



Lukhdhirji Engineering College

Morbi

Lab Manual

English - 3110002

2nd Semester

Name: _____

Enrolment No: _____

Branch: _____

Batch: _____

Year: _____

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English – 3110002

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Practical – 1

Title: _____

Date: _____

(1) What is the definition of a 'Word'?

(2) Find two examples for each example of given blending words.

Spork = Spoon + Fork (1)

(2)

Biopic = Biographical + Picture (1)

(2)

Mocktail (1)

(2)

(3) Find three examples for each clipping type

Back Clipping	(1)
	(2)
	(3)
Fore-Clipping	(1)
	(2)
	(3)
Middle Clipping	(1)
	(2)
	(3)
Complex Clipping	(1)
	(2)
	(3)

(4) Find two examples for following prefixes and suffixes

un		
im		
mis		
anti		
inter		
er		
hood		
ship		
age		
ness		

(5) Write Classification of Compounds with examples

Type 1		Type 2		Type 3	
noun+ noun	birthday party	adjective + verb	fine-tune	verb + verb	Kick start

Game time

Try to make maximum spellings using letters of each word

(1) elephant

(2) partition

(3) coordination



Practical – 2

Title: _____

Date: _____

(1) What do you understand by borrowing?

(2) Give three examples of borrowing.

(3) Define Coining of words.

(4) Write synonyms for following words.

Behavior		Principle	
Consequences		Odor	
Competition		Alert	
Display		Necessary	
Evidence		Transparent	
Intention		Build	
Judgment		Imagine	
Knowledge		Annually	

(5) Write antonyms for following words.

Load		Fearful	
Regular		Sensible	
Honest		Liquid	
Legal		Weakness	
Curricular		Generous	
Responsible		Public	
Ascend		Vacant	
Include		Temporary	

Popular ways of using word differently

Abbreviation: In abbreviation we pick first words of a phrase and make it shorter

Example: MRP – Maximum Retail Price

OTP – One Time Password

Acronym: When we pronounce an abbreviation as a word it is called a acronym.

Example: NASA and UNESCO can be pronounced as words

Shortening: When we just limit a longer word by putting a full stop, it means shortening.

Example: 1. Rupees = Rs. 2. October = Oct. 3. Number = No.

Contraction: When we shorten a word for the ease of pronunciation, it becomes contracted form.

Example: 1. Do not = don't 2. I am = I'm 3. Did not = didn't

Game time

See the example and find similar

(Page) remove first letter still there is a word

Page and age both are words



Practical – 3

Title: _____

Date: _____

Part – 1 Do it all show. Listen and encircle correct answers.

- (1) The caller is _____ do it all show. (a) watching (b) listening (c) hosting
- (2) The caller has _____ time for his errands. (a) enough (b) full (c) insufficient
- (3) Donna _____ an errand service. (a) calls (b) recommends (c) complains
- (4) The caller has _____ (a) doctor's appointment (b) a company (c) grocery shopping
- (5) Errand service can _____. (a) go to bank (b) pick up kids (c) pay per hour

Part – 2 Listen a conversation about food adjectives and under line correct answer.

- (6) Martha ate dinner cooked by _____. (a) her mother (b) chef (c) her friend's mother
- (7) There were _____ items in the menu. (a) 4 (b) 6 (c) 7
- (8) The chicken wasn't _____. (a) crispy (b) juicy (c) oily
- (9) Grits tests _____. (a) spicy (b) bland (c) salty
- (10) Martha ate _____ at last. (a) Oat meal (b) Mississippi mud pie (c) Grits

Part – 3 You will hear about a person. Listen to the audio and put (✓) for the right answer. You will hear the recording once only.

11. What was Sir Arthur Conan Doyle's first Job?

- A. Actor B. Writer C. Doctor

12. When was the first Sherlock Holmes story published?

- A. 1877 B. 1878 C. 1887

13. Holmes was very _____.

- A. Intelligent B. Strong C. Quick

14. Who did Holmes work with?

- A. Dr. Samson B. Dr. Watson C. Dr. Smith

15. Where is the Sherlock Holmes Museum?

- A. Scotland B. England D. The United States



Part – 4 Listen to the conversation and complete following details.

ORDER FORM	
CUSTOMER DETAILS	
Name: Ken (16)	
Company: Greenlight Communications 201 Hall Road, Manchester	
Tel: 0161 313988	Fax: (17)
ORDER DETAILS	
Item: (18)	Model: XT519
Quantity/Amount: (18)	

Part – 5 You will hear a man called Simon Webster talking about being a racing driver. For each question, put a tick ✓ in the correct box.

(19) Simon asks other drivers for advice when he

- (a) has made a mistake on a racing track. (b) is unsure which racing track to use.
(c) uses a racing track for the first time.

(20) When do races take place?

- (a) during part of the year (b) on most days during the week (c) mainly on Fridays

(21) What problem does Simon have?

- (a) he can't stop training before a race. (b) he can't improve any more. (c) he doesn't ever have holidays.

(22) What does he say is most important for a racing driver?

- (a) not getting frightened (b) being able to concentrate (c) knowing how a car works

(23) How did he become interested in cars?

- (a) his friends were keen on motor-racing. (b) he enjoyed watching motor-racing on TV.
(c) his father took him to races.

(24) What advice does he give to young racing drivers?

- (a) they should do other sports too. (b) they should study hard. (c) they should get very fit.

Part – 6 You will hear a woman talking on the radio about a new sports centre. For each question, fill in the missing information in the numbered space.

The actual date of opening was (25) _____

Opening was delayed due to (26) _____ problem.

It opens on (27) _____

It is opposite the (28) _____

The car park entrance is in (29) _____ Road.

It costs (30) _____ £ per week to be a member.

Practical - 4

Title: _____

Date: _____

Write transcription of following words.

Symbol	Sound	Spelling	Transcription	Spelling	Transcription	
Ex	ʌ	ଅ	Cup	/kʌp/	Go	/gəʊ/
1	k	କ				
2	g	ଗ				
3	tʃ	ଚ				
4	ŋ	ଙ				
5	ʒ	ଝ				
6	z	ଝ				
7	ʒ	ଝ				
8	t	ଟ				
9	d	ଡ				
10	θ	ଥ				
11	ð	ଧ				
12	n	ନ				
13	p	ପ				
14	f	ଫ				
15	b	ବ				
16	m	ମ				
17	j	ଯ				
18	r	ର				
19	l	ଲ				
20	v	ୱ				
21	s	ସ				
22	ʃ	ଷ				
23	w	ୱ+ଅ				

24	h	હ				
25	ə	અ				
26	ʌ	અ				
27	ɜ:	અ.				
28	a:	આ				
29	I	ઈ				
30	I:	ઈ				
31	u	ઉ				
32	u:	ઊ				
33	e	એ				
34	æ	ૐ				
35	ɒ	ઓ				
36	ɔ:	ઓ				
37	Iə	ઈઅ				
38	eə	એઅ				
39	uə	ઉઅ				
40	aI	આઈ				
41	eI	એઈ				
42	ɔI	ઓઈ				
43	au	આઉ				
44	əu	અઉ				

(1) What is Diphthongs? Give two Examples of it.

(2) What is Monotones? Give two examples of it.

Practical – 5

Title: _____

Date: _____

Connect A with B to complete a dialogue.

	A		B
1	Hi	1	I am fine, thank you.
2	How do you do?	2	I am a student.
3	Do you have a pen?	3	Yes, he is.
4	What do you do?	4	Hello
5	Are you free?	5	Yes, I have.
6	Is he your brother?	6	No, they aren't
7	Nice to meet you.	7	Yes, I am.
8	Are they student?	8	Nice to meet you too.
9	How is your brother?	9	She is my sister.
10	Can you speak English?	10	It's on the table.
11	Who is she?	11	Yes, I can.
12	Please, sit down.	12	He is fine.
13	Where is the book?	13	Thank you.

Conversation – 1 (Characters – 2, Anuradha and Jigna are meeting for the first time.)

Anuradha: Hello! I am Anuradha. What is your name?

Jigna: Hi! My name is Jigna. How are you?

Anuradha: I am fine. Thank you.

Jigna: Where are you from?

Anuradha: I am from Calcutta.

Jigna: Are you a Bengali?

Anuradha: Yes, I am. What about you?

Jigna: I am Gujarati, Rajkotian. What do you do?

Anuradha: I am a nurse, and you?

Jigna: I am a house wife. My husband is shop keeper.

Anuradha: I am unmarried. OK! I have to go now.

Jigna: OK. Bye then.

Anuradha: It was nice meeting you.

Jigna: Same here. Good bye.



Practical – 6

Title: _____

Date: _____

Read about the modes of communication and discuss it in the group

- Formal and Informal:

Communication can be both. It depends on the sender or receiver. We are more alert during formal communication but relatively care free in informal communication as it is casual.

The same is applicable to communication with an organization, formal communication is used. It will be formal when we ask for leave or discuss business strategies. If you are with your colleagues to see movie you will be informal.

Formal and Informal communication is decided by relationship, purpose and occasion. Whenever there is uncertainty in deciding between formal or informal. Formal communication should be preferred as it has no risk.

Sometimes it is assumed that written communication is always formal.

- Oral & Written:

Any communication can be divided in two important equal categories oral and written. The written mode has several advantages. It is very convenient to send lengthy message.

In written communication the response can be well prepared.

Written message can also be supplemental with visual apps such as chart and tables.

Disadvantages of written as well. It takes longer to draft a written reply so it will not work when the time is short.

In negotiations like interaction which require a lot of exchanging between two parties and written communication may take long.

It cannot be supplemented with non-verbal gestures.

It has no personal touch.

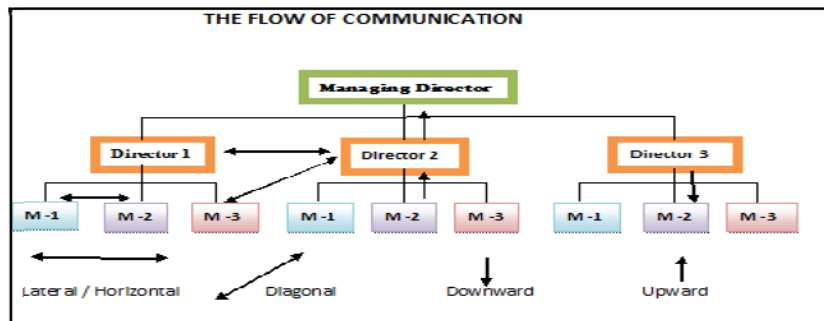
(1) Write Examples of oral and written forms of communication in office

Oral
Written

(2) Read following sentences and write G for General and T for Technical Communication in given space.

Communication is part and parcel of one's everyday life whether it is general or technical. Characteristics of general and technical communication are as under:

- 1) Contains a general Message _____
- 2) Informal in style and approach _____
- 3) Contains a technical Message _____
- 4) Mostly formal _____
- 5) Frequently involves jargon, graphics etc. _____
- 6) No set pattern of communication _____
- 7) Mostly oral _____
- 8) Not always for a specific audience _____
- 9) Doesn't involve the use of technical vocabulary or graphics _____
- 10) Follows a set pattern _____
- 11) Both oral and written _____
- 12) Always for specific audience _____



Practical – 7

Title: _____

Date: _____

(1) Here are some examples of words put into the correct and incorrect order.

Two brothers and two sisters I have at home.

I have two brothers and two sisters at home.

In middle school I am.

I am in middle school.

She needs to practice hard badly.

She badly needs to practice hard.

(2) Remove Redundancy

There will sometimes be a strong tendency for most of us to clutter up our writing, with a host of unnecessary words or phrases in the text. Redundancy, defined in the dictionary as the "superfluous repetition or overlapping of words", is best avoided in any line of communication between writer and reader, whatever the form of writing.

- **Redundant:** There were three astronauts that went on each and every Apollo space mission to the moon.
- **Clear and concise:** There were three astronauts on every Apollo moon mission.
- **Redundant:** All things being equal, the leaders of the Students Union Association will consider the argument, and make their final decision by vote on Wednesday next week at an open meeting.
- **Clear and concise:** The Students Union will announce the results of the vote at next Wednesday's open meeting.

Find the redundant word, delete them and rewrite each sentence.

1. One suitable method is to separate the men from the women.

2. Dynamism and velocity are typical characteristics of this species.

3. Their head office is located in London.

4. If there is water present in the system, this may cause rust.

5. The results obtained highlight that $x = y$.

(3) Avoid Ambiguity. In any writing ambiguity is annoying. Here are some ways to avoid ambiguity in your next writing.

- 1) Keep your sentences short.
- 2) Start every sentence with the subject, follow closely with the verb, and end with the object.
- 3) Place all adjectives close to the words they modify.
- 4) Use words consistently throughout a document, *e.g.*, if the agreement defines or uses “days” to mean “business days” at one point in a contract, then it may confuse the reader to use “days” in another part of the same document to mean “calendar days”.

(4) Read following passage and correct capitalization errors.

it was a freezing cold day. It had been snowing all night in london. tom and i went outside to play in the fresh snow. we hadn't seen this much snow since we went skiing in france last year! Uncle toby was right when he said that we would wake up this morning and see white. Tom and I decided to make a snowman in the garden. he started to roll a huge ball for the body whilst i worked on the head. Then we ran inside and asked mum for a carrot for the nose. we then found pebbles for the eyes and mouth. we called our snowman jack.

(5) Fill in the blanks correctly.

1. It _____ (hurt) to know what he said.
2. I sometimes _____ (play) football with my friends.
3. My sister _____ (want) to be a teacher.
4. We _____ (like) to do our homework together.
5. His father _____ (smoke) a pipe.
6. Does your mother _____ (cook) every day?
7. The train _____ (leave) in an hour.
8. He _____ (wash) his car on Sundays.
9. My friend _____ (ride) a bike to work.
10. They often _____ (swim) in the river.
She _____ (cut) her finger last night.
11. We _____ (go) for a ride and _____ (come) home late.
12. Her former husband always _____ (drink) heavily.

Practical – 8

Title: _____

Date: _____

Read the following passage carefully and answer the questions given below it.

(1) A Lucky Coin

Read the article first without stopping to find the missing words. Then read it again and choose the correct missing word from the numbered choices below the article.

When does one penny equal 170 million pennies? In *Time for Kids*, Suzanne Zimble 1 that a 1943 U.S. penny that was made at the Denver Mint has sold for \$ 1.7 million. That single coin is thought to be the 2 copper coin made in Denver that year. Only a handful of copper pennies were made at the other mints that same year.

Pennies were made of steel in 1943 because copper was in short supply for use in equipment to help wage World War ii. That was the only year that Lincoln pennies were not made of 3.

A wealthy coin collector was eager to pay the huge sum for the coin because it was one of a kind and that collector already had a 1943 copper penny from each of the other two U.S. Mints in Philadelphia and San Francisco.

You might be surprised to learn what some of your own coins are worth. The more scarce any collectible item is, the higher the 4 tends to be. It's not likely, but it is possible that you might have a small 5 sitting in your pocket right now!

1)

- a. pleads
- b. asks
- c. allows
- d. reports

- c. plastic
- d. silver

2)

- a. biggest
- b. only
- c. cheapest
- d. chubby

4)

- a. building
- b. stack
- c. ladder
- d. price

3)

- a. copper
- b. gold

5)

- a. spider
- b. fortune
- c. tooth
- d. dollar

Practical – 9

Title: _____

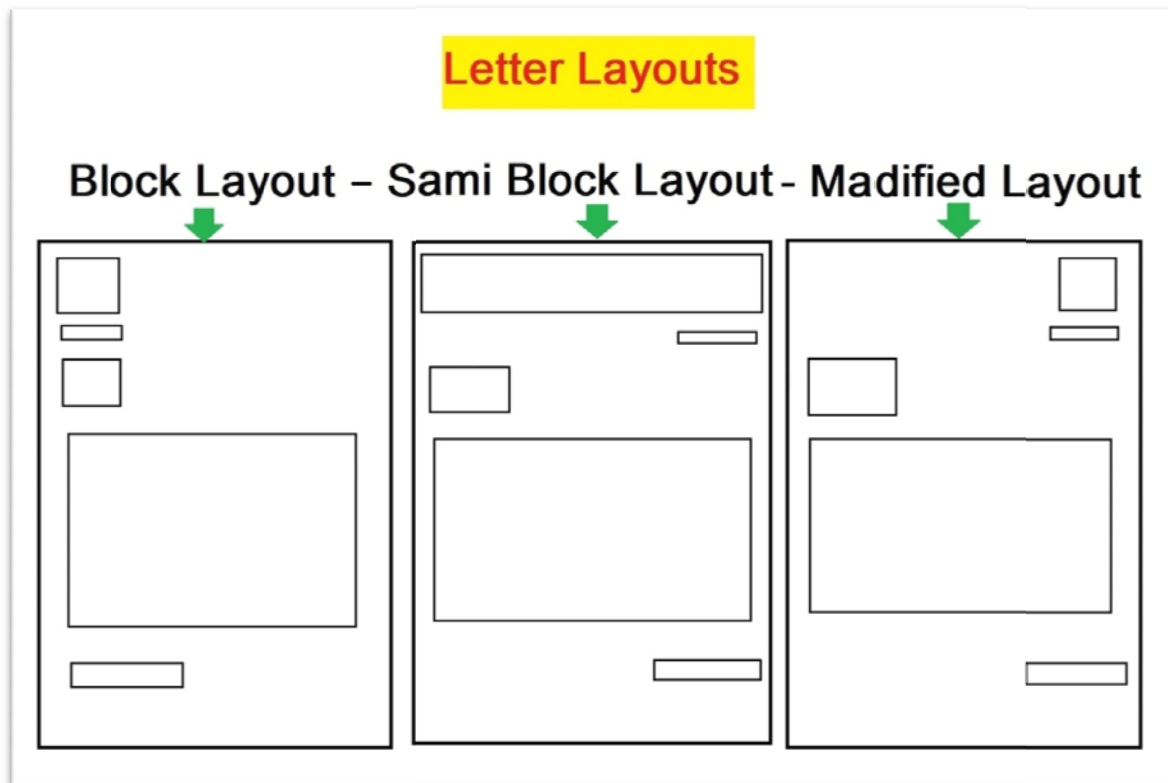
Date: _____

Letter Writing Tips

- Always proofread your letter after writing it, check for sentence structure, grammar, spelling mistakes...
- Proofread your letter again (and again) after you have revised it.
- Keep the recipient in mind, and write in a way that he/she can easily understand the letter.
- Don't use abbreviated dates, i.e. use November 19, 2004, and not 11/19/04
- Be respectful when you write, even if you are writing a letter of complaint.

Business letter writing tips

- Be concise and keep to the point, but don't leave out any important information.
- Try to keep your letter short enough so that it fits on one page.
- If your letter is more than a page long, use another page, don't use the back of the page.
- If you have access to company (or personal) stationary with a letterhead on it, use that instead of regular paper.



Practical – 10

Title: _____

Date: _____

(1) Email etiquettes

1. **Answer Swiftly:** People send an email because they wish to receive a quick response.
2. **Do not Overuse Reply to All:** use reply to all only if you really need your message to be seen by person who received the original message.
3. **Use Proper Structure And Layout:** Since reading from a screen is more difficult than reading from paper, the structure and layout is very important for email messages
4. Email is much **less formal** than a written letter. Emails are usually short and concise.
5. If you are writing to **someone you don't know**, a simple "Hello" is adequate. Using a salutation such as "Dear Mr Aniket," **is too formal**.
6. When writing to **someone you know well**, feel **free to write** as if you are speaking to the person.
7. Use **abbreviated** verb forms (He's, We're, He'd, etc.)
8. Include a **telephone number** to the signature of the email. This will give the recipient the chance to telephone if necessary.
9. It is not necessary to include your **email address** as the recipient can just reply to the email.
10. When **replying eliminate all the information** that is **not necessary**. Only leave the sections of text that are related to your reply. This will **save your reader time** when reading your email.

(2) What does a Professional E-mail Message Contain?

A professional e-mail should have the following components.

1. **Subject Line** that explains in a few words why you are writing the mail.
2. **Salutation** that starts the e-mail with a professional greeting.
3. **Body of Message** that gives a brief, balanced and easily intelligible description of what has motivated you to write the e-mail.
4. **Closing** marks the end of your message. It occasionally includes some expression of greeting, bonhomie or good wishes, reflecting that the mail ends on a positive and optimistic note.
5. **Signature** by you provides information for the reader to get back in touch with you. It includes your full name, e-mail address, phone number, and your address if you are expecting a written reply.

