



### K-W-L ABOUT

I Know	I want to Know	I Learned

Fill the I know and I want to know columns by yourself or with the help of the facilitator before starting this unit.

## 1. GREETING A PERSON

### Objective

- To learn to greet people in various situations and to create an amicable atmosphere.

### INTRODUCTION

One of the fundamental motto of communication is to greet the other person

and it sets forth positive conversations. It aids us to socialize with people on an easier and personal level. A joyful hello can make friends of two strangers; it can bring smiles and positive vibes in the environment. A Hello can help to ease the various situations and it changes the way we approach the people.





## WAYS TO GREET

### Greeting a friend

Hi! How are you doing?

Hi! What's up?

Hey! How's life?

### Greeting an acquaintance (someone you know, but is not close to you):

Hello! How are you?

Hello! How have you been?

Good morning/afternoon/evening!  
All's well?

### Greeting a stranger:

Hello!

Good morning/afternoon/evening!  
How do you do?

My name is Tarun. May I know your  
name please?

## ACTIVITY 1

### Situation 1

You have met a friend after a long time.  
The last time you saw him was in school.  
How would you greet each other?

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### Situation 2

You meet your local grocer while taking  
your morning walk. You ask him if his  
shop will be open today. He says it will be  
open for the morning only.

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### Situation 3

You see a person come down the stairs  
of your building. You have not seen him  
before, but you guess that the person may  
be your new neighbor. You want to greet  
him and introduce yourself.

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## GRAMMAR CONCEPT

### Consider The Following Sentences.

I **greet** you everyday. You **greet** me everyday. He **greet**s me everyday.

We greet Good morning. You all greet us Good morning. They greet us Good morning.

Here, Subjects are I, You, He, We, You, They; Verbs are 'greet' and 'greet's'. For I, You, We, and They, the verbs will be without an 's' or 'es'. Similarly,

The people greet me every day. The officers greet me every day.

Both 'the people' and 'the officers' are more than one person, so the verbs will not have an 's' at the end. But, Sita **greet**s me everyday. Ram **greet**s me everyday.

Both 'Sita' and 'Ram' are one person.

Also, for 'I', the verb will be **am**; for 'you', 'we', 'they', 'the people', 'the officers', the verb will be **are**; for 'Sita', and 'Ram', the verb will be **is**.

E.g.: I **am** fine.

You/We/They/The people/The officers are fine. Sita/Ram is fine.

## PRACTICE EXERCISE

### I) Fill in the blanks with is, am or are as appropriate.

1. Hi! I \_\_\_\_ Tarun.
2. How \_\_\_\_ you, Tarun?
3. What \_\_\_\_ your seat number, Tarun?
4. We \_\_\_\_ flying to Pune.
5. I \_\_\_\_ staying at Pune with Tarun.
6. Tarun and I \_\_\_\_ staying in Pune.
7. We \_\_\_\_ from the same city.
8. I \_\_\_\_ fine, thank you.
9. You \_\_\_\_ living in Chennai.
10. You \_\_\_\_ Tarun's friend.

## QUESTIONS TO THE STUDENTS

Divide yourselves into groups of three students. Distribute the three roles – Stranger, Friend and Acquaintance amongst yourself, and practice using the greetings.

## 2. INTRODUCING ONESELF

### Objective

- To learn to introduce yourself in real life occasion
- To practice subject-verb agreement





## INTRODUCTION

It is significant to introduce yourself. Hence, it illustrates one's ability to have acquaintance with new people confidently. It gives a sense of oneness and enables us to create a positive environment. It bridges the gap between individuals and allows in breaking the attitude of being silent.



## ACTIVITY 1

At an interview, the interviewer asks you to tell something about yourself or introduce yourself. You have to tell him:

**Your name**

**Age, Education**

**Which city/Town you live in?**

**How would you give this information?**

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## PRACTICE EXERCISE

I) Given below are a few sentences with incorrect verbs. Change them and write the correct sentences. The first one has been done for you.

1. We studies at St. Xavier's College.  
We study at St. Xavier's College
2. I studying at St. Xavier's College  
\_\_\_\_\_
3. I are a student.  
\_\_\_\_\_
4. I believes we have met before.  
\_\_\_\_\_
5. Let me introduces myself.  
\_\_\_\_\_
6. We currently studying at St. Xavier's College.  
\_\_\_\_\_
7. We is both students of St. Xavier's College.  
\_\_\_\_\_
8. Neetu and Aisha lives in the same hostel.  
\_\_\_\_\_  
\_\_\_\_\_
9. I lives in Kolkata, while Sid are from Mumbai.  
\_\_\_\_\_  
\_\_\_\_\_
10. She is new to Mumbai and she live in a hostel.  
\_\_\_\_\_  
\_\_\_\_\_

## QUESTIONS TO THE STUDENTS

1. Work in pairs. Practice self-introduction with your pair. Make sure you mention your name, where you live, and how many members are there in your family. You can also include other information like your hobbies and special talents.

## 3. ASKING SIMPLE QUESTIONS

### Objective

- To learn to ask simple questions and give responses
- To frame questions using auxiliary verbs and 'Wh'

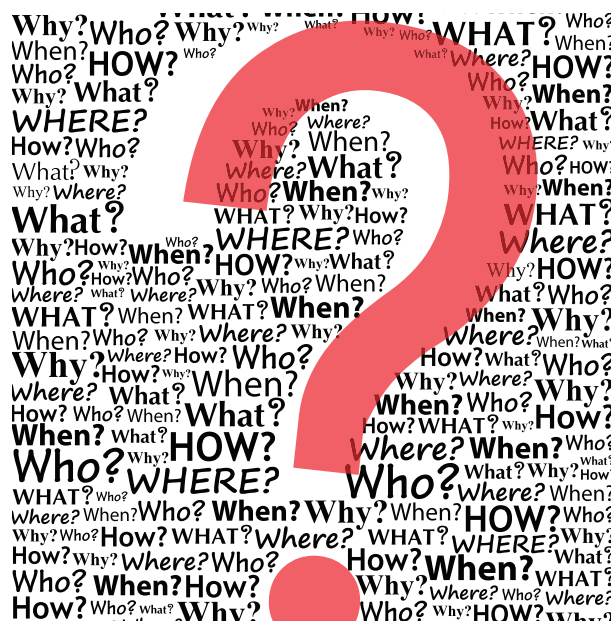
### INTRODUCTION

We put forth questions in order to imbibe information about something and while answering we give more information. Asking and answering questions not only nurtures an individual to gain knowledge but also an element of learning life skills. To maintain good relationships it is essential to develop the habit of asking questions positively.



## Question Words

Word	Examples
What	1. What are your hobbies? 2. What is the name of your dog?
When	1. When is your birthday? 2. When does the game start?
Where	1. Where do you work? 2. Where do you live?
Which	1. Which one is your book? 2. Which is your favorite color?
Who	1. Who is that girl? 2. Who will teach us English?
Whose	1. Whose towel is this? 2. Whose umbrella is the red one?
Why	1. Why didn't you do your homework? 2. Why are you talking in the class?
How	1. How do you make tea? 2. How is the book?







## GRAMMAR CONCEPT

We answer 'yes' or 'no' to the questions asked with does/doesn't, do/don't, is/isn't, are/aren't, has / hasn't, and have/haven't.

### For example:

1. Do you know what time it is?
2. Don't you have a watch?
3. Are you coming tomorrow?
4. Has she come?

'Wh' question always starts with the "wh/h-word", and is followed by is/ am/ are/ does/ do/ did/ has/ have/ had.

### Examples:

Why is she here?

What does this question mean?

## PRACTICE EXERCISE

### I) Rearrange the words to frame questions.

1. do have a you watch you on?  
\_\_\_\_\_
2. movie starting the is at two thirty?  
\_\_\_\_\_
3. you going to watch are Teen Patti?  
\_\_\_\_\_
4. are you for late the movie?  
\_\_\_\_\_
5. the movie is enjoyable?  
\_\_\_\_\_

### II) Choose the correct option

1. How do \_\_\_\_\_  
(a) you making tea?  
(b) you make tea?  
(c) she makes tea?

2. Where does \_\_\_\_\_  
(a) he sell his goods?  
(b) she sells her goods?  
(c) I sell my goods?
3. Why does \_\_\_\_\_  
(a) the dog bark at me?  
(b) the dogs barks at me?  
(c) the dog barks at me?
4. When do \_\_\_\_\_  
(a) the game begins?  
(b) the games begin?  
(c) the games begins?
5. Who is \_\_\_\_\_  
(a) knocking at the door?  
(b) knocks at the door?  
(c) knock at the door?



## QUESTIONS TO THE STUDENTS

1. Write a set of ten sentences. Ask the person sitting next to you to form questions for the sentences, and do the same for his sentences.
2. Assume that your friend is going to watch an IPL match. You wish to know the details about the match time, date, etc. How would you ask your friend to tell you the details you need?
3. Imagine that you are going to attend an interview in New Delhi and you are checking into a hotel the day before the interview. Join with your partner and act as a receptionist and a customer who wishes to book a room with necessary details.

be aware of the location, its architectural features etc., On account of describing a process or events it is required to know its coherence in a logical way.



Supportive	Smart	Serious
Faithful	Honest	Cool
Wise	Mischievous	Gentle
Patient	Weak	impatient
Kind	Foolish	Calm
Determined	Wild	Quite
Slim	Unhappy	cruel

## 4. DESCRIBING A PERSON, PLACE AND OBJECT

### Objective

- To learn to describe a person, place, surroundings, objects, events etc.,
- To use adjectives, adverbs, prepositions, conjunctions and tense aptly

### INTRODUCTION

Describing is one of the fascinating tools to communicate with people and to comprehend their perspectives. Adjectives play an important role in describing and modifying people, places and objects in a vivid way. It helps us to add more colours to understand one subject in a lucid way. While describing an object it is essential to identify, and to know its unique features as well as the physical appearance whereas while describing a place it is necessary to

### ACTIVITY 1

Read the following carefully:

“Hi! I am Raj. I am a **twenty-year old** boy. I am **tall** and **dark**. I have **short** and **curly** hair. I am a **polite** and **helpful** person.”

**Give a brief description of yourself after this sample.**

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## ACTIVITY 2

Nainital is a beautiful hill-station in Uttarakhand. It is surrounded by high mountain peaks. Nainital is a very popular tourist spot. It attracts a lot of tourists especially during winter when the snow falls. The temperature varies between 15 °C and - 3 °C at that time. Apart from its beautiful scenery Nainital is also known for its many schools...

Based on the sample description of a place (Nainital) given above, try to describe Brihadeeswarar Temple (Thanjavur Big Temple) as shown in the picture.



A picture of Brihadeeswarar Temple (Thanjavur Big Temple)

## ACTIVITY 3

Fill in the blanks with the phrases given below.

- “Surprise”
- ...were invited.
- Malathi entered the room...
- ...cut it for everyone
- Malathi even...
- ...party for her.
- ...on time.
- ...distributed food and drinks
- We got a chocolate cake...
- ...on Sunday.
- ...and dumb charade.

It was Malathi's birthday \_\_\_\_\_.  
We arranged a surprise birthday  
\_\_\_\_\_. All her friends  
\_\_\_\_\_.

\_\_\_\_\_ as it is her  
favorite. Everyone arrived \_\_\_\_\_  
\_\_\_\_\_ at 12 p.m. We  
screamed “\_\_\_\_\_”!

Then, she blew the candles and  
\_\_\_\_\_. Latha and Viyan  
\_\_\_\_\_.

\_\_\_\_\_ sang a song and entertained  
everyone. We played Antakshari  
\_\_\_\_\_.







## PRACTICE EXERCISE

### I) Rearrange the words to form meaningful sentences.

1. Kaaviya looking is in her beautiful saree.

\_\_\_\_\_

\_\_\_\_\_

2. Joseph his is but brother is tall taller.

\_\_\_\_\_

3. Fathima wear to likes nose-rings.

\_\_\_\_\_

4. They good a very dance group are.

\_\_\_\_\_

5. You pretty looking are good.

\_\_\_\_\_

### II) Choose the correct answer to fill in the blanks.

1. Pooja has \_\_\_\_\_ hair. She wants to cut it off.

(a) long      (b) short

2. Asif is a \_\_\_\_\_ boy. His mother always scolds him.

(a) naughty      (b) good

3. Samuel loves his mother's food the most. She's a \_\_\_\_\_ cook.

(a) bad      (b) great

4. Iniyana is a good dancer. In fact, he's the \_\_\_\_\_ dancer in his group.

(a) worst      (b) best

5. Gomathi is a \_\_\_\_\_ singer. She is going to win the competition.

(a) bad      (b) wonderful

### III) Describe the following objects

#### Pictures of the objects



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## QUESTIONS TO THE STUDENTS

1. Describe your favorite captain / leader in three sentences.

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2. Describe your home-town in a few words.

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3. Describe giving necessary details, the following locations visited by you:

- a) a shopping mall, or a gym or a recreation centre in your town.  
b) a hill station (like Ooty)  
c) a protected forest area

## 5. TALKING ABOUT LIKES AND DISLIKES

### Objective

- To learn to express your likes and dislikes with correct use of grammar

### INTRODUCTION

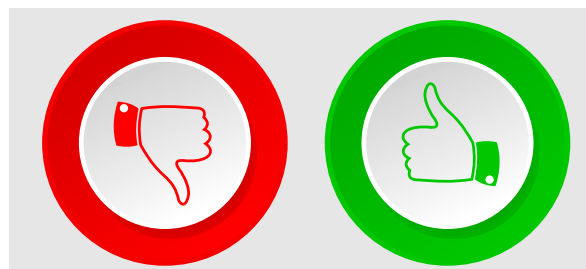
Likes and dislikes depend upon the individual. It gives better knowledge about a person if we know about their likes and dislikes. To connect with people more, knowing their likes and dislikes will be of immense help. The aim of capturing the trace of memories leads to knowing

yourself better and connecting you with other people easily. For the more certain things you love may correlate with others' likes.

A few phrases and words to say what you like:

I adore, I love, I like, I enjoy, I'm into something, I have a soft spot for something, I'm quite keen on, I think .... is/are brilliant ...

A few words to convey things that you don't like: I detest, I hate, I loathe, I'm not keen on, I can't stand, I can't bear ...



### ACTIVITY 1

#### Music

**I like listening to music.**

The kind of music I like is \_\_\_\_\_

But I do not like music which is \_\_\_\_\_. My favorite songs are \_\_\_\_\_.

My favorite singers are \_\_\_\_\_.

#### Movies

**I like watching movies.**

I like to watch movies which \_\_\_\_\_.

But I do not like \_\_\_\_\_ movies.

My favorite movies are \_\_\_\_\_.

My favorite actor is \_\_\_\_\_.



## PRACTICE EXERCISE

### I) Choose the correct Simple Present Tense from the given options.

- \_\_\_\_\_ Tamil movies? (Does you likes, Do you likes, Do you like)
- \_\_\_\_\_ Hollywood movies. (She hates, She hating, She hate)
- \_\_\_\_\_ to Chithra's songs. (I often listened, I often listen, I often listens)
- \_\_\_\_\_ the best. (Horror movies are, Horror movies is, Horror movies)
- \_\_\_\_\_ another of her hobbies. (Reading was, Reading are, Reading is)
- \_\_\_\_\_ to spend your time. (You paints, You paint, You painting)
- \_\_\_\_\_ Bangalore very much. (They liking, They likes, They like)
- \_\_\_\_\_ Delhi weather. (Kaviya and I dislike, Kaviya and I dislikes, Kaviya and I disliking)
- \_\_\_\_\_ roses and daisies. (My favorite flowers, My favorite flowers are, My favorite flowers is)
- \_\_\_\_\_ Goa very much. (We do like, We does like, We do likes)

### II) Complete the following sentences on your own.

- I like \_\_\_\_\_ better than \_\_\_\_\_.
- The reason why I like \_\_\_\_\_ better than \_\_\_\_\_ is that \_\_\_\_\_.
- \_\_\_\_\_ is also my favorite \_\_\_\_\_.
- I would go to \_\_\_\_\_ rather than \_\_\_\_\_ because \_\_\_\_\_.
- I dislike \_\_\_\_\_; I would rather \_\_\_\_\_.
- Why don't you like \_\_\_\_\_? It is one of my \_\_\_\_\_.
- One of my favorite \_\_\_\_\_ of all time is \_\_\_\_\_. I think that everybody should \_\_\_\_\_ at least once.
- I can't choose a favorite between \_\_\_\_\_ and \_\_\_\_\_. I \_\_\_\_\_ both.

## QUESTIONS TO THE STUDENTS

- Write down your likes and dislikes of a TV show you watch regularly.
- Organise groups of three students among yourselves. Each group should then decide on something the members like in common and prepare a short presentation on the subject. You can prepare a short story to make it more interesting.

## 6. INVITING SOMEONE

### Objective

- To learn to invite people on various occasions and to use pronouns appropriately

### INTRODUCTION

Inviting someone is correlated with the culture of Hospitality. When we invite someone into our home, it is obvious that the person is more significant and we are very much particular in showing special concern. Be it a Birthday Celebration, House Warming or Marriage Celebration, depending upon the situation, we should choose our vocabulary wisely. It shows care and concern for the other person and it is important to be aware of their presence.



### ACTIVITY 1

#### Invitations

##### Expressions for Inviting People

- Are you free next Saturday? We're going to Rahul's place to play carom.
- We're going to Rahul's place to play carom. Would you like to come?

- Are you doing anything next weekend? If you are free, we could go to the Childrens' Park. How about dinner at my place tonight?
- My birthday is on the 23rd September. I would like to invite you to the party.
- Are you free this weekend?
- We are planning to go to Nagpur. Would you like to join us?

##### Expressions for Accepting the Invitation

- I'd love to come, thanks! Thanks for asking me.
- I would love to go!
- Yes, that sounds like a good idea. Thanks for the invitation.
- Of course, I will come! It's your birthday, after all!
- What a great idea! I would surely like to join you all.

##### Declining the Invitation

- Sorry, I won't be able to come. I have a test on Monday and I have to prepare for it.
- It's a great idea, but I've already made other plans.
- I would love to come, but I have some other work.
- I wish I could come to your birthday, but I have some important work.
- That's a good idea. But I am very busy this weekend. Sorry, maybe next time?

##### Complete the conversation on inviting your friend to your birthday party.

Student 1: It's my birthday today.

Student 2: \_\_\_\_\_

Student 1: Thanks. Actually, I am having a birthday party at my place this



afternoon and I would like to invite you.

Student 2: \_\_\_\_\_

Student 1: Thanks. I will see you then.

### GRAMMAR CONCEPT

Read the following.

(a) Malar? She is pretty. She is fun, too.

(b) Malar? Malar is pretty. Malar is fun, too.

Which sounds better? The word “she” makes the difference. It is a pronoun.

Pronouns are words which can be used in place of nouns.

(a) Babu gave an invitation. Rupa and I told Babu it was a bad one.

(b) He gave an invitation. We told him it was a bad one.

(b) Babu and Malar asked Rupa and me to go to the club. (b) They asked us to go to the club.

(c) Malar invited Babu and Rupa to her party. Malar’s party is going to be fun. (b) She invited them to her party. It is going to be fun.

All pronouns are listed below:

1. We, Our, Ours, Us
2. They, Their, Theirs, Them
3. You, Your, Yours
4. He, His, Him
5. She, Hers, Her
6. It, Its
7. I, me, mine, my

### PRACTICE EXERCISE

I) Fill in the blanks with the correct pronouns.

Rita and \_\_\_\_\_ (me, I) are arranging a party. \_\_\_\_\_ (He, It) will be a simple party with a few friends, but with lots of food and fun. \_\_\_\_\_ (We, Us) will invite Asif, Priyanka and Kruti. \_\_\_\_\_ (Them, They) are \_\_\_\_\_ (our, us) classmates. So, \_\_\_\_\_ (us, we) don’t have to give \_\_\_\_\_ (them, their) invitation cards. \_\_\_\_\_ (We, Our) can just ask \_\_\_\_\_ (their, them) to come. Friends don’t need formal invitations, do \_\_\_\_\_ (them, they)?

### QUESTIONS TO THE STUDENTS

1. Form pairs and prepare a conversation with your partner on various imaginary situations like inviting to an engagement, marriage, office party, book fair, housewarming function, hometown, celebrating festivals etc.

## 7. PLANNING AN OUTING

### Objective

- To learn to communicate while planning for an outing
- To understand the usage of active and passive voice

### INTRODUCTION

To plan a day out helps us to rejuvenate our mindset and it clears our mind and it bounces back with new energy and enthusiasm. People feel more confident when they are surrounded by their known



circle of friends and traveling with them aids in knowing them better and making more acquaintances.



### ACTIVITY 1

Suppose you are going to a picnic with your friends. What would you take with you? Make a list. Now, you are going to tell your friends to help you get the things in your list. How would you say it?

A sample has been provided below:

“We are going to need a lot of things for this picnic. We’ll need disposable cups, plates, and spoons. We will also need to take cooked food with us. Or shall we buy chips and biscuits? Sheela, you could get carpets; Rohit, you bring water. You could also hire a driver...”

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### GRAMMAR CONCEPT

**Read the following sentences.**

They are in the Active Voice.

1. I buy a new shirt.
2. I spend five hundred rupees on a new shirt.
3. He wears only leather shoes.

The subjects – I, I, and He are doing the actions: buy, spend, and wears.

These sentences can be re-written as:

1. A new shirt is bought by me.
2. Five hundred rupees are spent on a new shirt by me.
3. Only leather shoes are worn by him.

This second set of sentences is in the Passive Voice. Here, the subjects – A new shirt, Five hundred rupees, and Only leather shoes are receiving the actions: is bought, are spent, and are worn.

### PRACTICE EXERCISE

**I) Match the following and write the complete sentences below.**

A	B
We are going to	performed around the world.
Four of us are	the four seasons of the year.
It is by award-winning	going to see it.
The play is about	see a play this Tuesday.
It has been	director Ratan Thiyam.



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**II) Identify which of the following are in Active Voice, and which are in Passive Voice.**

1. How much does this bag cost?  
\_\_\_\_\_
2. This bag can be purchased at a price of eight hundred rupees.  
\_\_\_\_\_
3. I want a discount on the price.  
\_\_\_\_\_
4. The price can be reduced by a hundred rupees, but not more.  
\_\_\_\_\_
5. This bag is made of good quality leather. \_\_\_\_\_
6. We cannot sell it for anything less than seven hundred rupees.  
\_\_\_\_\_
7. Can you reduce another hundred rupees? \_\_\_\_\_
8. You are being offered a good price.  
\_\_\_\_\_
9. No other shop sells this bag for seven hundred rupees. \_\_\_\_\_
10. Let's make it six hundred fifty rupees.  
\_\_\_\_\_

**III) Change the voice in the sentences from Active to Passive.**

1. I bought this CD for you.  
\_\_\_\_\_

2. Rahul bought a gift for Priya.  
\_\_\_\_\_

3. Priya gave a pen to Ranjith.  
\_\_\_\_\_

4. India beat Australia in the T20 match.  
\_\_\_\_\_

5. The management has declared a holiday on the 10th.  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO THE STUDENTS**

1. Is there any place in the city you would like to visit with your friends? Describe the place in a few sentences and write why you want to go there.
2. Describe your experience on your recent visit to the mall to buy something.

**8. ORDERING FOOD AT A RESTAURANT**

**Objective**

- To acquire knowledge on ordering food in a restaurant and learn some expressions
- To use articles in a suitable way

**INTRODUCTION**

Everyone is fond of eating at restaurants. Being aware of certain expressions which we use at restaurants will enable us to feel the difference in the way we carry ourselves. It gives us more confidence in socializing with others, especially at public places.





and one Chocolate Ice-cream.  
Is that correct, Ma'am?

Customer: Yes.

Waiter: Can I get you anything else?

Customer: Could you get me \_\_\_\_\_?

Waiter: Sure, Ma'am.

Customer: Thank you. That will be all.

## ACTIVITY 1

Fill in the blanks using the information given below.

- Starters - Vegetable Soup
- Main course - Vegetable Fried Rice and Gobi Manchurian with gravy
- Dessert - Chocolate Ice-cream
- A bottle of mineral water

Waiter: Are you ready to place your order, Ma'am?

Customer: Yes. For \_\_\_\_\_ I would like to have \_\_\_\_\_.

Waiter: How many?

Customer: Just one plate will do.

Waiter: Okay.

Customer: For the \_\_\_\_\_ I will have \_\_\_\_\_.

Waiter: Okay. Anything for \_\_\_\_\_ Ma'am?

Customer: Yes. I would like to order a \_\_\_\_\_ for \_\_\_\_\_.

Waiter: Okay. One Vegetable Soup, one Vegetable Fried Rice, one Gobi Manchurian with gravy,

## GRAMMAR CONCEPT

Read the following sentences.

I would like to have **a** plate of vegetable salad. I would like to have **an** ice-cream. I would like to have **the** dhal with rice.

"A", "an" and "the" are called articles.

**An** is used before nouns beginning with a, e, i, o, and u sounds. But not before words like "university" which begins with a "yoo" sound. It is, however, used before words like "honour" which begins with an "o" sound.

**A** is used before words beginning with the rest of the alphabet.

**The** is used before particular things.

## PRACTICE EXERCISE

I) Match the following and write down the complete sentences below.

A	B
Could you get	brought me is too warm.
I would like it	me a glass of water?





The water you have	ordered icy cold water.
I had actually	and get me what I had ordered?
Could you take this back	to be icy cold.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**II) Fill in the blanks with the correct articles 'a', 'an', and 'the', wherever necessary.**

1. Please get me \_\_\_\_\_ glass of water.
2. I would like to have \_\_\_\_\_ onion Utthapam and Vanilla ice-cream.
3. Excuse me, where is \_\_\_\_\_ washroom?
4. What is \_\_\_\_\_ specialty of this restaurant?
5. Could you tell me \_\_\_\_\_ recipe of this dish?

**QUESTIONS TO THE STUDENTS**

1. Groups can be formed. In each group one student can act as a role of waiter and other students as customers. Customers can ask for a menu and the waiter follows the instructions and takes the customers' orders. Once the customer finished their meal they can ask for the bill and give feedback about the hospitality of the restaurant.

**9. NARRATING A STORY**

**Objective**

- To learn to narrate a story and to deliver the information to the audience
- To share the experiences of your life in a vivid way with the help of narrating strategies
- To recognize the use of past tense while narrating the story

**INTRODUCTION**

India is a land of stories. Narrating a story is an embodiment of Indian culture. Storytelling helps us to upgrade our thinking skills and it opens doors to imagination. It also gives insights about various cultures, lands, races and religions. Stories not only help us to engage ourselves with different cultures, it also enables us to increase our narrating skill.



**ACTIVITY 1**

Complete the story of The Bear and the Two Friends by filling in the blanks.

One day, two friends \_\_\_\_\_. They knew the forest \_\_\_\_\_.





\_\_\_\_\_. So, they promised to remain close to each other in case of any danger.

All of a sudden, a big bear \_\_\_\_\_. One of the friends quickly \_\_\_\_\_, leaving the other friend behind.

The other friend \_\_\_\_\_, and instead, followed common sense. He laid down on the ground and \_\_\_\_\_.

The bear approached the friend lying on the ground. The animal started \_\_\_\_\_.

Soon, the friend who hid in the tree came down. He asked his friend, "My dear friend, what secret did the bear whisper to you?" The friend replied, "\_\_\_\_\_."

## ACTIVITY 2

**Sarita had a bad experience with an ATM. To know the story, rearrange the following sentences in correct order.**

1. Sarita's experience with an ATM.
2. She became worried.
3. From that day, Sarita has always been afraid of using the ATM.
4. One day, Sarita went to take out some money from the ATM.
5. What if her money had been deducted from her account?
6. He said the amount will be added to her account soon.
7. She went to her bank and filed a complaint.

8. She entered her pin code and the amount she required.

9. But something bad happened; the money got stuck.

10. The ATM-in-Charge told her not to worry.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

## GRAMMAR CONCEPT

Read the following sentences.

I tell a story. It is about a king. It is quite a long story.

I told a story. It was about a king. It was quite a long story.

What is the difference between the two sets of sentences?

The first set describes actions in the present; the second describes action in the past.

Therefore, the second set of sentences is in the Simple Past Tense.

Remember that in the Simple Past Tense, 'is' becomes 'was', 'are' becomes 'were', 'has/have' becomes 'had', 'am' becomes 'was', 'do/does' becomes 'did'.







## PRACTICE EXERCISE

I) Match the following and write the complete sentences below.

A	B
1. I would like	after breaking the fast.
2. Do you know	to hear a story.
3. I could tell you the story	and did not keep the fast.
4. A group of monkeys	of a group of monkeys fasting.
5. They got bananas to eat	decides to fast one day.
6. They ate all the bananas	any good story?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## QUESTIONS TO THE STUDENTS

1. Split the class into groups and give each of them a simple story to perform. Let the team members decide themselves of their roles and enact in a clear and entertaining manner. Later they can get feedback from other group members.
2. Share stories with your partner. Tell her/him a story, and write down the story he/she tells you below.

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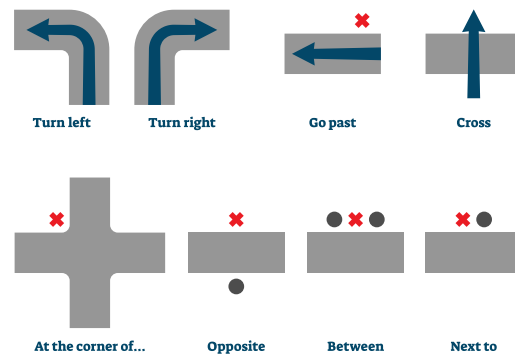
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## 10. GIVING DIRECTIONS

### Objective

- To learn to give directions with the aim of instructing others in a lucid way
- To know the usage of prepositions appropriately

### GIVING DIRECTIONS



### INTRODUCTION

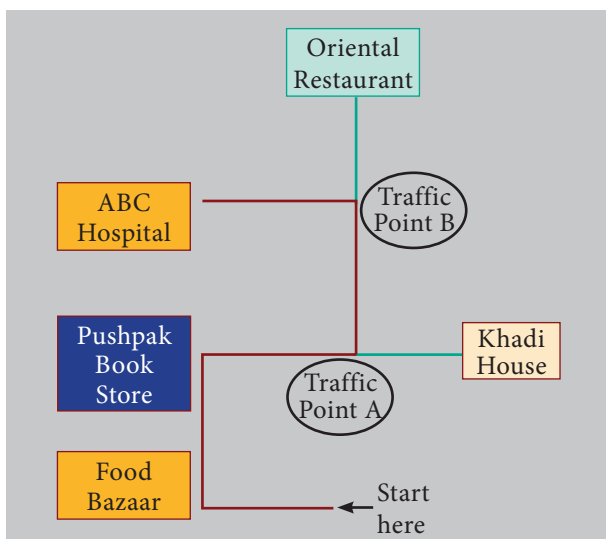
Directions convey how one should do something in a sequential way. Valuable skills like navigation of the town and city related vocabulary are practiced when learning about directions. Prepositions play a pivotal role in showing direction, time, place, location etc. to introduce an object. By continuous practice, one can create more short sentences to communicate their thoughts.





## ACTIVITY 1

- You have to give directions to ABC Hospital, using the following route:
- Food Bazaar, Pushpak Book Store, Traffic Point A, Traffic Point B, ABC Hospital.



### How would you give directions using this route?

Go straight till you reach the Food Bazaar. From Food Bazaar take right and then take right again from Pushpak Book Store. Go straight till you reach Traffic Point A. From Traffic Point A, take left and go till Traffic Point B. Take left from there and keep going till you reach ABC Hospital soon.

### GRAMMAR CONCEPT

Words such as “for”, “in”, “until”, “to”, “before”, “along”, “besides”, “around”, “at”, etc., to link nouns/pronouns to other words in the sentences. They are known as “Prepositions”.

#### Examples:

- What are you looking for?
- He lives in 39, O8, Randcliff Road.
- Go down this road until you come to the second intersection.

## PRACTICE EXERCISE

### I) Fill in the blanks using correct prepositions.

- I am going \_\_\_\_\_ college. (to, by)
- The college is next \_\_\_\_\_ the hospital. (from, to)
- You can also see the building \_\_\_\_\_ the bus stop. (from, to)
- It is just \_\_\_\_\_ C.J. Street. (across, by)
- Our college is located \_\_\_\_\_ Bengaluru. (of, in)

### II) The sentences below have incorrect prepositions. Rewrite the sentences with correct prepositions.

- A.M.C Hospital can be seen below the next street.
- It is just a short walk till Regal Cinema Hall.
- Keep walking to you reach Regal Cinema Hall.
- Geeta Sweets Corner is till Mathura Tailors.
- You can walk down this road from reach Geeta Sweets Corner.
- If you walk from the end of Vivekananda Street, you will easily see Regal Cinema Hall.

## QUESTIONS TO THE STUDENTS

- Find a partner from the class. Practice asking and giving directions for various places in your locality.

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## 11. VISITING A DOCTOR

### Objective

- To learn how to communicate effectively in real time and to convey the physical uneasiness

### INTRODUCTION

Prevention is better than cure. Visiting a doctor isn't an idea of fun or anyone's favourite activity. However, it is a part of staying healthy. A routine visit to a doctor helps to identify the early symptoms of disease and prevention. Research survey shows the fact that the recommended regular visits to a physician leads to a hale and healthy life.



### ACTIVITY 1

Fill in the blanks with the sentences below in order to complete the conversation.

What is it, doctor? Is it something serious? All you need to take is a few pills, some rest, and drink hot tea with ginger. Not so well, doctor. I have a sore throat. I also have a blocked nose and body ache. What about headaches? Do you get them?

Doctor: Morning!

Patient: Morning!

Doctor: So, how are you?

Patient: \_\_\_\_\_  
\_\_\_\_\_.

Doctor: Okay.

Patient: \_\_\_\_\_  
\_\_\_\_\_.

Doctor: Anything else?

Patient: Mmm...I can't think of anything.

Doctor: \_\_\_\_\_  
\_\_\_\_\_?

Patient: Oh yes! I also have a headache.

Doctor: Temperature?

Patient: My body temperature is normal.

Doctor: Okay. Good.

Patient: \_\_\_\_\_  
\_\_\_\_\_.

Doctor: Oh no, there's no need to worry. You just have a common cold.

Patient: Really? It's nothing more than that?

Doctor: Yes. \_\_\_\_\_  
\_\_\_\_\_.

Patient: Oh that's great! Thanks a lot.

### PRACTICE EXERCISE

I) **Guess the meanings of the word/words in bold.**

- I want to study medicine. I think it is very **interesting**.
- The doctor advised me to do a job. He said it would **keep me fit**.





3. The pills helped me **relax**.
4. Do **watch** the patient while I'm away.
5. The doctor **put on** his glasses to check my injuries.
6. Rohit and Meera's visits **cheer me up**.
7. Mr. Mathi is a **brilliant** doctor.
8. There is no need to **fear** the doctor.

### QUESTIONS TO THE STUDENTS

1. A team of three members can be formed or in pairs to practice various situations on conversing with a doctor. Imagine that your friend has not been well for the past two days and is not willing to approach a doctor. You convince him and take him to a hospital. Try to build a conversation with a doctor stating your friend's illness.

## 12. OPENING A BANK ACCOUNT

### Objective

- To recognize the need of opening a bank account
- To frame questions and sentences correctly to convey needs to and get things done

### INTRODUCTION

There are a lot of benefits in having a bank account. It allows you to deposit and withdraw money, make payments, transfer money, pay bills and many more. Having a bank account will entitle you to spend and get digital transactions for every purchase. It provides you with a record of your transactions and becomes a

lifesaving tool when it comes to managing your money. Bank accounts are required when applying for home loans or for educational purposes.



### ACTIVITY 1

Ashok wants to open an account for her daughter Preethi. If you were the parent, which bank would you choose and why? Write down the answer.

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### PRACTICE EXERCISE

Rearrange the following sentences to form a conversation between Customer (C) and Bank Official (B).

1. B: You could use your driving license, voter's ID, or Pancard.
2. B: Yes. How may I help you?
3. B: We require an identity proof, and a residence proof.
4. C: I am here to open a bank account. Could you tell me where I can get the form?
5. B: That's okay. Let me know if you require any further information.





6. B: Oh, the forms are available here.  
What type of account are you interested in?

7. B: Okay. Here is a savings account opening form for you.

8. C: Oh thanks!

9. C: Excuse me, Sir!

10. B: Do you have the necessary documents with you?

11. C: I am sorry. Could you tell me which documents are required?

12. C: What can I use as my identity proof?

13. C: Oh...okay. I shall use my driving license then. Thank you so much for your help.

14. C: I am planning to apply for a savings account

**The first three lines have been done for you:**

C: Excuse me, Sir!

B: Yes. How may I help you?

C: I am here to open a bank account.  
Could you tell me where I can get the form?

B: \_\_\_\_\_  
\_\_\_\_\_?

C: \_\_\_\_\_  
\_\_\_\_\_.

B: \_\_\_\_\_  
\_\_\_\_\_.

C: \_\_\_\_\_  
\_\_\_\_\_!

B: \_\_\_\_\_  
\_\_\_\_\_?

C: \_\_\_\_\_  
\_\_\_\_\_?

B: \_\_\_\_\_  
\_\_\_\_\_.

C: \_\_\_\_\_  
\_\_\_\_\_?

B: \_\_\_\_\_  
\_\_\_\_\_.

C: \_\_\_\_\_  
\_\_\_\_\_.

B: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## QUESTIONS TO THE STUDENTS

1. Small groups or teams can be formed in class. Each group has to be informed to brainstorm the questions they would like to ask to open a bank account. Collect the feedback from a few groups and record their responses on the board and ask every group member to compare the questions written by them. Good questions can be included and they can name a bank they would like to approach with their questions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







### 13. GIVING AND RECEIVING FEEDBACK

#### Objective

- To acquire knowledge on giving and receiving feedback
- to learn the usage of grammar aptly

#### INTRODUCTION

The main objective of giving feedback is to improve the knowledge or to strengthen the performance of an individual. It can't be accomplished by being rude, judgmental or offensive. It is possible only when the approach is positive and focused on the development. Giving and receiving feedback increases stimulation, enhances performance, elevates engagement and it acts as a tool for career growth.



#### ACTIVITY 1

Choose any one of the following and build a conversation around each.

- 1) Moorthy is talking to his student, Fatima. Fatima used to perform well in Math, but she has been doing badly in the weekly tests. How does Moorthy give his feedback?

- 2) Archana and Nivedha are working on a project. Nivedha isn't doing her part, so Archana tells her to start working. What will be the feedback given by Archana?

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#### PRACTICE EXERCISE

##### I) Rewrite the following sentences in the present perfect tense.

1. I called her up.
2. We are writing to them.
3. It is losing its colour.
4. Are you tired?
5. They are going to do it.
6. You and I are going to watch that movie.
7. Are we all filling out these forms?
8. She was cooking dinner.
9. Rohit and Meera are discussing this.
10. I changed the sentences into present perfect tense.

#### QUESTIONS TO THE STUDENTS

1. Assume that one of your friends is a slow learner and has been improving lately whereas the other is generally a good student, but isn't performing well in the recent exams. How would you give feedback to your friends?





## 14. MAKING OBJECTIONS

### Objective

- To learn to make objections in order to show opposition in a polite manner and to listen to others' opinions
- To know the usage of tense in a pertinent way for better understanding

### INTRODUCTION

If you are trying to **make an objection** to anything it means that you **do not like it** or **admit it**. However, if you say that you **have no objection** to anything which means that you are **not irritated or exasperated** by it.



### ACTIVITY 1

I) Study the following sample in which a person makes an objection to something.

A: Where did you go?

B: I went to buy a new notebook.

A: Oh! Wow. That looks nice. I like the cover.

B: Yes, it's made from recycled paper. I only use notebooks made from recycled paper.

A: Why is that? Aren't they more expensive?

B: I don't like the idea of cutting millions of trees everywhere for making notebooks. Wouldn't it just be better to spend a few rupees more and buy this?

A: Oh! I have never thought of that.

B: Not many do. I just hope more people become aware of this.

A: Yes, I will try to buy only the recycled ones now.

**Based on the sample given above, discuss and answer these questions.**

1. What is the objection being made here? Which sentence makes the objection clear?

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2. Do you think the friend of the person making objections also has the same objections?

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## PRACTICE EXERCISE

### I) What word do you think will come next?

- |                |                 |
|----------------|-----------------|
| 1. (a) honest  | (b) honesty     |
| (c) kind       | (d) _____       |
| 2. (a) fashion | (b) fashionable |
| (c) trend      | (d) _____       |
| 3. (a) wonder  | (b) wonderful   |
| (c) hope       | (d) _____       |
| 4. (a) silver  | (b) silvery     |
| (c) gold       | (d) _____       |
| 5. (a) need    | (b) needy       |
| (c) love       | (d) _____       |
| 6. (a) black   | (b) blackish    |
| (c) white      | (d) _____       |
| 7. (a) false   | (b) falsehood   |
| (c) true       | (d) _____       |
| 8. (a) girl    | (b) girly       |
| (c) boy        | (d) _____       |
| 9. (a) hope    | (b) hoping      |
| (c) bathe      | (d) _____       |
| 10. (a) live   | (b) life        |
| (c) die        | (d) _____       |

### II) Rewrite the following sentences in the past perfect tense.

1. I counted the number of oranges.
2. They are leaving within an hour.
3. The dog is scratching its ears.
4. Have you collected the papers?
5. She has a lot of work to do.

## QUESTIONS TO THE STUDENTS

### Write conversations based on the following situations:

- 1) The scene takes place in a hostel room.  
One of your roommates turns on the fan because it is hot, and the other objects to it, saying he has a fever.
- 2) The scene takes place in your house.  
The father wants your sister to learn dancing, but she turns it down, saying her exams are getting closer and she can't give time to dancing.

## 15. GIVING SIMPLE INSTRUCTIONS

### Objective

- To learn to give simple instructions for better interpretation
- To use sequence words and verbs in the right way.

### INTRODUCTION

The main idea of instructing people is to give command or insist on doing the necessary requirements before involving in that particular activity. It helps us to know the overview of that particular proposed pattern and prevents us from doing anything wrong beforehand. Writing instructions find an important place in technical writing. One needs to make instructions for various purposes such as installing a new software package, assembling a piece of equipment, using a new device, troubleshooting a problem and so on. In general, instructions should be clear, precise, understandable, complete and above all, user-friendly.





## Guidelines to write instructions

1. Use the imperative form. E.g. 'Maintain silence inside the library' and begin each step with an action verb
2. Frame each step in such a way that it focuses on a single task
3. Number the steps to avoid ambiguity and ensure the correct order of the procedure
4. If numbered steps are not practical, use a standard paragraph format with the appropriate transition words such as 'first', 'next', 'then', 'finally', to show the sequence of action
5. Use the words 'Notes', 'Tips', 'Caution' and 'Warnings', wherever necessary in order to highlight the important information
6. Use simple and direct language free from jargon and ambiguity



## ACTIVITY 1

**Write down a set of instructions on any two of the following:**

- (a) how to make tea
- (b) how to boil an egg
- (c) how to write a formal letter

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## PRACTICE EXERCISE

**I) Choose the option which has correct grammar and put a tick mark next to it. (There can be more than one correct option).**

1. (a) Which car is the red one?  
(b) Whose car is the red one?  
(c) Whom car is the red one?
2. (a) Why are you looking at me like that?  
(b) Why are you looking at me like this?  
(c) Why you are looking at me like that?
3. (a) No one wants to know who killed the cat.  
(b) No one wants to know who kills the cats.  
(c) No one wants to know who kills the cat.
4. (a) I'm pleased to see you come.  
(b) I'm pleased to see you came.  
(c) I'm pleased to know you came.
5. (a) This world is such beautiful place to live.  
(b) This world is such a beautiful place to live in.  
(c) This world is such beautiful place to live in.



6. (a) Have you read the books I give you?  
(b) Have you reads the books I gave you?  
(c) Have you read the books I gave you?

**II) Make a sentence using the given words.**

1. lately, strange, been, I, dreams, have, having
2. up, never, they, know, speak, to, when
3. hope, in, exams, I, you, well, do, the
4. some, you, need, get, to, sugar
5. do, out, without, not, go, umbrella, an

**QUESTIONS TO THE STUDENTS**

1. Write a set of instructions to be followed while downloading an app.

**KWL CHART**

Complete I learned columns of KWL chart now and check with your facilitator if you have any doubts.

**ASSESSMENT**

**I Choose the Correct Answer**

1. "Hi, I'm Anitha. But you can call me Ani." What's Ani doing?
- a. Calling herself  
b. Greeting herself  
c. Introducing herself
2. Business people often greet one another with
- a. A hug  
b. A high five  
c. A handshake
3. Whose book \_\_\_\_\_?
- a. is on the table?  
b. are on the table?  
c. are on the tables?
4. Raj is going to get a gift for Sandhya. The gift will be Sandhya's favourite book.
- a. He, It, her  
b. He, It, his  
c. Him, It, her



5. It is too late to go shopping. The shops are only open \_\_\_\_\_ 9.00 p.m. They will be closed \_\_\_\_\_ now.
- a. by, until  
b. until, by  
c. by, by
6. Waiter : \_\_\_\_\_?  
Customer : Yes, please!
- a. Can you help me  
b. May I come in  
c. Can I help you
7. What is the purpose of a narrative?
- a. To give the reader information  
b. To persuade readers  
c. To tell a story
8. Excuse me, \_\_\_\_\_ to the nearest metro, please?
- a. how can I get  
b. where is  
c. how I can get







9. You should stay home from work or school if you have a fever, cold, bad cough or other \_\_\_\_\_ illness.

a. contagious  
b. disgusting  
c. unhealthy

10. Could you make a \_\_\_\_\_ appointment in the next two weeks?

a. next  
b. beginning  
c. follow-up

11. The dog sprang \_\_\_\_\_ him.

a. on    b. upon    c. in

12. Pick the odd one out

a. happy                      b. healthy  
c. sad                         d. anger

13. What comes next

a. drink                      b. drank  
c. sing                        d. \_\_\_\_\_

14. What comes next

a. shillies                    b. spicy  
c. lemon                     d. \_\_\_\_\_

15. If you are giving instructions, you need to do a few things. Which one of the following is right?

a. Ensure that you give them slowly and clearly  
b. Check that the listener has understood your instructions  
c. Both a and b are correct

a. my faster minutes is watch five yours than

b. we at the movie are leaving for one

2. Convert the Active voice into Passive voice

a. I purchased a bag.

b. I also bought a few things.

3. Given below is a paragraph. There are 8 grammatical errors in it. Underline and rewrite the paragraph with your corrections.

### Talking about the Weather

The weather look good today. I feels like I should take the chance to go for the beach. I haven't been to an beach for a long time, mostly because it has been raining too heavy. But the rain has stopped for a few day now. It's quiet sunny right now, and I am sure that plenty by people will be on the beach.

4. Fill in the blanks with appropriate connectors and conjunctions from the options given.

(In addition to that, So, And, Therefore)

India has become a favorite tourist spot. \_\_\_\_\_ it is quite difficult to get tickets and hotels. \_\_\_\_\_ it is better to book tickets in advance. \_\_\_\_\_, one should also make sure they have booked rooms at hotels. It wouldn't be any fun if you went to visit a country \_\_\_\_\_ had nowhere to stay.

5. What are the good and bad things about fast food? Share your views.

## II. Answer the following questions

1. Rearrange the words to form correct sentences.



6. Match the quantity phrases of Column A with Column B

Column A	Column B
a. A piece of	tea
b. A packet of	perfume
c. A pair of	chewing gum
d. A bottle of	shorts

7. Complete the following dialogue.

A: \_\_\_\_\_  
\_\_\_\_\_?

B: They are arguing about Politics.

A: \_\_\_\_\_  
\_\_\_\_\_?

B: He is objecting to some of Fred's statements.

8. Write the Comparative and Superlative forms of the adjectives given below

Intelligent	Bad	Busy	Fat
Lazy	Helpful	Good	Far

9. Choose the correct pronouns.

A: Are these your/yours sunglasses?

B: No, those are my/mine.

A: Is that her/hers towel?

B: Yes, that one's her/hers.

10. Rearrange the conversation in the correct order.

- May we also have the menu right away?
- There is a nice table right there by the window.
- I will get the menu immediately.
- Could we have a table for four?

### III. Answer the following questions

- Make sentences using the phrases given below
  - Where do you...?
  - How do I...?
  - Why does she...?
  - What do they...?
  - Whose is this...?
- Make sentences on your own using the following words
  - Dessert
  - Excursion
  - Autobiography
  - Adventure
  - Symptom
- Describe your experience on your recent day out with your friends.
- Write a set of five instructions that should be followed during an interview.
- Rajiv wants to book a flight ticket to Delhi and he contacts the travel agent. Write a short dialogue of eight exchanges between the travel agent and Rajiv.
- What is your favourite app to watch movies? Explain why you like the app the most.
- A man tries to go to a counter, ignoring the queue, while someone objects to it and tells him to get on the queue. Build a short conversation on making objections.
- Make questions with the following words
  - you/got/brothers and sisters/have/ How many?
  - studying /why/you/are/English?



- c. Which/you/other languages/can/speak?
  - d. favourite/is/restaurant/your/What/or cafe?
  - e. going to/what/you/do/are/next weekend?
9. Look at the travel words and choose the correct answer.
- a. How long is your *travel/journey* to school?
  - b. Have you ever been on a business *trip/journey* abroad?
  - c. Did you *trip/travel* a lot last year?
  - d. Have you ever been on a package *travel/tour*?
  - e. What's the longest *journey/travel* you've ever been on?
10. Mathew phones Kevin to invite him to dinner. Write a short conversation between Mathew and Kevin.