

Vowel

/i:/ Be
/e/ Any
/ə/ Dance
/ɔ/ All
/u/ Moon
/ɜ:/ Earth

/ɪ/ It
/æ/ Match
/ɑ/ Mama
/ʊ/ Foot
/ʌ/ Son
/ə/ Again

Pure vowel
(12)

/eɪ/ Race
/ɔɪ/ Oil
/əʊ/ Go
/eə/ Chair

/aɪ/ My
/aʊ/ Cow
/ɪə/ Real
/və/ Poor/Manual

Diphthong
(8)

Consonant Clusters Chart

br - bread | bɹeɪd |
dr - dress | dɹes |
gr - green | grɪ:n |
ʃ - ship | ʃɪp |
sn - snake | sneɪk |
sp - spoon | spu:n |
tʃ - chair | tʃeɪə |
fl - flag | flæɡ |
pl - planet | plænɪt |
sk - skates | skeɪt |
tr - train | treɪn |
tw - twins | twɪn |
kl - clock | klɒk |
sm - smile | smaɪl |
sw - swing | swɪŋ |
wh - whale | weɪl |

D

Listening Skills: Importance and types of listening

→ Listening is the ability to accurately receive and interpret messages in the communication process.

→ (Suf sun lena is hearing
sun ke samajh lena is listening)

→ Key to all effective communication.

→ Without the ability to listen effectively, messages are easily misunderstood.

→ It's a mental activity.

(Kyunki aapko samajhna hai to samajhne ke liye mind ka active rehna jaroori hai)

It involves four distinct components. These are:-

- Hear (Sunna)
- Comprehend (Samajhna)
- Retain (Memory Store)
- Recall (Remember)

Bad me jab aapko ye chiz yaad karna ho to aap isko recall kar sako.

(Hearing is a part of listening.)

Types of Listening

• Biased/ Selective Listening.

(Unko jo sunna hai wahi sunenge aur baki sabko ignore karenge. Bas kam ke chize sunenge and baki sab bhul jayenge.)

→ The listener wants to hear only what he/she wants to listen.

• Sympathetic Listening

(Yaha pe aap ek case show karke ho/ usko ke feelings ko samajh lena)

→ Shows the caring attitude of the listener.

- This type of listening occurs amongst close friends or relatives.

(Hum sympathy, close friend ya relatives ke saath hi dikhte hai)

Empathetic/Therapeutic Listening:-

- It is similar to sympathetic listening but (Yaha pe sirf sirf ke samajhte nahi ho but experience the feelings of the speaker.)
(Aapne suna, samjha and care throw kar diya but here you feel it).
- The listener not only just listens but experiences the feelings of the speaker herself/himself.

Critical Listening:-

- Judgmental in nature.
(Yaha pe sunoge, samjhogee, and kuch kampan bhi nikaloge, judge bhi karoge aur apna opinion doge)
like aapne jo bola hai wo sahi bola hai/galat bola hai
- Understanding what is said and evaluating, judging, and forming an opinion.
Plays important role in businesses, Decision making, Problem ka solution nikalna hoga.

Informational Listening:-

- Paying attention to ^{the} kind information being conveyed by the speaker.
(Samne wala konsa information de raha hai bat wahi sunenge aur baki kuch nahi sunenge)
- Listening with the goal of learning, understanding, and grasping information.

Appreciative Listening

- Listener seeks certain information which they will appreciate, and meet his/her needs and goals.

(Listening music or watching video)
Effective Listening
activity absorbing the information given to you

- by a speaker,
- showing that you are listening and interested, and
- providing feedback to the speaker so that he or she knows the message was received.

~~also~~ we have to take care during Effective Listening.

- Be attentive / Focused or Concentrated
- Request clarification
- Paraphrase (samne wala ne jo kaha hai use aap apne bhasa me samjhayen)
- Avoid Noise
- bolne se pehle suniye tab hi samjh sakte hain
- Body language
(soye soye, lete - lete mind aajayegi to aap kee sun loge)
- Summarise (keywords of all communication)

Six steps involved in the listening process. These are:

- Identification
- Reception
- Comprehension / Understanding
- Evaluation
- Retention
- Response

Sub-verb agreement

Sub must agree with verbs.

1. If the subject is singular, the verb must be singular too.

Ex- She writes every day.

2. If the subject is plural, the verb must also be plural.

Ex- They write every day.

3. When the subject of the sentence is composed of two or more nouns or pronouns connected by 'and' use a plural verb.

Ex- ~~The doctor and student~~ and the Rohan and meera write every day.

Rohan and meera are coming.

4. When there is one subject and more than one verb, the verbs throughout the sentence must agree with the subject.

Ex- Interviews are one way to collect data and allow researchers to gain an ~~and~~ in-depth understanding of participants.

Ex- An assumption is something that is generally accepted true when conducting a doctoral study.

5. When a phrase comes between the subject and the verb, remember that the verb still agrees with the subject, not the noun or pronoun in the phrase following the subject of the sentence.

Ex- The student, as well as the committee members, is excited.

Ex- Strategies that the teacher uses to encourage classroom participation include using small groups and clarifying expectations.

ex- The focus of the interviews was nine purposively selected participants.

6- when two or more singular nouns or pronouns are connected by 'or' or 'not' use a singular verb.

Ex- The chairperson of the CEO approves the proposal before proceeding.

7- when a compound subject contains both a singular and a plural noun or pronoun joined by 'or' or 'not' the verb should agree with the part of the subject that is closest to the verb. This is also called the rule of proximity.

Ex- The student of the committee members writes every day.

Ex- The committee members of the student writes every day.

8 The words and phrases 'each' 'each one', 'either' 'neither' 'everyone' 'everybody', 'anyone' 'anybody' 'nobody' 'somebody', 'someone' and 'no one' all singular and require a singular verb.

Ex- Each of the participants was willing to be recorded.

Ex- ~~Each~~ I will offer a 2000 ₹ gift card to everybody who participates in the study.

Ex- No one was available at ~~any~~ early morning.

9 ~~9~~ Uncountable nouns :-

It takes a singular verb.

Ex- Education is the key to success.

Ex- The ~~was~~ research I found was successful.

10 Collective nouns are words that imply more than one person but are considered singular and take a singular verb. Some examples are "group", "team", "committee", "family", "class".

Ex- The group meets every week.

I / You / He / She / It - Singular

~~He~~ we / They / - Plural

1st person singular - I

1st person plural - we

2nd person plural / singular - You

3rd person singular - He / She / It

3rd person plural - ~~we~~ They.

Sub

I

we

He

She

It

You

They

Predicate

me

us

His / Him

Her

It

You

Them

Informal Letters

Informal letters are personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards.

It is usually written to a family member, a close acquaintance or a friend. Language is casual and personal.

Format

Address

Date

Salutation/greeting

Body/content

Signature



Koelnagar, Block D, 174

Roulkela,

13/01/2023

Reply

Dear Priya,

It is extremely thoughtful of you to plan a get-together for all of us. I wish I could join you, but I am sorry to say that I have a project starting next month, and it would not be possible for me to be there. If there is any way of postponing the get-together to any time before the month-end, I can definitely make it to our gathering.

I hope we can reschedule the get-together. Looking forward to hearing from you.

With love,

Raj

	<u>Incorrect</u>	<u>Correct</u>
Exploring space mean to study	mean	means
space to the sake of knowledge	to	for
in the largest interest of mankind.	largest	larger
exploiting space mean using space	mean	means
for commercial use. Their aims	There	Their
are quite difference. The former one	difference	different
is to enhance knowledge but to satisfy	but	and
curiosity while the later is	later	latter
to making money.	making	money make.

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APR 2022

MARCH
FRIDAY

11

2022

Wk 11 - 070-295
see and hold firmly

Comprehension

To Comprehend means 'to understand and grasp'. A Comprehension exercise is, therefore, meant to test a candidate's ability to understand and retain the contents of a given passage.

Trend of Questions:-

In this type of questions, generally a long passage consisting of certain paragraphs is given, followed by 10-15 questions based on it. The questions may be based on:-

- i) Theme ^{the subject of the talk} of the passage
- ii) Choosing the correct or wrong statement on the basis of the given passage
- iii) View of the author regarding the main point discussed in the passage
- iv) Synonyms or Antonyms of some selected words in the passage.

Technique of Solving:-

- 1) Read the passage carefully once and detect its theme.
- 2) Note what the questions are about.
- 3) Answer the questions.

In questions on synonyms and Antonyms, what is to be remembered is that the answer is to be given according to the sense in which the word has been used in the passage, not just on the basis of its literal meaning.

Note

Parts of Speech

Just like when we eat biryani, we have lots of ingredients so when we break we we have lots of different ingredients. In biryani we have rice, vegetables, masala like that in our sentence there are lots of ingredients which we call parts of speech.

we have name of our ingredients.

- 1) Noun
- 2) Pronoun
- 3) Adjective
- 4) Verb
- 5) Adverb
- 6) Preposition
- 7) Conjunction
- 8) Interjection

Through this ingredient we ~~can~~ make a sentence.

Noun -> is the name of a person, place or a thing.

01

February

Tuesday

Week 06 Day (032-133)

Verb

S	M	T	W	T	F	S	S	M	T	W	T	F	S
10	31					1	6	7	8	9	10	11	12
2	3	4	5	6	7	8	13	14	15	16	17	18	19
9	10	11	12	13	14	15	20	21	22	23	24	25	26
16	17	18	19	20	21	22	27	28	29	30	31		
23	24	25	26	27	28	29	27	28					

January '22

Appointments

Bina Engine ke Car is equal to box.

9 Verb is equal to Engine. It is the engine of our sentence.

10 So without verb we can not have a sentence.

By reading about verb you will get the idea about Grammar.

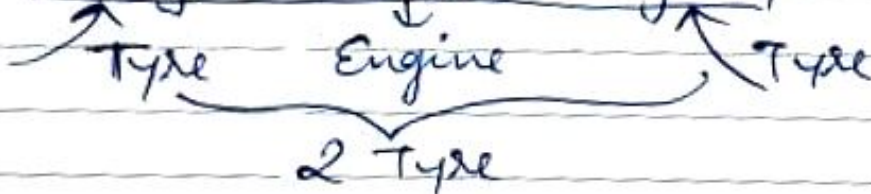
12 The word which show the action or state of being is called verb. Existence.

2 Jin Sabd se Kisi Kaam ke hone ka ya Karm ka pata chale use Kriya Kott kehte hai.

3 Example:- Go, learn, accept, walk, read, understand, speak.

4 Is, am, Has, Have, was, were, are.

5 A Complete Sentence is combination of Subject + Verb + Object.



We don't always need a big engine.

Like we need small engine for small car

Big engine for big SUV car

different engine for Aeroplane, Train, Scooter.

S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5		1	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	29	30
27	28	29	30	31									
March '22							April '22						

February
Wednesday
Week 06 - Day (011-1121)

02

Appointments

Same in English Sentence, Kabhi Takat dikhana hota hai, Kabhi feel karna hota hai, Kabhi Kaam dikhana hota hai. to depend Karta hai ki hum kya karna chakte hain.

No Sentence can be completed without a verb.

Time ki apni energy Lage rahi ho wo sab kaam hai.

And Existence of anything is the state of being.



Nisha is Going to Agra

Notes.... Nisha went to Agra (Go 2nd)

Nisha is in Agra.
H.V

M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5			6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31						
March '22						April '22						

Important
NOTES



Conjunction

- A word used to connect clauses or sentences or to coordinate words in the same clause
- the action or an instance of two or more events or things occurring at the same point in time or space.

e.g. → For, and, nor, but, or, yet.

→ both / and, whether, or, not only, but also, either, or, neither, nor just, so

→ after, although, as if, as, as long as, as much as, if only, just as, where, whenever, whereas, whereif

→ a.

01

Tuesday
Wed 10 Day (060.301)

February '23

27 28 29 30 31
March '23

Appointments

Interjection

→ An interjection is a word or phrase that is grammatically independent from the words around it, and mainly expresses feeling rather than meaning.

eg → Oh, what a beautiful house!
→ Uh-oh, this looks bad.
→ Actually, um, it's not my dog.

eg → ah, alas, alrighty, blah, dang,
oops, nah, phew, shucks, whoops.
→ Hoorah! We won the match.
→ Congratulations! You have a baby girl.
→ Yeah! I got her number.
→ Jesus! You saved me from those culprits.

Yevgeny Yevtushenko

March

Sunday

Week 12 Day 1024 2022

20

S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31	1	2	3	4	5	6
April '22							May '22						

Standing Up for Yourself

He is an Russian poet, novelist, essayist, dramatist, screenwriter, actor, editor & director.

Poet nijala biography lekhhichanti, nija jivana sa kahani.

Unit I -> Livelihood & education of & struggle for life.

he was alone his father left them and married another lady and his mother ~~was~~ had left him

- Abandoned by parents
- Left education

Unit - II • Friends and foe of author
• Author's scariness towards Red
• Afraid of fed & his heavy metal knuckle duster.

Unit III • Poet's encounter with Red
• Beaten by fed
• First reward as a poet
• Struggle to ~~over~~ his cowardice

Notes.....

fiery consisting of fire, blighth.

Carade - Thalaha

Enthusiasm is the propelling force necessary for climbing the ladder of success.

Appointments

Unit IV

- Poet defeated Red by Japanese form of Self defence (Ju-Jitsu)
- Bought a textbook on Ju-Jitsu with the exchange of his ration card

11