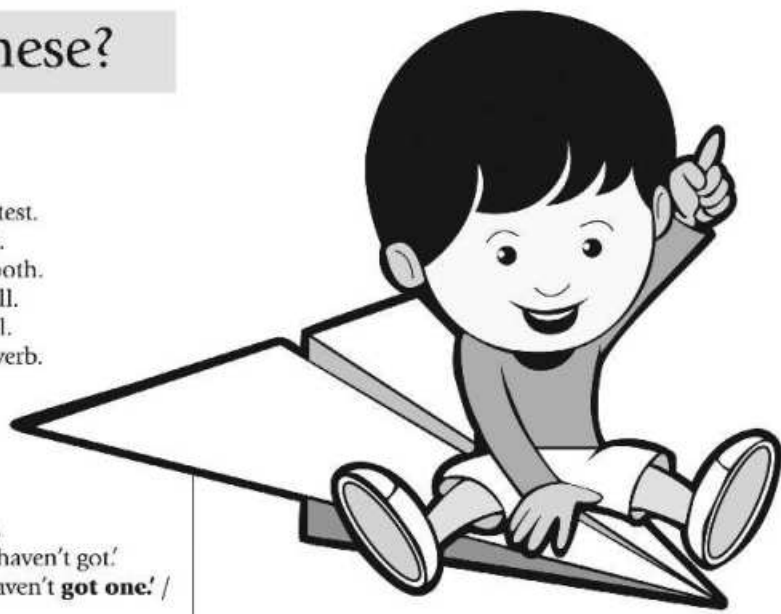


## Did you know these?

### Common mistakes with pronouns ?

Incorrect: Both did not come.  
Correct: **Neither came.**  
Incorrect: Both of them did not pass the test.  
Correct: **Neither of them** passed the test.  
In negative clauses, we use 'neither' not both.  
Incorrect: Each of these girls sing very well.  
Correct: Each of these girls **sings** very well.  
After **each and every**, we use a singular verb.  
Incorrect: We all did not go.  
Correct: **None of us went.**  
Incorrect: We all had not been invited.  
Correct: **None of us had been** invited.  
Incorrect: One should love his country.  
Correct: One should love **one's country**.  
Incorrect: 'Have you got a pencil?' 'No, I haven't got.'  
Correct: 'Have you got a pencil?' 'No, I haven't **got one**.' / 'No, I don't **have one**.'  
Have is a transitive verb. It needs an object to complete its meaning.  
Incorrect: 'Is he at home?' 'Yes, I think.'  
Correct: 'Is he at home?' 'Yes, **I think so**.'  
Incorrect: We enjoyed during the holidays.  
Correct: We enjoyed **ourselves** during the holidays.  
**Enjoy** is a transitive verb. It requires an object.  
Incorrect: The boy **who works hard** he will get the prize.  
Correct: The boy **who works hard** will get the prize.  
Correct: **Whoever works hard** will get the prize.



## Fill-in the gaps with the most suitable article:

- Gold is ..... precious metal.  
(a / an / the)
- ..... reindeer is a native of Norway.  
(a / an / the)
- An honest man always speaks.....  
truth. (a / an / the)
- London is on ..... river Thames.  
(a / an / the)
- Look at ..... sky. It is going to rain.  
(a / an / the)
- Aladdin had ..... magic lantern.  
(a / an / the)
- ..... rich are not always happy.  
(a / an / the)
- ..... Ganges is ..... sacred river.  
(a / an / the)
- ..... lion is ..... king of beasts.  
(a / an / the)
- Which is .....longest river in India?  
(a / an / the)

### KEY:

1. a 2. The 3. the 4. the 5. the 6. a 7. The 8. The 9. The, the 10. the



## Fill in the blanks with an appropriate word or phrase.

- He supported his arguments with .....  
quotations.  
a) irrelevant  
b) apposite  
c) opposite  
d) adjudged
- Don't be under the ..... that you can  
succeed without working hard.  
a) allusion  
b) belief  
c) illusion  
d) faith
- The students were asked to give a/an .....  
of the whole novel in about 300 words.  
a) content  
b) abstract  
c) extract  
d) none of these

- He ..... the bottle to show that there was not  
a drop left.  
a) averted  
b) turned  
c) inverted  
d) emptied

- The bill was actually passed in a/an .....  
form because members suggested several amendments.  
a) extenuate  
b) attenuate  
c) mild  
d) complete

- He has great ..... for his grandchildren.  
a) affection  
b) affectation  
c) affinity  
d) none of these

- The government has introduced a project to help  
....., especially the weavers and ivory makers,  
find a market for their products.  
a) artisans  
b) partisans  
c) artists  
d) technicians

- Spend wisely so that your expenditure does not  
..... your income.  
a) accede  
b) exceed  
c) cross  
d) outwit

- She asked him to ..... his tongue.  
a) bridal  
b) bridle  
c) rein  
d) control

- The hoarders and black marketers deserve  
..... punishment.  
a) corporate  
b) corporal  
c) competent  
d) corpulent

- His blindness is .....  
a) congenial  
b) conjunctive  
c) congenital  
d) none of these

- He was ..... by her beauty.  
a) captured  
b) decapitated  
c) captivated  
d) connived

KEY: 1. apposite 2. illusion 3. abstract 4. inverted 5. attenuate 6. affection 7. artisans 8. exceed 9. bridle 10. corporal 11. congenital 12. captivated

## State whether the following sentences are in the active voice or passive voice.

- I can hear somebody coming.
- Suddenly I heard a strange noise.
- She has been told.
- We have not heard anything from them.
- The suspects were interrogated by the police.
- You needn't have woken me up.
- The students were praised by the teacher.
- This house was built in the 19th century.
- She has been waiting to hear from her husband.
- We have been invited to their party.
- Do you know this?
- He was shown the door.
- The child was injured in the accident.
- The bird had been caught by the cat.

KEY: 1. Active voice 2. Active voice 3. Passive voice 4. Active voice 5. Passive voice 6. Active voice 7. Passive voice 8. Passive voice 9. Active voice 10. Passive voice 11. Active voice 12. Passive voice 13. Passive voice 14. Passive voice

## Complete the following sentences with an appropriate word or phrase.

- The visitor was given a ..... welcome.  
a) ceremonious  
b) ceremonial  
c) celebrated  
d) cold

- Please convey my ..... to your brother.  
a) compliments  
b) complements  
c) feelings  
d) emotions

- I shall tell you something, but keep it .....  
a) confidence  
b) confidential  
c) confident  
d) public

- This practice does not ..... to the rules laid  
down by the council.  
a) confirm  
b) conform  
c) support  
d) rectify

- Cancer is not a ..... disease.  
a) serious  
b) contagious  
c) contiguous  
d) contaminated

- Several Indians have ..... to Australia in the  
last few years.  
a) immigrated  
b) emigrated  
c) entered  
d) visited

- In my ....., a Third World War is very  
unlikely.  
a) calculation  
b) estimation  
c) belief  
d) prospect

- In this collection, he has made a ..... selection  
of light essays as well as thought provoking ones.  
a) imprudent  
b) judicious  
c) judicial  
d) legal

- Tokyo is a ..... city.  
a) popular  
b) populous  
c) inhabited  
d) uninhabited

- In the olden days people believed that the earth  
was .....  
a) stationary  
b) stationery  
c) moving  
d) revolving

- I am ..... about getting their support in  
this matter.  
a) sanguine  
b) hopeless  
c) pessimistic  
d) none of these

- The robber ..... a pistol and threatened the  
passengers.  
a) showed  
b) displayed  
c) used  
d) brandished

- He was ..... of the charge of theft.  
a) released  
b) acquitted  
c) admitted  
d) denied

KEY: 1. ceremonious 2. compliments 3. confidential 4. conform 5. contagious 6. emigrated 7. estimation 8. judicious 9. populous 10. stationary 11. sanguine 12. brandished 13. acquitted



## Some of the Basics of Letter Writing:

Letters to friends and family should be written in a conversational style. They are a bit like a friendly chat. They should be spontaneous compositions and as such they should be unpremeditated. Compared with essays, social letters have a free style. When we engage in a friendly conversation, we touch on many topics. In the same way, you can write about just about any topic in a friendly letter. You can also present them in whatever order you like.

In letters to members of your family, the salutation should be:  
*My dear Father / My dear Friend / My Dear Sister etc.*

Note that My Dear is more intimate and affectionate than Dear.  
In letters to friends, the salutation should be:  
*Dear Peter / My dear Peter*

If you are writing to an older person, you should address him as *Dear Mr Peter* or *Dear Ms Alice*.

In letters to strangers, the salutation should be Dear Sir or Dear Madam.  
Avoid phrases like 'Honored Sir' and 'Respected Sir'. Native English speakers don't use expressions like these. After the opening salutation, Americans may put a colon or a comma. In British English, a comma is more common.

### Subscription:

There is no apostrophe in **yours**, either before or after the s. Write *Yours sincerely* (NOT *Your's sincerely*)

Before the leave-taking phrase most people write an expression like *With kind regards*, *With every good wish* or *Hoping to hear from you soon*.

Informal letters may finish, for example, *Yours*, *See you* or *Love*. Note that Love is not usually used by one man to another.

Letters which begin *Dear Sir* or *Dear Madam* usually finish *Yours faithfully*. Formal letters which begin with the person's name usually finish *Yours sincerely*. In American English, *Yours faithfully* is not used.

## Read the following sentences and add appropriate punctuation marks.

- Hurrah We have won the match
- We went to the beach yesterday
- Where have you been all this while
- A snake bit the man
- This is the best birthday gift I have received
- Mother made a delicious cake yesterday
- You saved my life with my advice
- This is exactly the same dress I bought
- Watch out
- How clever I'm
- How kind of you
- The boy has been missing since yesterday
- Where is John

### KEY:

1. Hurrah! We have won the match! 2. We went to the beach yesterday. 3. Where have you been all this while? 4. A snake bit the man. 5. This is the best birthday gift I have received. 6. Mother made a delicious cake yesterday. 7. You saved my life with my advice. 8. This is exactly the same dress I bought. 9. Watch out! 10. How clever I'm! 11. How kind of you! 12. The boy has been missing since yesterday. 13. Where is John?

