

**NESAMONY MEMORIAL CHRISTIAN COLLEGE, MARTHANDAM**

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**Part II Semester II GENERAL ENGLISH(E2EN21) 2023-2026**

**Short Notes, Grammar Answers & Sample E-mails, Circular, Minutes and Memo**

**Unit I RESILIENCE**

**Poem 1.1 Don't Quit – Edgar A. Guest**

The poem "Don't Quit" is written by Edgar A. Guest. The poem motivates to move forward despite life's challenges.

The poet emphasizes the importance of perseverance. One should never give up. Even if the progress is slow, one must fight and overcome the darkness in life.

Guest believes that failure is a stepping stone to success, which precedes victory. The poem conveys the message that success is not always immediate, but it is with doubts and struggles.

The poem "Don't Quit" serves as a powerful reminder to keep pushing forward, even in uncertainties. It encourages us to face challenges with resilience and perseverance, which leads to success.

**Poem 1.2 Still Here – Langston Hughes**

"Still Here" is a poem written by Langston Hughes. The poem conveys the perseverance and unwavering strength of the African American community.

The short poem is divided into two. The first part talks about how Blacks are treated as slaves. The poet begins by recounting experiences of fear and punishment. The Blacks endured isolation and physical abuse that spoiled their hope.

The second part talks about renewal of hope. Blacks stop the tireless efforts of Whites to break the laughter, love and spirit among Blacks. But the clarion call of the poet refrains as "But I don't care! / I'm still here!"

The poem is a testament to the perseverance of individuals who endured racism, oppression, and hardship, by defeating it.

**Short Story 1.3 Engine Trouble – R. K. Narayan**

The short story "Engine Trouble" is from R.K. Narayan's collection of stories, *Malgudi Days*. It is his masterpiece and one of the most humorous pieces.

The Talkative Man is the narrator in the story. He gives a description of the trouble caused by an engine. An event-organizer called 'Gaiety Land' visited the town of the narrator. It showed wonderful sorts of fun in Gymkhana Ground.

One evening, the narrator become the owner of a road engine. After the showman left the place, the narrator was notified to pay the monthly rent of rupees ten. The narrator paid rupees thirty for three months and tried to sell the engine.

The narrator approached everybody to move the engine. The priest of the temple offered the service of temple elephant. The narrator engaged fifty coolies, the elephant and bus driver, Joseph to push the engine from behind. It resulted in breaking of brick wall. The police arrested the narrator.

The narrator was released from lockup. He had to pay the expenses for all the damages. Several trials made the narrator hopeless. At last, an earthquake came to his rescue. His engine fell into a disused well with its back up. The owner of the house was happy to see the engine fitted as a cork for the well. He promised the narrator to withdraw all the complaints against him and pay all his expenses.

This story reminds us that, what seems like a reward can turn out to be a burden. So be prepared for the result of our actions.

#### Short Story 1.4 Rip Van Winkle - Washington Irving

“Rip Van Winkle” is a short story written by Washington Irving. It was first published in *The Sketch Book* in 1819.

“Rip Van Winkle” is a story about a man who is a Dutch-American villager. It tells us about his experience with men who change his life forever. Rip Van Winkle lived in a small village at the bottom of the Kaatskill Mountain. Dame Van Winkle is his wife. He is loved by villagers. He is good natured but lazy.

One day, Rip escapes with his dog to the hills from his nagging wife. A man asked his help to reach the mountain. He finds dwarves with beards and rich looks, playing nine-pins. Rip drinks the liquor of them and falls asleep.

When Rip wakes up, he has a foot-long beard and his dog is not there. He returns to his village. No one recognizes him. He is confused. Villagers talk about several things which Rip could not identify.

Rip learns about the news of his wife’s death. He realises that he wasted twenty years of his precious life in a deep sleep because of the ghost of Henry Hudson’s crew. His daughter took care of him thereafter.

### Unit II Decision Making

#### Short Story 2.1 The Scribe - Kristin Hunter

“The Scribe” is a touching story written by Kristin Hunter. The story is about a thirteen-year-old boy named James. He lives above the Silver Dollar Check Cashing Service.

The story begins with James going to the Wash-a-Mat to get some change for money. Old man Silver and old man Dollar are the owners of the Silver Dollar Check Cashing Service. They charge innocent, illiterate people fifty cents to one dollar for services like addressing letters, reading, and filling out forms.

James becomes angry and decides to act. He learns about scribes from his mother’s wisdom and Bible lessons. James sets up a service of free assistance with

reading, writing, and filling out forms. He becomes a “Public Scribe” and helps people in paperwork.

A police officer warns James to get a license for the business. James desires to help his community within the legal framework. So, he educates Black community to have an account on bank. His encouragement helps a young man, an old man, and an old lady Mrs. Minnie Franklin to be independent and extremely proud. James actions reflect a commitment to empower his community.

“The Scribe” addresses issues of literacy, exploitation, and the importance of education.

## Short Story 2.2 The Lady or the Tiger – Frank Stockton

“The Lady or the Tiger” is short story written by Frank Stockton. The story begins with a description of a king. The king is barbaric in his rule. He conducted popular criminal trials in his kingdom.

The amphitheatre contained two doors. Behind one door was a tiger, and behind the other was a lady. A criminal will be sent into the amphitheatre to choose one of the two doors. If he chose the door with the tiger, he dies. If he chose the door with lady, he must marry that lady.

The king finds that the princess is engaged in a love affair with a man of low social status. In king’s eyes, this is a crime. He demands the trial of her lover. The same way is followed for the trial. The crowd is massive to catch the glimpse of the trial.

The princess has discovered the secret behind the doors. She is jealous of the woman awaiting marriage with her lover. At the trial, the princess makes a quick sign to the right. The young man opens the right door.

The author does not reveal whether the princess guides him to the door of the lady or to the tiger. The story conveys the unpredictable nature of love and jealousy.

## Poem 2.3 The Road not Taken - Robert Frost

The poem “The Road not Taken” is written by Robert Frost. It appeared in poetry collection, Mountain Interval (1916). The rhyme scheme of the poem is “abaab.” The theme of the poem is “parting of paths in life and how an individual’s choice changes everything.”

The poet narrates his travel to woods in autumn season. He sees two paths on a road. He felt sorry that he cannot travel both paths. As a single traveller, he stands still for long time. He looks deeply at each path. He could see the dense forest and grass.

The poet started to walk on the path that looked fair. It is the path less travelled. He finds this path better than the other. As he is alone, he could not seek advice from others. He wants to travel in the other path too.

The poet realises that future may give the chance to travel the other road. Only time will reveal if his decision is right or not.

## Poem 2.4 Snake - D. H. Lawrence

“Snake” is a poem written by D.H. Lawrence. It is from the collection of poems named *Birds, Beasts and Flowers* (1923). The poem recounts an encounter with a snake in the poet's garden on a hot summer day.

On a hot day, a snake came to drink water at the water trough in poet's yard. The poet wants water in pitcher. He waits for it, as the snake came first. From the crack in the mud wall, the snake comes down. It drinks from the little pool of clear water around the tap. He admired its beauty.

The poet developed an unexpected fondness for the snake. The rational voice in him asked to kill the snake with a log. But the poet valued the privilege of hosting the snake.

The snake returned to its hole gracefully after satisfying its thirst. The poet was prompted by his rational voice, threw a log towards it. The poet feels bad for his action. He regrets for the missed chance to become friends with the snake.

The poem “Snake” presents a mutual relationship the poet feels for the snake. He honours the snake as his honourable guest.

## Unit III PROBLEM SOLVING

### Prose Life Story 3.1 How I Taught My Grandmother to Read - Sudha Murthy

“How I Taught My Grandmother to Read” is written by Sudha Murthy. It explores the transformative power of education.

Sudha Murthy recalls how she taught her grandmother, Krishtakka to read. Her grandmother is sixty-two years old. A twelve-year-old narrator reads her Avva, a serialised novel *Kashi Yatre* by Triveni. It appears in a Kannada weekly “Karmaveera.”

The old woman in the novel longs to visit Kashi and Varanasi. But she helps an orphan girl and finds her “punya.” Krishtakka identifies herself with the old woman in the novel.

Once, the narrator returns from a week-long wedding ritual. Her Avva is in tears. She cries for her inability to read *Kashi Yatre* series. Avva decided to learn Kannada alphabet. She determines to achieve during Dassara. The narrator agrees to teach her.

The grandmother learns intensively. On Dassara day, Avva gives due respect to her teacher by touching narrator's feet. The narrator presented a copy of the novel *Kashi Yatre* to her grandmother.

The story celebrates the victory of knowledge and good relationship.

## Autobiography 3.2 How Frog Went to Heaven – A Tale of Angolo – Aaron Shepard

“How Frog Went to Heaven” is a Tale from Mbaka tribe of Angolo. It is written by Aaron Shepard. It is story of frog who helps a young man who wants to marry the Sky Maiden.

In this story, a young man named Kimana wishes to marry the Sky Maiden. He writes a letter to her father, the Sun Chief, asking for her hand in marriage. Kimana sought the help of various animals in the forest and failed. Finally, frog assists him. The frog emphasises that he could achieve anything if he tried.

The girls from Heaven come to the well, fill their water jugs, and sing their song. Frog, who lives by a well, takes the letter and hides in it.

The Sun Chief sees the letter and reads it. The Sun Chief, the Moon Lady and their daughter Sky Maiden decide to fetch the wedding gift. The frog delivered a purse of money as a wedding gift to Heaven.

The Sun Chief challenges Kimana to come to Heaven. The frog uses his wit and made everyone in Heaven fell sick. The spirit doctor finds it as evil spirit in the form of frog.

The next day, the Sky Maiden descends from Heaven to meet her husband. The frog retells of its bravery and loyalty. Touched by the dedication of frog, the Sky Maiden chose to marry the frog instead of Kimana. They return to Heaven and live happily.

The story reveals the power of bravery in overcoming obstacles and achieving our dreams.

## Autobiography 3.3 Wings of Fire(Chapters 1,2,3) - A.P.J. Abdul Kalam

*Wings of Fire* is an autobiographical work written by Dr. A.P.J. Abdul Kalam. Dr. Kalam reflects on his journey, beginning with his upbringing in Rameswaram, a small town in Tamil Nadu.

*Wings of Fire* is a testament to the power of education, perseverance, and faith in oneself. Dr. Kalam's story serves as an inspiration to countless individuals.

Chapter one details Dr. A.P.J. Abdul Kalam's upbringing in Rameswaram. It records the influence of his parents, the religious and cultural harmony of his community, and the significant events that happened during his childhood. Kalam recalls his father's daily rituals, a tragic cyclone incident, his friendship with Ahmed Jallaluddin, and the scarcity of books in his hometown. He also mentions his cousin Samsuddin's role in distributing newspapers and his interactions with childhood friends from different religious backgrounds.

Chapter two details Dr. Kalam's educational experience at Schwartz High School, St. Joseph's College, and MIT. He reflects on the practical lessons learned while assisting his brother. He acknowledges the financial sacrifices made by his family especially his sister Zohra. Kalam's interest in aeronautical engineering blossoms at MIT. His training at HAL gives him hands-on experience, and he has been offered job positions by both the Air Force and the Ministry of Defence.

Chapter three presents Dr. Kalam's scientific career and his involvement in missile development fighting obstacles in joining the Indian Air Force. Kalam gains a perspective on life by being in the Sivananda Ashram. Joining the Directorate of Technical Development and Production (DTD&P), Kalam embarks on various design projects leading a team to develop a hovercraft model. Despite facing challenges and opposition, Kalam's determination leads to success. His role as a rocket engineer at INCOSPAR marks the beginning of his remarkable journey in space exploration.

## Unit IV TENSES

### 12 Tenses formula with Example

Tense	Affirmative	Negative	Interrogative
<b>Present Simple</b>	I <b>have</b> a car.	I <b>don't have</b> a car.	<b>Do I have</b> a car?
<b>Present Continuous</b>	You <b>are playing</b> football now.	You <b>are not playing</b> football now.	<b>Are you playing</b> football now?
<b>Present Perfect</b>	They <b>have been</b> there.	They <b>haven't been</b> there.	<b>Have they been</b> there?
<b>Present Perfect Continuous</b>	I <b>have been living</b> here.	I <b>haven't been living</b> here.	<b>Have they been living</b> here?
<b>Past Simple</b>	I <b>lived in</b> London.	I <b>didn't live in</b> London.	<b>Did I live in</b> London?
<b>Past Continuous</b>	I <b>was playing</b> .	I <b>wasn't playing</b> .	<b>Was I playing</b> ?
<b>Past perfect</b>	He <b>had worked</b> .	He <b>had not worked</b> .	<b>Had he worked</b> ?
<b>Past Perfect Continuous</b>	I <b>had been watching</b> .	I <b>had not been watching</b> .	<b>Had I been watching</b> ?
<b>Future Simple</b>	I <b>will come</b> .	I <b>will not come</b> .	<b>Will I come in</b> ?
<b>Future Continuous</b>	I <b>will be playing</b> basketball.	I <b>won't be playing</b> basketball.	<b>Will I be playing</b> basketball?
<b>Future Perfect</b>	He <b>will have finished</b> .	He <b>will not have finished</b> .	<b>Will he have finished</b> ?
<b>Future Perfect Continuous</b>	We <b>will have been starting</b> .	We <b>will not have been starting</b> .	<b>Will we have been starting</b> ?

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## 4.1 Present Tense - Formula

Simple Present	Present Continuous	Present Perfect	Present Perfect Continuous
S+V1 (add 's'/'es,' if the subject is third person singular)	S+am/is/are+V1+ing	S+ have/has+V3	S+have/has+been+V1+ing

### Simple Present Tense

- States an action, daily task, facts, and universal truths.

Eg. Moon comes out at night.

### Present Continuous Tense

- Indicates the action is incomplete or in process.

Eg. Gabby is acting well.

### Present Perfect Tense

- Indicates the complete action.

Eg. Singers have sung a song.

### Present Perfect Continuous

- Indicate the actions that began in the past but have continued till the present moment.

Eg. You have been learning tenses.

### Exercises:

#### A. Type in the verbs in the correct Simple Present Form

1. Anne works in a language school.
2. She is a teacher.
3. She teaches English.
4. Her students come from all over the world.
5. Anne usually goes to school by bus.
6. On the bus she has time to correct a few tests

#### B. Complete the sentences with the negation.

1. The children are not tired.
2. Carol does not have any brothers or sisters.
3. I do not drink milk.
4. She does not like maths.
5. I am not from England.

#### C. Construct questions.

1. Do you have a dog?
2. Do they speak English?
3. Am I right?
4. Does he play tennis?
5. Are you on holiday?

#### D. Fill in the blanks with suitable present tense forms.

- a. My parents live near Chennai.
- b. I visit my parents twice a month.
- c. 'What are you doing there?' I am watching TV.
- d. Watch carefully. First, I take a cucumber and cut it into small pieces.
- e. I will follow you wherever you go.
- f. I will call you if I get time.
- g. What do snakes eat?
- h. How do I get to the airport?
- i. I like this fragrance very much.
- j. I will hit anybody who calls me names.
- k. Why is she standing on the table?
- l. The temple stands on a hill outside the town.

F. Fill in the blanks with the correct present tense form:

1. He is often tired.
2. They have a cold.
3. She gets up at seven.
4. We take breakfast at eight.
5. Anna gets home at two o'clock.
6. Peter goes to school.
7. He wants an ice cream.
8. I hate peppermint.
9. Kelly watches / is watching TV.
10. She does her homework.

G. Read the following sentences given below and identify the type of the present tense.

1. The flight takes off at 5:30 p.m. - Simple Present Tense
2. Amy drinks coffee every morning. - Simple Present Tense
3. Ira is reading Sherlock Holmes.- Present Continuous Tense
4. The team is playing quite well.- Present Continuous Tense
5. Sam has just gone out. - Present Perfect Tense
6. I have known Riya for a long time. - Present Perfect Tense
7. I am writing a new story. - Present Continuous Tense
8. The child has been watching television for hours. - Present Perfect Continuous Tense
9. They have been shopping for days. - Present Perfect Continuous Tense
10. Asif has eaten all the cookies. - Present Perfect Tense
11. I have finished all my chores.- Present Perfect Tense
12. It rains almost every day in October. - Simple Present Tense
13. My uncle is arriving today. - Present Continuous Tense
14. I have hurt my knee. - Present Perfect Tense
15. The workers have been building the tower for several months. - Present Perfect Continuous Tense

H. Change the following sentences into different forms of the present tense given in brackets.

1. The sun had been shining brightly since morning. (present perfect continuous tense) The sun has been shining brightly since morning.
2. Gopal has eaten all the butter. (present continuous tense)



Gopal is eating all the butter.

3. The artist mixes the colours. (present continuous tense)

The artist is mixing the colours.

4. Jack is painting the wall. (present perfect continuous tense)

Jack has been painting the wall.

5. The ship sailed yesterday. (simple present tense)

The ship sails today.

6. We were watching TV. (present continuous tense)

We are watching TV.

7. The headmaster wanted to speak to you. (simple present tense)

The headmaster wants to speak to you.

8. Ross ate all the chocolates. (simple present tense)

Ross eats all the chocolates.

9. We were waiting for the lecture from 4:30 P.M. (present perfect continuous tense) We have been waiting for the lecture from 4:30 P.M.

10. Joey just went out. (present perfect tense)

Joey has just gone out.

## 4.2 Past Tense

Simple Past	Past Continuous	Past Perfect	Past Perfect Continuous
S+V2	S+was/were+V1+ing	S+ had+V3	S+had+been+V1+ing

### Simple Past Tense

- States an action happened in the past.

Eg. Students went to college.

### Past Continuous Tense

- Expresses the middle of doing an action at a particular moment in the past.

Eg. Actors were acting a movie.

### Past Perfect Tense

- Indicates two actions happened in the past.

Eg. Boys were too late when the movie started.

### Past Perfect Continuous

- Denote the actions that started a certain point in the past but continued for some time in the past.

Eg. Kelly was very tired. She had been dancing.

### Exercise

A. Complete the sentences, put the verb into the correct form, positive or negative (simple past tense)

1. It was warm, so I took off my coat. (take)

2. The film wasn't very good. I did not enjoy it very much. (enjoy)

3. I knew Sarah was very busy, so I did not disturb her. (disturb)

4. I was very tired, so I went to bed early. (go)

5. The bed was very uncomfortable. I did not sleep very well. (sleep)

6. Sue wasn't hungry, so she did not eat anything. (eat)

7. We went to Kate's house but she was not at home. (be)

8. It was a funny situation but nobody laughed (laugh)
9. The window was open and a bird flew into the room. (fly)
10. The hotel wasn't very expensive. It did not cost very much. (cost)
11. I was in a hurry, so I did not have time to phone you. (have)
12. It was hard work carrying the bags. They were very heavy. (be)

B. Complete the exercise with the verbs inside the box (Simple Past tense)

1. Mozart wrote more than 600 pieces of music.
2. 'How did you learn to drive?' 'My father taught me.'
3. We couldn't afford to keep our car, so we sold it.
4. I was very thirsty. I drank the water very quickly.
5. Paul and I played tennis yesterday. He's much better than me, so he won easily.
6. Don fell down the stairs this morning and hurt his leg.
7. Jim threw the ball to Sue, who caught it.
8. Ann spent a lot of money yesterday. She bought a dress. It cost Rs. 100.

C. Choose the correct options (Simple Past, Past Continuous, Past Perfect, Past Perfect Continuous)

1. We went to the cinema last week.
2. Once we had finished our food, the waiter took our order.
3. I saw a lovely dress while I was passing, maybe I will go back and buy it.
4. When their mum got home, the boys had been watching TV for two hours.

D. Complete the sentences using the verbs in brackets and the following tenses: simple past, past progressive, past perfect simple, past perfect progressive.

- 1) A plumber came to our house yesterday. (simple past)
- 2) He wanted to repair our washing machine that had broken a few days before. (simple past, past perfect simple)
- 3) Before he rang at my door, he had been looking for a parking space for about ten minutes. (simple past, past perfect progressive)
- 4) While the plumber was repairing the washing machine, I watched the news. (past progressive, past perfect)
- 5) Suddenly, I realized that they had shown our street on TV. (simple past, past perfect)
- 6) The reporter said that a car had crashed into a stop sign just before reaching the crossroads. (simple past, past perfect simple)
- 7) While I was listening carefully to what had happened, someone knocked at my door. (past progressive, past perfect, simple past)
- 8) I opened the door and saw a police officer standing there. (simple past)
- 9) He asked for the plumber. (simple past)
- 10) It was our plumber's car that had rolled down the street. (simple past, past perfect simple)
- 11) In his haste, the plumber forgot / had forgotten to put the handbrake on. (past perfect simple)

E. Complete the sentences with the simple past of the verbs in brackets.

- 1) William visited his grandparents last weekend.
- 2) Jane arrived an hour ago.

- 3) We went to Bob's birthday party yesterday.
- 4) I was on holiday last week.
- 5) She saw fire.

F. Make the sentences negative.

- 1) I phoned Lucy last night. → I did not phone Lucy last night.
- 2) You cleaned your room. → You did not clean your room.
- 3) Olivia worked as an actress. → Olivia did not work as an actress.
- 4) We looked for the treasure. → We did not look for the treasure.
- 5) He spoke Spanish. → He did not speak Spanish

G. Make simple past questions using the words in brackets.

- 1) Did you dance at the party last night?
- 2) Did she do her homework?
- 3) Did Robert work at the post office?
- 4) Did they help you with the washing-up?
- 5) When did I say that?

#### 4.3 Future Tense

Simple Future	Future Continuous	Future Perfect	Future Perfect Continuous
S+shall/will+V1	S+shall/will+V1+ing	S+shall/will+have+V3	S+shall/will+have been+V1+ing

##### Simple Future Tense

- States an action to happen in the future.

Eg. Students will celebrate the college day tomorrow.

##### Future Continuous Tense

- Expresses an action that is going or continuing in the future.

Eg. Actors will be acting a movie next week.

##### Future Perfect Tense

- Indicates an action that will occur in future and will be completed by a certain time in future.

Eg. Kirat will have forgotten him by then.

##### Future Perfect Continuous

- Denote the actions that will start at a fixed point of time in the future and continued for some time in the future.

Eg. Relatives will be staying at Aunt Mina's house.

Exercise:

A. Choose the correct verbs, using each tense Future I (will or going to), future II, simple present or present progressive.

1. The train will arrive at 11:20.

2. Wait! I will pick/ drop you.

3. As we want to get better marks in English, we shall work / are going to work harder in the future.
4. Josh is going / will go to the cinema with his friends tonight.
5. I am afraid they won't be able to finish everything by the time we arrive.

B. Complete the sentences for situations in the future. Decide which tense you need to use.

1. Aaron is carrying two tyres because he is going to change the tyres on a car.
2. Next week will be / is the beginning of winter and the weather forecast says that there will be snow tomorrow.
3. That's why many of the garage's customers have made an appointment and are calling him today to get their winter tyres.
4. By the end of the day, Aaron will have mounted about 80 tyres.
5. He will probably be tired after that.
6. It's a lot of work for one day, but his customers promise that next year they will have changed their tyres changed earlier.
7. That's what they always say, but they will surely forget about it by next year.
8. Some customers have agreed that they will pick up / are picking up their cars tomorrow.
9. They have decided to go home by bus, which stops in front of the garage every hour.

C. Fill in the blanks with the suitable future tense forms:

1. I will hit you if you say that word again.
2. I think our team will win.
3. May I help you with the homework?
4. This time tomorrow I will be having a discussion with my boss.
5. By next Christmas we have been living / will have lived in this city for 25 years.
6. I will be late home tonight.
7. She will arrive before too long.
8. I will phone you when I have time.
9. I will discuss your situation with my boss when I meet him tomorrow.
10. I will follow you wherever you go.
11. You can take anything I find.
12. She will be upset when she finds out what you have done.

D. Fill in the correct future tense - will future, going to or present progressive.

1. They are driving / will be driving to New York tomorrow morning.
2. I hope the weather will be nice.
3. I offered him this job. I think he will take it.
4. I promise I will not / won't tell your secret to anyone.
5. Take your umbrella with you, it will rain / is going to rain.
6. They are going to play / are playing cards this evening.
7. I will go / am going to the cinema tomorrow.
8. They are flying / are going to fly to Seattle next summer holidays.
9. I will invite 50 people to the party, and I hope everyone will be coming.
10. That exercise looks difficult. I will help you.
11. Is he going to the football match?
12. Are you sure they will win the match?
13. She is probably going to stay till Thursday.

14. He isn't leaving tomorrow.
15. We think he will come home late in the night.

E. Choose the correct answer for the sentences.

1. I will go to the supermarket later.
2. My aunt will have been a teacher for 30 years this September.
3. Will you go with me?
4. She can't go on the trip in September because she will go to school.
5. She will not have been sleeping tonight because her baby is sick.
6. This time tomorrow, I'll be working.

F. Fill in the blanks with the correct future tense forms:

1. Will you go to class tomorrow?
2. She will have been studying for several hours by the time we get home.
3. In four years, I will be done with school.
4. She won't be going to the dance because she will be catching up on homework.
5. Sarah and I will have been friends for 10 years next month.
6. Shall we see a movie later?
7. My brother will have stopped playing music, so I will call back later.
8. In four years, I will have finished my degree.
9. When he gets home, he will have been working all day.
10. This time next year, I will be running my own business.

F. Fill in the blanks

Dec 7, 1941 – at five minutes to eight o' clock, 183 Japanese warplanes were devastating the island of Oahu in Hawaii. Today, over 80 years later, more than 1.5 million people a year visit the memorial that floats over the sunken warship Arizona to pay homage to the loss of life that had occurred on what US President Franklin D. Roosevelt would call "a date which will live in infamy."

For all intents and purposes, the World War II began for the United States when the first attack wave had reached the U.S. Pacific Fleet stationed at Oahu's Pearl Harbour. Although the U.S. military forces in Pearl Harbor had been recently strengthened, the base was not at a state of high alert. Many people were just walking when the first bombs had dropped. No one was prepared to do battle.

G. Complete the following sentences using the present perfect tense form of the verb.

1. I have met her before.
2. She has never shown any interest in politics.
3. You have always been a great help.
4. I have received the parcel.
5. You have eaten a whole loaf.
6. They have never invited us to their parties.
7. She has injured her leg.
8. Shyam has broken another glass today.
9. I have written six letters since morning.
10. She has drunk the whole milk.

## 4.4 Concord

Concord means grammatical agreement between the subject and the verb.

Eg. The bus arrives at 9.30 am.

Buses arrive at 9.30 am.

### Types of concord in English

#### a. Grammatical concord

It means that if the sentence has a singular subject, it must also have a singular verb. If the subject of the sentence is plural, the verb must be plural, too.

Eg. The teacher teaches in the class.

The teachers teach in the class.

#### ➤ Grammatical concord with more than one subject.

If there is more than one subject, these work together as a plural subject, so the verb should be plural.

Eg. Jack and Ali **were** caught in the rain.

If two subjects are linked together in a sentence, a singular verb can be used.

Eg. Dosa and chutney **is** good for breakfast.

#### b. Proximity concord

Proximity refers to the closeness of two things. Proximity between two subjects by using the correlating conjunctions 'either / or' or 'neither / nor'

If both subjects are singular, the verb takes the singular form.

Eg. Either the Prime Minister or the Chancellor **is** attending the meeting.

Neither Mary nor her mother **eats** meat.

#### c. Notional concord

The idea of notional concord relates to collective nouns. It refers to a group of people, animals or things. Some examples include: class, choir, audience, congregation, team, flock.

If collective nouns are used, the verb takes its singular form if there is no action being taken in the sentence. If there is action happening, the verb should be plural, as the people or animals in the collective are all taking action as individuals, even if it's the same action as each other.

Eg. The class **has** the best exam results in the school.

The class **are** sitting at their desks.

#### d. Indefinite pronoun concord

Indefinite pronouns are pronouns that refer to things vaguely rather than specifically. They give us ways to talk about people, things and quantities in abstract terms. Some examples of indefinite pronouns are:

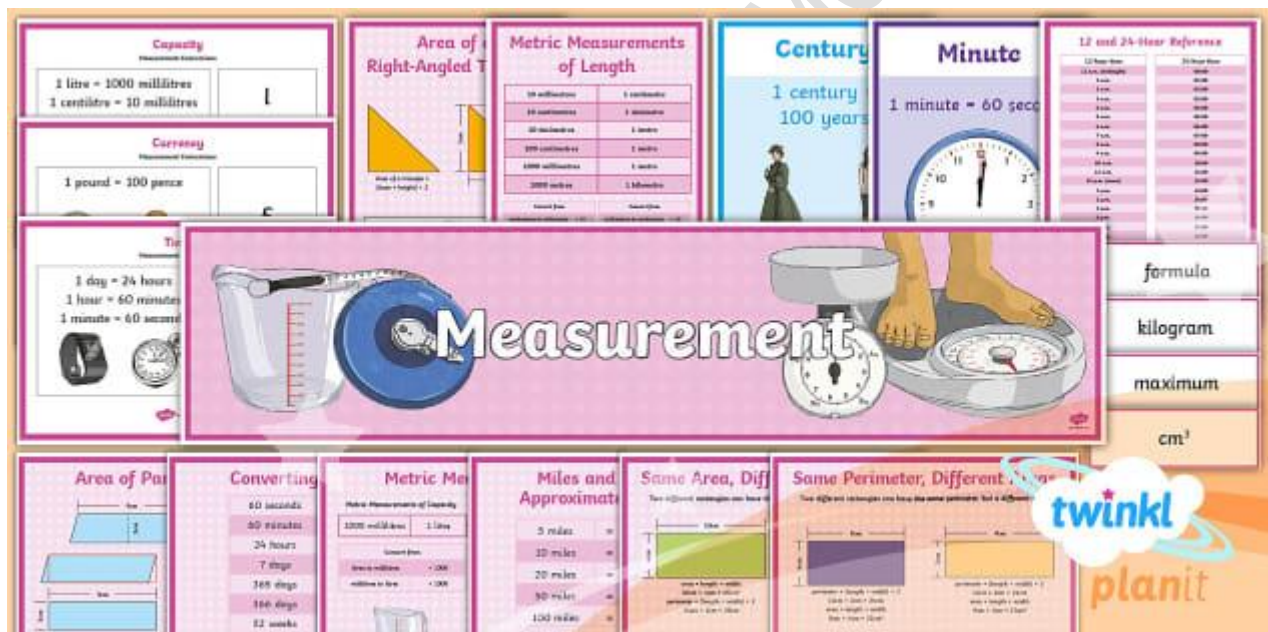
- anything / anyone / anybody/ something / someone / somebody/ everything / everyone / everybody/ nothing / no-one / nobody

When the subject of a sentence is an indefinite pronoun, we always use a singular verb.

Eg. Everyone is coming to the party.  
 Something has to be done about this.  
 Is anybody there?



### e. Measurement concord



If measurements of time, money, amount or distance, is in a sentence then tend to use a singular verb, even if the measurement is plural.

Eg. Two weeks is not long enough for our Christmas holiday.

Three hundred dollars is too much to spend on a concert ticket.

For hours, kilometres or teaspoons, use the singular form of the verb.

For percentages or fractions, the verb takes the same form as the subject.

Eg. 50% of the building is occupied.

Half the students are boys.

Comparative measurements such as 'more than' and 'fewer than' - the verb needs to correlate with the subject, whether it's singular or plural.

Eg. More than one child is singing a solo in the concert.

Fewer than ten days have been dry this month.

Exercises:

A. Attempt the following sentences by filling the blanks with the appropriate form of the verbs provided in the brackets.

1. My dog barks a lot.
2. You look beautiful in that dress.
3. We bought a new car last week.
4. The birds fly in the sky.
5. She speaks French fluently.
6. It is nice to see you again.
7. The mechanic identifies the issue and provides a solution.
8. The news about the storm is quite shocking.
9. James drives to work every day.
10. Lisa plays the piano very well.

B. Go through the following sentences, identify the grammatical errors, and correct them to ensure subject-verb agreement.

1. She sings beautifully at the choir.
2. John and Mary go to the same university.
3. There are five apples on the table.
4. The teacher and the student have a meeting.
5. My shoes and my bag match perfectly.
6. The team of scientists has made a breakthrough.
7. The company and its subsidiaries are growing rapidly.
8. The pack of wolves hunt at night.
9. The fleet of ships is sailing towards the horizon.
10. The jury has reached a decision

C. Take a look at the following sentences and rewrite them by substituting the underlined verbs with the correct form of the verb that agrees with the subject.

1. The bouquet of roses smells delightful.
2. The team of engineers was working on the project.
3. The collection of stamps belongs to my grandfather.
4. A pack of wolves was seen near the forest.
5. The number of students in the class is increasing.
6. The jury were divided in their opinion.
7. The fleet of ships was docked at the harbour.
8. The data suggests a significant trend.
9. The audience were clapping enthusiastically.
10. The series of events lead to the discovery.

D. Fill in the blanks with the appropriate verbs in agreement with its subject

1. A dog is a faithful animal
2. Neither my parents nor relatives were present yesterday at the party.
3. Each of the boys is/was honest.
4. The entire class as well as the principal, has agreed to the proposal.
5. Neither Rasipa nor Reeta is present.
6. His briefcase and wallet have been lost.
7. Politics is his bread and butter.
8. The committee has issued its report.
9. Three parts of the business is left for me to do.



10. Either he or I am mistaken.

E. Fill in the blanks using the correct form of the verb given in brackets.

Besides encountering the strange aborigines, the first English settlers found themselves in the presence of new and wide variations of climate. In their old home, they were accustomed to a moderate temperature. Now they had before them a great range of climate from the cold coasts of Maine to the hot savannahs of Georgia, with all having to adapt themselves to the exigencies of these variations, all the immigrants, from the British Isles as well as the Continent, had to adapt themselves. Wherever the colonists set to work, they braved hostile weather conditions.

E. Fill in the blanks using suitable words.

Now that I am in charge of the company, I will be making certain changes. First of all, I am to improve the standard of efficiency. To ensure this, I will appoint in-charges. They will not be there to report on you but to help you in case you need help. I also plan to organize various adventure camps and vacations as these will promote bonding between employees.

Combine the following sentences using an appropriate form of the verb given in the brackets.

1. Man and woman are complementary to each other.
2. Plenty of mangoes and bananas are available in this season.
3. A dictionary and an atlas are missing from the library.
4. The leader as well as his brothers belongs to the same tribe.
5. Cats and dogs do not get along.
6. The brothers as well as their sister are good at their studies.
7. The students accompanied by their teacher have gone on a picnic.
8. A lot of houses had collapsed in the storm.
9. The children as well as their mother are missing.
10. A large sum of money was stolen.

## Unit V English In The Workplace

### 5.1 E-Mail – Invitation, Enquiry, Seeking Clarification

Electronic mail is a method of exchanging messages over the internet. It is commonly known as e-mail.

#### Basics of email

1. E-mail address: an unique identifier. Eg. [shalu@gmail.com](mailto:shalu@gmail.com)
2. E-mail client: a software programme. Eg. Gmail, Yahoo, Outlook
3. E-mail server: computer system to store and forward messages

#### Components of E-mail System

1. User Agent(UA): a mail reader – send and receive mail
2. Message Transfer Agent(MTA): transfer mail to mailboxes of recipients
3. Mailbox: Delivered mails are present here.
4. Spool file: contains mails that are to be sent.

#### Services provided by E-mail system

1. Composition: process that creates messages and answers.
2. Transfer: sending mail from sender to recipient
3. Reporting: confirmation for delivery of mail
4. Displaying: present mail.

5. Disposition: recipient action – save or delete a mail after reading or not.

#### Format of an E-mail

Date: Day, month and year
From: Sender's email id
To: Recipient's email id
Cc: Visible email ids
Bcc: Invisible email ids
Subject: Reason for the email
Salutation: Dear / Respected Sir/ Hi
Main body: Content of email – Introduction, Matter in detail, Conclusion
Ending Statement: Thank You Sir.
Attached File: List of attached files
Signature Line: Sender's name, signature and contact details.

#### Interview Invitation Email

Date: 1 <sup>st</sup> May 2024
From: <a href="mailto:b2c@gmail.com">b2c@gmail.com</a>
To: <a href="mailto:meeme@gmail.com">meeme@gmail.com</a>
Cc: <a href="mailto:meeme@gmail.com">meeme@gmail.com</a>
Bcc: <a href="mailto:meeme@gmail.com">meeme@gmail.com</a> , <a href="mailto:kiki@yahoo.in">kiki@yahoo.in</a> , <a href="mailto:nani@gmail.in">nani@gmail.in</a>
Subject: Invitation for Job Interview - Regarding
<p>Dear Meena,</p> <p>Thank you for applying for the office administrator with B2C Company in Marthandam.</p> <p>We would like to invite you to come to our office to interview for the position. Your interview has been scheduled for May 14, 2024, 12 noon at Sinclair Main Street, Marthandam – 629165.</p> <p>Please call me at 1234567899 or email at <a href="mailto:nandu@gmail.com">nandu@gmail.com</a>, if you have any questions.</p> <p>Company brochure is attached with it.</p> <p>All the best.</p> <p>Sincerely,</p> <p>Nandu Regional Manager B2C Company Sinclair Main Street Marthandam- 629165.</p>
Attached File: Company brochure

#### Enquiry Email

Write an email asking for detailed information to make purchasing decision.

Date: 2 <sup>nd</sup> May 2024
From: <a href="mailto:sarah@gmail.com">sarah@gmail.com</a>
To: <a href="mailto:c4furniture@gmail.com">c4furniture@gmail.com</a>

<b>Cc:</b>
<b>Bcc:</b>
<b>Subject: Enquiry on C4 chair - Regarding</b>
<p>Dear Madan,</p> <p>My name is Sarah. I am interested in your office supply products and know more about C4 Chair.</p> <p>My questions are:</p> <ol style="list-style-type: none"> <li>1.Does the chair come only in black or in other colours?</li> <li>2.Does the chair is assembled or unassembled?</li> <li>3. Do we get discount on bulk orders?</li> </ol> <p>I would appreciate your reply soon. We are looking to make order this week.</p> <p>Thank You, Sir.</p> <p>Sincerely,</p> <p>Sarah</p> <p>Regional Manager, Energy Drive, Marthandam- 629165.</p>

#### Seeking Clarification Email

<b>Date: 9<sup>th</sup> May 2024</b>
<b>From: <a href="mailto:abel@gmail.com">abel@gmail.com</a></b>
<b>To: <a href="mailto:msuni@gmail.com">msuni@gmail.com</a></b>
<b>Cc:</b>
<b>Bcc:</b>
<b>Subject: Seeking clarification on date of exam – Regarding</b>
<p>Respected Sir,</p> <p>My name is Abel, I year B.A. student of Intellect College, KK.</p> <p>I wanted you to clarify some details about the exam.</p> <p>My questions are:</p> <ol style="list-style-type: none"> <li>1. When is our General English Exam?</li> <li>2. Is there any Model question papers send to the colleges?</li> </ol> <p>Could you provide me with the information by 13<sup>th</sup> May 2024. Without this information, I cannot make progress. I look forward for your reply.</p> <p>Thank You, Sir.</p> <p>Yours Faithfully,</p> <p>Abel.</p> <p>I year B.A. Student</p> <p>Intellect College</p> <p>KK – 660022.</p>

## 5.2 Circular

A circular is essentially a letter containing some important information distributed to large number of people. Eg. Invite an entire department for an association meeting.

### Sample of Circular for Staff meeting

#### Intellectual College, KK

Circular No. 187

10<sup>th</sup> April 2024.

All Faculty members,

This is to inform all the faculty members that there will be a staff meeting at 11:00 am on Monday, 12th April, 2024. Attendance to this meeting is compulsory. There will be a discussion regarding the strategies to follow in the coming month. The details of the staff meeting are provided below.

Venue: Spency Seminar Hall

Time: 11:00 am to 12:00 am

Meeting to be presided by: Dr. A. Kelly, Head of the Department of English, Intellectual College, KK

Agenda of the staff meeting:

- Minutes of the previous meeting
- Matters arising out of previous minutes
- Result Analysis of November 2023
- Work allocation of syllabus
- Seminars to be conducted in the academic year
- Problems being faced by the students
- Any other matters

Please ensure that you are on time for the meeting. We are looking forward to a frank discussion.

Cheenu  
Department Secretary.

## 5.3 Minutes of the Meeting

Meeting minutes are the written record of a meeting or hearing. It is served as an official and historical document in the future. Minutes offer accountability to action that were discussed during the meeting.

## **Sample Minutes of the Department Meeting held on 12<sup>th</sup> April 2024.**

**Date: 12.04.2024**

**Venue: Spency Seminar Hall**

**Time: 11:00 am to 12:00 am**

### **Agenda of the staff meeting:**

- . Confirmation of minutes of the previous meeting**
- Result Analysis of November 2023**
- Work allocation of syllabus**
- Seminars to be conducted in the academic year**
- Problems being faced by the students**
- Any other matters**

#### **Members Present**

**Dr.Afsal**

**Dr. Reenu**

**Dr. Shilpa**

**Dr. Prasad**

**Dr. Vikram**

**Dr. Raji**

**Dr. Sheethal**

#### **Members Absent**

**Dr. Veera**

**Dr. Reasin**

The head of the Department started the meeting at 11.am. The minutes of the Department meeting held on 22<sup>nd</sup> February 2024 was presented. The minutes was read and approved.

- 1. A discussion on the November 2023 results were done. It was resolved to motivate students by introducing open book test.**
- 2.It was resolved to allocate the syllabus according to the time slots and one's preference.**
- 3.It was discussed and resolved to conduct a National Seminar on Turkish Literature on the month of July 2024.**
- 4.Problems of the students in department was analysed and resolved to convert each class as smart classes.**
- 5. With no other matter to discuss, the meeting ended at 12 noon.**

**Dr. Cheenu**  
**Department Secretary**

## 5.4 Memo / Memorandum

A memo is to inform a group of people about a specific problem, solution, or event. It should be brief, straightforward, and easy to read. It informs recipients and provides an action plan with specific next steps.

### Format for a memo for a misbehaviour of a student from the Instructor



**Disruptive Classroom Behavior  
INSTRUCTOR WARNING LETTER**

[Insert date]

Dear [insert name],

I have spoken to you several times about your behavior in [enter class name and CCID].

Your behavior has caused a disruption to the learning environment by distracting the students and myself when you **[Describe behavior. For example, talk excessively, make inappropriate comments, continue texting during class despite several warnings, etc.]**.

This letter serves as a warning that your behavior is inappropriate for a college classroom, unacceptable, and violates the Standards of Conduct established by Citrus College Board Policy 5500 (See attached copy). In addition to conforming to the Standards of Conduct, I expect you to treat me and your classmates with the same courtesy and respect that you would like to be given. If you are disruptive again and continue to violate the Standards of Conduct, I will suspend you from my class for two class periods. Upon doing so, I will report the matter to **[insert name of Dean]** the Dean of **[Division Name]** and to the Dean of Students, Dr. Maryann Tolano-Leveque, for possible disciplinary action as per Administrative Procedure 5520, which may include a reprimand, disciplinary probation, disciplinary suspension, summary suspension, or expulsion.

My goal is to maintain a positive learning environment for all students. I hope you will join me in achieving this goal. Please see me on **[insert date/time. For example, Monday, August 19, 2016 at 2 p.m.]** so we can discuss how your behavior prompted this warning.

Sincerely,

(Instructor's Signature)  
(Instructor's typed name)  
(Instructor's Department)

Copy: (Division Dean)  
Dr. Maryann Tolano-Leveque, Dean of Students

Write a memo for an employee who is non punctual for the work.

# Memorandum

To: Mr. Kathir  
Senior Clerk  
From: Mr. Chandru  
Assistant Manager  
Date: 15.04.2024  
Reason: Non-Punctuality – regarding

This letter serves as an official verbal warning for excessive delay. On February 29, 2024, I spoke with you about arriving late to work and warned you. You assured to arrive to work on time. Yet my records show you are late on the following dates:

March 9, 2024	15 minutes
March 12, 2024	10 minutes
March 22, 2024	20 minutes

When you come late it is a disturbance in the department. You are expected to be at work on time according to the expected time of the office.

Failure to report to work on time in the future will result in disciplinary action on you.

A copy of the letter will be place in your permanent personnel file. Kindly sign in the space provided below to acknowledge that you received a copy.

Employee's Signature

Date

Supervisor's Signature

Date

Copy: Department file  
Employee  
Assistant Manager  
Branch Manager

---

Prepared by,  
Dr. S. Angelin Sheeja  
Assistant Professor  
Department of English(Aided)  
Nesamony Memorial Christian College, Marthandam

Dr. S. ANGELIN SHEEJA, NMCC APRIL 2024