

# HS8251 Technical English

## UNIT 1

### Syllabus

S.No	Part A	S.No.	Part B
1	Purpose Statements	1	Instructions
2	Extended Definition	2	Checklists
3	Vocabulary	3	Recommendations
4	Subject Verb Agreement		
5	Compound Words		

### Part A

#### I. Purpose Statements


 BLT-3

(a) Write Purpose statements for the following.

1	Motor	8	Thermometer	15	Aerial
2	Generator	9	Flowchart	16	Seismograph
3	Brake	10	Litmus paper	17	Ammeter
4	By-pass road	11	Ammeter	18	Catalyst
5	Insulator	12	Dictionary	19	Carbon paper
6	LCD projector	13	Experiment	20	Rheostat
7	Thesaurus	14	Barometer		

(b) Join the following using purpose statements (the purpose of, the aim of, in order to, in order that, so that, so as to, used to, used for)

- Cultural festivals : fostering ties of friendship
- Thermostat : Maintains temperature at a constant level
- Lubricating bearing : reduce the friction

- |                               |  |
|-------------------------------|--|
| 4. Aerial                     | : receives broadcast signals                               |
| 5. Feasibility report         | : makes recommendations on the practicality of the project |
| 6. Proofreading               | : correct mistakes in the matter to be printed             |
| 7. Experiment                 | : demonstrates a principle                                 |
| 8. Constructing a bypass road | : reduces traffic congestion in a city                     |
| 9. Physical exercise          | : keep us fit  |
| 10. Clock                     | : to show the time of the day                              |

**II. Extended Definitions**



**Write extended definitions for the following.**

- |                           |                      |
|---------------------------|----------------------|
| 1. Laser Technology       | 11. High Technology  |
| 2. Appropriate Technology | 12. Earth            |
| 3. Scanner                | 13. Microphone       |
| 4. Spectrometer           | 14. Transformer      |
| 5. Robot                  | 15. Concrete         |
| 6. Computer               | 16. Calculator       |
| 7. Laser Technology       | 17. Sensor           |
| 8. Microprocessor         | 18. Library          |
| 9. Lathe                  | 19. An electric fuse |
| 10. Ultrasound transducer | 20. Camera           |

**III . Vocabulary**



**Match the following sets of vocabulary in Column A with their meanings in Column B.**

- |              |                    |
|--------------|--------------------|
| <b>A</b>     | <b>B</b>           |
| 1. Ambiguous | qualified          |
| Bonafide     | referring to whole |
| Holistic     | not clear          |
| Competent    | genuine            |

2. Omit	to become worse
Composure	exclude
Sensor	calmness
Deteriorate	a device that detects physical property
3. Circumference	to examine minutely
Erudite	helpful
Analyze	boundary line of a circle
Beneficial	very scholarly
4. Decimate	to correspond
Defer	to give out
Coincide	to destroy
Emit	to delay
5. Dilute	consisting of salt
Abnormal	to come into view
Emerge	not according to ordinary standard
Saline	to make more fluid
6. Stimulus	choice
Perspective	something that rouses people to activity
Option	disadvantage
Drawback	view
7. Contaminated	make easy
Facilitate	unclean
Initiative	refined
Sophisticated	enterprise
8. Estimate	command
Stimulate	recollect
Dominate	rouse suddenly
Reminiscent	calculate
9. Paucity	wild imagination
Jeopardy	attempt
Fantasy	scarcity
Endeavour	danger

10. Hazard	something that arouses people to activity
Core	choice
Stimulus	innermost part
Option	danger
11. Copious	insignificant
Marginal	large scale destruction
Extinct	abundant
Decimation	destroyed
12. Appraise	collect and arrange
Compile	unbelievable
Rapport	estimate value
Incredible	relationship
13. Inadvertent	undestroyable; imperishable
Indigenous	necessary
Indestructible	negligent; inattentive; careless
Indispensable	native
14. Omit	to become worse
Composure	exclude
Sensor	calmness
Deteriorate	a device that detects physical property
15. Congestion	preservation
Conservation	pollution
Consumption	abnormal accumulation of people
Contamination	use

#### IV. Subject-Verb Agreement



**Fill in the blanks with the correct verbs that agree with the subjects.**

1. Some of the amazing pictures taken by the contestants \_\_\_\_\_ (is/are) displayed in the hall.
2. He is one of the successful businessmen who \_\_\_\_\_ (is/are) sincere and hard working.
3. The committee \_\_\_\_\_ (have/has) carefully studied the proposal for providing loan for the needy.

4. The official United Nations' website for Peacekeeping \_\_\_\_\_ (contain/contains) information on operations around the world.
5. Twenty five kilometers \_\_\_\_\_ (is/are) a long distance to run every day.
6. The number of unemployed citizens \_\_\_\_\_ (are/is) more in developing counties.
7. There \_\_\_\_\_ (are/is) several reasons for implementing the new policy.
8. The boy who won the two medals \_\_\_\_\_ (are/is) a friend of mine.
9. The Governor and the Vice-chancellor \_\_\_\_\_ (has/have) come to the function.
10. According to a recent survey, the number of people who opt for purchasing online \_\_\_\_\_ (have/has) increased.
11. Neither Shoby nor her friends \_\_\_\_\_ (has /have) come.
12. Nothing \_\_\_\_\_ (has/have) yet been decided.
13. One of my friends \_\_\_\_\_ (is/are) going abroad.
14. Your scissors \_\_\_\_\_ (is/are) very sharp.
15. Neither the students nor the teacher \_\_\_\_\_ (has/have) understood the purpose of the new rule.
16. This information \_\_\_\_\_ (is/are) correct.
17. Hundred miles \_\_\_\_\_ (is/are) not a long distance.
18. The North Pole and South Pole \_\_\_\_\_ (is/are) at equal distant from the equator.
19. Nobody \_\_\_\_\_ (know/knows) the way to the railway station.
20. Either my books or your bag \_\_\_\_\_ (is/are) on the table.

## V. Compound Words



### 1. Expand the following Compound Nouns

- |                           |                           |
|---------------------------|---------------------------|
| 1. Electricity generator  | 11. Calculation speed     |
| 2. Energy source          | 12. Dam construction      |
| 3. Steam turbine          | 13. Recruitment procedure |
| 4. Mains Electricity      | 14. Nickel alloy          |
| 5. Solar power satellites | 15. Video screen          |
| 6. Control centre         | 16. Space travel          |
| 7. Generator Room         | 17. Research laboratory   |
| 8. Road Engine            | 18. Butterfly value       |
| 9. Personal Computer      | 19. Petrol car            |
| 10. Solar Cooker          | 20. Steel chair           |

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

Sun port melon ball cloth rain wash coat basket flower pass water foot

- It is raining now. Don't forget to take the ----- when you want to go out.
- Most boys like to play -----.
- I need a ----- to travel to a foreign country.
- is my favourite fruit.

stars traffic glasses income sun clock film jam alarm tax

- The children were late because there was a ----- near the Anna Flyover.
- People are crazy about -----.
- I purchased a new ----- so that I can wake up early.
- People usually wear ----- during summer.

cook phones man place board ear fire black book people books

- The ----- is used in most schools.
- Listening is an important activity for which we make use of ----- in the English laboratory.
- Many women make use of ----- to learn the intricacies of cooking.
- The ----- is absolutely necessary in a cold country.

note, birthday, exercise, holidays, juice, party, book, summer, scissors, pen, orange

- She was extremely sad because she could not find her \_\_\_\_\_.
- My friend advised me to attend a foreign language course during \_\_\_\_\_.
- In the canteen, we can get \_\_\_\_\_ only. But we prefer either coffee or tea.
- My boss has planned to celebrate his birthday in a grand manner. He invited me to attend his \_\_\_\_\_ at a five star hotel.

Petrol, coat, programme, engine, exhaust, rain, stop, pipe, valve, television, puzzle

- The children are interested in watching the \_\_\_\_\_.
- The car is fitted with a \_\_\_\_\_.
- Don't forget to take your \_\_\_\_\_. It may rain in the evening.
- The container has acid in it. Check the \_\_\_\_\_ carefully.

Exhaust, control, lab, room, circuit, digital, pipe, coat, proof, camera

- My uncle gifted me a \_\_\_\_\_ for my birthday.
- The hot gas escaped through the \_\_\_\_\_ on the roof.

- c. A new \_\_\_\_\_ is installed in our college.
- d. The scientists monitored the path of the satellite from the \_\_\_\_\_.

### Part-B

#### I Instructions



1. Write a set of eight instructions to be followed by a pedestrian.
2. Write a set of eight instructions to be followed to save petrol.
3. Write a set of eight instructions to be followed in a library.
4. Write a set of eight instructions to be followed to save Electricity.
5. Write a set of eight instructions to control air pollution in metropolitan cities like Chennai.
6. Write a set of eight instructions to maintain a vehicle in good working condition.
7. Write a set of eight instructions to save water.
8. Write a set of eight instructions to be followed in a Chemistry Lab.
9. Write a set of eight instructions to maintain a computer in good condition.
10. Write a set of eight instructions to be followed by a student while writing the University Examination.



#### II Checklists

1. Imagine that you have to go to Bangalore to attend an interview. Make an eight item Check List.
2. You have decided to go on a weeklong tour with all your family members. Prepare a checklist that consists of eight-item that are to be checked before you leave the house.
3. You are a company executive. You are proceeding on a business trip abroad. Prepare a checklist of at least eight important items to ensure the smooth functioning of the company in your absence.
4. Your family is about to leave for Ooty on a two-week holiday. Your father has asked you to prepare a checklist of things to be done before you leave the house. Prepare an eight-item checklist to give to your father. Remember to give a title to your checklist.
5. Imagine that you have to go to New Delhi to appear for an interview. Make an eight-item checklist with a proper title for your reference.
6. You are the College Union President arranging the valedictory function of the union in the college. Write a checklist of at least 8 important items to be taken care of for the smooth conduct of the function.

7. Write a checklist of eight points to provide clean drinking water to villagers in your district.
8. Write a checklist of eight points to maintain a pollution free environment in your College.
9. Write down a checklist containing at least eight items to avert fire accidents in public functions conducted in temporary structures.
10. Imagine that you have to conduct a two- day Conference in your College. Prepare a checklist of eight important activities that you would like to do for the smooth conduct of the Conference. Give a suitable title for the checklist.

### III Recommendations

1. Write a set of eight recommendations to control water pollution.
2. Write a set of eight recommendations that will help the public to save petrol.
3. Write a set of eight recommendations that should be followed to save water.
4. Write a set of eight recommendations for safety measures in nuclear power plants.
5. Write a set of eight recommendations for safety measures in a chemical factory.
6. Write a set of eight recommendations for your brother who is going to write his Board Exam shortly.
7. Write a set of eight important recommendations to a group of students from Europe who have come to spend their one month's vacation in India. The suggestions may be on the lines of food, travel, transport, climatic conditions, etc. to make their stay comfortable and enjoyable.
8. Write a set of eight recommendations to reduce environmental pollution
9. Write a set of eight recommendations to prevent the malfunction of computer.
10. Write a set of eight recommendations to improve communication skills.



BLT-2

## UNIT II

### Syllabus

S.No	Part A	S.No.	Part B
1	Impersonal Passive	1	Paragraph Writing
2	Numerical Adjectives	2	Interpreting Charts and Graphs

### Part A

#### I Impersonal Passive

1. The company had manufactured high powered engines.
2. One can easily solve this problem.
3. Users have maintained this pump themselves.
4. The men are laying roads in many parts of the city.
5. The Cricket Board made an offer to give 1400 transmitters.
6. They will start production on the new type of reactor soon.
7. We pass an electric current across the electrodes.
8. The workers are repairing the bridge.
9. We can cast this metal into very complicated shapes.
10. Welders normally prefer Vee-shaped welds.
11. The operator operated the machine in the workshop carefully.
12. Students are working on the project sincerely.
13. We used this auditorium only on special occasion.
14. The paint prevents the metal from corrosion.
15. People expect that a new law will be introduced next year.
16. Somebody cleaned the room today.
17. They are constructing a new bridge across the river.



BLT-3

18. They have increased the rate of interest.
19. They constructed this house 40 years ago.
20. The writer has focused his attention on the emerging trends of technology.

## II Numerical Adjectives.

**Rewrite the following as numerical expressions.**



1. A flask with a capacity of 10 litres.
2. A journey of 20 miles.
3. A squad of 1000 men.
4. A civilization which is 2000 years old.
5. A project of 10 years.
6. A match lasting five days.
7. At an interval of 10 minutes.
8. A DC supply of 240 volts.
9. A lamp of a power of 60 watts.
10. An investment of Rs. 3,50,000.
11. Three barrels which can hold five litres each.
12. Storage space of 32 giga bytes.
- 13. An electric cable which is ten metres length.**
14. A monitor with a size of 32 inches.
15. A bottle with a capacity of two litres.
16. A road measuring 100 feet.
17. A budget estimate of eight lakhs.
18. An experiment conducted over ten years time.
19. A book in six volumes.
20. A training offered for one month.

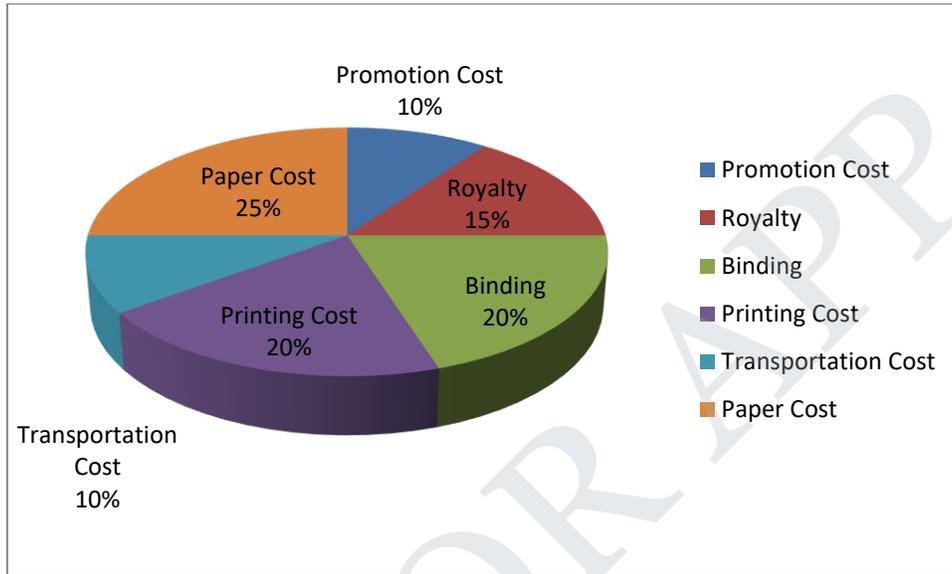
**Part B****I Paragraph Writing**

1. Write two paragraphs of about 200 words comparing the print media over the electronic media. Which do you find to be more effective? Support your arguments with necessary examples.
2. Write a paragraph of 200 words on the water crisis in Tamil Nadu and measures to overcome it.
3. Write a paragraph of 200 words on the role of youth in today's society.
4. Write a paragraph of 200 words narrating your experience about your first day at college.
5. Write a paragraph of 200 words comparing human beings with robots.
6. Write a paragraph of 200 words explaining the role of English as an international language.
7. Discuss whether technology is a 'boon' or a 'bane', substantiating your contention in a paragraph of about 200 words.
8. Write a paragraph of about 200 words comparing the solar power and wind power and say which power plant would be more suitable for your village/town/city. Why?
9. Do you think the introduction and growth of IT industries makes the core industries unattractive? Express your ideas in a paragraph of about 200 words.
10. Write two paragraphs of 200 words comparing the newspaper and the television as the media of mass communication.

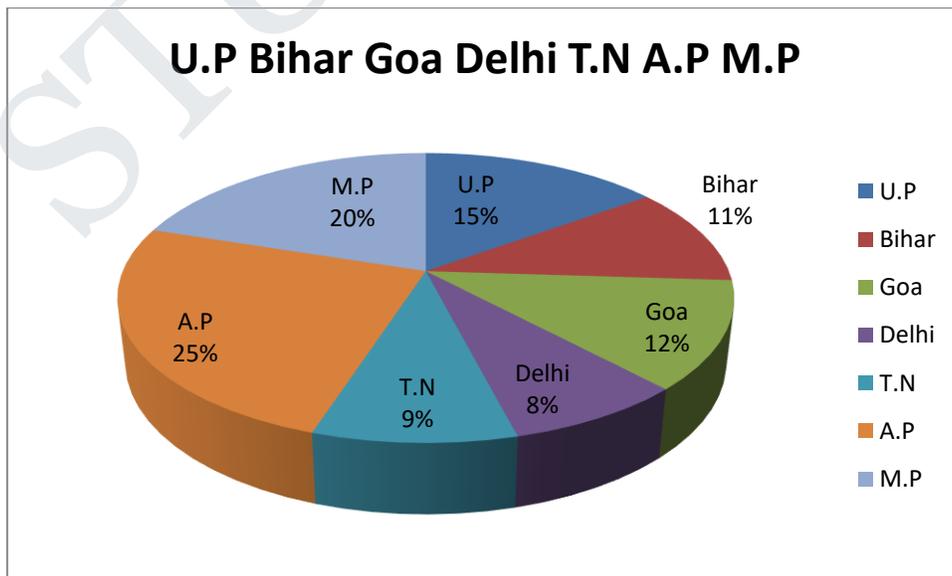


**II Interpreting Charts and Graphs**

**a. Study the pie chart of various expenditures for publishing a book and interpret it.**



**b. Study the following pie chart showing the data of different states regarding the population of states in the year 1998 and interpret it.**

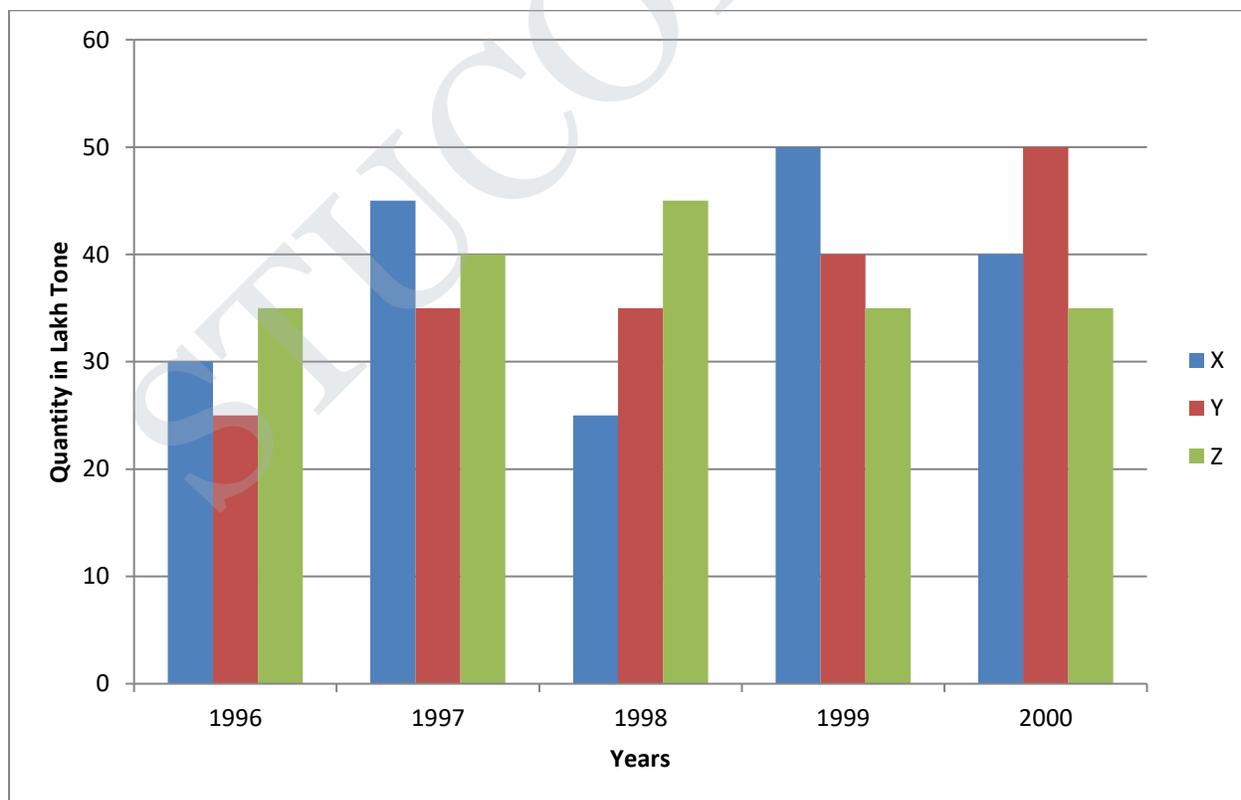


Total Population of the given states = 32,76,000.

States	Sex and Literacy Wise Population Ratio			
	Sex		Literacy	
	M	F	Literate	Illiterate
A.P.	5	3	2	7
M.P.	3	1	1	4
Delhi	2	3	2	1
Goa	3	5	3	2
Bihar	3	4	4	1
U.P.	3	2	7	2
T.N.	3	4	9	4

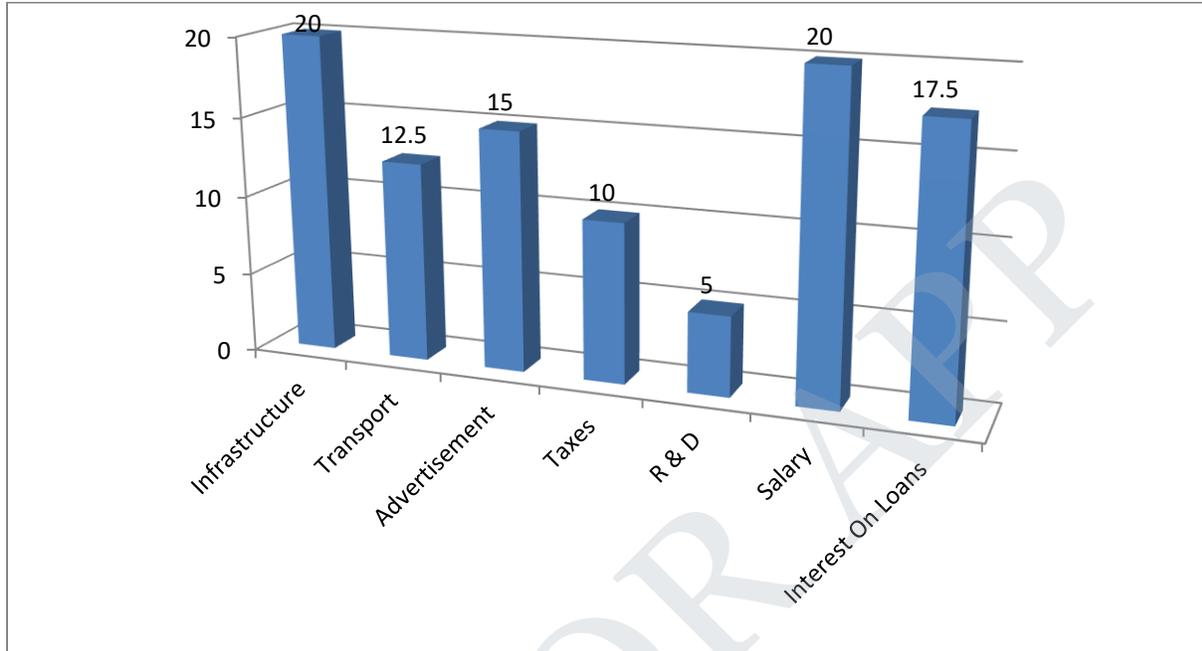
c. The bar-graph given below shows the data of the production of paper (in lakh tonnes) by three different Companies X,Y and Z over Years. Interpret it.

Production of paper (in lakh tonnes) by three Companies X, Y, Z over the Years.



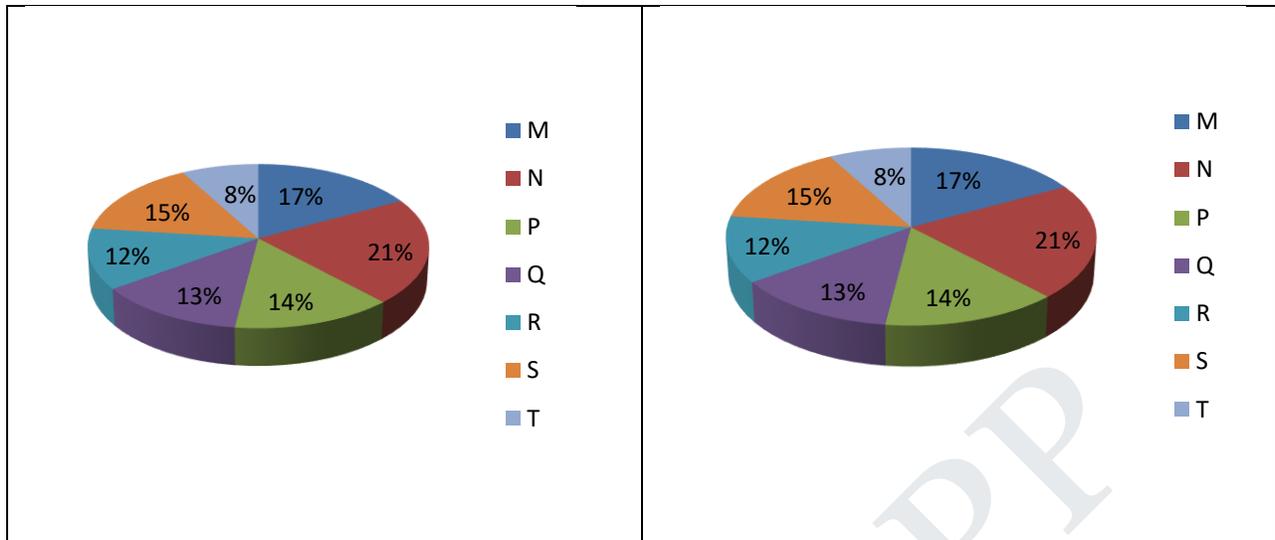
d. The bar graph given below shows the percentage distribution of the total expenditures of a company under various expense heads during 2003. Interpret it.

Percentage Distribution of Total Expenditure of a Company



e. Read the two charts. Figure I represents the percentage of students enrolled in the UG Programmed in Seven Colleges (M,N,P,Q,R,S,T). Figure 2 represents the percentage of students enrolled in the PG Programme. Write a paragraph comparing the two charts.

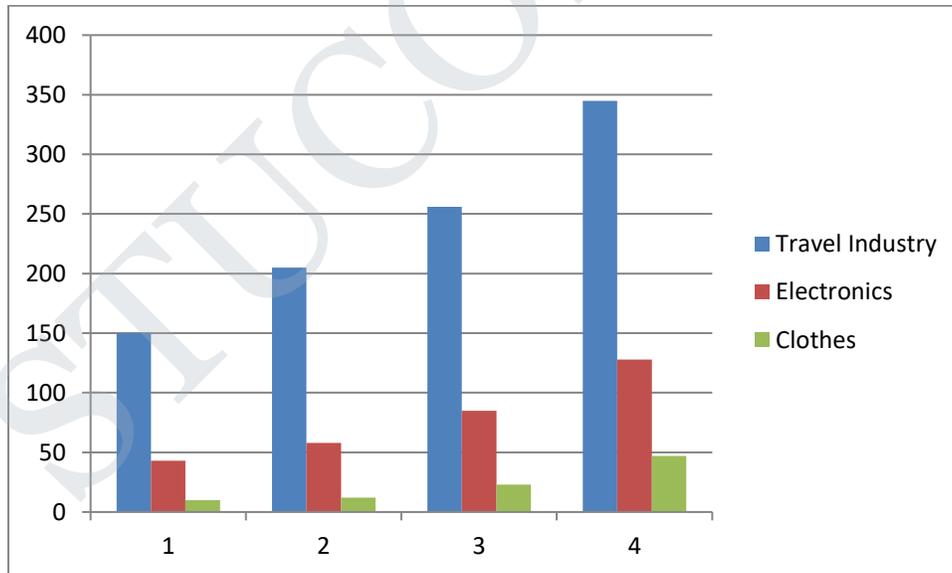
<p><b>Total Number of student of Graduate Level = 27300</b></p>	<p><b>Total Number of student of Post Graduate Level = 27300</b></p>
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f. The bar chart represents the online sale of India from 2010 to 2013. Read the chart, interpret the data and write a paragraph of 150 words.

E-Commerce sale in India from 2010 to 2013

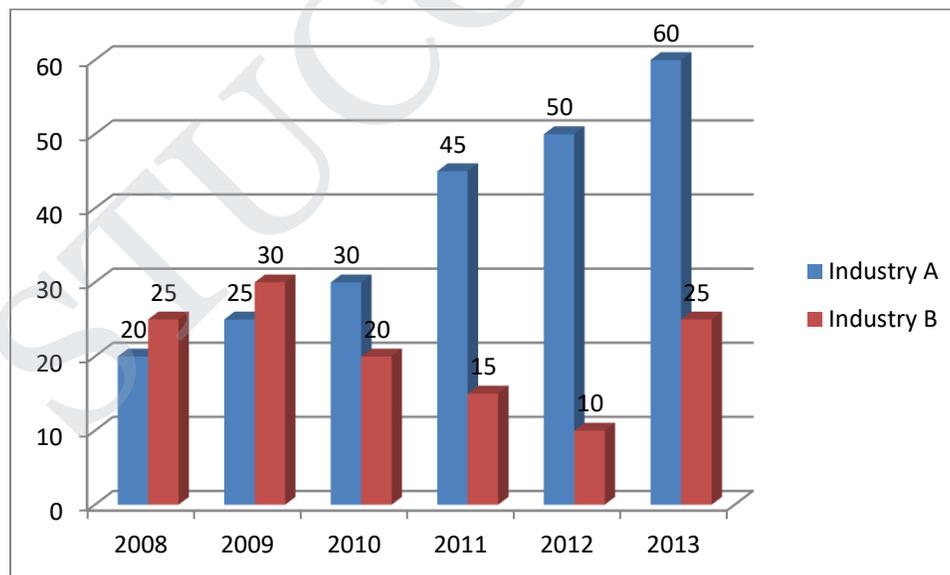
Billions of Rupees



g. Table given below lists the details of two types of two wheelers - Honda Activa I and Honda Dio Deluxe. Write two paragraphs comparing the details found in the given table.

Sl.NO.	Details	Honda Activa-I	Honda Dio Deluxe
1	Price	49,490	52,555
2	Top Speed (kmph)	85	93
3	Weight (kg)	110	105
4	Fuel Tank Capacity (litres)	5	6
5	Reserve Fuel Capacity	1.3	1
6	Fuel Efficiency Overall (per litre)	60	55
7	Alloy Wheel		X
8	Fuel Type	Petrol	Petrol
9	Tubeless Tyres		
10	Gear box type & Clutch	Automatic	Automatic
11	Cooling System	Air cooler	Air cooler

h. The bar chart given below shows the details of the production of fertilizers by Industry-A and Industry-B during 2008-2013. Write two paragraphs interpreting the details found in the chart.



## UNIT III

### Syllabus

S.No	Part A	S.No.	Part B
1	Sequence Words	1	Describing a process
2	Misspelled words	2	Comprehension
3	Embedded Sentences		

### Part A



BLT-3

#### I. Sequence Words

##### A. Fill in the blanks with appropriate sequence words.

1. Half an hour passed, but there was no sign of bus.-----,we decided to go home.
2. The documents will be scrutinized by the bank officials.----- they will sanction the loan.
3. To reduce weight,-----create a low- calorie eating plan.-----do rigorous exercise.
4. When air conditioner is used as a heater, the process of air conditioning simply gets reversed.----- reverse mechanism, hot air is propelled towards indoor and cool air towards outdoor.
5. How can you play two audio tracks ----- in Windows Live Movie Maker?
6. ----- you buy a new laptop, you should decide on what you really need.
7. In the process of making chocolates, firstly the cocoa beans are finely ground.-----,it is mixed with cocoa butter and sugar and then smoothened.
8. Cheese is a concentrated source of many of the nutrients in milk. -----the usual cheese making process, the amount of various nutrients retained depends on the type of cheese manufactured.

##### B. Fill in the blanks with the suitable words given below.

(Therefore, Because, For example, However, Such as, Although, On the contrary)

In earlier days, weather forecasters described hurricanes or typhoons by their positions in degrees of latitude or longitude. \_\_\_\_\_, a storm used to be called “22.20 north, 132, 54 23w5”. \_\_\_\_\_ this method

was confusing because storms don't stay in the same place; \_\_\_\_\_, people developed other ways to identify them. In the 60s, a weather forecaster in Australia used to name typhoons after politicians he disliked. \_\_\_\_\_ this caused criticism among public. This trend continued to exist for quite a long time.

**C. Combine the two sentences by using an appropriate clause.**

1. The IT company is started in Bangalore. It will offer jobs to the young professionals.

2. The man drove the car very fast on the highway. He met with an accident.

3. He ate the sandwiches. He made them.

4. I met Sam in the Seminar. He is a teacher.

5. He was working in a shop. He became a popular politician.

6. We watched the students. They were writing their examinations.

7. There were many difficult words. Students could not understand the passage fully.

8. I sent a gift to my brother. He lives in London.

9. The man is an athlete. He always sits next to me in the train.

10. You put the keys somewhere. Show me the place.

11. This is the town. I was born here.

12. He tried to improve his communication skills. All his attempts have failed.

13. You are looking upset. Can you tell me the reason?

14. Some students are attending the Conference tomorrow. I don't know how many.

15. Plastic is banned in many cities, People still use it.

16. Dr. Kumar is a scientist. He has written many books.

**II. Misspelt words**



**Correct the spelling of the misspelt words.**

1. occassion
2. commitee
3. tommorrow
4. Charactar
5. greatful
6. neccessary
7. sychology
8. recieve
9. liesure
10. Appetite

11. Twelth
12. hirarchy
13. grammer
14. accomodate
15. questionnaire
16. calender
17. restarant
18. tution
19. fulscap
20. momento

### III. Embedded Sentences



#### A. Complete the following sentences with appropriate Embedded Clauses.

1. The music, \_\_\_\_\_ gave me a headache.
2. The old lady, \_\_\_\_\_ waited for a taxi.
3. The bus, \_\_\_\_\_ sped down the street.
4. The loaf of bread, \_\_\_\_\_ was spoilt.
5. The singer, \_\_\_\_\_ was the chief guest on our College Day.
6. The child, \_\_\_\_\_ was crying in the super market.
7. The airplane, \_\_\_\_\_ finally landed at the airport.
8. The elderly man, \_\_\_\_\_ struggled to cross the road.
9. The astronaut, \_\_\_\_\_ was received warmly at the airport.
10. I told them \_\_\_\_\_ she would win the prize.
11. I know \_\_\_\_\_ his name is.
12. This is the mechanic \_\_\_\_\_ repaired Helen's car.
13. He entered the hall \_\_\_\_\_ the programme was over.
14. The boy \_\_\_\_\_ came yesterday is my brother.
15. I told him \_\_\_\_\_ I reserved a ticket to Delhi.
16. This is the laptop \_\_\_\_\_ I bought last week.
17. My dictionary, \_\_\_\_\_ is new, is on the table.
18. I found out \_\_\_\_\_ they are.
19. **This is the boy \_\_\_\_\_ father was dead.**
20. He is the student \_\_\_\_\_ scored university rank.
21. The movie \_\_\_\_\_ (when/which) we saw last week has won three national awards.
22. I want to borrow the book \_\_\_\_\_ (when/that) you bought last month.
23. I visited my uncle \_\_\_\_\_ (who/that) lives in Delhi.
24. Most of the people \_\_\_\_\_ (whose/whom) she met were from Jalandhar.

## Part B

### I. Describing a Process



1. Describe the process involved in opening a bank account.
2. Describe the process of mending the punctured tube of your two-wheeler.
3. Describe the process involved in making a cup of tea.
4. Describe the process involved in sending an email attachment to your friend.
5. Describe the process involved in becoming a successful orator.
6. Describe the process involved in making a glass of lemon juice.
7. Describe the process involved in booking train ticket online.
8. Describe the process involved in taking demand draft.
9. Describe the process involved in making your favourite recipe.
10. Describe the process involved in applying for Anna University.

### II. Comprehension

(a) Read the following passage carefully and answer the questions below it:

The latest buzz word in the continuing debate about the environment is “sustainable management”- that means using plants and animals for our benefit, but ensuring that enough is left alive to guarantee the survival of the species. This sounds good, but is it practical in reality? In spite of years of scientific research, no one really knows how much damage human beings are doing to their environment. We know that, they are responsible for many problems ranging from global warming to ozone depletion, and there is no doubt that they have a devastating effect on animal and plant life on earth. About 50,000 animal and plant species are becoming extinct every year. All species depend on some way on one another for survival. If you remove one species from this complex web of inter relationships, we have little idea of the repercussions on the ecosystem in general. What makes things more complicated is the fact that unlike global warming - which, if the political will was there, could be reduced by cutting gas emissions -preserving bio diversity- remains a difficult dilemma. There are also questions about whether sustainable management is practical as far as protecting areas of great bio-diversity such as the world’s tropical forest are concerned. In theory, the principle should be to cut a number of trees, but not so many as to completely destroy the forest.

Sustainable Management of trees requires control on the number of trees which are cut down as well as investment replacing them. Most tropical forests exist in poor countries which depend on logging to make money. For most

loggers in these countries, making money means cutting down as many trees as possible in the shortest time. The price of trees remains stable, varying by 4-5% annually, whereas the interest rates in most developing countries can create 15% or more in returns. It therefore makes little sense, and certainly no economic sense, to delay tree felling. One solution could be to insist that wood comes from sustainable managed forests. In theory, consumers would buy only this wood and force logging companies to go “green” or else out of business. Unfortunately, unrestricted logging is more profitable than wood from sustainable managed forests which would cost unto 5 times more to control. Consumers would not be prepared to pay the extra sum just to protect the environment. The sad fact is that there is no practical solution to protect vegetation and wildlife of tropical forests in the future. It is estimated that these forests contain anything from 50-90 percent of all animal and plant species of the earth. In one study of a kilometer square area of rain forest in Peru, for example, scientists counted 1300 species of butterfly and 600 species of birds. In the entire USA, only 400 species of butterfly and 700 species of birds have been recorded. Sustainable Management represents gigantic experiment. If this doesn’t work, we can’t move to another planet to escape. It is a case of one planet, one experiment!

**(a) Complete the following statements choosing from one of the given alternatives**

(i) The extent of the damage being inflicted on our environment.....

1. can be estimated by years of scientific research.
2. is being calculated by scientific research exactly.
3. is impossible to assess despite years of scientific research.
4. is thanks to years of scientific research, on the decrease.

(ii) The term “Sustainable Management” means using plants and animals for our own benefit, but.....

1. assuring none are left alive to guarantee the survival of the species.
2. making sure that enough are left alive to guarantee survival of the species.
3. Take care of the survival of the species.
4. Make certain they are not all used up.

(iii) If a particular species becomes extinct.....

1. We know exactly what effect it will have on our ecosystem.

2. We have little knowledge about its effects on our ecosystem.
3. It has no relationship with other species in our ecosystem.
4. Its removal from the ecosystem will have no repercussions.

(iv) Preserving bio-diversity.....

1. is less complicated than reducing global warming.
2. can be resolved politically, just like global warming.
3. is not simply political dilemma to be resolved like global warming.
4. can be resolved only by cutting gas emissions.

(v) Most of the tropical forests are located in.....

1. economically backward countries.
2. developed countries.
3. both in developed and developing countries.
4. Peru and the USA

(vi) The meaning of the word 'depletion'.....

1. fatigue
2. reduction
3. deficiency
4. emptiness

**(b)** (i) The forests are disappearing fast. Prepare a checklist of our steps that you would take to prevent deforestation.

## 2. Read the passage and answer the questions that follow it.

Considering the enormous number of things which could turn a space mission into a fatal disaster, it is remarkable that there have been few accidents. 1967 was a bad year; in January, the Americans lost three astronauts in a fire which occurred during tests on the ground and, in April, the Russians lost astronaut Komarov landing after sixteen successful Earth orbits. The accident was due to a parachute failure. Neither of these tragedies was quite what the world had expected. It was feared that one day astronauts would be stranded in space alive but with no possibility of returning to Earth. This almost happened in 1970 during the flight of Apollo 13.

The life-support and other systems of spacecraft are interlinked. This means that if one system fails it is likely to cause other systems fails too. Designers have tried to avoid disasters by duplicating important pieces of equipment; for example, Apollo has no less than three fuel cells. Even so, a breakdown in the service module of Apollo 13 was nearly fatal. On 13 April, one of the low temperature oxygen tanks in the service module suddenly broke open; the explosion probably damaged the other oxygen tank close beside it. The exact reason for the explosion may never be known. The important point to note is that the oxygen from these tanks is not only used by the crew but also feeds the fuel cells and the fuel cells produce electrical power and water. So, one failure immediately caused a major power failure affecting nearly every system in the command module and produced a shortage of oxygen and water for life-support.

The safe return of the astronauts was due to their ingenuity and powers of improvisation. They managed to adapt their equipment. They were able to use it for different purposes from those for which it had been originally intended.

Intelligence and the ability to use limited resources for self-preservation have always been admired by writers of adventure books. The shipwrecked sailor who converts bits of wreckage into a raft and an explorer who makes a bow and arrow from branches and boot laces are considered heroes because they survive by their own wits. Many people thought that the advanced technology of space flight ruled out all opportunities for makeshift repairs, but Apollo 13 proved them wrong. Luckily, at the time of the accident, the lunar module was still joined to the command and service modules and the lunar module had most of the things urgently needed by the disabled modules. The spacecraft was not on a free return trajectory, one which would bring it round the moon back to Earth, and rocket power was needed to bring it into such a trajectory. Without a proper power supply, the rocket of the service module could not be fired; the rocket of the lunar module had to be used instead. Inside this module, there was a supply of oxygen, water and power, and a guidance system. Though it was designed for a crew of two for only about thirty hours, and intended for landing on the moon, this vehicle became the lifeboat of Apollo 13.

Life for the three crew members was difficult but bearable. A lunar module cannot re-enter the Earth's atmosphere without burning up, so the crew had to return to

the command module, jettison their lifeboat and the service module, and turn themselves into the right position for re-entry, hoping that their heat-shield had not been damaged by the explosion of the oxygen tank. Re-entry and recovery were totally successful.

(a) Write a response which best reflects the meaning of the text.

i. 1967 was

1. A good year for the Russians and Americans.
2. A good year for the Americans but not for the Russians.
3. A bad year for the Americans and the Russians.
4. A bad year for the Americans but not for the Russians.

ii. Why was the breakdown of the oxygen supply so important?

1. Because it could cause an explosion.
2. Because they could not fire their rocket without it.
3. Because they never found out the reason for it.
4. Because it affected all the systems in the module.

iii. The astronauts survived because

1. The command module was not very badly damaged.
2. The lunar module was intended as a lifeboat.
3. They managed to improvise.
4. They had read a lot of adventure stories.

iv. How did the astronauts get back into the atmosphere from space?

1. By using a parachute.
2. By going back into the command module.
3. By staying in the service module.
4. By burning the lunar module.

(b) State whether the following statements are true or false

- i. The Americans lost an astronaut when his parachute did not open.
- ii. People expected that someday astronauts would be left in space.
- iii. Makeshift repairs are impossible in space.

- iv. The spacecraft was on a trajectory which would have brought in back to earth.
- v. Life for the astronauts in Apollo 13 was unbearable.
- vi. The heat-shield of the command module had been damaged by the explosion.

(c) Choose the definition which best reflects the meaning of the word as it is used in the text.

- i. Fatal
  - 1. Causing injury
  - 2. Causing death
  - 3. Causing illness
  - 4. Causing failure
- ii. Stranded
  - 1. Delayed
  - 2. Isolated
  - 3. Injured
  - 4. Killed
- iii. Jettison
  - 1. Get off
  - 2. Turn over
  - 3. Throw away
  - 4. Break down
- iv. Makeshift
  - 1. Expensive
  - 2. Elaborate
  - 3. Technical

4. Improvised
- v. Wits
  1. Endurance
  2. Experience
  3. Intelligence
  4. Connections
- vi. Ruled out
  1. Ruined
  2. Excluded
  3. Improved
  4. Justified

**3. Read the passage and answer the questions given below.**

Light pollution- the artificial light that illuminates more than its intended target area has become a problem of increasing concern across the countries over the past 15 years. In the suburbs, where over-lit shopping mall parking lots are the norm, only 200 of the Milky Way's 2500 stars are visible on a clear night. Even fewer can be seen from large cities. In almost every town, big and small, street lights beam just as much light up and out as they do down, illuminating much more than just the street. Almost 50% of the light emanating from street lamps misses its intended target. Billboards, shopping centres, private homes and skyscrapers are similarly over-illuminated.

America has become so bright that in a satellite image of the United States at night, the outline of the country is visible from its lights alone. The major cities are all there, in bright clusters: New York, Boston, Miami, Houston, Los Angeles, and Seattle and of course Las Vegas. Mark Adams, superintendent of the McDonald Observatory in West Texas, says that the very fact that the lights are visible from on high is proof of their

wastefulness. “When you’re up in an airplane, all that light you see on the ground from the city is wasted. It’s going up into the night sky. That’s why you can see it.”

But don’t we need all those lights to ensure our safety? The answer from light engineers, light pollution control advocates and astronomers is an emphatic ‘no’. Elizabeth Alvarez of the international Dark Sky Association, a non-profit organization in Tucson, Arizona says that overly bright security lights can actually force neighbours to close the shutters, which means that if any criminal activity does occur on the street, no one will see it and the old assumption that bright lights deter crime, appears to have been a false one. Contrary to popular belief, more crimes occur in broad daylight than at night.

For drivers, light can actually create a safety hazard. Glaring lights can temporarily blind drivers, increasing the likelihood of an accident. To help prevent such accidents, some cities and states prohibit the use of lights that impair night-time vision.

Badly designed lighting can pose a threat to wildlife as well as people. Newly hatched turtles in the seas move toward beach lights instead of the more muted silver shimmer of the ocean. Migrating birds, confused by lights on skyscrapers, broadcast towers and light houses are injured, sometimes fatally after colliding with high lighted structures. Light pollution harms air quality as well; because most of the country’s power plants are still powered by fossil fuels, more light means more air pollution.

So what can be done? Now for a while darkness was threatened. ‘We are totally losing the night sky’. After replacing the inefficient mercury lighting with low-sodium lights that block light from trespassing’ into unwanted areas like bedroom windows, and by doing away with some unnecessary lights altogether, the cities are slowly glowing rather than brightly beaming. In the long run, everyone benefits from reduced energy costs. Wasted energy from inefficient lighting costs us between one to two billion dollars a year. Legislation is not the only answer to light pollution problems. Brain Greer, the

Ohio representative for the Ohio Light Pollution Advisory Council, says that education is just as important if not more so. There are some special situations where regulation is the only fix. But the vast majority of bad lighting is simply the result of not knowing any better. Simple actions like replacing old bulbs and fixtures with more efficient and better-designed ones can make a big difference in preserving the night sky.

**(a) Fill in the blanks with the correct words.**

- (i) Light pollution is caused due to \_\_\_\_\_
- (ii) The United States outline is visible \_\_\_\_\_
- (iii) The drivers are blinded by the \_\_\_\_\_
- (iv) The creatures attracted by the beach lights are the \_\_\_\_\_
- (v) Most of the Power Plants use \_\_\_\_\_
- (vi) Around two million dollars is wasted due to \_\_\_\_\_

**(b) State whether the following statements are 'True' Or 'False'.**

- (i) All the stars in the Milky Way are visible at night.
- (ii) Shopping centres are illuminated to the requirement.
- (iii) The light seen from an airplane is all waste light.
- (iv) Lights are needed to avoid criminal activity at night.
- (v) Migratory birds are fatally injured when they collide with the airplanes.
- (vi) Bad lighting is due to the ignorance of the masses.

**(c) Choose the correct meaning of the words from the text from the options given.**

- (i) Deter  
(1) Prevent                      (2) Distract

- (3) Encourage                      (4) Assist
- (ii) Impair  
 (1) Weaken                      (2) Destroy
- (3) Attack                      (4) Impart
- (iii) Trespassing  
 (1) Walking In    (2) Jumping    (3) Encroaching    (4) Entering Unnecessarily
- (iv) Emanating  
 (1) Smelling    (2) Dispersing    (3) Projecting    (4) Proceed from

**UNIT IV**

**Syllabus**

S.No	Part A	S.No.	Part B
1	Synonyms	1	Resume Writing
2	If conditionals	2	Note Making
3	Emails	3	Analytical Essays
		4	Paraphrase

**Part A**

**I. Synonyms**

Choose the most suitable Synonyms for the words in bold.

1. This is not an **exhaustive** list of collocations.  
 a) complete    b) tiring    c) useful    d) adequate



2. Centuries ago, a **nomadic** tribe besieged the temple to loot its treasure.  
a) wild b) barbarous c) brave d) strange
3. **Chronic** patients must learn to live with their conditions.  
a) difficult to solve b) cause c) persisting for a long time
4. A blog is a website in which items are posted on a regular basis and displayed on the reverse  
**Chronological** order.  
a) order of increasing length b) logical sequence c) order of time
5. The judgement of a good leader should not be coloured by **prejudices**.  
a) tolerance b) bias c) broadmindedness d) dishonesty
6. A balanced diet is **crucial** for maintaining one's health and fitness.  
a) peripheral b) necessary c) optional d) unnecessary
7. She is very kind and **empathetic** to patients.  
a) indifferent b) compassionate c) rude d) careless
8. **Domestic** servants are well paid these days.  
a) foreign b) intern c) household d) private
9. His ancestral property was located at a **remote** place.  
a) ancient b) rustic c) distant d) local
10. Many farmers are committing suicide on account of their inability to pay back their **debts**.  
a) dues b) arrears c) salary d) finances
11. The behaviour of the criminal was rather **detestable**.  
a) commendable b) despicable c) mysterious d) puzzling
12. The health care services in India are **understaffed**.  
a) ample b) sufficient c) inadequate d) excess

## II. If conditionals



**Conditional Clauses**

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 only he had attended the interview, \_\_\_\_\_.
17. \_\_\_\_\_, you will get good marks in your examination.
18. If I were a rich man, \_\_\_\_\_.
19. If you listen to your parents, \_\_\_\_\_.
20. If the child goes out in the rain, It \_\_\_\_\_ (catch) cold.
21. If I were an astronaut, I \_\_\_\_\_ (visit) the space station.
22. If the boys do not practise, they \_\_\_\_\_ (lose) in the finals.
23. If there had been good rains, the crops \_\_\_\_\_ (grow) well.
24. If I get the job, I \_\_\_\_\_ (help) the poor.
25. If I could go there, I \_\_\_\_\_ (buy) you the book you have been asking for.
26. If I hadn't gone to the party, I \_\_\_\_\_ (not, meet) the celebrity.
27. If it \_\_\_\_\_ (stop) working, I would buy a new television.

**III. Emails**

- 1) Write an email to your classmate informing him about the periodical exam schedule that has been put up on the notice board, giving all the details.


 BLT-4

- 2) Send an email to your friend living abroad asking him/her about the details of a P.G. course in a University in his country.
- 3) Imagine you are the team leader of a company. Send an email to your colleagues and team members informing about the grand success of your recent project. Congratulate them and inform them about a party planned by the company.
- 4) Send an email to your friend sharing your experience about your College.
- 5) Send an email to your mother sharing your first weekend experience with your friends.
- 6) Imagine yourself to be the Team Leader in TCS and send a mail to your team appreciating the successful completion of the Project.
- 7) 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 mail. Prepare the review and send by the e-mail, the film which you have already seen in not more than 150 words.
- 8) You are the class representative and your Mathematics teacher asks you to inform your classmate about the Special class that is to be conducted at 9am on Sunday at Hall No.801 of the New Building. Prepare a short mail containing all the details about the special class. Send it to all your classmates and do not fail to add a copy of it to your mathematics teacher's mail id.

## Part B

### I Resume Writing



BLT-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 invites applications 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 applications 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 10-01-2019 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, Greams 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](mailto:career@vibrant.com)
9. Samsung requires Production Engineers for their new factory near Chennai. Engineering graduates with 2 years of experience in manufacturing industry can send their e- resumes to [samsunghrc@gmail.com](mailto:samsunghrc@gmail.com).
10. Read the following advertisement. Write a job application letter with a bio data. Assume suitable address and qualification. Wanted Oracle developers. Qualification BE/MCA. Experience : Working on Oracle developer's tools. Minimum experience: 2years, Maximum Experience : 5years; Location : Bangalore, Chennai.

## II. Note Making

Read the passage given below and make notes.



1. The small village of Somnathpur contains an extraordinary temple, built around 1268 A.D. by the Hoyasalas of Karnataka-one of the most prolific temple builders. Belur and Helebid are among their-better-known works. While these suffered during invasions of 14<sup>th</sup> century, the Somnathpur temple stands more or less intact in near-original condition. This small temple captivates with the beauty and vitality of its detailed sculpture, covering almost every inch of the walls, pillars, and even ceilings. It has three shikharas and stands on a star-shaped, raised platform with 24 edges. The outer walls have a profusion of detailed carvings: the entire surface is run over by carved plaques of stone. There were vertical panels covered by exquisite figures of gods and goddesses with many incarnations being depicted. There were nymphs too, some carrying an ear of maize (a symbol of plenty and prosperity). The elaborate ornamentation, very characteristic of Hoyasala sculptures, was a remarkable feature. On closer look – and it is worth it - the series of friezes on the outer walls revealed intricately carved caparisoned elephants, charging horsemen, stylized flowers, warriors, musicians, crocodiles, and swans. The temple was actually commissioned by Soma Dandanayaka or Sormnath (he named the village after himself), the minister of the Hoyasala king, Narasimha the Third. The temple was built to house three versions of Krishna. The inner center of the temple was the kalyana mandapa. Leading from here were three corridors, each ending in a shrine, one for each kind of Krishna-Venugopala Janardana and Prasamma Keshava, though only two remain in their original form. In the darkness of the sanctum sanctorum, the different images can be doors of the temple and the three elegantly carved towers.
2. The practice of soil conservation involves methods to reduce soil erosion, prevent depletion of soil nutrients, and restore nutrients, already lost by erosion and excessive crop harvesting. Most methods used to control soil erosion involve, keeping the soil covered with vegetation. In conventional farming, the land is ploughed several times and smoothed to make a plating surface – a practice that makes it vulnerable to soil erosion. To reduce erosion, an increasing number of farmers in many countries are using conservation - tillage farming, also known as minimum – tillage, or no - till farming, depending on the degree to which the soil is disturbed. Farmers using these methods disturb the soil as little as possible in planting crops. For the minimum – tillage method, special tillers break up and loosen the subsurface soil without turning over the topsoil. In no – till farming

special planting machines inject seeds, fertilizers and weed-killers into slits made in the unploughed soil. In addition to reducing soil erosion, conservation – tillage and no-till farming reduce fuel and tillage costs and water loss from soil. They can also increase the number of crops that can be grown during a season.

Soil erosion can also be reduced by 30-50 percent on gently sloping land by means of contour farming – ploughing and planting crops in rows across, rather than up and down the sloped contours of the land. Each row planted horizontally along the slope of the land acts as a small dam to help hold and slow the runoff of water. Terracing can be used on steeper slopes. Each terrace retains some of the water running down the vegetated slope. Terracing provides water for crops at all levels and decreases soil erosion by reducing the amount and speed of water runoff. In areas of high rainfall, diversion ditches must be built behind each terrace to permit adequate drainage. In strip cropping, a series of rows of one crop, such as corn or soybeans, is planted in a wide strip. Then the next strip is planted with a soil-conserving cover crop, such as grass or grass-legume mixture, which completely covers the soil and thus reduces erosion. These alternating rows of cover trap soil that erodes from the other rows, catch and reduce water runoff, and help prevent the spread of plant diseases and pests from one strip to another. Windbreaks can reduce erosion caused by exposure of cultivated lands to high winds or shelter belts. These are long rows of trees planted to partially block the wind. Windbreaks also provide habitats for birds, pest eating and pollinating insects and other animals.

3. Effective speaking depends on effective listening. It takes energy to concentrate on hearing and concentrate on understanding what has been heard. Incompetent listeners fail in a number of ways. First, they may drift. Their attention drifts from what the speaker is saying. Second, they may counter. They find counter arguments to whatever a speaker may be saying. Third, they compete. Then, they filter. They exclude from their understanding those parts of the message which do not readily fit with their own frame of reference. Finally they react. They let personal feelings about speaker or subject override the significance of the message that is being sent. What can a listener do to be more effective? The first key to effective listening is the art of concentration. If a listener positively wishes to concentrate on receiving a message his chances of success are high. It may need determination. Some speakers are difficult to follow, either because of voice problems, or because of the form in which they send a message. There is then the particular need for the determination of a listener to concentrate on what is being said. Concentration is helped by alertness. Mental alertness is helped by physical alertness. It is not simply physical fitness, but also positioning of the body, the limbs and the head. Some people also find it helpful for their concentration if they hold the head

slightly to one side. One useful way for achieving this is intensive note-taking, by trying to capture the critical headings and sub-headings the speaker is referring to. Note-taking has been recommended as an aid to the listener. It also helps the speaker. It gives him confidence when he sees that listeners are sufficiently interested to take notes; the patterns of eye-contact when the note-taker looks up can be very positive; and the speaker's timing is aided-he can see when a note-taker is writing hard and can then make effective use of pauses. Posture too is important. Consider the impact made by a less competent listener who pushes his chair backwards and slouches. An upright posture helps a listener's concentration. At the same time it is seen by the speaker to be a positive feature amongst his listeners. Effective listening skills have an impact on both the listener and the speaker.

### III. Essay writing

1. The impact of social networking sites on youngsters.
2. The impact of westernization in India.
3. The change of outlook brought about by the IT companies in Tamil Nadu.
4. Engineering Degree - A status symbol in every home - Elaborate.
5. Electricity – an inevitable feature in every phase of life.
6. The electronic media has a great impact on the young generation. Write an essay of 300 words on the positive and negative impacts of it on the youth. Give suggestions to make it more productive and useful to the young generation.
7. Write an essay not exceeding 300 words explaining the benefits of physical exercise.
8. Write an essay not exceeding 300 words describing the different ways of protecting the environment.

### IV. Paraphrase

Paraphrase the following poems.

1. **IF**  
**by Rudyard Kipling**

If you can keep your head when all about you  
Are losing theirs and blaming it on you;  
If you can trust yourself when all men doubt you,

But make allowance for their doubting too:

If you can wait and not be tired by waiting,

Or, being lied about, don't deal in lies,

Or being hated, don't give way to hating,

And yet don't look too good, nor talk too wise;

If you can dream - and not make dreams your master;  
If you can think - and not make thoughts your aim,  
If you can meet with Triumph and Disaster and treat those two impostors just the same:.

If you can bear to hear the truth you've spoken

Twisted by knaves to make a trap for fools,

Or watch the things you gave your life to,  
broken, and stoop and build' em up with worn-out tools;

If you can make one heap of all your winnings

And risk it on one turn of pitch-and-toss,

And lose, and start again at your beginnings,

And never breathe a word about your loss:

If you can force your heart and nerve and sinew

To serve your turn long after they are gone,

And so hold on when there is nothing in you

Except the Will which says to them: "Hold on!"

If you can talk with crowds and keep your virtue,

Or walk with Kings - nor lose the common touch,

If neither foes nor loving friends can hurt you,

If all men count with you, but none too much:

If you can fill the unforgiving minute

With sixty seconds' worth of distance run,  
 Yours is the Earth and everything that's in it,  
 And - which is more - you'll be a Man, my son!

## 2. MENDING WALL

by **Robert Frost**

Something there is that doesn't love a wall,  
 That sends the frozen-ground-swell under it,  
 And spills the upper boulders in the sun;  
 And makes gaps even two can pass abreast.

The work of hunters is another thing:

I have come after them and made repair

Where they have left not one stone on a stone,

But they would have the rabbit out of hiding,

To please the yelping dogs.

The gaps I mean,

No one has seen them made or heard them made,

But at spring mending-time we find them there.

I let my neighbor know beyond the hill;

And on a day we meet to walk the line

And set the wall between us once again.

We keep the wall between us as we go.

To each the boulders that have fallen to each.

And some are loaves and some so nearly balls

We have to use a spell to make them balance:

"Stay where you are until our backs are turned!"

We wear our fingers rough with handling them.

Oh, just another kind of outdoor game,

One on a side.

It comes to little more:

There where it is we do not need the wall:

He is all pine and I am apple orchard.

My apple trees will never get across

And eat the cones under his pines, I tell him.

He only says, "Good fences make good neighbors."

Spring is the mischief in me, and I wonder

If I could put a notion in his head:

"Why do they make good neighbors? Isn't it  
Where there are cows? But here there are no  
cows.

Before I built a wall I'd ask to know

What I was walling in or walling out,

And to whom I was like to give offense.

Something there is that doesn't love a wall,

That wants it down.

" I could say "Elves" to him,

But it's not elves exactly, and I'd rather

He said it for himself.

I see him there

Bringing a stone grasped firmly by the top

In each hand, like an old-stone savage armed.

He moves in darkness as it seems to me,

Not of woods only and the shade of trees.

He will not go behind his father's saying,

And he likes having thought of it so well

He says again, "Good fences make good neighbors. "

**3. A DOG HAS DIED**  
**by Pablo Neruda**

My dog has died.

I buried him in the garden  
next to a rusted old machine.

Some day I'll join him right there,  
but now he's gone with his shaggy coat,  
his bad manners and his cold nose,  
and I, the materialist, who never believed  
in any promised heaven in the sky  
for any human being,

I believe in a heaven I'll never enter.

Yes, I believe in a heaven for all dogdom  
where my dog waits for my arrival  
waving his fan-like tail in friendship.

Ai, I'll not speak of sadness here on earth,  
of having lost a companion  
who was never servile.

His friendship for me, like that of a porcupine  
withholding its authority,  
was the friendship of a star, aloof,  
with no more intimacy than was called for,  
with no exaggerations:

he never climbed all over my clothes  
filling me full of his hair or his mange,  
he never rubbed up against my knee

like other dogs .

No, my dog used to gaze at me,  
paying me the attention I need,  
the attention required  
to make a vain person like me understand  
that, being a dog, he was wasting time,  
but, with those eyes so much purer than mine,  
he'd keep on gazing at me  
with a look that reserved for me alone  
all his sweet and shaggy life,  
always near me, never troubling me,  
and asking nothing.

Ai, how many times have I envied his tail  
as we walked together on the shores of the sea  
in the lonely winter of Isla Negra  
where the wintering birds filled the sky  
and my hairy dog was jumping about  
full of the voltage of the sea's movement:  
my wandering dog, sniffing away  
with his golden tail held high,  
face to face with the ocean's spray.  
Joyful, joyful, joyful,  
as only dogs know how to be happy  
with only the autonomy  
of their shameless spirit.

There are no good-byes for my dog who has died,  
**and we don't now and never did lie to each other.**

So now he's gone and I buried him,  
and that's all there is to it.

## UNIT V

### Syllabus

S.No	Part A	S.No.	Part B
1	Reported Speech	1	Minutes of a Meeting
2	Verbal Analogy	2	Accident Report
		3	Survey Report

### Part A



BLT-2

#### I. Reported Speech

1. "Last year the weather was not so hot. Now we don't have enough rains", said the farmer.
2. "What a beautiful valley this is with so many varieties of flowers!" Jana said.
3. "We must not trouble others if we can do the work ourselves", the priest said.
4. "Throw the wastes into the dustbins after separating them as degradable and non degradable", the environmentalist said.
5. "Please switch off all electrical appliances when not in use", Roshini told Thilaga.
6. "You must be very meticulous when you are conducting the research;", said Hema.
7. "Wow, what a pleasant surprise and what a great treat this is!" said Grandmother.

8. The doctor to the patient, "Take this medicine for a week. Then come back to me. I will decide on the further course of action".
9. Father said, "I will ask my friend to lend a new suitcase to you. You can use it and return it to him next week."
10. Lokesh asked Shyam, "What is the correct reading of your speedometer? Is it working properly and what are the precautions I should take to maintain it?"
11. Rajan said to his friends, "I have passed the examination".
12. He asked his friends, "Are you very busy now?"
13. He said to the stranger, "Don't you know the way to the station?"
14. She said to her mother, "Please give me some money today"
15. He said, "Honesty is the best policy".
16. My friend said to me, "Wait for me for a few minutes".
17. Chairman: "I have great pleasure in welcoming you, the shareholder of the company, to this annual general meeting".
18. The director said, "The company has not been able to achieve its production target this year".
19. Ram asked his friend , " When did you return from Delhi?"
20. Change the following dialogue into reported speech.
- (a) Gokul : Do you know that Arun had met with an accident and is in hospital?  
Ram : Oh ! I don't. Is he badly hurt? Which hospital is he in ?
- (b) Mohan : " What are you doing here, Nisha? I haven't seen you since June".  
Nisha : " I've just come back from my holiday in Kerala".
- (c) Sindu : Sir, Can I meet you today at 2 O'clock ?  
Teacher: Sindu, I'm sorry, I'm attending a conference. Meet me tomorrow.
- (d) Sara : Sir, Can I meet you today at 2 O clock?  
Teachers : Sara, You can meet me tomorrow in the conference hall.

**II. Verbal Analogy**

1. Pain:Sedative
  - A. comfort: stimulant
  - B. grief: consolation
  - C. trance: narcotic
  - D. ache: extraction
  
2. Light:Blind
  - A. speech: dumb
  - B. language: deaf
  - C. tongue: sound
  - D. voice: vibration
  
3. Pork:Pig
  - A. rooster: chicken
  - B. mutton: sheep
  - C. steer: beef
  - D. lobster: crustacean
  
4. After:Before
  - A. first: second
  - B. present: past
  - C. contemporary: historic
  - D. successor: predecessor
  
5. Distance:Mile
  - A. liquid: litre
  - B. bushel: corn
  - C. weight: scale
  - D. fame: television
  
6. Ten:Decimal
  - A. seven: septet
  - B. four: quartet
  - C. two: binary
  - D. five: quince
  
7. Gravity: Pull

- A. iron: metal
  - B. North Pole: directions
  - C. magnetism: attraction
  - D. dust: desert
8. Filter:Water
- A. curtail: activity
  - B. expunge: book
  - C. edit: text
  - D. censor: play
9. Symphony:Composer
- A. Leonardo: music
  - B. Fresco: painter
  - C. colours: pallet
  - D. art: appreciation
10. Hope:Aspire
- A. love: elevate
  - B. film: flam
  - C. fib: lie
  - D. fake: ordinary

**B) Solve the verbal analogy.**

- 11. back : rear :: flat : \_\_\_\_\_
- 12. courageous : brave :: sly : \_\_\_\_\_
- 13. small : little :: quiet : \_\_\_\_\_
- 14. narrow : thin :: wealthy : \_\_\_\_\_
- 15. terrifying : frightening :: calm : \_\_\_\_\_
- 16. open : close :: up : \_\_\_\_\_
- 17. correct : mistaken :: dangerous : \_\_\_\_\_
- 18. graceful : clumsy :: gentle : \_\_\_\_\_
- 19. fiction : non-fiction :: toxic : \_\_\_\_\_
- 20. credit : debit :: positive : \_\_\_\_\_
- 21. ear : hear :: hand : \_\_\_\_\_
- 22. rooster : crow :: lion : \_\_\_\_\_
- 23. clock : tick :: bell : \_\_\_\_\_
- 24. boat : float :: airplane : \_\_\_\_\_
- 25. broom : sweep :: shovel : \_\_\_\_\_

26. field : corn :: pond : \_\_\_\_\_
27. mine : diamonds :: oyster shells : \_\_\_\_\_
28. sheep : wool :: silkworm : \_\_\_\_\_
29. palm tree : coconuts :: maple tree : \_\_\_\_\_
30. paddy : rice :: bog : \_\_\_\_\_
31. steering wheel : automobile :: wing : \_\_\_\_\_
32. branch : tree :: boxcar : \_\_\_\_\_
33. kernel : corn :: grain : \_\_\_\_\_
34. leg : chair :: handle : \_\_\_\_\_
35. word : sentence :: letter : \_\_\_\_\_
36. ant : hill :: bee : \_\_\_\_\_
37. cattle : barn :: chicken : \_\_\_\_\_
38. pig : sty :: horse : \_\_\_\_\_
39. giraffe : grasslands :: polar bear : \_\_\_\_\_
40. hand : touch :: eye : \_\_\_\_\_
41. car : automobile :: ship : \_\_\_\_\_
42. work : labor :: incinerate : \_\_\_\_\_
43. failure : success :: mistaken : \_\_\_\_\_
44. world : earth :: teacher : \_\_\_\_\_

### Part B



BLT-6

#### I. Minutes of the Meeting

1. Write the minutes of the meeting conducted by 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. Imagine that you attended 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.
3. Write the minutes of the meeting conducted by the NSS officer in connection with the NSS camp which is to be organized shortly in the nearby village. Give details of the date, time, venue, members who attended, topics discussed and the other details of the camp.

4. Write the minutes of the meeting conducted by the Class Coordinator in connection with the Periodical Exam.
5. Write the minutes of the meeting conducted by the Cultural Coordinator for the upcoming Cultural Programme.
6. Write the minutes of the meeting conducted for College Day Programme.
7. Imagine that you are going to organize a National Level Science Exhibition in your college. As the secretary of the organizing committee, write a notice, an agenda and minutes of the meeting recorded by you. Make your own points for agenda.

## II. Accident Report


 BLT-5

1. Assume that you are the Manager of a company and write a report on a fire accident that occurred in your company.
2. Write a report on the road accident you've witness in about 200 words.
3. You are the works manager in the Industrial Gases Limited where LPG cylinders are filled for utilization by the customers. Write a report to the Chairman of the company about an accident that happened in the LPG filling section in which five workers are seriously injured. Suggest the remedial measures also to avert such happenings in future.
4. 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.
5. You are the Works Manager in the 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.

## III. Survey Report


 BLT-5

- a. Chennai Metrowater proposes to set up a water supply project, partially funded by the users, for the IT companies situated along the Rajiv Gandhi Salai and East Coast Road. These companies depend on private water tankers to meet their daily needs and they expect Chennai Metrowater authorities to find a solution to

this long pending problem. Imagine that you are the consultant for this project and you have been requested to submit a detailed report to The Chief Engineer, Chennai Metrowater. You have to make a survey of the demands of various types of users and their willingness to pay for the service. In your report, you can suggest the tariff for various types of users. Besides, you have to identify the deficiencies in the existing water supply system and provide suggestions to implement the project successfully. Prepare a report in not more than 300 words.

- b. Write a feasibility report on the introduction of a new beauty soap in the market to the Managing Director of your Company.**
- c. You are working in a textile company and your company is planning to install a waste recycling plant. How would you conduct the study?. Prepare a feasibility Report. This report should contain among other things, the background, method or methodology, feasibility of the project, conclusion and recommendations.
- d. A college is planning to convert all its classrooms as smart classrooms. As the professor in charge of the 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.
- e. 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 findings 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.
- f. 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.,
- g. The number of vehicles used in your town/city has doubled in the last ten years resulting in air pollution. Conduct a survey on the pollutants in the atmosphere and write a report to the pollution control board with your recommendations based on your findings.

### **Report**

- 1. Assume that you are the class representative of your class. You have recently visited Kalpakkam atomic power station. Write a report to your Head of the Department about your visit to Kalpakkam in detail.**

STUCOR APP