

DESCRIBING A PROCESS

Explanation

- ❑ A process description carefully explains in detail the steps needed for one to perform a desired task.
- ❑ A process is a series of events, taking place one after the other. Describing each stage till the last one. Time connectors are used to connect the stages.

Some common process connectors

- To begin
- Then
- Following this
- Next
- After
- After that
- In the subsequent stage
- Followed by
- Finally

Guidelines

- ❖ Process description generally explains how something works or happens.
- ❖ The purpose of the text is to tell how a change takes place through a series of stages.
- ❖ Notice how the process is described in the text.
- ❖ Draw a graphic organizer or outline that can be used to represent the particular process.

Tips to write process description

- Answer the question, “how does it happen?”
- Provide any necessary context (who or what performs the action, and under what conditions; what is its significance?)
- Give a concise overview of the process.
- Conclude this section by breaking the process up into stages: “the principle stages of writing process are planning, drafting, revising, and proof reading.”
- Focus on each step in turn.

Activity

1. Describe the process to open a bank account

2. Describe the process of opening an email account
3. Write a conversation between you and your friend describing the process of using ATM card.

5 steps to open a bank account

1. Decide what kind of account you need
2. Look for an account with the services you'll use most
3. Shop around to compare rates and fees
4. Choose a financial institution and location
5. Open your account

Opening an email account

- Click on Create account.
- Visit Google account creation page, accounts.google.com
- The sign-up form will appear. Enter your first and last name.
- Choose a Username for your account.
- After choosing a username, enter a password. Type the password again to confirm.
- At last tap on Next.
- On the next page enter your phone number to verify your account.
- On the given mobile number, you will receive a text message from Google with a verification code. Enter the verification code and tap on Verify.
- On the next page enter your DOB in the specified fields.
- Conversation between friend

Describing a Process

A: I need to use the ATM.

B: What's stopping you?

A: I'm not sure how.

B: I don't understand.

A: I've never used one before.

B: I can help you figure it out.

A: What do I have to do?

B: Slide your card into the machine.

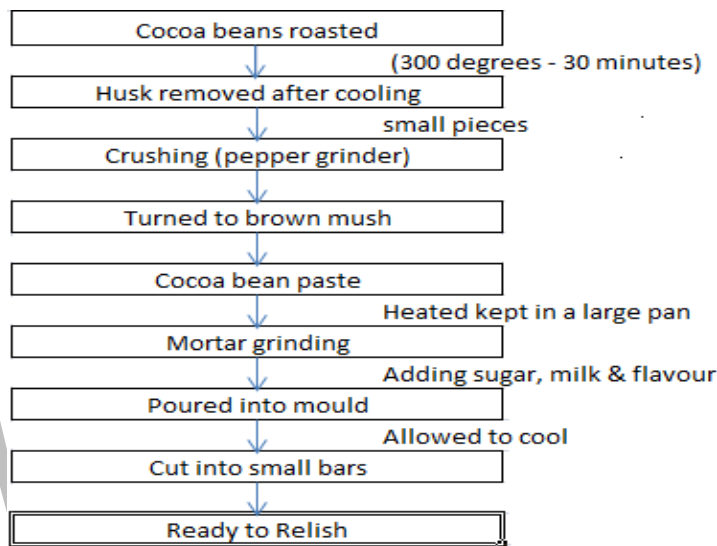
A: Then what?

B: You need to type your PIN in.

A: What do I have to do next?

B: Click on whichever option you want, and you're done.

Write a paragraph on the given flowchart.



Chocolate is a known favorite among people of all age group. The process of preparing chocolate is an age old method. The main ingredients required for the preparation of chocolate is cocoa. Initially the cocoa beans are first roasted in a temperature of 300 degrees for 30 minutes.

Then these cocoa beans are left for cooling. Then the husk from these beans is removed. The cocoa beans are made into small pieces which are crushed using pepper grinder. Next these crushed particles are turned into brown mush. After which the cocoa bean paste is made ready.

Then this cocoa bean paste is heated in large pan which is then grinded through mortar grinding. Next sugar, milk and flavor is added which is poured into mold of desired shape and size. At last this is left to cool which is cut into small bars. Finally, they ready to serve and eat.

EMBEDDED SENTENCES:

Embedded sentences and in some occasion called as embedded clause or clauses usually placed in the middle of another clause. In Simple terms, embedded sentences are clauses with clauses. They usually give more emphasis to the subject or give the subject some description in order to provide the reader with some context as to what or who is doing the action.

Example:

Mr. Ajith, who is a teacher, works in Chennai.

Who is a teacher - embedded clause

WHAT IS AN EMBEDDED CLAUSE?

An Embedded clause is a clause used in the middle of another chance.

Eg. My bike, which is very old, is broken

Note:

- ✓ Who, Whom, Whose denotes Person
- ✓ Which or That denotes Animals and things
- ✓ Where denotes Place

Exercise:

TYPE: 1

Pick out the embedded sentence from the following

1. The flower, which is red, looks very beautiful.
2. The man, who is very strong, killed the tiger.
3. My friend, who was working in Chennai, died recently.
4. The witch, who has green eyes, is very spooky
5. The doctor, who was very kind, took my blood pressure.
6. This house, where I grew up, looked very different years ago.
7. My bike, which is very old, is broken.
8. Mr. Aravind, who was a vegetarian, felt offended as the waiter served him red meet.

9. The coat, that was very old, had hole in the pocket.

TYPE: 2

Pick out the appropriate words from the bracket and fill in the blanks:

- 1) This is the Place, -----(who/where) Newton was born.
- 2) My Phone, ----- (where/which) is brand new, is not working.
- 3) The waiter, -----(where/who) was cold and Pale fell down.
- 4) The birds ----- (which/who) were black, flew over the pond.
- 5) The lion ----- (that/who) was very old, could not run to catch its prey.

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3.2 Listening to classroom lectures/talks on engineering/technology

- Do you feel like when you talk, no one listens? Or do you struggle to remember what you hear? Improve your speaking and listening skills.
- Effective communication is paramount to great leadership. But it's more nuanced and complicated than just learning how to give a great speech. If you want to inspire others through your words, you must learn how to not only speak effectively, but also listen effectively. Communication is a two-way street, after all.
- Your intimidation quickly gets turned into a strong desire to help those science-minded students clearly communicate their big ideas to non-scientists. Listen first, and then speak.
- There are tips applicable to anyone who needs to simplify their messages without dumping them down, to more effectively share wisdom with larger audiences.
- Confidence

The word euthanasia is of Greek origin and literally means “a good death.” The American Heritage Dictionary defines it as “the act of killing a person painlessly for reasons of mercy.” Such killing can be done through active means, such as administering a lethal injection, or by passive means, such as withholding medical care or food and water. In recent years in the United States, there have been numerous cases of active euthanasia in the news.

They usually involve the deliberate killing of ill or incapacitated persons by relatives or friends who plead that they can no longer bear to see their loved ones suffer. Although such killings are a crime, the perpetrators are often dealt with leniently by our legal system, and the media usually portrays them as compassionate heroes who take personal risks to save another from unbearable suffering. The seeming acceptance of active forms of euthanasia is alarming, but we face a bigger, more insidious threat from passive forms of euthanasia.

Every year, in hospitals and nursing homes around the country, there are growing numbers of documented deaths caused by caregivers withholding life sustaining care, including food and water, from vulnerable patients who cannot speak for themselves. While it is illegal to kill someone directly, for example with a gun or knife, in many cases the law has put its stamp of approval on causing death by omitting needed care. Further, many states have “living will” laws designed to protect those who withhold treatment, and there have been numerous court rulings which have approved of patients being denied care and even starved and dehydrated to death. Because such deaths occur quietly within the confines of hospitals and nursing homes, they can be kept hidden from the public.

Most euthanasia victims are old or very ill, so their deaths might be attributed to a cause other than the denial of care that really killed them. Further, it is often relatives of

the patient who request that care be withheld. In one court case, the court held that decisions to withhold life sustaining care may be made not only by close family members but also by a number of third parties, and that such decisions need not be reviewed by the judicial system if there is no disagreement between decision makers and medical staff.

The court went so far as to rule that a nursing home may not refuse to participate in the fatal withdrawal of food and water from an incompetent patient! “Extraordinary” or “heroic” treatment need not be used when the chance for recovery is poor and medical intervention would serve only to prolong the dying process. But to deny customary and reasonable care or to deliberately starve or dehydrate someone because he or she is very old or very ill should not be permitted. Most of the cases coming before the courts do not involve withholding heroic measures from imminently dying people, but rather they seek approval for denying basic care, such as administration of food and water, to people who are not elderly or terminally ill, but who are permanently incapacitated. These people could be expected to live indefinitely, though in an impaired state, if they were given food and water and minimal treatment. No one has the right to judge that another’s life is not worth living. The basic right to life should not be abridged because someone decides that someone else’s quality of life is too low.

If we base the right to life on quality of life standards, there is no logical place to draw the line. To protect vulnerable patients, we must foster more positive attitudes towards people with serious and incapacitating illnesses and conditions. Despite the ravages of their diseases, they are still our fellow human beings and deserve our care and respect.

We must also enact positive legislation that will protect vulnerable people from those who consider their lives meaningless or too costly to maintain and who would cause their deaths by withholding life-sustaining care such as food and water. © Copyright Read Theory LLC, 2012. All rights reserved. 2 Questions 1) The tone of the author can best be described as A. pleading B. argumentative C. compassionate D. emphatic E. empathetic 2) In paragraph 3, the author finds starvation and dehydration induced euthanasia is to be “more insidious” because A. euthanasia is legally considered to be a criminal act B. the public’s attitude toward euthanasia is becoming more positive C. it often involves those who cannot protest D. the patient has asked to die with dignity E. its perpetrators are viewed as kindly caregivers

3) As used in paragraph 3, what is the best synonym for insidious?

- A. mischievous
- B. treacherous
- C. seductive

D. apparent

E. cumulative

4) The author maintains that death by withholding care is

A. largely confined to hospitals

B. largely confined to the terminally ill

C. often requested by family members

D. approved by living wills

E. difficult to prove if prosecuted

5) As used in paragraph 7, which is the best definition of abridged?

A. trimmed

B. curtailed

C. lengthened

D. Extended

E. compressed

6) Using the passage as a guide, it can be inferred that the author would find euthanasia less objectionable in cases in which I. the patient's death is imminent II. The patient has left instructions in a living will not to provide care III. The patient refuses to accept nourishment

A. I only

B. II only

C. I and II only

D. II and III only

E. I, II and III.

7) The main idea of paragraph 7 is that

A. lawyers will be unable to prosecute or defend caregivers

B. no comprehensive right or wrong definition of euthanasia will exist

C. using a subjective standard will make the decision to end an individual's life arbitrary

D. no boundary will exist between euthanasia and care omission

E. 'quality of life' will no longer be able to be rigidly defined

8) In the final paragraph the author writes, "Despite the ravages of their diseases, they are still our fellow human beings and deserve our care and respect." The main purpose of this statement is to

A. prove a previous argument B. illustrate an example C. gainsay a later statement D. object to a larger idea E. justify an earlier statement

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3.4 Misspelled Words

1. Words ending in consonants are doubled at the end to form present and past participles, comparatives and superlatives form.

Plan – Planning Thin- Thinner

2. In words of more than one syllable, the final consonant is doubled if it is a stressed syllable. Omit- Omitting

Remit- Remitted

3. Certain words that end in er, ar, or are usually always misspelt. Compressor

Linear Transmitter Calendar

4. Words ending with ent and ant are frequently misspelt. Permanent

Relevant Intermittent Stimulant

5. Words that end with single "l" are mostly written as double "l" Careful

Cheerful

6. There is always a confusion in the usage of ie and ei. Receipt

Conceit Belief

Greif

There is always confusion in the usage of words ending with ence and ance. Permanence

Eminence Maintenance Perseverance

Misspelled Words List

Wrong spelling	Correct spelling
tommorow	tomorrow
tuely	truly
seperate	separate
necessary	necessary
alright	all right
maintenance	Maintenance
recieve	receive
beleive	believe
opurtunity	opportunity
ocassion	occasion

previllege	Privilege
buisness	business
fullfill	fulfil
guidence	guidance
que	Queue
writting	Writing
twelth	twelfth

1. Rewrite the sentences with correcting the misspelled words.

a. The doctor suggested that the patient should take a vaccation.

The doctor suggested that the patient should take a vacation.

b. She went to the stage to recieve her diploma.

She went to the stage to receive her diploma.

c. He planned to study medeval literature in graduate school.

He planned to study medieval literature in graduate school.

d. He didn't know the proper pronounciation of hypocrite.

He didn't know the proper pronunciation of hypocrite.

e. She knew it was a priviledge to meet the president in the White House.

She knew it was a privilege to meet the president in the White House.

READING - LONGER TEXT-General

Why is Reading Important?

- Reading Expands the Mind
- Reading Allows for Creative Thinking
- Reading Helps to Improve Concentration
- Reading Helps Your Vocabulary
- Reading Helps as Stress Reduction
- Reading improves your Knowledge
- Reading Helps Your Memory Improvement
- Reading Improves Focus and Concentration

Read the text on “Taj Mahal” and make notes using the outline given below:

Taj Mahal

Taj Mahal needs no introduction. This monument is on the list of the Seven Wonders of the World. No wonder people swarm in flies all year round to witness the magnificence of his beauty. This monument is located in India in the city of Agra in Uttar Pradesh. In other words, Taj Mahal marks the excellence of Mughal architecture. Taj Mahal is one of the main reasons why India is famous. Many people even associate India with Taj Mahal. However, to me, more than the splendid architecture, it is the story behind it that appeals to me the most. This magnificent beauty stands strong as a symbol of the love of a husband to his wife. Moreover, it reminds us of the power of love and how it can set an example for generations to come. The renowned Taj Mahal was brought to life by the vision of the Mughal Emperor Shah Jahan. He got this monument built for his beloved wife, Mumtaz Mahal after she passed away.

To honor the memory of his loving wife, Shah Jahan ordered the finest artisans from all over the world to build it. He wanted to make something that had never been done before for anyone. The emperor wished to give the last gift to his wife whom he loved very much.

Even till date, people sing praises about Shah Jahan’s grand gesture. It makes you believe in love and appreciate it like never before. We also see how under the tomb lies the body

of the eternal lovers. Shah Jahan and Mumtaz Mahal are buried next to each other and even after death, they remained side by side.

NOTES:

A. Introduction ; _____

a. wonder : _____

B: history: _____

C: architecture: _____

D: symbol of love: _____

READING - LONGER TEXT-Technical

Fly ash- An Alternative Building Material

Nearly 73% of Indians total installed power generation capacity is thermal, of which coal based generation is 90% - the remaining comprising diesel, wind, gas and steam. The 85 utility thermal power stations, besides the several captive power plant, use bituminous and sub-bituminous coal and produce large quantities of fly ash. High ash content (30%-50%) contributes to this large volume of fly ash. Fly ash is formed from the non-combustible minerals found in coal. The powdered coal is conveyed by air to air furnace where the carbon is ignited in an atmosphere of 1900-2100°F. The non-combustible minerals become molten as they are carried through the firing zone by the air stream. The molten mineral solidifies in the moving air stream which gives approximately 60% of the fly ash particle a spherical shape. Indians dependence on coal as a source of energy remains as strong as it was. Every day, Delhi's thermal power plants spew out 125000 tones of fly ash. This fly ash is simply dumped in landfills, where they pose a serious hazard to the entire

ecosystem and affect the lives of millions. India generates 100 million tonnes of fly ash every year.

Such a huge quantity does pose challenging problems, in the form of land usage, health hazard, and environmental dangers. In disposal, as well in utilization, utmost care has to be taken, to safeguard the interest of human life, wild life such other considerations.

10 ways to increase your reading speed

- Stop the inner monologue
- Word-chunking
- Do not reread the words on the page
- Use peripheral vision
- Use a timer
- Set a goal
- Read more
- Use a marker
- Work on improving your vocabulary
- Skim the main points first

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3.2 Speaking: Introduction to technical presentation

Why is introducing important?

“The introduction is the most important part of your presentation. It is the first impression you’ll make on your audience. It’s your first opportunity to get their attention. You want them to trust you and listen to you right away.”

The situation or speaking task may be different but we still use the same skills.

When presenting information or telling stories, we need to:

- ▶ Capture a listener’s attention
- ▶ Share information, ideas, or opinions
- ▶ Give the important details
- ▶ Make your information memorable
- ▶ Get your audience (family, friends, colleagues or strangers) to agree, to take action, to change their mind, etc.

Organize Your Introduction Correctly

It will also help your audience know who you are, why you’re an expert, and what to expect from your presentation.

Use this general outline for your presentation:

- ▶ Welcome your audience and introduce yourself
- ▶ Capture their attention
- ▶ Identify your number one goal or topic of presentation
- ▶ Give a quick outline of your presentation
- ▶ Provide instructions for how to ask questions (if appropriate for your situation)

How to introduce?

- ▶ **Use Common Language to Make Your Introduction Easy to Understand**
- ▶ **Welcome Your Audience & Introduction**

Examples:

- ▶ Welcome to [name of company or event]. My name is [name] and I am the [job title or background information].
- ▶ Thank you for coming today. I'm [name] and I'm looking forward to talking with you today about [your topic].
- ▶ Good morning/afternoon ladies and gentlemen. I'd like to quickly introduce myself. I am [name] from [company or position]. (formal)
- ▶ On behalf of [name of company], I'd like to welcome you today. For those of you who don't already know me, my name is [name] and I am [job title or background]. (formal)
- ▶ Hi everyone. I'm [name and background]. I'm glad to be here with you today. Now let's get started. (informal)

Capture Their Attention

Examples:

- ▶ Did you know that [insert an interesting fact or shocking statement]?
- ▶ Have you ever heard that [insert interesting fact or shocking statement]?
- ▶ Before I start, I'd like to share a quick story about [tell your story]...
- ▶ I remember [tell your story, experience or memory]...
- ▶ When I started preparing for this talk, I was reminded of [tell your story, share your quote or experience]...

Identify Your Goal or Topic of Presentation

Examples:

- ▶ This morning I'd like to present our new [product or service].
- ▶ Today I'd like to discuss...
- ▶ Today I'd like to share with you...
- ▶ What I want to share with you is...
- ▶ My goal today is to help you understand...

- ▶ During my talk this morning/afternoon, I'll provide you with some background on [main topic] and why it is important to you.
- ▶ I will present my findings on...
- ▶ By the end of my presentation, I'd like for you to know...
- ▶ I aim to prove to you / change your mind about...
- ▶ I'd like to take this opportunity to talk about...
- ▶ As you know, this morning/afternoon I'll be discussing...

Outline Your Presentation

Examples:

- ▶ First, I'm going to present... Then I'll share with you... Finally, I'll ask you to...
- ▶ The next thing I'll share with you is...
- ▶ In the next section, I'll show you...
- ▶ Today I will be covering these 3 (or 5) key points...
- ▶ In this presentation, we will discuss/evaluate...
- ▶ By the end of this presentation, you'll be able to...
- ▶ My talk this morning is divided into [number] main sections... First, second, third... Finally...

On Asking Questions

Examples:

- ▶ If you have any questions, please don't hesitate to interrupt me. I'm happy to answer any questions as we go along.
- ▶ Feel free to ask any questions, however, I do ask that you wait until the end of the presentation to ask.
- ▶ There will be plenty of time for questions at the end.
- ▶ Are there any questions at this point? If not, we'll keep going.

- ▶ I would be happy to answer any questions you may have now.

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