Subject Name & Code:

ENGLISH FOR TECHNICAL COMMUNICATION- BE02R00021

Practical 1: Spotlight on Tech Today

Topic: The Rise of E-Vehicles

Introduction
Good morning. Today, I would like to discuss a technological shift that is reshaping transportation globally: the rise of electric vehicles, or EVs. This topic is highly relevant not only for engineers but for society at large, as it intersects with energy sustainability, environmental policy, and advances in battery technology. The transition from internal combustion engines to electric propulsion represents a critical step toward reducing carbon emissions and achieving energy independence.

Main Body
First, let's consider the environmental imperative. Conventional vehicles emit greenhouse gases and pollutants that contribute to climate change and urban smog. EVs, by contrast, produce zero tailpipe emissions. When charged with renewable energy—such as solar or wind power—their overall carbon footprint becomes minimal. This makes EVs a key component of national and international climate-action plans.

Second, advancements in battery technology have been a game-changer. Early EVs suffered from limited range and long charging times. However, lithium-ion batteries have seen rapid improvements in energy density, cost reduction, and charging speed. For instance, many modern EVs now offer ranges exceeding 300 miles per charge, and fast-charging stations can replenish 80% of the battery in under 30 minutes. This has alleviated "range anxiety" and made EVs practical for daily use.

Third, government policies and market incentives are accelerating adoption. Countries like Norway, Germany, and India have introduced subsidies, tax rebates, and stringent emission regulations to encourage EV purchases. Automakers are responding by investing billions in electric platforms and phasing out petrol-driven models. The result is a virtuous cycle: more affordable models enter the market, charging infrastructure expands, and consumer confidence grows.

Conclusion
In summary, the rise of electric vehicles is driven by environmental necessity, technological progress, and supportive policy frameworks. As engineers, we have a role to play in refining battery systems, developing efficient power electronics, and designing sustainable charging networks. Let us embrace this transition not just as a trend, but as an opportunity to innovate for a cleaner, smarter future. Thank you.

Topic: How Fast Internet is Changing Communication

Introduction
Good morning. Today, I'd like to explore a transformation that is happening right beneath our fingertips: how fast internet is fundamentally reshaping human communication. This shift is not merely about speed; it's about changing how we connect, collaborate, and comprehend the world. From real-time global collaboration to the rise of immersive digital experiences, high-speed connectivity is redefining the very fabric of interpersonal and professional interaction.

Main Body
First, consider the collapse of geographical barriers. With high-speed internet, communication is now instantaneous and borderless. Platforms like Zoom, Microsoft Teams, and Slack enable real-time video conferences, file sharing, and collaborative editing across continents. This has revolutionized workplaces, allowing distributed teams to function as seamlessly as if they were in the same room. For example, engineers in India can now troubleshoot a system in real time with colleagues in Germany, dramatically accelerating project timelines and innovation cycles.

Second, fast internet has enabled rich, multimedia-driven communication. We are no longer limited to text or voice. Today, we share high-definition videos, interactive graphics, virtual reality environments, and live streams without lag. This richness enhances understanding—especially in technical fields—where a complex circuit diagram or a 3D model can be shared and manipulated in real time. It also fuels platforms like YouTube and Coursera, where detailed technical tutorials and lectures are accessed globally, democratizing knowledge.

Third, the speed of internet has given rise to new paradigms like the Internet of Things (IoT) and smart communication ecosystems. Devices—from smartphones to sensors—are now interconnected, exchanging data continuously. This enables smart cities, remote healthcare monitoring, and even predictive maintenance in engineering systems. Communication is no longer just person-to-person; it's machine-to-machine and person-to-machine, creating a dynamic, always-on network of information.

Conclusion
In summary, fast internet is transforming communication by erasing physical distances, enriching interactions with multimedia, and connecting an ever-expanding web of intelligent devices. For us as engineering students, this means adapting to a world where collaboration is digital, knowledge is visual and interactive, and systems are increasingly interconnected. Let's leverage this connectivity not just to communicate faster, but to communicate more meaningfully and innovatively. Thank you.

Topic: Artificial Intelligence and Healthcare

Introduction
Good morning. Today, I would like to discuss one of the most impactful technological advancements of our time: the integration of Artificial Intelligence into healthcare. This is not just a futuristic concept but a present-day reality that is transforming how we diagnose, treat, and manage health. From predictive analytics to robotic surgery, AI is enhancing accuracy, personalizing patient care, and improving access to medical services, making healthcare more proactive and precise.

Main Body
First, AI is revolutionizing medical diagnostics. By analyzing vast datasets—such as medical images, genomic sequences, and electronic health records—AI algorithms can detect patterns that are often imperceptible to the human eye. For example, AI-powered systems can identify early signs of diseases like cancer, diabetic retinopathy, or neurological disorders with remarkable accuracy. This early detection not only saves lives but also reduces the burden on healthcare systems by enabling timely interventions.

Second, AI is personalizing treatment plans. Through machine learning, AI can tailor therapies to individual patients based on their unique genetic makeup, lifestyle, and response to previous treatments. This approach, known as precision medicine, ensures that treatments are more effective and cause fewer side effects. For instance, in oncology, AI helps in selecting the most suitable drug combinations for specific cancer subtypes, improving patient outcomes and quality of life.

Third, AI is enhancing healthcare accessibility and efficiency. AI-driven telemedicine platforms and virtual health assistants are making quality healthcare available in remote or underserved areas. Chatbots can provide initial consultations, schedule appointments, and offer medication reminders. Moreover, AI streamlines administrative tasks—like billing and documentation—allowing healthcare professionals to focus more on patient care. This efficiency reduces costs and improves the overall patient experience.

Conclusion
In summary, Artificial Intelligence is reshaping healthcare by improving diagnostic accuracy, enabling personalized treatments, and expanding access to medical services. As future engineers, we have a role to play in developing, refining, and ethically implementing these AI systems to ensure they are safe, reliable, and equitable. By embracing AI, we can contribute to a healthier, more efficient, and more compassionate healthcare system for all. Thank you.

Topic: The Impact of Cyber security Threats

Introduction
Good morning. Today, I would like to discuss a critical and increasingly urgent topic: the impact of cybersecurity threats. As our world becomes more digitally interconnected, the risks associated with cyberattacks grow in scale and sophistication. These threats are not just technical nuisances; they have profound consequences for individuals, businesses, and nations—affecting everything from personal privacy to national security and economic stability.

Main Body
First, cybersecurity threats pose a significant risk to personal privacy and data security. With the vast amounts of personal information stored online—from financial records to health data—individuals are vulnerable to identity theft, fraud, and unauthorized surveillance. High-profile data breaches, such as those affecting major retailers or social media platforms, expose millions of users' sensitive information. This not only erodes trust but can also lead to long-term financial and emotional distress for the victims.

Second, cyber threats can cripple critical infrastructure and essential services. Attacks on power grids, water supply systems, transportation networks, and healthcare facilities can cause widespread disruption and even endanger lives. For example, ransomware attacks on hospitals can lock access to patient records and medical devices, delaying urgent care and putting lives at risk. Such incidents highlight how cybersecurity is not just an IT issue, but a matter of public safety and national resilience.

Third, cyberattacks have severe economic and reputational impacts on organizations. Businesses face financial losses from stolen intellectual property, operational downtime, regulatory fines, and recovery costs. Moreover, a security breach can damage a company's reputation, leading to loss of customer trust and competitive advantage. In today's digital economy, robust cybersecurity is essential not only for protection but also for maintaining business continuity and corporate integrity.

Conclusion
In summary, cybersecurity threats affect us at personal, infrastructural, and economic levels. As future engineers—especially in fields like electrical, computer, and network engineering—we must prioritize building secure systems, promoting cyber-awareness, and designing resilient architectures. By understanding and addressing these threats, we can contribute to a safer, more trustworthy digital world. Thank you.

Practical No: 2 – Paragraph Writing

Topic: The Impact of AI on Human Life

Artificial Intelligence is profoundly transforming human life across multiple domains. To begin with, AI enhances efficiency and precision in routine and complex tasks. For example, in healthcare, machine learning algorithms analyze medical images to detect anomalies with higher accuracy than human practitioners, leading to earlier diagnoses and better patient outcomes. Similarly, in the automotive industry, AI-powered autonomous driving systems reduce human error, potentially decreasing traffic accidents. Furthermore, AI personalizes user experiences through recommendation engines used by platforms like Netflix and Amazon, which analyze user behavior to suggest relevant content or products. However, the rise of AI also presents significant challenges. One major concern is job displacement, as automation replaces roles in manufacturing, customer service, and data analysis. Additionally, ethical issues such as algorithmic bias, data privacy, and the lack of transparency in AI decision-making pose serious societal risks. Therefore, it is crucial to develop regulatory frameworks and ethical guidelines to ensure AI is used responsibly. In conclusion, while AI offers remarkable benefits in efficiency, personalization, and innovation, it necessitates careful governance to mitigate its risks and ensure equitable outcomes for society.

Topic: The Major Problem of Youth in India and Its Solution

A critical challenge facing India's youth today is the persistent issue of unemployment and underemployment. Despite impressive economic growth, the country has struggled to generate sufficient quality job opportunities for its large and growing young population. This problem is exacerbated by a mismatch between the skills taught in educational institutions and those demanded by the modern job market. Many graduates possess theoretical knowledge but lack practical, industry-relevant skills such as digital literacy, problem-solving, and technical expertise. Consequently, they often face prolonged periods of joblessness or settle for low-paying, insecure work. Furthermore, the problem is more acute in rural areas, where access to quality education and vocational training is limited. To address this, a multi-pronged solution is essential. First, the education system must be reformed to emphasize skill-based learning, industry internships, and entrepreneurship education from an early stage. Second, the government and private sector should collaborate to expand vocational training centres and digital skilling initiatives, especially in underserved regions. Finally, fostering a robust startup ecosystem through funding, mentorship, and policy support can encourage youth to become job creators rather than job seekers. In conclusion, by aligning education with market needs and promoting innovation, India can harness the potential of its youth demographic and transform this challenge into an economic opportunity.

Topic: The Role of Engineers in Society

Engineers play an indispensable role in shaping and advancing modern society by transforming scientific principles into practical solutions that address human needs. Primarily, they are responsible for designing, constructing, and maintaining the physical and digital infrastructure upon which daily life depends, including transportation networks, energy systems, communication platforms, and water supply facilities. Moreover, engineers drive innovation by developing new technologies—from renewable energy systems and medical devices to advanced computing and artificial intelligence—that enhance productivity, improve quality of life, and promote sustainable development. In addition to technical contributions, engineers also have a profound ethical and social responsibility. They must ensure that their projects prioritize safety, accessibility, and environmental stewardship, often balancing economic objectives with public welfare. For instance, civil engineers incorporate resilient designs to withstand natural disasters, while software engineers implement robust cybersecurity measures to protect user data. Furthermore, engineers serve as educators and mentors, inspiring the next generation of problem-solvers and fostering a culture of scientific inquiry and critical thinking. In conclusion, engineers are not merely technical experts; they are pivotal agents of progress whose work directly influences societal well-being, economic growth, and the sustainable future of our planet.

Task 2: Story Completion

(Option 1)

Once, there was a boy named Jayprasad living in a small village with his family. His family was very poor and struggled hard to earn their living. The boy got tired of the present life and decided to change his destiny…

He spent every evening after his chores at the village's small community library, a single dusty room filled with old books donated by a city school. There, he discovered a worn-out textbook on basic electronics. With no teacher to guide him, Jayprasad taught himself by studying diagrams, taking notes on scraps of paper, and experimenting with discarded components he collected from broken radios and fans. Months passed, and his understanding grew. He learned to repair small appliances, earning a few rupees from neighbors and saving every coin.

One day, he read about solar energy and its potential to bring light to remote villages. Inspired, he decided to build a simple solar-powered lamp. Using a salvaged solar panel, an old battery, and LED bulbs from a broken torch, he worked tirelessly in the shade of his home. After many failed attempts, he finally assembled a working lamp. The night his humble home was lit without a kerosene lamp for the first time, his family wept with joy.

Word of his innovation spread. A non-governmental organization working in rural electrification visited his village and was astonished by his ingenuity. They offered him a scholarship to a technical institute in the city. With determination, Jayprasad left his village, excelling in his studies while continuing to develop affordable solar solutions for off-grid communities.

Years later, Jayprasad returned to his village not as a poor boy, but as a social entrepreneur. He founded a small workshop that manufactured low-cost solar lamps and employed local youth. His work brought light to hundreds of homes, empowered his community, and proved that with knowledge, perseverance, and a desire to change, one could indeed rewrite their destiny.

Task 2: Story Completion

(Option 2)

Once, there was a boy named Jayprasad living in a small village with his family. His family was very poor and struggled hard to earn their living. The boy got tired of the present life and decided to change his destiny…

He knew education was his only way out, but his family could not afford school beyond the primary grades. Undeterred, Jayprasad began to spend his early mornings and late nights studying under the dim light of a kerosene lamp, using borrowed books from the village teacher. He taught himself mathematics, science, and English, writing notes in the margins of old newspapers. When a severe drought struck the village, wiping out the season's crops, Jayprasad's family faced starvation. Rather than give up, he saw an opportunity in the crisis.

Remembering an article about drip irrigation in a tattered magazine, he decided to create a low-cost, water-efficient system using discarded plastic bottles, rubber tubing, and simple valves. He experimented for weeks, adjusting flow rates and layouts in the family's small plot. Eventually, his design worked—it used seventy percent less water than traditional methods and kept the vegetables alive. Neighbors noticed, and soon he was helping others set up similar systems.

His innovation caught the attention of a visiting agriculture officer, who arranged for Jayprasad to present his model at a district-level science fair. There, he won first prize—a cash award and a scholarship to an agricultural polytechnic. Jayprasad seized the opportunity, studying hard and learning advanced techniques in sustainable farming.

Years later, Jayprasad returned to his village as a trained agricultural engineer. He started a cooperative that taught water-conservation techniques and distributed affordable irrigation kits. The village gradually transformed from a drought-prone settlement into a green, self-sufficient community. Jayprasad's journey proved that poverty was not a permanent fate; with determination, creativity, and a willingness to learn, one could indeed cultivate a new destiny from the toughest soil.

Task 2: Story Completion

(Option 3)

Once, there was a boy named Jayprasad living in a small village with his family. His family was very poor and struggled hard to earn their living. The boy got tired of the present life and decided to change his destiny…

One afternoon, while helping his father repair a broken bicycle, Jayprasad realized he had a knack for understanding how things worked. He started collecting discarded mechanical items—old clocks, rusted locks, and broken fans—and spent hours taking them apart and reassembling them. His tiny workspace under a large banyan tree became his sanctuary. With no formal training, he learned through observation, trial, and error.

When the village's only water pump failed during a harsh summer, the entire community faced a severe water shortage. The local mechanic declared the pump beyond repair. Jayprasad, however, asked for permission to inspect it. For two days, he meticulously disassembled the pump, cleaned each part, identified a cracked piston ring, and fashioned a temporary replacement from a piece of scrap metal he had saved. To everyone's amazement, the pump sputtered back to life, delivering clear water to the relieved villagers.

The village head, impressed by Jayprasad's skill and initiative, recommended him for a government vocational training scheme in mechanical engineering. With the community's support, Jayprasad left for the city, where he excelled in his course, mastering advanced diagnostics and machining techniques.

After completing his training, he chose to return to his village. He opened a small repair workshop, fixing farm equipment and household machines at minimal cost. He also began training other young villagers, passing on his knowledge and fostering a spirit of self-reliance. His workshop gradually grew into a community skill center, attracting small grants and equipment donations.

Jayprasad's journey from a curious tinkerer to a skilled mechanic and community mentor proved that talent and perseverance could overcome poverty. He did not just change his own destiny; he empowered an entire village to believe in the power of hands-on learning and collective resilience.

Practical No: 3 – Listening Skills Activity

Note: the following responses are based on standard listening comprehension practices for the described types of materials. Students would replace these with their own observations after completing the actual listening tasks.

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1. Tech Conversation

Audio Link: https://www.youtube.com/watch?v=8sxAcYnZFAk&t=26s

Observations:

- Main idea: Discussion on the integration of AI in everyday technology.
- Key details: Examples include smart assistants, predictive algorithms in apps, and ethical concerns about data privacy.
- Analysis: The conversation highlights how technology is shifting from reactive to proactive interfaces, raising both convenience and surveillance issues.
- Personal connection: Relates to my use of voice-controlled devices; I now consider what data I share and how it is processed.

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2. Podcast

Audio Link: https://youtu.be/H5qpiufBaY4

Observations:

- Main idea: The role of renewable energy in combating climate change.
- Key details: Facts about solar and wind energy growth, battery storage challenges, and policy incentives.
- Analysis: Emphasizes that technological advancement must be paired with infrastructural investment and public awareness.
- Personal connection: As an engineering student, I recognize the importance of sustainable design and energy-efficient solutions in future projects.

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3. Audio Book

Audio Link: https://youtu.be/ZpGhK-udx-E

Observations:

- Main idea: Excerpt from a book on innovation, focusing on the mindset of successful inventors.
- Key details: Stories of Thomas Edison and Nikola Tesla illustrate persistence, experimentation, and learning from failure.
- Analysis: Suggests that creativity in engineering is not innate but cultivated through curiosity and resilience.
- Personal connection: Encourages me to approach academic challenges with a problem-solving attitude rather than fear of mistakes.

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4. Ted Talk

Video Link: https://www.youtube.com/watch?v=lg48Bi9DA54

Observations:

- Main idea: How digital connectivity is reshaping human relationships.
- Key details: Statistics on social media usage, effects on attention span, and the importance of mindful technology use.
- Analysis: Argues for a balanced approach where technology enhances rather than replaces genuine interaction.
- Personal connection: Reflects my own experience of sometimes prioritizing online communication over face-to-face engagement; a reminder to be intentional with screen time.

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5. BBC Learning English Podcast

Podcast Link: http://www.bbc.co.uk/programmes/p0br79rg/player

Observations:

- **What the podcast is about:** The science of laughter—its physiological benefits, psychological effects, and social role.
- **New vocabulary:** *gelotology* (study of laughter), *endorphins*, *contagious*, *oxytocin*, *cathartic*.
- **Scientific study of laughter:** Gelotology.
- **Summary (100-150 words):**
  The podcast explores laughter as a universal human behavior with significant health and social benefits. It explains that laughter triggers the release of endorphins, which reduce pain and stress, while also increasing levels of oxytocin, enhancing social bonding. The discussion covers how laughter is used therapeutically in hospitals and workplaces to improve morale and resilience. Furthermore, it highlights that laughter is contagious and serves as a non-verbal tool for building trust and cooperation in groups. The episode concludes by emphasizing that intentional laughter—even when forced—can still produce positive physiological effects, encouraging listeners to incorporate more humor into daily life.

Practical No: 4 – Vocabulary and Grammar

A. One-Word Substitutes

Printing using a stone or a metal plate with a completely smooth surface	**Lithography**
Mapping of earth and its formation	**Cartography**
Art related to ornate, good handwriting	**Calligraphy**
Scientific study of bodily diseases	**Pathology**
Study of birds	**Ornithology**
Study of living things	**Biology**
Study of religion	**Theology**
Study of science of insects	**Entomology**
Study of sound and sound waves	**Acoustics**
Study of the influence of planets and stars on human events	**Astrology**
One who is all knowing	**Omniscient**
One who is present all over	**Omnipresent**
One who can throw his voice	**Ventriloquist**
One who talks while sleeping	**Somniloquist**
One who takes part in dialogue or conversation	**Interlocutor**
Morbid delusion of power, importance or godliness	**Megalomania**
Morbid, uncontrollable desire on the part of a woman	**Nymphomania**
Morbid, uncontrollable desire on the part of a man	**Satyromania**
Person with one-track mind	**Monomaniac**
Compulsion to tell lies	**Mythomania**
Madness with obsession with something	**Mania**

B. Meanings of Technical Words (Electrical Engineering)

Word	Meaning
design	The process of planning and specifying the structure, components, and functionality of a system or device.
construction	The act of building or assembling a physical system, circuit, or installation.
technology	The application of scientific knowledge for practical purposes, especially in industry and engineering.
hydrology	The study of the movement, distribution, and quality of water on Earth (relevant to power generation and resource management).
engineering	The discipline of applying scientific and mathematical principles to design, analyze, and build systems, machines, and structures.
organize	To arrange elements systematically for efficient operation or management.

Word	Meaning
plan	A detailed proposal for doing or achieving something, often involving diagrams, timelines, and specifications.
manufacturing	The process of converting raw materials into finished products through various industrial processes.
microscopy	The use of microscopes to view objects that are too small to be seen by the naked eye (e.g., semiconductor inspection).
technical	Relating to the practical, mechanical, or industrial arts or the applied sciences.

C. Foreign Words

Word/Phrase	Origin	Meaning
a la carte	French	Ordering individual dishes from a menu rather than a fixed meal.
alfresco	Italian	In the open air; outdoors.
bona fide	Latin	Genuine; in good faith.
café	French	A small restaurant selling coffee and light meals.
genre	French	A category of artistic composition characterized by a particular style or form.
glitch	Yiddish/German	A sudden, temporary malfunction or irregularity.

D. Word Formation Process

1. Compounding Words

1. textbook
2. smartphone
3. blackboard
4. sunrise
5. laptop
6. waterfall

7. airport
8. railway
9. headphone
10. greenhouse

2. Blending Words

1. brunch (breakfast + lunch)
2. smog (smoke + fog)
3. motel (motor + hotel)
4. podcast (iPod + broadcast)
5. glamping (glamorous + camping)
6. edutainment (education + entertainment)
7. infomercial (information + commercial)
8. webinar (web + seminar)
9. chillax (chill + relax)
10. frenemy (friend + enemy)

3. Clipping Words

1. ad (advertisement)
2. exam (examination)
3. lab (laboratory)
4. photo (photograph)
5. gym (gymnasium)
6. fridge (refrigerator)
7. bus (omnibus)
8. bike (bicycle)
9. demo (demonstration)
10. taxi (taxicab)

4. Creative Respelling Words

1. lite (light)
2. thru (through)
3. nite (night)
4. kool (cool)
5. foto (photo)
6. skool (school)
7. rong (wrong)

8. u (you)
9. 2day (today)
10. gr8 (great)

5. Coining Words

1. google (to search online)
2. blog (weblog)
3. selfie
4. meme
5. webinar
6. crowdfunding
7. hashtag
8. ransomware
9. bitcoin
10. drone

6. Borrowing Words

1. algebra (Arabic)
2. kindergarten (German)
3. tsunami (Japanese)
4. guru (Sanskrit)
5. pizza (Italian)
6. ballet (French)
7. yoga (Sanskrit)
8. safari (Swahili)
9. graffiti (Italian)
10. karate (Japanese)

7. Derivation Words

1. happiness (happy + -ness)
2. readable (read + -able)
3. government (govern + -ment)
4. electrician (electric + -ian)
5. childhood (child + -hood)
6. darkness (dark + -ness)
7. failure (fail + -ure)
8. arrival (arrive + -al)

9. friendship (friend + -ship)
10. management (manage + -ment)

E. Prefixes and Suffixes

Prefix	Meaning	Examples
inter-	between, among	interact, intercity, interchange, interconnect, intercontinental
mal-	bad, wrong	malfunction, malnourished, malpractice, malformed, maladjusted
mis-	wrongly, badly	misunderstand, mislead, mishandle, misplace, misprint
neo-	new, modern	neoclassical, neologism, neonatal, neocortex, neoliberal
non-	not, without	nonstop, nonviolent, nonliving, nonfiction, nonessential

Suffix	Meaning	Examples
-ess	female form	actress, hostess, lioness, princess, stewardess
-esque	in the style of	picturesque, statuesque, Kafkaesque, Romanesque, burlesque
-ette	small, imitation	kitchenette, cigarette, cassette, brunette, statuette
-fest	festival, gathering	songfest, gabfest, filmfest, lovefest, talkfest
-fy	to make, cause to be	simplify, purify, classify, magnify, electrify

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F. Synonyms and Antonyms

Word	Synonyms	Antonyms
Abundant	plentiful, copious	scarce, sparse
Abolish	cancel, eliminate	establish, retain

Word	Synonyms	Antonyms
Abash	embarrass, humiliate	encourage, comfort
Baffle	confuse, perplex	clarify, enlighten
Bewitching	enchanting, captivating	repulsive, boring
Bustle	hustle, activity	stillness, calm
Cease	stop, halt	continue, begin
Chaste	pure, virtuous	immoral, corrupt
Comprise	include, contain	exclude, lack
Epitome	embodiment, quintessence	antithesis, opposite
Fabricate	construct, manufacture	destroy, dismantle
Feeble	weak, frail	strong, robust
Ferocious	fierce, savage	gentle, mild
Hazard	danger, risk	safety, security
Humble	modest, unassuming	arrogant, proud
Humility	modesty, meekness	arrogance, pride
Immerse	submerge, engross	emerge, neglect
Imminent	impending, approaching	distant, remote
Inevitable	unavoidable, certain	avoidable, uncertain
Jaded	tired, weary	fresh, energetic

Word	Synonyms	Antonyms
Justify	defend, vindicate	condemn, accuse
Prudence	wisdom, caution	recklessness, folly
Pompous	arrogant, grandiose	modest, humble
Restrain	control, check	release, encourage
Redeem	reclaim, restore	forfeit, abandon
Taciturn	reserved, silent	talkative, loquacious
Tedious	boring, monotonous	exciting, interesting
Zeal	enthusiasm, passion	apathy, indifference
Zenith	peak, apex	nadir, bottom

G. Abbreviations and Acronyms

BBC British Broadcasting Corporation

BC Before Christ (or Bachelor of Chemistry)

BCC Blind Carbon Copy

CC Carbon Copy

COD Cash on Delivery

CPI Consumer Price Index

DDT Dichlorodiphenyltrichloroethane (an insecticide)

DIR	Department of Industrial Relations (or Directory in computing)
EFA	Essential Fatty Acids
EFT	Electronic Funds Transfer
LASER	Light Amplification by Stimulated Emission of Radiation
MFA	Master of Fine Arts
MFI	Microfinance Institution
LOL	Laughing Out Loud
WIP	Work in Progress
FOMO	Fear Of Missing Out
NASA	National Aeronautics and Space Administration
RAM	Random Access Memory
NATO	North Atlantic Treaty Organization
SCUBA	Self-Contained Underwater Breathing Apparatus

H. Parts of Speech

1. Nily – **Noun** (Proper noun)
2. departing – **Verb**
3. asked – **Verb**
4. cousin – **Noun**
5. under – **Preposition**
6. raining – **Verb**
7. dance – **Verb**
8. green – **Adjective**
9. Oh! – **Interjection**
10. with – **Preposition**

I. Articles (a, an, the)

11. I saw **an** eagle at the zoo.
12. Can you give me **the** salt, please?
13. She is **an** electrician.
14. They bought **a** house in the village.
15. **The** sun rises in the east.
16. He wants to be **a** doctor.
17. We visited **the** Sardar Statue last summer.
18. **An** apple a day keeps the doctor away.
19. **The** moon is very bright tonight.
20. There is **a** glass on the table.

J. Subject-Verb Agreement

1. One of my cousins **is** going on a trip to France.
2. The man with all the birds **lives** on my street.
3. The players, as well as the captain, **want** to win.
4. Either answer **is** acceptable.
5. Every one of those books **is** fiction.
6. **Is** the news on at five or six?
7. Eight rupees **is** the price of a movie these days.
8. **Are** the tweezers in this drawer?
9. Nobody **knows** the trouble I've seen.
10. The movie, including all the previews, **takes** about two hours to watch.

K. Active to Passive Voice

1. The college has arranged the annual day function. → The annual day function has been arranged by the college.
2. The company launched the new product. → The new product was launched by the company.
3. The teacher is explaining the lesson. → The lesson is being explained by the teacher.
4. The workers were fixing the road. → The road was being fixed by the workers.
5. The committee has approved the proposal. → The proposal has been approved by the committee.

L. Passive to Active Voice

1. The plants are watered by the gardener. → The gardener waters the plants.

2. A new hospital was built by them. → They built a new hospital.
3. The meal is being cooked by the chef. → The chef is cooking the meal.
4. The plan will be approved by the manager. → The manager will approve the plan.
5. The exam has been written by the students. → The students have written the exam.

Practical No: 5 – Reading Comprehension and Precis Writing

Paragraph 1 – Women's Exploitation in India

Questions:

1. **Have the new laws and rights guaranteed by the constitution ended the exploitation and abuse of women in India?**
   No, despite constitutional guarantees and new laws, women in India continue to face exploitation and abuse, especially in rural areas and even among educated urban women.
2. **What does a man consider himself compared to a woman?**
   A man considers himself superior to a woman and her master.
3. **Are the situations of women good in rural areas?**
   No, the situation is worse in rural areas where women are often unaware of their legal rights and accept exploitation as fate.
4. **What factor has created a gross imbalance in the Indian families?**
   Male dominance and the suppression of women's rights and privileges have created a gross imbalance in Indian families.

Paragraph 2 – Indian Cinema

Questions:

1. **What 'Heading' do you suggest for this paragraph?**
   "The Quality Crisis in Indian Cinema"
2. **What negative attitudes do cheap films inspire youth into?**
   Cheap films inspire youth to imitate unrealistic fashions, styles, and mannerisms, and mislead them with cheap romance and silly adventures.
3. **What do generally youth talk about when together?**
   Youth generally talk about films, latest releases, actors' roles, styles, and film songs.
4. **With what has Bollywood been alleged to have nexus?**
   (The paragraph does not explicitly mention a nexus. If referring to external influence, it suggests Bollywood films are often imitations of foreign films.)
5. **In which languages are the Indian films made the most?**
   Hindi, Tamil, and Telugu.

Paragraph 3 – Role of Radio in Rural India

Questions:

1. **How do people in remote areas keep themselves informed of the latest news?**
   Through radio sets or transistors, which provide news, discussions, and informational broadcasts.
2. **Which radio network broadcast programmes for the farmers?**
   Kisan broadcasts (agricultural programs).
3. **Which sections of people benefit most from the radio broadcasts?**
   Students, teachers, panchayat members, farmers, fishermen, and soldiers in remote posts.

4. **Through broadcast, what do farmers learn about?**
   Improved seeds, manures, fertilizers, pesticides, irrigation systems, and water/energy conservation techniques.
5. **What developing countries are using broadcasts for?**
   Long-distance education and weather warnings.

Paragraph 4 – Solar Energy and Pollution

Questions:

1. **List the traditional sources of energy production.**
   Coal, crude oil, turbines (hydro/thermal).
2. **List the green energy resources.**
   Solar energy (mentioned explicitly), other green resources include wind, hydro, and biomass.
3. **What is the major source of energy in production of solar energy?**
   Sunlight.
4. **How does solar energy help the nation towards empowerment?**
   It reduces air pollution, decreases dependency on crude oil imports, and enables energy independence through decentralized power generation.
5. **Give a suitable title to the paragraph.**
   "Solar Energy: A Path to Cleaner Air and National Empowerment"

Paragraph 5 – OTT Platforms and Digital Media

Questions:

1. **What is OTT?**
   Over-the-top media platforms—digital streaming services that deliver content directly over the internet.
2. **Which audio and video sharing platforms are discussed in the paragraph?**
   Video: Netflix, Amazon Prime, Disney Hotstar.
   Audio: Gaana, Jio Saavn, Wynk, Spotify.
3. **Who brought paradigm shift in the internet market and how?**
   Jio (launched in 2016) brought a paradigm shift by providing cheap internet, which boosted OTT adoption and reduced piracy.
4. **Which changes did the Internet and broadband bring in the world?**
   Enabled digital streaming, reduced reliance on physical media (CDs, DVDs), and shifted piracy from physical grey markets to online downloading/torrenting.
5. **Give a suitable title to the paragraph.**
   "The Digital Revolution: From Piracy to OTT Dominance"

Practical No: 7 – Letter Writing

Task 1: Apology Letter for Poor Service

(Block Style)

[Restaurant Letterhead]

Date: October 26, 2024

Mrs. Priya Mehta
B-12, Green Valley Apartments
Ahmedabad – 380015

Dear Mrs. Mehta,

Subject: Apology for Unsatisfactory Dining Experience

I am writing to sincerely apologize for the poor service you experienced at our restaurant on October 24, 2024. We deeply regret the inconvenience and disappointment caused to you and your family.

Your feedback has been taken very seriously. The staff member in question has been counseled, and we are conducting additional training for all service personnel to ensure such lapses do not recur.

As a gesture of goodwill, we would like to offer your family a complimentary meal at our restaurant. Please present this letter when you visit us next.

We value your patronage and hope you will give us another opportunity to serve you better.

Sincerely,
Rajesh Kumar
Restaurant Manager

Enclosures: None

Task 2: Apology Letter for Project Delay

(Semi-Block Style)

[Company Letterhead – Apex Tech. Pvt. Ltd.]

Date: October 26, 2024

Mr. Jay Shah
CEO
Apex Tech. Pvt. Ltd.
Navrangpura, Ahmedabad – 380009

Dear Mr. Shah,

Subject: Delay in Completion of New Plant Project – Regret and Action Plan

I am writing to formally apologize for the delay in the completion of the new plant establishment project at our premises. The project is taking longer than anticipated due to unforeseen delays in the delivery of specialized electrical components and unexpected site preparation challenges.

I assure you that we have now secured all pending materials and have deployed additional manpower. We have revised the work schedule and are confident of completing the project within the next 15 days.

I take full responsibility for this delay and assure you of our commitment to delivering the project without further setbacks.

Thank you for your understanding.

Yours sincerely,
Amit Patel
Project Manager

Enclosures: Revised Project Timeline

Task 3: Acknowledgement Letter for Order Receipt

(Block Style)

[Company Letterhead – Amar Electronics Ltd.]

Date: October 26, 2024

The Sales Manager
Jindal Electrical Appliances
Chandni Chowk, New Delhi – 110006

Dear Sir/Madam,

Subject: Acknowledgement of Order No. AE/124/2024

This is to acknowledge the receipt of our order (No. AE/124/2024) for electrical items including bulbs, wires, switches, fans, tube lights, switchboards, and sockets. We are pleased to inform you that all items were delivered in good condition and before the due date.

The materials have been inspected and found satisfactory. The payment will be processed as per the agreed terms through NEFT within the next seven working days.

We appreciate your prompt service and look forward to continued business with you.

Yours faithfully,
Neha Sharma
Purchasing Manager
Amar Electronics Ltd.

Enclosures: None

Task 4: Acknowledgement Letter for Donation

(Modified Block Style)

[Letterhead – Karma Foundation]

Date: October 26, 2024

Dr. Rohan Sharma
54, Lakeview Society
Ahmedabad – 380052

Dear Dr. Sharma,

Subject: Acknowledgement of Your Generous Donation

On behalf of Karma Foundation, I extend our heartfelt gratitude for your generous donation of Rs. 1,00,000/- (Rupees One Lakh Only) received on October 25, 2024.

Your contribution will be utilized to support our “Food for Education” initiative, providing nutritious meals and school supplies to underprivileged children in rural Gujarat. An official receipt and a 80G certificate will be emailed to you within five working days.

We deeply appreciate your trust and support in our mission to create a better tomorrow for the needy.

With sincere thanks,
Anjali Verma
Manager, Karma Foundation

Enclosures: None

Task 5: Appreciation Letter to Student

(Block Style)

[Government Engineering College Letterhead]

Date: October 26, 2024

Ms. Kinjal Morya
Final Year B.E. (Computer Science)
Government Engineering College, Vadodara

Dear Kinjal,

Subject: Appreciation for Your Academic Excellence and Contribution

As you complete your B.E. program today, I wish to express my sincere appreciation for your outstanding dedication, academic excellence, and active participation in departmental activities throughout your course.

Your consistent sincerity, innovative project work, and leadership in technical events have set a commendable example for your peers. The department takes pride in your achievements and wishes you great success in your future endeavors.

We are confident that you will continue to shine and make meaningful contributions to the field of computer science.

Best wishes,
Dr. Raj Singhania
Professor, Department of Computer Science

Enclosures: None

Task 6: Appreciation Letter to School

(Semi-Block Style)

[Personal Letterhead]

Date: October 26, 2024

The Principal
Vidya Vihar School
Near Airport, Rajkot – 360003

Dear Sir/Madam,

Subject: Appreciation for Excellent Academic Performance of Jay Chawla (Std. 8)

I am writing to express my heartfelt appreciation to the teachers and management of Vidya Vihar School for the exceptional guidance and support provided to my son, Jay Chawla, who has performed brilliantly in the final examinations of Std. 8.

The dedicated efforts of the teaching staff, coupled with the school's nurturing environment, have played a pivotal role in his academic and overall development. We are truly grateful for the values and knowledge imparted to him.

Thank you for your unwavering commitment to excellence in education.

Yours sincerely,
Mr. Alok Chawla
Parent of Jay Chawla

Enclosures: None

Task 7: Leave Application Letter to Principal

(Block Style)

[Student's Address]
B-104, Hostel Block
Government Engineering College
Vadodara – 390002

Date: October 26, 2024

The Principal
Government Engineering College
Vadodara – 390002

Subject: Request for Ten Days' Leave

Respected Sir/Madam,

I am writing to request a grant of leave for ten days, from November 1 to November 10, 2024, due to an unexpected family emergency requiring my presence at home.

I assure you that I will catch up on missed coursework and complete all pending assignments promptly. I request your kind approval for the same.

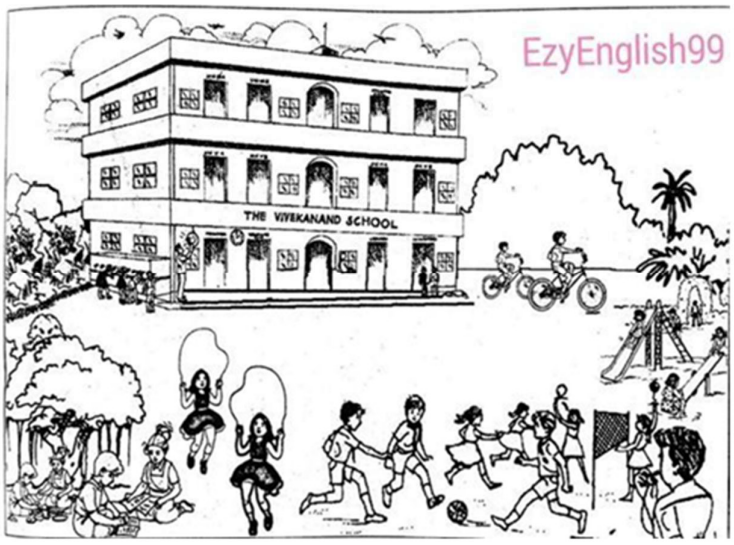
Thank you for your consideration.

Yours obediently,
Rohit Mehta
Third Year, Electrical Engineering
Roll No.:

Enclosures: None

Practical No: 8 Object / Picture / Scene Description

Task 1: Describe the following picture in your words.



The picture shows a busy and cheerful scene outside a school building named **"The Vivekanand School."** The school is a large, three-storey structure with many windows and a main entrance in the center. It looks like a normal school day filled with activity and energy.

In the playground area, many students are involved in different activities. On the left side, a group of children is sitting on the ground, possibly chatting or playing a quiet game. Nearby, two girls are skipping rope happily. In the middle of the picture, several students are running, which suggests they may be playing a race or taking part in a sports activity.

On the right side, some children are riding bicycles, while others are playing on playground equipment such as a slide and swings. A few students seem to be cheering or watching their friends. Trees and plants around the playground add a natural and pleasant environment.

The overall scene shows students enjoying outdoor time, staying active, and interacting with each other. The picture highlights the importance of physical activity, teamwork, and fun in school life. It gives the impression of a lively, friendly, and healthy school atmosphere where children learn not only in classrooms but also through play and social interaction.

Task 2: Describe the following picture in your words.

The picture shows a happy family working together in a kitchen. It looks like a busy but cheerful moment, possibly during meal preparation time. On the left side, the father is standing near the kitchen counter and mixing something in a bowl. He seems focused on cooking. A small child named Peter is standing beside him, watching with curiosity and helping a little.

On the right side, the mother is taking food items from the refrigerator. She looks organized and calm. Another child is sitting at the dining table in the front, holding a spoon and playing with food in a bowl, enjoying the activity. The table is covered with plates, cups, fruits, bread, and other kitchen items, showing that a meal is being prepared.

A cat is also present near the table, adding a playful touch to the scene. The kitchen is neat, with shelves, utensils, a clock on the wall, and plants for decoration. Overall, the picture shows a warm family atmosphere where everyone is involved and spending time together happily.

Task 3: Describe (Physical properties) any object / thing that you can see at present. (i.e. Pen, Bag, Book etc.)

4. Describe your surroundings. (The scene - What you see at present around you)

Practical No: 11 – Pronunciation and Fluency Enhancement

Part A: Phoneme Awareness (Just For Learning Purpose)

The 44 phonemes of Received Pronunciation (RP) are categorized as follows:

Vowels (20)

Short: /ɪ/ (sit), /e/ (bed), /æ/ (cat), /ʌ/ (cup), /ɒ/ (hot), /ʊ/ (put), /ə/ (about)

Long: /iː/ (see), /ɑː/ (car), /ɔː/ (saw), /uː/ (too), /ɜː/ (bird)

Diphthongs: /eɪ/ (day), /aɪ/ (my), /ɔɪ/ (boy), /əʊ/ (go), /aʊ/ (now), /ɪə/ (near), /eə/ (hair), /ʊə/ (pure)

Consonants (24)

Plosives: /p/ (pen), /b/ (bad), /t/ (tea), /d/ (did), /k/ (cat), /g/ (get)

Fricatives: /f/ (fall), /v/ (van), /θ/ (thin), /ð/ (this), /s/ (see), /z/ (zoo), /ʃ/ (she), /ʒ/ (vision), /h/ (how)

Affricates: /tʃ/ (church), /dʒ/ (judge)

Nasals: /m/ (man), /n/ (now), /ŋ/ (sing)

Approximants: /l/ (leg), /r/ (red), /j/ (yes), /w/ (we)

Part B: Tongue Twisters Practice (Just For Learning Purpose)

Instructions followed:

1. **Slow to Fast Practice:** Each tongue twister was practiced first slowly with clear articulation, then gradually accelerated while maintaining accuracy.
2. **Recording & Playback:** Recorded readings were reviewed to identify stumbling points (e.g., /ʃ/ in "she sells seashells," /θ/ in "sixth sick sheik's"). Problem sounds were isolated and repeated. Final recordings were shared with a peer for feedback.

Peer Feedback Summary:

- Strengths: Good clarity on plosives (/p/, /t/, /k/) and fricatives (/s/, /ʃ/).
- Areas to improve: Linking words smoothly in faster tempo; consistent vowel length in diphthongs (e.g., /aɪ/ in "How many cookies").
- Final impression: Marked improvement in fluency and intonation after repeated practice.

Part C: Vocabulary & Pronunciation Drill

Word	Phonemic Transcription (RP)	Meaning (as per clue)
1. Bark	/bɑːk/	A noisy cry made by a dog.

Word	Phonemic Transcription (RP)	Meaning (as per clue)
2. Cage	/keɪdʒ/	A small enclosed place to lock animals.
3. Check	/tʃek/	To examine carefully.
4. Silk	/sɪlk/	A type of fabric having soft, smooth, and shiny texture.
5. Gust	/gʌst/	A sudden, intense burst of wind.
6. Shout	/ʃaʊt/	To speak in a loud, excited manner.
7. Mechanic	/məˈkænɪk/	A person who repairs things.
8. Ephemeral	/ɪˈfemərəl/	Anything short-lived, as an insect that lives only for a day.
9. Cathartic	/kəˈθɑːtɪk/	Emotionally purging.
10. Modest	/ˈmɒdɪst/	Not large but sufficient in size or amount.
11. Partial	/ˈpɑːʃl/	Being or affecting only a segment.
12. Heed	/hiːd/	Pay close attention to.
13. Elaborate	/ɪˈlæbərət/ (adj.), /ɪˈlæbəreɪt/ (v.)	Marked by complexity and richness of detail.
14. Exalt	/ɪgˈzɔːlt/	Praise, glorify, or honor.
15. Objective	/əbˈdʒektɪv/	The goal intended to be attained.

*Pronunciation was practiced using **Cambridge Dictionary Online** and **FluentU** for accurate phonemic guidance.*

Practical No: 6 Role Play

Task: Teachers will sort the students into groups and give them situations

Practical No: 9 Debates: Voices of Reason

Task: The teacher will provide relevant, and thought provoking topics for debate.

Practical No: 10 Group Discussion

Task: The teacher will provide the students with good topics for discussion.