



SHRIGNANAMBICA DEGREE COLLEGE

DEGREE – FIRST YEAR

**A COURSE IN READING & WRITING
SKILLS**

B.A., B.COM. & B.SC. ETC.,

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MODEL PAPER – 1

I) Answer any THREE of the following questions (3X5=15)

a. Summarize Russell's, "How to Avoid Foolish Opinion"

b. Write Noun forms for the following words by adding a Suffix:

i) Manage ii) free iii) pollute iv) create v) Maintain

c. Write one word substitutes for the following

i) A Government by one ii) One who looks at the bright side of things iii) A position for which no salary is paid iv) One who eats too much v) That which cannot be avoided.

d. Match the following into appropriate collocations:

A

B

i) Strong

i) Privacy

ii) Happy

ii) mistake

iii) some

iii) ending

iv) works

iv) coffee

v) Terrible

v) perfectly

e. Avoiding stupidity is easier than seeking brilliance. Explain

II) Answer any THREE of the following questions; (3X5=15)

a. Compare Torvald's and Nora's attitudes toward money

b. How does Shelley describe the power of West Wind

c. Describe Florence Nightingale d. Define Skimming

e. Define Scanning.

III) Answer any THREE of the following questions (3X5=15)

- a. What's the theme of "The Night" Train at Deoli?
- b. Critically appreciate the poem "Upagupta"
- c. Why does the narrator say it is a game in the Night Train at Deoli
- d. Read the following passage and answer the questions that follow.

Slavery can broadly be described as the ownership, buying and selling of human beings for the purpose of forced labour. The institution of slavery is as old as civilization. Many nations and empires were built by the muscles of the slaves. Overtime people have found many reasons to justify slavery. Slaves were usually considered somehow different than their owners. They may belong to different race, religion, nationality or ethnic background. By focussing on such differences, slave owners felt that they could deny basic human rights to their slaves.

i) What is the purpose of the institution of slavery?

ii) What is a slavery?

iii) How were the empires built?

iv) How were the slaves different from their masters?

v) Give the meaning of 'deny'

e. Make notes on the following passage.

Early rising is the secret for a happy life. We all wish to live long but we cannot. We go against Nature. Nature likes us to work during day and to rest at night. But we do not obey this law of Nature. We do not go to bed early. We read or write late into night. Some of us keep playing, dancing and drinking whole night. So, we do not rise early. Our health breaks down and we fall ill. Nature takes revenge. We have to suffer for our disobedience. But birds and animals are healthy. They do not need a doctor every day. They sleep early and rise early. This simple habit will give everything. So, it is said: "Early to bed and early to rise makes a man healthy, wealthy and wise"

IV) Answer any THREE of the following questions. (3X5=15)

- a. Write a critical appreciation of the poem the Coromandel Fishers
- b. Make hay while the sun shines. Expand
- c. How does Sarojini Naidu a day in the lives of the fishermen?

d. Imagine that you are the manager of a company. You want to inform your employees of an important meeting. Write a suitable notice. e. Explain minutes.

V) Answer any THREE of the following questions (3X5=15)

- a. Justify the title “An Astrologer’s Day”
- b. Prepare a CV for the post of a Sales Executive
- c. Write a letter to your friend about Corona crisis at your native place
- d. Write a resume for your dream job
- e. Assume that you received the letter of appointment for the post of General Manager from Splendour Pvt Ltd. Send an email to the company thanking them for the offer.

MODEL PAPER – 2

I) ANSWER ANY THREE OF THE FOLLOWING QUESTIONS:-

- a) What does Rusell say in the essay “how to avoid foolish opinions”?
- b) Write noun forms for the following words by adding a suffix.

i) donate ii) manage iii) appear iv) true v) loyal

- c) Write one word substitutes for the following.

i) one who walks in sleep

ii) one who hates the institution of marriage

iii) one who knows everything.

iv) a lover of mankind.

v) one who speaks many languages

- d) Match the following into appropriate collocations.

A

B

i) Big

a) rain

ii) Heavy

b) the law

iii) Strong

c) money

iv) Break

d) desire

v) Make

e) failure

- e) “Observation is better than assumption in some matters.” Explain.

II) ANSWER ANY THREE OF THE FOLLOWING QUESTIONS:-

- a) What is the significance of the little lamp in “The Doll’s House”?
- b) How does P.B. Shelley describe the power of the west wind?
- c) Why is Florence Nightingale called “the lady with the lamp”?
- d) What are the techniques of skimming?

e) Discuss 'scanning' as the reading skill.

III) ANSWER ANY THREE OF THE FOLLOWING QUESTIONS:-

a) Discuss the theme of the story, "The Night Train at Deoli."

b) what happened when the train stopped at Deoli station?

c) how did upaguptha treat the suffering dancing girl?

d) Read the following passage and answer the questions that follow.

Conversation is an important part of our social life. It is indeed an activity that characterizes all mankind. Men and women everywhere spend a large part of their time in conversation. There are however, occasions when what you say is important. The conversation then rises above the meaningless chit-chat that people always indulge in, and ceases to be a mere social formula. It is on such occasions that people find an interesting person or a tedious bore.

i) Mention the essential component of our social life.

ii) What is the relationship between conversation and the mankind?

iii) When does a conversation cease to be a mere social formula?

iv) Who is considered a tedious bore?

v) Give the meaning of 'cease.'

e) MAKE NOTES ON THE FOLLOWING PASSAGE :-

progress is being made in industrialised countries, where studies now report that girls are catching up with, and even passing, boys in terms of performance in maths and sciences. Following the trend, law schools and medical schools in Canada report that about half of their entrants are now women. Culture is often used as an excuse for perpetuating both systematic inequality and blatant human rights abuse. Culture can be a strong force to socialize girls into passively accepting their lot in life being 'good wives' to men who are abusive in the name of a belief system that demands female compliance.

IV) ANSWER ANY THREE OF THE FOLLOWING QUESTIONS:-

- a) Discuss the central idea of the poem “The coromandel fishers.”
- b) what do you think is the wealth of the fishermen?
- c) A friend in need is a friend in deed. Expand the idea.
- d) You are the secretary of the sports club of your college. The Olympics Gold Medalist Neeraj Chopra has accepted your invitation to visit your college.

Write a notice informing the students of other colleges of this event.

- e) Prepare ‘Agenda’ for the college Annual Day function.

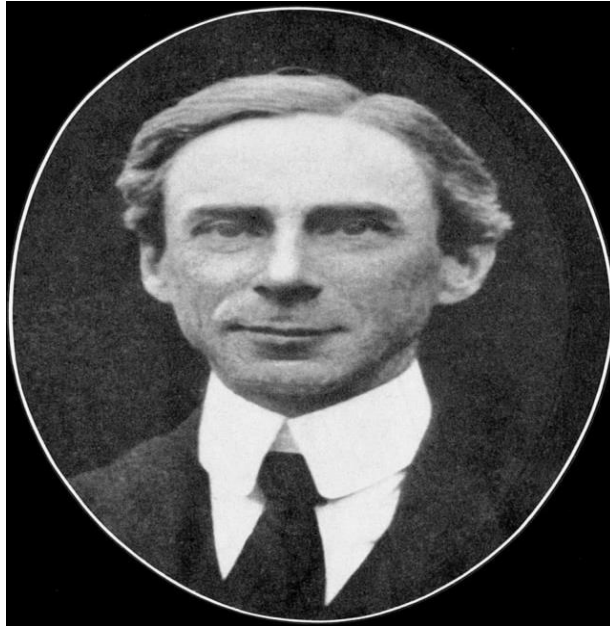
V) ANSWER ANY THREE OF THE FOLLOWING QUESTIONS:-

- a) Attempt a character sketch of the astrologer.
- b) Prepare a CV for the post of Accountant in a reputed form.
- c) Write a letter to your sister congratulating her on her success in NEET.
- d) What are the differences between a CV and a Resume.
- e) Write an email to the principal of your college seeking permission to participate in an International Seminar in which your paper is selected for presentation

UNIT-I

CHAPTER - 1

HOW TO AVOID FOOLISH OPINIONS

**ABOUT AUTHOR: -**

Bertrand author William Russell was a British polymath (A person with wide knowledge or learning). He was born on 18th may 1872 and he passed away on 2nd February 1970 in England. He was worked with field of philosophy, mathematics, logic and morality.... etc.,

He was the author of more than 60 books and over 2000 articles, his works can be found in anthologies and collection.

BEST BOOKS: -

- The principles of mathematics
- Knowledge and wisdom
- A free man's worship and other essays
- On denoting
- Mind.....etc.,

In 1950, Bertrand Russell was awarded the noble prize in literature for his humanitarian ideals and freedom of thoughts

The present essay “How to avoid foolish opinions “is extracted from the basic writing of Bertrand Russell.

ABOUT THE ESSAY: -

The present essay “how to avoid foolish opinions” is extracted from the book the basic writings of Bertrand Russell. In this essay he offers some advises which help us stay away from obvious errors and dealing simple personal and social affairs lives.

The essay is based on five important points related to thinking process and their solutions.

He asks people to

- Make observation
- Reassess if you get angry with others opinion
- Seek different opinions
- Imagine an argument with a person having a different bias
- Beware of opinions that flatter yourself esteem.

IF THE MATTER CAN BE SETTLED BY OBSERVATION MAKE OBSERVATION YOURSELF: -

Aristotle thought that women have fewer teeth(less) than man. He should have asked misses Aristotle to keep her mouth open and counted. He did not do so because he thought he knew.

I believe myself that hedgehogs eat black beetles but if I were writing a book on the habits of hedgehogs I should not commit myself until I had seen one enjoying this unappetizing diet.

REASSES IF YOU GET ANGRY WITH OTHERS OPINION: -

If someone says that two and two is five or that Iceland in on the equator you feel pretty rather than anger.

The most savage contra verses are those about matters as to good which there is no evidence either ways that why persecution is not used in arithmetic. In arithmetic there are only facts but in some others there are opinions.

SEEK DIFFERENT OPINIONS: -

- ❖ Meet people with whom you disagree
- ❖ Read a newspaper belongs to opposite parties
- ❖ When different opinions are expressed by different parties think over the possibilities rather than rejecting instantly.

IMAGINE AN ARGUMENT WITH A PERSON HAVING DIFFERENT BIAS:

-

Bertrand Russell refers, that one mahatma Gandhi himself was an opponent of railways steam boats and machines. Perhaps the greatest leader was influenced by the general conception avoiding western inventions.

BEWARE OF OPINIONS THAT FLATTERS YOURSELF ESTEEM: -

Bertrand Russell explains personal bias and conception truths how gender wise self-esteem causes that pure foolishness in understanding the other side of the coin men with self-esteem believe that most of the poets, scientists and other intellectual are men at the same time women with self-esteem believe that the most of criminals are men. It shows self-esteem is a matter of individual superiority.

By the listening some moral speeches from Swami Vivekananda, Mother Theresa, APJ Kalam etc., if we can read some best books. We can develop moral values, humanity, helping nature, will power, discipline with these qualities we can avoid foolish opinions.

These are the points placed before us by Bertrand Russell which helps us not to have foolish opinions.

2. CONVERSION OF WORDS

CONVERSION OF WORDS:

The more number of words you know is the more vocabulary you have one of the Ways improving vocabulary is conversation of

Words.

Conversation of words means Changing a words from one grammatical form to another form.

Ex: -

Noun – verb

Noun –Adjective

Adjective- Adverb..... etc.

NOUN TO VERB: -

Adding preposition to before particular noun will convert into verb.

NOUN	VERB
Access	To access
e-mail	To email
Host	To host
Name	To name
Answer	To answer
Dream	To dream
Torch	To torch
Love	To love
Water	To water
Cover	To cover

Word conversation scan also bed one with The another grammatical practices named affixes.

Affixes are two types

1.Prefix

2.Suffix

PREFIX: -

Prefix is usually a syllable that is added before the root word (main word) prefix changes the Root words meaning.

Ex: -

ROOT WORD	PREFIX	NEW WORD
Management	Mis	Mismanagement
Personal	Intra	Intrapersonal
Honest	dis	Dishonest
Division	sub	Sub division
Natural	un	Unnatural

SUFFIX: -

Suffix is usually a syllable that is added after The root word (main word) suffix changes the Root word meaning.

EX: -

SUFFIX	ROOT WORD	NEW WORD
Hood	Child	Childhood
Lu	Slow	Slowly
Exam	Nation	Examination
Ness	Happy	Happiness
Active	Talk	Talk active

PRACTICE: -

List any 5 words with following suffixes:

1. _____ ous : gorgeous, fabulous, famous
2. _____ eer : engineer, bear, deer, volunteer
3. _____ ment : management, government, statement
4. _____ l y: slowly, lovely, highly
5. _____ ism : journalism, Rebalism , pawanism
6. _____ ion: nation, ion, creation, action
7. _____ able : disable, reliable, liable
8. _____ er: manager, creater , incharger
9. _____ cy: Fantasy, privacy, Fancy, mercy

1. Manage- management, manager
2. Free- freedom
3. Create-creation, create
4. Pollute- pollution, polluter
5. Maintain- maintainance , maintainer

3. COLLOCATIONS

COLLOCATIONS: -

Collocations are combination of two words generally that make compound words.

The structure of collocations is fixed in any particular language.

Collocations give originality in expressing ideas or defining things without apt collocations a language sounds absurd and nonsense.

There are several types of collocations made from combination of nouns, verbs, adjectives, etc.,

TYPES OF COLLOCATIONS: -

1. VERB + NOUN

Do business
Read book
Start game
Stop nonsense

2. ADJECTIVE + NOUN

Black board
Handsome boy
Beautiful girl
White milk

3. NOUN + NOUN: -

Pen pencil
Police station
Railway station
Rowdy baby

4. VERB + PREPOSITION: -

Filled with
Build up
Move across
Made of

5. ADJECTIVE + VERB: -

Deeply unhappy
Fully aware
Ridiculously long

6. VERB + ADVERB: -

Badly damaged
Fully recovered
Go slowly

MODEL PAPER: -

Match the following into appropriate collocations

A

- i. Strong
- ii. Happy
- iii. Some
- iv. Works
- v. Terrible

B

- a) privacy
- b) mistake
- c) ending
- d) coffee
- e) perfectly

A

- i. Annual
- ii. Chair
- iii. Middle
- iv. Close
- v. Draw

B

- a) forces
- b) turnover
- c) a meeting
- d) a conclusion
- e) figures

A

- i. Launch
- ii. Market
- iii. Sales
- iv. Lay off
- v. Make

B

- a) a deal
- b) a product
- c) management
- d) staff
- e) a profit

UNIT-I

CHAPTER-4

ONE WORD SUBSTITUTIONS

One-word substitutes

A single word that can replace a group of words without any change in meaning is called one-word substitutes. One word substitutes help make our communication brief and precise. The use of these helps avoid round about expressions and repetition. These are very useful in precise writing.

Example: -

Ram is a person who does not know how to read and write.

Ram is an illiterate

I like the scientific study of animal life.

I like zoology

Some words:

Atheist: A person who does not believe in the existence of god

Indelible: something which is impossible to forget or remove

Obliterate: To remove completely

Sanctuary: A place where birds or animals are sheltered and protected

Unanimous: agreed on or shared by everyone in a group

Here is a list of some such useful words

Anarchist	One who is out to sovert a government
Convalescent	One who is recovering from illness
Omnipotent	One who is all powerful
Omnipresent	One who is present everywhere
Gullible	One who is easily divided
Infallible	One who does not make mistake

Mercenary	One who can do anything for money
Pauper	One who has no money
Turncoat	One who changes sides
Volunteer	One who works for free
Bibliophile	One who loves books
Bilingual	One who can speak two languages
Philanthropist	One who loves man kind
misanthrope	One who hates man kind
Optimist	One who looks on the bright side of things
Pessimist	One who looks on the dark side of things
Agnostic	One who doubts the existence of god
hypocrite	One who pretends to be what is not
Indefatigable	One incapable of being tired
Samaritan	One who helps others good
Celibate	One who is unmarried
Draw	A game in which no one wins
Anthropology	A study of man
Ethnology	A study of races
Physiology	A study of the body
Zoology	A study of the animal
Ornithology	A study of the birds
Etymology	A study of derivation of words
Exonerate	To free somebody from all blame
Pseudonym	To write under a different name
Obsolete	A thing no longer in use
Illegible	A handwriting that cannot be read
Epitaph	Words written on the tomb of person
Avaricious	One who is greedy for money
Illiterate	One who doesn't know read or write
Predator	An animal who preys on other animals
Ventriloquist	One who can throw his voice
Plagiarist	One who copies from other writers

Misogynist	One who hates women
Polyglot	One who knows many languages
Epicure	One who is fond of sensuous pleasures
Egoist	One who thinks only of himself
Feminist	One who thinks only of welfare of women
Effeminate	One who is quite like a woman
Eccentric	One who has strange habits
Reticent	One who speaks less
Pedestrian	One who goes on foot
Fatalist	One who believes in fact
Democracy	A government by the people
Monarchy	A government by the king and queen
Bureaucracy	A government by the officials
Plutocracy	A government by the rich
Oligarchy	A government by the few
Aristocracy	A government by the nobles
Autocracy	A government by the one
Transparent	That through which light can pass
Opaque	That through which light cannot pass
Translucent	That through which light can partly pass
Ambiguous	A sentence which has more than one meaning
Orphanage	A place where orphans lives
Indescribable	That which cannot be described
Inimitable	That which cannot be imitated
Inevitable	That which cannot be avoided
Honorary	A position for which no salary is paid
Indefensible	That which cannot be defended
Polyandry	Practice of having several husbands
Polygamy	Practice of having several wives
Monogamy	Practice of having one wife or husband

Bigamy	Practice of having two wives or husbands
Improbable	That which is not likely to happen
Contemporaries	People living at the same time
Posthumous	A book , published after the death of its author
Anonymous	A book written by an unknown author
Autobiography	A life history written by oneself
Biography	A life history written by somebody else
Colleagues	People who work together
Glutton	One who eats too much
Insatiable	That which cannot be satisfied
Cynic	One who questions everything
Carnivorous	A flesh eating animal
Herbivorous	A grass eating animal
Immigrant	One who lives in a foreign country
Delegate	To transfer one's authority to another
Legal	That which is lawful
Illegal	That which is against law

LIST 2

Swarm	A number of bees ,ants eats.
Bevy	A number of larks or pretty girls