



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Department of Humanities and Sciences

REGULATION : R18

BATCH : 2019-2023

ACADEMIC YEAR : 2019-2020

PROGRAM : I B.Tech

YEAR/SEM : I Year / I Sem

COURSE NAME : English

COURSE CODE : A32006

COURSE COORDINATOR : Dr. D. Indira Priyadarshini


H.O.D

NAME OF THE FACULTY : K. Sree Vani

DESIGNATION : Assistant Professor



VidyaJyothi Institute of Technology(Autonomous)

(Accredited by NBA Approved By A.I.C.T.E., New Delhi, Permanently Affiliated to JNTU, Hyd)
(Aziz Nagar, C.B.Post, Hyderabad -500075)

Department of Humanities and Sciences

COURSE FILE INDEX

1. Vision and Mission of Institution
2. Vision and Mission of Department
3. PEOs, POs, PSOs
4. Syllabus
5. Course Outcomes
6. COs Mapping with POs and PSOs
7. Student List
8. Time Table
9. Lesson Plan
10. Academic Calendar
11. Course Delivery Plan
12. Mid I , MID-II Questions paper (CO , PO , BL)
13. Assignment I and II (CO, PO, BL)
14. Previous End Semester Question Papers
15. Course End Survey
16. Content Beyond Syllabus Mapping with POs and PSOs
17. Teaching Learning Methods
18. Course Attainment
19. Course closure report
20. Course Material

1. VISION AND MISSION OF INSTITUTION



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Vision and Mission

Vision:

- To develop into a reputed Institution at National and International level in Engineering, Technology and Management by generation and dissemination of knowledge through intellectual, cultural and ethical efforts with human values
- To foster Scientific Temper in promoting the World class professional and technical expertise

Mission:

- To create state of art infrastructural facilities for optimization of knowledge acquisition
- To nurture the students holistically and make them competent to excel in the global scenario
- To promote R&D and Consultancy through strong Industry Institute Interaction to address the societal problems

2. VISION AND MISSION OF DEPARTMENT



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)
Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Vision of the Department

To produce the globally competent professionals in the field of Computer Science and Engineering

Mission of the Department

- To provide state-of-the-art facilities in Computer Science and Engineering, through innovative teaching learning practices
- To promote research and development in the frontier areas of Computer Science and Engineering and to work in interdisciplinary fields
- To enrich students with discipline and high integrity to serve the society and to inculcate the spirit of ethical values and leadership abilities
- To establish a collaborative environment between Industry and Academia

3. PEOs, POs, PSOs



Vidya Jyothi Institute of Technology(Autonomous)

(Accredited by NAAC , Approved By A.I.C.T.E., New Delhi, Permanently Affiliated to JNTU, Hyd)

(Aziz Nagar, C.B Post, Hyderabad - 500 075)

DEPARTMENT OF HUMANITIES & SCIENCES

COMPUTER SCIENCE ENGINEERING

PEO'S

PEO1: Enhance the employability of the graduates in Software industries/Public sector/Research organizations

PEO2: Acquire analytical and computational abilities to pursue higher studies for professional growth

PEO3: Work in multidisciplinary project teams with effective communication skills and leadership qualities

PEO4: Develop professional ethics among the students and promote entrepreneurial abilities

PSO'S

PSO1: The ability to design and develop Algorithms to provide optimized solutions for societal needs

PSO2: Apply standard approaches and practices in Software Project Development through trending technologies



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

POs, PEOs &PSOs

Programme Outcomes (PO's)

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling to complex engineering activities, with an understanding of the limitations.
6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

4. SYLLABUS



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Syllabus

ENGLISH

(Common for all branches)

B.Tech. I Year I / II Sem

L	T	P	C
2	0	0	2

Course Outcomes:

1. Infer the importance of scientific discoveries in promoting social responsibilities.
2. Comprehend the given texts and respond appropriately for technical and professional purposes.
3. Communicate confidently and transfer information into various forms of writing.
4. Understand the importance of health and nutrition for a better society.
5. Present various forms of business writing skills for successful careers.

UNIT –I

‘The Raman Effect’ from the prescribed textbook ‘English for Engineers’

Grammar: Articles & Prepositions

Reading: Reading and Its Importance- Techniques for Effective Reading.

Writing: Organizing principles of paragraphs in documents.

Vocabulary: The concept of word Formation, synonyms, antonyms, and standard abbreviations.

UNIT –II

‘Ancient Architecture in India’ from the prescribed textbook ‘English for Engineers’

Reading: Improving Comprehension Skills – Techniques for good comprehension

Writing: Sentence Structures, Use of phrases and clauses in sentences

Writing Formal Letters-Eg. Letter of Complaint, Letter of Requisition,
Job Application with Resume.

Vocabulary: Root words and acquaintance with prefixes and suffixes from foreign languages in English, to form derivatives

UNIT –III

‘Blue Jeans’ from the prescribed textbook ‘English for Engineers’

Grammar: Tenses: Types and uses.

Reading: Sub-skills of Reading- Skimming and Scanning

Writing : Identifying Common Errors in Writing

Subject-Verb agreement in number, gender and person

Information Transfer-Process writing

UNIT –IV

'What Should You Be Eating' from the prescribed textbook **'English for Engineers'**

Reading: Intensive Reading and Extensive Reading

Writing : Nature and Style of Sensible Writing

Describing & Defining

Identifying common errors in writing

UNIT –V

'How a Chinese Billionaire Built Her Fortune' from the prescribed textbook **'English for Engineers'**

Vocabulary: Technical Vocabulary and their usage

Reading: Reading Comprehension-Exercises for Practice

Writing : Cohesive Devices

Précis Writing

Technical Reports-Introduction, Characteristics of a Report –

Categories of Reports, Formats- Structure of Reports (Manuscript

Format) –Types of Reports- Writing a Report.

Textbook:

1. Sudarshana, N.P. and Savitha, C. *English for Engineers*. Cambridge University Press.(2018).

Suggested Readings:

1. Lakshminarayana, English for Technical Communication.: SCITECH, 2008
2. Hewings , Advanced English Grammar. Cambridge University Press.2010

5. COURSE OUTCOMES



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Course Outcomes:

1. Infer the importance of scientific discoveries in promoting social responsibilities.
2. Comprehend the given texts and respond appropriately for technical and professional purposes.
3. Communicate confidently and transfer information into various forms of writing.
4. Understand the importance of health and nutrition for a better society.
5. Present various forms of business writing skills for successful careers.

6. COs MAPPING WITH POs &PSOs



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)
Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Department of Humanities and Sciences

R18 Mappings

Course Name: English														
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	-	2	-	-	-	-	2	3	-	3	-	3	-	1
CO2	-	-	2	-	-	2	-	-	-	3	-	3	-	-
CO3	-	3	2	3	-	-	2	1	-	3	-	3	-	-
CO4	-	-	-	-	-	3	-	-	-	3	-	3	-	1
CO5	-	2	-	-	-	-	-	2	2	3	1	3	-	2
AVERAGE	-	2.33	2	3	-	2.5	2	2	2	3	1	3	-	1.33

7. STUDENT ROLL LIST

Branch : COMPUTER SCIENCE & ENGINEERING

SECTION - C

S.No	Hall Ticket No	Name of the Candidate	Parent Mobile No	Student Mobile No
1	19911A05C1	A MURALI MOHAN	9949752379	8008822940
2	19911A05C2	ALAM ABHISHEK	9951042976	6300103822
3	19911A05C3	ALE NITHIN	9573959520	7013985634
4	19911A05C4	AMISTHAPUR ABHIRAM REDDY	9705758989	8688049683
5	19911A05C5	ANUGU SRI HARSHITHA	9951998908	7780231116
6	19911A05C6	ATTIRALA VENKATESH	7993660812	6300138226
7	19911A05C7	BAJJURI VENKAT REDDY	9948327714	8688032354
8	19911A05C8	BOLLIKONDA SOWMYA	9963904336	7287030633
9	19911A05C9	CHAVALLA PADMA SONIKA	9246354974	7842144974
10	19911A05D0	CHEEDALLA UTTEJ	9849668963	8978398562
11	19911A05D1	CHITYALA ANUDEEP REDDY	9440032356	9963807260
12	19911A05D2	DEVARAKONDA PRAKHYATH	9440033315	7207206682
13	19911A05D3	DIKSHITHA VILAS KIRTI	9949390349	
14	19911A05D4	E HARIKRISHNA GOUD	9666854003	8096015565
15	19911A05D5	GAMPA KRISHNA CHAITANYA	9849885421	9346264686
16	19911A05D6	GANDIKOTA BHANU PRAKASH	9963444792	8309479374
17	19911A05D7	GODUGU SHRUTHI	9346260165	7386499381
18	19911A05D8	GOGU NITHIN REDDY	9989855943	9014879202
19	19911A05D9	GORRE SHRUTHI	9603636712	
20	19911A05E0	GUDALA ARCHITHA	9989267877	8179488153
21	19911A05E1	GUDLA BHAVANA	9948333096	9347695307
22	19911A05E2	GUMPARTHI NAGAVAMSI	9866087175	9701454574
23	19911A05E3	K AMEESHA	9032718246	
24	19911A05E4	K LIKITHA	9491800470	
25	19911A05E5	KALUVALA ANURAG	9441774208	6302776250
26	19911A05E6	KESHAV DAVE	9440389106	9652996087
27	19911A05E7	KORIPELLI SRINITHYA	9603377996	9347991185
28	19911A05E8	KOTTAM HEMANTH SAI	9849094214	
29	19911A05E9	LATIKE SURYA PRAKASH	9912179016	9182655258
30	19911A05F0	M DIVIJA ANUSHA	9247230685	8125437403
31	19911A05F1	M SHREYA	9815625879	7013983184
32	19911A05F2	MADDI YUGESHWAR	7075112677	8179242984
33	19911A05F3	MOHD ABDUL GAFOOR	9849100712	9398099454
34	19911A05F4	MUDIGONDA SANDEEP	9010311409	8688692077

35	19911A05F5	N SANGAM	9448250140	7989618433
36	19911A05F6	NAIDU HEMANTH KUMAR	9000042887	9347462812
37	19911A05F7	NALAM NITHIN SAJU	9949940791	7013599972
38	19911A05F8	NAMALA PRUTHVI SAI	9440075530	9490500545
39	19911A05F9	NEMOTORU PRASANNA LAXMI	9963776203	8897158698
40	19911A05G0	NIKITHA SHARLENE GANDHAM	9246347659	9866285335
41	19911A05G1	PASHAM NIHARIKA	9705350035	
42	19911A05G2	PEDDAPANGU AJAY	9705884479	7731858770
43	19911A05G3	PENDYALA VINOOSHA	9849916467	7989690324
44	19911A05G4	PERAM KRISHNA PRASAD RAO	9959632453	9182651488
45	19911A05G5	PODICHETTI HARIKA	8247711515	9381200624
46	19911A05G6	POLE GOUTHAM	9959221170	7989533361
47	19911A05G7	PURAM VAMSHI	9701800499	8919530440
48	19911A05G8	RAJENDRA J BAHIRAT	8008999618	8142010868
49	19911A05G9	RAMAVATH KAMALA	9502408096	9866017958
50	19911A05H0	S HARSHITHA	9398538951	
51	19911A05H1	S SNEHA	9705667435	9948631284
52	19911A05H2	SAI DHEERAJ M	9440744006	9701906919
53	19911A05H3	SAI KRISHNA REDDY BOLLAMPALLY	9493014885	
54	19911A05H4	SYED RIZWAN ALI	8328057847	9390431847
55	19911A05H5	TANDUR RAHUL	9949507050	7842507050
56	19911A05H6	VEMPATI SAITHARUN	6304763004	7095591857
57	19911A05H7	VITHANALA HARISH	9849438700	8801800041
58	19911A05H8	BANDARI ROHAN VARMA	9666657058	
59	19911A05H9	YASH KASAT	9849029551	8096955931
60	19911A05J0	YERUBANDI SATHYA MANOJ RAM	9440730927	9493780927

8. TIME TABLE



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Time Table

CIVIL-B/CSE-C

K. SREE VANU

K .SREE VANI

Class Hour Time	1	2	3	4	LUNCH BREAK	5	6	7
	9:00 –9.55	9.55 –10.50	10.50– 11.45	11.045- 12.40		1:25– 2:20	2.20 – 3:15	3.15 – 4.05
MON	CIVIL – B ENGLISH			CSE C ENGLISH				
TUE				CIVIL B MENTORING			CSE C ENGLISH	
WED		CSE C ECS LAB						
THU	CSE C ENGLISH		CIVIL – B ENGLISH			CIVIL B ECS LAB		
FRI		ECE B ECS LAB					CIVIL – B ENGLISH	
SAT						IT C ECS LAB		

HoD

9. LESSON PLAN



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Lesson Plan

Name of the Faculty: *K. Grevani*

Branch: *CSE-C*

A.Y: 2019-20

Section:

Course Outcomes:

At the end of the course a student is expected to:

1. Infer the importance of scientific discoveries in promoting social responsibilities.
2. Comprehend the given texts and respond appropriately for technical and professional purposes.
3. Communicate confidently and transfer information into various forms of writing.
4. Understand the importance of health and nutrition for a better society.
5. Present various forms of business writing skills for successful careers.

S. No.	Topic	No of Class required	Total no of Classes	Teaching Learning Process	Text Book 1	Ref. Books I & II
UNIT-I THE RAMAN EFFECT						
1	TEXT: ' <i>The Raman Effect</i> '	2	7	Online/Blackboard and chalk	T1:1 to 3	
2	The concept of word formation- Synonyms,	1		Online/Blackboard and chalk	T1:4 to 6	R1:71-87
3	Grammar: Articles and Prepositions	2		Online/Blackboard and chalk	T1:8 to 15	R2:99 - 107
4	Reading: Reading and its importance-Techniques of effective reading	1		Online/Blackboard and chalk	T1:15 to 16	
5	Writing: Organizing principles of paragraphs in	1		Online/Blackboard and chalk	T1:24 to 28	
Unit-II: ANCIENT ARCHITECTURE IN INDIA						
1	TEXT: ' <i>Ancient Architecture in India</i> '	2		Online/Blackboard and chalk	T1:30 to 32	

2	Sentence structures, use of phrases and clauses in	1		Online/Blackboard and chalk	T1:16 to 18	
3	Root words ,Prefixes and Suffixes	1		Online/Blackboard and chalk	T1:6 to 8	
4	Reading: improving comprehension skills-techniques	1		Online/Blackboard and chalk	T1:40 to 42	
5	Writing: writing formal letters	2		Online/Blackboard and chalk	T1:43 to 51	R1:221 to 227

Unit-III:

1	TEXT: ' <i>Blue Jeans</i> '	2	7	Online/Blackboard and chalk	T1:52 to 56	
2	Subject – Verb Agreement	1		Online/Blackboard and chalk	T1:37 to 39	
3	Information Transfer-Process writing	1		Online/Blackboard and chalk	T1:86	
4	Grammar: Tenses	2		Online/Blackboard and chalk	T1:64 to 71	R1:23 to 28
5	Reading: Skimming and Scanning	1		Online/Blackboard and chalk	T1:1 to 75	

Unit-IV: WHAT SHOULD YOU BE EATING

1	TEXT: ' <i>What should you be eating</i> '	2	6	Online/Blackboard and chalk	T1:86 to 87	
2	Describing & Defining	1		Online/Blackboard and chalk	T1:78 to 84	
3	Identifying Common errors in writing	2		Online/Blackboard and chalk	T1:112- to 116	
4	Reading: Intensive & Extensive Reading	1		Online/Blackboard and chalk	T1:96 to 97	

Unit-V:HOW A CHINESE BILLIONAIRE BUILT HER FORTUNE

1	TEXT: ' <i>How a Chinese Billionaire Build Her</i>	1	8	Online/Blackboard and chalk	T1:106 to 108	
2	Cohesive Devices	1		Online/Blackboard and chalk	T1:25 to 26	
3	Precis writing	1		Online/Blackboard and chalk	T1:102 to 105	
4	Vocabulary: Technical Vocabulary & usage	1		Online/Blackboard and chalk	T1:108 to 112	

5	Reading: Comprehension Practice	1		Online/Blackboard and chalk	T1:116 to 119	R1:139 to 53
6	Writing: Technical Reports	2			T1:120 to 124	R1:200 to 203
Total No of classes: 35						


Textbooks:

2. Sudarshana, N.P. and Savitha, C. *English for Engineers*, Cambridge University Press. (2018).(T1)

Reference Books:

3. Lakshminarayana, English for Technical Communication, SCITECH, 2008. (R1)
4. Hewings, Advanced English Grammar, Cambridge University Press, 2010. (R2)


Faculty


HOD

10. ACADEMIC CALENDAR



Vidya Jyothi Institute of Technology (Autonomous)

(Accredited by NAAC & NBA, Approved By A.I.C.T.E., New Delhi, Permanently Affiliated to JNTU, Hyderabad)
(Aziz Nagar, C.B.Post, Hyderabad -500075)

II/III/IV B.Tech I & II Semester Academic Calendar for the Academic Year 2019-20

II/III/IV YEAR I SEMESTER		Commencement of Class Work 17.06.2019	
	From	To	Duration
I Spell of Instruction	17.06.2019	10.08.2019	8 WEEKS
I Mid Examinations	13.08.2019	17.08.2019	4 DAYS
II Spell of Instruction	19.08.2019	05.10.2019	7 WEEKS
Dussehra Holidays	07.10.2019	12.10.2019	1 WEEK
II Spell of Instruction Continuation	14.10.2019	19.10.2019	1 WEEK
II Mid Examinations	21.10.2019	24.10.2019	4 DAYS
Practical Examinations	25.10.2019	29.10.2019	4 DAYS
Betterment Examinations	30.10.2019	01.11.2019	3 DAYS
End Semester Examinations	02.11.2019	18.11.2019	2 WEEKS
Supplementary Examinations	19.11.2019	04.12.2019	2 WEEKS
II/III/IV YEAR II SEMESTER		Commencement of Class Work 02.12.2019	
I Spell of Instruction	02.12.2019	10.01.2020	6 WEEKS
Pongal Holidays	11.01.2020	15.01.2020	5 DAYS
Technical/Sports fest	16.01.2020	18.01.2020	3 DAYS
I Spell of Instruction Continuation	20.01.2020	01.02.2020	2 WEEKS
I Mid Examinations	03.02.2020	08.02.2020	1 WEEK
II Spell of Instruction	10.02.2020	04.04.2020	8 WEEKS
II Mid Examinations	06.04.2020	09.04.2020	4 DAYS
Practical Examinations	13.04.2020	17.04.2020	4 DAYS
Betterment Examinations	18.04.2020	22.04.2020	4 DAYS
End Semester Examinations	23.04.2020	08.05.2020	2 WEEKS
Supplementary Examinations	11.05.2020	23.05.2020	2 WEEKS
Commencement of classes will be from			


DIRECTOR

11. COURSE DELIVERY PLAN



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Course Delivery Plan

	Topic	Expected Date of Completion	Actual Date of Completion	Teaching Learning Process
Unit-I:				
1.1	The concept of word formation- Synonyms, Antonyms and standard abbreviations	9-1-2020	9-1-2020	Audio visual aids
1.2	TEXT: ' <i>The Raman Effect</i> '	20-1-2020	20-1-2020	PPT
1.3	Grammar: Articles and Prepositions	30-1-2020	31-1-2020	Blackboard and chalk
1.4	Reading: Reading and its importance-Techniques of effective reading	23-1-2020	23-1-2020	Blackboard and chalk
1.5	Writing: Organizing principles of paragraphs in documents	4-2-2020	5-2-2020	Blackboard and chalk
Unit-II:				
2.1	Sentence structures, use of phrases and clauses in sentences	14-2-2020	14-2-2020	LCD
2.2	Root words ,Prefixes and Suffixes	6--2-2020	6-2-2020	Blackboard and chalk
2.3	TEXT: ' <i>Ancient Architecture in India</i> '	4-2-2020	4-2-2020	LCD
2.4	Reading: Improving comprehension skills-techniques	7-2-2020	7-2-2020	Blackboard and chalk
2.5	Writing: writing formal letters	12-2-2020	13-2-2020	Blackboard and chalk

Unit-III:

3.1	Subject – Verb Agreement	29-4-2020	29-4-2020	Audio Visual Aids/BB
3.2	Information Transfer-Process writing	26-2-2020	26-2-2020	LCD
3.3	TEXT: ' <i>Blue Jeans</i> '	26-2-2020	26-2-2020 /	LCD
3.4	Grammar: Tenses	25-4-2020	25-4-2020	Blackboard and chalk
3.5	Reading: Skimming and Scanning	15-4-2020	15-4-2020	Blackboard and chalk

Unit-IV:

4.1	Describing & Defining	30-5-2020	30-5-2020	LCD
4.2	Identifying Common errors in writing	6-5-2020	9-5-2020	Blackboard and chalk
4.3	TEXT: ' <i>What should you be eating</i> '	22-4-2020	22-4-2020	Blackboard and chalk
4.4	Reading: Intensive & Extensive Reading	8-6-2020	8-6-2020	Blackboard and chalk

Unit-V:

5.1	Cohesive Devices	23-5-2020	23-5-2020	Blackboard and chalk
5.2	Precis writing	8-6-2020	8-6-2020	Blackboard and chalk
5.3	TEXT: ' <i>How a Chinese Billionaire Build Her Fortune</i> '	6-6-2020	6-6-2020	Blackboard and chalk
5.4	Vocabulary: Technical Vocabulary & usage	9-5-2020	9-5-2020	Blackboard and chalk
5.5	Reading: Comprehension Practice	10-6-2020	10-6-2020	Blackboard and chalk
5.6	Writing: Technical Reports			Blackboard and chalk

**12. MID I , MID-II QUESTIONS
PAPER
(CO , PO , BL)**



Vidya Jyothi Institute of Technology (Autonomous)

(Accredited by NAAC & NBA, Approved By A.I.C.T.E., New Delhi, Permanently Affiliated to JNTU, Hyderabad)

(Aziz Nagar, C.B.Post, Hyderabad -500075)

I B.Tech I Semester I Mid Examination, January-2021

R20

Subject Name: English

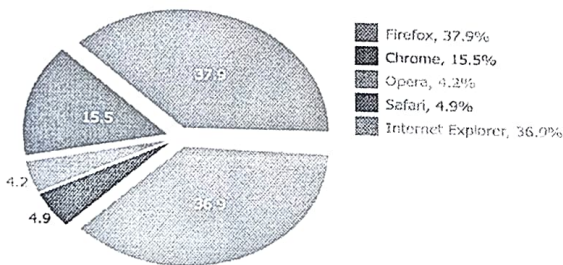
Time: 1 Hour

BRANCH:DS,AI,CSE,IT

Max Marks:20

Bloom's Level:

Remember	L1
Understand	L2
Apply	L3
Analyze	L4
Evaluate	L5
Create	L6

ANSWER ANY THREE QUESTIONS Question number one is compulsory		Bloom's Level	CO	PO	Marks					
1.a)	<p>Study the pie-chart given below and write a short paragraph on the usage of various browsers highlighting the main features and make comparisons where relevant.</p>  <table><tr><td>Firefox, 37.9%</td></tr><tr><td>Chrome, 15.5%</td></tr><tr><td>Opera, 4.2%</td></tr><tr><td>Safari, 4.9%</td></tr><tr><td>Internet Explorer, 36.9%</td></tr></table>	Firefox, 37.9%	Chrome, 15.5%	Opera, 4.2%	Safari, 4.9%	Internet Explorer, 36.9%	3	8,10, 12	5	6 M
Firefox, 37.9%										
Chrome, 15.5%										
Opera, 4.2%										
Safari, 4.9%										
Internet Explorer, 36.9%										
2.	<p>Interpret how do whole grains, healthy fats & oils appear close to the base of the Food Pyramid?</p>	4	8,10, 12	5	7M					
3	<p>Rewrite the sentences after placing the modifiers in the right place.</p> <ol style="list-style-type: none">1. The new student's books were bought online.2. The man was shot who stole my purse.3. The tall soldier led the parade with the beard.4. The results will only be known after all the votes have been counted.5. The pedestrian was hit by a car walking on the footpath.6. The children yesterday went to a museum.7.He nearly tried to make all of his teachers happy.	4	8,10, 12	2	7M					
4	<p>Sketch how the advent of mobile phone made Zhou Qunfei a billionaire?</p>	5	8,9,10,11,	2	7M					
5	<p>Write a report on the increasing pollution in Hyderabad and submit it to your class in charge.</p>	5	8,9,10,11, 12	6	7M					

VJIT(A)



VidyaJyothi Institute of Technology(Autonomous)

(Accredited by NBA Approved By A.I.C.T.E., New Delhi, Permanently Affiliated to JNTU, Hyd)
(Aziz Nagar, C.B.Post, Hyderabad -500075)

Question Paper Title: I Year B.Tech II Semester IIMid Examination (19-20)		
Total Duration (H:M):1:30	Course: English	Maximum Marks:20
Branch : CSE,IT,AI,DS	Session : FN	Date: 13.03.2020

S.No	Course Outcomes
1	Infer the importance of scientific discoveries in promoting social responsibilities.
2	Comprehend the given texts and respond appropriately for technical and professional purposes.
3	Communicate confidently and transfer information into various forms of writing.
4	Understand the importance of health and nutrition for a better society.
5	Present various forms of business writing skills for successful careers

Blooms level	
Remember	I
Understand	II
Apply	III
Analyze	IV
Evaluate	V
Create	VI

Q.No	Questions	Marks	CO	PO	BL
PART-A $3 \times 2 = 6M$					
ANSWER ALL THE QUESTIONS					
1	(i)rite the correct form of these abbreviations/ acronyms a) COVID-19 b) GIF	2	1	8,9,10,11	4
	(OR)				
	(ii)Write the appropriate synonyms for the words below a) Extravagant b) Aim	2	1	8,9,10,12	3
2	(i)Fill in the blanks with appropriate articles a) We buy _____litre of milk everyday. b) The nucleus of _____atom holds a positive charge.	2	2	9,10,12	3
	(OR)				
	(ii) Use the appropriate prepositions in the following sentences a) The captain was _____ his cabin when the storm struck. b) He was left _____ confusion.	2	2	9,10,12	2
3	(ii) Construct meaningful sentence using the given prepositional phrase Inspite of	1	1	9,10,12	2
	(i) Form adjectives by adding appropriate affixes to the words listed below a) Home b) Space	1	2	9,10,12	6

PART-B(5+5+4= 14 Marks)**ANSWER ALL THE QUESTIONS**

4	(i) a. Discuss the early life of Sir C. V. Raman. b. Write a paragraph on your favourite food.	5	1	8,9,10,12	2 3
	[OR]				
	(ii) a. Illustrate the scientific research of Sir C. V. Raman. b. According to Raman, why is the sea blue in colour?	5	1	8,9,10,12	2 1
5	(i). a. You are working on a project for which you need to use the computer lab beyond the working hours. Write a letter to the Dean Academics stating your request and clearly mentioning the time during which you propose to use the lab. b. Write an essay on ancient architecture of India.	5	2	9,10,12	3 3
	[OR]				
	(ii). a. Explain the cave and rock cut architecture. b. How did Gandhara style emerge and what are its characteristics?	5	2	9,10,12	2 1
6	(i) a. Describe the process involved in preparing the cotton yarn required for making the Blue Jeans.	4	3	8,9,10,11, 12	2
	[OR]				
	(i) Enumerate briefly the history of Blue Jeans.	4	3	8,9,10,11, 12	6

13. ASSIGNMENT I AND II
(with CO, PO, BL)



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Assignment 1 & 2 (2 Sample Copies)

Unit – I		COs	PO's	BL
1	Discuss the early life of Sir C.V. Raman.	CO 1	8,10,12	2
2	Illustrate the scientific research of Sir C.V. Raman.	CO 1	8,10,12	2
3	Explain Raman's Spectroscopy	CO 1	8,10,12	2
4.	Complete the exercises by filling in appropriate articles and prepositions	CO 1	8,10,12	3
Unit – II				
1	Enumerate the architecture during the reign of Chandragupta Maurya.	CO 2	10,12	2
2	Explain the cave and rock-cut architecture of the ancient architecture of India.	CO2	10,12	2
3	Compare the architecture of Ashoka's and Mauryan's ages.	CO2	10,12	4
Unit – III				
1	Enumerate briefly the history of blue jeans.	CO3	8,10,12	4
2	List out the raw materials require in the making of blue jeans	CO3	8,10,12	2
3	Summarize in brief the status involved in the making of blue jeans	CO3	8,10,12	3
Unit – IV				
1	Explain how the healthy eating pyramid helps to demonstrate balanced diet	CO4	10,12	2
2	Define how the influx of plans and products of the weight loss industry influence the eating habits.	CO4	10,12	2
3	Interpret how do whole grains, healthy fats and oils appear close to the base of the food pyramid.	CO4	10,12	3

Unit – V				
1	Explain in brief how Zhou Qunfei from a humble beginning grew to be a billionaire.	CO4	8,9,10,11,12	2
2	Discuss what was the job Zhou Qunfei has taken up and why did she resign and to what outcome.	CO4	8,9,10,11,12	2
3	Summarise in your own words how and what made Zhou Qunfei a successful self-made woman	CO4	8,9,10,11,12	3
4	Write a précis for the given passage	CO5	9,10,11,12	3

Date: 25.02.20

Assignment I & II

LIFE OF A C. V RAMAN

INTRODUCTION:-

The Great Indian Physicist Chandrasekhar Venkata Raman was born to Chandrasekhar Ramanathan Iyer and Parvathi Ammal on 4-Nov-1888 in Thiruvani Koil, Madras (Tamil Nadu).

He was the first "Non-white", "Asian and Indian" to receive the Nobel prize in the physics due to his work / research on

- Scattering and discovery of Raman effect.

He was a founder of Raman Research Institute (RRI) located in Bangalore, India. When he was of 82 yrs old, it was at end of October 1970, on 1st November he expired in his Indian Institute of Science Research garden located at Bangalore.

Early life and Education:-

At an early age, Raman moved to the city of Visakhapatnam and studied at St. Aloysius Anglo-Indian high school.

- Raman passed matriculation at age of 15 and the FA Examination with scholarship at the age of 13.

In 1902, Raman joined Presidency College in Madras when his father was a lecturer in mathematics & physics. In 1904 he obtained an BA degree from the University of Madras.

He presented his theory at a meeting of scientists in Bangalore on 16 March 1928, and won the Nobel prize in physics in 1930.

In the year of 1954, the Indian government 'honoured' him with India's highest civilian award, the Bharat Ratna.

In the year of 1970 on 21 November. Raman was aged 82. he expired in Bangalore.

C. V RAMAN'S RESEARCHES AND HIS STUDIES:-

In 1914, Raman Resigned from his government Service & took up the newly created post Professorship in physics at the University of Calcutta. Simultaneously, he continued doing research at the IACS, where he became the Honorary Secretary.

Raman used to refer to this period as the golden era of his career. Many talented students gathered around him at the IACS & the University of Calcutta. He was President of the 16th Session of the Indian Science Congress in 1929.

In 1933, Raman became the director of the newly established Indian Institute of Science (IISc) in Bangalore. The IISc was setup in 1909 with the main objective of bringing out original research & providing training in science & engineering up till Raman's appointment, all of IISc's directors were British & so were most of the faculty. Two years later, he continued as a professor of physics. In 1947, he was appointed as the first National Professor by the new government of Independent India.

Raman said "He enjoyed a measure of academic freedom which seems almost incredible. To mention only one detail, during the whole of my two years work for the MA degree, I remember attending only one lecture ----".

RAMAN SPECTROSCOPY AND APPLICATIONS:

Raman Spectroscopy is a spectroscopic technique typically used to determine vibrational modes of molecules, although rotational and other low-frequency modes of systems may also be observed. Raman Spectroscopy is commonly used in chemistry to provide a structural fingerprint by which molecules can be identified.

Raman Spectroscopy ~~relies~~ upon inelastic scattering of photons known as Raman scattering. A source of monochromatic light usually from a laser in the visible, near infrared or near ultraviolet range is used although x-rays can also be used. The laser light interacts with molecular vibrations, phonons or other excitations in the system, resulting in the energy of the laser photons being shifted up or down - the shift in energy gives information about the vibrational modes in the system. Infrared Spectroscopy typically yields similar, complementary information.

The name "Raman Spectroscopy" typically refers to the vibrational Raman. Using laser wavelengths may other variations of Raman Spectroscopy including surface enhanced Raman etc.

Applications:-

- 1) Raman Spectroscopy is used in chemistry to identify molecules & study chemical bonding & intermolecular bonds. Because vibrational frequencies are specific to the molecule's chemical bonds & symmetry. Raman is also used to study the addition of substrate to an enzyme.
- 2) Raman spectroscopy is used to characterize materials, measure temperature & find the crystallographic orientation of sample.

- 3) Raman spectroscopy can also be use to observe the other low frequency excitation of a solid such as plasmons, magnons etc...
- 4) In nanotechnology, a Raman microscope can be use to analyze. manours to understand better their structure & the radial breathing mode of Carbon nanotubes is commonly used to evaluate their diameter.
- 5) Raman Spectroscopy has a wide variety of applications in biology & medicine & etc etc...

Raman Explanation to blue colour of sea:

The time when Raman was a professor at the University of Calcutta. He returned from his visit of England & Europe & started how light behaved when it passes through substances. On Feb 28, 1928, one of the experiments gave a clear result. Light of only one colour was passed through liquid but the liquid that emerged had small tints of another colour. This meant that the molecules in liquid were changing the colour of some light passing through it. The discovery sensation across the world & named as Raman effect.

The seven visible colours of spectrum is commonly known as "Vibgyor" and are set from smaller to larger wave length like Violet, indigo, blue & green are spread more widely than yellow, orange & red which have larger wave lengths.

In Oceans, sun rays are scattered through water particles almost at an angle of 30° . In that range, scattering of sun rays through water particles becomes 150 times wider than scattering of sun rays through air particles.

In that way Rayleigh proved that it is due to the scattering of light. He proposed the scattering $\propto \frac{1}{\lambda^4}$. Scattering is inversely proportional to 4th power of the wavelength.

But then too Raman was not satisfied. He went under discovery of why water is blue then after 6-7 years he got his answer & that was named as Raman effect and finally He was awarded for Nobel prize.

RAMAN AWARDED THE NOBEL PRIZE:

Firstly the Nobel prize is ~~shall be~~ awarded to a person based on the below terms.

- 1) The person who ~~shall~~ have made most important discovery invention within the field of physics.
- 2) The person who shall have made the most important chemical discovery.
- 3) The person who shall have made the most important discovery with domain of physiology or medicine.
- 4) The person who shall have produced in the field of literature the most outstanding work of an idealistic tendency.
- 5) The person who shall have done the most or the best work for fraternity b/w nations.

There were few terms to award Nobel prize for the person who discovery anythings which includes those and useful to mankind. These were designed by the Dr. Alfred Bernhard Nobel, drawn upon the 27 of Nov, 1895. CV Raman was awarded the 1930 Nobel Prize in physics for his discovery of the Raman effect, in which light that passes ~~through~~ a material is scattered & the wavelength of the scattered light is changed because it has caused an energy state transition in the material's molecules.

This phenomenon is now called Raman Scattering & is the result of the Raman effect. This Raman effect is very useful to the mankind now a days. and it is related to physics. Because of these. They awarded him Nobel Prize.

Date

Name - A. Vaneshwari.

Roll-No - 19-546

Prepositions.

- 1) We live in London.
- 2) We are going on a holiday next week.
- 3) There is a bridge across the river.
- 4) On my wall there are many pictures.
- How is the person in this photo?
- 6) This material is different from that.
- 7) You should explain this to them.
- 8) He goes to school by car.
- 9) They are called by different names.
- 10) This house is comfortable to live in.
- 11) We should not spend money on luxuries.
- I gave him a chair to sit on.
- 13) He was pleased with my work.
- 14) We worked for an hour.
- 15) They went home by train.
- 16) He is fond of sweets.
- 17) We had not seen him since Monday.
- 18) He is suffering from fever.
- 19) He is searching for a book.

Articles:

- 1) I bought a pair of shoes.
- 2) I saw a movie yesterday.
- 3) They are staying at a hotel.
- 4) I think the man standing over there is the principal.
- 5) That is the problem I told you about.
- 6) The night is quiet.
- 7) The price of gas keeps rising.
- 8) John travelled ~~to~~ Delhi.
- 9) I read an amazing story.
- 10) I live in an apartment the apartment is new.
- 11) I would like to eat a piece of cake.
- 12) Sara can play the guitar.
- 13) Her father works as an electrician.
- 14) Tomatoes are Rs. 10 a kilo.
- 15) His mother works in an old building.
- 16) He drives 100 km an hour.
- 17) Ben has a terrible headache.

Correction of sentences.

1) I have a good news for you.

→ I have good news for you.

2) The men are the Rational beings.

→ Men are ~~the~~ Rational beings.

3) Boys leave the school at 4 'o' clock.

→ The Boys leave school at 4 'o' clock.

4) I have read the shake's - sphere macbeth.

→ I have read ~~shake's sphere's~~ Macbeth.

5) The ENVY is an evil passion

→ ENVY is ~~a~~ an evil passion.

6) He has not yet gone to the bed.

→ He has not yet gone to bed.

7) Fire broke out in our village.

→ A Fire broke out ~~in~~ our village.

8) Andamans are a group of islands.

→ The Andamans are a group of islands.

9) He is an oldest person.

→ He is the oldest person.

10) She is a MBBS doctor.

→ she is an MBBS doctor.

11) It is a old custom.

→ It is an old custom.

4/5

20/9/22

**14. PREVIOUS
END SEMESTER QUESTION
PAPERS**



B.Tech I Year II SEMESTER REGULAR EXAMINATION OCTOBER-2020

SUBJECT: ENGLISH

BRANCH: CE, CSE, IT & AI

Time: 2hrs

Max.Marks:75

Note: This question paper contains EIGHT QUESTIONS Answer ANY FIVE questions. Each question Carries 15 Marks

Bloom's Level:

Remember	L1
Understand	L2
Apply	L3
Analyze	L4
Evaluate	L5
Create	L6

ANSWER ANY FIVE QUESTIONS (5Qx15M=75M)		Bloom's Level	Marks
1	Explain C.V. Raman's phenomenal contribution to the field of Science. (200 words)	L2	15M
2	The COVID-19 pandemic has shaken our lives, affecting millions of people and economy all over the world. Write a <u>paragraph</u> as to how the world has changed since its outbreak (200 words)	L3	15M
3	Discuss any three Architectural Wonders of Indian civilization. (200 words)	L3	15M
4 a)	You are working on a class project and you would like to use the computer lab after college hours. Write a letter to the Dean, Computer Science Engineering, stating all the details and requesting him to give you permission.	L3	7M
4b)	<p>Read the following passage and answer the following questions:</p> <p>Mount Vesuvius, a volcano located between the ancient Italian cities of Pompeii and Herculaneum, has received much attention because of its frequent and destructive eruptions. The most famous of these eruptions occurred in A.D. 79. The volcano had been <u>inactive</u> for centuries. There was little warning of the coming eruption, although one account unearthed by archaeologists says that a hard rain and a strong wind had disturbed the celestial calm during the preceding night. Early the next morning, the volcano poured a huge river of molten rock down upon Herculaneum, completely burying the city and filling the harbor with coagulated lava. Meanwhile, on the other side of the mountain, cinders, stone and ash rained down on Pompeii. Sparks from the burning ash ignited the combustible rooftops quickly. Large portions of the city were destroyed in the conflagration. Fire, however, was not the only cause of destruction. Poisonous sulfuric gases saturated the air. These heavy gases were not buoyant in the atmosphere and therefore sank toward the earth and suffocated people.</p> <ol style="list-style-type: none">1. What was the tragic impact of the volcano?2. Between which two cities is Mount Vesuvius located?3. The meaning of the word 'inactive' is a) dull b) fury c) huge d) vibrant4. Was there any clear warning about the volcanic eruption?	L3	8M

tion

	List the stages involved in the manufacturing of denim cloth. (200 words)	L2	15M
	Draw a pie chart based on the information given below: Did you know we communicate a lot nonverbally? It is not just words that are important. According to communication scholars, body language constitutes 55% of our communication with others. Our tone of voice constitutes 38%, and finally words form 7% of our communication.	L3	7M
6b)	Fill in the blanks with the right form of the verbs. Ravi _____ a student of Archangels Engineering College (is, was). He generally _____ to college by bus (go, goes). But these days, he _____ by car (was going, is going). His father _____ a businessman (is, has). He _____ imported cloth for the last 35 years (is selling, has been selling). Ravi strongly _____ in hard work and being optimistic (believe, believes). He _____ to do his M Tech in Artificial Intelligence (planned, plans) after his graduation. He is proud of his parents who _____ him the emotional support and encouragement (had given, have given) at every juncture in his life.	L3	8M
7	The tragedy of our modern life styles is that materialism has increased, and subsequently, weight gain, obesity, and negligence of health have become common. Explain the importance of healthy eating habits that can help human beings lead healthy and happy lives. (200 words)	L3	15M
8	Narrate the success story of the Chinese billionaire Zhou Qunfei. (200 words)	L2	15M

VJIT (A)

Calo
Calau

15. COURSE END SURVEY

COURSE (OUTCOME) END SURVEY FORM (THEORY/ LABORATORY)

Faculty Name:	K. Sree Vani	Designation / Department	Asst. Prof HKS
Course Code:	A 32006	Course Name:	English
Student Name (Optional):	C. Padma Sonika	Roll No./Reg. No. (Optional):	19911A05CT
Programme:	B. Tech (UG)	Semester:	II
Academic Year:	2019-2020	Batch:	2019-20

[Please tick (✓) appropriately]

CO's	To what extent do you have learnt and will be able to do the following (which of the CO's of the course)	Poor	Average	Good
		1	3	5
CO 1	Infer the importance of scientific discoveries in promoting social responsibilities.			✓
CO 2	Comprehend the given texts and respond appropriately for technical and professional purposes.		✓	
CO 3	Communicate confidently and transfer information into various forms of writing.			✓
CO 4	Understand the importance of health and nutrition for a better society.			✓
CO 5	Present various forms of business writing skills for successful careers.			✓

Any other feed back / suggestions:

CALCULATION OF INDIRECT ATTAINMENT

Average of indirect CO attainment from course end survey of all the students for

**16. CONTENT BEYONDSYLLABUS
MAPPING WITH
POs AND PSOs**



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Content Beyond Syllabus MAPPING WITH Pos and PSOs

S. No	Name of the Topic		
		<u>POs</u>	<u>PSO</u>
1	TED TALKS	8,10,12	2
2	BEC	10,12	2
3	OXFORD ACHIEVER	10,11,12	2



5DO

Company growth

Getting started

How do you think these international companies began? Now match each company with a sentence. Then compare your answers with a partner.

a

Google

b



c



d

SONY

e



f



- 1 Samsung began as a food trading company near the South Korean city of Daegu.
- 2 ~~Joyota~~ began when a Japanese company that made weaving machines decided to set up an automobile department.
- 3 ~~Google~~ began as a research project by two students at Stanford University, California.
- 4 ~~Sony~~ began just after World War II when two engineers came together and started Tokyo Tsushin Kogyo. Its first commercialised product was a 'power megaphone'.
- 5 ~~Ford~~ began in 1901 as a reorganisation of the Detroit Automobile Company.
- 6 ~~Virgin~~ began when an entrepreneur started buying discounted records and selling them to stores in London.

Haier

Reading

- 1 Make sentences about a Chinese company called Haier by matching the beginning of a sentence (1-7) with the correct ending (a-g).

- 1 Haier is a Chinese company ... c
- 2 It began in the 1920s ... e
- 3 In the 1950s it became ... g
- 4 For the next thirty years ... b
- 5 Then in 1984, the local government appointed ... d
- 6 Mr Zhang was a keen student ... a
- 7 He planned to turn the company around ... f

- a of management theory and management techniques.
- b it did not experience very high growth.
- c which manufactures electrical appliances.
- d a new young manager, Mr Zhang Ruimin.
- e as a simple refrigerator factory.
- f and make it a success.
- g a state-owned enterprise.

- 2 Now read the article, which is about what happened after Mr Zhang arrived at Haier.

Mr Zhang soon realised that one of the problems was the company did not pay enough attention to quality control. In 1985, on his orders, the manufacturing team carried 76 substandard fridges onto the factory floor. Mr Zhang then handed out hammers to the workers and told them to smash the fridges. Some workers did not want to because the fridges were so expensive, but Mr Zhang insisted. One of the hammers is still on display today to remind employees of the importance of maintaining quality.

Under Mr Zhang's leadership, the company grew rapidly and over the next fifteen years, they broadened their product range to include other electrical goods like air conditioners and televisions. It also acquired a number of other companies. In 2008, Haier overtook Whirlpool as the world's top producer of fridges.



Title of the Text Book:
Business English Certificate.
Cambridge University.

3 Look at Exercises 1 and 2 and find words with the following meanings.

- 1 pieces of equipment for the home *appliances*
- 2 a company or business *enterprise*
- 3 very interested in something *keen*
- 4 not of acceptable quality *substandard*
- 5 break into many pieces *smash*
- 6 increased, or included more things in *broadened*
- 7 obtained something (often another company) *acquired*

4 The following statements are false. Look at Exercise 2 again and correct them.

- 1 Quality control was good at Haier in the early 1980s.
No, it wasn't very good / it was poor.
- 2 The manufacturing team decided to carry 76 fridges onto the factory floor.
- 3 The staff accidentally smashed the fridges.
- 4 In the 1990s, Haier only sold fridges.
- 5 In 2008, Whirlpool produced more fridges than Haier.

Grammar workshop 1

Past simple

Most of the verbs in the article are in the **past simple** tense.

1 Decide which **TWO** of the following statements about the past simple are correct. Look at the article again to help you if you are not sure.

- 1 You use the past simple for a finished action in the past.
- 2 You use the past simple for an action which is not yet finished.
- 3 You use the past simple if you say when the action happened.

Regular verbs in the past simple are made by adding **-ed**, but the spelling of some regular past simple verbs can be a problem. Answer the following questions. Look back at the verbs in the text if you are not sure.

- What happens if:
 - 1 the verb already ends in *e* (e.g. *realise*)?
 - 2 the verb ends in *consonant + y* (e.g. *carry*)?
 - 3 the verb has one syllable and ends in one vowel and one consonant (e.g. *plan*)?
 - 4 the verb ends in one vowel and one consonant, but has two or more syllables and the last syllable is not stressed (e.g. *broaden*)?

3 Look again at Exercises 1 and 2 and find five irregular verbs (apart from the verb *to be*).

4 Business English students often make mistakes with the spelling of irregular verbs in the past simple. Correct the mistakes in the following sentences.

- 1 They ~~spended~~ over 5 thousand pounds on that project. *spent*
- 2 I ~~heard~~ the news about the merger yesterday. *heard*
- 3 I think we ~~payed~~ too much for that new equipment. *paid*
- 4 He ~~red~~ business studies at university. *read*
- 5 He ~~take~~ a taxi across town to visit the factory. *took*
- 6 He ~~choosed~~ not to go into the family business. *chose*

Past simple questions

We form questions in the past simple with **did** plus the base form.

When **did** the company **begin**?

It **began** in the 1920s.

We form past simple questions with **was/were** by inverting the verb and subject.

Why **was** the company **a success**?

The company **was** a success because ...

page 27 Past simple and past continuous

5 Read the statements about another Chinese company. Write questions for statements (1–6).

- 1 Midea started up in 1968.
When did Midea start up?
- 2 It made plastic tops for bottles.
What did it make?
- 3 The founder only had 5,000 renminbi at the time.
How much money did the founder have?
- 4 It employed just 28 people at first.
How many people did it employ?
- 5 Their first electrical products were fans.
What were their first electrical products?
- 6 They acquired an air conditioning company in 1998.
When did they acquire an air conditioning company?

TEDTALKS.



Speakers Name :- Dr. Shalini Rajneesh (IAS).

Topic :- Role of an IAS officer.

Achievements :-

1. In the year 1989, first lady to top the civil service exams [AIR 1].
2. Google Award, prime minister's award achiever.
3. Key role in Babri Masjid demolition Act [1992].
4. She is responsible for scheme known as 'SAKALA' in state of Karnataka.
5. 26 years of serious dedication as IAS.

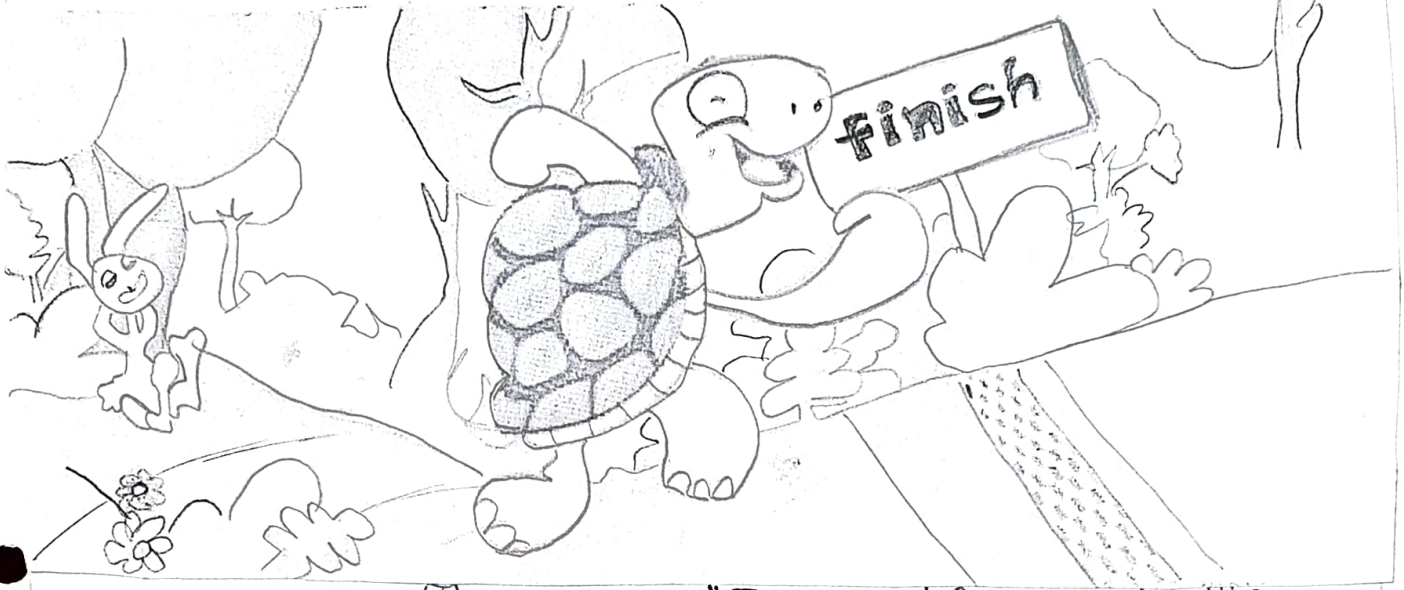
Conclusion:-

She says "No other job gives such ^{most} ~~hy~~omgous experience, challenge, satisfaction, whether one is an IAS (or) not."

*elaborate
on what
inspired you the most.*

THE TORTOISE AND THE HARE

-Slow and Steady wins the race



The Story "The Tortoise and the Hare" is one of Aesop's Fables. This story is about the account of a race between Tortoise and The Hare. An unequal partnership has attracted conflicting interpretations. One fine morning in the heart of the forest, animals of all kinds gathered around a tree. Once there was an energetic and happy hare and a sleepy tortoise. Hare and Tortoise challenged the race who will win the race first. The Hare ran down the road for a while and then paused to rest and the tortoise is walking slowly. The Hare ran down the road for a while. The Hare stretched himself out alongside the road and fell asleep. Tortoise walked and walked, never ever stopping until he came to the finish line. The Hare suddenly woke up and began to run, but it was too late. Tortoise had already crossed the finish line.

After being defeated by the tortoise, the hare did some soul-searching. He was

determined to undo his mistakes and the tortoise for another race. This time, the rabbit was careful to run the whole distance and of course, emerged the winner.

After emerging the loser in the second race, the tortoise thought long and hard. The rabbit was leading in front. Around half way they came across a river. The rabbit halted on the bank of river, wondering how to cross the river. The tortoise approached the river slowly, got in to the water, swam across, climbed up on the other bank, ran the last few km and won the race. However, the tortoise won the race because of its tireless efforts.

Nowadays Slow and steady wins the Race is:

It is important to want things those who have goals and aspirations, but its talent and achieve success through persistent efforts. Those People will do his work on skill and overcome the barrier and difficulties and make through constant efforts in the right direction and right decision. There were so many brilliant people in the history and they meet up the failure for want of patience and perseverance.

“When Your Capabilities are below par, choose a Playing ground that gives you a natural advantage.”

✓ Quite an amazing conclusion!

JURISDICTIONS = legal power or authority, the area in which this power can be used.

Synonyms : administrative, authoritative, constitutional, official.

Antonyms : powerless, incompetence, no control, impotence.

Suisse = a landlocked federal republic in central Europe

Synonyms : schweiz, svizzera, switzerla-nd, Europe, Geneve

Antonyms : -

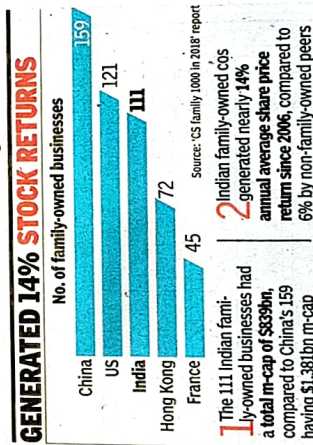
THEMATIC = connected with the subject or subjects of something

Synonyms : topical, tune, message, melody, content, strain, confined.

Antonyms : unthematic.

India ranks 3rd on family-owned biz list

New Delhi: India ranks third globally in terms of number of family-owned businesses with 111 companies having a total market capitalisation of \$639 billion. India closely follows China with 159 firms and the US with 121 firms, says a report. According to the 'Credit Suisse Family 1000 in 2018' study, published by the Credit Suisse Research Institute (CSRI), in terms of number of family-owned businesses within the non-Japan Asian region, the list is dominated by China, India and Hong Kong. These three jurisdictions together account for around 65% of the non-Japan Asian section of CSRI's database, and have a combined market



capitalisation of \$2.8 trillion (or 71%) of the market share. Korea came in fourth place, with 43 companies (\$434 billion market capitalisa-

an region, which continue to dominate and represent a 33% share of the universe, with a total market capitalisation of over \$4 trillion.

The report further noted that in 2017 alone, non-Japan-Asia-based family-owned companies generated 25.6% greater cash flow return on investment (CFROI) than their non-family-owned counterparts, and delivered a 4.2% outperformance in annual average share price return since 2006. Credit Suisse head analyst (thematic investments) and the report's lead author Eugene Klerk said, "This year, we find family-owned businesses are continuing to outperform their peers in every

region, every sector, whatever their size. We believe this is down to the longer-term outlook of family-owned businesses relying less on external funding and investing more in research and development."

Indian family-owned companies generated a 13.9% annual average share price return since 2006, compared to 6% recorded by their non-family-owned peers, the report said. Further, out of the top 50 most profitable companies globally, 24 were from Asia, with a total market capitalisation of \$748 billion. The list included 12 Indian family-owned companies with a total market capitalisation of \$192 billion. AGENCIES

UNIT I

C.V. RAMAN



INTRODUCTION

NAME: CHANDRASEKHARA VENKATA RAMAN
 BORN: 7 NOVEMBER 1888 (CELEBRATED AS NATIONAL SCIENCE DAY)
 DIED: 21 NOVEMBER 1970
 KNOWN FOR: RAMAN EFFECT
 NOTABLE AWARDS: HUGHES MEDAL (1930)
 NOBEL PRIZE IN PHYSICS (1930)
 BHARAT RATNA (1954)
 LEVIN PEACE PRIZE (1957)
 FELLOW OF ROYAL SOCIETY

ABOUT

- Sir Chandrasekhara Venkata Raman, was an Indian physicist whose ground breaking work in the field of light scattering earned him the 1930 Nobel Prize for Physics.

Raman Effect

- The discovery that when light traverses through a transparent material, some of the deflected light changes in wavelength.
- This phenomenon is now called Raman scattering and is the result of the Raman effect.^[2]

- In 1917, Raman resigned from his government service after he was appointed the first Palit Professor of Physics at the University of Calcutta.
- He continued doing research at the Indian Association for the Cultivation of Science (IACS), Calcutta, where he became the Honorary Secretary.

17. TEACHING LEARNING METHODS



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)
Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Teaching Learning Methods

1. Flipped classroom
2. Think-Pair-Share
3. Suggestopedia / Audio Lingual Method

These methods are used to reinforce listening and reading skills using videos and texts supported by a questionnaire.

4. Creative Writing

A random picture is given to the students to understand and use their imagination to write the fitting conclusion that suits the theme. This helps them in enhancing their creativity, critical thinking and problem-solving skills.

5. Lexical Approach

This approach in teaching focuses on vocabulary acquisition and teaching lexical chunks. Here, it is used to improve students' knowledge in Business English.

1. What was the ground breaking discovery of C.V. Raman that fetched him the Nobel Prize?

Raman Effect, Raman Spectroscopy

2. What was Raman's significant study in the field of acoustics?

classical Percussion - Study of Sounds

3. What is molecular diffraction according to sir C V Raman?

Bending of waves around the corners of an obstacle into the region of geometrical shadow

4. Who were the distinguished associates who worked with him?

K.R. Ramanathan & K.S. Krishnan

5. What are the three areas of their research?

Scattering of light by liquids, x rays scattering by liquids, viscosity of liquids.

6. When was Raman awarded Nobel Prize?

1930

7. What did Raman announce at the Royal Society of Fellows?

that he would win the Nobel Prize in physics in the next five years

8. What was Lord Raleigh's Theory for the blue colour of the sea?

Blue colour of the sea was a reflection of the sky

9. What is Raman's Spectroscopy?

A technique that uses scattered light resulting from molecular collisions to investigate molecular properties.

10. What are the applications of Raman's spectroscopy?

Handheld scanners for detecting drugs and explosives.

10/10

audiovisual link : <https://youtu.be/yGDPQZkPu44>



Test Your Listening Skills
-2(IELTS, TOFEL, GRE AND ALL ONLINE
EXAMS)...

www.youtube.com

[https://youtu.be](https://youtu.be/yGDPQZkPu44)

[yGDPQZkPu44](https://youtu.be/yGDPQZkPu44)

A red handwritten mark, possibly a signature or a checkmark, located at the bottom of the page.

18. COURSE ATTAINMENT



S.No	Reg.No	MID I Threshold 60%										Threshold	
		ASM - I (5M)	PART-A			PART-B				Mid I	Mid II	60% (45M)	End Exam (75M)
			Q1(2M)	Q2(2M)	Q3A (1m)	Q3B (1m)	Q4 (5m)	Q5 (5M)	Q6 (4M)				
1	19911A0501	5	2	2	1	1	2	3	2	18	19	50	
2	19911A0502	4	0	0	0	0	0	0	0	4	5	A	
3	19911A0503	5	2	2	1	1	3	4	4	22	23	56	
4	19911A0504	5	2	1	0	1	3	4	4	20	21	52	
5	19911A0505	5	2	2	0	1	4	4	3	21	22	54	
6	19911A0506	5	2	2	0	1	4	4	4	22	23	55	
7	19911A0507	5	1	1	0	1	2	4	4	18	19	47	
8	19911A0508	5	2	1	0	1	3	3	4	19	20	63	
9	19911A0509	5	2	2	0	1	4	4	4	22	23	54	
10	19911A0510	5	2	2	0	1	4	4	4	22	23	57	
11	19911A0511	5	2	2	0	1	4	4	4	22	23	61	
12	19911A0512	5	2	2	1	1	4	4	4	23	24	57	
13	19911A0513	5	2	2	1	1	4	4	4	23	24	62	
14	19911A0514	5	2	1	0	1	3	4	4	20	21	59	
15	19911A0515	5	2	2	0	1	4	4	3	21	22	48	
16	19911A0516	5	2	2	0	1	4	4	4	22	23	54	
17	19911A0517	5	2	1	0	1	3	4	4	20	21	55	
18	19911A0518	5	2	1	0	1	3	3	4	19	20	56	
19	19911A0519	5	1	1	1	1	1	3	4	17	18	40	
20	19911A0520	5	2	1	0	1	3	3	4	19	20	54	

52	19911A0552	5	2	0	0	1	3	4	4	19	20	56
53	19911A0553	5	2	2	0	1	4	4	3	21	22	56
54	19911A0554	5	2	2	0	1	4	4	4	22	23	63
55	19911A0555	5	2	0	0	1	4	4	4	20	21	60
56	19911A0556	5	2	0	0	1	3	4	4	19	20	34
57	19911A0557	5	2	0	0	1	4	4	4	20	21	53
58	19911A0558	5	1	0	0	1	3	4	4	18	19	61
59	19911A0559	5	2	0	0	1	3	4	4	19	20	41
60	19911A0560	5	2	0	0	1	4	4	4	20	21	61
61	19911A0561	5	2	2	1	1	4	4	3	22	23	58
62	19911A0562	4	2	0	1	1	3	3	4	19	20	44
63	19911A0563	5	2	0	1	1	3	3	4	19	20	54
64	19911A0564	5	2	2	1	1	3	3	4	21	22	55
65	19911A0565	5	2	0	1	1	3	3	4	19	20	52
66	19911A0566	5	2	2	1	1	3	3	3	20	21	43
67	19911A0567	5	2	0	1	1	3	3	4	19	20	42
68	19911A0568	5	2	2	1	1	4	4	3	22	23	59
69	19911A0569	5	2	0	1	1	3	3	4	19	20	43
70	19911A0570	5	2	0	1	1	3	3	4	19	20	51
71	19911A0571	5	2	2	1	1	4	4	3	22	23	56
72	19911A0572	5	2	2	1	1	4	4	3	22	23	63
73	19911A0573	5	2	2	1	1	4	4	3	22	23	61
74	19911A0574	5	2	2	1	1	4	4	3	22	23	62
75	19911A0575	5	2	2	1	1	3	3	3	20	21	57
76	19911A0576	5	2	0	1	1	3	3	4	19	20	60
77	19911A0577	5	2	0	1	1	3	3	4	18	19	48
78	19911A0578	5	1	0	1	1	4	4	4	23	24	63
79	19911A0579	5	2	2	1	1	3	3	3	20	21	59
80	19911A0580	5	2	2	1	1	4	4	3	22	23	58
81	19911A0581	5	2	2	1	1	3	3	4	18	19	53
82	19911A0582	5	1	0	1	1	3	3	4	18	19	53

114	19911A05B4	5	2	2	1	1	4	4	3	22	23	54
115	19911A05B5	5	2	2	1	1	4	4	3	22	23	65
116	19911A05B6	5	2	0	1	1	3	4	3	19	20	57
117	19911A05B7	5	2	0	1	1	3	4	3	19	20	56
118	19911A05B8	5	2	0	1	1	3	4	3	19	20	48
119	19911A05B9	5	2		1	1	3	4	3	19	20	61
120	19911A05C0	5	2		1	1	4	4	4	21	22	57
121	19911A05C1	5	1			1	3	4	4	18	19	45
122	19911A05C2	4	1			1	2	3	4	16	17	49
123	19911A05C3	5	2	2	1	1	3	3	3	20	21	58
124	19911A05C4	5	2	2	1	1	3	3	3	20	21	54
125	19911A05C5	5	2	2	1	1	3	4	3	21	22	50
126	19911A05C6	5	2	2	1	1	3	4	3	21	22	60
127	19911A05C7	5	2	2	1	1	3	3	3	20	21	47
128	19911A05C8	5	2	2	1	1	3	4	3	21	22	55
129	19911A05C9	5	2		1	1	4	3	4	20	21	56
130	19911A05D0	5	2	2	1	1	3	3	3	20	21	44
131	19911A05D1	5	2	2	1	1	3	4	3	21	22	51
132	19911A05D2	5	2	0	1	1	4	3	4	20	21	53
133	19911A05D3	5	2	0	1	1	3	3	4	19	20	60
134	19911A05D4	5	2	2	1	1	3	3	3	20	21	66
135	19911A05D5	5	1	0		1	3	4	4	18	19	52
136	19911A05D6	5	1	0		1	3	4	4	18	19	60
137	19911A05D7	5	2	2	1	1	3	3	3	20	21	64
138	19911A05D8	5	2	0	1	1	3	3	4	19	20	60
139	19911A05D9	5	2	2	1	1	3	4	3	21	22	51
140	19911A05E0	5	2	2	1	1	3	4	3	21	22	64
141	19911A05E1	5	2	2	1	1	3	4	3	21	22	57
142	19911A05E2	5	2	2	1	1	3	3	3	20	21	47
143	19911A05E3	5	2	2	1	1	3	3	3	20	21	56
144	19911A05E4	5	2	2	1	1	4	4	3	22	23	63

176	19911A05H6	5	2		1	1	1	3	3	3	3	4	19	20	49
177	19911A05H7	5	2		1	1	1	3	3	3	3	4	19	20	52
178	19911A05H8	5	2	2	1	1	1	3	3	4	3	3	21	22	54
179	19911A05H9	5	2	2	1	1	1	4	4	4	3	3	22	23	54
180	19911A05J0	5	2		1	1	1	3	3	3	4	4	19	20	51
181	19911A05J1	5	2		1	1	1	3	3	4	4	4	20	21	58
182	19911A05J2	5	2	2	1	1	1	3	3	4	4	4	22	23	58
183	19911A05J3	5	2		1	1	1	4	4	4	4	4	21	22	58
184	19911A05J4	5	2	2	1	1	1	3	3	4	4	4	22	23	61
185	19911A05J5	5	2	2	1	1	1	3	3	4	4	4	22	23	65
186	19911A05J6	5	2	1	1	1	1	3	3	4	4	4	21	22	60
187	19911A05J7	5	2	2	1	1	1	4	4	4	4	4	23	24	62
188	19911A05J8	5	2	1	1	1	1	3	3	4	4	4	21	22	47
189	19911A05J9	5	2	1	1	1	1	3	3	4	3	3	20	21	48
190	19911A05K0	4	0	0		0	0	0	0	0			4	5 A	
191	19911A05K1	5	2	1	1	1	1	3	4	4	4	4	21	22	55
192	19911A05K2	5	2	2	1	1	1	4	4	4	4	4	23	24	64
193	19911A05K3	5	2	2	1	1	1	4	4	4	4	4	23	24	61
194	19911A05K4	5	2	1	1	1	1	3	4	4	4	4	21	22	52
195	19911A05K5	5	2	2	1	1	1	4	4	4	4	4	23	24	46
196	19911A05K6	5	2	1	1	1	1	3	4	4	3	3	20	21	48
197	19911A05K7	5	2	1	1	1	1	3	4	4	3	3	20	21	58
198	19911A05K8	5	2	2	1	1	1	3	4	4	4	4	22	23	41
199	19911A05K9	5	1	2		1	1	3	4	4	3	3	19	20	47
200	19911A05L0	5	1	2		1	1	3	4	4	3	3	19	20	60
201	19911A05L1	5	2	1	1	1	1	3	4	4	3	3	20	21	62
202	19911A05L2	5	2	1	1	1	1	3	4	4	4	4	21	22	47
203	19911A05L3	5	2	1	1	1	1	3	4	4	3	3	20	21	51
204	19911A05L4	5	2	2	1	1	1	3	4	4	4	4	22	23	39
205	19911A05L5	5	2	1	1	1	1	3	4	4	3	3	20	21	52
206	19911A05L6	5	2	1	1	1	1	3	4	4	4	4	21	22	52

238	19911A05P8	5	1	2	1	1	1	3	2	15	16	40
239	19911A05P9	5	1	2	1	1	1	4	3	18	19	49
240	19911A05Q0	5	1	2	1	1	1	4	3	19	20	51
Average		5.0	1.8	1.4	0.8	1.0	3.2	3.6	3.5	20.0	21.0	54.4
No of students attempted		238	240	217	209	240	240	240	239	240	240	237
%of students scored 60% and above		100.0	79.6	60.4	80.9	98.8	98.8	98.8	99.2	100.0	100.0	100.0
CO ATTAINMENT LEVEL		3	3	2	3	3	3	3	3	3	3	3

ASSESSMENT OF COs FOR THE COURSE

CO	Method	value	Avg	CO Attainment (Internal)	CO ATTAINMENT (EXTERNAL)	Overall CO Attainment
CO 1	ASM I	3	3.0	2.95	3.00	2.99
	MID I PART A Q1	3				
	MID I PART A Q3A	3.0				
	MID I PART B Q4	3.0				
CO 2	ASM I	3	2.8	2.95	3.00	2.99
	MID I PART A Q2	2				
	MID I PART A Q3B	3.0				
	MID I PART B Q5	3.0				
CO 3	ASM I	3	3.0	2.95	3.00	2.99
	MID I PART B Q6	3.0				
	MID II	3.0				
CO 4	MID II	3.0	3.0			
CO 5	MID II	3	3.0			

19. COURSE CLOSURE REPORT



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)
Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Regulation : R18

Academic Year : 2019 - 20

Program : B.Tech

Year/Sem : I yr / II Sem

Course Name : English - II

Course Code : A32006

Contact Hours : Lectures / Tutorial / Credits

No. of Students : 60

OVERALL ATTAINMENT (80% DIRECT + 20% INDIRECT)	
DIRECT	2.95
INDIRECT	3.00
OVERALL ATTAINMENT	2.99

20. COURSE MATERIAL

SYLLABUS

B.Tech. I Year I / II Sem

2	0	0	2
---	---	---	---

UNIT –I

‘The Raman Effect’ from the prescribed textbook ‘English for Engineers’

Grammar: Articles & Prepositions

Reading: Reading and Its Importance- Techniques for Effective Reading.

Writing : Organizing principles of paragraphs in documents.

Vocabulary: The concept of word Formation, synonyms, antonyms, and standard abbreviations.

UNIT –II

‘Ancient Architecture in India’ from the prescribed textbook ‘English for Engineers’

Reading: Improving Comprehension Skills – Techniques for good comprehension

Writing : Sentence Structures, Use of phrases and clauses in sentences

Writing Formal Letters-Eg. Letter of Complaint, Letter of Requisition, Job Application with Resume.

Vocabulary: Root words and acquaintance with prefixes and suffixes from foreign languages in English, to form derivatives

UNIT –III

‘Blue Jeans’ from the prescribed textbook ‘English for Engineers’

Grammar: Tenses: Types and uses.

Reading: Sub-skills of Reading- Skimming and Scanning

Writing : Identifying Common Errors in Writing

Subject-Verb agreement in number, gender and person

Information Transfer-Process writing

UNIT –IV

‘What Should You Be Eating’ from the prescribed textbook ‘English for Engineers’

Reading: Intensive Reading and Extensive Reading

Writing : Nature and Style of Sensible Writing

Describing & Defining

Identifying common errors in writing

UNIT –V

‘How a Chinese Billionaire Built Her Fortune’ from the prescribed textbook ‘English for Engineers’

Vocabulary: Technical Vocabulary and their usage

Reading : Reading Comprehension-Exercises for Practice

Writing : Cohesive Devices

Précis Writing

Technical Reports-Introduction, Characteristics of a Report – Categories of Reports, Formats- Structure of Reports (Manuscript Format) –Types of Reports- Writing a Report.

Textbook:

1. Sudarshana, N.P. and Savitha, C. *English for Engineers*. Cambridge University Press. (2018).(T1)

Reference Books:

1. English for Technical Communication.Lakshminarayana.: SCITECH, 2008 (R1)
2. Advanced English Grammar.Hewings. Cambridge University Press.2010 (R2)

UNIT I: THE RAMAN EFFECT

Course Outcome: Define vocabulary and grammar concepts for effective writing

Syllabus: Lesson : '*The Raman Effect*', The concept of word formation- Synonyms, Antonyms and standard abbreviations, Grammar: Articles and Prepositions, Reading: Reading and its importance-Techniques of effective reading, Writing: Organizing principles of paragraphs in documents

Summary

C.V.Raman's Early Life: Chandrasekhara Venkata Raman was born at Tiruchirappalli in Southern India on November 7th, 1888. His father was a lecturer in mathematics and physics so that from the first he was immersed in an academic atmosphere. He entered Presidency College, Madras, in 1902, and in 1904 passed his B.A. examination, winning the first place and the gold medal in physics; in 1907 he gained his M.A. degree, obtaining the highest distinctions.

Other Scientific Researches: Raman led experiments at the IACS with collaborators, including K. S. Krishnan, on the scattering of light, which is now called the Raman effect. By the year 1921 leading physicists like J.J. Thomson and Lord Rutherford were already acquainted with Raman's significant study in the field of Optics and Acoustics wherein he studied the percussions of instruments like tabla and mridangam and related their sounds to mathematics.

Factors that led to the discovery of Raman Effect: Raman was struck by the blue colour of the Mediterranean Sea. Scientists believed that the blue colour of the sea was actually a reflection of the sky which was confirmed by Physicist Lord Rayleigh. But Raman was not convinced by this explanation. To verify his speculations he used polarized Nicol Prism on sea water sample to show light was scattered by water molecules-a phenomenon that he called molecular diffraction.

Raman Effect: Raman initiated research in three areas: the scattering of light by liquids, the scattering of x-rays by liquids and the viscosity of liquids. Of these three areas the scattering of light by liquids fetched him the Nobel Prize. Later for seven years he conducted many experiments along these lines with his associates KR Ramanathan and K S Krishnan. The team had indisputable proof about the modified radiations observed in scattering experiments due to molecular fluctuations. The discovery was announced through the Associated Press on 29th February and 8th March. In this regard with a sense of affirmation he addressed the gathering at the south Indian association on 16th March 1928. He proposed the new kind of radiation or light emission from atoms & molecules. His experiments and findings were confirmed and he was conferred the Nobel Prize. Raman had confidently announced at a meeting of Royal society of Fellows in 1924 that he would win the Nobel Prize in Physics.

Awards: In 1930 Raman won the Nobel Prize in Physics, 1940 awarded the Franklin Prize, 1954 honoured with highest civilian award the [Bharat Ratna](#), and awarded Lenin Peace Prize in 1957. India celebrates [National Science Day](#) on 28 February of every year to commemorate the discovery of the Raman effect .

Raman's Spectroscopy: Raman discovered that when a light beam travels through a medium, it is deflected by the molecules in the medium. a small part of the light beam after the deflection, had a different wave length and colour from the phenomenon. this initiated the study of Raman Spectroscopy.

Advantages of Raman Effect: Raman clearly explained how light travels through a medium and a light beam are deflected by the molecules in the medium. The experiment was named after him as Raman Effect which led to the discovery of Raman Spectroscopy, a field of study that has a lot of practical applications like handheld scanners and in the pharmaceutical industry.

Long Answers for 10 Marks

1: Why was Raman awarded the Nobel Prize?

A: C. V. Raman was born in Tiruchirapally in Tamil Nadu. His father was a Physics teacher. Raman completed his early education in Presidency College, Chennai. Raman also cleared the Civil Services Competitive exam and became the Deputy Accountant General in Calcutta. Even though he was working as a Deputy Accountant General he was interested in pursuing scientific research at the Indian Association for Cultivation of Science. He finally gave up his administrative position to become a professor of Physics at the Calcutta University.

Chandrasekhar Venkat Raman was a born physics enthusiast. His inquisitive nature was ever alive. He was always curious to know more and more. And he was very clear in his propositions and explanations. He was forever ready to instigate, interrogate, investigate and propagate. Even as a busy administrative officer, he always found time, patience and, more importantly, interest to conduct original scientific research at the Indian Association for the cultivation of sciences. With such inherent scientific temper, Sir C.V. Raman watched the sea and its blue color as he was voyaging to London in 1921. Sir C.V. Raman was not convinced by the earlier explanation that the blue color was the reflection of sky. Sir C.V. Raman speculated that it could be because of the scattering of sunlight by water molecules. And his consequent experiments proved this speculation. And the inevitable happened. And C.V. Raman's earlier bold declaration became true. He won the Nobel Prize for physics for his original discovery – molecular scattering of light – in 1930!

2: According to Raman, why is the sea blue in color?

A: Born in Tiruchirapalli, a town in Tamil Nadu a young Indian called C.V. Raman was ever keen to learn and led to the Nobel Prize for Physics in 1930. Though he had his early education in Presidency College in Chennai, he had also passed his civil services exams. And became the Deputy Accountant General in Calcutta. Even though he was working as a Deputy Accountant General he was interested in pursuing scientific research at the Indian Association for Cultivation of Science. He finally gave up his administrative position to become a professor of Physics at the Calcutta University. This can be said to be the turning point in his career. Raman made his first trip to London as a delegate at the Universities Congress in 1921. Before going to London, he came in contact with the then leading physicists like J. J. Thomson and Lord Rutherford. They got acquainted with Raman's significant study of optics and acoustics. Raman had studied classical percussion instruments like 'Tabla' and the 'Mridangam'. To be more specific, Raman studied the Mathematical relationships that produced the pleasing effects of the sounds.

Questioning was his strength. Research was his weapon. And discovery was his passion. And the reward was the Nobel Prize. C.V. Raman participated in the Universities' Congress in London in 1921. As he was travelling by the sea, he was impressed by the 'blue' color of the sea. Many people noticed this blue color earlier. They all thought it was the reflection of sky. But C.V. Raman was, somehow, not impressed with this belief. He guessed that sunlight is being scattered by the water molecules. He conducted experiments in this direction. He proved beyond doubt that water molecules indeed scatter light. So, the white sunlight, when scattered by the water molecules gives the sea its blue color. This discovery, known as the Raman Effect, fetched for him the Nobel Prize in 1930!

3: What do you know about Raman's childhood?

A: C. V. Raman was born in Tiruchirapally in Tamil Nadu. His father was a Physics teacher. Raman completed his early education in Presidency College, Chennai. Raman also cleared the Civil Services Competitive exam and became the Deputy Accountant General in Calcutta. Even though he was working as a Deputy Accountant General he was interested in pursuing scientific research at the Indian Association for Cultivation of Science. He finally gave up his administrative position to become a professor of Physics at the Calcutta University.

4: How did Raman learn the effects of the pleasing sounds?

A: Raman made his first trip to London as a delegate at the Universities Congress in 1921. Before going to London, he came in contact with the then leading physicists like J. J. Thomson and Lord Rutherford. They got acquainted with Raman's significant study of optics and acoustics. Raman had studied classical percussion instruments like 'Tabla' and the 'Mridangam'. To be more specific, Raman studied the Mathematical relationships that produced the pleasing effects of the sounds.

5: Write a few lines about what Raman observed during his first voyage to London

A: Raman made his voyage to London through the Mediterranean Sea. While travelling through the sea Raman was struck by the blue colour of the sea waters. Till then it was an accepted fact that the blue colour of the sea was actually a reflection of the sky. This was also confirmed by the celebrated physicist Lord Rayleigh who had proposed that the minute particles in the air scattered the blue wavelength from the Sun's white rays.

6: Explain Molecular diffraction? What did Raman do to discover this phenomenon?

A: Raman was convinced by the explanation given by the celebrated physicist Lord Rayleigh regarding the blue wave length from the Sun's white rays. Raman speculated that the blue colour of the sea could be caused by the scattering of the sunlight by the water molecules. To verify Raman's speculations, he used a polarized Nicol prism on a sample of sea water to show that light was indeed scattered by the water molecules. This phenomenon was afterwards called the "molecular diffraction".

GRAMMAR

1.The Concept of Word Formation –The Use of Prefixes and Suffixes

In [linguistics](#), word formation is the creation of a new [word](#). Word formation is sometimes contrasted with [semantic change](#), which is a change in a single word's meaning. The boundary between word formation and [semantic change](#) can be difficult to define as a new use of an old word can be seen as a new word derived from an old one and identical to it in form. There are four main kinds of word formation. They are prefixes, suffixes, conversion and compounds.

But we are going to see prefixes and Suffixes only. [Prefixes](#) and [suffixes](#) are sets of letters that are added to the beginning or end of another word. They are not words in their own right and cannot stand on their own in a sentence: if they are printed on their own they have a [hyphen](#) before or after them.

Prefixes

Prefixes are added to the beginning of an existing word in order to create a new word with a different meaning. For example:

<i>word</i>	<i>Prefix</i>	<i>new word</i>
happy	un-	unhappy
cultural	multi-	multicultural
work	over-	overwork
space	cyber-	cyberspace
market	super-	supermarket

Suffixes

Suffixes are added to the end of an existing word. For example:

<i>word</i>	<i>Suffix</i>	<i>new word</i>
child	-ish	childish
work	-er	worker
taste	-less	tasteless
idol	-ize/-ise	idolize /idolise
like	-able	likeable

The addition of a suffix often changes a word from one word class to another. In the table above, the verb *like* becomes the adjective *likeable*, the noun *idol* becomes the verb *idolize*, and the noun *child* becomes the adjective *childish*.

Word creation with prefixes and suffixes

Some prefixes and suffixes are part of our living language, in that people regularly use them to create new words for modern products, concepts, or situations. For example:

<i>word</i>	<i>prefix or suffix</i>	<i>new word</i>
security	bio-	biosecurity
clutter	de-	declutter
media	multi-	multimedia
email	-er	emailer

3.Synonyms & Antonyms

Synonyms are words with similar meanings, but differ in connotation.

eg;slim- thin

skinny- very thin

brainy- having intelligence

smart- showing quick intelligence

Antonyms: antonyms are pairs of words with opposite meanings.

Graded antonyms: the relationship between the two words with opposite meanings lies along a continuous spectrum eg. heavy-light (weight is a continuous spectrum)

Complementary antonyms: pair of words with opposite meanings which do not lie on a continuous spectrum eg, mortal-immortal

Relational antonyms: pairs of words that refer to a relationship from opposite points of view eg, teacher-student: doctor-patient

Task 1:Write suitable synonyms

determine-

authorized-

acknowledged-

importance-

positive-

Task 2: Write suitable antonyms

artificial-

different

accept-

indefinite-

disconnect-

Standard Abbreviations:

An abbreviation is the shortened form of a word or a phrase. An acronym is an abbreviation formed from the initial letters of other words and pronounced as a word.

Abbreviations: Jan., USA, Mr, UNO, Attn, Ctrl

Acronyms : NATO, SAARC, RADAR, NASSCOM, FICCI

Task: find out what these abbreviations/acronyms stand for

DNA, SONAR, Aci-fi, EU, Sitcom, Scuba, NASA, DNA, LAN, LPG, RSVP

4. Identifying Common Errors in Writing with Reference to Articles and Prepositions.

Two kinds of articles

As you know, there are two kinds of articles in English – definite article (the) and indefinite article (a/an).

Here is a quick overview of the most important rules that you have to remember when using definite and indefinite articles.

Indefinite articles

1. Use indefinite articles (a, an) when you introduce a person or thing for the first time.
2. Use indefinite articles when you don't expect the reader/listener to understand who or what you are talking about.
3. Use the definite article to refer to a person or thing that has already been mentioned.
4. Use the definite article to refer to a person or thing known to both the writer and the reader.
5. Do not use any articles when you are speaking in general.
6. A singular countable noun must have an article or another determiner with it. A determiner can be a possessive (my, his), a demonstrative (this, that) or a quantifier (some, any, few etc).
7. A plural noun can be used with or without an article. Note that no article is used when we are speaking in general.

Task: Correct the sentences given below.

1. Last Sunday, my husband took me to the good restaurant.
2. I live in the small apartment in the suburbs.
3. There is the park near my school. There are some beautiful paths in a park.
4. Remember a movie we watched last week?

Answers

1. Last Sunday, my husband took me to **a** good restaurant.
2. I live in **a** small apartment in the suburbs.
3. There is **a** park near my school. There are some beautiful paths in **the** park.
4. Remember **the** movie we watched last week?

Prepositions

A **preposition** is a word or group of words used before a noun, pronoun, or noun phrase to show direction, time, place, location, spatial relationships, or to introduce an object. Some examples of **prepositions** are words like "in," "at," "on," "of," and "to." **Prepositions in English** are highly idiomatic.

Types of prepositions:

Prepositions of time: at, on, in, for

Prepositions of place: at, on, in

Prepositions of direction: towards, into, up, across, around, in

Prepositions of agent: by, with, through

Task:

1. The politician divided his property between his three daughters
2. My brother has a two-wheeler besides two small cars.
3. The address on the envelope was wrong and therefore it was sent back.
4. During our trip to Shimla, the train went across a tunnel.
5. My teacher was angry on me because I was very late for his class.

Task:

Incorrect: He loves with me.

Correct: He loves me.

Incorrect: We discussed about the matter.

Correct: We discussed the matter.

Incorrect: We reached at the airport at 9 pm.

Correct: We reached the airport at 9 pm.

Incorrect: I have ordered for his dismissal.

Correct: I have ordered his dismissal.

Incorrect: He married with his friend's sister.

Correct: He married his friend's sister.

Incorrect: She entered into the room.

Correct: She entered the room.

Incorrect: The child resembles to its mother.

Correct: The child resembles its mother.

Incorrect: He is intelligence, but he lacks of experience.

Correct: He is intelligent but he lacks experience

5. Reading and Its Importance- Techniques for Effective Reading

Techniques for Effective Reading:

- decide why you are reading- is it for brief and specific information, for detailed understanding or for analyzing what is presented critically
- understand the organizational patterns of different kinds of texts
- use context to guess the meaning of unfamiliar words.
- make notes while reading
- do not worry about speed of reading initially
- focus on enhancing your vocabulary

Skimming: Also called getting the ‘gist’ of the text, skimming is a reading technique where you can glance over the material to find what you are looking for. This is best used when you already know the general idea of the text. You can also skim material before going for further reading. Getting a first glance of how a chapter or article is laid out, for example, will help you to know where to look for key information on the second read.

Use skimming for:

Reading service or product reviews

Going over a speech last minute

Quick research

Quick review before an exam

Skimming can save you a lot of time by making you aware of the key points without fully comprehending the entire text. It will also save you time if you need to re-read the material more in-depth at a later time.

Scanning: Scanning is a reading method used when simply running your eyes over a text, usually to find what you are looking for, or to find anything that ‘pops’ out at you. This is a commonly used reading technique for daily, non-academic reading tasks.

Scan when reading:

List of email subjects

News articles

A food or drink menu

4.Paragraph writing – Types, Structures and Features of a Paragraph:

A paragraph is a series of sentences that are organized and coherent, and are all related to a single topic. Almost every piece of writing you do that is longer than a few sentences should be organized into paragraphs. ... Paragraphs can contain many different kinds of information.

There are four paragraph types — narrative, descriptive, expository, and persuasive—the paragraph can be used to describe or explain an endless variety of things. It's important to know how to use each paragraph type for the right purpose, though.

Since a report will consist of one or more paragraphs, it's important for you to know how a paragraph is organized in English. In this lesson, we'll look at how to write the three main parts of a paragraph; **topic sentence**, **supporting sentences** and **concluding sentence**.

5 Tips for Structuring and Writing Better Paragraphs

1. Make the first sentence of your topic sentence. ...
2. Provide support via the middle sentences. ...
3. Make your last sentence a conclusion or transition. ...
4. Know when to start a new **paragraph**. ...
5. Use transition words.

Creating Coherence-Organizing Principles of Paragraphs in Documents

The structure of a coherent paragraph includes a topic sentence, which focuses on the main idea. The topic sentence usually comes first in a paragraph. The topic sentence is followed by supporting sentences that develop the idea, and finally, a concluding sentence to tie it all together. The organizing principles should be: A Topic Sentence-Supporting Sentences-Concluding Sentences clubbed with unity, coherence and single idea. It is also important to understand the difference between a Thesis Statement and a Topic Statement.

Principles of Organization

- Chronological Order (order of Time) In chronological order or time order, items, events, or even ideas are arranged in the order in which they occur. ...
- Spatial Order. Another principle of organization is spatial order. ...
- Climactic Order (Order of Importance) ...
- Topical Order.

Here are five ways you can organize ideas in your writing and be certain that your readers will get it:

1. Chronological Order. ...
2. Logical Order. ...
3. Climactic Order. ...
4. Random Order. ...
5. Spatial Order.

Task: Write a narrative paragraph based on these points. Remember to use suitable sequencing words

- 15 August 1947- India became an independent country
- at this time, the country did not have a constitution of its own
- 28th August 1947-drafting committee appointed to draft a permanent constitution for the country with Dr.B.R.Ambedkar as the head
- Drafting committee submitted its report on 4 Nov 1947
- Followed by discussions and revisions- signed by the Constituent Assembly on 25 Jan 1950
- Two days later, the constitution came into effect
- India now a truly sovereign country with a constitution of its own.

Task:2: Write a Descriptive paragraph on the following topics

- Describe your hometown
- Describe the process of applying for a passport
- Describe your family
- Describe the working of any electronic device

UNIT II: ANCIENT ARCHITECTURE IN INDIA

Course Outcome: Classify and draw connections of ideas for technical and professional purposes

Syllabus: Lesson: 'Ancient Architecture in India',

Grammar: Sentence structures, use of phrases and clauses in sentences, Root words
,Prefixes and Suffixes, Reading: improving comprehension skills-techniques, Writing:
writing formal letters

Summary: One of the most enduring achievements of Indian civilization is undoubtedly its architecture. **The Mauryan architecture:** The Mauryan architecture was influenced by the Persian and the Greek architecture. The Stupas of Sanchi and Sarnath are symbols of achievement of Mauryan architecture. The Sanchi Stupa depicted the Jataka stories. The beautiful sculptures were skillfully and aesthetically sculpted by the artisans. The lion capital of the Sarnath pillar is accepted as the emblem of the Indian Republic.

Asoka's reign (268-232 BC): It showed significant advancement in the field of architecture. Many monolithic stone pillars were erected on which teachings of 'Dhamma' were inscribed. The pillars are unique and remarkable for its animal figures. Gandhara art was developed during this period which was a blend of Greek and Indian art. Mathura school and Amaravathi School were famous for its indigenous art and architecture. Under the influence of Kushana's a large number of life like statues of Buddha and Bodhisattvas were built similar to that of Greek Gods.

The Satavahanas: The Satavahanas of the Andhra region developed Amaravati School. A great Stupa was built at Amaravati whose walls were adorned with bas-relief, carved medallion and decorative panels Nagarjuna konda is another example for Buddhist architecture.

Cave Architecture (2 BC- 10 AD):

Famous among the thousand caves that have been excavated were the Ajanta and Ellora caves of Maharashtra and the Udayagiri caves of Odisha. These caves have Buddhist Mandapas and pillared temples of Hindu Gods.

Rock-Cut Temples:

The earliest rock-cut temples were built in western Deccan which was hewn out of huge rocks. The Kailash temple at Ellora built by the Rashtrakutas, the Ratha temples of Mahabalipuram built by the Pallavas and the Karle caves are the examples of Rock-cut temples. The stability and permanence of rocks was the reason behind the artisans choosing to build temples.

Free-standing Temples:

In southern India the Pallavas, Cholas, Pandians, Hoysalas and the rulers of Vijayanagara kingdom were great builders of temples. Chola's developed a typical style of temple architecture of South India called the Dravida style, with Vimana or Shikara, High walls and the gateway topped by a Gopura. In northern and Eastern India magnificent temples were constructed as well,

which is referred to as Nagara style. Free standing Hindu temples marked the beginning of the Gupta period. The temples at Deogarh and at Bhitargaon are the examples of Gupta period. The Sun temple in Konark, Odisha, Khajuraho in Madhya Pradesh, Mount Abu in Rajasthan, the Somnath in Gujarat, the Kashi Viswanath temple in Varanasi are some of the important temples which bear testimony to Indian Architecture.

Long Answers for 10 Marks:

1: Name some of the places known for their Cave Architecture. What are rock-cut temples? Name some famous rock-cut temples.

A: The development of cave architecture is another unique type of architecture. Cave architecture has an important phase in the history of Indian Architecture. More than a thousand caves have been excavated to develop cave architecture. While excavating these caves the archeologists found sculptures that were created in the second century BC and AD 10th century. The most famous among these architecture were the Ajantha and Ellora caves of Maharashtra and the Udayagiri caves of Odhisha. These caves have “Buddist Vihaaras”, “Chaityas”, and “Mandapas”. There are also pillared temples of Hindu gods and goddesses.

Rock-cut Temples were hewn out of huge rocks. The earliest Rock-cut temples were built in the Western Deccan in the early years of the Christian era. The “Chaityas” at the Karle caves with fine halls a polished decorative wall is a remarkable example of rock-cut temples or rock-cut architecture. The other two rock-cut temples to be mentioned are the Kailash Temple at Ellora in Maharashtra and the “Ratha” temples at Mahabalipuram in Tamilnadu.

The Kailash Temple at Ellora was built by the Rashtrakutas and the Ratha temples of Mahabalipuram were built by the Pallava Dynasty.

2: Name some of the major dynasties of South India. What are the difference between the Dravida style and the Nagara Style?

A: The Pallavas, Cholas, Pandyan , the Hoysalas were the major dynasties of South India in olden days. The recent dynasty that ruled South India was the Vijaya nagar emperors and kings. The temple building activities that began during the Gupta period began to flourish in the later periods. The above mentioned dynasties that ruled South India continued to be great builders of temples following the Gupta period. The “Mahabalipuram Temple” on the sea shore near Chennai in Tamilnadu was built by the Pallavas. The Pallavs also built the other structural Temples like the Kailasanath Temples and the Vaikunta Perumal Temples at Kanchipuram. The Cholas also built many temples. The most famous among them is Brihadeshwara temple in Tanjavur.

The Cholas developed a typical style of temple building. The architecture of South India was called the Dravida style of architecture. In this type of architecture, the highwalls were called “Vimana” or “Shikhara”. The gateway was topped by a “Gopuram” . Other beautiful temples were built at Belur and Halebidu. The stone engravings of these temples reached even greater heights.

In Northern and Western India , magnificent temples were constructed to what is now known as Nagara style . Most of these temples consisted of “Shikhara” (spiral roof), the Garbha Griha (sanctum) and the Mandapa (pillared hall).

3: Write an essay on the important temples of the North, East, and Western states of India that bear testimony to the Temple building activities of the Indian sub-continent.

A:Odisha has some of the most beautiful temples in India. The Lingaraja temple is built by the Somavamsi kings which was further modified and renovated by the Ganga rulers. The Mukteshwara temple in bhuvaneshwar and the Jagannath Temple in Puri are magnificent examples of Temple art. The Sun temple in konark, dedicated to the Sun God was built in the 13th century by Narshimadeva-I the eastern ganga ruler. The temple dedicated to the Sun god is built in the shape of a twelve whetted chariot.

The Kahjuraho temple built by the Chandela rulers between the 10th and 11th centuries in the Bundelkhand region of Madhya Pradesh and Kandariya temple are very important temples. Mount Abu in Rajasthan is known for Dilwara temples dedicated to jain “Thirthankaras”. These are built in pure marble and are adorned with sculptures. These temples are built under the patronage of the Solanki rulers.

The Somnath temple in Gujarath , the Kasi Vishwanth temple in Varanasi, the Govinda Devji Temple in Mathura, Kamakhya temple in Guwahati, Sankaracharya temple in Kashmir and the Kali temple at Kalighat in Calcutta are some of the magnificent temples of India, that bear testimony of the Indian Architecture.

4: ‘The lion capital of the Sarnath Pillar’ – what does ‘capital’ mean here?

What a stupa?. What is a Jataka story?

A: ‘Capital’ here means the decorated top part of a pillar. ‘Capital’ in other contexts means a) the administrative centre (a city) of a state/country etc. b) investment to start some business, c) important, main.....A stupa is a dome like structure. Stupas picture scenes from Jataka tales. A Jataka story is a folk tale about the previous births of Gautama Buddha.

5: How did the Gandhara style emerge? What are the charecteristics of the Gandhara style?

A: Gandhara style emerged from the blending of Greek and Indian art forms. Gandhara style life-like statues of the Buddha and Bodhisattvas looked like Greek gods. They used ornaments, costumes and drapery to make them look beautiful. They used stones terracotta, cement like material to make statues.

6: Name some of the major dynasty of South India. What are the differences between Dravida style and Nagara Style?

A: The Pallavas, Cholas, Pandiyans, Hoysalas and Vijayanagar kings are some dynasties of South India.: Dravida style mainly consists of ‘Vimana” or ‘Shikhara’ high walls and the gateway topped by a ‘gopuram ‘ ‘Nagara Style on the other hand have the ‘Shikhara’ in the form of a spiral roof, the ‘garbagriha’ (sanctum) and the ‘Mandapa’ (pillared hall)

Grammar

1. Sentence Structures -Use of Phrases and Clauses in Sentences- Root words ,Prefixes and Suffixes- Techniques for writing precisely-Writing formal letters

Sentence Structures:

Simple Sentence Structure

A **simple sentence** consists of one independent clause. (An independent clause contains a subject and verb and expresses a complete thought.)

INDEPENDENT CLAUSE

- I like coffee.
- Mary likes tea.
- The earth goes round the sun.
- Mary did not go to the party.

Compound Sentence Structure

A **compound sentence** is two (or more) independent clauses joined by a conjunction or semi-colon. Each of these clauses could form a sentence alone.

INDEPENDENT CLAUSE COORDINATING CONJUNCTION INDEPENDENT CLAUSE

- I like coffee and Mary likes tea.
- Mary went to work but John went to the party.
- Our car broke down; we came last.

There are seven coordinating conjunctions:

- *and, but, or, nor, for, yet, so*

Complex Sentence Structure

A **complex sentence** consists of an independent clause plus a dependent clause. (A dependent clause starts with a subordinating conjunction or a relative pronoun, and contains a subject and verb, but does not express a complete thought.)

INDEPENDENT CLAUSE	SUBORDINATING CONJUNCTION	DEPENDENT CLAUSE
--------------------	---------------------------	------------------

- We missed our plane because we were late.
- Our dog barks when she hears a noise.
- He left in a hurry after he got a phone call.
- Do you know the man who is talking to Mary?

Here are some common subordinating conjunctions:

- *after, although, as, because, before, how, if, once, since, than, that, though, till, until, when, where, whether, while*

Here are the five basic relative pronouns:

- *that, which, who, whom, whose*

Compound-Complex Sentence Structure

A **compound-complex sentence** consists of at least two independent clauses and one or more dependent clauses.

INDEPENDENT CLAUSE	SUBORDINATING CONJUNCTION	DEPENDENT CLAUSE
COORDINATING CONJUNCTION	INDEPENDENT CLAUSE	

- John didn't come because he was ill so Mary was not happy.
- He left in a hurry after he got a phone call but he came back five minutes later.

Use of Phrases and Clauses in Sentences: Phrases and clauses in grammar are important to understand to have better apprehension about punctuation. Phrases and Clauses form important parts of English grammar. In this article, we will explore different types of phrases and clauses along with examples.

Clauses: A clause is a part of the sentence or an independent sentence, which contains a verb in it.

For example:

When soldiers go marching in.

Because he laughed at her.

Types of Clauses:

1. Main Clause: a main clause is the part of every sentence, especially compound and complex sentences. A compound sentence is formed of two or more clauses which are linked together using conjunctions.

For example:

she was born in india(Main clause) but her mother is from china(main clause).

2. Subordinate Clause: Subordinate clause, also called the dependent clause, could be independent clauses or main clause but they start with words like after, even, though etc. Main clause along with the subordinate clause make the complex sentence.

For example:

After we had dinner(Main clause), we went home(subordinate clause).

There are two different types of Subordinate Clauses:

1. Conditional Clause: the clause which usually begins with if and unless.

For example: I'll be home by tomorrow, if the plane is on time.

2. Relative Clause: a clause which is connected to the main clause with the words like with, that, whom, where, when and who etc.

For example: I saw her first in London where I lived in the eighties.

Phrases: A phrase is a small group of words that forms a meaningful unit within a clause.

Different types of Phrases:

1. Noun Phrase: a phrase built around a single noun.

For example: a vase of daisies stood on the table

2. Verb Phrase: this is the phrase that is built around the verb found in a clause.

For example: she had been living in New York.

3. Adjective Phrase: this is the phrase that is built around the adjective found in the sentence.

For example: a lot of kids are really keen on cricket.

4. Adverbial Phrase: this is the phrase which is built around the adverb found in the sentence.

For example: the economy recovered very slowly.

5. Prepositional Phrase: this is the phrase that is built around the preposition.

For example: I longed to live near the sea.

Task: Separate the following into two groups, phrases and clauses.

1. Mesmerizing quotes on life from social media
2. The students are shouting
3. Life-threatening diseases
4. Gold price has hit all-time high
5. An all-time favorite song
6. Well-designed but badly executed welfare programme
7. I wonder why

2. Root words: prefixes and suffixes

Prefix: Something which is added before the root word

- aer- meaning air eg; aerobic, aeroplane
- geo- meaning earth eg; geology, geography, geochemistry
- himi- meaning half eg; hemisphere
- herb-meaning; related to plants;eg herbivorous
- hydro- meaning; related to water, eg,hydroelectricity,hydrothermal
- hyper- meaning more, eg,hyperactive
- hypo-less, meaning;eg,hypochondriasis
- inter-meaning between;eg interpersonal
- re-meaning back,again;eg redo,reorganize
- mega-meaing big; megastar

Suffix: Something which is added at the end of the root word

- cide-meaning killer; eg insecticide
- gamy- marriage; polygamy
- graph- meaning writing; seismograph
- ism- meaning act of; terrorism, nationalism
- logy- science of; biology
- nomy-meaning knowledge of ; economy, astronomy
- vore-meaning feeding- carnivore

Task

change the grammatical category of the words using suffixes

1. solid
2. move
3. crystal
4. magnet
5. national
6. deliver
7. advertise
8. space
9. fright
10. assess

3. Reading: Improving Comprehension Skills – Techniques for Good Comprehension

7 reading strategies you can use to improve your comprehension skills

1. **Improve** your vocabulary.
2. Come up with questions about the text you are reading.
3. Use context clues.
4. Look for the main idea.
5. Write a summary of what you read.
6. Break up the reading into smaller sections.
7. Pace yourself.

Techniques for Good Comprehension:

Struggling with reading comprehension can feel overwhelming. However, improving your reading comprehension is not only relatively easy; it can also be downright fun! By making changes to where and how you read, while working on developing your reading skills, you can significantly improve your reading comprehension and make reading a much more fun experience.

Read aloud: Reading aloud is a great way to *slow down* while reading and give you more time to process what you're reading, thereby improving comprehension.

Re-read text as necessary to improve your comprehension: Sometimes when we're reading, we can read finish a paragraph or page and realize that we don't remember any of what we just read.

Improve your vocabulary to get better at understanding what you read. If you don't know what a word means, it's going to be hard to improve your reading comprehension.

Read books over and over again to gain fluency. Fluency is the ability to read and understand words automatically and at a certain speed. In order to improve fluency, read books twice or even three times to repeat your exposure to various words and phrases.

Read with class guidelines in mind. If you are reading for a class, guide yourself by reading for information that is relevant to the class. Focus on what you need to learn from your reading and pay less attention to the rest of it to best comprehend the material.

4. LETTER WRITING

LETTERS OF ENQUIRY

Letter I: You have decided to take an insurance policy to avail yourself of tax benefits. Write a letter to the branch manager of an insurance agency, requesting a brochure with the details of schemes available

Satish Gupta
M 161/11
Sharda Nagar
Hyderabad – 500049

1 September 2020

Mr S Z H Iyengar
Branch Manager
The Bharat Insurance Company
Shyam Nagar
Hyderabad – 50004

Dear Sir,

Sub: Request for brochure with details of insurance policies

I am a 31-year-old businessman. I wish to take an insurance policy in order to avail tax benefits.

I would like to know about the insurance policies that your company provides. My yearly turnover is Rs. 1,50,00,000. Could you please send me a brochure with the details of the various schemes available?

Regards,

Yours faithfully

Letter: 2 : Write a letter to the local bookseller enquiring if copies of the books prescribed in your syllabus are available with him/her. Find out about the mode of purchase available.

Sheena Mehta
5-12-106
Sanath Nagar, Hyderabad-500018

1 January 2021

Mr Kumar
M/S Good Books Enterprises, Indira Nagar
Hyderabad-500027

Dear Sir,

Sub: Enquiry for the availability of books

I am a student of B.Tech I Year in Vidya Jyoti Institute of Technology from Hyderabad. I want to purchase the complete set of books for B.Tech I year I semester prescribed by my college. I have attached a copy of the list of prescribed books with this letter.

Could you please check and let me know, as soon as possible, if the books are available with you? The new session has already begun at my college from 2 December 2021

Please also let me know the mode of payment that would be the most convenient for you.

Regards,

Yours faithfully
Sheena Mehta

Letter 3: Write a letter to the Chairman of the Airports Authority of India, enquiring whether students of Aeronautical Engineering would be permitted a field visit to the aircraft maintenance facility at a nearby airport

Ravi Chaturvedi
N1/6, Anand Vihar
New Delhi – 110092

1 January 2021

Dr Samapti Sehgal
Chairperson
Airports Authority of India, Vasant Kunj
New Delhi – 110037

Dear Ma'am,

Sub: Permission for a field visit to the aircraft maintenance facility at an airport

I am a student of Aeronautical Engineering studying at IIT, Delhi. I am in my second year and as a part of the requirement of the courses that we have in this semester, it is mandatory for us to visit the aircraft maintenance facility at an airport.

We are a batch of 60 students. Kindly grant us the permission to visit the aircraft maintenance facility at any airport in or around Delhi.

Regards,

Yours faithfully
Ravi Chaturvedi

LETTERS OF COMPLAINT

Letter 1. You had purchased a mobile phone from an e-commerce website during a discount sale. However, you received a damaged phone (the screen was broken and the battery appeared to have been removed from the box). Write a letter to the website asking for a replacement or refund.

Rohit Sharma
B-1/18
Vasant Kunj
New Delhi – 110070

10 December 2020

Harshali Mehta
Managing Director
Ebuystore.com
Connaught Place
New Delhi – 110001

Dear Ma'am,

Sub: Complaint regarding the delivery of a damaged phone

This letter is to inform you about the improper delivery of a mobile phone ordered during the discount sale from Ebuystore.com, New Delhi.

On 5 December 2020, I placed an order for a mobile phone (model name: ZASUS Zenphone 2) during the discount sale. The phone that I received was damaged. The screen had a deep crack. Besides, the battery appeared to have been removed from the box.

I request you to kindly look into the matter and resolve the issue by providing either a replacement at the same price or a refund of the amount. I look forward to hearing from you on this.

Yours sincerely,

Rohit Sharma

Letter 2 You had subscribed to a magazine called Sports Outlook and paid Rs 2000 towards an annual subscription. But you haven't received your magazine yet. Write a letter to the circulation Manager requesting him to resolve the issue.

Sara Ahmed
165/4
Rana Pratap Marg
Lucknow – 226001
Uttar Pradesh

4 January 2021

Sushil Arora
Circulation Manager
Sports Outlook
Hazratganj
Lucknow – 226001
Uttar Pradesh

Dear Sir,

Sub: Complaint regarding non-delivery of magazine

This letter is to inform you about the non-delivery of the magazine issues of *Sports Outlook*.

A month back, I had subscribed to the fortnightly magazine *Sports Outlook* and sent a demand draft of Rs.2000 towards an annual subscription. However, I have not received even a single issue of the magazine as yet.

I request you to kindly look into the matter and resolve the issue as soon as possible. I look forward to hearing from you on this.

Yours sincerely,

Sara Ahmed

Letters of Request

Letter 1 You are working on a project for which you would need to use the computer Lab beyond the working hours. Write a letter to the Dean Academics stating your request and clearly mentioning the time during which you propose to use the lab.

Rupal Kohli
Sunrise Apartments
156, Gandhi Road

Hyderabad

12 January, 2021

The Dean of Academics
VJIT
Hyderabad

Dear Sir,

Sub: Request for permission to use the Computer Lab after college hours

I am a EEE student of first year at Vidya Jyoti Institute of Technology. I am currently working on my Oxford Achiever Course for which I require the use of the English Language lab from 1-10 February, between 4 and 6 PM.

I was unwell and hospitalised last month due to which I have not been able to complete the course. I have received an extension from Professor S Gupta. Could I request you to grant me permission to use the lab after college hours, on the above mentioned dates? This will enable me to complete my course on time.

I look forward to receiving permission from you and thank you in anticipation.

Regards,

Yours faithfully,

Rupal

JOB APPLICATION / COVER LETTER

COVER LETTER

Hari Roy
17/8, Arya Nagar
Lucknow – 226005
Uttar Pradesh

10 January 2021

The Manager
Human Resources Department
Softtech

Dear Sir/Ma'am,

Sub: Applying for the post of Software Engineer with reference to the advertisement in Hindustan News, dated 7 January 2021.

This is in response to the advertisement for the post of Software Engineer. After carefully reviewing the requirements of the job, I feel that I am suitable for this job. I hold a B.Tech degree in EEE from VJIT. I have worked on several projects including coding, testing, reviewing, planning and design. I have experience in application development and product engineering services.

I feel that I can make a difference as I can add professionalism and accuracy to the current team. With extensive experience of working on Java, Oracle, Sybase, C++, Linux and Unix, I feel I can handle varied projects. Besides, I can multi-task and complete projects on time with minimal supervision.

If you find my profile suitable, I would be interested in taking this opportunity to meet you to learn more about your company, the requirements of the position and whether my qualifications would be suitable for your purpose.

I am grateful to you for your time and consideration. I look forward to hearing from you soon.

Yours faithfully,
Hari Roy

UNIT III: BLUE JEANS

Course Outcome: Interpret information into various forms of writing with the help of perfect syntax.

Syllabus: Lesson' *Blue Jeans*,

Grammar: Subject – Verb Agreement, Information Transfer-Process writing,
Tenses, Reading: Skimming and Scanning

Introduction: The name comes from serge de Nimes, a city in Southern France. Originally it was made from wool and cotton. Only later it was made solely from cotton. Levi Strauss, an enterprising immigrant recognized a need for strong work pants for the mining worker of California. He first designed and marketed 'Levis' in 1850. A tailor named Jacob Davis invented riveted pants to hold the mining tools. Subsequently Davis granted Strauss to use his rivet idea which was patented in 1873.

Raw Materials: True blue jeans are made of 100 percent cotton; the most common dye used being synthetic indigo. Other features include the zipper, the buttons, the rivets and the label.

Manufacturing Denim Cloth: This is done in three stages

1. **Preparing the cotton yarn:** The ginned cotton (picked from fields and processed) is inspected before carding. In this process the cotton is put through machines that contain brushes (cards) with bent wire teeth. These cards clean, disentangle, straighten and gather the cotton fibres, which are now called slivers. Other machines join, pull and twist this slivers which make the threads stronger. Next they are put on spinning machines for further twisting and stretching the fibres to form yarn.
2. **Dyeing the yarn:** Denim is usually dyed with chemically synthesized indigo before weaving. Ball warps (large balls of yarn)s are dipped in the indigo mixture several times and is then slashed (starched). This makes the threads stronger and stiffer. Now the yarn threads are ready to be woven.
3. **Weaving the yarn:** The yarn is woven on large mechanical looms. The blue dyed (long and vertical) threads are combined with white (short and horizontal) threads. In this weaving the blue colour dominates. At this point the denim is ready for finishing. The cloth is brushed to remove lint and pre-shrunk after three washings.

Making blue jeans: The patterns from the design are cut with high-speed cutting machines from. The denim is ready to be sewn at this point. It is done in assembly-line fashion with human operated sewing machines. Different workers are assigned specific functions from attaching the pockets, securing the belt loop, stitching the buttons and zipper to hemming. Finally the makers label is sewn.

Pre-washing & Stone-washing: Some jeans are pre-washed and some are stone-washed to change the appearance or texture of the finished jeans. Pre-washing involves washing the jeans in industrial detergent to soften the denim. Stone-washing involves washing the jeans but pumice is added to the load resulting in a faded appearance. Small stones produce an even abrasion,

while large stones produce a more uneven appearance. Blue jeans are inspected after the completion for correction. They are sent back for re-sewing, there it is re-inspected and passed.

Long answers for 10 Marks

1. What are steps in manufacturing the denim fabric?

A: All denim goes through generally the same process to creation.

- Cotton is harvested by hand or machine.
- A cotton gin separates the cotton fiber from the seeds.
- The fiber is put into bales. A bale weighs around 550 pounds and can make around 400 pairs of jeans.
- The cotton fiber is then spun into yarn.
- The yarn is dyed giving it colour such as the classic denim blue.
- The yarn is then woven in a shuttle loom or projectile loom into denim.
- The denim is then sent to manufacturer for use.

2. What is Carding?

A: The word is derived from the Latin *carduus* meaning thistle or [teasel](#), as dried vegetable teasels were first used to comb the raw wool. **Carding** is a mechanical process that disentangles, cleans and intermixes fibre to produce a continuous web or [sliver](#) suitable for subsequent processing. This is achieved by passing the fibers between differentially moving surfaces covered with card clothing. It breaks up locks and unorganised clumps of fibre and then aligns the individual fibers to be parallel with each other. In preparing wool fibre for spinning, carding is the step that comes after [teasing](#).

3. How is denim dyed?

A: Generally cloths are woven and then dyed. Denim is usually dyed with a dye produced from the plant *Indigofera tinctoria* but most denim today is dyed with synthetic indigo before being woven. Large balls of yarn, called ball warps, are dipped in the indigo mixture several times so that the dye covers the yarn in layers. These many layers of indigo dye explain why blue jeans fade slightly with each washing. Although the exact chemicals used in such dyeing procedures remain trade secrets, it is known that a small amount of sulphur is often used to stabilize the top or bottom layers of indigo dye. The dyed yarn is then *slashed*; that is, it is coated with sizing (any one of a variety of starchy substances) to make the threads stronger and stiffer. Once this operation is complete, the yarn threads are ready to woven with undyed filling yarn threads.

4. What is Slashing? Why is it done?

A: Slashing: A process to give the strength to the yarn make it smoother and lubricate it (no effect on subsequent process or resulting fabric), also reduce the abrasion by giving it through the section of the slasher.

The main purpose of sizing warp yarns is to encapsulate the yarn with a protective coating. This protective coating reduces yarn abrasion during weaving. The size also reduces yarn hairiness, preventing adjacent yarns from becoming entangled.

5.What is Sanforising? Why is it done?

A: **Sanforisation** is a treatment process, mainly applied to [cotton](#) fabrics and textiles made from [natural](#) or [chemical fibres](#), patented by [Sanford Lockwood Cluett](#) (1874–1968) in 1930.^[1] It is a method of stretching, [shrinking](#) and fixing the woven cloth in both length and width before cutting and producing, to reduce the shrinkage which would otherwise occur after washing.

The aim of the process is a cloth which does not shrink significantly during production, cutting, ironing, sewing or, especially, by wearing and washing the finished clothes. Cloth and articles made from it may be labelled to have a specific shrink-proof value (if pre- shrunk), e.g., of under 1%.

6. List out the evolution of blue jeans discussed in paragraphs 2 and 3.

A: The name "denim" derives from [French](#) *serge de Nîmes*, meaning '[serge](#) from [Nîmes](#)'. Denim was traditionally colored blue with [indigo dye](#) to make [blue jeans](#), although "jean" formerly denoted a different, lighter, cotton fabric. The contemporary use of the word "jeans" comes from the French word for [Genoa, Italy](#) (Gênes). Denim has been used in the United States since the mid 19th century. Denim initially gained popularity in 1873 when [Jacob W. Davis](#), a tailor from Nevada, manufactured the first pair of rivet-reinforced denim pants. At this time, clothes for Western labourers, such as teamsters, surveyors, and miners, were not very durable. His concept for making reinforced jeans was inspired when a female customer requested a pair of durable and strong pants for her husband to chop wood. When Davis was about to finish making the denim jeans, he saw some copper rivets lying on a table and used the rivets to fasten the pockets. Soon, the popularity of denim jeans began to spread rapidly and Davis was overwhelmed with requests. He soon sold 200 pairs to workers in need of heavy work clothing. Nevertheless, because of the production capacity in his small shop, Davis was struggling to keep up with the demand. He then wrote a proposal to dry goods wholesaler [Levi Strauss & Co.](#) that had been supplying Davis with bolts of denim fabric.

Davis's proposal was to patent the design of the rivet-reinforced denim pant, with Davis listed as inventor, in exchange for certain rights of manufacture. Levi Strauss & Co. was so impressed by the possibilities for profit in the manufacture of the garment that they then hired Davis to be in charge of the mass production in San Francisco.

Grammar:

1.Subject verb agreement: a verb in a sentence must agree with the subject, both in terms of number and person. This is called subject-verb agreement

Rules:

- 1.The noun has the same singular and plural forms. eg. sheep,deer
2. Some nouns appear to be plural but are used in the singular sense. eg. politics, mathematics
3. Some nouns appear to be plural but can be used in the plural as well as the singular sense.eg. jeans
4. Compound subjects connected by 'and'. eg.Micky and Donald
5. Compound subjects connected by 'and' which suggest one idea eg.bread and butter

6. One of the subjects joined by 'or' or 'nor' is plural. eg, David or his brothers
7. Collective nouns. eg orchestra, band
8. Subject is a collective noun that can be treated in a singular entity as well as a plural one.eg, jury

Task:Correct the errors in these sentences.

1. Neither the project manager nor his assistant are attending the meeting.
2. Logistics are not my area of expertise.
3. These pliers is not strong enough for the job.
4. Our team are going to work overtime to meet the deadline.
5. Printers and scanners needs regular maintenance for trouble-free service.

2. Writing: Information Transfer- Flow Chart- Pie Chart–

Information transfer, or presenting verbal account of facts and processes in pictorial form and, conversely, changing graphic representations to writing, involves learning how to restate a given body of material in different ways. Information transfer is used specifically in the contexts of narration, physical and process Description, listing and classifying, comparison and contrast, showing cause and effect relationship, and generalizing from numerical data. Information in verbal form can be made clearer and easier to understand by presenting it in graphic or pictorial form.

Pictorial representation has many advantages:

- Allow quick and easy viewing of large amount of data.
- Quicker to locate required information in a graphic than in a written text.
- Data relating to a long period of time or to a large number of people can be effectively
- Summarized
- Convenient to use in making comparisons involving large amount of data

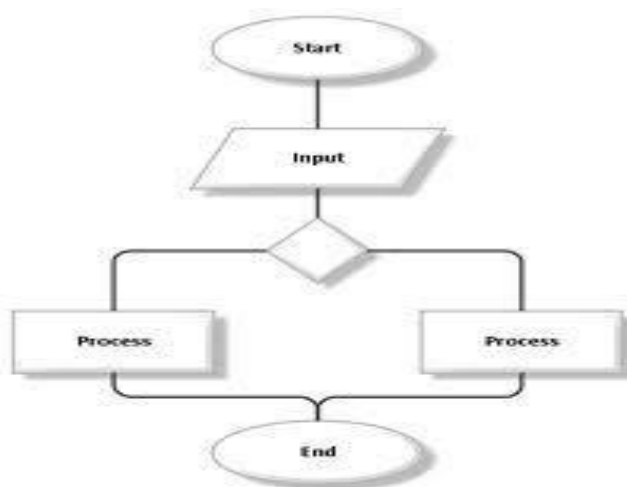
The different types of graphic representation you could use to supplement your writing are: tables, bar charts, maps, graphs, pie charts, tree diagrams, flow charts and pictograms.

Pie Charts



It consists of a circle divided into sections, each showing the size of some related piece of information. Pie charts are used to display the sizes of parts that make up a whole.

Flow Charts:It is used to represent a process that takes place in successive stages, as in production process from raw material to finished product.. There are conventions for the use of the shapes of squares, rectangles and diamonds to signify each step of the program.



3. TENSES TABLE

	Present	Past	Future
<i>Simple</i>	Subj+verb1/s/-es+obj Victor plays cricket	Subj+verb2+obj(past time reference) Victor played cricket	Subj+verb1/s/-es+obj Victor will play chess
<i>Continuous</i>	Subj+is/am/are+verb+ing+obj Victor is playing chess	Subj+was/were+verb+ing+obj(past action) Victor was playing cricket	Subj+shall/will+be+verb+ing+obj Victor will be playing chess
<i>Perfect</i>	Subj+have/has+verb3+obj Victor has played chess	Subj+had+verb3+obj Victor had played cricket	Subj+shall/will+have+verb3+obj Victor will have played chess
<i>Perfect continuous</i>	Subj+has+been+verb+ing+obj(since/for) Victor has been playing chess for two hours	Subj+had+been+verb+ing+obj Victor had been playing chess	Subj+will/shall+have+been+verb+ing+obj Victor have been playing chess

Task

Fill in the blanks with the appropriate form of the verb.

1. The policeman _____ the thief red-handed.
a) Catch b) Caught c) Is caught d) Catching
2. Students at a number of schools _____ from their classes in protest against the high-handedness of the administrative staff.
a) Stay away b) Stayed away c) Has stay away d) Had stay away
3. The whole day yesterday the boys _____ to the cricket commentary.
a) Listen b) Will listen c) Has listened d) Listened
4. A bomb scare _____ a delay of the flight.
a) Caused b) Cause c) Was caused d) Had caused
5. The stadium _____ with dance, music and song as troupes from across the country presented a panorama of colors and costumes.
a) Had reverberated b) Would reverberate c) Reverberate d) Reverberated
6. Jim Corbett _____ animals, but he _____ several man-eaters.
a) Loved, would kill b) Loved, killed c) Loved, had killed d) Love, kill
7. I _____ French from my friend who _____ in France.
a) Learn, lives b) Learnt, lives c) Learn, lived d) Had learnt, lives
8. Last year they _____ a high wall around the house.
a) Build b) Built c) Was building d) Had build
9. I _____ a number of detective novels when I was a child.
a) Read b) Was read c) Had read d) Have read
10. Last week some wicked people _____ brown sugar into the town but they were arrested.
a) Smuggle b) Smuggled c) Have smuggled d) Are smuggling
11. In the morning, he _____ a torn shirt but in the evening he changed it.
a) Is put on b) Had put on c) Has put on d) Was put on
12. When I _____ to the hospital, the doctor _____ the operation.
a) Went , had performed b) Had gone, performed c) Went, performed d) Go, performed
13. After _____ into the bus we discovered that we _____ the wrong one.
a) Got, boarded b) Getting, had boarded c) Get, boarded d) Getting, board
14. I _____ the assignment before the bell _____.
a) Had finished, rang b) Finished, had rung c) Had finished, had rung d) Finish, will ring
15. John _____ to join the medical college, but he _____ to get admission.
a) Wanted, had failed b) Had wanted, failed c) Had wanted, had failed d) Want, failed

4. Reading-Skimming & Scanning

Skimming: Also called getting the ‘gist’ of the text, skimming is a reading technique where you can glance over the material to find what you are looking for. This is best used when you already know the general idea of the text. You can also skim material before going for further reading. Getting a first glance of how a chapter or article is laid out, for example, will help you to know where to look for key information on the second read.

Use skimming for:

Reading service or product reviews

Going over a speech last minute

Quick research

Quick review before an exam

Skimming can save you a lot of time by making you aware of the key points without fully comprehending the entire text. It will also save you time if you need to re-read the material more in-depth at a later time.

Scanning: Scanning is a reading method used when simply running your eyes over a text, usually to find what you are looking for, or to find anything that ‘pops’ out at you. This is a commonly used reading technique for daily, non-academic reading tasks.

UNIT IV: WHAT SHOULD YOU BE EATING?

Course Outcome: Organize the given texts and construct various written forms

Syllabus: Lesson: '*What should you be eating*'

Grammar: Describing & Defining, Identifying Common errors in writing, Reading:
Intensive & Extensive Reading

Summary: Modern life styles often cause weight gain and obesity, leading to an influx of weight loss plans and products into the market. The weight loss industry is a very large, profitable and growing industry. It is widely accepted that weight gain or loss depends on the food intake and exercise. To brief, weight change occurs due to consuming calories and calories used. Healthy eating habits help the human beings to lead a healthy and happy life. The following form the bricks of a "Healthy Eating Pyramid:"

Whole Grains:

Whole grains help to prevent any sudden rise and fall of blood sugar levels and insulin in the body. Healthy carbohydrates help to prevent "type 2" diabetes and heart diseases. Whole grains are placed at the base of the food pyramid due to benefits of healthy carbohydrates. A few sources of healthy carbohydrates are brown rice, oatmeal and whole-wheat bread.

Healthy fats and oils:

"Fats and Oils" occupy the next level in the food pyramid. There is myth that all fats should be avoided to be healthy. But, some fats are healthy and required for a balanced diet. They help to control cholesterol and prevent heart diseases. Healthy fats can be found in Olives, nuts, seeds, Sunflower, Peanuts and fatty fish (such as, Salmon).

Fruits and Vegetables:

The next group of food items above the fats and oils in the food pyramid are "fruits and vegetables," contain innumerable benefits. It can decrease chances of heart attacks, some types of cancers, lower blood pressure, avoid painful intestinal ailment called diverticulitis. Consuming fruits and vegetables can guard against cataract and macular degeneration in eyes of all ages.

Fish Poultry and Eggs:

The next level in food pyramid occupies "Fish, Poultry and Eggs." Fish is an important source of protein and is rich in Omega-3 fatty-acids, which can prevent heart disease. Unsaturated fats are good for health. Chicken and Turkey are low in saturated fats compared to other types of red meats. Egg provide good protein, however, in case of heart disease and diabetes, yolk of the egg should be avoided strictly.

Dairy:

"Milk and Milk products" occupy the next level in the food pyramid. Milk is rich in Calcium and Vitamin D. Normal intake of milk is sufficient for human beings. Along with milk there are many other sources to get vitamin D such as Sunlight.

Red meat, processed meat, butter, refined grains, sugary drinks, sweet and salt should be consumed sparingly. Because, processed food items contain high levels of Sodium and Glucose which can cause imbalance in the health.

Long Answers for 10 Marks

1.What did you understand from the lesson ‘What should you be eating?’

Ans: Weight loss industry is growing rapidly because of fast increasing obesity problem. Changing lifestyles and fast food addiction contribute to obesity on a large scale. Healthy food habits can solve this problem to a great extent. Consuming healthy carbohydrates controls blood sugar levels. Whole wheat, brown rice, grains, oats, etc. provide us with healthy carbohydrates. Healthy fats and oils are essential for good health. Olives, nuts, seeds, fatty fish, etc. supply us healthy fats. Fruits and vegetables should form a good part of our food. They give us innumerable benefits. Fish, chicken and eggs are good source of protein. Milk is good but excessive intake is harmful. Red meats, processed meats and butter are better avoided. Refined grain, sugary drinks, sweets and salt are also bad for health. Quality of food is more important than the quantity of food!

Obesity or excessive body weight is a serious and world- wide problem these days: the two main factors that change one’s body weight are:

- a. Lifestyle
- b. Type and quantity of food consumed

2. Write an essay on your best friend.

(Thisisanopen-endedquestion.Possible responsesareprovidedhere.Therecouldbealternative responses aswell.)

Ans: A best friend is the most special treasure in our lives. Among all my friends, Rahul is my best friend. We have been best friends since our pre-school days. He studies in my class and we sit on the same bench. He is the favourite student of my class teacher. He is very studious and scores well in all the exams. He is the tallest boy in our class. He is a very punctual and well-mannered boy. He respects teachers and elders. I love going to his house. His father is very polite. He brings chocolates for Rahul and me. Rahul’s mother cooks tasty dishes for both of us. His parents encourage us to study hard and play well. He also has a puppy at his home. We play with his puppy whenever I go to his home.

At school, we go to the library and read our favorite books. We share our lunch boxes at school and play lots of games together in the playground. We write our homework together. He has brilliant handwriting. We love spending time with each other. We watch TV, listen to songs and play video games together.

It is quite easy to write My Best Friend Essay for Class 3. Kids can describe their best friend, his/her habits, peculiar characteristics, nature, etc. All they need to do is sit and think patiently about that person, about their very first interaction with each other and about all the good and bad moments they have shared together. My Best Friend Essay in English for Class 3 is not

expected to have too many complicated and decorative words. The lines in My Best Friend paragraph for Class 3 can be short, simple and easy to understand.

3. What were the two main factors that change your body weight and what was the connection between whole grains and insulin?

Ans: Obesity or excessive body weight is a serious and world- wide problem these days: the two main factors that change one's body weight are:

- a. Lifestyle
- b. Type and quantity of food consumed

Whole grains provide us with healthy carbohydrates. Whole grains take longer time for the body to digest. That helps blood sugar levels and insulin change gradually, not suddenly.

4. Discuss the health effects of refined grains in your diet.

Ans: Whole grains have been a part of the human diet for tens of thousands of years. While a high intake of refined grains is linked to health problems like obesity and inflammation, whole grains are a different story.

In fact, eating whole grains is associated with various benefits, including a lower risk of diabetes, heart disease, and high blood pressure. Whole grains provide us with healthy carbohydrates. Whole grains take longer time for the body to digest. That helps blood sugar levels and insulin change gradually, not suddenly.

Whole grains may also help lower your risk of stroke. Eating fiber-rich foods can help fill you up and prevent overeating. This is one reason high-fiber diets are recommended for [weight loss](#). Whole grains and products made from them are more filling than refined grains, and research suggests that they may lower your risk of obesity. In fact, eating 3 servings of whole grains daily was linked to lower body mass index (BMI) and [less belly fat](#) in a review of 15 studies in almost 120,000 people.

Regularly eating whole grains may reduce your risk of heart disease, type 2 diabetes, and obesity. This is particularly true when they replace the refined grains in your diet. High-fiber foods like whole grains also significantly improve your digestive health, though people with gluten intolerance must avoid wheat, barley, and rye.

5.What are the difference between Abbreviations and Acronyms?

Ans: Abbreviations and Acronyms are different forms of expressions. An *abbreviation* is any shortened or contracted form of a word or phrase.

Eg: MLA, USA, Mr. Dr. hr. B. Tech, Cont., TNT,

Specifically, an [acronym](#) is a specific type of abbreviation formed from the first letters of a multi-word term, name, or phrase, with those letters pronounced together as one term.

AIDS- Acquired Immune Deficiency Syndrome

LASER- Light Amplification by Stimulated Emission of Radiation

RAM- Random Access Memory

GIF- Graphics Interchange Format

VAT- Value Added Tax

6. Do you know of other sources of vitamin-D than the ones listed here? And what do you know about omega-3?

A. **Ans:** Early morning sun light is one source of vitamin-D other sources are:

- Salmon fish
- Herring fish
- Cod liver oil
- Canned tuna
- Oysters
- Shrimp
- Egg Yolk
- Mushrooms

Omega-3 fatty acids are good for health. They help prevent heart diseases. Fish is a rich source of omega-3 fatty acids.

7. Write précis to the given below.

India's 100 million tribal people are, in the words of a historian, its invisible and marginal minority. Despite affirmative action, most of them continue to eke out a miserable existence in the heavily forested, mineral-rich states. More than four million of them, by one estimate, live in protected forest areas, which comprise about 5% of India's total land area. Some 500 wildlife sanctuaries and 90 national parks make up these protected areas. A 2006 law gives tribal people and other dwellers living on forest land for three generations before December 2005 the legal right to live and work on the land. Now India's Supreme Court has ordered that more than a million such families living on forest land will have to leave soon. The top court has acted on information provided by 17 states. The states have carried out a three-step verification of more than four million occupancy claims – each requiring 13 different kinds of evidence – of each family living on forest land. Some 1.8 million claims have been accepted and land titles handed over to families living on 72,000sq km of forest land, an area equivalent to the north-eastern state of Assam. But more than a million claims have been rejected, so an equal number of families face eviction. Environmental journalist Nitin Sethi calls this the “largest mass scale, legally sanctioned eviction of tribal's in independent India”.

Ans: A recent Supreme Court judgment has overturned an earlier 2006 judgment giving legal land rights to tribal's living in forests for three generations. Four of India's 100 million tribal people live in pockets of land inside dense forests in extreme poverty and backwardness. Some 50 national parks and 90 wildlife sanctuaries make up such forest land. From here, a million families will now be evicted, because rigorous government surveys in 17 states done earlier had found them to be potential squatters.

Grammar

1.Describing & Defining

Define and describe are two words that are commonly used in the English language. Although many people assume that there is no difference between define and describe, these two verbs have some subtle differences. Define means to state exactly the nature, scope, or meaning of something whereas describe means to give a detailed account of something. Therefore, the main difference between define and describe is that **defining would give a general meaning whereas describing would give a detailed account.**

DEFINE VERSUS DESCRIBE	
Define means to describe or state exactly the nature, scope, or meaning of something	Describe means to give a detailed verbal account of something
A definition gives the general meaning and the basic characteristics that identify the defined thing	A description has more details than a definition
A definition provides a general idea about something	A description gives more details about something
Pediaa.com	

2. Common Errors in English

The below are considered as most common errors in English.

- Subject-Verb Agreement Errors.
- Sentence Fragments.
- Missing **Comma** After Introductory Element.
- Misusing The Apostrophe With “Its”
- No **Comma** In A Compound Sentence.
- Misplaced Or Dangling Modifier.
- Vague **Pronoun** Reference.

Wrong Word Usage

Wrong	I have visited Niagara Falls last weekend.
Right	I visited Niagara Falls last weekend.
Wrong	The woman which works here is from Japan.
Right	The woman who works here is from Japan.

Wrong	She's married with a dentist.
Right	She's married to a dentist.
Wrong	She was boring in the class.
Right	She was bored in the class.

Reading: Intensive & Extensive Reading

Basis for Comparison	Extensive Reading	Intensive Reading
Meaning	Extensive reading is an approach to language learning in which long text and a large amount of material are read by the students for general understanding.	Intensive Reading is a reading method wherein learners are supposed to read the short text carefully and deeply so as to gain maximum understanding.
Nature	Supplementary	Comprehensive
Purpose	For acquiring information or for pleasure.	For understanding the literal meaning of the text.
Covers	Reading of novels, magazines, newspaper.	Reading of textbooks.
Material Selection	Reading material is selected by the individual himself.	Reading material is decided and recommended by the teachers.
Involves	Reading of a number of books on a similar concept or subject.	Reading of a book again and again to extract its literal meaning.
Use of dictionary	No	Yes
Helpful in	Developing reading fluency	Developing reading skills, vocabulary and grammatical knowledge.

Misplaced Modifiers

Task

Identify and eliminate the cliches and redundancies in these sentences. Rewrite the sentences in the space given.

1. The conference organisers replied back to my mail saying that they would be able to fund my trip.
2. The agenda of the meeting should be circulated around to all the team members.
3. First and foremost, I'd like to draw your attention to the first item on the agenda.
4. I was completely certain that this was the correct route to the library.
5. This story has been falsely fabricated by the media.

Task

Rewrite these sentences after placing the modifiers in the right place.

1. I bought a used car from an online site with a damaged windscreen.
 2. Sam asked me to go for a ride with him over a phone.
 3. The results will be known after all the votes have been counted.
 4. The pedestrian was hit by a car walking on the footpath.
 5. Unfortunately, I can only take three students to the conference
-

UNIT V: HOW A CHINESE BILLIONAIRE BUILT HER FORTUNE

Course Outcome: Relate values and elements of professionalism for successful careers.

Syllabus: Lesson; '*How a Chinese Billionaire Build Her Fortune*'

Grammar: Cohesive Devices, Precis writing, Vocabulary: Technical Vocabulary & usage, Reading: Comprehension Practice, Writing: Technical Reports

Summary:

Introduction :

Zhou Qunfei was born in a tiny village in China. She was the youngest of the three children in her family. She lost her mother when she was five. Her father was a skilled craftsman as he lost his eye-sight and a finger in an industrial accident. She helped her family raise pigs and ducks for their livelihood. She is remarkable for her neatness of appearance, her round, owl-like glasses and her cherubic face.

How to become a billionaire?: Despite being a brilliant student, Qunfei dropped out of school at the age of 16. She landed a job that required her to work from 8am to 12pm, polishing glass. The whole hours spent were very long, and monotonous and she fed up with working hours. After three months, she firmly decided to quit the job but her boss got impressed with the letter and promoted her too.

Most at Home:

In the factory, glass is cut, ground down to size, bored and polished to give each plate a transparent finish. Then the plates are strengthened in a potassium ion bath, painted and cured. Finally, they are cleaned and coated with anti-smudge and anti-reflection films. Zhou is obsessive about the standards maintained in her factory. From her office, door leads to an apartment. She uses this apartment to rest, so that she can have access to the factory floor day and night.

Zhou Qunfei, the world's richest self-made woman was the founder of Lens Technology and attributes herself success to perseverance. She counts a \$27 million estate in Hong Kong among her acquisitions. But she is at most at home on the floor of her factory.

Lens Technology:

When Zhou Qunfei had saved enough money, she took the help of her relatives and set up a workshop for making watch lenses. Much of what she knew about making lenses was self-taught. She began to work out different ways of improving the quality of the lenses. She began to acquire a reputation for making the finest watch lens available in the market. Today, there are several competitors in this area, but Lens Technology still remains a tier-one player. Ms. Zhou is very hands-on with her job. She still tours the factory floor and sits down at the machines to work them herself. This is her way of finding any faults in the process or equipment that are in use.

Advent of Mobile Phones:

The advent of mobile phone made her a billionaire. In 2003, she received a call from the mobile giant Motorola. They wanted her to make screens for mobile phones. Until then mobile screens were made of plastic. But glass would be more resistant to scratches and provide sharper images for texts and multimedia. Zhou got on board and created the screens for Motorola.

Soon, HTC, Nokia and Samsung placed orders with her. Then, in 2007, Apple entered the market with the iPhone, which is a keyboard-enabled glass touch screen. Within five years, she set up manufacturing plants in three cities.

Conclusion: In spite of all the success she has achieved, Zhou is relatively less-known, even in her own country. She rarely grants any interviews or makes public appearances. Her employees know her to be fastidious and observant of the smallest details. She remembers where she comes from and does not take her present position for granted. She recalls that in her village most girls did not have the option of going to middle school. Zhou chose to work and run a business. And it is a choice she never regrets.

Long Answers for 10 Marks:

1. Give an account of Ms. Zhou's education and childhood.

Introduction:

Zhou Qunfei is the world's richest self-made woman. Ms. Zhou, the founder of Lens Technology, owns a \$27 million estate in Hong Kong. She jets off to Silicon Valley and Seoul, South Korea, to court executives at Apple and Samsung, her two biggest customers.

Family:

The youngest of three children, Ms. Zhou was born in a tiny village in the Hunan Province of central China, a farming community about two hours south of Changsha, the provincial capital. Her mother died when she was 5.

The Journey of Success:

Her father, a skilled craftsman, later lost a finger and most of his eyesight in an industrial accident. At home, she helped her family raise pigs and ducks for food and additional money. At school, she excelled. Despite her academic focus, Ms. Zhou dropped out of school at 16 and traveled south to live with her uncle's family and search for better work.

While she dreamed of becoming a fashion designer, she eventually landed a job on a factory floor in the city of Shenzhen, making watch lenses for about \$1 a day. The conditions, she said, were harsh. "I worked from 8 a.m. to 12 a.m., and sometimes until 2 a.m.," Ms. Zhou recalled. "There were no shifts, just a few dozen people, and we all polished glass. I didn't enjoy it." After three months, she decided to quit and wrote a letter of resignation to her boss. In it, she complained about the hours and boredom. Even so, she expressed her gratitude for the job, saying she wanted to learn more. The letter impressed the factory chief, who told her the plant was about to adopt new processes. He asked her to stay, offering her a promotion. It was the first of several over the next three years.

2. What are the factors that helped make Ms. Zhou successful?

Introduction: Zhou Qunfei is the world's richest self-made woman. Ms. Zhou, the founder of Lens Technology, owns a \$27 million estate in Hong Kong.

The Journey of Success: At school, she excelled. Despite her academic focus, Ms. Zhou dropped out of school at 16 and she eventually landed in a job in a factory making watch lenses. The conditions, she said, were harsh. After three months, she decided to quit and wrote a letter of

resignation to her boss. In it, she complained about the hours and boredom. Even so, she expressed her gratitude for the job, saying she wanted to learn more. The letter impressed the factory chief, who told her the plant was about to adopt new processes. He asked her to stay, offering her a promotion. With the small savings, she and several relatives started their own workshop next door. At the new company, Ms. Zhou did it all. She repaired and designed factory machinery. She taught herself the difficult techniques that allowed her to improve the lens further.

While still producing watch faces, Zhou's company received a request from [Motorola](#) to develop glass screens for their [Razr V3](#), during a period when the [mobile phone](#) industry was transitioning from plastic to glass display screens.

Following this, Zhou Qunfei started touch-screen maker Lens Technology in 2003 and the company soon received orders from other mobile-phone makers such as [HTC](#), [Nokia](#), and [Samsung Electronics](#). After producing the touch screens for [Apple's iPhone](#) during its 2007 market entry, Zhou developed into the dominant player of the industry. She expanded her manufacturing plants, employed skilled workers and remained as tier-1 player inspite of several competitors.

Zhou is obsessive about the standards maintained in her factory. From her office, a door leads to an apartment. She uses this apartment to rest, so that she can have access to the factory floor day and night. Her employees know her to be fastidious and observant of smallest details. Zhou Qunfei's rags-to-riches story has been hailed as an inspiration to the millions of migrant workers in China. She said once the secret of her success was the desire to learn.

3. Give a note on various types of Reports.

A report is a written document. Reports are of various types. Reports are highly structured documents. This structure makes the readers understand the reports effortlessly and act on their conclusions and recommendations. The most common types of reports are:

- Reports interpreting data: These reports include inferences from statistics and other data. They are used to present findings and inferences based on numerical or factual information.
- Business reports: These reports analyze business case studies and apply a range of theories and recommendations.
- Progress reports: In schools each student's progress is periodically assessed and given in the form of progress reports.
- Scientific/technical reports: These reports are used to present findings from research, investigations and as a design solution. At the academic level, they are used to assess the ability of students to apply practical solutions to real life problems related to science and engineering.

4. Outline the different sections of a report and what they include.

A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information.

A technical report should contain the following sections;

Section	Details
Title page	Must include the title of the report. Author's name, ID number, course name and number, department and university/ college and date of submission
Abstract/ Summary	A summary of the whole report including important features, results and conclusions
Acknowledgements	An expression of gratitude towards the people who helped in carrying out the study and writing the report
Table of Contents	Numbers and lists all section and subsection headings with page numbers
Introduction	States the objectives of the report and comments on the way the topic of the report is to be treated. Leads straight into the report itself. Must not be a copy of the introduction in a lab handout.
Methods	A list of equipment and material used, procedures followed, sources of the material used, necessary preparations made and problems encountered
The sections which make up the body of the report	Divided into numbered and headed sections. These sections separate the different main ideas in a logical order
Discussion of results	A summary of the results of the investigation/experiment/study along with supporting diagrams/graphs/tables
Conclusions	A short, logical summing up of the theme(s) developed in the main text
References	Details of published sources of material referred to or quoted in the text (including any lecture notes and URL addresses of any websites used.
Bibliography/References	Other published sources of material, including websites, not referred to in the text but useful for background or further reading.
Appendices/Annexures	Any further material which is essential for full understanding of your report (e.g. large scale diagrams, computer code, raw data, specifications) but not required by a casual reader

GRAMMAR

1. Cohesive Devices

Cohesive devices, sometimes called linking words, linkers, connectors, discourse markers or transitional words. Cohesive Devices are words or phrases that show the relationship between paragraphs or sections of a text or speech. Cohesive devices are words like

*Also, Although, Ad, Besides, But, Consequently, Finally, First
For example, Furthermore, However, If, In fact, Likewise, Next
Nevertheless, Second, Similarly
Since, Therefore, Thus*

'For example', 'In conclusion', 'however' and 'moreover'

2. Précis Writing

Précis is a short summary of a paragraph. But **writing Précis** is more than just making the paragraphs short. ... The motive of **writing a précis** is to make the reader understand the main essence of the paragraph in a shorter format.

Features of a Good Précis

- Is marked by clarity, brevity and precision.
- Is not just lifting of the sentences from the original. It should be written in the précis writer's own words.
- Is a miniature version of the original passage.
- Must have a logical order and be well-knit and well connected.
- Must have coherence.
- Must use linking devices such as so, therefore, and, because further etc.
- Must follow the order of ideas of the original extract.
- Must have a title.
- Is written in reported speech.
- Must not contain any details not found in the original.

Summarize the given passage.

We all know what we mean by a "good" man. The ideally good man does not drink or smoke, avoids bad language, converses in the presence of men only exactly as he would if there were ladies present, attends church regularly and holds the correct opinion on all subjects. He has a wholesome horror of wrong-doing and realizes that it is our painful duty to castigate sin. He has a still greater horror of wrong thinking, and considers it the business of the authorities to safeguard the young against those who question the wisdom of the views generally accepted by middle-aged successful citizens. Apart from his professional duties, at which he is assiduous, he spends much time in good works: he may encourage patriotism and military training; he may promote industry, sobriety and virtue among wage earners and their children by seeing to it that failures in these respects receive due punishment; he may be a trustee of a university and prevent an ill-judged respect for learning from allowing the employment of professors with subversive ideas. Above all, of course, his "morals" in the narrow sense must be irreproachable. (189 words)

Answer

Characteristics of a good man

According to the author, an ideally good man is intensely religious and avoids bad habits such as smoking and drinking. He does not use obscene or indecent language and has a fear of wrong doing and wrong thinking. He is professionally dutiful and takes active interest in promoting virtues such as patriotism, industry and sobriety among workers and their children. If possible he prevents the employment of professors with subversive ideas.

3. Vocabulary: Technical Vocabulary & usage

Technical Vocabulary is the specialized vocabulary of any field that evolves due to the need for experts in that field to communicate quickly, clearly and easily. Academic disciplines such as Engineering Medicine, Psychology, Business, and Linguistics etc... require a wide knowledge of the words and phrases used in these respective areas.

Computer related terms:

LAN: Local Network Area ROM: Read- Only Memory FTP: File Transfer Protocol

SPAM: Unsolicited email messages sent for marketing purposes

Bookmark: A process by which a webpage can be saved as a semi- permanent link within the server.

Technology and Engineering terms:

Ohm: A unit of electrical resistance

pH: The measure of the acidity of a solution

Buoyancy: Force exerted by a liquid substance when an object is immersed into it.

Density: The amount of mass of a substance in a given volume

Vaporisation: The process by which liquid turns into vapour

Business related terms:

GDP: Gross Domestic Product

Merger: The combining of two or more business on a more or less equal footing

Depression: An economic downturn that continues for a significant period of time

Bull market: A market where share prices roar ahead is called a Bull market.

Bear market: A stock market where share prices fall drastically is called a Bear market

4. Technical Reports- Introduction - Structure of Reports- Types of Reports

A technical report is a document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusions of the research.

How to write a report

1. Title Page. The title page comes first in a **technical report**. ...
2. Introduction. In this part, highlight the main goals of your **paper** clearly to help your readers understand the purpose you're **writing** for. ...
3. Summary. **Write** an overview of the whole **report** here. ...
4. Body. ...
5. Conclusion. ...

Structure of a report:

We can describe the **structure of a report** in a similar way to that of an essay: introduction, body, and conclusion. ... You may also be asked to include specific elements in your **report**, such as a title page, table of contents, glossary, executive summary, recommendations, or appendices.

Types of reports:

Types of reports include memos, meeting minutes, expense **reports**, audit **reports**, closure **reports**, progress **reports**, justification **reports**, compliance **reports**, annual **reports**, and feasibility **reports**.

Manuscript writing:

The purpose of the manuscript is to communicate how you conducted the work and the results obtained so that your **audience** can assess the veracity of the results and the **conclusion**.

Manuscript Format and Structure: Case Reports

1. Title page. The title should be short, specific and informative. ...
2. Abstract. The second page of the **manuscript** should contain the Abstract, which must not exceed 150 words. ...
3. Article Structure. ...
4. Abbreviations. ...
5. Acknowledgements. ...
6. Conflict of Interest. ...
7. Funding Statement. ...
8. Ethical Approval.

WITH ENGLISH, YOU ARE AT HOME ANYWHERE IN THE WORLD