

COMMUNICATION SKILLS(Code 10101):

Notes:

A Noun is a word used as the name of person, place or thing. There are four types of nouns:

1. **A PROPER NOUN** is the name of a particular person, place or thing. A proper noun always begins with a capital letter.

Underline proper nouns in the following sentences:

1. Anthony and Pranesh wanted to go to London.
2. We saw the Red Fort at Dehli.
3. The Himalayas are the highest mountains in the world.
4. The Taj Mahal is built on the bank of the river Yamuna.
5. Kolkata is the biggest city in India.

2. **A COMMON NOUN** is a name given in common to every person, place, animal or thing of the same class or kind.

Underline common nouns in the following sentences:

1. The tiger killed ten animals in the forest today.
2. Rekha writes a letter with a pen.
3. They came late to school today.
4. This medicine is good for young men and old women.
5. Sheep, cows, bulls, buffaloes, horses and goats are useful animals.

3. **A COLLECTIVE NOUN** is the name of group of persons or things considered as one.

Underline collective nouns in the following sentences:

1. There are sixty students in our class.
2. Our navy has a big fleet of ships.
3. The police orchestra performs at the bandstand.
4. A crowd gathered on the road.
5. The parliament is in session these days.
6. The Children's choir sang for Bro. Titus.

4. **ABSTRACT NOUN** is the name of a quality, action or state considered apart from the object to which it belongs.

Underline abstract nouns in the following sentences:

1. Wisdom is a gift of God.
2. Kindness can never go unrewarded.
3. Illness leads to weakness.
4. Laughter is the best medicine
5. Poverty is the root of all evil.

Noun: Number – Singular & Plural

A noun is in singular form when it refers to one person, place, animal or thing. A noun is in plural form when it refers to more than one person, place, animal or thing.

Some nouns become plural, just by adding an – s to the noun.

doll	dolls	flower	_____	computer	_____
hat	_____	word	_____	window	_____
key	_____	lamp	_____	telephone	_____
arm	_____	horse	_____	cup	_____

WORDS ENDING IN – s / ss / sh / o / ch are made plurals by adding -es

ass	_____	bus	_____	brush	_____
fox	_____	bush	_____	tomato	_____
bunch	_____	dress	_____	potato	_____
hero	_____	glass	_____	volcano	_____

WORDS ENDING IN – y, then the y is removed and replaced by – ies.

baby	_____	city	_____	library	_____
army	_____	fly	_____	story	_____
enemy	_____	lady	_____	country	_____

some nouns take a totally different form, such as

Ox	Oxen	goose	geese	mouse	mice
tooth	teeth	child	children	woman	women
man	men	foot	feet		

WORDS ENDING IN – fe, then the fe is removed and replaced by – ves.

life	_____	loaf	_____	half	_____
wife	_____	leaf	_____	wolf	_____
self	_____	thief	_____		

Abee Communications
174-A Sai Krupa Building
Shop No. 6, Dhanpada,
Khar (W),
Mumbai – 400 052.

20th October, 2009.

Ref. No. – AC/351/09

To

The Marketing Manager
Philips Electricals
Worli Seaface
Mumbai – 400 055.

Subject: Placing an order for the products mentioned below.

Dear Sir

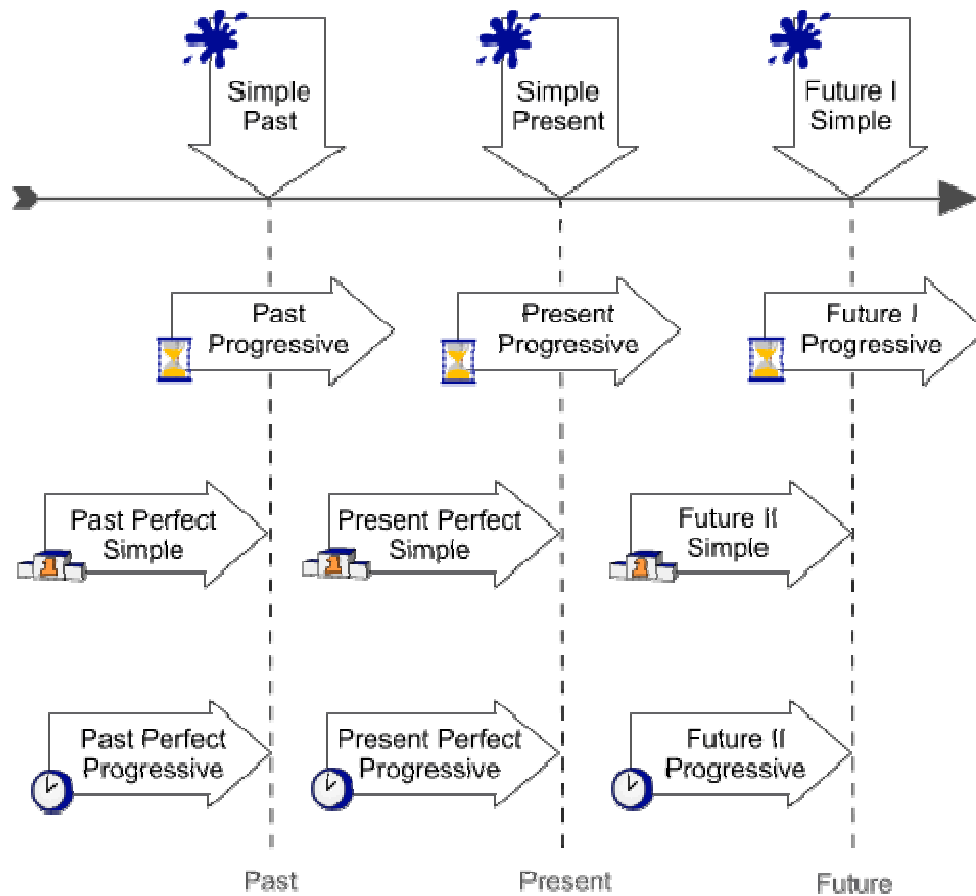
We are pleased to place an order for the following items mentioned below. We accept your terms and conditions mentioned in the quotation letter Ref. No. - PE/101/09

Sr. No.	Model No.	Description	Quantity	Delivery (in weeks)
1.	3936	Aplab 100 MHz 2 Channel, 6 Trac Oscilloscope	Six	one
2.	309	Aplab 10: 1 Switchable 250 MHz Oscilloscope probe	Twelve	One
3.	3937R	100 MHz 2 Channel, 4 CRT Read out Oscilloscope	Four	One










We shall make the payment by cheque as mentioned by you. You will receive 100 % payment against Proforma Invoice. We note that the material mentioned will reach us in one week.

Yours faithfully

(Shyam Trivedi)
Purchase Manager



Legend

- 
 action that takes place once, never or several times
- 
 actions that happen one after another
- 
 actions that suddenly take place
- 
 action that started before a certain moment and lasts beyond that moment
- 
 actions taking place at the same time
- 
 action taking place before a certain moment in time
- 
 puts emphasis on the result
- 
 action taking place before a certain moment in time
- 
 puts emphasis on the course or duration of the action

Explanation		Past	Present	Future
		<u>Simple Past</u>	<u>Simple Present</u>	<u>Future I Simple</u>
Moment	action that takes place once, never or several times	He played football every Tuesday.	He plays football every Tuesday.	He will / is going to play football every Tuesday.
	actions that happen one after another	He played football and then he went home.	He plays football and then he goes home.	He will play football and then he will go home.
	state	He loved football.	He loves football.	He will love football.
		<u>Past Progressive</u>	<u>Present Progressive</u>	<u>Future I Progressive</u>
Period	action going on at that moment	He was playing football.	He is playing football.	He will be playing football.
	actions taking place at the same time	He was playing football and she was watching.	He is playing football and she is watching.	He will be playing football and she will be watching.
		<u>Past Perfect Simple</u>	<u>Present Perfect Simple</u>	<u>Future II Simple</u>
Result	action taking place before a certain moment in time; emphasises the result	He had won five matches until that day.	He has won five matches so far.	He will have won five matches by then.
		<u>Past Perfect Progressive</u>	<u>Present Perfect Progressive</u>	<u>Future II Progressive</u>
Duration	action taking place before a certain moment in time (and beyond), emphasises the duration	He had been playing football for ten years.	He has been playing football for ten years.	He will have been playing football for ten years.

	affirmative	negative	question
I	I am.	I am not.	Am I?
he/she/it	He is.	He is not.	Is he?
you/we/they	You are.	You are not.	Are you?

	affirmative	negative	question
I/you/we/they	I play.	I do not play.	Do I play?
he/she/it	He plays.	He does not play.	Does he play?

COMMUNICATION QUIZ

Instructions: Time – 3 minutes only
For all right answer 10 marks. You must complete positively in 2 minutes.
Hurry it is important to complete it. Be the first to do so.

1. Read through everything before doing anything.
2. Write your name on the top right corner and date on the top left corner.
3. Write near the title "Yes".
4. If yesterday was Sunday, today is _____.
5. The total number of students present today is _____.
6. Your best friends name is _____.
7. Write 100 four times: _____
8. Draw a circle
9. Olympics 2008 was held in _____
10. Say loudly "Yes, I Can".
11. If you have read this far answer only the first part of question 2.
12. Put your pen down and raise your right hand, signaling completion.

COMMUNICATION QUIZ

Instructions: Time – 3 minutes only
For all right answer 10 marks. You must complete positively in 2 minutes.
Hurry it is important to complete it. Be the first to do so.

1. Read through everything before doing anything.
2. Write your name on the top right corner and date on the top left corner.
3. Write near the title "Yes".
4. If yesterday was Sunday, today is _____.
5. The total number of students present today is _____.
6. Your best friends name is _____.
7. Write 100 four times: _____
8. Draw a circle
9. Olympics 2008 was held in _____
10. Say loudly "Yes, I Can".
11. If you have read this far answer only the first part of question 2.
12. Put your pen down and raise your right hand, signaling completion.

Abee Communications 174-A Sai Krupa Building Shop No. 6, Dhanpada, Khar (W), Mumbai – 400 052.				
9 th October, 2009.				
Ref. No. – AC/301/09				
To				
The Marketing Manager Philips Electricals Worli Seaface Mumbai – 400 055.				
Subject: Request for quotations of the products mentioned below.				
Dear Sir				
We would like to know whether the following items are available and if yes, their rates and other specifications should be detailed to us.				
Sr. No.	Model No.	Description	Quantity	Delivery (in weeks)
1.	3936	Aplab 100 MHz 2 Channel, 6 Trac Oscilloscope	Six	one
2.	309	Aplab 10: 1 Switchable 250 MHz Oscilloscope probe	Twelve	One
3.	3937R	100 MHz 2 Channel, 4 CRT Read out Oscilloscope	Four	One
We look forward to hear from you soon. Kindly send the quotation letter urgently.				
Yours faithfully				
(Shyam Trivedi) Purchase Manager				

Exercise

1. As the Sports Secretary of your college write a letter to the local sports dealer making enquiries about prices of sports gear for cricket, football, badminton and chess. Give details of quality and quantity of goods required and set a deadline for the reply.

CYRUS LOUIS FERNANDES
B/3 304, Anusuya Enclave,
Jagtap chowk, Wanworie,
Pune – 411040
Mb: 9860770615, 020- 40055637
cyrus.ferns@yahoo.com



Dear Sir

In reference to your advertisement dated 12-10-2011, in the Indian Express, I would like to apply for the post of Food and Beverage Manager. My resume is as given below:

Objective

To work in a globalized environment creating a niche for my self achieving positive ness by working in a dynamic environment

Education

July 2007-2010 present	Suryadatta College of Hospitality Mgt and Travel Tourism	University of Pune,India
June 2005- March 2007	Vidya Bhavan College of Commerce	Maharashtra Board, India

Training / Work Experience

December 08 –
May 09

ZURI- HOTELS AND RESORTS,*****

Goa. India

Production:

Main Kitchen- Prepared the daily
Mis-en-Place
Assisting the Sous Chef
Re- Stocking of Food Products
Garde Manger-Preparation of cold
Cuts Fruit Platter
Prepared fruit Juices and Salads,
Sand witches and Dressings.
Butchery- Cuts of meat, Poultry
,Fish, Pork
Cleaning and Jointing
Continental- Preparation of Daily
Mis-en-place
Preparing of Basic Sauces
Food & Beverage:
Coffee Shop- Laying Of covers
Setup of Buffet
Wiping and cleaning of crockery cutlery
Bar- - Daily Mis-en-Place

Area of Production

Interest :

Skills: Ms-Word, Ms-Excel,Powerpoint,Internet

Languages: English, Hindi ,Marathi

Personal

Martial Status : Single

Date of Birth: 12th July 1989

I earnestly look forward to an interview with you. My references and supporting details will be furnished at the time of the interview.

Thank you.

Yours sincerely,

Cyrus Fernandes

PAST TENSE

- Be – was / were
- Bear – bore
- Become – became
- Begin – began
- Bite – bit
- Blow – blew
- Break – broke
- Bring – brought
- Build – built
- Burn – burnt
- Buy – bought
- Catch – caught
- Choose – chose
- Come – came
- Copy – copied
- Cut – cut
- Do – did
- Draw – drew
- Dream – dreamt
- Drink – drank
- Eat – ate
- Fall – fell
- Fight – fought
- Find – found
- Fly – flew
- Forget – forgot
- Get – got
- Give – gave
- Go – went
- Hang – hung
- Have – had
- Hear – heard
- Hit – hit
- Hurt – hurt
- Know – knew
- Learn – learnt
- Leave – left
- Let – let
- Lose – lost
- Make – made
- Meet – met
- Pay – paid
- Plan – planned
- Put – put
- Read – read (red)
- Ring – rang
- Rise – rose
- Say – said
- See – saw
- Sell – sold
- Send – sent
- Shine – shone
- Shoot – shot
- Sit – sat
- Sleep – slept
- Smell – smelt
- Speak – spoke
- Spend – spent
- Stand – stood
- Steal – stole
- Stop – stopped
- Study – studied
- Swim – swam
- Take – took
- Teach – taught
- Tear – tore
- Tell – told
- Think – thought
- Try – tried
- Understood – understand
- Wake – woke
- Win – won
- Write – wrote