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# English Fluency - I

## SYLLABUS OF UE - 5

### UNIT - I In the domestic sphere

1. Diary
2. Modifiers, Prepositions, Conjunctions
3. Write a diary entry and convert into a blog post
4. Convert a transcript / script / piece of dialogue into a diary entry / blog post

#### Readings :

1. Morgan, Esther. 'The Lost Word', New Writing, ed. Penelope Lively and George Szivits, Picador India, 2001.
2. Sharma, Natasha. Squiggle Gets Stuck: All About Muddled Sentences. India: Penguin Books Limited, 2016.

### UNIT - II In the University

1. Introducing oneself - Note-Making

2. Pronunciation Intonation - Nouns, Verbs, Articles

3. Blog Writing

A. Introduce yourselves as individuals and as groups -- group discussion exercise Take notes on your fellow student's introductions.

B. Introduce characters from the text you are reading via posters

Readings:

1. Ghose, Premola. Tales of Historic Delhi. Zubaan, 2011.

### UNIT - III In public places

1. CV JOB applications

2. Tenses and concord

A. Write the CV of a fictional character

B. Write the perfect job application for your dream job

# ENGLISH FLUENCY - I

## Diary Entry

★ A Diary is a book in which you record personal thoughts, events, or sharing feelings in handwriting format.

★ Why Write a Diary?

- Effective Catharsis
- Recapture Memories
- Recording Events
- Problem Solving

### FORMAT

August 15, 20xx	→ [Date]
Saturday	→ [Day]
10:00 p.m.	→ [Time]
-----	→ [A Blank Line]
Dear Diary,	
-----	→ [A Blank Line]
Body of The diary	-----
-----	
-----	→ [A Blank Line]
Name	
Signature	

## Examples Questions / Answers :-

Q-1) Write a Diary entry on one of the luxurious weddings that you have attended. Write your opinions on the wastage of resources at the wedding.

15<sup>th</sup> February 2022 Monday  
10:00 P.M.

Dear Diary,

Last night, I attended the luxurious wedding of Rohan. and was really disappointed by the amount of resources that were wasted. The ceremony took place at a huge venue, and there were so many flowers and decorations that were just thrown away after the event. Right from the wedding invitations to decorations, catering, return gifts, everything was very expensive. What bothered me was the wastage of resources and also money over there. The light arrangements in the wedding consumed so much electricity which was releasing undesirable pollutants into the air. Apart from that, people were wasting so much food. The wedding party had multiple courses

and each table was overflowing with plates of food. It was clear that they had ordered way more than they could possibly eat. So much water was consumed by the people over there. I know weddings are supposed to be special occasions, but its just so wasteful to use so many resources and then throw them all away. Its especially frustrating because there are so many people in the world who go hungry every day and less electricity to survive.

I wish more people would think about the impact they have on the environment and try to be more mindful of their resource use. Its such a shame to see all of these resources being wasted when they could have been used to make a difference in the world.

Name - Radhika  
Signature - Radhika



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## ENGLISH FLUENCY - I

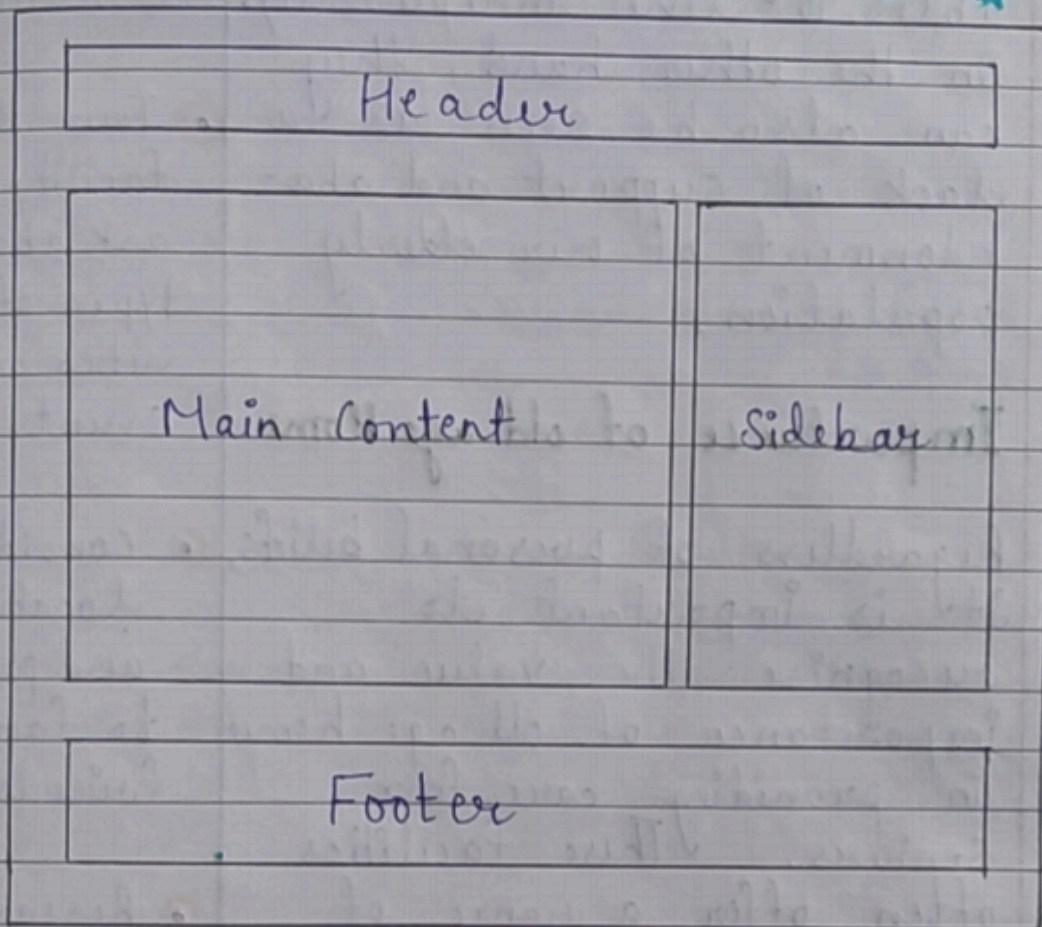
### BLOG WRITING

★ Blog :- A blog is an online journal or informational website displaying information in the reverse chronological order.

#### Blog Structure

- Header  
With the menu or navigation bar
- Main content area  
With highlighted or latest blog posts
- Sidebar  
With social profiles, favorite content, or call to action
- Footer  
With relevant links like a disclaimer, privacy policy, contact page, etc.

# \* - - - - - \* BLOG STRUCTURE



Q.1) Write a blog writing on a old age home.

## OLD AGE HOME

Old age homes are a topic of much discussion and debate in today's society. On one hand, they provide a safe and secure environment for senior citizens

- Tips for choosing the right old age home :
- Research the facility's staff

who may no longer be able to live independently.

On the other hand, they can also be seen as a lack of support and abandonment of our elderly population.

## Importance of old age home

Regardless of personal beliefs, it is important to recognise the value and importance of old age homes in providing care for seniors. These facilities often offer a range of services, including medical attention, assistance with daily tasks, and social activities.

## Benefits

One of the main benefits of old age homes is the access to medical care. As we age, our bodies become more prone to illness and injury, and it is important to have trained professionals available to

and their qualifications

- Tour the facility and ask about the types of activities and events offered

- Consider the location and proximity to family and friends

- Research the costs and financial options available



provide assistance. Old age homes often have a staff of nurses and doctors on hand to provide medical attention as needed.

In addition to medical care, old age homes also offer assistance with daily tasks such as bathing, dressing, and eating. This can be particularly helpful for seniors who may have physical limitations or disabilities that make these tasks difficult to complete on their own.

Another important aspect of old age homes is the opportunity for socialization. It is common for seniors to feel isolated and lonely, especially if they no longer have the ability to leave their homes. Old age homes provide a sense of community and offer a range of activities and events to keep residents engaged and active.

While old age homes can be a valuable resource for seniors, it is important to carefully consider all options

## Categories

Seniors Citizens  
Life style  
Business  
Food & Drink  
Motivation  
Nature

## Popular Tags

Lifestyle

Business

Motivation

Nature

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Senior Citizens  
Life style  
Business  
Food & Drink  
Motivation  
Nature

## Popular Tags

Lifestyle

before making a decision. It is always best to discuss the decision with loved ones and healthcare providers to ensure that the choice is the right one for the individual.

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## ENGLISH FLUENCY - I

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# HOW TO INTRODUCE oneself

### ★ How to introduce yourself

Here are the steps you can take to introduce yourself:

- State your purpose
- Control your body language
- Explain your value
- Understand the culture

Some ways to introduce yourself in different situations.

### → Introduce yourself in a class

Self introductions in a class are meant to be brief and conversational.

### Example:

My name is Riya I am from Delhi and I was also born in Delhi and now I live in Mumbai. I like to read books and Making painting and I chose this class

because My sister also studied in this and I want to study like her.

## → Introduce yourself in casual situations

Examples:-

- Morning! I don't think we've met before, I'm Aryan.
- Hey there! I'm Swiya, I'm new - I just moved to the building a couple of days ago. Have you lived here for long?
- Hi Amy, I heard it's your first day so I thought I could reach out and introduce myself. We haven't officially met but I'll be working with you on this project.

## → Introduce yourself in a Meeting at work

Work meetings are usually planned ahead, but let's not overlook the importance of the introduction.

Some things you should consider when delivering your introduction:

- Quick greeting.
- The purpose of the meeting.
- What you'll be covering.

### Example:

"Good morning everyone! I'm Diana from product development and today I'm excited to share with you that the mobile version for our product will be available as of Tuesday. Today, I'd like to give a quick demo of the new functionalities."

- NOTE: The tone will be dependent on the company's culture. Tech companies usually encourage a more relaxed and casual style. This gives the freedom to use informal expressions that may be frowned upon in more conservative settings.



### Example:

## Introduce yourself in an interview

- "It's so nice to finally meet you in person!"
- "After graduating from university, I worked in sales for a few years. But three years ago, I started working in digital media marketing and my experience in sales definitely helped. I was able to help the company consistently hit its targets and grow their brand in the industry. I know that you're looking to grow your influence online, and that's why I applied for the position..."

→ What your self-introduction for ~~the~~ ~~an~~ interview should cover

- Your details
- Qualifications
- Work experience
- Outside interests
- Your values
- Future plans

Example 1: Freshers

"Hi, I am Rishi Varma, a B.Com graduate from Dehradun. I have been living in Pune since I graduated from St. Charles Degree College, Dehradun, in 2022.

My father teaches Hindi at a government school, and my mother works for a private bank.

I have a younger brother studying in the 10<sup>th</sup> standard who lives with my parents back home.

In the past few months, I have enrolled myself in business accounting and taxation courses and learnt software like Tally and Quick books. I believe that I gained real-world skills during my 6-month internship at XYZ Company.

Other than my studies, I love tennis and chess, and I am an active member of the local drama club."

## Example 2: Experienced

"Hi, I am Manoj Dutta. I completed my B.Tech in Computer Science in 2002 at JNTU, Hyderabad. I have worked at ABC IT Company for over 10 years after getting placed there in my final year of college. As a team leader and project manager, I am well-versed in the stages of application development life cycle.

I currently oversee two teams in my new role at the organisation I joined in 2015. I like to think that my skills can be valuable for your company.

I make it a point to spend the weekends with my family and visit my parents who live down the block. Fitness is important to me, and I believe that working out at the company gym can cultivate strong camaraderie between colleagues."

X X X X X X X

## Dialogue Writing

### ★ How to start a conversation

1. Ask questions that get the other person talking
2. Do more listening and less talking
3. Don't engage with a victim mindset
4. Know your boundaries
5. Accept vulnerability
6. Keep it simple
7. Be present

Ex: What do you say when meeting people for the first time in an informal situation?

Ques-1 You are waiting at the metro station for your train, and you recognize a girl from your college, standing next to you. You would like to be friends with her. This is how you could begin:

Ritika : Hi! I'm Ritika, first year BA student. I have seen you in the college canteen.

Chitra : Of course, you have. Hi! I'm Chitra and I'm in the first year of B.com.



Ritika : Nice to meet you, Chitra where do you live?

Chitra : I live in Noida. What about you?

Ritika : I live in Kirti Nagar. So will you also change trains at Rajiv Chowk?

Chitra : Yes. I am glad I met you. We can talk on the way. Otherwise, it is boring to travel alone.

Ritika : Which school are you from? I was at the government school in Ramesh Nagar.

Chitra : I went to Somerville in Noida. Are you having fun in college?

Ritika : Yeah. There are many girls from my school in this college. I like it here.

Chitra : Ooh really, how lucky you are. I don't know anyone here.

Ritika : It's okay, you know me now, don't you?

Chitra : Yes.

Ritika : From now on I'm your friend.  
You can call me whenever you want.

Chitra : okay, give me your mobile number?  
It is o.k. if I call you at night?

Ritika : Sure. It's 98 xxxxxx87. Give me a missed call and I'll add you to my contacts.

Chitra : It's done. OK let's see you tomorrow my station has arrived. I will call you.

★ The basic protocol of introductions requires that,

- Younger people to be introduced to older,
- Men to women, and
- Junior to senior.

Ques-2) You will introduce your friend to your mother.

Alok : Mom, I want you to meet Sarvesh.  
He is<sup>in</sup> my class in college.  
Sarvesh, meet my mom.

Mother : Hello, Sarnesh. How are you?  
I have heard a lot about you from Alok. He told me you are from Jaipur.

Sarnesh : Yes, aunty. My family lives there and I am in the college hostel.

Mother : It must be difficult living away from your family. You can come and have lunch with us sometime.

Sarnesh : I would really like that. I miss my mother's cooking so much.

Mother : No problem, whenever you miss your home or your mother, you can come to our place. You will feel better.

Alok : Yeah. Mom is right. We will study together it will be awesome and fun.

Sarnesh : ~~Okay~~ All right. I will come.

Alok : OK mom, we have to go now. I'll be back after

the class.

Mother : OK, By Sarnesh, See you.

Sarnesh : By Aunty, see you again.  
And take care of yourself.

Ques-3

Introducing a new colleague to the managing director of your company, you will introduce with the full name and the position held. [Formal situation]

You : Sir, I would like you to meet Ms. Archana Pandit, the new architect in our company. Mrs. Pandit, this is Mr. Rajan Nambiar, our Managing Director.

Mr. Nambiar : Pleased to meet you, Ms. Pandit. I hope you are enjoying working with us.

Ms. Pandit : Yes, sir. This is my first job, and I am very excited to be working here.

X X X X

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# ENGLISH FLUENCY-I

## NOTE MAKING

### Mechanics of note Making

- While making notes we follow certain standard practices. These may be listed as follows:

- (a) Heading and Sub-headings
- (b) Abbreviation and Symbols
- (c) Note - form
- (d) Numbering and Indentation

### Example:

A good business letter is one that gets results, The best way to get results is to develop a letter that, in its appearance, style and content, conveys information efficiently. To perform this function a business letter should be concise, clear and courteous.

The business letter must be clear. You should have a very firm idea of what you want to say, and you should let the reader know it. - - - - -  
- - - - - The business letter must be courteous.

## Title : Writing a Business Letter

### 1. Features of a good business letter

- 1.1 conveys info<sup>efficiently</sup> to get results
- 1.2 is concise
- 1.3 is clear
- 1.4 is courteous

### 2. How to write a gd. busn. letter

#### 2.1 Making letter concise

- 2.1.1 Intro should be brief
- 2.1.2 Make your pt in precise words and sents
- 2.1.3 Short ltr more effective
- 2.1.4 style is imp. - may ocasionally have hum'or

#### 2.2 Achieving clarity

- 2.2.1 Have a clear idea of what you wish to say
- 2.2.2 structure to letter - intro & conclusion
- 2.2.3 use accepted format : para, topic, sentences
- 2.2.4 check facts, expl'ns, refs.

#### 2.3 Being courteous

- 2.3.1 Expln. your pt. politely - avoid sarcasm / insults.

- 2.3.2 Careful writing & typing
- 2.3.3 grammar & spelling errors to be avoided

### 3. Importance of business letter

- 3.1 a representative
- 3.2 permanent rec. message.

### Summary-

A good business letter is that leads you positive and quality results. To get such results, a business letter should be effective in appearance, style and content. Apart from this a letter should be concise, clear, and courteous. The business letter should be to the point as the message can be clear to the reader with an impression of you. The structure of letter should have topic sentence, introduction, paragraphs to conclusion. Reread the points you have written to avoid sarcasm and insults that can work against your motive. Further more grammar and spelling errors need to be avoided.

Key

Busns	-	Business
leter	-	Letter
Hum'or	-	Humour
Expl'ns	-	Explains
Expln	-	Explain

x

x

x

x

x



## ENGLISH FLUENCY-I

### Resume and Job- Application Writing

→ A Resume is made up of the following five parts;

- (1) Contact Details
- (2) Introduction
- (3) Educational Background
- (4) Work History
- (5) Relevant skills

→ Writing an effective cover letter by following a few simple steps:

- Start by listing your name and address.
- Include the date.
- List the recipient's name and address.
- Open with an introduction.
- Include an opening paragraph about your intent to apply.
- Write a second paragraph about your background.
- Focus on another reason why you are qualified in the next paragraph.
- Conclude with reasons why you are uniquely qualified.
- End with your signature.

Q-1) Write a job application as a professional graphic designer to XYZ company for the post of Art director. And enclosed with a resume.

Radhika Roy  
ABE City  
Noida, 110231  
555-555-5555  
radhikerooy@email.com

Wednesday, 11 January 2023

Hiring Manager's Name (Kirti Sharma)  
XYZ Company  
A-3 Block  
Gurgaon, 122003

Dear Hiring Manager,

I am writing to express my interest in the opening for an Art Director position at XYZ company. With over 5 years of experience in the graphic design industry and a strong understanding of design principles, I am confident that I would be a valuable asset to your team.

As a Senior Graphic Designer at ABC company, I have honed my skills in collaborating with cross-functional teams

to develop design solutions for marketing campaigns, packaging, and corporate branding. I have managed design projects from concept to completion, including print and digital assets and provided art direction and mentorship to junior designers. I am well versed in industry-standard software, including Adobe Creative Suite, Sketch, and Figma and have a strong ability to work in a team environment, meet tight deadlines, and effectively communicate design concepts to clients and colleagues.

I am particularly excited about the opportunity to work with XYZ Company as I have always admired the company's design aesthetic and the innovative solutions you provide to your clients. I am confident that my experience and expertise in the graphic design field will enable me to contribute to your company's continued success.

I would welcome the opportunity to discuss my qualifications in more detail. Thank you for considering my application.

Sincerely,  
Radhika Roy

Enclosed: Resume, portfolio, and references.

# Resume

Name : Radhika Roy

Contact Information :

Phone : 555-555-5555

Email : radhikaroy@email.com

Portfolio : radhikaroy.com

Summary :

Highly creative and multitalented Graphic Designer with over 5 years of experience in developing unique designs for print and digital media. Proficient in industry-standard software including Adobe Creative Suite, Sketch and Figma. Strong ability to work in a team environment, meet tight deadlines, and effectively communicate design concepts to clients and colleagues.

Education :

Bachelor of Fine Arts in Graphic Design,  
RKD University, graduated May 2018

Experience :

→ Senior Graphic Designer at ABC Company  
(2020 - (2023 - present))

Collaborate with cross-functional teams marketing campaigns to develop design solutions for marketing campaigns, packaging, and corporate branding.

Manage design projects from concept to completion, including print and digital assets.

Provide art direction and mentorship to junior designers.

Consistently meet project deadlines and exceed client expectations.

### → Graphic Designer at DEF Company [2018 - 2020]

Created visually compelling designs for print and digital media, including brochures, trade show graphics, and website graphics.

Worked closely with clients to understand their needs and develop design solutions that met their goals.

Collaborated with marketing and content teams to ensure brand consistency across all designs.

Utilized strong project management skills to manage multiple projects and meet tight deadlines.

## Skills :

Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign), sketch, Figma and other design tools.

Strong understanding of design principles, typography, color theory, and composition.

Experience with web and mobile design, including responsive design and design systems.

Experience with motion graphics and video editing.

Strong attention to detail and ability to work in a fast-paced environment.

Excellent written and verbal communication skills.

## Certifications :

Adobe Certified Expert (ACE) in Photoshop  
Google Analytics, Hubspot Inbound Marketing

## Portfolio :

Available at [radhikasroy.com](http://radhikasroy.com)

## References :

Ansh Jain

CES Company Senior Manager of Graphic Design.

# ENGLISH FLUENCY-I

## PREPOSITIONS

★ Prepositions :- In the English language indicate the relationship of a noun or pronoun to something. When using a preposition, it is necessary to have the subject and verb before it and should be followed by a noun. Never follow a preposition with a verb. Usually about the time or place.

→ Some prepositions words ;

(i) Above	(xvii) on
(ii) After	(xviii) In
(iii) By	(xix) of, off
(iv) Beneath	(xx) Same
(v) Next to / beside	(xxi) with
(vi) Near / close to	(xxii) Into
(vii) Between	(xxiii) like
(viii) Among	(xxiv) From
(ix) In front of	(xxv) During
(x) Behind	(xxvi) At
(xi) Across from / opposite	(xxvii) before
(xii) Under	(xxviii) But
(xiii) Below	(xxix) below
(xiv) About	(xxx) For
(xv) Against	(xxxii) Untill
(xvi) Around	(xxxii) Since

→ Some examples of prepositions :

- [1] He ran after her with the book.
- [2] The telephone is by the window.
- [3] Jaime hid the letter beneath a pile of papers.
- [4] We lay beside the pool to dry off in the sun.
- [5] There is a bush near the school play ground.
- [6] There is a gulf between the two cities.
- [7] They massed in front of the city hall.
- [8] The horse fell behind in the race.

X X X X X



# ENGLISH FLUENCY-I

## MODIFIERS

★ Modifier: A modifier is a word, phrase, or clause that modifies - that is, gives information about - another word in the same sentence.

→ For example, in the following sentence, the word "burger" is modified by the word "Vegetarian":

Ex: I'm going to the Saturn cafe for a vegetarian burger.

### Kind of Modifier

(1) Pre Modifier: The pre-modifiers which modify the words that follow them in the sentence.

(Word + Noun)  
Ex: Give me that black broken shining tool box.

= Common pre-modifiers

Article, Determiners, participle, Demonstrative Adjective, proper Adjective, Descriptive & Compound.

(2) Post Modifiers: The modifiers which are used after the words they modify. Traditionally, the adverb is used after the verbs and modifiers them.  
(Noun + words)

Ex: The girl in the blue dress is beautiful.

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## CONJUNCTIONS

Conjunctions : A conjunction is a word that is used to connect words, phrases, and clauses. There are many conjunctions in the English language, but some common ones include :- and, or, but, because, for, if, and when.

→ There are three basic types of Conjunctions :

- (1) Coordinating
- (2) Subordinating
- (3) Correlative

(I) Coordinating Conjunction : For, and, nor, but, or, yet, so

Trick → [F-A-N-B-O-Y-S]

Ex : (i) The lady called for security.

(ii) Hoby can both eat and speak.

(iii) I want to cook but there is no stuff.

(iv) Is that cat alive or dead?

[II] Subordinating Conjunction ∴ Although, Whenever, If, Though, Even if, Because, Unless, Since.

ON-(A-white-bus) - Trick

O  
N  
A  
W  
H  
I  
T  
E  
B  
U  
S

Only if  
now that  
after, although, at, as, as soon as,  
when, whenever, where, wherever, while  
how, however, how if  
if, in case  
though, than, that  
even though, even if, even  
because, before  
Unless, Untill  
Since, So

Ex : (i) I read a newspaper because it provides information.

(ii) The stadium looks like garbage After the match.

(iii) The train reached the station before us.

(iv) We went to our seats as soon as the professor arrived.

### [III] Correlative Conjunction :

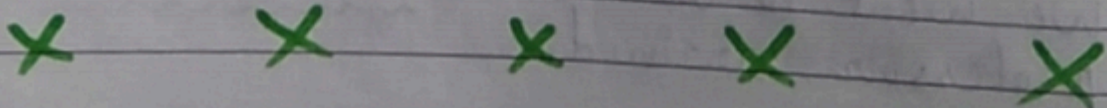
- Both ... and
- Not only ... but also
- Either ... or
- So ... as
- No sooner ... than
- The more ... the more
- So ... that
- Hardly ... when
- Such ... that
- Neither ... nor
- Whether ... or
- As ... as
- Rather ... than
- Scarcely ... when

Ex (i) Radhika can both read and write.

(ii) I can have either cola or tea.

(iii) Her story isn't so boring as his.

(iv) Not only Jimin but also Jungkook is from South Korea.



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## NOUNS

★ What is a Noun ?

Nouns are a part of speech that comprise words that are used to name people, places, animals, objects and idea.

★ Examples of Nouns :

People : Rahul, Person, girl, boy, P.M etc.

Places : Bangalore, India, Mexico, South Korea

Animals / Birds : Lion, Snake, Flamingo etc.

Ideas : Evolution, Invention, Argument etc.

Objects / Things : Bat, Cycle, Curtains, Bag etc.

→ Types of Nouns :

1. Proper Nouns : Nouns that are used to name a person, place or things specifically are called a proper noun. Proper nouns always begin with a capital letter.

Ex:- My name is Rose (Name of a particular person)

2. Common nouns : Common nouns are those nouns that refer to generic item, group or place. This means that, unlike proper nouns, they are not used to identify specific people, places, or objects. Common nouns are not capitalised unless they appear at the beginning of a sentence.

- Ex :- (1) I bought a pen yesterday.  
(2) I am going to school.  
(3) The car is out of fuel.

3. Singular nouns : These are words that are used to name a single person, place, animal, bird or object.

- Ex :- (1) That is my daughter.  
(2) There is a little boy in front of our house.

4. Plural nouns : Plural nouns refer to a number of people, places, animals or things. Nouns are made plural by adding an 's' or 'es' or 'ies' or 'ves' to the existing root word. Nouns that end with an 's' remain the same.

- Ex :- (1) I need some Apples.  
(2) We took photos of some deer on our way.

5. Countable nouns : are those nouns that can be counted or measured.

Ex:- (1) Tom brought ten packets of lays for the trip.

(2) I saw an aeroplane around seven in the morning.

6. Uncountable nouns : are those nouns that cannot be counted. This category of nouns includes both concrete and abstract nouns.

Ex:- I have a lot of homework to do.   
 I have a cup of tea. (cannot count)

7. Collective Nouns : A collective noun is a naming word that is used to denote a group of object, animals or people.

- collective nouns for groups of people
  - A band of musicians
  - A board of directors
  - A crew of sailors
  - A company of actors

8. Concrete nouns : are refer to objects that are material and can be perceived by the human senses.



- Ex :- (1) The book is on the table.  
(2) I had a cup of tea.

9. Abstract Nouns : Any entity that cannot be perceived by the five senses of the human body and called an abstract noun.

- Ex :- (1) Love is a strong emotion.  
(2) Honesty is the best policy.

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## VERBS

→ Verb : Verbs are words that describe actions, whether physical or mental. Verbs also describe a "state of being," like the verbs be, become, or exist.

→ Types of verbs :

- Action Verbs - walk, run, talk, read
- Auxiliary Verbs - Am, is, are, was, do
- Transitive Verbs - Turn on, teach, active
- Intransitive Verbs - Act, dance, fly
- Modal Verbs - can, could, will, may
- Phrasal Verbs - baby, run out, look up
- Irregular Verbs - lost, met, meet
- Regular Verbs - Act, behave, close
- Finite Verbs - lives, opens, ran, go
- Infinitive Verbs - Agree, know, aim

## Articles

Singular  
A, An → (a, e, i; o, u)

Ex: -

यह कुत्ता है।  
वह कुर्सी है।  
यह हाथी है।  
वह अंग्रेज है।

This is a dog.  
That is a chair.  
This is an elephant.  
That is an Englishman.

## Use of 'The'

Ex:- (i) किसी Post, object, animal को सूचित करने के लिए The का use.

Ex:- The principle, The Headmaster, The cow

(ii) Uncountable objects :- The Sun, moon, earth

(iii) का, के, की = of (निजी के साथ) 's, सभी के

वे प्राचार्य हैं।  
 वह श्यामपट्ट हैं।  
 सूरज गर्म होता है।  
 गरीब असहाय होते हैं।  
 धनी लोग नेता होते हैं।  
 सड़क चौड़ी है।  
 यह घर का फाटक है।  
 यह गाय है। गाय उपयोगी है।

He is the principle.  
 That is the blackboard.  
 The sun is hot.  
 The poor are helpless.  
 The rich are leaders.  
 The road is wide.  
 This is the gate of the house.  
 This is a cow. The cow is useful.