



GUIDE

12th

English

BASED ON NEW SYLLABUS

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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
Liabe	- 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

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

➤ **Hyphenated compound words** : These are formed by using a hyphen. Hyphen is used to connect words together.

E.g. fifty-four twenty- six six-pack five-year-old
 son-in-law well- being high-tech empty-handed
 left-handed in-depth full-length

Ice-berg	N+N	an extremely large mass of ice floating in the sea
Ice-cap	N+N	a layer of ice permanently covering the parts of the earth, especially around North and South Poles
Ice-floe	N+N	a large area of ice floating in the sea
Ice-sheet	N+N	a layer of ice that covers a large area of land for a long period of time
Ice-rink	N+N	specially prepared flat surface of ice, where you can ice-skate
Ice-fall	N+V	A steep part of a glacier resembling a frozen waterfall
Knife-edge	N+N	A narrow boundary
Wind-proof	N+N	giving protection from the wind
Sleeping-bags	Gerund+N	Large padded bag designed to be slept in outdoors
Half-way	Adj+N	partial
Never-ending	Adv+Participle	Continuing forever
Ice-axe	N+N	An axe used by mountain climbers for cutting footholds in ice

TEXTUAL EXERCISES

(Text Page No: 150)

Identify the correct combination of the following compound words.

Words	Compound elements	Words	Compound elements
Haircut	Noun + Verb	Public speaking	Noun + Gerund
Headmaster	Noun + Noun	Output	Prep. + Verb
Waterfall	Noun + Verb	Software	Adj + Noun
Swimming pool	Gerund + Noun	Show cause	Verb + Noun
Drawback	Verb + Adverb	World famous	Noun + Adj.
Storeroom	Noun + Noun	Buttermilk	Noun + Noun
Diamond-hard	Noun + Adjective	Overstep	Adverb + verb
Grandmother	Adjective + Noun	Milch cow	Adjective + Noun
Online	Adverb + Noun	Open Minded	Adjective + Adjective
Foresee	Adverb + Verb	Hearsay	Verb + Verb
Standby	Noun + Prep.	Widespread	Adjective + Adjective

4. PREFIXES & SUFFIXES

Text Page No. 7

- A **prefix** is a letter or a group of letters which is added to the beginning of a root word in order to modify it. Usually, the new word formed is the opposite of the given word.
- 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, the word 'inaudible' is formed by adding the prefix **-in** to the root / baseword 'audible'. (Prefix + rootword = in + audible).

A LIST OF PREFIXES

PREFIXES	MEANINGS	EXAMPLES
a	without; not	amoral, apolitical, atheist
	in the state or process of	abed, ablaze, asleep
ambi-	both, double	ambiguous, ambivalent, ambidextrous
ante-	before, in front of	antenatal, anteroom, antecedent
anti-	against	anti-social, anti-war, anti-terrorist
arch-	chief	arch-enemy, archetype, archbishop
auto	of oneself	autograph, autobiography
be	all over	bedeck, bespatter
	make	befriend, belittle, bedevil
bi -	occurring twice	bi-annual, bi-weekly
	having two	bicycle, biped, bilingual
bio	pertaining to living organism	biology, biochemistry, biography
by	of secondary importance	by-product, by-election
co	jointly, equally	co-education, co-operate, co-existence
col, con, cor, com	with, together	conduct, collaborate, combine, correlate
de	opposite of	defunct, defuse, defrost, depopulate
demi	half	demi-god, demi-official
di	twice	dioxide
dia	through	diameter, diagonal
dis	opposite of	disagree, dislike, disobey, disappear
en	put in, on	encase, envelope, endanger, encourage
equi	equal	equidistant, equivalent

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
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

collect	collection, collective	magic	magical, magician
compete	competition, competitive	observe	observation, observer
create	creative, creation	perfect	perfection, perfectly
desire	desirable, desirability	polite	politeness, politely
develop	development, developing	predict	prediction, predictable
fragile	fragilely, fragileness	terror	terrorism, terrorist, terrorize
valid	validate, validity	vision	visionless, visionary

II. Answer the following.

1. Choose the proper derivative for “**compose**”.

- a. composition b. compositely c. uncompose d. composer **Ans: d**

2. Choose the proper derivative for “**frequent**”.

- a. defrequent b. frequention c. frequently d. frequencing **Ans: c**

3. Choose the proper derivative for “**perfect**”.

- a. perfectable b. perfectee c. perfectling d. perfection **Ans: d**

4. Choose the proper derivative for “**interrupt**”.

- a. ininterrupt b. interruption c. interruptness d. interruptly **Ans: b**

5. Choose the proper derivative for “**admit**”.

- a. deadmit b. admitless c. admition d. admission **Ans: d**

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 | 6. FSB | Federal Security Bureau of Russian Federation |
| 2. CIA | Central Intelligence Agency | 7. IELTS | International English Language Testing System |
| 3. MI6 | Military Intelligence Section 6 | 8. GST | Goods and Service Tax |
| 4. ASIS | Australian Secret Intelligence Service | 9. TNPSC | Tamil Nadu Public Service Commission |
| 5. MSS | Ministry of State Security | | |

KSJ GUIDE

12th ENGLISH

10. STD	Subscriber Trunk Dialling	21. ECG	Electro Cardio Gram
11. ISD	International Subscriber Dialling	22. NCC	National Cadet Corps
12. MBA	Master of Business Administration	23. LED	Light Emitting Diode
13. MHRD	Ministry of Human Resource Development	24. CPU	Central Processing Unit
14. GPS	Global Positioning System	25. CBSE	Central Board of Secondary Education
15. NSS	National Service Scheme	26. GDP	Gross Domestic Product
16. PTA	Parent Teacher Association	27. LCD	Liquid Crystal Display
17. NGO	Non - Governmental Organization	28. NRI	Non - Resident Indian
18. ICU	Intensive Care Unit	29. IIT	Indian Institute of Technology
19. IIM	Indian Institute of Management	30. ITI	Industrial Training Institute
20. MRI	Magnetic Resonance Imaging		

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

116.	VCR	Video Cassette Recorder
117.	VPP	Value Payable Post
118.	WHO	World Health Organization
119.	WTO	World Trade Organization
120.	WWW	World Wide Web

EXERCISE:

Choose the expanded form of the abbreviation or acronym.

1. Choose the expanded form of "PIN".

- a. Profile Identify Number
b. Permanent Index Number
c. Personal Identification Number
d. Postal Information Number

Ans: c

2. Choose the correct expansion of "RAM"

- a. Read Access Memory
b. Random Access Memory
c. Reverse Allied Maths
d. Random Accurate Memory

Ans: b

3. Choose the correct expansion of "PSU"

- a. Public Sector Unit
b. Public Service Union
c. Public Solution Unit
d. People Service Union

Ans: a

4. Choose the correct expansion of "WHO"

- a. Women's Health Organisation
b. World Health Organisation
c. Women's Health Office
d. World Hospital Organisation

Ans: b

5. Choose the correct expansion of "ONGC"

- a. Oil and Natural Gas Corporation
b) Oil and National Gas Corporation
c. Oil and Nuetrino Gas Committee
d) 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

Ability + skill	Askillity	International + network	Internet
Advertising + entertainment	Advertainment	International + police	Interpol
Agriculture + economy	Agronomy	Lecture + demonstration	Lecdem

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12th ENGLISH

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	Medicclaim
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
Fan + magazine	Fanzine	Spoon + fork	Spork
Fantastic + fabulous	Fantabulous	Squirm + wiggle	Squiggle
Flimsy + miserable	Mimsy	Stay + vacation	Staycation
Food + alcoholic	Foodoholic	Sun + umbrella	Sunbrella
Fourteen + nights	Fortnight	Technology + wizard	Techno-wizard

8. CLIPPED WORDS

► **Clipped words** are words that are formed by dropping one or more syllables from longer words without changing the meaning.

- E.g. ► *perambulator* – is an unclipped word.
 ► *pram* – is a clipped word.
Front Clipping – E.g. **Plane** from *Aeroplane*
Back Clipping – E.g. **Ad** from *Advertisement*
Front and Back Clipping – E.g. **Mark** from *Demarcate*

A LIST OF CLIPPED WORDS

UNCLIPPED	CLIPPED	UNCLIPPED	CLIPPED
Aeroplane	Plane	Hippopotamus	Hippo
Bridegroom	Groom	Influenza	Flu
Cafeteria	Café	Memorandum	Memo
Chimpanzee	Chimp	Microphone	Mike/Mic
Demarcate	Mark	Perambulator	Pram
Demonstration	Demo	Photograph	Photo
Examination	Exam	Refrigerator	Fridge
Fanatic	Fan	Telephone	Phone
Gasoline	Gas	University	Varsity
Helicopter	Copter	Rhinoceros	Rhino
Advertisement	Ad	Moving pictures	Movie
Agriculture	Agri	Mummy	Mum
Alchemist	Chemist	Necktie	Tie
Alumni	Alum	Newscast	News
Ampere	Amp	Newsflash	Flash
Automobile	Auto	Non-vegetarian	Non-veg
Beefburger/ Hamburger	Burger	Okay	Ok
Bicycle	Cycle	Oleomargarine	Margarine
Caravan	Van	Omnibus	Bus
Centum	Cent	Pantaloons	Pants
Champion	Champ	Paragraph	Para
Cinematography	Cinema	Pathway	Path
Coattails	Tails	Periwig	Wig
Cucumber	Cuke	Perquisite	Perk
Curiosity	Curio	Pianoforte	Piano
Daddy	Dad	Poliomyelitis	Polio
Convict	Con	Typographical error	Typo
Graduate	Grad	Tuxedo	Tux

Coolie	Tamil	Porter, labour
Maharaja	Hindi	A king
Jute	Bengali	A fiber
Chakram	Sanskrit	Wheel

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 “**verboden**”.
 - 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.

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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.

Exercise

1. She drew a beautiful ____ of a _____. (pitcher, picture)
2. The son _____ speaking, when his father _____ the veranda. (passed, paused)
3. I _____ my purse _____ Sunday. (last, lost)
4. The boy filled his _____ with a _____ of candies. (packet, pocket)
5. They _____ that it was a _____ programme. (new, knew)

Answers :

1. picture, pitcher 2. paused, passed 3. lost, last 4. pocket, packet 5. knew, new

16. DEFINITION OF THE TERM
TABLE - 1

TERMS	DEFINITIONS
Psychologist	One who studies the human mind and behaviour
Archaeologist	One who studies artefacts and physical remains
Entomologist	One who studies insects
Geologist	One who studies the matter that constitutes the Earth
Herpetologist	One who studies reptiles and amphibians
Linguist	One who studies languages and their structure
Meteorologist	One who studies atmosphere, weather and climate
Ornithologist	One who studies birds
Pathologist	One who studies diseases
Seismologist	One who studies earthquakes
Sociologist	One who studies functioning of human society
Ambidextrous	Able to use the right and left hands equally well
Bibliophile	Lover of books
Globetrotter	A person who travels widely
Misanthrope	A person who dislikes humankind and avoids human society
Nonagenarian	A person who is between 90 and 99 years old
Optimist	A person disposed to take a favorable view of things
Philanthropist	A person who donates money to good causes
Polyglot	A person who knows several languages
Sadist	A person who derives pleasure from inflicting pain on others
Teetotaler	A person who never drinks alcohol
Thespian	An actor or actress
Cardiologist	One who treats heart problems
Dentist	One who treats the dental problems
Dermatologist	One who specializes in skin problems
Gastroenterologist	One who treats stomach disorders
Gynaecologist	One who treats diseases specific to women
Neonatologist	One who specializes in critical infants
Nephrologist	One who treats kidney diseases

48. Senthil is selfish and so he doesn't care ____ (about / of) others. **Ans:** about
49. Police are searching ____ (of / for) the thief. **Ans:** for
50. Children prefer sweets ____ (than / to) fruits. **Ans:** to
51. Ramesh warned me ____ (for / about) the traffic. **Ans:** about
52. Many people died ____ (of / from) Covid 19. **Ans:** of
53. I sincerely apologise ____ (to / for) my mistake. **Ans:** for
54. A lot of people suffer ____ (in / from) heart disease. **Ans:** from
55. She congratulated him ____ (for / on) doing well in his exams. **Ans:** on
56. ____ his poverty, he succeeded in his life. **Ans:** In spite of
57. Ahimsa means infinite love ____ Gandhiji. **Ans:** According to
58. I gave the children pizza ____ idlies for breakfast. **Ans:** Instead of
59. ____ his illness, he couldn't attend the meeting. **Ans:** Owing to
60. I thanked the sponsors ____ all the participants. **Ans:** On behalf of

Fill in the blanks with the suitable prepositions:

1. Kumar was born ____ Spain. **Ans:** a
- a. in b. on c. upon d. away
2. We are conscious ____ the imperfections of others. **Ans:** c
- a. under b. after c. of d. onto
3. We used to pass judgement ____ ourselves. **Ans:** c
- a. on b. into c. upon d. aside
4. The book was published ____ his pseudonym. **Ans:** d
- a. in b. of c. since d. under
5. Ram answered ____ a low voice. **Ans:** a
- a. in b. from c. into d. off

19. QUESTION TAGS

Text Page No. 76,82,218,219

- A **question tag** is a short question attached at the end of the statement.
- The **sentence** and the **question tag** must be in the **same tense**.

The steps for Question tags

- Find out the auxiliary verb of a sentence.
- If there is no auxiliary verb, use 'do' form verb by splitting the main verb. E.g. go = do + go
goes = does + go went = did + go
- If the sentence is positive, add 'not' after the auxiliary verb.
- If the sentence is negative, don't add 'not' after the auxiliary verb.
- Always use contracted form of 'helping **verb** and **'not'**'. E.g. isn't, wasn't, aren't, weren't, hasn't, haven't, hadn't, doesn't, don't, didn't, won't, can't, wouldn't, shouldn't, couldn't, mustn't, needn't, oughtn't, daren't.
- Then, add the pronoun of the subject, followed by question mark (?).
- Use comma (,) between a statement and a question tag.
- Question tag should be in small letters.

FORMAT OF THE QUESTION TAG

A positive statement	A negative question tag			
Ragu goes to the shop. ➤ goes = does + go ➤ Ragu = He	Auxiliary verb	Add 'not'	Pronoun of the subject	Add '?'
	does	n't	he	? doesn't he?)
A Negative Statement	A positive question tag			
Ragu does not go to the shop.	Auxiliary verb	Don't add 'not'	Pronoun of the subject	Add '?'
	does	-	he	? (does he?)

Table - 1

Subject of a sentence	Pronoun in the question tag	Examples
Plural noun (referring to people or animals or things in plural)	they	<ul style="list-style-type: none"> ➤ The toys in the box are not new, are they? ➤ The young should learn to take up responsibilities, shouldn't they?
Someone Somebody Anyone Anybody No one Nobody Everyone Everybody	they	<ul style="list-style-type: none"> ➤ Someone has arranged a picnic, haven't they? ➤ Somebody entered the garden, didn't they? ➤ No one was interested in it, were they? ➤ Nobody lives in this house, do they? ➤ Nobody has seen God, have they? ➤ Everybody has left, haven't they? ➤ Everybody was upset, weren't they? ➤ These weren't yours, were they?
These Those	they	<ul style="list-style-type: none"> ➤ Those are flowers, aren't they? ➤ These are useful books, aren't they?
Everything Something Anything This That Nothing (negative)	it	<ul style="list-style-type: none"> ➤ Everything looks beautiful, doesn't it? ➤ Something happened, didn't it? ➤ Anything is possible, isn't it? ➤ This is an expensive book, isn't it? ➤ That was not a big surprise, was it? ➤ Nothing goes wrong, does it? ➤ Something has gone wrong in the circuit, hasn't it? ➤ This is not your dad's car, is it?
There	there	<ul style="list-style-type: none"> ➤ There is no water, is there? ➤ There were no good schools in the town, were there? ➤ There is not much time left, is there? ➤ There was a pond beside the temple, wasn't there?

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Each of __plural noun Either of __plural noun Neither of __plural noun Both of __plural noun All of __plural noun	they	➤ Neither of my two brothers helped me in that situation, did they?
Each of us Either of us Neither of us Both of us All of us	we	➤ All of us are not eligible to apply for this course, are we?
Collective noun (singular, plural)	it/they	➤ The jury has taken its decision, hasn't it? ➤ The audience have taken their seats, haven't they?

Table - 2

Negative words	Positive question tag
hardly, rarely, nobody, few, not, no one, under no circumstances	<ul style="list-style-type: none"> ➤ We rarely visit our native town, do we? ➤ Ajith seldom speaks in English, does he? ➤ Nirmala can never sing well, can she? ➤ I had hardly any money, had I? ➤ He seldom smiles, does he? ➤ They rarely lose their points, do they? ➤ Raj scarcely listens in class, does he? ➤ Few planets can be seen, can they? ➤ Ram shows little care in his studies, does he? ➤ Little do your parents know about this problem, do they?
seldom, barely, nothing, little, nor, nevertheless,	
scarcely, never, neither, no, none,	

Note: A little/ a few – positive. So, it takes negative tag.

- E.g.** ➤ A little sugar is added to sauces, **isn't it?**
➤ I have a few chocolates to share, **haven't I?**

Table - 3

Sentence	Question tag	Examples
I am.....	aren't I?/ain't I?	➤ I am a very honest being, aren't I?
I am not....	am I?	➤ I am not a doctor, am I?
Let us.....	shall we?	➤ Let's close our eyes, shall we? ➤ Let's all go to the beach this evening, shall we?
Imperative sentence	will you? or would you?	<p>Polite Request</p> <ul style="list-style-type: none"> ➤ Please, bring me a glass of water, would you? <p>Obligation</p> <ul style="list-style-type: none"> ➤ Always follow the traffic rules, would you? <p>Invitation</p> <ul style="list-style-type: none"> ➤ Join us for lunch tomorrow, will you? <p>Warning</p> <ul style="list-style-type: none"> ➤ Don't ever meddle with my papers, will you?

TEXTUAL EXERCISE

Task 1 - Add suitable question tags to the following sentences. (Text Page No: 81)

1. The children are very happy today, **aren't they?**
2. You have not returned my books yet, **have you?**
3. We enjoyed the trip very much, **didn't we?**
4. Let's clean the shelves this weekend, **shall we?**
5. My mother rarely travels by bus, **does she?**
6. Somebody must bell the cat, **mustn't they?**
7. Anita never comes late to office, **does she?**
8. I am always the winner, **aren't I?**
9. Don't commit this mistake again, **will you?**
10. There is a pharmacy near that bus stand, **isn't there?**
11. Bacteria can never survive in extreme weather condition, **can they?**
12. I am not as smart as you are, **am I?**
13. The boys broke the window panel last evening, **didn't they?**
14. Leaves wither during autumn, **don't they?**
15. You should add a little salt to the buttermilk, **shouldn't you?**

Task 2 - Correct the error found in the question tag in each of the following. (Text Page No: 81)

1. The evil doers cannot cross the path of truth, can't they? - **can they?**
2. The vegetables in the fridge are still fresh, aren't it? - **aren't they?**
3. The village head understood the intention of the politician, doesn't he? - **didn't he?**
4. I claim to be a person of faith and prayer, aren't I? - **don't I?**
5. The employees are seldom allowed to meet their boss, aren't they? - **are they?**
6. Let's organize a trip to Goa, can we? - **shall we?**

7. The landlady will charge me for the damage, shan't she? - **won't she?**
8. Both the sisters have left for Canada, aren't they? - **haven't they?**
9. That's definitely not the right thing to do in this situation, isn't that? - **is it?**
10. We needn't apply for a bank loan, do we? - **need we?**
11. The Chief Guest spoke a few words, did he? - **didn't he?**
12. The rhinoceros has a horn made of keratin, haven't they? - **doesn't it?**

Add suitable question tags to the following sentences. (Text Page No: 218,219)

1. These children look very weak and tired, **don't they?**
2. Nobody can resolve this issue, **can they?**
3. We seldom speak to our neighbours, **do we?**
4. The old woman sells dolls made of sea-shells, **doesn't she?**
5. I have captured some beautiful moments in my camera, **haven't I?**
6. Pragathi put the bunch of flowers in the vase, **didn't she?**
7. Arun was in a great dilemma at that time, **wasn't he?**
8. I am an expert in cooking, **aren't I?**
9. Let's take this matter to court, **shall we?**
10. Don't forget to hand over this file to my manager, **will you?**
11. The pair of shoes near the door is not yours, **is it?**
12. They have a resort in Yercaud, **don't they?**
13. Our dog scarcely sleeps at night, **does it?**
14. You do a lot of social service, **don't you?**
15. There is a stadium near your office, **isn't there?**

22. ARTICLES AND DETERMINERS

Text Page No. 156,157,221,222

IMPORTANT POINTS

- An article is a kind of adjective.
- The words “a, an, the” are called articles. They are always used with a noun.
- There are two types of articles.
 1. Indefinite article (a, an)
 2. Definite article (the)
- Articles are used before a noun or an adjective.

1. INDEFINITE ARTICLE (A/AN)

- 'A' is used before an indefinite or unspecific **singular noun** which begins with a **consonant sound**.

E.g. ➤ a bus ➤ a man ➤ a fan ➤ a pencil

ADDITIONAL RULES

1. Before the words which begin with vowel letters giving consonant sound 'yu/yoo'

E.g. a university	a useful thing	a European student	a union
a unicorn	a unique thing	a euphemistic word	a unit
a user id	a uniform		

2. Before the word 'one' beginning with consonant sound 'wa'.

E.g. A one rupee note	A one man show	A one eyed man	
A one legged girl	A one way road	A one word answer	

- 'An' is used before an indefinite or unspecific **singular noun** which begins with a **vowel sound**.

E.g. an apple,	an orange	an elephant
an ox	an ice cream	an umbrella

ADDITIONAL RULES

1. Before the words which begin with a silent 'h'.

E.g. An hour	An honest man	An honourable man	An heir
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2. Before the abbreviations which begin with any one of the letters 'F, H, L, M, N, R, S, X'.

E.g. An FIR copy	An HMT watch	An LIC agent	An MP
An MLA	An NSS student	An RI	An SI
An X-Ray centre	An NRI		

USAGES OF INDEFINITE ARTICLES (A/AN)

1. To refer to something for the first time

E.g. ➤ He is **an** advocate. ➤ She is **a** teacher.

2. To refer to a whole class.

E.g. ➤ **An** IAS officer should be selfless (means all).
 ➤ **A** teacher should love his profession (means all).

3. To refer to job or profession.

E.g. ➤ Kumar is **an** advocate. ➤ Lalitha is **an** engineer.
 ➤ Vinothini is **a** police.

4. To refer to religion and nationality.

E.g. ➤ Ravi is a Hindu. ➤ Rafiq is **an** Indian.

5. Before the names of days of the week when not referring to any particular day.

E.g. ➤ Nanthakumar was born on **a** Sunday.

6. Before a singular noun after the words 'what' and 'such'.

E.g. ➤ This is **such an** example. ➤ What **a** lovely picture!

7. Before certain expressions of quantity or quality such as a lot of, a dozen, a great deal of, a couple.

E.g. ➤ Manju always reads **a** lot of books.

8. When two things considered to be a single unit.

E.g. ➤ Eswari bought **a** cup and saucer.

9. When a proper noun is used as a common noun.

E.g. ➤ Siva is **a** 'second Newton'. (This phrase means Siva is as great as Newton).

2. DEFINITE ARTICLE (THE)

➤ '**The**' is used before a definite or specific singular / plural noun.

ADDITIONAL RULES

1. To refer to a noun which is already mentioned.

E.g. ➤ I met **a** man yesterday. **The** man is an advocate.

2. In a sentence, when a clause refers to a person or object.

E.g. ➤ **The** man who wrote this book is world famous.

➤ **The** hotel where I went yesterday is very hygienic.

3. When speaker and listener know what is being talked about.

E.g. ➤ Where is **the** restroom? ➤ Sumathy is in **the** library.

4. Before superlatives.

E.g. ➤ Sekar is **the** best student. ➤ Chitra is **the** most beautiful girl.

5. Before ordinal numbers.

E.g. ➤ It is in **the** first page. ➤ Tamilselvi is reading **the** last chapter.

6. Before adjectives which refer a whole group of people.

E.g. ➤ We should help **the** poor. ➤ We should respect **the** old.

7. Before decades or group of years.

E.g. ➤ Sakthi shined in **the** nineties.

8. Before names of an empire, a dynasty and historical event.

E.g. ➤ **The** Gupta dynasty ➤ **The** Stone Age

➤ **The** First World War

9. Before the comparative degree.

E.g. ➤ **The** more you work, **the** more you gain.

➤ **The** harder you practise, **the** higher you reach.

➤ Malar is **the** cleverer of **the** two.

PART - II Q.No.21-30

25. POEM APPRECIATION QUESTIONS

1. THE CASTLE - Edwin Muir

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

a) *"All through the summer at ease we lay,
And daily from the turret wall
We watched the mowers in the hay".*

- i. Who does 'we' refer to?
'We' refers to the **soldiers**.
- ii. How did the soldiers spend the summer days?
The soldiers spent the summer days by **watching the mowers at ease**.
- iii. 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, (PUBLIC-2020)
So smooth and high, no man could win".*

- i. How safe was the castle?
The castle was safe because of **strong gates, thick walls and brave captain**.
- ii. 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".*

- i. What was challenging?
Entering the castle was challenging.
- ii. 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,"*

- i. Bring out the contrast in the first two lines.
The contrast is that **the strong castle became very weak and thin as air**.
- ii. What happened to the castle?
The castle was **captured by the enemies for gold**.

e) *"We could do nothing, being sold."*

- i. 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.
- ii. Why did they feel helpless?
They felt helpless because **the castle was captured treacherously by the enemies**.

POETIC DEVICES

1	Simile (உவமை)	Direct comparison between two different things or persons by using like or as. E.g. She ran like the wind. His eyes are as blue as the sky. She sings as sweetly as bird.
2	Metaphor (உருவகம்)	Indirect comparison of a particular quality of two things. E.g. His heart is a cold iron. The stars are sparkling diamonds. She is a dancing bird.
3	Personification (தற்குறிப்பேற்றம்)	Giving human quality to an object or non-living things E.g. The sun is smiling at me today. The alarm clock yells at me. The flowers were begging for water.
4	Oxymoron (முரண்தொடை)	Two contradictory terms used together. E.g. Their business is open secret. The criminal's death is sweet sorrow.
5	Onomatopoeia (இரட்டைக் கிளவி)	A word that sounds like what it is describing. E.g. The crow caws. The thunder rumbles.
6	Rhetorical Question (சொல்லாட்சிக் கேள்வி)	Question is asked to lay emphasis on some point being discussed, when no real answer is expected. E.g. How did this idiot get elected? Can we do better next time?
7	Aphorism (நீதிமொழி)	A saying that concisely expresses a moral principle or general truth. E.g. A jack of all trades is master of none.
8	Internal Rhyme (உள் எதுகை)	Rhyme that occurs in the middle of lines of poetry , instead of at the ends of lines. E.g. I went to town to buy a gown. The birds around me hopp'd and play'd.
9	Alliteration (மோனை)	The repetition of consonant sound in the line. E.g. It is my faith that every flower enjoys the air it breathes. His head is highly domed.
10	Euphemism (இடக்கரடக்கல்)	Use of a polite expression in place of usage of impolite expression E.g. Passed away instead of died. Relocation center instead of prison camp.
11	Transferred Epithet (ஆகுபெயர்)	It is an epithet (or adjective) grammatically qualifies a noun other than the person or thing it is actually describing. E.g. " cheerful money " " sleepless night " " suicidal sky "
12	Repetition (கூறியது கூறல்)	It is a literary device that repeats the same word a few times to make an idea clearer and more memorable. E.g. "On a hot, hot day, and I in pyjamas for the heat To drink there" "Act, act in the living present"
13	Synecdoche (சினையாகுபெயர்)	It is a figure of speech in which a part is made to represent the whole or vice-versa. E.g. "You know, we French stormed Ratisbon" Here the word 'French' refers to the country and not the army.
14	Zoomorphism	It is the device of giving animal-like qualities to humans, gods and inanimate objects. E.g. Spiderman

13. The teacher applauded him that he had done well.

The teacher said to him, "Wow! You have done well".

14. The boy exclaimed that the day was very hot.

The boy said, "How hot the day is!"

15. Vanitha asked Priya if she was going to temple that day.

Vanitha said to Priya, "Are you going to temple today?"

III. REPORT THE DIALOGUE**1. Doctor :** What is the problem?

Patient : I have a severe head ache doctor. I have to attend a meeting in an hour.

Doctor : Take this tablet right now. You will be alright.

The doctor asked the patient what the problem was. The patient replied that he had a severe headache and added that he had to attend a meeting in an hour. The doctor advised the patient to take that tablet right then and also added that he would be alright.

2. Paul : Alas! I have lost my wallet.

Ragul : No, you must have misplaced your wallet somewhere.

Paul : okay. I will look for it.

Paul exclaimed with sorrow that he had lost his wallet. Ragul refused and told him that he might have misplaced his wallet somewhere. Paul agreed and said that he would look for it.

3. Bank Manager : What do you want?

Student : I want to open a savings account.

Bank Manager : Go to the third counter and fill in the application form.

Student : Thank you, sir

The bank manager asked the student what he wanted. The student replied that he wanted to open a savings account. The bank manager advised him to go to the third counter and fill in the application form. The student thanked the bank manager.

4. Passenger : Where does this bus go?

Conductor : This bus goes to Salem.

Passenger : How much is the fare?

Conductor : Just Rs.45/-

The passenger asked the conductor where that bus went. Conductor replied that that bus went to Salem. The passenger asked how much the fare was. The conductor told that the fare was just 45/-

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.
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

KSJ GUIDE

12th ENGLISH**Task - 1 Change the following sentences into Passive Voice** (Text Page No. 77)

- a) **The Governor inaugurated the exhibition at ten o' clock.**
The exhibition was inaugurated by the Governor at ten o' clock.
- b) **The crowd expected their leader to arrive early in the morning.**
Their leader was expected by the crowd to arrive early in the morning.
- c) **Who taught her Computer Science?**
By whom was she taught Computer Science?
- d) **They unanimously named Ravi the captain of team.**
Ravi was named the captain of the team by them unanimously.
- e) **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.
- f) **Do not tell a lie.**
Let a lie not be told.
- g) **Please open the door.**
Let the door be opened.
- h) **It is time to stop the work.**
It is time for the work to be stopped.
- i) **They say he is a spy.**
It is said that he is a spy.
- j) **One should keep one's promise.**
Promise should be kept.
- k) **People burn a great deal of wood in winter.**
A great deal of wood is burnt by people in winter.
- l) **Where had you kept the book?**
Where had the book been kept by you?
- m) **When did you feel the tremors?**
When were the tremors felt by you?
- n) **How did you do the experiment?**
How was the experiment done by you?

- o) **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)

- a) **The smuggler has been nabbed by the police.**
The police have nabbed the smuggler.
- b) **By whom were you interviewed?**
Who interviewed you?
- c) **Why were you scolded by your parents?**
Why did your parents scold you?
- d) **Not a word was spoken by the convict in self-defence.**
The convict did not speak a word in self-defence.
- e) **Good news is expected shortly.**
Someone expects good news shortly.
- f) **The mail has just been received.**
He has just received the mail.
- g) **Sundari has been taken to hospital by her husband.**
Sundari's husband has taken her to hospital.
- h) **Our television is being repaired now.**
The mechanic is repairing our television now.
- i) **Sweets have not been distributed to children by the organisers.**
The organisers have not distributed sweets to children.
- j) **Prizes were being given by the chief guest.**
The chief guest was giving prizes.
- k) **Nobody has been seen in the library this week.**
The librarian has not seen anybody in the library this week.
- l) **Nobody would have known the truth if you had not disclosed it.**
The truth would not have been known if it had not been disclosed by you.
- m) **You are advised to help the poor and needy.**
Help the poor and needy.

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 mowers 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 Dutta) *“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.

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

36. COMPLETION OF PROVERBS

1. A bad workman always blames his tools .	42. Don't cast pearls before swine.
2. A bird in hand is worth two in the bush.	43. Don't count your chickens before they hatch.
3. A bold heart is half the battle.	44. Don't cross a bridge until you come to it.
4. A candle lights others and consumes itself.	45. Don't judge a book by its cover .
5. A cat has nine lives.	46. Doubt is the key to wisdom .
6. A chain is only as strong as its weakest link.	47. Early bird catches the worm .
7. A man is known by the company he keeps.	48. East or West, home is the best.
8. A picture is worth a thousand words.	49. Easy come, easy go .
9. A rolling stone gathers no moss.	50. Empty bags cannot stand upright .
10. A stitch in time saves nine .	51. Empty vessels make more noise .
11. A thing begun is half done.	52. Even Homer nods.
12. Absence makes the heart grow fonder.	53. Every cloud has a silver lining.
13. Actions speak louder than words .	54. Every dog has his day .
14. Adversity and loss make a man wise .	55. Experience is the best teacher.
15. All good things come to an end .	56. Familiarity breeds contempt.
16. All that glitters is not gold .	57. Fools rush in where angels fear to tread.
17. All's well that ends well.	58. Fortune favors the brave .
18. Always put your best foot forward.	59. God helps those who help themselves .
19. Among the blind the one-eyed man is king .	60. Good things come to those who wait .
20. An apple a day keeps the doctor away.	61. Grief divided is made lighter .
21. An empty vessel makes much noise .	62. Half a loaf is better than none .
22. An idle brain is the devil's workshop.	63. Haste makes waste.
23. Appearances can be deceptive .	64. Honesty is the best policy.
24. As you sow, so you shall reap .	65. Hope for the best, prepare for the worst .
25. Barking dogs seldom bite.	66. A well begun is half done.
26. Beauty is in the eye of the beholder.	67. You can't unscramble a scrambled egg .
27. Beggars can't be choosers .	68. You can't teach an old dog new tricks .
28. Better late than never.	69. If you play with fire, you'll get burned .
29. Better to wear out than to rust out.	70. Ignorance is bliss .
30. Birds of same feather flock together.	71. It's never too late to mend .
31. Blood is thicker than water .	72. It's no use crying over spilt milk .
32. Brevity is the soul of wit.	73. Laughter is the best medicine.
33. Call a spade spade .	74. Learn to walk before you run.
34. Charity begins at home.	75. Let sleeping dogs lie.
35. Cleanliness is next to Godliness .	76. Lightning never strikes twice in the same place.
36. Clothes do not make the man .	77. Like father , like son.
37. Covet all, lose all.	78. Look before you leap .
38. Cross the stream where it is shallowest .	79. Make hay while the sun shines.
39. Curiosity killed the cat.	80. Man proposes, God disposes.
40. Don't bite the hand that feeds you.	81. Necessity is the mother of invention.
41. Don't blow your own trumpet .	82. Never test the depth of water with both feet.

FOR TOPPERS**1. Two Gentlemen of Verona - A.J. Cronin****Introduction**

“Two Gentlemen of Verona” by A.J Cronin is a touching story about love, devotion and sincerity displayed by two young brothers. The narrator describes their responsible and mature behavior.

A life of toil

The two young brothers were Nicola aged 13 and Jacopo aged 12. They were shabby and unkempt. Once the narrator and his driver Luigi drove through the foothills of Alps. They were stopped by Nicola and Jacopo on the outskirts of Verona. They sold them wild strawberries. The very next morning, they saw the same two boys in Verona doing the shoe shining job. They also did various jobs such as selling fruits, distributing newspapers and guiding tourists. They toiled day and night without little rest.

Narrator's kind gesture

The two brothers were earning some money but they did not spend much on their clothes and food. They were very helpful to the narrator during his stay in the city. In return for the boys' help, the narrator took them to a tiny village, Poleta, in his car. The boys hurried into a villa hospital. The narrator followed them. A nurse told him that their elder sister, Lucia was admitted there.

The boys' sacrifice

Lucia was suffering from tuberculosis of the spine. The nurse said that the boys worked hard to pay for the treatment of their sister. The nurse also revealed that their widowed father was killed in war. Their house was also destroyed in the war. They were war victims. They hated the Germans and joined the resistance movement against them. After the war, they cared for their sister.

Conclusion

The narrator learnt everything about the two boys and took them back to the city. He felt that the war had not broken their spirit. The two young boys were really gentlemen of Verona. Their selfless action gives promise of greater hope for human society.

There is no bond like the bond between brothers and sisters.

2. A Nice Cup of Tea - George Orwell**Introduction**

“A Nice Cup of Tea” is an essay by George Orwell. It is a description of the craft of making tea. Orwell says that tea is one of the mainstays of civilization in every country. It causes violent disputes over how it should be made. In the essay Orwell highlights the eleven golden rules to make and drink tea.

A nice cup of Indian tea

Firstly, one should drink Indian or Ceylonese tea. The phrase 'a nice cup of tea' means Indian tea. China tea is economical, but one does not feel wiser, braver or more optimistic after drinking it. Secondly, the tea should be made in a teapot in small quantities. The teapot should be made of China or earthenware. Tea out of an urn is always tasteless. Thirdly, the teapot should be warmed beforehand. This is better done by placing it on the hob.

5. A Father to his Son - Carl August Sandburg

- The poem describes a loving father's advice to his son.
- He advises his son to face life's challenges like a rock.
- He wants his son to be gentle to make life fruitful.
- He says that desire and will is necessary for success.
- He warns that greed for money is a deadly thing.
- The poet advises his son to learn from his mistakes.
- He asks him to spend time in solitude to be creative.
- The poet tells his son to work hard to achieve.

6. Incident of the French Camp – Robert Browning

- The poem glorifies the bravery of a soldier.
- Napoleon's French army attacked the German city, Ratisbon.
- He was anxious about the result.
- A severely wounded soldier gave the happy news of victory.
- He proudly hoisted the flag of France.
- Napoleon asked the soldier if he was wounded.
- The soldier said that he was killed heroically.
- The soldier sacrificed his life for his country.

FOR BRIGHT STUDENTS**1. The Castle – Edwin Muir**

'The Castle' is an allegorical poem. It describes the fall of a formidable castle caused by betrayal from within. The narrator is a soldier in a castle. He narrates how the castle was captured. The soldiers of the castle were stress-free and relaxed. They watched the movements of the enemy from the defensive wall. No enemy was found up to the distance of half-a-mile. The soldiers had a plenty of arms and food inside the castle. They were confident of their castle's physical strength. The castle was safe because their captain was brave and the soldiers were loyal. The enemy could not use bait for their entry inside the castle. No one could enter the castle except a bird. But a wicked warder let in the enemies inside the castle for gold. The enemies captured the castle. The strong castle became weak because of the greedy disloyal warder. The narrator lamented over the capture of the castle. He regretted that he could not find any weapon to fight against the real enemy 'gold'.

2. Our Casuarina Tree - Toru Dutt

'Our Casuarina Tree' is an autobiographical poem. The poet describes the huge casuarina tree in her garden. The tree is tall and strong. A creeper is winding around it like a python. The tree stands like a giant with a colourful scarf of flowers. Birds surround the garden and sing sweetly at night. The poet is delighted to see the casuarina tree through her casement. In winter she sees a grey monkey sitting like a statue on top of the tree. The cows are grazing. The water lilies are springing in the pond. The tree is dear to the poet because of the nostalgic memories of her happy childhood. She believes that nature communicates with human beings. The poet can communicate with the tree even when she is in a far-off land. She could hear the tree lamenting over her absence. The poet blesses the tree's memory to her dead siblings. She immortalizes the tree through her poem like Wordsworth. She expresses her wish that the tree should be remembered out of love.

Conclusion

The poet motivates his son to find his inherent abilities and seek what he is born for. He asks him to use free imaginations to bring changes to the world. The father wants his son to achieve like Shakespeare, the Wright brothers, Pasteur, Pavlov and Michael Faraday.

No love is greater than that of a father for his son

6. Incident of the French Camp – Robert Browning**Introduction**

“Incident of the French Camp” by Browning narrates an actual incident. The poet describes an act of chivalry and patriotism of a young French soldier. He sacrifices his life for the sake of his country in the war between France and Austria led by Napoleon.

Napoleon's anxiety

The French army attacked the German city, Ratisbon under the command of Lannes. The French Emperor Napoleon was standing on a little mound looking towards Ratisbon. He was very anxious to know the result of the battle. His prone brow revealed his anxiety. He said to himself that all his ambitious plans would come to nothing if Lannes failed to storm Ratisbon.

The conquest of Ratisbon

While Napoleon was engaged in deep thinking, a soldier appeared from the clouds of smoke and fire. He jumped off the horse and reached the mound at a great speed. He was seriously wounded. He compressed his lips so tightly that no blood came through his mouth. The young soldier gave a happy news to the emperor that the French army had conquered Ratisbon.

Patriotic young soldier

The brave soldier proudly said that he himself hoisted the French flag in Ratisbon. Hearing the victory news, Napoleon's plans soared up like fire. But suddenly he realized that the soldier was seriously wounded. His eyes softened like a mother eagle that would look at the badly bruised eaglet. Napoleon asked the soldier if he was wounded. The soldier replied proudly that he was killed.

Conclusion

The valiant soldier fell beside the emperor and died heroically. He sacrificed his life to perform his duty for his motherland. The young soldier's patriotic feeling is worthy of admiration.

Great men rejoice in adversity, just as brave soldiers triumph in war.

45. SUPPLEMENTARY PARAGRAPHS

Text Page No: 31, 65, 108, 138, 176, 207

FOR LATE-BLOOMERS**1. God sees the truth but waits - Leo Tolstoy**

- > This story is about a merchant, Aksionov.
- > He went to a business fair.
- > He was falsely arrested for killing a merchant.
- > He lived in prison for 26 years.
- > Everybody called him 'grandfather' and 'saint'.
- > Aksionov identified that Makar was the murderer.
- > Makar confessed to the authorities.
- > When his release order came, Aksionov was already dead.

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.

SUMMARY

Rough draft:

Charity

Charity begins at home does not mean that you must give alms to the family. It does not mean that simply giving to the needy and deserving. It is a mental attitude. Kindness, love, sympathy and giving alms are all its outer manifestation. A man who cannot meet his personal demands will remain in want. A man who cannot meet his own personal demands will remain in want and a man who always in want has no time to think of the needs of other people. A man who is always in want has no time to think of the needs of other people. Before you think of helping, you must experience a sense of want. It is a sacrifice on your part. There are some people who have sacrificed their lives for others and motherland.

Fair draft:

Charity

Charity begins at home does not mean that one must give alms to the family and helping money to the needy. It is a mental attitude. Giving alms is only its outer manifestation. Before you think of helping others, you must experience sense of want in mind. In spite of their need, there are people who have sacrificed their lives for others and for their motherland.

Total number of words in the passage : 170 words
Total number of words in the fair draft : 66 words

NOTE MAKING

Charity

- 1) Charity begins at home.
 - A) It does not mean
 - i) giving alms to family.
 - ii) giving money/ clothes to the needy.
 - B) Mental attitude
 - i) kindness, love, sympathy.
 - ii) giving alms - outer manifestation
- 2) A man, who cannot meet personal demands.
 - A) Remain in want.
 - B) Who wants - no time to think.
- 3) Thinking of helping (Before)
 - A) Experience wanting
 - B) Sacrifice
 - C) Sacrificing life

47. LETTER WRITING

Text Page No:16, 17, 18

Informal Letter	Formal Letter
<p style="text-align: right;">Place Date</p> <p>Dear Raju,</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>Convey my regards to _____</p> <p>I am looking forward to seeing you soon.</p> <p style="text-align: right;">Yours lovingly,</p> <p style="text-align: right;">XXX</p>	<p>From</p> <p style="text-align: center;">X X X Y Y Y</p> <p>To</p> <p style="text-align: center;">X X X Y Y Y</p> <p>Respected Sir,</p> <p>Sub: _____ -Reg.</p> <p>Ref : _____ dt _____.</p> <p>-----</p> <p>-----</p> <p style="text-align: center;">Thanking you,</p> <p>Place : _____ Yours faithfully,</p> <p>Date : _____ XXX</p>

FORMAT OF JOB APPLICATION

<p>From X X X Y Y Y</p> <p>To ABC Company Mount Road Chennai - 600001</p> <p>Respected Sir, Sub: Application for the post of _____-Reg. Ref: Your advertisement in "THE HINDU", dt _____.</p> <p>With reference to your advertisement in "THE HINDU" dated _____, I wish to apply for the post of _____ in your company. I herewith attached my bio-data. If I am selected, I assure you that I will discharge my duties sincerely.</p> <p style="text-align: center;">Thanking you,</p> <p>Place : _____ Date : _____</p> <p style="text-align: right;">Yours faithfully, XXX</p>	<p style="text-align: center;"><u>BIO-DATA</u></p> <p>1. Name : X X X 2. Father's Name : X X X 3. Age and Date of Birth : 4. Gender : Male / Female 5. Religion : Hindu / Muslim / Christian 6. Nationality : Indian 7. Postal address : Y Y Y 8. Educational Qualification : M.A., / M.Sc., / B.E., 9. Experience : years 10. Salary expected : Rs. per month</p> <p style="text-align: center;"><u>DECLARATION</u></p> <p>The details given above are true to the best of my knowledge.</p> <p>Place : _____ Date : _____</p> <p>Signature XXX</p> <p>Address on the envelope: To ABC Company Mount Road Chennai - 600001</p>
---	---

TEXTUAL EXERCISES (Text Book Pg No: 17 & 18)

a) You had been to your Grandma's house during the summer holidays. You enjoyed your stay in her company. Write a letter to your Grandma stating how much you miss her after returning your home.

YYY
17.06.2020

Dear Grandma,

I am fine. How are you? Take care of your health. I never forget the days I spent with you during the summer holidays. I enjoyed playing many games. I was lucky to listen to your moral stories. You gave me some puzzles. I can never forget those happy moments. I am longing to see you Granny. Please come and stay with us. Convey my wishes to all.

Yours lovingly,
XXX

Address on the envelope:

To

Mrs. Reena,
35, Car Street,
YYY.

b) You are the head of the English department in a renowned institution. You are invited to preside over the inauguration of the English Literary club in your alma mater. Respond to the letter you have received either accepting the invitation or expressing your inability to attend the function.

From

X X X
Head of the Department of English
Govt. Arts college
Y YY

To

The Principal
XYZ Matric. Hr. Sec. School
YYY

Respected Sir,

Sub: Accepting the invitation-reg.

I am extremely happy to receive the invitation to preside over the inauguration of the English literary club in my alma mater. I studied there from 1995 to 1997. I feel very proud of coming to the school. I am delighted to accept the invitation. I am happy to preside over the inauguration of the English literary club.

Thanking you,

Place : YYY
Date : 19.06.2020

Yours sincerely,
XXX

Address on the envelope:

To
The Principal
XYZ Matric. Hr. Sec. School
YYY

c) Write a letter to the Headmaster of your school requesting him to help you obtain a duplicate mark sheet of class XII, which you lost while travelling.

From

X X X
Y YY

To

The Headmaster
Govt. Hr. Sec. School
YYY

Respected Sir,

Sub: Applying for duplicate mark sheet-reg.

I had studied XII Std during the academic year 2016-2017. Last week I lost my XII Std. mark sheet while I was travelling to Chennai for an interview. Hence, I request you to kindly issue me the duplicate mark sheet as early as possible.

Thanking you,

Place : YYY
Date : 21.06.2020

Yours faithfully,
XXX

Address on the envelope:

To
The Headmaster
Govt. Hr. Sec. School
YYY

d) Write a letter to AZ Company requesting them to replace the defective juicer that you bought recently. Include the following details: the problem, date of purchase, receipt number, model and warranty.

From

X X X
Y YY

To

The Manager
AZ Company
YYY

Respected Sir,

Sub: Replacement of the defective juicer-reg.

I bought a juicer from your company on 18.06.2020. I started using it at home. But it was not working properly. I found it defective. One-year warranty is given for the product. So, I request you to replace it.

Details of Juicer:

Brand : Preethi
Model : Dynamic
Receipt No : C981836
Warranty : 1 year

Thanking you,

Place : YYY
Date : 23.06.2020

Yours truly,
XXX

56. ARTICLE WRITING

Text Page No: 49, 50, 51

- An article is a piece of writing penned for a large group of readers, usually intended for publication in newspapers or magazines.

STEPS TO WRITE AN ARTICLE

- Provide a catchy title.
- The title should be followed by the name of the author. [by]
- Try to conform to the prescribed word limit.
- Grammatical accuracy should be ensured.
- Expand the ideas into 3 or 4 paragraphs.

1. Write an article on 'Corona virus'.

CORONA VIRUS

Introduction

A new Chinese corona virus has infected millions of people and claimed thousands of lives across the world. The outbreak of corona virus began in Wuhan, China in December 2019. Scientist Leo Poon first decoded the virus started in an animal and spread to humans.

Symptoms of Corona virus

The corona virus can make people sick with a respiratory tract illness, similar to a common cold. Corona virus symptoms include a runny nose, cough, sore throat, a headache and a fever. For those with a weakened immune system, the elderly and the very young, the virus could cause a respiratory tract illness.

Spread of Corona virus

The corona virus often spreads when someone comes into contact with an infected person. A cough, sneeze or handshake could cause exposure. The virus can also be transmitted by touching something an infected person has touched and then touching our mouth, nose or eyes.

Prevention of Corona virus

There is no vaccine to protect against the virus. One can reduce the risk of infection by avoiding people who are sick. It is better to avoid touching eyes, nose and mouth. One should wash hands often with soap. Face mask should be used. It is advisable to drink plenty of fluids, take rest and sleep as much as possible.

Conclusion

There is no specific treatment, but research is underway. Most of the time, symptoms will go away on their own and experts advise seeking care early. If symptoms feel worse than a standard cold, one must consult a doctor. Many people have died of corona virus all over the world. Awareness and social distancing are key.

2. Write an article on 'Child Labour'.

CHILD LABOUR

Introduction

A large number of children in India are unlucky to enjoy their childhood. They become child labourers due to poverty. They have to abandon their studies to support their family. They are forced to work under inhuman conditions of slavery. They suffer without adequate food, proper wages, and rest. They are subjected to physical, sexual and emotional abuse.

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

GOVT. PUBLIC EXAM MAY 2022

Language – Part II – English

Time Allowed : 3.00 Hours

Maximum Marks : 90

Instructions : (1) Check the question paper for fairness of printing. If there is any lack of fairness, inform the Hall Supervisor immediately.

(2) Use Blue or Black ink to write and underline and pencil to draw diagrams.

PART - I

Note : (i) Answer all the questions.

20x1=20

(ii) Choose the most appropriate answer from the given four alternatives and write the option code and the corresponding answer.

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

1. We watched for a few moments, then as trade slackened we went over.
 - a. reduced
 - b. improved
 - c. loosened
 - d. ended
2. Individual liberty would have become social anarchy.
 - a. welfare
 - b. anxiety
 - c. lawlessness
 - d. deprivation
3. He was a walking horror, with a disfigured face and long flap of skin hanging from the side of his neck to his body.
 - a. majestic
 - b. marred
 - c. dismantled
 - d. diseased

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

4. In those days, they didn't have sophisticated heart surgery.
 - a. artificial
 - b. painful
 - c. primitive
 - d. modern
5. Our father rejected it, saying it wouldn't be sturdy.
 - a. pretty
 - b. weak
 - c. fashionable
 - d. strong
6. We have a whole kingdom in which we rule alone, can do what we choose, be wise or conventional or odd.
 - a. unconventional
 - b. inefficient
 - c. insufficient
 - d. unbiased
7. Replace the underlined idiom with its suitable meaning.
The examinations are round the corner.
 - a. not to be avoided
 - b. not in the near future
 - c. very near
 - d. to be postponed
8. Replace the underlined word with a polite form of expression.
Slow learners are to be taught with more care and attention.
 - a. bright
 - b. unwilling learners
 - c. hyper active
 - d. slow bloomers
9. Choose the word that can be placed before the word "drive" to form a compound word.
 - a. pen
 - b. roll
 - c. rash
 - d. dash
10. Choose the correct British English equivalent for the American English word "Vacation".
 - a. Weekend
 - b. Holiday
 - c. Tour
 - d. Leave
11. Fill in the blank with the most suitable prepositional phrase.
_____ rain, take an umbrella.
 - a. in favour of
 - b. in case of
 - c. on behalf of
 - d. in spite of
12. Choose the appropriate linker and complete the sentence.
_____ you book in advance, you cannot witness the show.
 - a. Unless
 - b. If
 - c. Although
 - d. Otherwise
13. Choose the correct word from the options given below and complete the sentence.
It was a memorable _____.
 - a. accident
 - b. incidence
 - c. resident
 - d. incident
14. Replace the underlined word with a suitable phrasal verb.
The fire was extinguished.
 - a. put up
 - b. put in
 - c. put out
 - d. put off

GOVT. PUBLIC EXAM MARCH 2020

PART 1

Answer all the questions.

(20x1=20)

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

1. that they only drink it in order to be warmed and stimulated.
 a. admired b. motivated c. comforted d. welcomed
2. It was a great thrill to look straight down this enormous rock face.
 a. huge b. rough c. steep d. lofty
3. the end of such liberty would be universal chaos.
 a. mystery b. destruction c. confusion d. harmony

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

4. One night, we came upon them in the windy and deserted square.
 a. crowded b. secured c. fertile d. desolate
5. Suffering seems so cruelly prevalent in the world today.
 a. unbelievable b. unavoidable c. unfair d. uncommon
6. It seemed vital to her that they do so
7. Choose the correct singular form of “**Bacteria**”
 a. bacterian b. bacteri c. bacteriae d. bacterium
8. Choose the suitable meaning for the idiom found in the following sentence.
Eleventh hour preparation will not help the students.
 a. till 11 p.m b. at the last moment c. much in advance d. late at night
9. Fill in the blank with the most suitable preposition.
The tea should be put straight the pot.
 a. over b. on c. into d. in
10. Choose the correct American English word for 'queue'.
 a. straight b. level c. line d. order
11. Choose the correct expansion of the acronym **TOEFL**.
 a. Testing of Energy, Fuel and Liquid. b. Test of Engineering for Fundamental Learners.
 c. Testing of Education for Foreign Learners. d. Test of English as a Foreign Language.
12. Choose the correct question tag for the following statement.
The story tries to relate history to science, ?
 a. is it b. isn't it c. does it d. doesn't it
13. Identify the Sentence Pattern of the following sentence.
The birds are flying gracefully in the sky.
 a. SVOA b. SVAA c. SVOC d. SVCA
14. Fill in the blank with a suitable Relative Pronoun for the following sentence.
Ram, house we live in, is an engineer.
 a. whom b. which c. who d. whose
15. Form a new word by adding a suitable prefix to the underlined word.
 It is rather an expensive compliment.
 a. non- b. un- c. in- d. dis-
16. Choose the **disyllabic** word.
 a. benefit b. again c. weight d. strength
17. Choose the clipped form of “**Perambulator**”.
 a. pram b. peram c. ramtor d. rambul
18. Choose the right meaning of the idiom '**a bolt out of a clear sky**' from the options given.
 a. a much – awaited information b. a deafening noise of bomb blast
 c. a flash of bright lightning d. a sudden unexpected event

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. SVIDODO	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
----------	----------	-----------	---------

PTA MODEL QUESTION PAPER – VI

PART 1

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

(20x1=20)

1. Then as trade slackened we went over.
a. prospered b. continued c. increased d. reduced
2. These are not the only controversial points to arise in connection with tea drinking
a. acceptable b. peaceful c. arguable d. agreeable
3. Suffering was something basic that was full of solace for me.
a. comfort b. distress c. anguish d. boredom

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

4. I shall not inquire of you whether I may eat mustard with my mutton.
a. respond b. ask c. investigate d. interrogate
5. Tensing collapsed at the top like a giant fish.
a. refreshed b. fell down c. gave way d. fainted
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 "en route".
a. returning b. on the way to
c. on the short cut road d. on the wrong route
8. Choose the correct expansion of the abbreviation 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 the word "soft".
a. run b. walk c. ware d. pillow
10. Choose the suitable meaning for the underlined idiom in the following sentence.
I told him flat that I did not like him.
a. expressed opinion directly b. expressed opinion indirectly
c. expressed to confuse d. expressed in his apartment
11. Write the American English word for the underlined word in the following sentence:
"He is a beggar".
12. Choose the correct phrasal verb for the underlined word in the given sentence.
Can you understand what she is talking about?
a. make for b. make in c. make out d. make up
13. Choose the correct sentence pattern for the following sentence: "**Meenu is a doctor in London**".
a. SVCA b. SVAA c. SVIDO d. SVOC
14. Choose the unclipped form of "teen".
a. teendom b. teenager c. teeny d. teenhood
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 "analysis".
a. analyses b. analyses c. analysis d. analysi
18. Choose the mono syllabic word.
a. weight b. command c. biscuit d. able

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.

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