

नई शिक्षा नीति के अनुसार

**2024**



TM

विश्वविद्यालय प्रकाशना (पनि.)

द्वारा प्रकाशित

**20 प्रश्न**

(संशोधित/संशोधित/संशोधित/संशोधित)

**English Language**  
and  
**Communication Skills**



(Foundation Course)

**Third Year**



**New Syllabus**

**Unit-1.**

**Reading, Writing and Interpretation Skills : (Text-Based)**

- (1) The Express : Stephen Spender
- (2) The World is Too Much with Us : William Wordsworth
- (3) My Financial Career : Stephen Leacock
- (4) Running for Governor : Mark Twain

**Unit-2.**

**Essay Writing :** Topical essays : Terrorism, Covid-19 Pandemic, India and the Modern World, The Role of Women in the New Era, The Global World.

**Unit-3.**

- (a) **Communicative Skills** : Words often Confused, Misused, Idiomatic Expressions and Proverbs, etc.  
 (b) **Essential Conversations** : Introducing Yourself, Introducing Other Persons, Meeting Someone First Time, Art the Airport, Ordering Food in a Restaurant, Talking about a Movie, etc.  
 (c) Filing an F.I.R., Writing a Resume, E-mail Writing, Blog Writing an a given topic.

**Pattern & Marks Distribution of Question Paper**

Assessment and Evaluation		
Max Marks : 50	Min Marks : 17	University Exam. (UE)
University Exam. Time 2 Hours		Total 50

External Assessment (U.E.)	Time duration
Fifty Multiple Choice / Objective / True-False type questions to be asked. Each question carries : 1 mark	2 Hours

**कृपया ध्यान दें**

विश्वविद्यालय प्रकाशन, ग्वालियर द्वारा नई शिक्षा नीति पर प्रकाशित बी.ए., बी.कॉम. तथा बी.एस-सी. की '20 प्रश्न' पुस्तकें खरीदने समय प्रत्येक पेज पर 2024 छपा देखकर, सही तथा असली पुस्तक ही खरीदें। बी.कॉम. तथा बी.एस-सी. अंग्रेजी माध्यम में भी प्रकाशित हैं।

**English Language and Communication Skills**

**UNIT-1**  
**Reading, Writing and Interpretation Skills**

**CHAPTER-1**  
**The Express**  
(Stephen Spender)

**Multiple Choice Questions :**

- (1) **Who was Stephen Spender :**  
 (a) An English poet and novelist  
 (b) An Irish poet  
 (c) An American philosopher  
 (d) A German scientist.
- (2) **When was Stephen Spender born :**  
 (a) 1909  
 (c) 1940  
 (d) 1960.
- (3) **Where was Stephen Spender born :**  
 (a) London, England  
 (c) New York, USA  
 (d) Berlin, Germany.
- (4) **Which literary movement was Stephen Spender associated with ?**  
 (a) Romanticism  
 (c) Modernism  
 (b) Surrealism  
 (d) None of these.
- (5) **Which famous poem did Stephen Spender write :**  
 (a) The Waste Land  
 (c) Funeral Blues  
 (d) None of these.
- (6) **The movement of the train has been compared to:**  
 (a) a queen  
 (c) an emperor  
 (b) a king  
 (d) an aeroplane.
- (7) **Which of the following is not a work by Stephen Spender :**

- (a) The Temple  
 (b) The Year of the Young Rebels  
 (c) World within World  
 (d) The Great Gatsby.

Ans. (a) The Temple.

(8) Stephen Spender served as a literary editor for which magazine :

- (a) The New Yorker (b) Time  
 (c) The Atlantic (d) Horizon.

Ans. (d) Horizon.

(9) Which prestigious poetry award did Stephen Spender receive :

- (a) Pulitzer Prize (b) Nobel Prize in Literature  
 (c) Booker Prize (d) None of these.

Ans. (d) None of these

(10) When did Stephen Spender pass away?

- (a) 1980 (b) 1995  
 (c) 2000 (d) 2010.

Ans. (b) 1995.

(11) The Express is a symbol of :

- (a) Modernity (b) Change  
 (c) Advent of technology (d) All of these.

Ans. (d) All of these.

(12) The figure of speech used in the line, 'She passes the houses is :

- (a) Simile (b) Personification  
 (c) Metaphor (d) None of these.

Ans. (b) Personification.

(13) Manifesto is a :

- (a) A statement for the future  
 (b) A law  
 (c) An article  
 (d) A poem.

Ans. (a) A statement for the future.

(14) The figure of speech used in the line 'But gliding like a queen' is :

- (a) Simile (b) Metaphor  
 (c) Alliteration (d) Hyperbole.

Ans. (a) Simile.

(15) The song of the Express has been compared to :

- (a) Song of a bird (b) Orchestra  
 (c) Jazzy madness (d) Violin.

Ans. (c) Jazzy madness.

#### Some Important Multiple Choice Questions

(1) What is "Plain Manifesto" according to the poet?

- (a) Sound of the steam engine.  
 (b) Sound of pistons of the train.  
 (c) Sound of the whistle.  
 (d) Sound of steam from the train.

Ans. (c) Sound of the whistle.

(2) What is the black statement of pistons according to the poet?

- (a) the colour of the pistons.  
 (b) the speed of the pistons.  
 (c) sound of the pistons.

Ans. (d) smooth movement of the pistons without noise.

(3) The glide of the train is compared to .....

- (a) walk of a queen.  
 (b) movement of ship.  
 (c) movement of a plane.  
 (d) movement of a bus.

Ans. (a) walk of a queen.

(4) How does the train moves ahead?

- (a) It moves ahead without bowing to any one and showing any concern.  
 (b) It moves ahead whistling very loudly.  
 (c) It moves ahead making a lot of noise.

Ans. (a) It moves ahead without bowing to any one and showing any concern.

(5) When the train passes through houses, they appear.....

- (a) modest.  
 (b) indifferent.  
 (c) bowing to the train.  
 (d) sleeping.

Ans. (a) modest.

(6) What is the heavy page of death?

- (a) gaswork.  
 (b) cremation ground.  
 (c) back of the church.  
 (d) cemetery.

Ans. (d) cemetery.

(7) Where does the train gain speed?

- (a) the cemetery.  
 (b) the open countryside.

- (c) the gas work.  
(d) phosphorous hills.

Ans. (b) the open countryside.

(8) How does the train look like when she gains speed?

Ans: When the train gains speed, it looks like.....

- (a) a comet.  
(b) a ship on the ocean.  
(c) a glider.  
(d) a motorboat.

Ans. (b) a ship on the ocean.

(9) When does the train whistle?

Ans : The train whistles .....

- (a) when it reaches the countryside.  
(b) when she crosses fields.  
(c) at each curve.  
(d) when she crosses the graveyard.

Ans. (c) at each curve.

(10) Where does the train reach at night?

- (a) a city on the sea shore.  
(b) a very high place on the mountains.  
(c) Edinburgh.  
(d) Rome.

Ans. (b) a very high place on the mountain.

(11) What happens when the train crosses a tunnel?

Ans: When the train reaches a tunnel, .....

- (a) it increases lights.  
(b) it creates a deafening noise from brakes, bolts and machinery.  
(c) it moves very smoothly.  
(d) it moves very slowly.

Ans. (b) it creates a deafening noise from brakes, bolts and machinery.

(12) How does the train appear in the night when it reaches a mountainous place with burning phosphorus?

Ans: The train appears .....

- (a) like a burning train.  
(b) like a comet.  
(c) like a comet moving through flames.  
(d) like a burning train moving through flames.

Ans. (c) like a comet moving through flames.

(13) How does the train sing when it reaches the open countryside?

Ans: When the train reaches the open countryside, .....

(a) it sings madly like jazz music.

(b) it sings very slowly.

(c) it sings loudly.

(d) it sings at first slowly, then loudly and then madly like jazz music.

Ans. (d) it sings at first slowly, then loudly and then madly like jazz music.

(14) What is the elate metre of her wheels?

Ans: It is .....

- (a) the track on which the train moves.  
(b) the metre which tells the speed of the train.  
(c) rhythmic movement of wheels.  
(d) the music created by rhythmic movement of wheels.

Ans. (d) the music created by rhythmic movements of wheels.

(15) What are the strange shapes?

Ans. (c) The strange shapes are .....

- (a) shapes of railway track.  
(b) shapes of forests.  
(c) shapes created by steam and smoke.  
(d) shapes of fields.

Ans. (c) shapes created by steam and smoke.

(16) What are the broad curves and parallels?

Ans: The broad curves and parallels are.....

- (a) shapes of railway track.  
(b) shapes of forests.  
(c) shapes created by steam and smoke.  
(d) shapes of fields.

Ans. (a) shapes of railway track

### Short Answer Questions :

(1) What does Spender's poem 'The Express' symbolize?

Ans. Spender's poem 'The Express' symbolizes the effects of the modern technological advancement on rural landscape.

(2) What is the theme of the poem 'The Express'?

Ans. The poem 'The Express' deals with the theme of coexistence of both machine and Nature in the modern world.

(3) Describe the movement of the train in 'The Express'?

Ans. The poem begins with a lavish praise of the Express Train by Stephen Spender. The grand and glorious movement of the train to its destination has been vividly captured by the poet.

(4) How does the poet describe the grandeur of an express train in the poem 'The Express'?

Ans. The poet describes the train leaving the station which looks like a queen. The poet thus imagines the train to be royal. The poet

has described the train artistically thereby imparting it beauty and grandeur.

**Long Answer Type Questions**

(1) What is the message conveyed through the poem "The Express"?

Ans. The poem reflects fascination for the train but retains a degree of scepticism throughout. The poem brilliantly evokes the simultaneous bright and the dark sides of modern technological advancement. Spender believes this to be the part and parcel of the commencement of modernity. The train gradually puts on the garb of mystery as it moves ahead on its magnificent march. The poet tries to evoke a sense of adventure and endless possibilities through the line "ships on the ocean suggesting that the passengers are explorers on a grand mission. The poet has given an exquisite description of the whistling of the train. The rhythmic movement of the train has been compared to singing in a soft voice and thereafter gaining momentum like jazz. The hyperbolic description of 'innumerable bolts' perhaps serves to remind the readers that the force of technology is indomitable and relentless. Spenser uses this juxtaposition to heighten a sense of foreboding. Eventually, The Express becomes symbolic of broader societal change which feels unstoppable.

(2) What is the central idea of the poem 'The Express'?

Ans. The poem 'The Express' deals with the theme of coexistence of both machine and Nature in the modern world. The poet has dexterously used modern images in combination with natural scenery in the poem. The grand and glorious movement of the train to its destination has been vividly captured by the poet. The poem begins with a lavish praise of the Express Train by Stephen Spender. The poem consists of four stanzas having 27 lines and there is no definite rhyme scheme. In the very beginning of the poem, the poet describes the train leaving the station which looks like a queen. The poet thus imagines the train to be royal. The poet has described the train artistically thereby imparting it beauty and grandeur. The train neither bows before anyone nor has any restrictions. She here refers to the train. The Express has been regarded as a typical poem by Stephen Spender glorifying the Express train which is a symbol of the modern industrial civilization. The magnificent march of the train to its destination is vividly captured by the poet. He considers it to be as an object of great beauty. It is interesting to note that the movement of the lines of the poem mimics the majestic journey of the train.

(3) What does the train represent?

Ans. The poem "The Express" by Stephen Spender depicts the beauty and majesty of an express train. The Express train represents the exhilarating and powerful journey. The poet is highlighting the train's grace, speed, and the emotions it evokes as it travels through different

landscapes and creates a symphony of motion.

On the one hand, the train is simply an object of poetic interest for the same reason non-writers were interested in it. It was new and utterly unlike the slow trains that came before it. However, it also embodied the relentless path of modernity that Spender was worried could move so quickly that it would spiral out of control and now longer benefit the population.

(4) What is a simile? Give two examples from the poem and comment upon their aptness.

Ans. A simile is a comparison to illustrate anything. It shows similarity between two objects. The words 'as' and 'like' are used to express this comparison. For example : She is lovely like a rose.

Spender employs similes in the poem "The Express" which are as follows :

*But gliding like a queen, she leaves the station.*

The above lines are in the very beginning of the poem. The poet describes the train leaving the station which looks like a queen. The poet thus imagines the train to be royal. The poet has described the train artistically thereby imparting it beauty and grandeur.

*Ah, like a comet through flame, she moves entranced*

In these lines, the poet describes that journey takes the train to the edge of the world, reaching the high and mountainous place at night where faint phosphorus can be seen tossing on the hills. The illuminating train passes the hills with burning phosphorus. The poem uses the metaphor of a comet moving through flame to describe the train's entranced motion, wrapped in its own music, surpassing the beauty of bird songs or blooming buds.

(5) Write the summary of the poem "The Express".

Or

Write down the summary of the poem 'The Express' by Stephen Spender.

Ans. Summary of the poem 'The Express' : The poem "The Express" by Stephen Spender depicts the beauty and majesty of an express train. The poem is quite interesting because the poets generally choose the objects of nature to write poetry on them but Stephen Spender finds beauty in mechanical objects like a train. The poet celebrates the power and majesty of a train journey. The poem begins with the train's departure from the station. It departs by giving a whistle. It is described as a "plain manifesto," and it glides like a queen without much fuss. Plain manifesto is a metaphor here as whistling is compared to a plain manifesto. It passes through the town, including humble houses and the gasworks, until it reaches the cemetery, symbolizing the page of death painted by gravestones of the cemetery.

As the train moves beyond the town into the open country, it gains speed and acquires a sense of mystery and self-assuredness, likened to ships on the ocean. It begins to "sing" with the whistle screaming at curves, tunnels, brakes, and bolts. The train's wheels maintain an elated rhythm as it steams through the metal landscape, introducing new eras of wild happiness. The speed of the train creates strange shapes of the steam and smoke in the sky and broad curves and parallels like steel guns on the track of the train.

The journey takes the train to the edge of the world, reaching the high and mountainous place at night where faint phosphorus can be seen tossing on the hills. The illuminating train passes the hills with burning phosphorus. The poem uses the metaphor of a comet moving through flame to describe the train's entranced motion, wrapped in its own music, surpassing the beauty of bird songs or blooming buds.

In summary, the poem "The Express" portrays the exhilarating and powerful journey of a train, highlighting its grace, speed, and the emotions it evokes as it travels through different landscapes and creates a symphony of motion.

### CHAPTER-2

## The World is Too Much with Us

(William Wordsworth)

#### Multiple Choice Questions :

(1) Who is the author of the poem "The World Is Too Much with Us":

- (a) William Wordsworth  
(b) William Shakespeare  
(c) Robert Frost  
(d) John Keats.

(2) What is the main theme of "The World Is Too Much with Us":

- (a) The power of love  
(b) Patriotism  
(c) The importance of friendship  
(d) The withering connection between mankind and Nature.

(3) The withering connection between mankind and Nature. William Wordsworth belongs to the ..... period in English Literature :

- (a) Elizabethan  
(b) Modern  
(c) Romantic  
(d) Victorian.

(4) What is the meaning of the phrase 'the world is too much with us':

- (a) We are engrossed in materialistic pursuits.  
(b) The world is filled with joy

(c) The world is insignificant to us  
(d) The world is a source of inspiration.

Ans. (a) We are engrossed in materialistic pursuits.

(5) What is the speaker's attitude towards nature in the poem :

- (a) Indifference  
(b) Fear and doubt  
(c) Longing and love  
(d) Disgust

Ans. (c) Longing and love.

(6) The World is too much with us was published in the year :

- (a) 1807  
(b) 1800  
(c) 1900  
(d) 1770.

Ans. (a) 1807.

(7) Why does the poet refer to Greek mythology in the poem:

- (a) It serves as a source of inspiration for the speaker.  
(b) It provides historical context for the poem.  
(c) It contrasts the ancient connection with nature to the speaker's disconnect.  
(d) It showcases the speaker's knowledge of mythology.

Ans. (c) It contrasts the ancient connection with nature to the speaker's disconnect.

(8) What is the tone of the poem :

- (a) Joyful  
(b) Angry  
(c) Sad  
(d) passionate.

Ans. (d) passionate

(9) What is the purpose of the concluding couplet in the poem ?

- (a) To express hope for the future  
(b) To criticize society  
(c) To inspire action  
(d) To emphasize the speaker's desire for a closer connection with nature.

Ans. (d) To emphasize the speaker's desire for a closer connection with nature.

(10) How does "The World Is Too Much with Us" reflect the ideals of the Romantic Movement :

- (a) By celebrating the beauty and power of nature  
(b) By highlighting the struggles of the working class  
(c) By advocating for political reform  
(d) By exploring the complexities of human relationship.

Ans. (a) By celebrating the beauty and power of nature.

(11) How many Greek Gods are described in the poem ?

- (a) one  
(b) two  
(c) three  
(d) four.

Ans. (b) two.

(12) How many lines are there in the poem ?

- (a) 12  
(b) 14  
(c) 16  
(d) 10.

Ans. (b) 14.

(13) What type of a poem is "The World is too much With Us" ?

- (a) Sonnet  
(b) ode  
(c) epic  
(d) elegy.

Ans. (a) Sonnet.

(14) The two Gods mentioned in the poem are :

- (a) Athena and Eros  
(b) Aphrodite and Zeus  
(c) Proteus and Triton  
(d) Apollo and Cynthia.

Ans. (c) Proteus and Triton.

(15) Who wishes to remain as pagan in the poem ?

- (a) Triton  
(b) Proteus  
(c) Wordsworth  
(d) Cynthia.

Ans. (c) Wordsworth.

### Fill in the blanks :

(i) Sonnet is a poem of ..... lines.

Ans. 14

(ii) Wordsworth is also known as the poet of .....

Ans. Nature

(iii) Proteus is the God of .....

Ans. Greek

(iv) The figure of speech used in 'sleeping flowers' is .....

Ans. simile and personification

(v) In Pagan religion ..... is worshipped.

Ans. Nature

### Some Important Objective type Questions

(1) Who wrote the poem "The World is Too Much with Us"?

- (a) John Keats  
(b) Percy Bysshe Shelley  
(c) William Wordsworth  
(d) Samuel Taylor Coleridge

Ans. (c) William Wordsworth

(2) What is the main message of the poem "The World is Too Much with Us"?

- (a) Humans should strive for material success

(b) Humans should embrace nature

(c) Humans should seek fame and glory

(d) Humans should pursue pleasure

Ans. (b) Humans should embrace nature

(3) What is the meaning of the phrase "late and soon" in the poem?

(a) Every day and night

(b) Every moment of our lives

(c) Every second we breathe

(d) Every hour of the day

Ans. (a) Every day and night

(4) What literary device is used in the phrase "this sea that bares her bosom to the moon" in the poem?

(a) Alliteration

(b) Metaphor

(c) Simile

(d) Personification

Ans. (d) Personification

(5) What does the speaker suggest about the relationship between humans and nature in the poem?

(a) Humans are superior to nature

(b) Humans should control nature

(c) Humans are a part of nature

(d) Humans should conquer nature

Ans. (c) Humans are a part of nature

(6) What does the speaker suggest about the modern world in the poem?

(a) It is perfect and beautiful

(b) It is corrupt and immoral

(c) It is indifferent to nature

(d) It is indifferent to human suffering

Ans. (c) It is indifferent to nature

(7) What is the tone of the poem "The World is Too Much with Us"?

(a) Optimistic

(b) Pessimistic

(c) Ambivalent

(d) Ironic

Ans. (b) Pessimistic

(8) In what form is the poem "The World is Too Much with Us" written?

(a) Sonnet

(b) Free verse

- (c) Ballad  
(d) Haiku

Ans. (a) Sonnet  
(9) **What is the main theme of the poem "The World is Too Much with Us"?**

- (a) The importance of nature  
(b) The power of technology  
(c) The beauty of the modern world  
(d) The necessity of progress

Ans. (a) The importance of nature  
(10) **What literary device is used in the phrase "little we see in Nature that is ours" in the poem?**

- (a) Alliteration  
(b) Metaphor  
(c) Simile  
(d) Personification

Ans. (b) Metaphor  
(11) **According to the poem, what do humans "waste our powers" on?**

- (a) Technology  
(b) Wealth  
(c) Fame  
(d) Vanity

Ans. (a) Technology  
(12) **What does the speaker suggest about the relationship between humans and the divine in the poem?**

- (a) Humans are superior to the divine  
(b) Humans are inferior to the divine  
(c) Humans and the divine are equal  
(d) Humans do not need the divine

Ans. (b) Humans are inferior to the divine  
(13) **What does the speaker suggest about the relationship between humans and the past in the poem?**

- (a) Humans should forget the past  
(b) Humans should learn from the past  
(c) Humans should ignore the past  
(d) Humans should reject the past

Ans. (b) Humans should learn from the past  
(14) **What is the meaning of the phrase "late and soon" in the poem?**

- (a) Yesterday and tomorrow  
(b) Early and late  
(c) Quickly and slowly  
(d) Present and future

Ans. (a) Yesterday and tomorrow

(15) **According to the poem, what do the sea and the winds represent?**

- (a) Freedom  
(b) Nature's power  
(c) God's creation  
(d) Beauty

Ans. (b) Nature's power  
(16) **What does the speaker suggest in the poem about the people of his time?**

- (a) They are too busy to appreciate nature  
(b) They are too focused on material possessions  
(c) They are too concerned with social status  
(d) They are too skeptical of religion

Ans. (a) They are too busy to appreciate nature  
(17) **What is the main theme of the poem "The World is Too Much With Us"?**

- (a) The beauty of nature  
(b) The power of nature  
(c) The importance of love  
(d) The dangers of materialism

Ans. (d) The dangers of materialism  
(18) **According to the poem, what does the speaker wish to be?**

- (a) A pagan  
(b) A Christian  
(c) A Buddhist  
(d) A scientist

Ans. (a) A pagan  
(19) **What literary device is used in the line "We have given our hearts away"?**

- (a) Alliteration  
(b) Simile  
(c) Metaphor  
(d) Personification

Ans. (c) Metaphor  
(20) **What is the speaker's attitude towards the "sordid boon" in the poem?**

- (a) Admiration  
(b) Contempt  
(c) Indifference  
(d) Gratitude

Ans. (b) Contempt

(21) What does the speaker suggest about the relationship between humans and nature in the poem?

- (a) Humans are superior to nature
- (b) Humans and nature are equal
- (c) Humans depend on nature
- (d) Humans have no connection to nature

Ans. (c) Humans depend on nature

(22) According to the poem, what is the "mighty prophetess"?

- (a) Nature
- (b) Religion
- (c) Science
- (d) Art

Ans. (a) Nature

(23) What is the meaning of the phrase "little we see in Nature that is ours"?

- (a) We have lost our connection to nature
- (b) Nature is not really ours to possess
- (c) We cannot truly understand nature
- (d) We have not done enough to protect nature

Ans. (a) We have lost our connection to nature

#### Very Short Answer Type Questions :

(1) When was the poem first published?

Ans. This poem was first published in 1807.

(2) What is the theme of this poem?

Ans. The theme of this poem is man's love for money against his respect and love for nature.

(3) According to the poet, why can man not enjoy the beauty of nature any more?

Ans. According to the poet, man cannot enjoy the beauty of nature anymore because he gives more importance to money than anything else.

(4) What is now the aim of man's life?

Ans. To earn and spend money as much as possible has become the aim of man's life.

(5) Why does the poet want to be a Pagan?

Ans. The poet wants to be a pagan because then he can live in nature and enjoy its beauty freely.

(6) What is that wealth that nature can give to man?

Ans. Nature makes man content, peaceful. Through nature, man learns to be happy.

(1) The World is Too Much with Us is a poem by

Ans. William Wordsworth

(2) The World is Too Much with Us poem composed in

Ans. 1802

(3) The World is Too Much with Us poem published in

Ans. 1807

(4) The World is Too Much With Us poem written in

Ans. Iambic Pentameter

(5) What is the genre of the poem "The World is Too Much With Us"?

Ans. Petrarchan Sonnet

(6) What is the meaning of the title "The World is Too Much With Us"?

Ans. People have become so concerned with worldly material things and are now concerned with the natural world.

(7) What is the theme of the poem "The World is Too Much With Us"?

Ans. Illusion VS reality

(8) What does the poet criticize in this poem?

Ans. The world of the first industrial revolution

(9) How many Greek Gods are described in this poem?

Ans. Two (Proteus and Triton)

(10) What is the quality of sea God Proteus?

Ans. He can assume different shapes

(11) What is the quality of Triton God?

Ans. He blows his conch in order to calm the waves

(13) The sea that bares her bosom to the moon which figure of speech uses in this line

Ans. Personification

(14) Wordsworth's poem mostly deals with

Ans. Humble and Rustic life

(15) Find out the figure of speech in the following lines "the winds that will be howling at all hours"?

Ans. Assonance

(16) What is the rhyme scheme of the poem?

Ans. Abba-Abba Cde Cde

(17) What is the type of poem?

Ans. Italian Sonnet

(18) How many lines are there in the poem?

Ans. 14

(19) What was the name of the collection of the poem that gets published?

Ans. In poems in two volumes

(20) Who wishes to remain as pagan in the poem?

Ans. Poet Himself

**Short Answer Type Questions :**

**(1) What is the central idea of the poem "The World is too Much With Us"?**

**Ans.** The central idea of this poem is man's love for money against his respect and love for nature. According to the poet, man cannot enjoy the beauty of nature anymore because he gives more importance to money than anything else.

**(2) What does Wordsworth try to convey through the phrase "The World is too Much With Us"?**

**Ans.** People have become so concerned with worldly material things and are now concerned with the natural world. In reference to materialistic concerns like money, property, and power, the speaker laments the fact that there is an overabundance of all of these aspects.

**(3) What is the poet's attitude towards modern man in the poem?**

**Ans.** The poet says that the people of this world have become money minded. People are so preoccupied with getting and spending that they are unaware of their own potential. Their time is consumed by their acts of earning money, spending money and taking care of their things, and they are immersed in their need for more money. In this way, they are wasting away their spiritual powers. They are getting away from nature and are nowadays unable to enjoy the beauty of nature.

**(4) Who are Proteus and Triton mentioned in the poem and what do they symbolize?**

**Ans.** Proteus is the sea god in Greek mythology whom the poet wishes to see rising from the sea. Triton, the sea god, is the son of Poseidon and Amphitrite who is known to blowing his horn to calm down the angry sea waves.

**(5) What are we 'out of tune with'?**

**Ans.** We have become "out of tune" with the rhythms of nature and we have exchanged our spiritual connection for shallow pleasures and artificial desires.

**(6) What according to the poet is 'sordid boon'?**

**Ans.** According to the poet, people have become too money-minded and they do not find beauty and peace in nature. They have given their hearts to the god of wealth which is not good.

**(7) Why does the poet want to become a pagan?**

**Ans.** The poet wants to be a pagan because only then he can live in nature and enjoy its beauty freely.

**(8) How do we lay waste our powers?**

**Ans.** The poet says we "lay waste our powers" when we spend our time, thoughts, and energies in "getting and spending" materialistic things. Thus the individuals are sacrificing their passions and energies.

**(9) Why does the poet use "we" and "us" in the poem?**

**Ans.** "We" and "us" used by the poet has been used for the modern man, the money minded people who are much involved in the materialistic world and more interested in getting and spending wealth.

**(10) What does the poet want to be instead of being a part of this materialistic world?**

**Ans.** The poet wants people to respect and love nature. According to the poet, nature should be very important for their lives.

**(11) What is a sonnet.**

**Ans.** Generally a sonnet is a small poem of fourteen lines. In it three quatrains of four lines do occupy the first place and later on in the last it has a couplet of two lines only. In it the ends sound symmetrical. Some times a varied system is also followed.

**(12) Define personification. Give examples from the poem.**

**Ans.** Personification is a figure of speech that is used to attribute human characteristics to something that is not human. It can also be used to personify an abstract quality.

**Examples from the poem :**

*This Sea that bares her bosom to the moon;*

*The winds that will be howling at all hours,*

*And are up-gathered now like sleeping flowers;*

All these expressions make nature possess human like qualities like yearning for love, sleeping and soothing.

**Long Answer Type Questions :**

**(1) How does the poet describe the beauty of nature around us?**

**Ans.** The poet of 'The World is Too Much With Us' describes the wonders of nature that the majority of people skip on in these lives. He talks about the wind, the flowers, and the sea. A close relationship between the moon and the sea is implied when the sea "bares her bosom to the moon." Winds are howling. The poet gives the reader a vision of nature and enables him to see what he is missing out on by being obsessed with material possessions.

The poet regrets that we care too much for the worldly possessions. He affirms that by being completely wrapped up in materialistic pursuits we deprive ourselves of the boundless pleasures of Nature. He goes on to say that we do not realize what we are missing as we are completely absorbed in mundane worldly affairs. It is indeed unfortunate that we have lost our connection with Nature. The poet paints a beautiful word picture of the moon lit night. The silvery moon rays are reflected on the ocean. He vividly describes the beauty of the fragrant night. Nature is soothing and healing but we have no time to admire the beauties of Nature. We are too busy in the hustle and bustle of hectic modern life.

(2) Analyse the main ideas expressed in the poem "The World is too Much With Us".

Ans. The poet says that the people of this world have become money minded. Their only aim of life is to earn money and then to spend it. They care only to earn lots of money and then to spend it in whatever way they like. In this way, they are wasting away their spiritual powers. They are getting away from nature and are nowadays unable to enjoy the beauty of nature. According to the poet, nature should be very important for their lives. The people have become too money-minded and they do not find beauty and peace in nature. They have given their hearts to the god of wealth which is not good. According to the poet, people have lost their capacity to enjoy the beauty of nature. The beautiful scene of moonlight, falling on the surface of the sea does not attract their attention to it. The wind which blows very strongly in the day making a lot of noise but when the night comes it becomes calm and blows lightly. But they do not find these beautiful scenes pleasurable. For us, there is nothing special in these scenes. They have no interest left in those natural scenes. The beauty of nature does not fill their heart with pleasure and joy anymore.

The poet is not at all happy with this attitude of people towards nature. He does not like it. He is very sad. He wants people to respect and love nature. He prays to God that he would like to become a Greek Pagan. As a Pagan, he would worship nature. He will live in nature and will be happier than what he now is. He will also watch the Proteus, the sea god in Greek mythology, rising from the sea. He will also hear the Triton, the son of Poseidon and Amphitrite, blowing his horn to calm down the angry sea waves. In this respect, the Greek paganism was better than Christianity that has made people money-minded.

(3) What message does the poet want to convey through the poem "The World is too Much With Us"?

Ans. The poet wants to convey that the world is too much of us, as in "The World is Too Much With Us." In reference to materialistic concerns like money, property, and power, the speaker laments the fact that there is an overabundance of all of these aspects. And he comes to the conclusion that it is "too much with us," which means that we care about these earthly things far too much. He says we "lay waste our powers" when we spend our time, thoughts, and energies "getting and spending."

People are so preoccupied with getting and spending that they are unaware of their own potential. Their time is consumed by their acts of earning money, spending money, and taking care of their things, and they are immersed in their need for more money. Once they were on the industrial treadmill, Wordsworth could see that individuals were sacrificing their passions and energies.

(4) What kind of a poem "The World is too Much With Us" is?

Ans. "The World Is Too Much With Us" reflects on humanity's disconnection from nature and the materialistic mindset of the industrial age. The poem is written in Italian sonnet form consisting of fourteen lines. It is divided into two parts- octave (the first eight lines) and sestet (the last six lines). The octave of the poem presents the problem of excessive attachment with materialism resulting in detachment from Nature. The concluding part, the sestet, offers a suggestion for the remedy.

In this passionate poem, Wordsworth laments the loss of the spiritual connection between humanity and the natural world. He condemns the obsession with material possessions and consumerism, which he believes has led to a total disregard for the beauty and power of nature.

"The World Is Too Much with Us" serves as a critique of the growing materialistic and industrial society of those times, urging individuals to rediscover their connection with nature and embrace its divine power. The poem remains relevant today, reminding readers of the need for a deeper appreciation of Nature in an increasingly modernized and disconnected world.

The poem follows the typical rhyme scheme of the Italian sonnet form. In the octave the rhyme scheme is abba abba and in the sestet it is cdcdcd.

(5) Who are Proteus and Triton. Why does Wordsworth mention them in his poem "The World is too Much With Us"?

Ans. The poet wants to love and enjoy nature. So he prays to God that he would prefer to be Pagan to his remaining a Christian. A Pagan is a person whose religion is not Christian. The poet also says that if he becomes a Pagan, he will enjoy freely the beauty of nature. This will make him feel happy. The poet also tells about his love for nature gods in Greek mythology. The poet says he will then be able to see Proteus who, in Greek mythology, is a sea god. He will watch him rising from the sea. The poet will also watch Triton, who is the son of Poseidon and Amphitrite, in Greek mythology. Triton had the ability to calm down the angry waves of the sea by blowing his horn. In this way, the poet will be able to live in nature and will be happier than what he is today in the company of the money-minded people.

(6) Write in your own words a natural scene which gave you immense pleasure and is stored in your memory forever.

Ans. In the sonnet "The World is Too Much With Us", Wordsworth tells us about man's love for money which is hardly useful for his life. The poet says that nowadays man gives all importance to money only. All the other things for him are less important. Even nature which used to be very beautiful for him does not attract him. But in the past, it was not like this. In the past man used to enjoy the beauty of nature. He used to enjoy very much the scene of moonlight falling on the surface of the sea. But in the

present time, he does not enjoy this also. He also used to love the thrilling sound of the wind in the day time and the light wind blowing at night. But today he does not feel attracted towards these scenes. These beautiful scenes of nature have no importance left for man. Now he does not like the beauty of nature. The poet is not happy with this change in man. According to the poet, man has started worshipping money instead of nature. The poet does not like it. The poet wants man to love nature more. The poet also wants man to respect nature. According to the poet, if a man loves nature he will become happier and will be closer to God. His life will also become better. He will feel happier more, peaceful and more satisfied. But nowadays man has forgotten his love for nature. He does not remember the joy he used to have when he used to love and enjoy nature. But the poet still wants to love and enjoy nature.

**CHAPTER 3**  
**My Financial Career**  
(Stephen Leacock)

**Multiple Choice Questions :**

- (1) How much money does the narrator intend to deposit in the bank :  
 (a) Fifty-six dollars (b) Seventy-three dollars  
 (c) Ninety-eight dollars (d) One hundred dollars.
- Ans. (a) Fifty-six dollars.
- (2) Who is described as "a grave, calm man" :  
 (a) The narrator (b) The accountant  
 (c) The manager (d) The clerk.
- Ans. (c) The manager.
- (3) Who does the narrator want to see alone :  
 (a) The detective (b) The accountant  
 (c) The manager (d) The clerk.
- Ans. (c) The manager.
- (4) What is the accountant's name :  
 (a) Mr. Pinkerton (b) Mr. Montgomery  
 (c) Mr. White (d) Mr. Stephen.
- Ans. (b) Mr. Montgomery.
- (5) Due to the narrator's reluctance and strange behaviour the manager assumes that he is :  
 (a) detective (b) A magician  
 (c) An irresponsible man (d) An ignorant man.
- Ans. (a) detective.
- (6) Which word best describes how the narrator feels about transacting business inside the bank :  
 (a) comfortable (b) confident

- Ans. (b) Relieved (d) Sepulchral.
- (7) "No, not from Pinkerton's," the narrator says, implying that he came from a rival agency. What does rival mean:  
 (a) secret (b) private  
 (c) Competitor of a person or thing  
 (d) dreadful.
- Ans. (c) Competitor of a person or thing.
- (8) What impression do the people at the bank have of the narrator :  
 (a) He is illiterate (b) He is unkind  
 (c) He is an invalid millionaire  
 (d) He has a quick temper.
- Ans. (c) He is an invalid millionaire.
- (9) Why do the people at the bank laugh at the narrator :  
 (a) He awkwardly walks in  
 (b) He walks into the safe  
 (c) He says his account is fairly large  
 (d) He withdraws the entire deposited amount.
- Ans. (d) He withdraws the entire deposited amount.
- (10) After his ordeal at the bank, where does the narrator decide to keep his money :  
 (a) In a safe  
 (b) Underneath a plant  
 (c) In his pants' pocket and his sock  
 (d) Underneath a mattress.
- Ans. (c) In his pants' pocket and his sock.

**Match the following :**

- |            |                 |
|------------|-----------------|
| Sepulchral | nervous         |
| Invalid    | gloomy          |
| Rival      | baseless, false |
| Threshold  | entrance        |
| Rattled    | adversary       |
- 
- |      |            |                 |
|------|------------|-----------------|
| Ans. | Sepulchral | gloomy          |
|      | Invalid    | baseless, false |
|      | Rival      | adversary       |
|      | Threshold  | entrance        |
|      | Rattled    | nervous         |

**Use the following words in meaningful sentences :**

Threshold, rival, rattled, sepulchral

Ans.

(1) **Threshold** : The bride was carried over the **threshold**.  
 (2) **Rival** : The police believe the fight was due to dispute between rival teenage gangs.

(3) **Rattled** : The political leader **rattled** out his speech, stumbled over the words and forgot his points.

(4) **Sepulchral** : The principal spoke in **sepulchral** tone.

**State whether true or false :**

(1) My Financial Career is a humorous story. (True)

(2) The narrator is a rich man. (False)

(3) The narrator's salary has been raised to fifty dollars a month. (True)

(4) The narrator was confident when he entered the bank. (False)

(5) The narrator was rattled when he entered the bank. (True)

(6) The narrator wanted to meet the manager alone. (True)

(7) The manager thought that the narrator belonged to Pinkerton Detective Agency. (True)

### Multiple Choice Questions and Answers

(1) **What is the main source of anxiety for the narrator when entering a bank?**

(a) The bank's architecture

(b) The bank clerks and wickets

(c) The manager's stem demeanor

(d) The weight of his money

Ans. (b) **The bank clerks and wickets**

(a) He wants to impress the bank staff

(b) He received a salary increase

(c) He wants to become a detective

(d) He plans to invest in the stock market

Ans. (b) **He received a salary increase**

(3) **How does the narrator describe his behavior inside the bank?**

(a) Confident and self-assured

(b) Calm and collected

(c) Responsible and knowledgeable

(d) Irresponsible and idiotic

Ans. (d) **Irresponsible and idiotic**

(4) **What does the narrator mistakenly say to the accountant while trying to meet with the manager?**

(a) "Can I consult the manager?"

(b) "Can I see the manager?"

(c) "Can you help me?"

(d) "Can you guide me?"

Ans. (b) **"Can I see the manager?"**

(5) **How does the manager react when the narrator requests to speak with him "alone"?**

(a) He seems eager and friendly

(b) He appears alarmed and curious

(c) He becomes suspicious and defensive

(d) He ignores the request

Ans. (b) **He appears alarmed and curious**

(6) **What does the manager initially assume about the narrator?**

(a) He's a wealthy client

(b) He's a detective from Pinkerton's

(c) He's a rival agency's agent

(d) He's a bank employee

Ans. (b) **He's a detective from Pinkerton's**

(7) **How does the narrator respond when asked about the size of his account?**

(a) "Huge, like a tycoon's!"

(b) "Fairly large, I suppose."

(c) "Small, but growing."

(d) "It's none of your business."

Ans. (b) **"Fairly large, I suppose."**

(8) **What does the narrator accidentally write on the cheque he intends to withdraw six dollars with?**

(a) Fifty six dollars

(b) Twenty dollars

(c) Six hundred dollars

(d) Five dollars

Ans. (a) **Fifty six dollars**

(9) **Why do the bank clerks and the manager burst into laughter?**

(a) They find the narrator's appearance amusing

(b) They appreciate his sense of humor

(c) They notice his anxiety and mistakes

(d) They believe he's a famous comedian

Ans. (c) **They notice his anxiety and mistakes**

(10) **How does the narrator choose to manage his money after the embarrassing incident at the bank?**

(a) He invests it in stocks

(b) He keeps it in a savings account

(c) He carries it as cash in his pocket

- (d) He entrusts it to a financial advisor  
 Ans. (c) He carries it as cash in his pocket  
 (11) What does the word "rattled" mean in the context of the essay?

- (a) Calm and composed  
 (b) Confused; nervous  
 (c) Confident and collected  
 (d) Excited and enthusiastic

- Ans. (b) Confused; nervous  
 (12) In the essay, what does the word "wickets" refer to?

- (a) A type of gate  
 (b) A small window or enclosure  
 (c) A tall building  
 (d) A bank manager's office

Ans. (b) A small window or enclosure

- (13) How does the narrator "shambled" when entering the bank?

- (a) Walked confidently  
 (b) Walked gracefully  
 (c) Walked awkwardly  
 (d) Ran swiftly

Ans. (c) Walked awkwardly

- (14) What is the "Pinkertons" agency known for?

- (a) Managing banks  
 (b) Providing legal services  
 (c) Running a detective agency  
 (d) Operating a restaurant chain

Ans. (c) Running a detective agency

- (15) Who is "Baron Rothschild" mentioned in the essay?

- (a) A fictional character  
 (b) A famous detective  
 (c) A wealthy banker  
 (d) A government official

Ans. (c) A wealthy banker

- (16) What does the word "sepulchral" suggest about the narrator's voice?

- (a) Loud and booming  
 (b) Cheerful and lively  
 (c) Ghost-like; eerie  
 (d) Pleasant and soothing

Ans. (c) Ghost-like; eerie

- (17) How does the narrator's attempt to withdraw money from the bank account after making a mistake best be

described?

- (a) Skillful and efficient  
 (b) Confident and assertive  
 (c) Hopeless and feeble  
 (d) Clever and cunning

- Ans. (c) Hopeless and feeble  
 (18) What is the meaning of the word "conjuring" as used in the essay?

- (a) Illusionary or magical  
 (b) Logical and rational  
 (c) Artistic and creative  
 (d) Difficult and complicated

Ans. (a) Illusionary or magical

- (19) What does the word "fetch" mean when the accountant fetches the manager?

- (a) Accompany  
 (b) Retrieve or bring  
 (c) Follow closely  
 (d) Direct and guide

Ans. (b) Retrieve or bring

- (20) How does the manager "prepare" the room for the narrator's meeting?

- (a) Decorates it with artwork  
 (b) Cleans and organizes it  
 (c) Locks the door  
 (d) Provides refreshments

Ans. (c) Locks the door

- Choose the correct option of the following underlined words :  
 (21) An idiot hope struck me that they might think someone had insulted me.

- (A) foolish  
 (B) absurd  
 (C) noise  
 (D) secrecy

Ans. (A) foolish

- (22) When I go into the bank, I get rattled:

- (A) happy  
 (B) proud  
 (C) confused  
 (D) pleased

Ans. (C) confused

- (23) "We are safe from interruption," he said.  
 (A) confusion

(B) disturbance

Ans. (B) disturbance

(24) My voice was sepulchral.

(A) sorrowful

(B) chirpy

(C) good

Ans. (A) sorrowful

(25) Reckless with misery, I made a plunge.

(A) energy

(B) labor

(C) trouble

Ans. (C) trouble

(26) The manager was a grave, calm man.

(A) rough

(B) great

(C) jolly

(D) serious

Ans. (D) serious

(27) The Manager thought that I was a detective.

(A) manager

(B) baron

(C) spy

(D) millionaire

Ans. (C) spy

(28) The write was reckless with misery.

(A) quiet

(B) talkative

(C) rash

(D) slow

Ans. (C) rash

(29) He crossed the threshold of the bank.

(A) doorstep

(B) limits

(C) front

(D) window

Ans. (A) doorstep

(30) The writer says that he got rattled whenever he went into the bank.

(A) happy

(B) confident

(C) sad

(D) nervous

Ans. (D) nervous

(31) So I shambled in and looked timidly round at the clerks.

(A) walk steadily

(B) walk awkwardly/staggered

(C) strode

(D) hastened

Ans. (B) walk awkwardly/staggered

(32) He felt that I had an awful secret to reveal.

(A) write

(B) hide

(C) read

(D) Disclose

Ans. (D) Disclose

(33) The writer shambled in and looked timidly.

(A) Cowardly

(B) Happily

(C) Greedily

(D) Confidently

Ans. (A) Cowardly

(34) I wrote something on the cheque and thrust it at the clerk.

(A) Threw

(B) Exposed

(C) Showed

(D) Folded

Ans. (A) Threw

Write whether the following statements are True or False :

• The manager was very rude to the narrator in the beginning -

(False)

• The narrator was one of Pinkerton's men -

(False)

• The narrator was a young Gould -

(True)

**Short Questions and Answers :**

(1) What light does the following expression throw on the author's state of mind when he entered the bank: looked timidly round, and shambled in?

Ans. These expressions reflect the confused state of the writer's mind. He was fully confused and could not express his matter properly.

(2) Why did the manager come to think that had the author had an awful secret to reveal?

Ans. The manager came to think that Leacock had an awful secret to reveal because he insisted to meet the manager alone.

(3) What was the attitude of the manager towards the author on hearing that he wished to deposit only 56 dollars in the bank?

**Ans.** When the manager learned the actual amount of the money, he became angry. His attitude was rude and unkind. He asked him to go to the accountant.

**(4) Write at least two blunders the author committed after leaving the manager's office?**

**Ans.** After leaving the manager's office, Leacock made a number of blunders. First, he stepped into an iron safe. Then he wrote fifty-six instead of six on the cheque. Then instead of admitting his mistake, he pretended to be angry on being insulted by someone.

**(5) After this misadventure in the bank where did the author keep his money?**

**Ans.** After this misadventure, kept cash money in his trousers pocket and savings in silver dollars in socks.

**(6) Give as many examples as you can to show that the author was feeling completely lost in the bank all the time he was there.**

**Ans.** Leacock was completely lost in the bank. He made many mistakes there. First, he stepped into an iron safe. Then he wrote fifty-six instead of six on the cheque. Then instead of admitting his mistake, he pretended to be angry about being insulted by someone.

**(7) What procedure did the author have to follow to open an account?**

**Ans.** To open an account, the author first went to the accountant's wicket and gave the money to him; the accountant gave the money to another clerk, and made the author write the sum on a slip and made him sign in a book.

**(8) What made the manager think that the author was a detective?**

**Ans.** When the author said to the manager that he wants to talk to him alone, the manager was alarmed, as if the author was a detective.

### Long Answer Type Questions :

**(1) Write a summary of the story 'My Financial Career' by Stephen Leacock.**

**Ans.** Stephen Leacock is the writer of this essay. He has beautifully and in a funny way, tried to illustrate the role of the banking system in this play. He starts the essay by admitting that everything that has to do with a bank rattles him.

The writer says that he hates bank proceedings. He has never been to a bank but now as his salary has raised and he thinks of opening an account in a bank.

He enters the bank timidly and asks for the manager. He asks the manager to meet him alone. The manager gets an air of an awful secret to be revealed. But when the manager comes to know that he only wants to

deposit fifty-six dollars, he annoyingly refers him to a clerk.

Instead of going out through the door, the writer mistakenly walks into the safe. Later he is led to the clerk and throws the ball of money toward the clerk. When the money is deposited, the writer asks for a withdrawal slip as he wants to withdraw six dollars out of the fifty-six he has deposited. The people stare at him which made him miserable.

Instead of writing six dollars he writes fifty-six dollars on the cheque and gives it to the clerk who asks whether he is withdrawing the whole amount. He says 'yes' to hide his nervous mistake. He takes fifty-six dollars and rushes out of the bank. He, after that, keeps his money in his socks.

**(2) Justify the title of the story.**

**Ans.** *My Financial Career* is a short humorous literary piece by renowned Canadian writer Stephen Leacock. He was an illustrious writer who was known as one of the best humourists of his time. He was also an economist and had a deep understanding of the common man's fears regarding financial matters. *My Financial Career* first appeared in his humorous book *Literary Lapses* published in 1910. It is a penetrating insight into a layman's apprehensions of financial issues. The essay brilliantly depicts these trepidations and fears. The world of finance and banking is a bit intimidating for an ordinary individual. It tries to convey that how banks with their rules and regulations sometimes create doubts and nervousness in an ordinary man. The narrative portrays the theme of anxiety, distrust, confusion, identity and conflict.

The essay is written in first person and follows the narrator on his quest to deposit fifty-six dollars in a bank. It is a hilarious account of the narrator's nervousness when he enters the bank.

**(3) Give example of humour from 'My Financial Career'.**

**Ans.** He enters the bank timidly and asks for the manager. He asks the manager to meet him alone. The manager gets an air of an awful secret to be revealed. But when the manager comes to know that he only wants to deposit fifty-six dollars, he annoyingly refers him to a clerk.

Instead of going out through the door, the writer mistakenly walks into the safe. Later he is led to the clerk and throws the ball of money toward the clerk. When the money is deposited, the writer asks for a withdrawal slip as he wants to withdraw six dollars out of the fifty-six he has deposited. The people stare at him which made him miserable.

**(4) In his essay 'My Financial Career', how does the author feel when entering into the bank ?**

**Ans.** The speaker narrates his experience when he goes to open an account in a bank. He humorously describes his state of mind as that of "complete paralysis". Everything related to the bank had always made him vexed and rattled. This time also he is out of sorts and ends up becoming a laughing stock.

He enters the bank and inquires the accountant about the manager. The accountant takes him to the manager where the narrator informs the manager that he wants to talk to him in solitude. His demand for privacy makes the manager anticipate that he is going to prove to be a substantial client. The narrator's diffidence and reluctance are misinterpreted as a desire for secrecy. He is assured of absolute confidentiality in all transactions. When the manager comes to know of the exact situation that he is opening an account to deposit only fifty-six dollars, he is treated as non-entity. The narrator is completely taken aback by the change of tone and imperious attitude.

### Some Important Question answers

- (1) **How much was the writer's salary raised?**  
 Ans. The writer's salary was raised to 50 dollars per month. He wanted to save it for his future use. Therefore, he decided to keep it in the bank.
- (2) **Who was Mr. Montogomery?**  
 Ans. Mr. Montogomery was the accountant in the bank. He was a tall, cool devil. The very sight of him rattled the writer.
- (3) **What was the reaction of the bank staff when the author rushed out of the bank?**  
 Ans. When the author rushed out of the bank, the bank staff made a roar of laughter at his blunders.
- (4) **Why did people think he was some invalid millionaire?**  
 Ans. They thought him some invalid millionaire because somebody gave him a Cheque book, and someone told him how to write it.
- (5) **What makes the narrator nervous at a bank?**  
 Ans. The clerk, the wickets, the sight of money, everything rattles the narrator when he enters a bank.
- (6) **What word should he have avoided in his request to see the manager?**  
 Ans. The author should have avoided the word 'alone' when he requested the Accountant that he wants to see the Manager.
- (7) **Why was the manager alarmed?**  
 Ans. When the narrator said to the manager that he wants to talk to him alone, the manager was alarmed, as if the narrator has got some secret to reveal.
- (8) **Who did he think was the visitor?**  
 Ans. The manager thought the narrator was one of Pinkuton's men.
- (9) **What error did the author make in the cheque? Did he correct it?**  
 Ans. The author made an error of writing the wrong amount on the

cheque, instead of writing six dollars, he wrote fifty six dollars on the cheque.

- (10) **Why did the author pretend to appear a bad tempered man?**  
 Ans. As the author deposited the money, and took out the same amount, all the bank staffs were surprised to see what he did. To avoid such embarrassment and insult he thought of showing his bad temper and show them that the bank staffs did some mistake.
- (11) **What decision has the author taken after the episode at the bank?**  
 Ans. After what happened with him in the bank the author decided not to go to the bank again and that he will save all the money at home and keep the extra six dollars into his socks.
- (12) **Is the author's last decision wise?**  
 Ans. No, not at all, instead he should have tried to overcome his fear of going into the bank ans should have tried to deal with it.

### CHAPTER 4 Running for Governor (Mark Twain)

#### Multiple Choice Questions :

- (1) **What was Mark Twain's real name :**  
 (a) Mark Twain (b) Samuel Langhorne Clemens  
 (c) Langhorne Twain (d) Huckleberry Finn.
- Ans. (b) Samuel Langhorne Clemens.
- (2) **In which novel does Mark Twain explore themes of racism and morality :**  
 (a) The Adventures of Tom Sawyer  
 (b) The Prince and the Pauper  
 (c) The Adventures of Huckleberry Finn  
 (d) A Connecticut Yankee in King Arthur's Court
- Ans. (c) The Adventures of Huckleberry Finn.
- (3) **What is the pseudonym of Samuel Langhorne Clemens :**  
 (a) Samuel Clemens (b) Huckleberry Finn  
 (c) Tom Sawyer (d) Mark Twain.
- Ans. (d) Mark Twain.
- (4) **Which river greatly influenced Mark Twain's writing :**  
 (a) Mississippi River (b) Ganga River  
 (c) Colorado River (d) Amazon River.
- Ans. (a) Mississippi River.
- (5) **What is the iconic novel written by Mark Twain :**

- (a) The Prince  
(b) David Copperfield  
(c) Treasure Island  
(d) The Adventures of Huckleberry Finn.
- (6) For which state the narrator was nominated to run for Governor :

(a) New York  
(b) London  
(c) Paris  
(d) California.

- (7) The writer was nominated to run against :

(a) Smith and Mr. Blank  
(b) Collins and David  
(c) Oliver and John  
(d) None of these.

- (8) When the author got disturbed, to whom did he write :

(a) His mother  
(b) His sister  
(c) His brother  
(d) His grandmother.

- (9) How many witnesses were there to Mark Twain's perjury as per the newspaper :

(a) 30  
(b) 20  
(c) 34  
(d) 44.

- (10) Mark Twain was falsely charged of :

(a) Perjury  
(b) Theft  
(c) Corruption  
(d) All of these.

- (11) Mark Twain finally :

(a) Won the election  
(b) Lost the election  
(c) Withdrew from the candidacy  
(d) He was debarred from contesting.

- Ans. (c) Withdrew from the candidacy.

### Short Answer Type Questions

- (1) What was the advantage the protagonist thought he had?

Ans. It is a story about a man who decides to run for Governor of his state. He has no experience of politics. The protagonist is a humble and unassuming citizen who unexpectedly finds himself thrust into the political arena as a candidate for the coveted position.

- (2) What was the reply of the grandmother to Mark Twain?

Ans. Mark Twain's grandmother replied : You have never done one single thing in all your life to be ashamed of, not one. Look at the newspapers, look at them and comprehend what sort of characters, Woodford and Hoffman are, and then see if you are willing to lower yourself to their level and enter a public canvass with them.

- (3) Who were running against the author in the election?

Ans. The author was nominated for Governor of the great State of New York, to run against Stewart L. Woodford and John T Hoffman, on an independent ticket.

- (4) Is this narrative a satire?

Ans. Yes, this is a narrative satire which was published in 1870 in Buffalo Express. It is a penetrating narrative on democratic electoral system.

- (5) What is perjury?

Ans. It is the act of deliberately lying or making false statements while under oath or during the course of a legal proceeding. It is a criminal offense and is considered a form of dishonesty or obstruction of justice. Perjury is punishable by law to maintain the integrity of the legal system.

### Long Answer Type Questions

- (1) What is the theme of the story?

Ans. 'Running for Governor' is a short humorous story published in 1870 in Buffalo Express. It is a penetrating narrative on democratic electoral system. It is a story about a man who decides to run for Governor of his state. He has no experience of politics. The protagonist is a humble and unassuming citizen who unexpectedly finds himself thrust into the political arena as a candidate for the coveted position. The story brilliantly explores the absurdity and corruption of the political system, as the protagonist navigates through a series of bizarre situations and encounters. Twain uses satire and humour to highlight the hypocrisy and corruption prevalent in politics. The protagonist's campaign is filled with comical mishaps and misadventures. He is subjected to a series of terrible and unblushing slander. He encounters shrewd political strategists, manipulative party leaders, and a host of eccentric characters who are interested in their own agendas rather than in serving the public. The protagonist's genuine intentions and honest approach to politics stand in sharp contrast to the deceitful practices he encounters. Throughout the story, Twain mocks at the political process and reveals the flaws in the system. He throws light on the power dynamics, influence peddling and false promises that often dominate political campaigns. The narrative serves as a satirical commentary on the nature of politics and the challenges faced by those who attempt to navigate the muddy waters of the political landscape. Twain's wit and humour offer a critical examination of the political world, encouraging readers to reflect on the motives and actions of those in power. Overall, the story provides an engrossing and thought-provoking exploration of the absurdities of politics, offering readers a humorous and satirical look at the world of campaigning and governance. It is a subtle parody of demagoguery and false rhetoric of the press.

(2) Narrate the experiences of the author as the candidate for the Governor.

Ans. "Running for Governor" tells the tale of Mark Twain's fictional, ill-fated run for New York Governor against actual incumbents Stewart L. Woodford and John T. Hoffman. Twain, who enters the race on the belief that "good character" would be his trump card against his opponents, inevitably falls victim to media-fueled character assassination that labels him a variety of slanderous monikers including: "the Infamous Perjurer," the Montana Thief, the Body Snatcher, the Delirium Tremens, the Filthy Corruptionist and the Loathsome Embracer." Twain was notoriously uncomfortable with the politicians.

Guyou Huang, a literary critic and president of Edinboro University in Pennsylvania, said the story was taught to Chinese schoolchildren as a model of the false democracy of capitalism.

(3) Why did the author withdraw from the candidacy?

Ans. Running for Governor is a story about a protagonist who is a humble and unassuming citizen but unexpectedly finds himself thrust into the political arena as a candidate for the coveted position. Twain has to face the hypocrisy and corruption prevalent in politics. He is subjected to a series of terrible and unblushing slander. He encounters shrewd political strategists, manipulative party leaders, and a host of eccentric characters who are interested in their own agendas rather than in serving the public. The narrative serves as a satirical commentary on the nature of politics and the challenges faced by those who attempt to navigate the muddy waters of the political landscape. The author was accused of Perjury, a mass of baseless charges, mean and wicked falsehoods. Therefore he sent in his withdrawal from the candidacy, and in bitterness of spirit signed it.

"Truly yours,

"Once a decent man, but now

"MARK TWAIN, I. P. M. T., B. S., D. T. F. C., and L. E."

### Very Short Answer Type Questions

(1) What did Twain notice when he wrote his autobiography in pen?

Ans. It was too literary.

(2) How was Twain recording his autobiography when he died?

Ans. He dictated to a secretary.

(3) When did Twain say his publishers could release his ideas on God and religion?

Ans. 2006.

(4) When does Twain want his book to be published?

Ans. After his death.

(5) To what does Twain compare writing his autobiography?

Ans. Writing love letters.

(6) How does Twain hope to write?

Ans. Freely.

(7) Where was Twain born?

Ans. Missouri.

### UNIT-2 Essay Writing

(1)

### Terrorism

Terrorism is a cheap act of threatening people and promoting violence. It destroys communal harmony and evokes fear in the public. Terrorism can include violent acts that aim to spread unrest and fear among the local populations. It is an act of cowardice and contrary to popular opinion, terrorists are not nationalists or patriots. They are criminals and national threats that share no empathy for the lives of the innocent. Further, terrorism is absolutely related to religion. A terrorist belongs to no religion, even if he claims to, as destructive and violence against fellow human beings is not a tenet of any religion. It is high-time that we eliminate terrorism in countries all over the world. When terrorist gain power, it ruins a country and its citizens.

Militaries and other national security forces fight hands on against terrorists. Terrorism is a separate isle of violence and disasters. It has nothing to do with a particular community or religion. A terrorist has only one identity, that he is a criminal. In a country such as India, where we have a long history of terrorist attacks and activities, we must all be aware of terrorism, its causes, effects and the history of attacks that are part of the history of India. This Terrorism Essay will discuss about the types, causes, effects and agencies that functions to remove terrorism.

### Types of Terrorism

Terrorism is of two types - Political terrorism and Criminal terrorism. Political terrorism happens large scale and its impacts are dreadful. Terrorists who commit to political terrorism are extensively trained to execute criminal activities. They directly challenge the government and threaten the citizens. Eliminating political terrorism involves great efforts and investments, by the governments, global organizations and also, the local populations.

The other type of terrorism is criminal terrorism, which disrupts societal harmony. Activities of this kind involve kidnapping, rapes and other local crimes. Terrorism takes place at both national and international levels. Terrorists think it is sacred to commit crimes and even to die in the name of the country. The same terrorists also believe that it is justified to kill innocents in the name of the country. The intentions and purposes of

terrorists vary depending upon their demands.

### Causes of Terrorism

Terrorism exists because of anti-national groups whose aim is to destroy peace in the society. The main motive of terrorists is to establish their authority or to take control. They challenge the government by organizing criminal activities. There are several reasons which promote terrorism. Disputes between communities and countries and economic inequalities among them leads a group to indulge in terrorism. In some cases, linguistic differences, racism, corruption can also lead to criminal terrorism. Overall, social, economic and political issues are the major reasons why terrorism exists.

Access of weapons strengthens terrorists. Some powerful terrorist groups trade illegal commodities and gather financial support. This helps terrorists to actively involve in terrorism. Moreover, terrorism is a synonym for injustice. There is a clear difference between terrorists and republicans. Fighting for their rights in a violent way, cannot be considered a revolution. It is rather termed as terrorism.

### Effects of Terrorism

Effects of terrorism are deadly and painful. The consequences are terror and violent. Innocents die in terrors such as bomb blast and it stumbles an entire region. People lose their loved ones, their livelihood and fall victim to lifelong traumatic disorders. There is no clear purpose for stating one's demands in a violent manner. This is the reason why terrorists are eliminated without any mercy.

Terrorism is a global problem and powerful countries work tirelessly to eradicate terrorism from the world. The biggest fear of the world right now is the nightmare of terrorists gaining access to nuclear power. Some lunatics might use the deadly weapon to wipe out millions of innocents. It is more likely to happen if they get nuclear power, as terrorists are senseless in most cases. They often fight for their dominance, which is not a sensible activity at all. The world cries out to promote peace and order, whereas terrorists strive to promote violence.

### Agencies in India Fighting Against Terrorism

There are many agencies devoted to wipe out terrorists from our country. From the local level to the national level, these groups function day and night. Police forces have several wings to prevent regional terrorist activities. A dedicated Intelligence and Anti-terrorism wing are deployed in the police departments, with their responsibility to take down naxalites and other terror groups. Military is responsible to bombard terrorists away from our nation. They perform counter-insurgency and many such hunts to choke terrorists.

There are many agencies that function to stop terrorism. Some of the major agencies are: Anti-Terrorism Squad (ATS), National Investigation Agency (NIA) and Research and Analysis Wing (RAW). These are some of

the top-tier agencies that function to remove terrorism from India.

### Conclusion

Terrorism is a global issue which is current and also relevant as it has been always. The need to remove terrorists are vital as they are dangerous threats to innocents. Combined forces work to subside terrorism from the world. Allegations under terrorism are serious with severe punishments. Law enforcing agencies can control terrorism only to an extent. Youngsters must have patriotism and nationalism to prevent terrorism in the future.

(2)

### Covid 19 Pandemic

**Introduction :** Corona Virus which is commonly known as COVID-19 is an infectious disease that causes illness in the respiratory system in humans. The term Covid 19 is sort of an acronym, derived from "Novel Corona Virus Disease 2019". Corona Virus has affected our day to day life. This pandemic has affected millions of peoples, who are either sick or are being killed due to the spread of this disease.

COVID-19 is a new virus that is impacting the whole world badly as it is spreading primarily through contact with the person. It is spread from person to person among those in close contact within 6 feet. Most of the countries have slowed down their manufacturing of the products.

### Symptoms of COVID-19

The most common symptoms of this viral infection are fever, cold, cough, bone pain, and respiratory problems. Apart from these symptoms like Fatigue, Sore throat, muscle pain, loss of smell or taste can also be seen in Corona Virus patients.

### Prevention of COVID-19

Thus, the emphasis is on taking extensive precautions such as extensive hygiene, regularly washing of hands with sanitizers or soap, avoidance of face-to-face interaction, social distancing, and wearing a mask, etc.

### Origin of Coronavirus

Coronavirus (or COVID-19) was first identified in December 2019 in Wuhan city of China. In March 2020, the World Health Organisation (WHO) declared the Corona Virus outbreak a pandemic.

Due to Corona Virus, the Government of India under Prime Minister Narendra Modi announced nationwide lockdown for 21 days on 23 March 2020, limiting the movement of the entire 1.3 billion population of India as a preventing measure against the Coronavirus pandemic in India.

As a result, in India, all educational institutions and almost every commercial establishment had to be shut down. International, as well as intra-state travel, was banned. India suspended all tourist visas, as a majority of the confirmed cases were linked to other countries.

Thousands of migrant workers were walking across India to reunite with their families in their native places. Indian migrant workers during the COVID-19 pandemic have faced multiple hardships. With the closure of factories and workplaces due to lockdown, millions of migrant workers had to deal with the loss of income, food shortages, and uncertainty.

The various industries and sectors are affected by the cause of this disease including the pharmaceuticals industry, power sector, educational institution, tourism. This Coronavirus creates drastic effects on the daily life of citizens, as well as on the global economy.

#### Conclusion

All the governments, health organizations, and other authorities are continuously focusing on identifying the cases affected by the COVID-19. Healthcare professionals face lots of difficulties in maintaining the quality of healthcare these days.

With the world facing the coronavirus crisis, the pandemic has wreaked havoc and altered human lives forever. Its impact and the untoward consequences will be felt long after the virus diminishes.

Yet, in times like this, hope is a powerful healer. Mankind stands united in its struggle against the Covid 19 pandemic and life will surely triumph.

(3)

### India and the Modern world

Modern India is the world's largest democracy and home to one of the world's fastest growing economies. It is a country that has seen tremendous growth in the past few decades and is now a major player in the global economy and politics. India has become a hub for IT and digital services and is emerging as a major center for research and development. This essay will examine the various aspects of Modern India, including its economy, politics, infrastructure, and society.

#### Economy

India's economy has grown rapidly in recent years, becoming the world's fifth largest economy in 2020. It has a vibrant and diverse economy, with sectors such as manufacturing, agriculture, services, and IT contributing to the nation's growth. India has made great strides in reducing poverty and increasing economic growth, and the country has seen tremendous growth in its middle class, making it one of the largest consumer markets in the world. The government of India has implemented a number of economic reforms to promote growth, such as the Goods and Services Tax and the Make in India initiative.

#### Politics

India is a vibrant democracy that has been able to maintain peace and stability throughout its history. The country's parliament is made up of the lower house (Lok Sabha) and the upper house (Rajya Sabha). India is a

federal system of government where each state has its own legislative assembly, and the central government has the power to make laws for the entire country. India has a strong commitment to the rule of law and human rights, and the country is a signatory to many international treaties.

#### Infrastructure

India has made significant investments in its infrastructure in recent years, including roads, railways, ports, airports, and power plants. The government has also invested heavily in the development of digital infrastructure, such as the National Knowledge Network (NKN) and the Digital India program. These initiatives have enabled India to become a major hub for IT and digital services.

#### Society

India is a culturally diverse and pluralistic society, with a wide variety of religious and ethnic backgrounds. India is home to a multitude of languages, and the country's constitution guarantees freedom of religion, speech, and expression. India has made great strides in reducing poverty and increasing economic growth, and the country has seen tremendous growth in its middle class, making it one of the largest consumer markets in the world.

#### Conclusion

Modern India is a vibrant and diverse country that has seen tremendous growth in recent years. Its economy is diversified and growing rapidly, and the country has made great strides in reducing poverty and increasing economic growth. Its democracy and commitment to human rights have enabled it to maintain peace and stability throughout its history. India has also invested heavily in its infrastructure, including digital infrastructure, and the country is quickly becoming a major player in the global economy.

(4)

### Women in new era

"The greatest indicator of a society's progression is the status of women that holds it up"

The topic presented had two very strong words as subject, Status, and Women. Before we move in further, let us set the premises for status. Broadly speaking, status denotes the influence and prestige a person holds in relation to another person in a social hierarchy of some worth. When we talk about culture as diversified as India holds, the status of women has a lot of dimensions that can be explored.

Earlier, the status of women in India was considered to be inferior when compared to men. They were given higher status in scriptures and were idolized as the perfect homemakers in the world. Women possess incomparable qualities like a calm mind, the strength to overcome any emotional challenge, and handle the toughest situation with ease and

optimism. Women keep their families intact and act as the thread which joins all the differences and people together. They are worshipped as goddesses in the name of Durga, Parvati, Kali, and Saraswati.

As times changed, the status of women too changed and reached higher standards. The recent population census conducted by the Government of India, the ratio of women and men in our country is 933 females to every 1000 males.

### History

Going back to our ancient roots, we have seen how important women are to society, not just biologically but also as a cultural influence and in that context, women have always held a very significant place in our country. That history has a blend of both good and bad factors, but it has always been significant.

Earlier, women were referred to be the caretakers of the house. It was believed and passed on to others that women are supposed to get married, take care of the house and their in-laws, and also sacrifice all their dreams to fulfill the dreams of her husband and children. Nobody realized or even thought about the dreams and aspirations of women. There was no one to think about the upliftment or betterment of women as everyone thought that the males were the ones who ruled the world and where the head of the family. Women were also expected to make efficient use of the monthly budget so that everything is bought at the most optimum rates and all the expenses are met in the most economical manner.

No matter how hard the situation would be, women were expected to bear it all without uttering a single word. They had to obey whatever was said by the in-laws and other family members but were never included in any decision making of the family. They had to take care of the elders in the family and nurture the children without the help of anyone. They were not allowed to be ambitious and pursue any career. All their ambitions were considered to be vague. Also, the women remained isolated from education as the families back then thought that only the boys deserved to be educated and pursue their dreams. Women were married off at a very early age and sometimes also without their consent. There were only a handful of families which went against this practice and educated their daughters so that they can also live the life they deserve.

These women who got the freedom to education from their families, turned out to be the path setters for other women to follow. They were the ones who became an inspiration for other women and motivated them to follow their ambitions as well. They brought about a change for the betterment of the status of women in Indian Society.

From ancient times, we have seen the mention of women in our Vedas and ancient scriptures where they have been allotted important places for e.g., no yajna was complete unless accompanied by women. The texts Mahabharat and Ramayana greatly reflect the place women had

at different points of time. As mentioned earlier, India has a very diverse geography and geography is often very influential in dictating culture, we can see women holding different places in society from household activities in Rajasthan to Traders in Sikkim and North East India, and in between, we see women involved in various professions and competing alongside men in a multitude of fields such as Technology, Law, Administration, Teaching etc. Apart from conventional careers, we have women excelling in sports where P.T. Usha, Sania Mirza, Kamran Malleshwari etc. who have represented and inspired many budding sportswomen in India. Moving on we can see that women have been a great influence on the art and entertainment industry since the very beginning, and we have had cultural icons in various schools of art ranging from Meera to Lata Mangeshkar.

The government has brought several public schemes, reservations, and commissions to further strengthen the position of women in India. Some of the schemes are mentioned below :

- Beti Bachao Beti Padhao
- Women Helpline Scheme
- One stop center scheme
- UJAWALA
- SWADHAR Greh
- Nari Shakti Puraskar
- Nirbhaya
- Mahila Police Volunteers
- Mahila Shakti Kendras (MSK)

Despite the heritage and modern progression, there is a lot that needs to be done. From the age of Manu till today, women have been subject to a lot of demeaning practices, societal negligence and customs designed to confine them and often treated as commodities rather than a human. Child Marriage, Sati, Casual dismissal of opinion and many more. Just to put in perspective, Being a poor and low caste person in India is a very troubled existence, but to be a low caste, a poor woman in India is a very tragic existence which in many cases appears inhuman.

Just going by the numbers, the number of reported cases for Domestic Violence, Crimes of Sexual Nature, Domestic Violence, Child prostitution is alarming high. More than 60 % of girls in rural India quit school as soon as they start their menstrual cycle due to the social taboos and lack of access to hygiene products.

Affluent women from a stronger section of society also face a lot of challenges including eve-teasing, glass ceiling at work, Casual demeaning undertone in various conversation, lack of choice within the family, domestic violence, sexual assault by a close family member and many more.

Almost every woman has an account of molestation at different ages by someone they knew that has caused mental scar and trauma for an extended period. The biggest bane of society i.e. The Dowry System still prevails and has far-reaching implications such as female feticide, not spending on education, limiting her social interactions and impending with her basic rights to pursue a career and life of her choice.

The status of women in India has a lot of dimensions. It can give the illusion of being shiny and progressive from outside and in many cases, it is true that women are making great leaps, we have had lady heads of states in India. But just scratching the surface and we can see the dark, corroded roots that have held back women not just impeding their progress but also presenting uncountable challenges. One of the biggest problems women face when working on their status is the threat to their dignity from almost all sections of society and she must walk a very careful line in order to maintain that balance. I believe it's the responsibility of every person to treat women as a person, not some goddess, not a gatekeeper of family honor but as humans and only then can we work on enriching her status.

#### Conclusion

To conclude I would like to say that women play multiple roles in our society and status should be honored, respected and given a chance to attain higher status so that we as a society can attain even greater heights.

(5)

### Global world

**Introduction :** Globalization is the act or process of exchanging products, information, technologies, etc. from one country to another. It also helps in establishing a friendly rapport among different countries. It also helps people in enhancing their knowledge and maintaining their living standards. Here we will discuss characteristics, types, and impacts of globalization.

#### Characteristics of Globalization

- **It Connects Societies :** Globalization connects the societies of the region as well as beyond the region and thus it establishes a good relationship among societies.
- **International Trade Made Possible :** Globalization made international economic integration possible. It also helped in global production on a large scale.
- **Global Tourism :** Globalization played a vital role in making global tourism possible. People became interested in traveling for the sake of trade and made money in huge amount.
- **Global Brands :** Globalization developed global brands that serve the country on higher or lower incomes.
- **Migration of Laborers :** Globalization promoted the migration of

laborers. In a large number, laborers migrated from one region to another or from one country to another country.

**Types of Globalization :** There are three major types of globalization.

- **Economic Globalization :** Economic globalization is one of the most important dimensions of globalization. It is the increase in the economic interdependence of national economies across the world. It also refers to the widespread of international movements of goods, products, capitals, information, technologies, etc.

Economic globalization is spreading very fast and expanding because of a good transport system and the establishment of good telecommunication.

- **Cultural Globalization :** Cultural globalization is the second most important dimension of globalization. It includes the transmission of ideas, values, meaning, culture, etc. in order to extend social relations with other regions as well as with other countries. In this way the circulation of different cultures takes place.

- **Political Globalization :** Political globalization is the third major dimension of globalization. From the word 'political' we can extract that it must be something related to politics.

Political globalization is the act of making growth in the worldwide political system. Political globalization is simply the expansion of a global political system.

#### Advantages of Globalization

- **Arrival of New Cultures :** Globalization has introduced us to many new cultures that we were not even aware of. Today we can enjoy foreign cultures, foreign food, music, etc. because of globalization.
- **Arrival of New Technologies and Innovations :** Globalization has also introduced us to many new technologies. In today's era, it has been so easier to stay connected and communicate with people. It has also become easier to transfer the information as fast as possible.
- **Products at Lower Costs :** Globalization has also made it easier for us to access products at lower costs. Lower costs of products help people in maintaining their lifestyles better.
- **Change in the Standard of Living :** As the nation is developing because of globalization, people also have started developing their way of living. Now they believe in keeping their standards high and also keep it maintained.
- **Increased Employment :** Globalization has made rapid growth in getting people employed on a large scale. As companies are

increasing, the requirements of laborers are also increasing. So employment has also been increased because of globalization.

#### Disadvantages of Globalization

- **Recruiting Laborers from Worldwide** : Globalization makes companies hire people from all over the world. But maximum time what happens is laborers feel it difficult for them to understand the language and culture of different countries.
- **Unfair MNCs** : MNCs are maximum times unfair with their laborers. They make them work for maximum hours and don't pay a proper amount in return.
- **Cheap Cost Paid to Laborers** : As we have discussed in the previous point that laborers are paid less but they are expected to work for maximum hours. In this way, it becomes difficult for them to manage their family and maintain a good lifestyle.
- **Loss of Cultures** : As people migrate from their country to some other country in search of jobs, they used to forget their culture and tradition and start following the culture and tradition of the country in which they are staying.
- **Local Job Loss** : In order to get a job, people migrate to some other countries, in this way they lose the opportunity to work in domestic jobs.

**Conclusion** : From the above discussion, we can conclude that globalization has both negative as well as positive impacts. Both the impacts have been discussed in detail in the above paragraph.

#### MCQ ESSAY WRITING

(1) An essay could be short or long.

- (a) True  
(b) False.

Ans. (a) True.

(2) Which of these is not a characteristic of a good essay?

- (a) Brevity  
(b) Dignified style  
(c) Fakeness  
(d) Personal touch.

Ans. (c) Fakeness.

(3) Which of these should be avoided in a good essay?

- (a) Slang  
(b) Dignified words  
(c) Brevity  
(d) Unity.

Ans. (a) Slang.

(4) Which of these is not a type of essay?

- (a) Narrative essay

- (b) Descriptive essay  
(c) Argumentative essay  
(d) Personal essay.

Ans. (d) Personal essay.

(5) Which of these essays tells a story?

- (a) Narrative essays  
(b) Descriptive essays  
(c) Reflective essays  
(d) Argumentative essays.

Ans. (a) Narrative essays.

(6) Descriptive essays describe a place or a person.

- (a) True  
(b) False.

Ans. (a) True.

(7) In which of these essays, the writer arrives at a conclusion by logical reasoning?

- (a) Narrative essays  
(b) Descriptive essays  
(c) Reflective essays  
(d) Argumentative essays.

Ans. (d) Argumentative essays.

(8) ..... essays are a collection of one's thoughts.

- (a) Narrative  
(b) Expository  
(c) Argumentative  
(d) Reflective.

Ans. (d) Reflective.

(9) Which of these explains a subject?

- (a) Narrative essays  
(b) Expository essays  
(c) Argumentative essays  
(d) Reflective essays.

Ans. (b) Expository essays

(10) Which kind of essay uses the five senses (touch, smell, taste, sound, sight) to enhance the imagery of the setting?

- (a) Narrative essays  
(b) Descriptive essays  
(c) Expository essays  
(d) Argumentative essays.

Ans. (b) Descriptive essays.

## Communicative Skills

## Idioms and Phrases

(1)

**Idioms, Phrases and Proverbs :** An important objective of every student studying English language is to be a fluent speaker. He/She can do this by using :

- the language regularly and frequently
- appropriate vocabulary
- correct pronunciation
- using idioms, phrases and proverbs

**Use idioms, phrases and proverbs :** People usually think that the more words a student knows in English, the better is his vocabulary. Therefore students often feel that learning a long list of 'new words' is a good method of enriching vocabulary and promoting fluency. However, something more than merely knowing the meanings of several words is needed to be fluent in any language. Idioms, phrases and proverbs are an important part of everyday English of the native speaker. Learning to use common idioms and expressions will make your English sound more natural, so it is a good idea to master some of these expressions.

A mere knowledge of a list of idioms, phrases and proverbs with their meanings may not be sufficient. Students must internalise the use of these multi-word units.

Remember that idioms, phrases and proverbs are found in every language. For example, there is a proverb in English, 'Necessity is the mother of all inventions.' In Hindi, we have a similar expression : 'Aavashakta avishkar ki janani hai.'

## Idioms and Phrases

**Phrases** are groups of words which may be a part of any sentence. Cambridge dictionary defines 'phrase' as "a group of words that is a part of a sentence rather than the whole of it."

An **idiom** is an expression, word, or phrase that has a figurative meaning, and is different from the literal meaning or definition of the words of which it is made. It can be understood only by understanding the common use of that expression.

## Some Common Idioms in English Language

- **A bridge too far :** A bridge too far is an act of overreaching-going too far and getting into trouble or failing.
- **A penny for your thoughts :** This idiom is used as a way of asking someone what they are thinking about.

- **Add fuel to the fire :** If people add fuel to the fire, it will burn with more intensity. Therefore, it means to make a bad situation worse.
- **Add insult to injury :** When people add insult to injury, they make a bad situation even worse.
- **Air your dirty laundry in public :** If you air your dirty laundry in public, you reveal aspects of your private life that should really remain private, by telling a secret, arguing in public, etc.
- **All ears :** If someone says they're all ears, they are interested in hearing about something.
- **All roads lead to Rome :** This means that there can be many different ways of doing something.
- **All your eggs in one basket :** If you put all your eggs in one basket, you risk everything at once, instead of trying to spread the risk. (This is often used as a negative imperative 'Don't put all your eggs in one basket'.)
- **As a rule :** If you do something as a rule, then you usually do it.
- **At a snail's pace :** If something moves at a snail's pace, it moves very slowly.
- **At arm's length :** If something is at arm's length, it is a safe distance away from you.
- **At odds :** If you are at odds with someone, you cannot agree with them and argue.
- **At the end of the day :** This is used to mean 'in conclusion' or 'when all is said and done'.
- **Beat about the bush :** If someone doesn't say clearly what they mean and try to make it hard to understand, they are beating about (around) the bush.
- **Behind bars :** When someone is behind bars, they are in prison.
- **Behind closed doors :** If something happens away from the public eye, it happens behind closed doors.

- **Better half** : Your better half is your husband or wife.
- **Beyond belief** : If people behave in such a way that you find it almost impossible to accept that they actually did it, then you can say that their behaviour was beyond belief.
- **Blessing in disguise** : If some bad luck or misfortune ultimately results in something positive, it's a blessing in disguise.
- **Blow your own trumpet** : If someone blows their own trumpet, they boast about their talents and achievements.
- **Born with a silver spoon in your mouth** : If you are born with a silver spoon in your mouth, you are born into a rich family.
- **To make both ends meet** : If you make both ends meet, you live off the money you earn and don't go into debt.
- **Bread and butter** : Bread and butter issues are ones that affect people directly and in a very important way.
- **Bridge the gap** : If you bridge the gap, you make a connection where there is a great difference.
- **Brush under the carpet** : If you brush something under the carpet, you are making an attempt to ignore it, or hide it from others.
- **Bundle of nerves** : Someone who is a bundle of nerves is very worried or nervous.
- **Burn the candle at both ends** : Someone who burns the candle at both ends lives life at a hectic pace, doing things which are likely to affect their health badly.
- **Busy as a bee** : If you are as busy as a bee, you are very busy indeed.
- **By hook or by crook** : If you are prepared to do something by hook or by crook, you are willing to do anything, good or bad, to reach your goal.
- **To build castles in the air** : Plans that are impractical and will never work out are castles in the air.
- **Close to your heart** : If something is close to your heart, you care a lot about it. ('Dear to your heart' is an alternative.)
- **Cold shoulder** : If you give or show someone the cold shoulder, you are deliberately unfriendly and uncooperative towards them.
- **Count your blessings** : When people count their blessings, they concentrate on all the good things in their lives instead of the negative ones.
- **Crack of dawn** : The crack of dawn is very early in the morning.
- **Crocodile tears** : If someone cries crocodile tears, they pretend to be upset or affected by something.
- **Do's and don't's** : The do's and don't's are what is acceptable or allowed or not within an area or issue, etc.

- **Drop in the ocean** : A drop in the ocean implies that something will have little effect because it is small and mostly insignificant.
- **Eagle's eyes** : Someone has eagle eyes sees everything; no detail is too small.
- **Earn a living** : To make money, Example: We need to get a good job to earn a decent living.
- **Easier said than done** : If something is easier said than done, it is much more difficult than it sounds. It is often used when someone advises you to do something difficult and tries to make it sound easy.
- **Eye for an eye** : This is an expression where the punishment equals the crime.
- **Eye-opener** : Something surprising, unexpected which reveals the truth about something or someone.
- **Face the music** : If you have to face the music, you have to accept the negative consequences of it.
- **French leave** : To take French leave is to leave a gathering without saying goodbye or without permission.
- **From pillar to post** : If something is going from pillar to post, it is moving around in a meaningless way, from one disaster to another.
- **From rags to riches** : Someone who starts life very poor and makes a fortune goes from rags to riches.
- **From scratch** : This idiom means from the beginning.
- **Give and take** : Where there is give and take, people make concessions in order to get things they want in negotiations.
- **Hale and hearty** : Someone who is hale and hearty is in very good health.
- **Hand in glove** : If people are hand in glove, they have an extremely close relationship.
- **Heart of gold** : Someone with a heart of gold is a genuinely kind and caring person.
- **High and mighty** : The high and mighty are the people with authority and power. If a person is high and mighty, they behave in a superior and condescending way.
- **In a nutshell** : This idiom is used to introduce a concise summary.
- **In a tight spot** : If you're in a tight spot, you're in a difficult situation.
- **In another's shoes** : It is difficult to know what another person's life is really like, so we don't know what it is like to be in someone's shoes.
- **In the soup** : If you're in the soup, you're in trouble.

- **Jack-of-all-trades** : A jack-of-all-trades is someone that can do many different jobs.
- **Just for the heck of it** : When someone does something just for the heck of it, they do it without a good reason.
- **Keep in touch** : If you keep in touch with someone, you keep communicating with them even though you may live far apart.
- **Keep someone at arm's length** : If you keep someone or something at arm's length, you keep a safe distance away from them.
- **Keep your fingers crossed** : If you are keeping your fingers crossed, you are hoping for a positive outcome.
- **Larger than life** : If something is excessive or exaggerated, it is larger than life.
- **Leave no stone unturned** : If you look everywhere to find something, or try everything to achieve something, you leave no stone unturned.
- **Left in the dark** : If you are left in the dark about something, you aren't given the information that you should have.
- **Lend an ear** : If you lend an ear, you listen to what someone has to say. ('Lend your ear' is an alternative form.)
- **Like a fish out of water** : If someone feels like a fish out of water, they are very uncomfortable in the situation they are in.
- **Make a mountain out of a molehill** : If somebody makes a mountain out of a molehill, they exaggerate the importance or seriousness of a problem.
- **Make ends meet** : If somebody finds it hard to make ends meet, they have problems living on the money they earn.
- **Matter of life and death** : If something is a matter of life and death, it is extremely important.
- **Nerves of steel** : If someone has nerves of steel, they don't get frightened when other people do.
- **Not my cup of tea** : If something is not your cup of tea, you don't like it very much.
- **Off the record** : Something off the record is said in confidence because the speaker doesn't want it attributed to them, especially when talking to the media.
- **On top of the world** : If you are on top of the world, everything is going well for you.
- **Once in a blue moon** : If something happens once in a blue moon, it happens very rarely indeed.
- **Open book** : If a person is an open book, it is easy to know what they think or how they feel about things.

- **Other side of the coin** : The other side of the coin is a different, usually opposing, view of a situation. ('Flip side of the coin' is an alternative.)
- **Out of hand** : If something gets out of hand, it gets out of control.
- **Presence of mind** : If someone behaves calmly and rationally in difficult circumstances, they show presence of mind.
- **Put all your eggs in one basket** : If you put all your eggs in one basket, you risk everything on a single opportunity which, like eggs breaking, could go wrong.
- **Rags to riches** : Someone who starts life very poor and becomes rich goes from rags to riches.
- **Read between the lines** : If you read between the lines, you find the real message in what you're reading or hearing, a meaning that is not available from a literal interpretation of the words.
- **Rome was not built in a day** : This idiom means that many things cannot be done instantly, and require time and patience.
- **Safe and sound** : If you arrive safe and sound, then nothing has harmed you on your way.
- **See eye to eye** : If people see eye to eye, they agree about everything.
- **Show your true colours** : To show your true colours is to reveal yourself as you really are.
- **Silence is golden** : It is often better to say nothing than to talk, so silence is golden.
- **Small fry** : If someone is small fry, they are unimportant. The term is often used when the police arrest the less important criminals, but are unable to catch the leaders and masterminds.
- **Sow the seeds** : When people sow the seeds, they start something that will have a much greater impact in the future.
- **Spick and span** : If a room is spick and span, it is very clean and tidy.
- **Spur of the moment** : If you do something on the spur of the moment, you do it because you felt like it at that time, without any planning or preparation.
- **Sweep things under the carpet** : If people try to ignore unpleasant things and forget about them, they sweep them under the carpet.
- **Tables are turned** : When the tables are turned, the situation has changed giving the advantage to the party who had previously been at a disadvantage.

- **Take for granted** : If you take something for granted, you don't worry or think about it because you assume you will always have it.
  - **Grass is always greener** : This idiom means that what other people have or do looks preferable to our life. The complete phrase is The grass is always greener on the other side of the fence.
  - **Throw caution to the wind** : When people throw caution to the wind, they take a great risk.
  - **Throw your weight around** : If someone throws their weight around, they use their authority or force of personality to get what they want in the face of opposition.
  - **Tie the knot** : When people tie the knot, they get married.
  - **Tied to your mother's apron strings** : Describes a child (often a boy), who is so used to his mother's care that he (or she) cannot do anything on his (or her) own.
  - **Turn a blind eye** : When people turn a blind eye, they deliberately ignore something, especially if people are doing something wrong.
  - **Turn a deaf ear** : If someone turns a deaf ear to you, they don't listen to you.
  - **Turn a new leaf** : If someone turns a new leaf, they change their behaviour and stop doing wrong things.
  - **Uncalled for** : If someone does something bad and unnecessary without consideration for another's feelings, what they do is uncalled for.
  - **Weight off your shoulders** : If something is a weight off your shoulders, you have relieved yourself of a burden, normally a something that has been troubling you or worrying you.
  - **When in Rome, do as the Romans do** : This idiom means that when you are visiting a different place or culture, you should try to follow their customs and practices.
- Where there's a will, there's a way** : This idiom means that if people really want to do something, they will manage to find a way of doing it.

**Exercises**

**Q.1. (A) Match the following idioms with their meanings:**

- |   |  |
|---|--|
| (1) Where there's a will, there's a way | (a) to take a great risk                   |
| (2) Throw caution to the wind           | (b) to happen very rarely                  |
| (3) Once in a blue moon                 | (c) to feel uncomfortable in any situation |
| (4) Like a fish out of water            | (d) a concise summary                      |

- (5) In a nutshell

(e) If people really want to do something, they will manage to find a way of doing it.

**Ans.**

- |   |   |
|---|---|
| (1) Where there's a will, there's a way | (e) If people really want to do something, they will manage to find a way of doing it |
| (2) Throw caution to the wind           | (a) to take a great risk  |
| (3) Once in a blue moon                 | (b) to happen very rarely   |
| (4) Like a fish out of water            | (c) to feel uncomfortable in any situation  |
| (5) In a nutshell                       | (d) a concise summary   |

**(B) Match the following idioms with their meanings:**

- |                              |   |
|------------------------------|---|
| (1) Matter of life and death | (a) not given the required information    |
| (2) Larger than life         | (b) someone unimportant                   |
| (3) Left in the dark         | (c) to see everything in detail           |
| (4) Small fry                | (d) something is excessive or exaggerated |
| (5) Eagle's eyes             | (e) extremely important matter            |

**Ans.**

- |                              |   |
|------------------------------|---|
| (1) Matter of life and death | (e) extremely important matter            |
| (2) Larger than life         | (d) something is excessive or exaggerated |
| (3) Left in the dark         | (a) not given the required information    |
| (4) Small fry                | (b) someone unimportant                   |
| (5) Eagle's eyes             | (c) to see everything in detail           |

**Q.2. Write the meanings of the following idioms :**

- (i) **Blow your own trumpet** : If someone blows their own trumpet, they boast about their talents and achievements.
- (ii) **To build castles in the air** : Plans that are impractical and will never work out are castles in the air.
- (iii) **Crocodile tears** : If someone cries crocodile tears, they pretend to be upset or affected by something.
- (iv) **Beat about the bush** : If someone doesn't say clearly what they mean and try to make it hard to understand, they are beating about (around) the bush.
- (v) **Close to your heart** : If something is close to your heart, you care a lot about it. ('Dear to your heart' is an alternative.)

**Multiple Choice Questions**  
(MCQ)

(1) **At the eleventh hour** (शुक्र रात्र पर)

- (A) It's the eleventh hour of the day.  
(B) We sleep in the eleventh hour of the day.  
(C) We should study in the eleventh hour of the day to get good marks.  
(D) He advised me to withdraw my name at the eleventh hour.

**Ans.** (D) He advised me to withdraw my name at the eleventh hour.

(2) **Daggers drawn** (तारी डगर)

- (A) Mohan and Sohan are daggers drawn now.  
(B) Daggers drawn, I must play the game  
(C) Rita and Ritu are best friends. They are daggers drawn to each other.  
(D) People are suffering from the disease called 'Daggers drawn'.

**Ans.** (A) Mohan and Sohan are daggers drawn now. a days.

(3) **Kith and Kin** (शुक्र-शुक्र)

- (A) Kith and kin, I must become a doctor.  
(B) My maid servant is very helpful. She is my kith and kin.  
(C) I invited my kith and kin for the party.  
(D) My pet dog is kith and kin to me.

**Ans.** (C) I invited my kiths and kins for the party.

(4) **Iron pillar** (लोह स्तम्भ)

- (A) Khali is an iron pillar.  
(B) Sardar Patel was an iron pillar as regards his policies.  
(C) The iron smith is an iron pillar.  
(D) The electrician is working on the iron pillar.

**Ans.** (B) Sardar Patel was an iron pillar as regards his policies.

(5) **To die in harness** (काम करते करते मरना)

- (A) Horse is dying in the harness.  
(B) The politicians are dying in the harness.  
(C) The thief is dying in the harness.  
(D) Sh. Lal Bahadur Shastri died in Harness.

**Ans.** (D) Sh. Lal Bahadur Shastri died in Harness.

(6) **Pull on** (खींचना या खींचना)

- (A) I am anyhow pulling on myself.  
(B) The passenger pulled on himself.  
(C) The student pulled on himself on the fan.  
(D) People are pulling on in the train.

**Ans.** (A) I am anyhow pulling on myself.

(7) **Put out** (बुझाना)

- (A) Please put out the tap.  
(B) Please put out the car.  
(C) Please put out the lamp.  
(D) Please put out the clothes.

**Ans.** (C) Please put out the lamp.

(8) **To crack hard nut** (कठिन काम करना)

- (A) We must cracks hard nut for nuts.  
(B) A boy who cracks hard nut often get success.  
(C) The thief cracks hard nut to get money.  
(D) The politicians cracks hard nut to get votes.

**Ans.** (B) A boy who cracks hard nut often get success.

(9) **To kill two birds with one stone** (एक पथ से काम करना)

- (A) The hunter killed two birds with one stone.  
(B) Killing two birds with one stone is a bad habit.  
(C) We should not kill two birds with one stone.  
(D) Ramesh kills two birds with one stone by earning his living as well as studying in the college.

**Ans.** (D) Ramesh kill two birds with one stone by earning his living as well as reading in a college.

(10) **To play a trick** (खतनाती करना)

- (A) The politicians always play tricks with the common man.  
(B) Playing tricks is a good habit.  
(C) The dancers play tricks on the dance floor.  
(D) The jugglers play tricks in the circus.

**Ans.** (A) The politicians always play tricks with the common man.

(11) **To turn the table** (खतनाती बदल देना)

- (A) The thief turned the table of the house.  
(B) The juggler turned the table in the circus.  
(C) The dancers turned the table of the dance floor.  
(D) The new Principal has turned the table of the school.

**Ans.** (D) The new Principal has turned the table of the school.

(12) **Get on** (बढ़ना)

- (A) Rita gets on the food very quickly.  
(B) Children often get on their books in the bus  
(C) The young boy gets on the bus easily.  
(D) The ladies are getting on their new dresses.

**Ans.** (C) The young boy gets on the bus easily.

(13) **Get off** (तरतना)

- (A) Renu, go and get off the food.  
(B) Children often get off their copies in the bus.  
(C) I am getting off my shoes.

(D) The driver got off the bus at ten O'clock.  
 Ans. (D) The driver got off the bus at ten O'clock.

(14) **Make over** (रखातीत कराना)

(A) Let us make over a cup of tea.

(B) The principal has made over his charge to the new Principal.

(C) People go to park for make over.

(D) The company is making over their new products.

ns. (B) The principal has made over his charge to the new Principal.

5) **A black sheep** (दुष्ट व्यक्ति)

(A) Ba-Ba black sheep is a nursery rhyme.

(B) A black sheep gives us wool.

(C) Mohan is very cunning and cheater. He is a black sheep among us.

(D) I saw a black sheep in the zoo.

Ans. (C) Mohan is very cunning and cheater. He is a black sheep among us.

(16) **A jail bird** (कैदी)

(A) The thief is a jail bird now.

(B) There is a bird in the jail.

(C) I saw a jail bird in the park.

(D) The hunter killed the jail bird.

Ans. (A) The thief is a jail bird now.

(17) **Back bone** (हिंगु की रीढ़)

(A) My back bone is aching.

(B) Sachin got an operation on his back bone.

(C) The kids are running on their grandfather's back bone.

(D) Education is the back bone of a country.

Ans. (D) Education is the back bone of a country.

(18) **Turn a deaf ear to** (सुनी अनादानी करना)

(A) Rita is a deaf and dumb. She turns a deaf ear to everyone.

(B) Ram turns a deaf ear towards his father's advice.

(C) Let us turn a deaf ear to music and dance.

(D) I visited a special school where children were having a deaf ear.

Ans. (B) Ram turns a deaf ear towards his father's advice.

(19) **At hand** (निजस्त पास)

(A) The newly weds are coming at hands in hands.

(B) My examinations are near at hand.

(C) I am washing at my hands.

(D) We should keep our hands at clean.

Ans. (B) My examinations are near at hand.

(20) **From hand to mouth** (फंडाई री)

(A) The baby is eating food from hand to mouth.

(B) It is very hot today. It is running from hand to mouth.

(C) The poor old lady is passing her days from hand to mouth.

(D) People are chasing the thief from hand to mouth.

Ans. (C) The poor old lady is passing her days from hand to mouth.

(21) **Actions speak louder than words**

(A) You should always act and speak less.

(B) What a person actually does is more important than what he says he will do.

(C) What a person speaks is not of much value.

(D) None of the above.

Ans. (B) What a person actually does is more important than what he says he will do.

(22) **Absence makes the heart grow fonder.**

(A) If you do not have a heart, you will still love someone.

(B) When you are away from someone you love, you love him even more.

(C) You only love someone when he is absent.

(D) None of the above.

Ans. (B) When you are away from someone you love, you love him even more.

(23) **A flower blooms more than once.**

(A) If you miss an occasion, you can avail of it at another time.

(B) Who says that the flowers only bloom once?

(C) An occasion that is missed will not come another time.

(D) None of the above.

Ans. (A) If you miss an occasion, you can avail of it at another time.

(24) **A man is known by the company he keeps.**

(A) Only good men form a company.

(B) Only people with good character should form a group.

(C) You should spend time with people of the same character as yours.

(D) A person's character is judged by the type of people with whom he spends his time.

Ans. (D) A person's character is judged by the type of people with whom he spends his time.

(25) **A rolling stone gathers no moss.**

(A) A person should never move from place to place.

(B) You should not move stones from one place to another.

(C) If a person keeps moving from place to place, he gains neither friends nor possessions.

(D) None of the above  
 Ans. (C) If a person keeps moving from place to place, he gains neither friends nor possessions.

(26) **Ask me no questions, I'll tell you no lies.**

- (A) You are not allowed to ask me any questions.  
 (B) I will never lie to you.  
 (C) There are subjects I'd rather not discuss.  
 (D) None of the above.

Ans. (C) There are subjects I'd rather not discuss.

(27) **Beauty is only skin deep.**

- (A) Beauty is only on the skin.  
 (B) A person's character is more important than his appearance.  
 (C) Only a person with a beautiful skin is beautiful.  
 (D) None of the above.

Ans. (B) A person's character is more important than his appearance.

(28) **Birds of a feather flock together.**

- (A) Birds with different feathers do not stay together.  
 (B) People of the same sort are never found together.  
 (C) People of the same sort are usually found together.  
 (D) None of the above.

Ans. (C) People of the same sort are usually found together.

(29) **Don't count your chickens before they hatch.**

- (A) You should never count your chickens while they are still in their eggs.  
 (B) You must not be too confident that something will be successful.  
 (C) You should be confident about your success.  
 (D) None of the above

Ans. (B) You must not be too confident that something will be successful.

(30) **Every cloud has a silver lining.**

- (A) Clouds are never without a silver lining.  
 (B) There is a positive or hopeful side to every unpleasant situation.  
 (C) There is no hope in an unpleasant situation.  
 (D) None of the above

Ans. (B) There is a positive or hopeful side to every unpleasant situation.

(31) **Familiarity breeds contempt.**

- (A) Knowing somebody very well may lead to a lack of respect for him.  
 (B) You should be very familiar with everybody.  
 (C) To avoid contempt, you should be very familiar.

(D) None of the above.

Ans. (A) Knowing somebody very well may lead to a lack of respect for him.

### PROVERBS

Proverbs are old but familiar sayings that usually give advice. Both idioms and proverbs are a part of our daily speech. For example, "An apple a day keeps the doctor away" is a proverb.

1. **Beauty is in the eyes of a beholder.** People have different opinions about what is beautiful/good. Different people will find different things beautiful and that the differences of opinion don't matter greatly.

2. **Beggars can't be choosers.** This idiom means that people who are in great need must accept any help that is offered, even if it is not a complete solution to their problems.

3. **Better late than never.** This proverb suggests that doing something late is better than not doing it at all.

4. **Best advice is found on the pillow.** You may solve a problem after a good night's sleep.

5. **Better safe than sorry.** Better to be careful than to take risks.

6. **A bird in the hand is worth two in the bush.** It is better to be satisfied with what you have than to risk losing it by trying to get something better.

7. **Birds of a feather flock together.** People who are alike tend to become friends.

8. **Curiosity killed the cat.** Too much interest in something can put you in danger.

9. **Don't count your chickens before they hatch.** Not to be too sure that something good you hope for will really happen.

10. **Don't cross your bridges before you come to them.** Not to worry about something until it actually happens.

11. **Don't cry over spilt milk.** When something bad happens and nothing can be done to help it people say, 'Don't cry over spilt milk'.

12. **Early to bed, early to rise, makes a man healthy wealthy and wise.** It means that sleeping well and not staying up late will help you out physically and financially.

13. **Failure is the mother of success.** Failure is often a stepping stone towards success.

14. **Familiarity breeds contempt.** This means that the more you know something or someone, the more you start to find faults and dislike things about it or them.

15. **Fools rush in where angels fear to tread.** This idiom is used where people who are inexperienced or lack knowledge do something that more informed people would avoid.

16. Good things come in small packages. Size does not always indicate the quality.
17. The grass is always greener on the other side of the fence. The things or situations of others look better than your own.
18. Home is where the heart is. If you are with the person or at the place you love most, it becomes your true home.
19. It's no use crying over spilled milk. Do not worry about something that has already happened.
20. A kite rises against the wind. A person grows when he faces opposition and conquers it.
21. Laughter is the best medicine. Laughing is often helpful for healing, especially emotional healing.
22. Look before you leap. You should think carefully about the possible results or consequences before doing something.
23. Money does not grow on trees. It is not easy to earn money.
24. Necessity is the mother of invention. If someone has a problem, he will find a way to solve it.
25. Pen is mightier than the sword. Words and communication are more powerful than wars and fighting.
26. Practise what you preach. To do what you say other people should do.
27. Stitch in time saves nine. If a job needs doing, it is better to do it now, because it will only get worse, like a hole in clothes that requires stitching.
28. Strike while the iron is hot. If you strike while the iron is hot you do something when things are going well for you and you have a good chance to succeed.
29. Time and tide wait for no man. This is used as a way of suggestion that people should act without delay.
30. To err is human, to forgive divine. This idiom is used when someone has done something wrong, suggesting that they should be forgiven.

**Exercises**

Q.2. Match the following proverbs with their meaning :

(a) Early to bed, early to rise, makes a man healthy wealthy and wise	(1) Words are more powerful than wars and fighting
(b) Beauty is in the eyes of a beholder	(2) It is not easy to earn money
(c) Begin where you end	(3) Plan with a specific goal in mind
(d) Birds of a feather flock together and financially	(4) Sleeping well and early will help you physically

- |                                    |  |
|------------------------------------|--|
| (e) Familiarity breeds contempt    | (5) People should act without delay                              |
| (f) Laughter is the best medicine  | (6) People who are alike tend to become friends                  |
| (g) Money does not grow on trees   | (7) Laughing often helps healing                                 |
| (h) Pen is mightier than the sword | (8) People have different opinions about what is beautiful/good. |
| (i) Time and tide wait for no man  | (9) The more you know someone, the more you dislike them         |

**Ans.**

- |   |  |
|---|--|
| (a) Early to bed, early to rise, makes a man healthy wealthy and wise | (4) Sleeping well and early will help you physically             |
| (b) Beauty is in the eyes of a beholder                               | (8) People have different opinions about what is beautiful/good. |
| (c) Begin where you end   | (3) Plan with a specific goal in mind                            |
| (d) Birds of a feather flock together and financially                 | (6) People who are alike tend to become friends                  |
| (e) Familiarity breeds contempt                                       | (9) The more you know someone, the more you dislike them.        |
| (f) Laughter is the best medicine                                     | (7) Laughing often helps healing                                 |
| (g) Money does not grow on trees                                      | (2) It is not easy to earn money                                 |
| (h) Pen is mightier than the sword                                    | (1) Words are more powerful than wars and fighting               |
| (i) Time and tide wait for no man                                     | (5) People should act without delay                              |

Q.3. Match the following proverbs with their meaning:

(a) Don't cross your bridges before you come to them	(1) When someone does something wrong, they should be forgiven
(b) Better late than never	(2) If a job needs to be done, it is better to do it now
(c) Beggars can't be choosers	(3) You cannot achieve anything by merely talking about it
(d) Better safe than sorry	(4) Not to worry about something until it actually happens
(e) Failure is the mother of success	(5) To act maturely
(f) Practise what you preach	(6) Better to be careful than to take risks
(g) Stitch in time saves nine	(7) You do what you say other people should do

- (h) To err is human, to forgive divine  
 (i) Act your age, not your shoe size  
 (j) Talk doesn't cook rice.

Ans.

(a) Don't cross your bridges before you come to them	(4) Not to worry about something until it actually happens
(b) Better late than never	(8) Doing something late is better than not doing it at all
(c) Beggars can't be choosers	(10) People who are in great need must accept any help that is offered.
(d) Better safe than sorry	(6) Better to be careful than to take risks
(e) Failure is the mother of success	(9) Failure is often a stepping stone towards success
(f) Practise what you preach	(7) You do what you say other people should do
(g) Stitch in time saves nine	(2) If a job needs to be done, it is better to do it now
(h) To err is human, to forgive divine	(1) When someone does something wrong, they should be forgiven
(i) Act your age, not your shoe size	(5) To act maturely
(j) Talk doesn't cook rice.	(3) You cannot achieve anything by merely talking about it

### Phrasal Verbs

Whenever some prepositions are added to verbs they give a different meaning. Such phrasal verbs are used as idioms which are very common in English Language.

### Exercises

Q. Complete each of the following sentences with a suitable phrasal verb. The meaning of the phrasal verb is given in brackets at the end of the sentence :

- (i) He would not be able to.....the speed. (maintain)  
**Ans. keep up**  
 (ii) Raina is.....with some sort of viral infection. (confined to bed)  
**Ans. kept in**

- (iii) I am not able to understand why you are always.....foreigners. (despise)  
**Ans. looking down upon**  
 (iv) We must.....a date for the child's naming ceremony soon. (arrange; decide upon)  
**Ans. fix up**

(v) His children treat him very badly. I do not know how he....it. (tolerates)  
**Ans. bears with, stands for**

(vi) All our plans..... because of my sudden illness. (came to nothing)  
**Ans. were kept off**

(vii) Parents take great pains in bringing up the children. (Raise a child etc.)  
**Ans. bring up**

(viii) The number of readers has.....considerably in the last few years because of the television. (come to nothing)  
**Ans. come down**

(ix) It was the first time they had.....since they got married. (quarrelled)  
**Ans. broken with, fallen out**

(x) Since four of the committee members were ill, they decided to.....the meeting until the following week. (postpone)  
**Ans. put off, hold over**

(xi) If the weather.....soon, we will be able to have our picnic as planned. (becomes fine)  
**Ans. casts off**

(xii) I will never trust him again. He has.....so many times. (failed me; disappointed me)  
**Ans. fallen away**

(xiii) Since it was his first offence, he was by the magistrate. (not punished; allowed to go free)  
**Ans. set free**

(xiv) To some extent the high standard of living in Sweden.....the boring social life. (compensate for)  
**Ans. makes up for**

(xv) Each of the runners was given a number, but they decided to.....number 13 in case anyone was superstitious. (omit)  
**Ans. leave out**

(xvi) He was.....by a group of gangsters after a football match. (attacked and beaten)  
**Ans. come upon**

(xvii) After a month their food supplies.....(came to an end; were completely used up)

**Ans. ran out**

(xviii) Raina never wears.....(cosmetics to make one more attractive)

**Ans. make ups**

(xix) Please.....the dictionary on the shelf when you have finished with it. (return to its proper place)

**Ans. put back**

(xx) Which dress shall you.....for the party? (dress yourself in)

**Ans. put on**

### Exercises

(I) In the list of two-word verbs given in (iv), distinguish the phrasal verbs from the prepositional verbs.

**Ans.**

- He applied for the post. **Prepositional verb (PV)**
- He applied the post for. **Phrasal verb (Phr.V)**
- He applied for it. **(PV)**
- He applied it for. **(Phr.V)**

(II) In the following sentences :

1. Identify the phrasal verbs and give their meanings.
2. Substitute the noun object by a pronoun and make other necessary changes.

**Examples :** They took apart the machine.

**Phrasal verb :** take apart,

**meaning :** to separate into parts

**Sentence :** They took it apart.

1. The Principal always backed up the teachers.

**Ans. Phrasal verb :** backed up

**Meaning :** to support

**Sentence :** The principal always backed them up.

2. This report bears out my theory.

**Ans. Phrasal verb :** bears out

**Meaning :** to support something

**Sentence :** This report bears it out.

3. Blow out the candle.

**Ans. Phrasal verb :** Blow out

**Meaning :** to become extinguish by a gut.

**Sentence :** Blow it out.

4. The robbers broke down the door.

**Ans. Phrasal verb :** broke down

**Meaning :** to divide into parts.

**Sentence :** The robbers broke it down.

5. The detective cleared up the mystery.

**Ans. Phrasal verb :** cleared up

**Meaning :** to solve something/to find out something

**Sentence :** The detective cleared it up.

6. The team gave up the attempt after their third failure.

**Ans. Phrasal verb :** gave up

**Meaning :** to let go/ stop trying

**Sentence :** The team gave it up after their third failure.

7. Hand in your term paper by Friday.

**Ans. Phrasal verb :** Hand in

**Meaning :** to lend something.

**Sentence :** Hand it in by Friday.

8. I can't make out the address, can you?

**Ans. Phrasal verb :** make out

**Meaning :** can not figure out something

**Sentence :** I can't make it out, can you?

9. He is always running down his colleagues.

**Ans. Phrasal verb :** running down.

**Meaning :** to hit or hurt something or someone

**Sentence :**

10. I told him that I would talk over his suggestion with my colleagues and let him know their view.

**Ans. Phrasal verb :** talk over

**Meaning :** to discuss something

**Sentence :** I told him that I would talk about it over with my colleagues and let him know their view.

(III) Given below are ten intransitive phrasal verbs and ten transitive ones. They are all mixed up. Separate them into two lists :

**Lists :**

account for

back out

boil over

break down (to be overcome by sorrow)

call for (require, demand)

clean out

come round

crop up

do away (with)

drop in

fall out (quarrel) grow up hand out

look on (be a spectator only) make out

run down (speak ill of)

run down (to become unwound/discharged: of clocks, batteries)

etc. run out of)

Intransitive Verb	Transitive Verb
back out	account for
boil over	back out
break down	call for
come round	clean out
crop up	look on
drop in	make out
fall out	do away
grow up	run down
run down	hand out
make out	break down

### Words Often Confused / Misused

- (1) **Adopt** (to take into artificial relationship) - I have no son, so I want to adopt someone as my son.
- Adapt** (to suit) - After her marriage, she adapted herself to the taste of her husband.
- (2) **Ascent** (a climb upwards) - Free India is going on her ascent.
- Accent** (stress in language) - The accent of the Scotch people is a bit rough.
- Assent** (Concurrence) - The Prime Minister of India cannot do anything in theory, without obtaining the President's assent.
- (3) **Antic** (grotesque posture) - When she made an antic appearance the child cried in fear.
- Antique** (of very old time) - The Puranas are antique books of the Hindus.
- (4) **Birth** (Coming into existence) - The woman died after giving birth to a dead child.
- Berth** (a seat in the train) - Please get a lower berth reserved for me in the Punjab Mail.
- (5) **Council** (an assembly) - He is a member of U.P. Council.
- Counsel** (an advice) - He gave me a good counsel in this matter.
- (6) **Crops** (a regiment) - The soldier was discharged from his crops due to his misconduct.
- Corpse** (a dead body) - The corpse of the poor beggar was cremated by the Municipal authorities.
- (7) **Compliment** (a polite expression of praise) - Please convey my best compliments to your friends.
- Complement** (full number) - The complement of the division sum in Rs. 850.

- (8) **Chord** (string of harp) - The chord of his harp has broken.
- Cord** (rope of small metre) - Bind him with a cord.
- (9) **Coarse** (rough) - Now a days prisoners are not given coarse food as they were given formerly.
- Course** (way) - The course of your action is not perfectly right.
- (10) **Deceased** (die) - The deceased was a very good man. May God bless his soul!
- Disease** (ailment) - He is suffering from an incurable disease.
- (11) **Diary** (a daily record) - I write my diary every day.
- Dairy** (Place for dealing in milk) - We get our milk from the Military dairy.
- (12) **Gilt** (A kind of metal) - Our coins are made of gilt.
- Guilt** (an offence) - As his guilt was not proved, the judge acquitted him.
- (13) **Fare** (rate of his) - The fare for Delhi is not much.
- Fair** (of clear complexion) - Reema is the fairest girl in her class.
- (14) **Eminent** (Famous) - Dr. Radhakrishnan is one of the most eminent philosophers of the modern age.
- Imminent** (immediate) - Of course, there is no imminent danger of war being broken out now.
- (15) **Gait** (movement) - The gait of peacock is extremely charming.
- Gate** (main entrance) - The front gate of our college is very grand.
- (16) **Principle** (a rule in life) - One should not do any thing against one's principle.
- Principal** (head of a college) - The principal of our college is a well known scholar.
- (17) **Popular** (liked by people) - Prof. R.C. Banerjee is the most popular author in U.P.
- Populous** (containing think population) - Delhi is now one of the most populous cities of India.
- (18) **Stationary** (which does not move) - The train is stationary, now you may get down.
- Stationery** (a shop where paper, pencil etc. bought and sold) - There is a small stationery shop, attached to our college.
- (19) **President** (One who presides) - Mr. Rawat is the president of the Delhi Flying Club.
- Precedent** (Previous case, taken as example) - There can be no precedent of this case in the entire world of civil law.
- (20) **Minor** (One who has not attained majority in age) - She is just a minor girl, why are you so anxious to get her married?
- Miner** (one who works in the mine) - There are about forty thousand miners in this coalfield.

- (21) **Emigrant** (One who goes to settle in another country). - Those Bengali Hindus are emigrant from East Pakistan.  
**Immigrant** (One who comes to settle in another country) - These Bengali Hindus who have come from East Pakistan are immigrants in India.
- (22) **Cheque** (order for money with a bank) - Please issue a cheque for Rs. 500 with Punjab National Bank.  
**Check** (to curb) - Please check these accounts.

**EXERCISE**

Choose the word in parentheses that complete each sentence.

Ans.

- (1) She worked harder **that** she had ever worked before.
- (2) If I had known your number, I **would have** called.
- (3) The chess game has **already** started.
- (4) **Whose** shorts are hanging from the flagpole?
- (5) Rashmi has **a lot of** problems.
- (6) The program changes will **not affect** you.
- (7) What is your **principal** reason for wearing a parrot on your head?
- (8) **Who is** hiding in your closet?
- (9) Get your facts **first then** you can distort them as much as you please.
- (10) The ultimate result of shielding men from the effects of folly is to fill the world with fools.
- (11) There cannot be a crisis next week. My schedule is **already full**.
- (12) Computers are being called on to perform new functions including the consumption of home work **formerly**.
- (13) Although the recording **device** was primitive. **Your** voice came across clearly.
- (14) I was conscious after the collision **too**, but frightened **to** move.
- (15) The handle was **loose** and could **have** fallen off at any moment.

**EXERCISE**

Choose the correct alternative

- (1) Can I go to the party **too**?
- (2) This is my favourite pair of jeans.
- (3) I **sent** a letter to my aunt in Vietnam.
- (4) The children got **bound** during the lecture
- (5) Mr. and Mrs. Kumar like to work in **their** garden.
- (6) Alex is going **to wear** his workboots today.
- (7) Do you think it is going to **rain** this after noon?
- (8) I saw a restaurant just off the **road** about a mile back.
- (9) David's brother is in a **band** which plays western music.
- (10) Grandmother wants her socks because her **toes** are cold.
- (11) The teachers walked down the **aisle** between the rows of desk.

- (12) Sahil has a **pain** in his shoulder.
- (13) The school **principal** spoke to a group of parents.
- (14) The clerk wants to **sell** as many T.V. as possible.
- (15) I don't want to talk about the **past** any more.
- (16) No body **knows** what you are thinking.
- (17) I have **four** dollars in my pocket.
- (18) I need to take a **break** from this exercise.
- (19) Humans have hands. Dog have **paws**.
- (20) **He'll** be here in a few minutes.

**Similar Words with  
Different Meanings  
(Homonyms and Homophones)**

Homonyms are words which have same pronunciation (Sound) but are different in Spellings and meanings.

**Some Important Homonyms**

- |                               |                          |
|-------------------------------|--------------------------|
| (1) Accept - स्वीकार करना     | Except - अतिरिक्त, सिवाय |
| (2) Advice - सलाह             | Advise - सलाह देना       |
| (3) Air - हवा                 | Heir - उत्तराधिकारी      |
| (4) Opposite - उपयुक्त        | Opposite - विरोधी        |
| (5) Axe - कुल्हाड़ी           | Ex - भूतपूर्व            |
| (6) Bad - बुरा                | Bed - बिस्तर             |
| (7) Bare - नंगा, सूना         | Bear - भालू              |
| (8) Be - होना                 | Bee - मधुमक्खी           |
| (9) Birth - जन्म              | Berth - सीट, बैठक        |
| (10) Blow - बजाना             | Below - नीचे             |
| (11) Born - पैदा होना         | Borne - सहन करना         |
| (12) Buy - खरीदना             | By - द्वारा              |
| (13) Casual - आकस्मिक         | Causal - कारण सम्बन्धी   |
| (14) Cast - फेंकना            | Castle - जति             |
| (15) Cell - कोठरी             | Sell - बेचना             |
| (16) Cattle - पशु             | Kettle - केतली           |
| (17) Cheque - चैक (रुपयों का) | Check - जाँच करना, रोकना |
| (18) Cite - कहना              | Site - स्थान             |
| (19) Dairy - दूध शाला         | Diary - दैनिकिनी, डायरी  |
| (20) Dear - प्रिय             | Deer - हिरन              |
| (21) Decent - बहिष्कार        | Dissent - असहमति         |
| (22) Die - मरना               | Dye - रँगना              |

(23) Dose - खुराक	Doze - ऊथना
(24) Fair - सुन्दर, मेला	Fare - किराया
(25) Feet - पैर	Feal - कारतब
(26) Floor - फर्श	Flour - आटा
(27) Form - प्रसन्न	Farm - खेत
(28) Gate - दरवाजा	Gait - चाल
(29) Hare - खरगोश	Hair - बाल
(30) Heal - ऐसी	Heal - घाव भरना
(31) Herd - झुण्ड	Heard - सुना
(32) Heart - दिल	Hurt - चोट पहुंचाना, घायल
(33) Here - यहाँ	Hear - सुनना
(34) Hole - छेद, बिल	Whole - सम्पूर्ण, सारा
(35) I - मैं	Eye - आँख
(36) Idle - सुस्त	Ideal - आदर्श
(37) Know - जानना	No - नहीं
(38) Knot - गाँठ	Not - नहीं
(39) Lend - उधार देना	Land - भूमि
(40) Loan - कर्ज, उधार	Lone - अकेला
(41) Loose - ढीला	Lose - खोना
(42) Maid - कुँआरी लडकी	Made - बनाया
(43) Mail - डाक	Male - नर, पुरुष
(44) Marry - विवाह करना	Merry - आनन्द मनाना
(45) Meet - मिलना	Meat - माँस, गोश्त
(46) Nice - अच्छा	Niece - भतीजी
(47) Our - हमारा	Hour - घंटा
(48) Pain - दर्द	Pane - शीशा
(49) Pair - जोड़ा	Par - काटना
(50) Peace - शान्ति	Piece - टुकड़ा
(51) Plain - मैदान	Plane - हवाई जहाज
(52) Pray - प्रार्थना	Prey - मूल्य
(53) Price - मूल्य	Prize - पुरस्कार
(54) Principal - प्रधानाचार्य	Principle - सिद्धान्त
(55) Quiet - शान्त	Quite - बिल्कुल
(56) Rain - वर्षा	Reign - शासन
(57) Right - ठीक, दाँया	Write - लिखना
(58) Ring - बजाना, अंगूठी	Wring - निचोड़ना

(59) Roll - रोलर	Role - भूमिका
(60) Rite - प्रथा	Right - अधिकार
(61) Route - मार्ग	Root - जड़
(62) Sale - बिक्री	Sail - खेना, चलाना
(63) Send - भेजना	Sand - रेत
(64) Stationery - कागज पेन्सिल	Stationary - ठहरा हुआ स्थिर
(65) Sour - खट्टा	Sore - कटघावक
(66) Steal - चुराना	Steel - इस्पात
(67) Story - कहानी	Storey - मंजिल
(68) Temper - मिजाज, मनोरंथा	Tamper - एक यन्त्र
(69) Tenor - गति, दिशा	Tenure - अवधि
(70) Vine - वेल	Wine - शराब
(71) Wait - प्रतीक्षा करना	Weight - भार
(72) Weak - कमजोर	Week - सप्ताह
(73) Waste - बर्बाद करना	Waist - कमर
(74) Weather - मौसम	Whether - यदि
(75) Won - जीता	One - एक
(76) Year - वर्ष	Ear - कान
(77) Yolk - अंडे का जर्दी	Yoke - बैलों का जुआ

(B)

**Essential Conversations****Introducing Yourself**

(1)

**Introduce Yourself in the College**

Hi everyone,

My name is Rohan, and I am a first-year student at XYZ College, pursuing a degree in Computer Science. I was born and raised in Mumbai and am excited to start my college journey in a new city. I enjoy playing cricket, reading books, and watching movies in my free time.

Before coming to college, I completed my high school education from XYZ School, where I was a part of the school's debate team. Also, I participated in various science and technology competitions. I am passionate about using technology to solve real-world problems, and I am excited to learn more about computer science and its applications at XYZ College.

I look forward to meeting you and making new friends at college. I am open to trying new things and exploring new places, so feel free to reach

out if you have any recommendations or want to hang out. I am excited to be a part of this community and contribute to the college experience.

(2)

### Introduce yourself in College Fresher Party

Hi everyone,

My name is Rohit, and I am a first-year student at this college. I am originally from Mumbai, and I am studying Computer Science. In my free time, I enjoy playing soccer and video games. I am excited to be a part of this community and to meet all of you. I hope to make new friends and have a great time during my time here at college.

I look forward to getting involved in campus activities and making the most of my college experience. Thank you for having me at this fresher party. I can't wait to see what the future holds for all of us here at college.

### Introducing Other Persons

**BILL :** Hello John, how are you? (greeting)

**JOHN :** Fine, Thank you. How are you?

**BILL :** I am fine too. (responding to greeting). Benjamin, meet Mr. John, my cousin. John, meet my friend, Benjamin.

**JOHN :** How do you do? (responding to first introduction)

**BENJAMIN :** How do you do?

**BILL :** Benjamin, yesterday I saw your brother going to St.MARTIN's hospital. What's the matter?

**BENJAMIN :** My father has been admitted there. He had a mild heart attack.

**BILL :** How sad! It's very unfortunate. (expressing sympathy)

**JOHN :** Oh! How is he now?

**BENJAMIN :** He's still in the hospital. But the doctor says that there is nothing to worry.

**JOHN :** Thank God! (expressing relief)

**BILL :** I wish him a speedy recovery. Hope he'll get well soon.

**BENJAMIN :** I hope so too. See you later.

**JOHN :** See you. Bye!

**BILL :** See you again. Bye! (taking leave)

### Introducing Mother to Friend

**Rahul :** Hai,Mom. He is my friend Surya.

**Surya :** Good evening mom.

**Sarika :** Good evening Surya, Rahul often talks about you.

**Surya :** He is my best friend Mom.

**Sarika :** You continue your talk. Let me prepare coffee for you.

**Surya :** Oh! Don't trouble yourself Ma.

**Harini :** What's the trouble? You have come for the first time.

**Rahul :** By the by meet my dare devil sister Harini.

**Harini :** Hi! Mind your words.

**Surya :** He has told it just for fun.

**Rahul :** She is doing 9th Grade.

**Surya :** Oh I see! I am very glad to meet you.

**Rahul :** He is my beloved father.

**Surya :** Dad! Meet my friend Surya.

**Kamal :** Hello! I am glad to meet you.

**Surya :** Good evening uncle.

**Kamal :** What's your father?

**Surya :** He is the senior manager in a nationalized bank.

**Kamal :** In which bank?

**Surya :** In Canara Bank.

**Kamal :** In which branch?

**Surya :** In city branch II.

**Kamal :** Oh! Mr. Suresh?

**Surya :** Yes, Do you know him uncle?

**Kamal :** Yes I know him very well.

**Surya :** How?

**Kamal :** I have my Savings Bank Account there only.

**Surya :** Oh I see!

**Sarika :** Have some coffee. What is your mother?

**Surya :** She is the home maker like you. Thanks for coffee. Ok Bye.

### At the Restaurant

#### A Cashier and A Customer

**Cashier :** Hello, may I take your order?

**Customer :** Hi, I'll have a double cheeseburger.

**Cashier :** With everything on it?

**Customer :** No onions, please.

**Cashier :** Sure, would you like the combo deal or just the sandwich?

**Customer :** How much is the combo?

**Cashier :** The combo is \$4.99, it comes with medium fries and drink.

**Customer :** Okay, let's change it to a combo then.

**Cashier :** Certainly, what would you like to drink?

**Customer :** Coke, please.

**Cashier :** Diet Coke or regular?

**Customer :** Regular.

**Cashier :** Of course, Would you like anything else?

**Customer :** No, that'll be all. Thanks.  
**Cashier :** For here or to go?  
**Customer :** For here.  
**Cashier :** That will be \$5.45 please.  
**Customer :** Thank you. Here you go.

### A Steakhouse Waitress and Customers

**Waitress :** Good evening, welcome to GB Steakhouse, I will be your server tonight.  
**Customers :** Hello, how are you?  
**Waitress :** I am great, thank you for asking, can I get you started with something to drink?  
**Customers :** Yes, can we get two red wines and water please?  
**Waitress :** Sure, I will be right back with your drinks.  
**Customers :** Thank you, and can we get an extra menu as well?  
**Waitress :** Certainly! (she leaves...)  
**Waitress :** Here is your wine. Are you ready to order?  
**Customers :** Yes, we are. What does the New York steak come with?  
**Waitress :** It comes with veggies and mashed potatoes.  
**Customers :** Okay, I will have the New York steak.  
**Waitress :** Of course, and how would you like your steak cooked?  
**Customers :** Well done, please.  
**Waitress :** Sure, how about you ma'am?  
**Customers :** Can I have Caesar salad with chicken, please?  
**Waitress :** Absolutely. And for the little guy?  
**Customers :** We will have macaroni and cheese for him?  
**Waitress :** Sure! And would you like anything to drink mister?  
**Customers :** Just water.  
**Waitress :** Great! I will be back with your orders.  
**Customers :** Perfect...  
**Waitress :** Here are your orders! Enjoy your meal...  
**Waitress :** How is everything so far?  
**Customers :** Great thanks, can we get the check, please?  
**Waitress :** Certainly...  
**Customers :** Here is your bill, you can pay at the cashier whenever you are ready.  
**Waitress :** Thank you.  
**Waitress :** Thank you, enjoy the rest of your evening.

### Meeting someone first time

#### Two Students (at University)

**Nadia :** Hello, my name is Nadia. Welcome to our university.  
**Alicia :** Hi, I am Alicia.  
**Nadia :** Nice to meet you.

**Alicia :** Nice to meet you too.  
**Nadia :** Where are you from Alicia?  
**Alicia :** I am from Nicaragua, how about you?  
**Nadia :** I'm from France.  
**Alicia :** Is this your first time in London?  
**Nadia :** No, I have been living in London for about three years now.  
**Alicia :** I see, have you been studying here for all that time?  
**Nadia :** Yes, this is my third year here, I have got one more year to go.  
**Alicia :** What are you studying?  
**Nadia :** I'm studying English Literature. I want to be a linguist.  
**Alicia :** How about you?  
**Nadia :** Sounds cool. I want to be a school teacher.  
**Alicia :** That's great!  
**Nadia :** I have always wanted to study abroad, so I came to London.  
**Alicia :** Nice! Yeah I love it here, I am actually planning to live here even after I graduate.  
**Alicia :** Perfect, you are already from Europe, so it shouldn't be that difficult for you.  
**Nadia :** Yeah, I will just need to convince my parents, what about you?  
**Alicia :** I love London, but I am just here for school, I will need to go back once I graduate anyway.  
**Nadia :** I see, well, good luck to you, I have to go to class now, it was nice talking with you.  
**Alicia :** Thank you! You too, and have a good class.  
**Nadia :** Good-bye!

### At the Airport

#### A Check-in Agent and A Passenger

**Agent :** Good afternoon, where are you flying to?  
**Passenger :** Good afternoon. I am flying to San Francisco.  
**Agent :** Do you have your tickets?  
**Passenger :** Here is my ticket.  
**Agent :** How many people are travelling?  
**Passenger :** It's my son and I, he is under two years old.  
**Agent :** Can I have your passports and I will need to see his birth certificate to prove that he is under two years of age.  
**Passenger :** Sure. Here they are.  
**Agent :** Would you like a window or an aisle seat?  
**Passenger :** I would be very happy if we can get an aisle seat. I may

- have to walk him around if he gets bored.
- Agent : Alright, I'll put you near the restrooms too.
- Passenger : Wonderful, thanks. Is it possible to check in the stroller?
- Agent : Sure, are you checking in any bags?
- Passenger : Yes, this suitcase and my backpack.
- Agent : Let's put them on the scale, one at a time, please.
- Passenger : Sure. And by the way, I have a layover in London. Do I have to pick up my luggage there?
- Agent : No, you will pick them up in San Francisco. Here is your boarding pass. You are all set. Be at the gate at least 45 minutes prior to the departure time.
- Passenger : Thank you for your help, have a good day.
- Agent : Thank you, have a nice flight.

### Talking about a movie

- Person A : Hey Derek, What's up?
- Person B : Not much, I am going to the movies tonight.
- Person A : What movie are you going to watch?
- Person B : I am going to watch the new Venom Movie.
- Person A : Do you like comic book movies?
- Person B : I have seen them all and I love them.
- Person A : "What time is good for you?"
- Person B : "How about seven thirty."
- Person A : "Sure, I'll meet you at the theater at seven.
- Person A : Out of every movie that you've seen, which one is your favorite?"
- B : I'm going to have to say that Superbad is the best movie ever.
- A : You think so, how come?
- B : Well, Superbad is super funny.
- A : You're not lying, I found that movie absolutely hilarious.
- B : I didn't know that you saw Superbad before.
- A : I made sure to be in line to see it the first day it came out.
- B : I couldn't keep from laughing throughout the whole movie.
- A : I was laughing hysterically the whole time; my stomach muscles hurt afterwards.
- B : That's exactly how I felt.
- A : I got the movie when it came out on DVD, do you want to come over?
- B : I would love to.

### (C)

#### Filing an FIR, Writing a Resume, E-Mail writing, Blog writing

#### First Information Report : FIR

#### Q.(1) What is a FIR?

**Ans.** An First Information Report (FIR) is a very important document as it sets the process of criminal justice in motion. It is only after the FIR is registered in the police station that the police take up investigation of the case.

First Information Report (FIR) is a written document prepared by the police when they receive information about the commission of a cognizable offence.

- It is a report of information that reaches the police first in point of time and that is why it is called the First Information Report.
- It is generally a complaint lodged with the police by the victim of a cognizable offence or by someone on his/her behalf. Anyone can report the commission of a cognizable offence either orally or in writing.
- The term FIR is not defined in the Indian Penal Code (IPC), Code of Criminal Procedure (CPC), 1973, or in any other law.
- However, in police regulations or rules, information recorded under Section 154 of CPC is known as First Information Report (FIR).

#### There are three important elements of an FIR :

- The information must relate to the commission of a cognizable offence,
- It should be given in writing or orally to the head of the police station,
- It must be written down and signed by the informant, and its key points should be recorded in a daily diary.

#### What happens after an FIR is filed?

- The police will investigate the case and will collect evidence in the form of statements of witnesses or other scientific materials.
- They can arrest the alleged persons as per law.
- If there is sufficient evidence to corroborate the allegations of the complainant, then a charge sheet will be filed. Or else, a Final Report mentioning that no evidence was found will be filed in court.
- If it is found that no offence has been committed, a cancellation report will be filed.
- If no trace of the accused persons is found, an 'untraced' report will be filed.

However, if the court does not agree with the investigation report, it can order further investigation.

**What if the police refuse to register an FIR?**

- Under Section 154(3) CrPc, if any person is aggrieved by the refusal on the part of the officer in charge of a police station to register an FIR, she can send the complaint to the Superintendent of Police/DCP concerned.
- Who, if satisfied that such information discloses the commission of a cognizable offence, will either investigate the case, or direct an investigation by a subordinate police officer.
- If no FIR is registered, the aggrieved persons can file a complaint under Section 156(3) CrPc before a concerned court which, if satisfied that a cognizable offence is made out from the complaint, will direct the police to register an FIR and conduct an investigation.

**What is a Zero FIR?**

When a police station receives a complaint regarding an alleged offence that has been committed in the jurisdiction of another police station, it registers an FIR, and then transfers it to the concerned police station for further investigation. This is called a Zero FIR.

No regular FIR number is given. After receiving the Zero FIR, the concerned police station registers a fresh FIR and starts the investigation.

**What is Cognizable Offence & Non-cognizable Offence?**

**Cognizable Offence :** A cognizable offence is one in which the police may arrest a person without warrant.

They are authorised to start investigation into a cognizable case on their own and do not require any orders from the court to do so.

- **Non-cognizable Offence :** A non-cognizable offence is an offence in which a police officer has no authority to arrest without warrant. The police cannot investigate such an offence without the court's permission.
- In case of non-cognizable offences, an FIR under Section 155 CrPc is registered.
- The complainant will be asked to approach a court for an order. The court may then direct the police to conduct an investigation on the complaint.

**What is the difference between a complaint and an FIR?**

The CrPc defines a "complaint" as "any allegation made orally or in writing to a Magistrate, with a view to his taking action under this Code, that some person, whether known or unknown, has committed an offence, but does not include a police report."

However, an FIR is the document that has been prepared by the police after verifying the facts of the complaint. The FIR may contain

details of the crime and the alleged criminal.

If, on the basis of a complaint, it appears that a cognizable offence has been committed, then an FIR under Section 154 CrPc will be registered, and police will open an investigation. If no offence is found, the police will close the inquiry.

**How to write F.I.R.s**

F.I.R. stands for F.I.R.st Information Report. It is a complaint lodged orally or in writing for the F.I.R.st time for a cognizable crime to the police by a person who has adequate information about the crime. Once the complaint is recorded, it is known as F.I.R. under section 154 of the Cr P C.

To file an F.I.R., all you have to write is your full name and address, contact no., your introduction then your complaint in proper sequence. It should include what happened, when and who caused it, their name and address or his description if known, who witnessed it, for what, what is caused to you (the loss or injury). In the last paragraph, you may write a request to take action as per law. Sign it with date. At the top, write the designation of the Police Officer and name of the Police Station with date and place. F.I.R.s are also filed online on the Police Official Website.

Apart from the severe crimes, F.I.R.s are also lodged in case of loss/misplace/theft of your documents like PAN Card, Adhar Card, Voter ID, Marksheets, Degrees, Official Certificates, Driving License, Passport, Property sale-purchase papers etc. It is necessary to lodge an F.I.R. to recover or to get the duplicate documents from the concerned authorities. The F.I.R. also ensures that your documents are not misused by any unauthorised person in future.

**Formats to write F.I.R.s**

**Proforma for Reporting the F.I.R.st Information (F.I.R.) of a Cognizable Offence (Under Section 154 of the Criminal Procedure Code)**

An F.I.R. must include the following items :

Police Station..... District .....

**(1) Personal details of the Complainant / Informant :**

- (a) Name
- (b) Father's / Husband's Name
- (c) Address
- (d) Phone number & Fax
- (e) Email:

**(2) Place of Occurrence:**

**(3) Date and Hour of Occurrence:**

(4) Offence:

- (a) Nature of the offence (e.g. murder, theft, rape, etc.)
  - (b) Section (To be decided/written by Office only)
  - (c) Particulars of the property (in case one has got stolen)
- (5) Description of the accused:
- (6) Details of witnesses (if any)
- (7) Complaint: Briefly lay down the facts regarding the incident reported in an accurate way.

Sample F.I.R.s  
(1)

From:

(1) Applicant's Name,  
 Father's/ Husband's Name Applicant's Contact Address  
 Applicant's Contact No. Applicant's E-mail Id (if any)

Date:

To,  
 The Police Officer In-charge  
 Address (Name of Local Police Station)

**Subject:** (mention subject e.g. your lost document/phone name and Number)

Through, Proctor, AMU, Aligarh Respected Sir,  
 I would like to bring the following facts to your kind notice: (Include details/contents 1-7 as given in Proforma)

.....  
 I seek your help and request you to kindly register my F.I.R in the "next matter."  
 .....

**For your ready reference I enclose herewith**

- (a) Copy of [Complainant/Informant] I.D. proof.
- Hope you will do the needful favourably at the earliest. Thanks and regards  
 Yours Sincerely

(Complainant/Informant Signature)  
 (Complainant/Informant Name)

(2) Sample letter format to lodge a police F.I.R for loss of original certificates :

From  
 Your Name Your Address  
 Your Phone Number Your Email ID

To  
 The Superintendent of Police Address of your local station

Respected Sir,

**Sub:** Loss of my original degree certificates.  
 I (your name) am hereby humbly inform you that I have lost my degree certificates while travelling from (Write the city / village name where you started your journey) to (Write here the name of village / city to which you ended your journey) by bus. I tried all possible ways to recover them. But could not able to find them till now. So I am reaching out to you to file an F.I.R. I have given a paper advertisement too to find my certificates. I have attached a copy of it here. Please file F.I.R for my loss of certificates (Write certificate numbers using xerox copy or attach them with the letter), which will make me to step forward to claim duplicate certificates from my university. In case, any further details are required from my end, you may please contact me through the phone number given above.

Thanking you!

Yours faithfully,  
 Your Signature  
 (Your Name)

Attachments:-

- (1) Xerox copy of certificates
- (2) Copy of paper advertisement about the loss of certificates

Resume

A resume is a document commonly used in the hiring process. It includes information about your background and qualifications and should communicate the most important, relevant information about you to employers in a clear, easy-to-read format. The goal is to quickly communicate why you are uniquely qualified for the position based on your skills and experiences.

### How to create a professional resume

The following steps and examples will help you design a professional resume.

**(1) Start by choosing the right resume format :** Let's take a closer look at the best ways to write each of these resume sections. For more inspiration when writing or updating your resume, look at resume samples from your industry and job title.

- A "format" is the style and order in which you display information on your resume. There are three commonly used resume formats you can choose from depending on which is right for you: chronological (or reverse-chronological), functional or combination.
- A chronological resume format places the professional history section first and is a good option if you have a rich professional work history with no gaps in employment.
- The functional resume format emphasises the skills section and is a good option if you are switching industries or have some gaps in your work history.
- The combination resume format is a good option if you have some professional experience where both skills and work history are equally important.

**(2) Include your name and contact information :** Your resume should begin with your name and contact information including your email address and phone number. You have a choice about whether to include your mailing address. Your name should be highly visible at the top of your resume with a bolded or larger font than the rest of the document but no more than a 14 point size. You might also include a link to your online portfolio if you are applying to creative positions, for example.

**(3) Add a resume summary or objective :** After your contact information, you have the option to include either a resume summary or objective statement. An objective statement quickly explains your career goals and is a good choice for those with limited professional experience such as recent college or high school graduates. A resume summary is a short statement that uses active language to describe your relevant work experience and skills.

**(4) List your soft and hard skills :** Take a moment to consider which skills make you a great fit for the job. Review the job description and highlight keywords that you have had proven success with in the past. Consider hard (technical) and soft (interpersonal) skills, as well as transferable skills you can use when changing careers or industries. Create a skills section with the keywords that are relevant to the employer. List any required skills like certifications or licenses first.

**(5) List your professional history with keywords :** Write your professional history section in reverse-chronological order. Start with your most recent job and provide a short description including the company name, time period in which you were employed, your job title and a few key achievements during your time at the company. You might also include relevant learnings or growth opportunities you experienced while employed there.

- When listing your professional history, you should keep a few best practices in mind.
- Use numbers to measure your impact when possible. Including specific numerical achievements can help employers understand your direct potential value to their company. Example: "Developed new process for requesting supplies, reducing fulfillment time by 10%."
- Use keywords from the job description. Similar to your skills section, you should also include information from the job description in your job history bullets. For example, if the job description mentions the importance of meeting sales quotas, you could include information about how you've met or exceeded quotas in past roles. Example: "Achieved goal of reaching 2500% annual sales quota, winning sales MVP two quarters in a row."
- Be brief. Employers have mere seconds to review your resume, so you should keep your descriptions as concise and relevant as possible. Try removing filler words like "and" and "the". You should also only list key achievements instead of multiple lines describing your role.
- Use action verbs. Make a stronger impact by using action verbs to describe your professional achievements. Some examples include "developed", "saved", "drove" and "managed".
- Follow the same process for other work experiences. If you do not have extensive professional history, you should also include internships and volunteer opportunities following the same format.

**(6) Include an education section :** An education section will be especially valuable if you have limited work experience (such as recent college or high school graduates) or if you are transferring to a new industry. You can include information such as:

- Relevant coursework
- Percentage or rank
- Participation in clubs or organisations
- Leadership positions held
- Awards, achievements or certifications

When writing your education section, you should include the names of the institutions, dates of attendance and your degrees or areas of study. If

you are applying to mid or higher-level positions, you might remove all but the name of your school and dates of attendance to make room for more relevant professional experience on your resume.

If you have certifications or licenses that are relevant to the job description, you can include them in this section as well. To save space, you can leave off any credentials that are not directly related to the requirements of this job.

**(7) Consider adding optional sections :** If you have significant white space on your resume, consider adding an achievements or interests section. This can help supplement a shorter resume, especially for those with limited work and educational experience. Make sure that the achievements and interests you list support your career goals and are relevant to potential employers.

**(8) Format your resume :** While the layout of your resume is important, you should also take time to pay attention to formatting details like font style, font size, margins and spacing. Formatting your resume can make it look clean, professional and improve readability. This is important when attempting to keep your employer's attention. Here are a few key tips that can help make your resume look polished.

- Make your font between 10 and 12 point size.
- Select a font that is clean and easy to read like Arial or Helvetica; avoid stylised fonts.
- Make sure your margins are 1 to 1.5 inches.
- Make your name and section headers bold or slightly bigger in font size (no more than 14 points).
- Use bullet points when listing several different pieces of information like under your education and professional history sections.

**(9) Proofread your resume :** Carefully review your resume for spelling, grammar and punctuation errors. Reading your resume backwards can help you identify errors by presenting the words in a new order. You should also ask trusted friends, colleagues, professors and family members if they can review your resume. Third-party opinions can help reveal new information you might have overlooked.

If your resume is more than one page, review for ways to consolidate or shorten each section by removing filler words or extraneous information. Two pages may be acceptable if you are applying for high-level positions or industries like healthcare or academia.

**(10) Tailor your resume for each position :** It's important to revise your resume to tailor it to each position you apply for. For each job, adjust the keywords in the skills section so that it's a great fit for what the employer needs. You should also change what you emphasise in the professional history and educational experiences sections depending on

what's listed in the job description.

**Writing a resume**  
Here is an example of a resume following the combination resume format.

Rishabh Seth  
Mumbai, Maharashtra  
(022) 234509122

rish.seth@email.com

rishabhsethgraphics.personalwebsite.com

**Summary :**

A diligent and hardworking graphic designer with expertise in key industry-leading design tools and software.

**Skills :**

Graphic design and work skills: Adobe Photoshop (expert level) • Adobe InDesign (expert level) • CorelDraw (intermediate level) • Self-motivated • Creative • Hardworking

**Professional History :**

Next Up Press

Associate Graphic Designer, August 2014–Present

Created graphics for both print and online publications

Worked collaboratively with editors to ensure accuracy and function of designs

Enhanced key software application skills to overcome unique challenges in print graphic design

Level 10 Designs

Intern, June 2013–June 2014

Utilised graphic design skills to create graphics for clients

Learned key skills for Adobe Suite of products

Mumbai University Newspaper

Graphic Designer, September 2012–May 2014

Designed graphics for online publication

Worked with writers and editors to design graphically-unique profiles

Utilised and developed Photoshop skills

Educational History

Mumbai University

August 2010–May 2014

B.F.A., Animation and Digital Arts | 79% (Distinction)

**E-mail**

Communication through email has been the go-to medium to exchange meeting specifics, project plans and generic day-to-day work-related information. With the increased digitization of companies, emailing has become all the more widespread for employees to stay informed. Learning the art of writing a professional email helps you set a lasting impression of your work etiquettes, including how effectively you communicate. In this article, we discuss more about emails, including how to write a professional email, and share some tips for writing effective

**How do you start a professional E-mail ?**

Starting a professional email entails greeting the recipient, ideally with their position of responsibility or the company name on the receiving end. After you have greeted them, professionally, immediately explain the reason for writing this email. The reason could be a mere response, an invitation, an update or even the opportunity to include a colleague in the conversation. It is most common to use Dear Mr Karan, Dear Sir/Madam or To whom it may concern at the start. Make sure to stay consistent in the manner you address the recipient.

**How to write a professional E-mail**

Writing a professional email must not only account for the body of the email, but also the tonality you maintain. Here is how to write a professional email :

**(1) Start with an interesting subject line :** The subject line is a short message that is displayed before the contents of the email are visible in the inbox. It summarizes the intention of your email in usually seven to eight words. Moreover, a subject line helps the recipient to quickly identify your email in their inbox. For example, Minutes from today's meeting or Update on developments on the XYZ project.

**(2) Give greetings :** Ideally, you must include the recipient's name if you are aware of it. If not, then a *sir/madam* would do. If you are struggling to abide by a gender-neutral approach, then in the case of women, prefix their name with a Ms. Most importantly, irrespective of the recipient's gender, add a comma at the end of the greetings line. For example, Dear Ms Jessy or Dear Mr Arjun.

**(3) Write the core email body :** This section holds the key information that requires the recipient's focus. Write a detailed, yet succinct, message that describes your intention. It is imperative to be mindful of the time your reader may need to understand the intention of the email. For example, This email is in reference to my job application at Fine Foods International. I have received my interview results and I'm glad to embrace this opportunity.

**(4) Include a closing line :** The closing line is usually where you can place a call to action or inform the reader of the next steps. Consider ways to avoid forcing them to respond to you. Instead, write your line in such a way that they feel inspired or motivated to take action. A best practise is to find ways to continue the conversation, whether that is through email or in person. For example, We can chat about this on-call tomorrow afternoon. or If you could update me on this I would really appreciate it.

**(5) End with a signature :** Being the very last section of your email, the signature maintains a sense of neutral authority and professionalism. It usually includes your complete present professional identification by name, job position, company name, phone number and possibly, an alternative email address for you. Ensure that you begin your signature with Sincerely or Best regards. For example:

Best regards,  
Raj Shahi  
Junior HR Manager  
Buzz Games Ltd.

**(6) Proofread your email :** Double-check the tone of voice of your email. Establish a neutral tone that helps the reader concentrate and craft a reply that you are expecting. An email that is free of spelling and grammatical errors is easier for others to read and comprehend, meaning you may be more likely to receive a response. Aside from spelling and grammar, it is important that your email have a high readability, meaning the recipient can understand your communication.

**Sample Internship Application Email for a****One-month Internship**

name.123@email.com

Subject: Application for Internship

Dear Sir/Ma'am,

With reference to the advertisement for a one-month internship programme that you posted on your LinkedIn handle, I would like to express my interest in joining the internship.

I am a final-year student of Journalism and Mass Communication at Sri Krishna College of Arts and Science, Coimbatore. We have been asked to do a one-month internship as part of our curriculum, and we are allowed to choose the company we want to work with for the internship. I have always loved writing, and I maintain a blog that I update on a regular basis. I write about different topics, including politics, education, social service, health care, sports, art, architecture and personal thoughts. Having been a person who always loved to express my ideas and thoughts, your internship programme seems to be the perfect opportunity for me. I am looking forward to learning more about being a part of a daily newspaper

and improving my writing style.

Kindly consider my application and give me a chance to learn and practise the art of writing. I have provided the link to my personal blog for your perusal. I have also attached my resume and a copy of my college ID card for your reference.

Looking forward to hearing from you. Thank you.

Yours sincerely,

Rose Maria

Attachments:

- (1) Link – www.mypersonalblog.com
- (2) Resume
- (3) Copy of College ID card

**Sample Mail for Internship for In-plant Training**

**name:** name@email.com

**Subject:** In-plant training internship application

Dear Sir/Ma'am,

I am Shanthika Suresh, a third-year student of Electronics and Communication Engineering at SNS College of Engineering and Technology. I came across your post on an in-plant training internship provided by your prestigious company. I would like to know more about the procedure for applying for the internship programme.

I have some experience working with various circuits and apparatuses. I have a keen eye for accurate measurements and tracking glitches. I would like to improve my knowledge in this field, and an opportunity to intern in your company would be a great learning experience for me.

I would be highly obliged if you could give me a chance to work with your company. Kindly accept my application and let me know the further process of enrolling for the internship. I have enclosed my resume and a copy of my college ID card for your reference.

Looking forward to a positive response from you. Thank you for your time and consideration.

Yours sincerely,  
SHANTHIKA SURESH  
III Year ECE

Attachments

- (1) Copy of College ID card
- (2) Resume

**Blogs**

Blogs are a type of regularly updated websites that provide insight into a certain topic. The word blog is a combined version of the words "web" and "log." At their inception, blogs were simply an online diary where people could keep a log about their daily lives on the web. They have since morphed into an essential forum for individuals and businesses alike to share information and updates. In fact, many people even make money blogging as professional full-time bloggers.

As the publishing world has evolved, and more of it has moved online, blogs have come to occupy a central position in this digital content world. Blogs are a source of knowledge, opinion and concrete advice. While not yet posed to replace journalism as an art form, people increasingly look to trusted blogs to find answers to their questions, or to learn how to do something.

Blogs are always evolving both in terms of how they're created and what they are used for. They can be a vehicle for creativity and for marketing. They're also increasingly created and read on mobile apps, as mobile blogging also comes into its own.

**How does a blog look like?**

A blog consists of a series of articles or posts. While the appearance of your blog can vary depending on the platform and design choices made by you as the blogger, here are some common elements you may find in a typical blog and include in your own, keeping in mind the importance of user experience design and web design:

(1) **Header** : The top section of a blog often contains your blog's title or logo, along with a navigation menu that helps visitors explore different sections or categories of your blog. You might decide to categorize blogs from the same topic together, for repeat readers who are looking specifically from posts from that area of interest.

(2) **Content body** : This is where the content of your blog posts is displayed. Each post usually includes a title, author name, date of publication, and the main content of the post, which can include text, images, videos, or other multimedia.

(3) **Sidebar** : A blog may have a sidebar on one or both sides of the main content area. The sidebar often contains additional information or features such as a search bar, recent posts, popular posts, categories, tags, social media links, an about section, and advertisements. You can this part of your blog to help establish your blogs navigation, and site hierarchy to users and search engines.

(4) **Comments** : Many blogs allow readers to leave comments on their posts. The comments section typically appears below the main content of each post and may include the ability for readers to reply to comments or upvote them. Before enabling comments on your blog, make

sure you have the time and resources to manage comments effectively. You'll need to monitor them for spammy messages which should be deleted, or for messages from genuine readers who you'll need to connect with.

(5) **Footer** : The bottom section of your blog usually contains copyright information, links to your privacy policy and terms of service, additional navigation links, and sometimes widgets like a subscription form, social media icons (social share buttons), or related posts.

Blog designs can vary greatly depending on the theme, customization options, and personal preferences that you chose. These elements provide a general overview of what a blog looks like, but blogs may have unique layouts or additional features based on your chosen platform and your design choices.

Generally to create and manage a blog, you'll need a blog platform or CMS. Within this you'll also need a domain name and web hosting service like Wix hosting.

**Types of blogs**

Different types of blogs cover varying topics, from food and fashion to marketing. Blogs are composed of individual posts on more specific subjects within the blog's field of expertise. To get started with blogs on social media, check out microblogging. These posts often serve as a platform for discussions, as many blogs have active comments sections. You can think of a blog almost as a newspaper that adds articles and continually maintains the archive.

Whether you've seen stand-alone blogs or blogs as website sections, you've probably encountered blog examples all over the internet. Some of the most popular types of blogs in the blogosphere include :

- Food blogs
- Travel blogs
- Health and fitness blogs
- Lifestyle blogs
- Fashion and beauty blogs
- Parenting blogs
- Business blogs
- Sports blogs
- Art blogs

**Website vs. Blog**

As you now know, a blog often deals with a given topic and is updated with regular posts, mostly in the form of articles. Websites, however, are often broken down into inner explanatory pages, each with varying purposes. This can mean anything from an FAQ page to a welcoming homepage design. These pages are occasionally updated, making a website more static than a blog. Oftentimes websites have

internal blogs, while other websites are entirely blogs without any additional pages.

When blogs are a section of a larger website, the website provides the bulk of the information and uses a blog feature to keep users updated and engaged. For example, think of an online store that also offers a blog about their various products and how to use them.

Blogs that make up the entire website usually rely on the content itself rather than sell a product or market a service.

**Importance of Blogs**

Bloggng is still important today, for establishing your web presence, and for the following reasons :

(1) **Relationship and community building** : Much like social media platforms, blogs allow people to share their thoughts and experiences with others. Given the active comment sections, they enable people to interact with one another and build relationships based on shared interests that aren't limited by geographic location. They're an impactful form of information exchange. Essentially, blogs have become a social platform unto themselves and a central part of online community building.

For this reason blogs are also a key part of brand management. Your content creation efforts, published via a blog can be used to represent your brand, its values and your products.

(2) **Monetization** : Another reason why blogging has become so popular is that many people have started monetizing their blogs. Bloggers tend to make money off of advertisements in a couple of different forms. One of the most common types of advertisements is affiliate marketing. Since bloggers often discuss a given topic and experience in their field, they are reliable sources for those topics.

For example, if you've started a travel blog and write about your experiences and what you did in various destinations, your readers might follow your advice. Because you provide information about travel attractions and promote them to your readers, those travel attractions might be willing to pay you to increase their visitor count. Bloggers could also make money on digital ads through an advertising network (such as Google AdSense) or sell their blogs to larger media entities.

(3) **Easy to create** : On a technical note, blogs have surged because it has become easy for individuals to create and update their own blogs regularly using a code-less website building platform. And because blogs are about any topic of choice, anyone can choose to create their own.

**How to Write a Blog**

It is your job as a blogger to seek out resources that will continually improve your writing and make your blog that much more successful. Here's a list of tips that can help improve your blog posts.

- (1) Address a compelling topic. The most popular posts address a compelling topic that will appeal to your target audience. Once you've settled on a topic that fits your blog's area of focus, it's time to put your writing skills to work and start to craft the corresponding blog post.
- (2) Come up with a great post title. Titles are important in attracting an audience to your blog and getting your post pageviews. Without a title that attracts eyes, a good blog post can languish. Come up with a catchy title that will hook readers and make them want to read your article.
- (3) Outline your post. Before you begin writing, it's important to outline your post. Blogs allow you the freedom to experiment with structure and form. Decide how you want to lay out your ideas and outline your post in order to walk readers through your thought process and help them relate to your point of view.
- (4) Explain your connection to the topic. From the beginning, blogging has been a highly personal form of writing. Bloggers connect with their audience and produce great content by making their blog writing personal and demonstrating a connection with their blog content.
- (5) Use a clear layout. Most successful blogs have short paragraphs with clear topics. Often bloggers will use bullet points list out ideas that support their main point. Make sure your post is laid out in a clear and visually clean way to help readers follow along with your thoughts.
- (6) Write from the heart. Bloggers are no different from other writers in that they occasionally suffer from writer's block. The most important thing you can do to overcome stumbling blocks in your work is to come up with blog post ideas that you connect with on a deep, personal level. Writing blog posts should be a labor of love. Writing blog posts that you feel passionately about will help readers connect with your work and grow your audience base.
- (7) Propose solutions. It's important to have a clear point of view in your blog posts and wrap up posts with a clear conclusion or solution to a problem you've focused on. It's not enough to just give a cursory overview of a topic, readers depend on you to walk them through an issue in a well-informed way. Instead of giving light anecdotal examples, provide your readers with a well-sourced case study that relates to the topic at hand.
- (8) Consider search engine optimization. Make sure that your page SEO is up to snuff in order to get clicks on your articles and bring new readers to your page. Research SEO trends and SEO key terms and compare your blog post against the top-ranking results

- for search terms relevant to your topic. Ideally, you want to make sure your posts are near the top of search engine results.
- (9) Proofread. Once you have a first draft of a blog post, it's time to do a read-through to look for typos and tweak awkward sentences. New bloggers working on their first blog often skip this part of the process and rush to publish their new posts. It's not enough to focus on search engine optimization or designing a flashy infographic for your homepage; professional bloggers should take pains to make sure their posts are free from typos and careless errors.
  - (10) Promote your writing. Once you have enough posts on your blog, it's time to start networking and promoting your work. Promotion is especially important if your blog is connected with your business. Consider appearing on a podcast, starting an email list, or guest blogging on a related blog as ways to promote your own work. Content marketing is a hugely important part of being a successful blogger. Make sure to tweet and post about your work on social media, showcasing blog posts that are particularly good examples of the sort of writing readers can find on your blog.

### Some Important Text-Book Questions

Q. (1) Define the following keywords :

- (1) Manifesto
- (2) Self-possession
- (3) Streamline
- (4) Rage
- (5) Meteors
- (6) Fierce
- (7) Perjury

**Ans. (1) Manifesto :** A manifesto is a public declaration of policy and aims or statement of principles, beliefs, or intentions. It typically outlines the goals, objectives, or ideologies of a group, organization, or individual. Manifestos are often written to assert a particular stance or to inspire change.

**(2) Self-possession :** The state of being calm and confident; control of one's emotions or reactions especially when under stress; presence of mind, composure, poise.

**(3) Streamline :** Streamline means to organize, to put in order, to make something more efficient, straightforward, or simplified. It involves removing unnecessary elements or processes to achieve a smoother or more streamlined outcome. This term is often used in the context of improving design, production, or workflow processes.

(4) **Rage** : Rage refers to intense and uncontrollable anger, fury, or wrath. It is an extreme emotional state characterized by feelings of extreme frustration, resentment, or outrage. Rage can lead to aggressive or violent behaviour if not managed or controlled.

(5) **Meteors** : Meteors are small celestial objects that enter the Earth's atmosphere and burn up, creating streaks of light in the night sky. Often referred to as shooting stars, meteors are fragments from comets or asteroids that vaporize upon entry, producing a luminous effect.

(6) **Fierce** : Ferocious, savage, frightening, brutal, violently hostile or aggressive in temperament given to fighting, marked by unrestrained zeal or vehemence; wild, menacing, strong and powerful.

(7) **Perjury** : It is the act of deliberately lying or making false statements while under oath or during the course of a legal proceeding. It is a criminal offense and is considered a form of dishonesty or obstruction of justice. Perjury is punishable by law to maintain the integrity of the legal system.

**Q. What do you understand by the following keywords ?**

(A) Intent

(B) Campaign

(C) Malicious

(D) English communication

(E) Competence

(F) Soft skills

(G) Practical knowledge

(H) Resume

(I) C.V.

(J) Blog

(K) Blog writer

(L) E-mails

**Ans. (A) Intent** : It refers to the state of someone's mind, aim, intention or purpose behind their actions. It is the deliberate and conscious decision to do something or achieve a specific outcome. Intent is often an important factor in legal proceedings as it can determine the severity of charges or implications of actions. It is also a key consideration in understanding someone's motivations or reasoning behind their behaviour.

**(B) Campaign** : A campaign is a series of coordinated action, activities or efforts to achieve a specific result, goal or objective. It is often used in the context of marketing, politics, or advocacy, where a group or individual works towards achieving a particular outcome. Campaigns may involve various strategies, such as advertising, public relations, grassroots organizing, or social media outreach.

**(C) Malicious** : It refers to spiteful, malevolent behaviour or actions that are intended to cause harm, damage, or deliberate misfortune to

others. It involves having ill intent or a desire to cause trouble, hurt, or deceive. Malicious activities can range from cybercrimes like hacking and spreading malware to personal attacks or defamation.

**(D) English communication** : This refers to a person's ability to effectively and accurately communicate in the English language. It involves not just knowing the basic language skills but includes proficiency in vocabulary, grammar, pronunciation, and comprehension.

**(E) Competence** : It means capability, ability, proficiency, expertise; the ability to do something well; the quality or state of having sufficient knowledge, judgement, skill, or strength (as for a particular duty or in a particular respect)

**(F) Soft skills** : They are personal qualities, behaviours, and attributes that enhance interpersonal relationships and contribute to effective communication and collaboration. Non-technical skills that describe how you work and interact with others. These skills are often transferable across different jobs or industries and include traits such as communication, teamwork, problem-solving, creativity, adaptability, and emotional intelligence.

**(G) Practical knowledge** : This refers to the knowledge and understanding of how to apply theories, concepts, or information in real-world situations. It involves having hands-on experience and being able to effectively utilize knowledge to solve problems, make decisions, or perform tasks. Practical knowledge is often gained through active learning, practice, and practical application of acquired knowledge.

**(H) Resume** : Resume is French for 'summary'. It is a formal document that job applicants create to itemize their qualifications for a position. A Resume is a crucial document giving a short-written description of education, skills, qualification, experience, previous job and personal interests. It is used by a person to present his/her backgrounds and skills to secure new employment. It is a marketing tool in which the applicant markets his specific accomplishments, skills and previous experiences.

**(I) C.V.** : The term C.V. is an abbreviation of the Latin word Curriculum Vitae. It is a brief account/document that provides a detailed summary of a person's educational background, work experience, skills, career, and achievements. It is commonly used for job applications and provides potential employers with an overview of an individual's qualifications and suitability for a specific role.

The main difference between a C.V. and a Resume is that a C.V. focuses on your educational history where as a Resume focuses on achievements in your educational as well as professional career. A Resume is a concise picture of your skills and qualifications where as a C.V. is more comprehensive.

**(J) Blog** : The word blog is actually a shortened form of its original name, "weblog." It is a normally updated web page used for individual

note, commentary or professional content; a website that contains online personal reflectors, comments, and often hyperlinks, videos, and photographs provided by the writer. Blogs are often interactive and comprise of sections at the bottom of individual blog posts where readers can leave comments

**(K) Blog writer :** A blog writer is someone who creates online content for their personal website or blog. They are responsible for generating interesting and engaging written material on a variety of topics. Blog writers can write personal or professional blogs, sharing their thoughts, expertise, experiences, or information. Their aim is to attract and engage readers through their writing.

**(L) E-mails :** A message distributed by electronic means from one computer user to one or more recipients via a network is e-mail electronic mail is a method of transmitting and receiving messages using electronic devices. An email address is often treated as a basic and necessary part of many processes in business, commerce, government, education, entertainment, and other spheres of daily life in most countries.

### Text book Exercises

#### Question on commonly confused words :

(1) I'm tired, so I'm going to sleep till late in the morning, ..... tomorrow is a holiday. (Beside/Besides)

**Ans. Besides**  
(2) If you ..... up straight, you will have less back and neck pain, (set/sit)

**Ans. sit**  
(3) Many medications have other ..... besides the intended one. (affects/effects)

**Ans. effects**  
(4) ..... the cloth over the table and then set the vase of flowers on it. (Lay/Lie)

**Ans. Lay**  
(5) Her great-grandparents ..... from England in the 1840s. (emigrated/immigrated)

**Ans. emigrated**  
(6) In a wedding ceremony, the bridesmaids ..... the bride down the aisle. (precede/proceed)

**Ans. precede**  
(7) He has been the acting head of the company, but today he was ..... given the title of company president. (formally/formerly)

**Ans. formally**  
(8) His manners are always ..... when he is with friends. (decent/descend)

**Ans. decent**  
(9) This is a very beautiful ..... for building a society.

**Ans. site**  
(10) My superiors always ..... me to lead the new projects. (sight/site/site)

**Ans. expected**  
(11) I am ..... about your success. (accepted/expected)

**Ans. confident**  
(12) The other lung was ..... so the doctor prescribed some medication. (confidant/confident/confidence)

**Ans. infected**  
(12) The special ..... of the book will be launched in the presence of Mayor. (affected/infected)

**Ans. edition**  
(13) Amal was ..... at using computers. (addition/edition)

**Ans. adept**  
(14) Patience is always ..... when dealing with senior citizens. (adopt/adept)

**Ans. advised**  
(15) If you want my I pad, then I will ..... it to you. (advise/advised)

**Ans. lend**  
(16) That accident victim is fully ..... now. (borrow/lend)

**Ans. conscious**  
(17) The police arrested the ..... killer. (conscience/conscious)

**Ans. serial**  
(18) They need to ..... new solutions. (cereal/serial)

**Ans. devise**  
(19) Mr Murthi is a god man who ..... people with warmth and compassion. (device/devise)

**Ans. envelop**  
(20) The manager ..... announced the quota of annual budget. (envelope/envelop)

**Ans. formally**  
(21) The class was asked to write on the ..... Mutiny of 1857. (formerly/formally)

**Ans. historic**  
(22) ..... been five years since I started my business. (historic/historical)

**Ans. Its**  
(23) Your clothes are hanging ..... Have you lost weight? (it's/its)

- Ans. loose  
(24) ..... as fast as you can. (Pedal/Peddle)  
Ans. Pedal  
(25) It's difficult to work, there's no ..... in this room. (piece/peace)  
Ans. peace

**Pick the right meaning of the following IDIOMS**

- (1) **All and sundry :**  
(a) All of a sudden  
(b) Greater share  
(c) Everyone without distinction  
(d) Completion of work.
- Ans. (c) Everyone without distinction.
- (2) **By fair means or foul :**  
(a) In any way honest or dishonest  
(b) Without difficulty  
(c) Having being instigated  
(d) Without using common sense.
- Ans. (a) In any way honest or dishonest.
- (3) **Castles in the air :**  
(a) Perfect plans  
(b) Visionary projects  
(c) Fanciful schemes  
(d) Romantic designs.
- Ans. (c) Fanciful schemes.
- (4) **Do not use fuel to the fire :**  
(a) Aggravate trouble  
(b) Create problem  
(c) Calm down  
(d) Harass.
- Ans. (a) Aggravate trouble.
- (5) **Spick and span :**  
(a) A readymade thing  
(b) Neat and clean  
(c) Garrulous  
(d) Outspoken.
- Ans. (b) Neat and clean.
- (6) **Hard of hearing :**  
(a) Deaf  
(b) Inaudible  
(c) Insensitive  
(d) Disinterested.
- Ans. (a) Deaf.
- (7) **To frame a person :**  
(a) To make one appear guilty  
(b) A narrow escape  
(c) To befool someone  
(d) To praise someone.
- Ans. (a) To make one appear guilty.
- (8) **To lose one's head :**  
(a) To become nervous

- (b) To become confused and overexcited  
(c) To lose balance  
(d) To go crazy.
- Ans. (c) To lose balance.
- (9) **To smell a rat :**  
(a) To misunderstand  
(b) To suspect a trick or deceit  
(c) To see a hidden meaning  
(d) None of the above.
- Ans. (b) To suspect a trick or deceit.
- (10) **To get cold feet :**  
(a) To fall sick  
(b) To run for life  
(c) To become discourteous  
(d) To be afraid.
- Ans. (d) To be afraid.
- (11) **To save one's face :**  
(a) To oppose  
(b) To hide oneself  
(c) To save plainly  
(d) To evade disgrace.
- Ans. (d) To evade disgrace.
- (12) **To read between the lines :**  
(a) To suspect  
(b) To concentrate  
(c) To grasp the hidden meaning.  
(d) To read carefully.
- Ans. (c) To grasp the hidden meaning.
- (13) **To see eye to eye with :**  
(a) To stare fixedly  
(b) To agree  
(c) To take revenge  
(d) To be angry.
- Ans. (c) To take revenge.
- (14) **Pros and cons :**  
(a) Good and evil  
(b) For and against a thing  
(c) Former and latter  
(d) Foul and fair
- Ans. (a) Good and evil.
- (15) **To break the ice :**  
(a) To end the hostility  
(b) To start a conversation  
(c) To end the partnership  
(d) To start quarrelling.
- Ans. (b) To start a conversation.
- (16) **To win laurels :**  
(a) to be victorious in a game  
(b) to memorize  
(c) to be disappointed  
(d) to earn great honour.
- Ans. (d) to earn great honour.

(17) To beat around the bush :

- (a) To cut down trees  
(b) To plant more trees  
(c) To hurt someone  
(d) Not to come to the point.

Ans. (d) Not to come to the point.

(18) To be in a fix :

- (a) In pain  
(b) In distress  
(c) Depressed  
(d) In a difficult situation.

Ans. (d) In a difficult situation.

(19) To grease the palm :

- (a) To rub oil on the hand  
(b) To lubricate the machine parts  
(c) To bribe  
(d) To cut the tree.

Ans. (c) To bribe.

(20) In a nutshell :

- (a) Writing  
(b) Briefly  
(c) Angrily  
(d) casually.

Ans. (b) Briefly.

Every idiom/phrase in italics is followed by four options. Find out the exact option :

(1) *At the eleventh hour*, Arunima arrived and saved them from the crisis.

- (a) at the last minute  
(b) one hour before twelve  
(c) when in trouble  
(d) right at the end

Ans. (a) at the last minute.

(2) *Caste politics is the burning question of the day.*

- (a) An irrelevant problem  
(b) A relevant problem  
(c) A widely debated issue  
(d) A dying issue

Ans. (c) A widely debated issue.

(3) *Discipline is on the wane in schools and colleges these days :*

- (a) Spreading  
(b) Increasing  
(c) Spiralling  
(d) Declining.

Ans. (d) Declining.

(4) *He always gets on my nerves.*

- (a) Makes me sad  
(b) Irritates me  
(c) Makes me ill  
(d) Pierces my eardrums.

Ans. (b) Irritates me.

(5) *She works by fits and starts :*

- (a) Irregularly  
(b) Consistently  
(c) Enthusiastically  
(d) In high spirit

Ans. (a) Irregularly.

(6) *The new trainer is a simple man, he will always call a spade a spade.*

- (a) Be outspoken in language  
(b) Say something to be taken seriously  
(c) Avoid controversial situation  
(d) Find meaning in your action.

Ans. (a) Be outspoken in language.

(7) *When she started borrowing my clothes without asking, I had to put my fool down.*

- (a) To use your authority to stop something happening  
(b) Withdraw  
(c) Resign  
(d) Hesitate.

Ans. (a) To use your authority to stop something happening.

(8) *It is difficult to make both ends meet.*

- (a) Earn enough  
(b) Manage the business  
(c) Control affairs  
(d) Work hard.

Ans. (a) Earn enough.

(9) *His promotion is on the cards.*

- (a) Certain  
(b) Due  
(c) Probable  
(d) Evident.

Ans. (b) Due.

(10) *They promised to give me a raise when the project is complete, but I want them to put it down in black and white first.*

- (a) In written form  
(b) As it happened  
(c) What you saw  
(d) In detail.

Ans. (a) In written form.

(11) *The Apollo hospital is a stone's throw from the institute.*

- (a) A short distance  
(b) Within a certain radius  
(c) Very far off  
(d) Within a km.

Ans. (a) A short distance.

(12) *Substantial numbers of rank-and-file members ignored their union's advice.*

- (a) The majority  
(b) The ordinary members  
(c) The cabinet members  
(d) The official machinery.

Ans. (b) The ordinary members.

(13) *In order to determine why the company was headed towards a fiscal disaster, the CEO had to take a step back and get a bird's eye view of the situation so he could locate the cause of the problem.*

- (a) Narrow view  
(b) Beautiful view  
(c) Ugly view  
(d) Comprehensive perspective.

Ans. (d) Comprehensive perspective.

(14) Sameer's lawyer promised that he would leave no stone unturned in trying to find more evidence to help Sameer's case.

- (a) Took no pains
- (b) Irrelevant actions
- (c) Even-thing possible to solve the problem
- (d) Resorted to illegitimate practice.

Ans. (c) Even-thing possible to solve the problem.

(15) I thought my old job was stressful, but my new one is worse. It's like I jumped out of the frying pan and into the fire.

- (a) To enter into a comfortable situation
- (b) From bad situation to worse
- (c) In dangerous situation
- (d) Difficult to please.

Ans. (b) From bad situation to worse.

#### Filing an FIR

(1) What is the purpose of an FIR?

Ans. FIR is a very important document as it sets the process of criminal justice in motion.

(2) Write down the full form of FIR.

Ans. First Information Report

(3) What is the procedure to file an FIR ?

Ans. It is only after the FIR is registered in the police station that the police take up investigation of the case.

(4) Write down the important steps involved in writing an FIR.

Ans.

- (1) Approach the nearest police station.
- (2) Disclose or narrate the incidents to the police personnel.
- (3) Provide as many details of the offense like the time, date, area of offense, description of people involved.
- (4) The police officer will prepare an FIR document.
- (5) The police officer provides the acknowledgement copy of the FIR with unique identification number.
- (6) A copy of registered FIR should be taken from police personnel with an FIR number, date and name of police station.

(5) Write an FIR for the loss of your suitcase at the Railway station.

Ans.

From  
Vivek Kapoor  
Madhav Nagar, Gwalior  
Mobile no. 9880588000  
Email ID. vvk-k@gmail.com

To

The Superintendent of Police,  
Indergani Chouraha Police Station,  
Gwalior

Respected Sir,

Subject : Loss of your suitcase at the Railway station.

I am Vivek Kapoor, age 34 as of now. I was to travel from Jhansi to Gwalior by Malwa express on 24 October, 2023. My suitcase was lost while waiting for the train at Jhansi railway station. I have tried all the way to trace out my suitcase but I was unsuccessful in finding it. Hence I want to lodge a police complaint to file F.I.R. Please take necessary steps to find it and give me a copy of F.I.R.. For any more information, I can be reachable at above given mobile number. Thank you!

Enclosing :

Copy of Voter ID  
Copy of Aadhaar card

(6) File an FIR for the loss of your personal documents.

Ans.

From  
Sachin Gupta  
Harshankar Puram, Gwalior,  
Mobile no. 98705688000  
Email ID. gupta.sach@gmail.com

To

The Superintendent of Police,  
Jhansi Road Police Station,  
Gwalior

Respected Sir,

Subject : Loss of my original degree certificates.

I, Sachin Gupta, am hereby humbly inform you that I have lost my degree certificates while travelling from Morena to Gwalior by bus. I tried all possible ways to recover them. But could not able to find

them till now. So I am reaching out to you to file an F.I.R. I have given a paper advertisement too to find my certificates. I have attached a copy of it here. Please file F.I.R for my loss of certificates, which will make me to step forward to claim duplicate certificates from my university. In case, any further details are required from my end, you may please contact me through the phone number given above.  
Thanking you !

Yours faithfully,  
Sachin Gupta

Attachments:

- (1) Xerox copy of certificates
- (2) Copy of paper advertisement about the loss of certificates

**MCQ**

(1) ..... is the primary and essential document in criminal proceedings. (E mail/report/FIR/Resume)

Ans. FIR

(2) Any individual ..... can file an FIR.

- (a) Who is a victim of crime.
- (b) Who has witnessed any crime.
- (c) Who has solid information of the crime.
- (d) All of the above.

Ans. (d) All of the above

(3) Arrange the following steps to file an FIR :

- (A) A copy of registered FIR should be taken from police personnel with an FIR number, date and name of police station.
- (B) The police officer provides the acknowledgement copy of the FIR with unique identification number
- (C) Provide as many details of the offense like the time, date, area of offense, description of people involved.
- (D) Approach the nearest police station
- (E) The police officer will prepare an FIR document
- (F) Disclose or narrate the incidents to the police personnel

Ans. (D) Approach the nearest police station.

(F) Disclose or narrate the incidents to the police personnel.

(C) Provide as many details of the offense like the time, date, area of offense, description of people involved.

(E) The police officer will prepare an FIR document.

(B) The police officer provides the acknowledgement copy of the FIR with unique identification number.

(A) A copy of registered FIR should be taken from police personnel with an FIR number, date and name of police station.

**Resume**

(1) Your resume is a tool with one specific purpose :

- (a) To get a job
- (b) To win an interview
- (c) To discuss salary
- (d) To introduce yourself.

Ans. (b) To win an interview.

(2) The ..... format lists your work history with dates, with your most recent employer and job title listed first:

- (a) Functional
- (b) Chronological
- (c) Historical
- (d) Combination.

Ans. (b) Chronological.

(3) What is a plain Text resume :

- (a) A resume that includes images
- (b) A resume that includes bulleted list
- (c) A resume that contains no formatting.
- (d) A resume with colour coded sections.

Ans. (c) A resume that contains no formatting.

(4) Which should not be a part of Resume :

- (a) Contact information
- (b) Employment history
- (c) Religious affiliation
- (d) Education.

Ans. (c) Religious affiliation.

(5) In which section of resume, you may add bilingual skills:

- (a) Contact information
- (b) Additional information
- (c) Employment history
- (d) Education.

Ans. (b) Additional information.

(6) Which of the following is the safest email address style to use on your resume?

- (a) smartguyfifjemailprovider.com
- (b) j.parnarfojemail.provider.com
- (c) Athleticsforusroiemail.provider.com
- (d) None of these.

Ans. (b) j.parnarfojemail.provider.com.

**Exercise on Essential Conversation**

(1) Are the following statements about the above conversation true or false :

(a) Sharad meets Rashmi when she arrives. (True/False)

Ans. True

(b) Sharad offers to show Rashmi the office. (True/False)

Ans. True

(c) Rashmi had a bad journey. (True/False)

Ans. False

(d) Rashmi is happy to be at the office. (True/False)

Ans. True  
 (e) Sharad introduces Rashmi to Niti. (True/False)  
 Ans. True

(2) Put the following sentences in correct order :

- (a) Are you Sandeep?
- (b) Yes, I am! Nice to meet you.
- (c) Perfect. Thanks.
- (d) Hi, I'm Niti. Nice to meet you-welcome to the team.
- (e) It was fine and it's great to be here!
- (f) Ah, Niti, this is Rashmi.
- (g) No, I'm not. I'm Ashir. You must be Rashmi.
- (h) So how was your journey?
- (i) Me too. Can I show you the office?

Ans. (a) Are you Sandeep?  
 (g) No, I'm not. I'm Ashir. You must be Rashmi.  
 (b) Yes, I am! Nice to meet you.  
 (i) Me too. Can I show you the office?  
 (c) Perfect. Thanks.  
 (d) Hi, I'm Niti. Nice to meet you-welcome to the team.  
 (f) Ah, Niti, this is Rashmi.  
 (h) So how was your journey?  
 (e) It was fine and it's great to be here!

(3) Put the following words in the correct order to make sentences :

- (i) Rashmi. You be must
- (ii) I Yes, am.
- (iii) Nice you. to meet
- (iv) journey? How your was
- (v) It's be to great here!
- (vi) is This Rashmi.
- (viii) I'm Hi, Niti.
- (viii) the to Welcome team !

Ans. (i) You must be Rashmi.  
 (iii) Nice to meet you.  
 (v) It's great to be here !  
 (viii) Hi, I'm Niti.  
 (ii) Yes, I am.  
 (iv) How was your journey?  
 (vi) This is Rashmi.  
 (viii) Welcome to the team !

Fill in the blanks in the following sentences choosing from given words ;  
 (Ticket, boarding, ID card, baggage, gate, confirm, weapons, played)  
 (1) I want to ..... my flight.  
 Ans. confirm  
 (2) Can you tell me your ..... number ?  
 Ans. Ticket  
 (3) Can I see your ticket and ..... , please ?  
 Ans. ID card

(4) Did you leave your ..... unattended at all in the airport ?  
 Ans. baggage  
 (5) Are you carrying any ..... ?  
 Ans. weapons  
 (6) Can you point me toward the ..... ?  
 Ans. gate  
 (7) Flight X to New York is now .....

Ans. boarding  
 (8) Spice Jet flight has been ..... due to weather conditions.  
 Ans. delayed

Fill in the Blanks by choosing the best option from A to D

Situation: Ashir meets Chinmayi.

Chinmayi: Excuse me, can you help me?  
 Ashir: Yes sure, (1) \_\_\_\_\_  
 Chinmayi: I'm a bit lost and need to find my way to class room H2-202. Please tell me how to find it.  
 Ashir: You're very close. It's just round the corner. I'll show you the way, I've got a class there now.  
 Chinmayi: Thank you that is very kind. My name is Chinmayi.  
 Ashir: \_\_\_\_\_ (2) \_\_\_\_\_  
 Chinmayi: Nice to meet you as well. You're from Shantiniketan, my friend Aditi met you yesterday and said that there was a new student joining our class.  
 Ashir: Yes, it was great to meet her yesterday. \_\_\_\_\_ (3) \_\_\_\_\_  
 Chinmayi: I'm from Mysore. It is an old and beautiful city.  
 Ashir: \_\_\_\_\_  
 Chinmayi: What is your family like?  
 Ashir: My family is small. I am an only child so it was just my parents and me. \_\_\_\_\_ (4) \_\_\_\_\_  
 Chinmayi: Yes, I've not been here long but I think it is a great city. Here we are at the classroom. Aditi usually gets to class early, we can go and sit with her.  
 Ashir: Morning Ashir and Chinmayi. How are you?  
 Aditi: I'm fine thanks.  
 Chinmayi: Hi. \_\_\_\_\_ (5) \_\_\_\_\_  
 Aditi: Yes I'm fine, thanks for asking.

Choose the best option (A-D) for the following five questions to fill in the blanks in the above conversation:

- (1) Which option is the best to fill in the first blank ?  
 (a) Who are you?  
 (b) What can I do?  
 (c) Where do you come from?

- (d) How are you?  
 Ans. (b) What can I do?  
 (2) Which option is the best to fill in the second blank?  
 (a) What's your name?  
 (b) It is nice to meet you.  
 (c) I have to go, goodbye.  
 (d) Do you want to go and have coffee?

- Ans. (b) It is nice to meet you.  
 (3) Which option is the best to fill in the third blank?  
 (a) What is your family like?  
 (b) My name is Chinmayi.  
 (c) What is your name?  
 (d) Where do you come from?

- Ans. (d) Where do you come from?  
 (4) Which option is the best to fill in the fourth blank?  
 (a) How long will you stay?  
 (b) Where are you living?  
 (c) Do you like Mysore?  
 (d) What is your name?

- Ans. (c) Do you like Mysore?  
 (5) Which option is the best to fill in the fifth blank?  
 (a) I'm great, and you?  
 (b) I'm Chinmayi.  
 (c) Do you want to eat lunch together?  
 (d) Have you met Ashir?

- Ans. (a) I'm great, and you?

**Conversation at an Airport :** The following pieces of conversation are related to someone's journey by airplane. You have to choose the best options from the choices given at the end of every sentence:

- (1) ..... I have a coffee with milk, please?  
 (a) Can  
 (b) Will  
 (c) Do

- Ans. (a) Can  
 (2) Excuse me, where is the Indigo check-in .....?  
 (a) desk  
 (b) station  
 (c) table

- Ans. (a) desk  
 (3) I lost my ..... pass; can I get another one, please?  
 (a) traveling  
 (b) seating  
 (c) boarding

- Ans. (c) boarding  
 (4) I have a ..... in Jalandhar on the way to Jammu.  
 (a) stayover  
 (b) stopover  
 (c) layoff

- Ans. (c) layoff

- (5) ..... have the pasta, please.  
 (a) Me  
 (b) I'll  
 (c) Do

- Ans. (b) I'll  
 (6) You need to ..... up your bag in Amritsar.  
 (a) take  
 (b) pick  
 (c) get

- Ans. (b) pick  
 (7) A ..... coffee, please.  
 (a) regular  
 (b) standard  
 (c) normal

- Ans. (a) regular  
 (8) The metal in my belt ..... the alarm.  
 (a) set off  
 (b) took off  
 (c) went off

- Ans. (a) set off  
 (9) Do I ..... to take off my shoes?  
 (a) want  
 (b) need  
 (c) should

- Ans. (b) need  
 (10) Is the flight on .....?  
 (a) hour  
 (b) schedule  
 (c) departure

- Ans. (b) schedule  
 (11) There's a half-hour .....  
 (a) depart  
 (b) delay  
 (c) late

- Ans. (b) delay  
 (12) What ..... of juices do you have?  
 (a) can  
 (b) kind  
 (c) mark

- Ans. (b) kind  
 (13) How much is the oversized luggage .....?  
 (a) fee  
 (b) tax  
 (c) bill

- Ans. (a) fee  
 (14) What's my ..... number?  
 (a) chair  
 (b) seat  
 (c) sit

- Ans. (b) seat

## MCQ

- (1) A regularly updated website or webpage run by an individual is called :  
 (a) E-mail (b) Soft skills  
 (c) C.V. (d) Blog  
**Ans.** (d) Blog
- (2) Video blogging is also known as .....  
 (a) you tube (b) zen pen  
 (c) vlogging (d) None of these.  
**Ans.** (c) vlogging
- (3) The full form of e-mail is :  
 (a) Electronic mail (b) Electronic media  
 (c) Electric medium (d) none of these.  
**Ans.** (a) Electronic mail
- (4) Blog is a shortened form of :  
 (a) Website (b) Weblog  
 (c) Belonging to a group (d) Belonging to a person.  
**Ans.** (d) Belonging to a person
- (5) Simile is :  
 (a) Short form for similar (b) A figure of speech  
 (c) An idiom (d) A proverb.  
**Ans.** (b) A figure of speech
- (6) A blog has to be updated :  
 (a) Regularly (b) Seldom  
 (c) Never (d) Once a year.  
**Ans.** (a) Regularly
- (7) A blog is a means of sharing :  
 (a) Personal views and opinions (b) Views of a nation  
 (c) International views (d) Views of a celebrity  
**Ans.** (a) Personal views and opinions
- (8) A book or electronic resource that lists words in groups of synonyms and related concepts is called :  
 (a) Blog (b) E-mail  
 (c) Thesaurus (d) E- book  
**Ans.** (c) Thesaurus
- (9) A blog post is an article or entry that is published in the ..... of a website.  
 (a) Blog section (b) Offline  
 (c) Sent by post (d) None of these.  
**Ans.** (a) Blog section
- (10) What does V in Vlogging mean :  
 (a) Video (b) Virtual  
 (c) Visual (d) View.

- Ans.** (a) Video
- (11) The user name and email server parts of an email address are separated by ..... symbol  
 (a) # (b) @  
 (c) & (d) \$  
**Ans.** (b) @
- (12) An email may contain non-text information which may be .....  
 (a) downloaded (b) uploaded  
 (c) erased (d) transmitted  
**Ans.** (a) downloaded
- (13) The second part of email address identifies .....  
 (a) name of bank (b) name of the email server  
 (c) name of individual user (d) name of the mobile phone operator  
**Ans.** (b) name of the email server
- (14) You can ..... an email if you want to remember it is important, and this also puts the email into a special folder for easy access  
 (a) Star (b) Draft  
 (c) Label (d) Reply  
**Ans.** (a) Star
- (15) What sends a copy of an email to a new recipient?  
 (a) Reply (b) BCC  
 (c) Reply All (d) Forward  
**Ans.** (d) Forward
- (16) The first part of email address identifies .....  
 (a) name of the email server  
 (b) name of the mobile phone operator  
 (c) name of individual user  
 (d) name of bank  
**Ans.** (c) name of individual user
- (17) Gmail.com, yahoo.com, yahoo.co.in, ymail.com, rediff.com, rediffmail.com, fastmail.fm, etc. are popular .....  
 (a) email servers (b) social media sites  
 (c) FTP servers (d) None  
**Ans.** (a) email servers
- (18) SMTP stands for .....  
 (a) Simple Mail Transfer Protocol  
 (b) Server Mail Transfer Protocol  
 (c) Short mail transmission protocol  
 (d) Small mail transmission protocol

Ans. (a) Simple Main Transfer Protocol

(19) Transmission and delivery of information containing text, image, video, documents etc. to targeted recipient(s) over the Internet is called .....

- (a) e-commerce
- (b) email
- (c) social media
- (d) world wide web

Ans. (b) email

(20) What is the main folder in Gmail?

- (a) Inbox
- (b) Trash
- (c) SPAM
- (d) Star

Ans. (a) Inbox

(21) What do we call the people we send an email to?

- (a) Recipients
- (b) SPAM
- (c) Contacts
- (d) Inbox

Ans. (a) Recipients

(22) In MS Office, ..... is the software for managing emails.

- (a) MS Publisher
- (b) MS Access
- (c) MS Outlook
- (d) None

Ans. (c) MS Outlook

(23) ..... is a technology that allows you to send and receive messages over the Internet without the delay of traditional postal services.

- (a) email
- (b) Registered post
- (c) Speed post
- (d) India post

Ans. (a) email

(24) Each user of a email communication should possess .....

- (a) pen drive
- (b) external hard disk
- (c) a unique identifier, called email ID
- (d) None

Ans. (c) a unique identifier, called email ID

(25) In email communication, CC stands for

- (a) cold coffee
- (b) carbon copy
- (c) casual copy
- (d) blind carbon copy

Ans. (b) carbon copy

(26) The email ID of a person contains ..... parts.

- (a) 4
- (b) 3
- (c) 2
- (d) 5

Ans. (c) 2

(27) The file attached to an email is called the .....

- (a) attachment
- (b) content

(c) subject

Ans. (a) attachment

(28) The email ID of the secondary recipient of email is entered in ..... field.

- (a) CC
- (b) BCC
- (c) Subject
- (d) To

Ans. (a) CC

(29) Unsolicited emails may be filtered and separated into .....

- (a) inbox
- (b) spam bin
- (c) sent mails
- (d) draft

Ans. (b) spam bin

(30) How do you properly format an email?

- (a) Subject, Body, Signature, Closing
- (b) Subject, Salutation, Body, Signature
- (c) Signature, Body, Salutation, Subject
- (d) Subject, Salutation, Body, Closing, Signature

Ans. (d) Subject, Salutation, Body, Closing, Signature

(31) What does BCC stand for when sending an email?

- (a) Blind Copy Carbon
- (b) Blind Copy of a Copy
- (c) Blind Carbon Copy
- (d) Bulk Copy of a Copy

Ans. (b) Blind Carbon Copy

(32) A half completed email may be saved for later editing and transmission to the receiver in .....

- (a) inbox
- (b) spam bin
- (c) sent mails
- (d) draft

Ans. (d) draft

(33) There are Four Scenarios in .....

- (a) Servers
- (b) Domains
- (c) IP
- (d) Email

Ans. (d) Email

(34) What is the best defense against email scams?

- (a) Avoid email and use social media
- (b) Delete your email when there are links
- (c) Disconnect your home phone because who uses them anyway
- (d) Be skeptical when you are asked for personal information

Ans. (d) Be skeptical when you are asked for personal information

(35) What is the term used to describe what Internet scammers do to trick people out of their personal information?

- (a) Catfishing
- (b) Phishing

(c) Hacking  
 (d) Digital Theft

Ans. (b) Phishing  
 (36) At beginning of Internet era, messages sent by electronic mail were short and consisted of

- (a) Line only  
 (b) Text Only  
 (c) Words only  
 (d) Numbers Only

Ans. (b) Text Only  
 (37) Mail access starts with client when user needs to download e-mail from the

- (a) Mail Server  
 (b) Mail Box  
 (c) IP server  
 (d) Internet

Ans. (b) Mail Box  
 (38) All emails sent by the user may be saved in

- (a) inbox  
 (b) sent mails  
 (c) draft  
 (d) spam bin

Ans. (b) sent mails  
 (39) Which of the following is an advantage of an email?

- (a) Ease of communication  
 (b) Lower cost  
 (c) Desired length  
 (d) All of mentioned above

Ans. (d) All of mentioned above  
 (40) You should ..... your emails before sending. Once they are sent you cannot get them back.

- (a) reply  
 (b) return  
 (c) review  
 (d) remind

Ans. (c) review  
 (41) ..... is the exchange of computer stored messages by telecommunication.

- (a) E-mail  
 (b) Download  
 (c) Upload  
 (d) None

Ans. (a) E-mail  
RESUME

(1) Your resume is a tool with one specific purpose:

- (a) To get a job  
 (b) To win an interview  
 (c) To discuss salary  
 (d) To know about work

Ans. (b) To win an interview  
 (2) how many pages should a resume be for freshers ?

- (a) one Pages  
 (b) two pages  
 (c) three pages  
 (d) four pages

Ans. (a) one Pages  
 (3) how many pages of cv .....

- (a) Multiple Pages  
 (b) one page  
 (c) three pages  
 (d) four pages

Ans. (a) Multiple Pages  
 (4) What is the purpose of a resume?

- (a) used to apply for jobs  
 (b) Skills  
 (c) Experience  
 (d) Both b and c

Ans. (a) used to apply for jobs  
 (5) What are the resume formats?

- (a) Chronological Resume  
 (b) Functional Resume  
 (c) Combination Resume  
 (d) All of these

Ans. (d) All of these  
 (6) Chronological Resume commonly called .....

- (a) Reverse chronological  
 (b) Forward chronological  
 (c) Both a and b  
 (d) None of above

Ans. (a) Reverse chronological  
 (7) The resume of a fresh graduate is normally on how many pages?

- (a) one page  
 (b) two page  
 (c) three page  
 (d) four page

Ans. (a) one page  
 (8) Which of these is not mentioned in a resume?

- (a) Address  
 (b) Age  
 (c) Nationality  
 (d) Experience

Ans. (a) Address  
 (9) Which of the following is not a resume format?

- (a) Chronological  
 (b) Functional  
 (c) Fusion  
 (d) Combination

Ans. (b) Functional  
 (10) Which of the following is not a necessary part of a resume?

- (a) Religion  
 (b) Education  
 (c) Contact Information  
 (d) Employment history

Ans. (a) Religion  
 (11) What information should you leave off in your resume?

- (a) Experiences  
 (b) Awards  
 (c) Hobbies  
 (d) Accomplishments

Ans. (a) Experiences  
 (12) which of the following resume components is where you should state your career goal?

- (a) Profile  
 (b) Objective  
 (c) Summary  
 (d) None

Ans. (b) Objective  
 (13) a resume might contain all information except

- (a) Too much information  
 (b) A solid wall of text

(c) Spelling mistakes and grammatical errors  
(d) All of above

Ans. (d) All of above

(14) Which of the following is NOT a resume format?

- (a) ChronologicalB  
(b) Portfolio  
(c) FunctionalD  
(d) Combination4

Ans. (b) Portfolio

(15) The ..... format lists your work with history with dates, with your most recent employer and job title listed first.

- (a) Functional  
(b) Combination  
(c) Chronological  
(d) Portfolio

Ans. (c) Chronological

(16) Which of the following is the safest g-mail address style to use on your resume?

- (a) Lovin\_ladies123@gmail.com  
(b) samiyazhar472@gmail.com  
(c) attitudegirl@gmail.com  
(d) None of the above

Ans. (b) samiyazhar472@gmail.com

(17) In resume where you should keep your career goal?

- (a) Objective  
(b) Skills  
(c) Profile  
(d) Summary

Ans. (a) Objective

(18) which of the following resume components is where you should state your career goal?

- (a) Profile  
(b) Objective  
(c) Summary  
(d) None of Above

Ans. (b) Objective

(19) Resume is a ..... word which means summary.

- (a) French  
(b) German  
(c) Italian  
(d) American

Ans. (a) French

(20) The best way to apply for a job is :

- (a) Specifically written for that job  
(b) Suitable for any job  
(c) Full of personal information  
(d) Self-recommending

Ans. (a) Specifically written for that job

(21) The application letter and the resume perform .....

- (a) Two opposite tasks  
(b) Two different tasks

(c) The same task

Ans. (b) Two different tasks

(22) A summary placed at the beginning of the cv acts as:

- (a) Statement of objectives  
(b) Synopsis  
(c) Letter of recommendation.  
(d) Preface

Ans. (d) Preface

(23) The resume type that showcases the job seekers qualification and the skills is:

- (a) Reverse-chronological  
(b) Functional  
(c) Combination  
(d) Scan-able

Ans. (b) Functional

(24) The heading of a resume includes:

- (a) Personal information name and address  
(b) Names of references  
(c) Title of most recent job  
(d) Career Objective

Ans. (a) Personal information name and address

(25) The best way to start a statement on your resume is with .....

- (a) I or My  
(b) A noun  
(c) An adjective  
(d) An active verb

Ans. (d) An active verb

(26) A very plain looking resume designed to be delivered via e-mail or an online e-form is a:

- (a) Print resume  
(b) Web resume  
(c) Electronic resume  
(d) Scanned resume

Ans. (c) Electronic resume

(27) A word processed resume designed to be visually appealing is a:

- (a) Print resume  
(b) Web resume  
(c) Electronic resume  
(d) Scanned resume

Ans. (a) Print resume

(28) An applicant should always print their resume on paper that is .....

- (a) Their favorite color  
(b) White or light colored  
(c) Highly Patterned  
(d) Bright or fluorescent

Ans. (b) White or light colored

(29) This resume format focuses on both the skills and the work experience of the applicant:

- (a) Chronological  
(b) Functional  
(c) Skills  
(d) Combination

Ans. (d) Combination

- (30) Resume can be delivered through:  
 (a) Mail  
 (b) E-mail  
 (c) Fax  
 (d) All of the above.

- Ans. (d) All of the above
- (31) Which one of the following grows over longer time?  
 (a) Resume  
 (b) Cv  
 (c) Both of them  
 (d) None

- Ans. (b) Cv
- (32) CV stands for?  
 (a) Curriculum vitae  
 (b) Curriculum velocity  
 (c) Curriculum volt  
 (d) Curriculum verse

- Ans. (a) Curriculum vitae
- (33) The word CV is derived from?  
 (a) French  
 (b) Greek  
 (c) Latin  
 (d) German

- Ans. (c) Latin
- (34) Which one of the following is not a component of resume?  
 (a) Education  
 (b) Skills  
 (c) Interest  
 (d) Contact information

- Ans. (c) Interest
- (35) To get help with writing a professional resume, you can use?  
 (a) Books  
 (b) Articles  
 (c) Internet  
 (d) All of the above

- Ans. (d) All of the above
- (36) It is important that you include this section so that employers can see that you are worth hiring.  
 (a) Education  
 (b) Skills  
 (c) Contact information  
 (d) Objectives

- Ans. (b) Skills
- (37) The instructions you have been provided are for creating a resume in which word-processing programme?  
 (a) Microsoft office  
 (b) Open office  
 (c) Note-pad  
 (d) Word-pad

- Ans. (a) Microsoft office
- (38) What should you do after finishing your resume?  
 (a) Proofread it for errors  
 (b) Have other people proofread it  
 (c) Keep it in good condition  
 (d) All

- Ans. (d) All

- (39) Which of the following is considered unprofessional?  
 (a) Using basic font such as time new roman or arrival  
 (b) Using 12 font  
 (c) Using a pink font  
 (d) All of the above

- Ans. (c) Using a pink font
- (40) One of the main part of the resume that includes the address and date is...  
 (a) Salutation  
 (b) Heading  
 (c) Greeting  
 (d) Body

- Ans. (b) Heading
- (41) The purpose of resume is?  
 (a) To get a job  
 (b) For an interview  
 (c) Self-advertisement for skills, experiences and achievements.  
 (d) None

- Ans. (c) Self-advertisement for skills, experiences and achievements
- (42) Which of the following should not be included in a Resume?  
 (a) Why you are applying for the position.  
 (b) Your skills, qualifications and experience.  
 (c) Details of problems you had with your employers in the past.  
 (d) Your interest or knowledge in the organization.

- Ans. (c) Details of problems you had with your employers in the past
- (43) Which of the following should not be mentioned in the resume?  
 (a) Address  
 (b) Age  
 (c) Nationality  
 (d) Experience

- Ans. (c) Nationality
- (44) Which of the following should not be a part of resume?  
 (a) Religious Affiliation  
 (b) Employment history  
 (c) Contact information  
 (d) Education

- Ans. (a) Religious Affiliation

- (1) What is blogging?  
 (a) Creating photographic content  
 (b) Publishing a video/audio content on web  
 (c) Publish written content on a website  
 (d) All of these

- Ans. (d) All of these
- (2) What is a blog?  
 (a) A website with content updating from time to time  
 (b) A static website  
 (c) A website to display company details  
 (d) None of these

- Ans. (a) A website with content updating from time to time

- Ans. (a) A website with content updating from time to time
- (3) Which of these is a blogging platform?  
 (a) WordPress  
 (b) Blogger  
 (c) Tumblr  
 (d) All of these
- Ans. (d) All of these
- (4) Is it possible to create a blog website without using a blogging platform?  
 (a) Yes  
 (b) No
- Ans. (a) Yes
- (5) Can a blogger earn money by?  
 (a) Putting Google Ads on blogs  
 (b) Add paid blog post promoting other sites  
 (c) Charges users for premium content  
 (d) All of these
- Ans. (d) All of these
- (6) Creating and publishing video content on a blog is called?  
 (a) Vlog.  
 (b) News  
 (c) Media blog  
 (d) All of these
- Ans. (a) Vlog
- (7) Who is a blogger?  
 (a) Person who consumes blog  
 (b) Person creating and publishing blog content  
 (c) reviewer of blog  
 (d) None of these
- Ans. (b) Person creating and publishing blog content
- (8) What does URL stands for?  
 (a) Uniform Resource Locator  
 (b) Universal reserve location  
 (c) Universal repository location  
 (d) All of these
- Ans. (a) Uniform Resource Locator
- (9) Which of the following resources are required to create a blog?  
 (a) Domain Name  
 (b) Hosting.  
 (c) Content  
 (d) All of these
- Ans. (d) All of these
- (10) What are the benefits of blogging?  
 (a) Reach to a wider audience across globe  
 (b) Create App  
 (c) Commenting on blogs  
 (d) None of these
- Ans. (a) Reach to a wider audience across globe
- (11) The first page of a blog post is .....  
 (a) blogpost  
 (b) index  
 (c) main  
 (d) header

- Ans. (b) index
- (12) What is the maximum number of blog posts that can be indexed to your blog?  
 (a) 5 per day  
 (b) 0  
 (c) Infinite  
 (d) All of these
- Ans. (c) Infinite
- (13) Blog post of a blog are .....  
 (a) Contents of blog containing photo, video, etc.  
 (b) Static page of blog  
 (c) Sidebar content of blog  
 (d) All of these
- Ans. (a) Contents of blog containing photo, video, etc.
- (14) Process of editing content to rank it better on Google search results is known as?  
 (a) Search edit  
 (b) Google index updating  
 (c) Search engine optimization  
 (d) All of these
- Ans. (c) Search engine optimization
- (15) SMM stands for .....  
 (a) Social Media Marketing  
 (b) Search engine Media Management  
 (c) Social Media Management  
 (d) None of these
- Ans. (c) Social Media Management
- (16) SEM in blogging is .....  
 (a) Buy backlink posts on other websites  
 (b) Working with marketing tactics improving website traffic  
 (c) Creating ads on Google  
 (d) None of these
- Ans. (b) Working with marketing tactics improving website traffic
- (17) Which of the below statements is correct in the case of the title of the blog post?  
 (a) It should be catchy  
 (b) It should provide a description of content  
 (c) It should contain focus keyword  
 (d) All of these
- Ans. (d) All of these
- (18) Is an image necessary for a blog post?  
 (a) Yes  
 (b) No
- Ans. (a) Yes

(19) WordPress platform allows bloggers to write content with ease?  
(a) True  
(b) False

Ans. (a) True  
(20) In order to change the style of blog which of this language is used?  
(a) C programming language (b) Python  
(c) CSS (d) Swift

Ans. (c) CSS  
(21) The dashboard of the CMS of blog displays .....  
(a) Basic info about the blog (b) Site traffic  
(c) Links to other pages in CMS (d) All of these

Ans. (d) All of these  
(22) Which is a good frequency for posting on a blog?  
(a) Daily (b) Once a week  
(c) Once a month (d) Depends of type of blog and blogger

Ans. (d) Depends of type of blog and blogger  
(23) Comments to a blog are .....  
(a) User's views about the blog post  
(b) New blog post  
(c) New link of the blog post (d) None of these

Ans. (a) User's views about the blog post  
(24) Which of these are modes of interaction between the reader and blogger?  
(a) Likes (b) Comments  
(c) Shares (d) All of these

Ans. (d) All of these  
(25) Links from a blog to another blog are known as .....  
(a) Reshare (b) Comment links  
(c) Backlinks (d) None of these

Ans. (c) Backlinks  
(26) The minimum length of Long-tail keyword is .....  
(a) 10+ (b) 1+  
(c) 12+ (d) 4+

Ans. (d) 4+  
(27) A keyword in blogging is .....  
(a) Word and phrases defining content of a blog  
(b) Blog content repeated in every paragraph  
(c) Heading of paragraph

(d) All of these  
Ans. (a) Word and phrases defining content of a blog  
(28) What is the meta-description of a blog post?  
(a) Blog summary of about 130-150 words  
(b) First paragraph of the blog  
(c) List of all tags of a blog  
(d) All of these

Ans. (a) Blog summary of about 130-150 words  
(29) Which of these is visible on search results?  
(a) Title of post (b) Website link  
(c) Meta-description (d) All of these

Ans. (d) All of these  
(30) What is Anchor Text in a post in a blog?  
(a) Bold / strong text  
(b) Text containing link to another page  
(c) Heading of post content  
(d) None of these

Ans. (b) Text containing link to another page  
(31) RSS in blogging stands for .....  
(a) Reserved system server (b) Readable system server  
(c) Really simple syndication (d) None of these

Ans. (c) Really simple syndication  
(32) What is a favicon of a blog?  
(a) Graphic appearing in tab bar  
(b) Blogger picture in the writer section  
(c) Footer image  
(d) Header image

Ans. (a) Graphic appearing in tab bar  
(33) Does sitemap help in crawling the blog?  
(a) Yes  
(b) No

Ans. (a) Yes  
(34) What is crawling on a blog?  
(a) Commenting on each post of the blog  
(b) Fetching page of the blog for indexing  
(c) Adding ads to each page separately  
(d) None of these

Ans. (b) Fetching page of the blog for indexing  
(35) What is a crawler?  
(a) Post sharing bot (b) Comment bot  
(c) Data collection bot (d) All of these

Ans. (d) All of these

(36) **Subscribing to a blog helps the blogger in?**

- (a) Sharing link of new posts
- (b) Providing more exclusive content
- (c) Gaining regular consumers
- (d) All of these

Ans. (d) All of these

(37) **Is the SEO of a site impacted by the viewer count?**

- (a) Yes
- (b) No

Ans. (a) Yes

(38) **What is "Blog Category"?**

- (a) The type of content that will be present in the blog
- (b) The frequency of blog post
- (c) SEO technique
- (d) None of these

Ans. (a) The type of content that will be present in the blog

(39) **The category of blog help in .....**

- (a) The type of content that will be present in the blog
- (b) The frequency of blog post
- (c) SEO technique
- (d) None of these

Ans. (d) None of these

(40) **A blog with no specific category will .....**

- (a) Have issues in ranking
- (b) Will drive more traffic
- (c) Is the best way to make profit
- (d) None of these

Ans. (a) Have issues in ranking

(41) **Which of these is not a valid blogging category?**

- (a) Teaching
- (b) Biking
- (c) Swimming
- (d) None of these

Ans. (d) None of these

(42) **Which of these is the better blogging category?**

- (a) Education
- (b) Fitness
- (c) Health
- (d) None of these

Ans. (d) None of these

(43) **Is it possible to blog in other forms other than written content?**

- (a) Yes
- (b) No

Ans. (a) Yes

(44) **Which of these is a type of blogging?**

- (a) Podcasts
- (b) Vlog
- (c) InstaBlog
- (d) All of these

Ans. (d) All of these

(45) **Blogger platform is owned by Google?**

- (a) True
- (b) False

Ans. (a) True

(46) **What is a widget?**

- (a) A special picture in the blog
- (b) Application with add on functionality
- (c) Application to count the number of visitors
- (d) Header Tag

Ans. (b) Application with add on functionality

(47) **What is a Guest Post?**

- (a) A post with guest comment
- (b) A post on another blog
- (c) Post which is shared by guest users
- (d) All of these

Ans. (a) A post with guest comment

(48) **Can a blog post include a guest video?**

- (a) Yes
- (b) No

Ans. (a) Yes

(49) **What is CTA in a blog?**

- (a) Creator Time Assessment
- (b) Call Time Automation
- (c) Call To Action
- (d) Create Time Allocation

Ans. (c) Call To Action

(50) **CTR stands for .....**

- (a) Call To Read
- (b) Click Through Read
- (c) Call Through Rate
- (d) Click Through Rate

Ans. (d) Click Through Rate