

Synonyms

- (1) Pious - Holy
- (2) Jolly - merry
- (3) Adore - worship
- (4) Abandon - Relinquish
- (5) Genre - Romantic, Thriller, Comic, Tragic, Biopic, inspirational, Detective, fantasy.
- (6) precious - cheap
- (7) Admit - Refuse
- (8) Dawn - Sunrise
- (9) Dusk - Sunset
- (10) Lament - grieve, mourn
- (11) Virtue - Vice.

One word substitution

- (1) A place where orphans live - orphanage
- (2) one who doesn't know how to read and write - Illiterate.

One of the most widely spread of bad habits is the use of tobacco.

Tobacco is now smoked or chewed by men, women and even by children almost all over the world. It was brought to Europe from America by Sir Walter Raleigh, four centuries ago, and has spread everywhere. I very much doubt whether there is any good in the habit even when tobacco is not used in excess, and it is extremely difficult to get rid of the habit once it has been formed.

(Q) Which is the most widely spread bad habit?

Ans) Tobacco is the most widely spread bad habit.

(Q) How is tobacco used? Where? by whom?

Ans) Tobacco is smoked or chewed by men, women and children. It is used all over the world.

(Q) Who brought tobacco to Europe?

Ans) Sir Walter Raleigh brought tobacco to Europe.

(Q) What do you think is the author's opinion about use of tobacco?

Ans) The author does not approve of the use of tobacco even in small quantity. He thinks that it is extremely difficult to get rid of the habit once it has been formed.

(Q) How many years is a century?

Ans) A century is a period of 100 years.

Subject Verb Agreement

Questions -

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- (1) Dad always drives (drive/drives) to work.
- (2) The clerk is wrapping (wrapped/wrapping) a package.
- (3) Does everyone know (know's/know) the answer?
- (4) Mom has bought (buy/bought) a dress for Annisa.

Use a plural verb if the subject is a plural noun or pronoun we, you or they.

- (1) The two girls always walk home together.
- (2) The children are playing on the swing.
- (3) The stars shine brightly on a clear night.

Articles

A and an, the

Articles are of two type or kinds

(1) Definite → The

(ii) Indefinite → a/an

(1) What is there on the table ?

There is a book on the table. (any book)

(2) Which book do you want ?

I want the book on the second shelf
(a particular book)

I want the book written by
Chetan Bhagat.

How we use them

A, An - Before countable singular
noun. Ex → An eagle has a beak

a heir, an. M.A, an orange

an hour, an upper primary school

an 80 year old man

How we use the

→ Before a noun denoting a unit of measurement to mean every.

Ex- They sell bananas by the dozen.

→ we buy petrol by the liter.

→ we use the before musical instrument

Ex- The violin, the piano, the guitar.

→ we use the before inventions

Ex The telephone, the radio, the microscope.

→ we use the before adjective of superlative degree.

Ex- The tallest, the biggest.

→ we use the before only

Ex You are the only girls who is irregular.

Ex money is the only thing these days.

→

→ we use the before direction

Ex cold wind blows from the north to the south.

→ we use the before name of holy books

Ex The bible, The Gita, The mahabharat.

Modals

Can - ability - Annisa can swim.

Permission - Can I come with you?

Others - Can I help you?

Could →

Possibility → That story could be true.

Past ability → Milan could swim when he was 4 years old.

Permission → Could I use your phone please?

Request → Could you tell me the way to the station please.

May →

Possibility → The president may come to our office if the meeting finishes before 5: P.M

Permission → May I borrow your dictionary?

Might

Slight possibility → We might win a prize but I doubt it.

Past form of may → The minister said he might come.

MUST

Duty → You must wear a seatbelt when you drive.

Deduction (certain something is true)

Ex - look at all the snow. It must be cold outside.

Emphasize Necessity → You must study if you want good grades.

Should

advice → You should take an umbrella in case it rains.

Ought to

advice → You ought to revise your lessons.

Recommendation → You ought to stop smoking.

Shall

Future tense → I shall be in Bhubaneswar on Monday.

offer → Shall I order a car?

Will Future tenses

I will go to museum on Sunday

Invitation → Will you join us for coffee?

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Homonyms

The words which are spelled and pronounced alike but different in meaning are called Homonyms.

Example ->

1) Accept (to receive) -> He accepts my gifts.

Except (leave out) -> please take all the books from the table except the red one.

2) Adapt (to adjust) - some people can't adapt new surroundings.

Adept (skilled) - Swagat is adept in high jumping.

Adopt (to take as your own) The rich man has adopted an orphan girl.

3) Assent (agreement) -> He gave his assent to our proposal.

Ascent (rise) -> The ascent to the hill was difficult.

communication is the exchange of meaning between individuals through a common system of symbols.

communication doesn't only involve a transfer of information from one individual to other. It is a dynamic social process.

Features of communications

1) Perennial to life: Whenever there is life there is communication. Human can not survive in isolations.

We need to interact with others at home, school, colleges, office, market, etc.

2) Exchange of meaning → we communicate in order to transmit the desired meaning. The sole aim of a communication event is to exchange meaning and without it the process of communication will fail.

Good communication or- effective communication

1) In the work place, one of the most important skills to possess is good communication, listening and speaking are very important in effective communication. Being able to listen to others is necessary in the communication process. This means not only listening with our ears but also being able to comprehend what the person is saying.

2) Having Empathy is very useful in communication. Empathy involves seeing things from the point of view of others.

3) By praising and offering words of encouragement we help others feel they are wanted and respected by co-workers. People are much likely to put forth their best in it if they are valued.

4) Body language -> It can greatly impact how others perceive you in the work place. Maintaining an open and friendly person.

Let co-workers know you are open to hearing their opinions about projects or new designs. It is important to maintain eye contact the majority of time we are speaking with someone using hand gestures help us to form clearer thoughts.

5) Immediately sharing a similar experience

When people are sharing something about themselves we may immediately tell them about a similar thing that happened to us. This can create a connection. We should ask questions and show real interest and curiosity while talking to others.

Bad communication

1) Constantly interrupting → We know one thing is common while talking that is we want to be listened to we should not interrupt when someone is talking. We should wait for him/her to finish the sentence.

Communication model

One way communication model.

- > It is a one way traffic where flow of ideas is restricted from one side only (The sender side). The receiver does not give any feedback and the sender is not sure whether the receiver got the message or whether he has understood it in the same way that the sender had intended. This kind of situations occurs in most of our classrooms where the teacher goes on speaking when there is no participation from the students side.

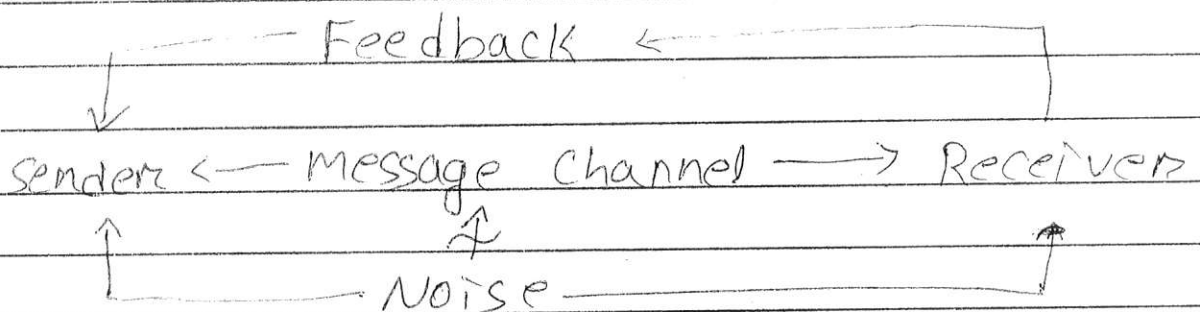
Two way communication model.

- > In two way communication model the receiver of the message also plays an important role in two way model of communication. Having received the message sent by the sender, he actively sends the feedback in terms of his changed behaviour or he asked for further

clarification from the sender. The receiver having received the information now changes his role and becomes the sender of the feedback and the sender having sent the message now becomes the receiver of the feedback. This feedback assures the sender that he has successfully conveyed his message and his labour is not lost.

Process of communication and factors responsible for it

Sender - message - Receiver



Transfer of the message from one person to another channel-medium.

In the process of communication the sender gives a message through a proper channel that is e-mail, phone, SMS, to the receiver. The receiver decodes the message and after interpreting it, gives a proper feedback through a proper channel to the sender. In this way the process of communication continues on the basis of channel there are two types of communications.

1) Verbal communication

2) Non-verbal communication.

Verbal communication
Communication with the use of words and language to communicate message to the other party. It can be performed in two ways - oral communication and written communication.

upward communication

Information flowing from lower level employee to high level employee is called upward communication. The upward communication channel provides an opportunity to lower level employees to share their observations, suggestions and feedback with their seniors. In this type of communication, the lower level of employees generate the information or initiate the communication process and the message travels from bottom to top.

Method of upward communication

(i) periodical meeting

Nearly all organizations conduct periodical meeting time to time to know what is going on. In this meeting employees are encouraged to share their experiences regarding execution of policies intended by the management. This is the right place and time for employees to give their feedback and suggestions regarding the

For the message to reach the management and in some cases the message may acquire an unintended and different meaning.

Downward communication.

It flows from top to bottom in a business organization. The information is initiated by the top level management and is conveyed to the lower level authority. The management can state its policies, aims and objective to its employees. Management may adopt an oral or written media to transfer the information to the employees. Downward communications occurs when company leaders and managers share information with the lower level employee.

Gossip spread by spoken communication

It is observe that most of the communication flow takes place spontaneously. It is not pre planned or initiated by the management.

Informal communication is not recorded anywhere, mostly it ~~ex~~ employs the oral media, since it is not controlled by any rules or regulation, the information flows from any direction to any direction.

Merits of Grapevine

- 1) Well full communication :- The psychological need of men to talk gives rise to a grapevine. Thus employees share information because they are directed by the authorities but they give information willingly, out of their own sweet will. In absence, though it seems impossible, may bring boredom and dullness in the environment of an organization.

1) Immoational relief

The employees get immotional relief when they give vent to their fellings and frustrations. They become free deprization the fact that employees listne to each other establishes another fact that they share a connection with each other. Thus grapevine also breathes in an air of brotherhood and solidarity among the employees.

ii) Speedy and spontaneous and multi directional → unlike formal communication which is bound by rules and regulation, information travels at greater speed in an informal chennal. It is spontaneous in the sence that employees do not communicate when they are directed to do so, But they keep on communicating while they are working. The message travels at a faster speed. The information flows from any direction. It is not bound to flow in a prescribed direction.

iv) Economical → Unlike the formal network of communication which is highly methodical and expensive, grapevine is a non-expensive method of information to a larger number people in a shorter span of time.

v) Cementing → The grapevine acts as a cementing force in an organization. The employees share their feelings with each other, they keep faith in each other, they offer solutions to each problem, on this fosters a sense of relationship within them. They become attached to each other and start empathizing with each other.

Demerits of Grapevine communication

i) No accountability → unlike formal communication where everyone is accountable for the information sent or received informal communication has nothing on the record.

i) Misleading → Information conveyed through a grapevine may be misleading. There is no doubt in the fact that grapevine carries a vital and important message, but this message may not be error free. It may contain rumours and misleading information along with the meaningful information.

ii) Personal bias → Every listener has a tendency to mould the message received in accordance to his own perceptions. Thus it may happen that the intended message are lost while traveling in an informal network of communication.

iii) Harmful for the organization → If grapevine carries a fabricate and unreliable message, it may loss to the organization.