

## Unit 4

### Vocabulary development

#### 5.1 FINDING SUITABLE SYNONYMS

Synonyms are the words that have a similar meaning to another word.

#### Examples:

1. Abandon – discard
2. Dare – challenge
3. Eager – keen
4. Gloomy – dim
5. Omit – remove

#### Exercises:

1. This is a very **exacting** job.

- a. Specific    b. Complicated    c. Exhausting    d. Demanding    e. Precise

2. He was **worn out** at the end of the day.

- a. Successful    b. Exhausted    c. Dehydrated    d. totally lost    e. Worried

3. There have been instances of highway robbery in this area, **of late**

- a. Recently    b. Always    c. Occasionally    d. Ultimately    e. Readily

4. **Finally** my firm decided to drop the charges against me.

- a. Eventually    b. casually    c. dangerously    d. Un intentionally    e. Knowingly

5. I **accidentally** gave him the wrong change.

- a. Eventually    b. casually    c. dangerously    d. Un intentionally    e. Knowingly

6. This building has been well **maintained**.

- a. Improved    b. Repaired    c. Looked after    d. Constructed    e. Developed

7. I maintained my cool in spite of his **provocative** behaviour.

- a. Tempting    b. Inducing    c. Insulting    d. Respectful    e. Interesting

8. You can't use the government is **bias** in this matter.

- a. Reliability    b. Hostility    c. Dishonesty    d. Favour    e. Prejudice

9. He is utterly **destitute**.

- a. Without a penny    b. Without morals    d. Un scrupulous    e. Friendly

10. His composition was a **concise** history of the school.

- a. Succinct    b. Comprehensive    c. Interesting    d. Emotional    e. Vague

## EXERCISE

Choose from the expression labelled a, b, c, d, e the ones that are nearest in meaning (synonyms) to the expression that are in bold in the sentence below:

1. He was **stridently** proclaiming again and again that he was innocent.

- a. Seriously    b. harshly    c. happily    d. confidently    e. quickly

2. I want to **stress** that I don't need any more assistance.

- a. Strain    b. reiterate    c. emphasize    d. elaborate    e. maintain

3. The new textile **factory** employs 400 men.

- a. Warehouse    b. mill    c. company    e. construction

4. Let's have the **discussion** this evening, shall we?

- a. Dispute    b. debate    c. argument    d. talk    e. conference

5. This is very **exacting** job

- a. Specific b. complicated c. exhausting d. demanding e. precise

6. Antiparty activities **improved** my relations with the opposition

- a. Enlarged b. promoted c. increased d. became friendly e. altered

7. This book **attracted** little attention when it was first published

- a. Received b. gave c. beautiful d. procured e. acquired

8. The speaker used his experience to **bolster** his philosophy.

- a. Preach b. teach c. encourage d. support e. discourage

9. A decimal currency system **facilitates** business transactions

- a. Hinders b. enables c. simplified d. promotes e. complicated

10. I'm very much a **novice** in the field of politics.

- a. Very experienced player b. very cunning politician c. very shrewd politician d. totally ignorant person e. new entrant

## Unit 4

### Language Development

#### 6.1 IF CONDITIONALS

Conditional Sentences are also known as Conditional clauses or If Clauses. They are used to express that the action in the main clause (without, if) can only take place if a certain condition (in the clause with if) is fulfilled. There are three types of Conditional Sentences

Conditional Sentence type	usages	If clause	Main clause
Type 1	A possible condition and its probable result	Simple present	Simple future
Type 2	A hypothetical condition and its probable result	Simple past	Present conditional or Present continuous conditional
Type 3	An unreal past condition and its probable result in the past	Past perfect	Perfect conditional

#### If Clause **Type I**

If+ simple present, will - future

Example: **If I find her address, I will send her an invitation.**

- The main clause can also be at the beginning of the sentence. (don't use comma in this case)

Eg: I will send her an invitation if I find her address.

- Main clause and/ or if clause might be negative.

Eg: If I don't see him this afternoon, I will phone him in the evening.

Use: This type refer to future. An action in the future will only happen if a certain condition is fulfilled by that time. We don't know for sure whether the condition actually will be fulfilled or not, but the condition seems rather realistic- so we think it is likely to happen.

### EXERCISES:

1. If Caroline and Sue **prepare** the salad, Philip **will decorate** the house.
2. If Sue **cuts** the onions for the salad, Caroline **will peel** the mushroom.
3. Jane **will Hoover** the sitting room if Aaron and Tin **move** the furniture.
4. If Bob **tidies** up the kitchen, Anita **will clean** the room.
5. Alan **will mix** the drinks if Jane **gives** him some of her cocktail recipes.

### If Clause **Type II**

If + simple past, main clause with conditional I (=would + infinitive)
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Example: **If I found her address, I would send her an invitation.**

I would send her an invitation if I found her address. (Main clause in the beginning)

If I had a lot of money, I wouldn't stay here. (Main clause is negative)

- In IF clauses type 2, we usually use 'were'- even if the pronoun is I, he, she or it.

- Eg: If I were you, I would not do this.

Use: This type 2 refer to situations in the present. An action could happen if the present situation were different. I don't really expect the situation to change, however. I imagine, what would happen if ....”

### EXCERCISES:

Complete the conditional type 2 by putting the verbs into the correct form. Use conditional 1 with would in the main clause.

1. If we (have) **had** a yacht, we (sail) **would sail** the seven sea.
2. If he (have) **had** more time, he (learn) **would learn** karate.
3. If they (tell) **told** their father, he (be) **would be** very angry.
4. She (spend) **would spend** a year in the USA if it (be) **were** easier to get a green card.
5. We (help) **would help** you if we (know) **knew** how.
6. She (not/ talk) **would not talk** to you if she (be) **were mad** at you.

### If Clause **Type III**

If + past perfect, main clause with conditional II

Example: **If I had found her address, I would have sent her an invitation.**

I would have sent her an invitation if I had found her address. (Main clause in the beginning)

If I hadn't studied, I wouldn't have passed my exams. (Main clause is negative)

**Use:** This type 3 refer to situations in the past. An action would have happened in the past if a certain condition has been fulfilled. Things were different then, however. We just imagine, what would have happened if the situation had been fulfilled.

## EXERCISES:

Complete the conditional sentences (type 3) by putting the verbs into the correct form.

Use conditional 2 with would in the main clause.

1. If you (study) **had studied** for the test, you would have passed it.
2. If you (ask) **asked me**, I would have helped you.
3. If we (go) **went** to the cinema, she would have seen my friend Jacob.
4. If you (speak) **have spoken** English, she would have understood.
5. If they (listen) **had listened** to me, we would have been home earlier.

## EXERCISES:

1. If he had practiced well, he would have got the prize.
2. If the weather is good, I will go to temple.
3. If I were a bird, I would fly.
4. If she had money, she would buy for you.
5. If you go fast, you will catch the train.
6. If I had started earlier, I would have met you at the station.
7. If you treat her well, she will obey you.
8. If the weather is rough, we will stay at home.
9. If there is a power break down, we cannot watch TV.
10. If the engine is serviced regularly it will run smoothly.

## UNIT 4

### 1.1 LISTENING

#### Listening to documentaries and making notes

Watching documentaries is a good way to enhance communication skill as well as general knowledge.

#### TAKING NOTES VS. LISTENING: WHICH IS MORE IMPORTANT?

- Lecture slides are usually an outline of the lecture content.
- They guide your listening and help you identify the key topics and concepts.
- Take note of what appears on them, but don't confine your note-taking to simply copying it.
- The information is usually very limited compared to what the lecturer says, so it's more effective to listen to the lecture and take notes from that.

#### HOW TO TAKE NOTES?



#### What are documentaries?

A film or television or radio program that provides a factual report on a particular subject.

Documentaries deal exclusively with facts and real-life events.

The main purpose of a documentary is to inform and educate.



**Example :**

- ✓ Animal Planet.
- ✓ Discovery Channel.
- ✓ DOC: The Documentary Channel.
- ✓ Docu TVE.
- ✓ Documentary (TV channel)
- ✓ History.
- ✓ National Geographic.

**How Documentaries are good for improving English?**

- ❖ Cartoons are an excellent way of improving anyone's English.
- ❖ Cartoon characters speak rapidly
- ❖ you have to listen closely to get what's being said
- ❖ but at the same time there's a visual reinforcement
- ❖ that scene helps you to understand what the characters are saying.
- ❖ Cartoon characters speak to each other - and that's the first use of a language - speaking to others.

**FREE DOCUMENTARY WEB SITES**

- Vimeo Documentary
- Freedocumentaries.org
- Top Documentary Films
- Documentaries Heaven
- Documentary Tube

**Practice listening**

- Overhear an English conversation. ...
- Listen to the same English podcast every day for a week. .
- Read and listen at the same time.... (subtitles)
- Listen as you sleep. ...
- Prepare your conversations before they happen.

## UNIT 4

### READING

#### 3.1 READING FOR DETAILED COMPREHENSION

##### Reading Comprehension

When a passage is given for reading comprehension, one should first skim and scan through the passage to find what the passage is about and to know the general drift. The detailed reading should be given after going through the questions. After thoroughly understanding the passage, the questions should be answered suitably.

##### Read the following passage and answer the below questions

Tobacco addiction is a global epidemic that is increasingly ravaging countries and regions that can least afford its toll of disability, disease lost productivity and death. The tobacco industry continues to put profits before life: its own expansion before the health of future generations; its own economic gain ahead of the sustainable development of struggling countries. Now, as nations have begun fight back with a global strategy, and some countries begun to turn the course of the epidemic, tobacco companies continue to launch new weapons the form of products disgust to appear less harmful and more attractive.

The core strategy of the tobacco industry is not new. It is the new variant of “light, mild” and low tar. Cigarette campaigns that were so effective in keeping customers gaining new ones and undermining tobacco control in the 20th century. Now a days, tobacco companies continue reassuring health concern, smokers by offering with their new products the illusion of safety. They continue to take their old and new customers to more insidious level of deception by promoting and selling new products discussed under healthier name, fruity flavours are more attractive looking packaging. In the mean time they continue their search

for reduced harm products. However, none have been thoroughly evaluated in human studies, so there is not reliable information on what is the toxicant exposure or health impact. Honest accurate information on tobacco product ingredients, toxicant deliveries, and health effects is scarce for many of these products. Fortunately, tobacco control professionals learnt a valuable lesson about tobacco industry approaches from the experiences and success as well as failures' of 20th century tobacco control efforts.

Global public health also has the strength of the combined forces of the United Nations and its member states through the world health organizations frame work. Convention on tobacco control –the Who, FCTC a powerful tool to combat tobacco and the challenging approaches of its industry. The purpose of the world no tobacco day 2006 is to raise awareness about the existence of great variety of deadly tobacco products in order to help people get accurate information, remove the disguise and unveil the truth behind tobacco products- traditional, new and future. The slogan raises as follows: tobacco: deadly in any form of disguise.

It is crucial to empower people and organization to the knowledge about the different tobacco products and their many forms and disguise in order to implement more effectively control tobacco and improve global health World No Tobacco Day 2006has the following objectives

- Raise awareness all forms of tobacco: DEADLY IN ANY FORM. Cigarettes, pipes , biddies, kreteks, clove cigarettes , snus, snuff, smokeless ,cigars.....they are all deadly
- raise awareness about all types and names and flavours ; deadly in any disguise . mild , light, low tar , full flavor , fruit flavored, chocolate flavoured, natural, additive-free, organic cigarette, PREPs(potentially reduced exposure products), harm –reduced They are all deadly

- raise awareness about the need for strict regulations and encourage its implementation all of the products and practices are deadly and addictive and thus the absence of truthful information deprives even well intended people the ability to make, healthy choices. Whether the disguise is perpetuated by multinational corporations or by well indented, but uninformed shops, families, and individuals, the end product can be the same: use of products that carry unnecessary risk of disease, debilitation and death. The truth about tobacco can empower people to improve their own health, as well as the health of their families, friends, and others in their community.

**I. Choose the best answer for the questions from the options given: 8 X 1 = 8**

(1) The tobacco industry expands on the basis of its

- a) own merit
- b) advertisement
- c) health of future generation
- d) own economic gain

(2) Tobacco companies continue to sell their products by

- a) disguising their products under healthy names
- b) deceiving their customers
- c) taking care of the health aspects

d) informing people of the production

(3) The FCTC of WHO is a tool to

a) fight against tobacco

b) fight against the challenge of the industry

c) promote tobacco sale

d) help people

(4) Which of the following is NOT the purpose of World Tobacco Day?

a) Raise awareness of the existence of the deadly tobacco products

b) Inform people of the tobacco products

c) Unveil the truth behind the tobacco products

d) Fight against the companies

(5) Which one of the following methods is NOT used by the tobacco companies?

a) Give attractive looking packaging

b) Use healthier names

c) Sell at a lower prices

d) Use attractive flavours

(6) What does “Deadly in Disguise” mean?

- a) Death is indirectly hinted
- b) Death is directly spoken of
- c) The person may not die
- d) Death in another form

(7) If the information about the tobacco products are given,

- a) people would have made wise decisions
- b) People will make healthy choices
- c) the sale will go higher
- d) the company will have been in loss

(8) Tobacco addiction is compared to an epidemic disease that spreads because

- a) it causes diseases that spread to other people
- b) the people carry the disease germs
- c) the disease can spread to other countries
- d) addiction to the habit keeps spreading very fast

## Unit 4

### 2.1 Speaking

#### MECHANICS OF PRESENTATION

##### Introduction

- ▶ Preparation and knowledge are the pre-requisites for a successful presentation, with a lot of self-confidence.
- ▶ Good presentation is about entertaining as well as conveying information.
- ▶ Credibility, make positive impact, good opening impression.
- ▶ Use quotes, jokes,
- ▶ Be daring and bold and have fun.
- ▶ Body language , changing tone of your voice

##### Preparation- creating your preparation

- ▶ Think about the audience, facilities available, type of your presentation (lecture style, informative, participative, etc.)
- ▶ Organize the ideas in logical sequence.
- ▶ Create strong introduction and conclusion.
- ▶ Clearly identify your subject and purpose.

### **Essentially the structure of all good presentation is:**

- ▶ Practice it in a rough form.
- ▶ Next give it a 3D form (materials used)
- ▶ Practice to build your confidence
- ▶ Ask for an honest feedback from your friend.
- ▶ Double- check and ensure your comfort ability.
- ▶ Make all the arrangements earlier.

### **Delivering your presentation**

- ▶ Relax, be firm, be confident and be in control.
- ▶ Introduce yourself and tell them about the topics and its importance.
- ▶ Be aware of your body language.
- ▶ If people talk among themselves just stop and look at them.
- ▶ Ask questions to relax
- ▶ If you don't know the answers to a question say no and deal it later.
- ▶ Close positively and firmly, and accept plaudits graciously.

### **CREATING AND GIVING PRESENTATION STEP BY STEP GUIDE**

- Define purpose



- Gather content and presentation of ideas
- Structure the subject matter
- Develop how to present it
- Prepare presentation
- Practice
- Plan, experience, control the environment
- ‘dress rehearsal’ if warranted

## **PRESENTATION TOPICS**

- ▶ The role of history in education
- ▶ My favourite book
- ▶ My favourite movie
- ▶ My favourite singer
- ▶ My favourite actor
- ▶ My role model
- ▶ Space adventure and research- why?
- ▶ My ambitions
- ▶ My inspiration
- ▶ An unforgettable experience

## UNIT 4

### 4.2 WRITING

#### ANALYTICAL ESSAYS AND ISSUED BASED ESSAYS

1) Write an essay on environmental pollution:

Environmental pollution occurs when pollutants contaminate the natural surroundings. Pollution disturbs the balance of our ecosystems, affect our normal lifestyles and gives rise to human illnesses and global warming. Pollution has reached its peak due to the development and modernization in our lives. With the development of science and technology, there has been a huge waste the bounties of our nature without a thought that our actions cause serious problems.

We must deepen our knowledge of nature`s laws and broaden our understanding of the laws of the human behavior in order to deal with pollution problems. So, it is very important to know different types of pollutions, their effects and causes on humanity and the environment we live in.

Types, causes, and effects of pollution

Air pollution is one of the most dangerous forms of pollution. A biological, chemical, and physical alteration of the air occurs when smoke, dust, and any harmful gases enter into the atmosphere and make it difficult for all living beings to survive as the air becomes contaminated.

Burning of fossil fuels, agriculture related activities, mining operations, exhaust from industries and factories, and household cleaning products entail air pollution.

People release a huge amount of chemical substances in the air every day. The effects of air pollution are alarming. It causes global warming, acid rains, respiratory and heart problems, and eutrophication. A lot of wildlife species are forced to change their habitat in order to survive.

Soil pollution occurs when the presence of pollutants, contaminants, and toxic chemicals in the soil is in high concentration that has negative effect on wildlife, plants, humans, and ground water. Industrial activity, waste disposal, agricultural activities, acid rain, and accidental oil spill are the main causes of soil pollution. This type of contamination influence health of humans, affects the growth of plants, decreases soil fertility, and changes the soil structure.

Water pollution is able to lead our world on a path of destruction. Water is one of the greatest natural resources of the whole humanity. Nothing will be able to live without water. However, we do not appreciate this gift of nature and pollute it without thinking. The key causes of the water pollution are: industrial waste, mining activities, sewage and waste water, accidental oil leakage, marine dumping, chemical pesticides and fertilizers, burning of fossil fuels, animal waste, urban development, global warming, radioactive waste, and leakage from sewer lines.

There is less water available for drinking, cooking, irrigating crops, and washing.

### Light pollution

Light pollution occurs because of the prominent excess illumination in some areas. Artificial lights disrupt the world`s ecosystems. They have deadly effects on many creatures

including mammals, plants, amphibians, insects, and birds. Every year many bird species die colliding with needlessly illuminated buildings.

Moreover, artificial lights can lead baby sea turtles to their demise.

Noise pollution takes place when noise and unpleasant sounds cause temporary disruption in the natural balance. It is usually caused by industrialization, social events, poor urban planning, household chores, transportation, and construction activities. Noise pollution leads to hearing problems, health issues, cardiovascular issues, sleeping disorders, and trouble communicating. Moreover, it affects wildlife a lot. Some animals may suffer from hearing loss while others become inefficient at hunting. It is very important to understand noise pollution in order to lower its impact on the environment.

Radioactive pollution is the presence of radioactive substances in the environment. It is highly dangerous when it occurs. Radioactive contamination can be caused by breaches at nuclear power plants or improper transport of radioactive chemicals. Radioactive material should be handled with great care as radiation destroys cells in living organisms that can result in illness or even death.

### Solutions to pollution problems

Environmental pollution has negatively affected the life of both animals and human-beings. The only way to control current environmental issues is to implement conservation methods and create sustainable development strategies. We should find some effective solutions in order to restore our ecological balance.

First of all, we should make sustainable transportation choices. We should take advantage of public transportation, walk or ride bikes whenever possible, consolidate our trips, and consider purchasing an electric car. It is very important to make sustainable food

choices. Choose local food whenever possible; buy organically grown vegetables and fruits or grow your own.

People should conserve energy. Turn off electronics and lights when you are not in the room. Consider what small changes can lead to big energy savings. Use energy efficient devices. It is also essential to understand the concept of reduce, Reuse and Recycle. Try to buy used items whenever possible. Choose products with minimal packaging. Buy reusable items. Remember that almost everything that you purchase can be recycled. Conserve water as much as possible. Dispose of toxic waste properly. Do not use herbicides and pesticides. Use natural, environmentally friendly chemicals for your everyday chores.

## Conclusion

Environmental pollution is one of the biggest problems caused by human activities that we should overcome to see a tomorrow and guarantee our descendants a healthy life. There are many environmental concerns for communities around the world to address. We should always remember that pollution problems affect us all so each of us has to do his or her best to help restore ecological balance to this beautiful place we call home. Learn about the major polluters in your area to protect the air and water where you live. Encourage people to stop pollution, tell them everything you know about this problem, and protest local polluters together. The masses should be educated on the danger of different types of pollution. People should know everything about all consequences of the environmental pollution in order to prevent the worst from happening. Let`s protect the water we drink, the air we breathe, and the soil we use to grow our food.

2) Write an essay on computer and its ill effects:

Although computers can be used as a tool to spread awareness about problems in the environment, they cause a lot of environmental problems themselves. Pollution caused by the production of computer hardware, as well as from the cleaning agents used to clean computers, is a great hazard to the environment and the people that live in it. People leave their computers on nonstop resulting in a lot of energy consumption and enormous amounts of paper are being used daily to print out electronically stored data. It causes health problems as well as economic problems and is in urgent need of treatment. Use computer only when needed. If we all shut down our computers at night the energy savings could light the Eiffel Tower 24 hours a day for 720 years. The increased use of computers in the workplace has brought about the development of a number of health concerns. Many individuals who work at a computer report a high level of job-related complaints and symptoms, including ocular discomfort, muscular strain and stress. The level of discomfort appears to increase with the amount of computer use.

### Vision Problems

Computer use can result in vision problems called Computer Vision Syndrome (CVS). Glare on the computer screen, the reduced level of contrast of text to the background, and letters not being as sharp, or clear as on print create problems. This can put more stress on your eyes. Symptoms of CVS include eye strain, blurred vision, headaches and dry eyes. These symptoms are only temporary and begin to lessen when you're not using the computer. Physical Health Issues

complain about headaches, and pains in their wrists, arms and necks. These pains are often the result of a fixed posture when using the computer keyboard for a long amount of time. This can also cause muscle pain due to fatigue. Use good posture and take breaks when typing on the computer.

## Exposure to Radiation

ray

radiation that can affect your health. Being exposed to computer radiation can cause cancer, tumors, miscarriage and birth defects, headaches and insomnia. The FDA requires that a computer and TV monitors meet a radiation limit. However, they still give off a small amount of radiation. You can avoid exposing yourself to this radiation by limiting your time using the computer or by increasing your distance from the computer.

### 3) Write an essay on the causes of road accidents

Road accident is most unwanted thing to happen to a road user, though they happen quite often. The most unfortunate thing is that we don't learn from our mistakes on road. Most of the road users are quite well aware of the general rules and safety measures while using roads but it is only the laxity on part of road users, which cause accidents and crashes. Main cause of accidents and crashes are due to human errors. We are elaborating some of the common behaviour of humans which results in accident.

1. Over Speeding
2. Drunken Driving
3. Distractions to Driver
4. Red Light Jumping

5. Avoiding Safety Gears like Seat belts and Helmets

6. Non-adherence to lane driving and overtaking in a wrong manner

Various national and international researchers have found these as most common behavior of Road drivers, which leads to accidents.

Over Speeding:

Most of the fatal accidents occur due to over speeding. It is a natural psyche of humans to excel. If given a chance man is sure to achieve infinity in speed. But when we are sharing the road with other users, we will always remain behind some or other vehicle. Increase in speed multiplies the risk of accident and severity of injury during accident. Faster vehicles are more prone to accident than the slower one and the severity of accident will also be more in case of faster the severity of accident will also be more in case of faster vehicles. Higher the speed, greater the risk. At high speed the vehicle needs greater distance to stop i.e. braking distance. A slower vehicle comes to halt immediately while faster one takes long way to stop and also skids a long distance due to law of motion. A vehicle moving on high speed will have greater impact during the crash and hence will cause more injuries. The ability to judge the forthcoming events also gets reduced while driving at faster speed which causes error in judgment and finally a crash.

Drunken Driving:

Consumption of alcohol to celebrate any occasion is common. But when mixed with driving it turns celebration into a misfortune. Alcohol reduces concentration. It decreases reaction time of a human body. Limbs take more to react to the instructions of brain. It hampers vision due to dizziness. Alcohol dampens fear and incite humans to take risks. All these factors while driving cause accidents and many a times it proves fatal. For every increase of 0.05 blood alcohol concentration, the risk of accident doubles. Apart from



alcohol many drugs, medicines also affect the skills and concentration necessary for driving. First of all, we recommend not to consume alcohol. But if you feel your merrymaking is not complete without booze, do not drive under the influence of alcohol. Ask a teetotaler friend to drop you home.

Distraction to Driver:

Though distraction while driving could be minor but it can cause major accidents. Distractions could be outside or inside the vehicle. The major distraction now a days is talking on mobile phone while driving. Act of talking on phone occupies major portion of brain and the smaller part handles the driving skills. This division of brain hampers reaction time and ability of judgment. This becomes one of the reasons of crashes. One should not attend to telephone calls while driving. If the call is urgent one should pull out beside the road and attend the call. Some of the distractions on road are:

1. Adjusting mirrors while driving

2. Stereo/Radio in vehicle

3. Animals on the road

4. Banners and billboards.

The driver should not be distracted due to these things and reduce speed to remain safe during diversions and other kind of outside distractions.

Red Light jumping:

It is a common sight at road intersections that vehicles cross without caring for the light. The main motive behind Red light jumping is saving time. The common conception is that stopping at red signal is wastage of time and fuel. Studies have shown that traffic signals followed properly by all drivers saves time and commuters reach destination safely and timely. A red light jumper not only jeopardizes his life but also the safety of other road users. This act by one driver incites other driver to attempt it and finally causes chaos at crossing. This chaos at intersection is the main cause of traffic jams. Eventually everybody gets late to their destinations. It has also been seen that the red light jumper crosses the intersection with greater speed to avoid crash and challan but it hampers his ability to judge the ongoing traffic and quite often crashes.

Avoiding Safety Gears like seat belts and helmets:

Use of seat belt in four-wheeler is now mandatory and not wearing seat belt invites penalty, same in the case of helmets for two wheeler drivers. Wearing seat belts and helmet has been brought under law after proven studies that these two things reduce the severity of injury during accidents. Wearing seat belts and helmets doubles the chances of survival in a serious accident. Safety Gears keep you intact and safe in case of accidents. Two wheeler deaths have been drastically reduced after use of helmet has been made mandatory. One should use safety gears of prescribed standard and tie them properly for optimum safety.

Detrimental effects of traffic on environment

1. Safety
2. Noise
3. Land Consumption

4. Air Pollution

5. Degrading the Aesthetics

How different factors of Roads contribute in Accidents:

Drivers: Over-speeding, rash driving, violation of rules, failure to understand signs, fatigue, alcohol.

Pedestrian: Carelessness, illiteracy, crossing at wrong places moving on carriageway, Jaywalkers.

Passengers: Projecting their body outside vehicle, by talking to drivers, alighting and boarding vehicle from wrong side travelling on footboards, catching a running bus etc.

Vehicles: Failure of brakes or steering, tyre burst, insufficient headlights, overloading, projecting loads.

Road Conditions: Potholes, damaged road, eroded road merging of rural roads with highways, diversions, illegal, speed breakers.

Weather conditions: Fog, snow, heavy rainfall, wind storms, hail storms.

Preventive measures for accidents:

1. Education and awareness about road safety

2. Strict Enforcement of Law

3. Engineering:

(a) Vehicle design

(b) Road infrastructure

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## Unit 4

### Writing

#### 4.1 Job Application Letter and Resume

##### What is a Job Application Letter?

A **letter of application**, also known as a cover letter, is a document sent with your resume to provide additional information about your skills and experience to an employer. The letter of application is intended to provide detailed information on why you are a qualified candidate for the job.

**Tips:** Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills

A perfect cover letter for your resume is made of the following four parts:

**Salutation:** A professional greeting that addresses the hiring manager by name

**Introduction:** An attention-grabbing opening paragraph that introduces yourself, your intention to apply for the open role

**Body paragraphs:** At least two paragraphs describing your relevant professional experience, achievements, skills, and education

**Closing paragraph:** A cover letter ending that contains a call to action (CTA), asking the hiring manager to invite you in for an interview.

**EX: 1 Microtek industries is looking for interns for their engineering department for their Bangalore and Pune offices. Fresh graduates from electronics/computers/ civil streams can apply for internship with their CVs to M/s Microtek Industries, 219, Pritvi avenue, Bangalore 21**

From

M. Neev Nithin,

13, jawaharlal street,

1st Avenue, Anna

nagar, chennai.

600040.

[www.binils.com](http://www.binils.com)

To

M/s Microtek Industries,

219, Pritvi avenue,

Bangalore 21

Sub: Application for internship- reg

Respected Sir,

Your advertisement for interns in 'The Hindu' dated 20.05.2018 interested me as I am confident that I possess the requisite qualification and skills. I am a B.Tech Electronics and Communication Engineering graduate. I completed my degree with a 9.5 CGPA from college of Engineering, Guindy in May 2018. I did a project award in an inter- university competition. I have attached my resume for the other details of my qualification and skills. I hope that my qualification and skills will merit your consideration. I would be happy to attend a personal interview to further discuss my skills.

Thanking you

Yours truly

Sign

Encl: Resume

RESUME

M. NEEV NITHIN

13, Jawaharlal street

1<sup>st</sup> Avenue

Anna Nagar

Chennai-600048

Email: [neevnithin@gmail.com](mailto:neevnithin@gmail.com)

### **Objective:**

To being my career in a dynamic environmental where I have opportunities to get experience and expertise and to further enhance my career prospects.

### **Education:**

May 2018 : B.Tech Electronics and Communication Engineering. College of Engineering Guindy, 9.5 CGPA

April 2014: H.Sc in K.M. Boys Higher Secondary School, Avadi, Chennai-54; 95%

### **Project done:**

Did a project in VLSI Designs, which won the “ Best Project Award” in “ Tech fest”, an inter university technical symposium held in JNK Technical University, Delhi in 2017.

### **Computer Skills:**

Languages : C, C++, Java

Operating Systems: Unix, Linux, Windows Application:

MATLAB, Oracle, Web Designing

### **Co-curricular Activities:**

- Presented a paper titled, “Recent developments in Mobile Networks” in the Fourth International conference on Communication Networks held in Malaysia, in 2016
- One of the organizing Committee members of the technical symposium “Convergence” conducted by our college in August 2017.



**Extra-curricular Activities:**

- Student secretary for University Sports Club
- Captain of the football team
- Won several medals and trophies in football in Zonal and State level

**Personal Details:**

Date of Birth : 15.03.1997

Father's Name : V. Manickam

Marital Status : Single

Language Known : Tamil, English, Hindi, German

Interests : Reading, books and Blogging on Football

Reference : Dr. Anu Durairaj

Head of the Department

Department of Electronics and Communication Engineering

College of Engineering,

Chennai-85. Example: 2 Respond to the following with a job application and resume.

Mac & Co needs project Managers. They will be responsible for the delivery of substantial projects in an area of strategic importance in various fields of engineering. The candidate will be expected to make strategic and technical decisions regarding the budget, manpower resourcing and design. The main responsibilities will also include planning and executing and ensuring the project team are motivated and focused, having clear targets and milestone deliverables. Candidates with a first class engineering degree can apply. They are also expected to be knowledgeable and experienced in the project management testing, maintenance and commissioning electro-mechanical equipment. Send your application with your resume to the HR Manager, Mac & Co., First Street, Parrys Corner , Chennai 1.

02/06/2016

**ANSWER:**

Mr.Nirmal Ponnambalam

13.Kamaraj Avenue,

Gandhi Enclave

Arpakkam,

Kanchipuram 631603

**The HR Manager**

Mac & Co

First Street ,Parrys Corner

Chennai 600001

Sir,

**Sub: Application for the post of project Manager-reg.**

I am delighted to know that your company is on the lookout for experienced Project

Managers. I would like to be considered for the post. I am a postgraduate in Manufacturing Engineering with five year experience in a small Company. Being a small concern, I got the opportunity to work in all the departments. I am very confident that my proven capacity in the diverse department will be an asset to your organization where meeting targets is the mantra. As a design Engineer, I had designed a robot to do some of the small operations in a precise manner. In addition to my ability to commissioning electro-magnetic equipment, maintaining and rectifying small defects in any machinery, I have experience in preparing budgets of over 2 core rupees and delivering results to the satisfaction of all concerned, In addition to these areas of expertise, I am a efficient leader striking a perfect balance friendly and approachable and at the same time being a tough task master. I know that success in an organization depends on the constant innovation and quality delivery, as true professional, I am willing to take ownership and accountability for the projects under my control. I am interested in working in a vast organization like yours and thereby expanding my thirst for knowledge and expertise. I would like to discuss my application further during the interview

Yours faithfully,

Nirmal Poanambalam

**RESUME**

Nirmal Ponnambalam

13. Kamaraj Avenue,

Gandhi Enclave

Arpakkam,

Kanchipuram 631603

[Nirmalpon@gmail.com](mailto:Nirmalpon@gmail.com)

### **OBJECTIVE**

Project Management position with focus on concept designing, manufacture, testing, maintenance, commission of electro-mechanical equipment, budget and manpower management.

### **SUMMARY OF QUALIFICATIONS:**

- ✓ Organized and goal-oriented with more than three years in project management with customer focus
- ✓ Ability to solve problems in real time situations and able to anticipate situations and create new systems
- ✓ Skilled in promoting rapport with client and team players
- ✓ Ability to delegate work and motivate the team to execute and meet targets on time.
- ✓ Well versed in computer usage enabling easy documentation, execution and presentation at meetings

## **PROFESSIONAL EXPERIENCE**

2013 to till date- Assistant project Manager at Crans Manufacture Pvt Ltd.

### **Project Management and Leadership**

- Directed the planning design, product and management of online applications
- Supervised the team in the design section, testing section and commissioning section
- As the member of the customer service department, spearheaded and developed a department interact resulting in fastest access to inform by the staff and the client.
- Arranged frequent meeting with the interdepartmental work force and discussed policy issues and recommended improvement in service conditions.
- Initiated cross training with order departments to enable lucid work flow.

### **Budget**

- Conducted economic research across market zones, analyzed data and gave inputs to the finance department to prepare the Quarterly, Half yearly and Annual reports • Refined and improved the marketing strategy through corporate programs

### **Team player:**

- Initiated a Recreational Club and encouraged the workers to spend their leisure in relaxing activities that helped to improve efficacy.

- Starting a newsletter and encouraged the workers to pen their thought through tidbits, articles, drawing etc.

## **EDUCATION & TRAINING**

- ✓ M.E Manufacturing Engineering at IIT, Chennai from 2011-2013
- ✓ B.E Mechanical Engineering at Anna University from 2006-2010
- ✓ Did internship at Ford Company, Hyundai Service Center, Ashok Leyland Manufacturing Division, Hosur.
- ✓ Was secretary of the Mechanical Department of the University and organized many symposiums, SAE Workshops, etc.
- ✓ Organized Personality Development Workshop for those who are weak in communication.

Example:

Write a letter of application for the post of Junior Engineer with a Resume to the Manager.

Textro Electronics Pvt.Ltd, Coimbatore

R.Raju 7/2/2020

Nehru Street

Chennai-06

The Manager,

HR Department,

Textro Electronics pvt.ltd, Coimbatore.

Dear Sir/ Madam

With reference to the advertisement in The Hindu; dated 02.02.2020. I could like to apply for the part of junior engineer in your esteemed company. I am an Electronics Engineer with the proper knowledge on the field of generation and power supply. I have enclosed my resume with this letter that will give you information of my educational background.

Being in the electronics engineering field, we had to focus on the development and applications of the Electronic systems. In addition to that, I am a good oriented person and have a good team working skills. I am curious to know about modern technology and I am detail oriented with good logical thinking. My passion and love for this work has made where I stand and apply for the past.

It would be an honour to be a part of your organization and work for your company's objectives which aims to make and provide better services and help in the development of the country.

Thank you so much for your valuable time and considering the letter for my position. Yours faithfully,

Sign

R. Raju

RESUME

[www.binils.com](http://www.binils.com)

R. Raju

Nehru Street raj@gmail.com Chennai 06 Mobile no:

999222233 Career Objective:

Seeking a challenging career associated with an organization that gives me a scope to apply and update my knowledge and skills.

Educational Qualification:



- 1) Bachelor's degree in electronics and Communication Engineering (2009-13) with 8.49 CGPA from the ABC engineering college.
- 2) Higher secondary from the XYZ Matric Higher secondary school with 95% (2009).
- 3) SSLC from the XYZ Matric Higher secondary school with 91.5% (2007).

Technical skills:

Language known: C, C++.

Areas of interest:

- 1) One week training in Doordharsan Kendra, Chennai. Gained knowledge about video recording, terrestrial television and video modulation.
- 2) One week training in District Telecom Training Centre, BSNL, Chennai. Gained knowledge about transmission equipment and GSM.
- 3) One day workshop on high speed routers and switch architecture conducted by force to networks at Anna University, Chennai.

Achievements:

- 1) Won first prize for presenting paper on "Brain controlled car for disabled using artificial Intelligence" at 5<sup>th</sup> nest 12, a national level symposium conducted by AAA engineering college, Salem.

- 2) Presented a paper presentation on &quot; Wireless communication using light (Li-fe) at DEF college of engineering and technology, Technical symposium &quot; Asteroids 12&quot;.
  - 3) Won first prize in treasure hunt event conducted by ZZZ engineering college.
  - 4) School second in higher secondary examination.
  - 5) Secured a degree of Rakshtra Bhasha Praveen from Bakshin Bharat Hindi Prachar satha.
- Hobbies and Interests:

- 1) Singing (Carnatic Music), won many prizes.
- 2) Certificates in singing competitions.
- 3) Reading books.

Personal details:

Father's Name: I.P.L.Murthy.

Date of birth: 1 4.02.1991.

Languages known: English, Tamil, Hindi, French.

Permanent Address: (your address) Declaration:

I hereby declare that all the information furnished by me is true and complete to best of my knowledge.

Place: Chennai

[Your name]

Date: \_\_\_\_\_

[www.binils.com](http://www.binils.com)