

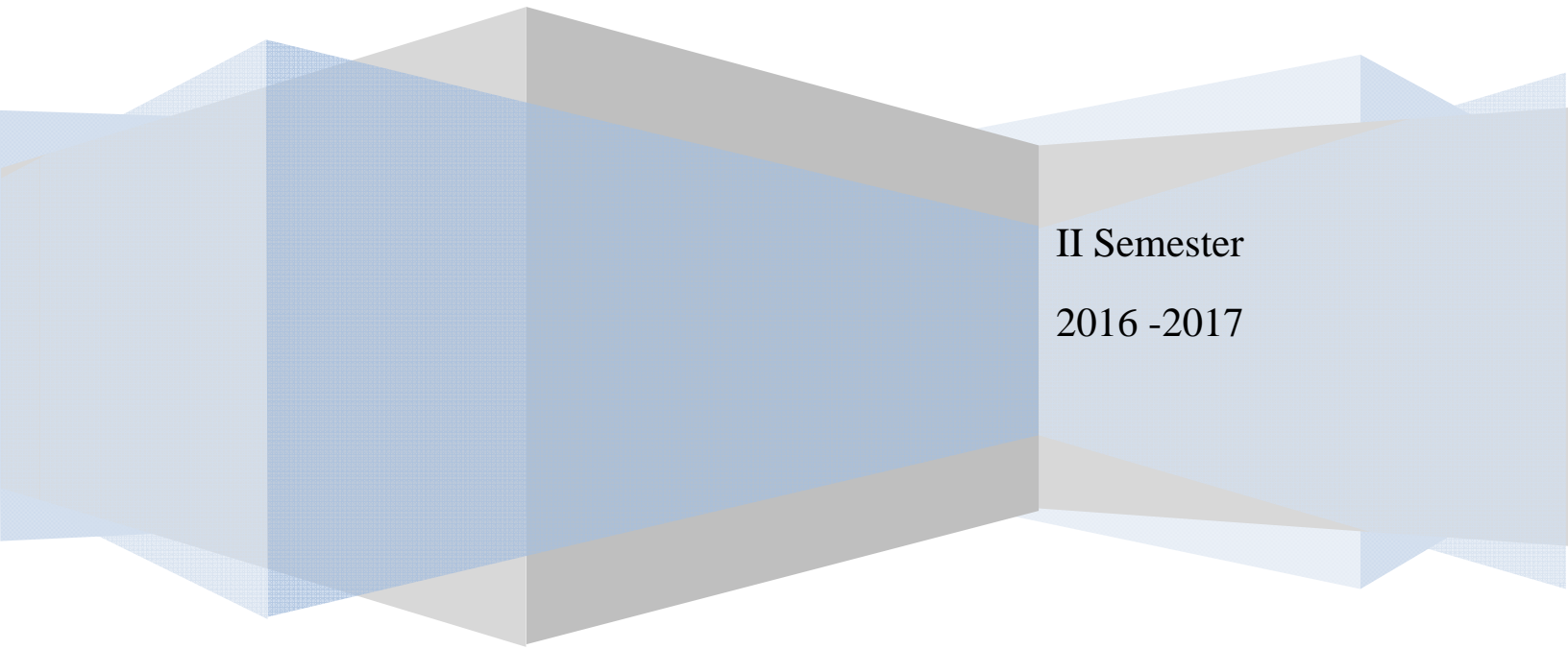
VALLIAMMAI ENGINEERING COLLEGE
SRM Nagar, Kattankulathur – 603 203.

The Department of English

HS6251-Technical English II

Question Bank

[With Bloom's Taxonomy Levels]



II Semester

2016 -2017

VALLIAMMAI ENGINEERING COLLEGE
SRM Nagar, Kattankulathur – 603 203.

The Department of English

HS6251-Technical English II

UNIT I

SYLLABUS

- I Regular Verbs and Irregular Verbs**
- II Active and Passive Voice**
- III Homophones**
- IV Homonyms**
- V SMS**

Part A

I Regular Verbs and Irregular Verbs

BTL-1

List of Regular Verbs

Infinitive	Past	Participle		Infinitive	Past	Participle
Accept	Accepted	Accepted		Bother	Bothered	Bothered
Act	Acted	Acted		Call	Called	Called
Achieve	Achieved	Achieved		Cancel	Canceled	Canceled
Admire	Admired	Admired		Carry	Carried	Carried
Advise	Advised	Advised		Cause	Caused	Caused
Affect	Affected	Affected		Celebrate	Celebrated	Celebrated
Agree	Agreed	Agreed		Clean	Cleaned	Cleaned
Amaze	Amazed	Amazed		Clear	Cleared	Cleared
Amuse	Amused	Amused		Climb	Climbed	Climbed
Answer	Answered	Answered		Close	Closed	Closed
Appear	Appeared	Appeared		Compare	Compared	Compared
Arrange	Arranged	Arranged		Compete	Competed	Competed
Arrive	Arrived	Arrived		Complete	Completed	Completed
Ask	Asked	Asked		Contain	Contained	Contained
Attack	Attacked	Attacked		Continue	Continued	Continued
Bake	Baked	Baked		Cook	Cooked	Cooked

Infinitive	Past	Participle		Infinitive	Past	Participle
Behave	Behaved	Behaved		Correct	Corrected	Corrected
Believe	Believed	Believed		Cough	Coughed	Coughed
Belong	Belonged	Belonged		Count	Counted	Counted
Blame	Blamed	Blamed		Crash	Crashed	Crashed
Borrow	Borrowed	Borrowed		Create	Created	Created
Cross	Crossed	Crossed		Hope	Hoped	Hoped
Curse	Cursed	Cursed		Hunt	Hunted	Hunted
Change	Changed	Changed		Identify	Identified	Identified
Chase	Chased	Chased		Ignore	Ignored	Ignored
Chat	Chatted	Chatted		Imagine	Imagined	Imagined
Check	Checked	Checked		Impress	Impressed	Impressed
Damage	Damaged	Damaged		Improve	Improved	Improved
Dance	Danced	Danced		Include	Included	Included
Date	Dated	Dated		Increase	Increased	Increased
Decide	Decided	Decided		Interview	Interviewed	Interviewed
Deliver	Delivered	Delivered		Introduce	Introduced	Introduced
Depend	Depended	Depended		Invite	Invited	Invited
Describe	Described	Described		Jog	Jogged	Jogged
Design	Designed	Designed		Join	Joined	Joined
Destroy	Destroyed	Destroyed		Jump	Jumped	Jumped
Decrease	Decreased	Decreased		Knock	Knocked	Knocked
Die	Died	Died		Label	Labelled	Labelled
Disagree	Disagreed	Disagreed		Land	Landed	Landed
Discover	Discovered	Discovered		Last	Lasted	Lasted
Discuss	Discussed	Discussed		Learn	Learned	Learned
Disturb	Disturbed	Disturbed		Like	Liked	Liked
Dress	Dressed	Dressed		Link	Linked	Linked
Dry	Dried	Dried		List	Listed	Listed
Eliminate	Eliminated	Eliminated		Listen	Listened	Listened
End	Ended	Ended		Live	Lived	Lived
Enjoy	Enjoyed	Enjoyed		Locate	Located	Located
Entertain	Entertained	Entertained		Look	Looked	Looked
Excuse	Excused	Excused		Love	Loved	Loved
Exercise	Exercised	Exercised		Manage	Managed	Managed
Exhibit	Exhibited	Exhibited		Mark	Marked	Marked
Expect	Expected	Expected		Match	Matched	Matched
Express	Expressed	Expressed		Measure	Measured	Measured
Film	Filmed	Filmed		Mention	Mentioned	Mentioned
Fill	Filled	Filled		Miss	Missed	Missed
Fish	Fished	Fished		Move	Moved	Moved
Fix	Fixed	Fixed		Name	Named	Named
Follow	Followed	Followed		Need	Needed	Needed
Fascinate	Fascinated	Fascinated		Note	Noted	Noted

Infinitive	Past	Participle		Infinitive	Past	Participle
Fry	Fried	Fried		Notice	Noticed	Noticed
Greet	Greeted	Greeted		Number	Numbered	Numbered
Guess	Guessed	Guessed		Offer	Offered	Offered
Hail	Hailed	Hailed		Open	Opened	Opened
Handle	Handled	Handled		Order	Ordered	Ordered
Happen	Happened	Happened		Organize	Organized	Organized
Hate	Hated	Hated		Pack	Packed	Packed
Help	Helped	Helped		Paint	Painted	Painted
Resist	Resisted	Resisted		Pamper	Pampered	Pampered
Rest	Rested	Rested		Pardon	Pardoned	Pardoned
Return	Returned	Returned		Park	Parked	Parked
Review	Reviewed	Reviewed		Participate	Participated	Participated
Sail	Sailed	Sailed		Pass	Passed	Passed
Save	Saved	Saved		Perform	Performed	Performed
Scan	Scanned	Scanned		Persuade	Persuaded	Persuaded
Scare	Scared	Scared		Pick	Picked	Picked
Share	Shared	Shared		Plan	Planned	Planned
Shop	Shopped	Shopped		Play	Played	Played
Shout	Shouted	Shouted		Please	Pleased	Pleased
Skate	Skated	Skated		Practice	Practised	Practised
Ski	Skied	Skied		Predict	Predicted	Predicted
Slow	Slowed	Slowed		Prefer	Preferred	Preferred
Sneeze	Sneezed	Sneezed		Present	Presented	Presented
Snow	Snowed	Snowed		Program	Programmed	Programmed
Solve	Solved	Solved		Protect	Protected	Protected
Swallow	Swallowed	Swallowed		Provide	Provided	Provided
Start	Started	Started		Purchase	Purchased	Purchased
Step	Stepped	Stepped		Push	Pushed	Pushed
Stop	Stopped	Stopped		Rain	Rained	Rained
Stress	Stressed	Stressed		Receive	Received	Received
Study	Studied	Studied		Return	Returned	Returned
Substitute	Substituted	Substituted		Relate	Related	Related
Suggest	Suggested	Suggested		Relax	Relaxed	Relaxed
Surprise	Surprised	Surprised		Release	Released	Released
Talk	Talked	Talked		Remember	Remembered	Remembered
Taste	Tasted	Tasted		Repair	Repaired	Repaired
Terrorize	Terrorized	Terrorized		Repeat	Repeated	Repeated
Thank	Thanked	Thanked		Witness	Witnessed	Witnessed
Touch	Touched	Touched		Work	Worked	Worked
Travel	Traveled	Traveled		Worry	Worried	Worried

Infinitive	Past	Participle		Infinitive	Past	Participle
Try	Tried	Tried		Wrestle	Wrestled	Wrestled
Tune	Tuned	Tuned				
Turn	Turned	Turned				
Underline	Underlined	Underlined				
Use	Used	Used				
Vary	Varied	Varied				
Wait	Waited	Waited				
Walk	Walked	Walked				
Want	Wanted	Wanted				
Warn	Warned	Warned				
Wash	Washed	Washed				
Watch	Watched	Watched				
Water	Watered	Watered				
Welcome	Welcomed	Welcomed				
Wish	Wished	Wished				

List of Irregular Verbs

Infinitive	Past	Participle
Bear	Bore	Borne
Begin	Began	Begun
Bend	Bent	Bent
Bid	Bade	Bidden
Bite	Bit	Bitten
Blow	Blew	Blown
Break	Broke	Broken
Bring	Brought	Brought
Burst	Burst	Burst
Buy	Bought	Bought
Build	Built	Built
Can	Could	Could
Catch	Caught	Caught
Choose	Chose	Chosen
Cling	Clung	Clung
Come	Came	Come
Cost	Cost	Cost
Creep	Crept	Crept
Dig	Dug	Dug
Do	Did	Done
Draw	Drew	Drawn
Drink	Drank	Drunk

Infinitive	Past	Participle
Drive	Drove	Driven
Eat	Ate	Eaten
Fall	Fell	Fallen
Feel	Felt	Felt
Fight	Fought	Fought
Find	Found	Found
Put	Put	Put
Forget	Forgot	Forgotten
Forgive	Forgave	Forgiven
Forsake	Forsook	Forsaken
Freeze	Froze	Frozen
Get	Got	Gotten
Give	Gave	Given
Go	Went	Gone
Grow	Grew	Grown
Hang	Hung	Hung
Have	Had	Had

II Active Voice and Passive Voice

BTL-3

Change the voice.

1. She pays a lot of money.
2. They don't help you.
3. He doesn't open the book.
4. A thief stole my car.
5. She didn't win the prize.
6. I did not tell them.
7. We have cycled five miles.
8. You have not sent the parcel.
9. I have opened the present.
10. Our boss will sign the contract.
11. You will not do it.
12. They will not ask him.
13. I can answer the question.
14. She would carry the box.
15. She told me a lie.
16. I sent him a letter.
17. I am writing a poem.
18. She was watching a film.
19. We had lost the key.
20. She will have sold the car.

21. Don't touch it.
22. Do it at once.
23. Does your mum pick you up?
24. Does the police officer catch the thief?
25. Did he send the letter?
26. Has she phoned him?
27. Will the company employ a new worker?
28. Is she watering the flowers?
29. Had she solved the problem?
30. Will they have paid the bill?
31. Pinto bought a new watch last month.
32. The old lady tells interesting stories.

Rewrite in Passive form.

1. The hockey team won a gold medal in the national event. The Chief Minister appreciated their efforts.
2. People use mobile phones extensively for business purposes and social relationships. Now teachers use them for teaching English to the students.

III Homophones

BTL-3

a) Write sentences of your own using the Homophones given.

air	heir		mail	male		toe	tow
aisle	isle		meat	meet		waist	waste
ante-	anti-		morning	mourning		wait	weight
eye	I		none	nun		way	weigh
bare	bear		oar	or		weak	week
be	bee		one	won		wear	where
brake	break		pair	pear			
buy	by		peace	piece			
cell	sell		plain	plane			
cent	scent		poor	pour			

cereal	serial		pray	prey	
coarse	course		principal	principle	
complement	compliment		profit	prophet	
dam	damn		real	reel	
dear	deer		right	write	
die	dye		root	route	
fair	fare		sail	sale	
fir	fur		sea	see	
flour	flower		seam	seem	
for	four		sight	site	
hair	hare		sew	so	
heal	heel		shore	sure	
hear	here		sole	soul	
him	hymn		some	sum	
hole	whole		son	sun	
hour	our		stair	stare	
idle	idol		stationary	stationery	
in	inn		steal	steel	
knight	night		suite	sweet	
knot	not		tail	tale	
know	no		their	there	
made	maid		to	too	

b) Fill in the blanks with the homophones in the brackets.

- 1 Although he walked two kilometres a day, he could not _____ (loose, lose) his weight.

2. The lady of the house faced many difficulties in the absence of her _____.(made, maid)
3. The child _____ the ball into the tank. (through, threw)
4. They met _____ friends in the hotel. (there, their)
5. The _____ (leak, leek) in the tank is repaired.
6. The farmer grows _____ (maze, maize) in his fields.
7. The furniture has _____ (duel, dual) purpose as sofa and bed.
8. The _____(scene, seen) in the country side is very beautiful.

IV Homonyms

BTL-3

Write sentences of your own with the following Homonyms indicating their different uses.

Band	Lead	Down	Quarry
Bark	Row	Dust	Right
Bat	Sow	Evening	Rock
Bow	Tear	Exact	Rocket
Fine	Wind	Fat	Rose
Ground	Leave	Fine	Row
Lie	Command	Fire	Seal
Light	Cool	Flat	Show
Mean	Crane	Foot	Shower
Pole	Wind	Key	Sign
Pound	Deck	Kind	Sink
Row	Groom	Know	Spring
Sole	Gross	Lead	Square
Tip	Hail	Learned	Tear
Trunk	Heaven	Left	Tie
Well	Hood	Letter	Tire
Ring	Horn	Light	Trip
Fair	Iron	Lie	Trunk
Ground	Watch	Line	Wave

V SMS**BTL-6**

Write short messages (SMS) for the following situations.

1. On the notice board, the examination schedule is displayed at 4.30 p.m and your classmates who left the college campus at 4 p.m. want to know about the schedule. They ask you to send a message about the schedule. Prepare a message containing the examination schedule using emoticons. (not less than 50 words).
2. You have had a tiff with your close friend in the previous semester. Recently you realized that you were hasty in your judgement. You decide to patch up with your friend. Send a message to him / her (not less than 50 words). Use appropriate emoticons.
3. You are the class representative and your mathematics teacher asks you to inform your classmates about the special class that is to be conducted at 9 a.m on Sunday at Hall No 123 of main block. Prepare a short SMS containing all the details about the special class.
4. Your friend is celebrating his birthday tomorrow at home. He has invited you to attend the function, but you will not be able to go there because of an unexpected event. Prepare a short message expressing birthday wishes and your inability to attend the function.
5. Your friend asks you to suggest a new film that he wants to see at the weekend. He wishes you to send him a brief review of the film by SMS. Prepare a short message of the review of the film which you have already seen. In your SMS use appropriate emoticons.

UNIT II**SYLLABUS****Part A**

- I** Modal Verbs
- II** Phrasal Verbs
- III** Purpose Expression

Part B

- I** Review/Summary of story/article
- II** Personal Letter

Part A**I Modal Verbs****BTL-4****a) Fill in the blanks with modal verbs.**

1. I can give you my car, so you _____ buy a new one.
2. They _____ be in a hurry, because they have got more than enough time.
3. You _____ stop at the red light.
4. Tomorrow is Sunday. You _____ get up very early.
5. Mrs. Parks can't see very well. She _____ wear glasses.
6. You _____ return them. They are too small for you.
7. I _____ borrow some money to buy a car.
8. You _____ stop smoking. It is very harmful.
9. Mr. Dickson is going to travel abroad, so he _____ learn English in 4 months.
10. All the students _____ obey the school rules.
11. The weather is very cold, so we _____ take a taxi.
12. Students _____ look at their notes during the test.
13. I have a terrible headache, so I _____ leave early.
14. Snow covers the road. We _____ stay here.

b) Fill in the blanks with modal verbs for the meanings indicated in the brackets.

1. Dhoni _____ play cricket well. (ability)
2. _____ we go for a walk? (suggestion)
3. It _____ rain today. (possibility)
4. He _____ take care of his parents in their old age. (moral obligation)
5. Drivers_____ (must, may) stop when the signal is red.
6. You _____ (should not, need not) leave small objects lying around.
7. Take an umbrella with you. It _____(may, might) rain later.
8. The Manager _____ visit the company tomorrow.(doubt)
9. I _____ to tell him about the problems there.(compulsion)
10. He _____ come forward to offer solutions.(willingness)
11. The company _____ show progress after that.(probability)

II **Phrasal verbs****BTL-3**

a) Make sentence of your own with the phrasal verbs given.

1. believe in
2. blow up
3. break down
4. call back
5. call off
6. call on
7. check in
8. cheer up
9. eat out
10. fall out
11. get up
12. grow up
13. fall down
14. find out
15. look into
16. turn down
17. get over
18. back off
19. break down
20. look up

b) Give the meanings of the phrasal verbs as they are used in the sentences.

1. Sachin rang up his mother.
2. He takes after his father.
3. The thief broke into the house last night.
4. The Chief Guest gave away the prizes to the winners.

III **Purpose Statements****BTL-3**

a) Give purpose statements for the following.

Eg. Safety valve: to release excess pressure.

The purpose of a safety valve is to release excess pressure.

(a) A printer (b) An auditorium (c) A thermostat (d) An inverter (e) A transmitter (f) A gauge (g) A calculator (h) A library (i) A lactometer (j) A thermometer (k) An aerial (l) An experiment (m) A litmus test (n) A washing machine (o) Constructing a bypass road

b) Make sentences expressing purpose using the hints given below.

1. A thermostat : to maintain constant temperature.
2. A fly over : to reduce traffic congestion.
3. A clock : to show time of the day.

4. A calendar : to show the days, weeks and months of a particular year.
5. A pyrometer : measure high temperature.
6. A periscope : view objects above the sea level.
7. LCD Projector : present visual materials with speech.
8. Thesaurus : understand the subtle nuances in the meanings of words.

Part B

I Review/Summary of story/article

BTL-5

a) Write a review for the short story given.

i. The important things in life

A philosophy professor stood before his class with some items on the table in front of him. When the class began, wordlessly he picked up a very large and empty mayonnaise jar and proceeded to fill it with rocks, about 2 inches in diameter.

He then asked the students if the jar was full. They agreed that it was. So the professor then picked up a box of pebbles and poured them into the jar. He shook the jar lightly. The pebbles, of course, rolled into the open areas between the rocks.

He then asked the students again if the jar was full. They agreed it was. The professor picked up a box of sand and poured it into the jar. Of course, the sand filled up the remaining open areas of the jar.

He then asked once more if the jar was full. The students responded with a unanimous “Yes”. “Now”, said the professor, “I want you to recognize that this jar represents your life. The rocks are the important things – your family, your partner, your health, your children – things that if everything else was lost and only they remained, your life would still be full. The pebbles are the other things that matter – like your job, your house, your car. The sand is everything else, the small stuff.”

“If you put the sand into the jar first,” he continued, “there is no room for the pebbles or the rocks. The same goes for your life. If you spend all your time and energy on the small stuff, you will never have room for the things that are important to you. Pay attention to the things that are critical to your happiness. Play with your children. Take your partner out dancing. There will always be time to go to work, clean the house, give a dinner party, or fix the disposal.”

“Take care of the rocks first – the things that really matter. Set your priorities. The rest is just sand.”

Author Unknown

ii. Live and Work

Father was a hardworking man who delivered bread as a living to support his wife and three children. He spent all his evenings after work attending classes, hoping to improve himself so that he could one day find a better paying job. Except for Sundays, father hardly ate a meal together with his family. He worked and studied very hard because he wanted to provide his family with the best money could buy.

Whenever the family complained that he was not spending enough time with them, he reasoned that he was doing all this for them. But he often yearned to spend more time with his family.

The day came when the examination results were announced. To his joy, father passed, and with distinctions too! Soon after, he was offered a good job as a senior supervisor which paid handsomely.

Like a dream come true, father could now afford to provide his family with life’s little luxuries like nice clothing, fine food and vacation abroad.

However, the family still did not get to see father for most of the week. He continued to work very hard, hoping to be promoted to the position of manager. In fact, to make himself a worthy candidate for the promotion, he enrolled for another course in the Open University. Again, whenever the family complained that he was not spending enough time with them, he reasoned that he was doing all this for them. But he often yearned to spend more time with his family.

Father’s hard work paid off and he was promoted. Jubilantly, he decided to hire a maid to relieve his wife from her domestic tasks. He also felt that their three-room flat was no longer big enough; it would be nice for his family to be able to enjoy the facilities and comfort of a condominium. Having experienced the rewards of his hard work many times before, father resolved to further his studies and work at being promoted again. The family still did not get to see much of him. In fact, sometimes father had to work on Sundays, entertaining clients. Again, whenever the family complained that he was not spending enough time with them, he reasoned that he was doing all this for them. But he often yearned to spend more time with his family.

As expected, father's hard work paid off again and he bought a beautiful condominium overlooking the coast of Singapore. On the first Sunday evening at their new home, father declared to his family that he decided not to take anymore courses or pursue any more promotions. From then on, he was going to devote more time to his family.

Father did not wake up the next day.

iii. Hospital Window

Two men, both seriously ill, occupied the same hospital room. One man was allowed to sit up in his bed for an hour each afternoon to help drain the fluid from his lungs. His bed was next to the room's only window. The other man had to spend all his time flat on his back. The men talked for hours on end. They spoke of their wives and families, their homes, their jobs, their involvement in the military service, where they had been on vacation.

Every afternoon when the man in the bed by the window could sit up, he would pass the time by describing to his roommate all the things he could see outside the window.

The man in the other bed began to live for those one hour periods where his world would be broadened and enlivened by all the activity and colour of the world outside.

The window overlooked a park with a lovely lake. Ducks and swans played on the water while children sailed their model boats. Young lovers walked arm in arm amidst flowers of every colour and a fine view of the city skyline could be seen in the distance.

As the man by the window described all this in exquisite detail, the man on the other side of the room would close his eyes and imagine the picturesque scene.

One warm afternoon the man by the window described a parade passing by. Although the other man couldn't hear the band – he could see it. In his mind's eye as the gentleman by the window portrayed it with descriptive words. Days and weeks passed.

One morning, the day nurse arrived to bring water for their baths only to find the lifeless body of the man by the window, who had died peacefully in his sleep. She was saddened and called the hospital attendants to take the body away.

As soon as it seemed appropriate, the other man asked if he could be moved next to the window. The nurse was happy to make the switch, and after making sure he was comfortable, she left him alone.

Slowly, painfully, he propped himself up on one elbow to take his first look at the real world outside.

He strained to slowly turn to look out the window beside the bed. It faced a blank wall. The man asked the nurse what could have compelled his deceased roommate who had described such wonderful things outside this window. The nurse responded that the man was blind and could not even see the wall. She said, "Perhaps he just wanted to encourage you."

iv. The Three Types of People

A teacher shows three toys to a student and asks the student to find out the differences. All the three toys seemed to be identical in their shape, size and material. After keen observation, the student observes holes in the toys. 1st toy has holes in the ears. 2nd toy has holes in ear and mouth. 3rd toy has only one hole in one ear.

Then with the help of a needle, the student puts the needle in the ear hole of first toy. The needle comes out from the other ear. In the second toy, when the needle was put in ear the needle came out of mouth. And in the third toy, when the needle was put in, the needle did not come out.

The first toy represents those people around you who give an impression that they are listening to you, all your things and care for you. But they just pretend to do so. After listening, as the needle comes out from the next ear, the things you said to them by counting on them are gone. So be careful while you are speaking to this type of people around you, who does not care for you.

The second toy represents those people who listen to you all your things and gives an impression that they care for you. But as in the toy, the needle comes out from mouth. These people will use your things and the words you tell them against you by telling it to others and bringing out the confidential issues for their own purpose.

The needle does not come out from the third toy. These kind of people will keep the trust you have in them. They are the ones whom you can count on.

Moral: Always stay in the company of people who are loyal and trustworthy. People, who listen to what you tell them, are not always the ones you can count on, when you need them the most.

v. **A Letter for all those I've killed**

I have a photographic memory. Most would think this is a blessing, but to me, it's a curse, like salt scrubbed into a wound down to the bone.

Why? Well, I'm a killer of many. OK, a serial killer; I hate that definition. But I'm not a sociopath or a psychopath; I have a conscience. It's another curse that compounds the first one, the memory thing. I remember every kill in acute detail, where I was, and how I ended their life.

I get maybe an average of four hours sleep per night. I often see them when I close my eyes. I relive every vivid aspect of their deaths in my nightmares. Sometimes, I dream of drowning in a sea of corpses, corpses of all those I slaughtered. Another, I find myself standing atop a pyramid of dead bodies, bodies I've piled up painstakingly, one after another, their blood used for mortar. I don't know how much longer I can go on.

This very moment, I'm sitting on an overly padded couch, the hefty weight of a loaded gun in my right hand, a black Glock gun. I am visualizing putting it in my mouth, pointing it toward the back of my head, and slowly squeezing the trigger. And, for the life of me, I can't think of a good reason not to. It would put me out of my misery, stop me from killing again, and give me the 'big sleep' I am sure could use. I'm so tired. Tired from lack of sleep, tired of life and tired of taking lives.

How many have I killed? To tell you the truth, I lost count years ago. I've killed males, females, Hell... even children. Now, I'm not sadistic. I kill them quick and dispose of the bodies into the cold depths of the water. It's an efficient way of getting rid of them, and it's the way my wife wants it done.

I kill for my wife.

"Harold! There's another spider in the kitchen! Come here and kill it, please... and don't forget to flush it down the toilet."

That's my wife, calling on me to commit another murder. I have to go now.

II Personal Letter**BTL-3**

1. Write a letter to your brother who has received Dinathanthi Cash Award of Rs25000/- for his first rank in Science in the SSLC Examination.
2. Write a letter to your friend living in Bangalore thanking him for the latest Laptop sent to you as a present.
3. Write a letter to your friend inviting him to attend the 25th wedding anniversary of your parents.
4. Write a letter to your friend congratulating him on his success in the Higher Secondary Examinations.

5. Write a letter to your friend thanking him for having presented you a digital camera.
6. Write a letter to your uncle, thanking him for sending you a birthday present.
7. Write a letter to your friend reviewing a film you watched recently.

UNIT III**SYLLABUS****Part A**

- I Words used as nouns and verbs without change in spelling**
- II Cause and Effect Expressions**
- III Conditional Clause**

Part B

- I Minutes of the Meeting**
- II Dialogue Writing**

Part A

- I Words used as nouns and verbs without change in spelling **BTL-3****

Make sentences using the following words as nouns and verbs without changing the spellings.

(a) contrast (b) produce (c) object (d) increase (e) project (f) delight (g) pay (h) conduct (i) record (j) park (k) picture (l) heat (m) convict (n) report (o) reason (p) experiment (q) compliment (r) benefit (s) guide (t) request

- II Cause and Effect Expressions **BTL-5****

a) Combine the following sentences using cause and effect expressions.

1. Safety precautions were not observed .There were many accidents in the factory.
2. Training is given to the employees. They update their technical knowledge.
3. All data was lost. The power supply was interrupted.
4. The temperature is very high. Some method of cooling must be adopted.
5. This type of turbine is very widely used. It has a much greater efficiency.
6. The steam from the boiler is wet. It has to be passed through a super heater.
7. Atomic power is not available in sufficient quantity. Coal is still a very valuable source of power.
8. Vertical boilers were installed in the factory. Only limited floor space was available.
9. The Neutron is an unchanged particle. No repulsive forces are exerted on it by the nucleus.
10. He worked very hard. He came top in the examination.
11. Kannan came late. He missed the lecture.

12. Catalyst is used in chemical reactions. It is used to speed up the chemical process.
13. Trees are planted along the streets. This is practised in order to decrease soil erosion.
14. They are working on the weekends. They may complete the work before the deadline
15. The old women could not sleep well. The neighbourhood is noisy.
16. I stayed at home. It was raining.
17. Michael works hard. He needs to earn money.

b) Frame meaningful sentences using cause and effect expressions.

1. Coal based thermal plant emits sulphurous gases - acid rain.
2. The people of Kochi petitioned the Government - the elephant killed four people.
3. Pollution - global warming.
4. Decrease in the production of potato - increase in price.

c) Write the following cause and effect expressions in separate sentences.

1. as a result
2. because of
3. therefore

III Conditional Clause

BTL-4

Complete the following conditional sentences.

1. If he communicates effectively, -----
2. If he had performed well, -----.
3. If I got up earlier, -----.
4. If the new material had come in time, -----.
5. If you planned well, -----.
6. If I had a net connection, -----.
7. If I were you, -----.
8. If you went for a walk every day, -----.
9. If people follow traffic rules, -----
10. If you practised hard, you -----(pass) the exam easily.
11. If the coal is burnt -----
12. If the traffic rules are followed, there ----- (be) very less accidents.
13. If I drop this, it _____ (explode).
14. If I had seen you, I _____ (invite) you.
15. If you show more interest in your studies, you _____.
16. If the people saved oil, _____ ..
17. If you want to come up in life, _____ .
18. If I had money, _____ .
19. If you annoy the cat, _____ .
20. If he dropped this, _____
21. If he ran all the way, he _____ (get) there in time.
22. If I had known of your arrival, _____.
23. If there had been no rains last month, _____ .
24. If the developed countries reduce the emission of green house gases,

25. If you had prepared well, you _____.
26. If _____ I will meet you at the airport.
27. If I get a new job, _____.
28. _____, she would have completed the journey.
29. If he takes fast food daily, he _____.
30. If I were an astronaut, _____.

Part B

I Minutes of the Meeting

BTL-6

1. Write the minutes of the meeting conducted for the Anti – ragging Committee to initiate and keep at bay any kind of mishappening among the students. Remember to state all the rules and instructions planned to be implemented.
2. Suppose you attend a meeting of your college environment club. Write the minutes of the meeting. Give details of the date, time, venue, members who attended, topics discussed and the resolutions adopted in your minutes.

II Dialogue Writing

1. Aravind had been shortlisted for an interview by a multi-national company in Chennai. What are the questions likely to be asked by the Placement officer and how would he respond to them. Make a minimum of eight exchanges. (16 sentences) (The first one is done for you).

Placement Officer.: Hello Aravind, can you tell us why you had applied to this company?

Aravind: It had been my dream to work in a multi-national company like yours.
2. You want to buy a new mobile phone and you visit the showroom. What kind of dialogue would take place between you and the marketing personnel? You finally decide to go for a particular brand. Make at least eight exchanges, highlighting the marketing strategies used by the executive.

Marketing Executive: Hello Sir, May I help you?

You: I'm on the lookout for a mobile phone.
3. Share your thoughts with Akash about pollution in the water bodies and ways to keep them clean. Write at least eight exchanges. The first exchange is given for you to start the dialogue.

You : Hello Akash! How are you?

Akash : I am fine. How are you?

You : I am fine too. Hey, did you read today's Hindu ? In fact almost all papers have carried news on city's polluted water bodies. I am really worried.

4. Your younger brother likes only junk food. So you decide to have a chat and make him understand the ill effects. Write at least eight exchanges. The first exchange is given for you to start the dialogue.

You : Sanjay, have you noticed that you're putting on weight ?

He : Yeah...

You : Have you thought about it ?

UNIT IV

SYLLABUS**Part A****I Numerical Expressions****II Connectives****III Idioms****Part B****I Resume Writing****Part A****I Numerical Expressions****BTL-3****Rewrite the following into numerical expressions.****eg. A journey of twenty miles ----- a 20 – mile journey**

1. A monitor with the size of twenty one inches.
2. A tank with the capacity of eight hundred litres.
3. A classroom with sixty students.
4. A team consists of eleven members.
5. A course of fifteen days.
6. An auditorium with a capacity of 500 persons.
7. A distance of 44 kilometres.
8. A DC supply of 240 volts.
9. An expedition of two weeks.
10. Three thousand revolutions per minute.
11. One hundred and fifty rotations per minute.
12. Three hundred parts per million.
13. Six point two eight metres per second.
14. Forty percentage weight per volume.
15. A lecture for two hours.
16. A project grant of five lakhs.
17. An expedition lasting for 3 days.
18. A symposium lasting for three days.
19. A budget estimate of ten lakhs.
20. A project for five years.
21. A team consisting of eleven members.

22. A walk of five kilometers.
23. A tank with a capacity of two thousand litres.
24. A committee of six members.
25. A project proposal of Rs.10 crores.
26. A workshop lasting for fifteen days.
27. An inspection team consisting of five members.
28. A gathering of 250 students.
29. A seminar for two days.
30. A colony with 175 houses.

II Connectives

BTL-3

Combine each of the following pairs of sentences to establish connectives.

1. This is the powerful machine. It is an imported one.
2. My uncle is a lucky man. His calculations never fail.
3. There was a huge crowd near the shop. An interesting quiz programme was telecast in that shop.
4. The jellyfish is an animal. It doesn't have a skeleton.
5. That's the girl. Her hobby is stamp collection.
6. This was the pen. It was bought from an antique shop.
7. I visit this shop every day. I can buy a new book daily.
8. This is the newly opened mall. We get all electronic items here.
9. It was the best day in my life. I got a medal from the Principal for being an outstanding student.
10. He is the project leader. Many trainees criticize him.
11. David who is studying in an engineering college is good at baseball. David does not like to play football. (but)
12. I could not find my costly shoes. I searched all the rooms in my house. (yet)
13. They were eating burgers. We saw them at lunch time.(when)

III Idioms

BTL-3

a. Write sentences of your own using the Idioms given.

1. Bored to death
2. You've got to be kidding
3. Sick and tired
4. Call it a day
5. Get on one's nerves
6. Couch potato
7. Read one's mind
8. Feel blue
9. Get foot in the door

10. Give somebody a hard time
11. Make up one's mind
12. Keeping my fingers crossed
13. Out of this world
14. Over one's head
15. Piece of cake
16. Sooner or later
17. Pull someone's leg
18. Put oneself in one's place
19. I can eat a horse
20. Read between the lines
21. Rings a bell
23. Sleep on it
24. Speak of the devil

b) Choose the correct meaning of the idioms from the options.

1. He used his friends to help him get the civil service by back door.
(i) Using physical force (ii) in an unfair way
(iii) Non-violence means (iv) using leadership skills
2. Workers were kept in the dark about the plans to sell the company.
(i) Not giving food (ii) keeping them in the dark room
(ii) Not permitting them to go out (iv) do not know about the plan.

Part B

I Resume Writing

BTL-4

1. Indian Oil Corporation needs two senior technical managers for their branch offices in North India. The candidates should be first class B.Tech. graduates in Chemical, Petroleum, or Geo-engineering fields. Send your resume to the HRD Manager, Indian Oil Corporation, 208, Kasturibai Marg, New Delhi -110011.
2. The Chief Engineer, Neyveli Lignite Corporation, Neyveli, Tamil Nadu inviting application for the post of Assistant Engineers for the Post Graduate students of Mechanical Engineering. Write a job application with relevant curriculum vitae.
3. Draft a letter of job application in response to the following advertisement. Candidates holding a bachelor's/master's degree with a background in information systems, marketing or communications are required for work on company intranet, extranet and Internet sites. Mastery of HTML technology is vital. Applicants must also possess excellent writing skills with company employees. Post your application and CV to Mr.Promod Tiwari, Human Resources Dept, Exclusive Software, North Main Street, Chennai – 67.

4. Write a job application letter to the HR Manager of TCS, Chennai for the post of System Analyst. Remember to add a resume. Necessary details may be assumed.
5. Read the following advertisement in 'The Hindu' dated 05.12.16 and write a letter of application. Prepare a CV that needs to be enclosed with the letter of application. Godrej Company requires Production Manager for its factory near Chennai. Qualification- Graduates in Mechanical Engineering. Work Experience – Two years in a production department of a Manufacturing Plant, preferably Steel Furniture Manufacturing. Send your application to the following address: The Executive Director, Godrej Company Limited, 45, Greaves Road, Chennai- 600 035.
6. Draft a job application letter with a Curriculum Vitae (CV) responding to the following advertisement. Wanted: Technical Support Executives, Qualification: Any degree in Engineering with proficiency in English and good interpersonal skills.
7. BPL Technology Pvt, 74/140, Anna Salai, Chennai requires qualified Engineers for its new branch, knowledge of C, C++, Java is desirable. You are XXX, 49, Gandhi Road, Madurai. Apply with your resume.
8. Vibrant Inc- one of the best and most innovative research agencies in the State invites applications for the post of Resource Coordinator. The Resource Coordinator will play a fundamental role in the running of research papers. They will also identify and pool all necessary resources to deliver research projects, ensure smooth running of the projects, schedule people to be in the right place at the right time, etc. Candidates with a first class engineering degree (any discipline) with proven record of leadership and coordination are eligible. Apply with a resume to career@vibrant.com

UNIT- V

SYLLABUS

Part A

I Clauses

II Collocation

Part B

I Writing Checklists

II Report Writing

Part AI. Clauses

BTL-3

Combine the following sentences suitably.

1. You were not at home. I left immediately. (Use adverbial clause of 'Cause')
2. Finish your assignment. I will admit you inside. (Use adverbial clause of 'Time')
3. Start early. You will miss the train. (Use adverbial clause of 'condition')
4. He walked fast. He didn't want to be late to the class. (Use adverbial clause of 'purpose')
5. He was very tired. He could not browse further. (Use adverbial clause of 'result')
6. He is rich. He will not spend lavishly. (Use adverbial clause of 'concession')
7. The monsoon failed. The farmers had a poor yield.(Use adverbial clause of 'cause')
8. All the data was lost. The power supply was interrupted. (Use adverbial clause of 'cause')
9. Silicon is used in computer chips. It has some special electrical properties. (Use adverbial clause of 'cause')
10. I have to go early today. My students are waiting for me. (use adverbial clause of 'Cause')
11. She makes dinner. She returns from work. (use adverbial clause of 'Time')
12. The IT company is started in Bangalore. It will offer jobs to the young professional. (Use adverbial clause of 'purpose')
13. The man drove the car very fast on the highway. He met with an accident.(Use adverbial clause of 'cause')

II Collocation

BTL-3

Give a word that collocates with the following.

1. Remote
2. Drastic
3. Devoted
4. Fast
5. Latest
6. Wholehearted

Part B**I Writing Checklists**

1. Imagine that you have to go to Bangalore to attend an interview. Write a Checklist containing eight items which will help you to prepare for the Interview.
2. Imagine that you are the Branch Manager of State Bank of India. You have to attend a one day training programme in Delhi. Prepare a Checklist to be checked just before starting the journey for the training programme.
3. Write a Checklist of eight points to provide clean drinking water to villagers in your district.
4. Write a Checklist of eight points for the organizer of your college hostel day.
5. Imagine that your friend is planning to buy a piece of land in Chennai. Prepare a Checklist of eight points for him so that he will be able to buy a good plot of land.
6. Imagine that you are the College Coordinator arranging the valedictory function of the National Level Technical symposium to be held at your college. Write a Checklist of eight most important items to be taken care for the smooth conduct of the function.
7. Prepare an eight item Checklist stating the things to be remembered in the process of preparing for a power point presentation.
8. Write a Checklist of eight items in organizing the inauguration of your department Club Meeting.
9. Imagine that you are going to organize a Blood-Donation Camp. Prepare a Checklist of eight important items.
10. You have planned to go on a month long expedition to Thaar Desert in Rajasthan for a film shoot. Prepare a Checklist that consists of eight items that are to be verified before you leave for the shoot.

II Report Writing

1. You are the Works Manager in Industrial Gases Limited where LPG Cylinders are filled for utilization by the consumers. Write a report to the Chairman of the company about an accident that happened in the LPG filling section in which three workers were seriously injured.
2. Imagine that you are the Marketing Executive of Click Home Products, Chennai-45. Study the feasibility of introducing a new herbal mosquito repellent and submit the report to your Managing Director.
3. Write a report on the road accident you have witnessed last week.
4. Imagine that you are the Safety Engineer of a car manufacturing factory. There has been a fire accident in the factory and one of the workers has been badly hurt and is in the hospital. Your General Manager has asked you to send him a detailed report on the accident together with your recommendation for averting similar accidents in future. Prepare a report accordingly.
5. Write a feasibility report on the opening of a retail outlet for the sale of the company's goods in a nearby town with all details such as cause, damage, insurance claim, renovation, etc.

6. Write a report on the activities conducted in your institution during 2010-2011 to the editor of a local newspaper.
7. Imagine that you are the Safety Engineer of a tyre industry. A fire broke out destroying part of the unit due to short circuit. Write a report on the fire accident to the General Manager. PKM Tyres, Pvt Lt, Ambattur, Chennai.
8. Imagine that you are the Safety Engineer of a Nuclear Power Plant. There was an explosion due to the failure of control rods. Most of the lives are severely affected due to the radiation. The Chairman of the Atomic Energy Commission has asked you to submit a detailed report on the disaster together with your recommendation for averting such a disaster in future. Prepare a report.
9. Write a feasibility report on introducing a new scheme for generating employment to the large number of unemployed engineers in our country for submission to the commissioner, Department of Labour, Government of India, New Delhi.
10. Write a brief project report on completion of a residential building for tsunami –affected people, Chennai. Give details of the purpose, background, budget estimate, company hired for construction, the beneficiaries, time, etc. Use a table or chart, where necessary.
11. Your company is planning to install a sewage water recycle plant, prepare a feasibility report with all details about the background, method, feasibility and recommendation.
12. You are heading the Marketing Team of a famous mobile phone manufacturing firm which has plans to introduce a new mobile phone in a metropolitan city. Prepare a report in about 300 words advising the firm on the feasibility of introducing the new model. Your study finding may focus on the popularity of the available brands, reasons for popularity, their price, etc and also how your brand is different from those in the market.
13. A college is planning to convert all of its classrooms as smart classrooms. As the Professor in charge of academic development you are requested to study the feasibility and submit a report. You need to consider the finance involved, advantages and disadvantages of smart classes, etc.

Part C

1. Communicate with a doctor to share his views about the general health problems experienced by the people today. (Recorded version) BTL-6
2. Identify a staff of Valliammai Engineering College and have a role play with him/her. (Recorded version) BTL-6
3. Role play with some of your friends discussing the ways and means to improve your communication skills. (Recorded version) BTL-4
4. Record a group discussion, discussing the pros and cons of the demonetisation introduced by our Prime Minister. BTL-5