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Unit-1 Stock Phrases

Form : Stock Phrases

Function : Greetings

I. Warm-up

How would you say "Good morning!" in the following situations? Act it out with a friend.

- a. When you meet your teacher/boss.
- b. When you meet a friend whom you haven't seen for a long time.
- c. When you meet a small child.
- d. When you meet someone who borrowed Rs. 100/- from you but has not returned it so far.
- e. When you talk to a stranger on the telephone.

II. Role play the following dialogues

a. S : Hello! Good morning! This is Swetha Nitin. May I speak to Ms. Anitha Roy?

A : Hi! Good morning Swetha! How are you? What a lovely surprise!

S : I'm fine, thank you.

b. A : Hello! May I speak to Prof. Dayanand please?

B : How many times should I tell you this is not Prof. Dayanand's number? Will you please stop harassing me?

A : I'm really sorry. It was a mistake.

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c. Mother

Rina
Mother
Rina

Mother

Rina

Did you say "thank you" to Mary aunty when you left the birthday party?

Sorry Mom! I didn't.

But I told you to thank her. Why didn't you?

Well Renu said "thank you" to aunty. But aunty said "please don't mention it."

So what?

So I thought I should also not mention it!

d. Rob : See you later, teacher.

Teacher : Rob, you should not say that to your teacher.

Rob : Cheerio teacher.

Teacher ∴ Even that is not correct.

Rob : Please tell me what I should say!

Teacher : Say Good bye! That's proper.

Rob : Thanks a lot madam. Good bye.

III. Grammar

A. Function: In English we use stock phrases to establish social contact and relationships.

. Greetings : Good morning! Good afternoon! Good evening! Good night! Hello! Hi! Hiya!

. Enquiries : How do you do? How are you? How are things?

Thanks : Thank you! Thanks very much. Many thanks.

Response to thanks

You are welcome. Please don't mention it.

Thank you too.

Leave taking. Bye. Good bye. Cheerio. See you later.
So long.

B. Form: While using greetings on various occasions we need not worry too much about grammar, for we generally use set phrases.

i. For example, we always say Good Morning! This consists of Adjective+Noun. But we never say Bad morning! Happy morning! Cheerful morning! etc. We only change the greeting according to the time of the day.

(Remember: We say Good Night! only when we take leave of a person at night. J

ii. Enquiries take the form of questions beginning with 'How'.
e.g. How do you do? Sometimes we can also use statements.

e.g. Hope all is well with you.
I trust you are keeping well.

iii. 'Thank you' actually means 'I thank you.' But we omit the T in practice.

iv. There are again set ways of responding to thanks.
e.g. You are welcome, (to thank me)
Here you accept the thanks graciously.

e.g. Please don't mention it. Here you are a bit shy and try to be modest.

v. 'Good bye' is a shorter form of 'God be with you'. On very informal occasions we shorten it even further to 'Bye'. Depending on the closeness of relationships we use phrases like 'See you later'; 'Cheerio' etc.

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IV. Task I

a. Fill in the blanks with appropriate stock phrases.

1. I Have you had your lunch?
Not yet. Would you like to join me?
2. The watch you gave me for my birthday is beautiful.
3. How nice meeting you! ? How do you do?
4. I must go now.
5. I This is 28142119. What can I do for you?
I Could you connect me to Mr. Suresh,
please?
3. I thank you very much.
Don't thank me. I don't like it.
4. Hi Professor! Good morning!
Good afternoon!
5. I'm sorry I'm late.
Please don't mention it.

Task 2

a Nina and Neha are meeting each other one year after they left college. Complete their conversation using appropriate stock phrases from the list below.

I'm fine,

b. Match the stock phrases with appropriate situations.

Good night!

You accept a friend's thanks
graciously.

Hi! What a pleasant surprise!

You are meeting a friend after
a long time.

Thanks a lot for your company.

You spilt coffee on your friend's
new dress.

Nice meeting you!

You express gratitude to a friend.

I'm really sorry!

A very close friend meets you unexpectedly after a long time.

You are welcome.

You are taking leave of a friend at 9.00 p.m.

How are things?

When you meet a friend.

c. What is wrong in the following conversations? Rewrite them in the correct form.

1. Good night! How are you?

Fine thank you!

2. How do you do, Sam?

I'm doing well, Jane.

Nina

Neha

Nina

Neha

Nina

Neha

Nina

Neha!

Nina. And

for

As happy as I can be. By the way

the lovely book you sent me for my birthday.

Did you like it?i sent it a bit late.

Okay, I must hurry.

Oh, I enjoyed it thoroughly! It was very thoughtful
of you. once again!

_for now. See you later.

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Asha

Dr. R

Asha

Dr. R

Asha

Dr. R

Asha

b. Complete the telephone conversation between Dr. Reddy and his
patient Asha.

could I speak to Dr. Reddy please?

.. This is Dr. Reddy speaking.

Dr. Reddy. Could you please give me an
appointment?

J can't meet you immediately. I'm going out of town and will be back on Saturday afternoon. Could I meet you on Saturday afternoon? That would be fine.

doctor. Very kind of you.

V. Writing

Task 3

Write dialogues for the following situations. Each dialogue should consist of ten exchanges. Remember to use the appropriate stock phrases in your dialogue.

a. Write a telephone conversation between Mr. Dinesh and the receptionist at Hotel Blue Park. Mr. Dinesh wants accommodation in the hotel for three days. You may begin and end as follows.

Mr. Dinesh : Hello, is that Hotel Blue Park?

Receptionist : Yes, Sir. Good morning. What can I do for you?

c. Complete the following conversation between Professor Ramkumar and his old student Ravi who meets him after five years.

Ravi

Ramkumar

Ravi

Ramkumar

Ravi

Ramkumar

Ravi

Ramkumar

Ravi

Ramkumar

Good morning Sir. I wonder if you remember me. I'm Ravi who studied here five years ago.

Fine, thank you Sir.

At present I'm on holiday. I work as a teacher in Singapore. Here's a small gift from me.

Not at all. I owe a lot to you. Thank you so much.

must leave now. Nice meeting you, Sir . 1 1
Mr. Dinesh : Thanks a lot. I'll be there on Monday morning

b. Megha goes to the railway station to see off her friend Monisha. There she unexpectedly meets her school friend Mrinal. Write the conversation between them.

c. Write a humorous conversation between Suresh who does not know how to use stock phrases and his teacher who patiently teaches him the correct usage.

Just a tWgW

Do you know the three most beautiful words in English? They are PLEASE, THANK YOU and SORRY. Say them as often as you can. You will win many friends and become very popular!

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1

Unit-2
Questions and Statements

Form : Questions and Statements

Function : Making Enquiries and Gathering Information

I. Warm-up

Work in groups. Prepare a quiz of ten questions on India. Keep the answers ready. Shoot the questions at the group next to you.

II. Role play the following dialogues

a. Sahana and Saritha are planning to buy a gift for their friend Smitha who is leaving shortly to the US for her studies. They discuss what would be the ideal gift for her.

Sahana : Saritha, what would be a useful gift for Smitha? Do you know if she needs something?

Saritha : I am not sure really. Would a travelling bag be a good idea?

Sahana : I think she has already bought some bags.

Saritha : Oh, then we have to think of something else. How about a good dictionary? I remember her saying that she wanted to get one before she left.

Sahana : Did she? Then why don't we go to the book store now?

Saritha : Sure. Give me a minute. I'll get my bag and umbrella.

^ _ 9

b. Meena is making arrangements to visit her grandmother in Kerala. She talks to her room-mate Selvi about her trip.

Meena : Selvi, I am really 1 am making this trip. It's been months since I saw my grandmother.

Selvi : Where does she live?

Meena : She's in Calicut with my uncle.

Selvi : Isn't that the place where Vasco-da-gama landed?

Meena : You are right. You paid attention in the geography

classes I suppose!

Selvi : I sure did. When are you leaving?

Meena : This weekend. I'll be back before Diwali though.

Selvi . : That's good. I don't like being alone here.

c. Dimple asks her friend Ramya for some beauty tips.

Dimple : Hi Ramya! You look lovely as always. How do you get this glow on your face?

Ramya : Simple Dimple! I drink plenty of water.

Dimple : Just water makes you glow? I am sure there is something else you do!

Ramya : I eat the right food too. No chips. No cakes and no ice-cream!

Dimple : But I love chips! Do you do any exercises?

Ramya : I do some yoga regularly.

Dimple : That's the secret! I just read that yoga keeps you young!

Ramya : Now you can look young too!

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III. Grammar

Question Words with Examples

A. Form

1. Questions: Questions can be both positive and negative.

Positive

Negative

Did you meet your friend?

Can I borrow your book?

Does she know about
the meeting?

Don't you like ice-cream?

Mustn't you save some
money?

Won't you come with me?

Question word

Example

Where

Where do you live?

Who

Who are you?

When

When do you get up?

What

What are you doing?

Why

Why do you smoke?

Whose

Whose book is this? '

Which

Which bus do you take to school?

How

How old are you?

Some questions begin with a wh-word. They are called
wh-questions.

What are you reading?

Where were you?

Some questions can be answered with yes or no. They
are called yes/no questions.

Did she meet the doctor?

Have you met the publisher?

If there is an auxiliary verb (be, do, have, can, will, etc.), we put it in front of the subject.

Have you read this book?
Why are they not coming to the party?

If there is no other auxiliary verb, we make a question by putting do or does (present simple), or did in front of the subject.

Does she know the train leaves early in the morning?
When did they arrive?

2. Statements: Like questions, statements too can be positive or negative.

Positive

Negative

She will buy the house.

She will not buy the house.

I can attend the meeting.

I cannot attend the meeting.

We love to travel.

We never go for movies.

In a positive statement, the subject is followed by the verb.

Ravi was listening to the song.

Meera loves to cook.

When we add the word not to the form of be (is, are, was, were) or to the auxiliary verb (will, have etc.), the sentence becomes negative.

Ravi was not listening to the song.

Manoj does not play tennis.

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Contracted form of the verb can be used in speaking and informal writing.

Radha wasn't listening to the song.

Jai isn't playing today.

B. Function: When looking for information and giving answers

both wh- and yes/no questions are used. The questions and statements can be both negative and positive depending on the information given.

Example

Seema : Can I borrow your dictionary for a minute?

Rani : Yes, of course you may.

Seema : Where did you buy this latest edition?

Rani : I don't really know. It was a gift from my English teacher.

Seema : Isn't there a book store in the campus?

Rani : Yes, there is a shop called Gurunath where you can find all kinds of books.

Seema : Where is Gurunath?

Rani : It is just behind the Central Library. You can't miss it.

Seema : Can we go there now?

Rani : I am afraid not. It closes by 5 p.m. and it is already 6.

Seema : Oh! Maybe tomorrow then?

Rani : Yes of course.

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IV. Task!

a. Frame questions for the underlined part.

e.g.: Ramu plays only cricket. What does Ramu play?

1. Jamuna is writing a letter.
2. Ramya speaks five languages.
3. German is an easy language.
4. The students are in the auditorium.

5. She walks home from school.
6. Gautam has a farm house in Delhi.
7. Harini drinks only tea.
8. Devaki did not go to school because she was sick.
9. We are going to Singapore next year.
10. The train will arrive now.

b. Match the questions with appropriate answers.

1. Where have you been?

Oh, I don't want to talk about it.

2. How was the test?

I am always free.

3. Can you tell me where
the post office is?

I wish I knew!

4. When can I meet you?

Just lazing around.

5. Who is that pretty girl?

Maybe a fortune!

6. How much does that car
cost?

I am sorry! I have no idea.

<; Correct the following questions.

e.g.: What time now?

What's the time now?

t When comes the train?

:> Watch you movies?

:t Speak you English?

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4. Who piano plays?

5. You got two sisters?

6. India won the match?

7. Do you can remember your old friends?

8. Why you not post the letter?

9. How many questions you given?

10. Think you not that you should improve your English?

d. Complete the following sentences.

1. I'd like to know how much .
2. She wondered whether .
3. Neither Sheila nor .
4. Whenever we tried .
5. Before every test I .
6. I usually .
7. I have no .
8. When I was at school .
9. I had an excellent .

10. Whatever happens .

Task 2

a. Kavya and Rishi are at a restaurant. They are about to order lunch. Complete the conversation which they have with the waiter.

Waiter Good afternoon. May I take your order?

Kavya ?

Waiter We have okra and drumstick soup.

Rishi Don't you have any non-vegetarian soup?

Waiter Sure .

Kavya

Waiter

Rishi That's nice. I would like to have some chicken soup please. Kavya, ^ .

I think I will try the okra soup. It sounds interesting.

| -- ? 1
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Kavya I love the French fries you serve as appetizers. Rishi,
?

Rishi : _|

Waiter So your order is

1 okra

soup

1 chicken soup

1 plate French fries

1 plate pepper mushroom.

Kavya We will decide on the main course by the time the soup arrives.

Waiter That won't be long. Thank you.

b. Complete the following conversation between two strangers in a train.

Abida : ?

Sumi I think it reaches Coimbatore very early in the morning. I am not sure.

Abida Do you live in Coimbatore?

Sumi

Abida That's nice. Where does your aunt live?

Sumi

Abida I live in Ganapathy Nagar too. What a coincidence!

Sumi : ?

Abida : Don't worry. I'll take you there. My father will receive me at the station.

(: Complete the conversation between Rani and her son Rahul who is just leaving for college. Rani Rahul, your breakfast is getting cold.

Rahul : Just a moment mother. . ?

Rani It's your favourite 'appam and stew'.

Rahul : Lovely! . ?

Rani Of course I would love to pack some for Rajesh. Won't

Sunil, your other friend also love to have some?

Rahul That would be great. ____?

Rani It's in your room. ?

Rahul 1 should be back by 4 p.m.

Rani

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d You have just arrived at the Chennai airport and would like to know the way to a hotel in Egmore. You are asking a security officer to guide you about:

1. The distance from the airport to Egmore.
2. How you can reach there.
3. The frequency of bus services in the city.
4. The main tourist attractions.

Rahul No, my piano master is not in town.

V. Writing

Task 3

Write dialogues for the following situations using appropriate questions and statements.

a. Write a conversation between an English teacher and a student who wishes to improve her speaking skills.

Beena Good morning madam . I want to improve my speaking skills before I leave this college.]

Teacher :

Beena

Teacher :

Just a thought!

Which is the road to success?

I wish I knew!

In the journey of life how do I find peace?

Maybe you should stop asking so many questions!

b. Write a conversation between two friends who are planning their future.

Rekha How soon the four years have gone by!

Radha :

Rekha :

Radha

c.

Write a conversation between two women who think they have met somewhere, but are not very sure about it. Add some humour!

Unit - 3

Imperatives

Form : Imperatives

Function : Commands and Requests

I. Warm-up

Look at these common signs that you come across everyday and say what they mean.

a. Hotel guest

Hotel travel desk

Hotel guest

Hotel travel desk

Hotel guest

e.g. a. Do not smoke here./No smoking II. Role play the following dialogues

Get me a taxi, please.

Sure, Sir. Where do you want to go?
To Citi Centre.

Fine, Sir. Please be seated. The taxi
will arrive shortly.

Thank you.
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b. Computer Science

teacher : Click the left mouse button.

Student : Like this?

Computer Science

teacher : Yes. Choose Save from the menu bar.

Student : Ok. .

Computer Science

teacher : That's it. You have saved the file.

c. Mother : Don't drink that milk! It is hot.

Child : Ouch! I burnt my tongue.

Mother : Wait. Let me cool it for you.

d. Teacher : Class, open your textbooks.
Student : Which page ma'am?
Teacher : Page 30.
Student : Can I read the first paragraph?
Teacher : Sure. Go ahead.

III. Grammar A. Function

We use imperatives for different reasons.

To give instructions.

Turn left at the end of the road.

Enter the password.

To give warnings.

Be careful! The vessel is hot.

Look out! There's a bee in your hair.

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To give advice.

Carry some cash. They may not accept credit cards.

Never be late for an appointment.

To ask people to do things.

Help me carry this box.

Open the window, please.

To make offers.

Please have some coffee.

Shall I make some tea?

To wish people good things.

Have a nice time.

Take care of yourself.

B. Form

1. Positive Imperative

The form of the verb does not change.

Open your books.

Other words are added to give more information or to make the meaning clearer.

Help me! Help me with my homework.

'Please' is added to make it more polite.

Please keep quiet.

The name of a person can be added to identify the person being spoken to.

Rema, come here.

Note: We can make the imperative 'more polite' by adding 'do'. Do be quiet.

Do come.

Do sit down.

I

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2. Negative Imperative

0 We add 'don't' before the verb, Don't be late for the exam.

0 'Do not' is used formally and in official notices and documents.

Do not drink and drive.

IV. Task I

a. Match the words in the two columns to make imperatives.

1.

Don't

a.

your project work.

2

Switch

b.

left at the end of the road.

3.

Let's

c.

open the door.

4.

Complete

d.

come in.

5.

Do

e.

on the lights, please.

6.

Turn

f.

go for a movie!

b. Choose the best sentence that answers the question.

1. Which flight do you think I should take?

i. Take the early one. It's very convenient.

ii. Speak to me later, please.

2. What time should I get there?

i. Stop worrying and get on with your life.

ii. Don't come early. The meeting never starts on time.

3. We're off to Thailand on Saturday.

i. Enjoy yourselves.

ii. Don't think twice; it's all right.

4. How do I reach the post office?.

i. Reach fast.

ii. Take the first left.

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5. How does this coffee machine work?

i. Don't leave without saying goodbye!

ii. Insert the token in the slot and press the button.

c. Pick a word or phrase from the box and use it to replace the underlined words in the sentence without changing the meaning.

Give me Take Go Arrive early Remember Save

1. Help him! He's drowning.
2. Pass the salt, please.
3. Turn right at the end of the corridor.
4. Don't forget to take warm clothing.
5. Catch the first flight in the morning.

6. Don't be late. The movie starts at 6 o'clock.

Task 2

a Here are some instructions to make dosa. Put them in the correct order.

1.
Serve the dosa with chutney and sambar.
2.
Heat a frying pan until it is hot.
3.
Turn the dosa when golden brown and cook the other side.
4.
Spoon in the paste onto a frying pan and spread it in a circular motion.
5.
Make a paste with 250 g. soaked rice and 50 g dal and a little bit of salt.

b. Rohit is at the doctor's. He wants to improve his health. Complete the doctor's instructions to Rohit.

- weight.
- exercise.
- smoking.
- lots of water.
- red meat.
- _ salt and sugar.
- _ calm.

get angry and stressed,
for 8 hours.

Don't/ Drink/ Stay/ Sleep/ Do/ Lose/ Quit/ Reduce/Avoid

V. Writing

Task 3

Write dialogues for the following cartoons using imperatives.

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Just a thought!

The four imperatives of leadership according to Stephen R Covey--

- inspire trust
- clarify purpose
- align systems
- unleash talent

Unit-4

The Present Tense

Form : The Present Simple Tense/The Present Progressive/The Present Perfect

Function : Talking about

habitual actions, universal truths, future action

action in progress

an action just completed

I. Warm-up

a. Think of actions you do everyday.

e.g. Everyday I wake up at six o'clock in the morning.

b. Write down five things you are doing at the moment.

e.g. I am doing my grammar test.

c. Tell us about five acts you have completed recently.

e.g. I have had my breakfast.

II. Role play the following dialogues

a. Teacher : Which is the capital of Great Britain?

Student : London.
Teacher : When does water boil?
Student : At 100° Centigrade.
Teacher : Which is the highest peak in the world?
Student : Mount Everest.

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b. Rani is reporting on a cricket match to her friend Rohit travelling by train.

Rohit :

Who is bowling?

Rani

Roshan.

Rohit :

Is Nitin batting?

Rani

No. It is Binay's turn now.

Rohit :

Who is umpiring?

Rani :

I don't know him. Looks smart, though!

Rohit :

Are you watching from home?

Rani :

No silly! I'm sitting at the stadium!

c. Mrs and Mr Ramesh are leaving on a holiday. Role play their conversation before they leave home.

Mrs. : Ramesh, have you taken the tickets?

Mr. : Yes of course. By the way have you turned off the gas?

Mrs. : Long ago! I haven't cooked the whole day.

Mr. : Oh dear, I have misplaced my cell phone. Have you taken it by any chance?

Mrs. : Why should I? Haven't I told you a thousand times to hang it around your neck?

Mr. : Stop sermonizing dear! I have had enough

of this!

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III. Grammar A. Function

Present Simple Tense is used

- a. to express habitual actions.

She plays tennis every evening.

- b. to express universal truths.

The sun rises in the east.

- c. to represent future action.

Harry leaves for New York next week.

The Present Continuous Tense is used

- a. to express an action going on at the time of speaking.

I am talking to you from a public telephone booth.

- b. to express an action in the immediate future.

She is returning to Chennai tomorrow morning.

The Present Perfect Tense is used

- a. to denote an action that has just been completed.

I have just completed my assignment. Shall we go for a movie?

- b. to express an action which began in the past and continues up to the present moment.

I have lived in this house for ten years.

The Present Perfect Continuous Tense is used

a. to express an action that has been going on for some time, starting in the past and continuing up to the present. I have been learning French for two years now.

29 b. to

express an action which was going on till a recent point of time and whose result is still felt.

The children have been watching T. V. the whole day. No wonder they are tired.

c. to express an action that has been going on from time to time and is expected to continue but not necessarily going on at the moment.

Mini has been practicing swimming regularly.

B. Form

Present Tense

There are three tense forms in English to indicate Past, Present and Future time. In this unit let us look at the different forms of Present Tense.

Simple Present

Present Continuous (Progressive)

Present Perfect

Present Perfect Continuous

Study the table below

Affirmative

Negative

Question

Simple Present

She dances.

She doesn't dance.

Does she

dance?

Present Continuous

She is dancing.

She is not dancing.

Is she

dancing?

I'M",out Perfect
She has danced.
She has not danced.
Has she
danced?

I uiltllUJOUS
She has been
dancing.
She has not been
dancing, '
Has she been
dancing?

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In Simple Present Tense, remember to add -s to the verb if
it has a word in third person singular as subject
(i.e.) he, she, or it.

e.g. She enjoys cooking.
It looks funny.

The Present Continuous Tense is formed with the auxiliary
be + verb + ing.

e.g. He is writing.
We are writing.

The Present Perfect Tense has the form have + verb + en.

e.g. I have written a story.
She has spoken to me.
They have opened a shop.

The Present Perfect Continuous Tense has the form have / has + be + verb + ing. |
e.g. I have been waiting here for a long time.
It has been raining continuously since morning.

IV. Task I

- a. Fill in the blanks with the correct forms of the verbs in brackets.
- 1 India the largest youth power in the world today, [have]
 2. The moon the earth in 27 days, [circle]
 3. The plane in Chennai in half an hour's time, [land]

4. Manisha _____ her homework before she _____ out to play, [complete, go]

5. History itself, [repeat]

6- Navin _____ the role of Hamlet in the college play, [play]

7. Every evening the children _____ to the news, [listen]

8. The next term on 5 October, [begin]

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9. _____ she go to the gym every day? [Do]

10. Action films _____ me (bore). I _____ romance, [prefer]

b. Cross the incorrect verb forms in brackets to complete the sentences.

1. Is it still _____ [rains? / raining?].

2. The Indians _____ at the moment, [are batting / bat]

3. My father _____ [cuts / is cutting] the vegetables; My mother [grinds / is grinding] the spices. I'm _____ [sit / sitting] and _____ [watch / watching] them at the moment!

4. You _____ [pin / are joining] the picnic tomorrow--aren't you?

5. Young people from all over Chennai [run / are running] along the Marina today to raise awareness about AIDS.

6. Nero _____ (fiddle / was fiddling) while Rome

[burns / was burning].

7. I _____ [stand / am standing] for the college elections. Will you support me?

c. Tick the correct sentences. Rewrite the wrong sentences in the correct form.

1. Mother has finished cooking; the dinner is ready.

2. Rini phones me five times today; every time I missed her call.

3. The computer has stopped working; what shall I do now?

4. Oh! you watched the award winning movie? Why haven't you taken me too?

5. The train has already arrived. It's on platform No. 5.

Task 2

.i. Complete the conversation between two friends.

Ajit and Him are at the bus stop. Put in the present simple or continuous form of the verb in brackets.

Ajit Are you going to college? (go)

Him : No. we have a holiday -- Founder's day. (have)

I _____ my aunt in Ambattur (visit). I'm very fond of her.

I _____ her every week (meet). What about you?

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Ajit I _____ a day off from college, (take). You know, my father is in hospital. I _____ the day with him' (spend).

Him : Oh dear! What's wrong? Do you _____ any help? (need)

Ajit : Not really Him; but thanks a lot. He _____ fine now (be). The doctors _____ to discharge him today (plan).

Him : That's fine. On my way back from my aunt's, I

over at your place, (stop)

'- _____ you'd be back home by then (hope).

Ajit : Oh, sure!

b. You find a series of exclamations below. What do you think has just happened to make the speaker say them?

e.g. Oh! - means, She has had a surprise - She has won a prize, (or) He has just remembered something He has left his purse at home.

1. Sorry!
2. Thank you.
3. Great!Wow!
4. Rubbish!
5. My God!

6. Sorry!
7. Congrats!
8. Super!
9. Good Luck!
10. Hello!

c. Proverbs are usually expressed in Simple Present Tense
Complete the proverbs below; then add five more proverbs.

e.g. A rolling stone gathers no moss.

1. Still waters
2. Too many cooks

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3. Make hay
4. Absence .
5. A new broom

d. Fill in the blanks with the appropriate form of the verb in brackets

- 1 She (clean) her room the whole of this afternoon.
2. | (struggle) to give a bath to my dog for the past one hour.
- 3 you (talk) on the mobile for an hour now. When will you stop?
4. Minu (sing) for an hour now. Still she looks fresh!
- 5 Nitin (score) a duck consecutively for the last five matches.

V. Writing

Task 3

Write a dialogue for the following situations using the simple present tense forms.

- a. The famous Minister Kamalkanth is interviewed by Nivi Raj on Chandra T. V., about a day in his life.

Nivi Raj : Good evening, Mr. Kamalkanth. Our viewers are interested in knowing how you spend a typical day.

When does your day start?

Kamalkanth : --

Nivi Raj --

b. Imagine that the President of the USA is visiting India. You are giving the running commentary on his arrival. Write ten sentences in the present continuous form.

e.g. The President's special aircraft is landing at Santa Cruz airport, Mumbai.

(.- Think of ten things you have always wanted to do but have never done so far.

e.g. I have never visited the Taj Mahal but I'd love to.

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At nine o'clock, he arrives home, with tears in his eyes with a bruise on his body and with mud all over. Much concerned his mother shoots a barrage of questions at him. Think often questions she

Continuous Tense in this context. rveneci

e.g. What have you been doing all morning?

Just a thought!

? God doesn't require us to succeed; He only requires that you try. -Mother Teresa

> What I have done will endure, not what I have said or written. -Mahatma Gandhi

UNIT-5

The Past Tense

Form : The Simple Past; Past Progressive; Past Perfect; Past Perfect Continuous

Function : Talking about the past

I. Warm-up

a. Narrate an interesting incident from your childhood. You may begin as follows: / was seven years old then.

b. What were you doing last night? Think of five things. e.g. I was eating a cold dinner as I was feeling lazy to cook.

c. Think of five things you are glad about having done as a child.

e.g. I had started dancing classes when I was three years old.

II. Role play the following dialogues

Rohan

Hi Mini, When did you come back from your holiday?

Mini

Last evening. We had a lovely time in Delhi.

Rohan

Really? How was the weather?

Mini

It was quite pleasant - not too hot, not too cold.

Rohan

You went up the Qutub Minar?

Mini

No, we couldn't. But we took lots of photographs.

Rohan

Did you have dinner with the President?

Mini

Come on! Stop teasing me!

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b. Mani, suspected for murder is questioned by the Police Inspector.

Inspector : What were you doing at Mrs. Ram's flat?

Mani : I was selling her sarees.

Inspector : But you were working there as a watchman, weren't you?

Mani : Yes, sir. During Diwali time I was doing this business as well.

Inspector : Was she sleeping when you knocked at the door?

Mani : No, she was cooking her lunch.

Inspector : Was she expecting you?

Mani : I don't think so. In fact she was feeling annoyed at the disturbance.

c. Roy : Did you receive your sister at the airport?

Rita : No, I didn't. She had left the airport by the time I reached there!

Roy : Oh dear! Hadn't you told her you were coming?

Rita : Yes, of course! But you know, the plane had landed before time. And she was in a tearing hurry!

Roy : How did she go then?

Rita : She had booked a taxi on arrival. She had reached home before I did!

Roy : How sad! So you had had a sleepless night!

Rita : Yeah! Sorry, I'm feeling sleepy. Bye!

III. Grammar A. Form

Like the Present Tense, the Past Tense also has four forms.

Past Simple--verb + ed / en

e.g. walk + ed; eat + en

She planned a trip to Australia.

Past Continuous (Progressive)-was / were + verb + ing.

e.g. was + walking

She was planning a trip to Australia.

Past Perfect--had + verb + ed/en.

e.g. had + walk + ed

had + eat + en

She had planned a trip to Australia.

Past Perfect Continuous--had + been + verb + ing.

e.g. had + been + walking

She had been planning a trip to Australia.

B. Function

? The Simple Past Tense is used

a. to denote an action or an event at a definite point or during a period of time in the past.

She got a laptop as a birthday gift from her father.

b, to express a habitual action in the past [in the sense of used to do].

Navin spent every weekend with the children at the orphanage.

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? The Past Progressive Tense is used

a. to express an action in progress at a point of time in the past.

The child was planting a sapling at school on her birthday.

b. to express an action going on in the past when another action took place.

Ashish was crossing the road when the bomb exploded.

c. to express two or more actions taking place at the same time.

Karina was playing in the garden while I was watering the plants.

> The Past Perfect Tense is used

a. to denote an action completed at some point in the past before another action took place.

The students had disappeared before the lecturer came.

b. to denote an action that took place before a specific point of time in the past. 1

The court had adjourned by lunch time.

c. to express an unfulfilled condition or wish referring to the past.

If Nitish had decided to stay in India, his parents would have been happy. [Nitish did not decide to stay in India].

? The Past Perfect Continuous Tense is used to describe an action which had begun and was continuing up to a point in the past.

Munira was thrilled to get the first prize. She had been working really hard for it.

IV. Task I

a. Fill in the blanks with the suitable form of the verb in brackets.

Indians(win) the toss yesterday. The opening batsman (be) Nitin Wadekar and MSS Bharat. They (score) a century between them. Bharat (hit) four boundaries and two sixers. They (make) excellent partners. Unfortunately Bharat was out before he (can) score his century. Nitin_ _(stay) on. When he (reach)

hundred, all the spectators (stand) up and

(applaud) for five minutes continuously.

h Fill in the blanks with the Past Simple or Past Progressive form of the verbs, as appropriate.

1. Mano (watch) his favourite TV programme,

when the door bell _(ring).

2. Anagha (sit) in the library when she

(hear) the fire alarm.

3. you (wait) for me last night?

I'm sorry I _(forget) all about it.

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4. The children (talk) when the teacher

(write) the sum on the blackboard.

5. This time yesterday, I (snop) in Singapore.

6. Anita and I (Qog) even though j{
(rain).

7. While she. (dance) she (sing)
as well.

8. The kidnappers (run) when the police

(chase) them.

9. The water (boil) when I (cut) the
vegetables.

10. The cat (drink) milk happily, when I entered the

kitchen.

c. Complete these sentences using Past Simple or Past Perfect as appropriate.

e.g. It was nine o'clock at night. Most of the shops had closed (close).

1 I _____ (leave) my purse at home when I

(go) out.

2. The train _____ (arrive) on time. Only we _____ (be) late.

3 If I _____ ('earn) to speak English, I _____

not be jobless now.

4. The crowd _____ (disperse) after the meeting.

5. Most of the guests _____ (leave) when I

(reach) the wedding hall.

d. Add a sentence in Past Perfect Continuous to each of the following. You could make a sentence with the verbs in brackets.

e.g. Ranjit was exhausted. He had been driving the whole day (drive).

1. Anu felt very sad. _____, _____ (expect).

2. All of us enjoyed the movie. _____ (laugh).

3. All vehicles were off the road. (strike).

4. Hari was nervous to speak. _____ (not practise).

5. Mom wondered where Bhavna had disappeared. _____
(cook)

Task 2

a. Think of a famous person who is not alive today. Write a paragraph

on him. Answering the questions below might help you. You could add your own ideas as well.

1. Which country did he/she belong to?
2. What was his occupation?
3. Did people love him?
4. Did he die a natural death?
5. What was his contribution?

h. The mistress asks the maid, who had absented herself, "What were you doing yesterday?" The maid comes up with several excuses. Think of as many as you can. e.g. I was suffering from fever

I was attending a funeral. /

c. Think of five things you regret not to have done. Write them down. Now think what could have happened if you had been able to do them.

e.g. I regret that I had not learnt music. If I had learnt music, I would have appreciated this concert much better.

Now think of five things you are glad to have done.

V. Writing

Task 3

- a. Write a paragraph on what happened on 15 August 1947, when India attained independence, (ten sentences)
- b. Write a running commentary of your favourite sport, (ten sentences)
- c. Think of a very famous person you admire. Write ten sentences about what he had done to attain such fame.

e.g. Mahatma Gandhi had always spoken the truth.

Just a tWght!

There was an old man of Nantucket
Who kept all his cash in a bucket j
But his daughter, named Nan, m Ran away with a man--
And as for the bucket, Nantucket.

Unit - 6

The Future Tense

Form : Future Simple; Future Continuous; Future Perfect

Function : Actions in the future

I. Warm-up

You are participating in a contest. You are given a tea cup. You are asked, "What will you do with this tea cup?" Think of as many novel things as you can. (Time: 3 minutes)

e.g. I will paint flowers on it.

II. Role play the following dialogues

Ria

I> Yash

Shital

Yash

Shital

i Nahana

Nalish

u Raj : Will we ever reach home in this traffic jam?

: Surely we will. Just be patient, dear.

When does the main show begin?

At 6.30. We will have to wait for another ten minutes.

Oh! I think I shall die of boredom. Shall I go

out?

Don't, for heaven's sake! You will miss the first scene. It is going to be fantastic.

When will our team be playing against South Africa?

Next Monday. I will be watching it at the stadium.

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Sahana : Don't tell me you are leaving for Mumbai?

Satish : Of course I am! I will be staying with Nitish. Would you like to come along?

Sahana : Sorry, no! I hope I will never become as crazy as you!

III. Grammar

A. Form

The Simple Future Tense can be expressed in several ways.

With the verbs will/shall. j

She will be late for the meeting.

We shall go for a holiday next month.

With the Present Simple form.

The Indian team leaves for London tomorrow.

With the Present Continuous form.

I am joining a new company on Monday.

With 'going to'.

Are you going to study medicine?

The Future Continuous Tense takes the form -- will/shall A- be + verb + ing.

We shall be attending a conference tomorrow morning.

The Future Perfect Tense takes the form -- will/shall + have + verb +ed/en.

The children will have completed their project by tomorrow.

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The Future Perfect Continuous Tense takes the form -- will/shall + have + been + verb + ing.

By 2011 I will have been living in Chennai for 30 years.

B. Function

The Simple Future Tense denotes an action that is yet to take place.

The Future Continuous Tense

a. expresses an action that will be going on at some point of time in the future.

b. expresses something that is almost sure to happen, or something that has been arranged.

The Future Perfect Tense expresses an action that will have been completed at some point of time in the future.

The Future Perfect Continuous Tense denotes the duration of an action that will be continued up to a point of time in the future.

IV. Task I

i. Underline the correct verb forms in brackets.

e.g. Lily (is participated/is participating) in the tennis tournament next week.

1 At midnight, the cyclone Lila (will strike / was striking) the coast between Chennai and Nellore.

:> Rupa was (going to organise / will organize) a meeting of the old students on Sunday, but she couldn't as she fell sick.

:> The visiting President (will be addressing / shall address) a joint session of Parliament.

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4. Our college watchman (will retire / has retired) next month. (Shall / Will) we organize a farewell for him?

5. The Prime Minister (inaugurates/will be inaugurated) the Book Expo tomorrow.

b. Fill in the blanks with the suitable form of the verbs in brackets.

e.g. I will be watching (watch) the match on TV. tomorrow night. Don't disturb me!

1. Tomorrow afternoon I (play) tennis.

2. Rakesh (study) till midnight. He

(switch off) his mobile then.

3. At 8.15 tomorrow morning, I (attend) a business breakfast at the Taj.

4. I (go) to the market later. Do you want anything?1

5. You will recognize her easily. She (wear) a yellow rose.

c. Tick the correct sentences. Correct the wrong sentences.

1. The price of petrol will have risen sharply by tomorrow. The Government have announced this.

2. The TV. Mechanic will be repaired our TV. by this evening.

3. I will have been working in this office for five years by the end of this year. '

4. Everyone will have been expecting the play to end happily.
 5. Mother will have cooked dinner by this time. Let's not go to a hotel now and disappoint her.
- d. Rearrange the words to form correct sentences.
1. Problems - August - of - end - the - by - labourers - the settled - their - have - will.
 2. Monday - next - students - of - batch - the - new - just have - will - joined - college - by.
 3. Now - by - Minu - received - have - will - letter - my.
 - 4 Term - end - of - at - the - this - Prof. James - college our - at - for - years - two - lecturing - will - been - have.
 5. September - by - next - she - three - for - years - New York in - studying - been - will - have.

Task 2

a. Work in pairs. First each of you should fill the grid on your plans for next week.

Plans for Next Week

Morning

Evening

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Will sleep till 10.00 a.m.

Now ask each other questions about their plan.

e.g. What will you do on Monday morning?

How will you spend Saturday afternoon? etc.

I then choose a time when both of you are free to go to a movie.

h A child is crossing the road. A huge lorry comes from the opposite side; a bus is just close behind the child. Describe the possibilities.

e.g. The lorry is going to screech to a halt.

The bus is going to swerve, etc.

think of ten different possibilities.

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c. Think of the world in 2030 - twenty years from now. List some of the things that will have happened by then.

e.g. I shall have been married.

The price of gold will have risen to one lakh rupees per sovereign.

India will have emerged as a Super Power.

d. Read the following poem.

After the rains....

After the rains...

Flowers will smile

Trees will dance

Children will play

Roads will shine.

Now write a poem of 5 lines on one of the following. 1. After school... 2. After exams ...

Task 3

Some of the following sentences are correct. Tick them. Some are wrong. Say why they are wrong and correct them.

1. King Solomon was very wise. His Queen is Sheba. She will also be very clever.
2. I will go to the supermarket yesterday.
3. Tomorrow evening I had been watching the cricket match.
4. By this time tomorrow you would have finished your exams.

5. Arun will have been flying for 20 hours when he lands at New York.

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V. Writing

Task 4

Write dialogues for the following situations. Remember to use the appropriate form of the Future Tense.

a. Your friend wants to know what New Year Resolutions you are going to make next year.

Friend : Will you make New Year resolutions this year too and break them as usual?

You : I will make resolutions, yes; but I'm not going to break them!

Friend : Tell me what you are going to do next year.

You : First, I will

Friend : | -- --

Add 3 more resolutions and responses from your friend.

h. Complete the following dialogue with appropriate responses in the Future Continuous Tense.

Mira : Tell me about your new job.

Him : I will be joining the cosmetics company Liana de Melis in Mumbai as Sales executive.

Mira : When are you leaving?

Him : . --

Mira : Where will you be staying?

I Mira : ----

Mira : Does the job involve a lot of travelling?

I Mira : -- ----|

Mira : When will you come to Chennai next?

I Mira : . -----

Mira : All the best Him! I'll be visiting Mumbai next month. I'll meet you then. Bye!

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Think of two things you would have done by

1. tomorrow
2. next week
3. next month
4. next year

5. after ten years.

e.g. By tomorrow evening I would have completed my two assignments.

By 2020, I would have published my first novel.

Just a thought!

Khe Sera Sera
Whatever will be, will be.

We shall overcome
We shall overcome
We shall overcome
Some day...
Deep in my heart
I strongly do feel
We shall overcome.

Unit - 7
Sequence of Tenses

When discussing the sequence of tenses in discourse, we look

at Form and Function as an integrated whole. They are not segregated.

I. Warm-up

Narrate the story of a film you recently saw. Remember to use the same tense--either present or past--throughout.

Do not use the future tense.

e.g. The hero comes from a very poor family.

The heroine, a rich girl, falls in love with him. or

The hero belonged to a very poor family. But the rich heroine fell in love with him.

Don't say, The hero will be from a poor family. The heroine will be rich.

Mother

Jai

Mother

Jai

Professor

Students

Professor

Students

II. Role play the following dialogues

a.

Where are you going, Jai?

I'm going to the gym, ma.

When will you be back?

I'll come home by seven, ma.

b.

Have you completed the assignment?

No sir, we haven't.

Why haven't you?

The library has been closed for the past one week, sir.

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c. Aran

: Where did you go for summer holidays?

Asha

: Oh, we had a lovely time in Switzerland.

Arun

What did you enjoy most?

Asha

Skiing on the mountains. It was really thrilling!

d. Rizwan

Will there be a holiday tomorrow?

Rehana

Why should there be?

Rizwan

Heavy rains will lash the city tomorrow, so the weatherman says!

Rehana :

Let's hope for the best!

III. Grammar

Notice in each of these dialogues, the answers are in the same tense as the questions. When we talk or write, we must use the correct sequence of tenses. Otherwise our speech/writing would sound wrong.

Form and Function

1. Reported Speech

a. The tense of the subordinate clause is determined by the reporting verb in the main clause.

me sc

e.g. She says that she is happy She said that she was happy

b. However if the subordinate clause contains a universal truth, it will always be in the present tense.

me sc e.g. Ram said that there are nine planets.

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2. When two actions occur in the past, the action which occurred first is in the Past Perfect Tense, whereas the action which occurred later is in the Simple Past Tense.

e.g. The thief had escaped before the police arrived. ppt spt

3. When two actions take place in the past simultaneously,

the action which has been going on is in the Past Progressive Tense, whereas the action of shorter duration is in the Simple Past Tense.

e.g. When the teacher was writing on the board,
ppt

the children looked out of the window.
spt

4. Conditionals

In conditional clauses, three types of sequences are possible.

a. Subordinate clause in Simple Present Tense + Main clause in the Future Tense.

sc

If you work for long hours on the computers,

me

you will develop backache. [This is likely to happen.]

b. Subordinate clause in Past Perfect + Main clause with would + have + verb + ed.

sc

If you had married her, you would have lived happily. [It could have happened, but did not happen.]

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c. Subordinate clause with were +verb and Main clause with would+have+verb+ed.

sc ME If she were a man, she would have shot you

dead. [This could never happen.]

IV. Task I

a. Fill in the blanks with the correct form of the verb in brackets.

e.g. Mary told the grocer that she wanted two kilos of potatoes [want].

1. The scientist said that global warming is still a threat to the earth [be].

2. Ms. Anne told the students that she postponed the test [postpone].

3. Mini asked me whether I took part in the play [take].

4. The stranger at the bus stop asked me which bus he

take to the railway station [shall].

5. The little girl asked me what time it was [be].

6. Leela asked me whether I wanted sugar in my coffee [want].

7. Nitin said that the Everest is the highest peak in the world [be].

8. Rita asked me where I found the keys [find].

9 Dad said that he will be late that evening [will].

10. Kavya feels that she should have attended the party, [feel]

b. Tick the correct verb forms to complete the sentences.

e.g. By the time we reached home last night mother had cooked [cooked / had cooked] the dinner.

1. When we had reached (reached / had reached) the auditorium, the talk had already begun.

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3. Neha had gone (went / had gone) to sleep when we

(rang / had rang) the door bell.

4 Murali had turned on (turned on / had turned on) the radio and (listened / had listened) to the news.

5. when I had telephoned (telephoned / had telephoned) Maya yesterday, she (went / had gone) out.

c. The underlined verbs are incorrectly used. Write down the correct verbs.

1. When I was rushing to the airport, my car was breaking down.
 2. The children played in the garden when they saw a snake.
 3. The girl swam in the river when the crocodile attacked her.
 4. While I waited at the doctors' clinic, I read today's newspaper.
5. Mrs. Roy bought vegetables, when she bumped into an old friend at the supermarket.

d. Complete the sentences using the clues in brackets.

e.g. We will take a break if we feel tired, [feel / tired]

1. If you speak good English, [get / this job].
2. He will be very happy if [win / a prize].
3. If you don't listen to me, [feel / hurt].
4. They would have been shocked if [dye / hair / pink],
5. If you had explained everything to him [forgive / you].
6. He would have warned them if [consult / him].
1. If I were you, I [resign / my job].

8. I would never have taken up a job, if [be / millionaire],

9. If wishes were horses, beggars [will / ride].

10. All students would have been happy, if English grammar [be / simple].

2.

Before I reached the station, the train

.(left / had left).

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Task 2

a. Work in pairs. Ask your friend to imagine that he is a famous person, e.g. President Obama. Prepare ten questions to interview him. Now interview him. Then report to the class what he said. Ask them to guess who he is.

e.g. He said he had visited India recently.

He declared that India has already risen etc.

b. Make up a chain story using the sequence Past Perfect + Simple Past. You may begin as follows.

e.g. I had jumped out before the train stopped.

I had fallen flat on the platform before I realised what had happened.

A crowd had gathered around me before I could get up. Now add five more sentences.

c. Think of a series of unexpected events at home. Tell us about them. Use Past Progressive + Simple Past.

e.g. When I was boiling the milk, the doorbell rang.

When I was opening the door, a mosquito flew into my mouth.

Add five more funny sentences. i

d. Here is a set of unusual actions. Can you think of justifications for doing them? m

e.g. Why might you jump out of window?

If my house caught fire and the door was jammed I'd jump out of the window.

1. Why might you pinch your classmate when the teacher is lecturing?

2. Why might you tell a lie to your mother?

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4. Why might you wear dark glasses at night?

5. Why might you eat ice cream with your fingers?

Now tell us about some more unusual things you have done and why you did them.

V. Writing

Task 3

a Your grandmother has problems with hearing. You are both watching the T. V. and listening to the Prime Minister's address to the nation on Independence Day. Report in five sentences what the PM said.

e.g. The Prime Minister said that this was a moment of pride for every Indian.

b. Your mother was sick and you promised to come home early and help her. Unfortunately you were caught in a traffic jam and reached home rather late. List the five things your mother had done before you reached home.

e.g. Mother had already cooked the dinner before I reached home,

c. You were travelling in a crowded bus last evening. Many things happened then to irritate you. List as many as you can.

e.g. As I was travelling by a crowded bus last evening, someone picked my pocket.

d. Imagine any five events that could never happen and think of their consequences.

e.g. If all the people of the world were speaking the same language, there would be greater understanding, won't there be?

3. Why might you add salt to your coffee?

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Unit - 8

Modals

Just a tw<jht!

If all the seas were one Sea
What a great Sea would it be!
If all the trees were one Tree
What a great Tree would it be!
If all the axes were one Axe
What a great Axe would it be!
If all the men were one Man
What a great Man would he be!
If the great Man took the great Axe
Cut down the great Tree
And threw it into the great Sea
What a Splish--Splash would it be!
Form : Modals

Function : To express certainty, capability, probability, possibility, impossibility etc.

I. Warm-up

Nitin has his first date with his girl friend Nisha. He had asked her to meet him at the Nehru Park at 6 p.m. on Saturday; but Nitin forgot all about it. At 6.15 p.m. Nisha phones him from the park. He rushes to the park. From there they go to a theatre, watch an action movie. Nisha is bored and wants to leave but Nitin forces her to wait. When the film is over he takes her to his favourite restaurant and orders food he likes. He never consults Nisha. When it's time to pay the bill he realizes he has left his credit card at home. So Nisha is forced to pay the bill. It's 10 p.m. when they leave; he asks Nisha to find her way and rushes to meet a friend.

Next morning he phones Nisha to find out how she enjoyed his evening. Nisha bangs the phone down saying "I hate you. Don't talk to me!"
Could you advise Nitin on how he should have behaved? e.g. Nitin should have been punctual...

II. Role play the following dialogues

Between Rathi and Raji.

Rathi : I think you should consult the doctor Raji. You have been coughing for the past whole week. You have fever too.

Raji : It must be only a viral fever.

Rathi : It may be. But with the Swine Flu everywhere, I think you should be more careful.

Raji : I can't go to the doctor today. I have to go for a meeting.

Rathi : Your boss will understand. He might exempt you from attending work today.

Raji : No Rathi. I ought to be there today. I will be free in the afternoon. I can see the doctor then.

Rathi : That would be a good idea. b. Between Gautam and Karthik.

Gautam : Karthik, don't you think parents should let children choose the career they want? ,

Karthik : Yes, but they would like to see their children well placed.

Gautam : I can't agree with you. Do you sacrifice your dreams to fulfil your parents' desires?

Karthik : I think you must strike a balance between your own aspirations and reality.

Gautam : Reaching my goal might be a pipe dream then.

Karthik : Hard work will never go unrewarded my friend. Success could still be yours with your family

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behind you. You ought to be patient and must always stay positive.

Gautam : Yes, I could do with some advice! Thanks Karthik.

III. Grammar

A. Form

What are Modal Verbs?

Modal verbs are special verbs which behave very differently from normal verbs.

Common Modal Verbs

can may must shall will
could might ought should would

Here are some important differences.

1. Modal verbs do not take -s in the third person.

e.g. Ramani can speak German.
She should be here by 9:00.

2. You use "not" to make modal verbs negative, even in Simple Present and Simple Past.

e.g. He should not be late.
They might not come to the party.

\. Many modal verbs cannot be used in the Past Tenses or the Future Tenses.

e.g. He will can go with us. x She musted study very hard. *

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B. Function

Can

'Can' is one of the most commonly used modal verbs in English. It can be used to express ability or opportunity, to request or offer permission, and to show possibility or impossibility.

e.g. I can sing well, (ability)

We can visit the temple when we are in Madurai.

(opportunity)

She cannot stay out after 10p.m. (permission)

Can you hand me the stapler? (request)

Any child can grow up to be president,
(possibility)

Could

'Could' is used to express possibility or past ability as well as to make suggestions and requests. 'Could' is also commonly used in conditional sentences as the conditional form of 'can.'

e.g. Extreme rain could cause the river to Hood the city, (possibility)

Nina could dance like a professional by the age of 11. (past ability)

You could see a movie or go out to dinner,
(suggestion)

Could I use your computer to email my friend?
(polite request)

We could go for a movie if I didn't have to prepare for the test this weekend, (conditional)

Have to

'Have to' is used to express certainty, necessity, and obligation.

e.g. This answer has to be correct, (certainty)

The 'halwa' has to be stirred continuously to prevent burning, (necessity)

They have to leave early, (obligation)

Must

'Must' is most commonly used to express certainty. It can also be used to express necessity or strong recommendation. "Must not" can be used to prohibit actions, but this sounds very severe. Speakers prefer to use softer modal verbs such as "should not" or "ought not" to dissuade rather than prohibit.

e.g. This must be the right address! (certainty)
Students must pass an entrance examination to study at this institute, (necessity)
You must take some medicine for that cough, (strong recommendation)

Janani, you must not play with the matchbox!
(prohibition)

May

'May' is most commonly used to express possibility. It can also be used to give or request permission, although this usage is becoming less common.

e.g. Chaitali may be at home, or perhaps at work, (possibility)

Renu, you may leave the room when you have finished your test, (give permission)

May I use your telephone? (request permission)

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Might

'Might' is most commonly used to express possibility. It is also often used in conditional sentences.

e.g. Your purse might be in the living room, (possibility)

If I didn't have to work, I might go with you.

(conditional)

You might visit the botanical gardens during your visit, (suggestion)

Might I borrow your pen? (request) Ought to

'Ought to' is used to advise or make recommendations. 'Ought to' also expresses assumption or expectation as well as strong probability, often with the idea that something is deserved.

'Ought not' (without 'to') is used to advise against doing something.

e.g. You ought to stop smoking, (advice)

Shankar ought to get the promotion. It is expected because he deserves it. (recommendation)

This stock ought to increase in value, (probability)

Mayur ought not to drink so much, (advice against something)

Shall J

'Shall' is used to indicate future action. It is most commonly used in sentences with I or 'we,' and is often found in suggestions, such as Shall we go? 'Shall' is also frequently used in promises or voluntary actions.

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e.g. Shall I help you? (suggestion)

I shall never forget where I came from, (promise)

He shall become our next king, (predestination)

I'm afraid Mr. Smith shall become our new director, (inevitability)

Should

'Should' is most commonly used to make recommendations or give advice. It can also be used to express obligation as well as expectation.

e.g. When you go to Kashmir, you should visit Gulmarg and Pahalgam. (recommendation)

You should focus more on your family and less on work, (advice)

I really should be in the office by 7:00 a.m. (obligation)

By now, they should already be in Dubai, (expectation)

Will

'Will' is used with promises or voluntary actions that take place in the future. "Will" can also be used to make predictions about the future.

e.g. I promise that I will be back home by the weekend,
(promise)

I will make dinner tonight, (voluntary action)

He thinks it will rain tomorrow, (prediction)

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Would

'Would' is most commonly used to create conditional verb forms. It also serves as the past form of the modal verb 'will.' Additionally, "would" can indicate repetition in the past.

e.g. If he were an actor, he would be in adventure movies,
(conditional)

I knew that she would be very successful in her career,
(past of "will")

She would visit the temple everyday when she lived
in Chennai. (repetition in the past)

Had Better

'Had better' is most commonly used to make recommendations. It can also be used to express desperate hope as well as to warn people.

e.g. You had better take your umbrella with you today,
(recommendation)

That bus had better get here soon! (desperate hope)

You had better watch the way you talk to me in the
future! (warning)

Have Got To

'Have got to' is used to express necessity and obligation.

e.g. Drivers have got to get a license to drive a car in the US. (necessity)

I have got to be at work by 8:30 a.m. (obligation)

IV. Task I

a. Fill in the blanks using appropriate modals.

1. Sumi's flight from New York took more than 18 hours. She be exhausted after such a long flight.
2. Surva ' hear the speaker because the crowd was cheering so loudly.
3. You_ do the job if you don't speak Japanese fluently.
4. you forget to pay the rent tomorrow. The landlord is very strict about paying on time.
5. You worry so much. It doesn't do you any good.
6. The lamp be broken. Maybe the light bulb just burned out.
7. we move into the living room? It's more comfortable in there.
8. Rajarii's engagement ring is enormous! It cost a fortune.
9. It is dark. It rain today.
10. Tomorrow be a holiday because of the elections.

b. Replace the words in bold with words from the box and make other changes if necessary to make ten new sentences.

will, can, might, shall, must, may, cannot, should, ought to

1. My friend is capable of driving well.
2. It is better you consult the doctor as soon as possible. 3 There is a possibility of rain.
4. It is not certain whether she has arrived.
- I> I suggest that you take a vacation.
- (i There is every possibility of his becoming the leader.
- / I offer to take you out for a movie.
- it Sheela promises to work hard in future.

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9. You don't have permission to use this telephone.
10. I strongly advise you to take some extra classes.

c. Complete the following sentences using modals.

1. If you want to stay healthy you
2. By this time tomorrow I
3. He helps his brother in whatever way he
4. Despite his handicap he .
5. By worrying about your future you
6. Tomorrow the price of gold
7. Without his glasses he .
8. Whatever happens you .
9. Whenever you feel tired you .
10. Neither Hema nor Geetha.

Task 2

a. Complete the dialogue between Vidya and Padma who discuss the art of making soft idlis.

b. Chandra
language
modals.

Chandra

Kanchana

Chandra
Kanchana

Chandra

Kanchana

Chandra
Kanchana

Chandra

and Kanchana discuss how to improve their English
skills. Complete their conversation using appropriate

speaks so
I really wonder how you

fluently in English.
_speak

It's not very difficult to learn. You_
in English as often as possible though.

I attend a course or something?

You don't have to. You _read English
newspapers regularly.

Is that all? I

mind spending some time
be informative too.
not
on newspapers. It

Yes. Try listening to the BBC. You_
That
understand everything in the beginning. But you
to keep listening.

_be an easy way of learning English.

be able to
Easy and cheap too. You

be real
speak well in a couple of months.

Just a couple of months? That

exciting.

Vidya
Padma

Vidya
Padma

Vidya
Padma

Vidya

Padma

Padma, I make such soft idlis like you do.

It's not rocket science. You get the rice

and dhal proportion right though.

I use any special kind of rice?

You if you want to. You

soak the rice overnight. That's important.

you tell me the ratio of the rice and dhal?

It vary from one kind of rice to the other.

be 4:1.

The standard proportion though_

There you are! I

Jo pay attention to the

_come out perfect in

quality of the rice too I suppose.

Of course. Your idlis

future.

V. Writing

Task 3

a. Imagine your friend has not arrived at the time she promised to meet you. With your partner make up and perform a short conversation in which you speculate about what has happened.

b. Look at the following suggestions for new inventions Discuss with your partner which one you would be interested in.

e.g. A small machine that makes perfect chapathis.

This machine might make life simpler for me. I ought to get one as soon as possible. It may not be very costly and I should get one during the New Year sale. You may also want to have a look at it. It wouldn't take long to get

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if you place the order now. I can't think of making chapathis everyday for the whole family without this mach.ne. It must have been invented by a clever Indian

Now write a similar paragraph on one of the following.

- a. A cream that makes people feel happy all the time.
- b. Cars that don't need drivers,
- c A pill that can burn calories.

Unit - 9

Conditionals

Form : Conditionals

Function : Conditions

Just a tw<jht!

If you must achieve, you should strive

If you think you can't, you may not.

So, you ought to aim high And success will surely be yours.

I. Warm-up

What would you do if you had Rs. 1 crore? Discuss with your partner after reading this joke.

An English teacher asked her class to write an essay on what they'd do if they had a million dollars. Alec handed in a blank sheet of paper. "Alec!" the teacher yelled, "You've done nothing. Why?"

"Because if I had a million dollars, that's exactly what I would do!"

II. Role play the following dialogues

a. Child

Parent

Child

Parent

Child

If I do my homework, will you let me play?

You will have to study for the test after that.

Can I play for a while and then study?

If you revise one subject now, I will let you play.

Okay.

b. Passenger : What time should I check in for my flight to Salem?

Airport Staff : If the plane is leaving on time, you will have to check in one hour in advance, Sir.

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passenger

: What if the flight is delayed?

Airport Staff

: If the flight is delayed, I will call you, Sir.

Passenger

: Thank you.

c. Manu

How is your grandmother doing now?

Shiva

Oh, she's much better.

Manu

It must be difficult for you to visit her even when she is ill.

Shiva

Yes. If we lived closer to our grandparents, we would see them more often.

; Manu

That's the problem these days. If we had the joint family system, old people would feel more comfortable.

Shiva

Yes. Times have changed, haven't they?

d. Senior Citizen: What benefits can I avail of if I open a new savings account?

Bank Manager: If you are sixty years or older, you qualify for several discounts.

Senior Citizen: For example?

Bank Manager: Well, if the first applicant is a woman, our special Woman's Advantage Debit Card will be issued free of cost.

Senior Citizen: Okay. Then I will open the account in my wife's name.

Bank Manager: Fine Sir. Let me explain the other benefits to you.

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III. Grammar A. Function

A conditional is used to talk about a possible or imaginary situation (the condition) and the consequences (or the result) of it. The clauses beginning with 'if' are called conditional clauses. The 'zero' conditional is formed with both clauses in the present tense. It is used to express a certainty, a universal statement, a law of science, etc.

e.g. If you heat water to 100 degrees celsius, it boils.

The 'First' conditional (also called 'real' or 'open' conditional) talks about events in the future that are likely to happen. We use the first conditional to talk about something that will happen (the result), if a particular condition (which is likely to happen) is met.

e.g. If it rains, we will stay at home.

The 'Second' conditional refers to an 'unreal' or 'unlikely' situation. We use it to talk about imaginary, hypothetical or unreal situations. We use it to talk about the result of this imaginary situation. The second conditional does not refer to past time. We often use it when we imagine a different present or when we are not making a direct reference to time.

e.g. If they had more money, they would buy a new

house.

The 'Third' conditional is used to imagine the impossible. It talks about a condition that cannot happen.

e.g. If she were a bird, lanu would have flown away!

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B. Form

Look at the verb forms used in the three types of conditional sentence.

The 'First' conditional is formed by the use of the present simple in the if clause followed by a will verb (base form) in the result clause.

If it rains, we will stay at home.

If he gets good marks, Paul will go abroad to study.

The 'Second' conditional is formed by the use of the past perfect in the if clause followed by a comma and would verb (base form) in the result clause.

If they had more money, they would buy a new house.

If Alice had won the competition, life would have changed.

The 'Third' conditional is formed by the use of were in the if clause followed by a comma, and would + be in the result clause.

If she were a flower, she would be a rose. IV. Task I

a. Fill in the blanks in the following sentences using the correct forms of the verbs in brackets.

1 If it (rain) I (stay) at home. (1st cond.)

2 If I (meet) Nita I (tell) her about your plans. (1s, cond.)

3 If you (free) tomorrow he; (call) you. (1st cond.)

4. If I (win) a lottery I (buy) a house. (2nd cond.)

5. If I (have) a guitar I (sing) a song for you.
(2nd cond.)

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6. If Lai (is) here he (teach) us how to cook. (2nd cond.)

7. If I (work) harder at school, I (get) better marks.
(2nd cond.)

8. If we (buy) that house, we -(rebuilt) the kitchen.
(2nd cond.)

9. If we (catch) the earlier train, we --(get) there on time. (2nd cond.)

b. Find and correct the errors in each of the following conditional sentences.

1. I would be lonely if I don't have any friends.

2. I would have tried harder if I was you.

3. If I knew this restaurant was so expensive, I will bring more money.

4. If there is no rain, the land has dried up.

5. I would take a vacation if my parents give me the money.

6. If the weather had been good yesterday, the picnic will not have been cancelled.

c. Express the conditions and results listed below as conditional sentences. Use IF to connect the conditions and the results. The first one has been done as an example.

a. Condition: I may practice speaking English every day.
Result: I will become more fluent in the language.

If I practice speaking English every day, I will become more fluent in the language.

1. My classmates may try to learn English.
They will understand the lessons easier.
2. I listen to students chatting in the college canteen
I hear a lot of errors in grammar and diction.

s. Ram may arrive on time.
We might be able to get to the movie before it starts.

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4. My teacher might give me an A in this class.
I won't complain.
5. You were there.
You must have seen the big fight.

Task 2

- a. Write a chain story using conditionals as shown in the example.

e.g. If we have free time, we'll go for a movie.
If we go for the movie, we'll enjoy ourselves.
If we enjoy ourselves, we'll get home late.
If we go home late, we'll get scolded.
If we get scolded, we'll sleep late.
If we sleep late, we'll wake up late the next day.
If we wake up late, we'll be late for college...

If I had money, I would go to university....

- b. Complete these conditional sentences in your own words.

e.g. If I were an animal I would be a lion.
I wouldn't be a pig.

1. If I were a beverage I would be/wouldn't be
2. If I were a sport I would be/wouldn't be
3. If I were a means of transport I would be/wouldn't be

4. If I were a feeling I would be/wouldn't be
5. If I were a season I would be/wouldn't be
6. If I were a precious stone I would be/wouldn't be

V. Writing

Task 3

You have just won rupees 5 crores in a lottery. But you have to give away 15 lakhs to a good cause or charity. Build arguments as each one of the people below and try to convince why you should be given the money. The first one is done for you.

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e.g. Your sister wants the money to do a course abroad.

Sister: If you give me the money I can do a course in Journalism in USA.

You: But aren't you already doing a course here?

Why do another one?

Sister: If I did this course I'd get a better job once I come back.

You: But this is only a UG course; why waste so much money on it?

Sister: If you had won the lottery last year, I would have joined the program earlier. Better late than never.

1 A scientist wants it to do research on a cure for cancer. 7 An old age home wants the money to build a new block.

H An orphanage wants the money to renovate the children's block. A. Your cousin wants the money to buy a car; he only has a two-wheeler now.

Just a thought!

Murphy's Law uses conditional clauses.

If you drop your toast, it will land butter side down.

If everything seems to be going well, you have obviously overlooked something.

If at first you don't succeed, you will never succeed.

Unit-10 Conjunctions

Form : Conjunctions

Function : Connectives

I. Warm-up

B

I

N

G

O

whether

unless

because

while

until

or

for

than

if

so

as

either

nor

as well as

although

both

not only

but

and

after

when
before
since
neither
not

Put up your hand and make a sentence using that word.
The first person who gets all the words in a row is the winner!

e.g. and : Ranjit loves Chinese food and his sister
likes Thai.

II. Role play the following dialogues

a. Father : I will not buy you the bike unless you get better
marks.

Son : But I got 60% in the last semester exam.

Father : That's not enough because you won't get
admission for any course with 60%.

Son :

Father :

b. Student :

Student
counsellor :

Student

Student
counsellor :

Student :

Student
counsellor :

c. Dina :

Kavya

Dina :

Kavya :

Dina :

Kavya :

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I won't study until I get my bike.

No problem. You can stay at home and help
your mother with the house work.

I want some information on going abroad for higher studies.

Which country do you want to go to study?
UK or Australia?

Either of the two. I will decide depending
on the courses they offer as well as the
scholarship amount.

There is no scholarship for undergraduate
courses and diploma courses.

I see. Can I work while I study?

Only some universities will permit you to
do that. Here's the list.

I'm sorry I can't attend the party tonight because my cousin is coming home.

Oh! What a pity. Can't you come for a short while?

I don't think so although I'd love to attend.

You can leave as soon as I cut the cake.
Please come.

Okay. I'll come for a while since your house is so close by.

Great! See you tonight.

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d. Freida

: I'm not feeling well.

Doctor

: Do you have fever?

Freida

: Yes and since last night I have severe throat pain.

Doctor

: Let me take a look. Did you eat anything cold?

Freida

: Yes. Actually I had some ice cream last night even though I had a cold.

Doctor

: Ah! That's bad. Take these medicines and see me after a week.

III. Grammar A. Function

Conjunctions are simple words that allow you to connect two sentences without having to change any of the words in the original sentences. In other words, conjunctions join different parts of a sentence together.

There are three types of conjunctions.

a. Coordinating Conjunctions

The short, simple conjunctions are called "coordinating

conjunctions"--and, but, or, nor, for, yet, so.

A coordinating conjunction joins parts of a sentence (for example words or independent clauses) that are grammatically equal or similar. A coordinating conjunction shows that the elements it joins are similar in importance and structure.

Look at these examples--the two elements that the coordinating conjunction joins are shown in square brackets.

/ like [tea] and [coffee].

[Ram likes tea], but [Anthony likes coffee].

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Coordinating conjunctions always come between the words or clauses that they join. When a coordinating conjunction joins independent clauses, it is always correct to place a comma before the conjunction.

/ want to study in England for a few years, so I am learning English.

However, if the independent clauses are short and well balanced, a comma is not really essential.

She is pretty so she acts in advertisements.

When "and" is used with the last word of a list, a comma is optional.

He speaks English, Tamil, Hindi and French.

He speaks English, Tamil, Hindi and French.

b. Subordinating Conjunctions

The majority of conjunctions are subordinating conjunctions.

Common subordinating conjunctions are:

after, although, as, because, before, how, if, once, since, than, that, though, till, until, when, where, whether, while

A subordinating conjunction joins a subordinate (dependent) clause to a main (independent) clause.

I look at this example - "

Main or Subordinate or

Independent Clause Dependent Clause

t t ..

Hari went cycling although it was raining.

Subordinating
Conjunction

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A subordinate or dependent clause depends on a main or independent clause. It cannot exist alone.

Although it was raining.

But a main or independent clause can exist alone. You will understand very well if somebody says to you.

Hari went cycling.

A subordinating conjunction always comes at the beginning of a subordinate clause. It introduces a subordinate clause. However, a subordinate clause can sometimes come after and sometimes before a main clause. Thus, two structures are possible.

Hari went cycling although it was raining.

Although it was raining, Hari went cycling.

c. Correlative Conjunctions

They are paired conjunctions that links balanced words, phrases, and clauses. The correlative conjunctions in English include the following.

both . . . and : Both the panda and the tiger are close to extinction.

either ... or : Either the principal or the correspondent will accompany the students on the trip.

just as ... so : Just as there are fashion trends, so are there food trends.

neither ... nor: Neither the teacher nor the students

want to stay after class.

not only ...

but also : He spoke not only excellent English

but also French.

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B. Form

Conjunctions have three basic forms.

« Single word

e.g. and, but, because, although

Compound (often ending with as or that)

e.g. provided that, as long as, in order that

Correlative (surrounding an adverb or adjective)

e.g. so... that

Coordinating conjunctions always come between the words or clauses that they join.

Subordinating conjunctions usually come at the beginning of the subordinate clause.

IV. Task I

a. Choose the correct options to complete the sentences.

1. Don't sleep you've finished your work

a. 3S b. while c. until

2. Make sure you close all the door .you go out.

a. after b. before c. for

3. I think I know he left the city.

a. why b. until c. where

4. _he saw her, he got into the car.

a. As soon as b. While c. Whether

5 She'S a sweet person everybody likes

to be with her.

a. such...that b. such...as c. so., that

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b. Choose the best conjunction to join together the two short sentences. The first one is done for you.

therefore; but; although; after; until; whenever; when; and

1. I hate to go to college. The summer vacation ends.
I hate to go to college after the summer vacation ends.
2. Mani was always very talkative. His brother was quiet.
3. They watch movies. There's time to spare.
- 4.. We can go to the beach. It's cloudy.

5. I will not sleep. I complete the portions.
6. We visit our relatives in the village. We come to India.
7. The finals are tonight. I am feeling a little nervous.

8. I want to become a doctor. I work very hard in the science subjects.

c. Make complete sentences by matching the incomplete phrases.

1. She knocked on the door
2. Ravi practiced hard
3. The house is big
4. Ismail went to the supermarket on Friday_
5. I haven't brought enough clothes
6. She is thin
7. He will be late

8. I will give the gift

- i. because he wanted to be in the national team,
- ii. since his boss is out of town.
- iii. if I meet them.
- iv. and entered.
- v. so that he could relax on the weekend.

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- vi. whether you agree with me or not.
- vii. but the location is not good.
- viii. as I packed my suitcase in a hurry.

Task 2

a. Put the sentences below in any order using linking words and make them into a paragraph having 2-3 sentences.

e.g. Teenagers don't like to follow rules.

Adults think teenagers are undisciplined and reckless.

They want to explore the world and enjoy their freedom.

Parents want teenagers to conform and obey the rules.

Adolescence is an age when young adults become individuals.

Adolescence is an age when young adults become individuals and they want to explore the world and enjoy their freedom. However, parents want teenagers to conform and follow the rules.

Do the same with these sentences.

Junk food is extremely bad for the body.

Youth today are addicted to junk food.

Multinational companies are responsible for the junk food culture.

It is trendy to eat junk food.

Obesity is a serious health issue in the 21st century.

Using these conjunctions write complete sentences in your own words.

in order to... although... because... until... since...

1. The issue of global warming is widely debated

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2. World leaders met in Kyoto.

3. No one is doing anything constructive to reduce global warming

4. Governments have been talking about reducing carbon emissions

5. No consensus will be achieved

V. Writing

Task 3

Write dialogues for the following situations. Each dialogue should consist of ten exchanges. Remember to use conjunctions and linking words in your dialogues.

a. Rahul has not completed his 4th semester project and is in trouble. Write a dialogue between him and his professor where Rahul justifies the delay.

Rahul: I'm sorry Sir. I could not submit the project today because I did not have enough time. ,

Prof. : How have the others submitted? You were all given the same amount of time.

Rahul:

ib. Nitin is late for an interview because the bus he was travelling in broke down. Write a dialogue between him and the interviewer.

c. Rema wants to take a break from work but her boss won't permit her to because there are several deadlines to meet. Write a dialogue between the two where Rema tries to convince the boss about taking a break.

Just a tWght!

S

So

O

Or

Y

Yet

B

But

A

And

F

For

The 7 coordinating conjunctions are short, simple words. They have only two or three letters.

There's an easy way to remember them--their initials spell -- FANBOYS

N

Nor

Unit-11

Direct/Indirect Speech

Form : Direct/Indirect speech

Function : Reporting

I. Warm-up

Teacher

Student 1

Teacher

Student 2

Ask a student a question. After he answers, ask another student what was said. For example,

Tarun, how did you come to class today?

I came by bus.

Yana, what did Tarun say?

He said he had come by bus.

Other questions

What did you have for breakfast today?

How did you do your exam?

What time did you wake up this morning?

Are you a vegetarian or a non-vegetarian?

II. Role play the following dialogues

Complete the dialogues and write them in reported speech.

a. Anu : What are you going to do tonight?

Meenu : I'm going to study. Anu : Oh! How boring.

Meenu asked Anu what she was going to do that night and Anu replied that she was going to study. Meenu reacted saying that it was very boring.

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b.

Father

Every obstacle is a stepping stone to success.

Son

Father

Problems help you prove yourself.

c.

Student

I get good marks, but I don't understand lectures.

Professor:

Student

I will try that next time, Sir.

d.

Mother

Uncle Mani is in hospital.

Pavan

Mother

He had chest pain this morning.

III. Grammar

A. Function

There are two ways of reporting what a speaker says. / Akshath said, "I am sleepy. "

2. Akshath said that he was sleepy.

In sentence (1) we quote the actual words of Akshath. This is called Direct Speech. In sentence (2) we report what Akshath said. We do not quote his exact words. This is called Indirect or Reported Speech.

B. Form

In direct speech we use quotation marks to indicate the words said by the speaker.

In indirect speech,

the comma after the verb "said" and the quotation marks are removed.

1

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the subordinating conjunction 'that' is introduced.

the pronoun I is changed to 'he.'

the tense changes--'am' to 'was' to correspond to the tense of the reporting verb.

1. General rules for all types of sentences

If the reporting verb is in the past tense the following rules are observed.

Direct

Indirect
Direct
Indirect
Direct
Indirect
Direct
Indirect

a. The present tense and future tense forms of verbs in direct speech are changed into the corresponding past tense forms in indirect speech.

He said, "I speak Tamil. "
He said that he spoke Tamil.
He said, "I am eating dinner. "
He said that he was eating dinner.
He said, "I have seen the movie. "
He said that he had seen the movie.
He said, "I will buy the vegetables. "
He said that he would buy the vegetables.

b. The simple past form changes to past perfect.

Direct : He said, "I took lunch to office. " Indirect : He said that he had taken lunch to office.

c. The past continuous changes to past perfect continuous.

Direct : They said, "We were making noodles. " Indirect : They said that they had been making noodles.

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d. Pronouns and possessive adjectives are changed as follows.

Direct : He said, "I shall meet him in the evening." Indirect : He said that he would meet him in the evening.

Direct : She said, "I lost my keys. " " Indirect : She said that she had lost her keys.

e. When the reporting verb is in the past tense, words referring to time, place and demonstrative pronouns are changed as shown below.

Direct
Indirect
now
then
today

that day
yesterday
the previous day
tomorrow
the next day
ago
before
this
that
these
those

Special rules for reporting questions

a. Reporting verbs like asked, enquired, etc., are used.

Direct : She said to him, 'Am I to wait for you forever?'

Indirect : She enquired if she was to wait for him forever.

Direct : "Are you listening to the radio?" Indirect : He asked me if I was listening to the radio.

h. The order of the subject and the verb is as in a statement.

c In Yes-No questions subordinating conjunction 'whether' or 'if' are used.

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3. In reporting imperative sentences

a. Reporting verbs like asked, ordered, commanded, requested, implored, advised, warned, etc. are used.

The colonel said to his battalion, "March on. "

The colonel ordered his battalion to march on.

b. The verb in quoted speech is changed to an infinitive. The teacher said to me, "Don't talk in class. "

The teacher told me not to talk in class.

4. Exclamatory sentences

- a. Reporting verbs like exclaimed, applauded'are used.
- b. Interjections and exclamations like Oh, ah, alas etc., are omitted. Instead phrases like with joy, with sorroware used.

IV. Task I

a. Here are some things that Mani has told Hema recently. For each of these six statements, choose the correct reported speech that Hema uses when she tells Anu what Mani said.

1. Mani said "I'm from Pollachi".

He told me that...

- a. I was from Pollachi
- b. he was from Pollachi
- c. he is from Pollachi

Mani said "I really like your city".

He told me that...

- a. he really liked my city
- b. he really liked the city
- c. he really like my city

Mani said "I will try to meet you tomorrow".

He promised me that...

- a. he would tried to meet me tomorrow.
- b. he would try to meet me tomorrow.
- c. he will try to meet me tomorrow.

4. Mani said "You have to visit my town".

He insisted that...

- a. you visit my town.
- b. I have to visit his town.
- c. I had to visited his town.

5. Mani said "I'm sure my sisters will like you".

He said ...

- a. he was sure his sisters would like me.

- b. he is sure his sisters would like you.
- c. he was sure my sisters would like me.

6. He said "I'll try to find some alternate accommodation".
He agreed that...

- a. he would try to find some alternate accommodation.
- b. he will try to find some alternate accommodation.
- c. he would try to found some alternate accommodation.

h. Rewrite the sentences as direct speech.

1. The little boy told me that he had lost his way.
2. Esther told us that she would meet us near the theatre.
3. Mr Sharma told the students that he had postponed the English test.
4. Hari asked me whether I was taking part in the marathon.
5. Renu said that she attended French classes on Sunday.
6. The CEO said that he had gone to China the previous week.

r. Change these interrogative and exclamatory sentences to reported speech.

1. "What's going on, Meena?" asked her aunt.
2. "Kala, please tidy up your room," said mother,
3. The doctor said, "Mr Amit, please quit smoking."
4. Raju told Gopi, "Please listen to me."
5. "Keep quiet," said the librarian.
6. "When will the meeting end?" Gopal asked me.

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Task 2

a. Work in pairs and one person talks for a minute about a pleasurable future event while the other listens. The listener then reports what he/she heard.

e.g. Rani said that she was going to visit Europe during the summer vacation and added that she had free

tickets to visit some museums.

b. In groups of three, take turns to say, listen and report a question.

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1. Sita is drawing. Mithun is asking her what she is doing.
2. A little boy is asking an old woman her age. She says it's not polite to ask a woman her age.
3. Aruna asks her sister what she wants for dinner. Aruna says she wants to eat pasta.

Just a tWgKri

e.g. S1 to S2

S3 to S2

S2 to S3.

Where is your house?

What did he/she want to know?

He/she wanted to know where my house was.

Do the same with these questions or your own.

1. Do you speak Hindi?
2. Did you go for a movie yesterday?
3. May I borrow your pen?
4. Can you get me tickets for the cricket match?
5. Is the exam going to be postponed?

V. Writing

Task 3

Read each situation and write dialogues for it. Then convert them to reported speech.

e.g. Two friends talking about going for a movie.

Kala : I can't go for the movie.

Hema: Oh! Why not?

Kala : I spent all my pocket money on buying clothes.

Kala told Hema that she couldn't go for the movie because she had spent all her pocket money on buying clothes.

"MrJepson said that while I was sending oat for coffee he would like a hamburger, Mr Willis said that he thought he would like a hamburger, too, medium with no tomato. Ms Lester said that that sounded good and that she would like a hamburger, too, rare with a side of French fries. Mr Anderson said that if everybody else was going to have something to eat he might as well have a meatball sandwich and a piece of apple pie. Mrs Colby said she'd like a slice of anchovy pizza and a bag of Fritos , , ."

Imagine a similar situation in Chennai and write a short paragraph on the same model. You may begin as follows:

"Mr Rao said that while I was sending out for coffee he would like a sandwich. Mr Swaminathan said that he thought he would like a sandwich, too...."

Form : Prepositions

Function : To indicate Time, Place and Direction

I. Warm-up

Treasure Hunt

The teacher hides a chocolate somewhere in the classroom before the students come. The students are asked to guess where it is hidden--not by physically searching for it--but by asking questions like: "Is it under the table?" They have to guess the place within 10 questions.

II. Role play the following dialogues

a. Ratna : Where is Caesar?

Meera : I just saw him run into the garden.

Ratna : He never stays in his kennel these days. He loves to run around the garden.

Meera : I won't blame him. It is quite pleasant outside these days.

Ratna : I think I should take him with me for a long walk along the beach.

Meera : Don't go without his collar though. It will be difficult to run behind him.

Ratna : Yes, I must ensure that he is by me always.

Meera : Don't take long. Be back within an hour.

Ratna : Don't worry. I'll be back before that.

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b. Swamy : Good morning. I am Swamy, the CEO of this company.

Karthik : Good Morning Sir. I am Karthik Rajgopal.
Pleased to meet you Sir.

Swamy : What do you wish to see me about?

Karthik : I am an agent for Forever Insurance. I wish to brief you about our new schemes.

Swamy : I have a meeting at 11 a.m. with the President of the company. Could you leave the brochures with my secretary? I'll go through them and get back to you.

Karthik : That would be fine. We have many interesting offers under the newly introduced schemes.

Swamy : That's really great. I will contact you by the end of this week.

Karthik : Thank you sir. I hope to hear from you soon.

MI. Grammar A. Form

Prepositions are words that specify place, direction, and time. There are three types of prepositions.

Time prepositions define time. They are in, at, on for, during, while.

Place prepositions clarify the place of someone or somebody. They are in, on, at.

Direction prepositions are used to clarify the direction of someone or something. They are under, over, right, left, etc.

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B. Function

1. The prepositions usually come before the noun.
There is a swimming pool in the garden, (noun) Sushil sat at the table, (noun)

2. Prepositions can be used with all forms of nouns (e.g. collective nouns, pronouns etc).

She came with him, (pronoun)

Gandhiji was admired by the people, (collective noun)

3. Prepositions can't come after a verb, but can be used before a gerund or verb in noun form.

/have always dreamt of uisiting Amsterdam, (verb in noun form)

/ al ways insist on meeting the students' parents.

4. The rules above do not change and there are no exceptions to the rules.

Prepositions of Place are used to clarify a specific place and are used with all nouns. The preposition usually comes before the noun or the pronoun. They never come before a verb. When we refer to place we usually use "in", "at" and "on".

At

On

In

A specific place

A place that is physically on top of a place

A place that is enclosed or within boundaries

at the mall

at the table

at work

on the table

on the floor

on the wall

in the city

in the box

in the park

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important: In English we say--
on the island.

in the city/countryside.

in the mountains, (except when you mean that something or someone is physically on the mountain.)

at the office.

Prepositions of Time are used to define time.

after - I will be there after work.

around - We will be there around 3p.m.

before - / will be there before I go to school.

between - / will be there between two and three in the afternoon.

by - / will be there by the time you leave for work.

during - / will be there during your class.

for - I will be there for your birthday.

past - / wasn't there for the past two months.

since - I haven't seen her since I was 10 years old.

until - / will not be home until 7:00p. m.

within - / will be there within two hours.

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Time prepositions are used to clarify what time an event happened or will happen. Time prepositions are used before nouns and pronouns.

At

On

In

A specific time

Days and dates

Period of time--

years, months,

seasons

at 2:00 p.m.

at lunchtime
at 4:00 a.m.
on my birthday
on the first day of
the school year
on 1.1.10
in a few days
in a couple of months
in summer

Important

in the morning (because it is considered a period of
time)
in the afternoon
in the evening
at night

Note: We say in the morning, in the afternoon, or in the
evening BUT we say at night.

How are the prepositions 'for', 'during' used?

The two most common English prepositions that are used to
represent time are for and during.

'For' is used to express how long something or someone is
doing something. "For" is used to state a period of time
and is usually used with a noun/pronoun (or any other form
of nouns).

I have been riding my bicycle for two hours.

The baby slept for two hours

'During' is used when an event or activity happens within
a period of time.

She slept during the class.

There was a thunderstorm during the match.

Prepositions of Direction are used to clarify the direction of
someone or something, e.g. under, over, across, along,
through, above and below.

We can use 'across' or 'over' to talk about a position on the other side of, or getting to the other side of a bridge, river, road etc.

The soldiers marched across/over the Wagah border.
My grandmother lives in an old house across/over the road from ours.

We use 'over' rather than 'across' when we talk about reaching the other side of something that is high.

The thief jumped over the wall.

The helicopter hovered over Nariman Point for half an hour.

We use 'through' to emphasise that we are talking about movement in a three-dimensional space rather than in a flat surface or area.

I enjoyed the beauty and peace as I walked through the forest.

The train passed through several tunnels.

We use 'along' when we talk about following a line of some kind (a path, a road, a river, a beach, etc.).

Several trees have been planted along the road.

A walk along the beach is one of my favourite activities.

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We can use either 'above' or 'over' when we say one thing is at a higher level than another.

Above/over the front door hung a family picture.
She placed the net above/over the baby.

However, we use 'above', not 'over' when one thing is not directly over the other.

There was no water supply to the people living above the town in the mountains.

Ladhak is more than 10,000 feet above sea level.

We use 'over' not 'above', when we say that something covers something else and is in contact with it.

The mist over the stadium delayed the match.
Several migrating birds flew over the fields.

'Below' is the opposite of 'above'; 'under' is the opposite of 'over'. The differences in the uses of 'below' and 'under' are similar to those between 'above' and 'over' (see above!)

The metro runs below/under the town.
I placed the footrest below the table.
She hid the chocolates under the books.

IV. Task I

a. In some of the blank spaces in the following sentences a preposition is needed, but in others it is not. Either insert the correct preposition or leave the sentence as it is.

1. I go for a walk seven o'clock every morning.
2. We leave for our holidays Friday.
3. It has been very cloudy today, but it may be worse tomorrow.
4. The next World Cup is 2011.
5. Can I meet the doctor one day next week?

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6. I sit for my final exam next summer.
7. It has rained every day this week.
8. We hope to go for a movie this evening. It begins 6, so we have to leave home 5 at least.
9. last week I celebrated my 20th birthday.
10. one day I will master English grammar.

b. Complete the following sentences by using the verb given in brackets at the end, either with or without a preposition (whichever you think is correct).

1. He gave us a general description of the trip, but did not the details, (enter)
2. We saw two well dressed men the shop (enter)
3. I do not * your action, (approve)
4. Has your father home yet? (arrive)
5. Have you his letter yet? (answer)
6. I usually school about ten minutes to nine, (arrive)
7. The contents of the package did not the details given in the list that accompanied it. (answer)

8. Have you the great batsman Sachin Tendulkar? (hear)

9. We were very a rest after a long journey, (glad)

10. Many people have because of Swine flu. (die)

Task 2

a. Complete the conversation between Medha and Asha using appropriate phrasal verbs. The phrasal verbs will have the meaning of the words given in the box.

take care of, resemble, recall, search, regard, look, consider, superficially, watch.

Medha Asha, can you see that old woman. Is she

something?

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Asha

Medha

Asha

Medha

Asha

Medha

Asha

Medha

I am not sure. She my grandmother
Seetha.

Oh! I love your grandmother. Everyone adores her and
she has your uncles who her.

Yes Medha. I herwith so much respect.
Do you know that she was part of the freedom struggle?
Was she? I didn't know that.
I was some old photographs and
I found her with some old leaders.

She must be having so many memories to .
Medha, look, that old lady is trying to cross the road!
She should . It is a busy road.

Come on Asha. I think she is someone to
take her across the road. Let's help her.

b. In each of the following pairs of sentences discuss the difference
in meaning.

1. Shanthi is engaged to Shyam.
Shanthi is engaged with Shyam.
2. Many Indians didn't think much of Michael Jackson.
Many Indians didn't think much about Michael Jackson.
3. He speaks as a lawyer.
He speaks like a lawyer.
4. Everyone laughed at the clown.
Everyone laughed with the clown.
5. He passed out before the doctor arrived.
He passed away before the doctor arrived.
6. He will definitely back up.
He will definitely back out.
7. I divided the work between my children.
I divided the work among my children.
8. Meera apologized to her.

Meera apologized for her.

9. The boy fell from the stairs.

The boy fell down the stairs.

10. The train will arrive at 5 p.m.

The train will arrive by 5 p.m.

V. Writing

Task 3

a. Write a conversation between a doctor and a patient who is upset about her diabetes.

b. Simi is lost in a new city. She is asking a kind policeman for directions to the airport. Write an interesting conversation between them.

Just a tWght!

The journey through life is all about perseverance. Take hope along to fight your battles against despair and you can wade across the sea of disillusionment to land on the island of fulfilment.

Unit-13
Articles

Form
: Articles

Function : Definitiveness/Indefinitiveness

I. Warm-up

Here are some jokes for you. But something is missing here. Can you say what it is? And can you improve the language?

"I'm suffering from terrible constipation," said patient to doctor. "What have you been eating?" asked doctor. "Tennis balls," replied patient. "I had two reds for breakfast, three whites for lunch and yellow and blue for dinner." "I think I know what problem is," replied doctor. "You're not eating enough greens."

War correspondent visiting Afghanistan for second time noted that since fall of Taliban, wives who used to walk ten paces behind their husbands were now walking ten paces in front. Journalist asked one of men if this was sign of growing equality. "No," man replied. "Landmines."

"What sound does dog make?" my friend, who is teacher, asked her class. "Woof, woof," came reply. "And cat?" "Meow," said children. "And what sound does mouse make?" she asked. "Click" chorused class.

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II. Role play the following dialogues

Bairavi :

Amritha:

Bairavi :

Amritha:

Bairavi :

Amritha:

a. Amritha and Bairavi are at a garden where a flower show is being held.

Amritha: What a beautiful sight! Look at the lovely roses! Didn't you know that this is the best botanical garden in India?

Is it? I have never seen such a unique shade of pink rose.

There is a green house that produces all kinds of lilies and roses.

Is it maintained by the government?

No way. An NGO runs the place and they have been doing an excellent job.

I wish I could find a job in such a colourful place!

b. Two strangers are looking for two different places.

Stranger 1 : Can you tell me the way to the nearest bus stop?

Stranger II : Ha, ha, ha. Can't you see I am lost myself? I have been going in circles trying to find the Main Post Office.

Stranger 1 : I think I just saw it round the corner.

Stranger II : Oh! Did you? This place has no street names and no one seems to know where the Post Office is.

Stranger 1 : There wasn't a board, but I saw a mail van parked in front of an old building and I think it must be the post office.

Stranger II : What a city! Now how are you going to find the bus stop?

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Stranger 1: I think I just have to go down the road and look for a place where the bus stops!

c. Prema Prema

Rema

Stranger II: Not a bad idea at all.

and Rema run into each other.

: Hi Rema! How are you? Are you coming from the market?

Prema

Rema

Prema

Rema

: Hi, Prema. What a pleasant surprise! Yes, I am on my way home from the market. You know, the cost of vegetables has doubled all of a sudden.

: It is so difficult to manage the family budget. Even potatoes cost Rs. 25 a kilo.

And things are getting worse everyday.

What can middle class families like us do?

Prema

Rema

Prema

There is a farmer's market about a mile from here. Vegetables are a little cheaper there. Why don't you try that?

Oh, where is it?

At the intersection of First Cross Street and Third Main Road.

Thanks a lot Rema. Let's go there at once!

III. Grammar A. Form

The Articles in English are classified into two types (i) the indefinite article and (ii) the definite article. A and an are called indefinite articles and the is called the definite article.

I saw a girl in the park.

She wore an elegant dress. The girl had a pretty smile too!

B. Function

We use a before words that begin with a consonant sound.

e.g. a book; a table.

Some words start with a vowel letter but begin with a consonant sound, so we use a before these words, too.

e.g. a university; a European; a one-digit number.

We use an before words beginning with a vowel.

e.g. an elephant; an umbrella.

We also use an before words that begin with a silent letter 'h', when the word is pronounced with a vowel sound.

e.g. an hour; an honour; an honest man.

We also use an before abbreviations with individual letters that begin with A, E, F, H, L, M, N, O, R, S, or X since the letters are pronounced with a vowel sound.
(e.g.) (M)em; (L)e/.

e.g. an MP; an FBI agent; an IOU.

Do not omit a/an before a singular noun standing for things that can be counted.

e.g. Rice is a cereal; Chennai is a city; The dog is an animal.

A/an must be used when the noun is preceded by an adjective.

e.g. Chennai is a big city, (not Chennai is big city)

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English is an easy language, (not English is easy language)

Cricket is a popular game, (not cricket is popular game)

We use a/an with a singular noun when we describe someone or something or say what type of thing someone or something is.

e.g. English is an international language.

Kavitha is a beautiful girl.

Ramu is a hardworking student.

But when we say that someone or something is unique--that there is only one of that kind, either we use the or do not use any article.

e.g. English is the international language of trade and commerce.

Chennai is the capital of Tamil Nadu.

Rice is the staple food of south Indians.

Examples of zero articles.

God helps those who help themselves.

Water is made of Hydrogen and Oxygen.

Love is universal.

We use a/an to say what a person's job is, or will be.

e.g. She is a teacher who loves her work.

Hari is a pilot who works for British Airways.

My sister will be a doctor in two years.

My uncle is an engineer.

However when we use a job title for a person, we use 'the'.

e.g. The Chief Justice of the Supreme Court will preside over the college day function.

He is the Dean of Academic studies.

My friend Madhu is the Doctor in Residence at the Health Care Centre.

We use 'the' before a superlative adjective (the biggest, the most beautiful, etc.) when the superlative is followed by a noun or defining phrase.

e.g. Hema is the richest in the family.

Shoba is the best student in the class.
M.F. Hussain is the most unusual painter of the country.

The same applies to the following when we refer to them in a general way.

e.g. The weather was so bad that all flights were cancelled.

The past was forgotten and the future was full of hope.

The public were not warned of the Tsunami.

However, if we want to describe a particular instance of these we use a/an.

e.g. A squally weather is predicted for the next 24 hours.

A strong wind blew away the clouds.

We hope for a future that is peaceful.

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Read the conversation between Sneha and Roopa who meet after a long time.

Sneha : Hi Roopa! What a pleasant surprise!

Roopa : Good to see you Sneha. I heard that you were

away at the US.

Sneha : No, not the US. I won a scholarship for a course in creative writing at Cambridge University.

Roopa : Isn't that great! Did you travel around the country?

Sneha : I got a chance to visit London and a few places around Cambridge. I cruised across the Thames of course.

Roopa : How was the experience?

Sneha : It was /A most exciting time of my life.

Roopa : I am sure it was an amazing experience.

Sneha : Indeed it was. It was a unique opportunity and I made the most of it.

IV. Task I

a. Combine to form complete sentences.

I want

red saree i had longed to buy.

Whatever happens

good survey of the area is

essential.

I looked everywhere

and finally found

a

an

the

diamond from the white stones.

Before you buy any

property

interesting evening at the club.

An expert can

differentiate

complete report of the event.

She hopes to have

honest attempt will be made to

save the company.

b. Correct these sentences if necessary.

1. Kashmir has the beautiful mountains and lakes
2. Rice is the important part of Indian diet.
3. She studies in an university in France.
4. Though he was a honest man, he was suspected to have cheated the company.
5. Education plays the important role in our lives.
6. Trekking up the Himalayas is a biggest dream in my life.
7. Where do you get a good vegetables?
8. That's Beena, a CEO of this company.
9. Whenever there is the crisis, he disappears from the scene.
10. Do you want a last piece of the cake left in the plate?

c. Insert a/an, the or--in the spaces. If zero article is an alternative for the, leave the space blank.

Sachin Tendulkar has become _____ only Indian batsman who has scored 100 test centuries. He began his career as _____ young lad of 16. All _____ achievements to his credit are _____ matter of pride to our country. He is _____ ideal model for _____ countless boys and girls who aspire to have _____ career in cricket. Despite _____ fame and name that have come his way he continues to be _____ modest man. Tendulkar was appointed _____ captain of _____ team, but he preferred to concentrate on his batting skills. His participation in _____ 2011 World Cup will surely make him _____ most experienced batsman in the world.

Task 2

a. Insert a/an/the in the spaces found in the following conversation between Harsha and Pranavi. If 'zero article' is an alternative for 'the', write the '--'.

Harsha Pranavi, do you know that _____ date for

final exam has been announced?

Pranavi : Oh, I didn't know. Is it at _____ end of this month?

Harsha : No, it begins in _____ first week of Decemeber and lasts for _____ fortnight.

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Pranavi :
Harsha

Pranavi .
Harsha
Pranavi :
Harsha

That means Christmas holidays will
begin little earlier than usual.

I don't think so. The notice says that

weeklong Christmas celebrations at

campus will be held just after exams.

I must get tickets to Hyderabad as early
as possible. When are you going home?

There is change of plan this time. I wish to
great idea. How long is_
do advanced course in multimedia presentation.

That is

course?

Just for
couple of weeks.

b. You are trying to give directions to your friend to the railway station
which is not far from your house. Use appropriate articles and use
the following words as part of your conversation.

1. 10 minute walk
2. turn right
3. turn left
4. Modern Bakery
5. straight
6. about 5 metres
7. bus stop
8. opposite
9. in front of
10. book store

Travel agent:

Complete the following conversation between Madhavi and a travel agent using appropriate articles. If zero article is an alternative for 'the', write the

_ Safe Travel Agency. May I help you?

I wish to book
Madhavi

Jicket to Hyderabad.
tickets are
23rd of December?
Jine. I'll let you know
Travel agent:

Madhavi
Travel agent:
Can you tell me whether,
available for

Please be on

in moment.
That's fine.

I am sorry madam. There are no train tickets
available for 23rd. Can I book you
on flight?
Madhavi Travel agent:

student.
That'll be expensive. I am only
In that case there is inexpensive
package specially for students this year. It will cost
you same as II tier
Madhavi

Travel agent: Madhavi

Travel agent:

Madhavi

Travel agent: Madhavi

AC ticket.

I seem to have no choice anyway. Can I book
return ticket by train? Please
check availability.

When do you want return ticket?

My classes begin on 3rd of January.

2nd.

So I must leave on_

There is

upper berth available in
Hyderabad Express. Is that fine?

That would be great. Can you send tickets
to Holy Mary College Hostel?

I'll send them in day or two.

Thank you.

Mother

Ajit

Mother

Ajit

Mother

Ajit

Mother

Ajit

d. Insert a/an/the in the following conversation between Ajit and his
mother.

Ajit, isn't it 3rd of month
already?

Yes mother, why do you ask? Have you forgotten
something?

telephone bill must be paid today.

Can you drop cheque at

collection centre?

Ok. Give me
.crossed cheque and
bill.

Can you stop by at Besant Nagar Post Office and
send this by speed post?

Is it urgent letter? I don't think I have
time for it today.

No, it is not very urgent. It is only

greeting card for aunt Chitra for her birthday.

When is her birthday?

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Mother It is on 15th, Sunday
actually.

Ajit We still have week's time. I'll send
it tomorrow.

V. Writing

Task 3

a. Write dialogues for the following situations. Each dialogue should consist of at least ten exchanges. Use appropriate articles wherever necessary.

1. A conversation between a father and son who are at a bicycle shop to buy a bicycle.
2. Two neighbours who are discussing the weather.
3. A security officer at the airport trying to help an old lady board a flight.

b. Read the following passage with your partner and insert what is missing.

Old woman scrambles down gentle slope as our boat gets ready

to leave. She waves to young man who is with us. He waves back with shy grin. Then, as boat begins moving, we notice that she is weeping. Tears running down her cheeks, she continues to wave as we move off down river.

Her name is Khatri Vasave. She lives in tiny village called Domkhedi, on banks of Narmada river in northern Maharashtra.

Young man's name is Anil Kumar. He is from Pathanpara in Kannur District, Kerala. After few weeks here, he is returning to his home. In those weeks, Khatri has grown very fond of this tall engineer from Kerala. And that fondness has its roots, I suspect, in single bulb.

For here's what Anil and his colleague Madhu accomplished in this hamlet. They got here on July 15. They surveyed area and found small stream gurgling through hills few hundred yards from village. Enlisting help of villagers, they built one metre high, four or five metres long dam across stream. From resultant reservoir, they laid pipe through trees and across slopes, to concrete tank halfway to village. From that tank, they ran another pipe steeply downhill about 30 metres, to little shed they built at bottom.

In shed, they set up small turbine they had brought from Kerala, and fed pipe into it.

Finally, they strung wires from turbine to some huts in Domkhedi. A turn of valve one recent Tuesday, and there it was. On India's fifty-third birthday, for first time ever, electric bulb glowed in Khatri Vasave's hut. As also in few other huts. In mere one month spent here, Anil and Madhu had given these villagers what 53 years, 636 months of Indian governments had not.

Electricity. No wonder Khatri weeps to see Anil leave.

Just a tWght!

Look at the world
You'll find it a puzzle
Look for an answer
And you'll find a million questions
Look within yourself
And you'll find a storehouse of solutions.

Unit-14
Voice

Form : Active - Passive
Function : Affected/Beneficiary

I. Warm-up

Discuss the changes you see in the 1960 picture of Anna Salai in Chennai with the 2010 picture:

In 1960 there were bullock carts on the road. Cars have replaced bullock carts in 2010.

II. Role play the following dialogues

a. Teacher : Fill the flask with two chemicals. /

Student 1 : Shall I heat the mixture now?

Teacher : Yes. Then take the temperature and record it.

Student 2 : I have, ma'am.

Teacher : Spray water on the flask to cool it.

Student 1 : Ok, ma'am.

b. Policeman :

Reporter :

Policeman :

Reporter :

Policeman :

c. Travel agent

Traveller

Travel agent

Traveller

Travel agent

Traveller

Travel agent

d. Boss

Assistant

Boss

Assistant

Boss

Assistant

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Yesterday some people broke into the college office.

What did they take?

They stole a printer and three computers.
And college supplies.

Any other damage?

They broke a window.

: You will be met at the airport by our local agent.

That's great.

You will be taken to your hotel by car.

Ok. What about my itinerary?

Your sightseeing will be handled by the agent, Sir.

That's wonderful.

Hope you have a great trip.

Sam, did you finish the report I gave you?

I'm sorry, but the reports haven't been finished yet.

Why?

I was given some other work by the manager.

I told you I was leaving by the night flight and wanted the report.

I'll finish the reports right away, sir.

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III. Grammar

A. Function

Look at these two sentences. I learn English.

English is learnt by me.

Both sentences have almost the same meaning. In the first sentence the subject T, does the action (learn) or carries out the action of the verb. In the second sentence, the subject does not do anything. Something is done to it or it is affected by the action.

The first sentence is an example of active voice. The second sentence is an example of passive voice.

When we say what a person or thing does, we use an active verb.

My grandfather built this house.

We all speak English.

When we say what happens to a person or thing--what is done to them--we use a passive verb.

That house was built by my grandfather.

English is spoken by many Indians.

Some verbs cannot have passive forms. Intransitive verbs, such as sleep, die, fall, or arrive, which do not take an object, do not have a passive form. Also, stative verbs are not usually used in the passive.

We all have postgraduate degrees (NOT Postgraduate degrees are had by us all.)

I see what you mean. (NOT What you mean is seen by me.)

Many learners confuse active and passive verb forms because 'be' is used to make both passive verb forms and active progressive tenses.

Your request is being processed.
We are processing your request.

And past participles are used to make both passive verb forms and active perfect tenses.

The satellite was made in the USA.
Chetan has made a terrible mistake.

The passive voice is used

a. When the agent of the action is either unknown or unimportant.

e.g. Raj was admitted to the hospital.

b. In the description of scientific experiments, since it gives an impersonal tone.

e.g. The apparatus was set up.

c. In reports and newspapers.

e.g. It is reported that the thief escaped on a cycle.

d. Some passive sentences have this kind of beginning: 'It is hoped', 'It is said', 'It is alleged'.

e.g. It is alleged that the murder was committed by an inside person.

e. Do not use a passive construction if it sounds awkward.

e.g. Cigarettes are being smoked by him.

f. Do not use the prepositional phrase 'by + agent' in the passive unless it is justified.

e.g. Someone has picked my pocket.

B. Form

The passive is formed with the verb be (is/was/have been etc.) and the past participle (done/cleaned/seen etc.)
The presence of a be-verb does not necessarily mean that the sentence is in passive voice. Another way to recognize passive-voice sentences is that they may include a "by the..." phrase after the verb; the agent performing the action, if named, is the object of the preposition in this phrase.

The change from Active voice to Passive voice.

I learn English.

English is learnt by me.

| 'English' which is the object in the active voice becomes the subject in the passive voice.

| I which is the subject in the active voice, becomes the object of the preposition 'by' in the passive voice.

| The verb 'learn' in the active voice is changed into 'is learnt' in the passive voice.

The form of the passive verb is: be+ verb in the past participle form.

Here are some examples of different types of active sentences turned into passive.

The table below shows how the verb is changed into its passive voice form in different tenses. Remember, only transitive verbs can be turned into passive because they take objects.

Tense

Active Voice

Passive Voice

The simple present

Sita eats a banana.

A banana is eaten

by Sita.

The present continuous

Sita is eating a banana

A banana is being eaten by Sita.

The present perfect
Sita has eaten a banana.

A banana has been eaten by Sita.

The simple past
Sita ate a banana.

A banana was eaten by Sita.

The past continuous
Sita was eating a banana.

A banana was being eaten by Sita.

The past perfect
Sita had eaten a banana.

A banana had been eaten by Sita.

The simple future
Sita will eat a banana.

A banana will be eaten by Sita.

The future continuous
Sita will be eating a banana.

A banana will have been eaten by Sita.

The future in the past
Sita would have eaten a banana.

A banana would have been eaten by Sita.

Active

Passive

A mosquito bit my brother.

He did not pay the fees.

Why did you scold her?
Distribute the sweets.
Do they speak French?
My brother was bitten by a
mosquito.
The fees was not paid by him.
Why was she scolded by you?
Let the sweets be distributed.
Is French spoken by them?

Rules for transitive verbs that take two objects--a direct object
and an indirect object. In such cases the passive takes two
forms.

e.g. Active : They promised her a raise.

Passive : 1. A raise was promised to her.
2. She was promised a raise.

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Some other verbs that take two objects are:
teach, ask, refuse, pay, give, send, tell, show, lend,
allow, recommend, order.

IV. Task I

a. Complete the sentences with the active or passive form of the
verb as appropriate in brackets.

1) It (believe) that the prices of essential commodities
will fall.

2) We (show) how to convert sea water to drinking
water.

3. Hah Krishna (elect) as the new president of
the association.

4. Many people (think) that the monarchy is
redundant.

5 A computer lab (set up) in the corporation school.

6. Cyclones often (cause) destruction of human

habitat.

b. Change the active to passive if possible. Some verbs cannot be changed.

1. A funny thing happened yesterday.
2. Irshan took the last wicket.
3. My dog died.
4. Gita dropped the plate.
5. It snowed heavily yesterday.
6. Who taught you English.

c. Select the verbs from the box to complete the news report.

Dozens rescued from flash floods

A major rescue operation is continuing in North Cornwall where flash floods a coastal village. Heavy storms on Monday afternoon caused 6 cm (2 ins) of rain to fall in two hours in the Boscastle area. Seven rescue helicopters to lift people stranded on rooftops and in cars to safety.

Rescue workers described the situation as "horrendous" as buildings and cars into the sea, and up to 1,000 people may have to . Around six buildings due to the force of the water, and over an estimated 50 cars

had collapsed; were washed; had been swept away; were arranged; have devastated; be evacuated

Task 2

a. Write three clues about a person or thing using at least one passive in the clues. You could also give each student a slip of paper with a name of a person or thing for them to make clues for. Make them guess the person or thing with the help of the three clues. A variation is that the students hear the clues and then ask two or three more questions before they guess.

e.g. for a person

I was born in Rameshwaram..

I was a scientist.
I was elected President of India.

(answer. Abdul Kalam)

e.g. for a thing

I'm found in the sea.
I'm used for making jewellery.
I'm usually white in colour,
(answer: pearl)

b. Write down some changes in the town or city where you live over the past fifty years.

e.g. Many flyovers have been built.

Also list things that haven't changed.

e.g. The new stadium hasn't been opened.

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V. Writing

Task 3

a. You are on a trip to a historic spot. Complete the dialogue you have with the tourist guide (TG) using the verb in brackets in the passive form.

You : Who built this fort?

TG It was built by King Someshwar in the 16th century.

You It's beautiful. Why is that part of the fort broken down?

TG : (destroy) .

You (see) many battles!

TG : Yes. And the people who lived in it

(evacuate) several times during invasions.

You But something must (do) to maintain these monuments.

TG The Archaeological Association is now restoring the fort to its old glory.

You That's wonderful.

TG It will (open) to the public soon.

b. You are going to conduct a quiz for the college culturals. Make 10 questions--five each using the active and passive verb form as shown in the examples.

e.g. Name three countries where people speak English as their mother tongue.

Where are the next Commonwealth Games going to be held?

c. You are at the airport and there are new security arrangements. Complete the security checklist using passive verbs.

e.g. Passengers are requested not to leave their luggage unattended. /

Any sharp objects in checked baggage should be wrapped to prevent injury to baggage handlers.

Lighters with fml are prohibited in checked baggage.

Just a tWght!

The prevalence of the passive voice in government and industry and in science and technology amazes those who meet it for the first time. They find the following experience unnerving.

A director of training asked a consultant to confer with a foreign-born engineer who had learnt English while working for two years in the United States. When the consultant met the engineer, she apologized for her lateness.

"It is nothing," he replied courteously. "A cigarette was smoked and a book was read while waiting."

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Unit-15
Concord

Form : Subject Verb Agreement
Function : Concord

I. Warm-up

Using the words in the box below, frame as many complete sentences of your own. Do not make any changes in the words.

Shashi

Ambika and Abhishek the ministers withdraw love

remember accept

relieve people

know

you

ice-cream

industry motivate

support

persuades

permit

plays the students

denies

The citizens

plans staff

children

II. Role play the following dialogues

a. Between a reporter and actress Sajini who has just won an award.

Reporter : Hello Miss Sajini. Congratulations on winning the Best Actress award for this year.

Sajini : Thank you! I am so grateful to my fans and the judges!

Reporter : What are your other projects?

Sajini : I play Jhansi Rani in a Malayalam movie and hope to do a film with Shabir Khan in the next few months.

Reporter : What do you think about the talents of the newcomers? There are so many of them now.

Sajini : Yes. All of them have special capabilities and each one of them is unique.

Reporter : Would you do a Hollywood movie if you get a chance?

Sajini : Of course I would! In fact I have a few offers. I do not wish to make any wrong decisions though.

Reporter : Good luck for all your future ventures Sajini.

Sajini : Thank you. I look forward to more awards!

b. Between Minu and Pravida who meet at a shopping complex.

Minu : Hello Pravida! You look beautiful today.

Pravida : Thank you. You look great too. Your saree looks gorgeous! Where did you buy it?

Minu : I always shop at Bali's. They have some exquisite collections.

Pravida : I go to Bali's too. I wonder which section has such sarees.

Minu : If you go to the second floor there is a section that says 'designer sarees'.

Pravida : Oh! That's where you get it! Are they costly?

Minu : The price ranges between Rs. 1000 and Rs. 4000.

Pravida : That is not very costly. I am off to Bali's now.

Do you want to join me?

Minu : No. I have to pick up my son from school.

Hope you find some nice sarees!

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111. Grammar A. Form

Concord is the agreement of the verb with the subject. How to make verbs agree with their subjects.

1. What are verbs and subjects?

Verbs are action words.

e.g. eat, sleep, talk, walk, do, buy are all verbs.

Subjects are the persons or things which are doing the action of the verb.

e.g. I eat; The dog sleeps; Chitra talks a lot; They walk to work.

The subject of a sentence can be singular (one) or plural (many).

e.g. The computer is old. (singular)

The computers are old. (plural)

2. What is verb-subject agreement?

The verb form can change depending on whether the subject is singular or plural.

B. Function

How does this work?

In regular verbs

Singular

Plural

First person

I like bananas.

We like bananas.

Second person

You like bananas.

You like bananas.

Third person

He/she/it likes

bananas.

They like bananas.

Two or more singular subjects combined by and, take a plural verb.

Bananas and oranges are good for health.

When the two subjects joined by and are treated as one unit, then a singular verb is used.

Idly and sambar is always available in Saravana Bhavan.

When the two subjects joined by and refer to the same person, a singular verb is used

My guide and mentor is with me today.

When two or more singular subjects are joined by or, either. . . or, neither. . . nor, the verb will be singular.

My sister or her husband is expected this evening.

Either Ramu or Somu is with the Principal.

Neither his mother nor his father is at home.

When the two subjects connected by, either . . . or, neither. . . nor are of different persons, the verb agrees with the person of the subject nearer to it.

Either my sister or her husband is expected today.

Neither you nor I am wrong.

When the two subjects connected by either... or, neither... nor etc., are of different numbers, the plural subject is placed second and a plural verb is used.

Either my sister or her daughters are expected to join the party.

Neither my brother nor my parents are in town.

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When two singular subjects are connected by as well as the verb will be singular.

Gita as well as her daughter, is a teacher.

Vocabulary as well as grammar is necessary to speak good English.

If the two subjects connected by as well as differ in person or number or both, the verb agrees in number and person with the subject mentioned first.

My friend as well as her daughters is beautiful.

Ramya as well as her parents is invited.

When two singular subjects are connected by not only... but also, the verb will be singular.

Not only my brother, but also my sister is a teacher.

Not only the President but also the Prime Minister is in Chennai today.

When two subjects are joined by with, together with, along with, or in addition to, the verb agrees with the subject mentioned first.

The leader along with his followers has been welcomed.

The teacher, with her students is in the classroom.

Titles of books which appear to be plural and singular nouns which have plural forms are also considered singular.

Grimms Fairy Tales is a favourite among children.

Mathematics is an interesting subject.

When a singular indefinite pronoun acts as a subject, it always takes a singular verb. When a plural indefinite pronoun acts as a subject, it always takes a plural verb.

Everybody dreads going to the dentist.

I've tried nine dentists and several have failed to impress me.

Anyone who makes me feel at ease is a good dentist

Singular

Either Singular or Plural

Plural

everyone/everybody

any

both

anyone/anybody

all

many

someone/somebody

some

few

no one/nobody most

several

each/much/one

more

either/neither

none

Pay particular attention to the ones that are always singular or always plural. Remember that a modifying phrase or clause between the subject and verb doesn't change the number of the subject:

Nobody is waiting to see the doctor.

Nobody, who has been given an appointment is waiting to see the doctor.

Few have already left after seeing the doctor.

A few indefinite pronouns agree with either singular or plural verbs, depending on the rest of the sentence.

More of that fruit is coming tomorrow

More of those apples are coming tomorrow.

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Problems with plurals in verb-subject agreement

Sometimes the subject (the person or thing doing the action of the verb) may seem to be plural, because it is a 'collective noun'--a singular (one) noun that groups together many things or people.

e.g. A swarm of bees = one swarm, containing many bees

A pack of cards = one pack, containing many cards

IV. Task I

a. Fill in using the correct form of the verb given in the brackets.

1. Our car, which finally has new tyres, (to need) to be tuned up.
2. Our cars, recently fitted with new tyres and seats, (to need) to be tuned up.
3. The tenants upstairs, constantly irritated by salesmen's calls, (to yell) a lot.
4. The other tenant, who keeps her own bicycle and dashes down the corridors, (to yell) a lot.
5. A cricketer who scores a century is awarded and (to make) extra profits.
6. Cricketers scoring centuries are awarded and (to make) extra profits.
7. My uncle who lives with his daughters (to love) cricket.
8. My uncles who live in Kerala (to love) cricket.

9. The motion of the boat and the sunshine (to make) me dizzy.

10. Either the motion of the boat or the sunshine (to make) me dizzy.

b. Complete the following sentences using any one of the options given.

1. Not everyone in these apartments very comfortable. (feel, feels)

2. In the cafeteria I met four students who already taken that course, (have, has)

3. The man who the world record for the highest number of runs is Sachin Tendulkar. (hold, holds)

4. Of all the planets in our solar system, Saturn, which the second largest, is the least dense; in fact, it would float in any sea that was large enough to hold it. (are, is)

5. Both Madhuri and Aiswarya well, (dance, dances)

6. But neither Madhuri nor Aiswarya ___been included in today's programme, (has, have)

7. Rishad doesn't think that there any books that teach you motivation, (is, are)

8. Maybe Latha or your brothers met the woman who teaches English, (have, has)

9. Veena is eager to tell everyone about the book that changed her life, (have, has)

10. One of the trainees in my class that one can learn a language by living with the people who speak it. (believe, believes)

c. Write the verbs in the correct present form and use the cues to make sentences.

1. How much / time / you take/to finish the exercise?
2. When / the doctor / come/everyday?
3. My brother / as well as my sister / live / in Delhi,
4. Neither / them / speak / English.
5. Half / the team / be / injured
6. At the moment/ United States/ be/ negotiating/ with Asia.
7. Customers / not (ike / being overcharged.

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8. None of the programmes / be / worth watching.
9. Each of the promises / been broken.
10. Average earnings / be / coming down / this year.

d. Use a word from the box and is/are / was / were, to complete the newspaper extracts. The first one is done for you.

police crowd guns team United States

1. The police are interrogating the suspects in Chicago.
2. The also being questioned.
3. The FBI expected in a day or two.
4. The seized from the murder site.
5. The keeping a close watch on the case.

Task 2

a. Complete the news story with a suitable verb or auxiliary. Patna's Super 30 fulfils IIT dreams of poor students

Patna : Additional Director General of Police (ADGP) Abhayanand and his partner and math whiz Anand Kumar a coaching institute in Patna for poor children.

The institute students for the Indian Institute of Technology Joint Entrance Exam (IIT-JEE) entrance test free of cost.

The Ashok Rajpath street in Patna home to many coaching institutes and a haunt for the many students in Bihar hoping to crack various entrance exams and secure a bright future for

themselves.

But there another coaching institute, too, that is a league apart from all these.

The students here mostly poor, and

housed, fed and coached free.

Boasting a success rate of almost 95 per cent in the IIT-JEE, it called the Super 30 and it run by Abhayanand and Anand Kumar.

While coaching his own children for the IIT entrance Tests in 2002, Abhayanand thought of the many underprivileged students who didn't have access to such facilities.

Yet he felt many could make it with just a little help and that is when he decided to set up Super 30.

"We wanted to help the children who intelligent but who did not have enough money to pay for the IIT-JEE coaching fee. The fee is quite hefty," Abhayanand, an Indian Police Service officer, .

Anand Kumar, too, came from a poor family and knew the struggle of deprived students faced. So he decided to join Abhayanand.

And the results for themselves. When the results for IIT-JEE 2003 announced, 18 of the 30 students from the institute had made it. And in 2007, 28 students made it to NTs.

And as a testament to the teaching methodology at Super 30, the students not on the basis of caste or quota, but sheer competence.

And every year, battling funds crunch and poaching by rival coaching institutes, Abhayanand and Anand Kumar

sure that at least 30 deserving students get a shot at making their dreams a reality.

b. Meera goes to the doctor with her 16 year old daughter

Maya. She gives a detailed account of their daily activities and diet pattern. Use the words in the box to complete the daily routine.

cereal juice dhal rice chapathi gym yoga water
walk fruits salad park sprout beach milk

Meera Good morning doctor. This is my daughter Maya. Both of us want some advice on exercise and diet.

Doctor : I would be glad to help you. Can you tell me your daily routine?