrop, textbook, toothbrush, windshield

4th Grade Compound Words: afternoon, dishwasher, fingerprint, grandmother, motorcycle, playground, suitcase, teammate, watermelon, yardstick, aircraft, downstairs, fisherman, horseback, necklace, saltwater, sunlight, thunderstorm, weekend, chalkboard, dragonfly, flashlight, keyboard, password, sandpaper, surfboard, toothpaste, worldwide

5th Grade Compound Words: boxcar, earthquake, firecracker, handwriting, homesick, lifeguard, newsletter, rattlesnake, skyline, swordfish, breakfast, endless, gingerbread, headphones, layout, newcomer, overdue, shipwreck, stepmother, tombstone

6th Grade Compound Words: broadcast, deadline, headache, mankind, meanwhile, overseas, sightseeing, straightforward, timetable, viewpoint, courthouse, guideline, landmark, marketplace, playwright, silverware, thoroughfare, trustworthy, undergraduate, weatherproof

7th Grade Compound Words: billboard, clockwise, greenhouse, greyhound, headquarters, heartbreak, jawbone, kingfisher, masterpiece, whirlpool

8th Grade Compound Words: citizenship, copywriter, counterclockwise, drawstring, darkroom, folklore, forearm, freshman, heirloom, roundabout

9th Grade Compound Words: knothole, offspring, outlying, rawhide, sharecropper, steeplechase, stouthearted, timberline, underestimate, underscore

10th Grade Compound Words: counterpart, driftwood, foreshadow, grindstone, henceforth, icebreaker, leeward, levelheaded, overwrought, threadbare

11th Grade Compound Words: buckskin, crackdown, fellowship, halfhearted, herewith, hindquarter, lackluster, layman, lovelorn, roughhew

12th Grade Compound Words: counterbalance, countersign, crestfallen, foreordain, fortnight, hairbreadth, hindsight, leeway, pigeonhole, roughshod

sailboat	watchword	timesaving	timeshare	timekeeper
salesclerk	showoff	sharecropper	sheepskin	shoelace
candlestick	newsbreak	newscaster	newsprint	newfound
butterscotch	turnabout	turnaround	turnbuckle	timetable
eyewitness	starfish	stagehand	spacewalk	sharpshooter
shoemaker	turndown	turnkey	turnoff	turncoat
horsefly	comedown	comeback	cabdriver	aboveboard
bluebird	tablespoon	tabletop	tableware	tablecloth
stoplight	sunlit	sandlot	snowbird	sundial
bluebell	wheelhouse	fishhook	fishbowl	wheelchair
stronghold	tailgate	taillight	taillike	tagalong
pinup	tailspin	takeoff	takeout	tailpiece
bellhop	taproot	target	taskmaster	taproom
steamboat	dairymaid	teaspoon	daisywheel	teammate
pinwheel	telltale	tenderfoot	tenfold	showplace
ashtray	watchword	timesaving	timeshare	fisherman
blackball	showoff	sharecropper	sheepskin	beachcomb
sunroof	newsbreak	newscaster	newsprint	washtub
upset	turnabout	turnaround	turnbuckle	snowshovel
jailbait	starfish	stagehand	spacewalk	superimpose
atchcase	turndown	turnkey	turnoff	dogwood
jetport	comedown	comeback	cabdriver	watchman
watchtower	tablespoon	tabletop	tableware	jackpot
gumball	sunlit	sandlot	snowbird	watercolor
watercraft	wheelhouse	fishhook	fishbowl	schoolbus
moonwalk	tailgate	taillight	taillike	washout
uphold	tailspin	takeoff	takeout	wastebasket
shipbottom	taproot	target	taskmaster	sunup
waterscape	dairymaid	teaspoon	daisywheel	watchband
watercooler	telltale	tenderfoot	tenfold	downbeat

Imperative Forms

1. You / go to the supermarket.
Go to the supermarket!
2. we / have a drink

Let's have a drink!

3. you / not to smoke (utilisez: do)
Don't smoke!
4. we / not to take the car (utilisez: let)

Let's not take the car.

5. You/ to brush.

Let's brush

6. you/to stop

Don't stop

7. You/ not to be.

Not be

8. We/ not to complicate.

Don't complicate

9. Please you/ not to pollute.

Do n't pollute

10. Please you/to read the instructions,

Read the instructions

11. you/to turn off

Don't turn off

12. you/ to keep all medicines out of reach
of children

Keep all medicines out of reach of children

13. We/to go and celebrate our victory.

Let's go and celebrate our victory

14. You/not to the camera get wet.

Don't let the camera get wet.

15. We/to go to the cinema.

Let's go to the cinema.

16. You / not to speak like that.

Don't speak like that.

17. You / not to pay attention to her.

Don't pay attention to her.

18. You /to go to the party tonight.

Let her go to the party tonight.

19. You / not to drive too fast.

Don't drive too fast.

20. You / to Close the door.

Close the door

21. You / to Sit down and open your book
page 26.

Down and open your book page 26.

22. You / to listen to me.

You, listen to me.

23. You / not to say a word.

Let's not say a word

24. You/ to give me a ball.

Give me a ball!

25. Please you/ to open the window!

Open the window!

26. Please you/ to Take a book!

Take a book!

27. Please you/ to Look at this boy!
Look at this boy!

28. Please you/ to Listen to the tape!

EXTENDED DEFINITIONS

1. Activated Charcoal: A carbon which is porous in nature and possesses high adsorption power. It is useful for removing toxic substances from air and water.
2. Activation energy: During a chemical reaction, the minimum amount of energy which is needed by the reactants to get converted into products is known as activation energy.
3. Acyl Group: It is a functional group of organic compounds which is usually obtained by replacing the hydroxyl group ($-OH$) from any carboxylic acid.
4. Addition Reaction: A type of chemical reaction in which an atom or a group of atoms is added to a double or triple bond compound, in order to change it into a single and double bond compound respectively.
5. Alcohol: An organic compound which consists of a hydroxyl group ($-OH$) attached to a carbon atom of an alkyl group chain.
6. Aldehyde: A functional group of organic compounds, consisting of one atom each of carbon, hydrogen and oxygen. Here, the carbon atom forms a single bond with the hydrogen atom and is bonded to the oxygen atom with the help of a double bond.
7. Aliphatic: An organic compound in which the carbon atoms are bonded together in the form of a chain. It does not have aromatic rings.
8. Alkali Metals: Elements which belong to Group IA of the periodic table.
9. Alkaline Earth Metals: Elements which belong to Group IIA of the periodic table.
10. Alkanes: Alkanes are a series of organic compounds, consisting of carbon and hydrogen atoms, where all the carbon atoms are bonded to each other only by single bonds.
11. Alkenes (Olefins): Unsaturated organic compounds which have at least one carbon-carbon double bond.
12. Electrolyte: An electrolyte is a chemical substance that splits up into ions in aqueous state or molten state and acts as a medium to conduct electricity.
13. Electron: Electron is a negatively charged subatomic particle that revolves around the nucleus of an atom.

14. Electron Affinity: Electron affinity of an atomic or molecular particle is the energy change that takes place as a result of addition or deletion of an electron from a neutrally charged atom or molecule.

15. Electron Configuration: The arrangement of electrons in the orbitals of an atom is known as electron configuration.

16. Acceleration: The rate of change of velocity with time is called acceleration. Mathematically, the second derivative of the distance traveled by an object is called acceleration.

17. Accuracy: The measure of the closeness of a value to the actual value of a result is called accuracy.

18. Acute Angle: An angle whose measure is less than 90° is called an acute angle.

19. Acute Angled Triangle: A triangle in which all the interior angles are acute is known as an acute angled triangle.

20. Circular Cone: A cone with a circular base.

21. Circular Cylinder: A cylinder with circle as bases.

22. Circumcenter: The center of a circumcircle is called circumcenter.

22. Circumcircle: A circle that passes through all the vertices of a regular polygon and triangles is called circumcircle.

23. Circumference: The perimeter of a circular figure.

24. Circumscribable: A plan figure that has a circumcircle.

25. Circumscribed: A figure circumscribed by a circle.

26. Circumscribed Circle: The circle that touches the vertices of a triangle or a regular polygon.

27. Clockwise: The direction of the moving hands of a clock.

28. Simile: There is an obvious comparison that is made between two dissimilar things using words such as, like and as.

29. Onomatopoeia: The technique in which words that imitate sounds are used to refer to the objects, living things, or actions that they are associated with.

30. Personification: This is a figure of speech which is used when the poet or the writer wants to attribute human qualities to an inanimate object or thought.

31. Transformer: Transformer is a piece of electrical equipment, which changes the voltage of current

USE OF SEQUENCE WORDS:

1. so / to / itchy / is / that / I / wait / My / off. / uniform / can't / take / it

My uniform is so itchy that I can't wait to take it off

2. Is / good / both / for / and / early / rising / old / adults

Early rising is good for both old and adults

3. the / weekend / I / can / love / down. / be / I / myself / because / and / dress

I love the weekend because I can be myself and dress down.

4. Finish / work / early / one / can / go / and / a / for walk / one's.

One can finish one's work early and go for a walk

5. place / our lives / music / important / has / in / an.

Music has an important place in our lives

6. its / urbanisation / in India / everywhere / has / tentacles / spread

Urbanization has spread its tentacles everywhere in India

7. light up / in every home / good / the lamp / books / magazines / and / of / knowledge

Good books and magazines light up the lamp of knowledge in every home.

8. 'The year of Books' / are / we / this / celebrating / year.

This year we are celebrating "The Year of Books".

9. I'd / thought / nervous! / the / get / interview; / I / I / through / was / never / so

I never thought I'd get through the interview; I was so nervous!

10. Reshma / year. / to / to / the / come / back / hopes / Disneyworld / for / next / a / holiday

Reshma hopes to come back to the Disneyworld for a holiday next year.

11. want / Do / me / see / you / you / at / to / the / airport? / off

Do you want me to see you off at the airport?

12. you/ betray / once / it's / his / fault / someone / fault / betrays / it's / he if / twice if / your / you

If someone betrays you once, it's his fault. If he betrays you twice, it's your fault.

13. baby / gave / apple / her / the / mother / a / red

The mother gave her baby a red apple.

14. that / lived in / hills / I dreamt / I / Mallabar

I dreamt that I I lived in Mallabar hills.

15. Mohit / and / skating / Saturday / went / on / Preeti

Mohit and Preeti went skating on Saturday

16. way / good / eating / cream / ice / to / off / is / a / cool

Eating ice cream is a good way to cool off.

17. spoil / broth / the / too / many / cooks

Too many cooks spoil the broth

18. money / me? / How / give / can / much / you

How much money can you give me?

19. the / was / that / authority / curbed / King / annoyed / his / was

The king was annoyed that his authority was curbed

20. strike / opportunity / the / wait / I / to / right / for / will

I will wait for the right opportunity to strike.

21. are harmless/to people/ most bats

Most bats are harmless to people.

22. unique and diverse/bats, one of/misunderstood creatures/the world's most/are wonderful.

PURPOSE STATEMENTS

Statements: 1

Standard of living among the middle class society is constantly going up since part of few years.
Indian Economy is observing remarkable growth.

- A. **Statement I is the cause and statement II is its effect.**
- B. Statement II is the cause and statement I is its effect.
- C. Both the statements I and II are independent causes.
- D. Both the statements I and II are effects of independent causes.

Statements:2

The meteorological Department has issued a statement mentioning deficient rainfall during monsoon in many parts of the country.

The Government has lowered the revised estimated GDP growth from the level of earlier estimates.

- A. Statement I is the cause and statement II is its effect.
- B. Statement II is the cause and statement I is its effect.
- C. Both the statements I and II are independent causes.
- D. **Both the statements I and II are effects of independent causes.**
- E. Both the statements I and II are effects of some common cause

Statements: 3

The staff of Airport Authorities called off the strike they were observing in protest against privatization.

The staff of Airport Authorities went on strike anticipating a threat to their jobs.

- A. Statement I is the cause and statement II is its effect.

- B. Statement II is the cause and statement I is its effect.
- C. Both the statements I and II are independent causes.
- D. **Both the statements I and II are effects of independent causes.**
- E. Both the statements I and II are effects of some common cause.

Statements: 4

A huge truck overturned on the middle of the road last night.

The police had cordoned off entire area in the locality this morning for half of the day.

- A. **Statement I is the cause and statement II is its effect.**
- B. Statement II is the cause and statement I is its effect.
- C. Both the statements I and II are independent causes.
- D. Both the statements I and II are effects of independent causes.
- E. Both the statements I and II are effects of some common cause.

Statements: 5

Importance of Yoga and exercise is being realized by all sections of the society.

There is an increasing awareness about health in the society particularly among middle ages group of people.

- A. Statement I is the cause and statement II is its effect.
- B. **Statement II is the cause and statement I is its effect.**
- C. Both the statements I and II are independent causes.
- D. Both the statements I and II are effects of independent causes.
- E. Both the statements I and II are effects of some common cause.

5 Brian hopes to find another job. few employers are hiring,.

Brian hopes to find another job but few employers are hiring,.

6. Raju wants to get some additional training. he's unsure where to get it.

Raju wants to get some additional training though he's unsure where to get it

7. He likes to walk in the snow. it is a special winter experience.

He likes to walk in the snow since it is a special winter experience

8. Ravi wore his winter pants. it was snowing

Ravi wore his winter pants because it was snowing

9. Justin wore his winter pants. it was warm outside.

Justin wore his winter pants though it was warm outside.

10. The mayor declared a holiday. some people went to work anyway.

The mayor declared a holiday yet some people went to work anyway

11. She had a baby at thirteen . she was not protected.

She had a baby at thirteen as she was not protected

12. She had no access to health education or medical clinics. she was more likely to get HIV.

She had no access to health education or medical clinics therefore she was more likely to get HIV.

13. Vimala had no other options. she married at thirteen.

Vimala had no other options consequently she married at thirteen.

14. She suffered from parasites the impure water in her village. .

She suffered from parasites on account of the impure water in her village

15 She was fighting for survival. She had not been given a chance.

She was fighting for survival since she had not been given a chance.

16 We stayed out all night. We could watch a meteor storm.¹

We stayed out all night so that we could watch a meteor storm.¹

17. We took some blankets. We could keep warm

We took some blankets so we could keep warm

18. We stayed out late; we were able to see the meteor storm as it passed.

We stayed out late so we were able to see the meteor storm as it passed.

19. There was no more coffee. He asked for another cup

Though there was no more coffee, he asked for another cup.

20. free-flowing gas. Water could not put out the fire

Due to free-flowing gas, water could not put out the fire.

REPORTED SPEECH

1. My cousin said," My room-mate snored throughout the night."

[A] *My cousin said that her room-mate had snored through out the night.*

[B] My cousin told me that her room-mate snored throughout the night

[C] My cousin complained to me that her room-mate is snoring through out the night.

[D] My cousin felt that her room-mate may be snoring throughout the night.

2. He said, "I clean my teeth twice a day."

[A] He said that he cleaned his teeth twice a day.

[B] *He said that he cleans his teeth twice a day.*

[C] He said that he used to clean his teeth twice a day.

[D] He said that he is used to cleaning his teeth twice a day.

3. He said, "The mice will play, when the cat is away."

[A] *He said that the mice will play when the cat is away.*

[B] He said that the mice would play when the cat was away

[C] He said that the mice would play when the cat would be away

[D] He said that the mice shall play, when the cat is away.

4. The sage said," god helps those who help themselves."

[A] *The sage said that god helps those who help themselves*

[B] The sage said that god helped those who helped themselves

[C] The sage said that god helps those who helped themselves

[D]The sage said that God helped those who help themselves.

5. He said, "Can you sing?" And I said "NO".

[A] He asked me that could I sing and I refused.

[B] *He asked me if I could sing and I said that I couldn't.*

[C] I denied, when he asked me if I could sing.

[D] He asked me if I could sing and I said no.

6. The teacher said, "Be quiet boys."

[A] The teacher said that they boys should be quiet.

[B] The teacher called the boys and ordered them to be quiet.

[C] *The teacher urged the boys to be quiet.*

[D] The teacher commanded the boys that they be quiet.

7. He said to them, "Don't make a noise"

[A] He told them that don't make a noise.

[B] He told them not to make noise

[C] He told them not to make a noise

[D] *He asked them not to make a noise.*

8. "Please don't go away", she said.

[A] She said to please her and not go away.

[B] She told me not to go away

[C] She begged that I not go away

[D] *She begged me not to go away.*

9. Pinki said to Gaurav, "Will you help me in my work just now?"

[A] *Pinki asked Gaurav if he would help her in her work just then.*

[B] Pinki questioned to Gaurav that will you help me in my work just now.

[C] Pinki told Gaurav whether he will help her in her work just now.

[D] Pinki asked to Gaurav that will he help her in her work just now.

10. "Are you alone, my son?" asked a soft voice close behind me.

[A] A soft voice from my back asked if I was alone.

[B] A soft voice said to me are you alone son.

[C] A soft voice asked that I was doing there alone.

[D] A soft voice behind me asked if I was alone

1. Direct speech : David : "There is an excellent band playing later on."

Reported Speech : David said there was an excellent bank playing later on.

2. Direct speech : Christine : "I saw Amy at the bank on Monday."

Reported Speech : Christine said she had seen Amy at the bank on Monday.

3. Direct speech : The driver : "I'm going to turn right at the traffic lights."
Reported Speech : The driver said he was going to turn right at the traffic lights.
4. Direct speech : Jonathan: "I've returned the dictionary to the library".
Reported Speech : Jonathan said he had returned the dictionary to the library.
5. Direct speech : The doctor : "I'll send you the results as soon as they arrive."
Reported Speech : The doctor said he would send me/us the results as soon as they arrived.
6. Direct speech : Caroline : "Will you come to my party on Saturday?"
Reported Speech : Caroline asked (me) if I would come to her party on Saturday.
7. Direct speech : Shop assistant: "Are you looking for something special?"
Reported Speech : The shop assistant asked if I was looking for something special.
8. Direct speech : Jack : "I'll lend you my grammar book if you think it will help."
Reported Speech : Jack said he would lend me his grammar book if I thought it would help.

4. PREFIXES & SUFFIXES

Prefixes

Prefixes are added to the beginning of a word to make a new word, e.g. mis+take. Some common prefixes are 'mis', 'dis', 're', 'for', 'anti', 'ante', 'sub', 'un' and 'in'. New words are made by placing a prefix in front of a word. It is helpful to know the meanings of prefixes. Prefix 're' means **again**, therefore **reappear** means to appear **again**.

Prefix	Suffix
<p>A prefix is a group of letters placed before the root of a word. For example, the word "unhappy" consists of the prefix "un-" [which means "not"] combined with the root (stem) word "happy"; the word "unhappy" means "not happy."</p>	<p>A suffix is a group of letters placed after the root of a word. For example, the word flavorless consists of the root word "flavor" combined with the suffix "-less" [which means "without"]; the word "flavorless" means "having no flavor."</p>

A Short List of Prefixes:

PREFIX	MEANING	EXAMPLES
de-	from, down, away reverse, opposite	decode, decrease
dis-	not, opposite, reverse, away	disagree, disappear
ex-	out of, away from, lacking, former	exhale, explosion
il-	not	illegal, illogical
im-	not, without	impossible, improper
in-	not, without	inaction, invisible
mis-	bad, wrong	mislead, misplace
non-	not	nonfiction, nonsense
pre-	before	prefix, prehistory
pro-	for, forward, before	proactive, profess, program
re-	again, back	react, reappear
un-	against, not, opposite	undo, unequal, unusual

A Short List of Suffixes:

SUFFIX	MEANING	EXAMPLES
-able	able to, having the quality of	comfortable, portable
-al	relating to	annual, comical
-er	comparative	bigger, stronger
-est	superlative	strongest, tiniest
-ful	full of	beautiful, grateful
-ible	forming an adjective	reversible, terrible
-ily	forming an adverb	eerily, happily, lazily
-ing	denoting an action, a material, or a gerund	acting, showing
-less	without, not affected by	friendless, tireless
-ly	forming an adjective	clearly, hourly
-ness	denoting a state or condition	kindness, wilderness
-y	full of, denoting a condition, or a diminutive	glory, messy, victory,

ACTIVE AND PASSIVE VOICE

1. The wedding planner is making all the reservations.
2. For the bake sale, two dozen cookies will be baked by Susan.
3. The science class viewed the comet.
4. Who ate the last cookie?
5. The video was posted on Face book by Alex.

6. The director will give you instructions.
7. The Grand Canyon is viewed by thousands of tourists every year.
8. The homeowners remodeled the house to help it sell.
9. The team will celebrate their victory tomorrow.
10. The saltwater eventually corroded the metal beams.
11. The baby was carried by the kangaroo in her pouch.
12. Some people raise sugar cane in Hawaii.
13. A movie is going to be watched by us tonight.
14. The obstacle course was run by me in record time.
15. Mom read the novel in one day.

Conditional Clauses

1. If you move here, _____
2. _____ if you stop smoking.
3. If Sarah didn't go with John, Anna _____
4. _____ if they play my favorite song.
5. I wouldn't buy that computer _____.
6. If she doesn't feel better tomorrow, _____.
7. I'd lend you money _____.
8. If I were you, _____
9. If Mike were not working in the dining hall, _____.
10. If Mike could find his library card, _____.
11. _____, she would have received the full ten points on it.
12. If Scott had been paying attention in class, _____.
13. If Lan had not refused to lend us his car, _____.
14. If I had the money _____.
15. If they go to Australia, _____.

16. If she had a mobile, _____.
17. If Bob were here, _____.
18. You ___ (to have) no trouble at school if you had done your homework.
19. If you (to swim) _____ in this lake, you'll shiver from cold.
20. The door will unlock if you _____ (to press) the green button.

Numerical expressions

1. A squad of 1000 men
2. 573 K
3. 500 ppm
4. 720 kHz
5. 1500 kg/cm³
6. 500 Btu/ft³
7. 40% v/v
8. 15psi
9. a journey of 20 miles
10. a lecture for two hours
11. an interval of 5 mins
12. a stamp with a value of 5 rupees
13. a squad of 300 men
14. 250 rpm
15. A DC supply of 280 volts