

**DAYALBAGH EDUCATIONAL INSTITUTE**  
**FACULTY OF ARTS**  
**OMH 102: COMMUNICATION TECHNIQUES- ENGLISH I**  
**REVISED QUESTION BANK (2021-22)**

**UNIT I: Common Errors Related to Various Parts of Speech**

Q.1. Define a Noun. Write down the names of all kinds of noun. Defining them, mention two features of countables and uncountables, giving 4 examples of each.

Q.2. Correct the errors in noun usage in the following sentences:

- (i) Her clothes were clean and free from dirt.
- (ii) He peeled the apple with a knife.
- (iii) He has moved the furnitures in the living room.
- (iv) new delhi is the capital of India.
- (v) The cattles were grazing in the field.
- (vi) The sceneries of Kerala are beautiful.
- (vii) His mother in law was kind.
- (viii) The counselor gave him many advices.
- (ix) The tomatos were red.
- (x) She bought two dozens oranges.

Q.3. Change the following nouns from singular to plural:

- |                 |              |
|-----------------|--------------|
| (i) Momento     | (vi) loaf    |
| (ii) phenomenon | (vii) goose  |
| (iii) gold      | (viii) dwarf |
| (iv) pony       | (ix) kilo    |
| (v) calf        | (x) scarf    |

Q.4. What do you understand by Nouns in Possessive Case? How are they formed? Explain their at least two features, giving four examples of each.

Q.5. Define a pronoun. Name their types. Define any two types of pronouns giving their features with at least two examples of each.

Q.6. Explain any two functions of Possessive Pronouns. Fill in the blanks with the missing Possessive Pronouns of your choice in the following sentences :

- (i) \_\_\_\_\_ is a warm and close-knit family. (ii) Ravi's bicycle is like \_\_\_\_\_.  
(iii) She said the purse is \_\_\_\_\_. (iv) Is that \_\_\_\_\_?  
(v) Raman has a football like \_\_\_\_\_. (vi) That laptop is \_\_\_\_\_.  
(vii) Can you tell me which car is \_\_\_\_\_? (viii) "That is \_\_\_\_\_!" He exclaimed.

Q.7. What is a Relative Pronoun? Correct the pronoun errors in the following sentences:

- (i) Timothy drove I home. (ii) Us are going to the play.  
(iii) That belongs to herself. (iv) Me am an artist.  
(v) Myself can go to the meeting. (vi) Theirs liked the cake.  
(vii) It is herself who is the leader. (viii) The gift is for they.

Q.8. Define Interrogative Pronoun. Supply the appropriate Interrogative Pronoun in each of the following sentences to fill in the gap:

- a. -----is your name? b. -----teaches you French?  
c. -----wants a glass of water? d. -----is coming to tea?  
e. -----do you study? f. -----flower is it?  
g. -----is your phone number? h. -----makes coffee sweet?

Q.9. Define an Adverb. Name its all types. Define the features of any two types of adverbs giving two examples of each.

Q.10. State whether the adverb in each sentence is an Adverb of Manner, Place, Time, Frequency or Degree.

- (i) He thinks *carefully*. \_\_\_\_\_  
(ii) She will travel to London *early* in the morning. \_\_\_\_\_  
(iii) The bag is *upstairs*. \_\_\_\_\_  
(iv) The tests are administered *frequently*. \_\_\_\_\_  
(v) She plays the flute *beautifully*. \_\_\_\_\_  
(vi) They will go to the park *tomorrow*. \_\_\_\_\_  
(vii) Her aunt and uncle lived in Tuscany *for a year*. \_\_\_\_\_  
(viii) John looked *everywhere*. \_\_\_\_\_  
(ix) It is *extremely* hot. \_\_\_\_\_  
(x) She spoke *softly*. \_\_\_\_\_

Q.11 Describe the three forms of adjectives giving one example of each. Mention the correct forms of adjectives against each of the following sentences:

1. That book is best than your book. (.....)
2. Gold is the precious of all metals. (.....)
3. Who is most beautiful of the two sisters? (.....)
4. He is strongest of the two brothers. (.....)
5. She is more inferior to Ramesh in intelligence. (.....)
6. No other metal is heavier as lead. (.....)

Q.12. Form Adjectives from nouns; using the appropriate suffix -ful , -ly, -y, -al, -ish,-less.

- a. Air, dust, grass, rose, leaf.
- b. Father, hour, year, man, loud.
- c. Classic, influence, logic, accident, government .
- d. Book, slave, girl, red, boy.
- e. Use, truth, thought, help, cheer.
- f. Life, penny, hope, colour, job.

Q.13. Define a Preposition. Choose the correct preposition in the following sentences:

- a. Ravi walked (onto / towards / across) the park.
- b. The book is lying (on / over / by) the table.
- c. The stationery shop is (around/ through/ between) the chemist and book shop.
- d. He cannot submit his application (until/ since/ from) it is stamped with a seal.
- e. It is getting cooler as the months pass (on / over / by).
- f. He ran (onto / towards / across) the lake.
- g. The students stood (behind/ through/ between) one another in single formation.
- h. Rajiv walked (through/ into/ onto/) the hospital.
- i. The team members were (across/ against/ among) the proposal.
- j. The child searched (in/ on/ inside/) her cupboard for her toy.

Q.14. Define an Article. Describe under what situation Articles are repeated and omitted. Give at least Four examples of each situation.

Q.15. Insert 'A/An' or 'The' in the blank spaces below. Mark (X) if no Article is to be used:

- |  |  |
|--|--|
| (i) Italy is .....European country.                        | (ii) Every one respects .....honest person.        |
| (iii) The box is made of .....wood.                        | (iv) He is very ill. He has to go to.....hospital. |
| (v) I shall be back in less than.....hour.                 | (vi) Can you speak.....French ?                    |
| (vii)The cake is made of.....flour, butter and .....sugar. |  |
| (viii).....gold is .....metal.                             | (ix).....door of.....car is open.                  |
| (x) There is .....parcel that has arrived.                 |  |

Q.16. Define Conjunctions. Mention their two features.

Q.17 Fill in each blank in the following sentences with an appropriate conjunction:

- i. Three .....three make six.
- ii. He will not come .....it rains.
- iii. He is very rich..... he is not happy.

- iv. He was punished, he was guilty.
- v. He behaved..... a brave man should do.
- vi. There is no doubt.....the earth is round.
- vii. I wonder.....he will come.
- viii. He is witty ..... Vulgar,
- ix. Will you kindly wait.....I return.
- x. He lost his balance ..... fell off the bicycle.

## **UNIT—II: Verbs and Verbals**

Q.1. Define a Verb. What are Finite and Non-Finite Verbs? Explain their main features, giving two examples of each.

Q.2. Define Transitive and Intransitive verbs. Mention their main features giving four examples of each.

Q.3. Name the verbs in the following sentences and also tell whether the verb is transitive or intransitive and also mention the object, if it is transitive:

- i. The sun shines brightly.
- ii. The boy cut his hand with a knife
- iii. The clock stopped this morning.
- iv. The policeman blew his whistle.
- v. The sun rises in the east
- vi. The old beggar stood by the gate.
- vii. The clock ticks all day long.
- viii. I looked down from my window.
- ix. Put away your books.
- x. The moon rose early.

Q.4. Define Gerund. Compare and contrast its features with that of Participle. Give four examples of each in support of your answer.

Q.5. Define Infinitive verb form. Name its different forms. Write down five examples (of different cases) where 'to' is omitted, while using infinitives.

Q.6. Join the following sentences using infinitives:

- a. He was too tired. He could not work.
- b. I heard the news. I was shocked.
- c. He went to Amritsar. He wanted to visit the Golden Temple.
- d. The thief took out a knife. He intended to frighten the old man.
- e. He wants to earn his livelihood. He works hard for that reason.
- f. He has five children. He must provide for them.
- g. The old man has now little energy left. He cannot work hard.

- h. Every one should do his duty. India expects this of every man.
- i. Ajay is on his way to College. He has to appear in a test today.
- j. Pratima collects old stamps. This is her hobby.

Q. 8. What are Regular and Irregular Verb forms? Define them. Explain giving two examples of each of their base form, past tense and past participle forms.

Q. 9. Fill in the Past Tense or Past Participle of verb given, as the case may be:

- i.(see). It is years since I.....him. He has.....his best days.
- ii.(speak). Marathi is.....in Maharashtra.
- iii. (tear) In a fit of rage she.....up the letter.
- iv. (run) You look as if you had.....all the way home.
- v. (choose) A better day for a drive could not have been.....
- vi(lay) He (lay) the book on the table.
- vii.(take) A beautiful shot form cover-point.....off the balls.
- vii. (go) Recently the price of sugar has.....up.
- viii.(finish) I had..... my work, now I will sleep.
- ix.(steal) Someone has.....my purse.
- x.(sow) You must reap what you have.....

Q.10. Define a Participle. Discuss its three forms giving two examples of each form.

Q.11. What are Auxiliaries? Discuss Primary Auxiliaries. Mention any Three uses of them, giving Two suitable examples for each use.

Q. 12. Underline and identify Participle and Gerunds in each of the following sentences:

- (i) Running is a good form of exercise.
- (ii) He enjoyed painting.
- (iii) She was singing her favorite song.
- (iv) The burning sun scorched the parched earth.
- (v) To swim is relaxing.
- (vi) I like to cook.
- (vii) She had a proposal to present.
- (viii) They resolved to protect her.

- (ix) The swaying palm trees danced on the shining sands. (x) The wrecked sailboat washed up on shore.

Q. 13. (i) What are Modal Auxiliaries? Discuss any Two of them Mentioning their four features giving one example of each.

### **UNIT III: Time and Tense; Conditionals; Tense Sequence**

Q.1. Defining the terms Time and Tense compare and contrast them. What are time clauses. Discuss any Four giving two examples of each.

Q.2. Define Simple Present tense. Discuss its main Four uses giving Two suitable examples for each.

Q.3. Compare and contrast the Present Perfect and the Present Perfect Continuous tenses. Discuss on their at least three features/uses giving two examples of each.

Q.4. Mentioning their different forms, compare and contrast Simple Past and the Past Continuous Tense with the help of suitable examples for their different features.

Q.5. Mentioning their different forms, compare and contrast Past Perfect and the Past Perfect Continuous tenses on their main uses/features with suitable illustrations.

Q.6 What is Future Tense? Discuss its all forms with two examples of each.

Q.7 Supply correct/suitable Past Tense of all verbs in each sentence:

- (i) She go to work every day.
- (ii) I always meet you at my grandmother's home.
- (iii) We learn French.
- (iv) The baby cry because it is hungry now.
- (v) The sun always shine in India.
- (vi) I wear a coat because it is cold.
- (vii) The child eats an orange.
- (viii) The architects make the drawing-plan of this building.
- (ix) He sings melodiously.
- (x) It is raining.

Q.8 Rewrite the following with the correct form of the Present Perfect verb within brackets:

- (i) I (not see) you for a long time.
- (ii) You must tell me what you (do) since I saw you.
- (iii) He (not be) here since Monday; I wonder where he (live) since then.
- (iv) I (try) to learn English for years, but I (not succeed) yet.
- (v) We (live) here for the last six months, and just (decide) to move.
- (vi) You already (drink) three cups of tea since (sit) here.
- (vii) I (wait) here for her since 7 a.m. and she (not come) yet.
- (viii) He (not have) a holiday for nine years because he (be) too busy.
- (ix) We (travel) for several days.
- (x) She (paint) the scenery.

Q.9 Rewrite the sentence with the correct Present Continuous verb form:

- |   |  |
|---|--|
| (i) He (sit) in a café.                 | (ii) He (eat) his dinner.                      |
| (iii) When I (go) out, the sun (shine). | (iv) Since it (rain), she (carry) an umbrella. |
| (v) The boy (fall down) the stairs.     | (vi) I (read) a book.                          |
| (vii) We (live) in London.              | (viii) The phone (ring).                       |
| (ix) The light (shine) very brightly.   | (x) He (play) the piano.                       |

Q.10. What do you understand by conditionals? Mention at least two basic features/uses of its each type, giving three examples of each.

Q.11. What are the main types of sentences with 'if clause?' Name the category to which the following sentences belong:

- (i) If he runs he'll get there in time.
- (ii) If I had a map I would lend it to you.
- (iii) If I had known that you were coming I would have met you at the airport.
- (iv) If you had obeyed orders this disaster would not have happened.
- (v) If I had worked harder at school I would have got a good job.
- (vi) If he had taken my advice he would be a rich man now.
- (vii) If he runs he'll get there in time.
- (viii) He will come if you call him.
- (ix) If you are waiting for Peter you will find him upstairs.
- (x) If we had found him earlier we could have saved his life.

Q.12. What is tense sequence? Mention its basic rules giving two examples of each.

Q.13. Insert the correct tense of verb in the following sentences

- (i) I waited for my friend until..... (to come)
- (ii) So long as the rain....., I stayed at home (to continue)
- (iii) I did not know it until you .....(to speak)
- (iv) He speaks as one who.....(to know)
- (v) He ran as quickly as he .....(can / could)
- (vi) He went there where he.....find work.(can/could)
- (vii) Wherever there is coal you.....find iron. (will/would)
- (viii) He behaves as one.....expect him to do. (may.might)
- (ix) He ran away because he.....afraid. (to be)
- (x) As he .....not there, I spoke to his brother.

**UNIT IV: Active and Passive Voice; Direct and Indirect Speech; Vocabulary Building and Word Power; Formation of Words.**

Q.1 Define Active and Passive Voice. Illustrate their mutual conversion with 8 examples of your choice.

Q. 2. What are the uses of Active and Passive Voice? Put the following sentences into Active Voice:

- (i) Savitri is loved by Sita.
- (ii) The wall is being built by the mason.
- (iii) The gate was opened by the peon.
- (iv) The wounded man was being helped by some boys.
- (v) The book will be finished by him in a fortnight.

- (vi) By whom was this done?
- (vii) Why was such a letter written by your brother?
- (viii) Water is drunk by everybody.
- (ix) The exhibition was opened by the Governor.
- (x) The money was lost

Q.3. Put the following sentences into Passive Voice:

- (i) Manners reveal character
- (ii) He made a very remarkable discovery.
- (iii) Little strokes fell great oaks.
- (iv) Everyone loves him.
- (v) We expect good news.
- (vi) What questions does the examiner set?
- (vii) The enemy have defeated our army.
- (viii) No one can answer your question.
- (ix) They sell TV's here.
- (x) They opened the theatre only last month.

Q.4. What do you understand by Direct and Indirect Speech? Discuss the rules for converting Direct into Indirect speech, giving two examples for each.

Q.5. Change the following sentences into Indirect Speech:

- (i) 'Bring me a glass of milk,' said the swami to the villagers.
- (ii) 'Sit down, boys,' said the teacher.
- (iii) 'Halt !' shouted the officer to his men.
- (iv) 'Take off your hat,' the king said to the Hatter.
- (v) The teacher said to him, 'Do not read so fast.'
- (vi) He said to me, 'Wait until I come.'
- (vii) 'Hurry up,' he said to his servant, do not waste time.
- (viii) 'Run away, children,' said their mother.
- (ix) He said, "Daughter, take my golden jug and fetch me some water.'
- (x) 'Go down to the market. Bring me some sugar.' Ordered his master

Q.6. Define the term Word. Discuss with numerous examples various kinds of words.

Q.7 What is a Compound Word? Discuss with 2-3 examples each the different forms of Compound Words.

Q. 8 Discuss with numerous examples the primary and secondary Derivatives.

Q. 9 What do you understand by the term Prefix? Mention with examples 20 Prefixes used in the formulation of different types of words.

Q. 10 What do you understand by the term Suffix? Mention with examples 20 Suffixes used in the formation of Nouns.

Q. 11 Mention with 2-3 examples of each Suffixes used in the formation of Adjectives, Adverbs and Verbs.

Q.12 Mention with 2-3 examples of each the Prefixes and the Suffixes used in forming Antonyms.

**Q. 13** Make Nouns of the following words: Just, retire, sit, practice, organize, break, continuous, different, high, converse, special, long, wise, project, prescribe, submit, describe, accept, confident, pay, offend, pursue, clear, cruel, know, lend, deny, please, arrive, abound, bleed, choose, conceal, convert, deceive, false, grand, hard, humble, adequate, bankrupt, gay, hot, local, merry, notorious, chaste, double, obedient, pious, royal, solitary, splendid, stupid, vain, worthy, enthuse, err, precise.

**Q. 14** Make Adjectives of the following words: Justice, honor, luxury, life, art, fool, theology, telegraph, prepare, angel, space, effect, biography, eminence, existence, vacation, problem, danger, advice, economy, agree, deceive, imagine, injure, tire, vary, air, bounty, brass, beast, merit, muscle, money, boy, authority, circle, table, ambition, child, enemy, fate, flower, grass, hair, contempt, angle, joke, lust, fraud, study, sun, ocean, nose, pathos, picture, vice, voice.

**Q. 15** Make Verbs of the following words by using Prefixes/Suffixes wherever necessary: Beauty, public, black, pit, power, cash, poor, sure, joy, necessity, moral, satire, regular, danger, rich, propaganda, fort, legal, politics, formal, sufficient, grief, quick, mass, loss, loose, list, monopoly, apology, origin, circle, body, class, colony, fool, force, glory, sermon, slave, haste, height, able, bitter, civil, large, popular, safe, example, fertile, friend, fraud, allusion, drop, frost, relief, spark, shrine, substances, moist, equal, fresh, clean, title, prison, robe, perception, vacancy.

**Q. 16** Make Adverbs of the following words: Back, easy, power, down, great, home, length, beautiful, quick, happy, double, wise, kind, ready, heavy, home, clock, singular, fortunate, high, simple, foolish, moral, social, coward, ideal, group, happy, side, head, gay.

### **Word Power**

**Q.17** Give the antonyms of the following words: Able, happy, legal, regular, courteous, legible, impaired, manageable, noble, like, discreet, qualify, tasteful, usual, clear, pure, sincere, obedient, responsible, advertently, care, concord, ample, bless, giant, belief, favour, make, fresh, fail, friendly, front, fine, faith, strange, raw, virtue, rash, patriot.

**Q.18** Use the following words in sentences (a) as Nouns (b) as verbs-

Train, work, record, stand, present, head, exile, man, place, make, date, drive, fast, fix, face, book, boil, cover, claim, know, like, move, master, number, need, round, sound, reach, spring, school, second.

**Q.19** Use the following words in sentences (a) as verbs (b) as Adjectives: Round, down, fast, better, close, love, master, near, open, right, slow, spring, second, stone, wrong, watch, paper, panel, fast pace, home.

**Q. 20** Supply one word for each of the following group of words:

- |  |  |
|--|--|
| 1. One who attack first                          | 11. Unable to pay one's debt.          |
| 2. The yearly return of a date                   | 12. One who eats human flesh           |
| 3. An assembly of worshippers                    | 13. One who easily believes            |
| 4. A government by the representatives of people | 14. A government by an absolute leader |
| 5. That which is fit to be eaten                 | 15. That which cannot be blotted       |
| 6. That which can't be read                      | 16. That which can't be doubted        |
| 7. That which can't be corrected                 | 17. That which can't be heard          |
| 8. That which can't be believed                  | 18. That which can't be avoided        |
| 9. That which can't be seen                      | 19. That which can't be changed        |
| 10. That which never fails                       | 20. Not qualified to be selected       |

**Q. 21** Mention the cries of the following: Apes, asses, bears, bees, birds, bulls, camel, cats, cattle, cows, crickets, doves, ducks, eagles, elephants, flies, frogs, goats, hens, horses, hyenas, jackals , kitten, lambs, larks, mice, nightingales, owls, parrots, pig, ravens, serpents, swans, sparrows, vultures, wolves, arms, chains, doors, hoofs.

**Q. 22** Write a short note on the significance of a dictionary in acquiring language skills.

**Q. 23** What is a thesaurus? Discuss its importance in enriching one's language.

**UNIT V: ICT (Information and Communication Technology) Skills: E-mail, Short Messaging (SMS), Instant Messaging (IM), FAX, Voice Mail, Cell Phone**

Q.1. Define what an e-mail is? Mention its advantages and disadvantages.

Q.2. What points be kept into consideration while preparing an e-mail? Discuss the important tips for an effective e-mail.

Q.3. Discuss how an e-mail works? Why signs and symbols are used in it? Discuss some Acronyms and Abbreviations used while sending e-mail.

Q.4. Explain what an SMS is (Short Messaging Service)? How is language used differently when typing an SMS? Illustrate with examples. SMS text is often typed in lingo or jargon. Why does this concern language teachers?

Q.5. Explain Instant Messaging (IM) in detail. What is its use?

Q.6. What do you understand by Fax? Discuss the types of Facsimile devices.

Q.7. What guidelines be followed while preparing and sending a Fax? Prepare a cover sheet for the correspondence you are faxing, including its basic contents.

Q.8. What do you understand by Voice Mail service? Explain its usefulness in today's modern Business world.

Q.9. Write 5 advantages and 5 disadvantages of Voice Mail service in our professional lives.

Q.10. What are the various features and services in today's Mobile Phones? Explain in detail.

Q.11. "Mobile phone services have revolutionized our lives." Justify this statement by discussing the mobile phone's utilities, advantages and disadvantages.

Q.12. Write in detail the precautions to be taken while using a Mobile Phone.

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**\*These are only sample questions. Other questions based on the Units of the prescribed syllabus may also be given.**

**SUGGESTED READING:**

1. Hornby, A.S. *Guide to Patterns and Usage in English*. New Delhi: Oxford University Press.
2. Allen, W.Stannard. *Living English Structure*. United Kingdom: Pearson Education Limited.
3. *A Remedial English Grammar for Foreign Students*. Wood, F. T. Chennai: Macmillan Publishers India Limited.
4. Murphy, Raymond. *Essential English Grammar*. New Delhi: Cambridge University Press.
5. Hewings, Martin. *Advanced English Grammar*. New Delhi: Cambridge University Press.