



GUIDE

12th

English

BASED ON NEW SYLLABUS

AN ESSENTIAL MINI GUIDE TO EXAM



Special Focus on
Late-Bloomers

Step-By-Step &
Simple Grammar Rules

Public Exam & PTA
Question Papers with Answers

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GUIDE

of the students, for the students, by the students

12th ENGLISH

MINI GUIDE

AN ESSENTIAL GUIDE TO EXAM

Author

KSJ TEAM

Publisher

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Major Features

- ❖ Public Exam Pattern-wise Content
- ❖ Special Focus on Late-Bloomers
- ❖ Step-by-Step & Simple Grammar Rules
- ❖ Public Exam & PTA Question Papers with Answers

KSJ PUBLICATIONS

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Web : www.ksjeduserves.com

For Orders : 89036 85635 / 74180 21847

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BANK DETAILS FOR TRANSACTION

ACCOUNT NAME	S. SUGANYA
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BRANCH	NAMAKKAL WEST
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IFSC	KVBL0001177
MICR	636053011



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❖ **KSJ Team** ❖

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PART - I

Q.No. 1-20

1. SYNONYMS

LESSON - 1 - TWO GENTLEMEN OF VERONA

Brisk	- active / energetic
Cautious	- careful / alert
Disapprove	- deny / refuse
Eager	- keen / anxious
Engaging	- charming / pleasant
Humble	- modest / simple
Nobility	- dignity / virtue
Persuade	- convince
Resistance	- refusal / opposition
Scarce	- deficient/insufficient
Shrug	- raise one's shoulders slightly and momentarily
Tunic	- garment
Slackened	- reduced
Demeanour	- appearance and behavior
Artless	- innocent / guileless
Hawk	- sell things
Deserted	- uninhabited / unoccupied
Emigrate	- take up citizenship of another country
Vexation	- annoyance
Vestibule	- lobby
Chatter	- a series of short, quick high - pitched sounds
Intrude	- enter without permission
Rubble	- debris / broken bricks

ADDITIONAL

Outskirts	- suburb / border
Tangled	- twisted in untidy way
Provoke	- rouse
Leap	- jump
Remarkable	- unusual / extraordinary
Devotion	- love / dedication
Skinny	- thin
Destination	- end of journey
Resemblance	- similarity
Murmur	- mutter
Starvation	- famine
Shabby	- scruffy / dirty

Errand	- job
Tomb	- grave
Pleasant	- friendly
Earnest	- eager / serious
Pause	- stop

LESSON - 2 - A NICE CUP OF TEA

Civilization	- a society in an advanced state of social development
Disputes	- conflicts
Liable	- responsible / likely
Stimulated	- motivated / excitement / encouragement
Stray	- loose / Scattered
Curious	- interesting
Controversial	- arguable / disputable
Virtues	- admirable qualities / merits
Despised	- hated
Optimistic	- positive / hopeful
Cauldron	- a big pot used for boiling
Rationing	- restricting the consumption / controlled distribution
Dangling	- hanging freely / suspended
Spout	- pipe-like opening in a tea pot
Mysterious	- incomprehensible
Etiquette	- socially acceptable behaviour

ADDITIONAL

Infuses	- soaks
Cookery	- food preparation
Probably	- certainly/ perhaps
Instruction	- direction / order
Manner	- way / mode
Violent	- brutal
Recipe	- dish
Agreement	- harmony /accordance
Rules	- control/regulation
Economical	- frugal/inexpensive
Swilling	- drink greedily
Brim	- rim
Strainers	- sieve

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Outraged	- angered
Maelstrom	- chaos / turmoil
Forbid	- prohibit
Object	- protest
Quiet	- silent / calm
Conduct	- behaviour
Conscious	- aware
Stout	- fat
Personal	- individual
Liable	- responsible

Civilized	- polite and well-mannered
Harsh	- cruel / severe
Imperfections	- defects / faults
Pavement	- footpath
Universal	- general
Leave	- permission
Foundation	- basis
Commonplace	- ordinary / routine
Reasonable	- sensible
Observance	- adherence

2. ANTONYMS

LESSON 1 - TWO GENTLEMEN OF VERONA

Cautious	x	careless / reckless
Disapprove	x	permit / allow
Brisk	x	inactive / lethargic
Engaging	x	boring / mean
Humble	x	rich / grand
Eager	x	unenthusiastic / uneager
Resistance	x	acceptance
Persuade	x	dissuade
Scarce	x	plentiful / abundant
Nobility	x	dishonour

ADDITIONAL

Artless	x	cunning / pretentious
Slackened	x	increased
Vexation	x	calmness
Intrude	x	withdraw
Deserted	x	inhabited
Shabby	x	clean
Brisk	x	inactive
Hopefully	x	doubtfully
Satisfy	x	dissatisfy / disappoint
Persuade	x	dissuade
Maturity	x	immaturity
Frequently	x	rarely / seldom
Comfortable	x	uncomfortable
Pretty	x	ugly
Eager	x	apathetic / uninterested
Destroy	x	build
Progress	x	regress
Selfless	x	selfish
Hope	x	despair
Pause	x	continue

LESSON - 2 - A NICE CUP OF TEA

Despised	x	liked / loved
Optimistic	x	pessimistic
Shallow	x	deep
Arrival	x	departure
Sufficient	x	inadequate

ADDITIONAL

Curious	x	indifferent
Mysterious	x	clear
Controversial	x	certain / agreeable
Virtues	x	vices
Dangling	x	unbending
Liable	x	unaccountable
Etiquette	x	discourtesy
Probably	x	improbably
Instruction	x	plea
Violent	x	gentle
Agreement	x	disagreement
Acutely	x	slightly
Economical	x	expensive
Swilling	x	nibbling / tasting
Brim	x	center/ core
Stray	x	fixed
Swallow	x	discharge
Impact	x	eliminate
Freshly	x	stale
Difference	x	similarity
Minority	x	majority
Dissolving	x	appearing
Sufficient	x	insufficient
Subsidiary	x	important
Attention	x	inattention

Expounded	x censor
Portly	x slim
Subsided	x increased
Thrifty	x bountiful
Reverence	x disrespect
Ridicule	x respect
Giggle	x cry
Commended	x blamed
Burnish	x tarnish
Eminent	x unknown
Appreciatively	x grimly

LESSON - 6 - ON THE RULE OF THE ROAD

Liberty	x slavery
Common	x unique
Confusion	x clarity
Reasonable	x unreasonable
Peril	x safety
Reality	x unreality
Preserved	x destroyed
Indifferent	x interested
Curtail	x lengthen
Harsh	x kind
Anarchy	x order
Ridiculous	x appreciable
Tyranny	x democracy
Conventional	x unconventional

Liberty	x slavery
Common	x unique
Confusion	x clarity
Reasonable	x unreasonable
Peril	x safety
Reality	x unreality
Preserved	x destroyed
Indifferent	x interested
Curtail	x lengthen
Harsh	x kind
Anarchy	x order
Ridiculous	x appreciable
Tyranny	x democracy
Conventional	x unconventional
Entitle	x ban
Chaos	x orderliness
Insolence	x modesty
Interfere	x assist
Curtailement	x extension
Fancy	x reality / actuality
Contract	x disagreement
Accommodate	x hinder
Imperfection	x perfection
Outrage	x pacify
Stout	x lean
Forbid	x allow

3. COMPOUND WORDS

Text Page No. 118, 150

- **Compound words** are made up of two or more words that are combined to make a new word with its own meaning.

Types of compound words

- **Closed compound words** : It is made of two words without a space in-between.

E.g. moonlight	classroom	sunflower	notebook
football	softball	redhead	makeup
keyboard	waterproof	dishcloth	pancake
keyhole	grasshopper	bookmark	popcorn

- **Open compound words** : It has a space between the smaller words that make them.

'Full moon' – when you read the smaller separate words 'full' and 'moon' together, it has a new, unique meaning.

E.g. post office	attorney general	upper class	living room
first aid	web page	table cloth	ice cream
voice mail	high school		

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E.g. ➤ “Her silver locks were scattered untidily over her pale, puckered face, and her lips **constantly** moved in inaudible prayer”.

➤ In the above sentence, we also come across the word '**constantly**'. Here, the suffix **-ly** is added to the root word '**constant**'. The adjective becomes an adverb.

➤ **Words ending with the suffix 'ist' denote a person who practises, is an expert in, or holds certain principles.**

dentist	dental specialist	pulmonologist	lungs specialist
gynecologist	woman's doctor	cardiologist	heart specialist
dermatologist	skin specialist	nephrologist	kidney specialist
neonatologist	infant specialist	otolaryngologist	ENT specialist
neurologist	nerves specialist	ophthalmologist	eye specialist
gastroenterologist		gastrointestinal tract specialist	

- **-logy is a suffix used in the names of science or bodies of knowledge.** E.g. ecology
- The suffix **-ology** is most frequently found preceded by the connective vowel 'o' so that many words end in **-ology**. E.g. technology, pathology,
- **A few words:**
 - Cynology - the study of dog training
 - Ichthyology - the study of fish
 - Ornithology - the study of birds
 - Oology - the study of birds' eggs
- **A belief, attitude, theory, etc. that is referred to by a word ends with the suffix '-ism'.**
- E.g. optimism, patriotism, nationalism, egocentrism, feminism, criticism, amateurism, barbarism, idealism, heroism, absenteeism

PREFIXES

Acknowledge	Dislike	Impossible	Misunderstand	Substandard
Aglow	Disloyal	Imprison	Misuse	Subway
Amidst	Disobedient	Inability	Multi - storey	Surface
Anew	Disobey	Inactive	Multiply	Telephone
Antinational	Displayed	Inaccessible	Nonviolence	Television
Asleep	Disprove	Inanimate	Outcast	Transform
Atheist	Disregard	Inaudible	Outdo	Tri-colour
Attribute	Disrespect	Inborn	Outstanding	Ultraviolet
Befriend	Dissolving	Incorrect	Overhanging	Unable
Bicycle	Embroided	Indecent	Overlap	Unanswerably
Bisect	Empower	Independent	Overlook	Unattended
Coexist	Enabled	Indifferent	Pan American	Unaware
Contradiction	Enclose	Indiscipline	Pan Indian	Uncivilized
Contraindicate	Encounter	Indirect	Polysyllabic	Unclimbed

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Co-operate	Encouragement	Inefficient	Polytheism	Uncomfortably
Counteract	Encrusted	Infertile/unfertile	Postgraduate	Unconscious
Decipher	Enforce	Infinite	Premature	Underestimate
Decode	Entitled	Injustice	Prepaid	Underprivileged
Defame	Entrust	Insufficient	Preview	Undertake
Defriend	Ex-minister	Interchangeable	Pro-active	Unemployed
Demerit	Ex-wife	Interdisciplinary	Pro-chancellor	Unexplored
Diagram	Forecast	Interlock	Proclaim	Unfold
Diameter	Foretell	International	Profound	Unfortunately
Disability	Hyperactive	Invariably	Prolong	Unfriend
Disagree	Hypersensitive	Invisible	Rearrange	Unhappy
Disagreement	Ignoble	Irreal	Recollect	Unidirectional
Disappeared	Illegal	Irregular	Recover	Uniform
Disappearing	Illegible	Irresponsible	Recreation	Unilateral
Disappoint	Illiteracy	Malnourished	Rejoined	Unimportant
Disapproval	Illogical	Malnutrition	Remarkable	Uninhabited
Disapprove	Immature	Microorganism	Remind	Unlikely
Disarmed	Immobile	Microbiology	Reorganize	Unmentioned
Disbelief	Immoral	Midnight	Replaced	Unnecessary
Discomfort	Immortal	Misbehave	Resolved	Unpopular
Discovered	Immovable	Misguided	Semicircle	Unreal
Disfigured	Impart	Misjudge	Semicolon	Unsold
Disguising	Impartial	Mismanage	Semi-final	Unused
Dishonest	Impatient	Misreading	Semiprecious	Unusual
Dishonor	Imperfect	Misspell	Subconscious	Upright
Disjointed	Imperfection	Mistrust	Submarine	Upward

SUFFIXES

Patiently	Agreement	Ability	Abominable	Criticize
Beautifully	Appointment	Capability	Comfortable	Familiarize
Broadly	Arrangement	Ductility	Fashionable	Popularize
Busily	Astonishment	Durability	Honourable	Channelise
Cautiously	Entertainment	Fertility	Obtainable	Publicise
Constantly	Government	Nobility	Respectable	Vandalise
Differently	Management	Sensibility	Forgiveness	Verbalise
Fertilely	Pavement	Visibility	Happiness	Electrician
Frequently	Payment	Quality	Helplessness	Grammarians
Friendly	Requirement	Approval	Willingness	Magician
Greatly	Settlement	Comical	Fragile	Artist
Hopefully	Treatment	Critical	Juvenile	Psychologist
Immediately	Admiration	Logical	Volatile	Technologist

6. ABBREVIATIONS AND ACRONYMS

Text Page No. 139

► **An abbreviation** is a short form of a word formed by leaving out some of the letters in a word or by using only the first letters of a group of words. It cannot be pronounced as a word.

- E.g.** 1. RSC - Referee Stopped Contest. 2. USA - United States of America.
3. AIBA - Association International de Boxe Amateur

► **An acronym** is a word formed from the first letters of other words. It can be pronounced as a word.

- E.g.** 1. CAT - Common Admission Test / Common Aptitude Test
2. TET - Teacher Eligibility Test
3. TANSI - Tamil Nadu Small - Scale Industries

TEXTUAL ABBREVIATIONS AND ACRONYMS

1. RAW	Research & Analysis Wing	15. NSS	National Service Scheme
2. CIA	Central Intelligence Agency	16. PTA	Parent Teacher Association
3. MI6	Military Intelligence Section 6	17. NGO	Non - Governmental Organization
4. ASIS	Australian Secret Intelligence Service	18. ICU	Intensive Care Unit
5. MSS	Ministry of State Security	19. IIM	Indian Institute of Management
6. FSB	Federal Security Bureau of Russian Federation	20. MRI	Magnetic Resonance Imaging
7. IELTS	International English Language Testing System	21. ECG	Electro Cardio Gram
8. GST	Goods and Service Tax	22. NCC	National Cadet Corps
9. TNPSC	Tamil Nadu Public Service Commission	23. LED	Light Emitting Diode
10. STD	Subscriber Trunk Dialling	24. CPU	Central Processing Unit
11. ISD	International Subscriber Dialling	25. CBSE	Central Board of Secondary Education
12. MBA	Master of Business Administration	26. GDP	Gross Domestic Product
13. MHRD	Ministry of Human Resource Development	27. LCD	Liquid Crystal Display
14. GPS	Global Positioning System	28. NRI	Non - Resident Indian
		29. IIT	Indian Institute of Technology
		30. ITI	Industrial Training Institute

ADDITIONAL LIST -1: ABBREVIATIONS AND ACRONYMS

S.No	Abbreviation	Expansion
1.	SARS	Severe Acute Respiratory Syndrome
2.	PSK	Passport Seva Kendra
3.	AIFE	All India Football Federation
4.	ICMR	Indian Council of Medical Research
5.	IVR	Interactive Voice Response
6.	CAG	The Comptroller and Auditor General

7.	ZIP	Zone Improvement Plan
8.	MBBS	Bachelor of Medicine and Bachelor of Surgery
9.	MD	Doctor of Medicine
10.	CRPF	Central Reserve Police Force
11.	TRB	Teacher Recruitment Board
12.	DRDO	Defence Research & Development Organisation
13.	ELISA	Enzyme-linked Immunosorbent Assay
14.	FAO	Food and Agriculture Organization
15.	IAS	Indian Administrative Service
16.	GAIL	Gas Authority of India Limited
17.	IMD	India Meteorological Department
18.	RDO	Revenue District Officer/Regional Development Officer
19.	RTO	Regional Transport Officer
20.	CIBIL	Credit Information Bureau (India) Limited
21.	CVV	Card Verification Value
22.	POTA	Prevention of Terrorism Act
23.	PTI	Press Trust of India
24.	SEBI	Securities and Exchange Board of India
25.	ICSE	Indian Certificate of Secondary Education

EXERCISE:

Choose the expanded form of the abbreviation or acronym.

- Choose the expanded form of "PIN".
 - Profile Identify Number
 - Permanent Index Number
 - Personal Identification Number
 - Postal Information Number

Ans: c
- Choose the correct expansion of "RAM"
 - Read Access Memory
 - Random Access Memory
 - Reverse Allied Maths
 - Random Accurate Memory

Ans: b
- Choose the correct expansion of "PSU"
 - Public Sector Unit
 - Public Service Union
 - Public Solution Unit
 - People Service Union

Ans: a
- Choose the correct expansion of "WHO"
 - Women's Health Organisation
 - World Health Organisation
 - Women's Health Office
 - World Hospital Organisation

Ans: b
- Choose the correct expansion of "ONGC"
 - Oil and Natural Gas Corporation
 - Oil and National Gas Corporation
 - Oil and Nuetrino Gas Committee
 - Oil and National Gaash Commission

Ans: a

7. BLENDED WORDS

Text Page No. 150

► **A blended word / Portmanteau** is a word formed from parts of two or more other words.

TEXTUALS:

Splash + sputter	-	spluttered	Motor + pedal	-	moped
Binary + digit	-	bit	Parachute +troop	-	paratroop
Electronic+ mail	-	email	Mechanics + electronics	-	mechatronics
Foreign+ exchange	-	forex	Alphabetic +numeric	-	alphanumeric

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Ability + skill	Askillity	International + network	Internet
Advertising + entertainment	Advertainment	International + police	Interpol
Agriculture + economy	Agronomy	Lecture + demonstration	Lecdem
Alcohol + holiday	Alcoholiday	Lion + tiger	Liger
American + Indian	Amerind	Lithe + slimy	Slithy
Aqua + aerobics	Aquaerobics	Malicious + software	Malware
Bang + smash	Bash	Medical + care	Medicare
Chill + relax	Chillax	Medical + claim	Mediclaim
Biography + picture	Biopic	Melody + drama	Melodrama
Biology + electronic	Bionic	Mobile + robot	Mobot
Boat + hotel	Boatel	Mock + cocktail	Mocktail
Bombay + Hollywood	Bollywood	Modulator + demodulator	Modem
Book + magazine	Bookazine	Motor + bike	Mobike
Breakfast + lunch	Brunch	Motor + camp	Mocamp
Breath + analyzer	Breathalyzer	Mass + prestige	Masstige
By + cause	Because	Motorway + hotel	Motel
Camera + recorder	Camcorder	Multiple + complex	Multiplex
Car + barbecue	Carbecue	News + broadcast	Newscast
Cell + celebrity	Cellebrity	Oxford + cambridge	Oxbridge
Cellulose + diaphane	Cellophane	Phone + tablet	Phablet
Cybernetic + organism	Cyborg	Picture + element	Pixel
Departure + start	Destarture	Science + fiction	Sci - fi
Documentary + drama	Docudrama	Share + software	Shareware
Dramatic + comedy	Dramedy	Shop + alcoholic	Shopaholic
Education + entertainment	Edutainment	Short + skirt	Skort
Education + satellite	Edusat	Simultaneous + broadcast	Simulcast
Electro + execute	Electrocute	Sky + laboratory	Skylab
Hungry + anger	Hangry	Slang + language	Slanguage
Emotion + icon	Emoticon	Smack + mash	Smash
Enforcement + farce	Enfarcement	Smart + sassy	Smassy
Entrepreneur + porn	Entreporneur	Smoke + fog	Smog
Europe + Asia	Eurasia	Snow + dirt	Snirt
Fact + fiction	Faction	Spanish + English	Spanglish
Family + computer	Famicom	Splash + spatter	Splatter

10. BRITISH AND AMERICAN ENGLISH

Text Page No. 181, 182

British English	American English	British English	American English	British English	American English
Advertisement	Notice	Ground floor	First floor	Post	Mail
Aerial	Antenna	Headmaster	Principal	Postman	Mail man / letter carrier
Autumn	Fall	Holiday	Vacation	Public school	Private school
Bill	Check	Indicator	Blinker / turn signal	Pull over	Sweater
Bin / tin	Can	Interval	Intermission	Queue	Line
Biscuit	Cookie	Jam	Jelly	Railway	Railroad
Black board	Chalk board	Junction	Intersection	Receptionist	Desk clerk
Bonnet	Hood	Lift	Elevator	Roof	Top
Car park	Parking lot	Loo	Rest room	Rubber	Eraser
Care taker	Janitor	Lorry	Truck	Single ticket	One way ticket
Chemist	Druggist	Lounge	Living room	Skin (fruit)	Peel (fruit)
Chips	French fries	Luggage	Baggage	Solicitor	Attorney
Coach station	Bus station	Maize / sweet corn	Corn	Spanner	Monkey wrench
Cooker	Stove	Mark	Score	Staff	Faculty
Cot	Crib	Match	Game	Sweets	Candies
Cupboard	Closet	Maths	Math	Tap	Faucet
Curtains	Drapes	Mobile phone	Cell phone	Taxi	Cab
Draught	Draft	Motor bike	Motor cycle	Tea cup	Tea pot
Dustbin	Garbage can	Motor way	Highway	Telegram	Wire
Engaged	Busy	Mum	Mom	Telephone box	Phone booth
Enquiry	Inquiry	Nappy	Diaper	Beggar	Pauper
Film	Movie	Newsagent	News dealer	Timetable	Schedule
Flat	Apartment	Notice board	Bulletin board	Toilet	Restroom
Flyover	Overpass	Number plate	License plate	Torchlight	Flashlight
Football	Soccer	Overtake	Pass	Tyre	Tire
Full stop	Period	Pants	Trousers	Underground	Subway
Fully	Full	Paraffin	Kerosene	Waist coat	Vest
Gaol	Jail	Pavement	Sidewalk	Washbasin	Sink
Garden	Yard	Petrol	Gasoline	Wind screen	Wind shield

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64.	Verbatim	exactly the same word used by someone originally
65.	Veni, vidi, vici	I came, I saw, I conquered
66.	Verboten	forbidden
67.	Versus	against
68.	Via	by way of
69.	Via media	a middle way between two extremes
70.	Vice versa	the order being reversed

EXERCISE:**Choose the meaning of the foreign word in the sentence.**

- Choose the meaning of the foreign word “**numero uno**”.
 - number one in the field
 - close relationship
 - good understanding
 - without a date being fixed

Ans: a
- Choose the meaning of the foreign word “**pari passu**”.
 - as a family
 - say good luck
 - genuine
 - with equal step

Ans: d
- Choose the meaning of the foreign word “**tete-a-tete**”.
 - close relationship
 - socially embarrassing
 - private conversation
 - on the way

Ans: c
- Choose the meaning of the foreign word “**verboten**”.
 - good understanding
 - forbidden
 - while travelling
 - totally

Ans: b
- Choose the meaning of the foreign word “**pandal**”.
 - temporary shed
 - another self
 - according to value
 - mother university

Ans: a

13. PHRASAL VERBS

Text Page No. 7, 118

- **Phrasal verbs** are verbs which consist of two or sometimes three words.
- The first word is a verb followed by an adverb or a preposition or both.

E.g. verb + adverb = turn down (refuse)
 verb + preposition = call on (visit)
 verb + adverb + preposition = put up with (tolerate)
- Phrasal verb is a combination of two or three words which functions as a single word with different meaning.

E.g. 'take after' (verb + preposition) functions as a single word.
 take = to get hold of sth/sb
 after = at a later time than
 take after = resemble
- Many phrasal verbs have more than one meaning.
 1. My car **broke down**. (stopped working)
 2. Talks between India and Pakistan **broke down**. (ended in failure)
 3. She **broke down** when we told her the news. (lost control of her emotions)

TEXTUAL EXERCISE

(Text Page No. 7)

Phrasal verbs	Meanings	Examples
Cut off	To remove	He cut off the water supply.
Come upon	To meet somebody by chance	I came upon the president in New Delhi.

Put out	To switch off a light	My mother put out the light.
Draw up	To stop	The driver drew up the car.
Pass out	To become unconscious, faint	A player passed out while playing.
Take off	To fly	The plane took off yesterday.
Turn away	To refuse to let someone come into a place	He was turned away at the gate.
Stand by	To be ready to do something	An ambulance is standing by .
Bank on	To depend on	He is banking on my help.
Turn on	To open	My manager turned on a new account with the bank.
Took over	Take control of sth/take lead	The son took over the company from his father.
Set off	Start a journey	We set off to Ooty.
Put off	Postpone	The match was put off due to rain.
See off	To go to station or airport to say good bye to some one.	I am going to see off our guests.
Stop over	To stay at a place for a short period of time when travelling to another place	We stopped over at aunt Mary's house.
Get in	Enter a bus, train, place	I was getting in the car.
Get off	Leave a bus or train etc.	He is getting off the bus.
Get on	Arrive inside train	I think we got on the wrong bus.
Get off	To go away from home for a vacation	I just need to get off for a few days.
Check in	Arrive and register at airport or hotel	We have checked in at the hotel.
Check out	Pay the bill when leaving a hotel	Kindly verify your belongings before you check out .

TEXTUAL EXERCISE

(Text Page No. 118)

Use the following phrasal verbs in sentences of your own.

PHRASAL VERBS	MEANINGS	EXAMPLES
stand up	remain valid	Your statement will not stand up as proof in the court.
stand for	represent	My father always stands for truth and honesty.
stand by	support	Come what may, I will stand by you.
look into	investigate	The governor asked the officer to look into the case.
look at	examine	Doctor, will you please look at my ankle?
look through	read quickly	I looked through the article.
run over	collide with; pass over	The car ran over a child.
run away	escape	It is not wise to run away from the problems.
run into	meet by chance; encounter	I ran into an old friend.
put on	wear dress	He puts on a coat for a party.
put up	build	He tried to put up a fence in his garden.
put off	postpone	Don't put off your homework to the last minute.

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EXERCISES

I. Replace the underlined phrasal verb with the appropriate option given below.

- The train links up the cities.
a. separate b. arrive c. left d. connect **Ans: d**
- Ram's uncle passed away yesterday after a short illness.
a. hated b. disgusted c. died d. closed **Ans: c**
- She carried off the first prize in the competition.
a. won b. defeated c. escaped d. cleared **Ans: a**
- Her first novel blew me away.
a. hate b. disgust c. impress d. close **Ans: c**
- Could you hold on for a minute?
a. sleep b. wait c. catch d. sit **Ans: b**

II. Replace the underlined word with the appropriate phrasal verb.

- The police are investigating the possibilities of sabotage.
a) look at b) look for c) look into d) look out **Ans: c**
- I met my boss unexpectedly at the supermarket.
a) ran across b) ran up c) ran over d) ran into **Ans: d**
- When I was talking to John, Ram interrupted our conversation.
a) broke in on b) broke out c) broke on d) broke up **Ans: a**
- Raju has contributed with an interesting suggestion.
a) come with b) come across c) come up with d) come into **Ans: c**
- We should curtail the money spent on food and entertainment to free from debt.
a) cut off b) cut down on c) cut in d) cut across **Ans: b**

14. IDIOMS

Text Page No. 109, 117

- **An idiom** is a phrase whose meaning is difficult to infer or sometimes impossible to guess by looking at the meanings of the individual words it contains.

E.g. "by the skin of one's teeth" - a narrow escape
"be in the same boat" - to be in the same difficult or unfortunate situation

TEXTUAL EXERCISE

1. Now match the idioms under column A with their meanings in column B (Text Page No: 109)

To make good

- to compensate for a wrongdoing

Save one's skin

- to protect oneself from difficulty

Make both ends meet

- manage one's expenses within one's income

A bolt out of a clear sky / a bolt from the blue

- a sudden unexpected event or news

Go to grave - to exit the world

Have the whip hand - to be the most powerful

Under a cloud

- viewed with suspicion and distrust

Given below are some idiomatic expressions with their meanings. (Text Page No: 117)

wait for the dust to settle

- to wait for a situation to become clear or certain

get/have all your ducks in a row

- to have made all the preparations needed to do something/ to be well organized

fetch and carry (for somebody)

- to do a lot of little jobs for somebody as if you were their servant

do the math

- to think carefully about something to know all the relevant facts

round the corner

- very near

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2. Choose the right definition for the term “**Pharmacist**” Ans: a
 a. One who prepares and dispenses medication b. One who suggests medication
 c. One who cures patients d. One who performs operation
3. Choose the right definition for the term “**Psychologist**” Ans: c
 a. One who studies animal behaviour b. One who studies physical behaviour
 c. One who studies human behaviour d. One who studies non-human behaviour
4. Choose the right definition of the term “**Ophthalmology**” Ans: b
 a. study concerned with heart b. study concerned with eyes
 c. study concerned with lungs d. study concerned with liver
5. Choose the right definition of the term “**Entomology**” Ans: a
 a. branch of zoology concerned with insects b. branch of zoology concerned with birds
 c. branch of zoology concerned with animals d. branch of zoology concerned with mammals

17. SENTENCE PATTERN

- Identifying **Subject (S), Verb (V), Complement (C), Object (O) and Adjunct (A)** in a sentence is Sentence Pattern.

SENTENCE PATTERN

Subject (S)	– யார்
Verb (V)	– செய்த செயல்
Object (O)	– என்ன /எதை /யாருக்கு
Direct Object (DO)	– என்ன /எதை
Indirect Object (IO)	– யாருக்கு/யாருக்காக
Adjunct (A)	– எங்கே/எப்பொழுது/ஏன்/எப்படி
Complement (C)	– வாக்கியத்தை பூர்த்தி செய்வது

1. Subject (S)

It is a word or phrase about which something is said. It is the doer of the action. It answers the question '**who**' or '**which**'.

- E.g. ➤ Sara has completed her work. ➤ The book is on the table.
S S

2. Verb (V)

It is a word or phrase expressing action done by the subject and also expresses existence or occurrence.

- E.g. ➤ He advised a doctor. ➤ They played cricket.
V V

3. Object (O)

It is a word or phrase in a sentence towards which the action of the verbal element is directed. It answers the question '**what?**' and '**to whom?**'. If there are two objects in a sentence, the answer for the question 'what' is Direct Object (DO), and 'to whom' is Indirect Object (IO).

- E.g. ➤ I wrote a novel. ➤ He gave me a gift.
O IO DO
- He gave dresses to all poor children.
DO IO

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4. Complement (C)

It is a word which completes the meaning of the sentence. It is usually a noun or an adjective that comes after a 'be' verb (am, is, are, was, were, will be, shall be). It also comes after verbs such as *“become, get, look, resemble, consider, prove, seem, feel, turn, elect, select, find, name, nominate, appear, call, make, declare, choose, appoint, keep, guess, sound, recognize and grow”*.

E.g. ➤ We call him a joker.

C

➤ The sky appears red.

C

5. Adjunct (A)

It is an adverbial expression of manner (*How?*), place (*Where?*), time (*When?*) and reason (*Why?*). The meaning of the sentence is not lost even if it is removed. It is the optional element in a sentence. It answers the questions *How? Why? When? Where?*

E.g. ➤ They went to Chennai.

A

➤ He bought a new car last week.

A

EXERCISE

Identify the sentence pattern of the sentences given below.

1.	She went home.	SVA
2.	He became the leader.	SVC
3.	My uncle gave a present.	SVO
4.	Ram studies well.	SVA
5.	Reading made him a complete man.	SVOC
6.	It is dark everywhere.	SVCA
7.	She was angry.	SVC
8.	He offered me a firm hand shake.	SVIDO
9.	The cricketers played the match in broad daylight.	SVOA
10.	It grew dark.	SVC
11.	I found the baby crying.	SVOC
12.	It rained last night.	SVA
13.	He got his shoes wet.	SVOC
14.	The principal gave him the medal.	SVIDO
15.	They named their baby Ravi in the temple.	SVOCA
16.	The photo made him popular.	SVOC
17.	She comes everyday.	SVA
18.	They called Raju a genius.	SVOC
19.	The train arrived late.	SVA
20.	I will close the shop early today.	SVOAA
21.	The company appointed him clerk last week.	SVOCA
22.	Pardon me.	VO
23.	This is the most useful guide.	SVC
24.	Last year my uncle became an advocate.	ASVC
25.	Yesterday I bought a car.	ASVO
26.	They elected him president last week.	SVOCA
27.	My father presented me a watch yesterday.	SVIDO

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12th ENGLISH**Task -3 Fill in the blanks with appropriate articles or determiners.**

(Text Page No: 221)

- We met _____ Americans at the restaurant.
- Monisha has _____ films in her hands.
- I am ___ eldest in my family.
- There are only ___ chocolates left for you.
- Can you get me ___ butter?
- They haven't got ___ roses in their garden.
- Samuel hasn't got ___ homework today, so he is playing cricket.
- Please give me ___ hammer and ___ nail.
- My mother is ___ honest woman.
- She bought ___ useful gadget.

Ans: some/a few/many**Ans:** some/few/many**Ans:** the**Ans:** a few**Ans:** some**Ans:** many**Ans:** any**Ans:** a/a**Ans:** an**Ans:** a**ADDITIONAL EXERCISES****I. Fill in the blanks with suitable articles.**

- Picasso was _____ artist.
- He is _____ honest man.
- I study at _____ small university in London.
- Do you want to go to _____ cinema tonight?
- Are you _____ student?
- These days Angelina enjoys _____ life of _____ Hollywood film star.
- I have _____ one year old daughter.
- Iron is _____ useful metal.
- Have you ever seen _____ elephant?
- _____ poor are seldom happy.

Ans: an**Ans:** an**Ans:** a**Ans:** the**Ans:** a**Ans:** the, a**Ans:** a**Ans:** a**Ans:** an**Ans:** The**23. POLITE ALTERNATIVES / EUPHEMISMS**

Text Page No. 150

► **Euphemism** is the use of a polite word or phrase in place of a harsh or impolite one.

- E.g.** ► Teachers always encourage **the slow-learners**. (Impolite word)
 ► Teachers always encourage **the late-bloomers**. (Polite alternative)

TEXTUAL EXERCISE:

Replace the underlined word/ expressions with possibly polite forms. (Text Page No. 150)

- The culprit was sent to **jail**. - House of correction
- Dheeraj is **unemployed**. - Job seeker.
- I saw a **disabled man**. - Differently abled
- Subsidies are given to **the poor**. - Economically backward
- Ram has a **second-hand** car. - Pre-owned.
- We should respect the **old man**. - Senior citizen.

S.No	IMPOLITE WORDS	EUPHEMISTIC WORDS
1.	Blind	Visually challenged / visually impaired
2.	Handicapped / disabled	Differently abled / Physically challenged
3.	Stupid / mentally ill	Mentally challenged / intellectually challenged
4.	Deaf	Hearing impaired
5.	Short	Vertically-challenged
6.	Fat	Full-figured / horizontally challenged
7.	Undertaker	Funeral director / mortician

8.	Housewife	Homemaker / domestic engineer
9.	Slow-learners	Late-bloomers
10.	Lavatory	Rest-room
11.	Old man	Over the hill
12.	Public toilet	Comfort station
13.	Very poor	In the low-income level
14.	Beating with a cane	Corporal punishment
15.	Pregnant	In the family way
16.	Disabled / learning challenged	Special child
17.	Sweat	Perspiration
18.	Bald	Thin on top / moon landing
19.	Drunk	Tipsy
20.	Die	Kick the bucket / pass away / breathe one's last
21.	Firing employees	Downsizing employees
22.	Toilet	W.C. (Water Closet)
23.	Before I die	Before I go
24.	Damn	Darn
25.	Unemployment	Gardening leave
26.	Lover	Gentleman friend
27.	Abortion	Pregnancy termination
28.	Accidental deaths	Collateral damage
29.	Euthanize	Put to sleep
30.	Genocide	Ethnic cleansing

Choose the polite alternatives for the underlined words in the sentences given below.

1. We should support **the handicapped**.

a. disabled b. differently abled c. abled d. skilled **Ans: b**

2. Teachers don't like **beating students with a cane**.

a. penalty b. punishment
c. corporal punishment d. cordial punishment **Ans: c**

3. My cousin is a **housewife**.

a. homemaker b. housemaker c. homewife d. home servant **Ans: a**

4. Students should keep the **lavatory** clean in school.

a. toilet b. bath room c. public room d. rest-room **Ans: d**

5. The vegetables are very **cheap** now.

a. economic b. economics c. economical d. economically **Ans: c**

24. WORDS WITH DIFFERENT FUNCTIONS

◀ Text Page No. 39, 73

► Some words can be used in different contexts, so as to bring out their various meanings.

E.g. The word 'book' can be used as verb and also as noun in a sentence with different meaning.

► I bought a book.

► I booked a ticket.

PART - II Q.No.21-30

25. POEM APPRECIATION QUESTIONS

Read the given lines and answer the questions that follow in a line or two.

1. THE CASTLE - Edwin Muir

- a) *"All through the summer at ease we lay,
And daily from the turret wall
We watched the mowers in the hay".*
- Who does 'we' refer to?
'We' refers to the **soldiers**.
 - How did the soldiers spend the summer days?
The soldiers spent the summer days by **watching the mowers at ease**.
 - What could they watch from the turret wall?
They could watch the **mowers and enemy's movement** from the turret wall.
- b) *"Our gates were strong, our walls were thick,
So smooth and high, no man could win". (PUBLIC-2020)*
- How safe was the castle?
The castle was safe because of **strong gates, thick walls and brave captain**.
 - What was the firm belief of the soldiers?
No enemy could enter the castle, since the gates were strong and the walls were thick. This was the firm belief of the soldiers.
- c) *"A foothold there, no clever trick
Could take us dead or quick,
Only a bird could have got in".*
- What was challenging?
Entering the castle was challenging.
 - Which aspect of the castle's strength is conveyed by the above line?
The strength of the castle is that **even by trick no one could enter the castle**.
- d) *"Oh then our maze of tunneled stone
Grew thin and treacherous as air.
The castle was lost without a groan,
The famous citadel overthrown,"*
- Bring out the contrast in the first two lines.
The contrast is that **the strong castle became very weak and thin as air**.
 - What happened to the castle?
The castle was **captured by the enemies for gold**.
- e) *"We could do nothing, being sold."*
- Why couldn't they do anything?
Due to the disloyalty of the warder, **the soldiers were captured** by the enemies. So, they could not do anything.
 - Why did they feel helpless?
They felt helpless because **the castle was captured treacherously by the enemies**.

2. OUR CASUARINA TREE - TORU DUTT

- a) *"A creeper climbs, in whose embraces bound
No other tree could live".*
- Which tree is referred to in the above lines?
The **casuarina tree** is referred to in the above lines.
 - How does the tree survive the tight hold of the creeper?
The tree is **so strong** that it bears the tight hold of the creeper.
 - Why does Toru Dutt use the expression 'A Creeper Climbs'?
Toru Dutt uses the expression to refer to **the creeper that is winding the tree upwards**.
- b) *"The giant wears the scarf, and flowers are hung
In crimson clusters all the bough among----!"*
- Who is the giant here?
The **casuarina tree** is the giant here.
 - Why is the scarf colourful?
The scarf is colourful because it is **made of crimson coloured flowers**.
- c) *"Fear, trembling Hope, and Death, the skeleton,
And Time the shadow," and though weak the verse
That would thy beauty fain, oh, fain rehearse,
May Love defend thee from oblivion's curse"*
- What is the meaning for 'May love defend thee from oblivion's curse?'
The poet means that **the tree should be remembered out of love**.
 - What does the expression 'fain' convey?
'Fain' means **eagerness**. The poet is eager to make the tree holy.
 - What does the poet convey through the expression 'Fear, trembling hope'?
The poet conveys **the human state of mind** through this expression.
- d) *"Like a huge Python, winding round and round
The rugged trunk, intended deep with scars"*
- What looks like a python?
The **creeper** looks like a python.
 - What did the trunk have on it?
The trunk had **deep scars** on it.
 - Identify the poetic device employed here.
Simile is employed here.
- #### 3. ALL THE WORLD'S A STAGE - WILLIAM SHAKESPEARE
- a) *"Then a whining school boy with his satchel
And shining morning face creeping like snail
Unwilling to go to school".*
- Which stage of life is being referred to here by the poet?
The **second stage of life i.e the school boy** is being referred to here by the poet.

POETIC DEVICES**1. The Castle – Edwin Muir**

1. A little wicked wicket gate	Metaphor
2. Oh then our maze of tunneled stone	Metaphor
3. Grew thin and treacherous as air	Simile
4. How can this shameful tale be told?	Rhetorical Question
5. Our only enemy was gold	Personification

2. Our Casuarina Tree – Toru Dutt

1. LIKE a huge Python, winding round and round The rugged trunk, indented deep with scars,	Simile / Zoomorphism
2. A gray baboon sits statue-like alone	Simile
3. The water-lilies spring, like snow enmassed.	Simile
4. What is that dirge - like murmur that I hear Like the sea breaking on a shingle-beach?	Simile
5. A creeper climbs, in whose embraces bound No other tree could live. But gallantly The giant wears the scarf, and flowers are hung	Metaphor

3. All the World's a Stage – William Shakespeare

1. All the world's is a stage	Metaphor
2. And all the men and women merely players	Metaphor
3. Seeking the bubble reputation	Metaphor
4. And shining morning face, creeping like snail	Simile
5. Full of strange oaths, and bearded like a pard	Simile
6. His big manly voice, turning again towards childish treble	Personification

Pick out the words in Alliteration in the following lines.

- | | |
|--|-----------------------|
| 1) and all the men and women merely players | - men – merely |
| 2) And one man in his time plays many parts | - man – many |
| 3) Jealous in honour, sudden and quick in quarrel | - quick – quarrel |
| 4) His youthful hose, well sav'd a world too wide | - well – world – wide |

4. Ulysses – Alfred Tennyson

1. Thro' scudding drifts the rainy Hyades Vext the dim sea.	Personification
2. The deep Moans round with many voices	Personification
3. There lies the port the vessel puffs her sail	Personification
4. For always roaming with a hungry heart	Metaphor
5. And drunk delight of battle with my peers	Metaphor
6. To follow knowledge like a sinking star	Simile

5. A Father to his Son – Carl August Sandburg

1. The growth of a frail flower in a path up has sometimes shattered and split a rock. Brutes have been gentled where lashes failed.	Personification
--	------------------------

27. ACTIVE VOICE AND PASSIVE VOICE

Text Page No. 76-78, 218

- **Active voice** shows the doer of the action. The verb in the active voice indicates that the person or thing denoted by the subject does something.
 E.g. ➤ **The committee organized a meeting.**
- **Passive voice** shows the receiver of the action. The verb in the passive voice indicates that something is done to the person or thing denoted by the subject.
- In short, Active voice gives importance to the subject of an action. (Who does an action?)
 Passive voice gives importance to the action of the subject. (What is done to the subject?)

Kinds of Passive Voice:

1. Personal Passive Voice:

- The doer/the agent of the action is mentioned. 'by' is followed by the object.

E.g. ➤ *A meeting was organized by the committee.*

2. Impersonal Passive Voice:

- The doer / the agent of the action is not mentioned. 'by' is followed by the adverb of time.

E.g. ➤ *A meeting was organized.*

Conversion of Active Voice into Passive Voice:

Before conversion, read the tenses and voice conversion table.

Table - 1

TENSE	ACTIVE VOICE	PASSIVE VOICE
Simple Present Tense	V ₁ -s,es,ies give/gives I give a letter.	am/is/are + V ₃ am given/ is given /are given A letter is given by me.
Present Continuous Tense	am/is/are + V ₁ + ing am giving/is giving/are giving I am giving a letter.	am/is/are + being + V ₃ am being given/ is being given are being given A letter is being given by me.
Present Perfect Tense	has/have + V ₃ has given / have given I have given a letter.	has/have + been + V ₃ has been given / have been given A letter has been given by me.
Present Perfect Continuous Tense	has/have + been + V ₁ + ing has been giving/ have been giving I have been giving a letter.	No Passive Voice
Simple Past Tense	V ₂ gave I gave a letter.	was/were + V ₃ was given/ were given A letter was given by me.
Past Continuous Tense	was/were + V ₁ + ing was giving/were giving I was giving a letter.	was/were + being + V ₃ was being given/ were being given A letter was being given by me.
Past Perfect Tense	had + V ₃ had given I had given a letter.	had + been + V ₃ had been given A letter had been given by me.

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Past Perfect Continuous Tense	had + been + V ₁ + ing had been giving I had been giving a letter.	No Passive Voice
Simple Future Tense	will/shall + V ₁ will give /shall give I will give a letter.	will/shall + be + V ₃ will be given/shall be given A letter will be given by me.
Future Continuous Tense	will/shall + be + V ₁ + ing will be giving I will be giving a letter.	No Passive Voice
Future Perfect Tense	will/shall + have + V ₃ will have given I will have given a letter.	will/shall + have + been + V ₃ will have been given A letter will have been given by me.
Future Perfect Continuous Tense	will/shall + have + been + V ₁ + ing will have been giving I will have been giving a letter.	No Passive Voice

Table - 2

LATE - BLOOMERS		
TENSE	ACTIVE VOICE	PASSIVE VOICE
Simple Present Tense Simple Past Tense Simple Future Tense	Verb/ verb +s/es Verb₂ / verb +ed Will + V₁	be + V₃ 'be' – am, is, are - present 'be' - was, were - past 'be' – will be - future
Continuous Tense	'be' + verb + <u>ing</u>	'be' + <u>being</u> + V₃ (Future Continuous Tense - No Passive form)
Perfect Tense	<u>have/has/had/will have</u> + V₃	'<u>have/has/had/will have</u> + <u>been</u> + V₃
Perfect Continuous Tense	'Have' + been + V₃	No Passive Voice

Table - 3

Subject to object and vice versa in Active and Passive Voice	
Subject	Object
I	Me
We	You
You	You
He	Him
She	Her
It	It
They	Them

STEPS FOR THE CONVERSION

1. Find out the **Object** of the sentence.
2. Place the **Object** in the place of **Subject**.
3. Find out the **Tense** of the sentence.
4. Make use of the appropriate **passive form** for the tense.
5. Add the preposition '**by**' followed by **Subject** of the sentence.
6. **Subjective pronoun** should be changed into **objective pronoun**.

Subject	Verb	Object	Active voice
Raja	writes	a letter	Active voice
Object	Passive voice verb	'by' + Subject	Passive voice
A letter	is written	by Raja	Passive voice

Imperative sentences in Passive Voice

Positive Imperative	Let + object + be + past participle (V ₃)
Negative Imperative	Let not + object + be + past participle (V ₃)
E.g. ➤ Open the door.	: Let + the door + be + opened
	: Let the door be opened.
➤ Don't open the door.	: Let not + the door + be + opened
	: Let not the door be opened.

Task - 1 Change the following sentences into Passive Voice

(Text Page No. 77)

- The Governor inaugurated the exhibition at ten o' clock.**
The exhibition was inaugurated by the Governor at ten o' clock.
- The crowd expected their leader to arrive early in the morning.**
Their leader was expected by the crowd to arrive early in the morning.
- Who taught her Computer Science?**
By whom was she taught Computer Science?
- They unanimously named Ravi the captain of team.**
Ravi was named the captain of the team by them unanimously.
- The President gave the commander an award.**
An award was given to the commander by the President. (or)
The commander was given an award by the President.
- Do not tell a lie.**
Let a lie not be told.
- Please open the door.**
Let the door be opened.
- It is time to stop the work.**
It is time for the work to be stopped.
- They say he is a spy.**
It is said that he is a spy.
- One should keep one's promise.**
Promise should be kept.
- People burn a great deal of wood in winter.**
A great deal of wood is burnt by people in winter.

- Where had you kept the book?**
Where had the book been kept by you?
- When did you feel the tremors?**
When were the tremors felt by you?
- How did you do the experiment?**
How was the experiment done by you?
- Whose car did someone park in front of your gate?**
Whose car was parked in front of your gate?

Task 2 - Change the following sentences into Active Voice.

(Text Page No. 78)

- The smuggler has been nabbed by the police.**
The police have nabbed the smuggler.
- By whom were you interviewed?**
Who interviewed you?
- Why were you scolded by your parents?**
Why did your parents scold you?
- Not a word was spoken by the convict in self-defence.**
The convict did not speak a word in self-defence.
- Good news is expected shortly.**
Someone expects good news shortly.
- The mail has just been received.**
He has just received the mail.
- Sundari has been taken to hospital by her husband.**
Sundari's husband has taken her to hospital.
- Our television is being repaired now.**
The mechanic is repairing our television now.
- Sweets have not been distributed to children by the organisers.**
The organisers have not distributed sweets to children.

29. CONDITIONAL CLAUSES

Text Page No. 124, 125

- Conditions deal with imagined situations. Some are possible, some are unlikely and some are impossible. The speaker/writer imagines that something can or cannot happen or have happened. Then, he compares that situation with possible consequences or outcomes or offers further logical conclusions about the situation.
- Conditionality is conveyed chiefly by means of conditional clauses. Conditional clauses are most typically introduced by the subordinating conjunction 'if'.
- '**unless**', '**in case**', '**provided that**', '**otherwise**' are also used to express conditions.

IF-CONDITIONAL CLAUSES

Type I - Probable or Possible condition

If I play well, I **will win** the match.

Type II - Improbable or Hypothetical condition

If it **rained**, they **would cancel** the match.

Type III - Unfulfilled or Impossible condition

If Saravanan **had played** well, he **would have won** the match.

- **The zero conditional** is used to talk about things which are always true, scientific facts and general truths.

If clause	Main clause
If + subject + simple present tense	Subject + simple present tense
If you heat water at 100° Celsius,	it boils.
If you put water in the freezer,	it becomes ice.
If you heat ice,	it melts.

- **The first conditional** is used to talk about things which are possible in the present or the future things which may happen.

If clause	Main clause
If + subject + simple present tense	Subject + will/shall/may/can +verb₁
If you study hard,	you will pass the test.
If you prepare well,	you will get through the exam.

- **The second conditional** is used to talk about things which are unreal (not true or not possible) in the present or the future things which don't or won't happen.

If clause	Main clause
If + subject + simple past tense	Subject + would/could/might +verb₁
If I had a million dollars,	I would buy a big house.
If I knew his name,	I would tell you.
If + I + were + clause (you imagine yourself in the position or situation of the other person)	I would + verb + clause
If I were a bird,	I would fly.
If I were a millionaire,	I would quit my job.

- **The third conditional** is a structure used for talking about unreal situations in the past. It is used to talk about things which did not happen in the past.

If clause	Main clause
If + subject+ past perfect (had + v₃)	Subject + would/could/might + have + v₃
If I had studied harder,	I would have passed the exam.
If they had tried,	they would have won.
If I had been there,	I would have prevented it.
If he had asked me,	I would have helped him.

TEXTUAL EXERCISES

Task 1 - Read the following sentences and fill in the blanks.

(Text Page No. 124)

- If I **were** (be) a spider, I **would weave** (weave) webs.
- If Raj **were** (be) a sculptor, he **would make** (make) beautiful idols.
- If Mary **had** an umbrella, she **would lend** (lend) it to me.
- Rex **would have played** with me, if he **had had** (has) time.
- If I **were** you, I **would accept** (accept) this offer.
- We **will select** (select) story books for kids, if we allot time for story telling.
- The Education Minister **will visit** (visit) our school tomorrow, if he goes by this way.
- You will be rewarded by the wise, if you **stand** (stand) for truth.
- If my mother **knows** (know) of my poor performance in the exam, she will not allow me to watch a movie.
- If I had won the lottery, I **would have donated** (donate) relief materials for the flood victims.

Task 2- Rewrite the following sentences using 'If' without changing the meaning.

(Text Page No. 125)

Example : Unless you go for a walk regularly, you cannot reduce your weight. (Use 'If')

If you do not go for a walk regularly, you cannot reduce your weight.

a) Sindhu would not have won the world championship, unless she had had single-minded devotion.

Sindhu would not have won the world championship, if she had not had single-minded devotion.

b) You will not reach your goal, unless you chase your dream.

You will not reach your goal, if you do not chase your dream.

c) Unless we plant more trees, we cannot save our planet.

If we do not plant more trees, we cannot save our planet. / If we plant more trees, we can save our planet.

d) The rescue team would not have saved the victims unless they had received the call in time.

The rescue team would not have saved the victims if they had not received the call in time.

e) The palace cannot be kept clean, unless we appoint more people.

The palace cannot be kept clean, if we do not appoint more people.

f) The portraits would not have been so natural unless the artist had given his best.

The portraits would not have been so natural if the artist had not given his best.

g) The manager would not have selected Nithiksha unless she exhibited good accounting skill.

The manager would not have selected Nithiksha if she had not exhibited good accounting skill.

h) The policeman would not have arrested the man unless he had violated the rules.

The policeman would not have arrested the man if he had not violated the rules.

i) Mr. Kunaal would not sponsor my higher education unless I studied well.

Mr Kunaal would sponsor my higher education if I did not study well.

j) Kavin will not stop flying kites unless he understands the risk involved in it.

Kavin will not stop flying kites if he does not understand the risk involved in it.

k) Tanya would not know the answer unless she referred to the answer key.

Tanya would know the answer if she referred to the answer key.

l) My village cannot achieve 100 % literacy rate, unless the elders of the village cooperate with the education department.

My village cannot achieve 100 % literacy rate, if the elders of the village do not cooperate with the education department.

PART - III Q.No.31-40

31. EXPLAIN WITH REFERENCE TO THE CONTEXT

Text Page No. 22,56,92,133,
167,194

1. The Castle – Edwin Muir

a) “They seemed no threat to us at all”

Reference :

This line is taken from 'The Castle' written by 'Edwin Muir'

Explanation:

The soldiers watched the towers daily from the turret wall. They found that the enemies were half a mile away from the castle. The narrator said that they had no threat.

Comment:

The castle was captured due to the greed for gold.

b) “How can this shameful tale be told?”

Reference :

This line is taken from 'The Castle' written by 'Edwin Muir'

Explanation:

The warder was wicked. He let in the enemies inside the castle for gold. The narrator felt ashamed of the greed of the warder.

Comment:

The castle was captured due to the greed for gold.

c) “I will maintain until my death”

Reference :

This line is taken from 'The Castle' written by 'Edwin Muir'

Explanation:

The wicked warder betrayed the castle for gold. The enemies captured the castle. It was a shameful act. So, the narrator decided to keep the shameful tale secret until his death.

Comment:

The castle was captured due to the greed for gold.

d) “Our only enemy was gold”

Reference :

This line is taken from 'The Castle' written by 'Edwin Muir'

Explanation:

The castle was very safe. The wicked warder let in the enemies for gold. The narrator felt that the real enemy was 'gold'.

Comment:

The castle was captured due to the greed for gold.

2. Our Casuarina Tree – Toru Dutt

a) “Dear is the Casuarina to my soul”

Reference :

This line is taken from 'Our Casuarina Tree' written by Toru Dutt.

Explanation:

The poet feels that the tree is dear to her. She remembers the tree not for its majestic appearance but for her happy childhood memories.

Comment:

The casuarina tree reminds the happy childhood memories of the poet.

b) “It is the tree's lament, an eerie speech -----”

Reference:

This line is taken from 'Our Casuarina Tree' written by Toru Dutt.

Explanation:

The poet hears the lament of the tree even when she is far away. It reminds her of the loss of her loved ones.

Comment:

The casuarina tree recalls the happy childhood memories of the poet.

c) “Unto thy honor, Tree beloved of those

Who now in blessed sleep for aye repose”.

Reference:

These lines are taken from 'Our Casuarina Tree' written by Toru Dutt.

Explanation:

The poet sanctifies the tree in order to keep the memory of her loved ones. She wishes that her love should protect the tree from the demise.

Comment:

The casuarina tree recalls the happy childhood memories of the poet.

d) “**LIKE** a huge Python, winding round and round
The rugged trunk, indented deep with scars”.

Reference:

These lines are taken from 'Our Casuarina Tree' written by Toru Dutt.

Explanation:

The poet describes a huge casuarina tree in her garden. The tree is tall and strong. A creeper is winding around it like a python. The trunk of the tree is indented deep with scars.

Comment:

The casuarina tree recalls the happy childhood memories of the poet.

FOR LATE-BLOOMERS : (ERC EXPLANATION)

1. The Castle – Edwin Muir	In this poem, the poet describes the fall of a castle. The real enemy for the downfall is gold.
2. Our Casuarina Tree – Toru Dutt	In this poem, the poet describes her nostalgic moments under the huge tree. The tree is very dear to her because of its bond of love.
3. All the world's a Stage – William Shakespeare	In this poem, the poet describes the characteristics of the seven stages in a man's life.
4. Ulysses – Alfred Tennyson	In the poem, the poet describes the Greek hero's thirst for adventure. Though he is aged, he longs for knowledge.
5. A Father to his Son – Carl August Sandburg	In this poem, the poet describes a father's advice to his son. He wants to impart the qualities of confidence, strong-will and creativity.
6. Incident of the French camp – Robert Browning	In this poem, the poet describes a young soldier's sacrifice for his country. The poem reveals the theme of patriotism.

POEM CLUE WORDS

S.No	Poem & Poet	Poem clue words
1	The Castle – Edwin Muir <i>"They seemed no threat at all",</i> <i>"How can this shameful tale be told?"</i> , <i>"I will maintain until my death",</i> <i>"Our only enemy was gold",</i>	Threat, tale, death, enemy, gold Mowers, allies, wicket, wicked, warder, maze, citadel, shameful tale.
2	Our Casuarina Tree - Toru Dutt <i>"Dear is the Casuarina to my soul",</i> <i>"It is the tree's lament, an eerie speech -----"</i> <i>"Unto thy honor, Tree beloved of those</i> <i>Who now in blessed sleep for aye repose".</i>	Creeper, python, trunk, gallantly, giant, scarf, crimson, Bird, bee, casement, baboon, puny, kokilas, hoar, water lilies, enmassed, casuarina, magnificence, sweet companions, dear, memory, dirge, shingle, eerie speech, tree's lament, distant lands, wraith, France, Italy, sublime, tranced Fain, consecrate, repose, borrowdale, trembling-hope, death, time, rehearse, oblivion, blessed sleep.
3	'All the World's a Stage' – Shakespeare <i>"They have their exists and entrances</i> <i>And one man in his time plays many parts"</i> <i>"Jealous in honour, sudden and quick in quarrel</i> <i>Seeking the bubble reputation"</i> <i>"Is second childishness and mere oblivion</i> <i>Sans teeth, sans eyes, sans taste, sans everything".</i>	World's a stage – players – exits and entrances – seven stages and parts – nurse's arms – schoolboy – creeping like snail – woeful ballad – oaths – jealous in honour – quick in quarrel – bubble reputation – cannon's mouth – capon lined – wise saws - slippered pantaloons – shrunk shank – second childishness – oblivion.

32. PROSE SHORT - ANSWER QUESTIONS

1. TWO GENTLEMEN OF VERONA

- A.J. Cronin

1. Answer the following questions in one or two sentences.

a) Who did the narrator meet at the outskirts of Verona?

The narrator met the **two small boys** at the outskirts of Verona.

b) Why did the driver not approve of the narrator buying fruits from the boys?

Because of the two small **boys' shabby appearance**, the driver did not approve of the narrator buying fruits.

c) The boys did not spend much on clothes and food. Why?

The boys saved **the money for their sister's medical treatment**. So they did not spend much on clothes and food.

d) Were the boys saving money to go to the states? How do you know?

No, the two small boys were not saving the money to go to the states. They **told the narrator that they wished to go to the States but they had some other plans**.

e) Why did the author avoid going to Lucia's room?

The author avoided going to Lucia's room, because **he did not want to intrude upon that happy family party**.

f) What was Lucia suffering from?

Lucia was suffering from **tuberculosis** of the spine.

g) What made the boys join the resistance movement against the Germans?

The Germans destroyed their family. So, they hated the Germans. This made the boys join the resistance movement against the Germans.

h) What made the boys work so hard?

The need of money for **their sister's treatment** and love and affection made the boys work so hard.

i) Why didn't the boys disclose their problem to the author?

The boys **did not like anybody to sympathise**. So, they did not disclose their problem to the author.

2. Answer the following questions in three or four sentences each.

a) Describe the appearance of Nicola and Jacopo?

One boy **wore a jersey and cut-off khaki pants**. The other wore a **shortened army tunic** gathered in loose folds about his skinny frame. They had **brown skins, tangled hair and dark earnest eyes**. The two boys were **shabby**.

b) What were the various jobs undertaken by the little boys?

Shining shoes, selling fruits, hawking newspapers, guiding tourists and running errands were the various jobs undertaken by the little boys.

c) How did the narrator help the boys on Sunday?

Jacopo requested the narrator **to drop them at Poleta**. The narrator **took them there in his car**. He waited and brought them back to the city.

d) Who took the author to the cubicle?

A trained **nurse** took the author to the cubicle. She was a **pleasant looking woman** with steel-rimmed spectacles.

e) Describe the girl with whom the boys were talking to in the cubicle?

The two boys were talking to their sister, **Lucia**. She was **about twenty**. She propped up on pillows wearing a pretty lace jacket. **Her eyes were soft and tender**.

f) Recount the untold sufferings undergone by the siblings after they were rendered homeless?

The siblings **lost their father and house in the war**. They were **thrown into the street**. They

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12th ENGLISH

II. Read the following information given in the table below and answer the questions. (Text Page No. 154)

A nice choice from Chennai to the National capital			
RAJADHANI EXPRESS TIMETABLE			
Shortest Route between Chennai and Hazrat Nizamuddin 8 Halts & 324 intermediate stations in between			
Station Name	Departs	Day	Speed
Chennai Central	06.05	1	75
Vijayawada	11.55	1	76
Warangal	14.40	1	77
Balharshah	18.00	1	78
Nagpur	20.45	1	74
Bhopal	02.10	2	89
Jhansi	05.31	2	99
Gwalior	06.32	2	85
Agra Cantt	07.57	2	76
Hazrat Nizamuddin	10.25	2	-

a) The number of stations between Chennai Central and Hazrat Nizamuddin is ____.

- i) five ii) ten iii) eight iv) eleven

b) The train is expected to reach ____ around 8.45 PM.

- i) Warangal ii) Vijayawada
iii) Bhopal iv) Nagpur

c) Between _____ the train runs at its maximum speed.

- i) Bhopal and Gwalior
ii) Bhopal and Jhansi
iii) Bhopal and Hazrat Nizamuddin
iv) Bhopal and Agra

d) Almost ____ the train reaches Vijayawada.

- i) the day after ii) around early morning
iii) late night iv) around noon

e) People prefer the Rajadhani Express to travel from Chennai to reach the capital because ____.

- i) It reaches the destination on the same day.
ii) The charge is reasonable.
iii) The train halts at ten stations.
iv) It is the shortest route from Chennai to New Delhi.

f) The destination of Rajadhani Express is ____.

- i) Hazrat Nizamuddin ii) New Delhi junction
iii) Old Delhi iv) Rajkot

Ans : a) iii b) iv c) ii d) iv e) iv f) i

35. PROCESS DESCRIPTION

Text Page No. 188,189

FOR LATE-BLOOMERS

- | | | |
|--------------------------------|----------------------------|----------------|
| ➤ Stir ____. | ➤ Mix ____. | ➤ Rub it ____. |
| ➤ Serve ____. | ➤ Rinse ____. | ➤ Use ____. |
| ➤ Take ____. | ➤ Put ____. | ➤ Keep ____. |
| ➤ Wait for sometime. | ➤ Repeat the process ____. | |
| ➤ Start boiling a cup of ____. | ➤ Add 1 teaspoon of ____. | |

TEXTUAL EXERCISES (Text Page No. 188)

1. Preparation of apple juice

Four or five apples **are taken** (take) and **washed** (wash) well. They **are wiped** (wipe) dry and cut into pieces of medium size. The seeds **are removed** (remove). Then the apples **are put** (put) into the mixer. Some milk **is added** (add). The apples **are crushed** (crush) and a fine liquid **is**

obtained (obtain). This liquid **is filtered** (filter) and the juice **is stored** (store) in the refrigerator. It **is taken** (take) out whenever needed and after adding sugar, it **is served** (serve) in cups.

2. Installing a computer (Text Page No. 189)

- First open the box and take out the computer parts.
- Set the computer on a table or flat surface.
- Once you connect the CPU, connect the keyboard and mouse.

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12th ENGLISH

EXERCISE:

Fill in the blanks with the appropriate words.

1. a) A _____ light others and consumes itself. (matchstick, candle, torch) **Ans:** candle
 b) Doubt is the key to _____. (knowledge, wisdom, invention) **Ans:** wisdom
 c) Out of sight, out of _____. (place, memory, mind) **Ans:** mind
2. a) _____ is the best teacher. (Confidence, Determination, Experience) **Ans:** Experience
 b) _____ is the mother of invention. (Conversation, Necessity, retention) **Ans:** Necessity
 c) One swallow does not make a _____. (winter, summer, spring) **Ans:** summer
3. a) A man is known by the _____ he keeps. (friends, company, relatives) **Ans:** company
 b) A bold _____ is half the battle. (mind, sword, heart) **Ans:** heart
 c) _____ die many times, but the brave die only once. (cowards, fools, poor) **Ans:** cowards
4. a) While the cat is away, the mice will _____. (run, play, eat) **Ans:** play
 b) Always put your best _____ forward. (eyes, fingers, foot) **Ans:** foot
 c) _____ is in the eye of beholder. (happy, world, beauty) **Ans:** beauty
5. a) Don't cast _____ before swine. (pearls, papers, money) **Ans:** pearls
 b) Learn to walk before you _____. (speak, run, dance) **Ans:** run
 c) Like _____, like son. (mother, father, brother) **Ans:** father

6. Match the proverbs with their meanings.

Proverbs	Meanings
1. Pride goes before fall.	a) Make use of opportunity.
2. Strike the iron when it is hot.	b) Entrust a job to only a few people.
3. Too many cooks spoil the broth.	c) Be humble.

Ans: 1-c, 2-a, 3-b

37. REARRANGE OR UNSCRAMBLE THE SENTENCES

Text Page No. 220

Rearrange the following sentences / unscramble the sentences. (Text Page No. 220)

1. Rupees/lunch/to buy/it/twenty/costs	It costs twenty rupees to buy lunch.
2. Become/my/is/a/doctor/dream/to	My dream is to become a doctor.
3. Eight years/to win/it/took/the world cup	It took eight years to win the world cup.
4. As/a/I/want/collector/to see/you	I want to see you as a collector.
5. Divine/is/to forgive	To forgive is divine.

Rearrange the following words/phrases to form meaningful sentences.

1. Friendly/us/faces/greeted/with/they	They greeted us with friendly faces.
2. Brought/small/here/I/just/boys/two.	I just brought two small boys here.
3. The tea / pot /should/ straight/ be/ fifthly/ put/ the/ into.	Fifthly, the tea should be put straight into the pot.
4. Attention/it/is/such/paying/to/worth/details.	It is worth paying attention to such details.
5. Important/What/is/left/have/is/you/what.	What is important is what you have left.
6. Living/the/business/being/of/ the/is/ alive/celebration/of.	The business of living is the celebration of being alive.

PART - IV Q.No.41-47**43. PROSE PARAGRAPHS**

Text Page No: 5, 38, 71, 116, 149, 181

FOR LATE-BLOOMERS**1. Two Gentlemen of Verona - A.J. Cronin**

- The story describes the mature behavior of Nicola and Jacopo.
- The brothers sold wild strawberries to the narrator.
- They did various jobs.
- They were helpful to the narrator.
- The narrator took the boys to a villa hospital in his car.
- Their sister was suffering from TB.
- The boys worked hard to pay for her treatment.
- Their selfless action is laudable.

2. A Nice Cup of Tea - George Orwell

- In the essay Orwell gave 11 golden rules to make tea.
- We should use Indian or Ceylonese tea.
- The phrase 'a nice cup of tea' means Indian tea.
- We should use China teapot to make tea.
- Tea must be put directly into the pot.
- We should drink strong tea in a cylindrical cup.
- We should pour tea into the cup first and milk next.
- A true tea lover would never dilute his tea by putting sugar.

3. In Celebration of Being Alive - Dr. Barnard

- Dr. Barnard conveys being alive is joyful.
- He met with an accident and suffered a lot.
- Once he witnessed an incident in a children's hospital.
- Two critically ill children pushed a breakfast trolley happily.
- The mechanic boy was blind and the driver boy had one arm.
- They made other patients happy.
- One cannot enjoy life unless one experiences suffering.
- We must be happy with what we have left with.

4. The Summit - Edmund Hillary

- It is a travelogue about the conquest of Mt. Everest.

- Edmund Hillary and Tenzing climbed Everest.
- They reached the summit at 28,000 feet.
- The soft snow made the route dangerous.
- They had to cut a line of steps to climb up.
- They reached the summit crossing a narrow snow ridge.
- They felt relieved and took photo.
- Their ascent of Everest proved comradeship and teamwork.

5. The Chair - Ki. Rajanarayanan

- The narrator's family did not have a chair.
- Once a sub-judge fell down from a stool during his visit.
- The narrator's father arranged two chairs at once.
- The narrator's family members sat on the chair happily.
- The villagers often took their chair for funeral purpose.
- The narrator and his siblings were afraid to sit on the chair.
- The narrator's Maamanaar gave his chair for the funeral purpose alone.
- The narrator was proud of his uncle's kindness.

6. On the Rule of the Road - A.G. Gardiner

- The essay emphasizes the importance of responsible public behaviour.
- A lady thought she had liberty to walk everywhere.
- Her action would result in traffic chaos.
- One should respect the liberty of others.
- The liberties of everybody must be curtailed to preserve the liberties of all.
- Liberty is a social contract, not a personal affair.
- People claim their own personal liberty ignoring the liberty of others.
- We are more conscious of the imperfections of others than our own.
- A consideration for others is the foundation of social conduct.

KSJ GUIDE

12th ENGLISH**1. Write a summary or make notes of the following passage.**

Leadership does not exist without followership. A leader has to be accepted by the group which the former is supposed to lead. To gain acceptability, the leader should cause an emotive impact on the group members. The strength of character exhibited by leaders makes them dear to their followers. A leader is one who effectively inspire followers to achieve worthwhile things. What character of the leader motivates the followers? It is not pomp and show, neither flattery nor sanctioning more incentives. Pomp and show creates a sense of awe and the leader is deified rather than emulated. Flattery is unrealistic and cannot serve as long term motivational tool. A leader's style should be one that can be emulated by all irrespective of cadre, class and calibre. Simplicity in one's day- to- day conduct is the only thing that can be adopted by all. When the leader is simple, he is counted as one belonging to the group of which he is the leader. That is enough to motivate the people. Motivation is the innate quality that enables an individual or group to contribute unlimitedly with limited means. It is proud prerogative of enlightened human beings.

A leader needs to assume the role of a guide, quintessential of fulfilling the role of knowledgeability. Technical and administrative knowledge of the guide in balanced quantity and of right kind are essential. Technical knowledge is too vast to be acquired by a leader. At best he is either 'jack of all' or 'master of few'. But he has to master the human relations aspect of administration in all detail. And when the leader is good at this, his guidance is sought and accepted; then he fulfils the role of a guide. The leader is a negotiator within and outside the organization. The leader shapes people and moulds character. To achieve this the leader should maintain equanimity. Equanimity is keeping oneself poised and balanced at all times. A leader is simply great if he can mould his followers with his frame of mind. He does this by his own example.

SUMMARY**Rough draft:****Leadership**

A popular leader has a vast following. He has emotive impact on his followers. A true leader is strong in character. He has the skill to lead his followers to the desired goal. His style of working is worthy of emulation. Some disqualities e.g. pomp and show, love for flattery and sanctioning more incentives tarnish his position. They create a sense of awe and damage his image. Simplicity of conduct makes one social. It motivates the followers to contribute for a noble cause. A leader serves as a guide and negotiator. He shapes the people's thoughts and moulds their character. He always proves himself mentally balanced.

Fair draft:**Leadership**

Leadership does not exist without followership. A leader has to be accepted by the group which the former is supposed to lead. To gain acceptability, the leader should cause an emotive impact on the group members. The strength of character exhibited by leaders makes them dear to their followers. A leader is one who effectively inspires followers to achieve worthwhile things.

Total number of words in the passage : 150 words

Total number of words in the fair draft : 70 words

NOTE MAKING**Leadership**

1) Essentials for leadership

- A) Followership
- B) Acceptable to the gap
- C) should cause emotive impact on group members

2) Qualities of a leader

- A) Strength of character
- B) Simplicity
- C) Motivation
- D) should assume the role of a guide

3) Role of a leader

- A) Shape people and mould character.
- B) Maintain equanimity
 - i) Keeping oneself balanced.
 - ii) Poised at all times.
 - a) Mould his followers
 - b) with his frame of mind.

49. ERROR SPOTTING

Text Page No: 73,217,218

Read the following sentences, spot the error and correct them.

S.No	INCORRECT SENTENCE	CORRECT SENTENCE
1.	His father gave me a lot of advices.	His father gave me a lot of advice .
2.	The luggages are very heavy.	The luggage is very heavy.
3.	She is my cousin sister.	She is my cousin .
4.	A group of 12 students are travelling together.	A group of 12 students is travelling together.
5.	Neither Sachin nor Dravid are playing cricket.	Neither Sachin nor Dravid is playing cricket.
6.	A group of friends want to visit the museum.	A group of friends wants to visit the museum.
7.	The Professor and Chairman are on leave.	The Professor and Chairman is on leave.
8.	The Professor and The Chairman is on leave.	The Professor and the Chairman are on leave.
9.	She failed in the test despite of her hard work.	She failed in the test despite her hard work.
10.	My teacher said that the earth moved around the sun.	My teacher said that the earth moves around the sun.
11.	Ragu admitted that he was in fault.	Ragu admitted that he was at fault.
12.	He is a man of letter.	He is a man of letters .
13.	I am overwhelmed with his sense of humour.	I am overwhelmed by his sense of humour.
14.	The students were awaiting for the arrival of HM.	The students were awaiting the arrival of HM.
15.	We discussed about the problem.	We discussed the problem.
16.	I have got my degree in 2019.	I got my degree in 2019.
17.	His speech was broadcasted.	His speech was broadcast .
18.	He said that he will mind if I refused his offer.	He said that he would mind if I refused his offer.
19.	He is not to blame for what has happened.	He is not to be blamed for what has happened.
20.	I am hearing a lot about the problem of CORONA.	I hear a lot about the problem of CORONA.
21.	Chennai is bigger than any city in India.	Chennai is bigger than any other city in India.
22.	Bala has not only opened a restaurant, but also a grocery shop in the village.	Bala has opened not only a restaurant, but also a grocery shop in the village.
23.	My father goes to the office five days week.	My father goes to the office five days a week.
24.	He is working in a bank for the past five years.	He has been working in a bank for the past five years.
25.	He was in such hurry.	He was in such a hurry.
26.	One of the actor is acting in this cinema.	One of the actors is acting in this cinema.
27.	He gave away smoking.	He gave up smoking.
28.	Please have your meals here.	Please have your meal here.
29.	Six pieces of furnitures were kept.	Six pieces of furniture were kept.

58. REPORT WRITING

A REPORT

- A report is a brief account of an event that has already taken place.
- It can be academic, technical or business related.

IMPORTANT POINTS TO BE INCLUDED

- Provide a suitable title.
- Write the name of the reporter.
- Mention the place, date, time and other relevant facts.
- Write in past tense.
- Use reported speech.
- Use active voice.
- Be concise, factual and clear.

1. You are V.R. Dinesh Kumar. Your school organized the 50th Annual Day Celebration of your school. Write a report on the special events in 100-120 words.

A REPORT ON GOLDEN JUBILEE CELEBRATION

-V.R. Dinesh Kumar

21th August, 2020.

On 10th August, 2020, a colourful and memorable Golden Jubilee Annual day event was organized in our school auditorium. Many eminent personalities and educationalists graced the occasion. The District Collector, who was the Chief Guest, inaugurated the function. It began with a prayer. The Principal welcomed the gathering and all the invitees were felicitated. The Chief Guest in his address praised the efforts of the students and teachers. This was followed by prize distribution to the students and teachers for their achievements. Then mesmerizing cultural show was held. Finally, the annual day concluded with the vote of thanks proposed by the School Pupil Leader.

59. PROVERBS EXPANSION

Text Page No: 119

FOR LATE-BLOOMERS

- This proverb is very important for our life.
- The words are the polished pearls, full of philosophy.
- It teaches a true value of life.
- It symbolizes the reality, values and virtues.
- We should follow it in our life.
- We should teach it to others.

1. Explain the meaning of the proverb 'A bad workman always blames his tools'.

Our success does not depend on what kind of tools we have but how we use them. A good workman who can make use of his abilities achieves a lot. But, a bad workman blames his tools for his failure. He does not want to admit that he is a bad workman and his talents are limited. From this

64. NON-FINITE VERBS

Text Page No. 155,156,220,221

Non-finite verb (also known as a verbal) is the term to describe a verb that does not show tense. In other words, it is a verb form, which does not function as a verb.

There are three verbals- gerunds, infinitives and participles.

All these are formed from verbs, but are never used alone as action words in sentences. Instead verbals function as nouns, adjectives, and adverbs.

The **gerund** ends in -ing and is actually a verb form but it functions as a noun too.

- **Jumping** is fun.(subject to a verb)
- My son enjoys **skiing**. (Object to a verb)
- Mrs. Kala has a unique way of **teaching**. (Object to a preposition)
- It is no use **crying**. (In Opposition to a pronoun)

The **Infinitive** is the base form of a verb with 'to' -(to + verb). Usually it functions as a noun, although it can also function as an adjective or an adverb.

- **To jump** is fun.(noun : Subject of the verb 'is')
- My son likes **to ski**. (noun : direct object of the verb 'like')
- I have a suggestion **to offer**. (adjective modifying suggestion)
- The manager called her **to give** a last warning.(adverb modifying the verb 'called')

A **participle** is a verb that ends in -ing (Present particle) or-ed, _d, _t, _en, _n, (past particle). Participles may function as adjectives, describing or modifying nouns.

- The **dancing** parrots entertained the crowd.
- The **wrecked** sailboat washed up on shore.

Exercise:

Task 1 - Underline the gerunds in the following sentences.

1. Boys love playing cricket.
2. I love eating ice creams.

3. Jessie enjoys bothering others.
4. Painting is an interesting hobby.
5. Dancing gives me joy.

Task 2 - Use the gerundial form of the verb in the brackets and fill in the blanks.

1. **Exercising** (exercise) is good for health.
2. **Flying** (fly) a kite is fun.
3. **Shopping** (shop) is my favourite hobby.
4. My friend waited for the **meeting** (meet).
5. Huckleberry Finn was responsible for **signaling** (signal).

Task 3 - Fill in the blanks with the correct infinitives.

1. Deva forgot to post the letter.
2. The doctor advised the patient to take his medicines without fail.
3. Rajesh went to the airport to receive his friend.
4. The bear climbed up the tree to drink the honey.
5. The boys went to the forest to watch birds.
6. I tried hard to make both ends meet.
7. The archaeologists are trying to study the ruins of Keezhadi.
8. Solar energy is used to generate electricity.
9. To get concession, you have to apply well in advance.
10. We have plans to go to London during summer vacation.

Task 4 - Combine each of the following pairs of sentences using participles. The first one is done for you.

Example : I didn't know what to do. I phoned the police.

Not knowing what to do, I phoned the police.

1. **The baby cried. She was feeling sleepy.**
Feeling sleepy, the baby cried.

PUBLIC EXAM QUESTION PAPERS
PUBLIC EXAM - MARCH 2023

Time Allowed : 3.00 Hours

Maximum Marks: 90

PART- I**Answer all the questions.****20x1=20****Choose the most appropriate synonyms of the underlined words in the following sentences.**

1. One is liable to put in too much milk.
a. eager b. likely c. forced d. certain
2. Anna would say with an impudent smile.
a. disrespectful b. indifferent c. ungrateful d. misleading
3. ... the end of such liberty would be universal chaos.
a. confusion b. mystery c. failure d. destruction

Choose the most appropriate antonyms of the underlined words in the following sentences.

4. We can't appreciate light if we haven't known darkness.
a. reduce b. forget c. neglect d. condemn
5. There he was sitting in splendour on chair.
a. dejection b. simplicity c. shame d. laziness
6. In those days, they didn't have sophisticated heart surgery.
a. critical b. artificial c. primitive d. dangerous
7. Replace the underlined idiom with its suitable meaning. Raja betrayed his friend to save his skin.
a. avoid allergic reaction b. protect himself from difficulty
c. help his suffering family d. receive a coveted award
8. Choose the suitable meaning for the idiom found in the following sentence.
The Finance Department should get the ducks in a row before the audit.
a. be well-connected b. be well-trained c. be well-advanced d. be well-organized
9. Choose the word that can be placed after the word "wind" to form a compound word.
a. craft b. pane c. brake d. screen
10. The epic poem 'Paradise Lost' is considered as John Milton's magnum opus.
The foreign phrase 'magnum opus' means the author's _____.
a. most forgotten composition b. most important work
c. most translated epic d. most criticized document
11. Fill in the blank with the suitable prepositional phrase.
_____ Gandhiji, Ahimsa means infinite love.
a. In connection with b. Except for c. On behalf of d. According to
12. Choose the appropriate linker and complete the sentence.
I could not attend the party _____ I had to take care of my ailing mother.
a. although b. until c. otherwise d. because
13. Replace the British English word with its equivalent in American English.
Ramesh lifted the car's bonnet to check the engine.
a. trunk b. Hoot c. Hood d. Boot
14. Replace the underlined word with a suitable phrasal verb.
The meeting was postponed as the chairman was on an official tour.
a. put away b. put off c. put out d. put on
15. Choose the word that has been spelt correctly.
a. existance b. espionage c. repurcussions d. technicality
16. Identify the correct combination of the word "sunlight".
a. Adjective + Verb b. Gerund + Verb c. Adverb + Noun d. Noun + Noun
17. Form a new word by adding a suitable 'prefix' to the underlined word.
Today, I am certainly the most partial judge in England.
a. im b. un c. in d. de
18. Choose the expansion of the abbreviation IMF.
a. Indian Mountaineering Foundation b. Indian Medical Foundation
c. International Military Force d. International Manpower Force

PTA MODEL QUESTION PAPER - 1

PART 1

Choose the synonym of the underlined word in the following sentences.

(20x1=20)

1. seeing your car pulled up by his insolence of office.

a. gentleness	b. modesty	c. awareness	d. rudeness
---------------	------------	--------------	-------------
2. I experienced not only agony and fear but also anger.

a. suffering	b. frustration	c. confusion	d. pride
--------------	----------------	--------------	----------
3. We watched for a few moments; then as trade slackened we went over.

a. increased	b. heightened	c. reduced	d. multiplied
--------------	---------------	------------	---------------

Choose the antonym of the underlined word in the following sentences.

4. The end of such liberty would be universal chaos.

a. confusion	b. orderliness	c. disorder	d. commotion
--------------	----------------	-------------	--------------
5. We came upon them in the windy and deserted square.

a. deprived	b. inhabited	c. lonely	d. despised
-------------	--------------	-----------	-------------
6. He had returned to the hospital because he had a malignant tumour of the bone.

a. serious	b. big	c. benign	d. harmful
------------	--------	-----------	------------
7. Choose the meaning of the foreign word "faux pas".

a. wonderful incident	b. social behavior
c. good decision	d. false pass
8. Choose the correct expansion of the acronym, OPEC.

a. Organization of Proper Education Committee	b. Organization of Petroleum Exporting Countries	c. Oil and Petroleum Exporting Countries	d. Oil, Petrol and Ethanol Committee
---	--	--	--------------------------------------
9. Choose the correct compound word that can be placed after before the word "fast".

a. run	b. walk	c. break	d. sit
--------	---------	----------	--------
10. Choose the suitable meaning for the idiom "in deep waters".

a. under the water	b. under the ocean	c. in trouble	d. wealthy condition
--------------------	--------------------	---------------	----------------------
11. Write the American English word for the underlined word in the following sentence.
"He is a beggar".

a. pauper	b. vagabond	c. druggist	d. janitor
-----------	-------------	-------------	------------
12. Choose the clipped form of the word "influenza".

a. influ	b. influence	c. fluenza	d. flu
----------	--------------	------------	--------
13. Choose the correct sentence pattern for the following sentence.
The teacher gave the student homework.

a. SVCA	b. SVAA	c. SVIDO	d. SVOC
---------	---------	----------	---------
14. All citizens obey the laws of the land. (Use a modal verb)

a. may	b. could	c. must	d. would
--------	----------	---------	----------
15. Form a new word by adding suitable prefix to the root word "lucky".

a. on	b. in	c. dis	d. un
-------	-------	--------	-------
16. Numismatics is the study of

a. numbers	b. money and coin	c. speech sounds	d. lunatics
------------	-------------------	------------------	-------------
17. Choose the correct plural form of "calf".

a. calfs	b. calve	c. calves	d. calf
----------	----------	-----------	---------

b. Read the following passage and answer in your own words, the questions given below.

Nation building refers to the process of engaging all the citizens in the development of the nation. There are three key elements that contribute towards the progress of the nation. These are education, employment and empowerment. A nation develops at a steady pace when the youth of the country is educated and their education is put to right use. Majority of youths in our country are uneducated. Most of them can't read and write. So illiteracy is one of the biggest problems of our nation. The illiterate population of our country holds back and hinders the progress of our nation. The government of our country must make special efforts to provide right education to them in order to make them think logically, rationally and open-mindedly. This help them act in a responsible manner and work for the progress of our nation. Providing employment opportunities to the unemployed and underemployed youths of the nations is also very important. Lack of employment opportunities can lead to social unrest. It is important to channelize the energy and intelligence of youths in the right direction and provide them employment opportunities as per their potential or they may move to a wrong track in life. Youth should be prevented from engaging in violent or other evil activities. Thirdly, it is vital to empower the youth to take charge of their life. It is important to promote their rights and involve them in community decision-making. Thus the power of youth should be used wisely for the progress of our nation. It is important to frame policies which aim at empowering our youths to assure better tomorrow and brighter future. Youth constitutes major portion of the total national population. Around 60 percent population of India is youth. Such a major portion of the population plays an important role in the development of the nation and cannot be ignored. The determination and energy with which youth can work makes them the most valuable and capable citizens of the nation. However it is important that the youth gets to exercise their freedom of speech, ideas and opinions. They should get the right platform to voice their opinions, share their ideas and showcase their talent.

Questions:

- What are the three key elements in achieving progress?
- In what ways right education is useful to our youth?
- Which is the main hindrance to the progress of our country?
- Which problem can lead to social unrest?
- What is the total percentage of youth in our country?

ANSWER KEY**PUBLIC MARCH 2020**

1) b. motivated	6) c. trivial	11) d. Test of English as a Foreign Language	16) b. again
2) a. huge	7) d. bacterium	12) d. doesn't	17) a. pram
3) c. confusion	8) b. at the last moment	13) b. SVAA	18) d. A sudden unexpected event
4) a. crowded	9) c. into	14) d. whose	19) c. ambassador
5) d. uncommon	10) c. line	15) c. in-	20) c. put out

PART-II

27. Vidhya asked Kanya if she would like to come to the party with them the day after.
 28. My project shall have been completed by me next week.
 29. Had I come earlier, I would have attended the interview.
 30. After carrying out the survey, Smitha presented her report. /
 Having carried out the survey, Smitha presented her report.

PART-III

31. Our Casuarina Tree by Toru Dutt	40. a) There is never a road without a turning.
32. Ulysses by Tennyson	b) It was the last straw that broke the camel's back.
33. Incident of the French Camp by Robert Browning	c) Spare the rod and spoil the child.

PUBLIC MARCH - 2023

PART - I

- | | | | |
|------------------|---|---------------------------------------|---------------------------|
| 1. b. likely | 2. a. disrespectful | 3. a. confusion | 4. d. condemn |
| 5. b. simplicity | 6. c. primitive | 7. b. protect himself from difficulty | 8. d. be well - organised |
| 9. d. screen | 10. b. most important work | 11. d. According to | 12. d. because |
| 13. c. Hood | 14. b. put off | 15. b. espionage | 16. d. Noun+Noun |
| 17. a. im | 18. a. Indian Mountaineering Foundation | 19. a. shall we | 20. d. champion |

PART-II - SECTION - 1

- | | |
|---|--|
| 21. a. The soldiers | b. Mowers / people who trim grass |
| 22. a. Second stage of life/school boy | b. Simile |
| 23. a. Helps the world to bring changes | b. Transferred epithet / Personification |
| 24. a. The Casuarina tree | b. Crimson - Clusters |
| 25. a. Three long years | b. To find out new world and gain knowledge / Knowledge |
| 26. a. Napoleon's action | b. Eyebrow inclined downward / Napoleon is anxiously waiting for the result of the war / seriousness |

SECTION - 2

27. Raju said that he had been playing tennis the whole morning.
28. They / He / She / You did not invite me to the party. **(OR)** Nobody / No one / None invited me to the party
29. You do / Do these exercises regularly or/or else/otherwise/else/lest you will not recover. **(OR)** You must /should do these exercises regularly or/or else/ otherwise/else/lest you will not recover.
30. When the work was over, we went home / We went home when the work was over.

PART - III SECTION - 1

31. The Castle - Edwin Muir
32. All the world's a Stage - William Shakespeare
33. A Father to His Son - Carl August Sandburg

SECTION - 2

34. Helped the boys by taking them in his car to Poleta / Dropped the boys at Poleta in his car
35. The business of living is the celebration of being alive / What we have lost is not important . What is important is what you have left.
36. Suganthi put her baby on the chair. From only then on the children sat on the chair without fear.

SECTION - 3

37. a. soul b. swallow c. invention
38. a. I get up at 7 O'clock in the morning. / In the morning, I get up at 7 O' clock.
- b. Discipline is the most essential virtue, one should acquire when young.
- c. I solemnly pledge myself to consecrate my life to the service of humanity. / I myself solemnly pledge / pledge solemnly to consecrate my life to the service of humanity.
40. a. Kodaikanal b. Trichi (Trichy) c. Chennai, Trichi (Trichy) and Madurai

PART - IV

46. a. i. Usha is not only a writer but **also** an orator.
- ii. **Though** she is weak, she is active. / She is weak **but** she is active.
- iii. The bus conductor gave me **a** one rupee coin.
- iv. Children prefer sweets **to** snacks.
- v. Pradeep is my **cousin**. (OR)
- b. i. peace /piece ii. dare iii. saw iv. Shopping
47. b. i. Timber Harvesting ii. For building houses /making furniture/ providing pulp for paper products
- iii. To extract the valuable timber iv. 30% v. Timber / Trees / Forests

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