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## Noun

A noun is the word that refers to a person, thing or abstract idea. A noun can tell you who or what.

There are five types of Noun

- a. **Proper Noun**
- b. **Common Noun**
- c. **Material Noun**
- d. **Collective Noun**
- e. **Abstract noun**

- There are common nouns such as dog, car, chair etc.
- Nouns that refer to things which can be counted (can be singular or plural) are countable nouns.
- Nouns that refer to some groups of countable nouns, substances, feelings and types of activity (can only be singular) are uncountable nouns.
- Nouns that refer to a group of people or things are collective nouns.
- Nouns that refer to people, organisations or places are proper nouns, only proper nouns are capitalised.
- Nouns that are made up of two or more words are called compound nouns.

### **Classify the Nouns in the following sentences**

1. Beauty is only a nine day's wonder.
2. Maharastra is famous for its bananas.
3. Children like sweets
4. A crowd gathered there.
5. My umbrella is very costly.
6. Our team got a prize.
7. Water is useful for health.
8. Everyone wants happiness.
9. Children like sweets.
10. Poverty is the greatest curse.

1. \_\_\_ (This/These) is my book and \_\_\_ (that /those) book is his.
2. \_\_\_(This/These) is the institute in which I study.
3. \_\_\_ (Those/That) institute across the road is his.
4. \_\_\_(This/These) is my room and \_\_\_(those/that) is my sister's room.
5. \_\_\_(This, these) is my father's car and (that/those) is her mother's car.
6. \_\_\_ (These, This) are the notes I made and (that, those)\_\_\_ are the notes made by him.

### **Countable and Uncountable Nouns 2**

*Complete the sentences using either 'a' or 'some':*

1. There is \_\_\_\_\_ rice in the cupboard.
2. There is \_\_\_\_\_ dog in the garden.
3. There is \_\_\_\_\_ postman coming to the door.
4. There is \_\_\_\_\_ alcohol in the fridge.
5. There is \_\_\_\_\_ bathroom upstairs.
6. There is \_\_\_\_\_ computer in the office.
7. There is \_\_\_\_\_ oil on the floor.
8. There is \_\_\_\_\_ ice on the windscreen.
9. There is \_\_\_\_\_ shirt in the tumble dryer.
10. There is \_\_\_\_\_ homework to do later on.
11. There is \_\_\_\_\_ food on the table.
12. There is \_\_\_\_\_ cheese in the fridge.
13. There is \_\_\_\_\_ light switch on the wall.
14. There is \_\_\_\_\_ vinegar on your chips.
15. There is \_\_\_\_\_ pen in my pocket.

16. There is \_\_\_\_\_ sand in my shoe.
17. There is \_\_\_\_\_ five pound note in my wallet.
18. There is \_\_\_\_\_ wine in the cupboard.
19. There is \_\_\_\_\_ butter in the fridge.
20. There is \_\_\_\_\_ peanut butter on the worktop.
21. There is \_\_\_\_\_ radio in the kitchen.
22. There is \_\_\_\_\_ toothbrush in the bathroom.
23. There is \_\_\_\_\_ jam in the cupboard.
24. There is \_\_\_\_\_ magazine in the living room.
25. There is \_\_\_\_\_ queue at the post office.
26. There is \_\_\_\_\_ luggage in the car.
27. There is \_\_\_\_\_ suitcase in the bedroom.
28. There is \_\_\_\_\_ flour in the cupboard.
29. There is \_\_\_\_\_ sugar in your tea.
30. There is \_\_\_\_\_ bicycle outside.

## Pronoun

A **pronoun** (*I, me, he, she, herself, you, it, that, they, each, few, many, who, whoever, whose, someone, everybody, etc.*) is a word that takes the place of a noun. In the sentence *Joe saw Jill, and he waved at her*, the pronouns *he* and *her* take the place of *Joe* and *Jill*, respectively.

### Using Personal Pronouns 1

*Fill in the gaps using either 'I' or 'me':*

1. Give that book to \_\_\_\_\_.
2. \_\_\_\_\_ don't like working in shops.
3. Does your friend know \_\_\_\_\_ ?
4. \_\_\_\_\_ and Ted are going out for lunch.
5. \_\_\_\_\_ need to ask you something.
6. \_\_\_\_\_ 'm a vegetarian.
7. \_\_\_\_\_ was the first one to finish my exam.
8. This is a picture of \_\_\_\_\_ and mum on holiday.
9. This is the house they showed \_\_\_\_\_.
10. Did you know that \_\_\_\_\_ live in Manchester?
11. Jenny told \_\_\_\_\_ that you went to London last week.
12. \_\_\_\_\_ will see you soon.
13. Deepak is older than \_\_\_\_\_ .
14. Call \_\_\_\_\_ when you get there.
15. This is the house where \_\_\_\_\_ was born.

*Fill in the gaps using either 'he' or 'him':*

1. \_\_\_\_\_ always goes home early on Tuesdays.
2. I asked \_\_\_\_\_ for some help.
3. \_\_\_\_\_ asked, "What's her problem?"
4. \_\_\_\_\_ was always a bit quiet.
5. That's easy for \_\_\_\_\_ to say.

6. Do you want to see \_\_\_\_\_ now?
7. \_\_\_\_\_ needs a new pair of shoes.
8. I think that \_\_\_\_\_ is really selfish.
9. Can you ask \_\_\_\_\_ ?
10. \_\_\_\_\_ wasn't very well last week.
11. \_\_\_\_\_ put on his coat and went out.
12. Gillian gave the largest piece of cake to \_\_\_\_\_ .
13. I love spending time with \_\_\_\_\_ .
14. Everyone told \_\_\_\_\_ to be quiet.
15. There's something strange about \_\_\_\_\_ .

*Fill in the gaps using either 'she' or 'her':*

1. \_\_\_\_\_ thought he was joking.
2. \_\_\_\_\_ has got long hair.
3. I see \_\_\_\_\_ on the bus every day.
4. John called \_\_\_\_\_ at half past nine.
5. Sally's sister gave \_\_\_\_\_ a new jacket.
6. I know \_\_\_\_\_ studies English.
7. \_\_\_\_\_ 's quite serious, isn't she?
8. \_\_\_\_\_ 's not interested in geography.
9. That guitar belongs to \_\_\_\_\_ .
10. Is \_\_\_\_\_ going on holiday with you?
11. \_\_\_\_\_ waited in the rain for half an hour.
12. I told \_\_\_\_\_ that you can't meet \_\_\_\_\_ .
13. \_\_\_\_\_ picked up the bag.
14. My neighbour said that \_\_\_\_\_ wasn't coming.
15. Ask my sister if \_\_\_\_\_ saw him.

Fill in the gaps using either **'we'** or **'us'**:

1. \_\_\_\_\_ aren't interested.
2. Nobody told \_\_\_\_\_.
3. They don't believe \_\_\_\_\_.
4. Will \_\_\_\_\_ be able to meet up?
5. This is what \_\_\_\_\_ wanted.
6. They saw \_\_\_\_\_ walking down the road.
7. \_\_\_\_\_ agree with you.
8. Tell \_\_\_\_\_ what you mean.
9. \_\_\_\_\_ hope that you enjoy yourselves.
10. Can \_\_\_\_\_ tell you tomorrow?
11. \_\_\_\_\_ don't want to go out.
12. This puts \_\_\_\_\_ in a difficult position.
13. That's impossible for \_\_\_\_\_ .
14. \_\_\_\_\_ 'll do what \_\_\_\_\_ can.
15. Thank you for inviting \_\_\_\_\_ .

Fill in the gaps using either **'they'** or **'them'**:

1. I don't know \_\_\_\_\_ at all.
  2. \_\_\_\_\_ can't hear you.
  3. Ask \_\_\_\_\_ yourself.
  4. Who is that man with \_\_\_\_\_ ?
  5. \_\_\_\_\_ went to the cinema with Linda and Rachael last night.
  6. Please tell \_\_\_\_\_ that \_\_\_\_\_ are early.
  7. Somebody wants to see \_\_\_\_\_ .
  8. I will put \_\_\_\_\_ on the waiting list.
  9. \_\_\_\_\_ are at the football match.
  10. Did \_\_\_\_\_ see you there?
-

## Adjectives

**An adjective is a word that describes or clarifies a noun. Adjectives describe nouns by giving some information about an object's size, shape, age, color, origin or material.**

An adjective is a word or set of words that modifies (i.e., describes) a noun or pronoun. Adjectives may come before the word they modify.

***Examples:***

*That is a **cute** puppy.*

*She likes a **high school** senior.*

Adjectives may also follow the word they modify:

***Examples:***

*That puppy looks **cute**.*

*The technology is **state-of-the-art**.*

1. I feel ..... (unhappy / unhappily)
2. I will get the car ..... (ready / readily)
3. She is too ..... a person to refuse. (polite / politely)
4. We will have to think ..... (quick / quickly)
5. She danced ..... into the room. (happy / happily)
6. She sang ..... (bad / badly)
7. I remember him very ..... (good / well)
8. Cyanide is a ..... poison. (dead / deadly)
9. This steak is very ..... cooked. (bad / badly)



10. He was ..... in love with her. (mad / madly)
11. They were playing ..... fast. (unusual / unusually)
12. I ..... believed that you wanted to help me. (wrong / wrongly)

**Fill the blank with proper form of verb:**

1. I have \_\_\_\_\_ to the market. (go)
2. He \_\_\_\_\_ a lion in jungle. (see)
3. I will \_\_\_\_\_ a movie tomorrow. (watch)
4. I saw a tree that \_\_\_\_\_ towards the wall of the house. (lean)
5. She \_\_\_\_\_ the floor yesterday. (sweep)
6. They \_\_\_\_\_ to our house Yesterday. (Come)
7. Have you \_\_\_\_\_ a surgical Operation. (undergo)
8. I have \_\_\_\_\_ this letter two days ago. (write)
9. I have \_\_\_\_\_ this letter two days ago. (write)
10. He \_\_\_\_\_ her very much. (like)

1. He use /uses the computer, daily.
2. His job application has /have been typed.
3. I do not/does not smoke.
4. Two cars was /were involved in the accident.
5. He play/plays in the garden daily.
6. The candidate has/have to bring the certificates.
7. She work/works very hard.
8. Mr. and Mrs. Jain has /have changed their house.
9. They want/wants a new receptionist.

10. It start/starts from this place.
11. He \_\_ (buy) his books from here.
12. Jai always \_\_\_(come) late to the institute.
13. The sun\_\_\_\_(rise) in the east.
14. Tendulkar \_\_\_\_\_(play) for India.
15. Yuvraj \_\_\_\_\_(take) many catches in every match.
16. We \_\_\_(attend) a conference every week.
17. We never\_\_\_\_\_ (go) for movies.
18. They \_\_ (read) the newspaper daily.
19. Spiders \_\_\_(eat) flies.
20. They \_\_\_\_\_(work) on computers.
21. The boy \_\_\_\_\_ at the joke. (laughs/laugh)
22. A lady has to \_\_\_\_\_ hard to earn money. (work/work)
23. He \_\_\_\_\_English confidently. (speaks/speak)
24. They have to \_\_\_\_\_ up early in the morning.(gets up/get up)
25. Reeta has to \_\_\_\_\_ her work. (completes/ complete)
26. They \_\_\_\_ the book fair every year. (visit/visits)
27. You always \_\_\_\_\_your work on time. (completes/complete)
28. We \_\_\_\_\_ a movie every week. (watch/watches)
29. It \_\_\_\_\_beautiful . ( looks/look)
30. A computer \_\_\_\_\_ data in its memory.(stores/store)

## Articles

English has two articles: **the** and **a/an**. **The** is used to refer to specific or particular nouns; **a/an** is used to modify non-specific or non-particular nouns. We call **the** the *definite* article and **a/an** the *indefinite* article.

the = definite article

a/an = indefinite article

For example, if I say, "Let's read **the** book," I mean a *specific* book. If I say, "Let's read **a** book," I mean *any* book rather than a specific book.

"A/an" is used to refer to a *non-specific* or *non-particular* member of the group. For example, "I would like to go see **a** movie." Here, we're not talking about a *specific* movie. We're talking about *any* movie. There are many movies, and I want to see *any* movie. I don't have a specific one in mind.

### **Fill in the Blanks with proper Articles:**

1. English is not ----- easy Language.
2. Which is -----largest river in India?
3. My sister has-----Umbrella.
4. She is \_\_\_\_ M.A.
5. \_\_\_\_ English is an easy language.
6. English is not ----- easy Language.
7. Which is -----largest river in India?
8. My sister has-----Umbrella.
9. .... man is mortal.
10. I am ..... university student.
11. She goes to the temple in ..... mornings.
12. Kiran is ..... best student in the class.
13. .... camel is the ship of the desert.

14. This book has won ..... Booker prize.
  15. Harish chandra was ..... honest king.
  16. I am fond of ..... classical music.
  17. I met ..... boy in ..... store.
  18. Gold is ..... precious metal.
  19. She returned after ..... hour.
  20. There is ..... institution for .....blind in this city.
  21. .... sun rises in the east.
  22. He works at ..... factory.
  23. He is ..... oldest member of the club.
  24. I like to watch ..... football.
-

## **Preposition**

1. Like many misers Roucolle came ..... a bad end.
  2. There Beethoven was recognized immediately ..... his genius .....the field .....music.
  3. Ramanujan died ..... tuberculosis.
  4. An acquaintance began ..... such a happy note at last grew and ripened ..... a close and lovely comradeship.
  5. Once ..... 1913, I met him .....the Servants .....India Society.
  6. .... the Christmas Eve that year, he spent a few minutes thinking .....the next day.
  7. There were a lot of people .....the platform. They were all waiting .....the train .....arrive.
  8. Ramanujan turned out to be a poor clerk .....Madras living ..... his wife ..... twenty pounds a year.
-

## **Conjunction**

1. He was tired. He had been working for a long time.
  2. You will win the first prize. You have to work hard.
  3. He took out his brush. He began to paint.
  4. Hurry up. You will be late.
  5. She may be poor. She will not take anything that does not belong to her.
  6. Something must have fallen. I heard a sound.
  7. They must have fallen asleep. There is no light in their room.
  8. The train had left. I reached the station later.
  9. He was tired. He decided to get some rest.
  10. I waited for him. He arrived.
  11. He was angry. Somebody had stolen his bicycle.
  12. It was raining. We went out.
-

## VOICES

**Change the voice of following sentences:**

1. She likes to paint a picture.
  2. God helps those who help themselves.
  3. Why do you tell a lie?
  4. No one will miss him if he goes away.
  5. Raj recites a poem.
  6. Where can I find such a man?
  7. Ram can paint this picture.
  8. It is time to sow wheat.
  9. Deposit this cheque in the Bank.
  10. Let the book be sold by him.
  11. Quinine tastes bitter.
  12. My shirt needs washing.
  13. It is time to stop work.
  14. Do you drink Coffee?
  15. Whom do you want?
  16. Do not inform the police?
  17. We have informed him.
  18. Why are the boys making a noise?
  19. She was not mocking at them.
  20. Answer all the Question.
  21. Let him help the poor.
  22. We have offered him a job.
  23. Everything was lost.
  24. The mother will look after her children.
  25. Do not humiliate the needy.
-

## **Narration**

1. He said, "I have got a toothache".
2. Manu said, "I am very busy now".
3. "Hurry up," she said to us.
4. "Give me a cup of water," he told her.
5. She said, "I am going to college."
6. She said to me, "Thank you"
7. Raju said, "Gautam must go tomorrow".
8. Geeta says, "My father is an Engineer."
9. He said, "I have passed the physical test."
10. She said to me, "You are my only friend."
11. 'I love you,' he told me.
12. 'Where are you going?' James asked Mary.
13. 'What do you want?' she asked him
14. 'Are you coming with us?' he asked me.
15. He asked, 'When do you intend to make the payment?'
16. 'Do you come from China?' said the prince to the girl.
17. The poor man exclaimed, 'Will none of you help me?'
18. 'Which way should I go?' asked the little girl.



19. Alladin said to the magician, ‘What have I done to deserve so severe a punishment?’
  20. ‘Don’t you know the way home?’ I said to her.
  21. ‘Do you write a good hand?’ the teacher said to the student.
  22. ‘Have you anything to say on behalf of the accused?’ said the judge finally.
  23. ‘Have you anything to tell me, little bird?’ asked Ulysses.
  24. ‘Who are you, sir, and what do you want?’ they asked.
  25. The king was impressed with the magician and asked, ‘What can I do for you?’
  26. She asked, ‘What is it that makes you stronger and braver than other men?’
  27. ‘Can you solve this problem?’ he asked me.
-

## Words often confused

1. He has no \_\_\_\_ of current affairs. (incite/insight)
2. You must not be so \_\_\_\_, think before you speak.(impetus/impetuous)
3. Don't have the company of that boy. 4. He is a \_\_\_\_.(Knaves/naive)
4. The inspector \_\_\_\_ the minister of the situation.(appraised/apprised)
5. The student was \_\_\_\_ for his bad behavior. (censored/censured)

### accept, except

**Accept** means "to receive". Example: Please **accept** my gift.

**Except** means "not including". Example: I brought all the gifts **except** yours.

### advice, advise

**Advice** is an "opinion about what should be done". Example: She gives good **advice**.

**Advise** means "to recommend". Example: Please **advise** me on what to do.

### affect, effect

**Affect** means "to influence". Example: Do not let the loss **affect** you.

An **effect** is "a result". Example: The loss did not have an **effect** on me.

### all ready, already

**All ready** means "everything is ready". Example: We are **all ready** to move.

**Already** means "previously". Example: We **already** moved our things yesterday.

### buy, by

**Buy** means "to purchase". Example: Please **buy** me a ticket.

**By** means "beside". Example: The book is **by** the table.

### choose, chose

**Choose** means "to select". Example: Today, I will **choose** a new house.

**Chose** is the past tense of choose. Example: Yesterday, I **chose** a new house.

### complement, compliment

**Complement** means "to make complete". Example: This hat will **complement** my new dress.

A **compliment** is something said in praise. Example: Thank you for the **compliment** about my dress.

### emigrate, immigrate

**Emigrate** means "to leave one country to settle in another". Example: I intend to **emigrate** from Hong Kong.

**Immigrate** means "to come to live in a new country". Example: I intend to **immigrate** to Canada.

### miner, minor

A **miner** is a person who works in a mine. Example: My uncle is a **miner**.

**Minor** is an adjective that means "unimportant". Example: This is a **minor** problem.

A **minor** also refers to a person who is not yet an adult. Example: It is illegal for a **minor** to drink alcohol

### **past, passed**

**Past** means "gone by" or "history". Example: The car drove **past** my house.

My **past** is very interesting.

**Passed** is the past tense of pass. Example: We **passed** the truck earlier.

### **principal, principle**

A **principal** is the head of a school. Example: The **principal** spoke to us today.

A **principle** is an important fact or law. Example: The **principle** of democracy is important to Canadians.

### **stationary, stationery**

**Stationary** means to be "standing still". Example: Please remain **stationary**.

**Stationery** means "writing materials". Example: They went to the store to buy some **stationery**.

### **threw, through**

**Threw** is the past tense of throw. Example: He **threw** the ball over the fence.

**Through** means from "end to end". Example: We drove **through** the tunnel.

### **weather, whether**

**Weather** means "conditions outdoors". Example: The **weather** is terrible.

**Whether** is an expression of choice between two options. Example: I do not know **whether** I will stay home or go to school.

## **Accede, Exceed**

**Accede** means "to agree or allow": Hiram Cheaply finally acceded to accepting the presidency of the company.

**Exceed** means "to go beyond, to surpass": The amount of alcohol in his blood exceeded the previous record.

## **Ascent, Assent**

**Ascent** is an upward movement, physical or abstract: Leo's ascent to the presidency of the company came slowly.

**Assent** means "to agree to": Greta could not begin the project unless management assented.

-----

## Prefixes and Suffixes

### Prefixes

	<u>Meaning</u>	<u>Example</u>
	<u>against, opposing</u>	antibiotic, antidepressant, antidote
<u>anti-</u>		
circum-	around	circumstance, circumvent, circumnavigate
co-	with	co-worker, co-pilot, co-operation
de-	off, down, away from	devalue, defrost, derail, demotivate
dis-	opposite of, not	disagree, disappear, disintegrate, disapprove
em-, en-	cause to, put into	embrace, encode, embed, enclose, engulf
epi-	upon, close to, after	epicentre, episcopate, epidermis
ex-	former, out of	ex-president, ex-boyfriend, exterminate
extra-	beyond, more than	extracurricular, extraordinary, extra-terrestrial
fore-	before	forecast, forehead, foresee, foreword, foremost
homo-	same	homosexual, homonuclear, homoplastic
hyper-	over, above	hyperactive, hyperventilate
il-, im-, in-, ir-	not	impossible, illegal, irresponsible, indefinite
im-, in-	into	insert, import, inside
infra-	beneath, below	infrastructure, infrared, infrasonic, infraspecific
inter-, intra-	between	interact, intermediate, intergalactic, intranet
macro-	large	macroeconomics, macromolecule
micro-	small	microscope, microbiology, microfilm, microwave
mid-	middle	midfielder, midway, midsummer
mis-	wrongly	misinterpret, misfire, mistake, misunderstand
mono-	one, singular	monotone, monobrow, monolithic
non-	not, without	nonsense, nonentity, nondescript
omni-	all, every	omnibus, omnivore, omnipotent
para-	beside	parachute, paramedic, paradox
post-	after	post-mortem, postpone, post-natal
pre-	before	prefix, predetermine, pre-intermediate

re-	again	return, rediscover, reiterate, reunite
semi-	half	semicircle, semi-final, semiconscious
sub-	under	submerge, submarine, sub-category, subtitle
super-	above, over	superfood, superstar, supernatural, superimpose
therm-	heat	thermometer, thermostat, thermodynamic
trans-	across, beyond	transport, transnational, transatlantic
tri-	three	triangle, tripod, tricycle
un-	not	unfinished, unfriendly, undone, unknown
uni-	one	unicycle, universal, unilateral, unanimous

<b>Suffix</b>	<b>Meaning</b>	<b>Example</b>
-acy	state or quality	privacy
-al	act or process of	refusal
-ance, -ence	state or quality of	maintenance, eminence
-dom	place or state of being	freedom, kingdom
-er, -or	one who	trainer, protector
-ism	doctrine, belief	communism
-ist	one who	chemist
-ity, -ty	quality of	veracity
-ment	condition of	argument
-ness	state of being	heaviness
-ship	position held	fellowship
-sion, -tion	state of being	concession, transition
<b>Verb Suffixes</b>		
-ate	become	eradicate
-en	become	enlighten

-ify, -fy	make or become	terrify
-ize, -ise	become	civilize
<b>Adjective Suffixes</b>		
-able, -ible	capable of being	edible, presentable
-al	pertaining to	regional
-esque	reminiscent of	picturesque
-ful	notable for	fanciful
-ic, -ical	pertaining to	musical, mythic
-ious, -ous	characterized by	nutritious, portentous
-ish	having the quality of	fiendish
-ive	having the nature of	creative
-less	without	endless
-y	characterized by	sleazy

**Put the word in brackets into the correct form. You will have to use prefixes and/or suffixes.**

1. He was sitting \_\_\_\_\_ in his seat on the train. (comfort)
2. There was a \_\_\_\_\_ light coming from the window. (green)
3. He was acting in a very \_\_\_\_\_ way. (child)
4. This word is very difficult to spell, and even worse, it's \_\_\_\_\_. (pronounce)
5. He's lost his book again. I don't know where he has \_\_\_\_\_ it this time. (place)
6. You shouldn't have done that! It was very \_\_\_\_\_ of you. (think)
7. He didn't pass his exam. He was \_\_\_\_\_ for the second time. (succeed)
8. Some of the shanty towns are dreadfully \_\_\_\_\_. (crowd)



9. The team that he supported were able to win the \_\_\_\_\_ . (champion)
10. There is a very high \_\_\_\_\_ that they will be late. (likely)
11. I couldn't find any \_\_\_\_\_ in his theory. (weak)
12. He wants to be a \_\_\_\_\_ when he grows up. (mathematics)
13. You need to be a highly trained \_\_\_\_\_ to understand this report. (economy)
14. There were only a \_\_\_\_\_ of people at the match. (hand)
15. She arrived late at work because she had \_\_\_\_\_ . (sleep)
16. The road was too narrow, so they had to \_\_\_\_\_ it. (wide)
17. He was accused of \_\_\_\_\_ documents. (false)
18. They had to \_\_\_\_\_ the lion before they could catch it. (tranquil)
19. He needed to \_\_\_\_\_ the temperature. (regular)
20. I think that you should \_\_\_\_\_. It may not be the best thing to do. (consider)
21. There was a three-hour \_\_\_\_\_ because of the strike. (stop)
22. You need a \_\_\_\_\_ of motivation, organization and revision to learn English.(combine)
23. I try not to go to the supermarket at 5pm because it's \_\_\_\_\_. (practice)
24. It is very \_\_\_\_\_ to run air-conditioning with the door open. (economy)
25. His \_\_\_\_\_ has been expected for the last half an hour. (arrive)
26. She looked at her \_\_\_\_\_ in the mirror. (reflect)
27. I told him my plan but he wasn't very \_\_\_\_\_. (receive)
28. She had no \_\_\_\_\_ of going to see him. (intend)
29. He spent half an hour \_\_\_\_\_ himself with the building. (familiar)
30. Failing her driving test was a great \_\_\_\_\_ to her. (appoint)
31. He decided to study \_\_\_\_\_ at university. (journal)

32. The film was \_\_\_\_\_ good. (surprise)
33. There was the need for \_\_\_\_\_ construction when the fighting stopped. (war)
34. I don't like him at all. He's so \_\_\_\_\_. (satisfy)
35. The company has over 500 \_\_\_\_\_. (employ)
36. The new manager was very efficient and \_\_\_\_\_. (business)
37. It really isn't mine. I think that you are \_\_\_\_\_. (take)
38. The rate of \_\_\_\_\_ in Brazil has been rising steadily. (employ)
39. With the real plan, the rate of \_\_\_\_\_ in Brazil has fallen. (inflate)
40. She looked at him \_\_\_\_\_, and started to cry. (happy)
41. The party was \_\_\_\_\_, everything went wrong. (disaster)
42. The film was so \_\_\_\_\_ that we left before the end. (bore)
43. The film was terrible, I felt really \_\_\_\_\_. (bore)
44. I think that there has been a \_\_\_\_\_, I didn't order this. (understand)
45. The bacteria are so small that you need a \_\_\_\_\_ to see them. (scope)
46. Have you seen that new \_\_\_\_\_? He's very funny. (comedy)
47. The event was totally \_\_\_\_\_. It was terrible. (organise)
48. I arrived late for work because I had \_\_\_\_\_. (sleep)
49. There is a small \_\_\_\_\_ explaining the new traffic code. (book)
50. He was \_\_\_\_\_. He wouldn't change his mind. (compromise)
-

## **Symbols of Punctuation**

Some of the commonly used punctuation marks are:

**Full Stop-** (.) Usually used at the end of a sentence.

**Question Mark-** (?) Usually used at the end of an interrogative sentence to form a question.

**Comma-** (,) Usually used to denote a pause in a sentence.

**Exclamation Mark-** (!) Used to denote shock, surprise, anger or a raised voice.

**Colon** – (:) Used to indicate what is to follow next

**Semi Colon** (;) Used to link two independent clauses not joined by a conjunction or used to separate two independent clauses in place of comma

**Apostrophe-** (') Used to show possession or for contraction of word.

### **Punctuate the Following:**

(1) dear friend what can i do for you

(2) how well said

(3) come in student teacher said

(4) if it rains they will not come

(5) alas i am ruined said the poor peasant

(6) A grandparents job is easier than a parents

(7) It looks as if the sun goes around the earth but of course the earth really goes round the sun

(8) He neither smiled spoke nor looked at me

- (9) Long ago in a distant country there lived a beautiful princess
- (10) It was my aunt who took Peter to London yesterday not my father.
- (11) Ruth was invited to the party but she was ill so Jane went instead of her
- (12) Sorry to disturb you could I speak to you for a moment
- (13) Is it any use expecting them to be on time
- (14) Johns going to sleep during the wedding was rather embarrassing
- (15) Having lost all my money I went home
- (16) We had a great time in France the kids really enjoyed it
- (17) Some people work best in the mornings others do better in the evenings
- (18) What are you doing next weekend
- (19) Mother had to go into hospital she had heart problems
- (20) Did you understand why I was upset
- (21) It is a fine idea let us hope that it is going to work
- (22) We will be arriving on Monday morning at least I think so
- (23) A textbook can be a wall between teacher and class
- (24) The girls father sat in a corner
- (25) In the words of Murphys Law Anything that can go wrong will go wrong



## Sentence and its types-

**A simple sentence consists of an independent clause, so it contains a subject and a verb.** It does NOT contain either a dependent clause or another simple sentence.

Examples of simple sentences – short simple sentence: The dog barked. long simple sentence: Leaning first this way and then that, the large tan dog with a wide black collar barked loudly at the full moon last night from under the lilac bush in the shadow of the north side of the house. The simple sentence may have a compound subject: The dog and the cat howled. It may have a compound verb: The dog howled and barked. It may have a compound subject and a compound verb: The dog and the cat howled and yowled, respectively.

**A compound sentence consists of two or more simple sentences joined** by (1) a comma followed by a coordinating conjunction (and, but, or, nor, for, yet, so): The dog barked, and the cat yowled. (2) a semicolon: The dog barked; the cat yowled. (3) a comma, but ONLY when the simple sentences are being treated as items in a series: The dog barked, the cat yowled, and the rabbit chewed.

**A complex sentence consists of a combination of an independent clause and a dependent clause.** An example with a relative clause as the dependent clause: The dog that was in the street howled loudly. A student who is hungry would never pass up a hamburger. An example with a subordinating conjunction creating the dependent clause (note the various positions of the dependent clause): End: The dog howled although he was well fed. Front: Because the dog howled so loudly, the student couldn't eat his hamburger. Middle: The dog, although he was well fed, howled loudly. A compound-complex sentence consists of a combination of a compound sentence and a complex sentence. As the dog howled, one cat sat on the fence, and the other licked its paws.

## List of Synonyms and Antonyms words

**Absent** – Present

**Achieve** – Fail

**Add** – Subtract

**Afraid** – Confident

**After** – Before

**Amateur** – Professional

**Ancient** – Modern

**Argue** – Agree

**Arrive** – Depart

**Arrogant** – Humble

**Ascend** – Descend

**Attack** – Defend

**Awake** – Asleep

**Blunt** – Sharp

**Bold** – Timid

**Brave** – Cowardly

**Brief** – Long

**Bright** – Dull

**Busy** – Idle

**Cautious** – Careless

**Compliment** – Insult

**Crazy** – Sane

**Crooked** – Straight

**Cruel** – Kind

**Deep** – Shallow

**Decrease** – Increase

**Demand** - Supply

**Destroy** – Create

**Divide** – Unite

**Drunk** – Sober

**Expand** – Contract

**Fiction** – Fact

**Float** - Sink

**Follow** – Lead

**Foolish** - Wise

**Forgive** – Blame

**Freeze** - Boil

**Generous** – Stingy

**Gentle** – Rough

**Giant** - Dwarf

**Give** – Receive

**Gloomy** – Cheerful

**Guilty** - Innocent

**Heaven** – Hell

**Hire** - Fire

**Huge** – Tiny

**Hungry** - Full

**Idle** – Active

**Include** - Exclude

**Individual** – Group

**Innocent** – Guilty

**Knowledge** – Ignorance

**Likely** – Unlikely

**Liquid** – Solid

**Lonely** – Crowded

**Major** – Minor

**Marvelous** – Terrible

**Mature** – Immature

**Maximum** - Minimum

**Mix** – Separate

**Moist** – Dry

**Most** – Least

**Move** – Stay

**Noisy** – Quiet

**Nothing** – Something

**Now** – Then

**Obvious** – Hidden



**Odd** – Even

**Often** – Seldom

**Optimist** - Pessimist

**Ordinary** – Extraordinary

**Pain** – Pleasure

**Panic** – Calm

**Partial** – Complete

**Passive** – Active

**Peace** - War

**Permanent** – Unstable

**Play** – Work

**Plentiful** – Sparse

**Polite** – Rude

**Praise** – Criticism

**Pride** – Modesty

**Private** – Public

**Problem** – Solution

**Quality** – Inferiority

**Random** – Specific

**Rare** – Common

**Raw** – Cooked

**Regret** – Rejoice

**Rigid** – Flexible

**Rise** – Sink

**Rough** – Smooth

**Rude** – Polite

**Segregate** – Integrate

**Seldom** – Often

**Shame** – Honor

**Simple** - Complicated

**Spend** – Earn

**Stay** – Leave

**Stiff** – Flexible

**Strength** – Weakness

**Student** – Teacher

**Sturdy** – Weak

**Sunny** - Cloudy

**Superb** – Inferior

**Tame** – Wild

**Teach** – Learn

**Temporary** – Permanent

**Thin** – Wide

**Tidy** – Messy

**Timid** – Bold

**Together** – Apart

**Transparent** - Opaque

**Triumph** – Defeat

**Union** – Separation

**Unique** – Common

**Upset** – Stabilize

**Urge** – Deter

**Vacant** – Occupied

**Vague** – Definite

**Vertical** – Horizontal

**Victory** - Defeat

**Visible** - Invisible

**Wax** - Wane

**Wealth** – Poverty

**Wild** – Tame

**Worthy** – Worthless

<b>Word</b>	<b>Synonyms</b>	<b>Antonyms</b>
abandon	leave, give up	stay, retain
abate	lessen	increase
abhor	dislike	approve
abnormal	unusual, unnatural	natural, normal
abjure	disclaim	accept
aboriginal	native	immigrant
abortive	futile, unsuccessful	successful
abridge	condense, shorten	expand, enlarge
abrupt	sudden	gentle
abscond	decamp	remain
abundant	plentiful	meagre
abuse	injure	praise
accede	assent	refuse
accomplish	finish	fail
accord	agreement	discord

acute	sharp	blunt
addicted	devoted	unaddicted
adjourn	postpone	advance
alliance	union	separation
altercation	quarrel	agreement
amiable	lovable	unlovable
analogy	likeness	difference
annihilate	destroy	restore
annul	cancel	ratify
antagonistic	opposed	friendly
anticipate	forecast	miss
antique	ancient	modern
apparent	clear	implicit/invisible
applaud	cheer	cry down
apprise	inform	keep secret
arbitrary	dictatorial	reasonable
arduous	difficult	easy, simple
ardent	fiery	calm, cool
arrogant	haughty	humble
ascendancy	superiority	inferiority
assail	attack	defend
assuage	calm	excite

audacious	bold, daring	timid, humble
augment	increase, enlarge	decrease, lessen
authentic	genuine, true	unauthentic
auspicious	lucky, favourable	unlucky, unfavourable
avenge	retaliate, punish	forgive, pardon
aversion	dislike	willingness, like
awkward	clumsy, rude	graceful, refined
baffle	puzzle	inform,
barbarous	uncivilized	civilized
bare	naked	clothed, dressed
barricade	barrier	open
benevolent	charitable	malevolent
betray	deceive	loyal
bewilder	puzzle	enlighten

bleak	cheerless	warm
bliss	happiness	unhappiness
brevity	shortness	lengthy
brutal	cruel	humane
captivity	bondage	freedom
cease	stop	begin
cede	surrender	refuse
celebrated	famous	unknown
censure	blame, condemn	praise
cheer	gladden	depress
clamour	outcry	silence
coarse	rough	smooth, fine
colossal	gigantic	small
combat	fight	peace
comprehend	understand	exclude
comprehensive	inclusive	exclusive
conceal	hide	reveal
concise	short	large
concord	accord	discord
condemn	blame	praise
confer	give	refuse
conspiracy	plot	counter plot
contradict	oppose	agree
corroborate	strengthen	weaken

destitute	needy	well-provided
devoid	empty	full
devout	pious	profane
dexterity	skill	clumsiness
diligence	industrious	laziness
discern	perceive	misunderstand
disgrace	debase	praise
dogmatic	authoritative	liberal
dreadful	awful	harmless
dwell	reside	move on
dwindle	decrease	increase
eager	keen	uninterested
ecstasy	rapture	calmness
edible	eatable	inedible
elegant	graceful	ungraceful
embarrass	confuse	enable
embezzle	steal	be honest
encroach	intrude	keep away
endorse	approve	disapprove
endow	furnish	deprive
enormous	gigantic	small
ensue	follow	precede
envy	jealousy	good-will
escape	flee	submit



counterfeit	spurious	authentic
cruel	harsh	gentle
cursory	careless	careful
danger	hazard	safety
debar	prevent	allow
debase	degrade	exalt
declare	announce	conceal
decrease	decline	increase
defame	malign	praise
defray	settle	be in debt
descend	drop	climb, ascend
desist	stop	continue

exalt	raise	lower
excel	surpass	fail
explicit	express	implicit
exquisite	delicate	clumsy
extenuate	lessen	heighten
fabulous	false	real
fallacy	deception	truth
fantastic	fanciful	real
feeble	weak	strong
felicity	joy	sorrow
finite	limited	infinite
flimsy	slight	substantial

fluctuate	waver	constant
forgo	give up	preserve, keep
fortify	strengthen	weaken
fragile	brittle	strong, tough
fraudulent	dishonest	honest
frivolous	silly	serious
furtive	stealthy	open
futility	useless	profitable
ghastly	horrible	pleasing
genuine	real	artificial
gloomy	dark	cheerful
grudge	envy	good-will
harmony	concord	discord
heed	pay attention	neglect
hobby	pursuit	profession
humane	gentle	cruel
hostile	unfriendly	cordial
humorous	comical	gloomy
immerse	plunge	draw out
impatient	restless	patient
impeach	accuse	pardon
impediment	hindrance	facility
impertinent	irrelevant	pertinent
implicate	entangle	exclude
impel	drive	prevent

implicit	implied	explicit
imposter	cheat	honest
imitate	copy	deviate
inaccessible	unapproachable	approachable
incite	arouse	hinder
inevitable	unavoidable	avoidable
infirm	sickly	strong
infinite	boundless	limited
infringe	break	submit
insanity	lunacy	sanity
insipid	tasteless	tasty
monstrous	horrible	normal
mortal	perishable	immortal
mutable	changeable	unchanging
mutiny	revolt	loyalty
mystify	puzzle	illuminate
native	aboriginal	alien
nervous	restless	steady
obedient	dutiful	disobedient
oblivion	forgetfulness	remembrance
obscene	indecent	decent
obscure	darken	clear
oppress	harass	relieve
outstanding	distinguished	mediocre

intricate	complicated	straightforward
jeopardize	endanger	secure
jolly	jovial	miserable
juvenile	youthful	old
kindle	ignite	extinguish
laborious	tiresome	easy
lack	dearth	abundance
lament	wail	rejoice
lofty	high	low
lucrative	profitable	unprofitable
luminous	bright	dark
lunacy	insanity	sanity
malice	spite	love
malign	defame	praise
massive	enormous	minute
meagre	scanty	plentiful
melancholy	sad	joyous
melodious	musical	tuneless
mingle	mix	dissolve
migrate	emigrate	remain
misery	sorrow	joy
moderate	limited	excessive
monotonous	dull	exciting

pacify	peaceful	violent
paltry	little	great
paramount	supreme	inferior
paucity	scarcity	abundance
pensive	thoughtful	active
prejudiced	biased	unbiased
prey	victim	captor
profuse	lavish	meagre
prohibit	ban	permit
prone	inclined	averse
propel	press	discourage
proscribe	outlaw	forgive
prosecute	indict	defend
provident	foreseeing	extravagant
prudent	judicious	imprudent
quash	cancel	restore
quell	calm	subdue
queues	random	casual, formal
rancid	sour	fresh
reciprocal	mutual	selfish
reckless	rash	cautions
rectify	repair	destroy
redeem	recover	return
relinquish	abandon	retain
repulsive	abhorrent	admirable

reveal	disclose	conceal
revive	renew	depress
robust	strong	weak
rustic	rural	urbane
sacred	holy	temporal
sad	dejected	happy
saucy	rude	polite
scandal	shame	praise
scanty	meagre	abundant
scatter	sprinkle	gather
seductive	alluring	repelling

sensual	carnal	spiritual
smite	strike	spare
sober	calm	excited
solace	peace	pain
solitary	lone	sociable
sordid	dirty	clean
splendid	gorgeous	shabby
squander	waste	save
stout	strong	thin
stray	wander	stay
sublime	exalted	depressed
subdue	check	incite
sumptuous	costly	cheap, simple
superfluous	redundant	useful
superlative	highest	lowest
synonymous	equivalent	dissimilar
tacit	implied	explicit
tedious	wearisome	agreeable
terse	brief	lengthy
trivial	petty	important
turbulent	stormy	calm
unanimous	agreed	discordant
valiant	brave	cowardly
vanish	disappear	appear
venerable	revered	trifling
verbose	wordy	terse
vivid	clear	hazy, dark
whimsical	fanciful	serious
wretched	misfortunate	fortunate
wrinkle	crease	smooth
yearn	long, hanker	contended
yoke	link	likely
zenith	apex, top	base, bottom

## **Format of a Formal Letter**

### **1) Your Address**

Your address should be displayed in the top right-hand section. This will enable the person that you are writing to, to reply.

### **2) The Address of the person you are writing to**

This address should be displayed beneath your address on the left-hand side, remember to include the name of the person that you are writing to (if known).

**Date:** This should be displayed on the right-hand side of the page on the line beneath your address and should be written in full format: **e.g.** 1st January 2001.

### **Subject:**

Subject should be according to the topic of the letter.

### **Salutation & Greeting:**

#### **1) Dear Sirs,**

If you do not know the name of the person that you are writing to, use the greeting "Dear Sirs,". In some circumstances it is useful to find a name, especially if you are making a request as this will show that you have done your homework and you are more likely to receive a response.

#### **2) Dear Mr Jones,**

If you know the name, use one of the following titles:

**Mr** - for a male

**Mrs** - for a married female

**Miss** - for an unmarried female



**Ms** - for a female whose status is unknown or would prefer to remain anonymous

**Dr** - for a person with the status of a doctor

This should be followed by the surname only (not the first name).

### **Main Body**

The main body should clearly state the points that you want to make. As a general rule it is a good idea to keep this as to the point as possible to ensure that the recipient remains engaged. A longer main body may be more appropriate when making a complaint as you may require to add more detail in order to convey the importance of what you are putting across.

### **Concluding:**

#### **1) Yours faithfully,**

If you do not know the name of the person, conclude with "Yours faithfully,".

#### **2) Yours sincerely,**

If you know the name of the person, conclude with "Yours sincerely,".

#### **3) Your signature**

Sign your name, then print it underneath the signature. If it is potentially unclear what your title would be then include this in brackets next to your printed name.

Address

Date

Dear Sir or Madam

**Subject: Bookshop Assistant Position**

I would like to apply for the bookshop assistant position with Global Books.

I am a high school student with extensive experience in customer service. I am eager to continue delivering excellent service and developing my skills with Global Books, particularly due to my love of travel literature.

I have developed strong interpersonal skills as a result of over three years of experience in customer service roles. In my current role, I provide Copy to customers with accurate information about the print and copy department's products and services, demonstrating my strong verbal communication skills and professionalism. I have also demonstrated exceptional organisational skills in this position, managing all paperwork in my department and keeping orders on track for delivery. My sound time management skills are further evident in my ability to juggle full-time study and part-time work.

I am always eager to seek new responsibilities and learn new skills in the workplace. I am self-motivated and enjoy taking initiative to achieve better results for the business. I also enjoy a challenge, and am keen to use my skills and experience at Global Books.

I would love the opportunity to discuss my application with you in further detail, and look forward to hearing from you.

Yours sincerely,

**Write a letter to the Editor of a newspaper, complaining about the irregular water supply in your locality. You are Harish living at H-219 Deen Bagh Colony, Hyderabad.**

H-219,  
Deen Bagh Colony  
Hyderabad.

15th December, 2015

The Editor  
The Deccan Chronicle  
Hyderabad.

**Sub: Irregular water supply in Deen Bagh colony.**

Sir,

I wish to draw the kind attention of the concerned authorities through the columns of your esteemed newspaper towards irregular water supply in Deen Bagh Colony. Most of the time the taps remain dry as the water supply is once a week. The worst part of it is the supply is only for two hours in the morning and one hour in the evening. Besides the water is muddy and polluted. Many residents fall sick. There are complaints of jaundice and loose motions after drinking this water.

In this connection we have complained to the local authorities but in vain. I, therefore, request the higher authorities to look into this matter and take necessary action immediately to ensure clean and regular water supply.

Thanking you

Yours truly,  
Harish  
(Resident of Deen Bagh colony)

24, Jain street,  
Delhi 110054

Ist June,2015.

The Human resources Manager,  
ABC Nigeria Limited.  
15, Fort Road  
Delhi

Dear sir,

#### APPLICATION FOR THE POST OF A CHIEF ACCOUNTANT

I read with extreme interest your advertisement in The Guardian Newspaper of May 30th 2015 for the post of a Chief Accountant. My second class upper grade in Accounting, professional qualification (ACA), Master degree in finance and many years cognate experience seems to fit me well for this position.

I understand this post requires a candidate with strong analytical mind, a self starter, who must be able to work with lesser supervision.

All this attributes are already part of me as evidenced by my rapid promotion in the past.

Kindly contact me at the above address or through my telephone number for an interview where my ability to add value to ABC Nigeria limited can be assessed.

Thank you for your time and consideration

Yours faithfully,

**Write a letter to the dealer complaining about the washing machine requesting him to replace it at the earliest.**

633, Model Town  
Karnal

30 March, 2015

The Manager  
LG Limited  
Delhi 110066

Sub- Replacement of the Washing Machine

Dear Sir,

I bought an automatic 'LG' washing machine from your show room. I regret to inform you that the machine has already given me a lot of trouble and inconvenience. It is not cleaning clothes properly. Moreover, it makes unbearable noise while it works. I bought a 'LG' product with the hope that it would give me a trouble free service for years.

Only after two reminders you sent your service engineer to put the machine in proper order. But that didn't help. Therefore, I request you to replace the defective machine at the earliest. I hope you will not compel me to go to the consumer's court for redress.

Yours Faithfully

ABC

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## **Essay on duty of a Good Citizen**

We are all citizens of one country or the other. We acquire citizenship of our country generally by virtue of our birth. But to be a good citizen requires a lot of training and understanding.

A good citizen must be large minded. He must, if living in India, consider himself an Indian first and anything else afterwards. Many people keep their caste, creed or religion above their nationalism. But this is not a sign of good citizen ship.

A good citizen always keeps the welfare of his town or city or village foremost in his mind at the time of elections. Nothing can lure him to cast his vote in favour of an undeserving person. This is not to say that he considers the welfare of his city over and above the overall welfare of his country. He must sacrifice the regional interests when national emergencies demand it.

A good citizen can be one whose civic sense is highly developed. He must love his neighbours. He should not pick up quarrels over petty affairs. He should not cherish ambition at the cost of harming others. He must be sympathetic, 'broadminded and generous.'

He must not spit on Tire Street and never allow his family members to throw garbage on the street wantonly. If somebody in his family is suffering from an infectious disease he must immediately rush him to hospital in order to prevent the disease from spreading.

A good citizen must take interest in the welfare of his neighbours. He must come to their rescuer in time of need. He must give them good advice and teach them how to become good citizens.

He must organise weekly meetings of people in his neighbourhood to educate them. He should try to collect funds for spending on welfare schemes for his city. In fact he should

be a volunteer of humanity sharing their joys and sorrows. He should never tire of doing a good turn to his fellow citizens.

In time of natural calamities, a good citizen must be prepared to move right up to the scene of disaster to lend a helping hand to the victims. In this respect he must be above communal considerations and jealousies. Even if somebody has harmed him he should go ahead without any prejudice.

In this way a good citizen should always be ready to forget and forgive. In a word he should be a perfect gentleman.

## **Role of Computers**

In today's modern world, computers are an essential part of everyday life. Around the globe, children often use computers from a very young age. Although it is important for children to participate in various well-balanced activities, in my opinion, children who use the computer daily are actually developing a critical skill for future success. The bases for my views are personal, academic, and professional.

From a personal point of view, computers are an invaluable resource to help young people explore the world around them. For example, children who use Internet to satisfy their curiosity about diverse topics are already becoming independent learners. No child with a computer is ever bored! By starting early in their lives, children feel totally at ease around computers; they are also able to take advantage of the wide range of services computers provide.

From an academic viewpoint, children have no choice but to master this technological invention. For instance, when I was in university, students brought their laptops to class to take notes, do research and exchange information. They wrote assignments, created presentations and developed databases. Children who build early confidence and experience in these abilities are at a distinct advantage over those who have not.

From a professional perspective, the computer has found a permanent place in the workplace. Today, employers still pay to provide computer training to their employees. Tomorrow, corporations will expect prospective job applicants to already possess these critical job skills. Consequently, parents who encourage their child to use the computer for a reasonable period of time daily are in fact investing in the child's future career.

In conclusion, there is no doubt that the computer as a technological tool is here to stay. The sooner children become computer-literate, the better for many aspects of their future lives.



## **Examinations — Good or Bad?**

"Examinations" - This is a word that causes sleepless nights, a word can change a cheerful person into a nervous wreck. So, what are examinations, and how can they be any good?

An examination can be defined as a detailed inspection or analysis of an object or person. For example, an engineer will examine a structure, like a bridge, to see if it is safe. A doctor may conduct a medical examination to gauge whether a patient is healthy. In the school context, it is the students who take the examinations. These are usually a series of comprehensive tests held at the end of each term, year or, in the case of public examinations, after a few years.

One of the main purposes of school examinations is to improve the quality of education. From the results of the examinations, the teachers and planners of the curriculum will be able to gauge the extent to which the students have acquired the knowledge and skills of the course material. This would, first of all, provide an evaluation of their teaching methods, so they can improve them, if necessary.

Examinations are also used as a yardstick for measuring the capability of the candidate for further education or employment. For example, examination results are the main criteria when selecting students for entrance into universities. It is assumed that the examination results would indicate whether or not the student will be able to handle the course. In the case of employment, it is felt that the examination results will indicate whether or not the job seeker has the skills or intelligence to handle the job.

However, does the school examination system provide an accurate yardstick of the candidate's ability? Albert Einstein, at the age of 16, took the entrance exam to the Swiss Federal Institute of Technology, but failed and so was rejected by this elite school. Yet,

Einstein went on to develop the theory of relativity and quantum theory, winning the Nobel Prize in Physics at the age of 42. Other examples of famous achievers who failed in school examinations would include Winston Churchill, Thomas Edison and Bill Gates.

One may also question whether the present examination system results in better teaching in schools. In fact, some teachers are so pressured to produce good examination results that they are forced to practise poor teaching methods. They may race through the syllabus, ignoring the fact that the weaker students have not grasped some of the concepts. Some other teachers may concentrate on popular examination topics, ignoring the topics which are rarely tested in the examinations.

Pressure to succeed in examinations may also be detrimental to the students. They may be so filled with anxiety and stress that they do not enjoy their school years. They may be studying only to get good examination results, rather than a rounded education. Some of the weaker students, who cannot seem to achieve good examination results, may lose interest in their studies. In extreme cases, students may be so frustrated or disappointed in their results that they may consider ending their lives.

In conclusion, I realise that examinations are necessary and useful in many areas of our lives. However, within the school system, they should be given less emphasis or conducted in a different way. Furthermore, educationists, employers and students themselves should be reminded that examination results may not provide the best assessment of an individual's talents and capabilities.

## Science and War

Science has created a wonderful world for us. It has provided us with so many things which have made our life comfortable and more advanced. We are now always ahead of time. It has controlled everything. There is no field in human life without an impact of science. It has, on the one hand provided us with good things; on the other it has created some beautiful things also. While the one saves our life, the other destroys it. The field of war has not been spared.

War has all along been the greatest curse upon humanity right from the dawn of history. Man has been competitive by nature. Sometime this competition has brought about quarrels and struggles which in a larger sense have sometime resulted in fights and war between man and man, race and race and sometimes between the nations.

In the beginning of our civilisation wars were fought with hand made arms which were not much dangerous though they were harmful but not at large scale. The methods of war were simple. Animals like horses and elephants were used and most of the wars were fought face to face. History has witnessed the greatest war of Mahabharata. There are many more instances of wars.

Science has changed the whole concept of war. It has invented so many dangerous arms and ammunitions which have hundred irreparable losses upon humanity. The world has not nor ever in future can forget the miseries and devastation of the people of Hiroshima and Nagasaki which were completely ruined during the Second World War by atom bombs. Even after more than duration of half of a century babies born there handicapped and with poor vision. This is the greatest blot on the face of humanity.

A careful analysis will show that war is fought only because of lust for power. The bases of all wars are selfishness and ambition. The modern war takes place more for economic resource. Now nations fight to get monopoly over the trade and commerce of a particular

country. Modern war is the fight for markets to sell the manufactured goods and to buy raw materials. The production of goods on a large scale is indirectly the cause of the present wars.

The modern war has a degrading effect on public morals. During the war there is hatred and ill feeling everywhere. The feelings of love and sympathy are driven out from the hearts of the people. Moral and economic corruption has prevailed in the country. Thus war is the mother of many evils.

Science has become our greatest enemy. Instead of increasing our happiness, it has brought death, miseries, and destruction in the world. War is the deadly enemy of the human race and civilisation.

The aeroplanes are used for dropping bombs. The best machines are used for the production of arms and ammunition. Science has produced horrible nuclear weapons which have the capacity to destroy the whole world in a fraction of seconds. In modern war nothing is safe.

Thus, there is no doubt that science has brought the creation and devastation at our tip. We can achieve everything impossible to make our life successful and we can, if we wish, ruin the whole human race. It all depends upon our conscience whether we want creation or destruction. Science is a glass which needs to be handled with care.

## **Globalization for India**

Globalization-the most prevalent phenomenon during the 1990s and for the future means coming together of various nations and their economies under a single umbrella.

It is a process where there is no restriction on the movement of capital, investment, funds, profits, labour, information, ideas, politics and what not. If economics is the basis of every thing then the process of globalization has been accelerated because of the ongoing economic reforms started since 1991.

### **Implications of Globalization**

Globalization is essentially an economic phenomenon which has strong implications. To understand the effect of globalization on Indian economy, society, culture, religion and psyche, it is essential for us to know how and when economic reforms were carried out.

IMF (International Monetary Fund) has prescribed a set of rules for the carrying out of economic reforms. When the Chandra Sekhar's government was defeated at the hands of Congress, Indian economy was undergoing through a chaotic situation.

The 1991 Gulf war aggravated the international oil prices, which seriously affected India's BoP (Balance of Payment) situation. Exports were low and imports were high (due to high price of oil and petroleum). India's economic performance was in doldrums because industrial production plunged to the ground.

### **Effect of Globalization on Poverty and Malnutrition**

In the World Food Summit, in 1996, it was estimated that around 840 million people around the world are suffering from malnutrition and the major cause behind this is

poverty. Globalization did not uplift the position of agricultural laborers and share croppers.

Since the majority of Indian populations are engaged in the agrarian sector, thus low impact of globalization on agricultures did not cure poverty and thus malnutrition. Prof. Amartya Sen has emphasized the need for building 'safety net' for the vulnerable section of the society, so that globalization process does not pauperize the poors.

In India we've found that globalization did not help in reducing the incidence of poverty. It is mainly because government investment in agricultural sector has been reduced along with an increase in the issue price in the PDS (Public Distribution System).

The package for poor's never reached them. Although procurement prices of grains has been increased by the Commission of Agricultural Cost and Pricing, but it helped mainly the rich farmers of Punjab and Haryana. Middlemen who buy grains at cheaper rates from small farmers also benefited under this scheme.

The issue prices of grains through PDS have become higher than the market prices, leading to surplus stock of food available with the FCI (Food Corporation of India). Due to anachronistic methods of food storage, there has been a lot of wastage.

Thus in a country where food grain production touched 206 million tonnes in the year 1999-2000 there has been an insufficient demand due to insufficient distribution and poverty leading to under nutrition and malnutrition. Moreover pulse and coarse grain production has declined over the period, leading to less nutritious diet available for the masses.

Though the New Agricultural Policy (2000) aims at 4% growth rate in food grain production through large-scale capital-intensive fanning, but we can discern that globalization has not yet benefited the poor's.

## **Implications of Globalization for Agriculture**

Under WTO agreement, the product patent has replaced process patent and this extends over to agriculture. Large MNCs (Multi-National Companies) with immense R&D (Research and Development) facilities are encroaching upon India's agriculture, which can be disastrous for the Indian farmers.

The impact of biotechnology can be tremendous as it may lead to more technology division rather than diffusion between the East and the West. High yielding pest resistant breeds of plants from foreign companies can help the west, leading to decline in India's primary exports.

Until and unless government funds are siphoned off to research, the result can be horrendous. Moreover cheaper food import from abroad can lead to declining demands for Indian food, which can have worse impact on Indian farmers side by side, if the government reduces subsidies on fertilizer and other raw materials, and then it will have a fatal impact on Indian agricultural sector.

The failure of Seattle WTO Conference in December, 1999 shows that West is also divided about the question of giving subsidies to the agricultural sector. Though due to poor management and storage facilities, India is wasting a bulk of food it produces, but through an alternative method of better marketing and distribution, India's position can be improved. The process of globalization will bear more fruits, if government takes the initiative in the areas of poverty reduction, rural development and agricultural growth.

## **Impact on Politics, Religion, Culture and Indian Psyche**

Globalization means more economic inter-dependence and globalization of markets. A new thrust on international business has emerged. Commercialization has become the target of each and every firm.

Hardly one has not heard the name of Pepsi or Coca-Cola. Brand names of companies have replaced the last shred of ethics from our heart. Degeneration of humanity has become a part and parcel of everyday life. Though American economists often wonder about more transparency accompanied with globalization, but in India the period of economic reforms for globalization has coincided with the era of corruption and degeneration. There is also a link between globalization and communalization. Our secular politics is under threat from communalism. There is a preplanned agenda to change the constitution. But what is the relation between globalization and communalism? Globalization leads to more unemployment if economic reforms are not properly implemented. According to some, globalization is a conspiracy of the West against the development of the East. It is a capitalist phenomenon and has been termed as 'neo-imperialism'. Globalization will lead to the end of sovereignty of a nation. Indian political system now seems to work under instructions given from White House.

The essence of Indian State and nationalism is eroding. Under such a situation, some political parties on one hand are too much bothered about economic reforms without thinking about its consequences, and on the other hand to pacify people's frustration and anger owing to unemployment and inequality, they are playing with the sentiments by instigating one religion against another.

The cult of Hindustan has become prevalent because public has been misguided that the cause behind their impoverishment and economic decline, is a particular community. In this way, people can be brain-washed and their intellect can be channelized into destructive activities rather than questioning the very basis of globalization.

A country with 80% of its population being Hindus does not need to be told how to be a 'Hindu'. The politics of 'Ram' has spread from USA to India, because of some NRIs (Non-Residential Indians) sending funds from USA. Some kind of vested interest always lies behind such activities. Thus religion has become politics; politics has become 'economic reforms'. Commercialization has narrowed down people's thinking horizon.



Hypocrisy of being a 'modern' man is like holding a 'cell phone' without knowing about the 'enlightenment movement in Europe'. The two antagonistic forces of money-making (greed) and holding one's religious belief (orthodoxy) will clash, only if hypocrisy is absent. Otherwise it can be said Indians have stopped becoming conscious (at mental state), or they don't think or know about their own culture, which says that maximum welfare means welfare to the maximum number of people. India being a land of Buddha and Veda, is now teaching the world how to kill thousands of people through a single nuclear device.

Thus globalization has not spread the message of peace and tranquility; it has taught us how to be powerful. India has become a small shark among big sharks.

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