



SHRIMATI INDIRA GANDHI COLLEGE

(Affiliated to Bharathidasan University)

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Tiruchirappalli - 620 002

DEPARTMENT OF ENGLISH

PROFESSIONAL ENGLISH FOR PHYSICAL SCIENCES – I

SUBJECT CODE : 22PELPS1

(B. SC Computer Science , Maths, Information Technology, Physics, Artificial Intelligence BCA,)

UNIT 1: COMMUNICATION 1. Listening: Listening to instructions 2. Speaking: Telephone etiquette and Official phone conversations 3. Reading short passages (3 passages, one from each – Physics, Chemistry, Mathematics/Computer Science) 5. Writing: Letters and Emails in professional context 6. Grammar in Context: Wh and yes or no, • Q tags • Imperatives • 7, Vocabulary in Context: Word formation – . i) Creating antonyms using Prefixes ii) Intensifying prefixes (E. g inflammable) Changing words using suffixes A) Noun Endings B) Adjective Endings C) Verb Endings

UNIT 2: DESCRIPTION Listening - Listening to process description Speaking - Role play Formal: With faculty and mentors in academic environment, workplace communication Informal: With peers in academic environment, workplace communication Reading - Reading passages on products, equipment and gadgets Writing - Writing sentence definitions (e.g. computer) and extended definitions (e.g. artificial intelligence) Picture Description - Description of Natural Phenomena Grammar in Context: Connectives and linkers. Vocabulary - Synonyms (register) - Compare & contrast expressions.

UNIT 3: NEGOTIATION STRATEGIES Listening - Listening to interviews of specialists / inventors in fields (Subject specific) Speaking - Brainstorming. (mind mapping). Small group discussions (subjectspecific) Reading - longer Reading text. (Comprehensive passages) Writing - Essay Writing (250 word essay on topics related to subject area, like pollution, use of pesticides in cultivation, merits and demerits of devices like mobile phones, merits and demerits

of technology in development) Grammar in Context:
Active voice & Passive voice - If conditional -
Collocations - Phrasal verbs

UNIT 4: PRESENTATION SKILLS Listening - Listening
to presentation. Listening to lectures. Watching
- documentaries (discovery / history channel)
Speaking - Short speech - Making formal
presentations (PPT) Reading - Reading a written
speech by eminent personalities in the relevant
field / Short poems / Short biography. Writing -
Writing Recommendations Interpreting visuals -
charts / tables/flow diagrams/charts Grammar in
Context - Modals Vocabulary (register) - Single
word substitution

UNIT 5: CRITICAL THINKING SKILLS Listening -
Listening to advertisements/news and brief
documentary films (with subtitles) Speaking -
Simple problems and suggesting solutions.
Reading: Motivational stories on Professional
Competence, Professional Ethics and Life Skills
(subject-specific) Writing Studying problem and
finding solutions- (Essay in 200 words) Grammar-

Make simple sentences Vocabulary –Fixed
expressions

UNIT I FILL IN THE BLANKS

1. Listening :

1. Always _____ carefully before
beginning a task.

Answer: listen

2. The teacher instructed the students to
_____ their papers after completing the
test.

Answer: submit

3. You must _____ your mobile phones
during the examination.

Answer: switch off

4. Please _____ the equipment before
use.

Answer: check

5. Do not _____ the machine without
reading the manual.

Answer: operate

2. Speaking: Telephone Etiquette and Official
Phone Conversations

Fill in the blanks

1. Always greet the caller with a polite _____.

Answer: hello

2. May I _____ who's calling, please?

Answer: know

3. Please _____ for a moment while I transfer your call.

Answer: hold

4. I'm sorry, the manager is _____ right now.

Answer: unavailable

5. Always _____ the conversation by thanking the caller.

Answer: end

3. Reading: Short Passages

(Each fill-in-the-blank is based on a general science/maths context.)

Physics Passage

1. The speed of light in a vacuum is approximately _____ m/s.

Answer: 3×10^8

2. Newton's third law states that every action has an equal and _____ reaction.

Answer: opposite

3. The force acting on an object is equal to mass times _____.

Answer: acceleration

4. Energy can neither be created nor _____.

Answer: destroyed

5. The SI unit of force is _____.

Answer: newton

Chemistry Passage

1. Water is a _____ made up of hydrogen and oxygen.

Answer: compound

2. The pH of an acid is less than _____.

Answer: 7

3. Sodium reacts vigorously with _____.

Answer: water

4. An atom consists of protons, neutrons, and _____.

Answer: electrons

5. The periodic table was first developed by _____.

Answer: Mendeleev

Mathematics/Computer Science Passage

1. The square root of 144 is _____.

Answer: 12

2. In binary, the number 2 is represented as _____.

Answer: 10

3. An even number is divisible by _____.

Answer: 2

4. A variable in a computer program stores _____.

Answer: data

5. The value of pi is approximately _____.

Answer: 3.14

5. Writing: Letters and Emails in Professional Context

Fill in the blanks :

1. A formal email should always begin with a proper _____.

Answer: salutation

2. The _____ line should clearly state the purpose of the email.

Answer: subject

3. Always use _____ language in professional communication.

Answer: polite

4. End your email with a _____ or regards.

Answer: thank you

5. Avoid using _____ in official letters and emails.

Answer: slang

6. Grammar in Context

WH & Yes/No Questions

1. _____ are you going to the meeting?

Answer: When

2. _____ you attend the seminar yesterday?

Answer: Did

3. _____ do you prefer: tea or coffee?

Answer: What

4. _____ she available for a call now?

Answer: Is

5. _____ do you live?

Answer: Where

Question Tags

1. You are coming to the meeting,

_____?

Answer: aren' t you

2. He can drive a car, _____?

Answer: can' t he

3. They weren' t late, _____?

Answer: were they

4. She works here, _____?

Answer: doesn' t she

5. Let' s go for a walk, _____?

Answer: shall we

Imperatives

1. _____ the door when you leave.

Answer: Close

2. _____ your homework before class.

Answer: Finish

3. _____ quiet during the presentation.

Answer: Be

4. _____ forget to bring your ID card.

Answer: Don' t

5. _____ me with this task, please.

Answer: Help

7. Vocabulary in Context

(Word choice in fill-in-the-blank form - general use)

Fill in the blanks :

1. She gave a _____ presentation at the conference.

Answer: professional

2. The manager asked for a quick _____ on the sales report.

Answer: update

3. We must meet the _____ to finish the project.

Answer: deadline

4. Always maintain a _____ tone in formal emails.

Answer: respectful

5. The meeting has been _____ to next Monday.

Answer: rescheduled

6. 1: Why is it important to listen carefully to instructions?

A1: Listening carefully ensures that tasks are completed correctly and reduces the chances of mistakes or misunderstandings.

7. Q2: What should you do if you do not understand an instruction?

A2: You should politely ask the speaker to repeat or clarify the instruction to avoid errors.

8.

9. 2. Speaking: Telephone Etiquette and Official Phone Conversations

10. Q1: Mention two key points of good telephone etiquette.

A1: Always greet the caller politely and speak clearly and respectfully.

11. Q2: How should you respond when you cannot provide an answer immediately during an official call?

A2: Politely inform the caller that you will get back with the correct information and take their contact details.

3. Reading: Short Passages (Physics, Chemistry, Mathematics/Computer Science)

12. Q1 (Physics): What does Newton's third law of motion state?

A1: It states that for every action, there is an equal and opposite reaction.

13. Q2 (Chemistry): What is the pH value of a neutral solution?

A2: The pH value of a neutral solution is 7.

14. Q3 (Maths/CS): What is the binary representation of the number 5?

A3: The binary representation of 5 is 101.

4. Writing: Letters and Emails in Professional Context

15. Q1: Name two elements of a professional email.

A1: Subject line and formal salutation.

16. Q2: Why is it important to avoid slang in official emails?

A2: Using slang can seem unprofessional and may confuse the reader in a formal setting.

Grammar in Context

17. : What is the structure of a WH-question?

A1: WH-word + auxiliary verb + subject + main verb (e.g., "Where are you going?").

18. Q2: Give an example of a Yes/No question.

A2: "Did you attend the meeting?"

19. Q3: What is a question tag?

A3: A short question added at the end of a statement to confirm or check information, e.g., “You are tired, aren’t you?”

20. Q4: Form a question tag for: “She can speak English.”

A4: “She can speak English, can’t she?”

21. Q5: What is an imperative sentence?

A5: It gives a command, request, or instruction, e.g., “Please sit down.”

22. Q6: Give an example of a negative imperative.

A6: “Don’t touch that.”

23.6. Vocabulary in Context

24. Q1: What is the meaning of the word “reschedule”?

A1: To change the time or date of a planned event or meeting.

25. Q2: What does “deadline” mean in a workplace context?

A2: A deadline is the latest time or date by which something should be completed.

PARAGRAPH (5 MARKS)

26. Q: Explain the importance of listening to instructions in a professional or academic setting.

A:

Listening to instructions is crucial in both academic and professional settings because it ensures tasks are completed correctly and efficiently. When instructions are not followed properly, it can lead to errors, confusion, and even safety issues. Active listening helps in understanding expectations, timelines, and responsibilities clearly. In a workplace, following verbal directions saves time and improves productivity. In classrooms, attentive listening helps students grasp the concept better and perform well in assessments. Clarifying doubts when instructions are unclear is also part of good communication.

2. Speaking: Telephone Etiquette and Official Phone Conversations

27. Q: Describe good telephone etiquette during official phone conversations.

A:

Good telephone etiquette is essential for maintaining professionalism in workplace conversations. One must begin a call with a polite greeting and

clearly introduce themselves. Speaking clearly and respectfully throughout the call is important. While talking, one should avoid interrupting the other person. If the required person is unavailable, the caller should be offered the option to leave a message. Ending the conversation with a thank-you and a proper closing statement, like "Have a nice day," reflects professionalism. Maintaining a calm and courteous tone builds a positive impression.

Reading Passages (Physics, Chemistry, Mathematics/Computer Science)

28. Q: Why is reading scientific and technical passages important for students?

A:

Reading scientific and technical passages helps students enhance their subject knowledge and improve comprehension skills. These passages often include complex terms, data, and logical reasoning that require attention and critical thinking. For example, reading a physics passage helps in understanding concepts like motion and energy. Chemistry passages may explain reactions or chemical structures, while mathematics or computer science texts often focus on formulas, logic, or problem-solving steps. Exposure to such reading materials prepares students for academic success and helps them interpret information accurately in exams and real-life situations.

4. Writing: Letters and Emails in a Professional Context

29. Q: What are the key elements of a professional letter or email?

A:

A professional letter or email should follow a clear structure and use formal language. It begins with a proper salutation, such as "Dear Sir/Madam," followed by an introduction that states the purpose clearly. The body contains necessary details, written politely and concisely. The conclusion should summarize the intent and include a closing statement like "Thank you" or "Looking forward to your response." It ends with a formal closing (e.g., "Yours sincerely") and the sender's name and contact information. Proper grammar, punctuation, and a respectful tone are essential for effective professional communication.

30.5. Grammar in Context

31. Q: How do WH-questions and Yes/No questions differ in usage?

A:

WH-questions begin with interrogative words like who, what, when, where, why, and how. They are used to gather specific information. For example, "Where do you live?" requires a detailed answer. In contrast, Yes/No

questions are typically formed with auxiliary verbs and can be answered with a simple "yes" or "no." For instance, "Do you like coffee?" These two types of questions help in obtaining both general and specific information. Using them correctly improves communication and shows command over spoken and written English.

32. Q: What is the function of question tags in communication?

A:

Question tags are short questions added at the end of statements to confirm or seek agreement. For example, "You are coming, aren't you?" They are useful in conversation because they engage the listener and keep communication interactive. The tag usually reflects the auxiliary verb in the statement and its polarity. If the main statement is positive, the tag is negative, and vice versa. Question tags also reflect tone—sometimes used to express doubt, surprise, or politeness. They are a key feature in spoken English, especially in friendly or informal dialogue.

33. Q: What are imperative sentences, and where are they used?

A:

Imperative sentences are used to give commands, instructions, requests, or advice. For example, "Please turn off the lights" or "Do not enter." They often begin with the base form of the verb and usually do not have a subject, as the subject "you" is understood. In both spoken and written communication, imperatives are commonly used in manuals, signs, guidelines, and classroom instructions. They must be phrased politely in formal contexts to avoid sounding rude. For instance, "Kindly submit the report" is more appropriate in an office setting than "Submit the report."

6. Vocabulary in Context

34. Q: Explain the importance of using appropriate vocabulary in a professional context.

A:

Using the right vocabulary in professional settings enhances clarity, precision, and effectiveness of communication. Formal words such as "request," "inform," "reschedule," and "deadline" convey messages in a respectful and efficient manner. Inappropriate or casual language may lead to misunderstandings or appear unprofessional. Choosing words based on the context also shows language proficiency and helps in building a strong professional image. In emails, letters, meetings, and presentations, the correct vocabulary ensures that the message is well-received and fosters better relationships with colleagues and clients.

UNIT II

1. Listening - Listening to Process Description

Fill in the blanks :

1. The first step in the process is to _____ the device.

Answer: switch on

2. After heating, the solution is _____ to remove impurities.

Answer: filtered

3. The liquid must be stirred _____ for five minutes.

Answer: continuously

4. Once cooled, the mixture should be _____ into a glass container.

Answer: poured

5. The final product is _____ after drying for two hours.

Answer: packed

2. Speaking - Role Play

Fill in the blanks :

1. In a formal role play, you must use _____ language.

Answer: polite

2. During role play, always speak with clarity and _____.

Answer: confidence

3. Greet your professor with a _____.

Answer: good morning

4. In informal role play with peers, you can use _____ expressions.

Answer: casual

5. Role play helps develop _____ communication skills.

Answer: interpersonal

3. Speaking - Formal & Informal Communication

Fill in the blanks :

1. “Could you please clarify?” is an example of _____ communication.

Answer: formal

2. “Hey! What’s up?” is used in _____ communication.

Answer: informal

3. Formal communication is used when speaking to _____.

Answer: faculty

4. Informal talks are common among _____.

Answer: peers

5. Workplace emails should always follow a _____ tone.

Answer: professional

4. Reading - Reading Passages on Products,
Equipment, and Gadgets

Fill in the blanks :

1. This smartphone features a high-resolution _____ camera.

Answer: rear

2. The vacuum cleaner has a _____-saving mode.

Answer: power

3. The 3D printer uses _____ to form solid objects.

Answer: filament

4. Most gadgets today come with Bluetooth and _____ connectivity.

Answer: Wi-Fi

5. Safety instructions should be read _____ before using equipment.

Answer: carefully

5. Writing - Sentence and Extended Definitions

Fill in the blanks :

1. A computer is an electronic device that processes _____.

Answer: data

2. Artificial Intelligence refers to the simulation of _____ intelligence by machines.

Answer: human

3. A printer is a device that produces a hard copy of _____ documents.

Answer: digital

4. Cloud computing allows data to be stored and accessed over the _____.

Answer: internet

5. Wi-Fi is a technology that enables wireless network _____.

Answer: access

6. Picture Description - Natural Phenomena

Fill in the blanks :

1. A rainbow appears after _____ due to light refraction.

Answer: rain

2. A volcanic eruption throws out lava, ash, and _____.

Answer: gases

3. A _____ is a sudden shaking of the earth's surface.

Answer: earthquake

4. The sky darkened quickly before the heavy _____ began.

Answer: rainfall

5. A _____ storm is caused by strong winds and dust.

Answer: sand

7. Grammar in Context - Connectives and Linkers

Fill in the blanks :

1. He was tired, _____ he continued working.

Answer: yet

2. I wanted to attend the seminar,
_____ I was sick.

Answer: but

3. We must finish the report _____ the
deadline is tomorrow.

Answer: because

4. The team performed well; _____, they
lost the match.

Answer: however

5. I will call you _____ I reach home.

Answer: when

8. Vocabulary - Synonyms (Register) & Compare/Contrast Expressions

Fill in the blanks :

1. The synonym of “help” in formal English
is _____.

Answer: assist

2. Unlike buses, trains are usually more
_____ for long journeys.

Answer: comfortable

3. In contrast to summer, winter has a much
_____ climate.

Answer: colder

4. The synonym of “buy” in a formal tone is _____.

Answer: purchase

5. Similarly, both devices are _____ in terms of performance.

Answer: equal

(2 MARK)

1. Listening - Listening to Process Description

6. Q1: Why is it important to listen carefully to a process description?

A1: Listening carefully to a process description ensures that each step is followed correctly, reducing mistakes and improving task accuracy.

7. Q2: What should you do if you miss a step while listening to a process explanation?

A2: You should politely ask the speaker to repeat or clarify the missed step to avoid errors in execution.

2. Speaking - Role Play

8. Q1: How does role play help improve communication skills?

A1: Role play enhances confidence, fluency, and the ability to respond appropriately in real-life communication situations.

9. Q2: What is one important rule to follow during a formal role play?

A2: Use polite and professional language while maintaining a respectful tone throughout the interaction.

3. Speaking - Formal & Informal Communication

10. Q1: When should formal communication be used in an academic setting?

A1: Formal communication should be used while interacting with teachers, mentors, and officials in academic and workplace environments.

11. Q2: Give an example of an informal expression used in daily conversations.

A2: An informal expression is “What’s up?” which is typically used with friends or peers.

4. Reading - Reading Passages on Products, Equipment, and Gadgets

12. Q1: Why is reading product manuals or equipment descriptions important?

A1: It helps users understand the features, functions, and safety precautions of the product or gadget.

13. Q2: What kind of information do you usually find in a gadget description?

A2: You find specifications, usage instructions, advantages, and warnings related to the gadget.

5. Writing - Sentence and Extended Definitions

14. Q1: What is a sentence definition?

Provide an example.

A1: A sentence definition briefly explains a term in one line, e.g., "A computer is an electronic device that processes data."

15. Q2: How does an extended definition differ from a sentence definition?

A2: An extended definition gives a detailed explanation of a concept with examples, features, and functions.

6. Picture Description - Description of Natural Phenomena

16. Q1: What should you observe while describing a natural phenomenon from a picture?

A1: You should observe the cause, appearance, movement, and impact of the phenomenon shown in the image.

17. Q2: Describe one natural phenomenon in two lines.

A2: A rainbow is a natural arc of colors that appears in the sky after rainfall when sunlight passes through water droplets.

7. Grammar in Context - Connectives and Linkers

18. Q1: What is the function of connectives in a sentence?

A1: Connectives join words, phrases, or sentences to show relationships like contrast, cause, effect, or time.

19. Q2: Provide two examples of contrast linkers.

A2: “However” and “but” are linkers used to show contrast between ideas.

8. Vocabulary - Synonyms (Register) &
Compare/Contrast Expressions

20. Q1: Give a formal synonym for the word
“start.”

A1: A formal synonym for “start” is
“commence.”

Q2: What is the purpose of using compare and contrast expressions in writing?

A2: They help to highlight similarities and differences between two or more items or ideas.

PARAGRAPH (5 MARKS)

1. Listening - Listening to Process
Description

21. Q: Why is listening to process
descriptions important in academic and
workplace settings?

A:

Listening to process descriptions is essential because it helps individuals follow step-by-step instructions accurately. In academic labs or workplaces, misunderstanding a process can lead to errors, safety risks, or poor outcomes. Attentive listening allows

you to note the sequence of actions, required tools, and safety precautions. Whether it's a lab experiment, machine operation, or customer service procedure, good listening skills ensure efficiency and reduce mistakes.

It also helps in performing tasks independently after hearing them once, which is valued in professional environments.

2. Speaking - Role Play

22. Q: How does role play help improve speaking skills?

A:

Role play is an interactive method used to practice real-life conversations in a controlled environment. It improves speaking skills by allowing participants to use appropriate vocabulary, intonation, and gestures for different situations. Formal role play helps in practicing conversations with teachers, mentors, or clients, while informal role play encourages casual dialogue with peers. It builds confidence, fluency, and adaptability. Through role play, students learn to think quickly and respond appropriately, which is helpful in

interviews, meetings, and public interactions.

3. Speaking - Formal and Informal Communication

23. Q: Differentiate between formal and informal communication with examples.

A:

Formal communication is used in professional and academic settings, where respect and clarity are important. For instance, talking to a professor or writing a business email requires formal language like “I would like to inform you...” Informal communication is casual and friendly, usually with peers or friends, and includes expressions like “Hey, what’s up?” Both styles are important, and choosing the right one depends on the context. Using appropriate language shows emotional intelligence and helps in building strong relationships in both personal and professional life.

4. Reading - Passages on Products, Equipment, and Gadgets

24. Q: Why is it important to read descriptions of products or equipment carefully?

A:

Reading product or equipment descriptions helps users understand how a device works and what its features are. Such texts provide key information like technical specifications, usage instructions, precautions, and warranty details. For example, reading a manual for a smartphone tells you how to set it up, use its features, and maintain battery life. In workplaces, reading these descriptions ensures safe and effective usage of machines and tools. It also prevents damage or accidents and helps in troubleshooting problems when they occur.

5. Writing - Sentence and Extended Definitions

25. Q: What is the difference between sentence definitions and extended definitions? Give examples.

A:

A sentence definition briefly explains the meaning of a term in one line. For example:

“A computer is an electronic device that processes data.” On the other hand, an extended definition provides a detailed explanation, often including features, types, functions, and real-life examples. For example, Artificial Intelligence (AI) can be defined in detail by explaining its role in machines that perform tasks like speech recognition, decision-making, and automation. Both types are used in technical writing to clarify complex terms depending on the context and audience.

6.. Picture Description - Natural Phenomena

26. Q: How can you describe a natural phenomenon effectively from a picture?

A:

Describing a natural phenomenon from a picture involves observing details like the setting, weather, movement, and colors. For example, if the picture shows a volcano erupting, you could describe the lava, ash clouds, the shape of the mountain, and the surrounding area. Use sensory words and scientific terms where appropriate. The description should answer the questions: What

is happening? Why is it happening? What might be the effects? This skill improves observation, vocabulary, and the ability to form clear and vivid descriptions.

7. Grammar in Context - Connectives and Linkers

27. Q: What is the role of connectives and linkers in writing and speech?

A:

Connectives and linkers are words that join ideas, sentences, or paragraphs, helping to create flow and coherence. Examples include “because,” “however,” “therefore,” “moreover,” and “although.” They show relationships between ideas such as cause-effect, contrast, or sequence. For instance, “He was late because of traffic” shows cause, while “She studied hard; however, she didn’ t pass” shows contrast. Without linkers, writing becomes choppy and hard to follow. Mastering them improves the structure and readability of both written and spoken communication.

8. Vocabulary - Synonyms (Register) & Compare/Contrast Expressions

28. Q: Why are synonyms and compare/contrast expressions important in communication?

A:

Using synonyms enriches language and avoids repetition. For example, instead of using “start” repeatedly, you can use “begin” or “commence” depending on the formality. Register refers to choosing the right word based on context—formal or informal. Compare and contrast expressions like “similarly,” “unlike,” “on the other hand,” and “in contrast” help explain similarities and differences clearly. These tools are essential for writing essays, giving presentations, or engaging in analytical discussions, where clarity and variety in expression are required.

ESSAY QUESTIONS (10 MARKS)

1.. Listening - Listening to Process Description

29. Essay Q: Discuss the importance of listening to process descriptions in academic

and workplace contexts.

A:

Listening to process descriptions is a critical skill in both academic and workplace environments. It involves understanding step-by-step instructions for performing a task, conducting an experiment, or using equipment.

In academic settings, such as science laboratories or practical exams, listening helps students grasp the correct sequence of actions and safety protocols. In the workplace, employees often receive verbal instructions to operate machines, follow safety procedures, or execute a project. Poor listening can result in errors, inefficiency, or even accidents. Active listening also includes taking notes, asking for clarification, and giving feedback. This ensures that all steps are understood and followed correctly. With growing automation and technical work processes, the ability to understand and follow oral descriptions accurately is more important than ever. Good listeners are seen as dependable and attentive team members.

2. Speaking - Role Play

30. Essay Q: Explain how role play helps improve communication skills among students and professionals.

A:

Role play is an effective method to develop communication skills in both academic and professional environments. It allows learners to simulate real-life situations like attending a job interview, handling customer service calls, or resolving workplace conflicts. Through role play, students gain confidence in expressing their ideas clearly and respectfully. It helps them practice proper body language, tone, and vocabulary depending on the situation. In formal settings, they learn to interact politely with mentors or clients, while informal role plays with peers help in developing friendly and persuasive language. It also improves listening skills and the ability to respond appropriately under pressure. Role play fosters empathy by encouraging participants to take on different roles and perspectives.

It is a valuable tool in communication training programs as it prepares individuals

for real-world conversations, interviews, and presentations.

3. Speaking - Formal and Informal Communication

31. Essay Q: Differentiate between formal and informal communication with examples.

A:

Communication can be broadly classified into formal and informal based on context and tone. Formal communication is used in academic, professional, or official settings. It follows a structured tone, uses standard grammar, and avoids slang or abbreviations. For example, an email to a professor might begin with “Dear Sir/Madam” and use phrases like “I am writing to inform you...” In contrast, informal communication is casual and used with friends, classmates, or colleagues. It is relaxed and may include expressions like “Hey, what’s up?” or “Catch you later.” While formal communication emphasizes professionalism, informal communication builds personal bonds and allows free expression. Both are essential in daily life. Knowing when and how

to switch between them is an important communication skill. Using formal language in the right context shows respect and credibility, while informal speech fosters comfort and friendliness.

4. Reading - Reading Passages on Products, Equipment, and Gadgets

32. Essay Q: Why is reading product and equipment descriptions important for users?

A:

Reading product and equipment descriptions is essential to understanding how to use them safely and effectively. These descriptions usually include specifications, features, operating procedures, safety instructions, and maintenance tips. For example, a manual for a medical device or a lab instrument helps users understand its function, setup, and limitations. Skipping these instructions may lead to misuse, reduced efficiency, or even harm. In the workplace, reading product documentation ensures employees handle tools or machinery correctly, improving performance and safety. In academics, reading passages about gadgets helps students improve

technical vocabulary and comprehension skills. Additionally, such reading enhances awareness about new technologies and innovations. It also helps consumers make informed decisions when purchasing products. In short, reading product information is not just a skill but a responsibility for safe and smart usage.

5. Writing - Sentence and Extended Definitions

33. Essay Q: Explain the difference between sentence and extended definitions with examples.

A:

Sentence and extended definitions are commonly used in technical and academic writing. A sentence definition gives a concise explanation of a term. For instance, “A computer is an electronic device that processes data.” This provides the term, its category, and its function in one simple sentence. On the other hand, an extended definition explains a term in greater detail. It includes features, functions, types, advantages, and real-life applications. For

example, Artificial Intelligence (AI) can be defined by explaining how machines are programmed to mimic human thinking and decision-making. The extended definition may also include examples such as virtual assistants, self-driving cars, and robotics.

While sentence definitions are useful for glossaries or quick explanations, extended definitions are more suitable for essays, manuals, or academic discussions. Mastering both helps students and professionals explain complex ideas clearly to diverse audiences.

6. Picture Description - Natural Phenomena

34. Essay Q: How can you describe a natural phenomenon effectively using a picture?

A:

Describing a natural phenomenon from a picture involves observation, vocabulary, and structure. First, one must identify what is happening in the picture—such as a rainbow, flood, earthquake, or volcanic eruption. Then, details such as the setting, weather conditions, colors, and motion should be described. For example, a picture of a thunderstorm could be described by noting

dark clouds, lightning flashes, heavy rain, and strong winds. Use of descriptive language like “dark swirling clouds” or “flashes of bright lightning” brings the scene to life. Scientific terms can also be used to explain the causes and effects of the phenomenon.

Structuring the description with an introduction (what the image shows), body (details), and conclusion (effects or relevance) helps the listener or reader understand the event clearly. This skill improves observation, language use, and scientific awareness.

7. Grammar in Context - Connectives and Linkers

35. Essay Q: Discuss the importance of connectives and linkers in written and spoken communication.

A:

Connectives and linkers are essential elements of communication that help in organizing ideas and maintaining the flow of thought. They are used to show relationships such as cause and effect, contrast, time, and addition. For example, words like

“because,” “although,” “however,” “meanwhile,” and “furthermore” help in connecting sentences logically. Without linkers, communication becomes disjointed and confusing. In writing, especially in essays and reports, linkers guide the reader from one idea to the next. In speech, they allow the speaker to sound fluent and coherent. For instance, in a presentation, using “on the other hand” signals a contrasting point, while “as a result” shows consequences. Proper use of connectives improves clarity, professionalism, and the overall impact of communication. It is a key grammar skill for students and professionals alike.

8. Vocabulary - Synonyms (Register) & Compare/Contrast Expressions

36. Essay Q: Explain the role of synonyms and compare/contrast expressions in enhancing communication.

A:

Synonyms and compare/contrast expressions are important tools that enhance clarity, variety, and depth in communication. Synonyms allow a speaker or writer to avoid repetition

and adjust the tone based on the audience.

For instance, the word “buy” can be replaced with “purchase” in formal contexts. This helps maintain the appropriate level of formality, known as register.

Compare and contrast expressions such as “similarly,” “unlike,” “whereas,” and “in contrast” help to explain similarities and differences effectively. These expressions are especially useful in academic writing, presentations, and reports where comparing two ideas, products, or processes is common. They guide the reader through logical arguments and make the content more engaging. Mastery of these tools not only improves language use but also demonstrates critical thinking and analytical skills.

UNIT III

1. Listening - Interviews of Specialists/Inventors (Subject-Specific)

Fill in the blanks :

1. The inventor explained how his device can _____ air pollution levels.

Answer: reduce

2. According to the scientist, the research took almost _____ years to complete.

Answer: five

3. The expert mentioned that the technology was inspired by _____ systems.

Answer: natural

4. The main challenge faced during the invention was lack of _____.

Answer: funding

5. The specialist emphasized the importance of _____ in future innovations.

Answer: sustainability

2. Speaking - Brainstorming & Group Discussions (Subject-Specific)

Fill in the blanks :

1. Brainstorming encourages _____ of new ideas.

Answer: generation

2. During group discussion, it's important to _____ politely with others' opinions.

Answer: disagree

3. A mind map helps organize ideas in a _____ way.

Answer: visual

4. Group discussions require active _____ from all members.

Answer: participation

5. In brainstorming, no idea should be immediately _____.

Answer: rejected

3. Reading - Longer Texts (Comprehension Passages)

Fill in the blanks :

1. The author argues that pesticides can be _____ to human health.

Answer: harmful

2. One of the main _____ of mobile phones is distraction.

Answer: drawbacks

3. The passage describes how technology has transformed modern _____.

Answer: agriculture

4. The article highlights both the merits and _____ of artificial intelligence.

Answer: demerits

5. According to the text, reducing plastic use requires _____ awareness.

Answer: public

4. Writing - Essay Writing (250-word essays)

Fill in the blanks :

1. The use of mobile phones has both advantages and _____.

Answer: disadvantages

2. Pesticides increase crop yield but may affect _____ health.

Answer: human

3. Pollution is a major threat to the environment and _____ life.

Answer: marine

4. While technology boosts development, it may reduce human _____.

Answer: interaction

5. Essays must begin with a strong _____ to engage the reader.

Answer: introduction

5. Grammar in Context - Active & Passive Voice

Fill in the blanks :

1. The engineer _____ the new model
last week. (*Active*)

Answer: launched

2. The results were _____ by the
scientist. (*Passive*)

Answer: analyzed

3. The team _____ a solution to the
problem. (*Active*)

Answer: developed

4. The paper was _____ by the student.
(*Passive*)

Answer: submitted

5. The device _____ energy efficiently.
(*Active*)

Answer: uses

(2 MARK)

1. Listening - Interviews of Specialists/Inventors (Subject-Specific)

6. Q1: Why is listening to interviews of
specialists important for students?

A1: It helps students gain real-world

knowledge from experts, understand innovations, and stay updated with subject-related advancements.

7. Q2: What kind of information can be gathered by listening to an inventor's interview?

A2: You can learn about the purpose of the invention, challenges faced, its impact, and future possibilities.

2. Speaking - Brainstorming & Group Discussions (Subject-Specific)

8. Q1: What is the purpose of brainstorming in a group discussion?

A1: Brainstorming encourages idea generation and helps participants think creatively and collaboratively before deciding on a solution.

9. Q2: What are two essential rules for an effective group discussion?

A2: Active participation and respecting others' opinions are essential for a meaningful and productive discussion.

3. Reading - Longer Texts (Comprehensive Passages)

10. Q1: What strategies help in understanding longer reading passages?

A1: Skimming for the main idea, scanning for details, and identifying keywords improve comprehension of longer texts.

11. Q2: Why is reading subject-related passages useful for students?

A2: It builds subject vocabulary, deepens knowledge, and improves critical reading and interpretation skills.

4. Writing - Essay Writing (Subject-Related Topics)

12. Q1: Why is essay writing important in academic learning?

A1: It helps students express ideas clearly, analyze issues critically, and structure arguments logically.

13. Q2: Name two points you would include in an essay on the demerits of mobile phones.

A2: Distraction from studies and excessive screen time affecting health

5. Grammar in Context - Active & Passive Voice

14. Q1: Convert the sentence “The scientist discovered a new element” into passive voice.

A1: “A new element was discovered by the scientist.”

15. Q2: When is the passive voice generally used?

A2: It is used when the doer of the action is unknown, unimportant, or needs less focus than the action itself.

6. Grammar in Context - If Conditionals

16. Q1: Write one first conditional sentence.

A1: “If it rains, we will stay indoors.”

17. Q2: What is the structure of a second conditional sentence?

A2: If + past simple, would + base verb (e.g., If I were rich, I would travel the world).

7. Grammar in Context - Collocations

18. Q1: What are collocations? Give an example.

A1: Collocations are natural combinations of words that frequently go together, e.g., “make a decision.”

19. Q2: Why is it important to learn collocations?

A2: Using collocations makes your English sound more fluent and natural.

8. Grammar in Context - Phrasal Verbs

20. Q1: What is a phrasal verb? Give an example.

A1: A phrasal verb combines a verb with a preposition or adverb, e.g., “give up” means to stop doing something.

21. Q2: What does the phrasal verb “carry out” mean?

A2: It means to perform or conduct, e.g., “The researcher carried out an experiment

PARAGRAPH (5 MARKS)

1. Listening - Interviews of Specialists / Inventors (Subject-Specific)

22. Q: How does listening to interviews with experts help learners?

A:

Listening to interviews with specialists or inventors helps learners gain deep insights into real-world innovations and industry challenges. It provides exposure to

professional vocabulary, trends, and subject-specific knowledge. For example, listening to a scientist describe a new medical technology helps students understand both the invention and its practical use. It improves listening comprehension, note-taking skills, and understanding of complex content, which is especially useful in academic and professional context

2. Speaking - Brainstorming and Group Discussions (Subject-Specific)

23. Q: Why are brainstorming and group discussions important in academic learning?

A:

Brainstorming and group discussions promote teamwork, critical thinking, and creativity.

In academic settings, students use these methods to generate ideas, solve problems, and explore various viewpoints. Brainstorming encourages free-flow thinking, while group discussions help in refining and evaluating ideas. These skills are valuable in real-life negotiations, presentations, and collaborative work environments. For example, a group discussing climate change may come up

with multiple solutions, weigh pros and cons, and reach a consensus.

3. Reading - Longer Reading Texts (Comprehension Passages)

24. Q: What skills are needed to understand longer reading passages?

A:

To comprehend longer texts, students need to use reading strategies like skimming for the main idea, scanning for details, identifying context clues, and making inferences. These skills help in managing complex content efficiently. Longer passages are common in academic books and professional reports, and understanding them is essential for gaining subject knowledge. For example, reading a detailed passage on pesticide effects improves both vocabulary and critical thinking about environmental issues.

4. Writing - Essay Writing (Subject-Related Topics)

25. Q: What makes an effective subject-related essay?

A:

An effective subject-related essay has a clear structure with an introduction, body, and conclusion. It presents a main idea or argument, supports it with examples or data, and discusses both sides when necessary. Proper use of formal language, transition words, and logical flow makes the essay coherent. For instance, writing on "Merits and Demerits of Mobile Phones" would include benefits like connectivity and learning, and drawbacks such as addiction and distractions.

Essays develop reasoning and written communication skills, vital in academics and jobs.

5. Grammar - Active and Passive Voice

26. Q: Why is it important to learn both active and passive voice?

A:

Learning both active and passive voice helps in writing clearly and choosing the correct tone based on context. The active voice focuses on the subject performing the action ("The engineer designed the system"), while the passive voice emphasizes the action or the receiver ("The system was designed by

the engineer”). Passive voice is useful when the doer is unknown or unimportant.

Understanding both improves grammatical accuracy and flexibility in academic writing and technical documentation.

6. Grammar - If Conditionals

27. Q: How are conditionals used in real-life situations?

A:

Conditionals are used to talk about possible situations and their outcomes. They help in making predictions, giving advice, or imagining different scenarios. For example, “If you don’ t water the plants, they will die” (first conditional) refers to a likely future. “If I were a scientist, I would invent a cure” (second conditional) imagines a hypothetical situation. Mastering conditionals allows better expression of logic, cause and effect, and speculation, which are important in discussions, problem-solving, and decision-making.

7. Grammar - Collocations

28. Q: Why is it important to use collocations correctly in English?

A:

Collocations are pairs or groups of words that often go together, like “take a break” or “heavy rain.” Using them correctly makes language sound natural and fluent. They also reduce confusion and improve clarity. For example, saying “make a decision” is correct, while “do a decision” sounds awkward. Learning collocations helps students speak and write more confidently, especially in formal or technical contexts like presentations, essays, and reports.

8. Grammar - Phrasal Verbs

29. Q: What role do phrasal verbs play in everyday and academic English?

A:

Phrasal verbs combine a verb with a preposition or adverb to create a new meaning, such as “give up” or “carry out.” They are common in both spoken and written English and add variety to expression. For instance, instead of saying “conduct an experiment,” one might say

“carry out an experiment.” Learning phrasal verbs helps students understand native speakers better, respond naturally in conversation, and use richer vocabulary in academic writing

ESSAY (10 MARKS)

. Listening - The Importance of Listening to Experts in the Field

30. Essay Question: *Discuss the importance of listening to interviews of specialists or inventors in your field of study.*

Answer:

Listening to interviews of specialists and inventors provides valuable insights into the practical applications of academic knowledge.

These professionals often share real-life experiences, challenges, and successes that cannot be found in textbooks. By listening to them, students learn how theories are applied in real-world situations. For example, a computer science student listening to an AI developer learns about machine learning beyond the classroom context. It also helps learners become familiar with subject-specific vocabulary and communication styles.

Moreover, such interviews enhance critical thinking and encourage students to explore career options and innovative ideas.

Listening to experts fosters a deeper connection between theoretical learning and practical use. It builds awareness of current trends, research, and ethical issues in a specific domain. Overall, this practice enhances listening comprehension, professional understanding, and motivation in students.

2 Speaking - The Value of Brainstorming and Group Discussions

31. Essay Question: *Explain the role of brainstorming and group discussion in improving academic and professional communication.*

Answer:

Brainstorming and group discussions play a vital role in developing communication, problem-solving, and collaboration skills. In brainstorming, students are encouraged to express their ideas freely without judgment. This opens up creative thinking and generates a wide range of solutions to a given problem.

Group discussions, on the other hand, promote interactive communication where participants present, support, or oppose ideas with logical reasoning. These activities prepare students for real-life professional situations where teamwork and idea exchange are essential. For instance, in a project meeting, members are expected to share ideas, debate proposals, and reach a consensus. Such sessions also teach important social skills like listening, turn-taking, and constructive criticism. Students become more confident and learn to respect diverse perspectives. Overall, brainstorming and discussions improve both academic performance and workplace readiness

3. Reading - Strategies for Understanding Longer Texts

32. Essay Question: *Describe the techniques useful for understanding and analyzing longer reading passages in academic contexts.*

Answer:

Reading longer texts can be challenging, especially when they include complex information. However, using specific

strategies can make comprehension easier and more effective. Skimming is a technique used to get the general idea of a text by reading headings and the first lines of paragraphs.

Scanning involves searching for specific information like dates, names, or definitions. Highlighting keywords and summarizing paragraphs are also useful methods. Making notes while reading helps retain information and improves concentration. Students should also learn to infer meaning from context and identify the author's purpose or bias. Understanding academic vocabulary is essential, as longer texts often use subject-specific terms.

Reading such passages improves focus, critical thinking, and knowledge in a subject area. These skills are important for success in exams, research, and future professional tasks like reading reports or policy documents.

4. Writing - Merits and Demerits of Technology in Development

33. Essay Question: *Write an essay on the merits and demerits of technology in*

development.

Answer:

Technology plays a key role in global development. It has transformed industries, education, healthcare, and communication. One

major merit is efficiency—machines and automation save time and reduce human effort.

In education, online platforms provide learning opportunities to people across the world. Healthcare has improved with diagnostic tools, surgical equipment, and telemedicine. However, technology also has demerits. Over-dependence on devices can reduce physical activity and social interaction. It can also lead to job loss due to automation. Environmental harm is another issue, as e-waste and energy consumption increase. Furthermore, cybercrime and data privacy are major concerns in a highly digital world. Therefore, while technology brings progress, it must be used responsibly and balanced with human values. Governments and individuals must work together to minimize its negative impacts and ensure it serves the public good.

5. Grammar - Active and Passive Voice in Academic Writing

34. Essay Question: *Discuss the use and significance of active and passive voice in writing.*

Answer:

Both active and passive voice are essential tools in academic and technical writing. Active voice is direct and energetic. It makes the sentence clearer by showing who performs the action. For example, “The scientist conducted the experiment” clearly shows the subject’s role. Passive voice, on the other hand, shifts the focus to the action or the receiver. It is used when the doer is unknown or unimportant, such as “The experiment was conducted.” Passive voice is common in scientific writing, where the process is more important than the performer. Overusing passive voice may make writing dull, so a good balance is necessary. Students must understand when to use each voice appropriately. This improves clarity, style, and effectiveness in communication. Mastery of voice usage is essential for

report writing, research papers, and professional documentation.

6. Grammar - If Conditionals in Real-Life Communication

35. Essay Question: *How are “if conditionals” useful in communication and decision-making?*

Answer:

“If conditionals” are useful grammatical structures that help us talk about possibilities, make predictions, express hopes, and imagine situations. In everyday communication, we use the first conditional to talk about likely future outcomes, such as “If it rains, the match will be canceled.” The second conditional is used for unreal or imaginary situations, e.g., “If I were rich, I would travel the world.” The third conditional reflects on past events, like “If I had studied harder, I would have passed.” These structures are vital for polite requests, planning, and giving advice. They are also useful in writing, debating, and negotiations, as they allow one to present alternative scenarios and their

results. Learning conditionals helps improve fluency and critical thinking, especially when making decisions or solving problems in personal and professional life.

7. Grammar - The Role of Collocations in Fluency

36. Essay Question: *Explain why collocations are important in effective communication.*

Answer:

Collocations are word combinations that naturally go together in a language, such as “strong tea,” “make a decision,” or “take a risk.” Using them correctly helps learners sound more natural and fluent. They also make speaking and writing more precise and less awkward. Native speakers often rely on collocations without thinking, so learning them helps non-native speakers understand and participate in conversations more easily. For example, while “do a decision” is grammatically incorrect, “make a decision” is the correct collocation. Knowing collocations also improves reading comprehension, since students can quickly understand the meaning of phrases in context.

In academic and professional settings, mastering collocations is essential for writing reports, giving presentations, and speaking confidently. Therefore, collocations are key to achieving natural fluency and clarity in communication.

8. Grammar - Understanding and Using Phrasal Verbs

37. Essay Question: *Discuss the significance of learning phrasal verbs for better communication.*

Answer:

Phrasal verbs are combinations of verbs with prepositions or adverbs that create a new meaning, such as “look into,” “give up,” or “turn down.” They are common in spoken and informal English, and they also appear in professional and academic settings.

Understanding phrasal verbs improves listening and reading comprehension, as native speakers use them frequently. For example, “carry out an experiment” is more natural than saying “perform an experiment.” Learning phrasal verbs also enriches vocabulary and allows speakers to

express ideas in a more dynamic and flexible way. They often have idiomatic meanings that require context to understand, so practice and usage are essential. Overall, phrasal verbs play a vital role in helping learners communicate more effectively, both in everyday conversation and formal contexts.

UNIT IV

Listening - Presentation, Lectures, Documentaries

Fill in the blanks:

1. While listening to a presentation, it is important to take _____ to remember key points.
➤ notes
2. Documentaries help improve listening skills and build _____ knowledge.
➤ subject
3. A good listener maintains _____ with the speaker during a presentation.
➤ eye contact

4. Lectures often include technical terms; listeners should focus on the _____ to understand them.

➤ context

5. Listening to documentaries enhances both vocabulary and _____ comprehension.

➤ auditory

2. Speaking - Short Speech, PPT Presentation

Fill in the blanks:

1. A good speaker maintains proper _____ to keep the audience engaged.

➤ eye contact

2. During a formal presentation, one must speak in a clear and _____ tone.

➤ confident

3. A presentation should begin with an effective _____ to capture attention.

➤ introduction

4. Time _____ is important while giving a short speech.

➤ management

5. Using visuals in a presentation makes the message more _____.

➤ impactful

3. Reading - Speeches, Poems, Biographies

Fill in the blanks:

1. Reading biographies of successful people can be very _____.

➤ inspiring

2. Speeches by great leaders help us learn the art of public _____.

➤ speaking

3. Poems often use figures of speech like _____ and metaphors.

➤ similes

4. While reading, it is important to identify the speaker's _____.

➤ purpose

5. A good biography highlights both achievements and _____ of a person.

➤ struggles

4. Writing - Writing Recommendations

Fill in the blanks:

1. A recommendation letter should be written
in a _____ tone.

➤ formal

2. It is important to mention the _____
for the recommendation.

➤ reason

3. The letter should include specific
_____ to support the recommendation.

➤ examples

4. Recommendations should always end with a
strong _____ statement.

➤ concluding

5. A well-written recommendation can improve
someone' s _____ prospects.

➤ career

5. Interpreting Visuals - Charts, Tables, Diagrams

Fill in the blanks:

1. A pie chart is useful for showing data as parts of a _____.
➤ whole
2. Flow diagrams help explain a process in _____ steps.
➤ sequential
3. A bar graph is ideal for comparing different _____.
➤ categories
4. While interpreting tables, look at the _____ and rows for clarity.
➤ columns
5. Diagrams and visuals simplify complex _____ into easy formats.
➤ information

6. Grammar - Modals

Fill in the blanks:

1. You _____ attend the seminar if you want to understand the topic better.
➤ should

2. He _____ be the speaker today, but I' m
not sure.

➤ might

3. We _____ submit the report by tomorrow
without fail.

➤ must

4. Students _____ carry their ID cards
inside the exam hall.

➤ must

5. You _____ try this method; it often
works well.

➤ could

7. Vocabulary - Single Word Substitution

Fill in the blanks:

1. A person who writes poems is called a
_____.

➤ poet

2. A one-word term for a life story written
by oneself is _____.

➤ autobiography

3. One who looks at the brighter side of things is called an _____.

➤ optimist

4. A place where books are kept is a _____.

➤ library

5. A person who speaks more than one language is _____.

➤ multilingual

(2 MARK)

1. Listening - Presentations, Lectures, Documentaries

6. Q1. What is one benefit of listening to presentations or lectures?

A: Listening to presentations or lectures helps improve subject knowledge and enhances note-taking and comprehension skills.

7. Q2. How does listening to documentaries help students?

A: Documentaries help students learn complex topics in an engaging way and improve listening and vocabulary skills.

2. Speaking - Short Speech, Formal Presentations

8. Q3. What are two key elements of a good formal presentation?

A: Clarity and confidence are two key elements; they help keep the audience engaged and deliver the message effectively.

9. Q4. Why is body language important during a speech?

A: Body language supports verbal communication by showing confidence, sincerity, and helping to maintain audience interest.

3. Reading - Speeches, Poems, Biographies

10. Q5. How do speeches by eminent personalities help students?

A: Such speeches inspire students and teach them persuasive speaking and effective communication techniques.

11. Q6. What do short biographies help readers understand?

A: They help readers understand a person's achievements, struggles, and the values that led to their success.

4. Writing - Recommendations

12. Q7. What is the purpose of a recommendation letter?

A: A recommendation letter supports someone's application by highlighting their strengths and achievements.

13. Q8. What language style is preferred in formal recommendations?

A: A formal and professional tone is preferred in recommendations.

5. Interpreting Visuals - Charts, Tables, Diagrams

14. Q9. What is the use of charts and tables in presentations?

A: Charts and tables simplify and visually present complex data for easy understanding.

15. Q10. How does a flowchart help in explaining a process?

A: A flowchart shows steps in a clear, logical order, making it easier to understand a process or system.

6. Grammar in Context - Modals

16. Q11. Give two examples of modals used to express obligation.

A: “Must” and “should” are modals used to express obligation (e.g., You must wear a helmet. You should submit your work.)

17. Q12. What does the modal “might” express?

A: “Might” is used to express possibility or uncertainty.

7. Vocabulary - Single Word Substitution

18. Q13. What is the one-word substitute for ‘a person who travels in space’?

A: Astronaut.

19. Q14. What is the one-word substitution for ‘a speech given at a funeral’?

A: Eulogy.

PARAGRAPH (5 MARK)

1. Listening - Presentations, Lectures, Documentaries

20. Q: How does listening to lectures and documentaries enhance academic learning?

A:

Listening to lectures and documentaries helps students gain in-depth knowledge about specific subjects in a structured and engaging way. Lectures provide direct

insights from instructors, while documentaries make complex topics more visual and memorable. They also help improve listening comprehension, vocabulary, and critical thinking. For instance, a history documentary may visually explain historical events, making it easier for learners to remember facts. These tools are especially useful in developing active listening and note-taking skills, which are essential in academic and professional contexts.

2.. Speaking - Short Speeches and Formal Presentations (PPT)

21. Q: Why is it important for students to develop formal presentation skills?

A:

Formal presentation skills are essential for academic success and professional communication. They help students share their ideas clearly and confidently using structured speech, visual aids like PowerPoint, and appropriate body language. These skills also enhance public speaking ability, logical thinking, and audience engagement. For example, when a student

presents a topic like “The Impact of AI,” they must organize content, speak fluently, and respond to questions effectively. Such experiences prepare students for seminars, interviews, and workplace meetings, building overall confidence.

3. Reading - Speeches, Poems, Biographies

22. Q: What can students learn by reading famous speeches and biographies?

A:

Reading speeches and biographies of eminent personalities helps students understand leadership qualities, moral values, and the art of communication. Speeches teach how to use persuasive language and strong emotions to influence others, while biographies highlight the struggles and achievements that shaped great individuals. For example, reading Dr. A.P.J. Abdul Kalam’s biography can inspire students to overcome challenges through hard work and vision. Such reading materials also improve vocabulary, comprehension, and analytical thinking, which are vital for academic and personal growth.

4. Writing - Recommendations

23. Q: What are the key features of a well-written recommendation letter?

A:

A good recommendation letter is concise, professional, and supportive. It clearly mentions the relationship between the writer and the candidate, highlights the person's skills, achievements, and strengths, and provides specific examples. The tone should be formal and positive, ending with a strong endorsement. For instance, when recommending a student for a scholarship, the letter might mention academic excellence, leadership, and community involvement. Such letters are commonly used in job applications, college admissions, and internships, where character and credibility matter.

5. Interpreting Visuals - Charts, Tables, Diagram

24. Q: How do charts and diagrams improve the effectiveness of presentations?

A:

Charts, tables, and diagrams are visual tools that make information easier to understand

and remember. They summarize large amounts of data into simple visuals, which help the audience grasp key points quickly. For example, a pie chart can clearly show the percentage of students using different learning methods. Flowcharts are effective for illustrating step-by-step processes, such as how a solar panel system works. Visual aids also make presentations more attractive and engaging, helping the speaker communicate complex ideas with clarity.

6. Grammar in Context - Modals

25. Q: How are modals used in everyday and academic communication?

A:

Modals such as “must,” “should,” “can,” and “might” are used to express necessity, advice, permission, and possibility. They help in forming polite requests, giving suggestions, or stating rules. For instance, in a classroom, a teacher might say, “You must submit your assignment by Friday.” In academic writing, modals add precision and variety to expression. They also help in presenting arguments and opinions clearly,

such as, “This method could improve efficiency.” Learning modals enhances both spoken and written communication skills.

7. Vocabulary - Single Word Substitution

26. Q: What is the benefit of learning single-word substitutions in English?

A:

Single-word substitutions help express complex ideas more concisely and clearly.

They improve vocabulary and make communication more efficient. For example, instead of saying “a person who does not believe in God,” we can say “atheist.” Using precise vocabulary also enhances the quality of writing and speaking, making it sound more formal and polished. In competitive exams, interviews, and professional settings, knowledge of single-word substitutes reflects a strong command of language and helps avoid repetition and lengthy explanation

PARAGRAPH (5MARK)

1. Listening - The Importance of Listening to Lectures and Documentaries

27. Essay Question: How do lectures and documentaries help in academic learning?

Answer:

Listening plays a vital role in academic learning, especially through lectures and documentaries. Lectures help students understand complex concepts explained directly by the teacher. They offer structured knowledge, real-life examples, and opportunities for students to clarify doubts.

Listening attentively during lectures improves focus, note-taking ability, and comprehension.

Documentaries, on the other hand, provide audio-visual learning experiences. Subjects like history, science, and technology become more engaging and easier to understand when shown through videos. For example, a documentary on climate change not only explains the science but also shows its real-world impact.

Both lectures and documentaries enhance vocabulary, listening comprehension, and subject knowledge. They also encourage students to think critically and ask questions. In professional settings, these

skills are important for understanding instructions, presentations, and team discussions.

In conclusion, listening to lectures and documentaries builds academic strength and communication skills. It prepares students for both examinations and real-life problem-solving

2. Speaking - The Role of Formal Presentation Skills in Student Life

Essay Question: Why are formal presentation skills important for students?

28. Answer:

Formal presentation skills are essential for students in both academic and professional environments. Presenting information clearly helps students convey their ideas confidently. It also improves public speaking, logical thinking, and the ability to persuade and influence an audience. Presentations teach students to organize thoughts effectively. Using tools like PowerPoint, they learn to combine visuals,

data, and speech. Good body language, eye contact, and a confident tone make the message impactful.

In academic life, students often present projects, research papers, and reports. In these settings, a strong presentation can make a positive impression on peers and teachers. In the professional world, employees often give client presentations, participate in meetings, and pitch ideas. Learning how to present formally also boosts self-confidence. It reduces stage fear and prepares students for interviews, seminars, and team collaborations.

In conclusion, developing formal presentation skills is a critical step for students to succeed in both education and career.

3. Reading - The Value of Reading Biographies and Speeches

Essay Question: How does reading speeches and biographies help students grow?

29. Answer:

Reading biographies and speeches of great personalities is inspiring and educational. Biographies highlight the life stories,

challenges, and achievements of people who made a difference in society. They teach important values like hard work, perseverance, and honesty.

Speeches by leaders like Dr. A.P.J. Abdul Kalam or Mahatma Gandhi convey powerful messages. They help students learn the art of persuasive speaking and effective communication. These speeches often deal with topics such as peace, development, and education, which are relevant even today. Reading such materials improves vocabulary, language skills, and critical thinking. Students learn how to express ideas with clarity and conviction. It also develops their understanding of historical and social contexts.

Overall, reading biographies and speeches enriches students' knowledge, shapes their character, and motivates them to aim higher in life.

4. Writing - The Importance of a Recommendation Letter

30. Essay Question: What makes a good recommendation letter, and why is it important?

Answer:

A recommendation letter is a formal document written to support someone's academic or professional application. It plays a crucial role in helping individuals secure jobs, internships, scholarships, or college admissions.

A good recommendation letter clearly describes the person's strengths, skills, and accomplishments. It should be written in a professional tone and include examples of performance and character. For instance, a teacher writing for a student might mention academic achievements, leadership qualities, or teamwork.

Such letters add credibility to an application. They show that the individual is trustworthy and capable, as seen by others in a professional setting. They also provide insight into personal attributes that grades or certificates may not reveal.

In conclusion, a well-written recommendation letter is powerful. It supports the

candidate' s goals and increases their chances of success in competitive environments.

5. Interpreting Visuals - Why Visual Aids Improve Presentations

31. Essay Question: How do visuals like charts and diagrams improve a presentation?

Answer:

Visual aids such as charts, diagrams, and tables are essential tools in presentations.

They help the audience understand and remember information more effectively. A well-designed chart can show patterns, comparisons, or data trends in seconds—something that would take much longer to explain in words.

Flowcharts, for example, simplify complex processes by showing each step clearly. Pie charts and bar graphs help in visualizing statistics, making reports more appealing and informative. These visuals also break monotony and keep the audience engaged. Using visuals also helps the presenter stay organized. They can use the visuals as cues to explain each point step by step. This

builds clarity and helps maintain a logical flow in the presentation.

In summary, visuals make presentations more dynamic, understandable, and impactful. They are a vital part of effective communication.

6. Grammar in Context - Use of Modals in Communication

32. Essay Question: How do modals help in expressing ideas clearly in English?

Answer:

Modals are auxiliary verbs like *can*, *must*, *should*, *might*, and *could*, used to express possibility, ability, permission, advice, and obligation. They help speakers and writers convey intentions clearly and politely.

For example, the modal “must” shows a strong obligation: “You must wear a helmet.” On the other hand, “could” shows a polite possibility: “Could you help me with this?” In academic and professional writing, modals are useful for making arguments or giving recommendations, such as “Governments should reduce plastic use.”

Using modals properly improves sentence clarity and tone. They make communication more precise, polite, and formal when needed.

7. Vocabulary - Importance of Single Word Substitutions

33. Essay Question: Why should students learn single-word substitutions?

Answer:

Single-word substitutions help express complex ideas more clearly and briefly. For example, instead of saying “a person who writes poems,” one can say “poet.” This improves fluency and saves time in both speaking and writing.

Learning such vocabulary enhances communication skills and makes language use more refined. It is especially useful in academic essays, reports, and interviews where precise language is required. In competitive exams, single-word substitutions are often tested and show the student's vocabulary strength.

Therefore, learning single-word substitutes helps students develop better language skills and express themselves more professionally.

UNIT V

. Listening - Advertisements, News, and Documentaries

Q1. Listening to news helps improve _____ skills.

A: comprehension

Q2. Advertisements are designed to influence the _____ of the audience.

A: opinion

Q3. Documentaries often include _____ to aid understanding.

A: subtitles

Q4. News reports are a good source of _____ information.

A: current

Q5. Listening carefully helps in making better _____.

A: decisions

2. Speaking - Problem Solving and Suggestions

Q1. One way to solve a problem is by finding its
_____ cause.

A: root

Q2. We should always _____ all options
before choosing a solution.

A: consider

Q3. A good speaker must present their ideas
_____.

A: clearly

Q4. Group discussions encourage _____
thinking.

A: critical

Q5. Giving _____ solutions shows creative
thinking.

A: practical

3. Reading - Motivational Stories on Life Skills

Q1. Motivational stories teach lessons on success
and _____.

A: failure

Q2. Stories based on ethics help develop _____ values.

A: moral

Q3. Reading about successful people builds _____.

A: confidence

Q4. Professional competence means being good at one' s _____.

A: job

Q5. Life skills help us deal with _____ situations effectively.

A: real-life

✓ 4. Writing - Studying Problems and Finding Solutions

Q1. Problem-solving essays must identify the issue and suggest _____.

A: solutions

Q2. The _____ of the problem should be clearly explained.

A: cause

Q3. A conclusion should restate the _____
idea.

A: main

Q4. Use _____ and logical steps to solve the
problem.

A: reasoning

Q5. Effective writing requires _____ and
clarity.

A: structure

5. Grammar - Simple Sentences

Q1. She _____ to the office every day.
(go/goes)

A: goes

Q2. They _____ their homework now. (do/does)

A: do

Q3. The sun _____ in the east. (rise/rises)

A: rises

Q4. I _____ a book last night. (read/readed)

A: read

Q5. We _____ to the park on Sundays.
(go/going)

A: go

(2MARK)

1. Listening - Advertisements, News, and Documentaries

Q1. What is the benefit of listening to news with subtitles?

A: Listening to news with subtitles helps improve both listening and reading comprehension, making it easier to understand unfamiliar words or accents.

Q2. How do documentaries enhance critical thinking?

A: Documentaries provide real-world scenarios and facts that encourage viewers to analyze, question, and form informed opinions.

2. Speaking - Simple Problems and Suggesting Solutions

Q3. Why is suggesting solutions important in communication?

A: It shows problem-solving ability, leadership,

and the ability to think critically and constructively in challenging situations.

Q4. What is one effective way to solve simple problems in a group?

A: Brainstorming ideas and discussing possible outcomes help in finding practical and acceptable solutions.

3. Reading - Motivational Stories on Life Skills and Ethics

Q5. What can students learn from motivational stories?

A: Students learn important life skills such as resilience, honesty, hard work, and ethical behavior from motivational stories.

Q6. Why is it useful to read stories about professional ethics?

A: These stories highlight the importance of integrity and responsibility in the workplace, helping readers make ethical choices in real life.

4. Writing - Studying Problems and Finding Solutions

Q7. What are the key components of a problem-solution essay?

A: The essay should define the problem, analyze its cause, and provide practical and well-structured solutions.

Q8. Why is it important to give real-life examples in solution-based writing?

A: Real-life examples make the writing more relatable and convincing, showing the practicality of the suggested solutions.

5. Grammar - Simple Sentences

Q9. What is a simple sentence? Give one example.

A: A simple sentence contains one independent clause with a subject and verb. Example: "She writes every day."

Q10. Why are simple sentences useful in communication?

A: Simple sentences help convey clear and direct messages, especially when introducing ideas or giving instructions.

PARAGRAPH (5 MARK)

1. Listening - Advertisements, News, and Documentaries

Q: How does listening to news and documentaries improve critical thinking?

Answer:

Listening to news and documentaries helps improve critical thinking by exposing listeners to real-world issues, facts, and different viewpoints. It teaches them to evaluate information, detect bias, and draw conclusions based on evidence. For example, watching a news report on climate change encourages students to think about environmental problems and possible solutions. Documentaries also develop analytical skills by presenting case studies and expert opinions. Subtitles further support comprehension by reinforcing vocabulary and sentence structure. Overall, such listening practice sharpens awareness and promotes deeper understanding.

2. Speaking - Solving Simple Problems and Giving Suggestions

Q: Why is it important to give suggestions when solving problems in conversations?

Answer:

Giving suggestions while solving problems shows one's ability to think critically and communicate effectively. When people discuss issues—like managing time, teamwork, or classroom challenges—offering helpful ideas shows initiative and cooperation. It also helps build confidence and leadership skills. For example, suggesting a timetable to improve study habits shows planning and concern for others. In group discussions, suggesting practical solutions leads to better outcomes and strengthens teamwork. Speaking with a solution-focused mindset creates a positive and productive environment.

3. Reading - Importance of Motivational Stories in Learning Life Skills

Q: What is the role of motivational stories in building life skills?

Answer:

Motivational stories play an important role in

building life skills by teaching values like perseverance, honesty, and self-discipline. These stories often show how ordinary people overcome difficulties and achieve success. They inspire readers to work hard, think positively, and remain committed to their goals. For instance, reading about Dr. A.P.J. Abdul Kalam's journey from a small town to becoming President encourages students to believe in themselves. Motivational stories also highlight professional ethics and decision-making, which are crucial in both academic and professional life.

4. Writing - Writing about a Problem and Finding a Solution

Q: How can writing help in understanding and solving problems?

Answer:

Writing about a problem helps students analyze it clearly and logically. It forces them to break the issue into parts: what the problem is, why it exists, and what can be done. This process improves their critical thinking and problem-solving skills. For example, writing an essay on

mobile phone addiction helps students understand its impact and think of solutions like time limits or digital detox. It also builds communication skills as they learn to express ideas clearly. Thus, writing is a tool for both understanding and resolving issues.

5. Grammar - Use of Simple Sentences in Communication

Q: Why are simple sentences important for communication?

Answer:

Simple sentences are essential in communication because they express ideas clearly and directly.

Each simple sentence contains just one idea, which makes it easy to understand, especially for beginners or in formal communication. For instance, “The train is late” gives a clear message without confusion. In writing, simple sentences help introduce topics before adding complex information. In speaking, they help avoid grammar errors and improve fluency. Using simple sentences also helps in teaching, giving

instructions, and conveying important messages quickly.

ESSAY (10MARKS)

Listening - Role of Advertisements, News, and Documentaries in Critical Thinking

Essay Question: How does listening to advertisements, news, and documentaries develop critical thinking skills?

Answer:

Listening to advertisements, news, and documentaries plays a significant role in developing critical thinking. These sources present real-life scenarios, arguments, and persuasive messages that require listeners to analyze and evaluate information. For example, an advertisement may claim that a product is the best in the market. A critical thinker will listen carefully, question the evidence, and assess whether the claim is logical or exaggerated. News programs present different views on political or social issues, helping individuals form balanced opinions instead of believing everything at face value.

Documentaries, especially those on social, environmental, or historical topics, provide in-depth information supported by research. They encourage viewers to ask questions, seek solutions, and understand the broader implications of events. Subtitles in documentaries or news segments support language comprehension and vocabulary development. Altogether, these listening activities sharpen one's ability to understand bias, assess facts, and make informed decisions—essential traits for academic and professional success.

2.. Speaking - Solving Problems and Giving Suggestions

Essay Question: Why is it important to develop problem-solving and suggestion skills through speaking?

Answer:

Developing problem-solving and suggestion skills through speaking is crucial for both personal and professional growth. In real-life situations, individuals often encounter challenges that require quick and logical responses. The ability

to speak clearly, present the problem, and suggest practical solutions reflects confidence and intelligence. For instance, if a student group faces time management issues while preparing a project, one member's suggestion to divide tasks based on skills can help the team work more efficiently.

In professional settings, these speaking skills are essential during meetings, interviews, and discussions. Offering thoughtful suggestions shows initiative and leadership. Speaking about problems also opens up opportunities for teamwork and collaboration, where ideas can be improved through feedback. Additionally, expressing solutions helps in building negotiation skills and conflict resolution. Thus, practicing how to identify problems and articulate useful suggestions during conversations leads to better decision-making, stronger communication, and personal confidence.

3. Reading - Importance of Motivational Stories in Building Life Skills

Essay Question: How do motivational stories improve life skills and professional ethics?

Answer:

Motivational stories play an essential role in teaching life skills and professional ethics. They often narrate real or fictional events where individuals overcome difficulties through hard work, integrity, and perseverance. These stories help readers relate to the characters and learn important lessons such as resilience, self-discipline, and the value of honesty. For instance, the story of Thomas Edison's repeated failures before inventing the light bulb teaches perseverance and a never-give-up attitude.

In terms of professional ethics, such stories highlight the importance of being responsible, respectful, and truthful in one's work. Stories about whistleblowers or ethical leaders show how doing the right thing, even under pressure, leads to long-term success and trust. Students can apply these values in their own lives by making fair decisions, respecting deadlines, and helping peers. Reading motivational stories not only inspires but also instills strong personal values

that guide behavior in school, college, and future workplaces.

4. Writing - Studying a Problem and Finding a Solution

Essay Question: Write an essay on the problem of mobile phone addiction among students and suggest possible solutions.

Answer:

Mobile phone addiction has become a common issue among students today. While mobile phones are useful for communication, learning, and entertainment, excessive use can affect students' academic performance, sleep patterns, and mental health. Many students spend hours on social media, gaming, or watching videos, which leads to distraction, reduced concentration, and even anxiety.

One major cause of this addiction is the easy access to the internet and the lack of control or time management. Many students also use phones to avoid stress or boredom, which further deepens the habit.

To solve this problem, students can follow a structured daily routine and set time limits for mobile phone usage. Parents and teachers can create awareness about the harmful effects of overuse. Installing apps that monitor screen time and turning off notifications during study hours can help reduce distractions. Engaging in physical activities or hobbies is another healthy alternative. In conclusion, mobile phones are useful tools when used wisely, but overuse must be avoided for a healthy academic and personal life.

5. Grammar - Importance of Using Simple Sentences

Essay Question: Why are simple sentences important in both spoken and written communication?

Answer:

Simple sentences are the foundation of effective communication. They consist of just one subject and one verb, which makes them easy to understand. In both spoken and written communication, using simple sentences helps

convey ideas clearly and avoids confusion. For example, “He is a doctor” is a simple and direct way to share information. This is especially helpful for beginners or in situations where clarity is important, such as giving instructions or explaining basic concepts.

In writing, simple sentences help structure longer passages by introducing ideas one at a time. They are also useful in speeches or presentations, where the audience needs to grasp information quickly. Using too many complex sentences can lead to misunderstanding or loss of interest. Moreover, simple sentences reduce the chance of grammatical mistakes, making communication more accurate and effective. Therefore, learning to use simple sentences well is an important part of developing strong language skills.