



# SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

## PART – II – ENGLISH – SYLLABUS

(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

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### PART – II – ENGLISH – COURSE STRUCTURE

#### I – SEMESTER

| S. No | Course Code | Course Title        | Hrs./ Week | Exam (Hrs.) | CA | SE | Total Marks | Credits |
|-------|-------------|---------------------|------------|-------------|----|----|-------------|---------|
| 1     | 24UACE11    | GENERAL ENGLISH – I | 6          | 3           | 25 | 75 | 100         | 3       |

#### II – SEMESTER

| S. No | Course Code | Course Title         | Hrs./ Week | Exam (Hrs.) | CA | SE | Total Marks | Credits |
|-------|-------------|----------------------|------------|-------------|----|----|-------------|---------|
| 2     | 24UACE21    | GENERAL ENGLISH – II | 6          | 3           | 25 | 75 | 100         | 3       |

#### III – SEMESTER

| S. No | Course Code | Course Title                | Hrs./ Week | Exam (Hrs.) | CA | SE | Total Marks | Credits |
|-------|-------------|-----------------------------|------------|-------------|----|----|-------------|---------|
| 3     | 24UACE31    | ENGLISH FOR PROFICIENCY – I | 6          | 3           | 25 | 75 | 100         | 3       |

#### IV – SEMESTER

| S. No | Course Code | Course Title                 | Hrs./ Week | Exam (Hrs.) | CA | SE | Total Marks | Credits |
|-------|-------------|------------------------------|------------|-------------|----|----|-------------|---------|
| 4     | 24UACE41    | ENGLISH FOR PROFICIENCY – II | 6          | 3           | 25 | 75 | 100         | 3       |

CA – Class Assessment (Internal)

SE – Summative Examination

SBS – Skill Based Subject

NME – Non –Major Elective

T – Theory

P – Practical

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



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### I SEMESTER

| COURSE CODE | COURSE TITLE        | CATEGORY  | T | P | CREDITS |
|-------------|---------------------|-----------|---|---|---------|
| 21UACE11    | GENERAL ENGLISH – I | PART – II | 6 | – | 3       |

| YEAR | SEMESTER | INTERNAL | EXTERNAL | TOTAL |
|------|----------|----------|----------|-------|
| I    | I        | 25       | 75       | 100   |

|                  |   |  |  |
|------------------|---|--|--|
| NATURE OF COURSE | Employability <input checked="" type="checkbox"/> | Skill Oriented <input checked="" type="checkbox"/> | Entrepreneurship <input checked="" type="checkbox"/> |
|------------------|---|--|--|

### COURSE DESCRIPTION:

This course enhances the language skills of the students through functional grammar in English. It also stands as a bridge course for the students to English language and its functions. This paves way for the further learning and enrichment of the English language skills of the students.

### COURSE OBJECTIVES:

This course aims to teach the students the practical use of language and make them communicate effectively in their daily course of life. It also aims to enhance reading and writing ability of the students.

### COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

| No.  | Course Outcomes   | Knowledge Level (According to Bloom's Taxonomy) |
|------|---|---|
| CO 1 | construct basic English phrases and sentences                       | Upto K3   |
| CO 2 | understand basic English grammar and its functions                  | Upto K3   |
| CO 3 | converse in English in formal and informal situations               | Upto K3   |
| CO 4 | read and comprehend a passage in English                            | Upto K3   |
| CO 5 | write in English with the help of English grammar and its functions | Upto K3   |

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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### GENERAL ENGLISH – I

#### UNIT– I:

|                           |                 |
|---------------------------|-----------------|
| Talking about the present | – Present tense |
| Talking about the past    | – Past tense    |
| Talking about the Future  | – Future tense  |

#### UNIT– II:

|                                       |                            |
|---------------------------------------|----------------------------|
| Seeking and giving information        | – Statements and questions |
| Being informal                        | – Phrasal verbs            |
| Expressing ability, possibility, etc. | – Modals and other devices |

#### UNIT– III:

|                                   |                                    |
|-----------------------------------|------------------------------------|
| Expressing conditions             | – Conditional clauses              |
| Focusing on the things affected   | – The passive                      |
| Identifying people and the things | – Determiners (including articles) |

#### UNIT– IV:

|                            |                                  |
|----------------------------|----------------------------------|
| Reporting what people say  | – Reported speech                |
| Making connections         | – Conjunctions and other devices |
| Giving further information | – Relative clauses               |

#### UNIT– V:

Reading comprehension  
Précis writing  
Essay writing

#### TEXT BOOKS:

**Communicative English – Book prepared by the Department of English**

#### REFERENCE BOOKS:

1. Allen, W. Stannard. *Living English Structure: A Practice Book for Foreign Students*. Dorling Kindersley, 2009.
2. Sasikumar V, and V Syamala. *Form and Function (A Communicative Grammar for Colleges)*. Emerald Publishers.

#### DIGITAL TOOLS:

1. [https://www.youtube.com/watch?v=ZWnoubj\\_9qk](https://www.youtube.com/watch?v=ZWnoubj_9qk)
2. <https://www.youtube.com/watch?v=WvTsWtBlaAE>
3. <https://www.youtube.com/watch?v=S6894T6ZTYo>
4. <https://www.youtube.com/watch?v=jk3SKf0mFaw>

**COURSE DESIGNER: Dr. R.S. VIGNESH**



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### II SEMESTER

| COURSE CODE | COURSE TITLE         | CATEGORY  | T | P | CREDITS |
|-------------|----------------------|-----------|---|---|---------|
| 21UACE41    | GENERAL ENGLISH – II | PART – II | 6 | – | 3       |

| YEAR | SEMESTER | INTERNAL | EXTERNAL | TOTAL |
|------|----------|----------|----------|-------|
| I    | II       | 25       | 75       | 100   |

| NATURE OF COURSE | Employability <input checked="" type="checkbox"/> | Skill Oriented <input checked="" type="checkbox"/> | Entrepreneurship <input checked="" type="checkbox"/> |
|------------------|---|--|--|
|------------------|---|--|--|

#### COURSE DESCRIPTION:

This course helps the students to meet their language needs at the undergraduate level. It focuses on essential writing skills.

#### COURSE OBJECTIVES:

To enhance student's ability to express ideas clearly and coherently in written form.

#### COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

| No.  | Course Outcomes  | Knowledge Level (According to Bloom's Taxonomy) |
|------|--|---|
| CO 1 | improve proficiency in the usage of English grammar and avoid common grammatical errors        | Upto K3   |
| CO 2 | craft a variety of circulars, notices, agenda, minutes, note making reports and advertisements | Upto K3   |
| CO 3 | draft various types of official letters  | Upto K3   |
| CO 4 | understand word choices and use appropriate vocabulary   | Upto K3   |
| CO 5 | communicate ideas with clarity and precision   | Upto K3   |

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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### **GENERAL ENGLISH – II**

#### **UNIT – I: GRAMMAR**

Question Tags

Prepositions

Concord

Spotting the Errors (50 sentences)

#### **UNIT – II: COMPOSITION**

Circular, Notice, Agenda, Minutes

Note Making

Report Writing

Drafting Advertisement

#### **UNIT – III: LETTER WRITING**

Job Application

Official letter – Letter of enquiry, Placing Order, Complaint against Order,  
Invitation Letter, Thank you Letter, Permission Letter

Unofficial letter – Inviting a Friend, Advising a friend, Thanking a friend,  
Remembering a friend, Congratulating a friend, Requesting for help,  
Admitting a Mistake

#### **UNIT – IV: VOCABULARY DEVELOPMENT**

Synonyms and Antonyms (select fifty)

One Word Substitution (select twenty five)

Idioms and Phrases (select twenty five)

Phrasal Verbs (select twenty five)

Cloze Test

#### **UNIT – V: INTERVIEW SKILLS**

Telephone Communication (five situations)

Group Discussion (five topics)

Extempore (five topics)

Personal Interview

#### **TEXT BOOK:**

**Business English – Book prepared by the Department of English**

#### **REFERENCE BOOKS:**

1. Pal Rajendra and Korlahall J.S. *Essentials of Business Communication*, Sultan Chand & Sons, 2011.
2. Sasikumar V. and V. Syamala. *Form and Function*. Emerald Publishers.
3. Dutt P. Kiranmai, Geetha Rajeevan and C.L.N Prakash. *A Course in Communication Skills*. Cambridge University Press India Pvt. Ltd., 2008.

#### **DIGITAL TOOLS:**

- <http://www.enkivillage.com/figure-of-speech.htm>
- <https://basicenglishspeaking.com/basic-english-grammar-rules/>

**COURSE DESIGNER: Dr. K. KAVITHA**

**Passed in the BoS Meeting held on 09/03/2024**

**Signature of the Chairman**



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### Unit –III VOCABULARY DEVELOPMENT

#### SYNONYMS

| S. No | Words       | - | Synonyms   |
|-------|-------------|---|--|
| 1.    | Abridged    | - | condensed, shortened, compressed   |
| 2.    | Absurd      | - | foolish, ridiculous, silly   |
| 3.    | Accomplish  | - | achieve, attain, hoard   |
| 4.    | Authentic   | - | true   |
| 5.    | Blame       | - | accuse, charge   |
| 6.    | Candid      | - | truthful, unsympathetic, insensitive                                       |
| 7.    | Compassion  | - | sympathy, tenderness, kindness   |
| 8.    | Confer      | - | discuss, consult, deliberate   |
| 9.    | Cordial     | - | friendly, ward, gracious   |
| 10.   | Deceive     | - | mislead, delude, dupe  |
| 11.   | Decisive    | - | determined, firm, resolute, conclusive                                     |
| 12.   | Diligent    | - | industrious, persevering, hardworking, painstaking                         |
| 13.   | Divulge     | - | reveal, expose, disclose   |
| 14.   | Eminent     | - | important, famous, renowned, celebrated, prominent                         |
| 15.   | Exceptional | - | rare, unusual, uncommon, extraordinary, unique                             |
| 16.   | Fabulous    | - | marvelous, amazing, remarkable   |
| 17.   | Fictitious  | - | false, untrue, imaginary   |
| 18.   | Gaiety      | - | joyousness, happiness, mirth   |
| 19.   | Gracious    | - | kind, polite, cordial  |
| 20.   | Haphazard   | - | disorganized, purposeless, chaotic   |
| 21.   | Humane      | - | kind, merciful, compassionate  |
| 22.   | Ignorant    | - | uninformed   |
| 23.   | Imminent    | - | distinguished, celebrated, prominent, renowned                             |
| 24.   | Indignant   | - | angry, offended, incensed  |
| 25.   | Jubilant    | - | elated, exhilarated, thrilled, excited                                     |
| 26.   | Judicious   | - | discreet, wise, prudent  |
| 27.   | Laborious   | - | strenuous, burdensome, tiresome  |
| 28.   | Monotonous  | - | dull, boring, tedious  |
| 29.   | Naive       | - | simple, unworldly, unsophisticated   |
| 30.   | Obscure     | - | vague, indistinct, unknown   |
| 31.   | Obstinate   | - | stubborn, headstrong, inflexible, unyielding                               |
| 32.   | Opportune   | - | timely   |
| 33.   | Panic       | - | terror, fear, alarm, dread, frenzy   |
| 34.   | Perceive    | - | understand, realize, comprehend, grasp, notice, discover, observe, discern |



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| S. No | Words      | - | Synonyms   |
|-------|------------|---|--|
| 35.   | Prudent    | - | cautious, discreet, wise, cool                               |
| 36.   | Redeem     | - | retrieve, scold, reproach, censure, chide                    |
| 37.   | Resistance | - | opposition, defiance   |
| 38.   | Shrewd     | - | clever, sharp, cunning, artful, astute, wily                 |
| 39.   | Solicit    | - | request, seek, plead, beseech                                |
| 40.   | Temperate  | - | moderate, mild, mellow                                       |
| 41.   | Transient  | - | temporary, brief, fleeting, momentary, transitory            |
| 42.   | Unique     | - | distinctive, singular, incomparable, unrivalled, exceptional |
| 43.   | Urbane     | - | refined, cultivated, incomparable, exceptional               |
| 44.   | Vigilance  | - | watchfulness   |
| 45.   | Wholesome  | - | healthy, sound, nutritious, moral, virtuous                  |
| 46.   | Wretched   | - | miserable, distressed, despicable, contemptible              |
| 47.   | Yearn      | - | crave, desire, pine  |
| 48.   | Yielding   | - | submissive   |
| 49.   | Zeal       | - | passion  |
| 50.   | Zest       | - | Enthusiasm   |

### ANTONYMS

| S. No. | Words       | - | Antonyms          |
|--------|-------------|---|-------------------|
| 1.     | Abundance   | - | dearth, shortage  |
| 2.     | Amateur     | - | professional      |
| 3.     | Arrogant    | - | humble            |
| 4.     | Benevolent  | - | malevolent        |
| 5.     | Bliss       | - | misery            |
| 6.     | Bold        | - | timid             |
| 7.     | Callous     | - | tender, soft      |
| 8.     | Cheerful    | - | gloomy, depressed |
| 9.     | Conceal     | - | reveal            |
| 10.    | Definite    | - | vague             |
| 11.    | Diligent    | - | lazy              |
| 12.    | Distant     | - | near              |
| 13.    | Emigrant    | - | immigrant         |
| 14.    | Exceptional | - | ordinary          |
| 15.    | Fact        | - | fiction           |
| 16.    | Gaiety      | - | mourning          |



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|     |               |   |                      |
|-----|---------------|---|----------------------|
| 17. | Genuine       | - | false, spurious      |
| 18. | Guilty        | - | innocence            |
| 19. | Haughty       | - | humble               |
| 20. | Hypocrisy     | - | sincerity            |
| 21. | Imperative    | - | optional             |
| 22. | Industrious   | - | lazy                 |
| 23. | Joint         | - | separate             |
| 24. | Languid       | - | energetic, vigorous  |
| 25. | Liberty       | - | slavery              |
| 26. | Malice        | - | good will            |
| 27. | Meagre        | - | plentiful            |
| 28. | Native        | - | foreign              |
| 29. | Notorious     | - | famous, reputable    |
| 30. | Omission      | - | inclusion            |
| 31. | Oral          | - | written              |
| 32. | Original      | - | duplicate            |
| 33. | Persuade      | - | dissuade             |
| 34. | Physical      | - | spiritual, mental    |
| 35. | Pride         | - | humility             |
| 36. | Rash          | - | steady, cautious     |
| 37. | Remote        | - | near                 |
| 38. | Savage        | - | civilized            |
| 39. | Scanty        | - | plentiful            |
| 40. | Sophisticated | - | native               |
| 41. | Tedious       | - | lively               |
| 42. | Theory        | - | practice             |
| 43. | Transparent   | - | opaque               |
| 44. | Uniform       | - | variable             |
| 45. | Urban         | - | rural                |
| 46. | Vigilant      | - | careless, heedless   |
| 47. | Wearisome     | - | refreshing           |
| 48. | Yield         | - | Resist               |
| 49. | Zeal          | - | indifference, apathy |





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### SINGLE WORD FOR A GROUP OF WORDS

| S. No. | Group of Words   | Single Word      |
|--------|--|------------------|
| 1.     | A shortened form of a word or phrase   | - Abbreviation   |
| 2.     | To renounce the throne, a high office of dignity   | - Abdicate       |
| 3.     | State of growth between childhood and youth  | - Adolescence    |
| 4.     | To make something impure by adding an inferior substance                                 | - Adulterate     |
| 5.     | One who is not sure of the existence of god  | - Agnostic       |
| 6.     | General pardon   | - Amnesty        |
| 7.     | Absence of government  | - Anarchy        |
| 8.     | A letter, poem, etc, whose author is unknown   | - Anonymous      |
| 9.     | The life history of a person written by himself/herself                                  | - Autobiography  |
| 10.    | Government by the officials  | - Bureaucracy    |
| 11.    | People working together in the same office or department                                 | - Colleagues     |
| 12.    | People living in the same age  | - Contemporaries |
| 13.    | To give one's authority to another   | - Delegate       |
| 14.    | Government by the people   | - Democracy      |
| 15.    | Study of the relation of living things to environment                                    | - Ecology        |
| 16.    | One who thinks only of oneself   | - Egoist         |
| 17.    | One who is always talking of oneself   | - Egotist        |
| 18.    | Putting to death painlessly, especially to end suffering                                 | - Euthanasia     |
| 19.    | A speech delivered without any previous preparation                                      | - Extempore      |
| 20.    | A person who has too much enthusiasm for his/ her own religion and hates other religions | - Fanatic        |
| 21.    | An exact copy  | - Facsimile      |
| 22.    | One who is difficult to please   | - Fastidious     |
| 23.    | One who thinks of the welfare of women   | - Feminist       |
| 24.    | Murder of a whole community or race  | - Genocide       |
| 25.    | Work for which no salary is paid   | - Honorary       |
| 26.    | A peculiarity of temperament or constitution   | - Idiosyncrasy   |
| 27.    | That which cannot be read clearly  | - Illegible      |
| 28.    | A trade that is prohibited by law  | - Illicit        |



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| S. No. | Group of Words   |   | Single Word      |
|--------|--|---|------------------|
| 29.    | A statement which cannot be understood                         | - | incomprehensible |
| 30.    | The action of looking into one's own mind                      | - | Introspection    |
| 31.    | That which cannot be hurt                                      | - | Invulnerable     |
| 32.    | One who willingly embraces death for the sake of one's country | - | Martyr           |
| 33.    | A person chosen to settle a dispute between two parties        | - | Mediator         |
| 34.    | Exclusive possession of the trade in some commodity            | - | Monopoly         |
| 35.    | A word or law no longer in use                                 | - | Obsolete         |
| 36.    | One who looks at the bright side of things                     | - | Optimist         |
| 37.    | Holding established opinions                                   | - | Orthodox         |
| 38.    | A remedy for all diseases                                      | - | Panacea          |
| 39.    | Sole right to make and sell some invention                     | - | Patent           |
| 40.    | Property inherited from one's father or ancestors              | - | Patrimony        |
| 41.    | One who looks at the dark side of things                       | - | Pessimist        |
| 42.    | Lover of mankind   | - | Philanthropist   |
| 43.    | One who steals words and ideas from another author             | - | Plagiarist       |
| 44.    | A fictitious name used by an author                            | - | Pseudonym        |
| 45.    | Thinking now about something in the past                       | - | Retrospection    |
| 46.    | One who speaks for others                                      | - | Spokesperson     |
| 47.    | The act of damaging building or other public property          | - | Vandalism        |
| 48.    | A style full of words  | - | Verbose          |
| 49.    | One who possesses several talents                              | - | Versatile        |
| 50.    | A person with a long experience of an occupation               | - | Veteran          |



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### IDIOMS AND PHRASES

1. **Above board** – honest and frank: Unless you are above board in your dealings, you will not be able to earn the good will of your clients.
2. **At home** – to feel comfortable: The office environment is so congenial that the employees feel perfectly at home there.
3. **At eleventh hour** – at the last moments: At the eleventh hour, we discovered that we had run short of funds.
4. **To beat about the bush** – to say things in a round-about manner: Having no convincing argument to defend his point, the speaker began to beat about the bush.
5. **By and by** – gradually: Don't lose patience; things will improve by and by.
6. **Close-fisted man** – a miser: People who appear to be close-fisted often donate very liberally to genuine causes.
7. **Come to light** – to be known: The damage that Mr. Yadav's loose talk has caused to the company's reputation is gradually coming to light.
8. **Crocodile tears** – hypocritical show of sympathy: The sympathy politicians show for their suffering countrymen is nothing but crocodile tears.
9. **Dark horse** – an unexpected winner: Mrs. Pratibha Patil proved to be the dark horse at the Presidential election.
10. **To egg on** – to instigate, to urge: Some opposition leaders egged the union leaders on to go on an indefinite strike.
11. **(an) eye-wash** – a deception, mere profession: The authorities had already decided which candidates to appoint. The interview was only an eye-wash.
12. **(a) Feather in one's cap** – an honour, an achievement: To get the best performance award for the third consecutive year is really a feather in her cap.
13. **Fish in troubled waters** – to make profit when others are in trouble: It is inhuman to fish in troubled waters and a man of God would never do it.
14. **Gift of the gab** – the ability to speak fluently and impressively: How I wish that those blessed with the gift of the gab also had high ethical standards.
15. **Good Samaritan** – a kind and charitable person: The temple pujari played a good Samaritan and gave shelter to the displaced members of the minority community.
16. **(The) green-eyed monster** – jealousy: Husbands often go through bitter travails because they fall a victim to the green-eyed monster.
17. **Hoping against hope** – to entertain hope even when there is no basis for hope: We are hoping against hope that the government will realize why so many talented young people are seeking jobs in the private sector and make government jobs more attractive.
18. **A nutshell** – briefly and concisely: Could you give me the contents of the President's address in a nutshell?
19. **In the nick of time** – at the exact time: I entered the conference room in the nick of time; the presentation was about to begin.



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19. **Ins and outs** – details: Being familiar with the ins and outs of this business, I would like to continue with it.
20. **Jaundiced eye** – a prejudiced mind: To a jaundiced eye, even all that is fair appears to be foul.
21. **Keep an eye on**- to watch: Keep an eye on the movement of your personal assistant. I don't find him very reliable.
22. **Pros and cons** – arguments for and against: After judging the pros and cons of the whole issue, the management decided not to implement the new rules.
23. **Red rag to a bull** – something or somebody that specially provokes someone: A person playing a double game is to me like a red rag to a bull.
24. **Split hairs** – to make fine distinctions: Splitting hairs will not lead us anywhere. We should try to arrive at some consensus on the main issue.

### PHRASAL VERBS

1. **Back out** – to withdraw from a promise, contract: I felt grieved when he backed out of his promise to help me.
2. **Back up** – to support, to sustain: He was backed up by his union to fight for his rights.
3. **Break out**: to arise suddenly (of a war, a rebellion, a quarrel, etc): when riots broke out in the city, all industrial activity came to a standstill.
4. **Bring out** – to reveal clearly: These facts clearly bring out the beneficial effects of the liberalization of the economic policy of the government.
5. **Call on** – to pay a short visit: Our agent regularly calls on the chemists to book orders for our medicines.
6. **Call upon** – to order, to require: I was unfortunately called upon to give evidence against for our medicines.
7. **Carry on** – to continue: If you carry on working hard, your business will soon flourish.
8. **Carry out** - to execute given direction: The manager was not satisfied by the manner in which his instruction had been carried out.
9. **Cast aside** - to reject, to throw aside as useless: All other considerations were cast aside at the insistence of the manager.
10. **Come across** - to meet by chance: In the lift I came across an old friend of mine.
11. **Cut down** – to reduce: We have taken some effective measures to cut down the expenditure.
12. **Fall in with** – to agree: I found it difficult to persuade the chairman to fall in with my suggestions.
13. **Fall through** – to fail to materialize: The project fell through for want of adequate funds.



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(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

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14. **Get through** – to a person (on the phone): I have been trying to get through to get through to Mr. Yadav the whole morning. He does not appear to be in his office.
15. **Gloss over** – to explain away: Such serious lapses cannot be glossed over, howsoever important you might be.
16. **Go down** – to be accepted: Our finance minister will go down in history as the most innovative economist of our country.
17. **Hold back** – to keep back, to conceal: No important facts should be held back from the policy makers.
18. **Hold on (on the phone)**: will you hold on for a moment? I'll just put you through to Mrs. Mehra.
19. **Labour under** – to remain under an impression: Let us not labour under the illusion that those measures will generate immediate profits.
20. **Let off** – to allow to go free, to release: In spite of the mistake being serious, he was let off with a warning.
21. **Make out** – to discover, to find out: I cannot make out the thrust of this document.
22. **Pull through** – to go to the end of something difficult and dangerous with some success: The scheme was ultimately pulled through.
23. **Run out** – to come to an end: The supplies of petrol are sure to run out.
24. **See through** – to comprehend, to discern: We could easily see through their evasive tactics.
25. **Tell upon** – to affect: Hard work told upon the secretary's health.



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### **UNIT- V INTERVIEW SKILLS**

#### **Telephone Communication**

1. Attend a call from your father's office in his absence.
2. You are the editor of your college magazine, you are supposed to request the District Collector (she is an alumna of your college) for an interview. So call the District Collector's office and speak to her secretary.
3. You have made a call to invite your friend for your birthday party. Unfortunately she has gone out. Now leave a message to her mother.
4. Detail your location to an Amazon salesman who has difficulty in reaching your place.
5. Make a call to the Head of your department asking permission for one week leave, due to fever.

#### **Group Discussion**

- 1 Is western culture destroying our value system?
- 2 Which is the most important among health, education and food?
- 3 Is our education system killing creativity?
- 4 What does a business need more – ability or honesty?
- 5 Is the internet killing the innocence of children?

#### **Extempore**

1. Importance of Reading.
  2. How to tackle a bad habit?
  3. If I had a super power.
  4. Should exams be banned?
  5. On any one of the greatest leaders in India/world.
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