

From,

D- 1801,

xyz Society,

yyy 400 008.

11th June 2018.

To,

The Editor-in-Chief,

Hindustan Times,

Main Street,

Chennai 600018.

Sir,

Sub: Construction work in our locality during monsoon season causing us difficulties reg.

I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season has started a few days ago and is compounding (making worse)

our problems. The repair work has been ongoing for five weeks now and is falling way behind schedule. And now with the current weather conditions, we are having persistent problems of water logging and flooding in our area. Diseases caused due to waterlogging are another one of our concerns. Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Thanking You,

Yours Sincerely,

[Mr. XYZ]

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Informal letter format:

- FROM ADDRESS
- DATE
- DEAR -----
- CONTENT
- TAKE CARE
- YOURS -----
- XXXX
- Address on the envelop

Write a letter to your friend about your college day function:

10, Gandhi Street,

Chennai.

Date:

Dear Ramu,

Hope everyone is fine at home. I wish to draw a few lines about our college day function. College day is celebrated at the close of the academic session. It provides an opportunity to assess the achievements and short falls. The students actively associated in all segments of the programme. Last week, we celebrated it on a grand scale. The chief guest was our District Collector. He presided over the function in the presence of our Chairman and the Principal. Varieties of cultural activities were staged.

The cultural activities performed by the students exhibit their hidden talents. They need an outlet to show their potential and creativity. The various activities such as plays, skits and songs under different style and musical performances were shown on the stage.

Indeed, it was an opportunity to expose the talents of our students. It was a very enjoyable day.

Yours lovingly,

(Kannan)

Address on the envelop

Xxxx

Yyyy street

ABC 95

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E-MAIL WRITING

FORMAL WRITING

- **1. Subject line :** Make the subject line **specific, simple, and to the point**. For example, instead of *'The internship report you asked for'*, write, *'Internship Report, {date/week/month}'*, Job Application for the Post of XYZ, Leave Application □
- 2. Salutation:** *To Whom It May Concern - 'Dear sir/madam'*.
- **3. Body of the email:** *'My name is Abc, and this email is with reference to Xyz.'* or *'This is with reference to the marketing budget as discussed in the meeting.* ‘Write in a way that is easy to understand. Say only what is required. The **closing of the email:** *'Hope to have an answer from you soon'*, or *'Looking forward to hearing from you soon'*, and if you are addressing a question, end with *'Hope I have sufficiently answered your query/doubts.'*
- **4. Signature:** Sign off with a simple word or phrase, which conveys respect. Safe choices are *'Best regards'*, *'Warmly'*, *'Sincerely'*, *'Kind regards'*, or simply *'Thanks'*.

EXAMPLE:

To: xyz@gmail.com

Subject: Extension on Report Deadline

Dear Mr./Ms. {Recipient's sir name},

I am writing this to request you for an extension on the XYZ project report which is due on {date}. My mother has taken ill unexpectedly, and I must leave for home tonight. I'm afraid it will take me a week before I can return to the office and complete the report. Kindly grant me an extension till {date} for the same. I promise to deliver the project report by then.

Sincerely,

{Your name}

INFORMAL:

To: abc@gmail.com

Dear Friend,

Hope you are well and that the second semester is going smoothly for you.

The other day when we were talking at the bus stop you mentioned a web page on which our Prime Minister detailed the reasons for demonetization.

If you don't mind, would you send me the URL for that web page if you still have it?

Thanks a lot.

Best regards,

XXXX

INFORMAL LETTER

1. Write a letter to your friend congratulating him/her on his/her success in class 12 board exam.

B-32, sector-11

Rohini

New Delhi-110034

July 10, 2018

Dear Sara

My happiness knew no bounds when I got to know that you have topped your school and achieved your dream. I felt so pleased that I wish I were there to congratulate you personally.

The result has proved that hard work, determination and perseverance bring good results. You were so laborious and passionate about it. I know you were very nervous too, but I was always very confident that you would come out with flying colours. I apologise that I couldn't even attend the celebration party despite my wishes.

Hope to see you soon. Please be encouraged and continue your hard work. Your future is very bright. My parents and elder sister have sent lots of love and heartiest congratulations.

With lots of love and best wishes.

Yours lovingly

Kushi

Question 2: You are Aakriti/ Abhinav. Write a letter to your friend describing your boarding school in about 120-150 words.

B-32, sector-11 Rohini

New Delhi-110085

April 15, 2018

Dear Muskan

How have you been? I hope my letter finds you in best of health and spirits. It has been almost a month I transferred to the boarding school. I am very happy in my new school. The classes and dormitories are very spacious. There are well equipped science laboratories and a library with a great collection of books. The school has amazing sports facilities such as swimming pool, horse riding track and archery range.

I believe my life here will be interesting and enjoyable. Although I have made many new friends, I still miss you and the other friends. Please, pay my regards to your parents.

Yours sincerely

Aakriti/ Abhinav

Question 3: Write a letter to your friend Rudra inviting him to spend the summer vacation at your place in Mumbai. You are Sakshi/ Saksham. Do not exceed 120-150 words. 129, Navyug Apartments

Pitampura
Delhi-110034

March 01, 2019

Dear Rudra

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health.

As summers are approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.

Yours lovingly

Sakshi/Saksham

Question 4: Write a letter to your friend who just met with an accident informing him about his speedy recovery in a consoling tone in about 120-150 words. You are Manvi/Manav.

129, Navyug Apartments

Pitampura

Delhi-110034

March 01, 2019

Dear Rudra

I hope this letter finds you in the best of spirits. When I visited last week, you seemed a little bit depressed.

Come on boy, you should thank God for giving you a fresh lease of life. Everything is going to be fine very soon. I even talked to your doctor this morning and he told me that you are out of danger now. You will have to remain in the hospital for a few more days but that is not something you should be concerned about. Your family and friends are there for you.

Don't forget that life is a mixture of joys and sorrows. By the way, all of us have decided to celebrate your recovery as soon as you come home you will be throwing a party the day you come back home from the hospital. Hope to see you soon. My parents and younger sister have sent you lots of love and wishes.

Wish you a speedy recovery!

Yours truly

Manvi/Manav

Question 5: You are Sara/Sid. Write a letter to your friend congratulating him for his new job offer in about 120-150 words. He just graduated from college.

B-101

Regency apartments

New Bombay

28 December 2018

Dear Vishnu,

I just heard that you have received a new job. I couldn't be happier for you. Congratulations!

I know it is not easy to get a good job in this troubled job market. It is particularly tough for a fresh graduate with hardly any work experience. The resourcefulness you displayed in your job search is commendable. You have inspired me and a lot others that "Where there is a will, there is definitely a way." You have made us all proud, Vishnu!

I am quite confident that your knowledge of computer and artistic skills will make you a great graphics designer. I expect to hear great news coming from your direction in the coming years. May you fulfil all your dreams.

Best wishes.

Yours truly

Sara/ Sid

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Unit 4: 3.1 Listening

LISTENING TO DIALOGUES OR CONVERSATIONS AND COMPLETING EXERCISES BASED ON THEM

Listening strategies

- Key skill you use in everyday life
- It is the basis for speaking, reading and writing
- Learn to listen effectively
- Make a habit to listen audio-books, podcasts, news and song
- Watch videos and films in foreign language

How to listen to dialogues and complete exercises

- Listen for gist
- Listen for specific information
- Listen for detailed understanding of the passage
- Go through the questions first and then listen

Sample exercise

EVERYDAY CONVERSATIONS FOR ENGLISH LEARNERS: FORMAL GREETINGS

- **James:** Good morning, Professor Austin. How are you doing?
- **Professor Austin:** Good morning, James. _____?
- **James:** I'm great, thank you. This is my _____. She is thinking about applying to this college. She _____. Would you mind telling us about the process, please?

TECHNOLOGY ROHINI COLLEGE OF

- **Professor Austin:** Hello, Emma! It's a pleasure to meet you. I'm more than happy to speak with you. Please stop by my office next week.
- **Emma:** It's _____ professor. Thank you so much for helping us.
- **Professor Austin:** **Don't mention it.** Hopefully, I will be

Answer:

EVERYDAY CONVERSATIONS FOR ENGLISH LEARNERS: FORMAL GREETINGS

- **James: Good morning,** Professor Austin. How are you doing?
- **Professor Austin:** Good morning, James. I am doing well. And you?
- **James:** I'm great, thank you. This is my friend Emma. She is thinking about applying to this college. She has a few questions. Would you mind telling us about the process, please?
- **Professor Austin:** Hello, Emma! It's a pleasure to meet you. I'm more than happy to speak with you. Please stop by my office next week.
- **Emma:** It's a pleasure to meet you, professor. Thank you so much for helping us.
- **Professor Austin: Don't mention it.** Hopefully, I will be able to answer your questions!

UNIT 4

6.2 VOCABULARY DEVELOPMENT

PHRASAL VERBS

A phrasal verb is the combination of a standard verb such as make or put with one or two particles. In some cases the particle is an adverb such as away.

Eg: Pass away, pull together, go out break out.

THE FIRST WORD IS A VERB FOLLOWED BY A

- a) Preposition (look at)
- b) An adverb (turn down)
- c) both (put up with)

WHAT IS A PHRASAL VERB

A Phrasal Verb = a verb + a particle

For example: put off (Put = verb) (off = particle)

I put off my trip = I postponed my trip

The particle looks like a preposition, but it does not function as a preposition

He woke up at 6.30 a.m. Strangers woke him up

The Verb and the particle have a special meaning

WHEN YOU USE THE SAME VERB WITH A DIFFERENT PARTICLE, THE MEANING CHANGES

- Put + off = to postpone
- Put + on = to cover your body with clothes
- Put + away = to put something in its original place
- Put + back = to return something in its original place

SOME PHRASAL VERBS HAVE MORE THAN ONE

MEANING

Keep on = to continue

Keep on = not to remove something

Take off = remove

Take off = leave

USING PHRASAL VERB

Many phrasal verbs and one word verbs have similar meanings.

Wake up = awaken

Go on = to continue

Take off = remove

Phrasal are less formal and more common in every day speech

MORE EXAMPLES OF PHRASAL VERBS

Give up = abandon

Turn out = produce

Carry on = continue

Put off = postpone

Turn down = reject

Look after = take care of

Get at = attain

Call at = visit

Bring up = train to do work

Call on = a brief visit to

Put on = wear

EX: 1

Fill in the blanks with suitable phrasal verbs. [Give up, put off, look after, call on, put on]

1. She a new dress.

2. I..... Hari in the absence of his father.

3. You mustsmoking.

4. I will.....you at evening today.

5. The match has beenuntil tomorrow because of bad weather.

ANSWERS

1. She put on a new dress.

2. I look after Hari in the absence of his father.

3. You must give up smoking.

4. I will call on you at evening today.
5. The match has been put off until tomorrow because of bad weather.

PHRASAL VERBS

Verb	Meaning	Example
Blow up	explode	The terrorists tried to blow up the railroad.
bring up	mention a topic	My mother brought up that little matter of my prison record again.
Bring up	raise children	It isn't easy to bring up children now-a-days.

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6. call off cancel They called off this afternoon's meeting do over repeat a job Do
this homework over

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fill out in. complete a form Fill out this application form and mail it

fill up to fill with capacity She filled up the grocery cart with food.

find out discover My sister found out that her husband had been planning a surprise party for her.

give back return an object My brother borrowed my car. I have a feeling he's not about to give it back.

hand in submit something The students handed in their papers and left the room.

hang up put something on hook or up She hung up the phone before she took the receiver.
hung her clothes.

hold up delay to I hate to hold up the meeting, but I have to go to the bathroom.

hold up (2) Rob Three masked gunmen held up the Security Bank this afternoon.

leave out Omit You left out the part about the police chase.

look over examine, check

The lawyers looked over the papers carefully before questioning the witness. (They

looked them over carefully.)

look up search in a list

You've mis spelled this word again. You'd better look it up.

make up invent a story or lie

She knew she was in trouble, so she made up a story about going to the movies with her friends.

make out hear, understand

He was so far away, we really couldn't make out what he was saying.

pick out choose

There were three men in the line-up. She picked out the guy she thought had stolen her purse.

pick uplift something off something else

The crane picked up the entire house.

(Watch them pick it up.)

point out call attention to

As we drove through Paris, Francoise pointed out the major historical sites.

put away save or store

We put away money for our retirement. put away the cereal boxes.

put off postpone We asked the boss to put off the meeting
until tomorrow. (Please put it off for another
day.)

put out extinguish The firefighters put out the house fire before
it could spread. (They put it out quickly.)

read over peruse I read over the homework, but couldn't make
any sense of it.

set up the to arrange, begin My wife set up the living room exactly the way she
wanted it. She set it up.

take down make a written note These are your instructions. Write them
down before you forget.

take off remove clothing It was so hot that I had to take off my shirt.

talk over talk discuss We have serious problems here. Let's talk over

like adults.

throw away discard That's a lot of money! Don't just throw it away.

try out one Test I tried out four cars before I could find that pleased me.

turn down lower volume Your radio is driving me crazy! Please turn it down.

turn down (2) reject

He applied for a promotion twice this year but he was turned down both times.

turn up raise the volume

his hearing aid.

Grandpa couldn't hear, so he turned up

turn off could switch off electricity

We turned off the lights before anyone see us.

turn off (2) repulse

It was a disgusting movie. It really turned me off.

turn on switch on the electricity

Turn on the CD player so we can dance.

use up exhaust, use completely

The gang members used up all the money and went out to rob some more banks.

EXERCISE:

Complete the phrasal verbs according to their meanings in brackets.

1. your shoes. (Remove)
2. Somebody has to----- the baby. (Take care of)
3. She wants to----- the truth? (Discover)
4. Where can I ----- !". the sweater? (See if it fits)

5. -- . (Be quick)
6. Why don't you ----- ? (Take a seat)
7. I will----- the train now. (Enter)
8. the word in a dictionary. (Consult a dictionary)
9. I want to ----- the form. (Complete)
10. The firemen ----- the fire. (Extinguish)

ANSWERS

1. Take off
2. look after
3. find out
4. try on
5. Hurry up
6. sit down

7. get into
8. look for
9. fill in
10. put out

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Unit 4: Reading

1.1 Reading Comprehension

- Learning to read is a complex skill that demands a lot from the students

WHAT IS COMPREHENSION READING?

Understanding or grasping the meaning of something.

- The answer to a comprehension question usually is something you can point to in the paragraph or passage.

Things to do while reading a comprehension passage

- ✓ Go through the passage to find out what the passage is about.
- ✓ Give a detailed reading
- ✓ Understand the questions
- ✓ Finally, the questions should be answered suitably

Key strategies to answer comprehension passages

- Read the questions** - Before reading the passage, go through the questions. It will give some idea about the passage.

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- ❑ **Unpack the questions** – Read the questions couple of times, so that you know what you need to answer.

- ❑ **Understand the meaning or the central idea of the whole passage** – It will help you to find the answer properly

1.2 Reading Longer Text and Magazines

- It is an important part of studying English.
- It helps to improve your vocabulary, grammar and pronunciation.

Tips for effective reading

- Read aloud
- Choose an interesting text
- Understand what is happening
- Read the passage twice
- Jot down important points
- Write down the new vocabulary

Exercise

Conflict had existed between Spain and England since the 1570s. England wanted a share of the wealth that Spain had been taking from the lands it had claimed in the Americas. Elizabeth I, Queen of England, encouraged her staunch admiral of the navy, Sir Francis Drake, to raid Spanish ships and towns. Though these raids were on a small scale, Drake achieved dramatic success, adding gold and silver to England's treasury and diminishing Spain's omnipotence. Religious differences also caused conflict between the two countries. Whereas Spain was Roman Catholic, most of England had become Protestant. King Philip II of Spain wanted to claim the throne and make England a Catholic country again. To satisfy his ambition and also to retaliate against England's theft of his gold and silver, King Philip began to build his fleet of warships, the Armada, in January 1586. Philip intended his fleet to be indestructible. In addition to building new war-ships, he marshalled one hundred and thirty sailing vessels of all types and recruited more than nineteen thousand robust soldiers and eight thousand sailors. Although some of his ships lacked guns and others lacked ammunition, Philip was convinced that his Armada could withstand any battle with England. The martial Armada set sail from Lisbon, Portugal, on May 9, 1588, but bad weather forced it back to port. The voyage resumed on July 22 after the weather became more stable. The Spanish fleet met the smaller, faster, and more manoeuvrable English ships in battle off the coast of Plymouth, England, first on July 31 and again on August 2. The two battles left Spain vulnerable, having lost several ships and with its ammunition depleted. On August 7, while the Armada lay at anchor on the French side of the Strait of Dover, England sent eight burning ships into the midst of the Spanish fleet to set it on fire. Blocked on one side, the Spanish ships could only drift away, their crews in panic and disorder. Before the Armada could regroup, the English attacked again on August 8. Although the Spaniards made a valiant effort to fight back,

the fleet suffered extensive damage. During the eight hours of battle, the Armada drifted perilously close to the rocky coastline. At the moment when it seemed that the Spanish ships would be driven onto the English shore, the wind shifted, and the Armada drifted out into the North Sea. The Spaniards recognized the superiority of the English fleet and returned home, defeated.

Questions:

1. Sir Francis Drake added wealth to the treasury and diminished Spain's_____.

A. unlimited power B. unrestricted growth C. territory D. treaties E. answer not available in article

2. Philip recruited many____soldiers and sailors.

A. warlike B. strong C. accomplished D. timid E. non experienced

3. The_____Armada set sail on May 9, 1588.

A. complete B. warlike C. independent D. isolated E. answer not available

4. The two battles left the Spanish fleet_____.

A. open to change B. triumphant C. open to attack D. defeated E. discouraged

5. The Armada was_____on one side.

A. closed off B. damaged C. alone D. circled E. answer not available in this article

Answers:

1. A

2. B

3. B

4. C

5. A

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HS8151 COMMUNICATIVE ENGLISH

Unit 4: Speaking

4.1 Speaking about oneself

Everyone has an interesting story to tell...

Expressing our own thoughts and opinions is important in all stages of life

But people struggles a lot to express themselves in front of others, especially in a different language

There are certain guidelines to follow, while speaking about yourself

- You are the creator of your own story
- Always believe that, Only you can talk about yourself perfectly
How will you narrate your story?
- Find Your nuggets of ‘ Why ‘ and try to build your narration
- Why do you care about certain things?
- Why are you doing this / that?
- These details will give a clear picture of who you really are.
- Don’t shy away from talking about your past struggles
- Talk about your Achievements
- Talk about your favorite things that you like to do

- Instead of, I like ‘gardening’, Try to speak about “How gardening changes my life style?”
- Instead of, “I love Engineering”, Try to speak about “Why I like Engineering?”

Do’s

- ✓ Be Excited about what you talk
- ✓ Practice answering questions about yourself
- ✓ Record yourself and listen to the recording
- ✓ Make it simple and understandable

Don’ts

- ✓ Don’t memorize your speech beforehand
- ✓ Don’t get panic , if you are asked an unexpected question in the middle of your speech
- ✓ Take a few seconds to think and then answer it
- ✓ Here are some examples on, how you should build your narration about your own self?
- ✓ My name is....
- ✓ I’m from.../ I live in....
- ✓ I like this... because...

- ✓ I don't like it..... Because....
- ✓ In my free time I
- ✓ My favourite isBecause.....
- ✓ In future I'd like to.....

Example:

My name is Erin Stewart, and I am a former bully. It's taken a long time for me to admit that about myself. I wanted to blame other kids for the ways I used to lash out at them, or my siblings for how angry I used to become. But, one day, I ran into a former victim of mine at college, and I was surprised that she didn't seem happy to see me. After talking for a few minutes, she told me how my cruel words stuck with her every day since junior high. How my comments started to define the way she saw herself. I ended the conversation in tears. I always thought they were to blame, but it was me. That day I changed my major to Social Work, and I've been deeply passionate about making life better for every child – victim and

bully – to help end the cycle of anger and hurt. Today, I'm here to talk to you about how social workers can better prepare foster children for transitions without relying on a fragile set of emotions.

4.2 Speaking about one's friend

Here are some useful phrases that helps to speak about a friend.

I spend a lot of time with.....

I have known him/her since.....

We (only) see each other during/at....because...

When we are together we always....

We also both enjoy + noun/ verb + ing.

We normally hang out at the....

We're both big film buffs (you like films).

I really like spending time with.....

He's/ she' such a nice person and very friendly.

I always have a good time when we are together.

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What to say

You should say:

- How often you see the friend
- What you do together
- Where you go
- And explain why you like him/her

Notes

Pravin, my best friend from primary school

During university holidays

We play football, cricket and online games

To the sports centre, park, cinema

He is nice, friendly and funny

Sample answer:

I spend a lot of time with my best friend Pravin. I've known him since primary school where we were in the same class.

We only see each other during our university holidays because we don't study in the same city. My university is in Kanyakumari but he lives in Chennai.

When we are together we always play lots of sports like football and tennis. Pravin loves cricket but he is a very good footballer. I prefer cricket but I am not as good as my friend. We also both enjoy playing online games. Our favourite is probably free fire which many of my friends play too.

As we live in a small town there aren't many places to go so we normally hang out at the sports centre or in the big park near my house. We're both big film buffs so we go to the cinema quite often and we get a student discount.

I really like spending time with Pravin, he's such a nice person and very friendly. I always have a good time when we are together and he never fails to make me laugh. In fact, I think he's the funniest person I know.

Unit 4: Vocabulary Development

6.1 Synonyms

A Synonym is a word that has the same or nearly the same meaning as another word. Although two words may mean the same thing, there is some difference between them in usage.

Example:

The words “**Famous**” and “**Notorious**” means “**Well Known**”.

- When a person is well known by his **good character or great deeds**, we say that he is “famous”
- If he is well known for his **anti-social or criminal activities**, we use the word “notorious”

If the speaker uses Synonyms along with Vocabulary words, the listener will be able to understand the meaning in the context.

Example:

China knows pretty well that India and Pakistan do not get on well. There are often **skirmishes** across the border. (**Vocabulary word**)

China knows pretty well that India and Pakistan do not get on well. There are often skirmishes **or brief fights** across the border.

Examples

Vocabulary

Synonyms

- | | |
|------------|-------|
| ▪ Acute | sharp |
| ▪ Affluent | rich |

- Anguish agony
- Censure condemn
- Eccentric strange
- Elicit bring out
- Eminent well known

1. The leader's **Charisma** attracted many followers.

- a) Candour b)magnetic appeal c) power d) humanity

2. He did not succeed in his *endeavor*.

- a) plan b)trick c)effort d)enterprise

3. No one will invite her to a tea party for she is so ***garrulous***.

- a)Talkative b) giggly c) tight lipped d) gossipy

4. The invading force had no artillery and was completely ***annihilated***.

- a) Dismembered b) reduced c) destroyed d) Split

5. He has a *propensity* for getting into debt.

- a) Natural tendency b) aptitude c) characteristic d) quality

6.2 Antonyms

An antonym is a word that is opposite in meaning to a given word. Like in the case of synonyms, the antonyms may have slight differences in the meanings.

Example:

The word “abandon” has several antonyms such as adopt, defend, hold, keep, support, retain.

But these antonyms do not convey exactly the same meaning.

Also, sometimes a synonym itself may be included as a choice. Therefore, one must be careful to avoid making the possible mistake of selecting it as the answer.

Examples:

Synonym

Antonym

Abnormal

normal

Arrest

release

Blunt

sharp

Censure

praise

Feeble

strong

Profound

shallow

Obvious

subtle

Exercises:

1. I was **annoyed** at his crude manners.

a) Unrefined b) rough c) civilized d) rude

2. His **radical** views made him popular.

a) Narrow b) extremist c) conservative d) childish

3. **Miscellaneous** items were discussed at the meeting.

a) Minor b) mixed c) unrelated d) classified

4. Who would like such an **impudent** fellow?

a) Uncivilized b) uncultured c) respectful d) Shameless

5. The **veracity** of this statement needs to be tested further.

a) Treachery b) sincerity c) truth d) falsity

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Unit d: Language Development

TENSES

A verb indicated action, condition or process. The term 'tense' is used to refer to different forms of the verb indicating time of action. Only a person, having a good understanding of tense will be able to write and speak correctly without any ambiguity. Those who do not stick to a particular structure for a particular purpose, may intend to say something, but it may be interpreted the other way. This brings out the fact that it is mandatory to have a clear Concept about the use of different tense structures for different purposes of time and action.

The following table shows the different forms of the verb in various tenses.

Tense	Simple	Continuous	Perfect	Perfect continuous
Present	write/s	am/is/are/writing	has/have/written	has/have been writing
Past	Wrote	was/were writing	had written	had been writing
Future	shall/will write	shall/will be writing	will have written	will have been writing

SIMPLE PRESENT

USAGE

EXAMPLE

- | | |
|--------------------------------|---------------------------|
| 1 .For habitual action. | He goes to temple daily. |
| 2. To express general facts. | Magnet attracts iron. |
| 3 .To convey the near future. | The plane arrives at 9AM. |
| 4. For professional activities | The cobbler makes shoes |
| | This house belongs to me. |
| 5. To express ownership | |

PRESENT CONTINUOUS

USAGE

EXAMPLE

- | | |
|--------------------------------------------------------------------------------------------------|----------------------------------------|
| 1. To express action at the time of speaking. | I am watching a movie now. |
| 2. An activity that takes place this week, this month of this year. I am preparing for my exams. | |
| 3. To express future arrangements | He is going to the states next summer. |

PRESENT PERFECT

USAGE

EXAMPLE

- | | |
|--------------------------------------|---------------------------|
| 1. To denote actions just completed. | He has finished the work. |
|--------------------------------------|---------------------------|

2. Action that began in the past and continuing till now. I have worked here for 8 years.
3. Completed actions which have 'current' relevance I have written four novels.
4. Activity/experience in the past I have been to Bangalore several times.

PRESENT PERFECT CONTINUOUS

USAGE

EXAMPLE

1. Indicates the duration of an action that began in the past and continue in the present
My friend has been doing this work for 2 hours.
2. An action that began in the past and has just recently ended.
Have you been doing this work alone? You look tired.

SIMPLE PAST

USAGE

EXAMPLE

1. To express action that began and ended a particular time in the past. We went to Goa last year.
2. An action started and completed in the past. She worked in GH for 10 years
3. An action that took place regularly in the past. She exercised every morning before going out.

4. When interrogating about past actions

When did you have your schooling?

PAST CONTINUOUS

USAGE

1. An interrupted action.

I was reading the novel when Ram came.

2. A continuous action in the past.

I was having many friends at college.

EXAMPLE

PAST PERFECT

USAGE

1. An action that just occurred before another action in the past.

John had just left when I arrived at the party.

2. An action that was expected to occur in the past.

I had longed to get news from my brother before today.

3. To report of an action completed before a point of time in the past.

Tom was 14 years. He had set a world record by then.

EXAMPLE

SIMPLE FUTURE

USAGE

EXAMPLE

1. Predicting actions likely to happen in future. You will pass in the exams.
2. To express willingness to do something. I will help you.
3. To express a decision made at the time of speaking. I will call on you in a short while.
4. Used in question tags. Let's leave this place, shall we?

FUTURE CONTINUOUS

USAGE

EXAMPLE

1. To express continuity of action at a particular time in the future

Next year this time I will be preparing to go abroad.

FUTURE PERFECT

USAGE

EXAMPLE

1. An action that will be completed a particular time in future.

By this time next month, I will have finished before my examination.

FUTURE PERFECT CONTINUOUS

USAGE

EXAMPLE

1. To express duration of time that occurred before a specific point of time in future.

**By next November I will have been
working in this company for 6
year**

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