



Chapter



Report Writing

REPORT

The word 'report' is derived from the latin reporter- 'to bring back' over period of time it has evolved to mean that the gathered information is unbiased and evidence based.

Reports are a part of our lives starting from school progress reports through news reports on television and radio to many kinds of reports we are required to submit in the course of our work. But what is a report? A report is usually a piece of factual writing based on evidence, containing organized information and/or analysis of a particular topic. It is a major form of technical/business/professional communication. A person transmits certain facts, ideas or suggestions useful for another person through a report. It can also be the description of an event or a condition.

IMPORTANCE OF REPORT

A report is a basic management tool used in decision making. Hence it is extremely important for all organization, especially for large scale organizations that are engaged in different activities handled by different departments their top executives cannot have a personal watch over all these activities. Hence they have to base their decisions on the reports from the heads of various departments. Reports bear a lot of significance both to the organizations in which they arise and to organizations they are submitted to. The following list will give out an idea of the importance of reports.

- A report is the only tangible product of a professional
- Reports enable decision making and problem solving in organizations.
- Reports help the automatic in planning new ventures and in evaluating men and material.
- Reports are an important means of information dissemination within and outside the organization.
- Reports serve as a valuable respiratory information.
- Reports develop certain skills in the writer.

Objective of Reports

- Present a record of accomplished work.
- Record an experiment primary research report/laboratory report.
- Record research findings or technical specifications.
- Document schedules, timetables and milestones.
- Document current status.
- Record and clarify complex information for further reference.
- Present information to a large number of people.
- Present-organized information on a particular topic.
- Recommend actions that can be considered in solving certain problems.

A report is a formal document written for a definite purpose. It contains a description of a problem, its analysis, conclusions drawn on the basis of analysis.

Purpose of a Report

A report is written only after careful examination of a problem. The information gathered has to be organized and presented in a logical manner. In brief, we can say that a report serves following purposes :

- Spell out the problem and demarcate the scope
- Collect facts and data.
- Organize information in a logical manner
- Analyse the facts and data.
- Arrive at conclusions.
- Give recommendations if required.

Types of Report

Reports are either oral or written. **Oral report** is a face to face communication. Hence lack validity and authenticity where as.

(a) **Written report** : is more accurate and permanent. The facts and data presented are exact. There is no scope for exaggeration. This type of report is formal in nature and is written as per a fixed format. Formal Reports can be classified as-

(i) Business Reports :

- Inventory Reports
- Inspection reports
- Memo Report
- Letter Report

(2) Academic Reports :

- Progress Reports
- Laboratory Reports

BUSINESS REPORTS

1. **Inventory Reports** : Every organization, whether it be an office, institution or an industrial organization has to take stock of equipment, furniture, stationary etc. either at regular intervals or before the end of annual calendar. The person inspecting them enters the finding in a prescribed form.

2. **Inspection Reports** : The inspection of a machine or equipment to check the functioning repairs/replacement required are the concern of this report. In order to maintain quality of products, the quality control department in a company inspects the various products manufactured there.

3. **Memo Report** : It is mainly used for internal communication i.e. within the organization. It is used to handle routine business letters. A memo report is a permanent record of the internal operations of an organization and is quite similar to a letter report.

4. **Letter Report** : All parts of business letter are used in this except the inside address. The style of writing is factual but it does have a personal touch. Facts are pointed out as benefits to the readers material is broken down and the terminology is within readers range of understanding.

FORMAT OF REPORT**Frame work of Reports**

A report consists of three divisions :

I. Front matter : This includes-

- | | |
|-----------------------|---------------------|
| 1. Cover | 2. Title page |
| 3. Preface | 4. Acknowledgement |
| 5. Table of -contents | 6. Abstract/summary |

II. Main body : This includes :

- | | |
|-----------------|------------------------------|
| 1. Introduction | 2. Discussion or Description |
| 3. Conclusion | 4. Recommendation |

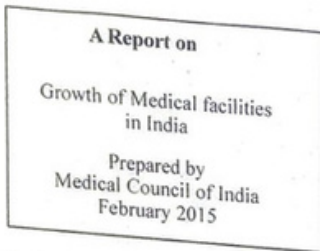
III. Back Matter Includes-

- | | |
|---------------|-----------------------|
| 1. Appendices | 2. List of References |
| 3. Glossary | |

Front Matter

1. **Cover** : It is the layout of the covering page. It contains

- The title of report
- date
- name of writer
- the name of institution or organization.



Title page : This is the first page of a report. Information given on the cover is repeated in the title page.

Preface : It serves the purpose of writing the report. It gives an overview of the report to the readers.

Acknowledgement : Serves the purpose of thanks giving. All the persons and organizations that have helped you directly or indirectly should be gratefully acknowledged.

Table of Contents : It enables the reader to locate a particular topic or sub-topic.

Abstract/Summary : An Abstract tells in a condensed manner the contents of the report where as, a summary gives the substance of the report. The summary contains all details about the methods of analysis the findings and the conclusions drawn.

Main body :

1. **Introduction :** Is the starting point of a report. It tells about what the report is about.

2. **Discussion or Description :** This is the main description of our data, findings and their analysis.

3. **Conclusion :** The conclusions are based on the analysis and findings of the report. In short, conclusion is a summing up of what all has been said in the report.

4. **Recommendation :** They are not a necessary element of every report.

Back Matter

1. **Appendices :** Contains data and figures.

2. **List of references :** Works from where matter has been taken.

3. **Glossary :** It is a list of technical words used in the report with their meanings and explanation.

Drafting the Report

Any project or study ends with a report. It is required to understand clearly the elements to be included and in what order, which parts have to be drafted first, how much background material to be included etc. For instance most writers prepare the main body of the report first and then the other parts. Drafting once the work is

REPORT WRITING

completed the writer start preparing the first draft of the report. Writing the first draft is a step between the preparation and the editing of the report. A writer generally prepares the main chapters of the report. Then introduces the other parts of the report. Revising, Editing and proof reading.

After completing the first draft of the report it should be revised carefully. The type of the report, its utility, the time available and also the effectiveness of the first draft determine the amount of revision required.

The first draft is revised for the following-

- accuracy of facts
- clarity of expression
- appropriateness of contents
- grammatical accuracy
- correctness of layout

Basically editing is the same as revising because its purpose is to correct and improve the report and to prepare and check the final copy.

The report revised from all aspects mentioned above with addition deletions or corrections is again read to check and improve it before submission. If the report to be published, editing also involves carefully preparing the final copy for the printer. Manuscript should be checked for its correctness-completeness and clarify of its contents.

Proof reading is done at each stage of preparing the first draft to ensure correctness. The proof readers should read each word and phrase carefully and thoroughly check the punctuation marks.

These days almost everybody uses word processing software and hence tends to proof read the soft copy rather than the printout.

CHARACTERISTICS OR REQUIREMENTS OF A GOOD REPORT

1. **Precision :** Effective report must clearly reflect its purpose. The purpose should direct the investigation analysis and recommendations. The purpose determined the format, content, sequence in the report.

2. **Factual details :** The report should be based on facts. The scientific accuracy of facts is very essential to a good report. Since reports invariably lead to decision making inaccurate facts may lead to disastrous decisions.

3. **Relevance :** The facts presented in a report should not only be accurate but also relevance. Irrelevant facts make a report confusing.

4. **Reader Oriented :** A good report is always reader oriented. While drafting a report it is necessary to keep in mind the person (s) who is (are) going to read it.

5. **Simple and Unambiguous language :** A good report is written in simple, unambiguous language. A good report is absolutely clear. Clarity depends on proper arrangements of facts.

A report should be brief.

The grammatical accuracy of language of a good report is of fundamental importance.

PRACTICE EXERCISES

Very Short Answer type Questions (With Answers)

1. What is a report ?
Ans. A report is usually a piece of factual writing based on evidence.
2. Write some forms of illustrations.
Ans. Table, graph, maps, drawing, chart.
3. What are informative reports ?
Ans. Informative reports focus on documenting new information.
4. What type of format can a report have ?
Ans. It can have any type of format like
 - Manuscript
 - letter
 - memo
 - pre-printed form.
5. What do you mean by the purpose and scope of the report ?
Ans. Purpose refers to the objective of the study while scope refers to the depth or extent of coverage.

Short Answer type Questions (With Answers)

1. What are the features of a good report ?
Ans. A good report is-
 - Precise and brief
 - Reader oriented
 - factual
 - Objective and homogenous
 - Unambiguous and accurate
 - Relevant
 - Detailed and documented.
2. Write objectives of-Reports.
Ans. Some important purposes of reports are
 - To present a record of accomplished work
 - record an experiment
 - record research of findings or technical specifications.
 - document schedules, time tables and milestone.
 - record and clarify complex information
 - Present organized information.
3. How can you decide whether the report is formal and Informal ?
Ans. The nature and format decide if the report is formal or informal. A formal report is the result of proper survey and investigation and is presented in a prescribed format. It is prepared as per the requirement of the organization.

4. How do you prepare an outline or framework of report ?
Ans. An outline is a mechanical framework into which the information collected for the report can be filled in bits and pieces. Cover page serves as a quick reference to the readers to know the topic and the author of the report.
5. What is Abstract of a Report ?
Ans. An abstract gives the essence of the report. In business reports it is known as synopsis. The length of an abstract is generally 2 to 5 percent of the report. If the report is less than ten pages it does not require either an abstract or a summary. A report of 10-50 pages should have an abstract.
6. What is a news paper report and how it differs from other reports ?
Ans. News paper report is almost same as an editorial report. A correspondent sub editor or a columnist of a news paper prepares a write up. We do not begin the write up with any address or salutation. The discussion of the subject matter starts right from the first sentence.

Long Answer type Questions (With Answers)

1. Assuming you are the Regional Representative of central institute of environmental studies, New Delhi. Write a formal report to the director of Institute on the problem of air pollution in an urban area of your region.

Ans. A Report on Pollution control.

From :

Mrs. Chitra mudgal
Jaipur.

To

The Director
Central Institute of Environmental studies New Delhi-110015
Sir,

Pollution is a major problem of every area in the world. The reasons owe to increasing population, mechanization. Industrialization and lack of greenery. Natural causes are wind, cyclone, volcanic deforestation, fire etc. Dust and smoke generated by vehicles are the main pollutants in this area. It is between pollutants in this area. It is between 0.2% to 0.25% of total air pollutant. It is sticky and has a moisture content of 3% to 4% the smoke generated by burning petrol and diesel in vehicles contain carbon di-oxide particles and pollutes the atmosphere. This can create environmental hazards because the quantity of suspended particulate matter is increasing hence a large number of school children are suffering from lung diseases, asthma and bronchitis. It is suggested that the civil authorities should be asked to set up action plans to reduce carbon di-oxide content of gas emission. A spray tower should be installed in each factory for the control of particulates Public should be made aware of

the dangers of pollution and be asked to control it. Trees be planted in and around factories.

Yours faithfully,

Chitra

2. Pollution has become a problem for all. Write an article on Environmental Pollution in Metropolitan cities. Suppose you are a correspondent of a local newspaper.

Ans.

Environmental Pollution In Big Cities

New Delhi 15th Feb., 2015...

(By a correspondent)

Preservation of environment is one of the most alarming problem of today. Most of the big cities are suffering from the problem of conservation and preservation of purity of environment. Our atmosphere is being polluted by factors like smoke, dirt, dust, chemicals and gases. Even water has become polluted. We need a safer and healthy environment for our survival and for the survival of the young generation. Water air and food are the basic necessities of life that are becoming polluted day-by-day. The rapid industrialization has made everything polluted. No care has been placed for the safe drainage of the chemical wastes, safe exhaling of the gases. The nature has provided a very balanced and correct system for our survival. For example, we inhale oxygen and exhale carbon-di-Oxide. The carbon gas is absorbed by plants. Still we need care to preserve our environment. The recent decisions and directions of the Supreme Court that the vehicles run by the CNG should replace the vehicles run by petrol and diesel is very important in keeping the air pure and inhalable in big cities. We as a member of the civil society should also not spoil it by spreading unhygienic items, e.g., garbage and rubbish that produce foul smell. We can save our atmosphere by applying and playing careful attention for their proper disposal. It will help us in stopping the spread of dangerous disease and pollution of the atmosphere. So it is sacred duty of all of us to preserve our environment for our survival. We should also adopt the motto, "Keep clean and Remain clean."

3. On International Women's Day, different women activists organized functions, seminars etc., in the capital. Being a reporter from Indian Express News Service you attended one of the programmes. Draft a report in about 150 words.

Ans. Jaipur, 8th March, 2015....

(By a staff reporter. Times of India)

From workshops to burning of effigies of politicians and seminars to puppet shows, women activists organized a wide range of programmes in the capital to mark International Women's Day' on Monday. The 'Joint Action Forum for Women' organized a seminar on Necessity of Women's Empowerment for the Development of the nation, in which Union Human Resources Development Minister was the Chief Guest. The other senior political leaders also graced the occasion with their presence. Most of the speakers asserted the need of passing the bill on providing Women's reservation in Parliament and State Assemblies. The minister informed

that the bill on reservation had already been introduced in this budget session of Parliament and the government is trying to get the bill passed with support of the opposition. He also informed that some political parties are opposing the bill just for the sake of opposition. The member activists exemplify the role of the women in the freedom struggle and in the development of the nation. The president of the forum Mrs. Kidwai told that by giving 33 per cent reservation for women, no political party is doing any favour to the women. Women constitute 50% of the total population. A demand for free education for women upto graduation, making judiciary more quick in disposing the case of crimes against women was also made. Though participants expressed jubilation at the progress of women have made in several fields, but the crude statistics of crime against women and low literacy among women bothered many.

Many politicians stressed the need that the women and the girls should avoid invitational and inciting fashions which resulted in the increase of crimes against women and girls. The necessity of the moral and ethical values was also emphasized in the education of the young generations. The seminar was a grand success.

4. You are correspondent of a local daily, you find very unhealthy craze among the students for foreign goods. Write an article for a newspaper in about 100 words.

Ans.

Craze For Foreign Goods

Lucknow, 12th May, 2004...

(From Local Correspondence)

A general tendency is now-a-days seen among the students that they are attracted by foreign goods, whether good or bad, but whatever they purchase should be originated from a foreign country. This idea never enters into our brains that Indian goods are not in any way inferior. We have advanced to such an extent that many items are being exported by us. Our goods are of the superb quality. Still we have a sensation to buy a foreign make. We are admired in construction, utility and acclaim its worth. In some of the cases, even our manufactured items are labelled as made in foreign e.g. Japan, England and Germany etc. We never try to examine its worth, utility and consumption. Gone are the days when even from the smallest needle to the highest implement was imported from England or U.S.A. This led to a habit of liking for the foreign goods. It is also a worth mentioning fact that foreigners do not like to purchase foreign goods.

5. Write a report to the Superintendent of Police regarding the increasing number of thefts and chain-snatching incidents in your locality. Also suggest ways to improve the situation. Sign the report as ABC.

Ans.

Jawahar Nagar, Jaipur.

20 Jan, 2015.

The Superintendent of Police,

Jaipur

Dear Sir,

Last evening at about seven o'clock a motor-cyclist stopped beside a woman

standing on the main road near Jain Temple, Jawahar Nagar, snatched her gold chain and made good his escape. The woman, who was buying vegetables from a rehri-wallah, raised a hue a cry, but to no avail. This is not a solitary incident of chain-snatching in this area. Five such incidents took place during the last three months. The number of thefts committed in the area is also on the increase. Four thefts were committed during the last three months. The rising incidents of chain-snatching and thefts have made the people panic-stricken. Necessary steps should be taken immediately to tackle the problem. Here are some suggestions in this regard. There should be patrolling by policemen, especially during evening hours. The number of policemen on night duty should be increased. The police party should be given a jeep to chase the culprits.

I hope you will try your level best to implement the suggestions given above to check the incidents of chain-snatching and thefts.

Yours faithfully,

ABC

6. Imagine that you have conducted a survey of teenagers in your city and the television programmes they watch. Write a report for a newspaper about the survey, your finding and your critical remarks.

Ans.

The Editor,
The Indian Express,
New Delhi
Sir,

I have conducted a survey of TV- watching teenagers about their preferences. A peculiar similarity was observed in the liking of the present teens. A few important points which are universally applicable to all the children who fall between the age group of thirteen and nineteen are being discussed here.

A few special traits and tendencies govern their minds. The teenagers generally select those T.V. programmes which are action oriented or have love triangle. They prefer adventurous stories, serials involve love, romance and separation, detective episode, comedy serials and some other programmes like cartoon films etc. They do not relish things of lofty and sublime nature. They enjoy funny, imaginative, romantic and tragedy items, which can make them jump and find themselves one of the heroes of the serials. Some serials which show conflict with the society in the matter of love and marriage is also liked by the teenagers very much. They do not need things of intellectual nature.

I think such type of tendencies are not good for their real development. They are living in imaginations and dreams. They are being carried away from the imaginations of the serials and unable to understand the reality of life, of the world. They should be inspired to watch different programmes connected with political, social, religious and economic subjects. It is a must for the healthy development of

teenagers. The parents should check the children and try to discuss with them and quench their queries. Something radical should be done to raise the level of teenager's thinking. In fact the parents can play a vital role in this matter.

7. You are Akshay Shukla, a correspondent from India Express. You were an eye witness to an Election campaign in Delhi. Write a report for the newspaper in about 100 words.

Ans.

Elections Held peacefully

Lucknow, 7th Feb, 2015...(Report by Akshay Shukla, a correspond from Indian Express)

India being the largest democracy of the world a great emphasis is laid on the free and fair elections. In Delhi, the election commission declared elections and the schedule of filing and withdrawing nominations as well as the date of election was also announced. This time the Electronic Voting Machines will be used in the elections. All preparations were made in advance. More than 250 candidates filled their nomination papers for Delhi assembly seat. Accordingly different symbols were charter to the constituting candidates. The candidates arranged meetings and put forth their charter of manifesto. Every candidates was trying to tempt and woo the voters through their oily and sweet slogans and speeches. Posters and slogans were decorating the walls. Several meetings of many high profile leaders and Film stars were organized during the campaign. Hand bills were being circulated among the residents. The candidates were holding corner meetings under a certain code of conduct. The election campaign came to a standstill 48 hours before the date of polling. On the polling day tight security arrangements were made. The voters came in great number and there were long queues in the beginning. The voting started at 7.00 a.m. and continued till 5.00 p.m. result was scheduled to be declared after three days. It was started in the presence of the candidates and their agents as per the scheduled programme. The returning officer declared the result then. The elections were held peacefully and in a congenial atmosphere.

□□□

LANGUAGE SKILLS

Chapter **6** Language Skills

IMPROVING COMMAND IN ENGLISH

Writing is an art and editing is a draft i.e. a science that has a definite procedure. In the process of writing revising is the third step that includes many steps. Editing or revising is a process of modifying a document to increase effectiveness. Once the draft has been written it can be refined into an effective document, but the process of revising one's own draft does not begin immediately.

Selecting the Right word : As a business communicator, one has to pay attention in selecting the right words. Coorrectness of usage of words is generally easier than the effectiveness of words correctness of word usage comes from hearing a language. While the effectiveness of the word has to be cultivated.

Sometimes even the correct use of words has to be confirmed. Poets, novelists or play writers use words that implicit in meaing but journalists, editors, letter and report writers are concerned with being clear concise and accurate in their case of language.

In business communication the use of language has to be strong familiar and precise.

Nouns and verbs are the most concrete words in any message so use them as much as you can. Use adjectives and adverbs sparingly although they are also important. They are subjective in nature and business communication should be objective.

Verbs are powerful words because they carry the action. The more dynamic the word the better it is. Communication is best through familiar words. Use words that are in common and familiar to most people.

Compose your message by using short words or sentences.

Something Extra to Write Sentences more correctly - The punctuation marks

Puctuation is an important skill that writers, particularly prose writers have to master.

The table below denotes the punctuation marks, their names and their functions.

Punctuations marks	Name	Function
.	Full stop	Shows the end of sentence
,	Comma	Shows a short pause or separating clauses in a sentence
;	Semi-cofon	Shows a longer pause or separates the related items
:	Colon	Used before a list or before giving evidence to prove a point
" "	Inverted commas	Used in direct speech to quote the exact wordings of speaker
?	Question mark	Used at the end of a question
!	Exclamation mark	Shows surprise, shock, humour or excitement
...	Ellipsis	Shows words that are missing
-	Dash/hyphen	To link two words
'	Apostrophe	Shows possession or a missing letter

Choice of Words

Word	Synonyms and Antonyms	Synonyms
abandon	-	leave, give up
absurd	-	ridiculous, foolish
accomplish	-	fulfil
achieve	-	gain
admire	-	praise, adore
affliction	-	distress, sorrow
aggressive	-	forceful
amiable	-	lovable
amicable	-	friendly
apt	-	fit, suitable
assault	-	attack
assist	-	help, aid, support
attribute	-	impute
behaviour	-	conduct
benevolent	-	generous
bewitching	-	fascinating
bold	-	brave, courageous
brisk	-	active

Calamity	-	disaster
Callous	-	hard, indifferent
calm	-	cool quiet
Candid	-	frank, straight forward
captivate	-	fascinate
celestial	-	heavenly
commensurate	-	suitable, applicable
conjective	-	guess
convict	-	culprit, guilty, criminal
cordial	-	warm, hearty, friendly
counterfeit	-	false
coy	-	shy, reserved
dearth	-	scarcity
decorum	-	decency
decree	-	law mandate
delegate	-	depute, authorize
deny	-	contradict
diabolical	-	devilish, wicked
dialectic	-	arguments
dilemma	-	confusion
discern	-	disclaim
dreadful	-	horrible, terrible
endeavour	-	aspiration, attempt
callous	-	hard, indifferent
calm	-	cool, quiet
candid	-	frank, straight forward
extempore	-	unprepared
feeble	-	weak
felicity	-	joy, happiness, good luck
fortify	-	strengthen
genial	-	cordial, warm
gorgeous	-	splendid, magnificent
haughty	-	rude, arrogant
imposter	-	cheat
industrious	-	busy hard working
jargon	-	shop talk
juxta position	-	closeness
precise	-	exact
profound	-	deep

profuse	-	abundant
protagonist	-	hero
quirk	-	twist
scheduled	-	listed
trait	-	characteristics
vindicate	-	justify, revengeful
whimsical	-	fanciful
zeal	-	enthusiasm

Word	-	Antonyms
abstract	-	concrete
abuse	-	praise
acknowledge	-	deny
actual	-	false
acute	-	obtuse
amateur	-	professional
arrogant	-	humble
awkward	-	graceful
barbarous	-	civilized
bold	-	timid
compassionate	-	merciless
concise	-	detailed
consolidate	-	weaken
defame	-	praise
deficit	-	surplus
diminish	-	increase
economic	-	extravagant
entrance	-	exit
fact	-	fiction
frequently	-	occasionally
generous	-	selfish
gloomy	-	cheerful
glorify	-	malign
harass	-	assist
optimist	-	pessimist
practice	-	theory
remove	-	insert
transparent	-	opaque
yield	-	resist

**Common Problem with words, adjectives, adverbs,
Pronouns, conjunctions punctuation, prefix & suffix
Common Errors of Parts of Speech**

Incorrect	Correct
I Common Errors in the use of nouns	
He is my cousin brother	He is my cousin.
Please put your sign here	Please put your signatures here.
This lady has not issues	This lady has no issue.
Pack your luggages	Pack your luggage.
I want your reply soon.	I want a reply from you soon.
I have to get my hairs cut.	I have to get my hair cut.
I saw many sheeps and deers.	I saw many sheep and deer.
I gave these news to him.	I gave this news to him.
II Common Errors in the use of Adjective	
He has a strong headache.	He has a bad headache.
He is our mutual friend.	He is our common friend.
You come yesterday evening.	You came last evening.
I have no any money.	I have no money.
This book costs rupees ten.	This book costs ten rupees.
He is a worst man	He is a very bad man.
All student were present.	All the student were present.
It is a most interesting book	It is very interesting book.
He is superior than you.	He is superior to you.
This is a best book	This is the best book.
She is older than the two sisters.	She is older of the two sisters.
We perfer this house than that one.	We perfer this house to that one.
III Common Errors in the use of Pronoun	
My parents are better than you.	My parents are better than yours.
Neither of these four books. is your.	None of these four books is yours.
None of us have met her.	None of us has met her.
Your's sincerely or your sincerely.	Yours sincerely.
I want your reply soon.	I want a reply from you soon.
One should not waste his money.	One's should not waste the money.
I enjoyed during the holidays.	I enjoyed myself during the holidays.
Give me any of these two shirts.	Give me either of these two shirts.
IV. Common Errors in the use of Verb	
How you know him ?	How do you know him ?
Tell me not such a story.	Don't tell me such a story.
Keshav slept since yesterday.	Keshav has been sleeping since yesterday.

You are not greedy, nor i am.	You are not greedy, nor am I.
Neither of the boys were intelligent.	Neither of the boys was intelligent.
I have met him yesterday.	I met him yesterday.
Did you went to his house yesterday ?	Did you go to his house yesterday ?
Amit admitted that he is guilty.	Amit admitted that he was guilty.
Sumit told me I have no money.	Sumit told me that he had no money.
I shall see you when I shall come back.	I shall see you when I come back.
I did not see him for two days.	I had not seen him for two days.
This was going on for a long time.	This had been going on for a long time.
He said that he saw him last year.	He said that he had seen him last year.
I said can I go home.	I asked if I could go home.
V. Common Errors in the use of adverb	
I only met him once.	I met him only once.
I wrote the answer in details.	I wrote the answer in detail.
What for have you come to me?	Why have you come to me?
Never I have seen such a crowd.	Never have I seen such a crowd.
He is very miser.	He is very miserly.
She does carefully her work.	She does her work carefully.
He plays good.	He plays well.
He was too kind to help me.	He was kind enough to help me.
VI. Common Errors in the use of preposition	
She is married with a doctor.	She is married to a doctor.
He met an accident.	He met with an accident.
He died with cholera.	He died of cholera.
This room is full with cofwebs.	This room is full of cofwebs.
Call for the doctor soon.	Call in the doctor soon.
The film-show begins from 3 o'clock.	The film-show begins at 3 o'clock
Don't knock the door	Don't knock at the door.
He is kind upon me.	He is kind to me.
He started for his journey.	He started on his journey.
She burst in tears.	She burst into tears.
I am tired from you.	I am tired of you.
I searched my purse.	I searched for my purse.
I walked by foot.	I walked on foot.
She failed from five marks.	She failed by five marks.
VII. Common Errors in the use of conjunction	
I doubt that he will pass.	I doubt if he will pass.
As he is feverish so he walks slowly.	As he is feverish, he walks slowly.
This is my college. I study here.	This is my college where I study.

I or you is wrong.
Wait while I come.
I asked her that she loved me.

Either of us is wrong.
Wait until I Come.
I asked her if she loved me.

VIII. Errors in using Articles

Do not make mistake.
The honestly is best policy.
They made him teacher.
There is dirty spot on the table.
We should help poor.
I study at an University.
He is a M.A.
He is a right man for this job.
He is most intelligent boy in class.
He is a honest man.
Have you had the breakfast?

Do not make a mistake.
Honesty is the best policy.
They made him a teacher.
There is a dirty spot on the table.
We should help the poor.
I study at a University.
He is an M.A.
He is right man for this job.
He is the most intelligent boy in the class.
He is an honest man.
Have you had breakfast?

Modals

(Can, could, shall should, will would, may, might, must, need not, dare to, ought to, used to).

Modal (Modal Auxiliaries):

Modal Auxiliaries are those verbs that indicate different moods. They represent the way in which a speaker expresses his attitude towards a situation. These attitudes would include such concepts as **ability, possibility, permission, obligation, necessity, likelihood and prohibition etc.**

There are thirteen modal auxiliaries : **Shall, will, can, may, should, would, could, might, must, ought to, used to, need, dare.** The modals are always used with other main verbs of the present tense form. They are used in affirmative, negative and interrogative sentences.

Special feature of Modals

1. Modals are never used alone they are used with main verb
2. Modals is not used with the verb following modal
He is writing a novel. He must write a novel.
3. After modal always verb is used.
4. By plotting of not after modal sentence becomes negative.
He can go. He cannot go. (Negative)
You must play. You must not play. (Negative)
5. After Modals s/es is not used with verb
 1. He goes to market.
He can go to market. (goes (wrong))
 2. Sita cooks food for her friends.

- Sita can cook food for her friends. (cooks is wrong)
6. It Modal is placed before subject, then sentence becomes interrogative
Rama should eat food. Should Rama eat food ?
He could help Rita. Could he help Rita ?
 7. There is not effect of Subject, number, gender or person in modals.
 1. He can jump, (Singular Subject-Masculine gender)
 2. She can jump, Singular Subject- Feminine gender)
 3. Boys can read, (Plural Subject- Masculine gender)
 4. Girls can read. (Plural Subject- Feminine gender)
 5. They can go. (Plural Subject- Common gender)

The Modal Auxiliaries

Non-Negative	Uncontracted Negative	Contracted Negative
Can	Cannot	Can't
Could	Could not	Couldn't
May	May not	Mayn't
Might	Might not	Mightn't
Shall	Shall not	Shan't
Should	Should not	Shouldn't
Will	Will not,	Won't
Would	Would not,	Wouldn't
Must	Must not	Mustn't
Ought to	Ought not	Oughtn't
Used to	Used not to	Usen't
Need	Need not	Needn't
Dare	Dare not	Daren't

Modals-

Modals- Main modals are

Can may shall will must need not dare not
could might should would ought to used to

(A) 'Can'

1. Can is used for Permission
 - (i) You can go there. (Permission)
 - (ii) Now you can sit.
 - (iii) Can I take your car for two hours ?
2. Can is used to show Power, Capability, Capacity or Ability. Past tense of can is could
 - (i) He can swim fast. (Power)
 - (ii) Anil is very rich. He can buy a car. (Capability)
 - (iii) Rekha can drive a car.

3. For representing Possibility or Impossibility

- (i) Two wheeler can be found in every middle-class family.
- (ii) The train can be late tomorrow.

Cannot is a word used for prohibiting.

- (i) You cannot use my bicycle.
- (ii) Shreya cannot solve this equation.

4. For showing Right can't is used

(Prohibition or Negation of Permission)

- (a) You can't travel by first class with a second class ticket.
- (b) You can't enter the examination hall without an admission card.

(B) 'Could'

1. Could is past tense of can to show capability, ability of past. We use could

- (i) He could not come.
- (ii) She could cook food. (Ability)
- (iii) I could read without glasses a few years back. (Ability)
- (iv) I could lift 100 kg weight when I was young. (Ability)

2. For Polite Request could is used.

- (i) Could you please help me ?
- (ii) Could I use your telephone ?

3. In past tense to show possibility could

He could have caught the bus if he had hurried.

(C) 'May'

1. Purpose, for fear—

- (a) Work hard so that you may perform better.
- (b) I am afraid the news may be true.

2. Prohibition (Negation of permission)—

You may not go for swimming. (you are not allowed to)

3. Uncertainty and asking for information or expressing wonder.

- (a) How sad may she be ?

4. 'May' sometimes expresses what is reasonable

- (a) We may expect a good harvest this year.

5. Permission or request for permission :

- (a) May I go to drink water.
- (b) You may go if you wish.

6. Wishes or hopes—

- (a) May you live long!

- (b) May you all be prosperous!

7. Low possibility (doubtful and unsure)

- (a) It may rain today. (It is possible it will rain)
- (b) Abhinav may go tomorrow. (There is a possibility of his going tomorrow.)

(D) Might

1. Purpose (in past tense)-

- (a) He died so that others might live.
- (b) Raman worked hard so that he might get through the competition.

2. To show greater hesitation, lack of belief, self-confidence :

- (a) Might I give an idea ?
- (b) Might I borrow your dictionary ?

3. Future possibility (more remote or uncertain than 'may')— 'may'

- (a) We might score the first position. (remote possibility)
- (b) It might rain before evening. you should take an umbrella.

4. As past tense of may in Indirect Speech.

- (a) Shefali asked me if she might borrow my car.
- (b) Amit asked Preeti if he might help her.

5. Request

- (a) He might do me a favour.

(E) 'Shall' and 'Will'

1. I and We with Shall— represent Future Intention

- (i) I Shall give you a book. (Intention)
- (ii) We shall go to cinema the next week. (Intention)

2. I and We with will— Show certainty, threat, order or promise

- (iii) I Will give you a book.
- (iv) We will go to cinema the next week. (certainty)

3. With you, he, she, Mohan, father, teacher to show certainty, threat, order and promise shall is used

- (v) He shall help me.
- (vi) Boys shall be punished. (threat)

4. With you, he, she.... shows will shows future or intention

- (vii) She will go to cinema.
- (viii) They will sell the car.

5. Shall I/We is used for orders or advice, offers, suggestion or request

- (a) Requests for orders :

1. How shall I cook it ?
 2. Where shall we put this ?
 - (b) Offers : 1. Shall I wait for you ?
2. Shall I help you to pack ?
 - (c) Suggestions : 1. Shall we meet at the theatre ?
2. Let's meet at the theatre, shall we ?
 6. Will is used to show predication
 7. Capability (in third person in affirmative, negative and interrogative sentences)
 - (a) This glass will hold more water than that.
 - (b) These shoes will wear well.
 8. 'Will' + infinitive is used to express Invitation.
 - (a) will you come to tea ?
 - (b) will you come with me ?
 9. 'Will' in affirmative can express a 'Command.'
 - (a) You will attend the class at 10 o'clock tomorrow. (School notice)
- (F) Should**
1. **Duty, softened command, advice and probability.**
 - (a) One should try to do one's best. (duty)
 - (b) You should go at once. (softened command)
 - (c) You should call for the doctor. (advice)
 - (d) You should find the book on the top shelf. (probability)
 2. **Obligation** (showing an assumption) (ought to)-
 - (a) They should be more careful now.
 - (b) You should be in bed by now.
 3. **Hypothetical situation** (It helps to form the future subjunctive)
 - (a) Work hard lest you should fail.
 - (b) He hurried lest he should be late.
 4. **Expresses desire and preference with I person.**
 - (a) I should like to leave early.
 - (b) I should like to take milk.
 5. To express **probability or expectation.**
 - (a) They should be there by now. (I think they are probably there)
 - (b) You are an M. A. and should know this. (you are expected to know.)
 6. **Purpose** Used with all person in clauses expressing **Purpose**, equivalent to may or might (expressing a **condition, possibility or hypothesis**)
I lent him this book so that he should study it. (might)

(G) Would

1. **Polite request** (less authoritative)-
 - (a) Would you open the window, please ?
 - (b) Would you bring me a glass of water ? (to mother)
 - (c) Will you bring me a glass of water ? (to wife)
2. **Past habit**-
 - (a) He would sit for hours watching the ships.
 - (b) He would blame Raman for everything.
3. **Preference** : rather sooner can be placed after 'would' rather/sooner
 - (a) I would rather go. (I would prefer to go.)
 - (b) He would rather die than beg. (He would prefer to die....)
4. In conditional sentences it expresses the supposed result of an imaginary condition or improbable condition.
 - (a) If were a bird I would fly. (Present or future)
 - (b) If he came late he would be punished.
 - (c) If he had come late, he **would have** been punished. (past, unfulfilled condition)

(H) 'Might'

To show the possibility of future might is used for past tense might have is used

- (i) This medicine **might** cure your illness in a month.
- (ii) This medicine **might have** cured your illness in a month.
- (iii) There are no clouds in the sky but it might rain. So take an umbrella with you. (Remote Possibility)

(I) 'Must'

'Must' is used for Compulsion, Necessity, Duty, Certainty, Firm determination, Prohibition

- (i) You **must** sleep at night. (Compulsion)
- (ii) She **must** cook food for her family. (Necessity)
- (iii) We **must** pay our taxes in time. (Duty)
- (iv) They **must** respect their parents. (Duty)
- (v) You **must not** drive fast on crowded roads. (Prohibition)
- (vi) She **must not** beat her husband. (Prohibition)
- (vii) must is used to show strong probability (possibility)
 1. The lights are on so someone must be in the room.
 2. The sky is covered with dark clouds so it must rain any moment.
- (viii) must is used for emphatic advice.
 1. You must read this. It's marvellous.
 2. You must take more exercise.

(J) Ought to

1. Duty neglected or unfulfilled obligation in the past—'ought to have'
 - (a) I ought to have done it.
 - (b) You ought to have returned the books in time.
2. Obligation or duty :
 - (a) You ought to obey your parents.
 - (b) You ought to finish your work in time.
3. Advice or advisability :
 - (a) You ought to go to jaipur.
 - (b) You ought to work hard.
4. Assumption or strong probability :
 - (a) That ought to be Raman's car
 - (b) He ought to be a good player.

(K) 'Need not'

Needn't means Not Necessary or absence of obligation

- (i) It is bright sunlight so you needn't light a lamp.
- (ii) Sita has reached home so you needn't go to the station to take her.
- (iii) You need not go to school today because it is Sunday.
- (iv) He is a BA. He need not take secondary school examination again.
- (v) Lata is O.K. so you need not go to the doctor.

(L) 'Dare not'

Dare means courage dare not means you can't have the courage.

- (i) Ashok dare not ask my address.
- (ii) How dare he say such things about me ?
- (iii) You dare not do it again.
- (iv) I dare not leave without permission.
- (v) He dare not touch my purse.

(M) 'Used To'

Used to denotes a habit of past

- (i) I used to play football at school.
- (ii) Her hair used to be black in her youth.
- (iii) Sheela used to be cheerful before her marriage.
- (iv) They used to meet in a park.
- (v) Ramesh used to smoke in his youth.

A list of popular words converted into different parts of speech is given below:

(i) NOUNS INTO VERBS

Authority	Authorize	Class	Classify
Apology	apologize	Colony	colonize
Allusion	allude	Collission	collide
Blood	bleed	Company	accompany
Beauty	beautify	Custom	accustom
Body	embody	Camp	encamp
Circle	encircle	Character	characterize
Excellence	Excel	Origin	originate
Economy	economize	Office	officiate
Food	feed	Perception	perceive
Fool	befool	Patron	patronize
Force	enforce	Peace	pacify
Friend	befriend	Person	personify
Grass	graze	Prison	imprison
Glory	glorify	Peril	imperil
Cage	encage	Power	empower
Habit	habituate		
Harmony	harmonize	Relief	relieve
Haste	hasten	Sermon	sermonize
Height	heighten	Shrine	enshrine
Idol	Idiolize	Slave	enslave
Substance	substantiate	Throne	enthroned/dethrone
Justice	justify	knee	kneel
Loss	lose	Title	entitle
Monopoly	monopolize	Utility	utilize
Magnet	magnetize	Verse	versify
Memory	memorise	Vigour	invigorate
Nature	naturalize	Vacancy	vacate
Notice	notify	Victim	victimize
Necessity	necessitate	Vice	vitiate.
	(ii) VERBS INTO NOUNS		
Accomplish	accomplishment	Heal	health
Accompany	accompaniment	Know	knowledge
Acquit	acquittal	Lend	loan
Bathe	bath	Move	motion
Betray	betrayal	Narrate	narration
Conceive	conception	Oblige	obligation
Commit	commitment	Persuade	persuasion

Deceive	deception	Please	pleasure
Defy	defiance	Precise	precision
Deny	denial	Pursue	pursuit
Do	deed	Redeem	redemption
Rely	reliance	Urge	urgency
Respond	response	Vary	variety

(iii) OTHER WORDS INTO ABSTRACT NOUNS

Apt	aptness	Long	length
Beautiful	beauty	Machine	mechanism
Bond	bondage	Regent	regency
Beggar	beggary	Servant	service
Coward	cowardice	Sad	sadness
Courageous	courage	Smooth	smoothness
Dead	death	Short	shortness
Difficult	difficulty	Weak	weakness
Generous	generosity	Wise	wisdom
Hero	heroism	With	withering
Infant	infancy	Warm	warmth
Jealous	jealousy	Young	youth

(iv) ADJECTIVES INTO NOUNS

Able	ability	Merry	merriment
Brief	brevity	Magnificent	magnificence
Busy	business	Notorious	notoriety
Chaste	chastity	Obedient	obedience
Civil	civility	Pious	piety
False	falsehood	Public	publicity
Ferocious	ferocity	Rival	rivalry
Gay	gaiety	Secret	secrecy
Grand	grandness	Splendid	splendour
Generous	generosity	Vain	vanity
Humble	humility	Wide	width
Just	justice	Worthy	worth
Liberal	liberty		

(v) NOUNS INTO ADJECTIVES

Advice	advisable	Angel	angelic
Air	aerial	Authority	authoritative
Angle	angular		
Bounty	bounteous		
Brass	brazen	Metal	metallic
Beast	beastial	Medicine	medicinal

Contempt	contemptuous	Merit	meritorious
Calamity	calamitous	Minister	ministerial
Circle	circular	Muscle	muscular
College	collegiate	Myth	mythical
Conscience	conscientious		
Circumstance	circumstantial	Nose	nasal

Expectation	expectant	Offence	offensive
Example	exemplary	Omen	ominous
Enemy	enimical	Population	populous
Essence	essential	Professor	professorial
Explanation	explanatory	Pathos	pathetic
Flower	floral	Picture	picturesque/pictorial
Fable	fabulous	Prejudice	prejudicial
Fever	feverish	Problem	problematic
Fate	fatal	Palace	palatial
Grief	grievous	Ruin	ruinous
Grass	grassy	Superstition	superstitious
hand	handy	Sun	solar
Hypocrite	hypocritical	Star	starry
Industry	industrious	Sedition	seditious
Joy	joyous	Service	serviceable
Joke	jocular	Secretary	secretarial
Judge	judicial	Study	studious
licence	licentious	Tribe	tribal
lust	lustrous	Vice	vicious
		Voice	vocal

(vii) ADJECTIVE INTO VERBS

Able	enable	Large	enlarge
Abundant	abound	Little	belittle
Bitter	embitter	Long	prolong
Base	debase	Mad	madden
Clear	clarify	Moist	moisten
Civil	civilize	Noble	ennoble
		Public	publish
Different	differentiate	Popular	popularise
Dramatic	dramatize	Perpetual	perpetuate
Equal	equalize	Pure	purify
Fat	fatten	Real	realize
Fertile	fertilize	Rich	enrich

Firm	confirm	Safe	save
Fresh	refresh	Sweet	sweeten
Feeble	enfeeble	Solid	solidify
Fond	fondle	Sure	ensure
General	generalize	Vile	vilify
Venerable	venerate		

(viii) VERBS INTO ADJECTIVES

Agree	agreeable	Change	changeful
Accept	acceptable	Divide	divisible
Bear	bearable	Defend	defensive
Break	breakable	Desire	desirable
Consider	considerable	Deceive	deceitful
Encourage	courageous	Resist	resistible
Fear	fearful	Read	readable
Gain	gainful	Regret	regrettable
Govern	governable	Respect	respectable
Harm	harmful	Respond	responsive
Hate	hateful	Receive	receptive
Imagine	imaginative	Spend	spendthrift
Injure	injurious	Succeed	Successful
Loathe	loathsome	Slip	slippery
Marry	marriageable	Solicit	solicitous
Manage	manageable	Taste	tasteful
Meddle	meddlesome	Tire	tiresome
Negotiate	negotiable	Terrify	terrific
Perish	perishable	Transfer	transferable
Punish	punishable	Vary	various
Permit	permissible	Work	workable

PRACTICE EXERCISES

Exercise 1

Correct the following sentences :

1. He does everyting for conscience's sake
Ans. He does everyting for conscience sake.
2. Customs on exports and imports is collected at airport.
Ans. Customs on exports and imports are collected at airport
3. My uncle's friend's son is a doctor.
Ans. Son of my uncle's friend is a doctor.

Note : The use of double possessive should be avoided.

4. My father is in teaching line.
Ans. My father is in teaching profersion.
5. My cousin sister is a lecturer in Dyal singh college
Ans. My cousin is a lecturer in Dyal singh collage.
6. The wages for sin are death.
Ans. The wages for sin is death.
7. The weather of Delhi does not suit me
Ans. The climate of Delhi does not suit me.
8. Credit this sum in my name.
Ans. Credit this sum to my account
9. He does not know even alphabets of English.
Ans. He does not know even alphabet of english.
10. She has lost a hundred rupees note.
Ans. She has lost a hundred rupee note.

Exercise 2

Correct the following sentences :

1. My father does not- like me going to cinema everyday.
Ans. My father does not like my going to cinema every day.
2. Between you and I, he is a rouge.
Ans. Between you and me, he is a rouge.
3. Neha can sing better than me?
Ans. Neha can sing better than I
4. Neither of the three candidates are fit for the post.
Ans. None of the three candidates is fit for the post.
5. Both did not go.
Ans. Neither went.
6. I hate him taking two much.
Ans. I hate his talking two much.
7. No less than five students were drawned.
Ans. No fewer than five students were drawned.
8. There are not much books in the library.
Ans. There are not many books in the library.
9. Deepu got cent per cent marks in English.
Ans. Deepu got hundred percent marks in English.
10. I prefer coffee than tee
Ans. I preper coffee to tea.

Exercise 3

Correct the following sentences :

1. I have never and will never abuse anyone.
Ans. I have never abused and will never abuse anyone.

2. **The patient died before the doctor arrived.**
Ans. The patient had died before the doctor arrived.
3. **Many a battle were fought on the soil of India.**
Ans. Many a battle was fought on the soil of India.
4. **If I will reach late, I shall be punished.**
Ans. If I reach late, I shall be punished.
5. **I know Mr. Sharma for five years.**
Ans. I have known Mr. Sharma for five years.
6. **One of the boys were playing.**
Ans. One of the boys was playing.
7. **If I am you, I would do it right away.**
Ans. If I were you, I would do it right away.
8. **It wishes were horses, beggars may ride.**
Ans. If wishes were horses beggars would ride.
9. **What is the last news of today ?**
Ans. What is the latest news of today.
10. **The two brothers helped one another.**
Ans. The two brother helped each other.

Exercise 4*Correct the following sentences :*

1. **Call me anything else than a pool.**
Ans. Call me anything else but a pool.
2. **He behaved cowardly before the principal.**
Ans. He behaved in a cowardly manner before the principal.
3. **Please kindly help me in my work.**
Ans. Please help me in my work.
or
Please help in my work.
4. **She ran very fastly.**
Ans. She ran very fast.
5. **I am only free in the morning.**
Ans. I am free only in the morning.
6. **Of course you will succeed in your mission.**
Ans. You will certainly succeed in your mission.
7. **The old man lived miserly**
Ans. The old man lived in a miserly manner.
8. **He was here presently.**
Ans. He was here just now.

9. **The patient is comparatively better today.**
Ans. The patient is comparatively well today.
or
The patient is rather better today
10. **He was fortunrtely not hurt.**
Ans. Fortunately, he was not hurt.

Exercise 5*Correct the following sentences :*

1. **Translate this passage from English to Hindi.**
Ans. Translate this passage from English into Hindi.
2. **I found him leaning on the chair.**
Ans. I found him leaning over the chair.
3. **Sheela resembles with her mother.**
Ans. Sheela resembles her mother.
4. **These days I am busy in writing a book of grammar.**
Ans. These days I am busy in writing a book on grammar.
5. **He married with a poor girl.**
Ans. He married a poor girl
6. **Can miser part Prom his wealth ?**
Ans. Can a miser part with his wealth ?
7. **The students had a tussle.**
Ans. The students had a tussle over the work.
8. **Please open your book on page twenty.**
Ans. Please open your book at page twenty.
9. **I have learnt this lesson word by word.**
Ans. I have learnt this lesson word for word.
10. **I saw him sitting besides the minister.**
Ans. I saw him sitting beside the minister.

Exercise 6*Correct the following sentences :*

1. **I will die some day since all men are mortal.**
Ans. I will die some day as all men are mortal.
2. **Zia was not in good mood, therefore, I did not talk to her.**
Ans. Zia was not in a good mood, so I did not talk to her.
3. **Both zia as well as Mala are beautiful.**
Ans. Both zia and Mala are beautiful.
4. **I took the medicine that might get well.**
Ans. I took the medicine so that I might get well.
5. **She is equally honest as her sister.**
Ans. She is as honest as her sister.

6. **All is not right that is expedient.**

Ans. All that is expedient is not right.

7. **Moving on the grass, I saw a snake.**

Ans. While moving on the grass, I saw a snake.

8. **The choice is between glorious death or shameful life.**

Ans. The choice is between a glorious death and shameful life.

9. **Although she is foolish but people like her.**

Ans. Although she is foolish yet people like her.

10. **May you pass or not, I don't care.**

Ans. Should you pass or not, I don't care.

