

**OBJECTIVES:**

- To enable learners to develop their communicative competence.
- To facilitate them to hone their soft skills.
- To equip them with employability skills to enhance their prospect of placements.

**UNIT I LISTENING AND SPEAKING SKILLS 12**

Conversational skills (formal and informal) – group discussion and interview skills – making presentations. Listening to lectures, discussions, talk shows, news programmes, dialogues from TV/radio/Ted talk/Podcast – watching videos on interesting events on Youtube.

**UNIT II READING AND WRITING SKILLS 12**

Reading different genres of texts ranging from newspapers to philosophical treatises – reading strategies such as graphic organizers, summarizing and interpretation. Writing job applications – cover letter – resume – emails – letters – memos – reports – blogs – writing for publications.

**UNIT III ENGLISH FOR NATIONAL AND INTERNATIONAL EXAMINATIONS AND PLACEMENTS**

**12**International English Language Testing System (IELTS) – Test of English as a Foreign Language (TOEFL) – Graduate Record Examination (GRE) – Civil Service (Language related) – Verbal ability.

**UNIT IV SOFT SKILLS (1) 12**

Motivation – self image – goal setting – managing changes – time management – stress management – leadership traits – team work – career and life planning.

**UNIT V SOFT SKILLS (2) 12**

Multiple intelligences – emotional intelligence – spiritual quotient (ethics) – intercultural communication – creative and critical thinking – learning styles and strategies.

**TOTAL: 60 PERIODS**

## **TEACHING METHODS:**

- To be totally learner-centric with minimum teacher intervention as the course revolves around practice.
- Suitable audio/video samples from Podcast/YouTube to be used for illustrative purposes.
- Portfolio approach for writing to be followed. Learners are to be encouraged to blog, tweet, text and email employing appropriate language.
- GD/Interview/Role Play/Debate could be conducted off the laboratory (in a regular classroom) but learners are to be exposed to telephonic interview and video conferencing.
- Learners are to be assigned to read/write/listen/view materials outside the classroom as well for gaining proficiency and better participation in the class.
- **OUTCOMES: At the end of the course, learners should be able to**
  - • Take international examination such as IELTS and TOEFL
  - • Make presentations and Participate in Group Discussions.
  - • Successfully answer questions in interviews.
  -
- **REFERENCES:**
  - 1. Business English Certificate Materials, Cambridge University Press.
  - 2. Graded Examinations in Spoken English and Spoken English for Work downloadable

## **Presentation Skill**

Presentations skills and public speaking skills have become the essential components for professional living. Effective presentation and public speaking skills are more very important in the areas of business, training, teaching etc.

The helpful competencies for self-development and for social situations are developing the confidence and capability for better presentations.

Presentation skills and public speaking abilities are not limited to quite a few only.

Meticulous preparation and good practice would help any individual to develop the skill.

The formats and purposes of presentations can be very different, for example: oral (spoken), multimedia (using various media - visuals, audio, etc.), PowerPoint presentations, short impromptu presentations, long planned presentations, educational or training sessions, lectures, and delivering a talk on a subject to a group for pleasure. Even speeches at weddings and eulogies at funerals are types of presentations.

Public speaking poses a threat to certain speakers. According to a survey taken, Presenting or speaking to an audience tops the Presentation or speaking to an audience regularly tops the list people's top fears, more than heights, flying or dying.

The key to managing and controlling anything is first to understand it, especially its causes. The cause of fear is a feeling of insecurity or uncontrollable threat. In the context of presentations and public speaking this is usually due to:

- lack of confidence
- lack of control (or a feeling of not having control) - over the situation, other people (the audience) and our own reactions and feelings
- a bad memory or experience from our past

The effects of these are heightened according to the size of the audience, and potentially also the nature of the audience/situation - which combine to represent a perceived uncontrollable threat to us at a very basic and instinctive level (which we imagine in the form of critical judgment, embarrassment, humiliation, etc.).

The two big causal factors, low confidence and control, stem typically from inadequate preparation, rehearsal, and/or poor experience. Preparation and rehearsal are usually

very manageable elements. It's a matter of making the effort to prepare and rehearse before the task is upon us. Presentations which do not work well usually do so because they have not been properly prepared and rehearsed. Preparation and knowledge, of subject and the presentation itself, are the pre-requisites for a successful presentation, which importantly produce confidence and control.

The basic sequence of actions for creating and preparing a presentation up to the point of actually delivering the presentation to an audience:

1. Define purpose
2. Gather content and presentation ideas
3. Structure the subject matter (sections, headings, order)
4. Develop how to present it (style, elements, props, equipment)
5. Prepare presentation (wording, design, materials and equipment)
6. Practise and rehearse (get feedback, refinement)
7. Plan venue, control the environment
8. Relax and prepare yourself - confidence and control

.

## **Topics for Presentation**

The glut of paper products.

TV violence.

Is the Fast-Food Industry Accountable Legally for poor health?

Intelligence depends more on the environment than genetic factors.

Should there be stronger limits on immigration?

Technological shift in phone design

Environment vs. technology

Impact of technology on learning

Learning does not eradicate ignorance

How WiFi improved your life?

SEZ (Special Economic Zone)

## **Group Discussion**

Group Discussion (GD) is a judging platform which examines the speaking ability of an individual in connection to a given topic. It is not a platform for you to fight your way through and dominate. Flexibility and getting along with the group is very important. It is expected to contribute meaningfully content that would help us to arrive at a conclusion

Important points to get through with flying colours:

1. Impressive look and Confidence are very important. It is very important to maintain punctuality.
2. Doubts or clarifications regarding the subject/topic of the discussion must be clarified before the discussion begins.
4. It is very essential to retain originality and not to be arrogant. Gestures and body language are very important as it decides the attitude of an individual.
5. Initiating the discussion is an advantage when the participant feels very confident of the topic content.
6. Maintaining eye contact with the team members ensures the active participation in the group discussion.
7. A successful impact in the group discussion can be created by handling conflicts and arguments with a convincing solution.
8. It is very important to understand that the aim is not to speak often or for long periods but be precise and clear with the points.
9. Topics need to be related to latest happenings.

## **Topics for Group Discussion**

- NGOs - Do they serve peoples' interests or are they pressure groups?
- Role of women in development.
- Kids today are not what they used to be.
- Repeated elections - Should taxpayers pay for it?
- In India, the whole is less than the parts - Do we lack in team spirit?
- "Dot.com" companies - Is there room for everyone?
- Artificial Intelligence - Will man be ever replaced by machines?
- . If I were to choose my person of the millennium...
- . All worldis a stage....
- Materialism - Have we sold our souls to the Devil?
- The rise and rise of feminist power.
- Are we unfit for Democracy?
- Survival tools for the new millennium.
- Examinations - has it killed education?
- Is E-Commerce the best thing for India?

## **Interview skills**

A job interview is a conversation which occurs between a potential employer and a job applicant. During the job interview, the employer has the opportunity to appraise the applicant's qualifications, It is an important part of the process of applying for a job, and it may range in formality from a casual conversation to a series of serious discussions with an assortment of people working within the company.

### **Types of Interview**

Telephone -An employer initially calls a candidate over phone for an interview. Based on the essential criteria successful applicants are usually invited to the next level of one-to-one interview.

Video - this type of interview is increasingly popular for graduate roles in sales, media and marketing. They are usually held during the initial screening process.

One-to-one - Face-to-face encounter with one interviewer, after the organisation decides that you've got what it's looking for. They're usually formal, but can also take place over lunch. You could also be interviewed by different people at different times.

Panel - Similar to one-to-one interviews, except two or more people – often from different parts of the organisation – will be assessing you at the same time.

Group - Multiple candidates are interviewed together. They're asked questions in turn, or discuss certain topics.

Assessment centres - These involve tasks including presentations, written tests, role-plays and in-tray exercises. They're used to assess a candidate's performance in a range of situations and last from one to three days.

Interviews require much research and planning. Generally the following must be looked into when preparing for interview.

- anticipate potential questions and prepare answers accordingly.
- consider how to explain problematic aspects of your CV, such as leaving an employer.
- contact your references, alerting them that you'll be interviewed and that they may receive a call.
- understand the role that you are applying for by revisiting the job description, identifying what skills, interests and experiences the employer is looking for.
- prepare questions for clarifications with the interviewer.
- read the organisation's website, social media profiles and key literature (e.g. business plan, financial reports and corporate social responsibility strategy), ensuring that you are prepared to share your views and ideas.
- research the news, trends, competitors, history and opportunities of the organisation

### **How to make a good impression**

- Answer questions clearly and concisely.
- Ask relevant, thought-provoking questions at appropriate moments, as this can show that you're genuinely interested in the role and really listening to the interviewer.
- Avoid talking about any personal problems.
- Be as enthusiastic as possible.
- Be well-mannered with any staff that you meet before the interview.
- Display positive body language, speaking clearly, smiling frequently and retaining eye-contact.
- Don't badmouth any previous employers.
- Give a firm handshake to your interviewer(s) before and after.
- Inform your interviewer(s) that you're available to answer any follow-up questions.
- Let your personality shine.
- Relax and sit naturally, but without slouching in your chair or leaning on the desk.
- Show your hands, as this is a sign of honesty.
- Wear smart business attire with comfortable, polished shoes.

### **Tips to overcome fear**

- pause before answering a difficult question to give yourself thinking time, or ask for clarification if, at first, you are unsure what the question means.

- put everything into perspective; remind yourself that the worst thing that can happen is not getting the job.
- Take deep breaths and do not speak too quickly.
- take notes with you, write down cues to highlight examples that you want to draw upon.
- think about positive and happy experiences before the interview starts, and visualise yourself in complete control during the interview.

### **Basic Interview Questions**

Tell me about yourself.

What are your strengths?

What are your weaknesses?

Why do you want this job?

Where would you like to be in your career five years from now?

What's your ideal company?

What attracted you to this company?

Why should we hire you?

Do you have any to me?

### **Behavioural Interview Questions**

Give me an example of a time that you felt you went above and beyond the call of duty at work.

Can you describe a time when your work was criticized?

What is your greatest failure, and what did you learn from it?

What irritates you about other people, and how do you deal with it?

What was the most difficult period in your life, and how did you deal with it?

Give me an example of a time you did something wrong. How did you handle it?

What irritates you about other people, and how do you deal with it?

What's the most difficult decision you've made in the last two years and how did you come to that decision?

Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

## Writing Blogs

Keep your paragraphs short and sweet. Long paragraphs would create monotony.

Do not make spelling mistakes. To avoid making mistakes it's best to nip it in the bud – during the writing phase. Be sensitive to spelling mistakes like there and their, it's and its, form and from.

Do not use txt talk. Txt talk is the language used by people on mobile phones, which will save character space and make writing easier and quicker. It has its place and used on mobile phones, but not on a blog. It makes your blog harder to read.

Proof read your blog post after a day or two. When you have just written a blog post you cannot look upon it with a cold eye. The text is still fresh in your mind and you will have more trouble reading your text without skim reading. If you look at it a few days later you will have to read every line again, and you will pick up more of your errors that you missed the first time.

Check for contradictions. Do not forget to check the message/content of your blog post. Some people will contradict themselves in various minor or glaring ways and be completely unaware of it because they proofread their texts without noticing the theme or content.

Write about things you're passionate about. Good blogger starts with the content. What does that mean? You need to have something to say before any other part of the writing can begin. Write about something you are passionate about. If you like sport – write about sport. If you are passionate about tech and apps then write about them.

Break your text apart. When you proofread it Cut your text into relevant sections, and then proofread each section individually. Proofreading a whole document can be daunting, and by the middle or end you will become less diligent and more forgiving.

You can avoid this by proofreading in sections. Make sure one section is perfect before starting with a new one.

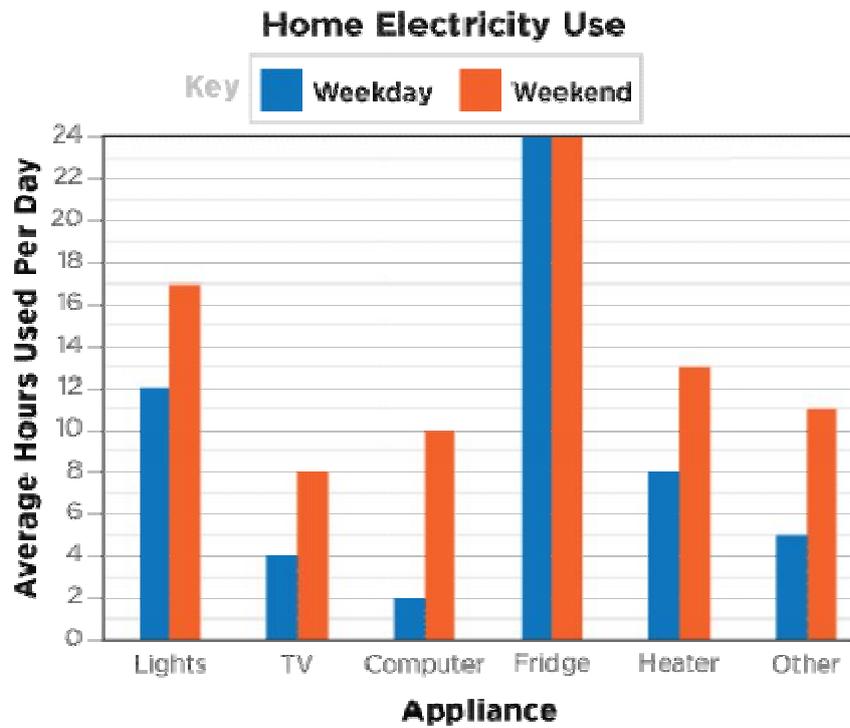
## Writings a Tweet

Twitter was never designed to be a social network but now it has become one. In fact, it was designed initially in 2006 for individuals as an SMS type service to communicate with a small group at the podcasting company Odeo. In these many years, over 140 million people are active users and generate over 340 million tweets daily.

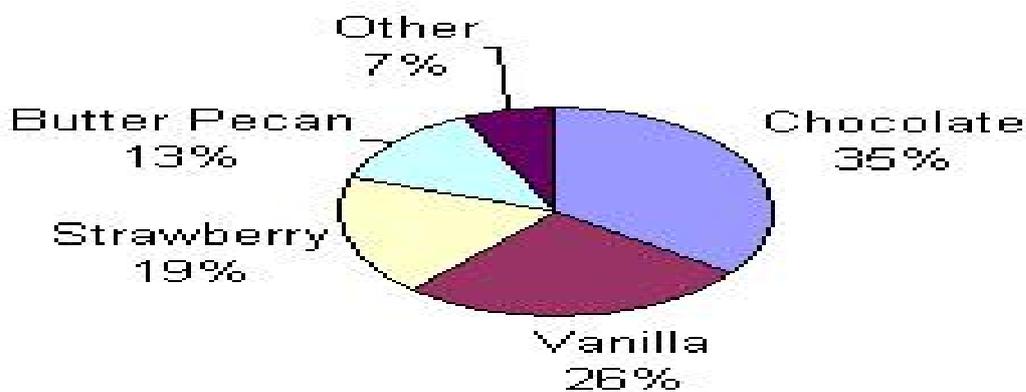
### 12 Keys to Success on Twitter

- Success on Twitter takes time. It requires patience and persistence. True success takes longer and it takes discipline and commitment.
- Quality and size of the content is very important for a tweet.
- It is very essential to build a targeted tribe on Twitter.
- This is where it starts to scale when you not only have a big following but a tribe that wants to hear what you have to say and links that take them to the valuable content that they want to read and view, whether it is yours or another trusted source.
- An enduring presence on Twitter can be sought by sharing content that is useful and helpful regularly. We need to Aim to educate, entertain and inspire and not just inform.
- Tweeting great content is essential.

## Interpretation of pictorial representations



## Shrub Oak Ice Cream Survey



## Writing an SMS

A common way of modern communication is text messaging ie, sending an SMS (Short Message Service) message, with 160 characters or less. Texting in today's world (2002) has become one of the most popular ways of communication. The rapid growth of SMS text messaging was due to the cheap access to the networks, the decreasing prices of mobile phones and the popularity it had with the youth market as the latest 'must-have' accessory. With the maximum number of characters in a message being 160, people have learned ways of shortening words so that they can say more in one message.

### **Things to be remembered while sending an official message**

- Don't use texting abbreviations – most mobile users don't understand them.
- Keep it short – A single text is 160 characters (although you can send multi-part text messages).
- Tell them who you are – Consumers don't know where the message is coming from unless you mention it.
- Tell them what to do – A strong call to action is the key to increasing the effectiveness of your messaging.

# Worksheet 1

## Idioms and Phrases

For each definition below, two of the idioms (a–c) have been invented, but one is correct. Can you identify the correct idiom in each case?

1. If someone looks very angry, we can say he/she has
  - a) a face like thunder.
  - b) A face like the moon.
  - c) A face like a camel.
  
2. Work that we do because we enjoy it or because we think it is worthwhile, not because it gives us a financial reward, can be described as
  - a) A job from the stars.
  - b) Work of the heart.
  - c) A labour of love.
  
3. If we think something will certainly happen but we don't know when, we can say it is
  - a) A decision by time.
  - b) A question of time.
  - c) A present from time.
  
4. Another way of saying that something happens very quickly is that it happens
  - a) as fast as a mouse.
  - b) as rapid as a rabbit.
  - c) as quick as a flash.
  
5. A person who can be trusted to do something in a way that won't cause any harm or trouble can be described as
  - a) a good pair of feet.
  - b) a safe pair of hands.
  - c) a warm pair of gloves.

# Worksheet 2

## Idioms

For each idiom below, identify the correct definition in each case?

1. What does it mean if you 'lose face'?
  - a) You are no longer respected by people.
  - b) You start showing physical signs of getting older.
  - c) Your relationship with a very close friend starts to become more distant.
  
2. What does it mean if you 'lose your head'?
  - a) You start becoming less anxious.
  - b) You start becoming less powerful.
  - c) You become so upset that you stop thinking clearly or behaving in a sensible way.
  
3. After someone has been successful in something, what does it mean if the success 'goes to their head'?
  - a) They start behaving more intelligently.
  - b) They start thinking they are better or more important than they really are.
  - c) They become determined to continue their success.
  
4. What does 'get cracking' mean?
  - a) To start doing something or going somewhere immediately.
  - b) To panic.
  - c) To start behaving aggressively towards other people.
  
5. What is a 'yes man'?
  - a) Someone who will usually lend money to people if they ask for it.
  - b) Someone with a positive attitude who generally believes they can achieve their goals.
  - c) Someone who always agrees with people in authority, usually because they want those people to like them.

# Worksheet 3

## Subject and Verb Agreement

Choose the correct form of the verb that agrees with the subject.

1. Annie and her brothers (is, are) at school.
2. Either my mother or my father (is, are) coming to the meeting.
3. The dog or the cats (is, are) outside.
4. Either my shoes or your coat (is, are) always on the floor.
5. George and Tamara (doesn't, don't) want to see that movie.
6. Benito (doesn't, don't) know the answer.
7. One of my sisters (is, are) going on a trip to France.
8. The man with all the birds (live, lives) on my street.

9. The movie, including all the previews, (take, takes) about two hours to watch.

10. The players, as well as the captain, (want, wants) to win.

11. Either answer (is, are) acceptable.

12. Every one of those books (is, are) fiction.

13. Nobody (know, knows) the trouble I've seen.

14. (Is, Are) the news on at five or six?

15. Mathematics (is, are) John's favourite subject, while Civics (is, are) Andrea's favourite subject.

16. Eight dollars (is, are) the price of a movie these days.

17. (Is, Are) the tweezers in this drawer?

18. Your pants (is, are) at the cleaner's.

19. There (was, were) fifteen candies in that bag. Now there (is, are) only one left!

20. The committee (debates, debate) these questions carefully.

21. The committee (leads, lead) very different lives in private.

22. The Prime Minister, together with his wife, (greet, greets) the press cordially.

23. All of the CDs, even the scratched one, (is, are) in this case.

# Worksheet 4

## Proverbs

Read the following proverbs and relate their application to the exercise given below.

A bird in the hand is worth two in the bush

A friend in need is a friend indeed.

A stitch in time saves nine.

Absence makes the heart grow fonder.

As you sow, so you shall reap.

Beauty is only skin deep.

better late, than never.

Better safe than sorry

Don't count your chickens before they're hatched.

Don't cry over spilt milk.

Don't judge a book by its cover.

Don't throw the baby out with the bath water.

Early to bed and early to rise makes a man healthy, wealthy and wise.

Every cloud has a silver lining.

God helps those who help themselves.

Half a loaf is better than no bread.

He who laughs last laughs longest.

Make hay while the sun shines

Necessity is the mother of invention.

Never put off till tomorrow what you can do today.

One man's meat is another man's poison.

Out of sight, out of mind.

Rome wasn't built in a day.

The best way to a man's heart is through his stomach.

The end justifies the means.

The grass is always greener on the other side of the fence.

Too many cooks spoil the broth.

Two heads are better than one.

Waste not, want not.

When in Rome, do as the Romans do.

You can lead a horse to water, but you cannot make him drink.

You can't make a silk purse out of a sow's ear.

Let sleeping dogs lie.

Hunger is the best sauce.

#### EXERCISE: A

Which of the proverbs mean the same as these sentences?

1. It is not a good idea to decide if a thing is good or bad just by how it appears at first or by its outward appearance.
2. When a bad thing happens there is always a positive aspect to it.

3. If you don't see someone for a long time you like them better.

4. When you are in a strange place (temporarily) it is better to follow the local customs.

5. You should be happy with what you have got even if it is less than what you want.

6. In many areas in life if you do not confront a problem when it starts it can deteriorate rapidly therefore it is much better to act soon.

8. Don't become very upset by trivialities.

9. Don't take risks.



# Worksheet 5

## Reading Comprehension

In cobra country a mongoose was born one day who didn't want to fight cobras or anything else. The word spread from mongoose to mongoose that there was a mongoose who didn't want to fight cobras. If he didn't want to fight anything else, it was his own business, but it was the duty of every mongoose to kill cobras or be killed by cobras.

"Why?" asked the peace like mongoose, and the word went round that the strange new mongoose was not only pro-cobra and anti-mongoose but intellectually curious and against the ideals and traditions of mongoosism. "He is crazy," cried the young's mongoose's father. "He's sick," said his mother. "He is a coward," shouted his brothers. "He's a mongo sexual," whispered his sisters.

Strangers who had never laid eyes on the peace like mongoose remembered that they had seen him crawling on his stomach, or trying cobra hoods, or plotting the violent overthrow of Mongoodia. "I am trying to use reason and intelligence," said the strange new mongoose. "Reason is six-sevenths of treason," said one of his neighbours. "Intelligence is what the enemy uses," said another.

Finally the rumour spread that the mongoose had venom in his sting, like a cobra, and he was tried, convicted by a show of paws, and condemned to banishment.

Moral:

Ashes to ashes, and clay to clay,  
if the enemy doesn't get you your own folks may.

1. Cobras and mongooses are animals who
  - a. get along well with each other
  - b. live peacefully side by side
  - c. wage war against each other
2. The word "spread" suggests that:
  - a. no mongoose was interested in the event.
  - b. the news was kept secret
  - c. they all told each other the news.

3. A coward is a person
  - a. who can easily control his fear
  - b. who likes to fight
  - c. who is not courageous
  
4. "had never laid eyes" means
  - a. hadn't seen him before.
  - b. had already seen him.
  - c. had been watching him for a long time.
  
5. Strangers remembered him although:
  - a. they had never laid eyes on him
  - b. they had actually seen him
  - c. they thought they'd never met him
  
6. If this particular mongoose had been seen crawling on his stomach it might mean that:
  - a. he was like a snake and had no legs.
  - b. it was his only way of moving.
  - c. he was trying to imitate cobras.
  
7. "Plotting the overthrow" suggests:
  - a. conspiring against the existing government.
  - b. agreeing with the present leaders' policy.
  - c. accepting the present state of affairs

8. Mongoodia is meant to be
- a political party
  - a country
  - a synonym of mongoosism
9. Reason is six-sevenths of treason implies that:
- by using reason the peace like mongoose is very close to being a traitor to his own folks.
  - The neighbour was only interested in how the words sounded.
  - You can always create new words by adding a letter.
10. "Convict" and "condemn" belong to the vocabulary of
- religion
  - politics
  - justice
11. To declare the accused mongoose guilty, the jury voted by
- putting up their hands.
  - telling the judge.
  - clapping their hands.
12. In this text, "own folks" contrasts with
- ashes
  - enemy
  - clay
13. What does NOT belong to the ideals and traditions of mongoosism
- killing cobras.
  - using reason and intelligence.
  - being intellectually curious.

14. The story and its moral:

- a. are purely fictional and have no symbolical meaning.
- b. are meant to reflect the relationships between human beings.
- c. can only apply to the world of cobras and mongooses.

15. In this text, reason and intelligence are related to:

- a. family relationships.
- b. the idea of justice.
- c. revolution

### Cloze Test

I \_\_\_\_\_ the first flat we lived in \_\_\_\_\_ our marriage very well. I was not \_\_\_\_\_ much, and Radha was \_\_\_\_\_ a student, so our weekly income was very small, and we simply \_\_\_\_\_ to find a cheap flat about. Looking over lots of places, we \_\_\_\_\_ found one that we could \_\_\_\_\_ and it was not too uncomfortable. There was a big sitting room and a tiny kitchen, just big \_\_\_\_\_ for one \_\_\_\_\_ toget \_\_\_\_\_ .

- 1. (a) Recollect      (b) Remember   (c) Forget      (d) Decorate    (e) Furnish
- 2. (a) Before      (b) During      (c) In      (d) After      (e) For
- 3. (a) Obtaining    (b) Earning      (c) Paying      (d) Gaining    (e) Collecting
- 4. (a) Just      (b) Hardly      (c) Firmly      (d) Fast      (e) Chiefly
- 5. (a) Have      (b) Had      (c) Will have    (d) Have had    (e) Would have
- 6. (a) Would      (b) Have      (c) Will      (d) Had      (e) Could
- 7. (a) Sell      (b) Rent out      (c) Give away    (d) Afford      (e) Use
- 8. (a) About      (b) Adequate      (c) Efficient    (d) Afford      (e) Enough
- 9. (a) Group      (b) Family      (c) Personal    (d) Get-together (e) Party
- 10. (a) About      (b) By      (c) Along      (d) Down      (e) In

## Vocabulary Building

### I Attitudes of a modern secretary

Match each statement with the proper term:

- |   |                          |
|---|--------------------------|
| 1. knowing how to keep a secret   | a. sense of humour       |
| 2. just being there when it's necessary   | b. confidentiality       |
| 3. adapting oneself to the situation at hand  | c. computer skills       |
| 4. having a strong belief in one's own capacities   | d. organisational skills |
| 5. ability to work together effectively with many different sorts of people                                 | e. availability          |
| 6. efficient in setting up events, arranging meetings and solving practical problems                        | f. self-confidence       |
| 7. on the look-out for new developments, keen to master new skills  | g. flexibility           |
| 8. appreciates a good joke, shares a laugh with colleagues  | h. teamwork              |
| 9. masters at least one word processing program; spreadsheets and databases have little secrets for him/her | i. loyalty               |
| 10. will defend his/her boss and/or company, no matter what happens   | j. eagerness to learn    |

## II Choose the correct word to fill in the blank

1. Do you have this shirt in a bigger \_\_\_\_\_?
  - a. Area
  - b. Size
  
2. Why is this item so much more \_\_\_\_\_ than the other one?
  - a. expensive
  - b. cost
  
3. Can you \_\_\_\_\_ that I will receive the item by next Friday?
  - a. warantee
  - b. guarantee
  
4. Is the item \_\_\_\_\_ in any way?
  - a. damaging
  - b. damaged
  
5. I'll have to \_\_\_\_\_ (= check) that.
  - a. verify
  - b. prove

6. I'll \_\_\_\_\_ (= contact you) by the end of the day.

a. get you back

b. get back to you

7. Unfortunately, that item is \_\_\_\_\_.

a. sold-out

b. outsold

8. Do you only accept payment \_\_\_\_\_ Paypal?

a. through

b. in

9. I feel a little uneasy about \_\_\_\_\_ my credit card information.

a. donating

b. sharing

10. I'm sorry for not \_\_\_\_\_. I was very busy.

a. talking

b. responding

## **Common Errors in English**

1. There is a rise of temperature today.
2. I am afraid about dogs.
3. The car crashed with a bus.
4. Fill the glass by water.
5. The car collided into a bus.
6. I am confident in my success.
7. I am complaining about a headache.
8. I cannot agree with your idea.
9. He died from cancer.
10. I am looking forward to get a good job.

# Worksheet 6

## Reading Comprehension

Horse owners who plan to breed one or more mares should have a working knowledge of heredity and know how to care for breeding animals and foals. The number of mares bred that actually conceive varies from about 40 to 85 percent, with the average running less than 50 percent. Some mares that do conceive fail to produce living foals. This means that, on average, two mares are kept a whole year to produce one foal, and even then, some foals are disappointments from the standpoint of quality.

By careful selection, breeders throughout history have developed various kinds of horses with a wide variety of characteristics to suit many different needs. The Great Horse of the Middle Ages, for example, was bred for size and strength to carry a heavily armoured knight. The massive horses of such breeds are often called "cold blooded." The Arabs bred lithe desert horses that were small and swift. These animals are often referred to as "hot blooded. " Cross-breeding of hot-blooded and cold-blooded horses for certain characteristics produced breeds ranging from riding horses to draft horses.

The Thoroughbred is considered by many to be the highpoint of elegance and fine selective breeding. Many persons mistakenly apply the name Thoroughbred to any purebred horse. But a Thoroughbred is a distinct breed of running horses that traces its ancestry through the male line directly back to three Eastern stallions: the Byerly Turk, the Darley Arabian, and the Godolphin Barb. For convenience the breeds of horses are often divided into three major groups: (1) ponies, (2) heavy, or draft horses, and (3) light horses.

1. Which of the following is not an example of an Eastern stallion?

- (A) Byerly Turk
- (B) Darley Arabian
- (C) Thoroughbred
- (D) Godolphin Barb

2. Which of the following was NOT a characteristic of the Great Horse of the Middle Ages?

- (A) Large size

- (B) Swiftness
- (C) Strength
- (D) "Cold-bloodedness"

3. It can be inferred from the passage that cold-blooded and hot-blooded horses were cross-bred for what reason?

- (A) Such cross-breeding was a safer means of reproduction.
- (B) Cross-bred horses were preferred by Arabs.
- (C) By cross-breeding, horses with desirable mixed characteristics could be produced.
- (D) Cross-breeding produced Thoroughbred horses.

4. In line 11, "lithe" most nearly means

- (A) graceful.
- (B) clumsy.
- (C) massive.
- (D) bulky.

5. Which of the following is NOT one of the major divisions of horse breeds?

- (A) Draft horses
- (B) Ponies
- (C) Foals
- (D) Light horses

6. According to the passage, which of the following horses is considered to be the finest purebred?

- (A) Darley Arabian
- (B) Thoroughbred
- (C) Godolphin Barb
- (D) Byerly Turk

7. To conceive is to

- (A) become sick.
- (B) become pregnant.
- (C) die.
- (D) be born.

8. A foal is a

- (A) male horse.
- (B) female horse.
- (C) old horse.
- (D) baby horse.

9. The average amount of mares bred which actually conceive is less than what percent?

- (A) 40
- (B) 85
- (C) 50
- (D) 75

10. A mare is a

- (A) male horse.
- (B) baby horse.
- (C) female horse.
- (D) old horse.

### Cloze Test

Bill is a \_\_\_(1)\_\_\_ young man. Three years ago, when he finished middle school, he found \_\_\_(2)\_\_\_ work in a shop. Usually he works until nine o'clock in the evening. When he \_\_\_(3)\_\_\_ home, he always feels very \_\_\_(4)\_\_\_. After a quick supper he goes to bed and falls asleep. So he never makes any noise. His grandfather is very satisfied with him. One day, he went back from work a little earlier. \_\_\_(5)\_\_\_ he met Mary, one of his classmates. They \_\_\_(6)\_\_\_ very happy. Bill asked Mary to his house, the girl agreed. He brought her some fruit and drinks. They talked about their school, their teachers, their classmates and their future. They talked for a long time. "Have a look at your watch, please," said the girl. "what's the time now?" "Sorry, there is \_\_\_(7)\_\_\_ my watch," said Bill.

"where is \_\_\_(8)\_\_\_?" "I \_\_\_(9)\_\_\_ it at home." Bill thought for a moment and found a way. He began to stamp his foot on the floor. The sound woke his grandfather up. The old man shouted \_\_\_(10)\_\_\_."It's twelve o'clock at night, Bill, what are you still jumping upstairs?"

1. twenty-year-old    twenty-years-old    twenty-years old    twenty years old
2. a                      an                      the                      —
3. gets                      arrives at                      reaches to                      arrives in
4. happy                      tired                      thirsty                      hungry
5. On his way to home    In his way home    On his way home    By his way home
6. were both              both were              all were              were all
7. wrong something with something wrong with wrong something to anything wrong with
8. you                      your                      yours                      yourself
9. forgot                      brought                      putted                      left
10. upstairs    in upstairs                      downstairs    indownstairs

### Vocabulary Building

1. A ridge on the surface of the sea. Also what you might do when you see somebody you know or say goodbye.  
A. wave B. sediment C. ocean D. coral
2. A water sport that involves riding waves with a board.  
A. surfing    B. flotsam    C. dolphin    D. sediment
3. Hard covering of marine snails and other molluscs.  
A. seashell    B. marine    C. sediment    D. surfing
4. Describes anything to do with the sea.  
A. buoy    B. wave    C. marine    D. flotsam
5. Rock-like substance produced by tiny animals. Often forms reefs.

A. flotsam    B. coral    C. sediment    D. seashell

6. Fine material at the bottom of a liquid, for example mud on the sea floor.

A. surfing    B. coral    C. ocean    D. sediment

7. A vast body of water.

A. coral    B. ocean    C. flotsam    D. sediment

8. Floating debris.

A. flotsam    B. wave    C. buoy    D. dolphin

9. An intelligent aquatic mammal that is often friendly to humans.

A. sediment    B. dolphin    C. surfing    D. flotsam

10. A float anchored in water, often as a warning to boats

A. ocean    B. flotsam    C. buoy    D. Sediment

11. The pipe in my kitchen is \_\_\_\_\_.

a. running                      b. leaking

12. I got in an accident and \_\_\_\_\_ my bumper.

a. bruised                      b. dented

13. My phone battery \_\_\_\_\_.

a. died                          b. ended

14. I fell and \_\_\_\_\_ my arm.

a. dented                      b. bruised

15. I spilled some wine and \_\_\_\_\_ the tablecloth.

a. broke                        b. stained

16. Our washing machine \_\_\_\_\_.

a. broke down                b. came off

17. I \_\_\_\_\_ a tooth while I was eating dinner .

- a. chipped                      b. banged
18. We \_\_\_\_\_ gas on the way to work.
- a. ran out of                      b. ended up
19. I forgot my keys so now I'm \_\_\_\_\_ of my apartment.
- a. stuck out                      b. locked out
20. I \_\_\_\_\_ my head on the kitchen cupboard.
- a. bumped                      b. collided

### **Common errors in English**

11. He entered into my room.
12. We discussed about the problem.
13. India and Pakistan entered an agreement.
14. Despite of the rain, we went out.
15. Inspite him being a gentleman, he behaves rudely sometimes.
16. Write with ink
17. Sit under the shade of a tree

18. She is good in mathematics

19. Send on my address

20. I like to go in train

# Worksheet 7

## Reading Comprehension

Frank Tower, have you ever heard of him? He is the questionable figure who supposedly survived three doomed ships in the 1900's. Some consider him one of the luckiest men alive. He was touted to be a middle-aged fireman in the engine room. Some considered him an ordinary, hardworking person, but he had the ability to avoid dying in some of the most horrendous ocean liner accidents ever recorded.

He was said to have once been a crew member on the *Titanic* at the time that the ship hit the iceberg. Two years later, he was working on the *Empress of Ireland* when she collided with the *Storstad*. Over one thousand people died in that disaster. He was then employed in May of 1915 on the *Lusitania* when it was hit by a U-20 torpedo. He apparently lived through that without a scratch as well. If you are beginning to doubt this man's existence, you are probably not too far from the truth. No records have been found ever listing a man by Frank Towers working on any of the three ships.

The legend of Frank Towers seems to be another case of an urban folk tale, humanity's desire to see triumph over a tragic situation. Fact or fiction, Frank Towers is one of the multiple characters that help color the history books.

1. According to the article, the *Lusitania* is a?
  - A. Airplane
  - B. Torpedo Boat
  - C. Ship
  - D. Train
2. In this statement from the article, "He was touted to be a middle-aged fireman in the engine room." Touted means?
  - A. Publicized
  - B. Demeaned

- C. Set-up
- D. Sighted

3. This passage sheds doubt on

- A. The fact that three ships sank.
- B. The thought that America was at war with other countries.
- C. Frank Towers causing the ships to sink.
- D. Urban folk tales are not always based on real people.

4. The title of this article could be

- A. "Frank Towers, a Man of Mystery"
- B. "Surviving the Impossible"
- C. "The Legend of Frank Towers Debunked"
- D. "How to Survive Doomed Ships"

5. According to this passage, which of the following phrases best captures the intent of the article?

- A. A stitch in time saves nine.
- B. Don't believe everything you read.
- C. Seeing is believing.
- D. There are many layers of an onion.

6. The article states that urban folk tales are created because

- A. They are fun to hear.
- B. Humanity likes to see someone triumph over tragedy
- C. They trick people into believing lies.
- D. People do not remember details clearly.

### Cloze Test

\_\_\_(1)\_\_\_ was Jimmy's birthday, and he was five years old. He got a lot of birthday presents \_\_\_(2)\_\_\_ his family. One of them was a drum. Of course Jimmy liked the drum very much. He always made a terrible \_\_\_(3)\_\_\_ with it, but his mother didn't \_\_\_(4)\_\_\_. His father didn't, \_\_\_(5)\_\_\_. Because he was working in his office during the day, and when he got home in the evening, Jimmy was already in bed. But Mrs. Johnson, their \_\_\_(6)\_\_\_, didn't like to hear the sound of the drum all day long. One morning a few days \_\_\_(7)\_\_\_, she went to Jimmy's house \_\_\_(8)\_\_\_ a knife. Jimmy was hitting the drum. "Hello, Jimmy," she said to the boy with a smile. "There is \_\_\_(9)\_\_\_ very interesting inside your drum. Do you want to see it? Here's a knife. Cut the drum \_\_\_(10)\_\_\_ and let's find it." 1 - It That This Today 2 - of for from with 3 - voice shout answer noise 4 - like notice talk understand 5 - too either also still 6 - grandmother aunt neighbour teacher 7 - -before ago after soon 8 - by with in for 9 - by with in for 10 - anything something nothing everything

- |                 |           |           |            |
|-----------------|-----------|-----------|------------|
| 1 - It          | That      | This      | Today      |
| 2 - of          | for       | from      | with       |
| 3 - voice       | shout     | answer    | noise      |
| 4 - like        | notice    | talk      | understand |
| 5 - too         | either    | also      | still      |
| 6 - grandmother | aunt      | neighbour | teacher    |
| 7 - -before     | ago       | after     | soon       |
| 8 - by          | with      | in        | for        |
| 9 - by          | with      | in        | for        |
| 10 - anything   | something | nothing   | everything |

## Vocabulary Building

1. After you had your interview, it's a good idea to \_\_\_\_\_ (= to get in touch by saying thank you, asking about their decision, etc.) with the employer.
  - a. follow up
  - b. follow through
2. A good way to follow up is by sending a \_\_\_\_\_ note.
  - a. thanks
  - b. thank you
3. The interviewers were impressed with Jim's positive \_\_\_\_\_.
  - a. attitude
  - b. aptitude
4. P1: How's the dress code at your company? Is it formal? P2: No, it's \_\_\_\_\_.
  - a. caustic
  - b. casual
5. When the interviewer concludes the interview, offer a firm handshake and make eye \_\_\_\_\_.
  - a. contact
  - b. connection
6. I looked at your resume and noticed that you have some \_\_\_\_\_ in your employment history.
  - a. missing time
  - b. gaps
7. P1: I got a \_\_\_\_\_ from Google. P2: Really? Did you accept it?
  - a. job proposal
  - b. job offer

8. What's another word for a "job search"?

a. job mission

b. job hunt

9. Don't forget to look through the \_\_\_\_\_ in your newspaper.

a. job listings

b. job articles

10. P1: What are some of the \_\_\_\_\_ your company provides? P2: Let's see... A free dental plan, three weeks paid vacation, etc.

a. benefit

b. benefits

11. Unemployment \_\_\_\_\_ = money that is paid by the government to people who do not have a job.

a. benefits

b. money

12. Did you quit or were you \_\_\_\_\_?

a. hired

b. fired

13. My friend tried to commit unemployment \_\_\_\_\_, but he was caught.

a. scam

b. fraud

14. I \_\_\_\_\_ for unemployment benefits last week.

a. filed

b. tried

15. My benefits are automatically \_\_\_\_\_ into my account every week.

a. deposited

b. given

16. People who receive benefits have to fill out a weekly \_\_\_\_\_.

a. request

b. claim

17. I didn't receive my check this week. It must have gotten \_\_\_\_\_.

a. lost in the mail

b. lost in mail

18. An \_\_\_\_\_ occurs when you receive (or pay) more money than you are legally entitled to.

a. underpayment

b. overpayment

19. You have to report all your \_\_\_\_\_ on your weekly claim.

a. wage

b. wages

20. In legal terms, the "person making a claim" is the \_\_\_\_\_.

a. claimant

b. claimer

### **Common Errors in English**

21. The birds build nest on the trees

22. Congratulate him for his success

23. She is fond to talk

24. I complained to the doctor about my stomachache

25. Marry was married John

26. I have visited Niagara Falls last weekend.

27. The woman which works here is from Japan.

28. She's married with a dentist.

29. She was boring in the class.

30. I must to call him immediately

