Concord

The Subject-Verb Agreement

When we use the word 'concord' in everyday speech, it means 'agreement or harmony between people or groups', grammatically agreement between two parts of a sentence.A singular subject (she, Bill, car) takes a singular verb (is, goes, shines), whereas a plural subject takes a plural verb.

EXAMPLE

1. The list of items is on the desk
2. The pages (subject) are (verb) held together by a staple.

Rule 1

EXAMPLE

Which of the following sentences is correct?

1. The message between the lines is that we need to finish before Monday.
2. The message between the lines are that we need to finish before Monday.

because the subject, 'message', is singular, we use the singular verb 'is'. The phrase 'between the lines' is a prepositional phrase (starting with a preposition), which is why it's not the subject of the sentence.

1. The case of champagne bottles are arranged for the year-end party.
2. The case of champagne bottles is arranged for the year-end party.

Rule 2

If you have two singular subjects that are connected by either/or, or neither/nor, use the singular verb.

EXAMPLE

1. Neither Mary nor Ted has the keys to the stationery cupboard.
2. Either Mary or Ted is manning the info desk at the conference.

Even though you're discussing two people, only one of them (singular) is taking action, so the verb is singular.

Rule 3

What do you do when one of the subjects is plural and the other isn't?

EXAMPLE

1. Neither Mary (singular) nor the personal assistants (plural) have the keys to the stationery cupboard.

2. Either the workers (plural) or Mary (singular) is manning the info desk at the conference.
3. Either Mary or the stewards are manning the info desk at the conference.

If the word closer to the verb is singular then the verb is singular and if the word closer to the verb is plural then the verb is plural.

Rule 4

If two singular subjects are joined by "and," they typically require a plural verb form.

EXAMPLE

1. The cow and the pig are jumping over the moon.

Rule 5

The verb is singular if the two subjects separated by "and" refer to the same person or thing.

EXAMPLE

1. Red beans and rice is my mom's favourite dish.
2. Our secretary and treasurer is Frances Eisenberg. (One person.)
3. Corned rice and cabbage was his favorite dish. (One dish.)
4. Wear and tear has to be expected when you're in the rental business. (One type of damage.)

Rule 6

Plural subjects that call for singular verbs Use a singular verb when you have a subject that conveys a single unit of distance, time, or money.

EXAMPLE

1. Ninety-five cents is a great bargain for a SIM card.
2. One hundred kilometres is a gruelling daily commute.
3. Twenty minutes is all I have to prepare for the meeting.
4. Ten dollars is a high price to pay.

Rule 7

Other subjects that call for singular verbs The following words need singular verbs: each, everyone, everybody, anyone, anybody, somebody, nobody, someone, none, and no-one.

EXAMPLE

1. Each of our staff members has to fill in an evaluation form.
2. Anyone who wants a day off in lieu of overtime must still fill out a leave form.
3. Someone has left a coffee cup on the glass of the photocopy machine.
4. None of us wants to admit to being behind on filing.

Rule 8

Each forms a collective, singular subject. Thus, a singular verb is used. Be careful not to make this mistake, though:

EXAMPLE

1. The staff is in a meeting to discuss their appraisals.

Now, you have a singular subject (staff), a singular verb (is), and a plural pronoun (their) in the same sentence. To improve concord, rather rewrite the sentence in one of the following ways:

2. The staff is in a meeting to discuss appraisals.
3. The staff members are in a meeting to discuss their appraisals.

Rule 9

In sentences beginning with here or there, the true subject follows the verb.

EXAMPLE

1. There are four hurdles to jump.
2. There is a high hurdle to jump.
3. Here are the keys.

Rule 10

The word were replaces was in sentences that express a wish or are contrary to fact:

EXAMPLE

1. If Joe was here, you'd be sorry.

Shouldn't Joe be followed by was, not were, given that Joe is singular? But Joe isn't actually here, so we say were, not was. The sentence demonstrates the subjunctive mood, which is used to express things that are hypothetical, wishful, imaginary, or factually contradictory. The subjunctive mood pairs singular subjects with what we usually think of as plural verbs.

EXAMPLE

1. I wish it were Friday.
2. She requested that he raise his hand.

Define Language

Formation, Articulation, Syntax and Structure

What is Language?

- Language is a set of symbols being used mainly for communication.
- The symbols may be spoken or written. Language is an aspect of human behaviour. In written form it is a long-term record of knowledge from one generation to the next while in spoken form it is a means of communication.
- Language is the key aspect of human intelligence.
- able to exchange knowledge, beliefs, opinions, wishes, threats, commands, thanks, promises, declarations, feelings

What is Language?

Verbal	Non-Verbal
Auditory language to exchange information with other people. It includes sounds, words, or speaking. The tone, volume, and pitch of one's voice.	This includes gestures, facial expressions, body movement, timing, touch, and anything else that communicates without speaking.

Double Articulation



- first introduced by the French linguist André Martinet

Meaningful Signs

Meaningless Elements



CAT
/kæt/

ACT
/ækt/

TACK
/tæk/

All these words use the same meaningless elements which frames three words with three different meanings

Double Articulation





MAN KILLED LION



The ingenious invention that enabled human beings to talk about everything they can imagine, is syntax.

Change of syntax with the addition of words

What is Language?

- The man killed a lion.
- The woman said that the man killed a lion.
- The old woman said that the young man killed a lion.
- The old woman said that the young man killed the lion that ate the antelope.
- The girl believed that the old woman said that the young man killed the lion that ate the antelope.
- And son on…

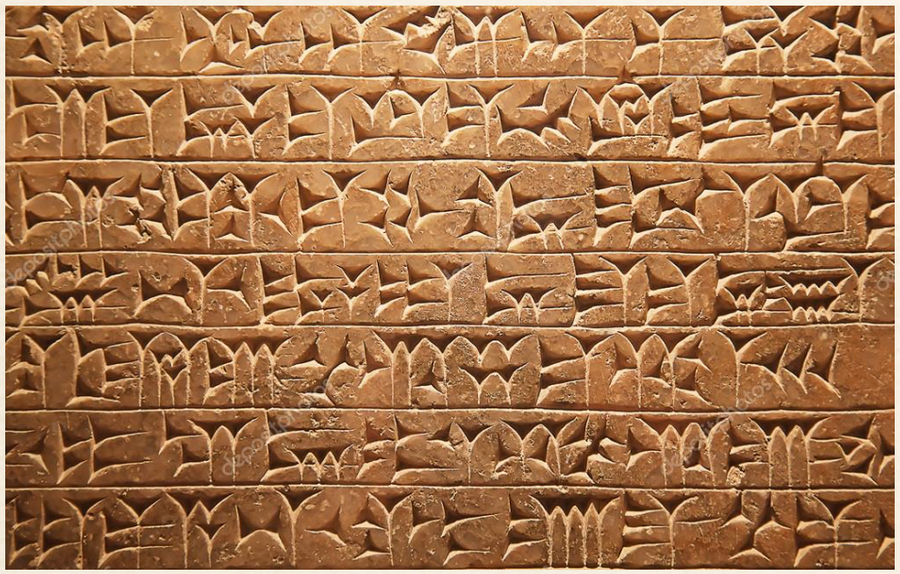
Origin of Language



- Language is believed to be 2 million years old.
- We shall discuss the minimum age of language on the basis of writing, historical reconstruction, oral tradition, and archeology.
- France, India, Zimbabwe, and elsewhere – cave drawings and bone carvings have been discovered that were made during the archeological period referred to as the Upper Paleolithic in Europe and Asia and the Middle Stone Age in Africa. 35000 to 10000 B.P.
- These drawing cannot be made without language.

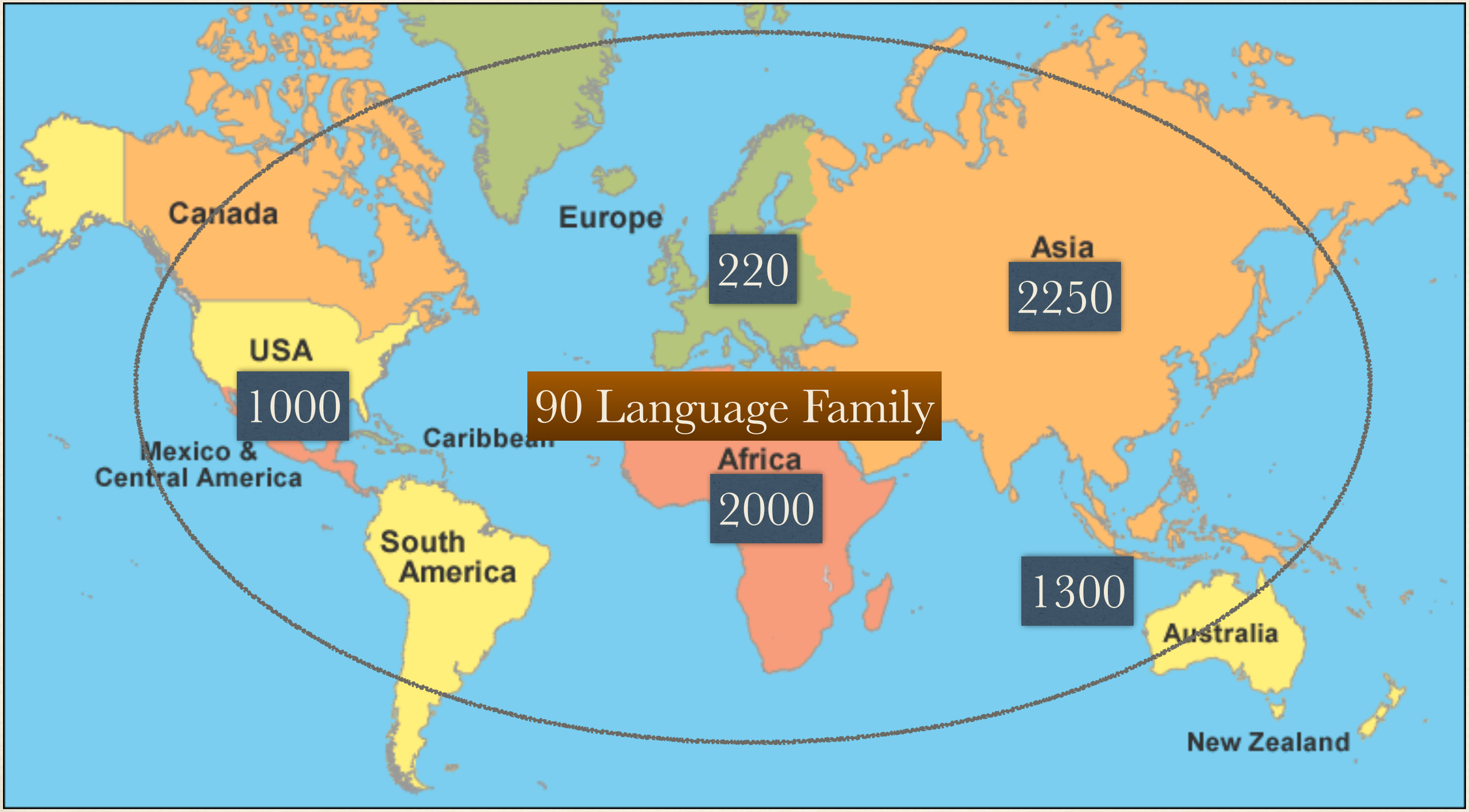
Origin of Language

- Writing in the strict sense started around 5 300 BP in Mesopotamia with the cuneiform writing system, and the first language ever written was Sumerian.
- About 300 years later, the hieroglyphic writing system appeared in Egypt.





Origin of Language



Historical Reconstruction

- 2 000 languages in Africa, 1 000 in the Americas, more than 2 250 in Asia, about 220 in Europe, and more than 1 300 in Australia and the Pacific. These languages can be grouped into more than 90 language families.

Afro-Asiatic
353

Austronesian
1246

Indo-European
430

Niger Congo
1495

Sino-Tibetan
399

AROUND 6900
language

Trans-New
561


Germanic Language

Germanic Language

- The Germanic languages are a branch of the Indo-European language family spoken natively by a population of about 500 million people mainly in North America, Oceania, Southern Africa and Europe North, East and West.

English

- started with the arrival of three Germanic tribes who invaded Britain during the 5th century AD.

- These tribes, the Angles, the Saxons and the Jutes, crossed the North Sea from what today is Denmark and northern Germany. At that time the inhabitants of Britain spoke a Celtic language.



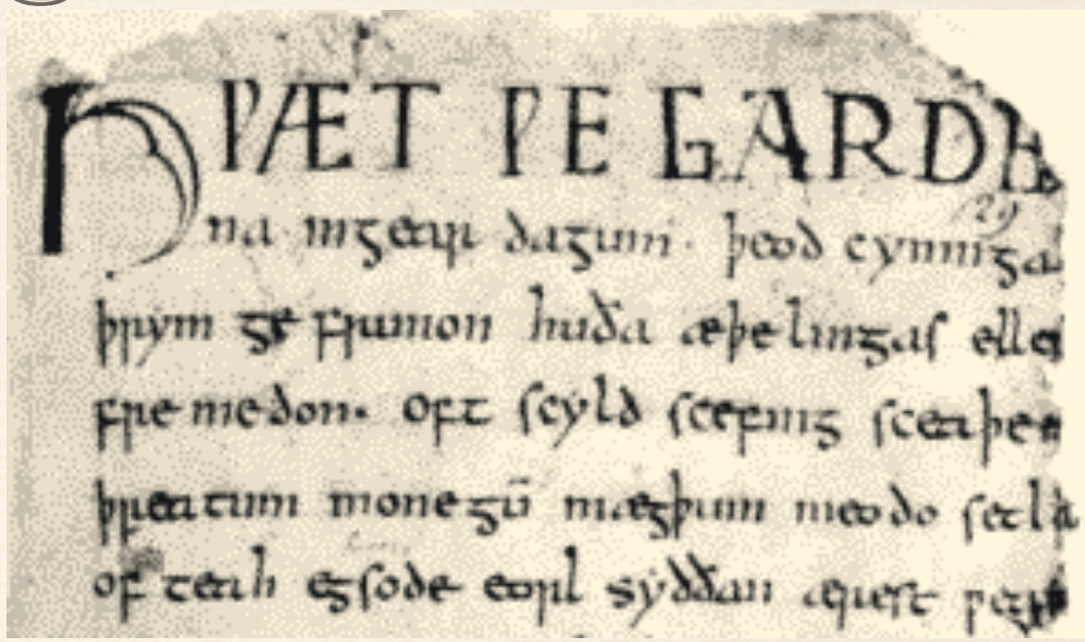
English

- But most of the Celtic speakers were pushed west and north by the invaders - mainly into what is now Wales, Scotland and Ireland. The Angles came from "Englaland" [sic] and their language was called "Englisc" - from which the words "England" and "English" are derived.



Old English

- The invading Germanic tribes spoke similar languages, which in Britain developed into what we now call Old English.



- Old English did not sound or look like English today.
- Nevertheless, about half of the most commonly used words in Modern English have Old English roots.

“Hwæt! We Gardena in geardagum, þeodcyninga, þrym gefrunon,hu ða æþelingas ellen fremedon.
Oft Scyld Sce[?]ng sceaþena þreatum,5 monegum mægþum, meodosetla ofteah, egsode eorlas. Syððan ærest wearð feasceaft funden, he þæs frofre gebad

Beowulf

Middle English

- In 1066 William the Conqueror, the Duke of Normandy (part of modern France), invaded and conquered England.

- The new conquerors (called the Normans) brought with them a kind of French, which became the language of the Royal Court, and the ruling and business classes.

- For a period there was a kind of linguistic class division, where the lower classes spoke English, the upper classes spoke French and the priests spoke Latin.

- In the 14th century English became dominant in Britain again, but with many French words added.

Middle English became prominent



- After Chaucer starts writing
- But still much different from the English we use today

Whan that aprill with his shoures soote
The droghte of march hath perced to the roote,
And bathed every veyne in swich licour
Of which vertu engendred is the flour;
Whan zephirus eek with his sweete breeth
Inspired hath in every holt and heeth
Tendre croppes, and the yonge sonne
Hath in the ram his halve cours yronne,
And smale foweles maken melodye,
That slepen al the nyght with open ye

Geoffrey Chaucer
Canterbury Tales

Modern English

- Towards the end of Middle English, a sudden and distinct change in pronunciation (the Great Vowel Shift) started, with vowels being pronounced shorter and shorter.

- From the 16th century the British had contact with many peoples from around the world.

- This, and the Renaissance of Classical learning, meant that many new words and phrases entered the language. The invention of printing also meant that there was now a common language in print. Books became cheaper and more people learned to read.

- Spelling and grammar became fixed, and the dialect of London, where most publishing houses were, became the standard. In 1604 the first English dictionary was published.

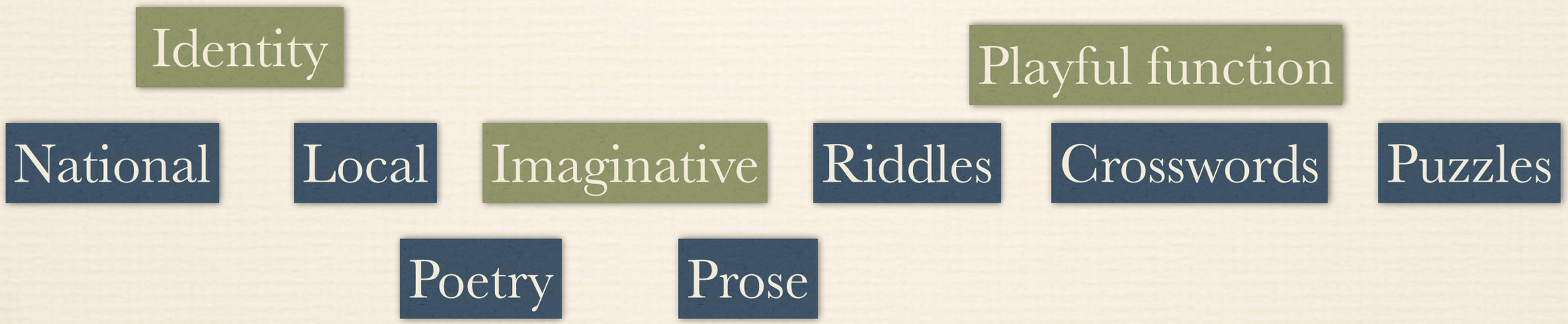
Late-Modern English

- The main difference between Early Modern English and Late Modern English is vocabulary. Late Modern English has many more words, arising from two principal factors: firstly, the Industrial Revolution and technology created a need for new words; secondly, the British Empire at its height covered one quarter of the earth's surface, and the English language adopted foreign words from many countries.

Define Language

- In most accounts, the primary purpose of language is to facilitate communication, in the sense of transmission of information from one person to another.

- However, sociolinguistic and psycholinguistic studies have drawn attention to a range of other functions for language.



Define Language

- People have long recognized the force and significance of language.

- Naming—applying a word to pick out and refer to a fellow human being, an animal, an object, or a class of such beings or objects—is only one part of the use of language, but it is an essential and prominent part.

Studying Language

- Languages are immensely complicated structures. One soon realizes how complicated any language is when trying to learn it as a second language.

Nature of Language

Language a system

What is Language?

Language is the most important phenomenon in the world. From birth to death, all our activities are regulated by language. Human knowledge and culture are stored and transmitted in language. Language is a means of communication. With the help of language, we can express our thoughts and feelings to others. Without language, society would be impossible. Thinking is only possible through language. In our dreams, we make use of language. Language dominates every aspect of human life. In fact, it is a yardstick to separate us from other beings.

Why is language a system?

Language is learned

Learning of language is not an automatic process. Of course, it is a behavior but it is not the type of behavior like walking and crawling that comes to a child in a natural way. Language is learned by imitation and practice. Language is not possible without effort.

Language is related to the culture of society

Every language is related to the culture of the society to which it belongs. The culture of the people naturally influences the language. Every language is the product of society. We cannot separate language from the culture in which that language exists. It has meaning only in relation to that society and culture.

Language is species-specific

Language is species-specific. Only human beings have got the gift of language. Of course, the other species do communicate but only human beings can make use of language.

Language is species uniformed

Language is species uniformed. All human children are capable of acquiring any language natively if they are provided the right kind of environment.

Language is a system

Each language is a unique system. The system of language **consists of sounds, structures and vocabulary.** A person who wants to learn a new language will have to learn new sounds, new structures and new vocabulary. The sound system of language differs from language to

language depending upon the culture to which a language belongs. Each language has its own system of vocabulary. Thus each language is systematic.

Language is a system of systems

Each language is a system of systems. There are phonological and grammatical systems in all languages. There are several subsystems within a language. The phonology of a language forms its own system as the various sounds function in a systematic way.

Language is a system of symbols

Each language works through symbols. Different words used in a language are the symbols. They stand for certain things. The language will function well if its symbols are known both to the speaker and the person for whom they are being used.
For example the world cup has three sounds (K, Λ, P) It is a symbol of English because a meaning is attached to it. But if we take the same three sounds like, K, Λ, P they do form Puc, but that is not a symbol of English language as no meaning is attached to it.

Symbols of language are vocal

Different symbols are used in a single language. These symbols are vocal. A language system does not exist in a vacuum. It is primary used in speech. Only speech provides all essential signals of a language. There are other kinds of symbols which cannot be called vocal symbols. For example, **gestures and signal flags are visual symbols** and ringing of the bells and beating of a drum are auditory symbols. They do not form any language. In language the sounds are produced through vocal organs. **Reading and writing are no doubt important.** But speech is the basic form of language. A language without speech is unthinkable.

Language is a skill subject

Learning of a language is a skill subject. It is skill like swimming and cycling. **We can not learn** swimming or cycling **just by studying rules. We can learn it by practice.** In the same way, we can learn a language y constant practice of that language. So a lot of repetition for major linguistic skills like listening, speaking, reading and writing is required.

Language is for communication

Language is the best means of communication and self expressions. Human beings express their ideas, thoughts, feelings and emotions through language. In this way language is a means to connect past present and future.

Governed by a particular set of rules

Each language is governed by a particular set or rules. For example English is S.V.O. language. In forming sentence, we put subject, then verb and after verb we put object.

EXAMPLES

The Man	killed	a snake.
Subject	Verb	Object

On the other hand, Hindi is S.O.V. language. First we put subject, he object and after object, we put verb.

इंसान	साँप	को मारा .
Subject	Object	Verb

Symbols of language are Arbitrary

Here by arbitrary symbols we mean that there is **no visual relationship between the language item and the object for which it stands.** A man is called man traditionally. There is no visual similarity between the symbol 'man' and the actual man. We have not named it so on the basis of some logic or scientific principles. In English we say man, in 'Hindi' we say 'manauYya' and in Punjabi we say '_____'. None of them is better than the other. In fact, we call a man 'man' because people have agreed to use it in that sense.

smart

Language is unique

Each language is unique because it has its own style of functioning. The sounds, vocabulary and structures of every language have their own specialty.

Vernacular

Vernacular is the term used to describe language as it is used naturally by a specific people. What it describes can therefore vary depending on what we wish to specify: we could speak about the vernacular of a country or a smaller community within a city, or of a certain time and place (for example, we have a modern vernacular which would include vocabulary that would not be part of the vernacular of, for example, fifty years ago).

Lingua Franca

A lingua franca is a common language used between people who speak different languages. As the full purpose is bridging gaps in communication, this can be very adaptable and therefore will not necessarily stick to traditional language rules. English is used as a lingua franca all over the world, more commonly in fact than it is used by native speakers, and in some cases may even be taught in a specific form to fit these needs, rather than as standard English.

Pidgin

In a multiethnic society where different groups speak different languages but are required to communicate on account of trade or any other necessity, there is often the birth of a common

language that is composed of words from several languages spoken by the population. This is called a pidgin, a crude language that has simplified grammar and is task oriented and not a language in the classic definition of the word.

A pidgin is often a necessity when two groups come in contact with each other and these groups do not have a common language. A pidgin never develops as a full-fledged language past a certain stage of development. It does, however, give birth to a Creole language.

1. "At first a pidgin language has no native speakers and is used just for doing business with others with whom one shares the pidgin language and no other. In time, most pidgin languages disappear, as the pidgin-speaking community develops, and one of its established languages becomes widely known and takes over the role of the pidgin as the lingua franca, or language of choice of those who do not share a native language."
2. "Many . . . pidgin languages survive today in territories which formerly belonged to the European colonial nations, and act as lingua francas; for example, West African Pidgin English is used extensively between several ethnic groups along the West African coast."
3. "More than 100 pidgin languages are currently in use (Romaine, 1988). Most pidgins are structurally simple, although if used over many generations, they do evolve, as do all languages

Creole

Creole is a language that is developed as a result of mixing of two languages. Many believe that when children adopt a pidgin as their primary language of communication; it develops and becomes a Creole. Adults develop pidgin as a tool for communication, but children adopt it as their primary language and develop it as a Creole. Creole develops as a result of extended contact between two different groups of people having different languages of their own. Creole becomes a standard language in its own right.

Dialect

Dialect, a variety of a language that signals where a person comes from. The notion is usually interpreted geographically (regional dialect), but it also has some application in relation to a person's social background (class dialect) or occupation (occupational dialect).

Most generally, people will use the term to mean variations that are mutually intelligible. So "American English" and "UK English" (in quotes because those are so broad to not really be useful) differ in pronunciation, spelling, vocabulary - but in general, can be understood by each other.

Evolution of language

New Phase of Language

Text Language

SUBJECT AND PREDICATE

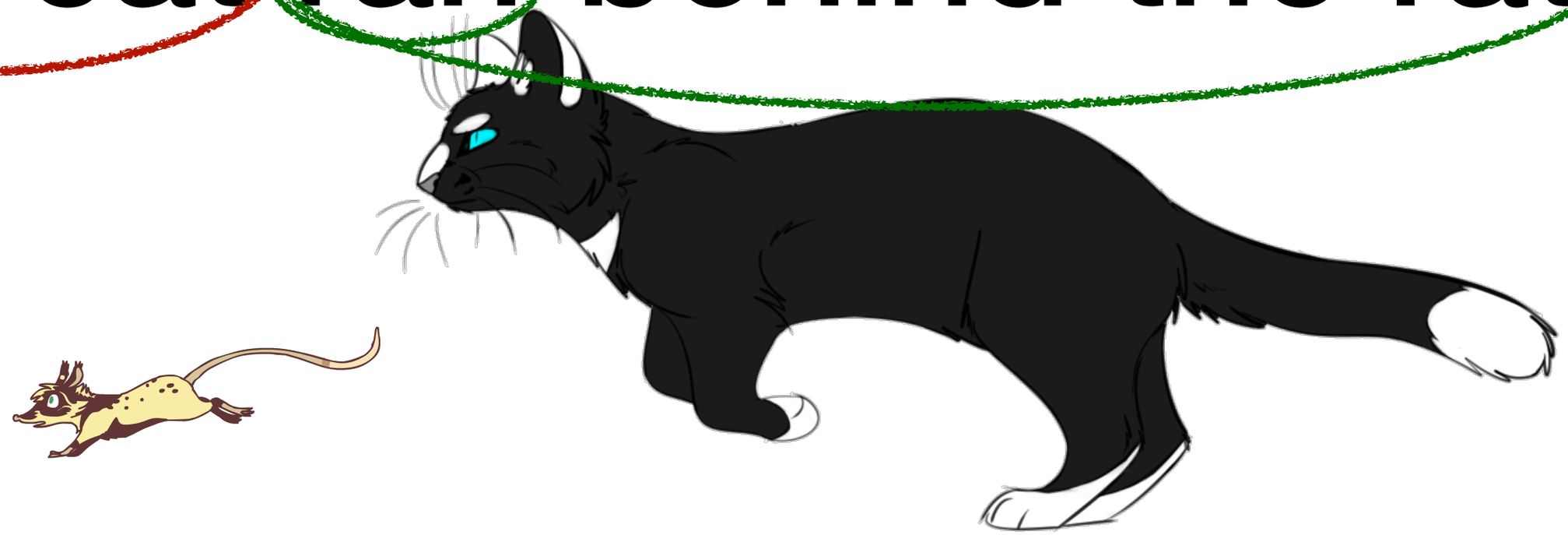
NOW WHAT IS THE SUBJECT?

SUBJECT

PREDICATE

PREDICATE

The cat ran behind the rat



What is a subject?

- The name of the person or thing we speak about is called the Subject.

- The subject thus, is a noun or pronoun and other word which goes with it such as adjective or adverb.

What is a predicate?

- What we say about the subject is the predicate.

- Predicate is a verb and other words which go with it, such as adverb.

How to identify the subject?

Who?

The cat ran behind the rat

SUBJECT

THE REMAINING PREDICATE

Identify the verb

Ask Questions like:
Who - for a living object
What - for a non-living object or plants

Identify subject

- The cat ran behind the rat.
- The good cat ran behind the smart rat.
- A very good cat ran extremely fast behind the exceptionally smart rat.
-

Syntactic Competence

What are Phonemes?

A phoneme is the basic unit of phonology. It is the smallest unit of sound that may cause a change of meaning within a language, but that doesn't have meaning by itself. For example, in the words "bake" and "brake," only one phoneme has been altered, but a change in meaning has been triggered. The phoneme /r/ has no meaning on its own, but by appearing in the word it has completely changed the word's meaning!

Phonemes correspond to the sounds of the alphabet, although there is not always a one-to-one relationship between a letter and a phoneme (the sound made when you say the word). For example, the word "dog" has three phonemes: /d/, /o/, and / g /. However, the word "shape," despite having five letters, has only three phonemes: /sh/, /long-a/, and /p/. The English language has approximately 45 different phonemes, which correspond to letters or combinations of letters. Through the process of segmentation, a phoneme can have a particular pronunciation in one word and a slightly different pronunciation in another.

Phonetics and Phonology

Phonetics is the study of individual speech sounds; phonology is the study of phonemes, which are the speech sounds of an individual language. These two heavily overlapping subfields cover all the sounds that humans can make, as well as which sounds make up different languages. A phonologist could answer the question, "Why do BAT and TAB have different meanings even though they are made of the same three sounds, A, B and T?"

What are Morphemes?

Morphemes, the basic unit of morphology, are the smallest meaningful unit of language. Thus, a morpheme is a series of phonemes that has a special meaning. If a morpheme is altered in any way, the entire meaning of the word can be changed. Some morphemes are individual words (such as "eat" or "water"). These are known as free morphemes because they can exist on their own. Other morphemes are prefixes, suffixes, or other linguistic pieces that aren't full words on their own but do affect meaning (such as the "-s" at the end of "cats" or the "re-" at the beginning of "redo.") Because these morphemes must be attached to another word to have meaning, they are called bound morphemes.

Within the category of bound morphemes, there are two additional subtypes: derivational and inflectional. Derivational morphemes change the meaning or part of speech of a word when they are used together. For example, the word "sad" changes from an adjective to a noun when "-ness" (sadness) is added to it. "Action" changes in meaning when the morpheme "re-" is added

to it, creating the word "reaction." Inflectional morphemes modify either the tense of a verb or the number value of a noun; for example, when you add an "-s" to "cat," the number of cats changes from one to more than one.

What are Lexemes?

Lexemes are the set of inflected forms taken by a single word. For example, members of the lexeme RUN include "run" (the uninflected form), "running" (inflected form), and "ran." This lexeme excludes "runner (a derived term—it has a derivational morpheme attached).

Another way to think about lexemes is that they are the set of words that would be included under one entry in the dictionary—"running" and "ran" would be found under "run," but "runner" would not.

Morphology

Morphology is the study of words and other meaningful units of language like suffixes and prefixes. A morphologist would be interested in the relationship between words like "dog" and "dogs" or "walk" and "walking," and how people figure out the differences between those words.

What is Syntax?

Syntax is the grammatical structure of sentences. The format in which words and phrases are arranged to create sentences is called syntax. A sentence can be rearranged to create varied syntax.

The boy jumped happily.

The boy happily jumped.

Happily, the boy jumped.

By rearranging just one word in the sentence, a varied syntax is formed. Each is grammatically correct and acceptable English language form.

Syntax is the arrangement of words in a language. It can be also described as the set of rules and principles that govern sentence structure in a language. Syntax is generally concerned with aspects like word order, subject–verb-object. Every accurate and proper sentence or utterance can be taken as an example of syntax. However, syntax alone doesn't make a proper sentence.

What is Diction?

Diction refers to the specific choice of words by a speaker or a writer. It is the choice of words or diction is an important aspect in deciding the quality of a text. When selecting diction, a writer has to pay attention to factors like accuracy, clarity of a word as well as suitability to the context.

An author can use different types and varieties of words in a text; he can use simple, common words or formal, unique words. Words can also be classified according to different registers.

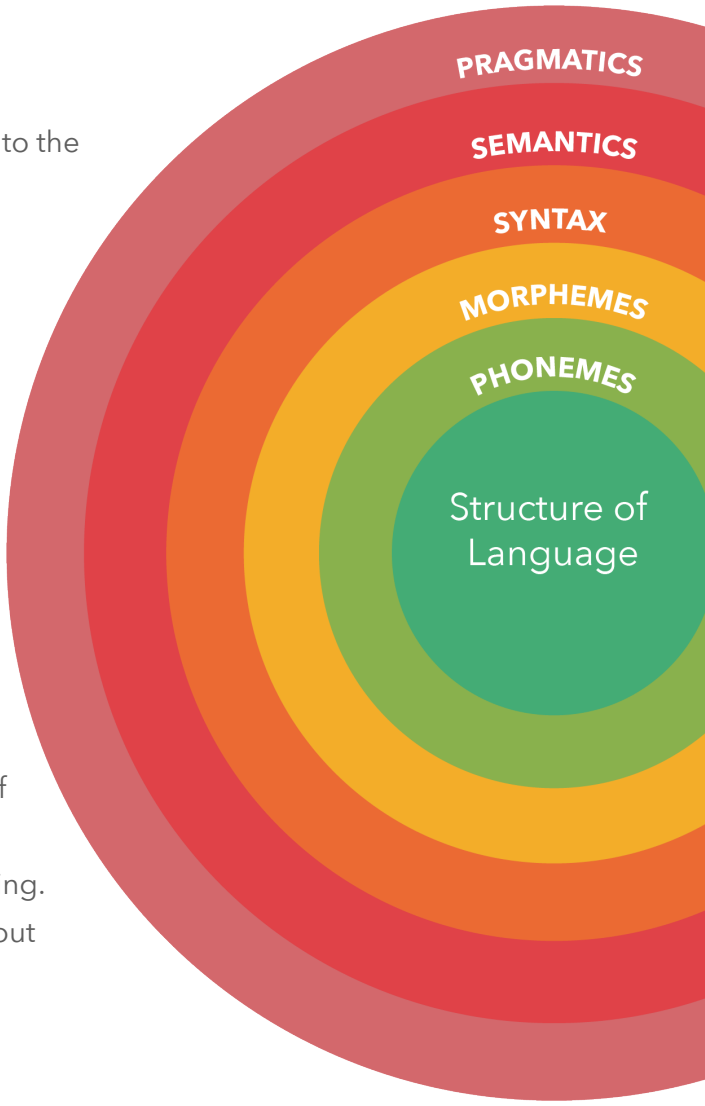
For example, the word home can be also used as house, lodging, place of residence, adobe, domicile (formal), digs, pad (informal). Diction should depend on the context.

He gazed at the cerulean firmament.

He looked at the blue sky.

Syntax and Diction

Syntax and diction are closely related. Diction refers to the choice of words in a particular situation, while syntax determines how the chosen words are used to form a sentence. More often than not, adopting a complex diction means a complex syntactic structure of sentences, and vice versa. In combination, syntax and diction help writers develop tone, mood, and atmosphere in a text, along with evoking readers' interest.



Semantics

Semantics is simply the branch of linguistics that concerns studying the meanings of words as well as their meanings within a sentence. Thus, it is the study of linguistic meaning, or more precisely, the study of the relation between linguistic expressions and their meaning. Therefore, it considers the meaning of a sentence without paying attention to their context.

Pragmatics

Pragmatics is another branch of linguistics. Similar to semantics, pragmatics also studies the meanings of words, but it pays emphasis on their context. In other words, pragmatics is "the study of the use of linguistic signs, words, and sentences, in actual situations."

Thus, it looks beyond the literal meaning of an utterance or a sentence, considering how the context impacts its meaning to be constructed as well the implied meanings.

Syntactical Competence

Syntactic competence is the ability to judge which string of words form a grammatical sentence.

Linguistic Competence

Linguistic competence is the system of linguistic knowledge possessed by native speakers of a language. Noam Chomsky introduced this concept in his elaboration of generative grammar, where it has been widely adopted and competence is the only level of language that is studied.

Generative Language

In linguistics, generative grammar is grammar (the set of language rules) that indicates the structure and interpretation of sentences that native speakers of a language accept as belonging to their language.

Generative grammar is a theory of grammar, first developed by Noam Chomsky in the 1950s, that is based on the idea that all humans have an innate language capacity.

Linguists who study generative grammar are not interested in prescriptive rules; rather, they are interested in uncovering the foundational principals that guide all language production.

Generative grammar accepts as a basic premise that native speakers of a language will find certain sentences grammatical or ungrammatical and that these judgments give insight into the rules governing the use of that language.

Preposition

What is Preposition

Preposition can be defined as “A word governing, and usually preceding, a noun or pronoun and expressing a relation to another word or element in the clause, as in ‘the man on the platform’, ‘she arrived after dinner’, ‘what did you do it for ?”

Preposition is one of the important parts of speech of English grammar. It is very essential while making a sentence as it provide additional and necessary details. Prepositions in English are words giving information to the readers such as where something takes place, when something takes place, why something takes place, general descriptive information, etc. Prepositions work in groups of words (also called prepositional phrases) and do not stand alone.

List of prepositions

Some preposition words are like about, till, out, above, against, below, beneath, beside, besides, between, through, up, upon, within, during, except, for, from, in, off, on, onto, opposite, near, of, behind, inside, into, outside, around, before, among, to, along, at, toward, under, underneath, across, like, until, with, beyond, by, down, since, without, after, etc.

EXAMPLES

1. My class teacher laughed. (this is a correct sentence, however does not provide much detail about the situation without a preposition word)
2. My class teacher laughed at the joke. (in this sentence, preposition word is used properly which gives us much detail about the situation)
3. It is a box for (Preposition word 'for' is showing the relationship between box and rice)
4. I saw a cat under the table. (Preposition word 'under' is showing the relationship between cat and table)

Types of Preposition

There are various types of prepositions described below with proper definition and examples:

Simple Preposition

Compound Preposition

Phrase Preposition

Participle Preposition

Double Preposition

Other Preposition (preposition of place, preposition of time, preposition of direction)

Simple Preposition

Simple prepositions are used in the simple sentences. Some of the simple prepositions are in, on, at, to, from, with, by, about, over, under, off, of, for, etc.

EXAMPLES

1. I am not going with him.
2. She is waiting in the park.
3. Dad is going to the market.

Compound Preposition

Compound prepositions are used to join two nouns, pronouns or phrases. Some of the compound prepositions are about, across, among, beside, before, above, along, inside, between, around, behind, below, beneath, etc.

EXAMPLES

1. My city is located between two mountains.
2. I will finish the lunch before the storm arrives.
3. I want to know about the secrets.

Participle Preposition

A participle preposition is a participle (like an, ed, or ing verb) which acts as a preposition such as assuming, considering, barring, given, concerning, notwithstanding, pending, during, regarding, respected, provided, etc. gerund

EXAMPLES

1. I get sick during summer season.
2. I would like to speak regarding healthy food.
3. I think I can pass the exam easily considering my hard work.

Double Preposition

Double prepositions are sentences having two prepositions (joined together to make a whole new one) such as into, onto, outside of, out of, within, from behind, because of, etc.

EXAMPLES

1. We need to solve three questions out of four.
2. We won the game just because of David’s goal.
3. I need to complete my project within four days.

Other Types of Prepositions

Following are other types of prepositions:

Preposition of Place

Prepositions of place are used to show the place where something is located such as at, in, on, while, during, near, over, under, between, behind, etc.

EXAMPLES

1. Dog is on the floor.
2. My home is near to the office.
3. My home is behind the metro station.
4. Mom is in the room.

Preposition of Time

Prepositions of time are used to indicate time of an action or time relationship between nouns in the sentence. Such as at, to, in, etc.

EXAMPLES

1. I go to school daily at nine o'clock.
2. My result gets declared in March.

Preposition of Direction

Prepositions of direction are used to indicate direction of someone or something in the sentence such as over, under, to, on, into, in, onto, right, left, etc.

EXAMPLES

1. It's time to go to
2. The train is going into the tunnel.
3. We are going over the bridge.

Commonly Confused Prepositions

From and of

From indicates the origin of someone or something. Of indicates possession.

EXAMPLES

1. Susie hails from Belgium. She is of Belgium is not correct.
2. She is the daughter of a famous social activist.

About and On

Both about and on can mean 'regarding'. There is a slight difference of meaning.

EXAMPLES

1. We had a discussion about money.
2. He gave a lecture on finance.

About used in the first sentence suggests that the discussion was ordinary.

On used in the second sentence suggests that the lecture was serious or academic, suitable for specialists.

Above and Over

These prepositions can be interchangeable, but the most common usage is this:

- Use above when there is no movement.
- Use over when there is movement.

EXAMPLES

1. There is a painting above the sofa. (no movement)
2. The chandelier hangs above the dining room table. (no movement)
3. The plane flew over the building. (movement)
4. The dog jumped over the log. (movement)

Below and Under

These prepositions are even more interchangeable than above and over. The important thing to remember is this:

- Use under in most cases as it is much more common than "below."
- Use below when the meaning is "less than."

EXAMPLES

1. My shoes are under the bed. (no movement, no touching)
2. The saucer is under the cup. (touching)
3. The boat passed under the bridge. (movement)
4. It is 18 degrees below zero. (less than)

On

Used to express a surface of something.

EXAMPLES

1. I put an egg on the kitchen table.
2. The paper is on my desk.

Used to specify days and dates.

EXAMPLES

1. The garbage truck comes on Wednesdays.
2. I was born on the 14th day of June in 1988.

Used to indicate a device or machine, such as a phone or computer.

EXAMPLES

1. He is on the phone right now.
2. She has been on the computer since this morning.
3. My favorite movie will be on TV tonight.

Used to indicate a part of the body.

EXAMPLES

1. The stick hit me on my shoulder.
2. He kissed me on my cheek.
3. I wear a ring on my finger.

Used to indicate the state of something.

EXAMPLES

1. Everything in this store is on sale.
2. The building is on fire.

At

Used to point out specific time.

EXAMPLES

1. I will meet you at 12 p.m.
2. The bus will stop here at 5:45 p.m.

Used to indicate a place.

EXAMPLES

1. There is a party at the club house.
2. There were hundreds of people at the park.
3. We saw a baseball game at the stadium.

Used to indicate an email address.

EXAMPLES

1. Please email me at abc@defg.com.

Used to indicate an activity.

EXAMPLES

1. He laughed at my acting.
2. I am good at drawing a portrait.

In

Used for unspecific times during a day, month, season, year.

EXAMPLES

1. She always reads newspapers in the morning.
2. The new semester will start in March.

Used to indicate a location or place.

EXAMPLES

1. She looked me directly in the eyes.
2. I am currently staying in a hotel.
3. My hometown is Los Angeles, which is in California.

Used to indicate a shape, color, or size.

EXAMPLES

1. This painting is mostly in blue.
2. The students stood in a circle.
3. This jacket comes in four different sizes.

Used to express while doing something.

EXAMPLES

1. In preparing for the final report, we revised the tone three times.
2. A catch phrase needs to be impressive in marketing a product.

Used to indicate a belief, opinion, interest, or feeling.

EXAMPLES

1. I believe in the next life.
2. We are not interested in gambling.

With

Used to indicate being together or being involved.

EXAMPLES

1. I ordered a sandwich with a drink.
2. He was with his friend when he saw me.
3. She has been working with her sister at the nail shop.
4. The manager will be with you shortly.

Used to indicate “having”.

EXAMPLES

1. I met a guy with green eyes.

2. Were you the one talking with an accent?
3. People with a lot of money are not always happy.

Used to indicate “using”.

EXAMPLES

1. I wrote a letter with the pen you gave me.
2. This is the soup that I made with rice and barley.
3. He cut my hair with his gold scissors.

Used to indicate feeling.

EXAMPLES

1. I am emailing you with my sincere apology.
2. He came to the front stage with confidence.

Used to indicate agreement or understanding.

EXAMPLES

1. Are you with me?
2. Yes, I am completely with you.
3. She agrees with me.

Over

Used to indicate movement from one place to another.

EXAMPLES

1. Come over to my house for dinner sometime.
2. Could you roll over?
3. They sent over a gift for his promotion.

Used to indicate movement downward.

EXAMPLES

1. The big tree fell over on the road.
2. Can you bend over and get the dish for me?
3. He pushed it over the edge.

Used to indicate more than an expected number or amount.

EXAMPLES

1. This amount is over our prediction.
2. Kids twelve and over can watch this movie.
3. The phone rang for over a minute.

Used to indicate a period of time.

EXAMPLES

1. I worked there over a year.
2. She did not sleep there over this past month.

By

Used to indicate proximity.

EXAMPLES

1. Can I sit by you?
2. He was standing by me.
3. The post office is by the bank.

Used to indicate the person that does something in a passive voice sentence.

EXAMPLES

1. The microwave was fixed by the mechanic.
2. The flowers were delivered by a postman.
3. The branch office was closed by the head office.

Used to indicate an action with a particular purpose

EXAMPLES

1. You can pass the exam by preparing for it.
2. I expressed my feeling toward her by writing a letter.
3. She finally broke the record by pure effort.

Used to indicate a mean or method

EXAMPLES

1. Please send this package to Russia by airmail.
2. I came here by subway.

Idioms and Phrases

Idiomatic Expressions

Idiom is an expression whose meaning is different from the meaning of individual words. It can either be one word or a group of words which when used together have a different meaning from the literal meaning of its component words.

Phrases

In everyday speech, a phrase may be any group of words, often carrying a special vernacular meaning; in this sense it is roughly synonymous with expression. A phrase is a group of words standing together as a conceptual unit.

How to write?

Frame a proper sentence where the phrase itself expresses the meaning.

Do not write the meaning of the phrase along with the sentence.

Use mother-tongue to form a sentence

EXAMPLES

Use the following phrases and set expressions in your sentences so as to bring out their meaning clearly

1. 'Speak of the devil' – this means that the person you're just talking about actually turns up at that moment.
   "Hi Tom, speak of the devil, I was just telling Sara about your new car."
2. 'Once in a blue moon' – an event that happens infrequently.
   "I only go to the cinema once in a blue moon due to my insufficient pocket money."
3. 'To cost an arm and a leg'– something is very expensive.
   "The drive is long and the fuel will cost you an arm and a leg"
4. 'A piece of cake'– something is very easy.
   "The English tests are always a piece of cake, I can answer them closed eyes"
5. 'Let the cat out of the bag' – to accidentally reveal a secret.
   "I just let the cat out of the bag about their secret wedding plans."
6. 'To feel under the weather' – to not feel well.
   "She has just returned from her vacation, but is feeling under the weather and has a sore throat and running nose. "
7. 'To kill two birds with one stone' – to solve two problems at once.
   John says that he kills two birds with one stone if he does his own housework because he gets the house clean and gets some exercise at the same time.

8. ‘You can’t judge a book by its cover’ – to not judge someone or something based solely on appearance.
   The candidate did not look very intelligent, but you can’t judge a book by its cover.
9. ‘To hit the nail on the head’ – to describe exactly what is causing a situation or problem.
   Stephen hit the nail on the head when he said that what the company was lacking in was clear vision and focus.
10. ‘Cook up the account’ – to fake the account/register
    The accountant was found cooking up the account when they cross checked the account details.
11. ‘Be in the air’ - felt by a number of people to be happening or about to happen.
    With the final seconds in the match, the victory of our football club was in the air.
12. ‘At stake’ - at risk
    You needn’t have all your money at stake in the share market, it is better to diversify your investments.
13. ‘Give the slip’ - to escape from someone
    A huge media was waiting for him but the celebrity gave them the slip by exiting quietly through the back door.
14. ‘To thrust one’s nose into’ - to meddle officiously in.
    He always thrust his nose whenever I have some work.
    I wish our neighbours would quit thrusting their noses in our business and just leave us alone
15. ‘Make common cause with’ - unite in order to achieve a shared aim.
    If one group of people makes common cause with another group, they work together in order to achieve something great.
16. ‘To hold one’s horses’ - to relax and slow down, be patient
    Hold your horses sir, can’t you see that we haven’t finished here?
17. ‘Back to back’ - one after other consecutively
    They lost three games back to back.
18. ‘In the pipeline’ - being planned
    The theatre company has several new productions in the pipeline for next season.
19. At the crossroads - the time to make decision
    Thomas was at a crossroads when he had to decide between going to law school, medical school
20. Black sheep - the least reputable member of a group; a disgrace.
    My cousin is the black sheep in our family due to his criminal involvements.

Latin Terms

1. Ab ante - before , in advance
   We shall prepare the dough ab ante so that it is appropriately fermented by evening.

The documents were presented ab ante to the court so that the judge could have a proper understanding of the case.

2. Ab initio - from the beginning
   The book must be read ab initio to be understood well.
   The agreement was declared void ab initio, you can't hold it forever.
3. Ab intestato - in the Civil Law
   In Goa, religions have a common law regarding marriage, divorce and adoption in ab intestato.
   Adoption Act provides that an adopted child's right to inherit titles ab intestato and belongings from her/his natural parents or relatives.
4. Act in pais - a judicial or other act performed out of Court and not a matter of record
   The intermediary convinced either parties of the case to act in pais which was a less expensive option than a lengthy court case.
5. Actum - a deed; something done
   The actum was condemned by the inspector and the person who spat had to pay fine.
6. Ad alium diem - at another day
   The hearing of the case was ppstponed ad alium diem for accused suffered a severe heart condition.
7. Ad audiendum - to hear
   The speaker requested the audiences ad audiendum since he was about to speak on the topic of 'active listening'.
8. Ad hoc - arranged for the purpose or object
   A nurse was appointed on ad hoc for there was a dire need for nursing staff after the epidemic.
9. Ad idem - tallying in the essential point
   The session was concluded by the chaiman by ad idem of the meeting and appreciating all those who attended.
10. Ad infinitum - without limit, to infinity
    The advocate ascertained that the scope for a successful career in law is ad infinitum.
11. Ad interim - in the meanwhile, temporarily
    Since the plague has got many people sick and the hoapitals are filling, a mobile medical camp has been set up ad interim.
12. Adjourn sine die - adjournment to unfixed future date
    Since the culprit has been absconding for long, the judge adjourn sine die the case to everyone's disappointment.
13. Ad nauseam - to a sickening or disgusting degree
    A lot of the culture around movies in the sci-fi/fantasy genre is about deconstructing them ad nauseam.

14. Ad sectam - at the suit

    The woman was not considered a valid witness ad sectam for she was short sighted and could not have clearly seen the culprit commit the crime in the dark.

Communication Skills

During legal studies, there is a large emphasis on reading and analyzing legal texts. Without these skills, no good attorney can begin to wade through the morass of laws and regulations that govern our lives and our worlds. The drafting of well-structured, reasoned opinions and memorandums is practiced intensively during the legal education.

Yet communication in daily legal practice goes far beyond writing legal opinions and memorandums. Communicating by letter, email and orally are daily requirements. Not communicating by failing to respond within a certain time or in a manner that may seem inappropriate by the recipient is also a form of communication. When one adds in the elements of different cultures and languages, the communication challenge is multiplied.

As with any communication, legal communication should contain the 7 Cs:

1. Clear
2. Concise
3. Concrete
4. Correct
5. Coherent
6. Complete
7. Courteous

Four Skills of Communication

If listening and reading is consumption of language, speaking and writing is the creation of language.

Listening Skills

"Nature has given us one tongue, but two ears,

that we may hear from others twice as much as we speak."

Epictetus

Lawyers are very good at collecting facts, expressing opinions, and presenting arguments. The most successful careers are based on positive relationships with clients in addition to these technical skills. The art of listening and development of active listening skills can make for more satisfying work and happier clients and lawyers.

If you would like to improve your listening skills try the following active listening exercise:

1. Listen to the client's description of the matter.
2. Restate his/her premise as you understand it and ask for confirmation.

3. Ask open-ended follow up questions.
4. If the client expresses emotions either directly or indirectly acknowledge the feelings.
5. At the end of the appointment ask if there is anything else he/she would like to say.

Speaking Skills

Most lawyers are required to speak to a small or large group at some point in their careers but are ill prepared to effectively communicate their message.

Contexts for presentations

1. Community groups
2. Attorney education
3. Professional venues
4. Client meetings
5. Informal appearances
6. Criteria for self assessment

Preparation

1. Identify target audience
2. How to land key presentations
3. Create core message
4. Research/Handout preparation
5. Effective slide decks
6. Strategic rehearsal
7. Centering prior to presentation

Presentation

1. Focus on the Body
2. How to enter the platform
3. Breath control
4. Posture/where to stand/when to move
5. Eye contact
6. Hands/arm gestures
7. Distraction of nervous habits
8. Verbal Communication

Oral or verbal communication make use of the spoken words to communicate a message. Whenever it is about verbal communication, people usually think of speaking but the fact is that listening is an equally important skill for verbal communication to be successful. Verbal

communication can be applied to a range of situations that is from informal office discussions to speeches in public where it is done in front of thousands of people.

Improving the verbal communication facilitate the people to encourage the relationships with your coworkers and maintain the large network of contacts that you may call whenever needed. On a group of professionals that need to pay real attention towards this area of communication are consultants. It is because they have to meet people and communicate large quantities of important information.

Non-verbal Communication

This includes the gestures, body language, facial expressions, and even your postures. This kind of communication basically sets the tone of a conversation. It can seriously undermine the message that is there in your words if you are not very careful towards controlling it. For instance, during a meeting, shrinking and slouching back in your chair makes you appear to be under confident leading the people to raise questions and have doubts about the strength of your verbal contributions. On the other hand, if you are leaning over the desk of another employee and invading her space may turn a friendly chat into an aggressive confrontation leaving the employee to feel like being undervalued.

Reading Skills

Reading skills is one of the two artificial language skills. Attorneys have to spend hours investigating and researching information for clients. Attorneys must be able to know how to perform research with speed and accuracy, and confidence in the authority of the source.

If they don't know where to look for the right kind of information, their research may be flawed and inaccurate. If an attorney can't investigate quickly, they may get bogged down and unnecessarily waste a lot of time.

They also must be able to investigate and interview witnesses or other principals in a case. Research may require the ability to get past gatekeepers and gaining access to important sources of information.

Writing Skills

Having the ability to write well lays a solid foundation for all the documents a lawyer must write such as arguments, contracts, and legal letters.

Written communication is a primary way that information is distributed and recorded.

Clear, concise writing removes ambiguity, making intentions known. The legal system requires most communication to be in writing and has very strict guidelines for accuracy. If an attorney is unable to communicate well in writing, it may result in misunderstandings at the least, and damage to the client at the worst.

SQ3R

What is SQ3R?

SQRRR or SQ3R is a reading comprehension method named for its five steps. The method was introduced by Francis P. Robinson, an American education philosopher in his 1946 book Effective Study. The method offers a more efficient and active approach to reading textbook material. SQ3R is an abbreviation to help you remember the steps and to make references to it simpler Survey, Question, Read, Recite, and Review.

Explanation

S

Survey

In this step, also called scan or skim, you survey the entire assignement to get an overview. Our brains like to know the general context of things in order to fit them together, so a survey of the entire book or article helps you understand where the author is going. Insight into the structure, arrangement, and sequence of the reading allows you to form a mental framework for it.

Survey the reading by following these steps.

1. Read the blurbs on the dust jacket of the book (back cover for paperbacks)
2. Look at the table of contents to see what the topics are and how the book is organized
3. If present, read the objectives, overview, or chapter outlines.
4. Page through the book, looking briefly at the major headings
5. Read the major headings and subheadings of the first chapter.
6. Read the discussion questions at the end of the first chapter.
7. Read the abstract or overview
8. Read all the headings and subheadings
9. Go to the end of the reading and read any section labeled "Summary," "Conclusion," "Application," or the like.

Q

Question

Creating a few questions about the reading increases interest, curiosity, and attention to it, as you read carefully in order to answer them. Questions can be created from your look at the chapters, pictures, graphics, or from the map you drew. Here are some sample questions

created about an article discussing an archeological dig that found artifacts dated at 20,000 years old.

1. What evidence will the author produce that will be convincing about the date of the artifacts?
2. Will he respond to critics or alernative theories?
3. What methods of dating will he use?
4. This article was written twelve years ago. Have there been any responses to it? Is it still current? How can I find out?
5. I wonder what he means by "in situ anomaly"

R

Read

Read the work carefully and actively. Don't just sit back at breeze through it. If you own the book (such as a textbook) or have a printout of the article, mark it up.

1. Use a highlighter, or better, underline important phrases and sentences with a pen. Re-read the sentences you mark as you mark them, so they will be remembered better.
2. Write notes in the margin: summaries, paraphrases, agreements, objections, aditional examples, counter examples, cross references
3. Draw diagrams or tables in white space areas of the reading, to graphically represent content. (For example, a teeter totter or scale to show a balance or tradeoff between two things.)
   If you don't own the work or are reading from the screen,
4. Take notes about the key ideas
5. Copy sentences of importance (being sure to put quotation marks around them and citing the page number)
6. Create diagrams to show the structure of the argument (idea map, flowchart, fishbone diagram, matrix)
7. For all the reading, answer the questions you formulated earlier.

R

Recite

Reciting is the process of reproducing the important ideas from the reading. Here, "reproducing" means any of the following:

1. Recite out loud the key concepts you remember
2. Explain to a friend, study buddy, or study group what the claims and evidence are, what your evaluation is, what was important in the reading, or a summary of it.

3. Summarize the material, in whole or by section or chapter
4. Paraphrase important claims, ideas, or definitions
5. Recite on paper or computer file by creating an outline, summary, comments, objections, confirmations, additional examples, a FAQ (Frequently Asked Questions with answers), a mind map, or other recitation method

Reciting is a powerful memory tool because it causes you to engage the material again (repetition is a key to learning), requires that you work with and process the ideas, not just read them (transforming reading material in some way enhances learning), and if you recite aloud by reading your notes, you get the benefit of dual encoding--visual and auditory (eyes and ears) channels are both activated.

R

Review

To review your reading experience, do this:

1. Page through the assignment, re-reading the printed headings and subheadings, and also the underlined or highlighted sentences, together with your notes in the margin (or notebook or word processing file).
2. Look again at the overview or abstract of the material, together with any summaries you created. Check to see that the notes you made agree with the printed material.
3. Review the questions and answers you created.
4. Give an ad hoc verbal summary and commentary on the reading assignment. You might pretend to give a speech about it to a group of interested people.

Note-Taking
Note-Making

ref: Gen
Eng 1

Note Taking	Taking down the notes given by the speaker
Note Making	Listing important facts or ideas in brief contained in a passage

Note Taking

- to convey a telephonic message
- to present important point or text to someone else
- to record important points of a text/lecture
- to plan a discussion
- to plan a lecture/speech
- to record information for future reference

Note Making

- record information from written or printed material

Characteristics of good notes

- Brief
- Only Relevant points
- Only words or phrase
- No grammatical concerns
- Logical sequence
- Divided and sub-divided

How to make notes

- Read the whole material (repeat)
- Bullets and sub-bullets, Flowcharts
- Mind Mapping

- ensure
- omit examples
- Abbreviations
- usage of symbols

Read the following passage

The human brain is spherical like a ball. It is divided into two halves, called the two hemispheres. The right hemisphere controls the working of the left side of the body, while the left hemisphere controls the right side. Furthermore, each hemisphere controls certain kinds of mental activity. In most people, reasoning or logical thinking and the learning of mathematics and language are controlled by the left hemisphere, while abilities in arts and craft and in music, dance and sports are controlled by right hemisphere.

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Human Brain

divided into two hemispheres

Right Hemisphere

Controls

- left side of the body

Left Hemisphere

Controls

- right side of the body

mental activity

- reasoning/log thinking
- learning of language and mathematics

- fine arts, craft and sports

Human Brain

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mental activity

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- fine arts, craft and sports

Read the following passage

Destruction of forests should be avoided at all costs. It results in the loss of natural wealth and ecological disturbances. Some of the rare species of animals have also been lost. Of late, mountain slopes and hilly tracts have been the target of many agencies. The problem, of course, is worse than urbanisation. While urbanisation has a single plateau-transfer of people from the villages to cities, creating unmanageable urban concentration stripping the mountains of trees for different purpose poses many ecological and other kinds of problems.

The mountain plants have been a source of inspiration since times immemorial. They have been the abodes of Gods and Saints. Mountain lakes are like eyes on the mother Earth. The trickling water from beneath the rocks changing into brooks and rivers creates a happy sensation in the heart. Such brooks criss-cross the green hill sides like children playing in the magic land. The attack on the mountains deprives the hills of their natural beauty. The emotional appeal is lost.

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Destruction of Forest

A. Destruction of forests
   1. avoided
      - loss of natural wealth
      - ecological disturbance
   2. Rare animals are lost

B. Destruction of hilly tracts
   1. worse than urbanisation
   2. stripping mountains
      - ecological
      - other problems

C. Mountain Plants
   1. Source of inspiration
   2. Abodes of Gods and Saints

D. Mountain Lakes
   1. like eyes on earth
   2. brooks and lakes
      - Happy Sensation
      - Criss-cross the green hill sides.

E. Attack on mountain
   1. deprives hills of natural beauty
   2. emotional appeal lost



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2. brooks and lakes
   - Happy Sensation
   - Criss-cross the green hill sides.

E. Attack on mountain

1. deprives hills of natural beauty
2. emotional appeal lost

Read the following conversation

Ralph is walking past the coach's office. The telephone rings, and he answers it.

Ralph: Hello! The coach isn't here. May I help you?
Lady: Yes, this is the Sporting Goods Stores. Coach John ordered ten baseball bats.
Ralph: Yes, what should I tell him?
Lady: Tell him that they are ready. He can pick them up any time between 9 am and 6 pm except Sundays.
Ralph: Who should I say is calling?
Lady: My name is Mrs. Margaret. If he has any questions, he can call me on 25623541.
Ralph: Ok, I got the message
Lady: Good Bye

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Lady: Tell him that they are ready. He can pick them up any time between 9 am and 6 pm except Sundays.
Ralph: Who should I say is calling?
Lady: My name is Mrs. Margaret. If he has any questions, he can call me on 25623541.
Ralph: Ok, I got the message
Lady: Good Bye



Time:

John,

- Call from the Sporting Goods Stores
- Baseball bats are ready
- Can be picked in between 9 am and 6 pm any day except Sunday
- for information call 25623541(Mrs. Margaret)

Ralph

Exercise

Read the following passage

There are different kinds of musical instruments. They are divided into three main classes according to the way they are played. For example, some instruments are played by blowing air into them. These are called wind instruments. In some of these, the air is made to vibrate inside a wooden tube, and these are said to be of woodwind family. Examples of woodwind instruments are the flute, the clarinet and the bassoon. Other instruments are made of brass: the trumpet and the horn, for example. There are also various other wind instruments such as the mouth organ and the bagpipes.

Some instruments are played by banging or striking them. One obvious example is the drum, of which there are various kinds. Instruments like this are called percussion instruments.

The last big group of instruments are the ones, which have strings. There are two main kinds of stringed instruments: those in which the music is made by plucking the strings, and those where the player draws a bow across the string. Examples of the former are the harp and the guitar. Examples of the latter are the violin and the cello.

Read the following passage

Unemployment arises from a variety of causes. One which is always recurring and the effects of which we have had a recent example, is the disorganisation of industry resulting from a long war; this is a serious problem admitting of no easy solution at the best of times. Again there is the unemployment which follows a marked diminution in the quantity of any raw product, such as cotton; fewer hands are required in the mills and factories. We may call this cause ‘bad harvest’. Similar but more serious, is the effect of change in industry due to invention of machinery, which does more work and requires fewer hands. Yet another cause is a strike or kick-out; and this is the more to be deplored because such a stoppage is due to a very trivial matter-perhaps the fact that men are working half an hour longer than the regulations that their unions permit.

Read the following conversation

John: "Hello, ABC Company."
Janet: "Hi, this is Janet from Consult R Us. May I speak with Alex please?"
John: "He's in a meeting right now. Would you like to leave a message?"
Janet: "Yes. Can you have Alex call me back when he is available? My name again is Janet, and he can reach me at 555-987-6543."
John: "It's Janet at 555-987-6543. Can I tell him what this is regarding?"
Janet: "He sent over a fax, and the last page didn't print out. I will need for him to resend the fax to me."
John: "I'll let him know."
Janet: "Thank you."
John: "Thank you for calling ABC."
Janet: "Good bye."
John: "Bye."

WRITING SKILLS

PARAGRAPH WRITING

Ref: Gen English 1

PARAGRAPH

- **Meaning -** number of sentences grouped together related to one topic, single point, series with same subject, theme etc.
- **Length -** depends
- For the purpose of composition - restrict the length to 3 - 8 sentences or 50 - 100 words.

PRINCIPLES/ MAIN FEATURES

- **Unity -** not more than one topic/ theme, every sentence should be closely connected to the main theme
- **A Topic Sentence -** key sentence containing the main theme, generally the first sentence
- **Body -** expresses main idea with facts, examples and illustrations (sometimes in two paragraphs)
- **Conclusion -** Last/ couple of last sentences should be - summary, must be logical (no new information) but in different ways.
- **Order -** logical sequence, order of their occurrence

PRINCIPLES/ MAIN FEATURES

- **Variety -** should contain short and long sentences.
- **Coherence -** logically consistent, one sentence should lead to next, continuous logical progression
- **Cohesion -** Unity, linking words/ connectives. Here's a short list.
  Carry forwards an argument - also, besides, especially, finally, in addition, in other words, likewise, moreover, similarly, again
  Cause effect - accordingly, as a result, thus, hence, therefore
  Carry transition - meanwhile, then, finally, first, furthermore, also, later, soon, at the end, however, at last, next, before, now, in conclusion
- **Comparison and contrast -** how two things are alike or different

PURPOSE OF A PARAGRAPH

- information or fact to another person
- to make a request
- to persuade or convince another person that your idea is right
- to tell a story
- descriptive, narrative, explanatory, argumentative

HOW TO WRITE A PARAGRAPH

- Think out the points, frame questions and think out answers. Answers provides us to develop points.
- Topic sentence, necessary but sometimes can be omitted
- Not more than one theme
- If two paragraphs are used, maintain the same sequence and show variation.
- Idiomatic expressions
- Revise, clear all errors

MODEL PARAGRAPH

- **Develop the following outline into a well connected text of two paragraphs. (You can change the order of details)**

Deepa____35 years old
Lives ____Pune
Business ____ beauty parlour
Ambitious ____ hard-working
Bought ____ cell phone
Distance education _____ studying BA
Plans ____ 2005/chain of 3 beauty parlours
Appoint ____ 10 assistants
2010 ____ study abroad/ course in her field
Hobbies ____ reading/ swimming/ knitting

Deepa____35 years old
Lives ____Pune
Business ____ beauty parlour
Ambitious ____ hard-working
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2010 ____ study abroad/ course in her field
Hobbies ____ reading/ swimming/ knitting

Deepa is a young and energetic woman. She is 35 years old. She lives in Pune. Her hobbies are reading, swimming and knitting. She is studying BA through distance education. She is running a beauty parlour on business lines.

Not only hard working, Deepa is also an ambitious woman. She has bought a cell phone. She has plans of running 3 beauty parlours and also is planning to appoint 10 assistants in her beauty parlours. She has an ambition of studying abroad the course in her field in the year 2010.

MAN IS AN ARCHITECT OF HIS OWN FATE

Many people think that the course of a man's life on earth is decided by fate, but this is a wrong idea. A man's future depends on his own self. If he wasted his time in idleness, or depends too much on others or loses heart in the face of difficulties, he will fail in his life. If, on the other hand, he makes proper use of his time and opportunities, and follows his aim in life with patience and perseverance, success is sure to come to him. Even ordinary abilities will bring him success if he makes good use of them. In fact, history abounds with examples of men rising to greatness from an humble beginning merely by their own exertions. On the other hand, we often come across men endowed with abilities failing in life. This is because they did not make proper use of their time and opportunities, but wasted them in idleness. Their abilities thus got rusted and hence became useless. So it is we that make or mar ourselves, or our fate.

AIR POLLUTION

Air pollution is a common problem in our country. Air pollution comes from dangerous chemical substances which spread in the air, for example, carbon monoxide, CFC, carbon dioxide, hydro carbon, sulfur dioxide, etc. Those substances are produced by human activities such as the using of vehicles which produce smokes causing the air pollution and factory activities such as producing the tires and fake animal skin which use fuels and machine that trigger the air pollution. However, most people are lack of attention to this problem. Even, they do not care that air pollution can be very dangerous for the human health and our environment. There are some solutions to overcome this problem. The first solution is with starting the go green program. Plantation of plants like flowers or trees in our house and later in places like school, city park and forest. Plants can reduce the air pollution by absorbing the harmful carbon dioxide and producing the oxygen which is very important for human life to breathe which helps us to reduce air pollution. The second solution is that the government should give clear rules for the industries which use fuels and machine causing the air pollution. The first rule is that the industries should change the fuels and machine with the new one that is more eco-friendly for the environment. For example, the industries can use the fuel cells which gain energy from hydrogen. The fuel cells are more eco-friendly because the waste is water. The industries can also use the solar cells for the machine as the electrical energy. Fuel cells and solar cells are the renewed technology which save for the environment. The second rule is that the government should restrict the ownership of vehicles for each family. Nowadays, there are many families who have more than one car or motorcycle. So the government should give a strict rule, “each family should have one car and one motorcycle”. If the number of vehicles is decreasing, it makes the amount of the air pollution decrease too. We can not vanish the air pollution but we can reduce it with those solutions. Air pollution is a serious issue and we should start dealing with it as soon as possible.

DEMOCRACY

Many countries have democratic governments now. Democracy means government by the people. They do this by electing their representatives to the government. All adult citizens of a country have the right to vote in a democracy. This vote is extremely important because it determines the kind of government that comes in power.(Name a few countries in the world which have a democratic form of government) .The role of the citizens becomes extremely important in a democracy. They have to be aware of their rights and know what they should expect from their elected representatives. The citizens should be aware of the problems of their region as well as of the whole country. Only then can they understand whether the government is taking the right steps for their welfare or not. For this reason it is important to acquire knowledge about current events and policy making through newspapers, radio and television as well as public meetings.Democracy also means that all citizens are free to express their opinion in public. They can freely criticise the government, if they feel that it is not discharging its duties properly. They can even oppose its policies, but peacefully, without resorting to violence or breaking the laws. The government on the other hand is expected to give due consideration to the views of the people speaking out against it. It cannot take steps to prevent them because that would be undemocratic.

MONEY IS THE ROOT OF ALL EVIL

Money is not the root of injustice. The root of injustice comes out of the wickedness of man and his love for money. It is mans greed and immoral ways that have perverted and uprooted the basic principles for which the idea of money had been originally devised for. We must all understand that money is something that is not real. Money is a concept that we as a society all agree on. From trade to greed, there is a famous proverb, greed begets sin and sin is the cause of death. This materialism wakes tensions and unhappiness and desire to have more money encourages people to commit crimes which affects everyone from world leaders to mundane people.

A MOVIE OR A BOOK I LOVE THE MOST