

**A LECTURE NOTE
ON
TH.1A – COMMUNICATIVE
ENGLISH
SEMESTER -1**



Prepared by – Sri Amit Kumar Tirkey (English)

Lecture STAGE -I

Mechanical Engineering

**GOVT. POLYTECHNIC,
MALKANGIRI**

- LECTURER NOTE -

COMMUNICATIVE ENGLISH

* Long Question :-

1) Q:- Discuss the process of communication.

Ans:-

Communication is known as the process of transmission of informations, ideas and understanding between individual or organisations by a medium. Process of commⁿ is the various stages of communication.

These various stages are as follows :-

- (i) Sender
- (ii) The message
- (iii) The medium
- (iv) Encoding
- (v) Receiver
- (vi) Decoding
- (vii) Feedback

(i) Sender :-

A sender is the person or group of organisation who has an ideas or information which he wants to communicate to other.

The idea or an impulse in the sender is the sender source of communication. The sender must have a clear cut ideas of the message to be conveyed. If the sender himself is confused about the message, then the cons & lack of clarity is termed as the semantic noise. Thus is the process of finding, selecting & deciding the meaning to be attached to the content of the message to be conveyed.

(ii) The message :-

The information that the sender wants to convey in the physical form which can be understood by the receiver is known as message. The message depends upon the sender's idea and the receiver's perception. These may alter the meaning of the message also together.

(iii) The medium or channel :-

The method used to send the message is called medium. Some examples of the medium are mail, telephone, letter, memo, etc.

(iv) Encoding :-

The process of translating the meaning of a message into suitable words or symbols is known as encoding. Encoding is guided by the process of communication and the relation between the sender and receiver.

(v) Receiver :-

The individual or group or organization that receives the message is known as receiver. Then the receiver decodes the message as his own perception. After that he gives feedback or responds to the sender.

(vi) Decoding :-

The complex or dynamic process

in which the receiver attaches meanings of his own perception in the sent message is called decoding. The meaning of the message is largely conditional by the mental perception of the receiver.

(vii) Feedback :-

Feedback or the response is an integral part of a successfully and effective communication. The feedback is given to the sender by the receiver in the form of some action.

② Effective Communication :-

⇒ Communication effective only when both the sender and the receiver are forward on the act of communication which the sender sharpen and improves skill of speaking and writing the receiver must improve skills of listening and reading.

→ The main equalities are connectedness, clarity, consciousness, coherance, compactness.

→ A message is complete when it present all the ideas and information require for the particular solution.

* Clarity : — The message must be clear at the 1st reading. Today's information explosion takes up so much of every one's time appreciate a message that takes very little time to follow and understand. Clearly written or spoken message avoid misunderstanding and save time, write and speak to express not impress.

* Conciseness : — It means expressing much in a few words. In business communication it means keeping to the point, using as few words as possible. Not necessarily mean being brief. It means making every word count.

* Courtesy : — Courtesy is consideration for other people's feeling. It is seen in individuals behaviors with others. A well-mannered & courteous person shows consideration and thought for the others. In a letter the style, the manner and the choice of words reflect the courtesy of the writer. Some simple rules for courtesy are:

Q.:- Do you think that audience plays an important role in comm? If yes, why?

Ans: +

Yes, it think audience really plays an important role in any form of communication. Having received the message sent by the sender, the audience means the receiver actively sends the feedback as his/their own persuasion whether they/he ask for further classification from the sender or not.

For the audiences only a reversal of roles takes place. The receiver having received the information or message from the sender changes its role and becomes the sender of the feedback by which a complete and perfect communication can be done.

Without audience the communication process can be compared and treated as a one way traffic. If there is no audience in communication the flow of ideas means the message is restricted from one side only, the sender's side but not be received by any one audience. So, the sender can't get the a sentence. & the feedback whether the message is received or not. So this need to be discharged as it is not an effective communication. At the whole is audience are not present in communication then the communication can be called as one way communication.

Vocabulary
one word substitution

1. To examine one's own thoughts and feelings -
Ans - Meditation .
2. Life history of a person written by another -
Ans - Biography .
3. A person who doesn't believe in any religion -
Ans - Atheist
4. Murderer of a brother -
Ans - Fratricide .
5. Person who is indifferent to both pleasure and pain -
Ans - Stoic
6. Gradual recovery from illness -
Ans - Convalescence .
7. A poem written on the death of someone loved and lost -
Ans - Elegy .
8. Large scale departure of people -
Ans - Exodus .
9. Gift left by will -
Ans - Legacy
10. One who always runs away from danger -
Ans - Timid .

- 14. Wane
- 15. Illegible
- 16. Robust
- 17. Carnal
- 18. Flexible

- 20. Relinquish
- 21. Conspicuous
- 22. Levity
- 23. Cliché
- 24. Anomalous

25. ~~Vivacious~~

Give synonyms of the following words

- 1. Combat
- 2. Subside
- 3. Abscond
- 4. Crainsay
- 5. Profound
- 6. Soporific
- 7. Anneal
- 8. Abomination
- 9. Burlesque
- 10. Foster
- 11. Enigma
- 12. Filthy

- 13. Nostalgia
- 14. Oversee
- 15. Deceive
- 16. Confusion
- 17. Recogative
- 18. Abandonado
- 19. Solicit
- 20. Radiant
- 21. Prune
- 22. Dilettante
- 23. Flak
- 24. Hoodlum
- 25. Spasmodic

Give antonyms of the following words

- 1. Acumen
- 2. Explicit
- 3. Violent
- 4. Deficit
- 5. Frantic
- 6. Redolent
- 13. Strenuous
- 14. Wane
- 15. Illegible
- 16. Robust
- 17. Carnal
- 18. Flexible
- 25. ~~Vivacious~~

- 7. Turbulent
- 8. Adversity
- 9. Misty
- 10. Propel
- 11. Patchy
- 12. Vanity
- 19. Devout
- 20. Relinquish
- 21. Conspicuous
- 22. Levity
- 23. Cliché
- 24. Anomalous

Antonyms

- (1) Acumen - Ignorance
- (2) Explicit - ambiguous
- (3) virulent - sympathetic
- (4) Deficit - plenty
- (5) frantic - collected
- (6) Redolent - Strong
- (7) Turbulent - bright
- (8) Adversity - fortune
- (9) Musty - fresh
- (10) propel - control
- (11) Patchy - ~~used~~ unused
- (12) vanity - humility
- (13) Strenuous - nonassertive
- (14) wane - build
- (15) Illegible - Clean
- (16) Robust - weak
- (17) carnal - unworshiply
- (18) flexible - inelastic
- (19) Devout - disloyal
- (20) Relinquish - Claim
- (21) conspicuous - unshowy
- (22) Levity - gravity
- (23) belut - ~~at~~ diet
- (24) Aromatic - foul
- (25) vivacious - dead

Synonyms

- (1) combat - battle
- (2) subside - abate
- (3) Abscond - breakout
- (4) Gain say - deny
- (5) Profound - recondite
- (6) Soporific - drowsy
- (7) Anneal - temper
- (8) Abomination - ~~exon~~ execration
- (9) Burlesque - send-up
- (10) ~~for~~ foster - advance
- (11) Enigma - closed book
- (12) filthy - bleec
- (13) Nostalgic - wistful
- (14) overseas - distant
- (15) ~~Deceive~~ - Deceive - bamn
- (16) Compunction - misgiving
- (17) prerogative - right
- (18) Aficionado - bug
- (19) solicit - poll
- (20) Radiant - aglow
- (21) Prune - clip
- (22) ~~to~~ Dilettante - unskilled
- (23) flake - chip
- (24) Hoodlum - bully
- (25) Spasmodic - aperiodic

Use of Verbs

1. An infinitive should be in the present tense unless it represents an action prior to that of the governing verb.

ex - I should have liked to go there.

It would be better to work on it.

2. Gerund if preceded by a pronoun, that pronoun must be in possessive case.

ex - He emphasised my going there.

3. A verb when preceded by a preposition must be the Gerund.

ex - They were punished for coming late.

4. The Present Perfect tense is not used with the adverbs of past time like yesterday, in 1990s etc. Here past indefinite tense is used.

ex - I bought a cycle yesterday.

5. The Past Perfect tense is used to represent the earlier of the two past actions.

ex - when I reached the station, the train had already left.

Use of Preposition

1. on, in, at are not used before today, tomorrow, yesterday etc.

ex - He will go there tomorrow.

2. No preposition is used before the word 'home'.

ex - Bring a T.V set home.

3. After transitive verb like discuss, reach, order, tell, demand etc. we directly used the object and no preposition is used after verb.

ex - The poet describes the beauty of nature in this poem.

4. Say / suggest / speak / reply / talk / listen is followed by preposition 'to' if there is a person in the form of object.

ex - He didn't reply to me.

- If a principal verb is used after about, after, at, before, for, from, in, on, to that verb must be in ing (V) form.

ex - You prevented me from doing it.

Communicative English

Difference between General and Technical Communication

General Communication

1. General content
2. General vocabulary
3. No formal element
4. May not be factual
5. Both subjective and objective
6. Not always structured
7. No specific audience
8. May or may not involve graphics

Technical Communication

1. Technical content
2. Technical vocabulary
3. Formal element
4. Always factual
5. Objective
6. Always structured
7. Specific audience
8. Usually involves graphics

2. Define Posture in Commⁿ

Posture is a form of non-verbal commⁿ. How one postures the body when seated, one standing constitute a set of potential signals that may communicate how the legs often said to be defensive. It is sometimes observed that a person under severe psychological threat will assume the body position of beetles. The seductive person opens his body to other people and postures himself so that his erotic body is exposed to the other person.

External Communication

External commⁿ flows outward. It addresses people outside. The organisations like the customers, competitors, public, press media all are included in this. It takes place in various ways and through different channels; letters, notices, brochures, telephone calls etc come under this communication.

7. What is code and how it is important in the process of communication?

Code is the symbolic form of any message or information. In commⁿ system sender sends the message, receiver receives it and also gives the feedback to the sender. Here coding is necessary. For coding the sender and the receiver can understand the sent text of each other. It is of two types. It is encoding mentioned by the sender and decoding done by the receiver.

Answers

1. Have you ever read war and peace?
2. I was watching television, when you come in
3. Has already come
4. Yes, shall go.
5. went
6. at
7. for
8. ~~at~~ of
9. off
10. from
11. are
12. was
13. was
14. am
15. is
16. am
17. Handsome.
Sita is a fair girl.
18. Prominent
He is an eminent scholar.
19. does not.
20. travelled.
21. meet
22. a 23. a 24. an, a
25. a
26. process
27. sends
28. receives 29. channel.
30. sender
31. receiver 32. two way.
33. lower to higher
34. higher to lower
35. Both
36. Elizabeth Finard.
37. Abbard of Aberebrothok
38. Spring.
39. Sir Ralph the Rover
40. Sixteen years.
41. geologist.
42. Russia 43. Afghanistan
44. Street.
45. Robert Soothey.
46. True
47. True
48. False
49. False
50. True.

- 35. at heart
- 36. in a hurry
- 37. in general
- 38. in trouble
- 39. at last
- 40. at ease
- 41. at ~~the~~ will
- 42. at dinner
- 43. by mistake
- 44. by name
- 45. in debt
- 46. in fun
- 47. in particular
- 48. in due course
- 49. on average
- 50. on second thoughts
- 51. on picnic
- 52. within reach

USE OF SOME PREPOSITIONS:

Inquire about: He inquired about the advertisement in the newspaper.

Inquire after: He called me aside to inquire after my daughter.

Warn against: He warned me against swimming in the sea.

Warn of: He warned me of dangers.

Die of: He died of cholera / his illness / old age / hunger.

Die from: He died from overeating / wound

In-27-2010/3/20 The lost child
 8. Difficult words.
 Sunging cannot -
 tramples underfoot -

PREPOSITIONS.

- | | |
|--------------------------|--------------------------------|
| 1) at length. | 19) out of control. |
| 2) at hand | 20) out of use |
| 3) at random | 21) on the leave |
| 4) at rest | 22) on a visit. |
| 5) on the whole | 23) in brief |
| 6) at once (immediately) | 24) in the a way. |
| 7) on the contrary. | 25) in the end |
| 8) on the other hand. | 26) on the fine |
| 9) on foot | 27) in out of reach |
| 10) on horse back. | 28) out of practice |
| 11) on sale | 29) out of sight |
| 12) on purpose. | 30) out of date |
| 13) on/abt duty. | 31) out of work |
| 14) under control | 32) out of danger |
| 15) by all means. | 33) out of quest |
| 16) in all | 34) at play |
| 17) in use. | |
| 18) out of place | |

7. Complain of: He complained of a pain in his chest / toothache.
8. Complain to: He complained to the headmaster about lack of good drinking water.
9. Complain about: He complained to the headmaster about the theft in his house.
10. Agree to: They agreed to my proposal.
11. Agree with: Hari agreed with me on this point.
12. Agree on: They all agreed on the date of examination.
13. Remind about: He reminded me about the meeting at 6 o'clock.
14. Remind of: The bicycle reminded him of his young days.
15. Made of: The ring is made of gold.
16. Made from: Butter is made from milk.
17. Compare with: He compared Shakespeare with Kavidas.
18. Compare to: The poet compared her face to the moon. (between two dissimilar things)

TYPE - II

Jumbled Sentences.

2. A study of man → Anthropology (समस्त विज्ञान)
3. A word opposite in meaning to another - Antonym.
4. State of being unmarried - Bachelorhood.
5. one who can't pay the debts - Bankrupt.
6. A life history written by someone else → Biography.
7. A government by the officials → Bureaucracy.
8. A person who is above hundred years → Centenarian.
9. belonging to the same period of time
→ Contemporary.
10. one who cannot speak → Dumb
11. Study of Environment → Ecology
12. A person who believes in fate → fatalist (गुस्ता)
13. one who eats too much → Glutton (चूना)
14. A position for which no salary is paid
→ Honorary (सम्माननीय)
15. study of earth → Geology - (भूविज्ञान)
16. the point where the earth and sky seem
meet → Horizon.

That which is against law → illegal.

A person who cannot read and write
Illiterate

one who cannot be heard →

21. A child whose parents are dead → orphan.
22. A hundred years → century
23. One who is present everywhere → Omnipresent.
24. One who looks at the brighter side of things → optimist → आशावादी)
25. Belonging to the middle ages → medieval
26. Subject to death → mortal.
27. One who loves own country → patriot
28. Study of art of teaching → pedagogy
29. One who looks on the darker side of things → pessimist → निराशावादी
30. Study of stamp collection → philately
31. One who knows many languages → polyglot

SYNONYMS

1. Write the meaning of the following words.
1. endeavour - venture / attempt / try.
2. Daring - fate.
3. Communalism - Dedication.
4. Significant - Decision.
5. Commitment - Devotion.
6. Dedication - Sacrifices / sacrifice.
7. Supreme - chief.
8. poverty - need.
9. Incessant - unceasing.
10. Applaud - Praise.
11. exhausted - empty.
12. Adulate - Subservient.
13. persuade - followed.
14. climax - circumstances.
15. Contradiction - opposition.
16. Porous - absorptive.
17. ingredient - component.
18. Irritate - make angry.
19. Tragic - danger.
20. Disperse - scatter.
21. menace - risk.
22. consumption - the action of using up.
23. Victim - casualty.
24. paralyse - equal.

26. Ovious - clear, plain.
27. Starry - wandel obb.
28. Vision - eyesight.
29. Fate ful - loyal
30. Slumber - sleep.
31. Redem - save
32. Cling - cluteb.
33. Disaster - A sudden accident.
34. Solemn - formal and dignified.
35. Grasp - clutch.
36. Nevertheless - In spite of that.
37. Bekon - gesture.
38. Tempest - storm.
39. Rejoice - happiness.
40. Mention - touch on.
41. Fragment - piece.
42. Dusk - Twilight.
43. Conservative - Traditionalist.
44. Sovereign - ruler.
45. - Ananivra - splendour / magnificence.
46. Arronard - concited.
47. non indice - Perceived

4. Language of science and technology :-

As English is an international language, any scientific inventions, discoveries, technological advancement we can find in this language itself. Any global information about science and technology you can get by going through the international journals and books.

5. Language of higher education

In spite of all regional languages, for higher studies you have to come across only one language i.e. English. Anyone wants to go abroad to pursue his career he/she has to face this language as a barrier if the person doesn't have much knowledge on that and can't continue higher studies.

(2) Definition (expr.) defend yourself,
be strong when facing a conflict, fight
for yourself defend your opinion or point
of view protect yourself from danger,
support yourself in a difficult situation.

ANS [↑] - 2

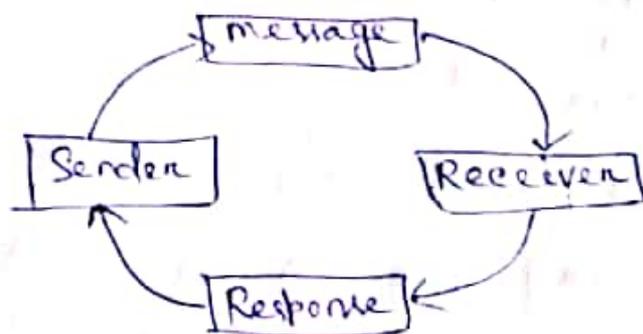
Questions with Answers

1. You ever (Road) near and Peace? (Have, Has)
2. I (watch) television, when you come in. (watch, watch)
3. He already (Come) here three. (Come, has come)
4. Is the weather (be) fine, I (go) out. (is, was, went)
5. It is time you (go) home. (go, went)
6. He is good — English (at, in, on)
7. We are sorry — you. (on, for, about)
8. Don't boast — your wealth. (on, at, off)
9. Wipe the dust — the table. (from, on, in)
10. Flour is made — wheat. (at, of, from, up)
11. Hari and Ram — here. (is, are)
12. Every boy and girl — ready. (is, are)
13. Neither he nor I — there. (am, is, are)
14. Either he or I — mistaken. (is, am, are)
15. Mathematics — a branch of study in every school. (is, are)
16. I, who — your friend will guard your interests. (is, am, are)
17. Write the synonym of Fair and make a sentence.
18. Write the synonym of Eminent and make a sentence.
19. The Sun — not set in the East. (do, does)
20. Last year, we — to Singapore. (go, went, had go)
21. I will — here tomorrow. (meet, met)
22. I had — very bad night. (a, an, the)
23. He is — vegetarian (a, an)
24. I have — hour and — half box lunch. (a, an, the)
25. I have — headache. (a, an, the)

~~action~~ Here day and night are two different things and the word that compares them is 'as'.

• Merits of diagonal comm"

10. Two way communication



In this case the Sender sends the message to the receiver. Receiver receives it and sends back a response acknowledging the message received as the model looks like. The response may be positive and negative. It is essential for a successful communication.

3. Explain Grapevine Communication

In organisations, informal commⁿ means the personal and professional employees. This informal flow of commⁿ is called grapevine commⁿ. Rumours about company's expansion, promotion of the employees, relations between the colleagues are some of the examples of grapevine commⁿ. It flows in all directions. It may create both negative and positive impact in the environment within an organisation.

4. How symbol plays a vital role in communication

In digital commⁿ symbol plays a vital role. It changes from situation to situation and goes across the transmission medium. Person writes using a digitally modulated signal or a pin code. Symbols are being used in everyday life in all departments for making communication easy and better comprehending.

5. One-way communication

In one way commⁿ information is transferred from the sender to the receiver without any opportunity for the receiver to give feedback to the sender. It is most often used to give tactical information or to persuade and manipulate the receiver to act in a certain way.

...the author decided to take name
of Red. He got the book to take in
of a week's notice card. After three weeks
of heavy practice he confided Red with a
great confidence. He kicked and scattered
the circle while Red was absorbed with the
game. Before he attack, with the knuckle down
the author seized his wrist and made a blow
as learnt from the book and made Red
rolling with pain on ground at the same
time defending himself.

5. The basic principles of a team are
unity, cooperation, tolerance, to each other,
respect as well as acceptance to each other,
ready to accept criticism and self lessness.

7. In one way comm, comm takes place from
sender to receiver having no response from
other side. On the other hand in two way
comm, comm takes place in both sides (as
there is feedback and the receiver is
an active participant. It makes the comm
effective and successful.

8. Figure of speech used in the poem "To My
True friend" is - Simile.

While two dissimilar things are compared to
each other with the words - like, as,
as well as, as like as, the figure of
speech is called 'Simile'.

Example - "When day was as dark as night"

4. Language of science and technology :-

As English is an international language, any scientific inventions, discoveries, technological advancement we can find in this language itself. Any global information about science and technology you can get by going through the international journals and books.

5. Language of higher education

In spite of all regional languages, for higher studies you have to come across only one language ~~it's~~ i.e. English. Anyone wants to go abroad to pursue his carrier he/she has to face this language as a barrier if the person doesn't have much knowledge on that and can't continue his/her studies.

As you know day and night are two different things and the word that compares them is 'as'.

8. Merits of diagonal comm.

1. It is less time consuming.
2. It involves large no. of people.
3. It flows from all directions to all directions.
4. It works effectively in business organisation.
5. It works as two way comm.

9. Importance of Communicative English

1. International language.
2. Window language.
3. Language of trade and commerce.

26. Communication is a ———. (Process, Performance)
27. Sender ——— the message. (Sends, receives)
28. Receiver ——— the message. (Sends, receives)
29. Message Passes through ———. (Sender, feedback, channel)
30. ——— does the encoding. (Sender, Receiver)
31. ——— does the decoding. (Sender, receiver)
32. Feedback is in ——— commⁿ. (one way, two way)
33. In upward commⁿ message Passes from ——— to ———
(higher, lower)
34. In downward commⁿ message Passes from ——— to ———
(higher, lower)
35. Feedback is ———. (Positive, negative, both)
36. who is the author in "To My True Friend"?
37. who Placed the Incheape Rock? bell?
38. what was the Season when Sir Ralph was Sailing across the sea?
39. who cut the incheape bell?
40. what was the age of 'Red'?
41. The author's mother gave up her job as a ———?
42. The author was living in ———.
43. The writer's father was living in ———.
44. The author's education was left to the ———.
45. who is the poet in 'the incheape Rock'?
46. The Rock was Perilous. (True / False)
47. Abbott was a virtuous man (True / False)
48. There was goodness in Ralph's mind (True / False)
49. Red was a gentle boy. (True / False)
50. Finally the writer won over Red. (True / False)

(3) Circumstances have pulled them apart. But the poet cherishes the memories of her friend tenderly. She remembers the time when there were conflicts between them and they did not see or talk to each other for days together. But such differences have no adverse effect on their friendship.

(1) Red's physical appearance was contrary to his feelings and mild nature. He was a ~~boy~~ boy of tender mugged face, green eyes, a forelock hanging from the forehead and a pointed cap on his head front to the back. So these physical structures and broad shoulder made him look older than he really was.

Answer the following questions

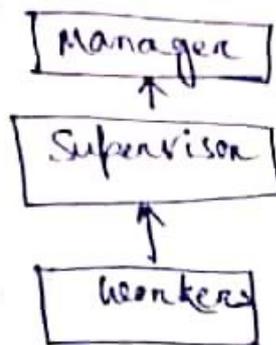
1. Why Red looks older than he really is?
 2. Explain the line "standing up for yourself".
 3. How does the poet cherish the memory of his friendship?
 4. How did the author defend himself and won over Red?
 5. What are the basic principles of a 'team'?
 6. What figure of speech has been used in the poem "To my true friend"?
 7. How can you differentiate two way commⁿ from one way commⁿ?
 8. Explain the merits of diagonal commⁿ.
 9. Just give the points why ~~English~~ is communicative English is important for us.
 10. What is feedback?
- If any doubt, I will clarify.

Use of Articles

1. Before words beginning with vowel sounds
- An
2. Before words beginning with consonant sounds
- A
3. Words with vowel letters having consonant values.
- A University, A unique, A unit etc.
4. Words with consonant letters having vowel sounds
- An honour, An hour, An honest etc.
5. In exclamatory expressions before singular countable nouns. A
- What a sunny day!
- With a pretty girl!
6. Before newspapers, religious groups, clubs, foundations, rivers, mountains etc - Definite article "The".
- The Ganga, The Yamuna, The Hindu, The Times of India, The Sikhs, The Lions' club etc.
7. Before certain books and musical instruments.
- The Vedas, The Puranas, The Bible etc.
- The Violin, The Flute etc.

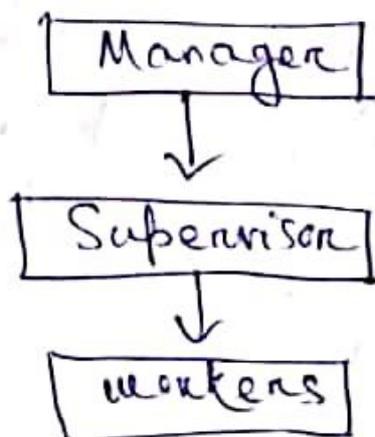
8. Upward Communication

It is the process of ~~into~~ information flowing from the lower level to upper level. This type of commⁿ is very popular in organisations as traditional forms of commⁿ are becoming less popular.



9. Downward Communication

It is the flow of information from higher level to lower level inside an organisation. It is important for an organisation's success.



4. After a long struggle to get recovery from his illness, the author decided to take revenge on Red. He got the book Ju Jitsu in exchange of a week's ration card. After three weeks of heavy practice he contested Red with a great confidence. He kicked and scattered the cards while Red was absorbed with the game. Before he attack, with the knuckle down, the author squized his wrist and made a blow as learnt from the book and made Red rolling with pain on ground at the same time defending himself.

5. The basic principles of a team are unity, cooperation, tolerance to each other, respect as well as acceptance to each other ready to accept...

when there day and night are two different things and the word that compares them is 'as'.

8. Merits of diagonal commⁿ

1. It is less time consuming.
2. It involves large no. of people.
3. It flows from all directions to all directions.
4. It works effectively in business organisation.
5. It works as two way commⁿ.

9. Importance of Communicative English

1. International language.
2. Academic language.
3. Language of trade and commerce.
4. Language of science and technology.
5. Language for higher education.
6. Language of research.

10. Feedback is the reply given by the receiver to the sender after getting informations from the later. It may be positive or negative. It is the response of the receiver when he is active and understands the message properly. Sometimes it comes through criticism. However, feedback enhances the communication process.

4. After a long struggle to get recovery from his illness, the author decided to take revenge on Red. He got the book Ju Jitsu in exchange of a week's nation card. After three weeks of heavy practice he confronted Red with a great confidence. He kicked and scattered the cards while Red was absorbed with the game. Before he attack, with the knuckle duster, the author squeezed his wrist and made a blow as learnt from the book and made Red rolling with pain on ground at the same time defending himself.

5. The basic principles of a team are - unity, cooperation, tolerance to each other, respect as well as acceptance to each other, ready to accept criticism and self lessness.

7. In one way comm, comm takes place from sender to receiver having no response from other side. On the other hand in two way comm, comm takes place in both sides (as there is feedback and the receiver is an active participant). It makes the comm effective and successful.

8. Figures of speech used in the poem "To My