

## UNIT-I: Vocabulary Building

Q. Define word formation with examples.

Ans. Word formation is the process of creating new words using roots, prefixes, or suffixes.

Example: "unhappy" (un + happy), "friendship" (friend + ship).

Q. Derive words using prefixes/suffixes.

Ans. Prefixes are added to the beginning, and suffixes to the end of root words to form new words.

Example: "rewrite" (re + write), "kindness" (kind + ness).

Q. List foreign root words and use them in sentences.

Ans. Examples:

- **Auto** (Greek: self) – “He bought an **automatic** car.”
- **Bio** (Greek: life) – “She is studying **biology** in college.”

Q. Match words with their synonyms/antonyms.

Ans. Synonyms are words with similar meanings; antonyms have opposite meanings.

Example: Synonym of "happy" is "joyful"; antonym is "sad".

Q. Expand standard abbreviations.

Ans. Common abbreviations and their full forms include:

- NASA – National Aeronautics and Space Administration
- WHO – World Health Organization

### Long Questions:

Q. What is the concept of word formation? Explain with examples.

Ans. Word formation refers to the process of creating new words in a language. It plays a major role in vocabulary development. New words can be formed through several methods like affixation (adding prefixes or suffixes), compounding, conversion, and abbreviation.

One of the most common methods is **affixation**, where a prefix or suffix is added to a root word to change its meaning or form.

- **Prefix** is added at the beginning, e.g., *un + happy* = **unhappy**.
- **Suffix** is added at the end, e.g., *kind + ness* = **kindness**.

**Compounding** joins two or more words to form a single word, like *tooth + brush* = **toothbrush**.

**Conversion** changes a word from one part of speech to another without changing its form, like *email* (noun) becoming *to email* (verb).

**Abbreviation** or clipping creates short forms, like *fridge* from *refrigerator*.

Thus, word formation helps in expanding language usage, expression, and understanding.

Q. Write five derivatives using the prefix 're-' and suffix '-ness'.

Ans. The prefix 're-' means "again" or "back", and the suffix '-ness' turns adjectives into nouns showing a state or quality.

#### Using 're-' prefix:

1. Rewrite – to write again.
2. Rebuild – to build again.
3. Revisit – to visit again.
4. Reuse – to use again.
5. Recharge – to charge again.

#### Using '-ness' suffix:

1. Kindness – the quality of being kind.
2. Happiness – the state of being happy.
3. Darkness – the condition of being dark.
4. Sadness – the state of being sad.
5. Neatness – the quality of being neat.

Both affixes change the meaning and function of the base word, enhancing vocabulary flexibility and comprehension.

Q. Match the following root words with their meanings:

(e.g., "bio", "chrono", "geo", etc.)

Ans.

Root Word	Meaning	Example Word
<b>bio</b>	life	biology, biography
<b>chrono</b>	time	chronology, chronicle
<b>geo</b>	earth	geography, geology
<b>auto</b>	self	autograph, automobile
<b>tele</b>	distant, far	telephone, television
<b>micro</b>	small	microscope, microchip
<b>graph</b>	to write	graphic, autograph
<b>thermo</b>	heat	thermometer, thermal

Understanding root words helps in guessing meanings of new or unfamiliar words. These Greek and Latin roots are commonly used in English to form compound and scientific vocabulary.

Q. Give synonyms and antonyms of the following:

(e.g., *honest*, *obscure*, *vivid*, etc.)

Ans. **Synonyms** are words with similar meanings, and **antonyms** are words with opposite meanings. Understanding both helps enhance vocabulary and effective communication.

1. **Honest**
  - *Synonyms*: truthful, sincere, trustworthy
  - *Antonyms*: dishonest, deceitful, untruthful
2. **Obscure**
  - *Synonyms*: unclear, vague, hidden
  - *Antonyms*: clear, obvious, well-known
3. **Vivid**
  - *Synonyms*: bright, clear, striking
  - *Antonyms*: dull, faint, lifeless
4. **Generous**
  - *Synonyms*: charitable, kind, unselfish
  - *Antonyms*: selfish, greedy, stingy
5. **Calm**
  - *Synonyms*: peaceful, quiet, serene
  - *Antonyms*: agitated, noisy, tense

Using synonyms improves expression and prevents repetition. Knowing antonyms helps in contrast writing, debates, and clear explanations. These vocabulary tools are essential for reading comprehension, writing, and verbal communication in exams, interviews, and daily usage.

Q. Write full forms of: GPS, Wi-Fi, SIM, GDP, NASA.

Ans. Full forms of commonly used abbreviations are vital in understanding technology, economics, and general knowledge topics. Here are five frequently used abbreviations:

1. **GPS** – Global Positioning System  
→ A navigation system using satellites to determine exact location.
2. **Wi-Fi** – Wireless Fidelity  
→ A wireless networking technology that allows devices to connect to the internet.
3. **SIM** – Subscriber Identity Module  
→ A chip in mobile phones that stores user data and network information.
4. **GDP** – Gross Domestic Product

→ A measurement of a country's economic performance, representing the total value of goods and services produced.

5. **NASA** – National Aeronautics and Space Administration

→ The U.S. government agency responsible for space exploration and aeronautics research.

Learning these full forms is useful for competitive exams, presentations, and technical understanding. These abbreviations are widely used in news, education, business, and daily communication.

## UNIT-II: Basic Writing Skills

Q. Explain types of sentences with examples.

Ans. Sentences are classified as declarative, interrogative, imperative, and exclamatory. Example: *She is reading* (declarative), *Are you coming?* (interrogative).

Q. Use clauses/phrases in meaningful sentences.

Ans. A clause has a subject and verb (*because he was late*), while a phrase lacks both (*after the meeting*).

Example: *I waited because he was late. / She slept after the meeting.*

Q. Importance of punctuation.

Ans. Punctuation marks like commas, periods, and question marks clarify meaning and avoid confusion in writing.

Correct punctuation enhances readability and separates ideas logically.

Q. Write a coherent paragraph on a topic.

Ans. A coherent paragraph sticks to one main idea, using logical flow and clear links between sentences.

Example Topic: *Reading books improves vocabulary, enhances imagination, and reduces stress effectively.*

Q. Define paragraph structure and unity.

Ans. A paragraph has a topic sentence, supporting details, and a concluding sentence. Unity means all sentences should focus on and support the central idea.

### Long Questions:

Q. Differentiate between a phrase and a clause with examples.

Ans. A **phrase** is a group of words that work together as a single part of speech but do **not contain both a subject and a verb**. It cannot stand alone as a complete sentence. For example, "*on the table*", "*after the exam*", and "*running water*" are phrases. These groups of words add meaning to sentences but do not express a complete thought.

A **clause**, on the other hand, is a group of words that **contains both a subject and a verb**. It can be independent (able to stand alone) or dependent (relying on an independent clause). For example:

- Independent clause: "*She went home.*"
- Dependent clause: "*Because she was tired.*"

Phrases add detail or modify elements of a sentence, while clauses can form entire sentences or parts of them.

**Example in a sentence:** "*After the meeting (phrase), she went home (clause).*" Understanding the difference is essential for writing grammatically correct and well-structured sentences.

Q. Rewrite the following paragraph using proper punctuation.

punctuation is important in writing it helps clarify meaning and avoid confusion without punctuation sentences run together making it hard to understand what the writer is saying for example consider the sentence lets eat grandma it could mean eating grandma or inviting her to eat punctuation saves lives.

Ans.

**Rewritten with punctuation:** Punctuation is important in writing. It helps clarify meaning and avoid confusion. Without punctuation, sentences run together, making it hard to understand what the writer is saying. For example, consider the sentence: "Let's eat, Grandma." It could mean eating Grandma or inviting her to eat. Punctuation saves lives!

Correct punctuation marks such as commas, periods, and quotation marks make writing clearer, more professional, and easier to read. In formal and technical writing, accurate punctuation is especially crucial to prevent misinterpretation.

Q. Write a short paragraph on "Time Management" ensuring coherence.

Ans. Time management is a vital skill that helps individuals achieve their goals efficiently. It involves planning, setting priorities, and allocating time wisely to different tasks. By managing time well, one can reduce stress, increase productivity, and maintain a balanced lifestyle. For example, students who create daily schedules can meet deadlines without last-minute pressure. Similarly, professionals who prioritize urgent tasks can focus better and improve work quality. A good time management plan includes setting SMART goals, avoiding procrastination, and taking regular breaks to stay refreshed. Time, once lost, cannot be regained, so it is important to treat it as a valuable resource. Effective time management not only enhances performance but also leads to greater personal satisfaction. In today's fast-paced world, the ability to manage time can distinguish success from failure.

Q. Explain the organizing principles of paragraphs in technical documents.

Ans. In technical documents, paragraphs must be logically organized to enhance clarity, precision, and readability. The most common principle is the **topic sentence** approach, where each paragraph begins with a clear main idea followed by supporting details or explanations. This helps the reader quickly grasp the purpose of the paragraph.

Another organizing method is **chronological order**, useful in manuals or instructions, where steps or processes are described in the order they occur. **Cause and effect** structure is used to explain problems and their solutions, while **compare and contrast** paragraphs are used to evaluate options or technologies.

Technical writing often includes **definition and explanation paragraphs** to clarify terms or processes. Consistent use of headings, bullet points, and logical flow aids comprehension. Each paragraph should maintain **unity** (one main idea) and **coherence** (logical connection between sentences). Transitions and linking words such as "however," "therefore," and "in addition" help maintain flow between ideas. Proper paragraph organization in technical documents ensures that complex information is presented clearly and efficiently, aiding the target audience in understanding and applying the content correctly.

### UNIT-III: Common Errors in Writing

Q. Error correction (MCQ/fill in the blank).

Ans. Error correction exercises test grammar, vocabulary, and sentence structure by identifying and correcting mistakes through options or blanks. These help improve accuracy and understanding of English usage.

Q. Identify subject-verb disagreement.

Ans. Subject-verb disagreement occurs when the subject and verb do not match in number (singular/plural). For example, "He go to school" is incorrect; it should be "He goes to school."

Q. Correct use of articles/prepositions.

Ans. Articles (a, an, the) and prepositions (in, on, at, etc.) are essential for sentence clarity. Incorrect usage can change meaning—e.g., "in the bus" vs. "on the bus."

Q. Spot and remove redundancies.

Ans. Redundancies are unnecessary repetitions of words or ideas, like "free gift" or "past history." Removing them makes writing clearer and more concise.

#### Long Questions:

Q. Correct the following sentences (any five):

- a) He go to college every day.
- b) The boy which is sitting there is my cousin.
- c) She returned back yesterday.
- d) Each of the players have a bat.
- e) I am having two brothers.

Ans.

a) **Incorrect:** He go to college every day.

**Correct:** He **goes** to college every day.

(Explanation: Subject-verb agreement error; 'He' takes 'goes')

b) **Incorrect:** The boy which is sitting there is my cousin.

**Correct:** The boy **who** is sitting there is my cousin.

(Explanation: Use 'who' for people, not 'which')

c) **Incorrect:** She returned back yesterday.

**Correct:** She **returned** yesterday.

(Explanation: 'Returned back' is redundant – return already implies 'back')

d) **Incorrect:** Each of the players have a bat.

**Correct:** Each of the players **has** a bat.

(Explanation: 'Each' is singular and takes 'has')

e) **Incorrect:** I am having two brothers.

**Correct:** I **have** two brothers.

(Explanation: 'Have' is used for possession, not 'am having')

These common grammatical errors occur due to subject-verb disagreement, wrong relative pronouns, redundancy, and misuse of verb forms. Correcting them helps in building clearer and grammatically accurate sentences.

Q. Fill in the blanks with correct articles/prepositions.

- a. He sat **on** the chair near **the** window.
- b. She bought **a** dress **for** her sister.
- c. We went **to** the market **in** the evening.
- d. He is good **at** mathematics.
- e. There is **an** apple **on** the table.

Ans.

- Articles: "a", "an", and "the" are used before nouns. "A/an" are indefinite; "the" is definite.

- Prepositions: Words like "in", "on", "at", "to", "for", etc., show the relationship of a noun or pronoun with another word in the sentence.  
Example:
  - "An apple" uses "an" because 'apple' starts with a vowel sound.
  - "At mathematics" is correct because 'good at' is the right phrase.

Using the right articles and prepositions improves sentence clarity and helps express exact meaning.

Q. Explain noun-pronoun agreement with examples.

Ans. Noun-pronoun agreement means that a pronoun must agree in **number**, **gender**, and **person** with the noun it refers to.

For example:

- **Correct:** Rina is smart. **She** studies well.
- **Incorrect:** Rina is smart. **They** study well.

Here, 'Rina' is singular and female, so the pronoun should be 'she'.

**Rules:**

1. Singular nouns require singular pronouns: "*The boy lost his book.*"
2. Plural nouns require plural pronouns: "*The students carried their bags.*"
3. Gender-specific pronouns should match: "*John loves his dog.*"
4. Indefinite pronouns like *everyone* and *someone* take singular pronouns: "*Everyone should bring his or her notebook.*"

Incorrect noun-pronoun agreement causes confusion. Using the right pronoun ensures the sentence is grammatically correct and easily understood. It's a key part of clear writing and communication.

#### **UNIT-IV: Nature and Style of Sensible Writing**

Q. Define and distinguish between describing, defining, and classifying.\

Ans. Defining explains the exact meaning of a term; describing gives detailed features or appearance, while classifying groups things based on shared characteristics. Each serves a different purpose in writing — defining clarifies, describing illustrates, and classifying organizes.

Q. Write examples to support a given topic.

Ans. Examples help clarify ideas, strengthen arguments, and make writing more relatable. For instance, if discussing pollution, citing Delhi's air quality adds real-world context.

Q. Write a short introduction and conclusion on a given subject.

Ans. An introduction gives a brief overview and purpose of the topic.

A conclusion summarizes the main points and reinforces the final message or opinion.

#### **Long Questions:**

Q. Describe the importance of communication in professional life.

Ans. Communication plays a vital role in professional life as it ensures the smooth flow of ideas, instructions, and feedback among individuals and teams. Effective communication is the foundation of strong professional relationships, collaboration, and productivity. In the workplace, professionals must often interact with colleagues, clients, and superiors; hence, clarity and confidence in speaking and writing are crucial.

Good communication helps avoid misunderstandings and errors, especially in projects requiring teamwork or cross-functional cooperation. It aids in conflict resolution, builds trust, and enhances decision-making. Additionally, non-verbal cues such as body language and tone of voice contribute to conveying professionalism and intent.

Employers highly value employees who can express their ideas clearly, listen actively, and adapt their communication style based on the audience. Whether it's writing emails, giving presentations, attending meetings, or negotiating with clients, communication skills are essential.

In a digital era with virtual meetings and global collaborations, the ability to communicate effectively across cultures and time zones is even more critical. Thus, communication not only supports day-to-day operations but also plays a strategic role in leadership, branding, and customer service. In essence, communication is the key to success and growth in professional environments.

Q. Define "pollution" and classify its types with examples.

Ans. Pollution is the introduction of harmful substances or agents into the natural environment, causing adverse effects on living organisms and ecosystems. It disrupts ecological balance and poses risks to human health, wildlife, and natural resources.

There are several types of pollution, each with distinct sources and impacts:

- **Air Pollution:** Caused by the emission of harmful gases like carbon monoxide, sulfur dioxide, and nitrogen oxides from vehicles, industries, and burning of fossil fuels. It leads to respiratory diseases and global warming.
- **Water Pollution:** Occurs when harmful chemicals, waste, or microorganisms contaminate rivers, lakes, or oceans. Common causes include industrial discharge, sewage, and oil spills, affecting aquatic life and drinking water quality.
- **Soil Pollution:** Caused by the use of chemical fertilizers, pesticides, and dumping of industrial waste. It degrades soil fertility and affects food safety.
- **Noise Pollution:** Generated by traffic, construction, factories, and loudspeakers, leading to hearing loss, stress, and sleep disturbances.
- **Marine Pollution:** Involves the dumping of plastic and chemical waste into seas, affecting marine biodiversity and food chains.

Understanding pollution types helps in creating targeted solutions and policies to reduce environmental damage and ensure sustainable living.

Q. Write an introduction and conclusion for an essay on “Online Education”.

Ans. **Introduction:**

Online education has rapidly transformed the traditional learning landscape, especially in the wake of global advancements in technology and internet accessibility. It refers to a learning system where teaching and learning occur via digital platforms, allowing students to access educational content anytime, anywhere. With flexibility, affordability, and wide access to resources, online education has become an essential alternative to conventional classroom learning. This essay explores the benefits, challenges, and overall impact of online education in modern society.

**Conclusion:**

In conclusion, online education has opened new horizons in the field of learning by making education more accessible and inclusive. While it offers several advantages such as flexibility, cost-effectiveness, and a wide range of learning materials, it also comes with limitations like lack of face-to-face interaction, internet dependency, and reduced practical exposure. Nevertheless, with the continuous development of technology and teaching methods, online education is poised to complement and strengthen traditional educational systems. The key lies in finding a balanced approach that combines the best of both methods to ensure quality and equitable learning for all.

## **UNIT-V & VI: Writing Practices & Oral Communication (Lab Based)**

Q. Define comprehension and précis writing.

Ans. Comprehension is the ability to understand and interpret a written passage by answering related questions.

Précis writing is summarizing a passage concisely while retaining its main ideas and overall meaning.

Q. Essay on current issues (300–400 words).

Ans. An essay on current issues presents an analysis of a relevant topic like climate change, unemployment, or digital privacy.

It includes an introduction, background, arguments, and a conclusion, typically within 300–400 words.

Q. Components of a formal presentation.

Ans. A formal presentation includes a title slide, introduction, main content with visuals, conclusion, and Q&A session.

It requires clear speech, structured content, confident delivery, and appropriate body language.

Q. Write a dialogue between two people in a workplace setting.

Ans. A workplace dialogue should reflect professional language, clarity, and purpose-driven communication.

Example:

**Manager:** "Have you completed the client report?"

**Employee:** "Yes, I submitted it this morning and emailed you the final copy."

### **Long Questions:**

Q. Read the following passage and answer the questions that follow. (*Comprehension*)

**Passage:** Technology has changed the way we live, work, and communicate. The invention of smartphones, the internet, and social media platforms has made it easier to stay connected and access information from anywhere in the world. Students use online tools for learning, professionals work remotely, and families stay in touch through video calls.

However, technology also has drawbacks. Excessive screen time affects our health, including poor posture, eye strain, and reduced physical activity. People are becoming more dependent on devices, which can reduce face-to-face interactions and weaken relationships.

To benefit from technology, we must use it wisely. Setting time limits, taking breaks, and balancing screen time with physical activities can help us stay healthy and productive. Ultimately, it is how we use technology that determines whether it improves or harms our lives.

- a. How has technology changed the way people communicate?
- b. Mention two benefits of technology as described in the passage.
- c. What are two negative effects of excessive use of technology?
- d. How can one use technology wisely according to the passage?
- e. What is the central idea of the passage?

**Ans:**

- a. Technology has made communication easier by enabling people to stay connected through smartphones, the internet, and social media platforms.
- b.
  - Students use online tools for learning.
  - Families stay connected through video calls.
- c.
  - It can cause health problems like eye strain and poor posture.
  - It reduces face-to-face interactions and weakens relationships.
- d. By setting time limits, taking breaks, and balancing screen time with physical activity.

e. The passage emphasizes that technology has both positive and negative effects, and its impact depends on how we use it.

Q. Write a précis of the given passage in 1/3rd of its length.

**Passage:** Environmental pollution is one of the greatest problems facing humanity today. The rapid industrialization and urbanization over the past few decades have led to increased emissions of harmful substances into the air, water, and soil. Factories, vehicles, and deforestation contribute heavily to air pollution, while industries discharge toxic waste into rivers and oceans, contaminating water sources. Soil is also polluted due to the excessive use of pesticides and improper disposal of plastic and other non-biodegradable waste.

Pollution has far-reaching effects on human health, wildlife, and the climate. People suffer from respiratory issues, waterborne diseases, and food contamination. Animals lose their natural habitats and face extinction due to habitat destruction and poisoning. Climate change is accelerated by pollution, leading to rising global temperatures, melting glaciers, and unpredictable weather patterns. Although governments and organizations are making efforts to control pollution through laws and awareness programs, the active participation of individuals is equally important. Small steps like reducing plastic use, conserving energy, using public transport, and proper waste segregation can make a big difference. Everyone must act responsibly to ensure a cleaner and healthier planet for future generations.

- a. What are the main causes of pollution mentioned in the passage?
- b. How does pollution affect human health and wildlife?
- c. What are the consequences of pollution on climate change?
- d. What steps can individuals take to reduce pollution?
- e. What is the overall message of the passage?

Ans. **Précis (1/3rd of the passage)**

Pollution caused by industrialization and urbanization harms air, water, and soil, affecting human health, wildlife, and climate. It leads to diseases, habitat loss, and global warming. While regulations exist, individuals must also contribute by adopting eco-friendly habits to protect the environment.

- f. **Main causes:** Industrialization, urbanization, vehicles, deforestation, pesticide use, and plastic waste.
- g. **Effects:** It causes respiratory issues, waterborne diseases, and harms animals by destroying habitats.
- h. **Climate impact:** It leads to global warming, melting glaciers, and erratic weather.
- i. **Individual steps:** Reduce plastic use, conserve energy, use public transport, and segregate waste.
- j. **Message:** Everyone must act responsibly to reduce pollution and protect the environment.

Q. Write an essay on “Impact of Social Media on Youth.”

Ans. Social media has become an inseparable part of youth life today. Platforms like Instagram, Facebook, Twitter, and Snapchat have transformed how young people communicate, share, and express themselves. On the positive side, social media allows youth to stay connected with friends and family, learn new skills, raise awareness on important issues, and explore global cultures. It also supports educational content, online communities, and career opportunities.

However, excessive use of social media can negatively impact the mental and emotional health of youth. Constant comparison with others may lead to low self-esteem, anxiety, and depression. Addiction to likes and followers often creates pressure to maintain a certain image. Moreover, exposure to fake news, cyberbullying, and online scams poses serious risks.

Social media also affects academic performance and face-to-face communication skills due to distraction and reduced physical interaction. Therefore, it is important for youth to use social media responsibly, with proper time limits and awareness.

In conclusion, social media has both positive and negative impacts on youth. When used wisely, it can be a powerful tool for learning and growth. Parents, educators, and young individuals must work together to ensure balanced and meaningful use of social platforms.

Q. Prepare a short conversation between an interviewer and a job applicant.

Ans. **Interviewer:** Good morning. Please have a seat.

**Applicant:** Good morning, sir. Thank you.

**Interviewer:** Tell me about yourself.

**Applicant:** I'm Riya Sharma, a recent graduate in B.Tech IT from DAV Institute. I have a strong interest in web development and data analysis. I have also completed certifications in HTML, CSS, and Python, and I'm looking forward to applying my skills in a professional setting.

**Interviewer:** Why do you want to work with our company?

**Applicant:** I've researched your company and admire your innovative work in technology and software development. I believe this environment will help me grow and contribute meaningfully.

**Interviewer:** What are your strengths and weaknesses?

**Applicant:** My strengths include adaptability, quick learning, and teamwork. My weakness was time management, but I've improved by using digital planners and prioritizing tasks.

**Interviewer:** Any experience working on projects?

**Applicant:** Yes, I worked on a final-year project involving an e-commerce website with payment gateway integration, which helped me apply theoretical knowledge in a practical context.

**Interviewer:** Thank you, Riya. We'll contact you soon.

**Applicant:** Thank you for the opportunity. I look forward to hearing from you.

Q. What is intonation? How does it help in effective communication?

Ans. Intonation is the variation in the pitch or tone of the voice while speaking. It is an essential aspect of spoken communication that helps convey emotions, attitudes, and meaning beyond just the words spoken. Intonation can indicate whether a sentence is a question, a statement, or a command. For example, a rising intonation at the end of a sentence usually indicates a question: "Are you coming?" whereas a falling intonation signals a statement: "I am coming."

Intonation also plays a crucial role in expressing emotions such as excitement, anger, doubt, or sarcasm. It can emphasize important words or ideas in a sentence, making communication more effective and engaging. In professional settings, appropriate intonation helps speakers sound confident, polite, and clear. A flat or monotonous tone may make the speaker seem disinterested or unenthusiastic, while good use of intonation enhances listener understanding and attention.

In summary, intonation not only adds clarity and emotion to speech but also ensures the speaker's intent is accurately received. It is a key element in interviews, presentations, teaching, and everyday conversations, making communication more dynamic and meaningful.