Unit 01 - People

01. Match the adjectives with the appearance of the people.

Adjectives	Appearance
average	skin
bald	shoulders
broad	nose
curly	lips
dark	height
full	head
long	hair
medium	face
middle	eyes
oval	build
sharp	age

02. Read the following notice and fill the relevant information. One is done for you.

Lost

A brown colour, men's wallet with money and two credit cards in it was lost yesterday (10th June) around 4.30 p.m. near the Children's Park on Park Street, Colombo 05. If found, please contact the security office of the Children's Park. A wonderful reward awaits.

1	Thing	
2	Colour	brown
3	The place where it was lost	
4	Date when it was lost	
5	Things inside	
6	The place to contact	

03. Put the following adjectives in the right column.

pessimistic, untidy, noisy, obedient, honest, careless, wasteful, kind, truthful, stingy, friendly, optimistic, loyal, lazy.

Positive	Negative
kind	wasteful

04. Change the followings in "Reported speech". First one is done for you.

a) She said, "*I* **didn't go** to the party"
She said that *she* **hadn't gone** to the party.

b) Ramesh told me, "He hasn't eaten breakfast"
Ramesh told me _____

c) Suba said, "I can help you tomorrow"
Suba _____

d) Tharshi told me, "You should go to bed early"
_____

e) Sana said, "I won't see you tomorrow"
_____

f) Aarujan said, "I'm living in Paris for a few months"
_____

g) Gnani told me, "I visited my parents at the weekend"
_____

h) Akshara said, "She hasn't eaten thosai before"
_____

i) Ranka told me, "I'll do the washing-up later"
_____

j) Saba said , "He could read when he was three"
_____

k) Jeyanthi said, "I was sleeping, when Julie called"
_____

05. Read the text and do the activities.



Hello! My name is Joe Green and I'm eleven years old. This is a picture of my family. My mother, Emily Green, is on the right. She is thirty-five years old and she is very pretty. She is tall and thin. She has got big dark eyes, long, straight dark hair, a small nose and a small mouth. My father, John Green, is on the left. He is forty years old. He is tall and slim. He has got short brown hair and small dark eyes. He's got a big mouth and a big nose. My sister, Judith, is right behind me. She is thirteen years old and she's really nice. She has got long, curly red hair, big brown eyes, a small nose and a small mouth. She's got freckles. I almost forgot Twinkle, our pet dog. He's very loyal. We are a happy family.

A. Write true or false.

1. Joe's mother is short. ( )
2. His parents are plump. ( )
3. His father has a small nose. ( )
4. His hair is brown. ( )
5. Joe's sister has got freckles. ( )
6. Joe is thirteen years old. ( )
7. They are a happy family. ( )

B. Answer the questions.

1. Has Joe's father got curly hair? ……
2. What is his sister like? ……
3. How old is she? ……
4. Has his mother got brown eyes?……
5. Is she tall?……
6. What's his father like?……
7. Who is Twinkle?……

06. Fill in the blanks below to complete the sentences. Use the words from the box.

ADJECTIVES (Describing People)

ADJECTIVE	OPPOSITE	ADJECTIVE	OPPOSITE	ADJECTIVE	OPPOSITE
careful	careless	healthy	sick	shy	outgoing
fat	thin	lazy	hard-working	smart	stupid
friendly	unfriendly	old	young	special	ordinary
funny	serious	polite	impolite	strong	weak
happy	sad	poor	rich	tall	short

1. My friend likes to exercise and eat fruits and vegetable, so he's healthy.
2. A: Are you a lazy person? B: No, in fact, I'm very _____
3. My son Thomas is very _____. He's only five years old.
4. He should play basketball because he is _____. He's not short.
5. My sister isn't very _____. She's shy and doesn't like to meet new people.
6. He worked very hard his whole life and saved lots of money. He's _____
7. I went on a diet last year and lost five kilograms, so now I'm _____
8. Sarah always says, "Thank you". She's a _____ person.
9. Of course, I'm very _____! I got an A+ on all of my exams!
10. My uncle loves to tell jokes to make us laugh. He's _____
11. My friend can lift 200 kilograms, so he's really quite _____
12. Jennifer and Kelly always look left and right before they cross a busy street. They are _____when they cross a busy street.
13. My classmate always smiles and has many friends. She's _____
14. Nothing seems to make my grandfather sad. He's a _____ person.
15. Khaled can make many different animal sounds. Most people can't do that. He's _____

Unit 02 - On your way

01. Identify the places on the map and write the name of the places.

(supermarket, park, café, restaurant, pharmacy, cinema, bank, library, fruit stall, toy shop)



1…… 2……

3…… 4……

5…… 6……

7…… 8……

9…… 10……..

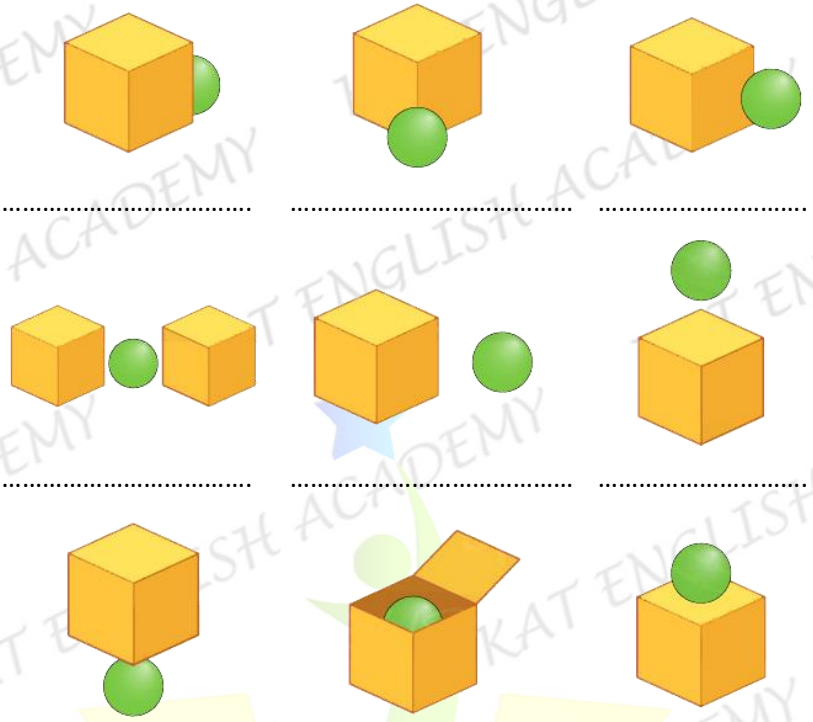
02. Collective noun

(islands, grapes, chicken, stars, pigs, pigeons, cows, judges, books, ships)

1. a bunch of …… 6. a brood of …….
2. a galaxy of ……... 7. a fleet of ……
3. a chain of ……. 8. a panel of ……..
4. a drove of ……. 9. a herd of ……
5. a shelf of …….. 10. a kit of …….

03. Where is the ball? Write the correct preposition below each picture.

(near / on / below / next to / between / behind / in / in front of / above)

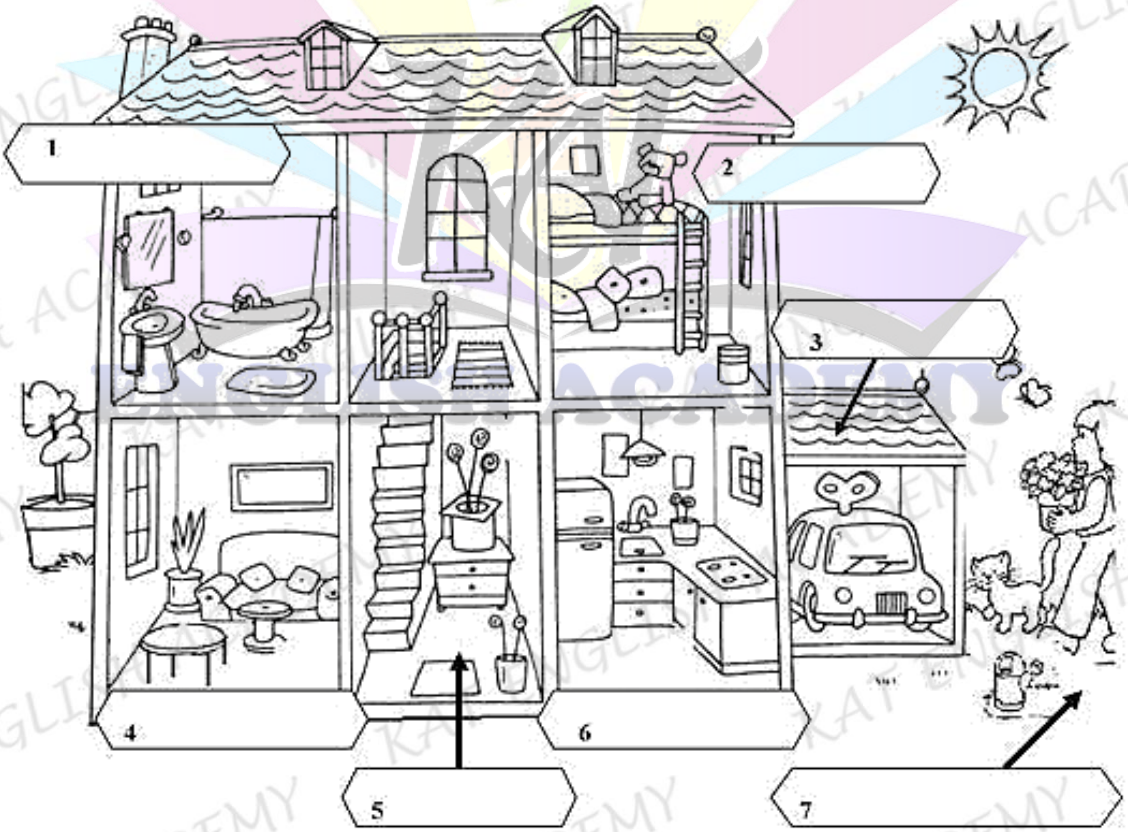


....

....

....

04. Parts of the house.



A. Label the house

(garage, hall, bathroom, kitchen, living room, garden, bedroom)

B. Write the suitable places.

1. There is a car in the ……
2. There is a teddy bear in the ……
3. There are two butterflies in the ……..
4. There are two pillows in the ……..
5. There is a fridge in the ……

C. Yes or No

1. There is a cat next to the house. ( )
2. There is a rabbit on the bed. ( )
3. There are two monkeys in the bath. ( )
4. There is a sink next to the fridge. ( )
5. There is a mouse under the coffee table. ( )

05. Read the poem and answer the questions.

A voice from Mullivaikkal

In the morn, I saw the rising sun
But my mind was thinking my son
The sun was shining brightly
My heart was weighing heavily

Happiness was my son as my baby
Burden to my wife is me as her baby
During the war, my son was young
Now, hard to see his photo is hung

On 12th May 2009, my son was serving
Within a minute he was bleeding
His thoughts are still in my mind
But a shell piece waits to make it blind!

- KiruS

1. What is the title of the poem?
   ……
2. Who is the writer?
   ……
3. Who are the persons mentioned in the poem?
   ……
4. What happened to his son?
   ……
5. Write the rhyming words given in the poem.
   …… ……..
   …… ……..
   …… ……..
   …… ……..

Unit 03 - Travel

01. Write ten sentences in simple future tense with the given verbs.

(~~draw~~, go, study, read, visit, buy, find, sell, beat, win, get)

e.g.: I **will draw** a picture of a house tomorrow.

1. ……
2. ……
3. ……
4. ……
5. ……
6. ……
7. ……
8. ……
9. ……
10. ……

02. Form passive voice sentences in present continuous tense with the given words.

e.g.: (floor - polish) The floor **is being polished**.

1. (cake - bake) ……
2. (flowers - pick) ……
3. (vegetables - cut) ……
4. (hall - sweep) ……
5. (register - check) ……
6. (bus - repair) ……
7. (clothes - iron) ……
8. (letter - type) ……
9. (lunch - prepare) ……
10. (tanks - clean) ……

03. Make meaningful words with prefixes and suffixes.

No.	Word	With prefix	With suffix
e.g.:	happy	**un**happy	happi**ness**, happi**ly**
1	use		
2	treat		

3	legal		
4	truth		
5	partial		
6	agree		
7	patient		
8	believe		
9	appoint		
10	educate		

04. Fill in the blanks using appropriate words from the above table that you have completed.

e.g.: I was very unhappy to see a lot of garbage left carelessly all around the city.

1. They frequently ……. with the decision taken by the president.
2. He had been waiting …… for the good opportunity.
3. We don't do any ……. business.
4. I got an …… to meet the president.
5. Corona patients can be cured with the proper ……..

05. Write the correct number in front of each word.



a) Van ( )
b) Taxi ( )
c) Yacht ( )
d) Airplane ( )
e) Balloon ( )
f) Bus ( )
g) Tram ( )
h) Car ( )
i) Fire engine ( )
j) Scooter ( )
k) Carriage ( )
l) Boat ( )
m) Subway train ( )
n) Train ( )
o) Bicycle ( )
p) Helicopter ( )
q) Ambulance ( )
r) Ropeway ( )
s) Truck ( )
t) Ship ( )

Unit 04 - Let's Talk

01. Do the activities with the help of given pictures.

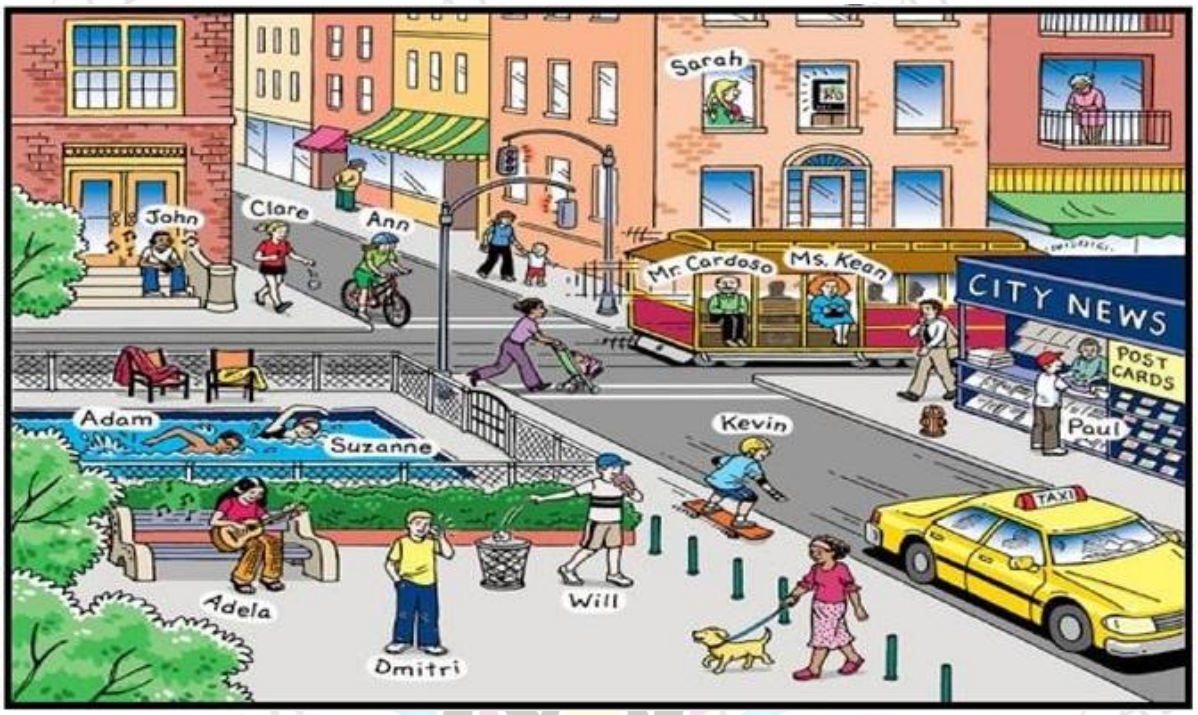


A. Answer the questions with right (R), false (F) or we don't know (?)

1. The kids are on the beach. ( )
2. The teacher is standing behind the children. ( )
3. The sun is shining. ( )
4. The girl in the tent is seven years old. ( )
5. The blonde girl's name is Anna. ( )
6. There are four tents. ( )
7. The teacher is young. ( )
8. It's Sunday. ( )
9. The children are camping. ( )
10. The trees are high. ( )
11. There are more girls than boys. ( )
12. The three boys are siblings. ( )
13. The moon is in the sky. ( )
14. The children will later go swimming in the lake. ( )
15. A boy does not wear a shirt. ( )
16. In the meadow are small flowers. ( )
17. A girl has her dog with her. ( )
18. One tent is purple. ( )
19. The middle tent belongs to the teacher. ( )
20. The parents of the children have come too. ( )

B. Answer the questions.

1. How many people are in the picture? ……..
2. Where are they? ……...
3. Why are they there? ……
4. Who is with the children? ……
5. What is the weather like? ……
6. What season is it likely? .....
7. What can you see in the background? ……
8. What is the blond boy wearing? ……...



A. Put the verbs in the correct tense.

It……(is) a nice day in town. Adela ……..…… (sit) on a bench and …… (play) her guitar. Adam and Suzanne…… (swim) twenty lengths in the outdoor pool. Paul ……..…… (buy) a postcard to send to his friend in England. John …… (listen) to music. Kevin …….. (go) skateboarding. Mr. Cardoso and Ms. Kean ……..…… (take) the tram. Ann ……..…. (ride) her bike. A lady dressed in pink …… (walk) her dog. Sarah ……..……..…… (watch) TV. Will …….. (eat) a cake and ……. (put) the wrapper in the bin. Dmitri ……..… (phone) his friend and he ……..…… (ask) him to come and pick him up. The old lady ……..…(stand) on her balcony and she ……..…… (watch) everyone.

B. Answer in FULL SENTENCES. Don't repeat the names: use **he/she/they**.

1. What is Will doing? ……
2. What is Adela doing? ……
3. What is Anne doing?.....
4. What are Adam and Suzanne doing? ……..
5. What is Paul doing? ……
6. What is Dmitri doing and why? ……
7. What is John doing? .....
8. What are Mr Cardoso and Ms Kean doing? ……
9. What is Sarah doing? ……..
10. What is the lady in pink doing?.....
11. Look at the old lady. She is also wearing pink.
    What is she doing?.....

02. Describe the pictures.



ENGLISH ACADEMY

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03. Look at the phone conversation between Peter York, a young businessman arranging an appointment with a director of WD Company to discuss a new project, and a secretary. Fill the gaps using mixed phrases given below.

SECRETARY: Good afternoon. WD Company, Margaret Baker 1)……

PETER: Hello, this is Peter York from International Data.
2)…….. Martin Jones, please?

SECRETARY: I'm afraid Mr. Jones is out of the office.
3)……?

PETER: Well, I was hoping to 4)…….. with him for next Wednesday. Do you know, what his schedule looks like?

SECRETARY: Mr. Jones is away on business and we don't 5)…… until next Thursday, but he could 6)…… Friday afternoon.

PETER: Unfortunately, I'm unavailable on Friday. Let me 7)…… and could you ask him to 8)…….. with me as soon as he arrives? My phone number is 0-7-2-2-2-3-1-7-6-9.

SECRETARY: 9)…… It's 0-7-2-2-2-3-1-7-6-9.

PETER: That's right.

SECRETARY: Fine. I'll ask him to call you 10)……..

PETER: Thank you, goodbye.

SECRETARY: Goodbye.

a. as soon as he gets on.
b. Could I speak to
c. expect him back
d. get in touch
e. give you my phone number
f. let me repeat it.
g. see you
h. set up a meeting
i. speaking
j. Would you like to leave a message

04. Complete the conversation with the correct form of the verb in the present simple or present continuous.

A: Hi, Liz. What (you/do) ……are you doing?.....

B: Hello, Emma. I (do) ……. My science homework and (listen) …….. to music. And you?

A: I (go) …….. to a party now.

B: Who (go) …….. with?

A: I (go) ……..... with Dave and Sue. We (leave)…… now.

B: Sounds good. What (wear) ……?

A: My new black shirt and jeans.

B: (you/always/wear) ……. black?

A: Yes, I (do) …… I (not/like) …… any other colour.

05. Fill in the missing utterances using the future perfect tense.

e.g.: By 9 o'clock, we ……***will have finished***…… (finish) our homework.

1. They …… (leave) the classroom by the end of the hour.
2. We …… (go) home by next week.
3. She …….. (return) from the excursion by 6 o'clock.
4. ……. (buy/he) the new house by October?
5. …….. (you/do) the shopping by 3 o'clock?
6. He …… (build) his new house by the end of the next year.
7. Abi ……. (wake up) by 5 o'clock.
8. The worksheets ……. (print) by tomorrow morning.
9. John ……. (have) his lunch by 1 o'clock.
10. Schools …….. (reopen) by the first week of July.

Pronouncing words with silent letters



Silent B	Silent T	Silent H	Silent K	Silent W
Bomb	Butcher	Ghost	Knee	Answer
Climb	Castle	Honest	Knew	Sword
Comb	Christmas	Hour	Knickers	Two
Crumb	Fasten	Mechanic	Knife	Whole
Debt	Hustle	Rhythm	Knight	Wrack
Doubt	Listen	Scheme	Knit	Wrap
Dumb	Match	School	Knitting	Wrist
Lamb	Mortgage	What	Knob	Wrinkle
Limb	Nestle	When	Knock	Wreck
Numb	Often	Where	Knot	Wren
Plumber	Rustle	Whether	Know	Wrench
Subtle	Witch	While	Knowledge	Wrestle
Thumb	Soften	White	Knuckle	Writing
Succumb	Watch	Why	Knack	Wriggle

Silent G	Silent U	Silent C	Silent L	Silent P
Sign	Guard	Conscience	Almond	Coup
Campaign	Biscuit	Conscious	Talk	Cupboard
Champagne	Vogue	Crescent	Calf	Pneumonia
Cologne	Building	Descend	Calm	Pseudo
Gnome	Rogue	Descent	Chalk	Psychiatrist
Design	Tongue	Disciple	Walk	Psychic
Resign	Guilty	Evanesce	Folk	Psychology
Foreigner	Guitar	Fascinate	Half	Psychotherapy
Align	Guess	Fluorescent	Palm	Psychotic
Assign	Guest	Muscle	Salmon	Raspberry

Silent E	Silent D	Silent A	Silent N	Silent S
Age	Badge	Artistically	Autumn	Aisle
Breathe	Edge	Logically	Column	Island
Bridge	Handsome	Musically	Damn	
Change	Hedge	Physically	Hymn	
Clothes	Sandwich	Critically		
Gene	Wedge			
Hate	Wednesday			

06. Underline the silent letter in each word. The first one is done for you.

1. s i g n
2. k n i f e
3. w r i s t
4. s l i c k
5. w h o l e
6. w r o n g
7. r a c k
8. w h o s e
9. k n e e l
10. g n a t
11. w r i t i n g
12. c h e c k i n g
13. w h o m
14. k n o t t e d
15. w r e n c h
16. u n k n o w n

'SO' and 'NEITHER'

Use **'So + auxiliary/modal verb + SUBJECT.**' to respond to a **positive** statement when it is **true for you** too. (or true for somebody else!) Use **Neither + auxiliary/modal verb + SUBJECT.**' to respond to a **negative** statement when it is **false for you** too. (or false for somebody else!) (This is very similar to tag questions).

Present simple: use 'do / does'	Lucy likes coffee. So do I. Lucy doesn't like coffee. Neither do I.
Present simple with 'be': use 'am / is / are'	John's at the office. So am I. John isn't at the office. Neither am I.
Present continuous: use 'am / is / are'	Luke's going out tonight. So am I. Luke isn't going out tonight. Neither am I.
Past Simple: use 'did'	Jill went to the cinema yesterday. So did I. Jill didn't go to the cinema yesterday. Neither did I.
Past simple with 'be': use 'was / were'	She was at the library. So was I. She wasn't at the library. Neither was I.
Present perfect: use 'have / has'	They've been to Colombia. So have I. They haven't been to Colombia. Neither have I.
Future simple: use 'will'	Edward will be at the cafe later. So will I. Edward won't be at the cafe later. Neither will I.
Modal verbs: repeat the modal verb	He would like a cup of tea. So would I. He wouldn't like a cup of tea. Neither would I. Emma can speak Russian. So can I. Emma can't speak Russian. Neither can I.

Sentence	Agreeing	Disagreeing
I play football.	So do I.	I don't.
I don't play football.	Neither do I.	I do.

SO

SO is used to show agreement with positive statements.
SO + Auxiliary/Be + Subject (pronoun)
The Auxiliary (or To Be/Have) needs to agree with the verb tense in the original statement. It is similar to using TOO at the end of a sentence.

Person A	Person B	
I am happy.	So am I.	= I am happy too.
I'm going to Brazil in the summer.	So am I.	= I am going to Brazil too.
You look nice today.	So do you.	= You look nice too.
Stephanie has a new boyfriend.	So does Mary.	= Mary has a new one too.
We went to the concert last night.	So did I.	= I went to the concert too.
I would love a coffee right now.	So would I.	= I would love a coffee too.
He will win a prize.	So will I.	= I will win one too.
They have finished their homework.	So have I.	= I have finished too.
I can speak two languages.	So can I.	= I can speak two too.
He should study more.	So should I.	= I should study more too.
We could see the mountains.	So could we.	= We could see them too.
My brother had eaten too much.	So had I.	= I had eaten too much too.

Sometimes you can use So + Auxiliary + Subject as a continuation of the first part of the sentence.
John can sing well and so can his brother.
(= John can sing well and his brother can sing well too)

NEITHER

Neither is used to show agreement with negative statements.
Neither + Auxiliary + Subject (pronoun)
The Auxiliary needs to agree with the verb tense in the original statement. It is similar to using either at the end of a sentence, although Neither is more commonly used, especially in spoken English.
A: I don't understand Spanish.
B: Neither do I. (= I don't understand Spanish either.)
A: I cannot swim.
B: Neither can I. (= I can't swim either.)
Sometimes people respond Me Neither instead of Neither + Auxiliary + Subject though this is very informal spoken English.

Person A	Person B	
I am not hungry.	Neither am I.	= I'm not hungry either.
I'm not going to quit.	Neither am I.	= I'm not going to quit either.
They don't speak French.	Neither do I.	= I don't speak French either.
Stephanie doesn't eat meat.	Neither does Mary.	= Mary doesn't eat meat either.
Mary didn't go to the party.	Neither did I.	= I didn't go either.
I wouldn't like to do his job.	Neither would I.	= I wouldn't like to do it either.
He won't stop talking.	Neither will you.	= You won't stop either.
You haven't finished your meal.	Neither have you.	= You haven't finished either.
I can't reach the top shelf.	Neither can I.	= I can't reach it either.
You shouldn't talk in the movie.	Neither should you.	= You shouldn't talk either.
We couldn't hear him.	Neither could we.	= We couldn't hear him either.
I hadn't seen her before.	Neither had I.	= I hadn't seen her before either.

07. Complete the following pieces of conversation.

1. 'I'm tired.' .....
   a) So do I.
   b) So am I
   c) Neither do I
   d) Neither am I
2. 'I was late.' '.....'
   a) So do I
   b) So was I
   c) So did I
   d) Neither do I
3. 'I didn't like that film.' '.....'
   a) So did I
   b) Neither did I
   c) So am I
4. 'I didn't finish it.' '.....'
   a) Neither did I
   b) So did I
   c) Neither was I
5. 'I like coffee.' '.....'
   a) So am I
   b) So do I
   c) Neither am I
   d) Neither do I
6. 'I can swim.' '.....'
   a) So I can
   b) So do I
   c) So can I
7. 'I'm staying for another two days.' '.....'
   a) So I am
   b) So do I
   c) So am I
8. 'She has a degree in physics.' '.....'
   a) So do I
   b) So have I
   c) So has I
   d) So did I
9. 'I don't have his number.' '.....'
   a) Neither have I
   b) So have I
   c) Neither I have
10. 'I found the problem very hard.' '.....'
    a) So am I
    b) So do I
    c) So did I
    d) So have I
11. Maria can sing beautifully and .....
    a) so her sister can
    b) so can her sister
    c) neither can her sister
12. 'I had never seen so much food in my life.' '.....'
    a) Neither have I
    b) Neither had I
    c) Neither did I

08. Read the following sentences. Identify the function of the underlined phrases, expand and write them in the blanks. Follow the example.

e.g.: Saba likes pizza. So do I. ……*I like pizza, too.*……

1. He prefers cola. I don't. ……
2. She hates rock. So do I. ……
3. Kate doesn't enjoy yoga. I do. ……..
4. Raj isn't a painter. Neither am I. ……..
5. Ben can't draw cats. I can. ……
6. Tim didn't like the film. Neither did I. ……..
7. I enjoy swimming. So does my brother. ……...
8. Mary is on a diet. I'm not. ……
9. They are going to rewrite the test. So am I. ……
10. Tom wants to lose weight. Shannon doesn't. ……

09. Write a conversation to collect the data to complete this application form. Complete the form with the collected data.

Application form

Bigbucks Coffee Shop

POSITION APPLIED FOR:

Title: ……

PERSONAL INFORMATION:

Surname: …… First Name: ……..

Address: ……...

Age: …… Date of birth: ……

How did you hear about this job? ☐ Web page ☐ Newspaper advertisement

EDUCATION:

Name of School: ……..

Passed grade: ……...

Exam taken: ……

OTHER SKILLS: (including computing, driving licence, languages spoken)

……..

……..

Date: …….. Signature: ……

Unit 05 - Best Practices

The imperatives

The word order of a sentence in the imperative is: **base verb** + **object** (if needed). The negative imperative is made with do + not or don't.

- *Walk to the corner, turn right, and cross the road.*
- Don't lose that key.

The imperatives have no **grammatical** subject, they do have an **understood** subject, 'you'. The basic form of the imperative remains the same whether it is addressed to one or more people.

- Come on, Mary; I'm waiting.

The uses of the imperative are as follows:

- to give an order.
  - Go away.
  - Stop that.
  - Keep quiet.
- to give instructions.
  - Don't use this spray near a naked flame.
  - Apply the glue thinly and leave it for ten minutes.
- to give advice or warnings.
  - Don't forget to take your passport with you.
  - Be careful!
  - Don't go on the ice.
- to make an offer or an invitation.
  - Have a piece of cake.
  - Come round and see me some time.

The imperative of do + a **main verb** can be used:

- for polite emphasis.
  - Do take your coat off.
- to be persuasive.
  - Do try to eat a little of this; it will be good for you.
- to show irritation.
  - Do stop talking! I'm trying to work.

Making suggestions:

Let's (let + us) + **main verb** is used in the 1st person plural only. It includes both the speaker and the hearer, so the subject that is understood is represented by the plural we. The uncontracted form let us + **main verb** is occasionally used in formal and written English.

- Let's visit Malcolm this weekend.

Suggestions which start with let's often end with the sentence tag shall we?

- Let's phone her now, shall we?

In formal English, the negative is let us not + **main verb**.

- Let us not lose sight of our aims.

01. Choose the correct verb.

ask, close, come, give, wait

1. …….. a minute.
2. …….. over here, please.
3. …….. the door when you go outside.
4. …….. your teacher.
5. …….. me your phone number so that I can call you.

02. Construct the negative form of the imperative.

1. *(work)* …….. so hard.
2. *(go)* …….. there.
3. *(be)* …….. so rude.
4. *(forget)* …….. to tidy up your room.
5. *(smoke)* …….. inside the building.

03. Complete the imperatives.

1. …….. upstairs. ***(to go)***
2. …….. in this lake. ***(not/to swim)***
3. …….. your homework. ***(to do)***
4. …….. football in the yard. ***(not/to play)***
5. …….. your teeth. ***(to brush)***
6. …….. during the lesson. ***(not/to talk)***
7. …….. the animals in the zoo. ***(not/to feed)***
8. …….. the instructions. ***(to read)***
9. …….. late for school. ***(not/to be)***
10. …….. your mobiles. ***(to switch off)***

04. Fill in the gaps with the correct words from the box. Some of these imperative forms are negative (-).

help - phone - go - leave - clean - sit - drink - close - take - tell

1. …….. your shoes.
2. Today's her birthday. …….. her, please.
3. …….. her my phone number. (-)
4. It's cold outside. …….. the window, please.
5. …….. her in the kitchen.
6. …….. on the table. (-)
7. …….. your dirty boots outside.
8. …….. and drive. (-)
9. …….. them to the airport.
10. …….. through the park at night. (-)

Layout for a formal letter

Sender's address and
other contact info: Email, Telephone, Fax

Date

Recipient's address
Reference number if available

Dear ……. (If name 's unknown use Sir/Madam)

Subject/Title: Sum up the purpose of the letter in one line to focus on the subject at a glance.

- It may be appropriate to start with a reference line
- Re: ……
- Do not use contracted forms - write all words in full.
- Use formal standard English - no slang,
- Keep sentences precise and get straight to the point.
- Keep business letters focused and do not waffle on!
- If complaining be polite and use intelligent vocabulary.

Sum up your main point and state that you look forward to a response to your letter/ query/ complaint etc if appropriate.
Thank you, in advance, for taking time to respond to my ……..

Yours faithfully - (if greeting is to Sir/Madam)
Yours sincerely - if name is given)

Signature
NAME

FORMAL LETTER - Useful Expressions

Greetings / Salutation	Dear Mr/Ms (*surname*), or Dear Sir/Madam, or Sir or Madam,
Reason for writing	I am writing to ... I am writing with regard to ... I am writing on behalf of ...
Asking questions	I would be grateful if ... I wonder if you could ... Could you ...?Could you tell me something about ...? I would particularly like to know ... I would be interested in having more details about ...
Referring to their letter	As you started in your letter, ... Regarding ... Concerning ... With regard to ...
Complaining	I am writing to complain about ... You said ... but in fact *what happened ...* We were supposed to *stay with British families* whereas we actually *Brayed in a guest house.*
Closing	If you require any further information, please do not hesitate to contact me. I look forward to hearing from you. Please contact me if you have any further questions.
Signing off	(If Dear *surname*)Yours sincerely, (If Dear Sir/Madam)Yours faithfully, Yours,
	First name + Surname

SAMPLE FORMAL LETTER

KAT English Academy,
Veerapathirar Lane,
Kalviyankadu.
← SENDER'S ADDRESS

11th June 2020
← DATE

The Editor-in-Chief,
Sunday Times,
Main Street,
Colombo 7.
← RECEIVER'S ADDRESS

Sir,
← GREETING / SALUTATION

SUBJECT / TITLE

Construction work in our locality during monsoon season causing us difficulties.

Through the medium of your esteemed and respected daily, I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season has started a few days ago and is compounding our problems.
← INTRODUCTION / PURPOSE OF THE LETTER

The repair work has been ongoing for five weeks now and is falling way behind schedule. And now with the current weather conditions, we are having persistent problems of water logging and flooding in our area. Another worry is about the accidents that may occur due to the debris lying around the road. Diseases caused due to waterlogging are another one of our concerns.
← MAIN POINTS IN CONCISE

Therefore, I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.
Thanking You,
← CONCLUSION OF LETTER.

Your Faithfully,
← SIGNING OFF / CLOSING THE LETTER

S.Kirus
← SIGNATURE

[MR.S.KIRUS]
← WRITER'S NAME

Question:

You are the head prefect of your School. Write a letter to your Principal on behalf of your school to postpone the half yearly examinations by one week, as due to curfew the syllabus has not been completed on time.

NOTICE

Notice is a written or printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/ magazines. It is meant only for a selected group. Since a notice contains a formal announcement or information, its tone and style are formal and factual. Its language should be simple and formal. Notice is always brief and to the point.

♦ **Format of a Notice**

A NOTICE is always written in a box.

NOTICE

Name of the Institution/Organization/Office,
Place Suitable Heading

Contents. The target group for whom the notice is. Date, time, venue and all-important details and any extra information that is needed (Body of the Notice, 50 words)

16 June 2020

Signature
(NAME)
Designation

E.g.: As the principal of Mathagal Nunasai Vidyalayam, Mathagal, draft notice in not more than 50 words informing students of the change in school timings with effect from the 6th of July. State valid reasons for the change.

NOTICE

Mathagal Nunasai Vidyalayam, Mathagal.

Change in School Timings

All students are hereby informed about a change in school timings from 6th July, 2020. The school will start at 7.30 a.m. & end at 3.30 p.m. This change is due to the loss of studies during the Covid 19 distress period. So, these new timings will be followed till further notice.

22nd June, 2020 Principal

Question 1:

You are Secretary of the History Club of your School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your country.

NOTICE

……

……

……

……

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……

……

Question 2:

As Sports Secretary of your school, draft a notice in not more than 50 words for your school notice board informing the students about the sale of old sports goods of your school.

NOTICE

……

……

……

……

……

……

……

……

Question 3:

Due to a sudden landslide and inclement weather, St. Joseph School, Matale has to be closed for a week. As Principal of that school, draft notice in not more than 50 words to be displayed at the school main gate notice board.

NOTICE

……

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EXCLAMATION MARK(!)

DEFINITION

- It is used to express strong feelings or emotions.
- It is commonly used after interjections or exclamations.
- This punctuation mark is used to show emphasis.
- It can be used in the middle of a sentence or at the end of a sentence.



RULES & EXAMPLES

#1. Used to demonstrate shock, surprise, anger or a raised voice.

- Shock: There's been a terrible accident!
- Surprise: Oh my God! What a fantastic birthday gift!
- Anger: What is wrong with you! Stop writing on the walls.
- Urgency: Watch out for traffic signs! If you don't, you could die!

#2. The exclamation mark is used at the end of a strong command.

- Shut Up!
- Get off my bed!
- Go away! I don't want to talk to you!
- Stop!

#3. The exclamation mark is used at the end of an interjection.

- Hey! Stop playing tricks on me!
- Ouch! That hurts!
- I've had it with your lies!



Exclamatory Sentences

Sentences containing surprise or emotion are called **exclamation sentences**. An exclamation point is placed at the end of such sentences.

- How beautiful this city is!
- Sara, wipe the board!
- Woe, I missed the service!
- Don't talk, get out!
- Please, help me now!
- Hah, okay, now it's beautiful!
- What a coincidence this is!
- Wait, that bridge is rotten!
- I'm so mad at her!
- God, I'm in heaven!
- Why don't you listen to my words!
- Come here Ella, quick!
- Stay there, don't come here!
- Oh, my God, would you stop by here!
- Like you're a big person!
- Oh, I was going to be there now!
- Hey, no smoking in here!



EXAMPLES

- Stop!
- Sit down!
- John, don't touch that!
- Help!
- Hello! How are you?
- Good night!
- Please, help me!
- Ahem! Can I make a suggestion?
- "Boo!" they shouted, "Get off!"
- You did a great job!
- How interesting this film is!
- What a gorgeous room!
- The meal was so good!
- She's such a quiet girl!

Categorize the utterances in the above Exclamatory sentences and examples which end with exclamation mark (!) under the following topics.

- greetings
- expressing surprise
- positive feelings
- negative feelings
- commands

Greetings	Expressing Surprise

Positive feelings	Negative feelings

Commands

TYPES OF ADVERBS

Adverbs are words that are used in sentences to describe or change the meaning of a Verb or Adjective or even another Adverb.

ADVERB OF TIME	ADVERB OF PLACE	ADVERB OF MANNER	ADVERBS OF DEGREE
Once, Never, Tomorrow, Daily, etc. • She will visit the hospital tomorrow. • The results were announced yesterday.	Anywhere, Somewhere, Near, Far, etc. • They will meet you there. • In spring, flowers bloom everywhere.	Honestly, Joyfully, Cunningly, etc. • He quietly slipped away. • She works fast.	Fully, Partially, Altogether, etc. • She almost finished the work. • They were completely surprised by the windfall.
ADVERB OF FREQUENCY	**ADVERBS OF COMMENT**	**ADVERBS OF CONJUNCTION**	**ADVERBS OF CONFIRMATION AND NEGATION**
Frequently, Often, Yearly, Briefly, etc. • He likes to watch TV every day. • They meet every week.	Unfortunately, Luckily, Happily, Honestly, etc. • Luckily, the dog did not bite the children. • Happily, the power returned before the big match.	However, Consequently, Moreover, Conversely, etc. • However you look at it, it's still a mess. • He enjoys selling and, moreover, is good at it.	Definitely, Absolutely, Surely, Never, etc. • They will certainly like this vase. • He never leaves his house.

PLACEMENT OF ADVERBS

1 Adverbs used to begin sentences/clauses

Connecting adverbs: Consequently, However, Next, Still, Then, etc.



- I did not care for her tone. However, I let it go.
- That was the Medieval section of the museum; next, we have the Industrial Revolution.

Adverbs of time: Tomorrow, Yesterday, Sometimes, etc.

- Tomorrow, I am leaving for Calcutta.
- Sometimes, we feel as if we do not belong in this group.

2 Adverbs in the middle

Focusing adverbs:

Adverbs of frequency: often, rarely, never, always, etc.

- You are always late.

Adverbs of certainty: perhaps, probably, certainly, maybe, etc.

- I will probably be absent at the party.

Adverbs of comment: adverbs that are used to express opinion, such as smartly, responsibly, intelligently, etc.

- He acted responsibly by informing the authorities about the wallet he had found.

3 Adverbs to end sentences

Adverbs of manner: used to describe how something is done

- He wrote the answers correctly.

Adverbs of place: used to describe the place where an event occurs

- Father is sleeping upstairs.

Adverbs of time: find their ways to the ends of sentences or clauses.

- I leave tomorrow afternoon.



ADVERBS OF MANNER



An adverb of manner is an adverb (such as strongly or slowly) that describes how and in what way the action of a verb is carried out.



FORMING ADVERBS FROM ADJECTIVES:

1. In a large number of the cases, the adverb can be formed by simply adding '-ly' to the adjective.

ADJECTIVE	ADVERB
Cheap	Cheaply
Quick	Quickly
Strong	Strongly

2. If the adjective ends in with 'y', replace the 'y' with an 'i' and add '-ly'.

ADJECTIVE	ADVERB
Ready	Readily
Merry	Merrily
Easy	Easily

3. If the adjective ends with '-le', replace the 'e' at the end with 'y'.

ADJECTIVE	ADVERB
Understandable	Understandably
Forcible	Forcibly
Possible	Possibly

4. If the adjective ends with '-ic', add '-ally'.
An exception:
public -> publicly

ADJECTIVE	ADVERB
Idiotic	Idiotically
Tragic	Tragically
Basic	Basically

5. Some adjectives do not change form at all.

ADJECTIVE	ADVERB
Fast	Fast
Straight	Straight
Hard	Hard

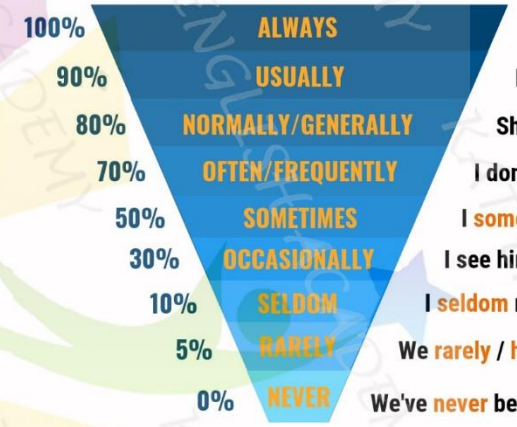
6. In a large number of the cases, the adverb can be formed by simply adding '-ly' to the adjective.

ADVERBS OF FREQUENCY

Adverbs of Frequency always tell us how often something takes place either in definite or indefinite terms.



ADVERBS OF INDEFINITE FREQUENCY



- It's always cold in this room.
- I usually get home about 6 o'clock.
- She doesn't normally arrive until ten.
- I don't often drink beer.
- I sometimes think I'm going mad.
- I see him occasionally in town.
- I seldom read the newspaper.
- We rarely / hardly ever go to concerts.
- We've never been to New York.

ADVERBS OF DEFINITE FREQUENCY

- Adverbs of definite frequency occur at the beginning or the end of a sentence.
- An adverb that describes definite frequency is one such as weekly/every week, daily/every day, or yearly/every year, once a month, twice a year, four times a day, every other week, etc.

FOR EXAMPLE:

- The library is open every day.
- He visits his grandpapa every two weeks.
- The moon waxes and wanes every month.
- This medicine is to be taken hourly.



- Subject + adverb + main verb
- Subject + Auxiliary verb + adverb + main verb
- Subject + to be + adverb

1. Form adverbs to the given adjectives.

*Example: slow → **slowly***

1. perfect → ……..
2. quiet → ……..
3. careful → ……..
4. regular → ……..
5. nice → ……..
6. terrible → ……..
7. heavy → ……..
8. good → ……..
9. hard → ……..
10. fantastic → ……..

2. Rewrite the complete sentence using the adverb in brackets in its *usual* position.

Example:

I play tennis on Sundays. ***(often)***

I *often* play tennis on Sundays.

1. He listens to the radio. ***(often)***
   ……
2. They read a book. ***(sometimes)***
   ……
3. Pete gets angry. ***(never)***
   ……
4. Tom is very friendly. ***(usually)***
   ……
5. I take sugar in my coffee. ***(sometimes)***
   ……
6. Ramon and Frank are hungry. ***(often)***
   ……
7. My grandmother goes for a walk in the evening. ***(always)***
   ……
8. Walter helps his father in the kitchen. ***(usually)***
   ……
9. They watch TV in the afternoon. ***(never)***
   ……
10. Christine smokes. ***(never)***
    ……

3. Complete the sentences using the correct form of the word in the brackets correctly.

*Example: He walked **slowly** across the square. **(slow)***

1. He ……. slipped away. ***(quiet)***
2. She works …….. ***(fast)***
3. They were …… surprised by the windfall. ***(complete)***
4. They will …… like this vase. ***(certain)***
5. They found his secret ……. ***(easy)***